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NORTHERN TIER ENERGY

[Printing Instructions](#)

"ONE PLAN" INTEGRATED CONTINGENCY PLAN



Prepared by:
J. Berra Engineering, Inc. for St. Paul Park Refining Company LLC

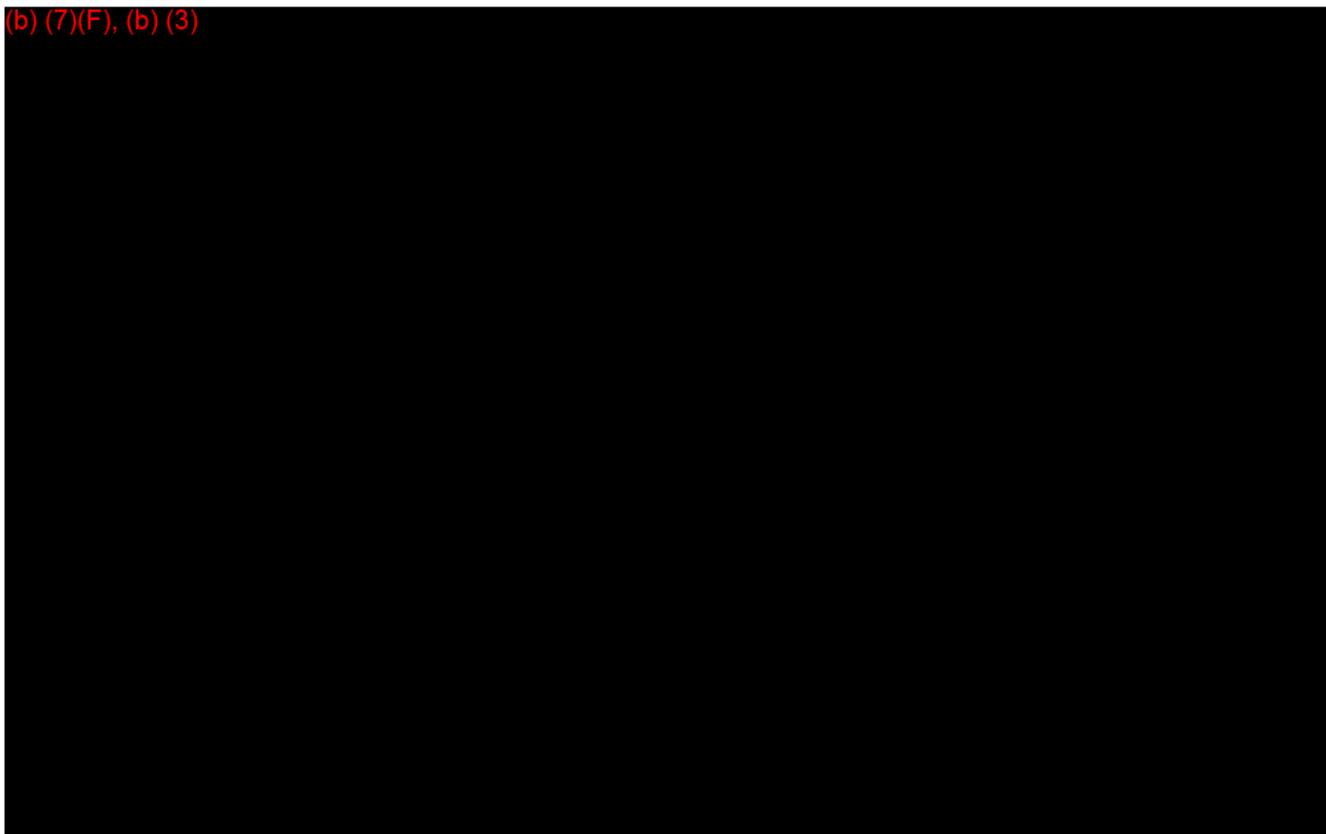
**ST. PAUL PARK
REFINING COMPANY LLC**

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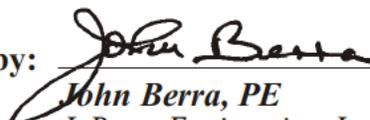
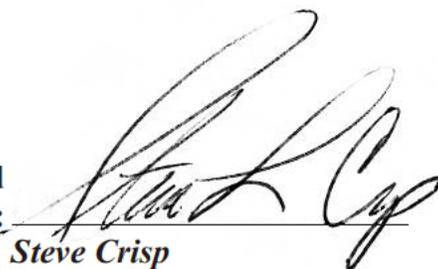
"ONE PLAN"
INTEGRATED CONTINGENCY PLAN
St. Paul Park, MN

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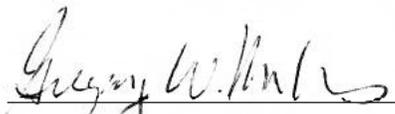


REVIEWED and APPROVED BY

Developed by:


John Berra, PE
J. Berra Engineering, Inc.
*Houston, Texas*Coordinated and
Reviewed by:
Steve Crisp
Fire Chief /
Emergency Response Coordinator
St. Paul Park Refining

Approved by:


Greg Mullins
President
St. Paul Park Refining

Document Control

St. Paul Park Refining

Section 1 - Page 1

Revision: A5

Effective: 4/1/13

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Section 1 - Page 2

Revision: A5

Effective: 4/1/13

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Integrated Contingency Plan

St. Paul Park Refining

Section 1 - Page 3

Revision: A4

Effective: 10/15/12

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NOTEBOOK DISTRIBUTION

NO.	ASSIGNED TO
 1	"Master Copy" Room 207
 2	EOC Conference Room
 3	Greg Mullins - Incident Commander
 4	Steve Crisp - Fire Chief and OSIC
 5	NTE Corporate Office
 6	US EPA, Region 5
 7	USCG MSD St. Paul, MN
 8	MPCA St. Paul, MN
 9	Casey Jones - Woodbury Office
 10	

St. Paul Park Refining

Section 1 - Page 4

Revision: A5

Effective: 4/1/13

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A2	5/1/12
A3	6/1/12
A4	10/15/12
A5	4/1/13

DETAILED REVISION LOG

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A0	11/1/10	Steve Crisp <i>Fire Chief</i>	Original Edition Rev. A0
A1	10/1/11	Steve Crisp <i>Fire Chief</i>	<p>Outside Notebook Cover and Spine: Added OPS Plan Sequence #1498 and FRP 0500082.</p> <p>Sec. 0: Page 1, Inside Cover, Added updated aerial photo and changed date to 10/1/11 to indicate latest Rev. A1 date.</p> <p>Sec. 1: Pages 1 and 2, Updated List of Effective Pages. Page 3, Revised Notebook Distribution List. Pages 4 thru 8, Added Detailed Rev. A1 Revision Log.</p> <p>Sec. 2: Page 1, Changed the title of Section 12D, added Sections 12J and 12K. Page 2, Added a Note about References to "Tab" or "Section".</p> <p>Sec. 3: Page 2, Added bullet items under Items 4 and 5.</p> <p>Sec. 4: Pages 1 and 2, Revised Special Incidents List and added Main Admin. Emergency and Northern Tier Terminal Incident. Pages 5 thru 8, 12, 14, 15, and 18 thru 24, Revised / Added Security actions and other general revisions.</p>

Integrated Contingency Plan

St. Paul Park Refining

Section 1 - Page 5

Revision: A1

Effective: 10/1/11

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Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A1 (continued)	10/1/11	Steve Crisp <i>Fire Chief</i>	<p>Sec. 5: Page 3, Revised Tank Trucks description, Item 4. Pages 5 and 6, Updated site map and aerial photo. Pages 10 and 18, Updated Storage Tank information.</p> <p>Sec. 6: Pages 1 and 4, Added Security Actions. Pages 5 thru 12 renumbered. Page 10, Changed position to Field Safety Officer.</p> <p>Sec. 7: Pages 1 and 3, Added Security Actions. Pages 4 thru 10 renumbered.</p> <p>Sec. 8: Page 1, Added Security Actions to Index and relocated Bloodborne Pathogen description previously on Page 2. Page 2, Added Security actions. Pages 3 thru 6, updated medical /rescue procedures.</p> <p>Sec. 9: Pages 1 and 5, Added Lightning Call and Security actions. Page 6, Updated the aerial photo. Pages 8 and 9, Revised wording.</p> <p>Sec. 10: Pages 2, 3 and 5, Revised the Emergency Levels for Terrorism.</p> <p>Sec. 11: Pages 1, 2, 3, 5, 6, 7, 10, and 12, Added Security actions and other general revisions.</p> <p>Sec. 12: Page 1, Revised name for Sec. 12D and added Sec. 12J, Main Admin Emergency and Sec. 12K, Northern Tier Terminal Incident.</p> <p>Sec. 12B: Pages 1 and 3, Added Security Actions. Page 2, Updated safe distances from radiation sources. Pages 4 thru 6 renumbered.</p>
		Eric Folsom <i>Env. Pro.</i> (Sec 12C)	<p>Sec. 12C: Pages 1 and 3, Added Security Actions. Pages 4 thru 12 renumbered after adding new Pages 3, 6, 9 and 10 and 8. Pages 6 thru 12, Updated the Hazardous Material Waste locations on the site map and newly added aerial photos.</p> <p>Sec. 12D: Pages 1 and 3, Added Security Actions. Pages 4 thru 8 renumbered after adding new Page 3 for Security. Pages 1 thru 8, Changed the page headings to HF Acid / Toxic Material Release (H₂S, SO₂, Ammonia.)</p>

Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A1 (continued)	10/1/11	Steve Crisp <i>Fire Chief</i>	<p>Sec. 12E: Pages 1 thru 4, Revised the entire section to include Person Who Discovers Railroad Emergency and Security actions. Added updated aerial photo.</p> <p>Sec. 12F: Page 2, Changed PC&S Manager to GP-D Manager.</p> <p>Sec. 12G: Pages 2 and 3, Changed Designated Area to Assembly Area. Page 4, Changed wording on Steps 2, 3, and 4.</p> <p>Sec. 12H: Page 4, Add new action Step 7.</p> <p>Sec. 12I: Pages 4, 5, 6, 9, 11, 12, 14, 18, 21, 23, and 25, Changed wording and updated equipment drawings.</p> <p>Sec. 12J: Pages 1 thru 4, Added new section for Main Admin Emergency.</p> <p>Sec. 12K: Pages 1 thru 4, Added new section for Northern Tier Terminal Incident.</p> <p>Sec. 13: Pages 1 thru 11, Updated names and contact information.</p> <p>Sec. 14: Pages 1 thru 12, Updated outside names and contact information.</p> <p>Sec. 15: Pages 1 and 3, Added Security Actions. Pages 5 and 6, Updated names and contact information. Pages 4 thru 16 renumbered.</p> <p>Sec. 19: Page 7, Changed Security action in Step 3.</p>

Integrated Contingency Plan

St. Paul Park Refining

Section 1 - Page 7

Revision: A2

Effective: 5/1/12

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Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A1 (continued)	10/1/11	Steve Crisp <i>Fire Chief</i>	<p>Sec. 20: Pages 3 and 4, Updated site plan and aerial photo.</p> <p>Sec. 22: Page 4, Updated EOC layout. Page 5, VP of Refining was replaced with CEO, Central Control Room was replaced with Security, previous Step 17 was removed, Planning Section was replaced with Safety Section. Pages 6, 8, 11, Updated wording. Page 8 previous Steps 4 and 15 were removed. Page 13, Replaced Step 6 Planning Chief with Operations. Page 15, Reworded Step 13. Page 16, Deleted previous check boxes 1 thru 4. Page 20, Replaced Step 3 Logistics Section Officer with Safety Officer, and reworded.</p> <p>Sec. 23: Page 8, Added Medical Sector action steps. Page 9, Added Rehab Sector action steps.</p> <p>Section 25: Page 2, Revised Spokespersons list in Item 3. Page 3, Added Corporate Representatives after Refinery Representatives in Step 3.</p> <p>Section 26: Pages 5, and 6, Updated site maps.</p> <p>Section 27: Page 3, Reworded Items B and C and changed terminology to Light Oil Loading Rack.</p> <p>Sec. 31: Page 13, Updated title box information and updated the EPA OCA Scenario Equations (miles).</p> <p>Sec. 35: Page 1, Updated Table of Contents with E, Equipment Forms, Added Pages 21 thru 46 (E-1 thru E-10 Forms).</p>
A2	5/1/12	Steve Crisp <i>Fire Chief</i>	<p>Sec. 38: Page 2, Updated the weekly and monthly test of Response Paging and Alarm Systems.</p> <p>Sec. 0: Inside Cover, Changed date to 5/1/12 to indicate latest Rev. A2 update.</p> <p>Sec. 1: Pages 1 and 2, Updated "List of Effective Pages" to Rev. A2. Page 3, Added Notebook #9 to the Distribution. Page 4, Added Rev. A2 to "Overview of Revisions". Pages 7 thru 10, Added Rev. A2 "Detailed Revision Log".</p>

Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A2 (continued)	5/1/12	Steve Crisp <i>Fire Chief</i>	<p>Sec. 3: Page 1, Revised commitment statement.</p> <p>Sec. 4: Page 19, Updated Main Admin Emergency response.</p> <p>Sec. 5: Pages 2 and 3, Updated number of above-ground Tanks. Page 5, Added Bio-Diesel Tank 233 to the site plan and location of communications and response equipment. Pages 8 thru 18, Updated storage tanks and containment areas. Page 9, Updated aerial photo in Tank Location Key. Page 10, Added Tank 233; Updated North (and South) Tank Farm aerial photos.</p> <p>Sec. 6: Page 5, Added Step 3d.</p> <p>Sec. 12C: Pages 7 and 9, Added eWaste (#15).</p> <p>Sec. 12I: Pages 1 and 3, Updated aerial photos.</p> <p>Sec. 12J: Pages 2 thru 22, Completely revised the Main Admin Bldg emergency response.</p> <p>Sec. 13: Pages 1 thru 14, Updated names and contact information.</p> <p>Sec. 14: Pages 1, 2 and 5 thru 8, Updated names and contact information.</p> <p>Sec. 15: Page 5, Updated notification list.</p> <p>Sec. 17: Pages 1 thru 16, Updated OSRO information and added contract agreement.</p> <p>Sec. 20: Page 2, Updated Shelter Decision. Pages 3 and 4, Added Bio-Diesel Tank 233 to the site plan. Revised Assembly Points. Added Wind Rose.</p>

Integrated Contingency Plan

St. Paul Park Refining

Section 1 - Page 9

Revision: A3

Effective: /15/12

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Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A2 (continued)	5/1/12	Steve Crisp <i>Fire Chief</i>	<p>Sec. 22: Pages 1 thru 22, Updated entire section. Inserted new Pages 2 thru 4 for Responsibilities. Updated Page 6, EOC Layout. Shifted page numbers from previous revision.</p> <p>Sec. 25: Page 2, Additional Spokespersons (Items #1 and #2), added to include VPHR NTE, and VPHR SPPRC.</p> <p>Sec. 26: Pages 1 thru 32, Updated the entire section. Pages 23 thru 32, Added Boom Deployment Strategies.</p> <p>Sec. 27: Pages 1 and 2, Added Wind Rose and Updated Drainage Detail. Page 14, Added Spill Flow Direction Map.</p> <p>Sec. 28: Page 1 and 17 thru 24, Added Vulnerability Analysis. Added 27-Hour Spill Response Extents Map.</p> <p>Sec. 30: Page 2, Updated Waste Minimization and Disposal.</p> <p>Sec. 31: Pages 1 thru 30, Updated entire Hazard Evaluation section.</p> <p>Sec. 38: Pages 1 thru 16, Updated Exercises and Drills.</p> <p>Sec. 41: Page 21, Updated all contact and tank information.</p>
A3	6/1/12	Steve Crisp <i>Fire Chief</i>	<p>Sec. 0: Page 1, Inside Cover, Changed date to 6/1/12 to indicate latest Rev. A3 update.</p> <p>Sec. 1: Pages 1 and 2, Updated "List of Effective Pages" to Rev. A3. Page 4, Added Rev. A3 to "Overview of Revisions". Pages 9 and 10, Added Rev. A3 "Detailed Revision Log".</p>

Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A3 (continued)	6/1/12	Steve Crisp <i>Fire Chief</i>	<p>Sec. 2: Page 1, Added Facility Self-Inspection to Sec. 37.</p> <p>Sec. 5: Pages 10 and 15, Updated Tank capacities on Tanks 94, 136, 147, and 160.</p> <p>Sec. 31: Pages 12 and 13, Added references to Section 37, Page 4 in Items 2, 3, and 6. Added reference to Sec. 35, Page 14 in Item 6. Page 21, Item 2B, and Page 26, Item 3B, revised references for Site Drainage Diagrams to Tab 27. Page 25, Revised reference to Bay West equipment list to Section 17, Page 11.</p> <p>Sec. 35: Page 14, Added Short Run Line Inspection Log. Pages 21 thru 46, Added Equipment Forms E.</p> <p>Sec. 37: Pages 1 thru 4, Added Index (Page 1) and Facility Self-Inspection (Page 4). Re-numbered previous Training pages.</p> <p>Sec. 41: Page 7, Added Tab 31 to the reference for Citations 1.6.1 and 1.6.2, Discharge Detection Systems. Revised reference for Citation 1.8.1, Facility Self-Inspection, to Tab 37.</p>
A4	10/15/12	Steve Crisp <i>Fire Chief</i>	<p>Sec. 0: Inside Cover, Changed date to 10/15/12 to indicate latest Rev. A4 update. Page 2, Updated signatures.</p> <p>Sec. 1: Pages 1 and 2, Updated "List of Effective Pages" to Rev. A4. Page 3, Changed Notebook #9 to Casey Jones. Page 4, Added Rev. A4 to "Overview of Revisions". Pages 10 thru 12, Added Rev. A4 to the "Detailed Revision Log".</p> <p>Sec. 2: Page 1, Added New Incident, 12L River Spills and Strategies. Removed Facility Self Inspection from Section 37 - Training.</p>

Integrated Contingency Plan

St. Paul Park Refining

Section 1 - Page 11

Revision: A4

Effective: 10/15/12

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Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A4	10/15/12	Steve Crisp <i>Fire Chief</i>	<p>Sec. 4: Pages 1 and 2, Added River Spills and Strategies. Pages 22 thru 26, Added initial response actions for River Spills, and shifted / renumbered following pages.</p> <p>Sec. 5: Page 1, Updated Index. Page 2, Added Counties in the descriptions. Pages 2, 3 and 9, Updated number of total tanks to 100 at Main Plant. Page 5, Added Loading and Unloading Racks, and Jurisdictional Boundaries to the Facility Map. Pages 19 thru 22, Added New Plant Utilities Maps for Electrical Power, Purchased Natural Gas, Potable Water, and Sewer Main.</p> <p>Sec 12: Pages 1 and 2, Added New Special Incident, Sec. 12L, River Spills and Strategies.</p> <p>Sec 12L: Pages 1 thru 14, Added New Special Incident, River Spills and Strategies.</p> <p>Sec. 17: Page 1, Updated Index page for addition of new Page 4. Page 4, Added Response Time Map. Pages 5 thru 18, OSRO contract agreement shifted / re-numbered.</p> <p>Sec 20: Page 5, Updated Shelter-In-Place locations by removing Vehicle Repair Truck Shop.</p> <p>Sec. 25: Page 2, Revised Item #2 PIO spelled-out. Revised Item #3, List of Spokespersons to four. Revised Item #4, Training requirements from four to two years.</p> <p>Sec. 26: Page 1, Index, Moved Boom Deployment Strategies to new Tab 12L. Pages 5, 6 and 8, Updated the Fixed Firefighting Equipment plans. Page 22, Revised list of Wakota CAER Members. Page 23, Added chart showing Conex Locations. Page 24, Intentionally blank. Moved previous Pages 23 thru 32 to New Incident, 12L, River Spills and Strategies.</p>

Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A4	10/15/12	Steve Crisp <i>Fire Chief</i>	<p>Sec. 31: Pages 1 thru 46, Revised and updated all pages in this section. Page 1, Table of contents reflects new listings A thru F of the revisions. Page 4, Updated all text. Pages 5 thru 10, Updated Facility Oil Spill History. Pages 11 thru 24 shifted and re-numbered. Pages 25 thru 46, Updated all text. Pages 43 thru 46, Added to EPA Attachment E-1, Worksheets to Plan Volume of Response Resources, for a total of four oil group worksheets.</p> <p>Sec. 33: Page 4, Updated the site plan on the electronic "click to edit" version.</p> <p>Sec. 34: Page 1, Added Index. Pages 2 and 3, Added new information entitled "Hazards Imposed by Spilled Materials". Pages 4 thru 6, All previous pages were shifted and re-numbered.</p> <p>Sec. 35: All Pages were Updated. Pages 3 and 4, title changed to "Internal Incident Notification Form". Pages 5 and 6, Added External Notification Form (ERIN-NRC). Page 11, Added Training Attendance Sheet. All Pages re-numbered.</p> <p>Sec. 37: Pages 1 thru 4, Updated entire section. Page 1, Added detailed Section Index. Pages 2 thru 4, Updated text. Previous Page 4, Moved Facility Self-Inspection to Page 31-17.</p> <p>Sec. 41: Pages 1 thru 45, Updated entire section due to updated and expanded EPA and USCG cross references. Pages 4 thru 20, Updated and expanded EPA FRP Checklist and Cross References. Pages 21 thru 33, Updated and expanded USCG FRP Requirements and Cross References. Pages 34 thru 45 re-numbered previous pages due to expanded EPA and USCG cross references. Pages 43 and 44, Updated information. Page 45, Updated signature and date.</p>

Integrated Contingency Plan

St. Paul Park Refining

Section 1 - Page 13

Revision: A5

Effective: 4/1/13

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Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A5	4/1/13	Steve Crisp <i>Fire Chief</i>	<p>Sec. 0: Page 1, Inside Cover, Changed date to 4/1/13 to indicate latest Rev. A5 update.</p> <p>Sec. 1: Pages 1 and 2, Updated "List of Effective Pages" to Rev. A5. Page 4, Added Rev. A5 to "Overview of Revisions". Pages 13 and 14, Added Rev. A5 "Detailed Revision Log".</p> <p>Sec. 4: Page 5, Added new Steps 1, 4, and 5a. Page 20, Added New Terminal Building photos. Page 25, Updated the site plan on the electronic "Click to Edit" version.</p> <p>Sec. 5: Page 2, Revised EPA worst case spill volume. Pages 5, and 6, Updated site plan and aerial photo with New Terminal Building and Truck Weight Scale. Page 10, Naphtha spelled-out. Page 11, Revised asterisk note for Tanks 87, 88, and 89. Added Crude Oil to Tank 109. Pages 12 thru 15 & 17, Added asterisk notes. Page 16, Naphtha spelled-out. Added Page 23, New Aerial Photo, Cottage Grove - St. Paul Park 12" & 16" Crude Pipelines.</p> <p>Sec. 6: Page 3, Added new Steps 1, 4, and 5a.</p> <p>Sec. 9: Page 6, H. F. Alky Permit Building added to the Severe Weather Shelter Key. Page 5, Changed within ten (10) to six (6) miles of the Refinery. Page 7, "H. F. Alky Permit Building" photo added and "New Terminal Building" photo added, assigned numbers.</p> <p>Sec. 11: Page 9, Replaced photo in view "A" with New Connex Box photo.</p> <p>Sec. 12C: Pages 6 and 12, Updated site plan and aerial photos to show the New Terminal Building and Truck Weight Scale.</p> <p>Sec. 12E: Page 1, Replaced aerial photo to show the New Terminal Building.</p>

Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A5	4/1/13	Steve Crisp <i>Fire Chief</i>	<p>Sec. 12I: Page 1, Replaced aerial photo to show the New Terminal Building.</p> <p>Sec. 12J: Page 1, Replaced aerial photo to show the New Terminal Building. Page 3, Replaced "Material Controller" with "Emergency Response Coordinator".</p> <p>Sec. 12K: Pages 1 and 2, Updated site plan and aerial photos to show the New Terminal Building and Truck Weight Scale.</p> <p>Sec. 13: Pages 1 thru 14, Updated names and contact information.</p> <p>Sec. 14: Pages 1, 10, 11, 12, 13, 14, Added more Parks and Schools, shifted/added two pages.</p> <p>Sec. 15: Page 6, Updated notification list.</p> <p>Sec. 19: Page 1, Replaced aerial photo to show the New Terminal Building.</p> <p>Sec. 20: Pages 3 and 4, Updated site plan and aerial photos to show the New Terminal Building and Truck Weight Scale. Page 6, Updated Item 5 under Evacuation Requirements.</p> <p>Sec. 22: Page 2, Added new Item 1 under QI primary responsibilities, renumbered list.</p> <p>Sec. 26: Page 5, Updated site plan to show the New Terminal Building and Truck Weight Scale.</p> <p>Sec. 27: Page 14, Updated site plan to show the New Terminal Building and Truck Weight Scale.</p> <p>Sec. 28: Page 20, Added Schools. Page 22, Added Parks and Recreation Areas. Page 23, Added reference to underground Utilities in Tab 5.</p>

Integrated Contingency Plan

St. Paul Park Refining

Section 1 - Page 15

Revision: A5

Effective: 4/1/13

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Detailed Revision Log (cont'd)

Revision Number	Date of Revision	Person Entering Revision	Description of Revision
A5	4/1/13	Steve Crisp <i>Fire Chief</i>	<p>Sec. 31: Page 3, Added tank spill trajectory photo. Page 17, Added Secondary Containment Checklist. Pages 27 and 32, Updated reference to location of the New Terminal Building to Fourth Ave. Pages 35, 36, and 46, Updated volumes of Tank 148.</p> <p>Sec. 33: Page 4, Updated the site plan on the electronic "Click to Edit" version.</p> <p>Sec. 35: Page 1, Changed the Response Equipment Inspection Log (701) to 700-1. Added 700-2 as Page 10. Page 10, Added Response Equipment Inspection Checklist (700-2).</p> <p>Sec. 41: Page 8, Changed FOOSC phone number cross reference from Page 6 to Page 5. Page 9, Added cross reference to amount of oil that emergency response equipment can handle (Section 12L, Pages 9-11). Page 10, Changed evidence of contractual agreements to show it resided in Section 17, Page 7. Page 18, Changed cross references for EPA Sec. 1.8.1.2. Page 43, Revised EPA worst case spill volumes. Revised quantity of transformers that contain oil.</p>

St. Paul Park Refining

Section 1 - Page 16

Revision: A5

Effective: 4/1/13

Integrated Contingency Plan

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Effective: 10/15/12

Outside Cover

Checklists & Forms

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- 3 Executive Summary
- 4 Core Plan
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TYPES OF INCIDENTS

- 6 Loss of Primary Containment
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NOTIFICATIONS

- 13 Call Out Lists
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Blue Tabs 6 thru 12

Initial Response

Initial action steps for response to emergency incidents are detailed in Tabs 6 thru 12.

Example: If Fire, go to blue Tab 7

If Terrorism, go to blue Tab 10



Yellow Tabs 21 thru 25

Increasing Severity Response

If the incident grows in severity, more and more of the ICS Organization positions in Tab 21 must be filled by responders.

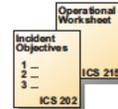
Tab 21 shows the complete ICS Organizational structure, but only those ICS positions that are necessary to manage the incident need to be filled.



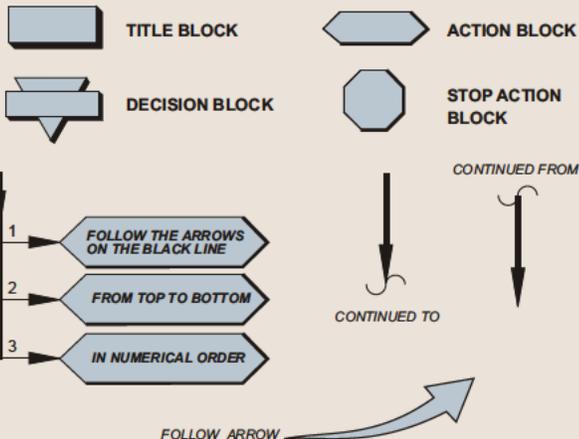
Tab 35

Forms and Checklists

Tab 35 contains all the Forms and Checklists to document the incident.



SYMBOL LEGEND



References to "Tab" or "Section"

Throughout this One Plan, references to "Tab" or "Section" are used interchangeably. The reference to "tab" is used as an intended abbreviation and shortcut terminology for reference to "section".

Abbreviations / Acronyms

St. Paul Park Refining

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ABBREVIATIONS / ACRONYMS

ACP	Area Contingency Plan
AED	Automated External Defibrillator
AMPD	Average Most Probable Discharge
AMT	Air Monitoring Team
ANPRM	Advanced Notice of Proposed Rulemaking
ASTM	American Society of Testing Material
ATF	Bureau of Alcohol, Tobacco & Firearms
bbls	Barrels (42 Gallons)
BLEVE	Boiling Liquid Expanding Vapor Explosion
BPD	Barrels per Day
BPH	Barrels per Hour
CCR	Central Control Room
CEM	Continuous Emission Monitors
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHRIS	Chemical Hazards Response Information System
CPR	Cardiopulmonary Resuscitation
CWA	Clean Water Act (Federal)
DFG	Department of Fish and Game
DNR	Department of Natural Resources
DOC	Department of Commerce
DOI	Department of Interior
DOT	Department of Transportation
E&S	Environmental and Safety (Department)
ECA	Emergency Care Attendant
ECC	Emergency Control Center
EM	Emergency Management
EMP	Emergency Management Plan
EMT	Emergency Management Team
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EPA	Environmental Protection Agency
ERO	Emergency Response Organization
ERP	Emergency Response Plan
ERT	Emergency Response Team
ESDA	Emergency Services and Disaster Agency

Continued

ABBREVIATIONS / ACRONYMS

FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Administration
FOSC	Federal On-Scene Coordinator
FR	Federal Register
FRF	Federal Revolving Fund
FRP	Facility Response Plan
FWPCA	Federal Water Pollution Control Act
FWS	Fish and Wildlife Service
GAL	Gallons
GIS	Geographic Information System
GPM	Gallons per Minute
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations & Emergency Response
HMRT	Hazardous Material Response Team
HVAC	Heating, Ventilation, and Air Conditioning
IC	Incident Commander
IC/QI	Incident Commander/Qualified Individual
ICP	Integrated Contingency Plan
ICS	Incident Command System (or Structure)
JIM	Joint Information Manager
LEL	Lower Explosive Limit
LEPC	Local Emergency Planning Committee
LLEA	Local Law Enforcement Agency
MMB	Million Barrels
MMPD	Maximum Most Probable Discharge
MMS	Minerals Management Service (USDOI)
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPCA	Minnesota Pollution Control Agency
MSD	Marine Safety Detachment (USCG)
MSDS	Material Safety Data Sheets
MSO	Marine Safety Office
MSU	Marine Safety Unit

Continued

Abbreviations / Acronyms

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ABBREVIATIONS / ACRONYMS

NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System
NPRM	Notice of Proposed Rulemaking
NRC	National Response Center
NRDA	Natural Resources Damage Assessment
NRS	National Response System
NRT	National Response Team
NSFCC	National Strike Force Coordinator Center
OCI	Office of Criminal Investigation (EPA)
OMCC	Oil Movement Control Center
OPA	Oil Pollution Act
OPA-90	Oil Pollution Act of 1990
OSC	On-Scene Coordinator / Commander
OSHA	Occupational Safety and Health Administration (USDH)
OSIC	On-Scene Incident Commander
OSRO	Oil Spill Response Organization
PDU	Products Distribution Unit
PFD	Personal Flotation Device
PHAST	Commercial Consequence Analysis Model
PHMSA	Pipeline and Hazardous Materials Safety Administration (DOT)
PIAT	Public Information Assist Team (USCG)
PIES	Public Information and Emergency System
PIO	Public Information Officer
PPE	Personal Protective Equipment
ppm	Parts per million
PREP	National Preparedness for Response Exercise Program
QA	Quality Assurance
QI	Qualified Individual
RA	Regional Administrator
RAT	Rapid Assessment Team
RCRA	Resource Conservation and Recovery Act
RQ	Reportable Quantity
RRC	Regional Response Center
RRT	Regional Response Team (Federal)
RSPA	Research & Special Programs Administration
RT	Rescue Team

Continued

ABBREVIATIONS / ACRONYMS

SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SDWA	Safe Drinking Water Act of 1986
SERC	State Emergency Response Center
SI	Surface Impoundment
SIC	Standard Industrial Classification
SMT	Spill Management Team
SONS	Spill of National Significance
SOSC	State On-Scene Coordinator
SPCC	Spill Prevention, Control, and Countermeasures
SPI	Standard Practice Instruction
TCLP	Toxic Characteristic Leaching Procedure
TERPS	Tactical Emergency Response Procedures
TEST	Technical Environmental Support Team
TSD	Treatment, Storage and Disposal
TWA	Time Weighted Average
US	United States
USCG	United States Coast Guard
USDL	U.S. Department of Labor
USDOE	U.S. Department of Energy
USDOI	U.S. Department of Interior
USDOT	U.S. Department of Transportation
USEPA	U.S. Environmental Protective Agency
USFWS	U.S. Fish and Wildlife Service (USDOI)
USHHS	U.S. Department of Health and Human Resources
VCE	Vapor Cloud Explosion
WCD	Worst Case Discharge

DEFINITIONS

- 1) **Average Most Probable Discharge** means a discharge of the lesser of 50 barrels or 1 percent of the volume of the worst case discharge.
- 2) **Contract with OSRO or other approved means of response:**
 - (a) A written contractual agreement with an oil spill removal organization(s) that identifies and ensures the availability of the necessary personnel and equipment within appropriate response times; and/or
 - (b) A written certification by the owner or operator that the necessary personnel and equipment resources, owned or operated by the facility owner or operator, are available to respond to a discharge within appropriate response times; and/or
 - (c) Active membership in a local or regional oil spill removal organization(s) that has identified and ensures adequate access through such membership to necessary personnel and equipment to respond to a discharge within appropriate response times in the specified geographic areas; and/or
 - (d) Other specific arrangements approved by the Regional Administrator upon request of the owner or operator.
- 3) **Discharge** includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying or dumping. The term *discharge* shall not include any discharge of oil which is authorized by a permit.
- 4) **Fish and wildlife and sensitive environments** means an area that may be identified by either their legal designation or by evaluations of Area Committees (for planning) or members of the Federal On-Scene Coordinator's spill response structure during responses.
- 5) **Injury** means a measurable adverse change, either long- or short-term, resulting from exposure to a discharge of oil.

-
- 6) **Maximum Most Probable Discharge** means a discharge of the lesser of 1,200 barrels or 10 percent of the volume of a worst case discharge.
- 7) **Non-persistent or Group I Oils** include:
- (a) A petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions:
 - 1) At least 50% of which, by volume, distill at a temperature of 340°C (645°F); and
 - 2) At least 95% of which, by volume, distill at a temperature of 370°C (700°F);
 - (b) A non-petroleum oil with a specific gravity less than 0.8.
- 8) **Non-Petroleum Oil** means oil of any kind that is not petroleum-based. It includes, but is not limited to, animal and vegetable oils.
- 9) **Oil** means oil of any kind or in any form, including, but not limited to petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged soil.
- 10) **Onshore facility** means any facility of any kind located in, on, or under any land within the United States, other than submerged lands, which is not a transportation-related facility.
- 11) **Oil Spill Response Organization (OSRO)** means an entity that provides response resources.

Abbreviations / Acronyms

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- 12) **Persistent Oils** include:
- (a) A petroleum-based oil that does not meet the distillation criteria for a non-persistent oil. Persistent oils are further classified based on specific gravity as follows:
 - 1) Group 2-specific gravity less than 0.85;
 - 2) Group 3-specific gravity equal to or greater than 0.85 and less than 0.95;
 - 3) Group 4-specific gravity equal to or greater than 0.95 and less than 1.0;
 - 4) Group 5-specific gravity equal to or greater than 1.0.
 - (b) A non-petroleum oil with a specific gravity of 0.8 or greater. These oils are further classified based on specific gravity as follows:
 - 1) Group 2-specific gravity equal to or greater than 0.8 and less than 0.85;
 - 2) Group 3-specific gravity equal to or greater than 0.85 and less than 0.95;
 - 3) Group 4-specific gravity equal to or greater than 0.95 and less than 1.0;
 - 4) Group 5-specific gravity equal to or greater than 1.0.
- 13) **Qualified Individual(s)** means an English-speaking representative(s) of the facility identified in the plan, located in the United States, available on a 24-hour basis, familiar with implementation of the facility response plan, and trained in his or her responsibilities under the plan. This individual should be able to arrive at the facility in a reasonable time. This person and at least one alternate must have full written authority to implement the facility's response plan via documentation that provides for:
- (a) Activating and engaging in contracting with identified oil spill removal organization(s);
 - (b) Acting as a liaison with the predesignated Federal On-Scene Coordinator (FOSC), and
 - (c) Obligating, either directly or through prearranged contracts, funds required to carry out all necessary or directed response activities.
- 14) **Response Resources** means the personnel, equipment, supplies, and other capability necessary to perform the response activities identified in a response plan.
- 15) **Spill event** means a discharge of oil into or upon the navigable waters of the United States or adjoining shorelines in harmful quantities, as defined in 40 CFR Part 110.

-
- 16) **Spill Management Team** means the personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.
- 17) **Substantial Threat of a Discharge** means any incident or condition involving a facility that may create a risk of discharge of fuel or cargo oil. Such incidents include, but are not limited to storage tank or piping failures, aboveground or underground leaks, fires, explosions, flooding, spills contained within the facility, or other similar occurrences.
- 18) **Worst Case Discharge** means:
- (a) Where applicable, the loss of the entire capacity of all in-line and breakout storage tank(s) needed for the continuous operation of the pipeline(s) used for the purpose of handling or transporting oil, in bulk, to or from a vessel regardless of the presence of secondary containment; plus,
 - (b) The discharge from all piping carrying oil between the marine transfer manifold and the non-transportation-related portion of the facility. The discharge from each pipe is calculated as follows: the maximum time to discover the release from the pipe in hours, plus the maximum time to shut down flow from the pipe in hours (based on historic discharge data or the best estimate in the absence of historic discharge data for the facility) multiplied by the maximum flow rate expressed in barrels per hour (based on the maximum relief valve setting or maximum system pressure when relief valves are not provided, whichever is greater) plus the total line drainage volume expressed in barrels for the pipe between the marine manifold and the non-transportation-related portion of the facility (33 CFR 150 and 154, CH-1).

Executive Summary / Administrative

St. Paul Park Refining

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EXECUTIVE SUMMARY

PURPOSE

The plans and information contained in this *Integrated Contingency Plan, ICP*, are written for the St. Paul Park Refining Company LLC.

ST. PAUL PARK REFINING COMPANY COMMITMENT

Ability to Implement Plan, Including Response Training and Practice Drills

The facility has dedicated appropriate resources and taken measures to ensure that facility staff will be sufficiently trained to implement the Plan, including conducting the training, exercises, and drills required by this Plan.

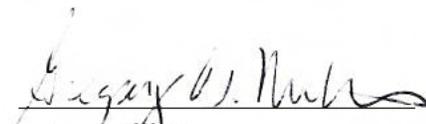
The personnel who will respond will vary depending on when a release is discovered and by whom. A list of personnel who can be called to respond is provided in Tab 13.

Training and implementation drills of the Emergency Response Action Plan are covered in Tabs 37 and 38. Records and documentation of the drills, exercises, and training are maintained in the facility's environmental files.

REGULATORY COMPLIANCE

This *ICP* is consistent with the National Contingency Plan (NCP) and with the applicable Area Contingency Plan (ACP).

This *ICP* fulfills the emergency and contingency planning requirements for the government regulations listed on the following page.



Greg Mullins

President

St. Paul Park Refining Company LLC

REGULATORY COMPLIANCE

This ICP fulfills the emergency and contingency planning requirements for the following regulations:

- 1) ***Resource Conservation and Recovery Act (RCRA)***,
 - 40 CFR Part 265, Subpart D,
as applicable to St. Paul Park Refinery.
- 2) ***Oil Pollution Act of 1990*** as promulgated by:
 - US EPA (40 CFR Part 112),
 - USCG-FRP (33 CFR Part 154),
 - US DOT / PHMSA (49 CFR Part 194).
- 3) ***OSHA Emergency Action Plans***
 - Employees (29 CFR 1910.38)
 - Marine Terminals (29 CFR 1917.30)
- 4) ***OSHA Process Safety*** (29 CFR 1910.119).
 - Process Safety Management of Highly Hazardous Chemicals
- 5) ***OSHA Hazwoper*** (29 CFR 1910.120).
 - Hazardous Waste Operations and Emergency Response
- 6) ***OSHA Fire Brigade*** (29 CFR 1910.156).
- 7) ***EPA Risk Management Plan Rule*** (40 CFR Part 68).
- 8) ***ACP - Area Contingency Plan***
- 9) ***NCP - National Contingency Plan***

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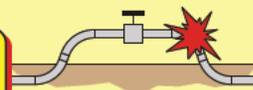
SEVERE WEATHER

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10

TERRORISM / BOMB THREAT / SECURITY

 Tab
11

MARINE INCIDENT

 Tab
12


SPECIAL INCIDENTS

- INNER-PLANT PIPELINE INCIDENT
- RADIATION INCIDENT
- HAZARDOUS WASTE INCIDENT
- HF ACID / TOXIC MATERIAL RELEASE (H₂S / SO₂ / Ammonia)
- RAILROAD EMERGENCY
- COMMUNITY IMPACTS
- PROCESS UNIT UPSETS
- MISSISSIPPI RIVER FLOODING
- WAREHOUSE EMERGENCY
- MAIN ADMIN EMERGENCY
- NORTHERN TIER TERMINAL INCIDENT
- RIVER SPILLS and STRATEGIES

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[The Core Plan is a Summary Overview of the entire One Plan](#)

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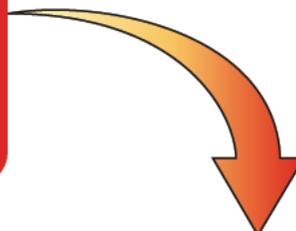
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INTERNAL NOTIFICATIONS



EMERGENCY

*Notify Security via Radio
Ch. 16 or by calling
Ext. 5555 to dispatch
Response Personnel*



ONSITE

DIAL 5555

OFF-SITE

**DIAL (651) 459-9771
(651) 458-2718
(651) 458-2719**



EMERGENCY LEVELS

LEVEL 1

*A minor emergency which is quickly controlled, and does **not** require the EOC to be activated, but could involve a response from operations personnel, and ERT members.*

- Very minor fire
- Small spill of product
- Medical emergencies



LEVEL 2

Moderately serious incidents which are not immediately controlled, but can be handled with Operators, ERT personnel, and EOC activation.

- Serious fire
- Medium / large hazardous materials release



LEVEL 3

Extremely serious major emergencies which require the utilization of Refinery personnel, EOC activation, ERT, and outside resources.

- Major fires requiring the assistance of local, state or federal agencies to mitigate.
- Major release of hazardous materials which will require activation of the Community Alerting and Warning System
- Refinery Evacuation



ALL-CLEAR

Resume Normal Operations



DRILLS

Drills must be segregated from the Emergency Levels and must be identified as a drill by the person reporting.

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LOSS OF PRIMARY CONTAINMENT 

**PERSON WHO
DISCOVERS THE
LOSS OF PRIMARY
CONTAINMENT**



1 NOTIFY THE LEAD SHIFT SUPERVISOR
OF INCIDENT IMMEDIATELY

2 NOTIFY SECURITY VIA RADIO CH. 16
OR BY CALLING EXT. 5555 TO
DISPATCH RESPONSE PERSONNEL

5555



Ch. 16

CHECKLIST

- a) Your name
- b) Your location
- c) Phone number
- d) Type of emergency
- e) Type of hazardous substance spilled, if known
- f) Any extenuating circumstances, such as injuries
- g) Continue radio contact until released by Lead Shift Supervisor or ERT

3 CALL 9-911 IF GENERAL EMERGENCY
ASSISTANCE IS NEEDED, OR FIRST AID
IS REQUIRED BEYOND YOUR TRAINING

9-911

911 CHECKLIST

- a) Who you are by name
- b) Where are you calling from:
St. Paul Park Refinery
- c) What are you calling for
- d) Stay on the line until released by 911

4 STOP THE PRODUCT FLOW, IF SAFE TO
DO SO

5 INITIATE LOCAL PROTECTIVE ACTIONS

a WARN OTHERS IN THE
AREA

b SHUT OFF ALL IGNITION
SOURCES IN THE SPILL
AFFECTED AREA

c INITIATE LOCAL EVACUATION,
AS APPROPRIATE

d DON PROTECTIVE
EQUIPMENT AND CLOTHING,
AS APPROPRIATE

6

WARNING

a AVOID THE SPILL WITHOUT SPECIFIC
KNOWLEDGE OF ITS
CHARACTERISTICS

b REMAIN IN A SAFE LOCATION UPWIND
NEAR THE SPILL SCENE UNTIL
ASSISTANCE ARRIVES

c DO NOT ATTEMPT TO CLEAN UP
THE SPILL BECAUSE HAZARDOUS
SUBSTANCES VARY IN THEIR
CHARACTERISTICS AND REQUIRE
DIFFERENT PRECAUTIONS

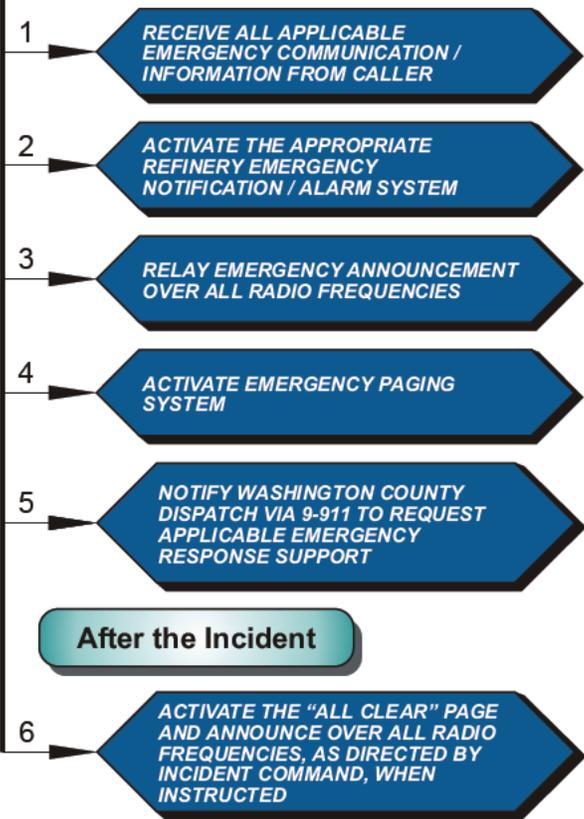
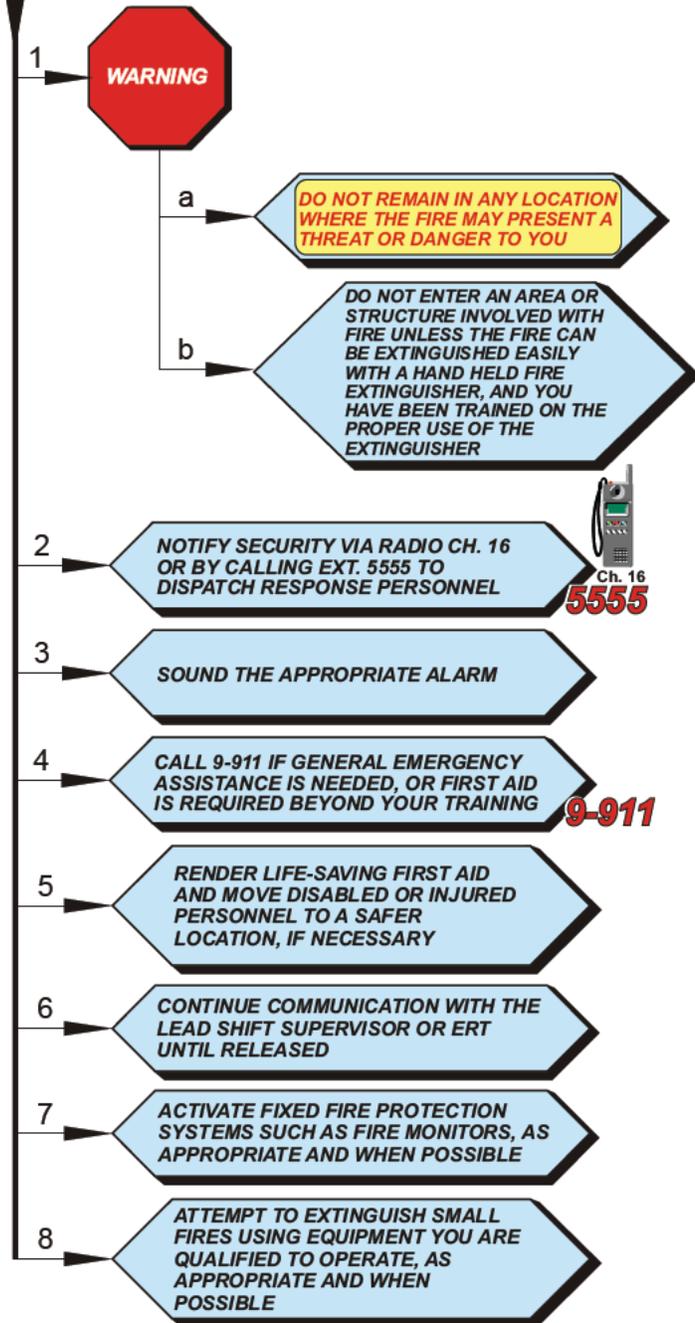
d CONTAINMENT AND CLEANUP
MUST BE CONDUCTED ONLY UNDER
THE DIRECTION OF AN INDIVIDUAL
WHO KNOWS THE CHARACTERISTICS
OF THE PARTICULAR SPILLED
MATERIAL AND THE SAFEGUARDS
NECESSARY FOR DEALING WITH IT

FIRE OR EXPLOSION

PERSON WHO DISCOVERS THE FIRE / EXPLOSION



SECURITY



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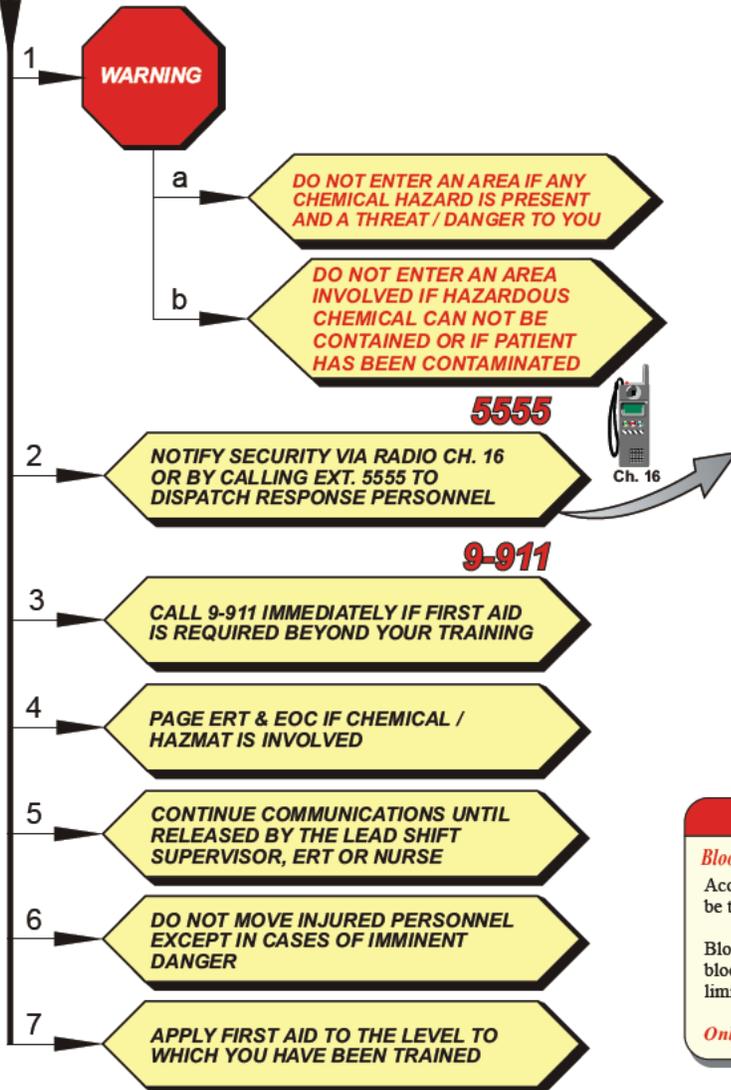
MEDICAL OR RESCUE



PERSON WHO DISCOVERS THE MEDICAL EMERGENCY



SECURITY



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

BLOODBORNE PATHOGENS

Blood is considered a hazardous substance.

According to universal precautions, all human blood and certain body fluids will be treated as if known to be contaminated by a bloodborne pathogen

Bloodborne pathogens are pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)

Only trained employees shall cleanup blood or body fluids. (29 CFR 1910.1030).

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SEVERE WEATHER 

SECURITY



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

INITIAL IC
Lead Shift Supervisor



- 1 **MAKE THE DECISION WHETHER TO ORDER A TOTAL OR PARTIAL PLANT EMERGENCY SHUTDOWN**
- 2 **ISSUE ORDER TO SHUTDOWN CRITICAL UNITS, IF WARRANTED, AND IF TIME PERMITS**
- 3 **ORDER THAT ALL LOOSE EQUIPMENT AND MATERIALS TO BE MOVED INDOORS OR SECURED IN-PLACE**
- 4 **DETERMINE IF THERE IS A NEED TO SHELTER EMPLOYEES**

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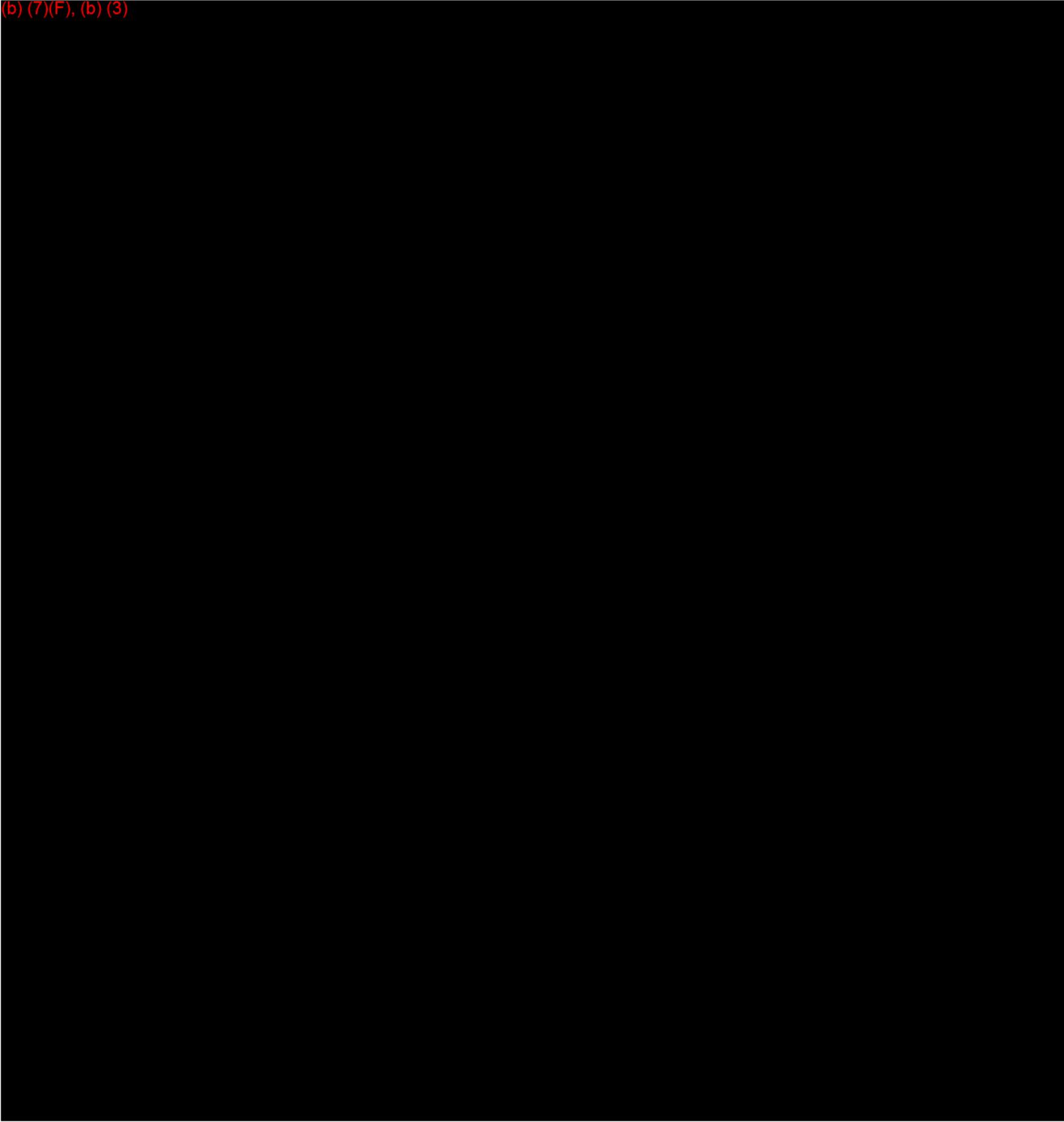
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INITIAL BOMB THREAT RESPONSE



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





MARINE INCIDENT

PERSON WHO DISCOVERS THE MARINE EMERGENCY

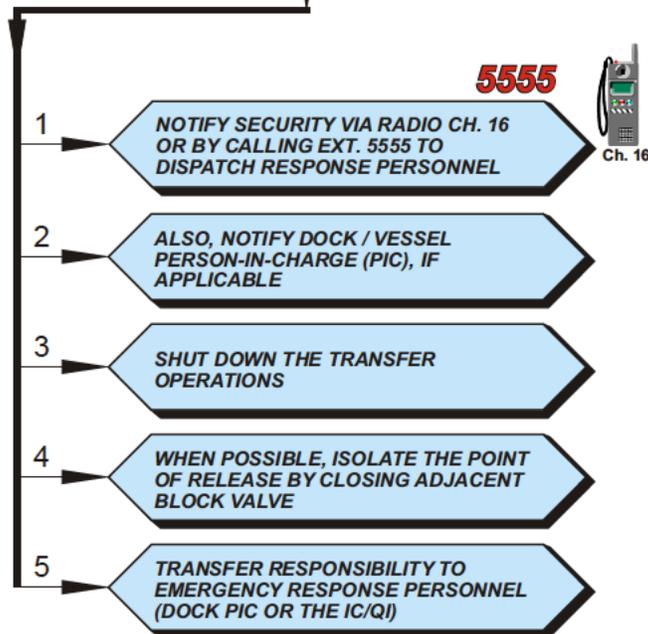
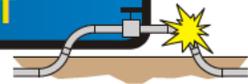
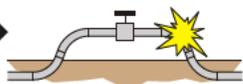
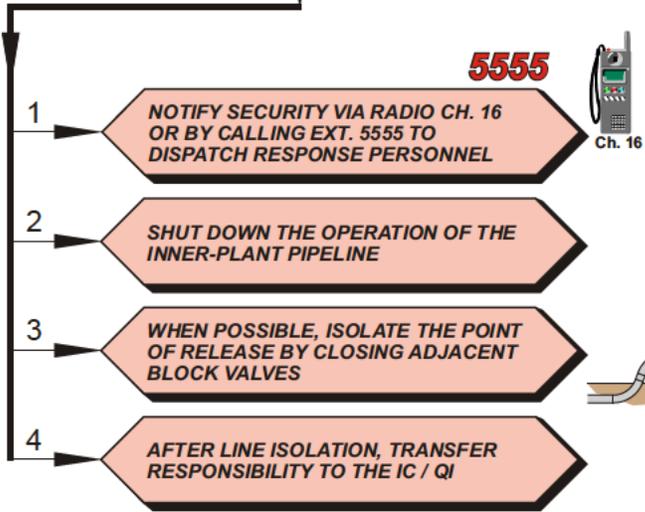



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INNER-PLANT PIPING INCIDENT



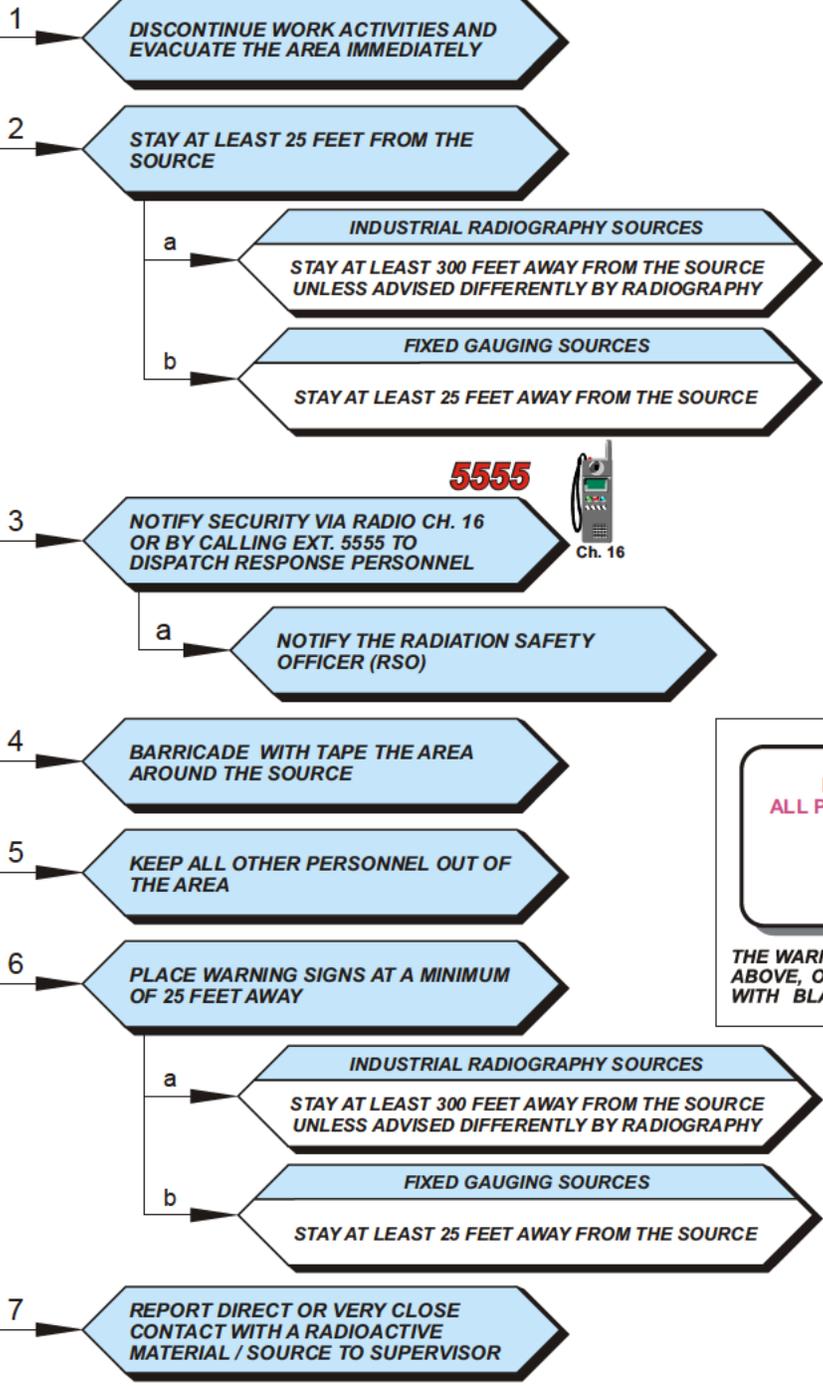
**PERSON WHO
 DISCOVERS THE
 INNER-PLANT
 PIPING
 EMERGENCY**



RADIATION INCIDENT



PERSON WHO DISCOVERS THE RADIATION INCIDENT



5555



**ANGER
RADIATION AREA
ALL PERSONNEL KEEP OUT**



THE WARNING SIGN SHOULD READ AS ABOVE, ON A YELLOW BACKGROUND WITH BLACK OR MAGENTA WORDS

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HAZARDOUS WASTE INCIDENT 

**PERSON WHO
DISCOVERS THE
HAZARDOUS
WASTE INCIDENT**



1

5555
NOTIFY SECURITY VIA RADIO CH. 16
OR BY CALLING EXT. 5555 TO
DISPATCH RESPONSE PERSONNEL



CHECKLIST

- a) Your name
- b) Your location
- c) Phone number
- d) Type of emergency
- e) Type of hazardous substance spilled, if known
- f) Description of color, consistency, odors, and other apparent characteristics
- g) Spill source, size, and location
- h) Description of affected environment
- i) Weather conditions
- j) Any extenuating circumstances, such as injuries or property damage
- k) Type of assistance needed

2

INITIATE LOCAL PROTECTIVE ACTIONS

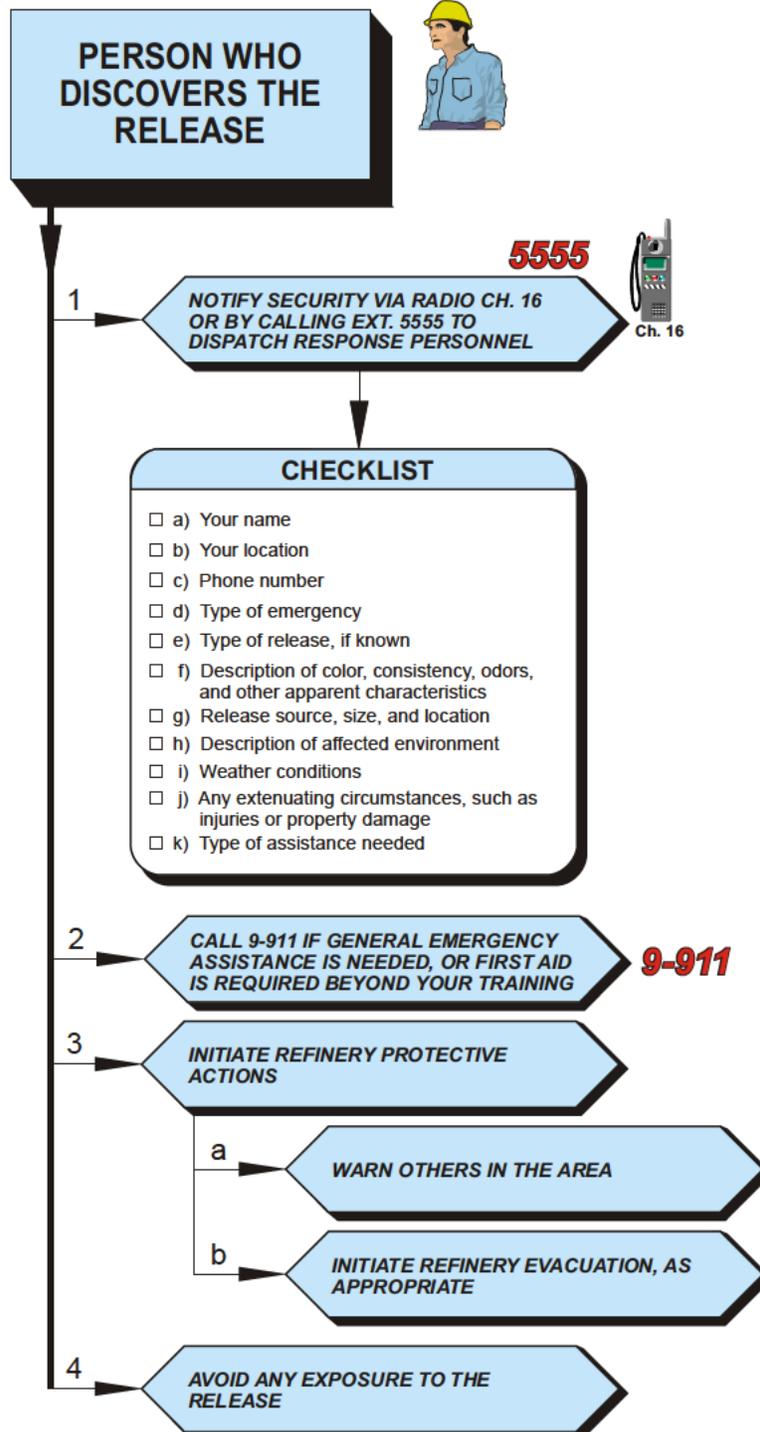
3

AVOID ANY EXPOSURE TO THE
HAZARDOUS WASTE

4

DO NOT ATTEMPT RESPONSE ACTIONS
UNLESS YOU HAVE BEEN TRAINED FOR
HAZARDOUS WASTE EMERGENCIES

HF ACID, TOXIC MATERIAL RELEASE (H₂S / SO₂ / AMMONIA)



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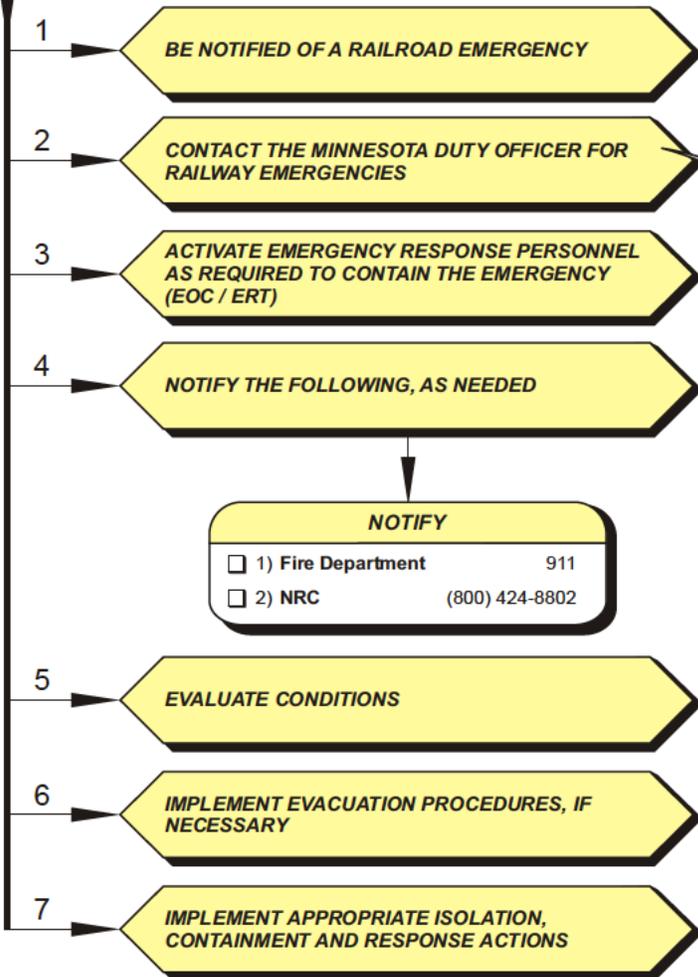
RAILROAD EMERGENCY



IC / QI
**Refinery Division
Manager
or Alternate**



Refinery is located between Railroad Mile Markers 421.6 (1st Street or M&B Tire) and 421.1 (Broadway)



MN DUTY OFFICER

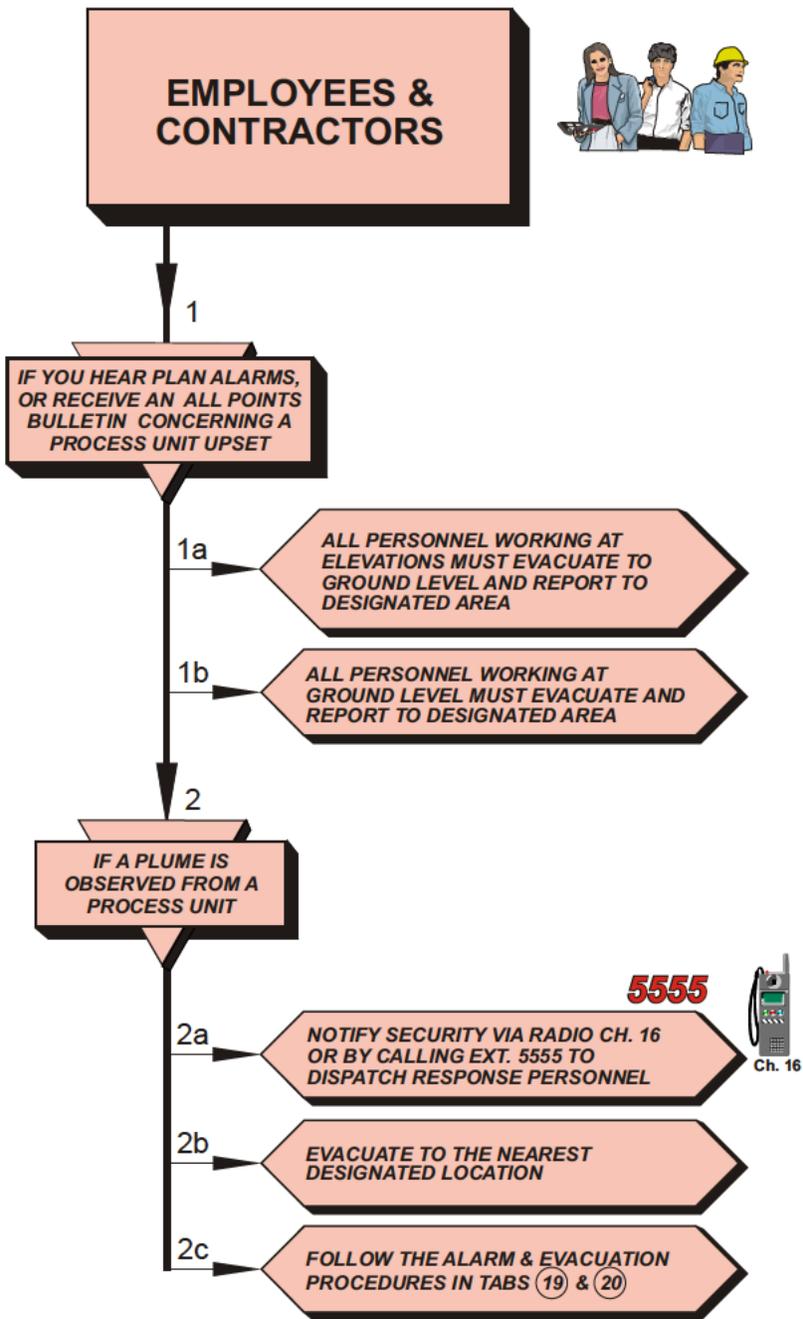
24-hour (651) 649-5451
(651) 296-2233

OTHER RR EMERGENCY CONTACTS

<input type="checkbox"/> 1) Burlington Northern, Santa Fe	Phone:(800) 832-5452
<input type="checkbox"/> 2) Soo Line	Phone:(763) 682-1655
<input type="checkbox"/> 3) Canadian Pacific Railway	Phone:(800) 766-4357
<input type="checkbox"/> 4) MN Commercial Railway	Phone:(651) 632-9000



PROCESS UNIT UPSETS



Core Plan

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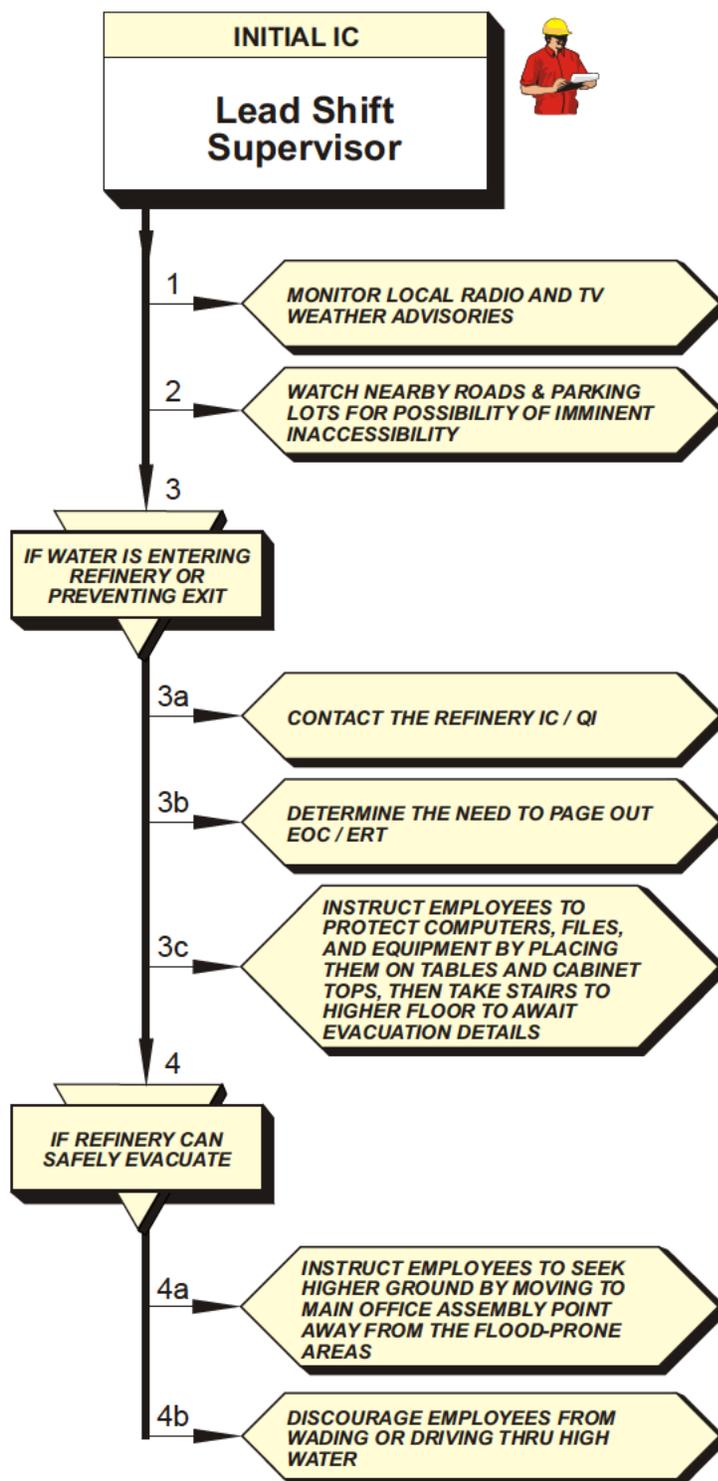
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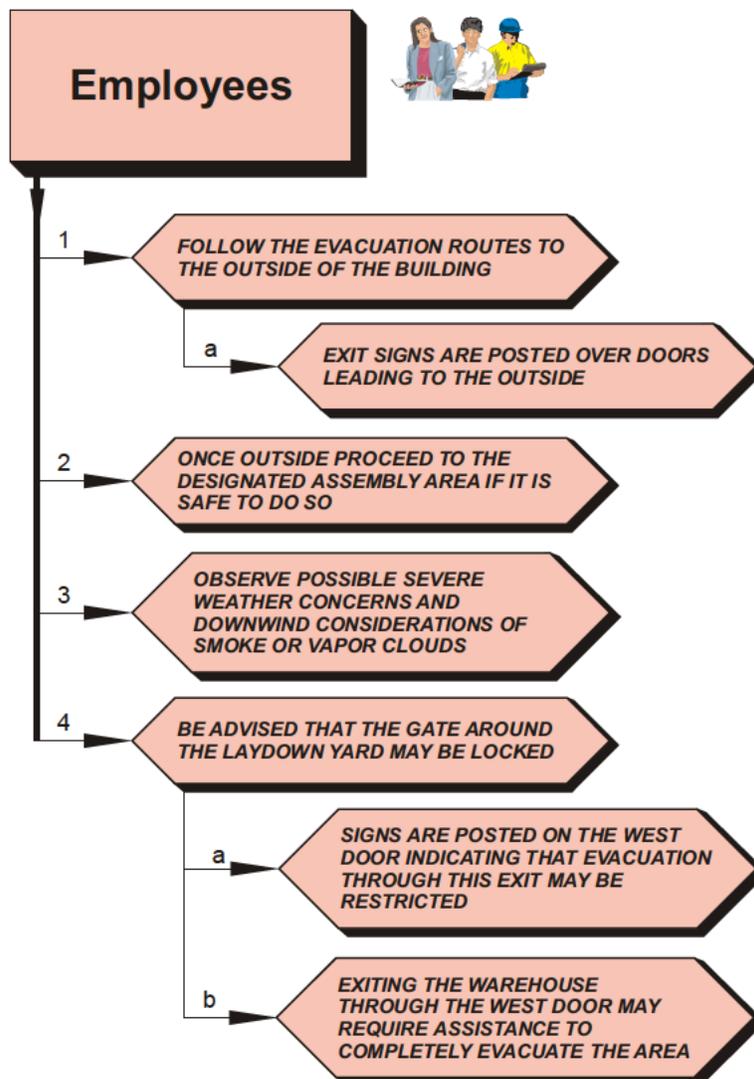
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MISSISSIPPI RIVER FLOODING



WAREHOUSE EMERGENCY



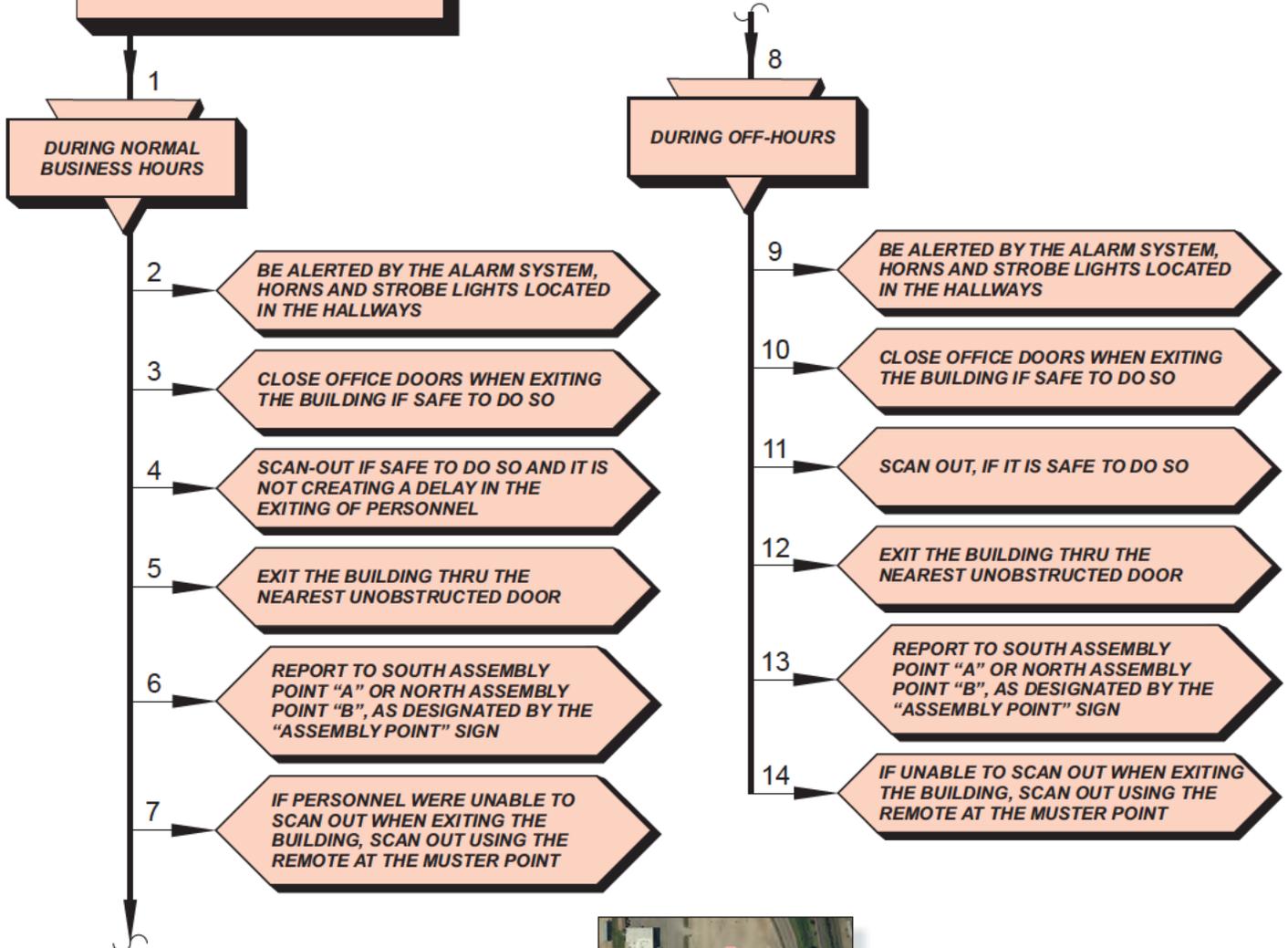
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MAIN ADMIN EMERGENCY

MAIN ADMIN PERSONNEL



June, 2011 Photo

TERMINAL INCIDENT

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New Terminal Building



View A Terminal Building



View B Light Oil Rack Facility



View C Bill of Lading Office



April 2012 Photo

Looking West

PERSON WHO DISCOVERS THE TERMINAL INCIDENT



1

NOTIFY SECURITY VIA RADIO CH. 16 OR BY CALLING EXT. 5555 TO DISPATCH RESPONSE PERSONNEL

5555

Ch. 16



2

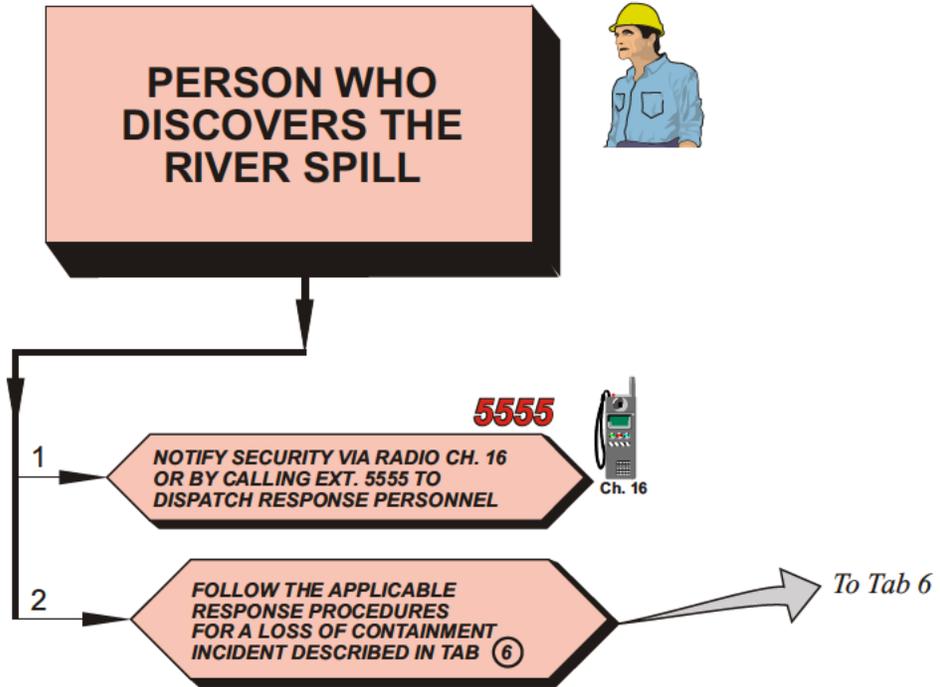
COMMUNICATE THE LOCATION AND THE NATURE OF THE EMERGENCY

Core Plan

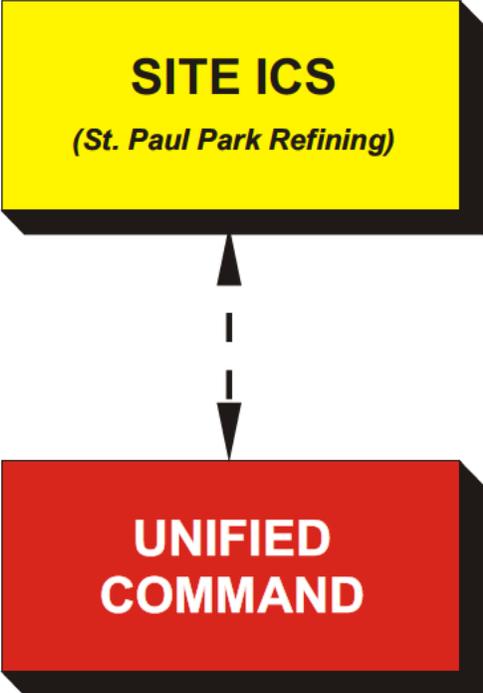
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**OVERALL
INCIDENT COMMAND SYSTEM**



Personnel dispatched from other locations will fill ICS roles at the Site, when requested

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UNIFIED COMMAND STRUCTURE/ INCIDENT COMMAND SYSTEM

UNIFIED COMMAND (UC)

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

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

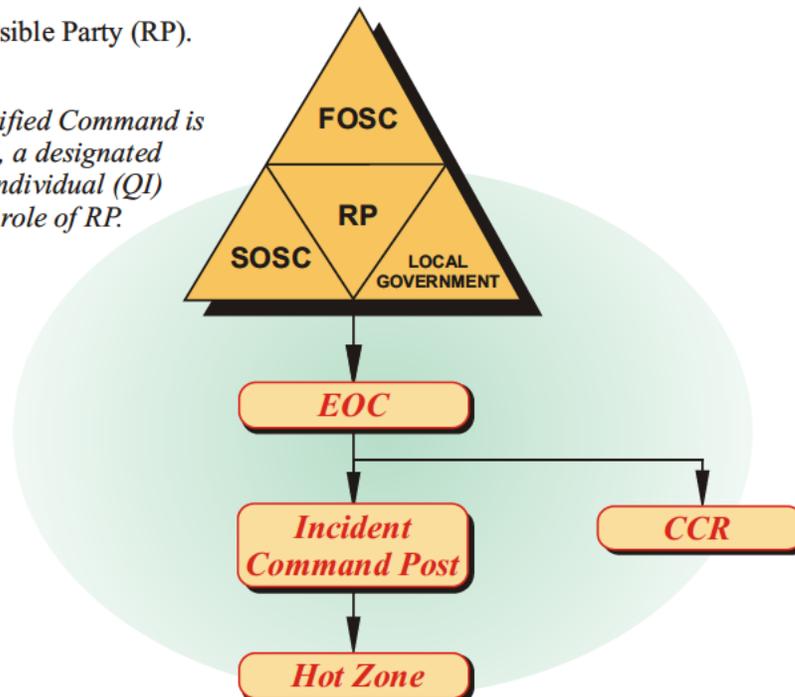
INCIDENT COMMANDER

Depending on the complexity of the emergency event, the Incident Commander may be organized under the Unified Command Structure which includes:

- The predesignated Federal On-Scene Coordinator (FOSC) acting under the authority of the National Contingency Plan (NCP).
- The predesignated State On-Scene Coordinator (SOSC) representing State and local response agencies.
- Local Government (may be incorporated with the SOSC).
- The Responsible Party (RP).

Note:

When a Unified Command is established, a designated Qualified Individual (QI) will fill the role of RP.



Click to Edit

1

Initial Site Safety Plan

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Date of incident: _____ Time of incident: _____

IC / QI: _____ Field Safety Officer: _____

OSIC: _____

Material(s) involved: _____

Wind direction: _____ Wind speed: _____

Weather forecast: _____

Respiratory Hazard? Yes No

If Yes, Initial protection inside HOT ZONE is SCBA unless otherwise specified.

Type of Respiratory protection: _____

Flammability Hazard? Yes No (No entry greater than 10% LEL)

If Yes, Stay away from area until initial LEL readings are made.

Initial reading _____ (Show on site drawing)

Toxic or Corrosive Hazard? Yes No

If Yes, PPE required: _____

Initial HOT ZONE established? Yes No

If Yes, Where? (Show on site drawing on the back of this form, and communicate to responders)

If No, establish Hot Zone.

Response Groups operating in HOT ZONE:

Name	HAZWOPER or Specialist
_____	_____
_____	_____
_____	_____
_____	_____

(cont'd on Tab 4, Pg 25)

Core Plan**St. Paul Park Refining**

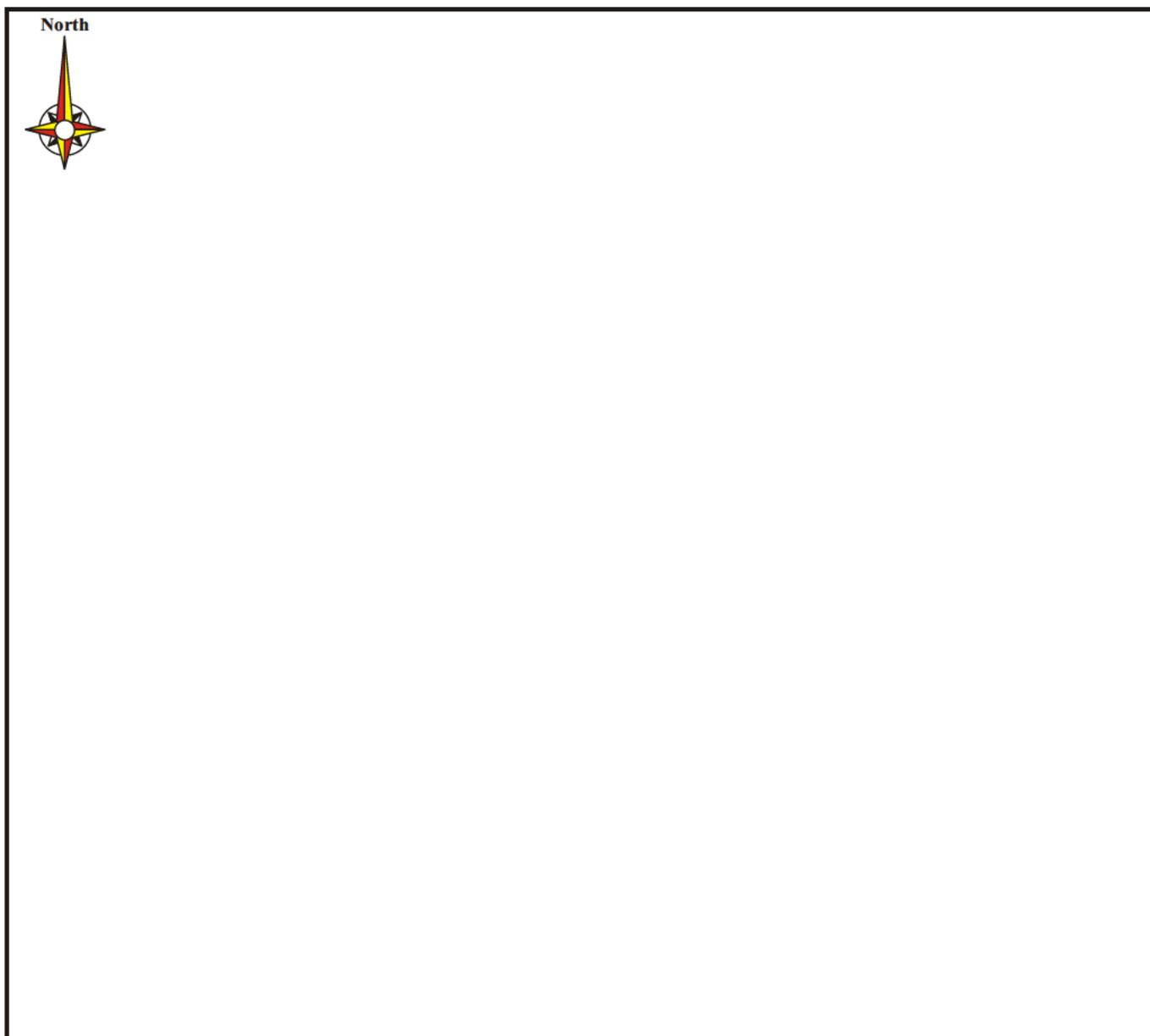
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[Table of Contents](#)[Section Index](#)[Click to Edit](#)**Initial Site Safety Plan (cont'd)****Rough Sketch of Incident**

- 1) Use an arrow to indicate wind direction.
- 2) Designate the location of Incident Command Post by the letters *ICP*.
- 3) Designate the hot zone with a dashed line.



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Description of Facilities

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Main Office
 301 St. Paul Park Road
 St. Paul Park, MN 55071

OVERVIEW

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ST. PAUL PARK REFINING COMPANY LLC St. Paul Park Refinery

301 St. Paul Park Road • St. Paul Park, MN, Washington County 55071

24-Hr. Phone: (651) 459-9771

Fax: (651) 458-2699

LOCATION

St. Paul Park / Newport

- 115 acres along the Mississippi River
- (b) (7)(F), (b) (3)
- [REDACTED]
- Facility distance to navigable water: < ¼ mile
- Mile Marker: 830 AHP

DESCRIPTION

Cottage Grove

- 25 acres at Cottage Grove
- (b) (7)(F), (b) (3)
- [REDACTED]
- Facility distance to navigable water: < 1 mile
- Mile Marker: N/A

BUSINESS REFERENCES

- Dunn & Bradstreet No.: 05-579-8102
- Standard Industrial Classification (SIC): 2911

MANDATE

- Oil storage start-up date was 1939 when the first 3 tanks were installed
- Current operations consist of 78,000 BPD crude oil refining

STORAGE TANKS

St. Paul Park / Newport

- Number of underground oil storage tanks: 1
- Number of above ground oil storage tanks: 99
- Largest above ground tank capacity: 96,688 bbls
- Maximum Oil Storage Capacity: 138,589,614 gal
- (b) (7)(F), (b) (3)
- Contained within a wellhead protection area

Cottage Grove

- Number of underground storage tanks: 0
- Number of above ground oil storage tanks: 9
- Largest above ground storage tank: 101,724 bbls
- Maximum Oil Storage Capacity: 36,872,560 gal
- (b) (7)(F), (b) (3)
- Contained within a wellhead protection area

HISTORY OF SUBSTANTIAL EXPANSION

- 1990 Installed API oil/water separator system in plant drainage system
- 1990 Installed storm water surge tank (1 million gallons) in plant drainage system
- 1992 Installed sulfur recovery unit
- 1993 Installed low sulfur diesel unit
- 1993 1994 Installed Wastewater Treatment Plant including an equalization tank and a separate slop oil tank
- 1995 2012 None

RESPONSIBLE PARTY

OWNER

Northern Tier Energy, LLC
38C Grove Street, Suite #100
Ridgefield, CT, Fairfield County, 06877

Phone: (203) 244-6550
Fax: (203) 894-8073

QUESTIONS and CORRESPONDENCE

*concerning this Plan and its contents
should be addressed to:*

OPERATOR

St. Paul Park Refining Company LLC
301 St. Paul Park Road
St. Paul Park, MN, Washington County, 55071
Attention: Fire Chief

DESCRIPTION

1 Plant

- Rated at 78,000 barrels per day (bpd).
- The Refinery Process Units process crude-oils into:

Gasoline	LPG
Kerosene	Jet Fuel
Fuel Oils	Asphalts
Diesel	Industrial Grade Sulfur
- The facility consists of the St. Paul Park Refinery and the Cottage Grove Tank Farm.

2 Tankage

- 109 Working Tanks - One (1) underground, and 99 aboveground storage tanks at the Refinery, plus 9 aboveground storage tanks at Cottage Grove.

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

3 Pipelines

- Pipelines are operated by the Refinery and are under the jurisdiction of St. Paul Park Refining.
- Crude oil feedstock is received at the facility through the following pipelines.
 - The Minnesota Pipeline and Wood River Pipeline delivers crude to the Cottage Grove Tank Farm.
 - Crude is fed to St. Paul Park Refinery Process Units via 2.8 mile, 12-inch and 16-inch pipelines.
- Intermediate materials such as cat gasoline are transferred to and from the Refinery's South Tank Farm via raised pipelines.
- Finished products are transported to and from the Refinery's East Tank Farm in pipelines through an easement over Third Street. Products are shipped out of the East Tank Farm through the #1 and #2 Magellan Pipelines.
- Gasoline products are transported to the North Tank Farm in pipelines through an easement over Third Avenue. The North Tank Farm tanks and two Central Tank Farm tanks supply the TT&M operated Light Oil Rack.

4 Tank Trucks

- The Light Oil Loading Rack operated by Trucks Terminal & Marine Division (TT&M) is located on the north end of the refinery receives and loads approximately 300 trucks per day.
- The Heavy Oil Rack in the Refinery receives and loads approximately 100 trucks per day.
- Ethanol is received at the Refinery via truck, and products loaded to trucks include various grades of gasoline, kerosene, diesel oil, LPG, #6 Fuel Oil, Flux and Asphalt.

5 Railcars

- The Refinery has railcar receiving and loading racks located east of the DDS unit and south of the #1 Crude Unit.
- LPG, Asphalts, Ethanol, and Sulfur are received or shipped from the Refinery via railcar.

6 Docks

- There is one barge dock located on the Mississippi River at the end of Broadway Street. Asphalt, gas oil, and diesel intermediates can be shipped out, and gasoline components gas oil, and diesel intermediates and ethanol can be received at this dock.

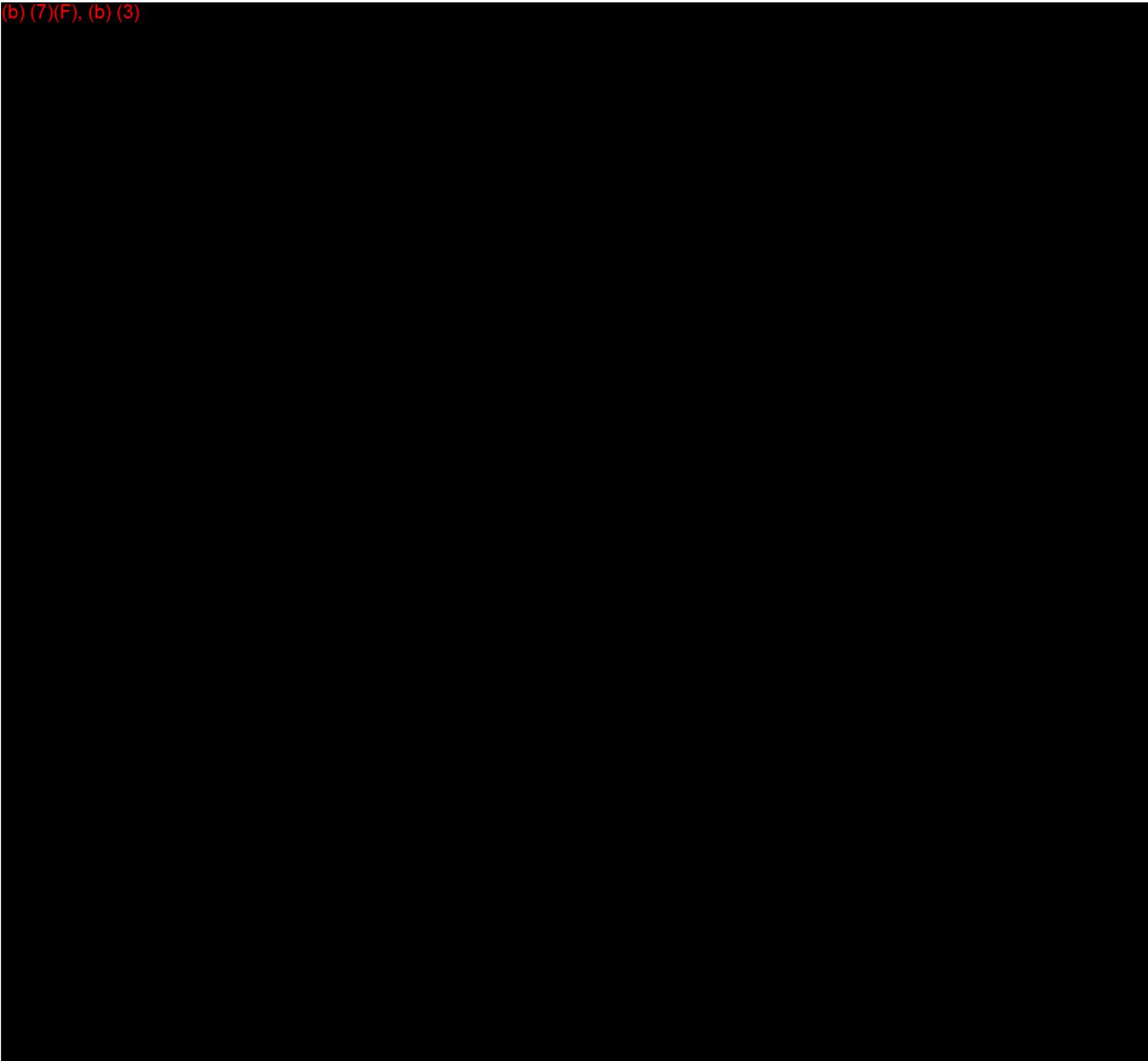
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Description of Facilities

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



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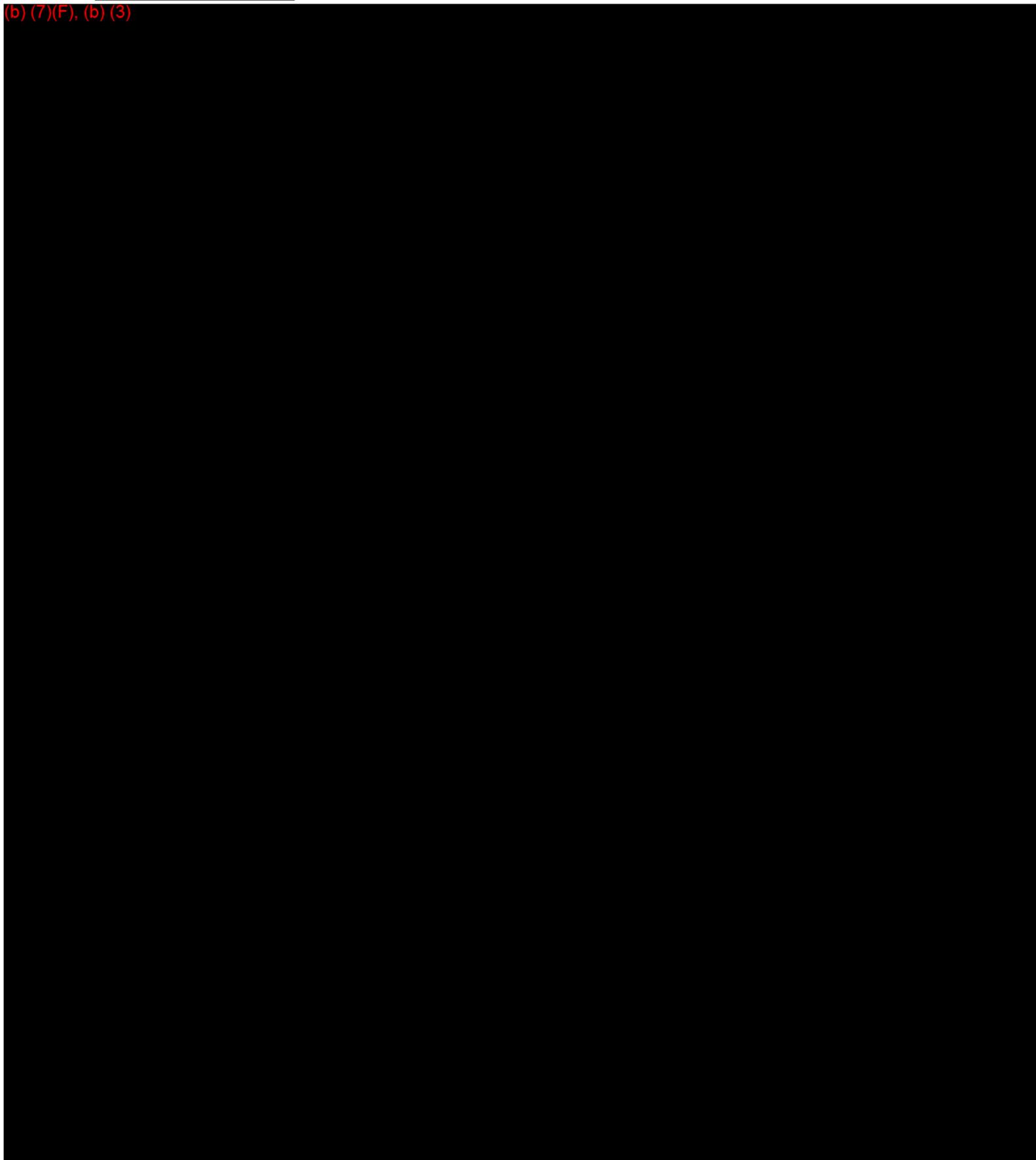
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Cottage Grove Tank Farm Photos

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



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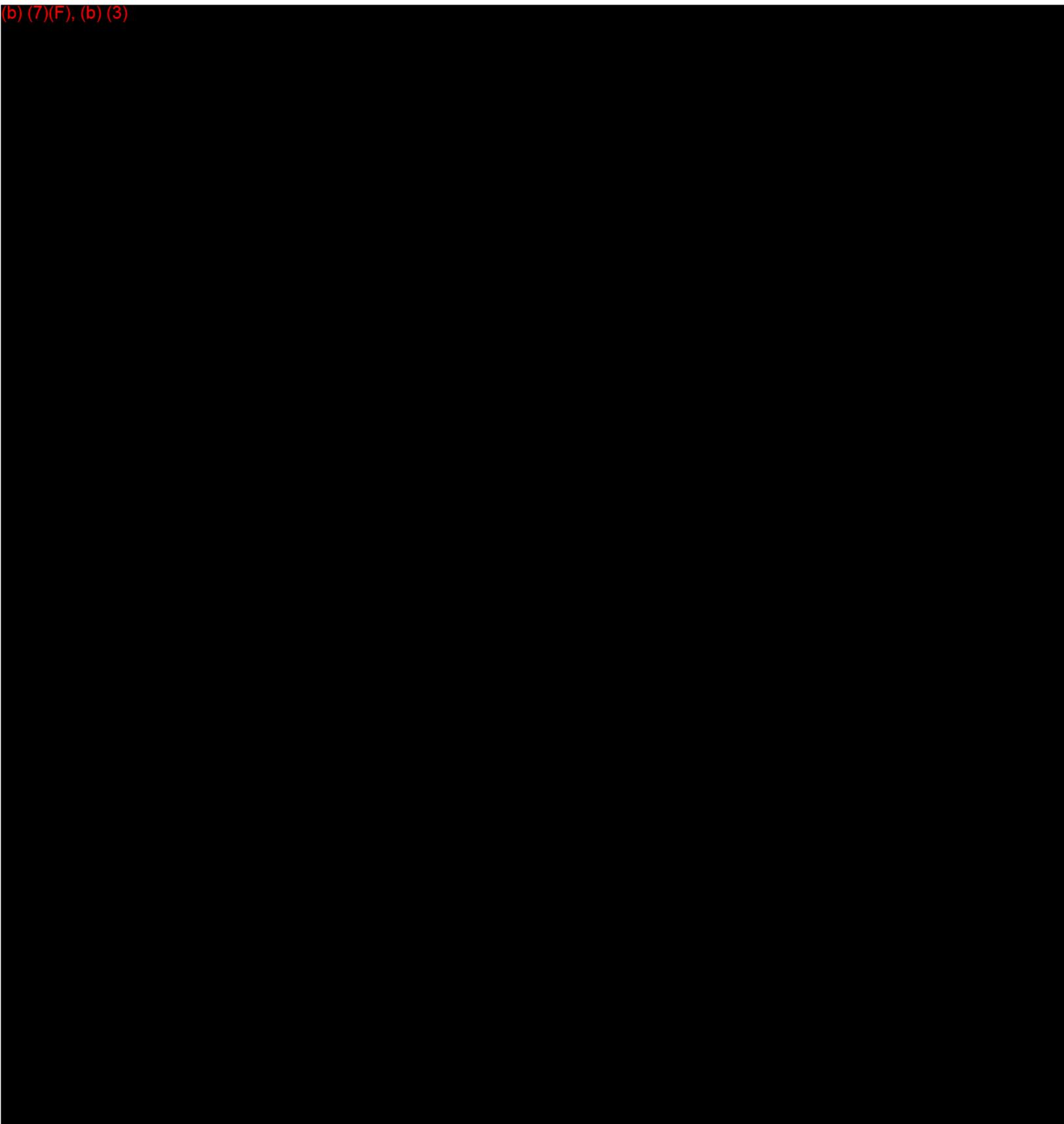
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**TANK SUMMARY
COTTAGE GROVE TANK FARM**

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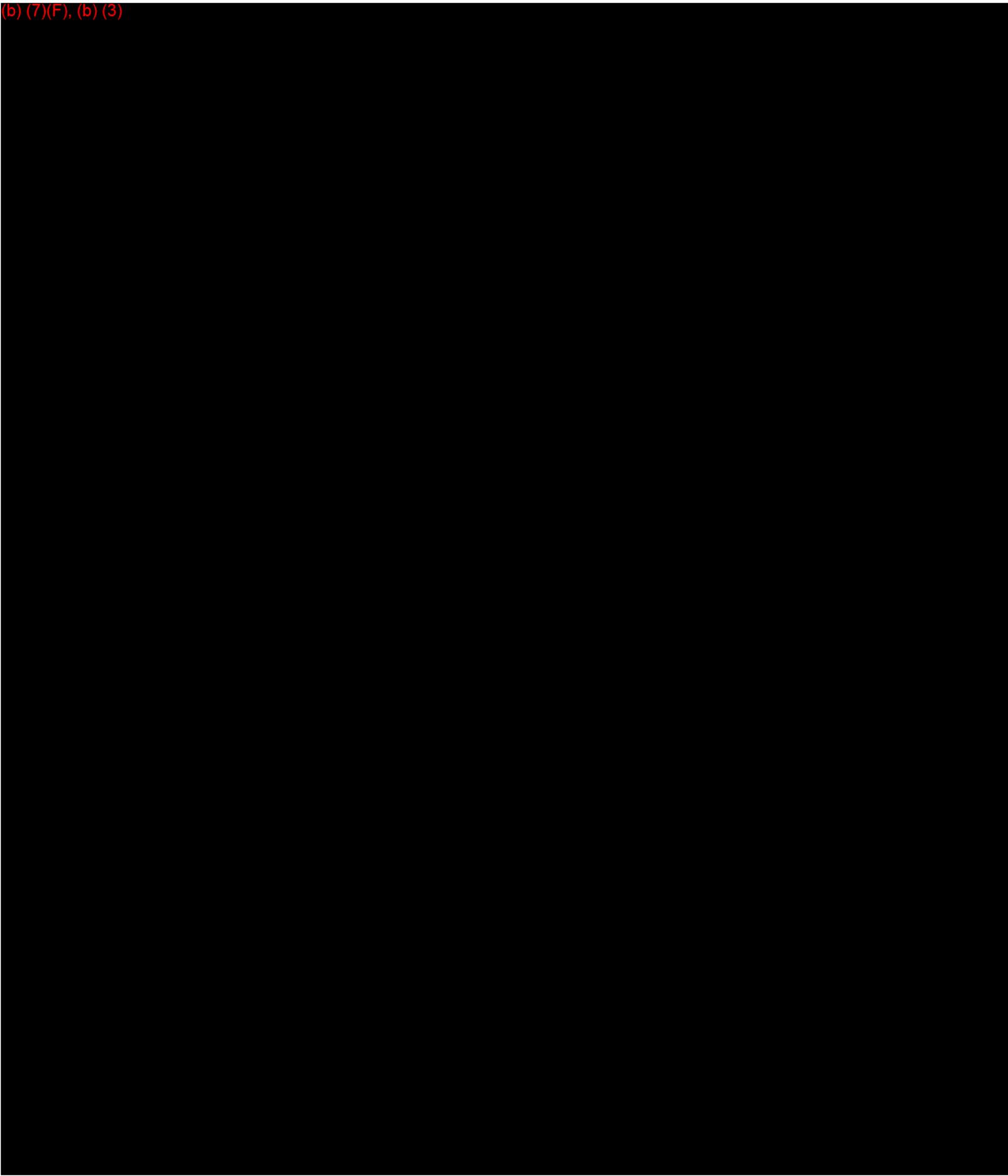
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**TANK SUMMARY
MAIN PLANT**

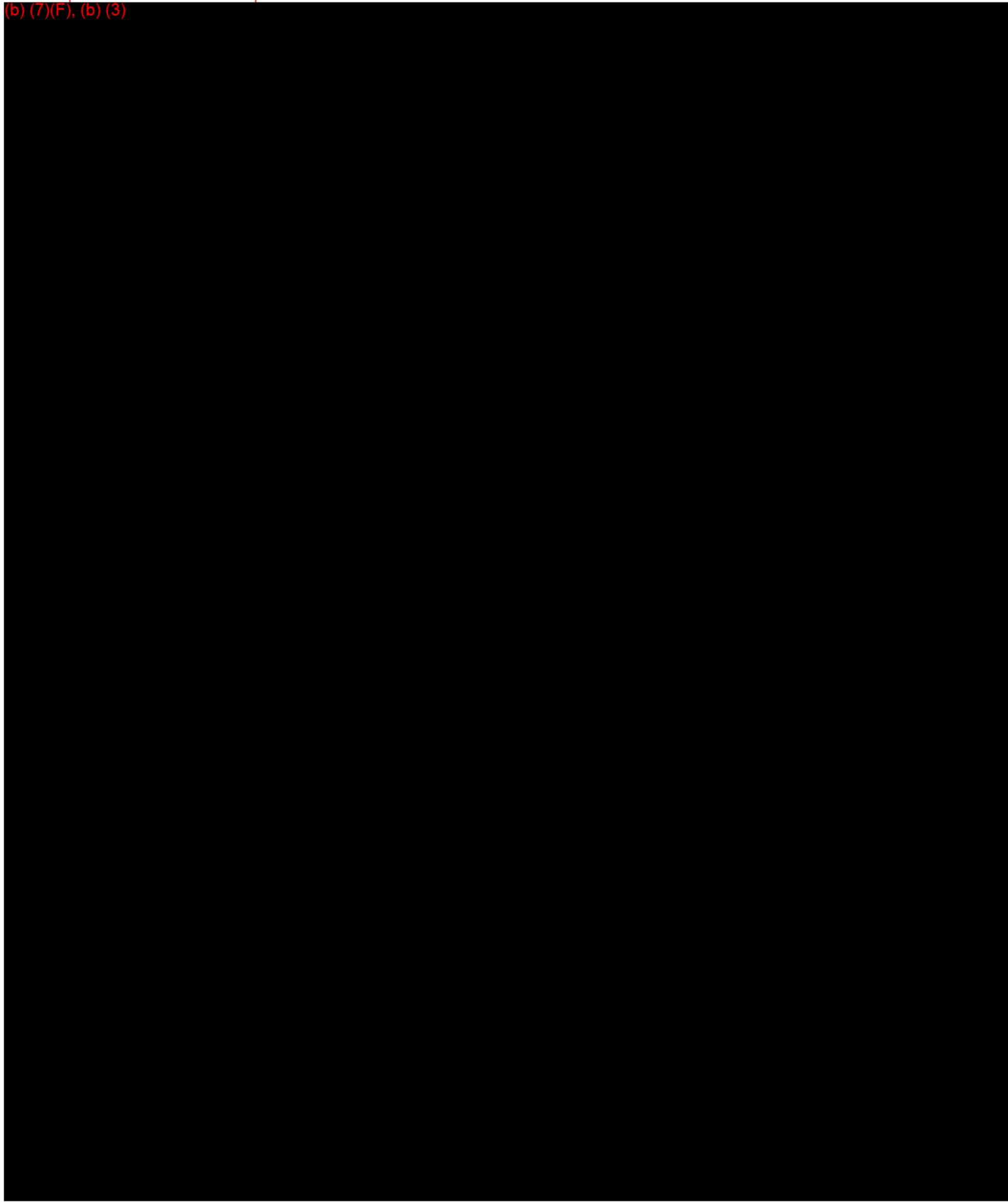
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(b) (7)(F), (b) (3)



Storage Tanks

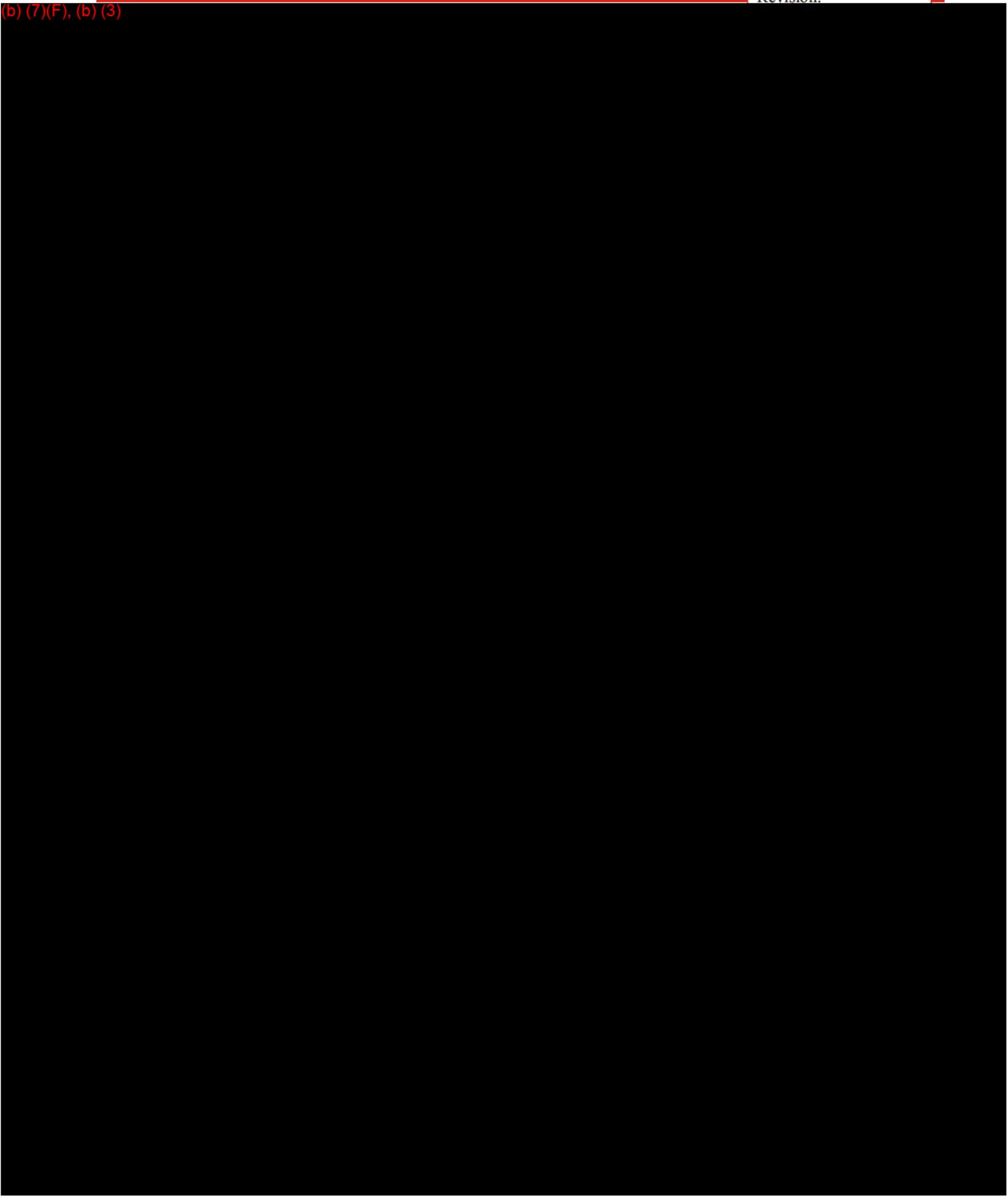
(b) (7)(F), (b) (3)



Storage Tanks

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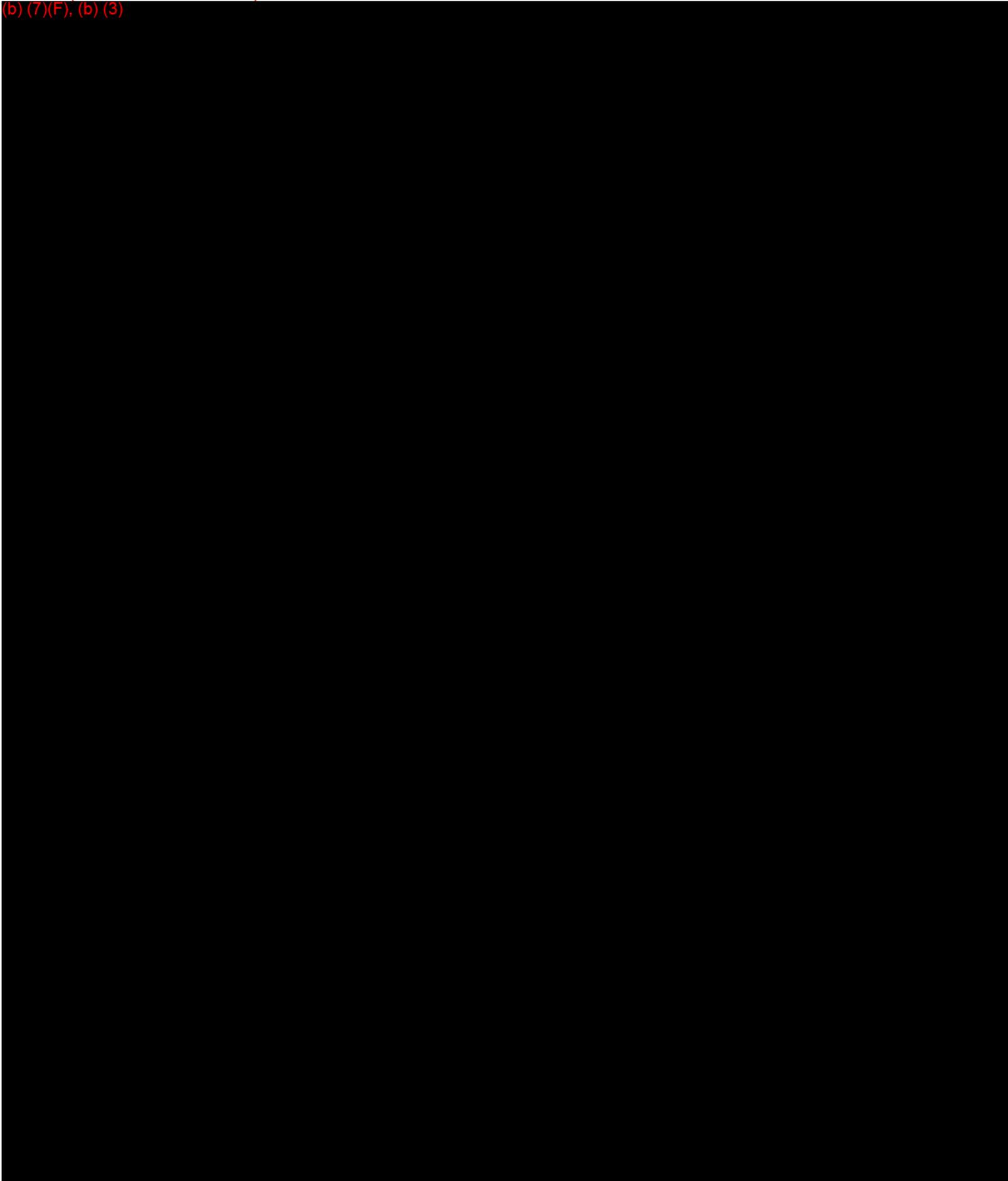
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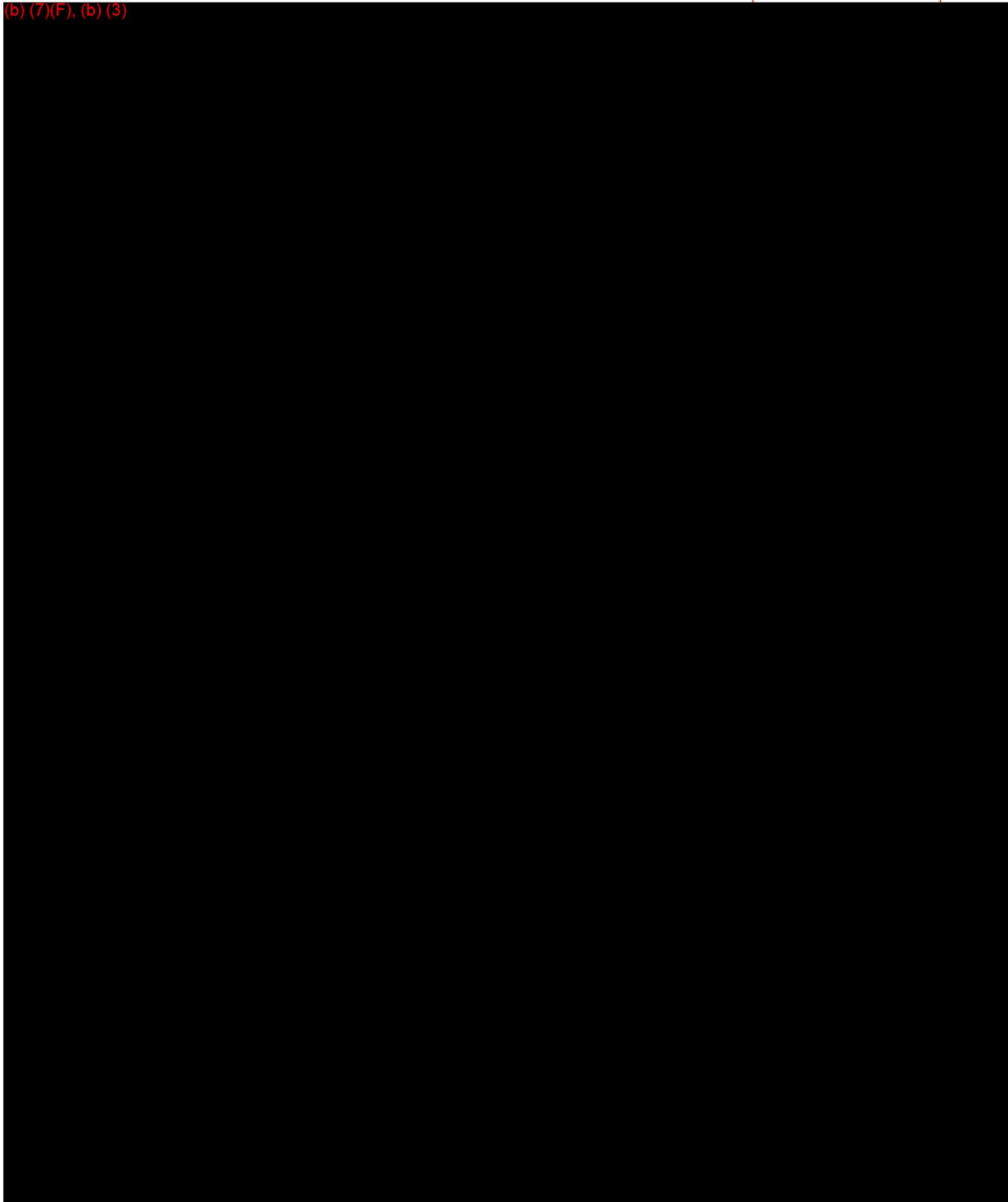
(b) (7)(F), (b) (3)



Storage Tanks

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



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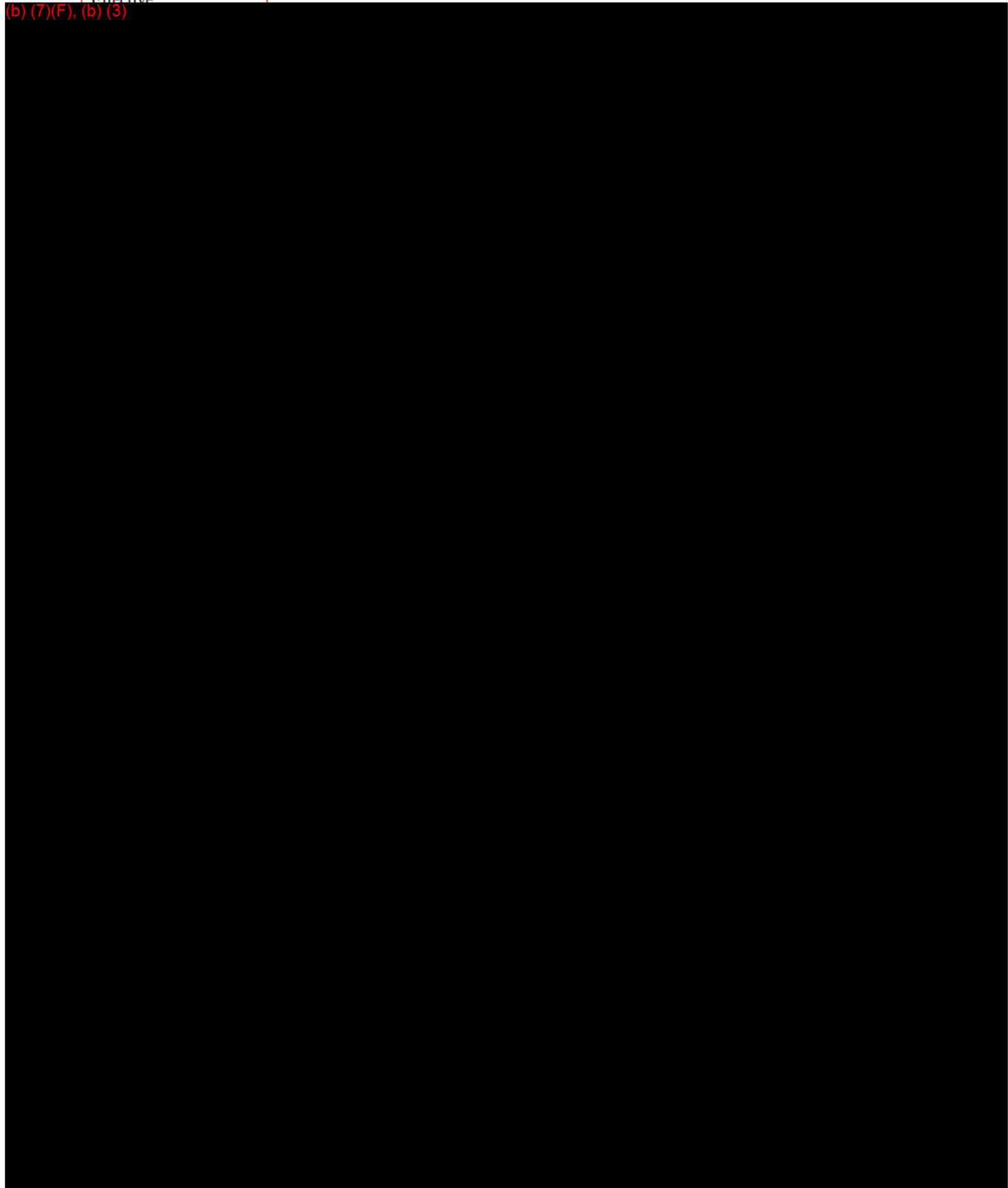
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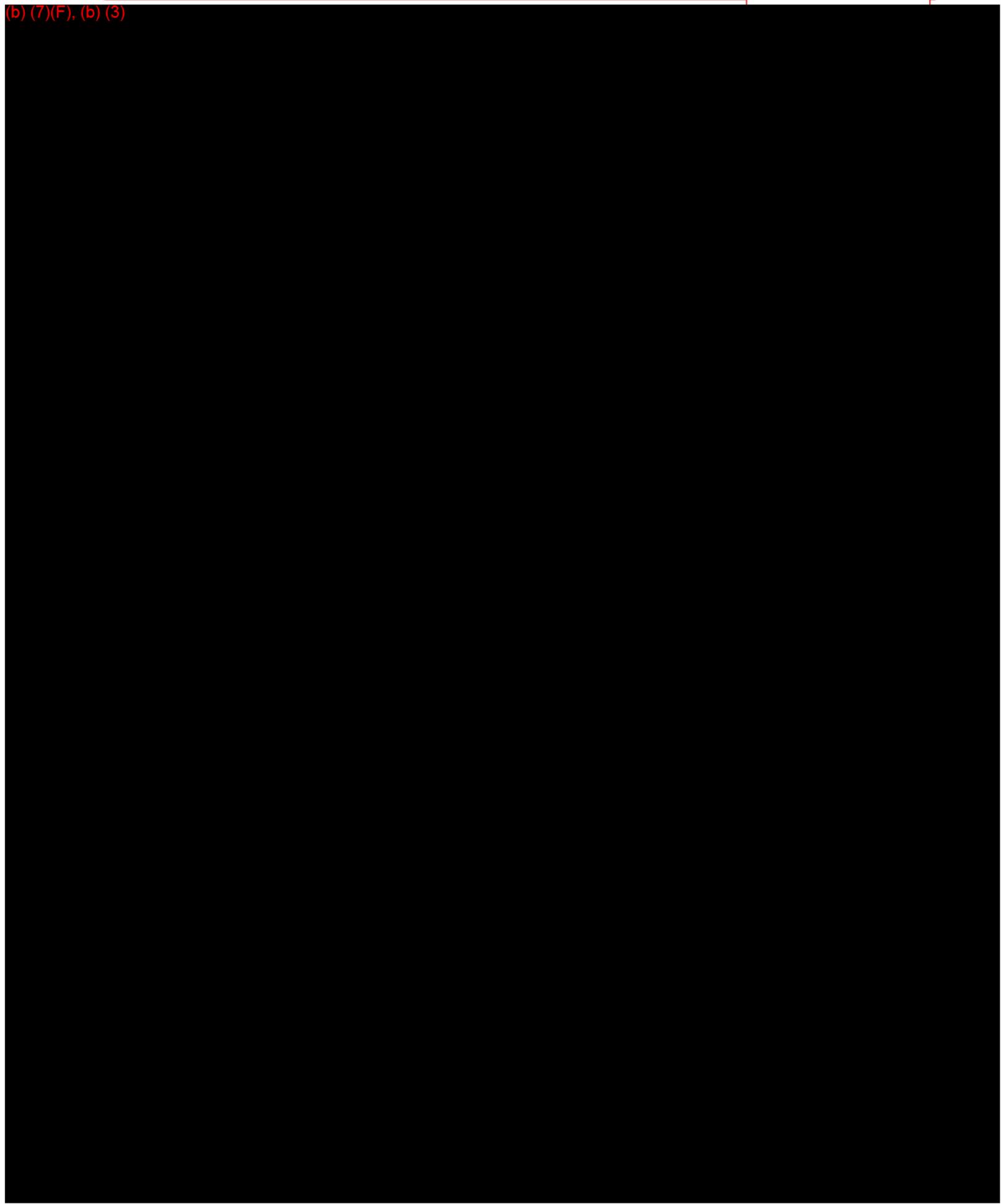
Storage Tanks

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



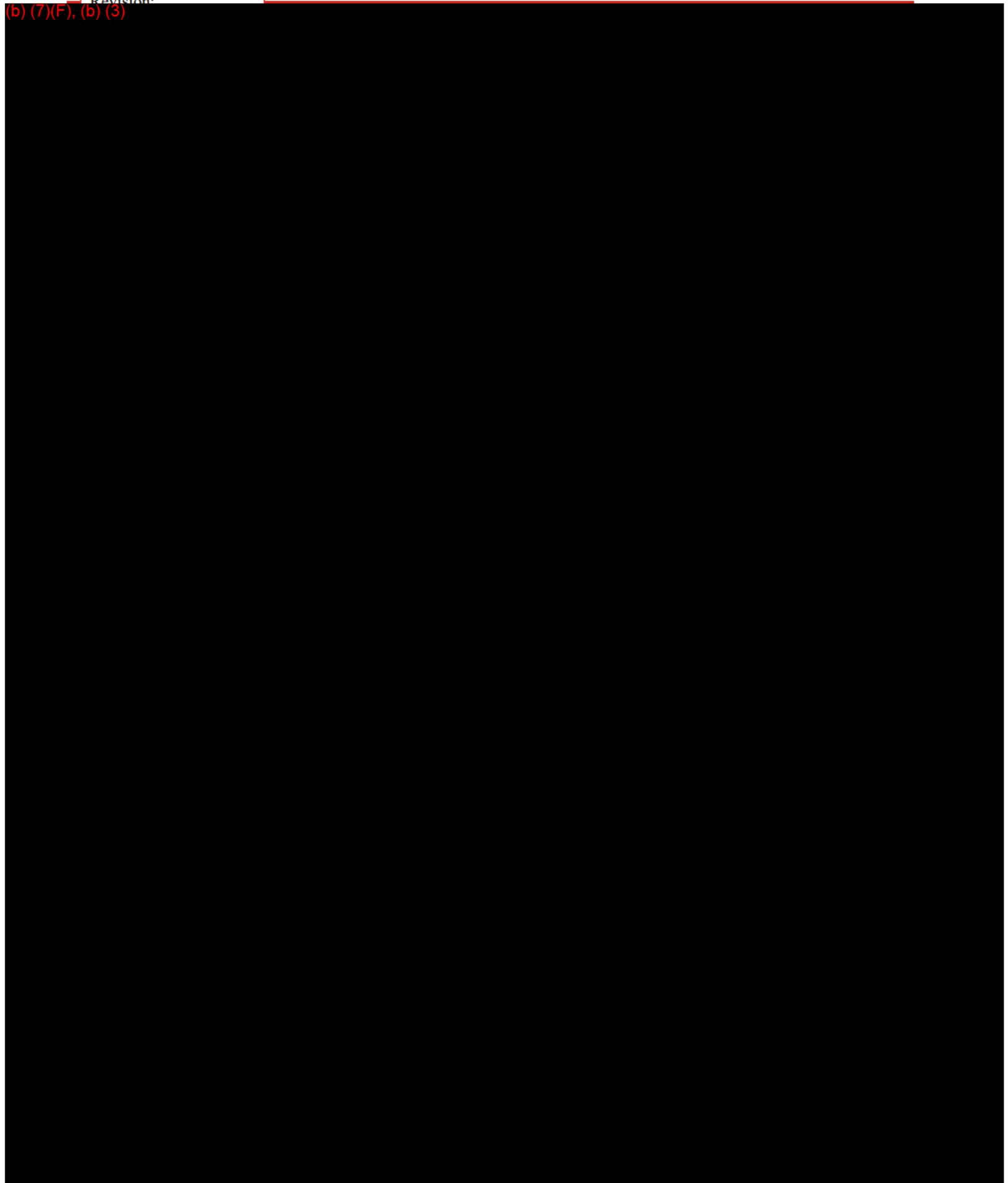
Storage Tanks

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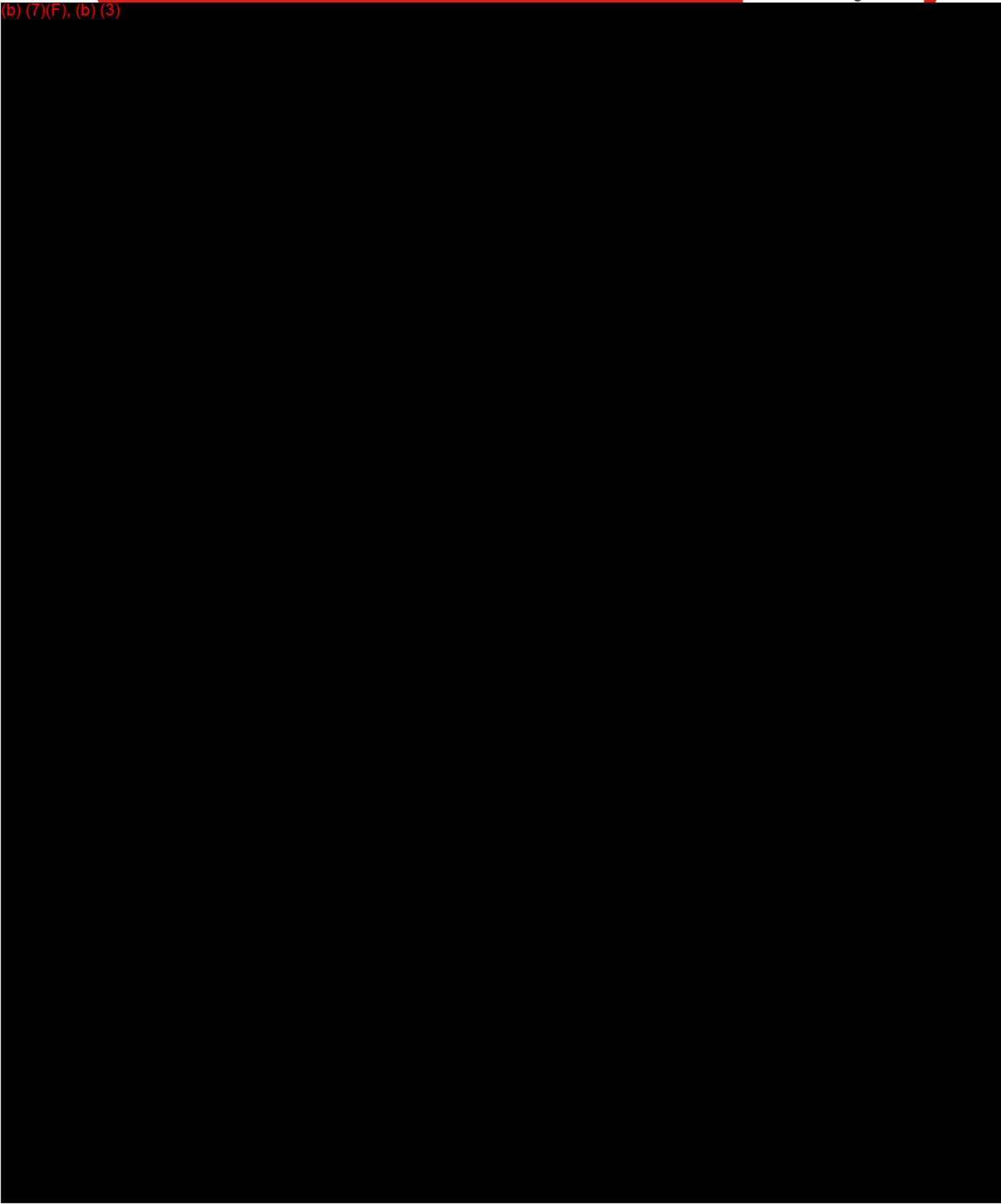
Storage Tanks

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



Storage Tanks

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



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Storage Tanks**Table of Contents****Section Index****No Containment Required**

List No.	Tank No.	Product	(b) (7)(F), (b) (3)	Year Installed	Type
1	072	Propane		1952 (1987)	Pressure Bullet
2	073	Propane		1952 (1985)	Pressure Bullet
3	081	Propylene		1954 (1988)	Pressure Bullet
4	119	Propane		1965	Pressure Bullet
5	130	Fire Water		1970	Fixed Cone
6	138	Propylene		1974	Pressure Bullet
7	139	Propane		1974	Pressure Bullet
8	166	Propane		2009	Pressure Bullet

Shared Containment or Contained on Refinery Property

Owned and Operated by TT&M

List No.	Tank No.	Product	(b) (7)(F), (b) (3)	Year Installed	Type
9	144	Gasoline Additive (OGA-530 WXT)		1980 (1993)	Fixed Cone
10	T204	Out of Service		1987	Fixed
11	T206	Fuel Additive		1987	Fixed
12	T207	Fuel Additive		1987	Fixed
13	T210	Biodiesel		2005	Fixed Cone
14	T211	Biodiesel		2005	Fixed Cone
15	T212	Biodiesel		2005	Fixed Cone
16	T213	Biodiesel		2005	Fixed Cone
17	T215	Diesel Additive		1988	Fixed
18	T216	Diesel Additive		1988	Horizontal
19	T217	Gasoline Additive		1988	Horizontal
20	T218	Gasoline Additive		1989	Horizontal
21	T219	Gasoline Additive		1989	Horizontal
22	T222	Gasoline Additive		1991	Horizontal
23	T223	Gasoline Additive		1999	Fixed
24	T230	Diesel Additive		1993	Fixed
25	T231	Gasoline Additive		2001	Horizontal
26	T233	Biodiesel		2011	Cone

NOTES:

- Tanks 144, T215, T216, T217, T218, T219, T222, and T223 have cascaded containment areas.
- Tanks T206, T207, and T230 would be contained with a combination of area curbing and a drain to the sewer, utilizing the WWTP equipment for additional containment.
- Tank T231 has individual containment.

Underground Storage Tank

List No.	Tank No.	Product	(b) (7)(F), (b) (3)	Year Installed	Type
1	016	Gasoline		1989	UST

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Description of Facilities / Maps

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Loss of Primary Containment

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LOSS of PRIMARY CONTAINMENT



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LOSS of PRIMARY CONTAINMENT

Evaluation of loss of containment involves detecting and identifying the spilled material and its characteristics, estimating its quantity, and assessing other spill factors.

Many accidental losses of containment will be obvious; others, however, may be more subtle, such as a leaking drum in a storage area or vapors escaping from an unsealed container. Some of these substances may reach the environment as a result of explosion or fire.

Because so many substances may present hazards, the most important factor in loss of primary containment is identifying the material and its characteristics so that proper safety precautions can be taken and the spill can be properly controlled and cleaned up.

Material Safety Data Sheets (MSDS's), which describe in detail the properties of all chemicals on site, are provided by the manufacturer and are described in Tab 34.

Loss of Primary Containment



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PERSON WHO DISCOVERS THE LOSS OF PRIMARY CONTAINMENT



1 NOTIFY THE LEAD SHIFT SUPERVISOR OF INCIDENT IMMEDIATELY

2 NOTIFY SECURITY VIA RADIO CH. 16 OR BY CALLING EXT. 5555 TO DISPATCH RESPONSE PERSONNEL

5555



- CHECKLIST**
- a) Your name
 - b) Your location
 - c) Phone number
 - d) Type of emergency
 - e) Type of hazardous substance spilled, if known
 - f) Any extenuating circumstances, such as injuries
 - g) Continue radio contact until released by Lead Shift Supervisor or ERT

3 CALL 9-911 IF GENERAL EMERGENCY ASSISTANCE IS NEEDED, OR FIRST AID IS REQUIRED BEYOND YOUR TRAINING

9-911

- 911 CHECKLIST**
- a) Who you are by name
 - b) Where are you calling from: St. Paul Park Refinery
 - c) What are you calling for
 - d) Stay on the line until released by 911

4 STOP THE PRODUCT FLOW, IF SAFE TO DO SO

5 INITIATE LOCAL PROTECTIVE ACTIONS

- a WARN OTHERS IN THE AREA
- b SHUT OFF ALL IGNITION SOURCES IN THE SPILL AFFECTED AREA
- c INITIATE LOCAL EVACUATION, AS APPROPRIATE
- d DON PROTECTIVE EQUIPMENT AND CLOTHING, AS APPROPRIATE



- a AVOID THE SPILL WITHOUT SPECIFIC KNOWLEDGE OF ITS CHARACTERISTICS
- b REMAIN IN A SAFE LOCATION UPWIND NEAR THE SPILL SCENE UNTIL ASSISTANCE ARRIVES
- c DO NOT ATTEMPT TO CLEAN UP THE SPILL BECAUSE HAZARDOUS SUBSTANCES VARY IN THEIR CHARACTERISTICS AND REQUIRE DIFFERENT PRECAUTIONS
- d CONTAINMENT AND CLEANUP MUST BE CONDUCTED ONLY UNDER THE DIRECTION OF AN INDIVIDUAL WHO KNOWS THE CHARACTERISTICS OF THE PARTICULAR SPILLED MATERIAL AND THE SAFEGUARDS NECESSARY FOR DEALING WITH IT

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Loss of Primary Containment

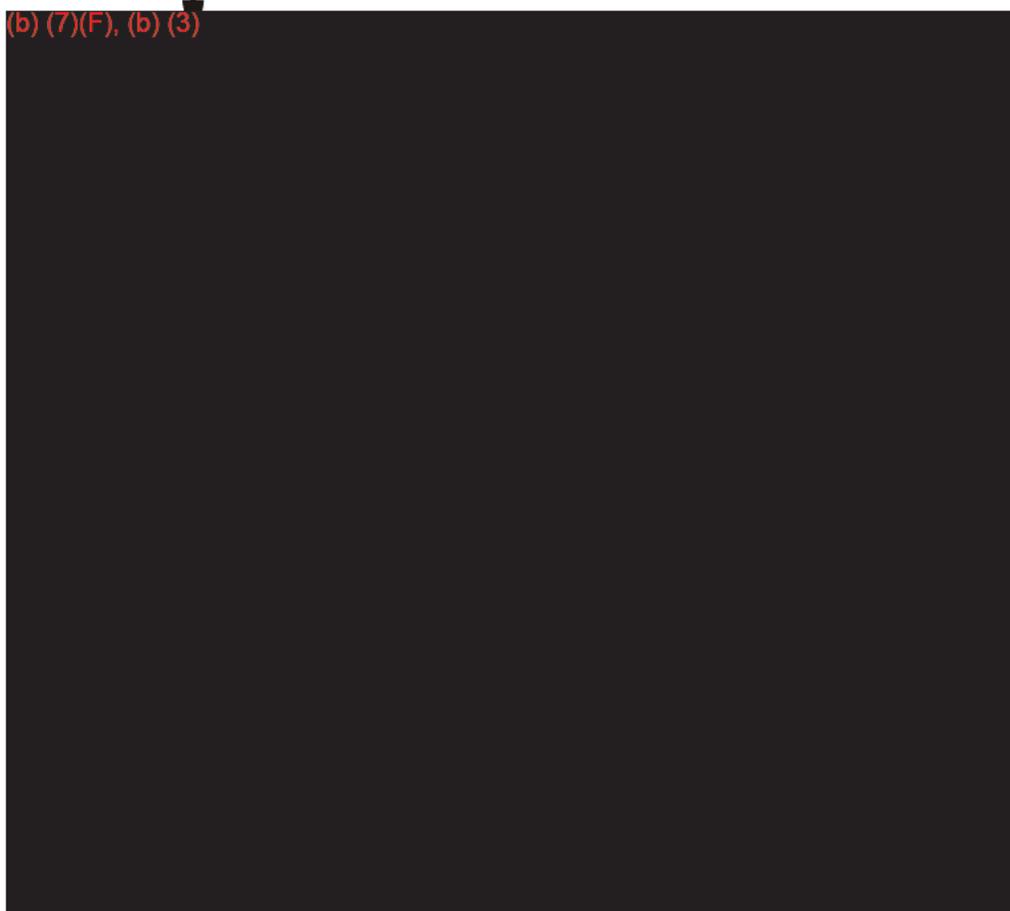
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SECURITY



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



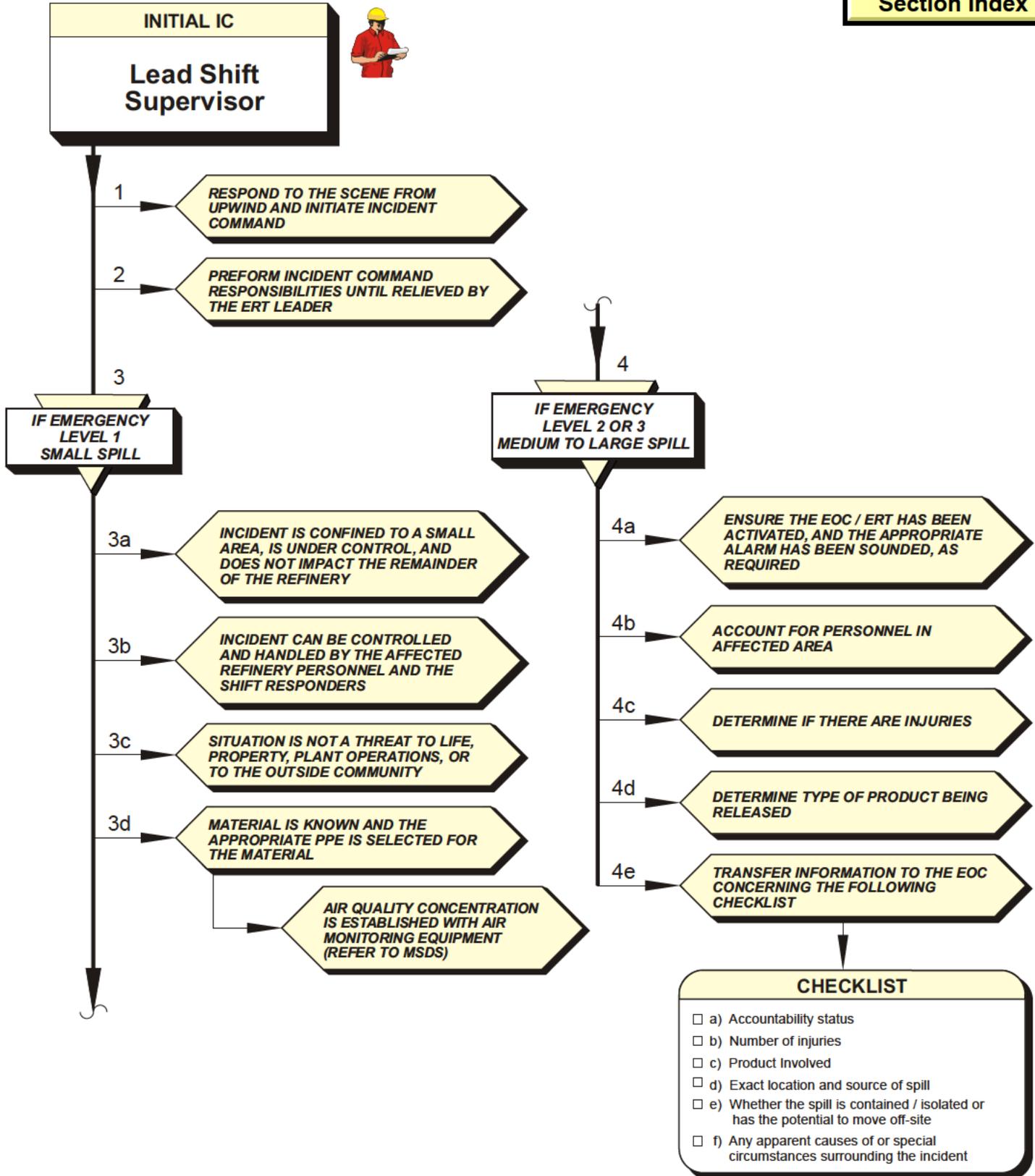
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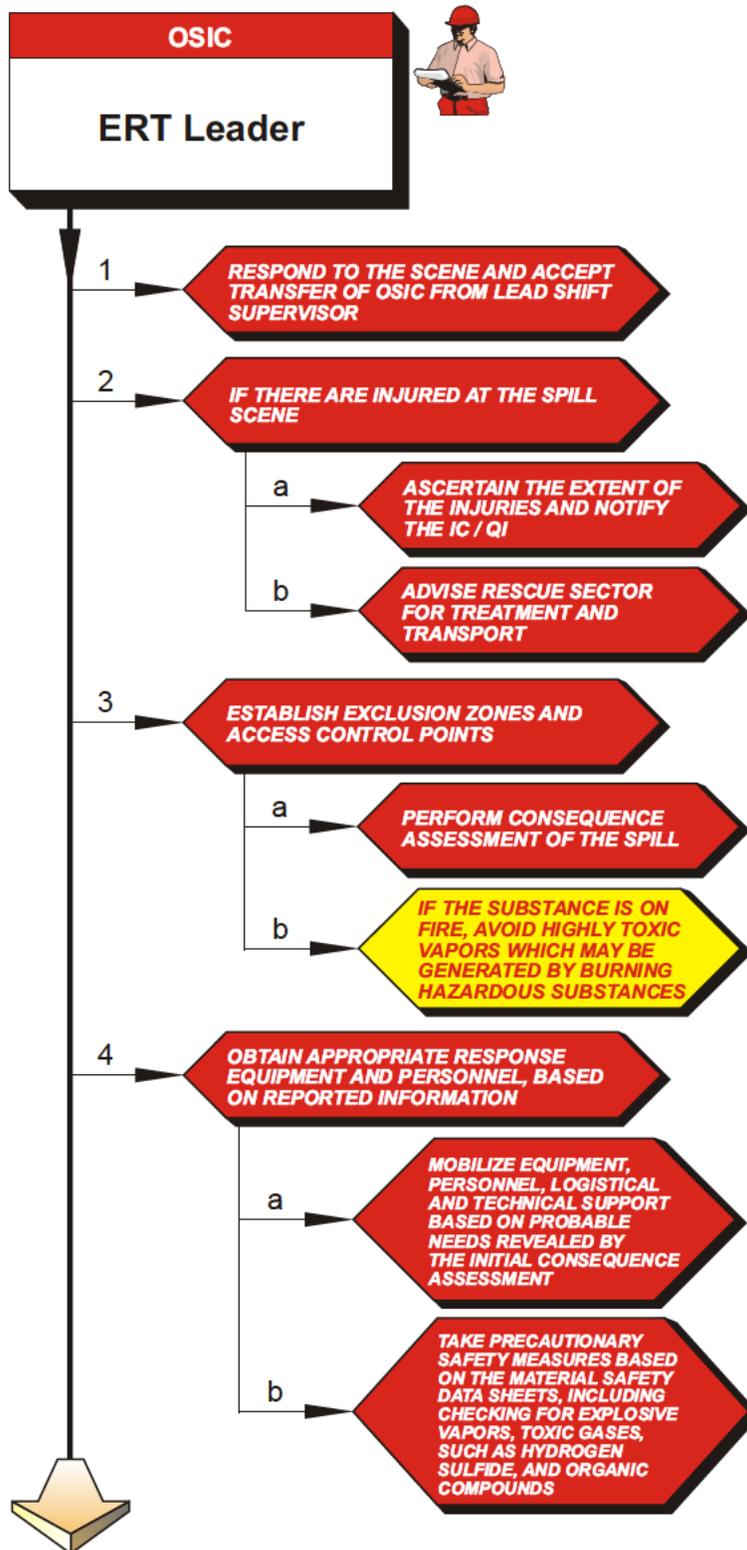
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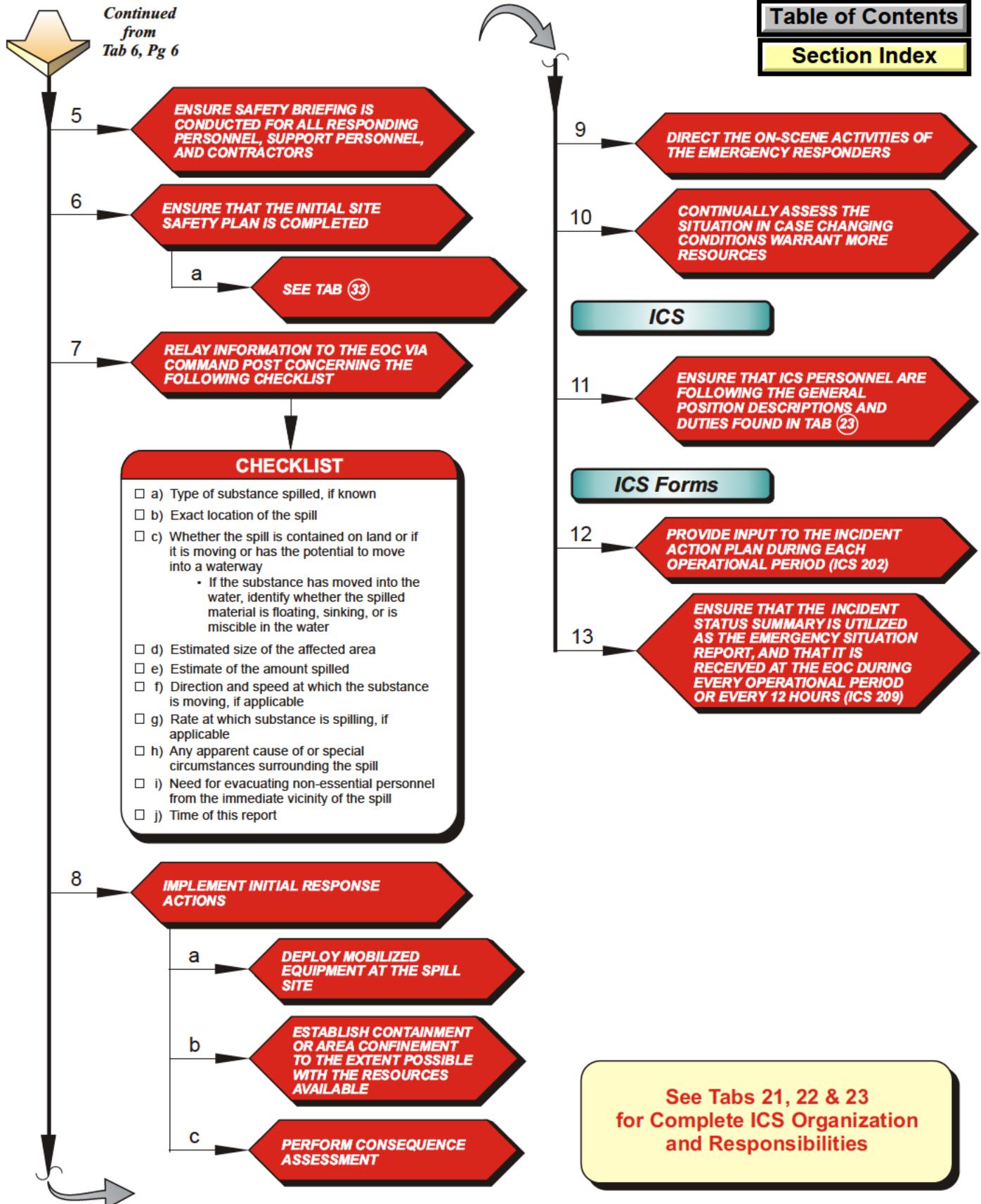
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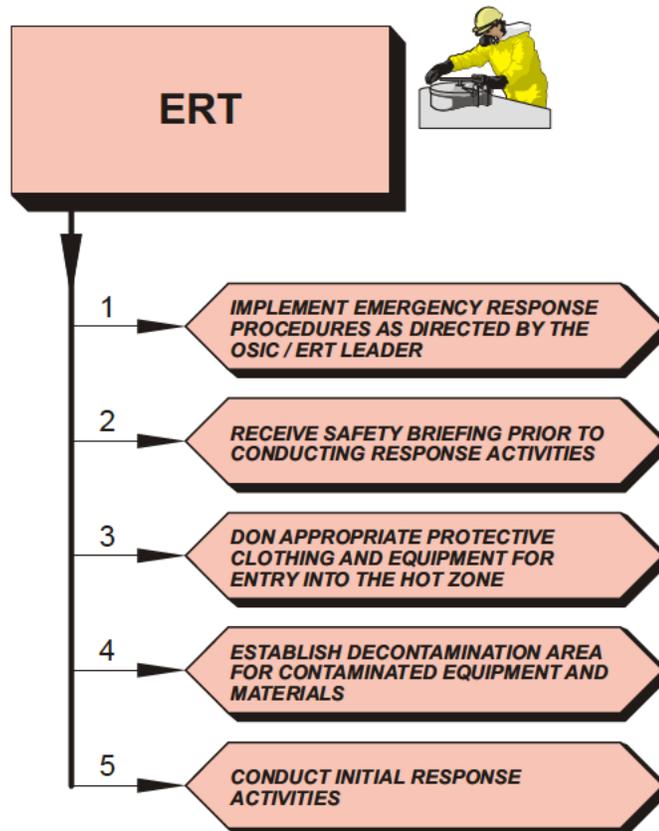
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ENVIRONMENTAL / GOVERNMENT LIAISON

Environmental Engineer



1

EXAMINE SPILL SCENE WITH THE ASSISTANCE OF REFINERY PERSONNEL

a

IDENTIFY THE SUBSTANCE SPILLED AND ITS CHARACTERISTICS

b

ASSIST IN CALCULATING THE BEST ESTIMATE OF SPILL VOLUME AND INCORPORATE THE AMOUNT INTO THE SPILL INCIDENT REPORT

c

DETERMINE IF THE SUBSTANCE SPILLED AND QUANTITY SPILLED IS REPORTABLE AS MANDATED BY FEDERAL OR STATE REGULATIONS (40 CFR PART 302 AND 355)

d

SPILLS EQUAL TO OR IN EXCESS OF THE REPORTABLE QUANTITY (RQ) MUST BE REPORTED TO THE APPROPRIATE AGENCIES IMMEDIATELY (SEE TAB 15)

e

INITIAL NOTIFICATION MUST NOT BE DELAYED DUE TO LACK OF COMPLETE INFORMATION

f

DETERMINE THE NEED FOR OTHER NON-REGULATORY NOTIFICATIONS, AND INITIATE AS APPROPRIATE

2

MAKE RECOMMENDATIONS ON CONFINEMENT, DIVERSION, OR NEUTRALIZATION OF SPILLED MATERIAL

3

IF UNABLE TO REACH THE SPILL SITE, REMAIN IN TELEPHONE OR RADIO CONTACT WITH THE IC / QI, IF POSSIBLE

4

ADVISE THE IC / QI CONCERNING PARTICULAR AREAS OF CONCERN OR ENVIRONMENTAL SENSITIVITY

5

ASSUME OTHER RESPONSIBILITIES AS DIRECTED BY THE IC / QI

6

OTHER RESPONSIBILITIES INCLUDE NOTIFICATIONS AND FOLLOW-UPS TO REGULATORY AGENCIES

7

ASSESS THE NEED FOR ADDITIONAL STAFF SUPPORT / ASSISTANCE FROM PLANT OPERATIONS AND THE ENVIRONMENTAL UNIT

8

BRIEF ICS PLANNING SECTION PERSONNEL

a

ADVISE THE PLANNING SECTION PERSONNEL CONCERNING THE CURRENT STATUS AND PRIORITY ACTIONS

9

PREPARE ENVIRONMENTAL MANAGEMENT PLAN

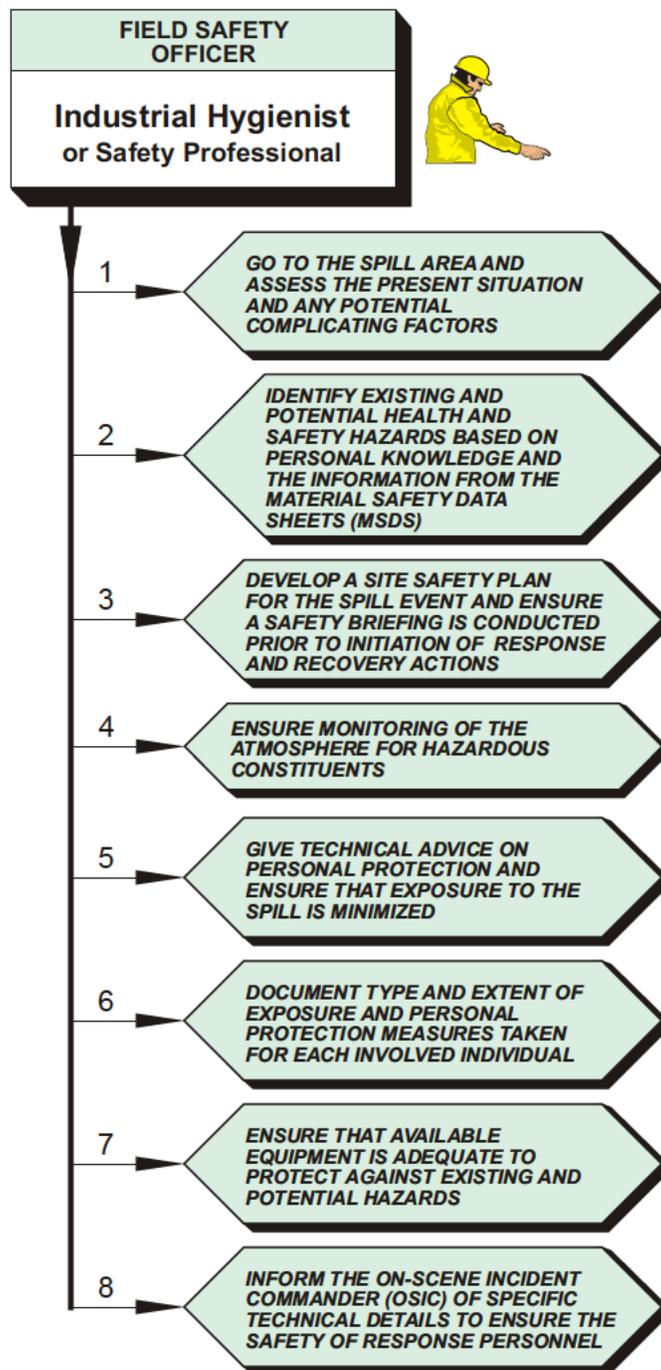
10

PROVIDE SUPPORT IN COORDINATING SPILL CLEANUP AND WASTE MANAGEMENT ACTIVITIES

See Tabs 21, 22 & 23 for Complete ICS Organization and Responsibilities



Loss of Primary Containment

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**See Tabs 21, 22 & 23
for Complete ICS Organization
and Responsibilities**

Loss of Primary Containment



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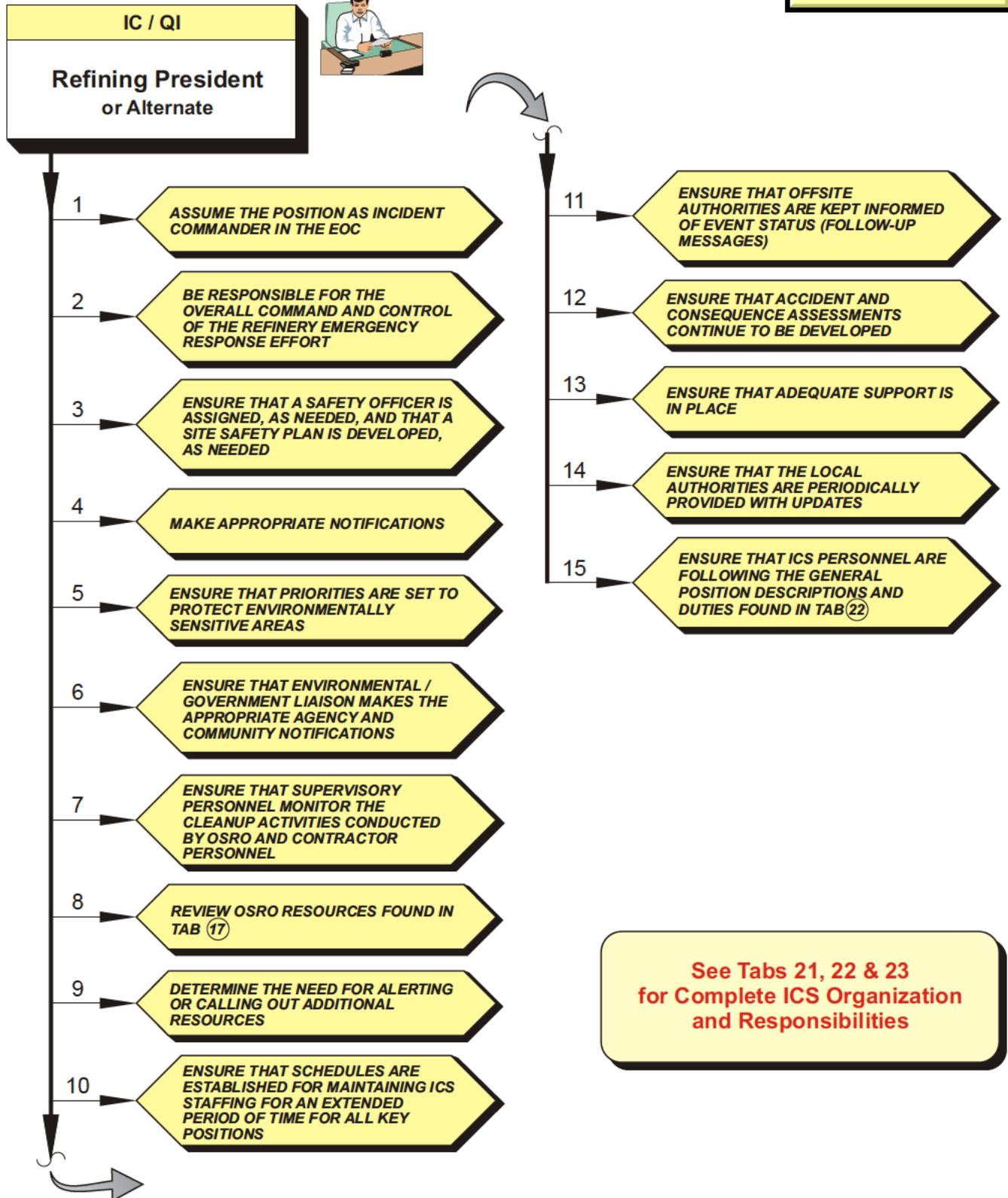


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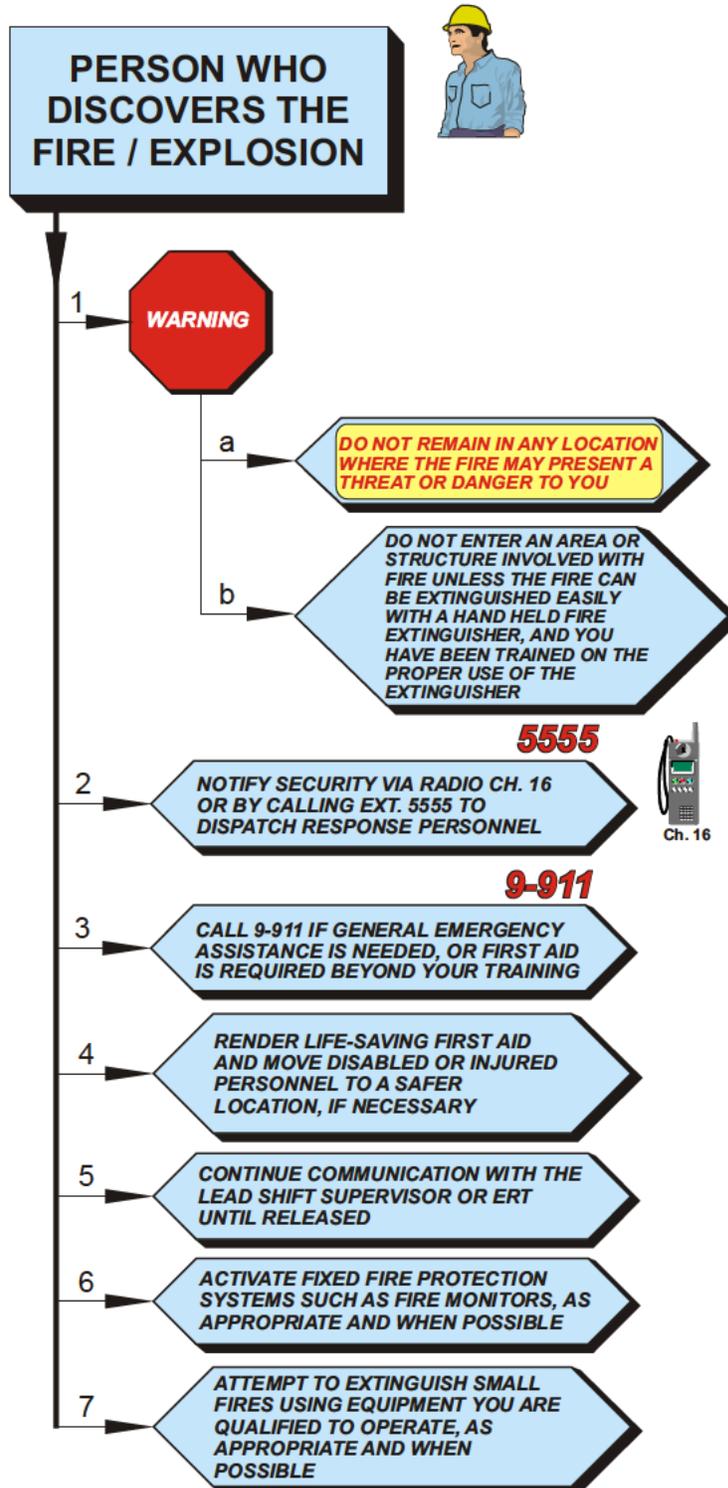
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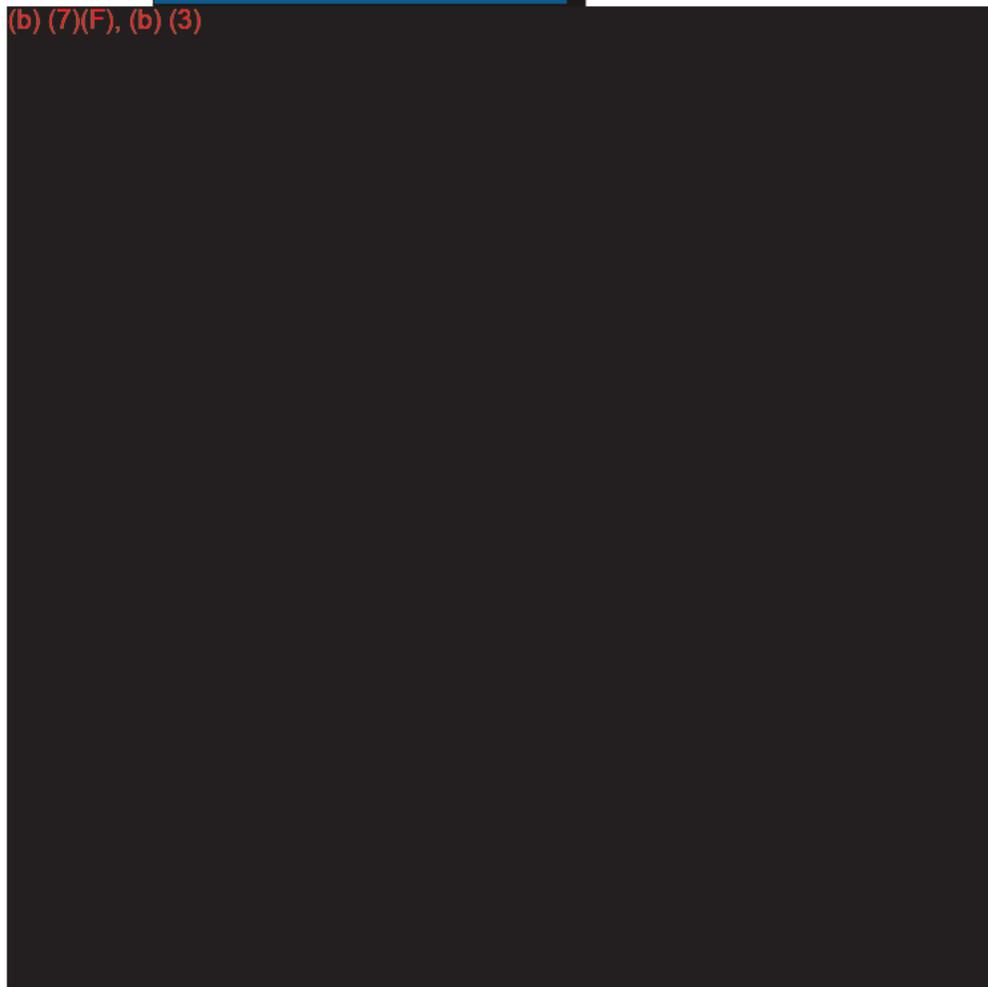
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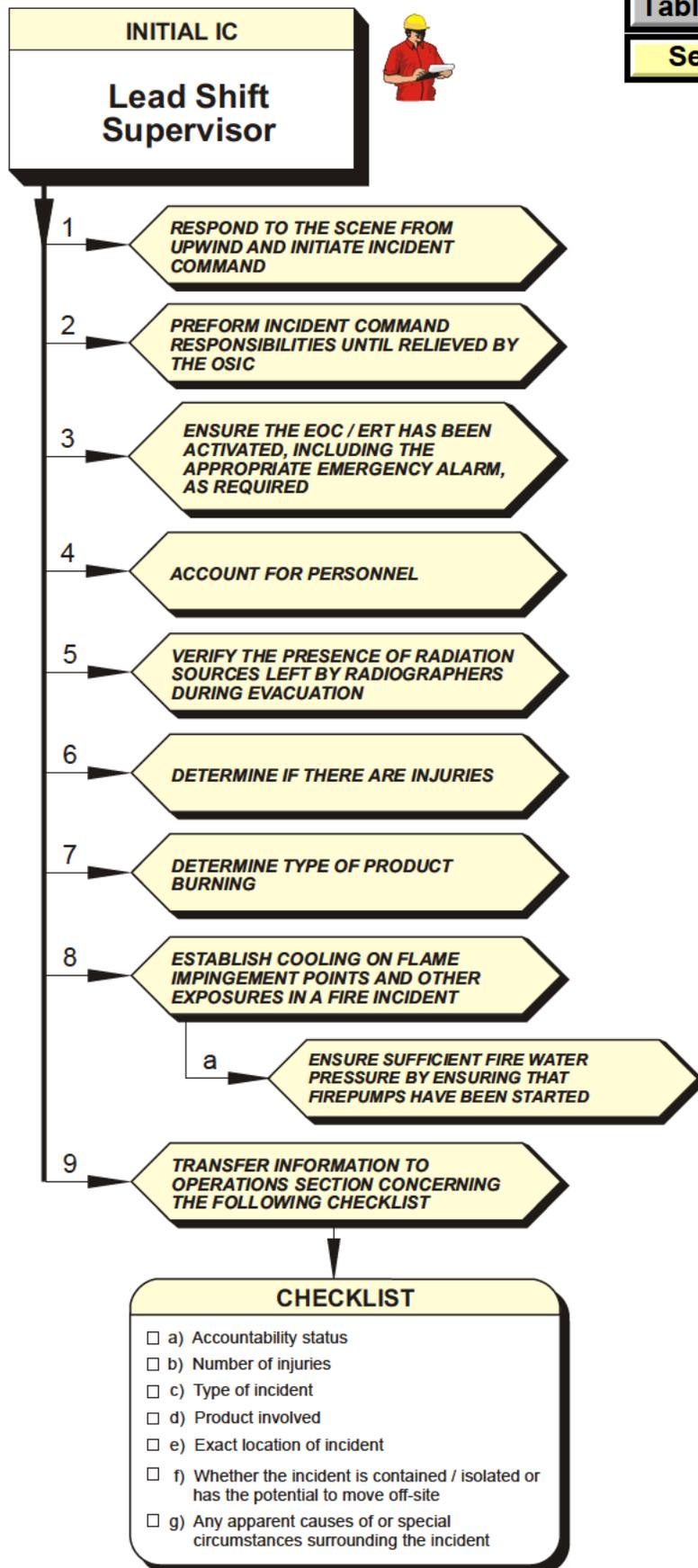


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OSIC

ERT Leader



1 RESPOND TO THE SCENE AND ACCEPT TRANSFER OF OSIC FROM LEAD SHIFT SUPERVISOR

2 DETERMINE IF THERE ARE INJURED AT THE FIRE SCENE

a ASCERTAIN THE EXTENT OF THE INJURIES AND NOTIFY THE IC / QI

b ADVISE RESCUE SECTOR FOR TREATMENT AND / OR TRANSPORT

3 ESTABLISH EXCLUSION ZONES AND ACCESS CONTROL POINTS

a AVOID HIGHLY TOXIC VAPORS WHICH MAY BE GENERATED BY BURNING HAZARDOUS SUBSTANCES

b VERIFY PRESENCE OF RADIOACTIVE MATERIALS LEFT BY RADIOGRAPHERS

4 OBTAIN APPROPRIATE RESPONSE EQUIPMENT AND PERSONNEL, BASED ON REPORTED INFORMATION

a MOBILIZE EQUIPMENT, PERSONNEL, LOGISTICAL AND TECHNICAL SUPPORT BASED ON PROBABLE NEEDS REVEALED BY THE INITIAL CONSEQUENCE ASSESSMENT

b TAKE PRECAUTIONARY SAFETY MEASURES BASED ON THE MATERIAL SAFETY DATA SHEETS, INCLUDING CHECKING FOR EXPLOSIVE VAPORS, TOXIC GASES, SUCH AS HYDROGEN SULFIDE, AND ORGANIC COMPOUNDS

5 ENSURE SAFETY BRIEFING IS CONDUCTED FOR ALL RESPONDING PERSONNEL, SUPPORT PERSONNEL, AND CONTRACTORS

6 RELAY INFORMATION TO EOC VIA THE COMMAND POST

7 IMPLEMENT INITIAL RESPONSE ACTIONS

8 DEPLOY MOBILIZED EQUIPMENT AT THE FIRE SCENE

9 DIRECT ACTIVITIES OF THE RESPONDERS

10 CONTINUALLY ASSESS THE SITUATION IN CASE CHANGING CONDITIONS WARRANT MORE RESOURCES

ICS

11 ENSURE THAT ICS PERSONNEL ARE FOLLOWING THE GENERAL POSITION DESCRIPTIONS AND DUTIES FOUND IN TAB (23)

ICS Forms

12 ENSURE THAT THE INCIDENT ACTION PLAN IS RECEIVED AT THE EOC DURING EACH OPERATIONAL PERIOD (ICS 202)

13 ENSURE THAT THE INCIDENT STATUS SUMMARY IS UTILIZED AS THE EMERGENCY SITUATION REPORT, AND THAT THE EOC RECEIVES THE INFORMATION IN A TIMELY MANNER

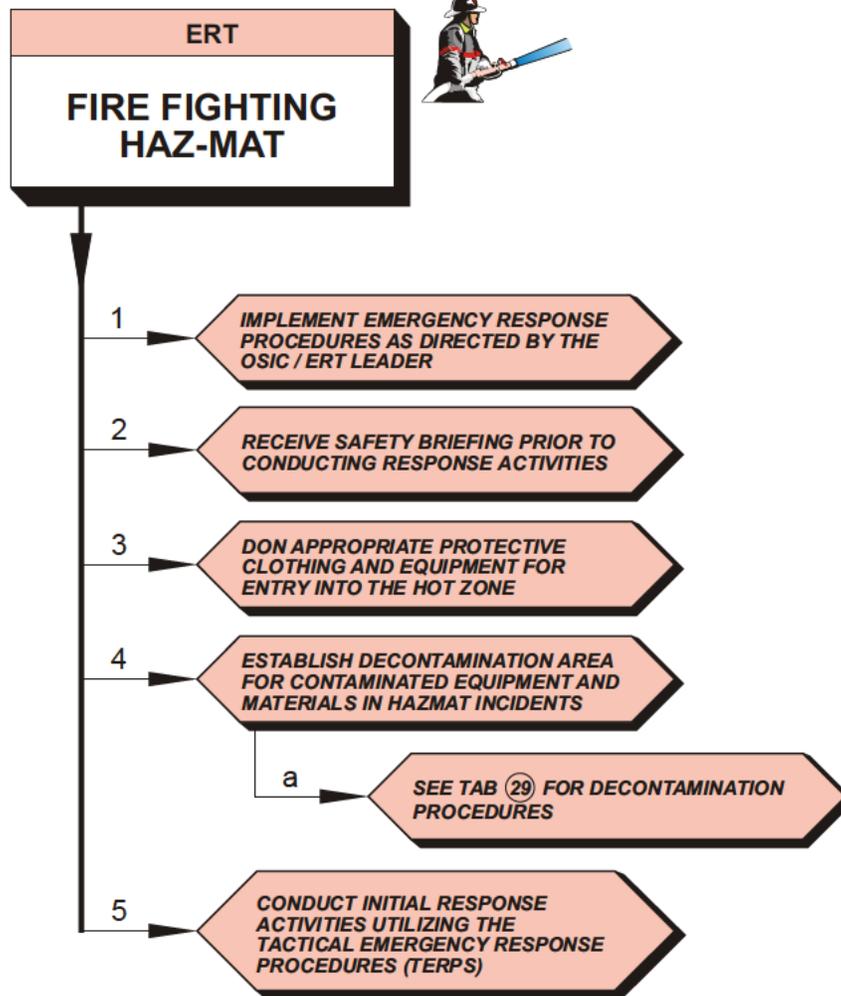
See Tabs 21, 22 & 23 for Complete ICS Organization and Responsibilities



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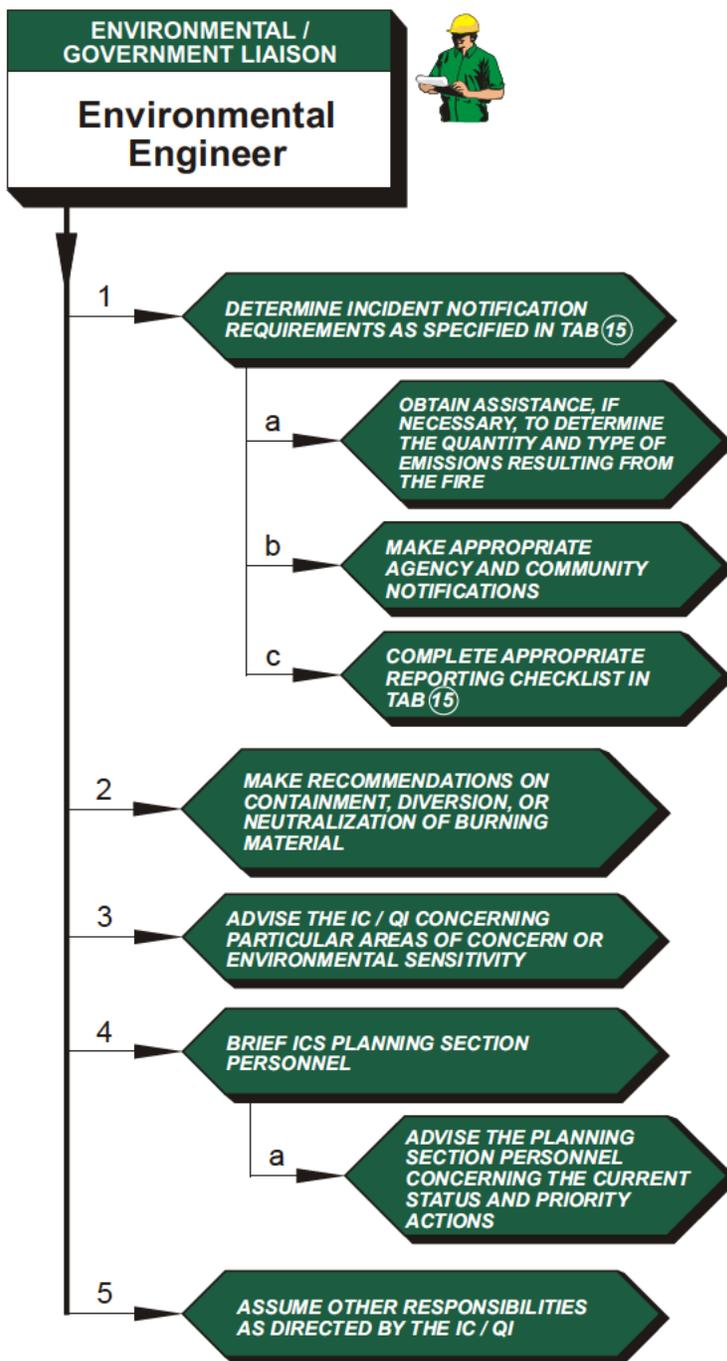
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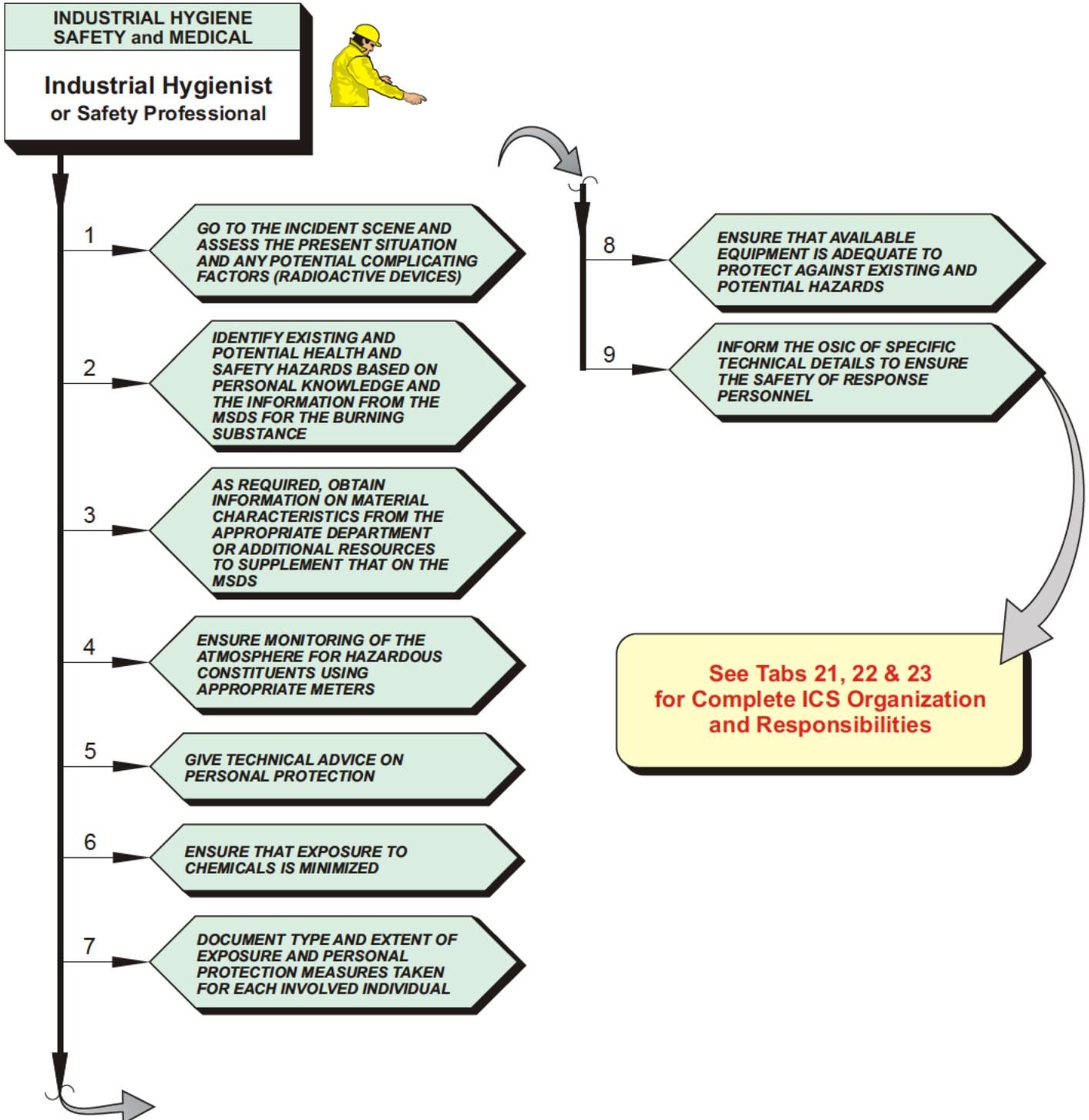
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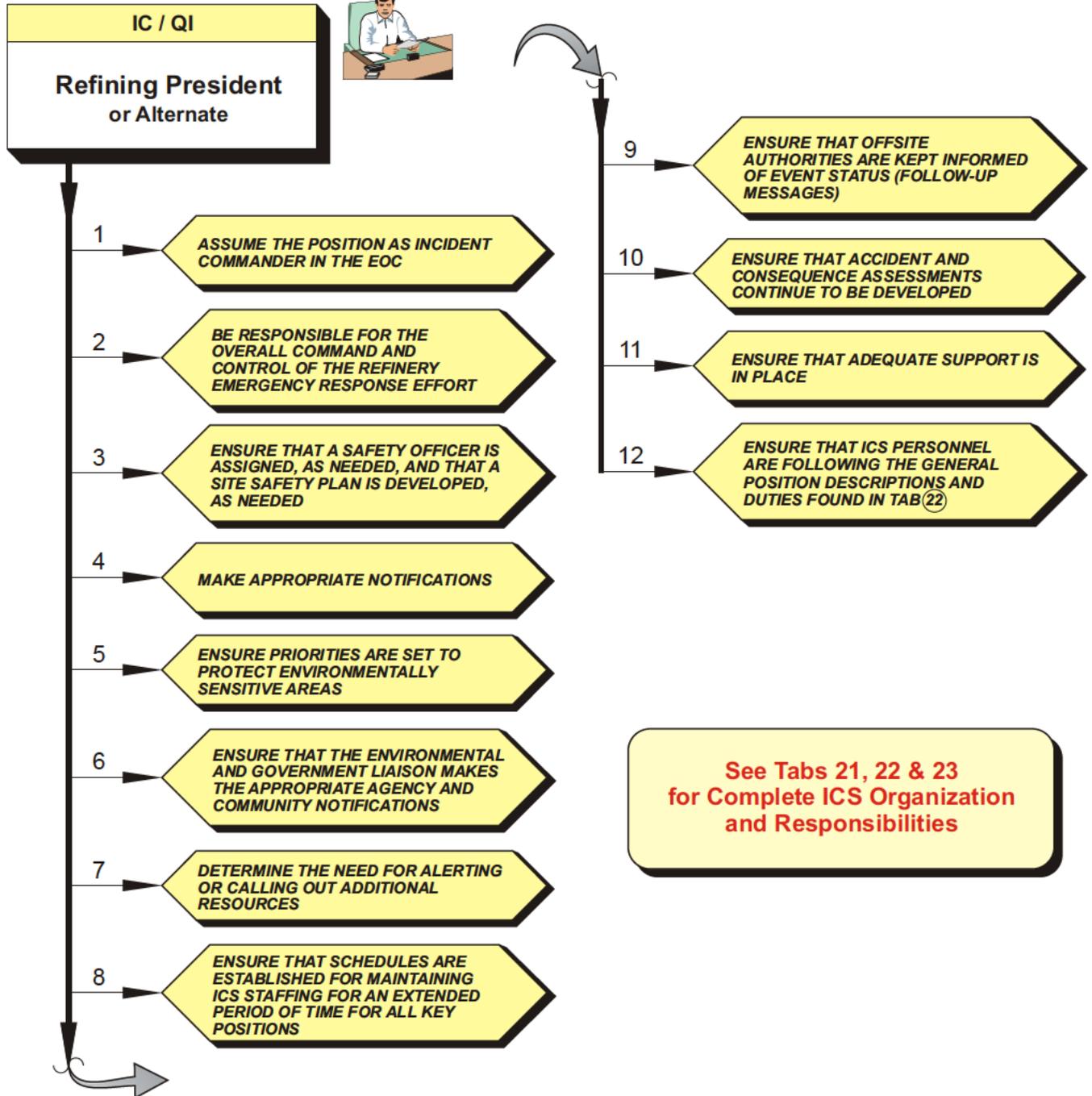


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BLOODBORNE PATHOGENS

Blood is considered a hazardous substance.

According to universal precautions, all human blood and certain body fluids will be treated as if known to be contaminated by a bloodborne pathogen.

Bloodborne pathogens are pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Only trained employees shall cleanup blood or body fluids. (29 CFR 1910.1030).

ADDITIONAL INFORMATION REGARDING BLOODBORNE PATHOGENS

During a medical or rescue emergency there is a potential for response personnel to come in contact with blood or other potentially infectious material.

Response personnel shall utilize appropriate personal protective equipment to prevent or limit exposure to these agents.

During an emergency event, appropriate personal protective equipment may include the following: surgical / chemical protective gloves, face shields, masks, and eye protection. The goal of this type of protective clothing is to prevent blood or other potentially infectious materials to pass through or to reach the responder's work clothes, undergarments, skin, eyes, mouth, or other mucous membranes.

All medical waste, disposable (single-use) protective equipment, or contaminated clothing shall be placed in a sealed container, labeled as medical waste, and be disposed of as required by regulations.

The detailed regulations concerning bloodborne pathogens may be found in 29 CFR 1910.1030.



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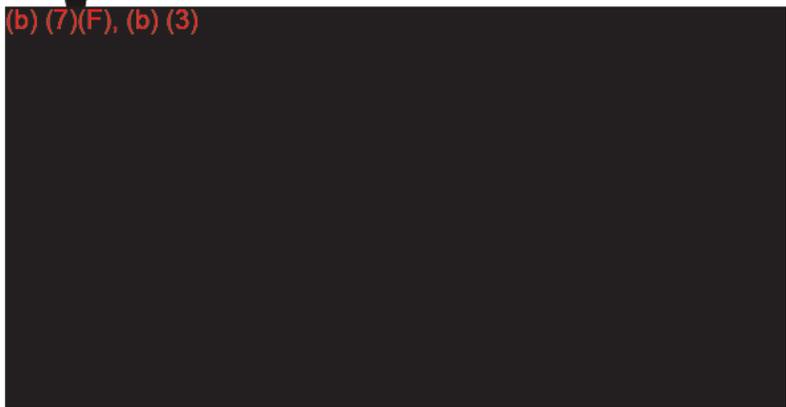
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PERSON WHO DISCOVERS THE MEDICAL EMERGENCY



SECURITY



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

1 **WARNING**

- a **DO NOT ENTER AN AREA IF ANY CHEMICAL HAZARD IS PRESENT AND A THREAT / DANGER TO YOU**
- b **DO NOT ENTER AN AREA INVOLVED IF HAZARDOUS CHEMICAL CAN NOT BE CONTAINED OR IF PATIENT HAS BEEN CONTAMINATED**

5555

2 **NOTIFY SECURITY VIA RADIO CH. 16 OR BY CALLING EXT. 5555 TO DISPATCH RESPONSE PERSONNEL**



9-911

3 **CALL 9-911 IMMEDIATELY IF FIRST AID IS REQUIRED BEYOND YOUR TRAINING**

4 **PAGE ERT IF CHEMICAL / HAZMAT IS INVOLVED**

5 **CONTINUE COMMUNICATIONS UNTIL RELEASED BY THE LEAD SHIFT SUPERVISOR, ERT OR NURSE**

6 **DO NOT MOVE INJURED PERSONNEL EXCEPT IN CASES OF IMMINENT DANGER**

7 **APPLY FIRST AID TO THE LEVEL TO WHICH YOU HAVE BEEN TRAINED**

Medical or Rescue



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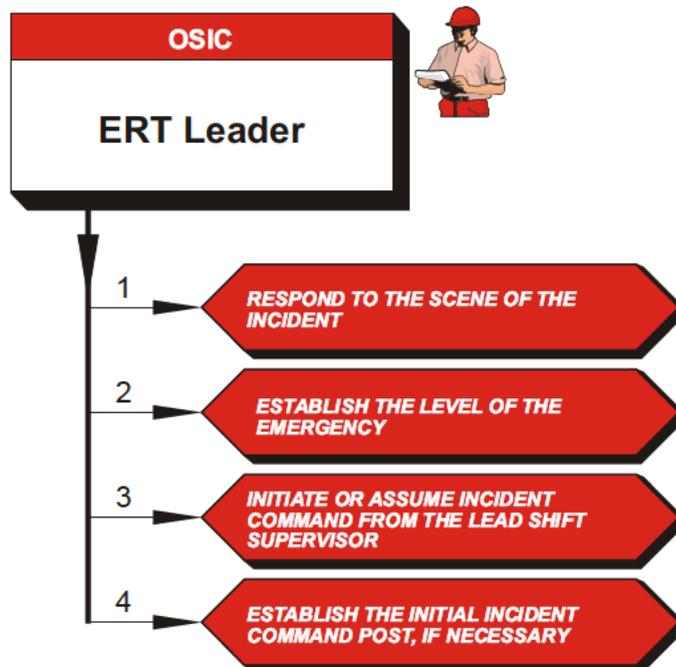
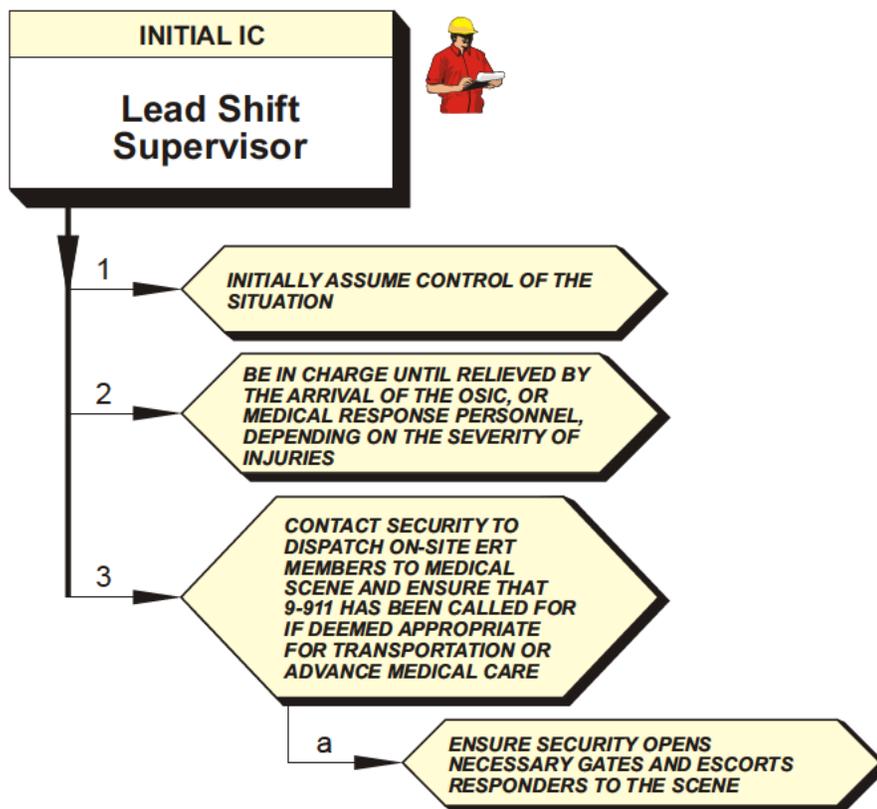
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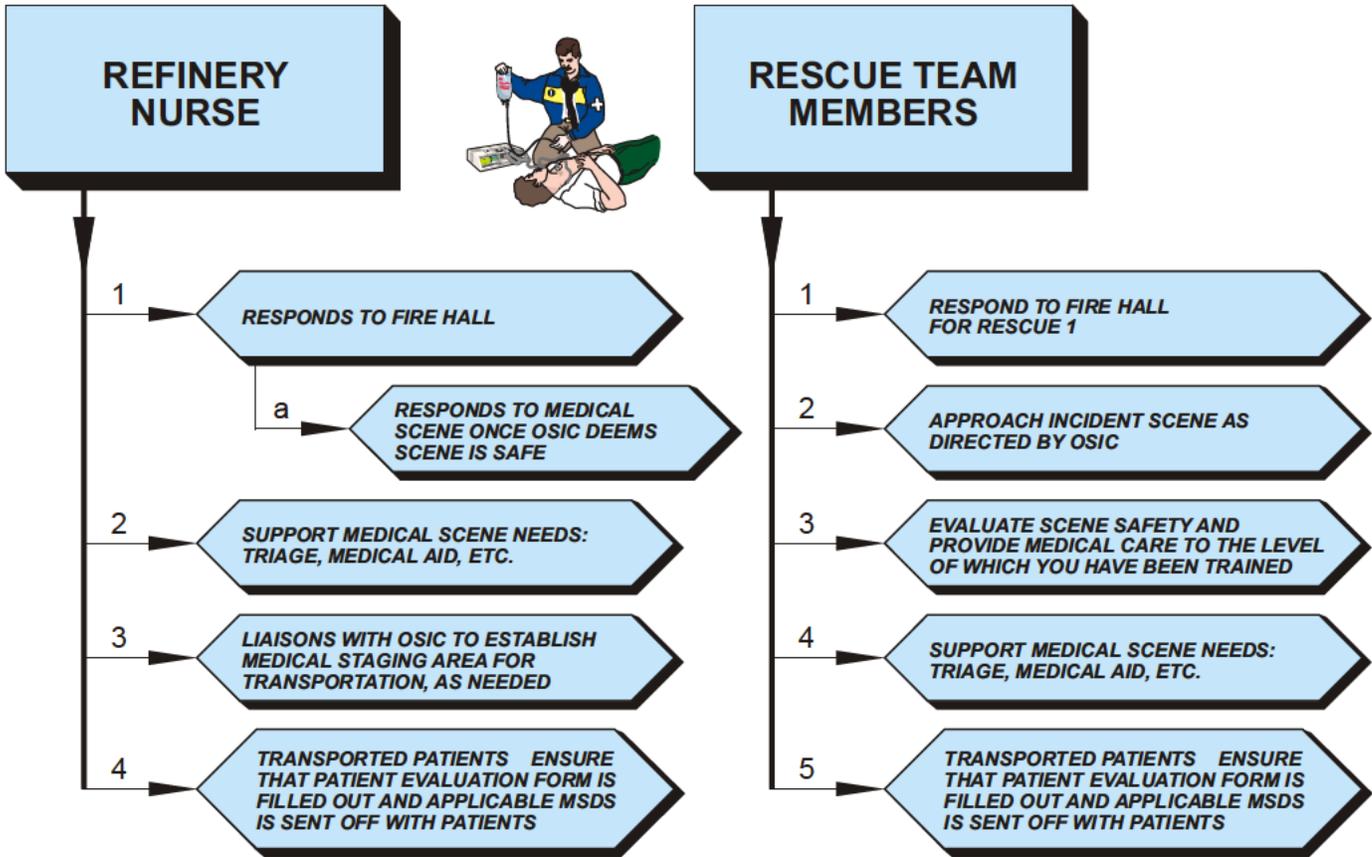
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Medical Contacts

MEDICAL CONTACTS

HOSPITALS

All Major Trauma and Burn Victims Transport to Regions Hospital

Regions Hospital	E.R. Phone: (651) 254 5000
United Hospital	E.R. Phone: (651) 241 5184
Woodwinds Hospital	Phone: (651) 232 0100

Non Emergency Clinic Needs:

Minnesota Occupational Health	Business Hours: (651) 968 5300
Regina Medical, Hastings	After Hours: (651) 480 4340



GROUND AMBULANCE

Allina Medical Transportation 167 Grand Ave St Paul, MN	Phone: (651) 222 0555
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Transportation Servies-Allina St Paul, MN	Phone: (651) 222 6040
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AIR AMBULANCE

LIFE LINK III Emergency Dispatch	Phone: 1 (800) 328 1377
	Twin Cities: (651) 778 0416

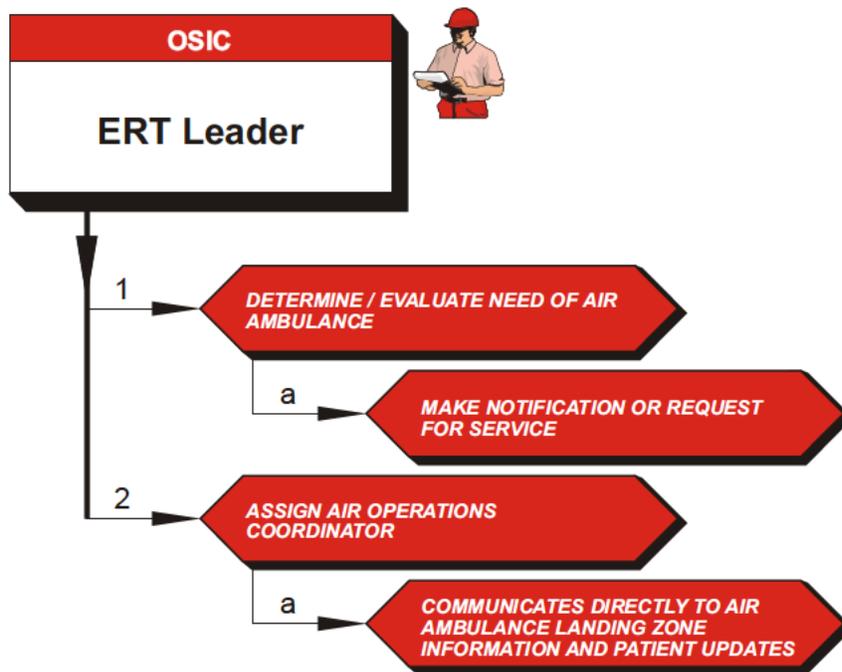
North Air Care	Phone: 1 (800) 247 0229
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This same medical contact information can be found on Tab 14, Pg 3



Air Ambulance Procedures



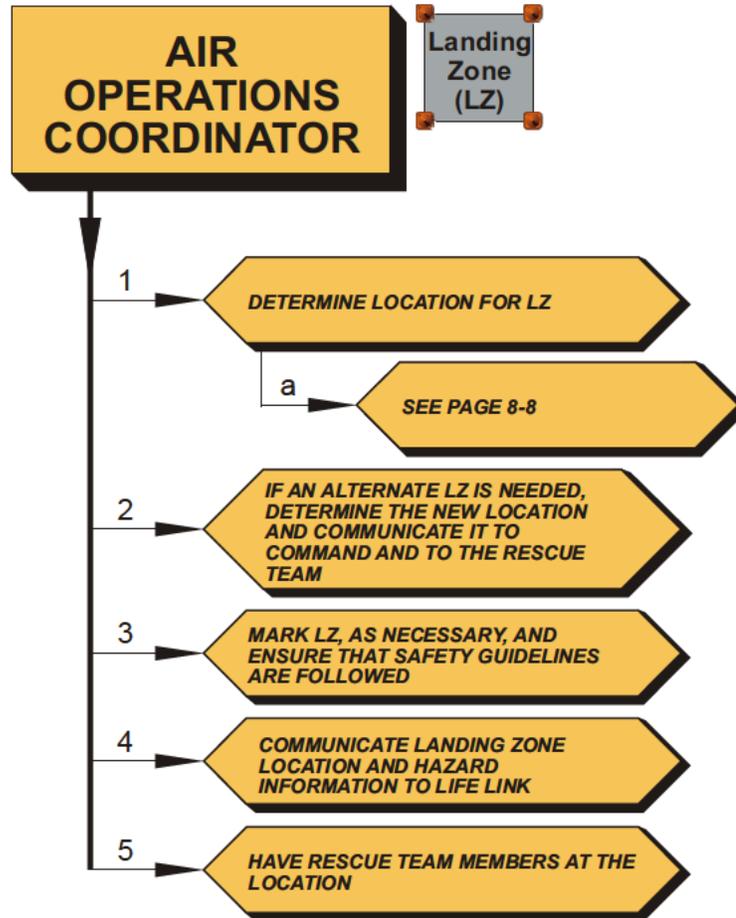
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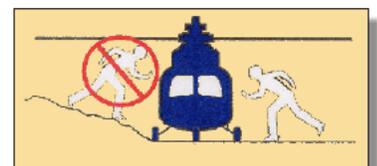
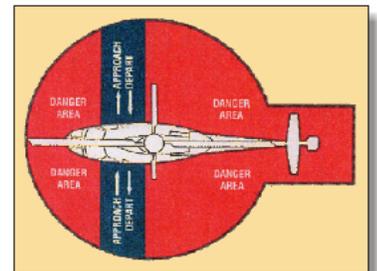
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Safety Guidelines At LZ

- 1) Use safety glasses or goggles to prevent eye injuries from rotor-wash debris.
- 2) Do not approach the LZ unless escorted by a crew member.
- 3) Always approach and depart the helicopter in a crouched position from the sides, within view of the pilot. Never approach or depart from a slope or at the rear of the helicopter.
- 4) Turn off strobe lights, search lights, flood lights, and high beams on vehicles near LZ to prevent vision problems for the pilot.
- 5) Do not illuminate LZ with floodlights which may cause possible blinding of pilot.
- 6) Smoking is not permitted in any LZ.



See Tab 8, Pg 8 for graphic layout of Landing Zone (LZ)

St. Paul Park Refining

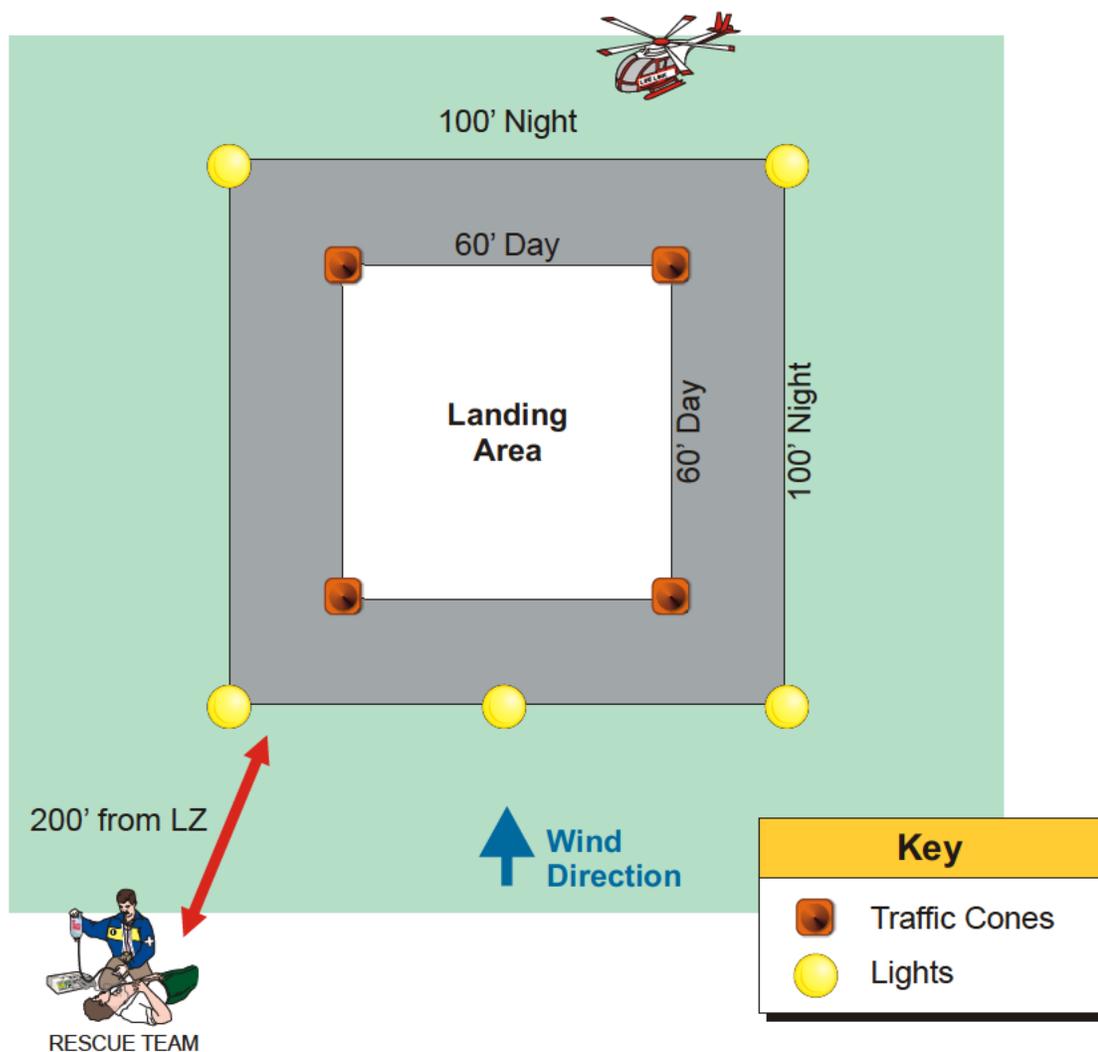
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- 1) The LZ should be a 60' square during the day (100' square at night) established on a paved or smooth grassy area.
- 2) The area should be clear of overhead hazards and loose items on the ground.
- 3) Traffic cones should be used at each corner during the day, and lights at night.



Tornado or Severe Weather

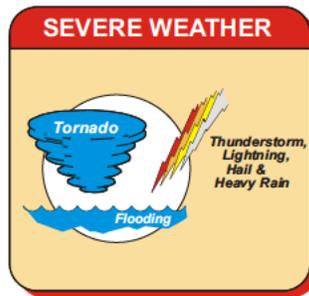
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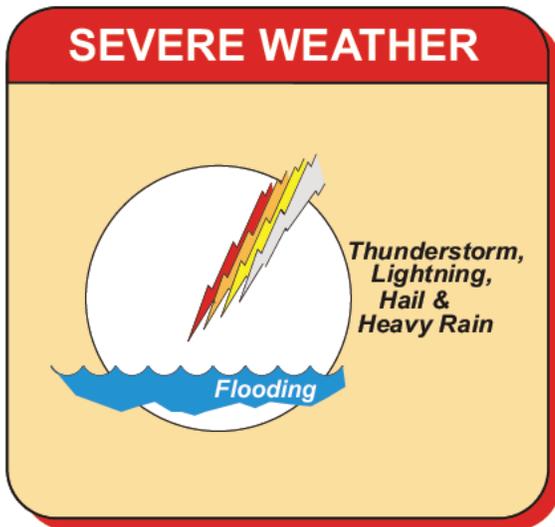
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Severe Weather

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1

DURING A SEVERE WEATHER WATCH

(Conditions are right for severe weather formation)

EMPLOYEES



- 1. REMAIN ALERT FOR APPROACHING STORMS
- 2. LISTEN FOR ANNOUNCEMENTS FROM SECURITY OR OVER THE RADIO
 - a. MAIN ADMINISTRATION BUILDING AND LAB BUILDING HAVE AUTOMATED WARNING ANNOUNCEMENT SYSTEMS

Severe Weather



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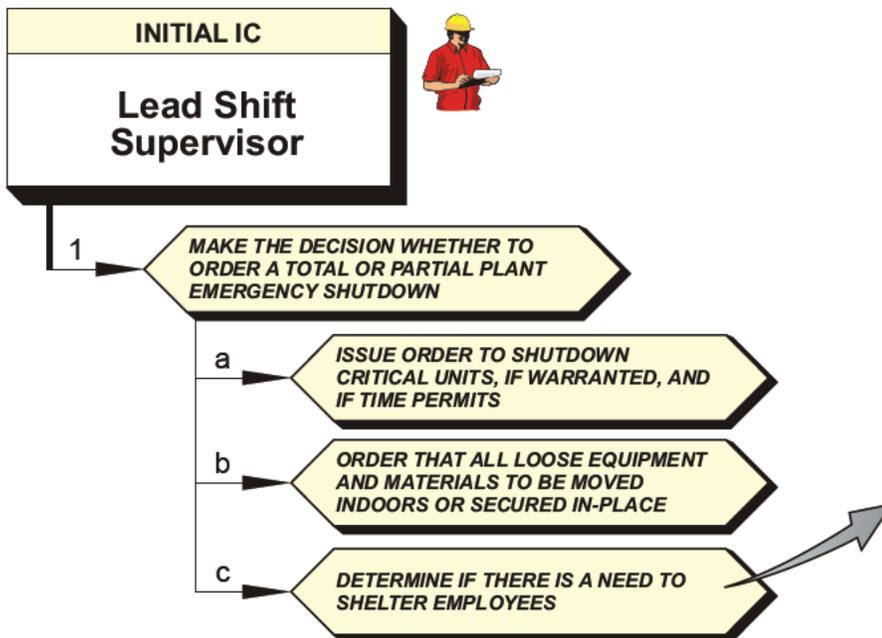
DURING A SEVERE WEATHER WARNING

(A storm is spotted or reported in your area)

SECURITY



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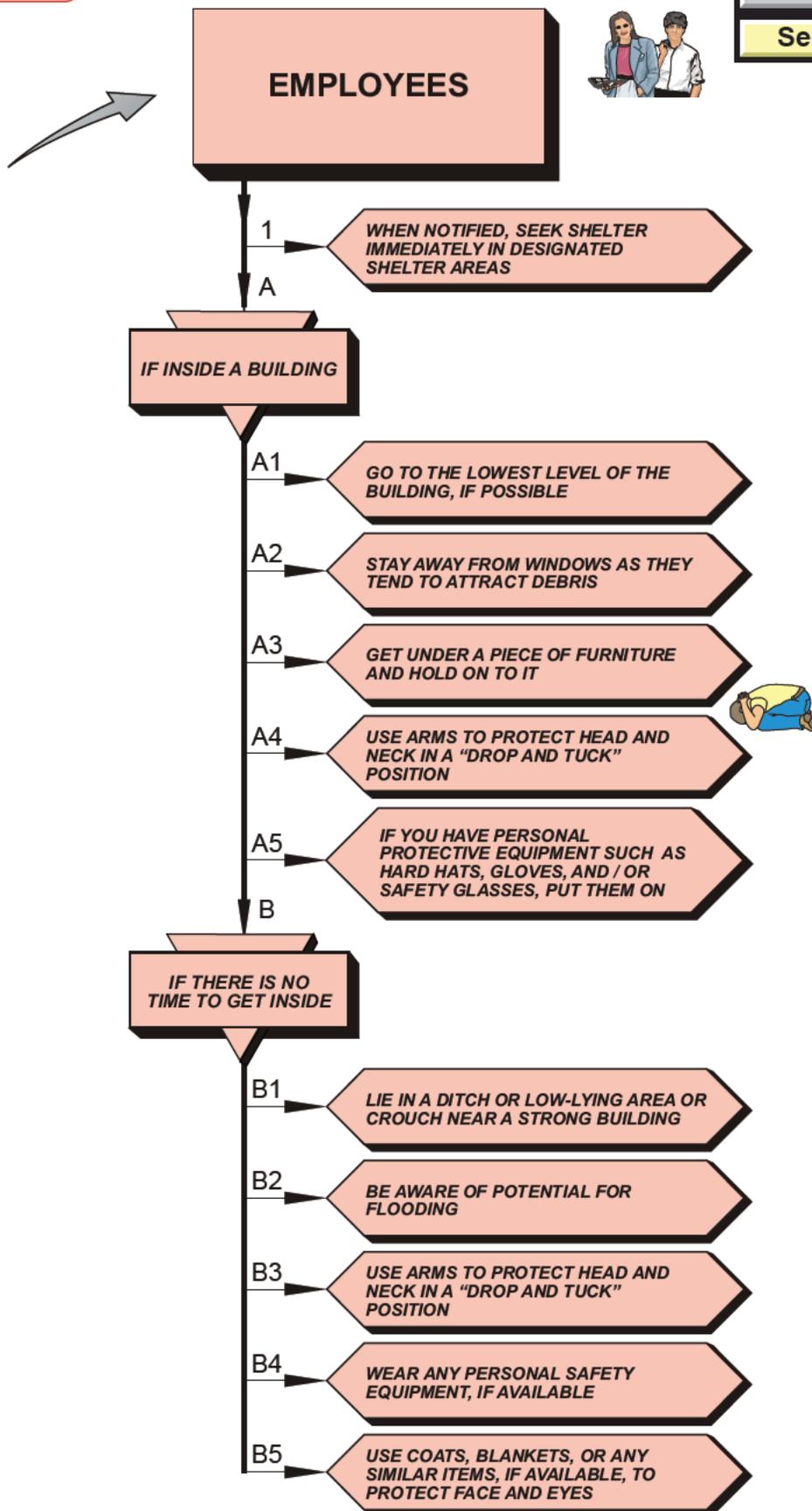


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3

LIGHTNING CALL

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

IF A PERSON HAS BEEN STRUCK BY LIGHTNING

EMPLOYEES



A person who has been struck by lightning does not carry an electrical charge that can shock other people

1 CALL 9-911 IMMEDIATELY **9-911**

2 NOTIFY SECURITY VIA RADIO CH. 16 OR BY CALLING EXT. 5555 TO DISPATCH RESPONSE PERSONNEL **5555**



Ch. 16

3 IF THE STRIKE CAUSES THE VICTIM'S HEART AND BREATHING TO STOP, GIVE CPR, IF TRAINED, UNTIL MEDICAL PROFESSIONALS ARRIVE AND TAKE OVER

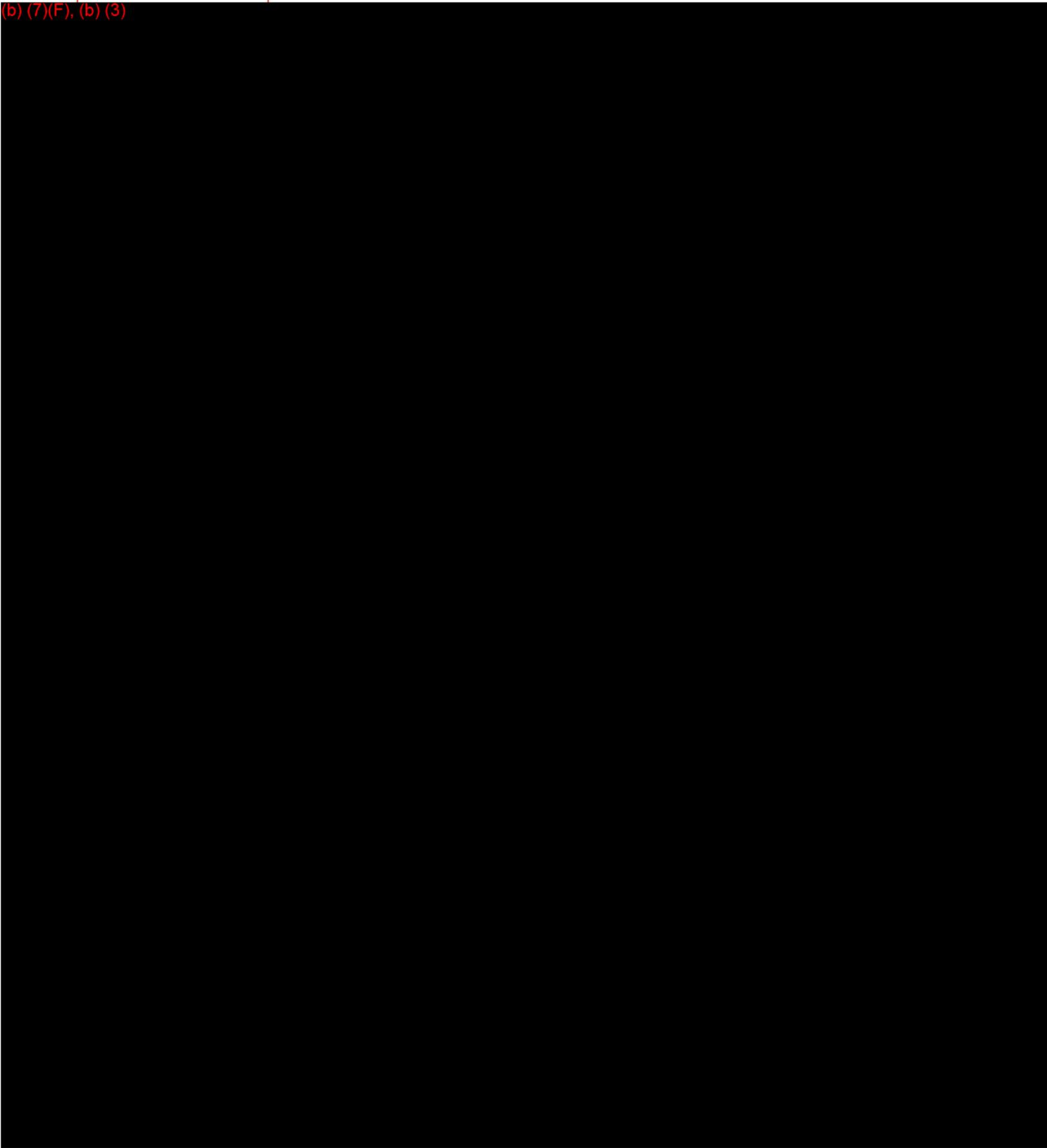
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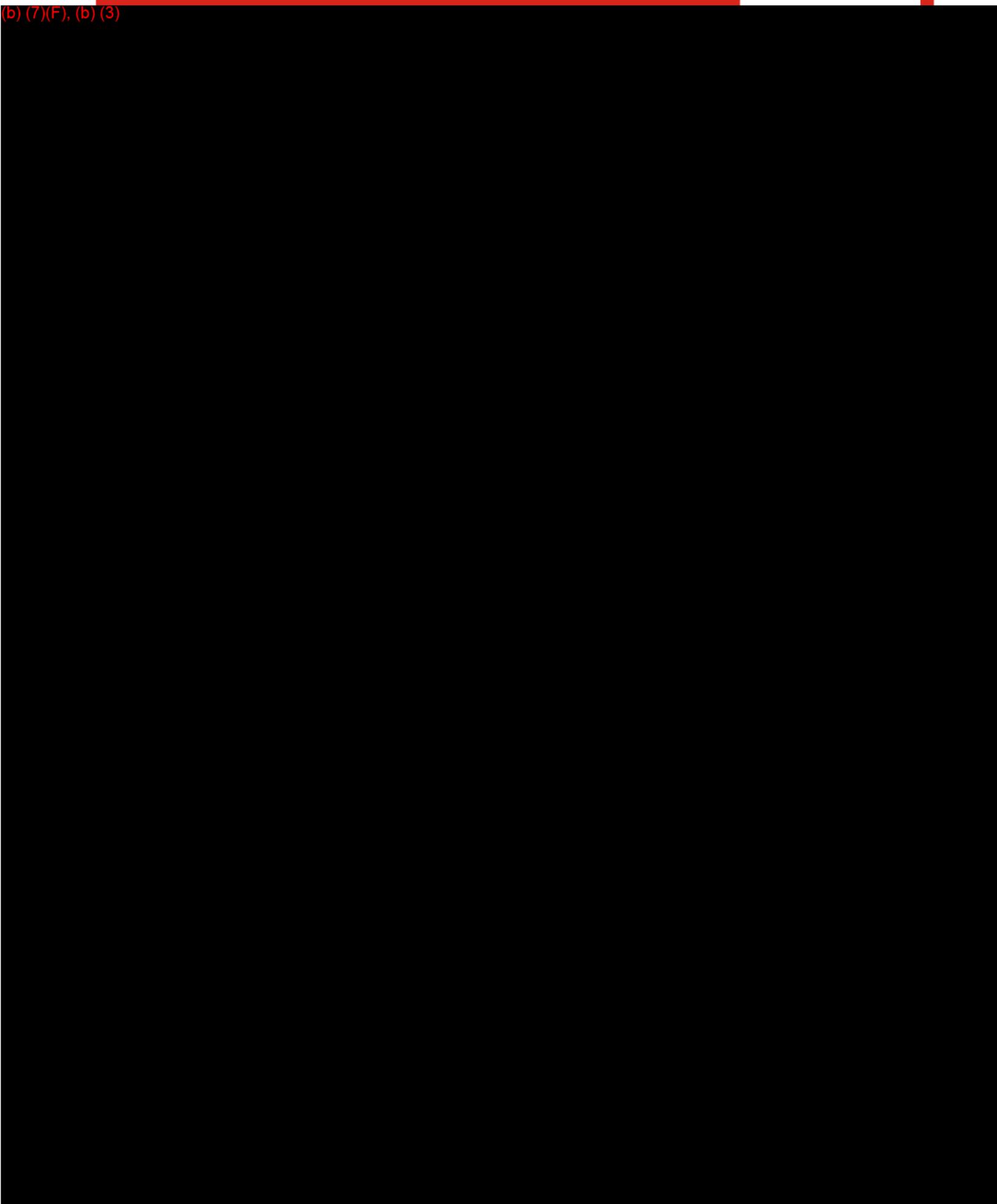
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Shelters

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



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





Tornado

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1

TORNADO OVERVIEW

1A Tornado Warning

A report from local authorities is issued that a tornado has been sighted in the area.

1B Tornado Sighting

A tornado is visible at or near the refinery.



1C Tornado Notification

The St. Paul Park Refinery may receive warning of a tornado from the National Weather Service, or from the local authorities.

The warning message will be received at the Main Office or Main Gate via telephone.

1D Shelter

Employees should know that the interior hallways in designated shelters can be used as a tornado shelter.

Use interior hallways away from the designated shelter's exterior windows. Close all doors to rooms with exterior windows. Avoid all windows and other glassed areas.

The most dangerous locations of a building are usually along the south and west sides, and at all corners.

Tornado



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TORNADO WATCH OR WARNING

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

EMPLOYEES



1 SEEK A SAFE SHELTER IN AN INTERIOR HALLWAY OF A DESIGNATED SHELTER, IN A DITCH, OR BEHIND AN EMBANKMENT

See Tab 20, Pg 9

2 PROTECT YOURSELF BY GOING INTO A "DROP AND TUCK" POSITION



INITIAL IC

Lead Shift Supervisor



IF TORNADO IS SIGHTED NEAR THE REFINERY



1 MAKE THE DECISION WHETHER TO ORDER A TOTAL OR PARTIAL PLANT EMERGENCY SHUTDOWN

a ISSUE ORDER TO SHUTDOWN CRITICAL UNITS, IF WARRANTED, AND IF TIME PERMITS

b ORDER THAT ALL LOOSE EQUIPMENT AND MATERIALS TO BE MOVED INDOORS OR SECURED IN-PLACE

c DETERMINE IF THERE IS A NEED TO SHELTER EMPLOYEES

2a INSTRUCT PERSONNEL TO SEEK SAFETY FROM THE ONCOMING TORNADO AFTER PERFORMING CRITICAL OPERATIONAL DUTIES



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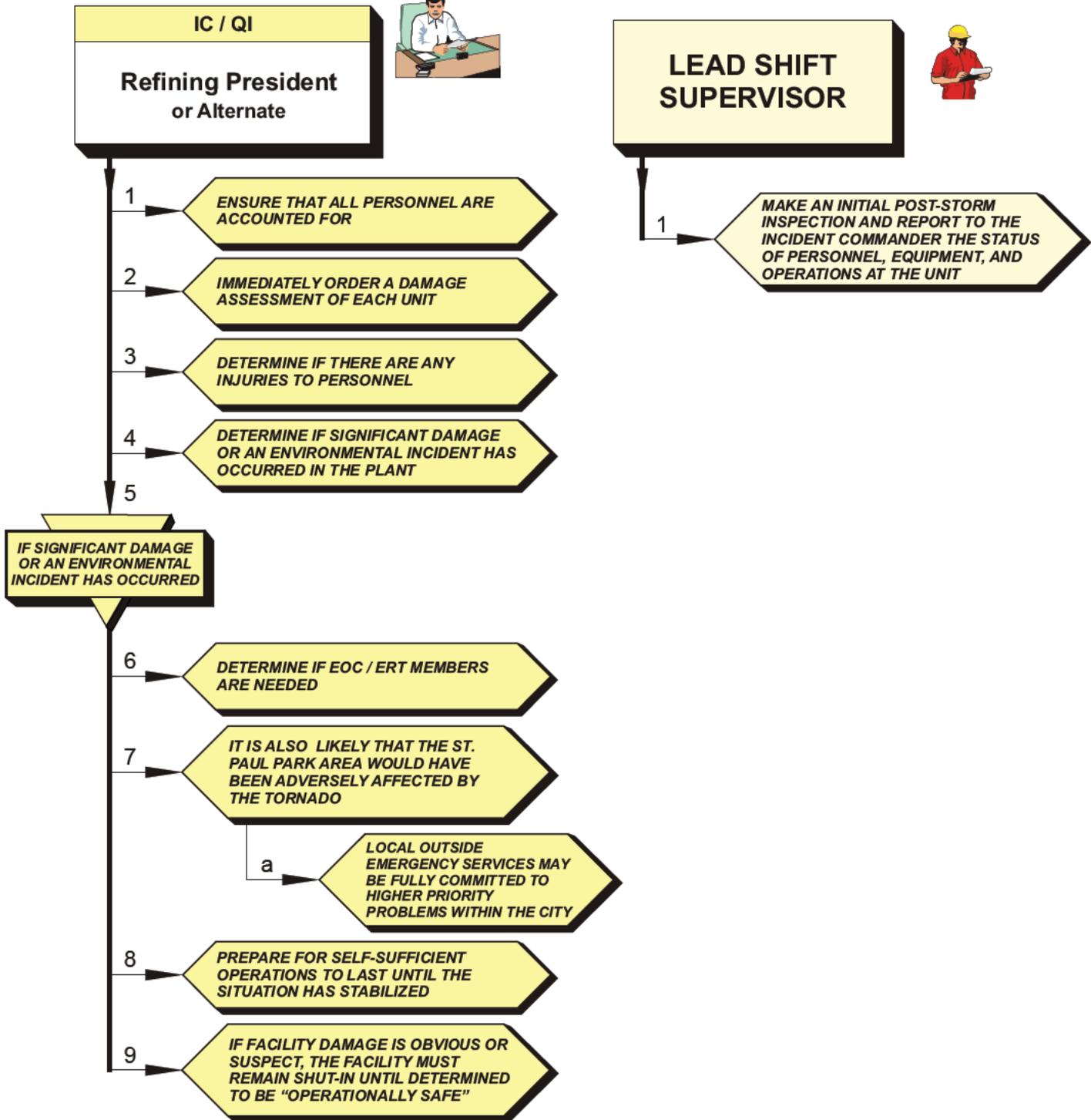


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EMERGENCY LEVELS FOR TERRORISM

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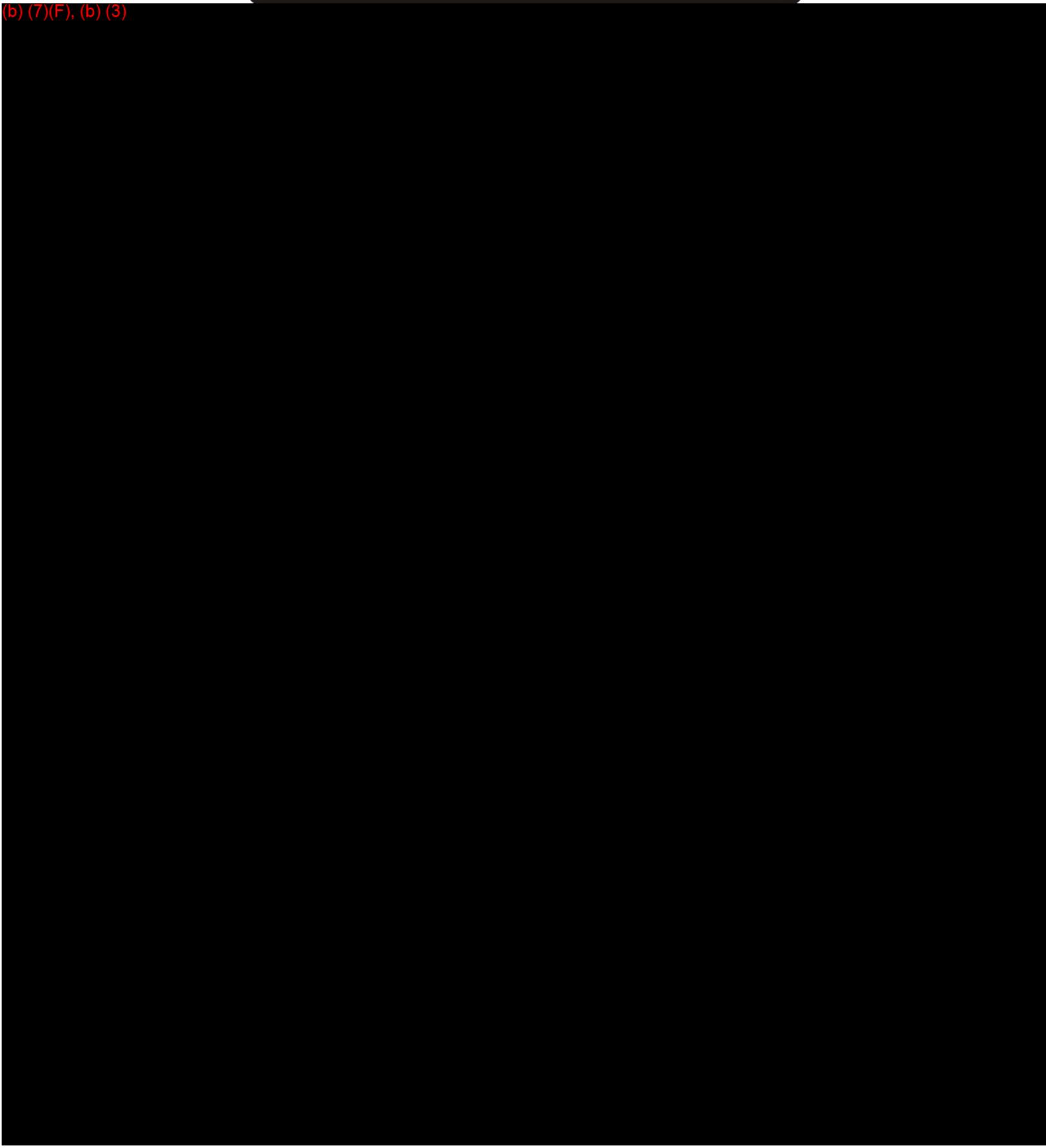
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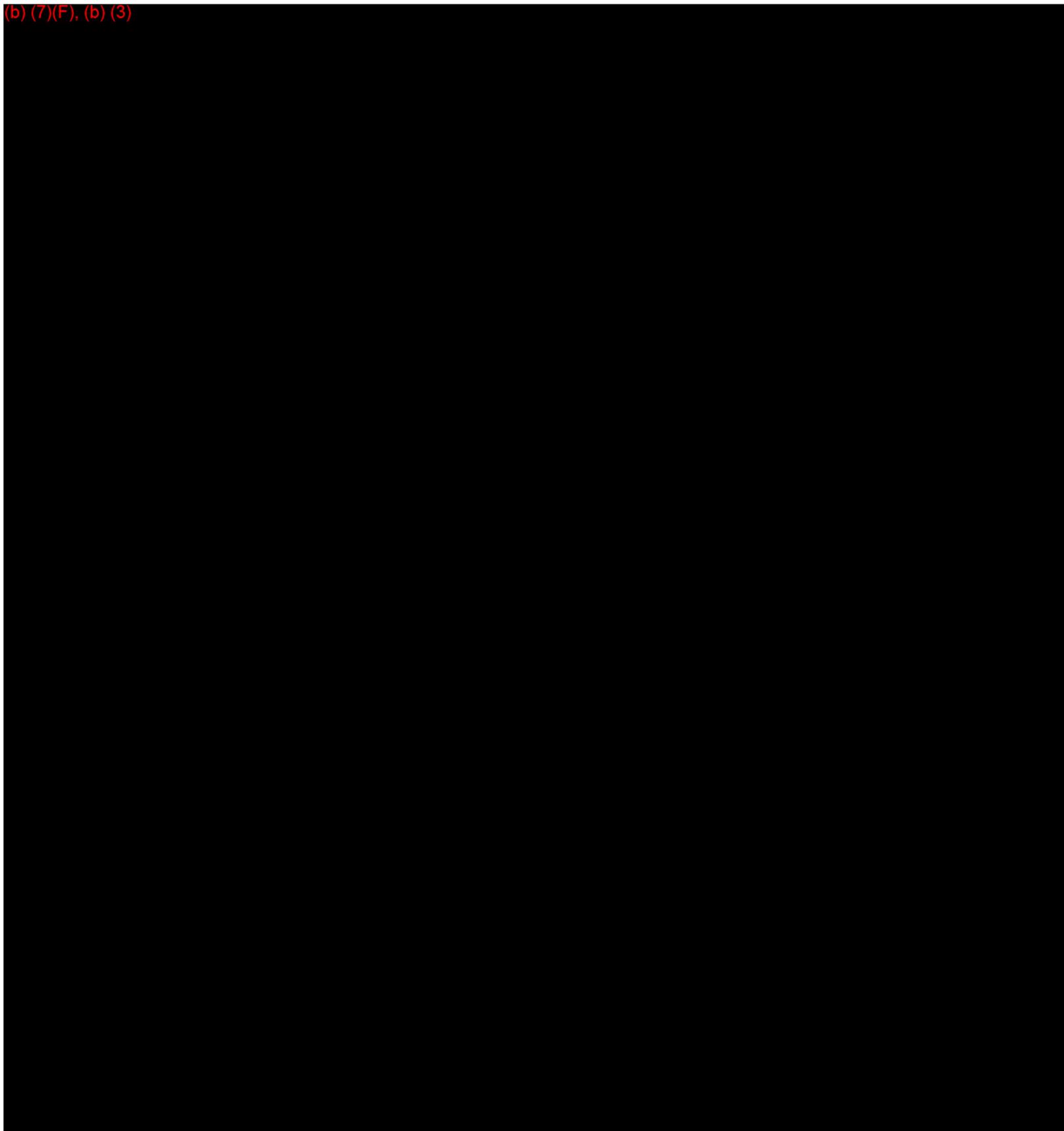


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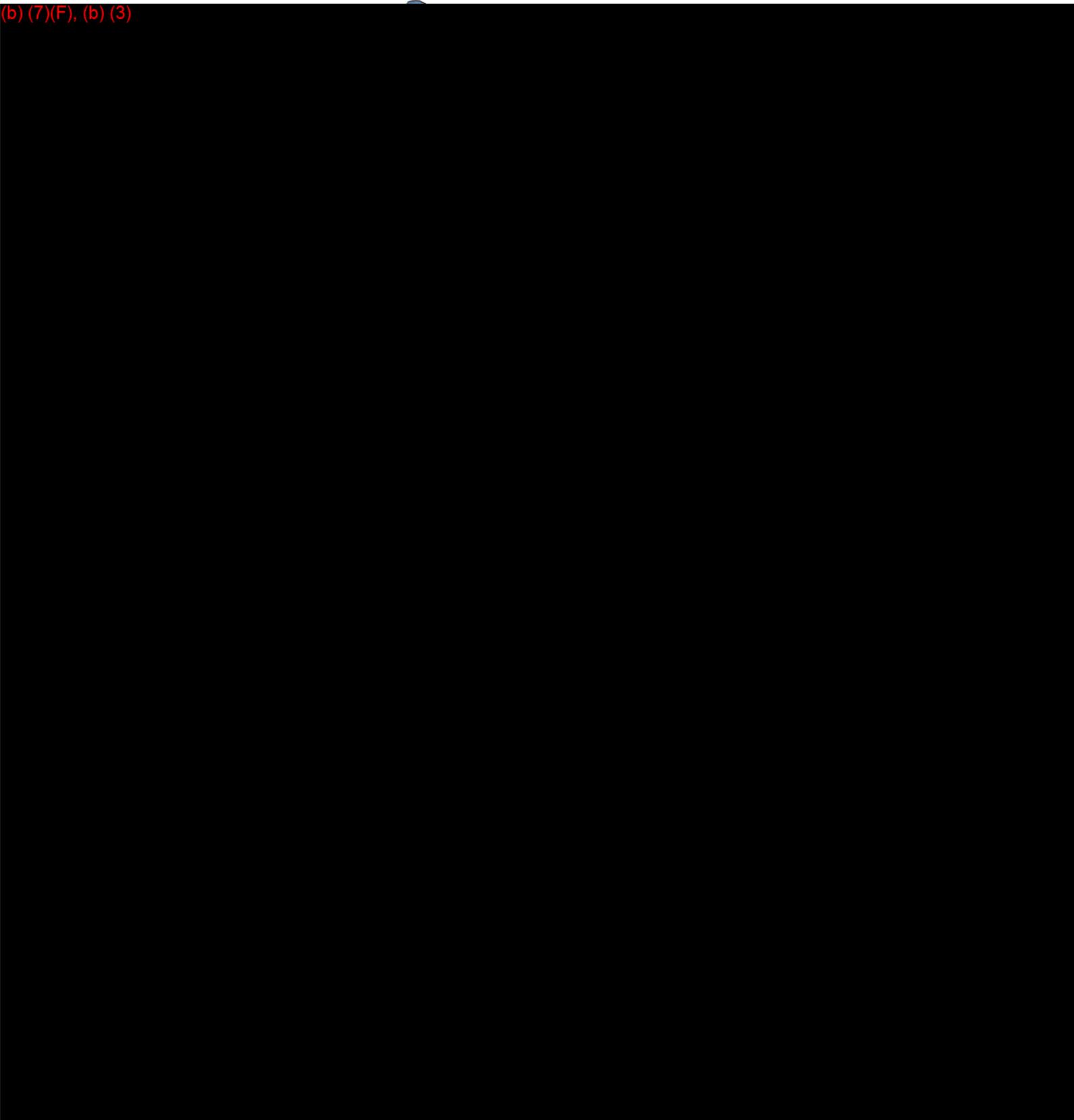
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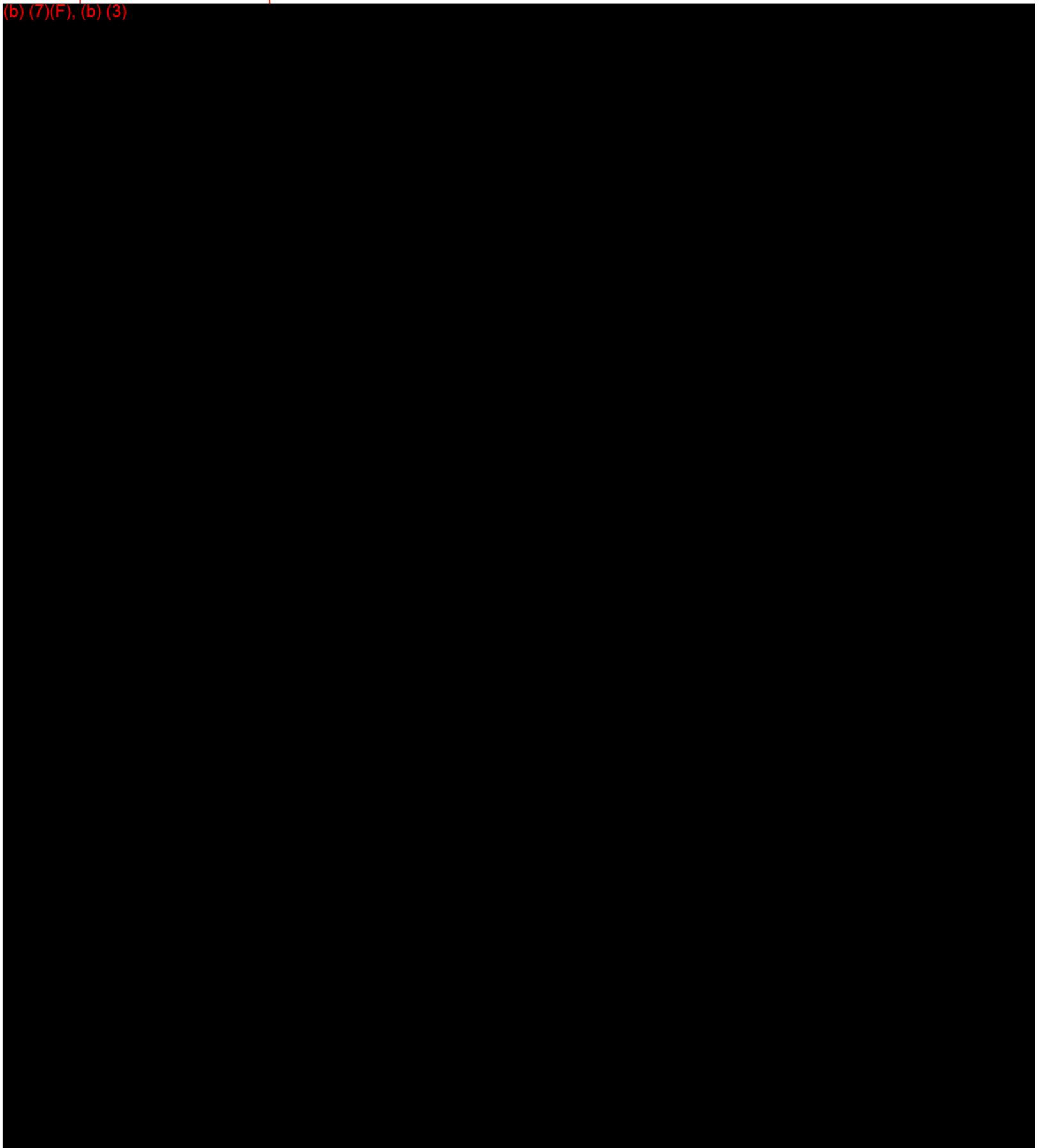
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Site Security

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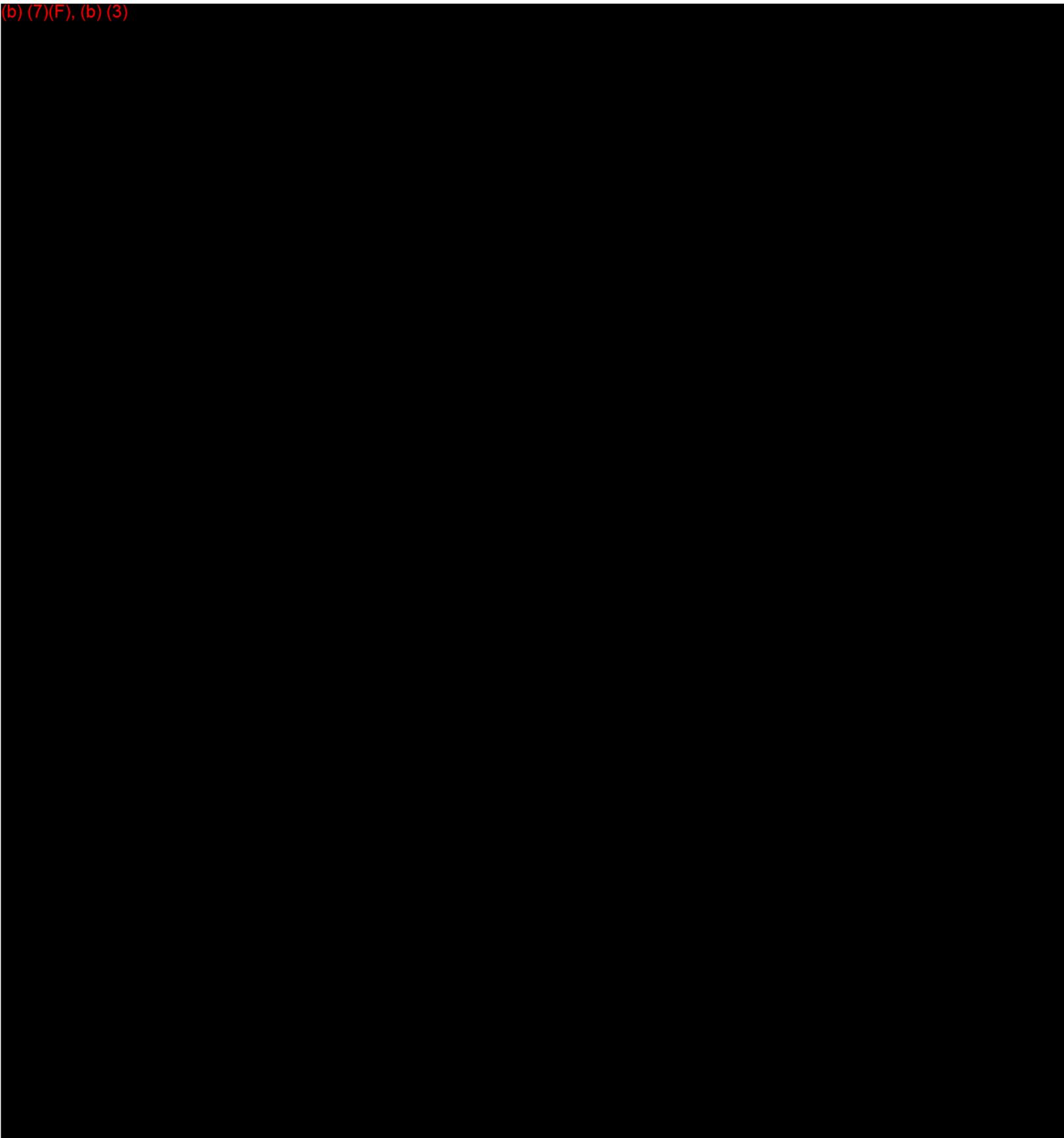
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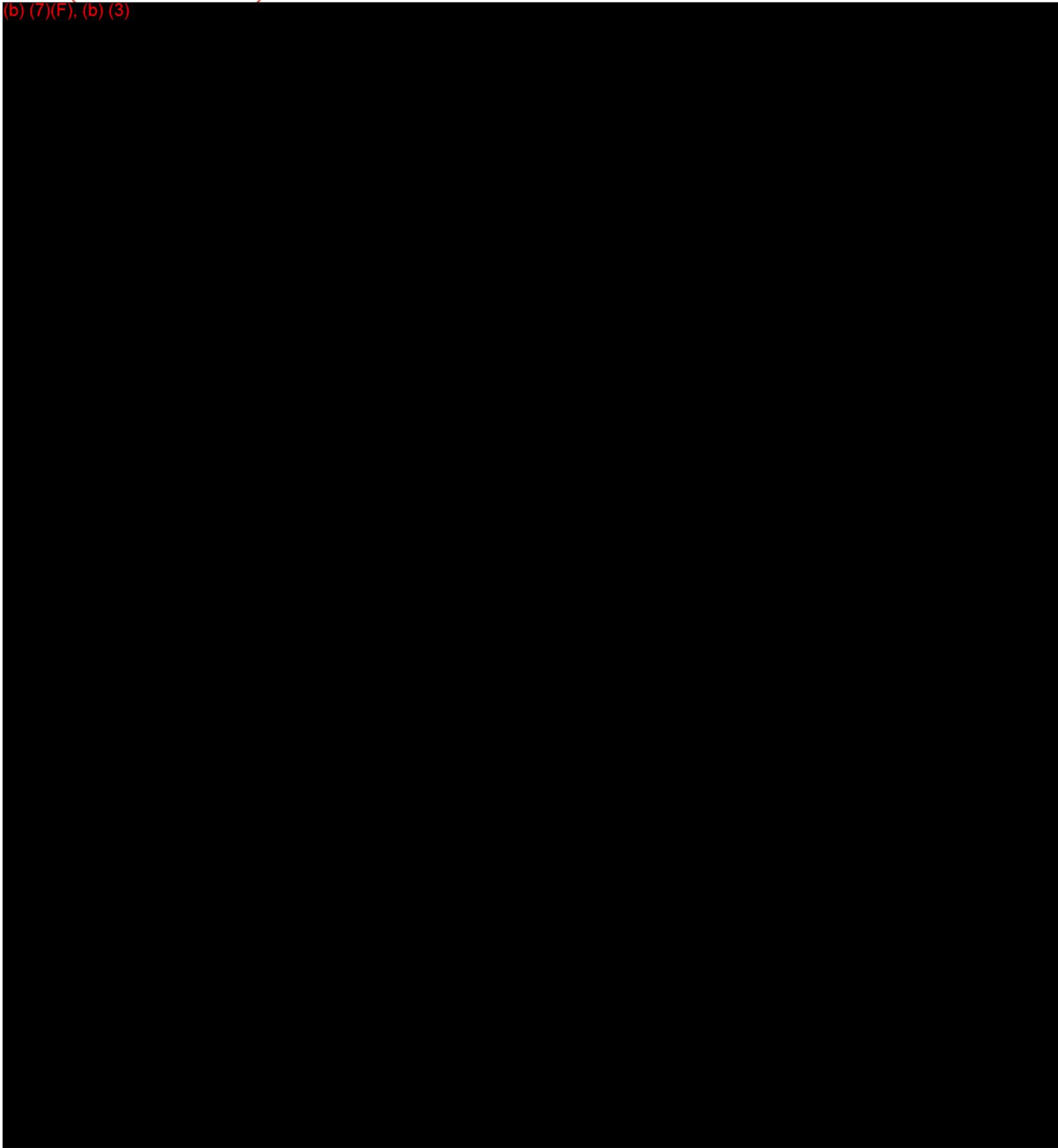
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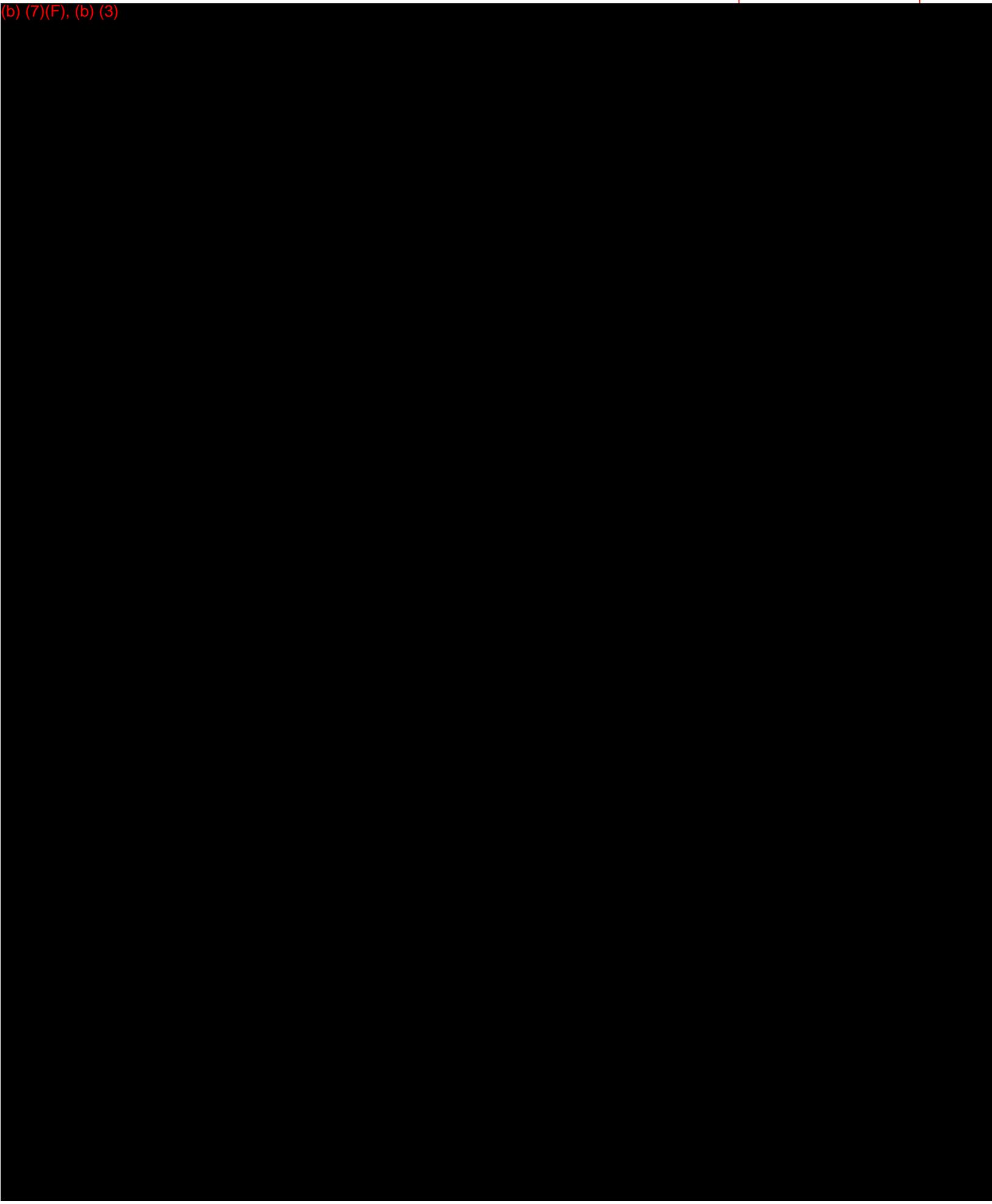
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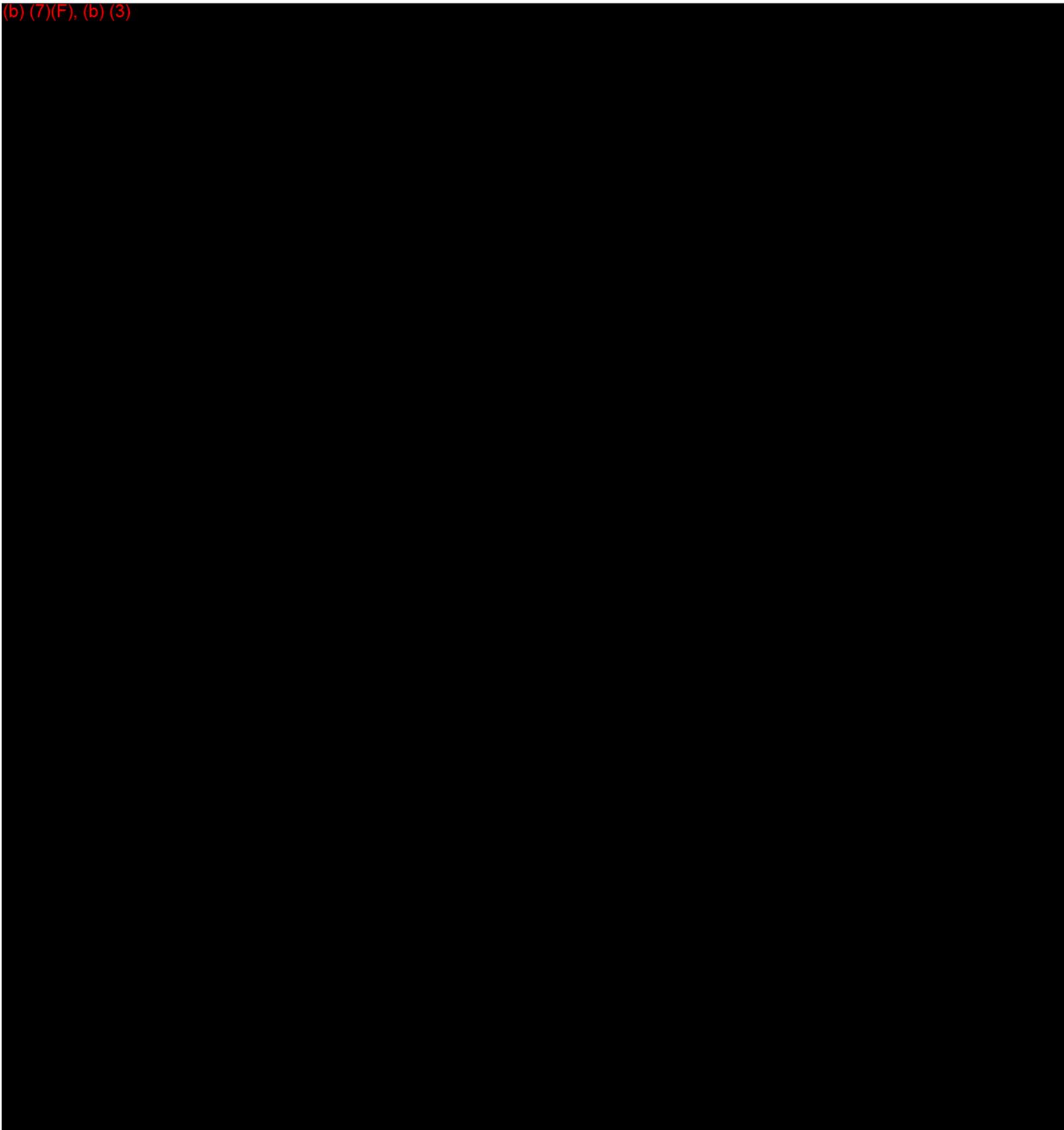


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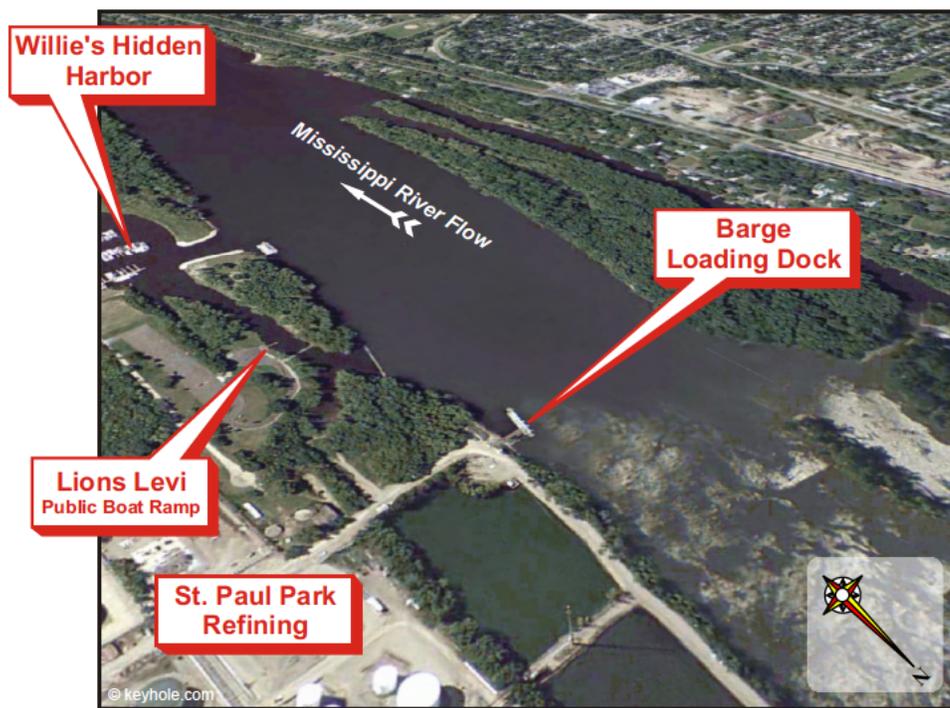
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MARINE SPILL

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Useful Oil Spill Related Web Sites

- NOAA Office of Response and Restoration:
<http://response.restoration.noaa.gov/>
- US Environmental Protection Agency Oil Program Homepage:
<http://www.epa.gov/oilspill/>
- National Response Team:
<http://www.nrt.org>
- USCG Marine Safety and Environmental Protection Oil Response:
<http://www.uscg.mil/hq/g-m/nmc/response/index.htm>

PRIOR TO REACHING THE DOCK

It is the responsibility of Vessel or Barge Owners / Operators to have oil spill contingency plans and teams developed, trained, and in-place.

In the event of a spill involving a vessel carrying Minnesota Division cargo, *prior to reaching the dock*, it is the responsibility of the Vessel Owner / Operator to:

- 1) Respond and mitigate the spill,
- 2) Manage the spill clean-up activity.

If Minnesota Division feels the Vessel Owner / Operator is not undertaking adequate measures that are reasonably necessary to prevent or minimize spill damage or to remove the threat, Minnesota Division may, if necessary and upon approval from the Vessel Owner, assist in initial response activities and notify the appropriate U. S. Coast Guard Marine Safety Office.



AT THE DOCK

If the marine incident occurs at the Dock, Minnesota Division Emergency Response Team (ERT) will initiate first response actions to contain and clean up the spill.

Transfer of management of the spill response to the Vessel Owner's Personnel will be made as soon as possible, if the vessel is the responsible party.



During the initial phase of management transfer, the Vessel Owner's Personnel will work with Minnesota Division response personnel, who have similar response duties, in order to affect a smooth transfer of responsibility and to ensure that all response functions are handled competently.

Marine Incident

St. Paul Park Refining
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Effective: 10/1/11

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OVERVIEW OF MARINE INCIDENTS

A Dock Damage / Vessel Break-Away



B Marine Spill



**PERSON WHO
DISCOVERS THE
MARINE
EMERGENCY**



5555



1 **NOTIFY SECURITY VIA RADIO CH. 16
OR BY CALLING EXT. 5555 TO
DISPATCH RESPONSE PERSONNEL**

Ch. 16

2 **ALSO, NOTIFY DOCK / VESSEL
PERSON-IN-CHARGE (PIC), IF
APPLICABLE**

3 **SHUT DOWN THE TRANSFER
OPERATIONS**

4 **WHEN POSSIBLE, ISOLATE THE POINT
OF RELEASE BY CLOSING ADJACENT
BLOCK VALVE**

5 **TRANSFER RESPONSIBILITY TO
EMERGENCY RESPONSE PERSONNEL
(DOCK PIC OR THE IC/QI)**

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

Marine Incident

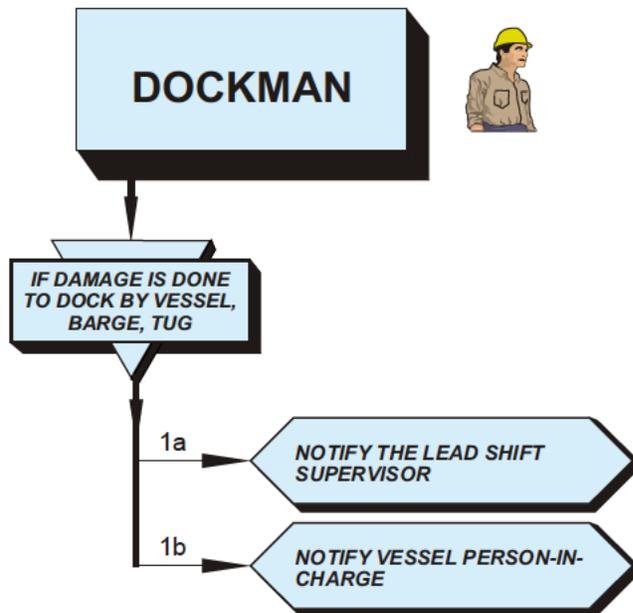
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A

DOCK DAMAGE / VESSEL BREAK-AWAY



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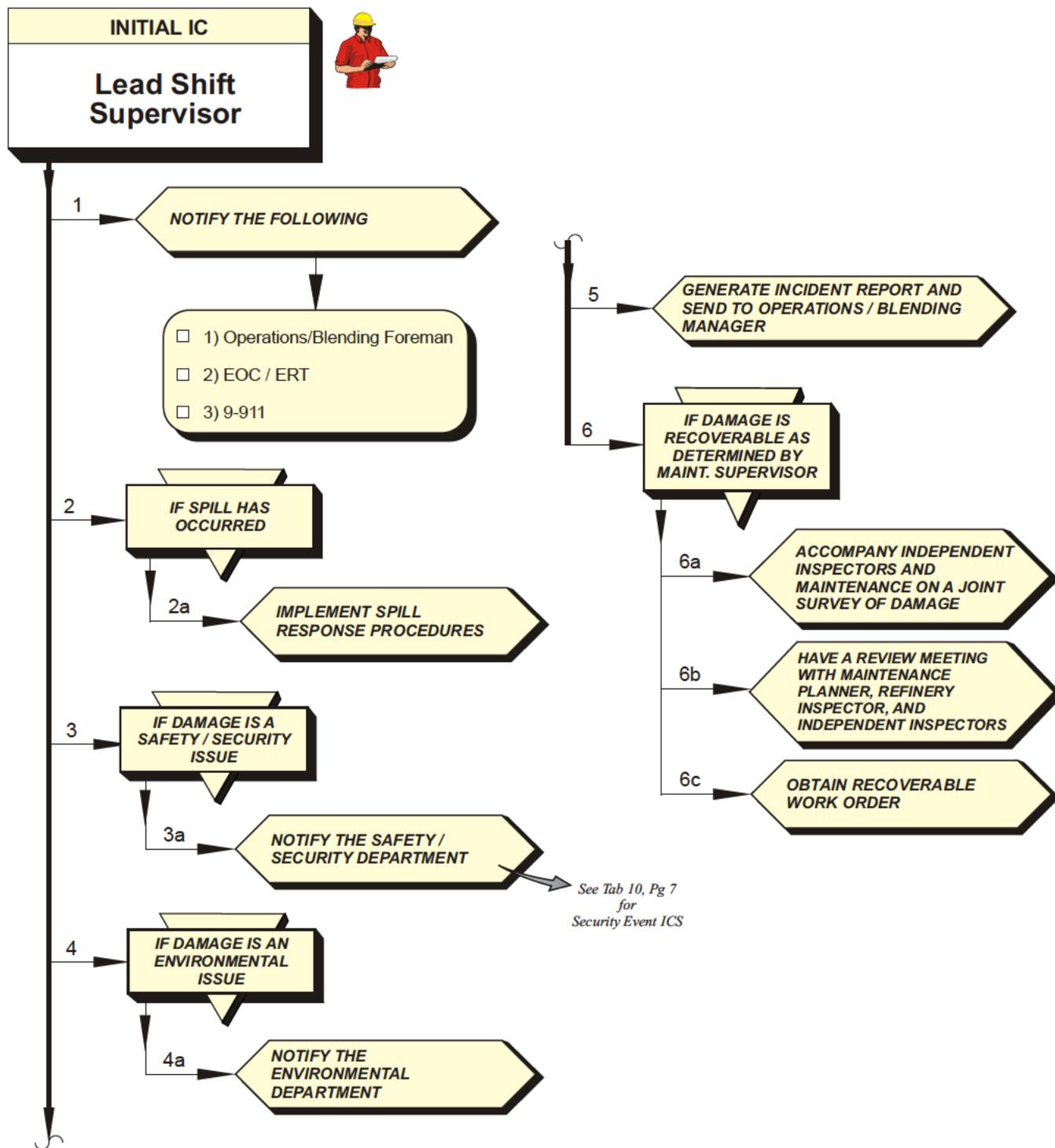
Revision: A1

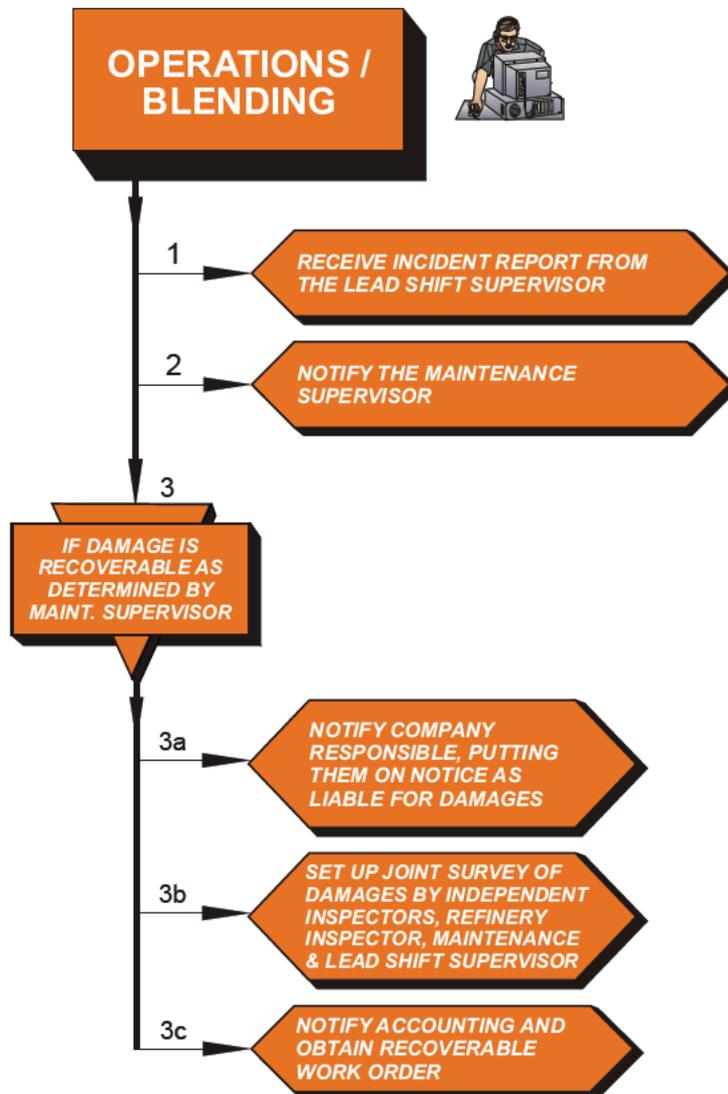
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Dock Damage / Vessel Break-away (continued)

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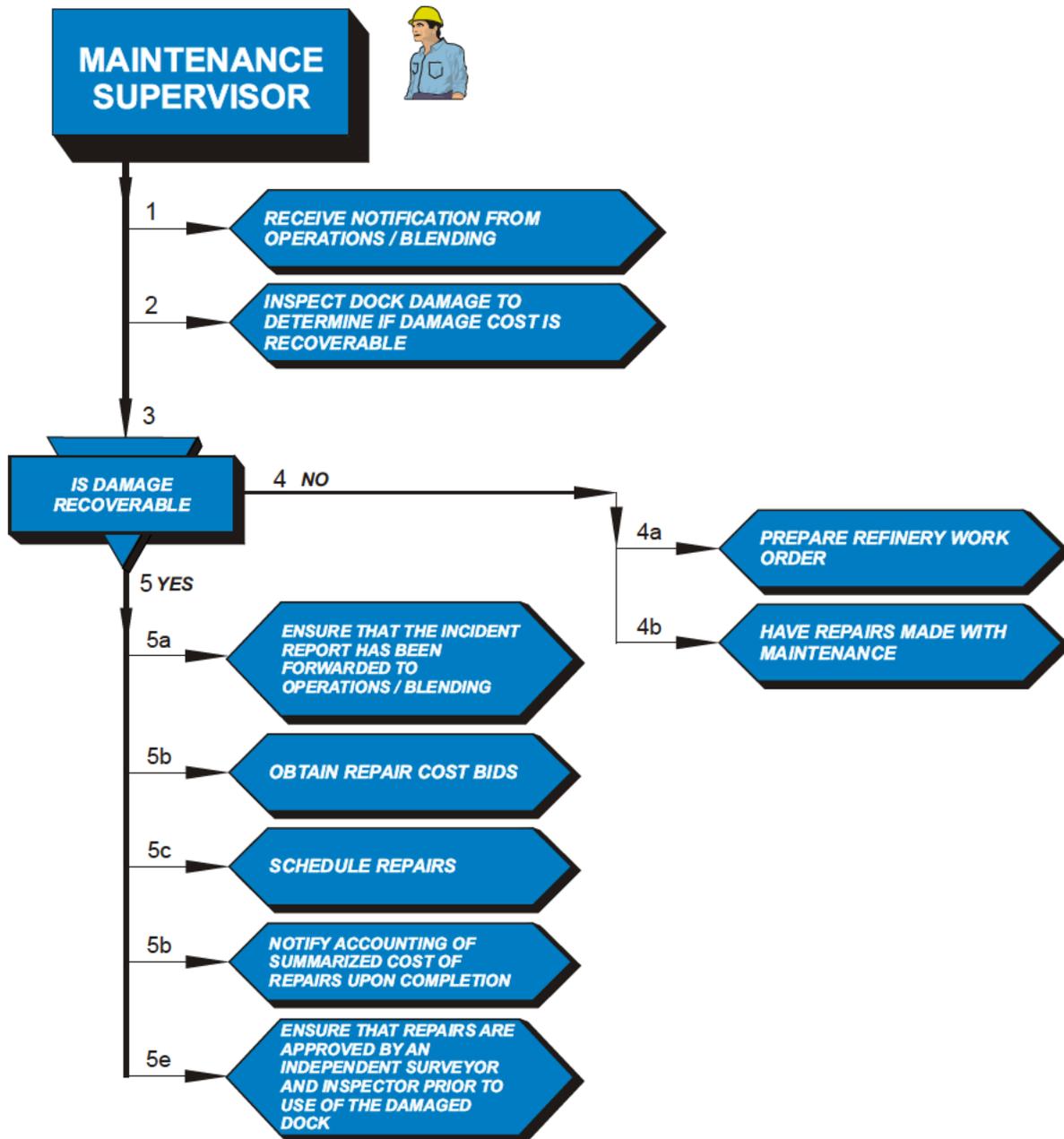
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Dock Damage / Vessel Break-away (continued)



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Dock Damage / Vessel Break-away (continued)



IC / QI
Refining President
 or Alternate
Lead Shift Supervisor
(Until Relieved)



SAFETY SUPERVISOR



1 → **COORDINATE SAFETY AND HEALTH ISSUES**

See Tab 6

ENVIRONMENTAL ENGINEER



1 → **NOTIFY REGULATORY AGENCIES, SEE TAB 15**

2 → **COMPLETE THE OIL SPILL REPORT FROM**

3 → **ASSUME THE DUTIES OF THE ENVIRONMENTAL SECTION CHIEF UNTIL RELIEVED. SEE TABS 6 21 22**

1 → **NOTIFY THE FOLLOWING**

- 1) Safety Supervisor
- 2) Environmental Engineer

2 → **DEPLOY ADDITIONAL PERSONNEL, CONTRACTORS AND EQUIPMENT AS NEEDED**

Marine Incident

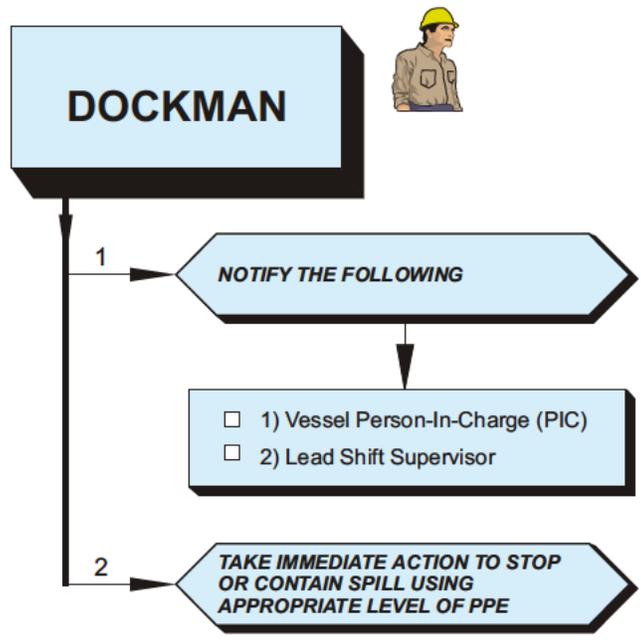
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B MARINE SPILL RESPONSIBILITIES



View A
Wakota CAER
Spill Response Equipment

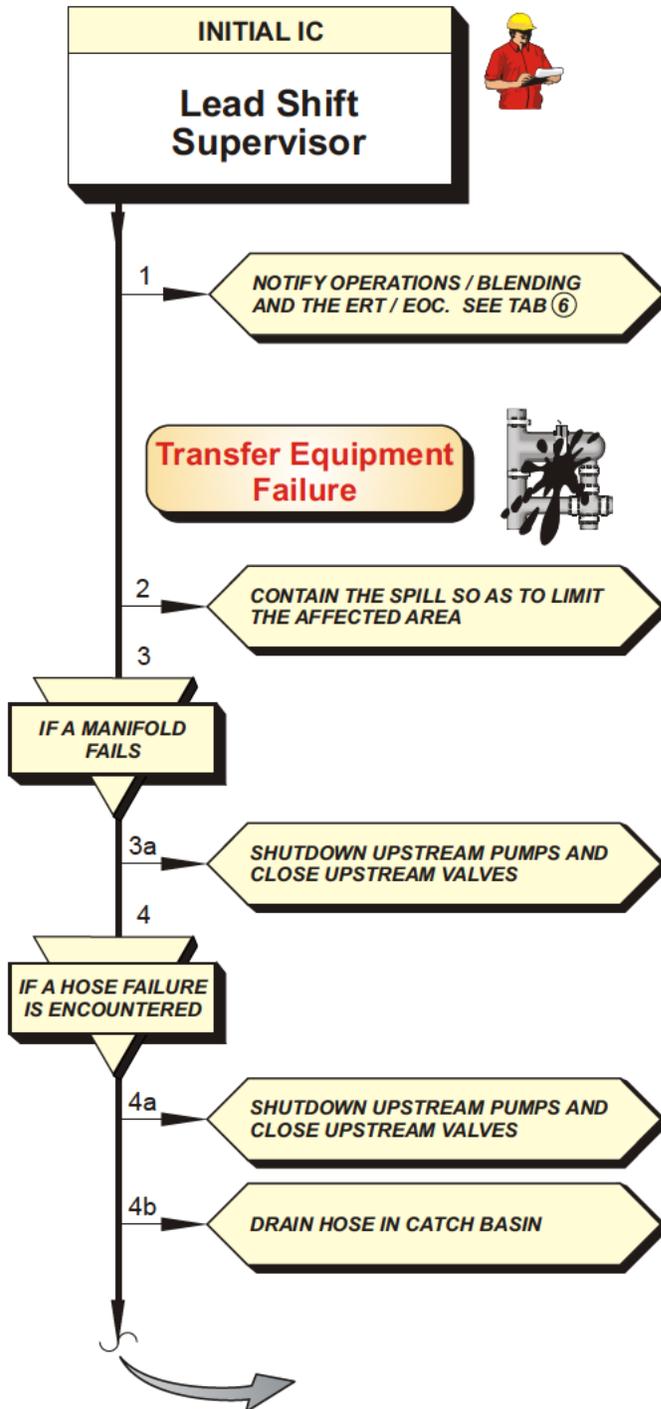


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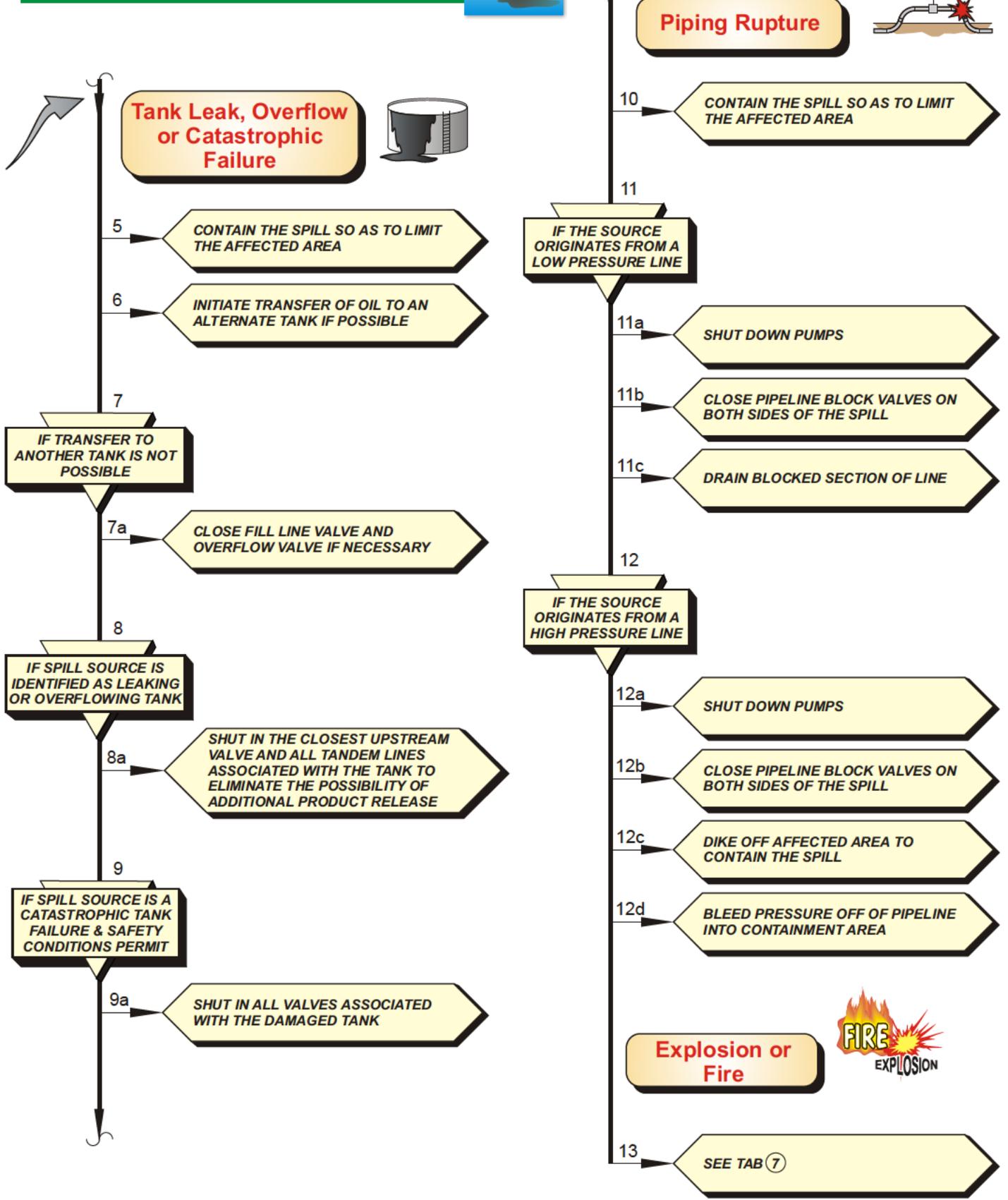
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Marine Spill Responsibilities (continued)



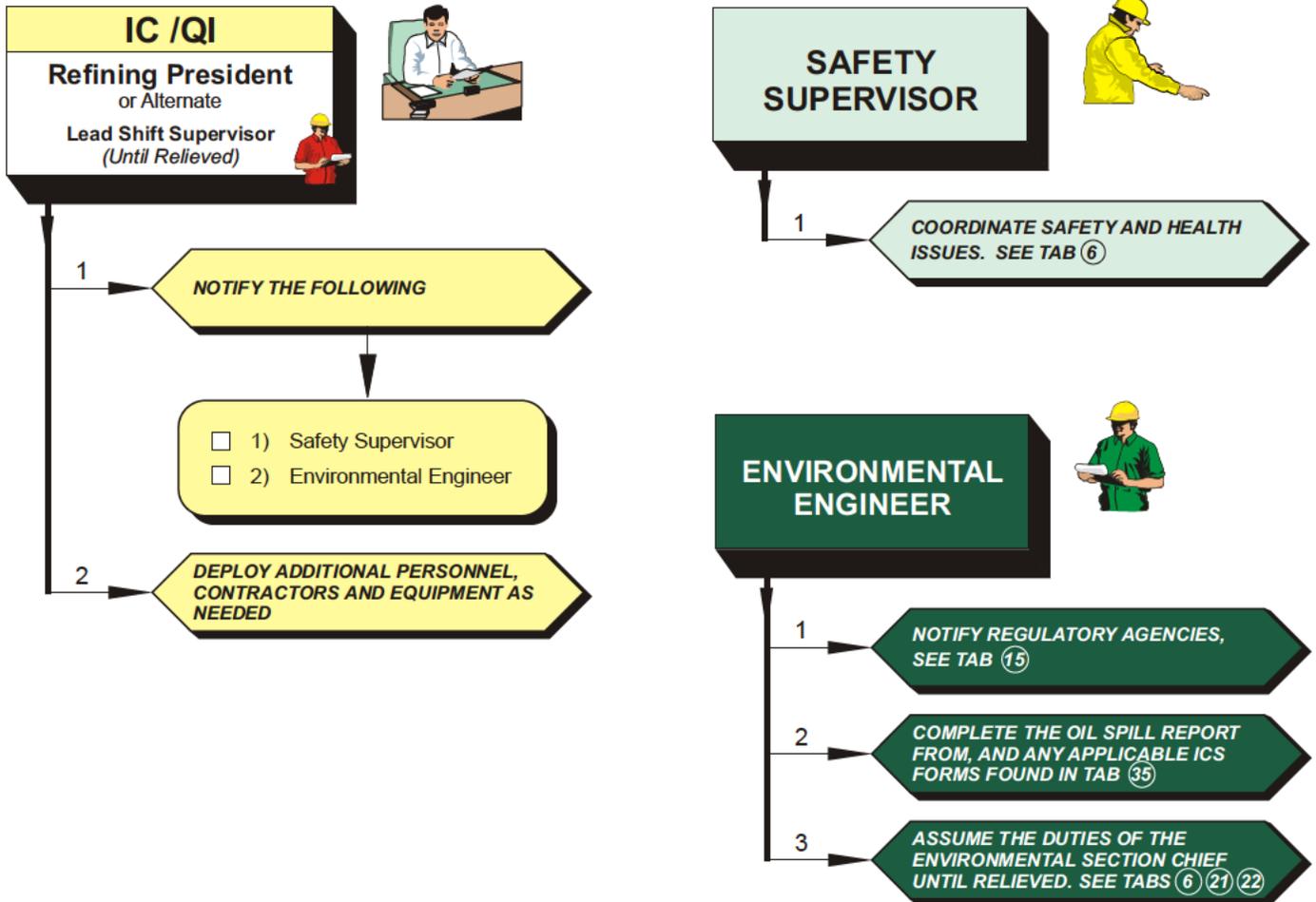
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Railroad Emergency	Tab 12E
Community Impacts	Tab 12F
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Mississippi River Flooding	Tab 12H
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River Spills and Strategies	Tab 12L

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Inner-Plant Piping Incident



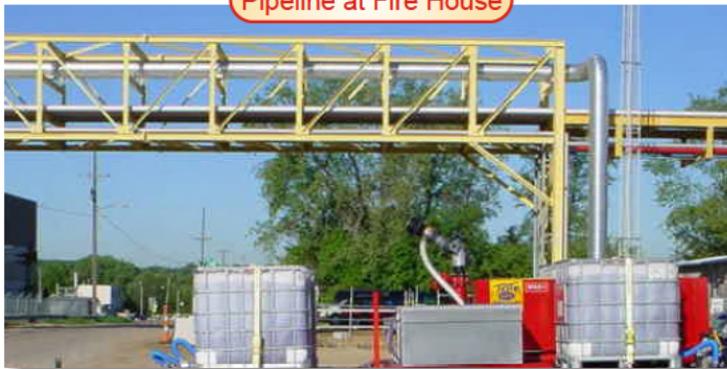
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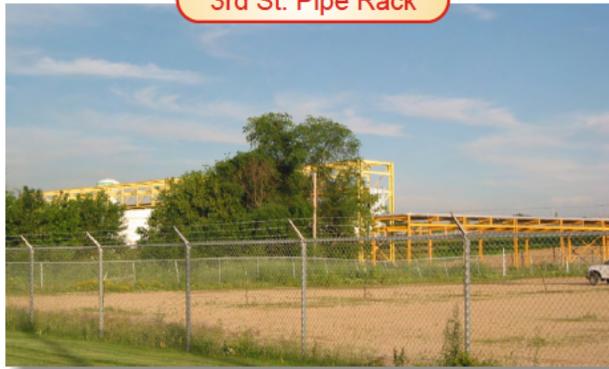
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View A
Pipeline at Fire House



View B
3rd St. Pipe Rack



Yellow Highlight indicates major Overhead Pipe Racks

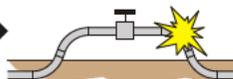
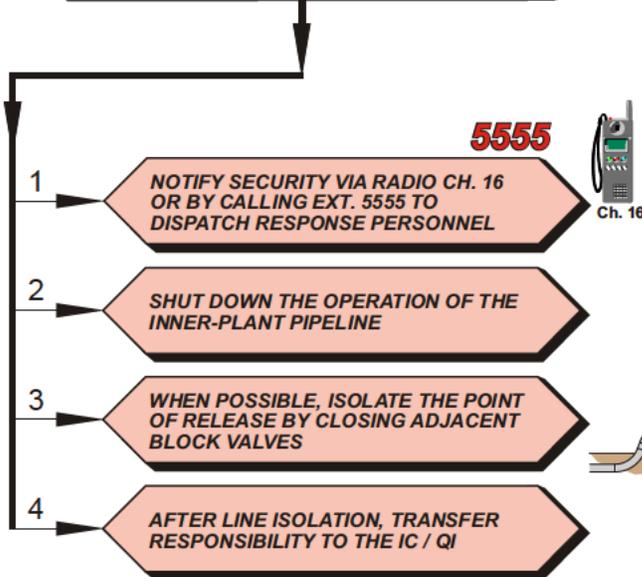
Inner-Plant Piping Incident



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PERSON WHO DISCOVERS THE INNER-PLANT PIPING EMERGENCY



PIPING INCIDENT RESPONSE



PHMSA Post-Accident Drug and Alcohol Testing

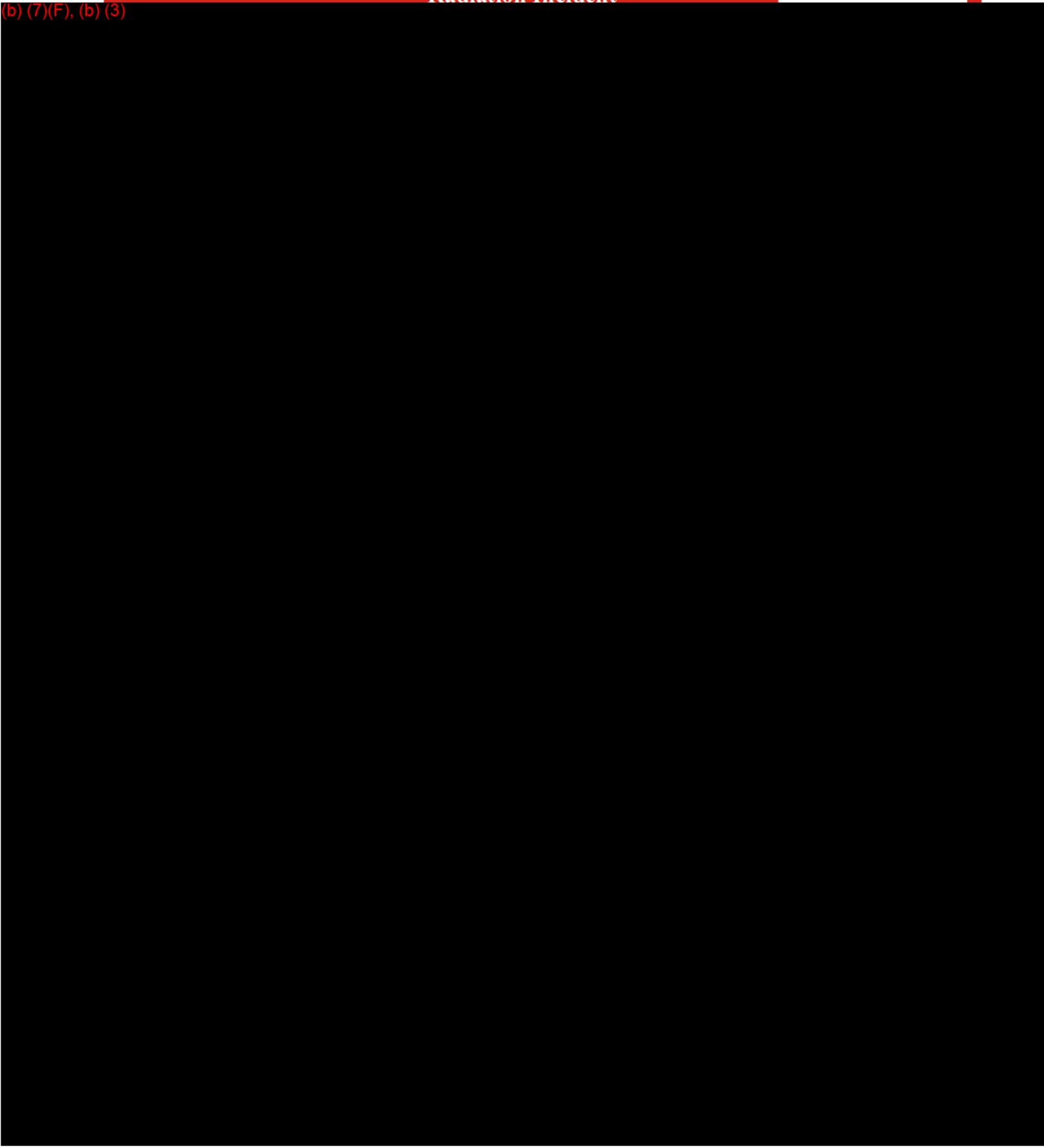
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See Tab 15 - Reporting the Incident

Radiation Incident

St. Paul Park Refining

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

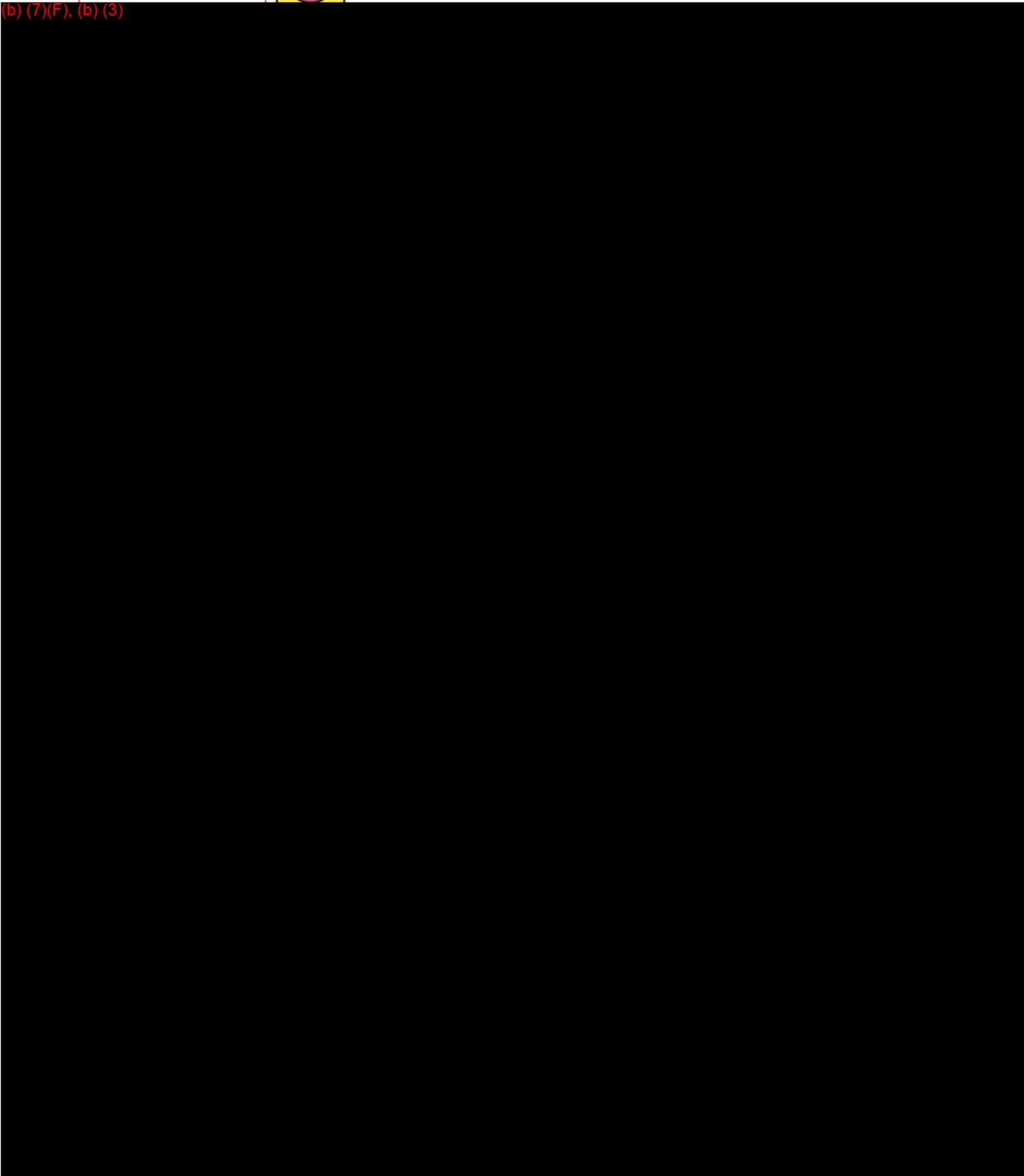


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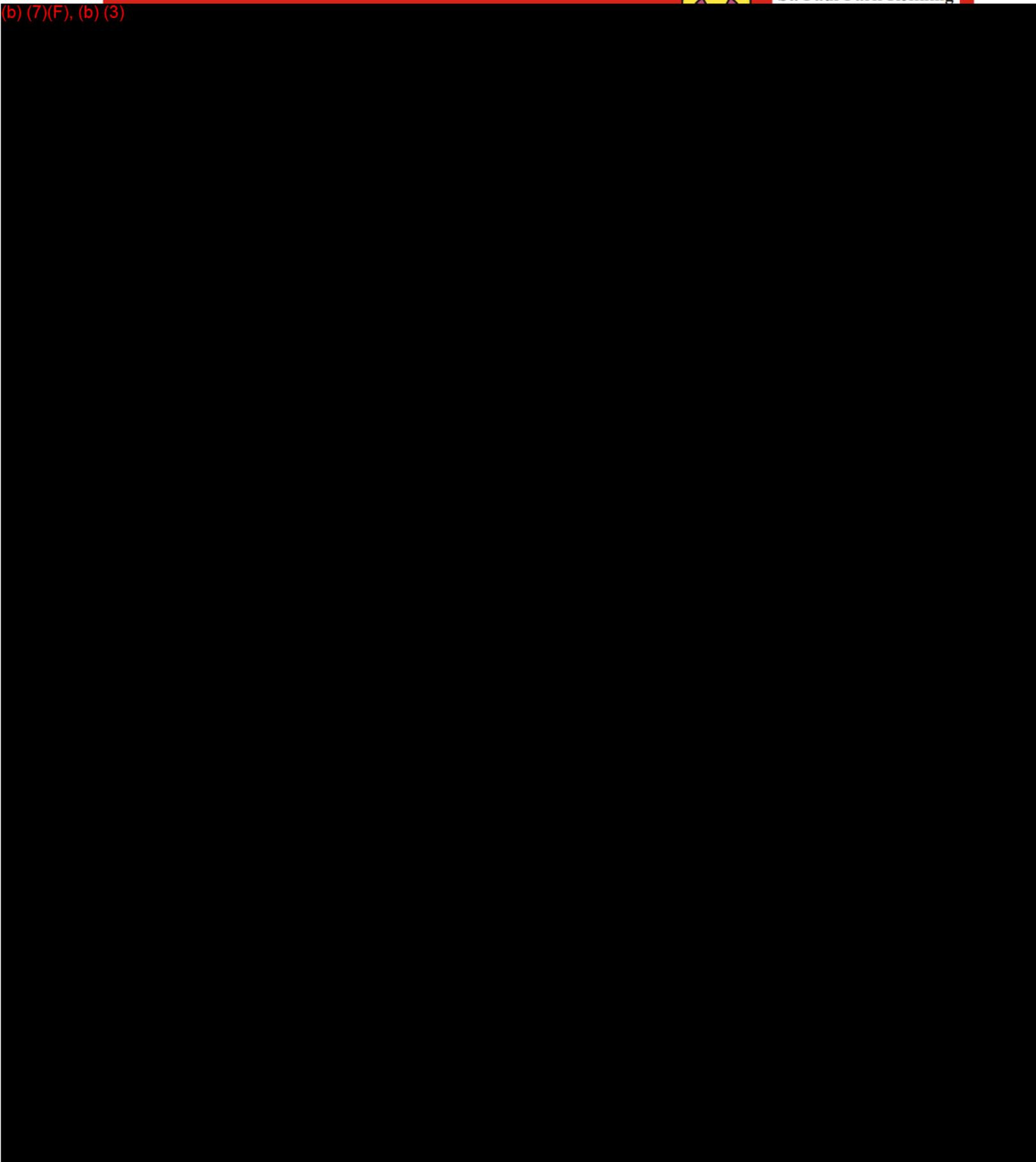


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(b) (7)(F), (b) (3)



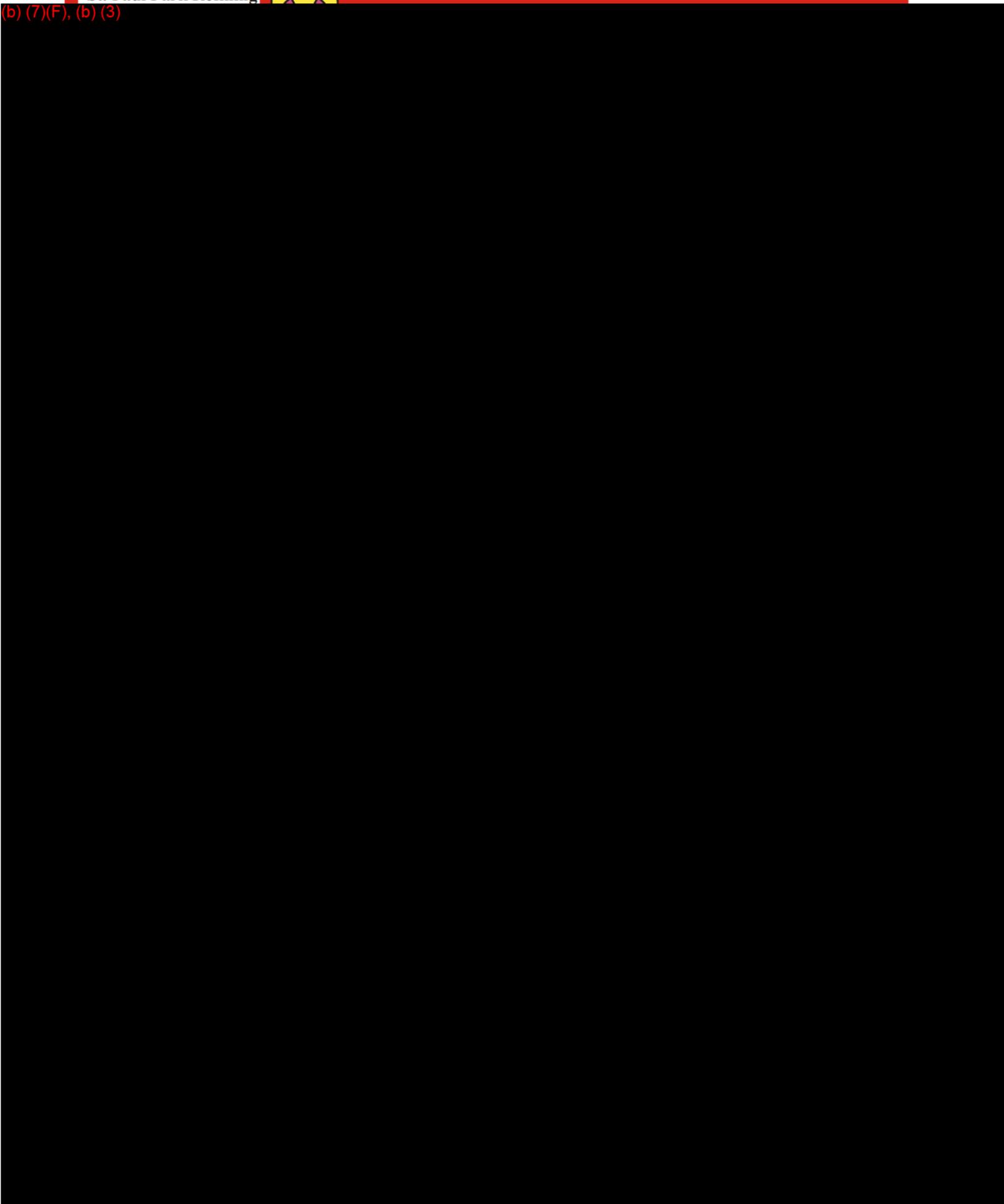
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St. Paul Park Refining



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

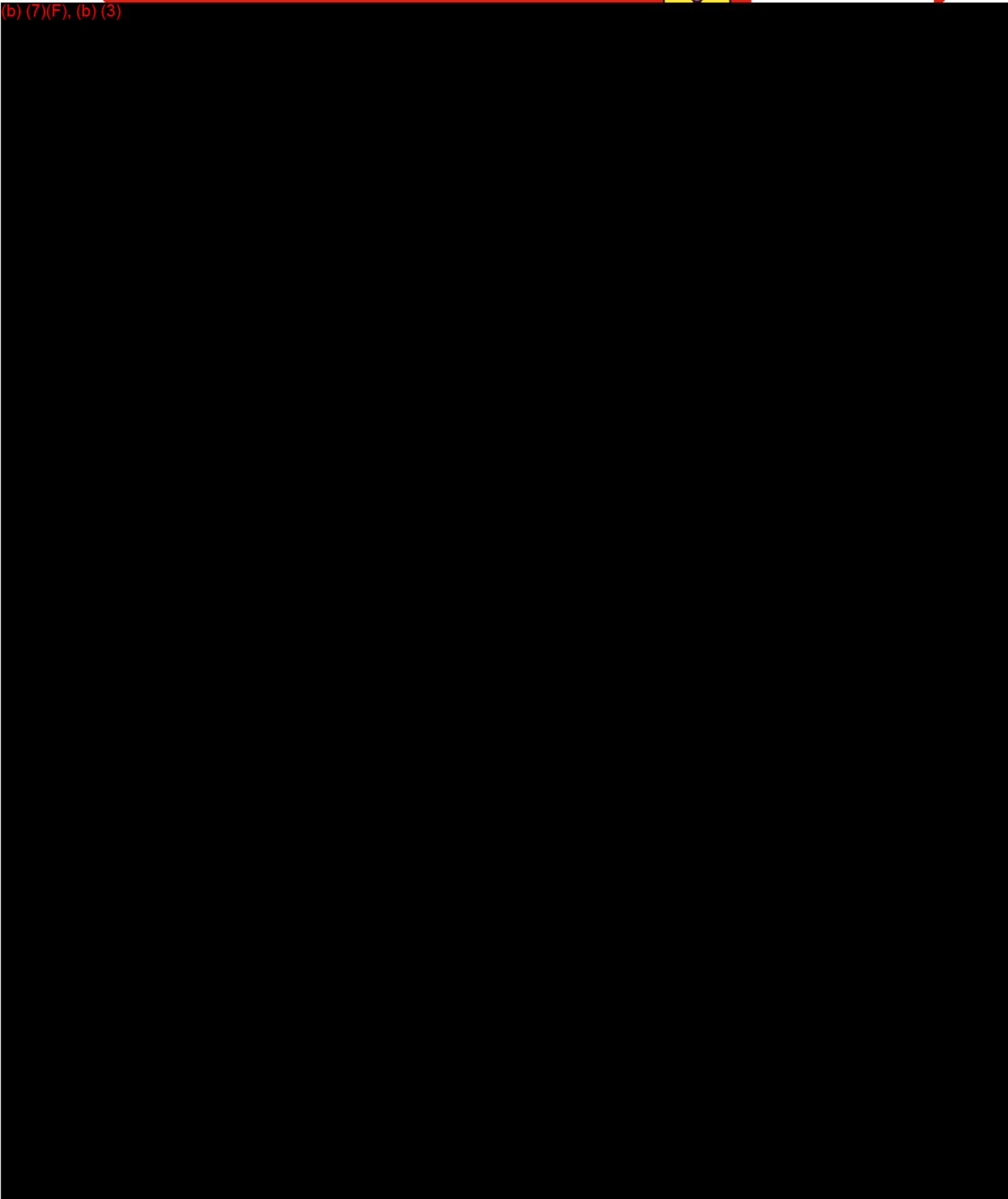


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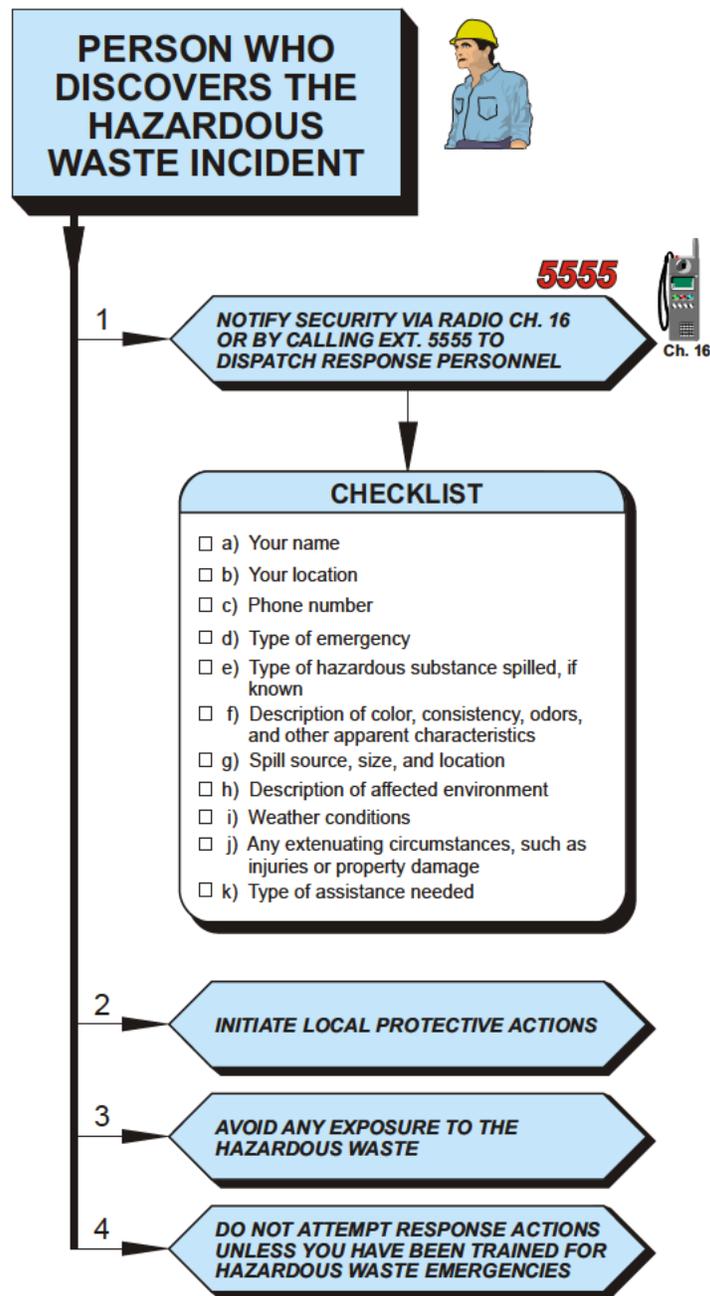
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IC / QI Actions	12C-5
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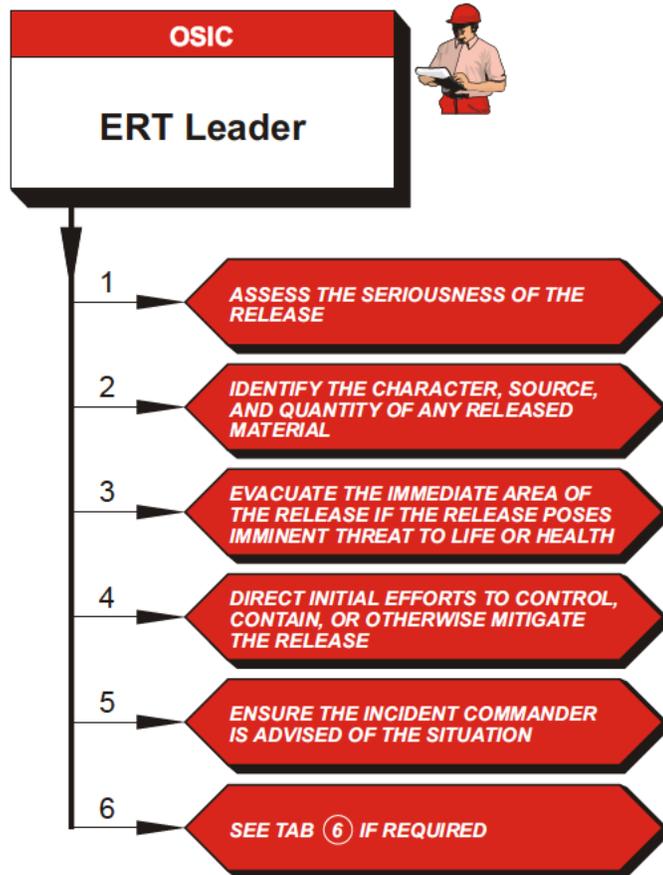
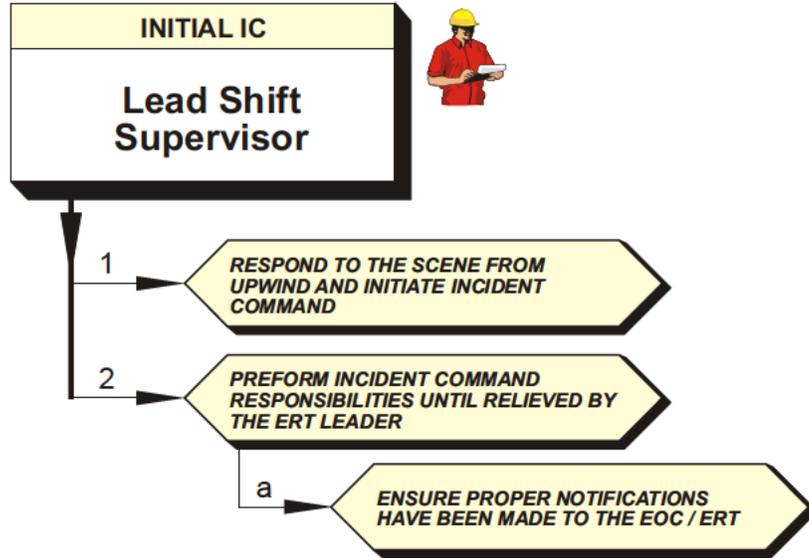
(b) (7)(F), (b) (3)



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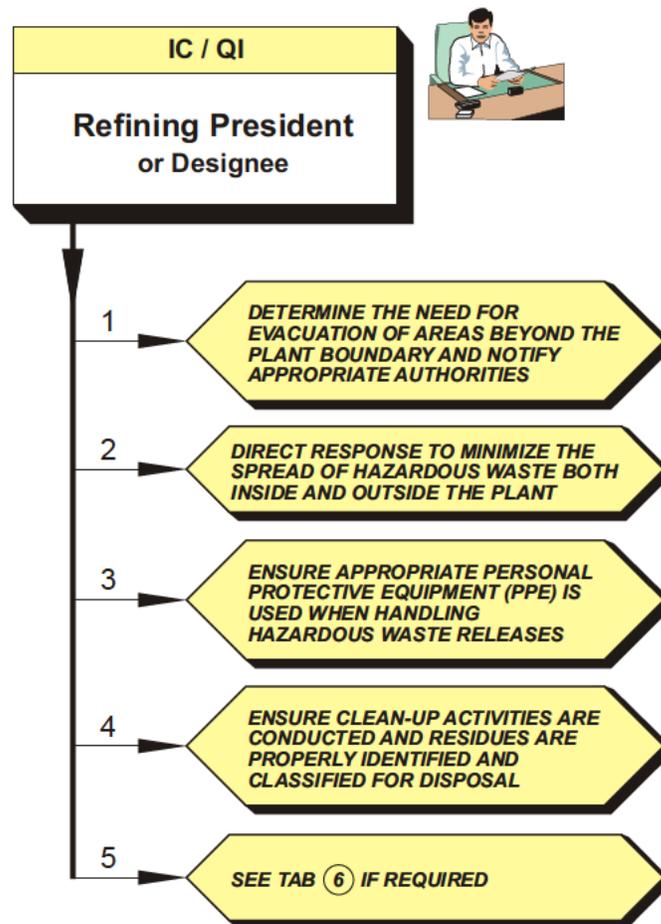


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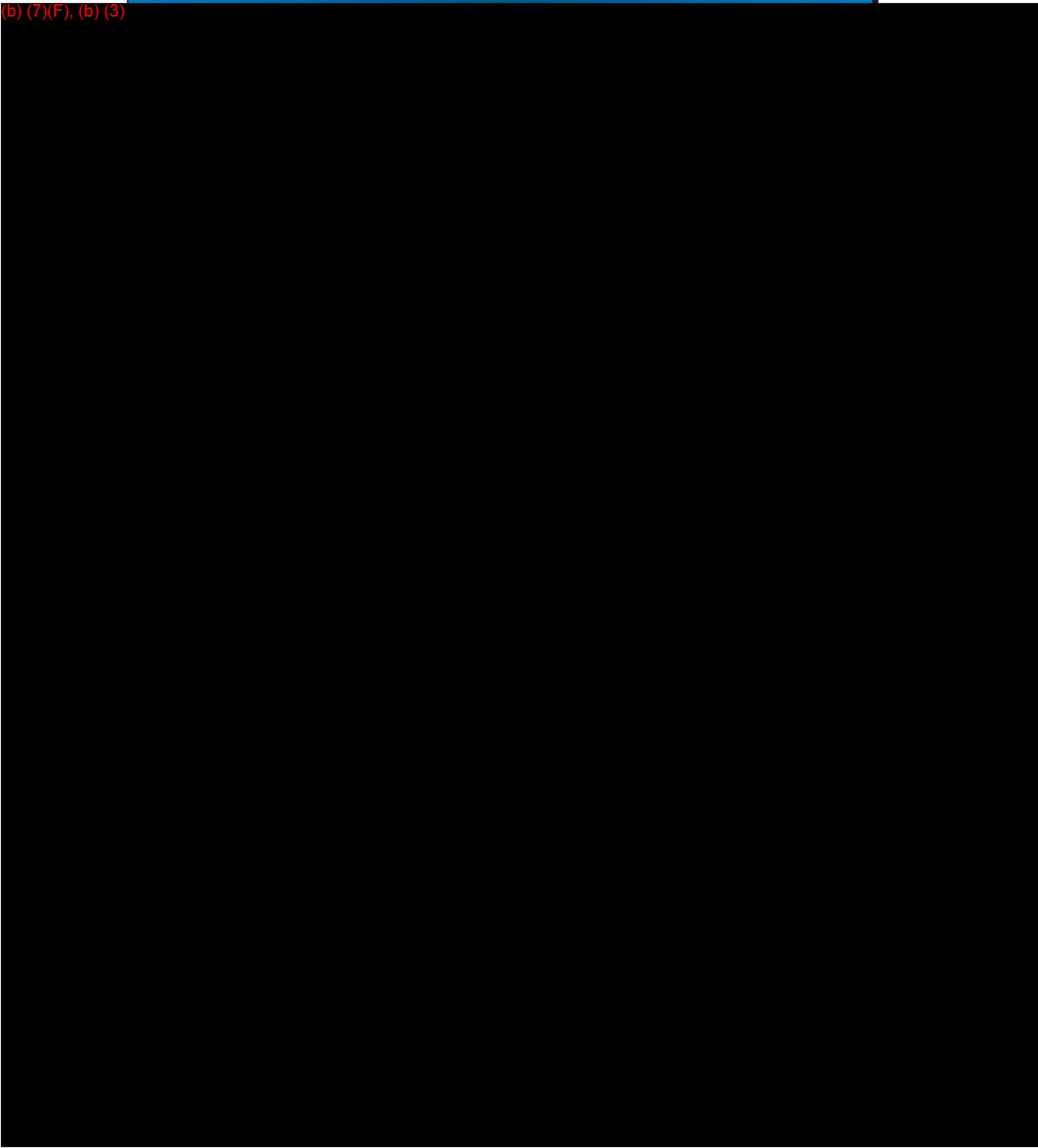


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(b) (7)(F), (b) (3)



MISSISSIPPI
FLO

WWTP

FILTER
BLDG

NO. 2
CRUDE
UNIT

CRUDE
UNIT
5-1-1-

#3

CRUDE
CTRI

PHMSA 00000542
WASH PAD

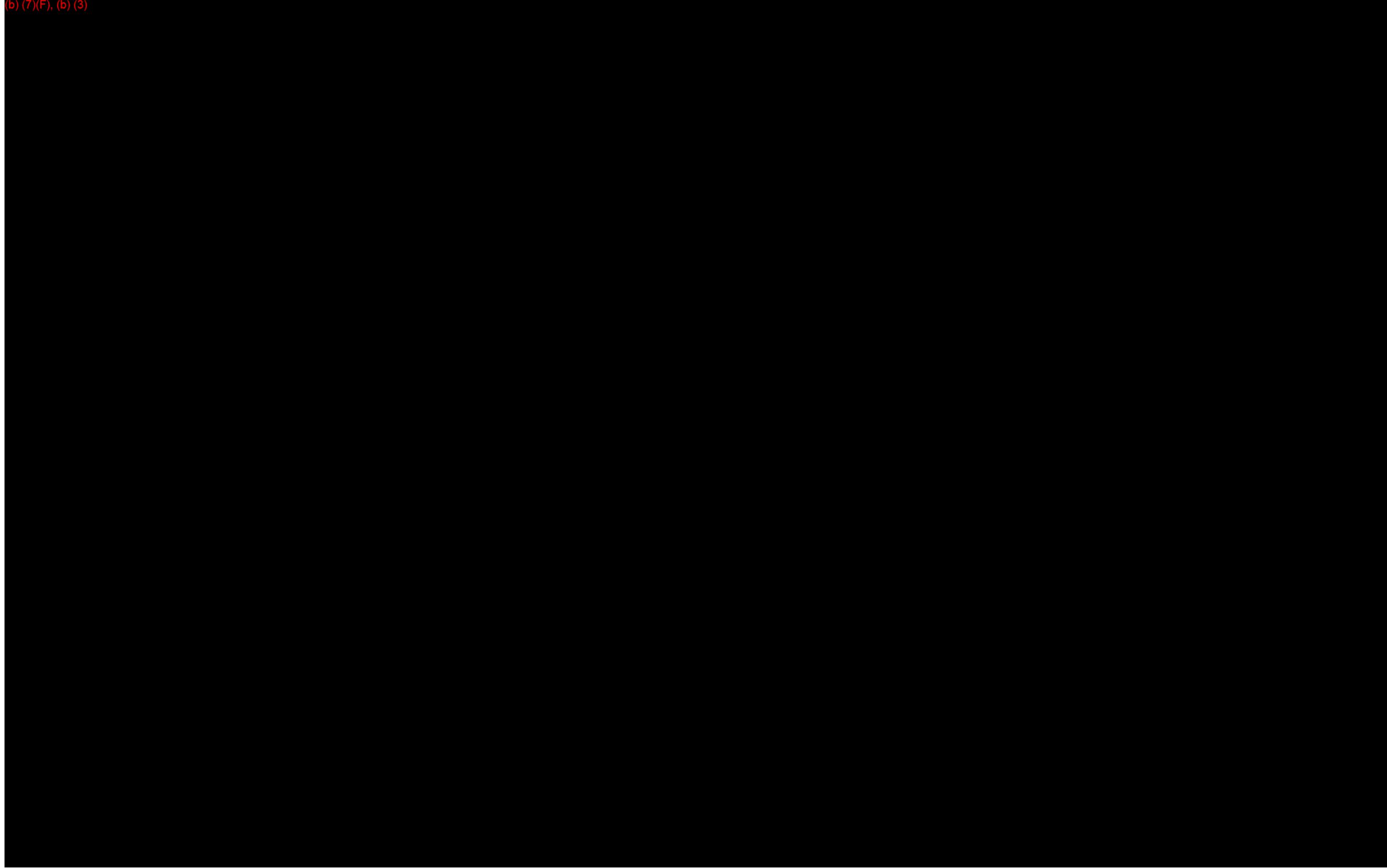
OPC

Scale
(feet)

UNIT

GATE
RI 8A

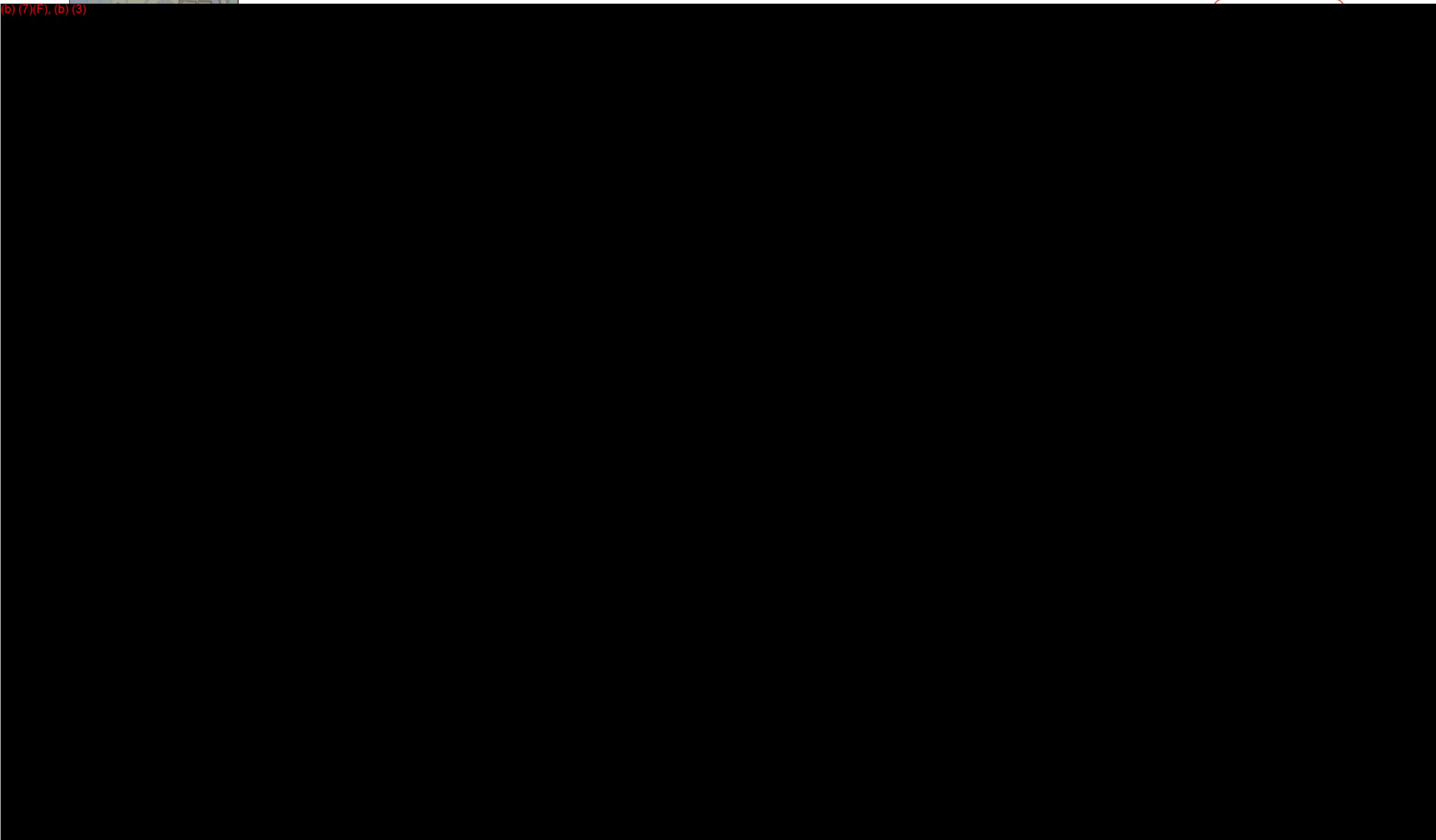
(b) (7)(F), (b) (3)



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



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



June 2011 Photo

Looking North

Hazardous Waste Incident


St. Paul Park Refining

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HAZARDOUS WASTES and MATERIAL GENERATED ON-SITE

Waste	Maximum Amount Stored	Location
Sulfuric Acid	0 - Neutralized when sewered	FCC Boiler House
Hydrofluoric Acid	0 - Neutralized then sewered	HF Alkylation Unit
Mercury	<5 gallons	Laboratory / Universal Waste Stg. Area
Paint Wastes	<2 Drums	Maintenance Shops
Flammable Solids	12 - 20 drums	Hazard Waste Storage Cabinet
Spent Solvent	Approximately 300 - 400 gallons	<ul style="list-style-type: none"> • Maintenance Shops • Weld Shop • Vehicle Repair Shop • Processing Units • Instrumentation Shop
Exchanger Bundle Cleaning		Hazard Waste Storage Building
Slop Oil Emulsions	1 drum	Hazard Waste Storage Building / T2
API Separator Sludge	Approximately 6,000 gallons	Wastewater System & Hazard Waste Storage Building
DAF Float Approx 10	drum	Wastewater System & Hazard Waste Storage Building
Crude Oil Tank Sediment (COTS)	100 Yards	Cottage Grove Tank Farm
Fluorescent Light Bulbs	800 pounds	Throughout Refinery, Warehouse 3
Mercury Batteries	1 drum	OSHA / Warehouse 3
Batteries	1 drum	OSHA / Warehouse 3
Primary Sludge	Approximately 140 yards	Wash Pad & Haz Waste Storage Bldg.
Sand Blasting Sand	Approximately 60 yards	Cleaning of painted tanks in tank farm
Spent Catalyst	Approximately 525 yards	Hydro Treating unit, FCC unit
All other materials or wastes <ul style="list-style-type: none"> • Metals • Caustics • Discarded chemicals • Petroleum wastes 	<10 drums	Throughout Refinery
Used Oil	890 gallons (tanks), and 9 drums	Above ground, double-walled tank outside truck maint. shop, HD Unit, crude unit, & drums located throughout refinery
Clarified Slurry Oil Sediments	<60 yards	FCC Unit, Waste Storage Building & Tank Farm

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Oil Filled Electrical Equipment Locations

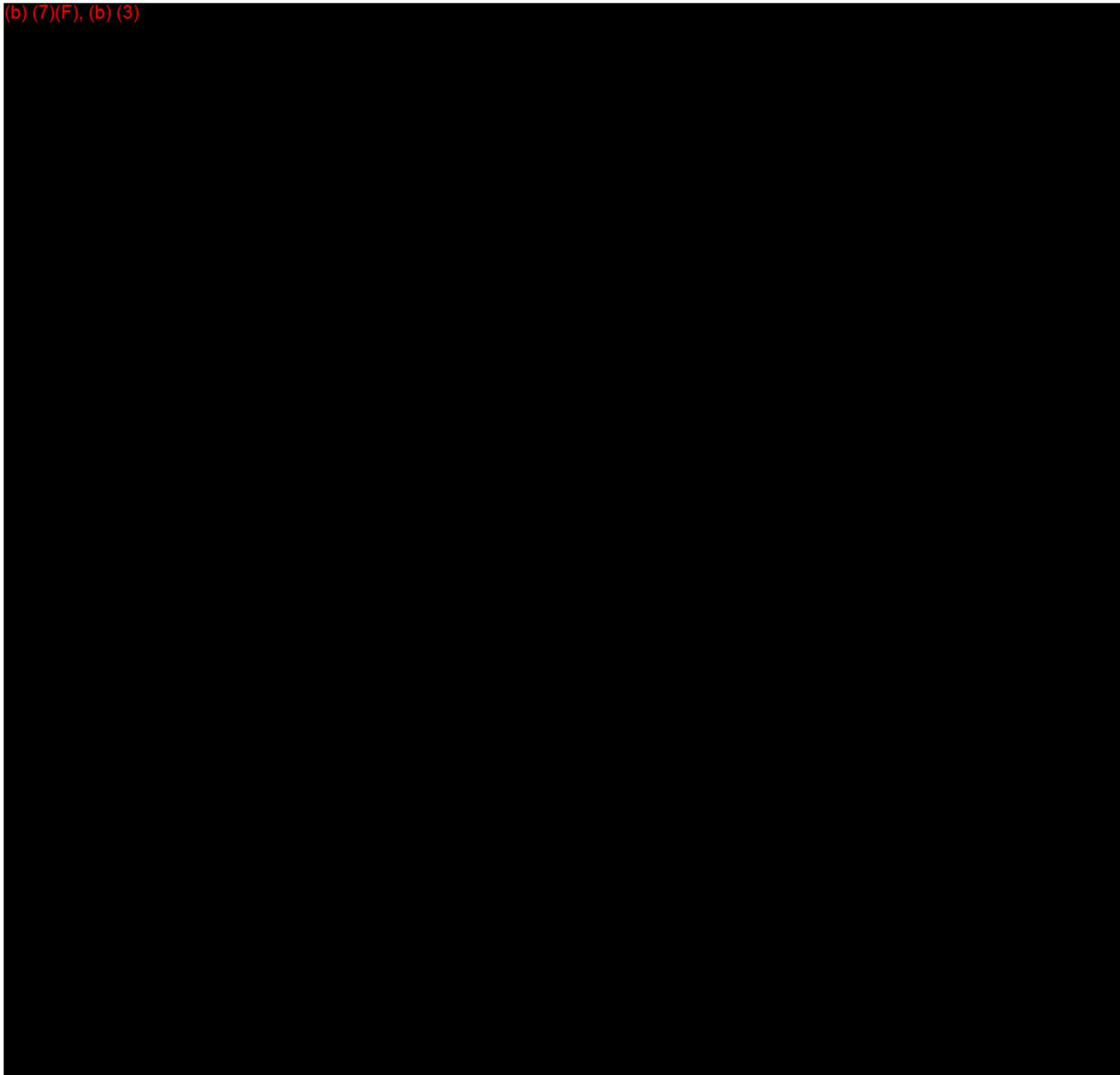
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LEGEND

- Oil Filled Electrical Equipment (44)

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



HF Acid / Toxic Material Release (H₂S / SO₂ / Ammonia)**St. Paul Park Refining**

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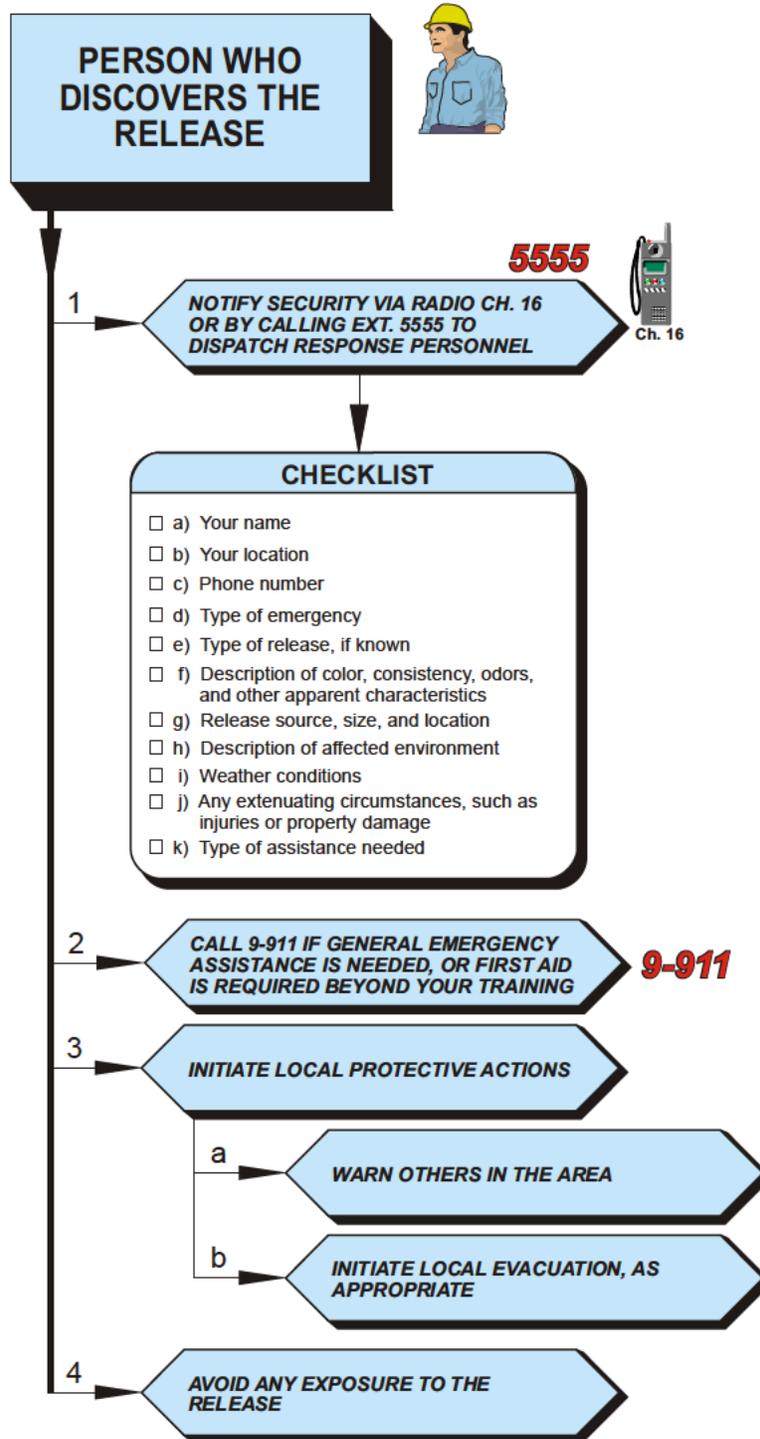
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**POTENTIAL REFINERY AIR CONTAMINANTS
AIRBORNE CONCENTRATION (ppm)**

No.	Material	PEL/REL	STEL	IDLH
1	Ammonia	25	50	300
2	Benzene	1	5	3000
3	Butane	800	-	-
4	Propane	1000	-	2100
5	Hydrofluoric Acid	3	6	30
6	Hydrogen Chloride	5	5	50
7	Hydrogen Sulfide	10	10	100
8	Phenol	5	15.6	250
9	Sulfur Dioxide	2	5	100

PEL - Permissible Exposure Limit
REL - Recommended Exposure Limit

STEL - Short-Term Exposure Limit
IDLH - Immediately Dangerous to Life and Health



HF Acid / Toxic Material Release (H₂S / SO₂ / Ammonia)

St. Paul Park Refining

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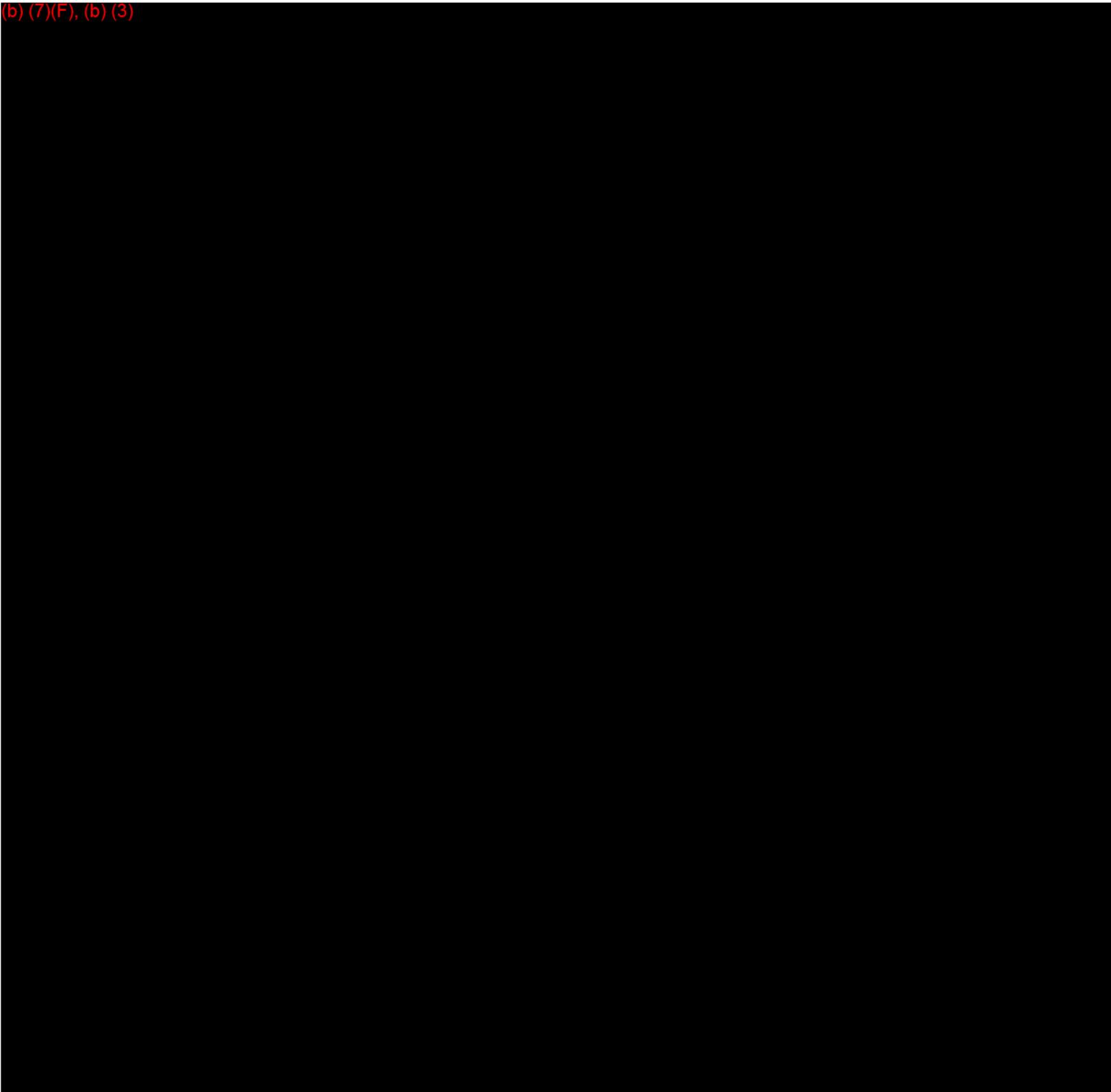
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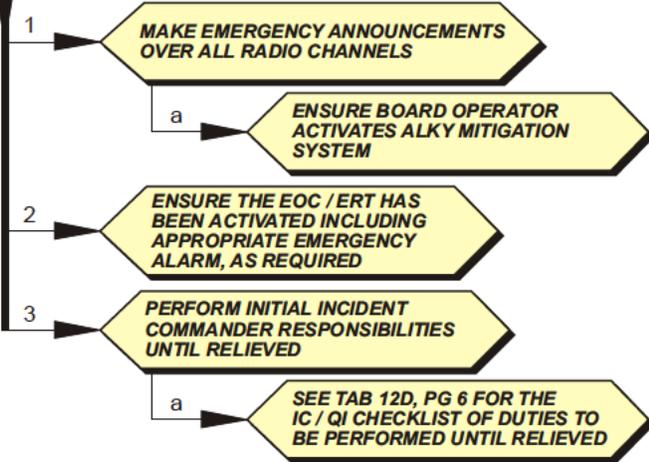


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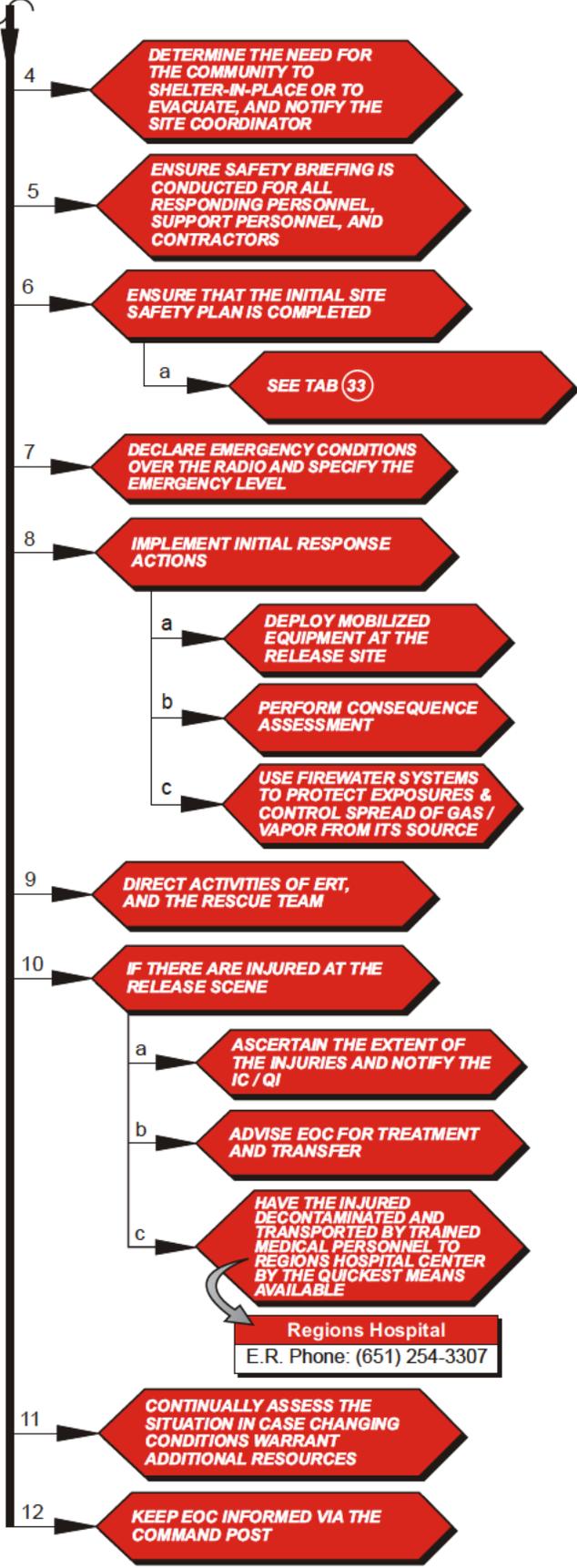
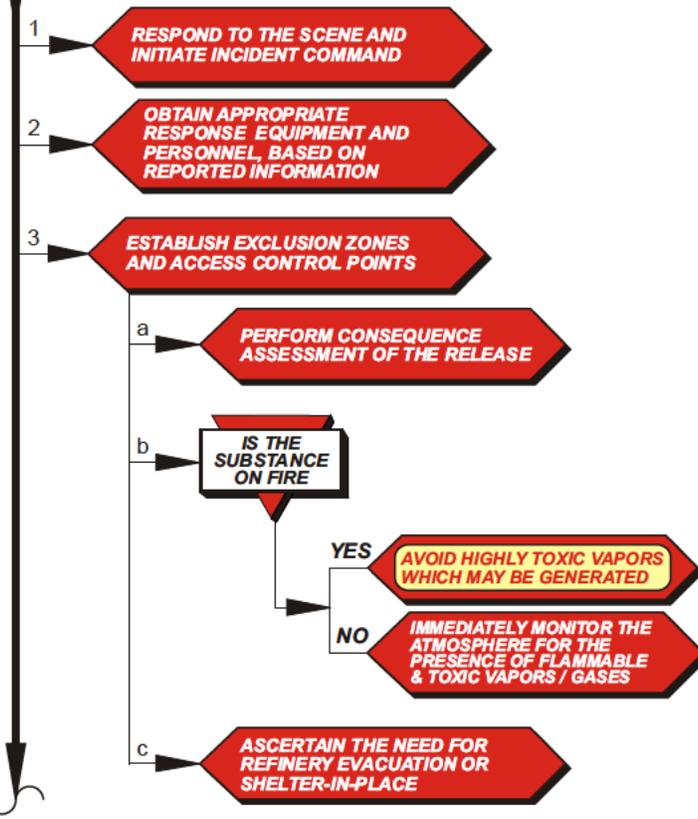
HF Acid / Toxic Material Release (H₂S / SO₂ / Ammonia)

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INITIAL IC Lead Shift Supervisor



OSIC ERT Leader



HF Acid / Toxic Material Release (H₂S / SO₂ / Ammonia)

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ERT and HAZMAT TEAM



1 IMPLEMENT EMERGENCY RESPONSE PROCEDURES AS DIRECTED BY THE ERT LEADER OR LEAD SHIFT SUPERVISOR

2 DON APPROPRIATE PROTECTIVE CLOTHING AND EQUIPMENT FOR ENTRY INTO THE HOT ZONE

3 IMMEDIATELY CONDUCT AIR MONITORING TO DETERMINE THE FLAMMABILITY AND TOXICITY OF THE RELEASE

4 COMMUNICATE AIR MONITORING DATA TO THE ERT LEADER AND THE EOC

5 OBTAIN CHEMICAL HAZARD INFO AND CONDUCT SAFETY BRIEFING PRIOR TO INITIATING RESPONSE ACTIVITIES

6 ESTABLISH DECONTAMINATION AREA

7 CONDUCT INITIAL RESPONSE ACTIVITIES UTILIZING THE TACTICAL EMERGENCY RESPONSE PROCEDURES (TERPS)

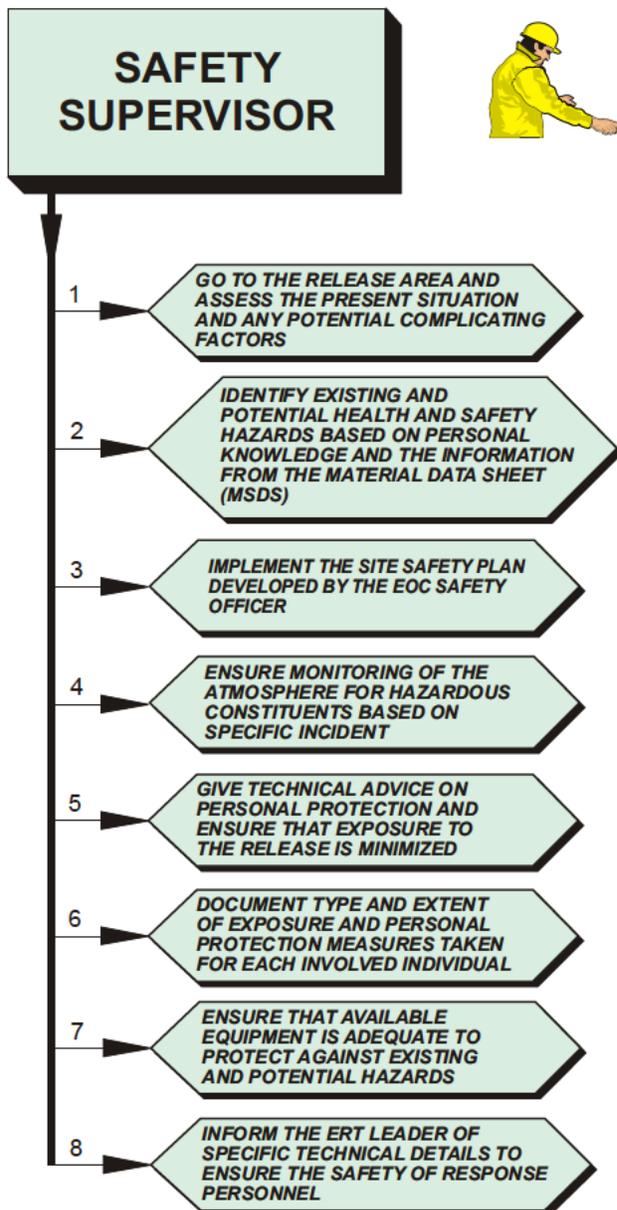
AIR MONITORING TEAM (AMT)



1 RESPOND AS DIRECTED BY THE IH, SAFETY AND MEDICAL CHIEF

2 CONDUCT AIR MONITORING AS DIRECTED BY THE IH, SAFETY AND MEDICAL CHIEF AND REPORT RESULTS

3 UPON COMPLETION OF MISSION, RETURN AIR MONITORING EQUIPMENT AND SUPPLIES TO ORIGINAL STATUS



HF Acid / Toxic Material Release (H₂S / SO₂ / Ammonia)

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IC / QI

Refining President



1 ASSUME THE POSITION AS THE INCIDENT COMMANDER IN THE REFINERY'S ORGANIZATION

2 BE RESPONSIBLE FOR THE OVERALL COMMAND & CONTROL OF REFINERY EMERGENCY RESPONSE EFFORTS

3 DETERMINE THE LEVEL OF THE EMERGENCY

4 INITIATE APPROPRIATE ALARMS SIGNALING THE RELEASE

5 WARN EMPLOYEES VIA RADIO OR TELEPHONE, IF REQUIRED

6 SEE TAB (12F) FOR COMMUNITY IMPACTS

7 CHECK WIND DIRECTION & ASSESS THE NEED TO SEE TAB (20) FOR THE FOLLOWING:

- Evacuate Plant Personnel
- Shelter-in-Place
- Perform Accountability Process

8 ELIMINATE ALL IGNITION SOURCES DOWNWIND OF A FLAMMABLE RELEASE

9 ACTIVATE EMERGENCY RESPONSE PERSONNEL AS REQUIRED

10 CALL OUT MEDICAL SUPPORT AND HAVE SECURITY BLOCK OFF AREA, IF REQUIRED

11 RE-EVALUATE THE EMERGENCY BASED ON AIR MONITORING TEAM DATA RECEIVED

12 DETERMINE COURSE OF ACTION IF ROADWAY OR RAILWAY TRAFFIC MUST BE HALTED

13 COORDINATE UNIT SHUTDOWNS, ISOLATION, AND RATE REDUCTIONS AS NECESSARY

14 ENSURE THAT A SAFETY SUPERVISOR IS ASSIGNED AND THAT A SITE SAFETY PLAN IS DEVELOPED

15 OBTAIN THE CHEMICAL'S MATERIAL SAFETY DATA SHEET (MSDS)

16 MAKE APPROPRIATE RISK MANAGEMENT NOTIFICATIONS

17 INFORM LOCAL AGENCIES OF A NEED TO, SHELTER-IN-PLACE, OR TO CHANGE OR INITIATE THE EVACUATION PLAN

18 ENSURE PRIORITIES ARE SET TO PROTECT ENVIRONMENTALLY SENSITIVE AREAS

19 ENSURE THAT THE ENVIRONMENTAL UNIT MAKES THE APPROPRIATE AGENCY NOTIFICATIONS

20 DETERMINE THE NEED FOR ALERTING OR CALLING OUT ADDITIONAL RESOURCES

21 ENSURE SCHEDULES ARE ESTABLISHED FOR MAINTAINING ICS STAFF IN KEY POSITIONS FOR AN EXTENDED PERIOD

22 ENSURE THAT OFFSITE AUTHORITIES ARE KEPT INFORMED OF EVENT STATUS (FOLLOW-UP MESSAGES)

23 ENSURE ACCIDENT & CONSEQUENCE ASSESSMENTS CONTINUE TO BE DEVELOPED

24 ENSURE THAT ADEQUATE ERT AND MEDICAL SUPPORT IS IN PLACE

25 ENSURE THAT THE EOC IS PERIODICALLY PROVIDED WITH UPDATES

26 ENSURE ICS PERSONNEL FOLLOW GENERAL POSITION DESCRIPTIONS & DUTIES FOUND IN TAB (22)

27 DOCUMENT ALL INFORMATION IN WRITING

28 SOUND THE ALL-CLEAR WHEN IT IS SAFE TO RESUME NORMAL OPERATIONS

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HF Acid / Toxic Material Release (H₂S / SO₂ / Ammonia)

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Railroad Emergency



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IC / QI Actions	12E-4

View A
Rail Loading Rack



View B
at Main Gate



Yellow Highlight indicates Rail Lines or Spurs



Railroad Emergency

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RAILROAD EMERGENCY

PERSON WHO
DISCOVERS THE
RAILROAD
EMERGENCY



1

WARNING

a

**DO NOT REMAIN IN ANY LOCATION
WHERE A FIRE MAY PRESENT A
THREAT OR DANGER TO YOU**

b

**DO NOT ENTER AN AREA OR
STRUCTURE INVOLVED WITH
FIRE UNLESS THE FIRE CAN
BE EXTINGUISHED EASILY
WITH A HAND HELD FIRE
EXTINGUISHER, AND YOU
HAVE BEEN TRAINED ON THE
PROPER USE OF THE
EXTINGUISHER**

5555

2

**NOTIFY SECURITY VIA RADIO CH. 16
OR BY CALLING EXT. 5555 TO
DISPATCH RESPONSE PERSONNEL**



Ch. 16

9-911

3

**CALL 9-911 IF GENERAL EMERGENCY
ASSISTANCE IS NEEDED, OR FIRST AID
IS REQUIRED BEYOND YOUR TRAINING**

4

**RENDER LIFE-SAVING FIRST AID
AND MOVE DISABLED OR INJURED
PERSONNEL TO A SAFER
LOCATION, IF NECESSARY**

5

**CONTINUE COMMUNICATION WITH THE
LEAD SHIFT SUPERVISOR OR ERT
UNTIL RELEASED**

6

**ACTIVATE FIXED FIRE PROTECTION
SYSTEMS SUCH AS FIRE MONITORS, AS
APPROPRIATE AND WHEN POSSIBLE**

7

**ATTEMPT TO EXTINGUISH SMALL
FIRES USING EQUIPMENT YOU ARE
QUALIFIED TO OPERATE, AS
APPROPRIATE AND WHEN
POSSIBLE**

Railroad Emergency



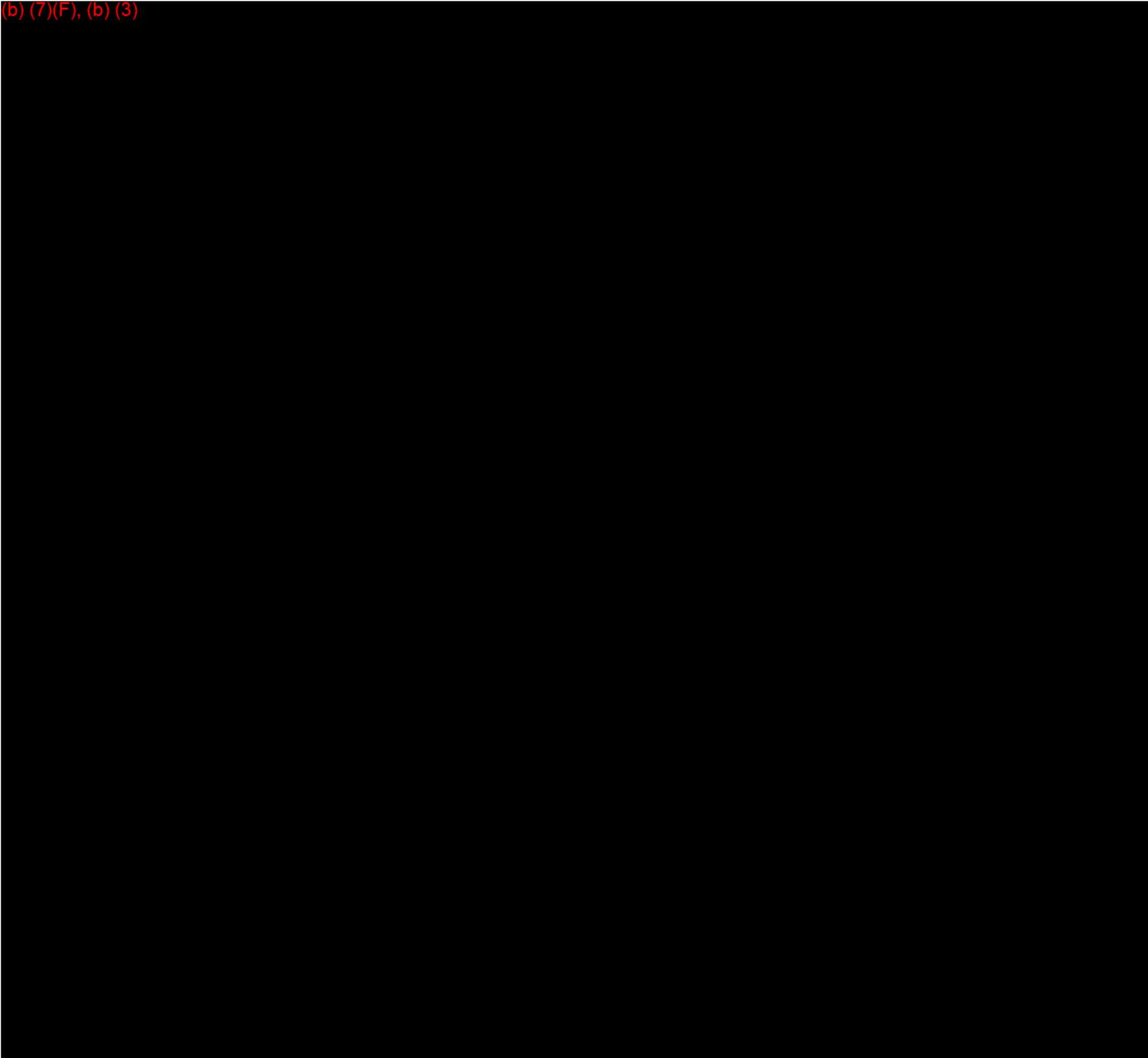
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RAILROAD EMERGENCY

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



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Railroad Emergency

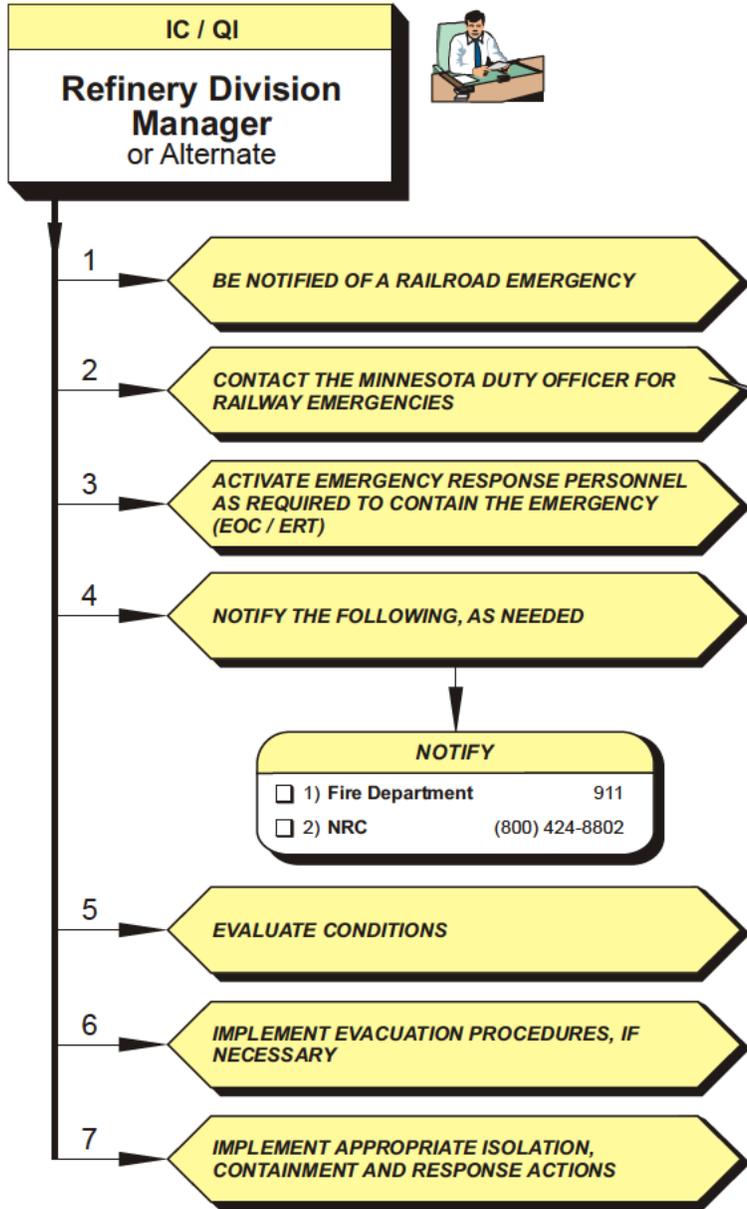
Types of Emergencies

- Train Derailment
- Train Crash
- Leaking Tank Car



Refinery is located between Railroad Mile Markers 421.6 (1st Street or M&B Tire) and 421.1 (Broadway)

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MN DUTY OFFICER

24-hour (651) 649-5451
(651) 296-2233

OTHER RR EMERGENCY CONTACTS

<input type="checkbox"/> 1) Burlington Northern, Santa Fe	Phone (800) 832-5452
<input type="checkbox"/> 2) Soo Line	Phone:(763) 682-1655
<input type="checkbox"/> 3) Canadian Pacific Railway	Phone (800) 766-4357
<input type="checkbox"/> 4) MN Commercial Railway	Phone (651) 632-9000



COMMUNITY IMPACT and RECOVERY

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Example Cleaning Protocol	12F-8
Community Impact Forms	12F-10

1

Purpose

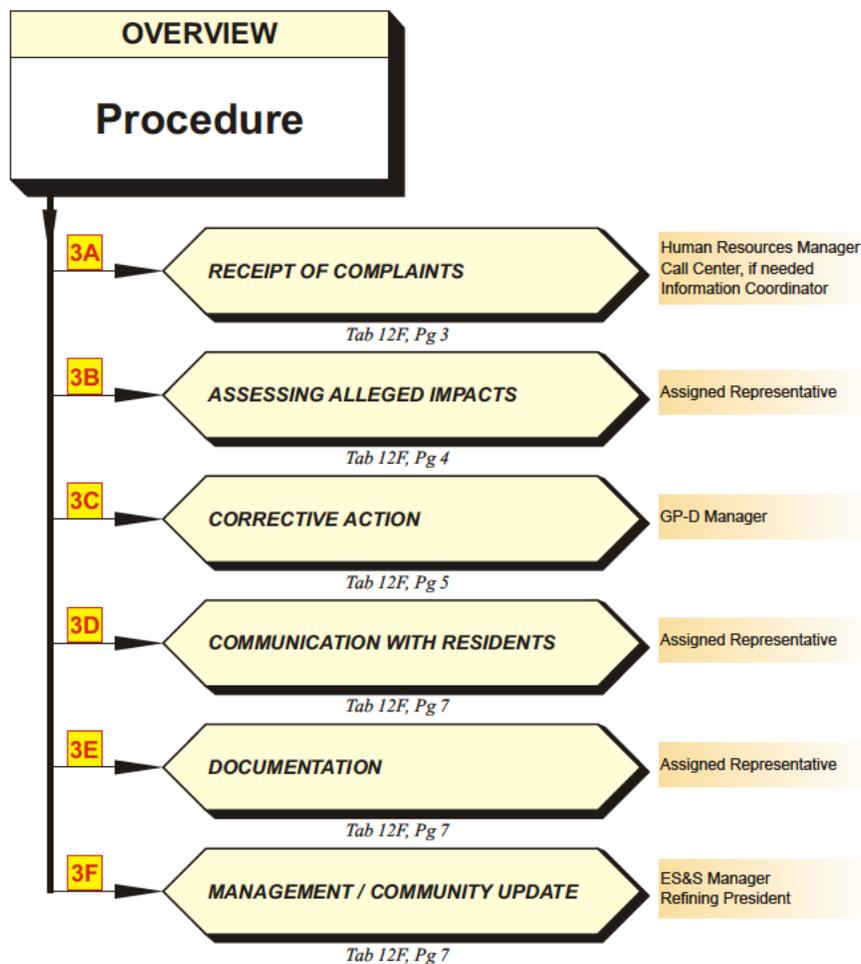
The purpose of this procedure is to address community impact, and recovery resulting from incidents at the St. Paul Park Refinery.

2

Scope

The scope of this procedure encompasses all incidents that result in off-site property impacts.

3

Procedure

Community Impacts

St. Paul Park Refining

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3A

Receipt of Complaints



Complaints from area residents following an incident at St. Paul Park will be received and documented, utilizing the **Stakeholder Communications Form** (*see Form 1*).



Tab 12F, Pg 11



The Human Resources Manager (or designee) will establish a Call Center in the event of an incident where **ten or more complaints** are anticipated.



Call Center



For incidents resulting in **five or more claims** of property damage, individual(s) will be designated to serve as Information Coordinator and will establish systems for maintaining information regarding complaint status.

The Information Coordinator will assign a unique tracking number to each complaint to allow incident status and documentation to be maintained.

The Tracking System may include a spreadsheet for tracking complaints, a filing system for maintaining required documentation, and other systems as appropriate given the magnitude of off-site impacts from a particular incident.

Continued



3B Assessing Alleged Impacts



Upon receipt of a complaint alleging property damage, the Environmental, Safety, and Security (ES&S) Manager (or designee) will assign a Representative to investigate and manage resolution of that complaint.

The Representative will contact the Complainant as soon as possible after receipt of the complaint.

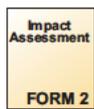
Complainants will be provided with the telephone number of the Representative in the event that there are issues or concerns arising during the remedial process. The assigned Representative will contact Complainants to identify specific concerns and to schedule an appointment to visit them and to assess or address their issues or concerns.

Depending upon the magnitude, extent, or number of complaints related to a given incident, a third-party claims adjustor may be employed to assist in the evaluation and resolution of complaints. The decision to utilize third-parties for claims adjustment will be made on a case-by-case basis.

The following should be considered when discussing complaints involving alleged property impacts:

- 1) Are the specific complaint issues reasonable, verifiable, and rational based on the circumstances of the incident?
- 2) If it were my property (home, car, etc.), what would I expect?
- 3) What should be done to rectify each issue to the expectations and satisfaction of the Complainant?
- 4) Does the Complainant have a preference for resolution of the complaint?
- 5) Does the Complainant have a preference for a particular company to provide remedial services? If not, who is the best person (or company) to provide the services?
- 6) How quickly does the Complainant expect it to be addressed?
- 7) Are there any special considerations or requests?
- 8) Are there any issues that cannot be addressed within a short time frame, such as exterior cleaning in cold weather?

A listing of the impacts and recommended corrective actions will be documented on the **Impact Assessment Form** (Form 2) and will be presented to the ES&S Manager (or designee) for approval.



Tab 12F, Pg 11

Continued

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3C Corrective Actions

A Cleaning Protocol will be developed for conditions created by the specific incident.

See Tab 12F, Pg 8 for an Example Cleaning Protocol



The Purchasing and Commercial Services (P&CS) Manager or designee will maintain a listing of contractor resources available to provide services required by the Cleaning Protocol.

A list of contractor resources is provided in Tab 14.

Following receipt of a complaint and evaluation of property impacts, the assigned Representative will prepare a written Remediation Plan which will identify remedial actions and resources needed to remediate these impacts.

Remediation Plans will be provided to the P&CS Manager (or designee) for scheduling and resource allocation. Remedial services may include, but not be limited to, the following:

- 1) Exterior home cleaning (power washing)
- 2) Ductwork and furnace cleaning
- 3) Carpet cleaning
- 4) Car washing, waxing, and interior cleaning
- 5) Interior home cleaning
- 6) Pool cleaning
- 7) Boat cleaning
- 8) Soil excavation and disposal
- 9) Lawn maintenance services
- 10) Veterinarian services
- 11) Structural repairs
- 12) Street Sweeping
- 13) Vacuum Trucks
- 14) Replacement of items that cannot be cleaned or restored.

The P&CS Manager (or designee) will obtain contractor resources necessary to address impacts from specific incidents.

The P&CS Manager (or designee) will coordinate resource needs and allocations with the Information Coordinator to ensure that adequate resources are available and that available resources are being used efficiently.

Continued



Complainants may wish to choose specific contractor(s) to perform remediation or may wish to perform their own remediation. Such requests will be handled as follows:

- 1) If Complainants request specific contractor(s) to perform remediation, the Representative will determine an approximate cost of remediation, either through a third-party adjustor or through a written quotation from a specific contractor, and will review the request with the Environmental, Safety, and Security (ES&S) Manager (or designee).
- 2) Upon approval, St. Paul Park Refining will contact the contractor to arrange for direct billing of the cost of services.
- 3) If the Complainant wishes to perform or arrange for remediation of their property, the Representative will request the Complainant to provide an estimate of the scope and cost for remediation and will submit the estimate to the ES&S Manager for review and approval.
- 4) Upon approval, St. Paul Park Refining will authorize the Complainant to proceed with the remediation.
- 5) In the event that the Owner performs their own remediation, St. Paul Park Refining will reimburse the Owner for the amount approved by the ES&S Manager (or designee).
- 6) In the event that a Third Party performs the remediation, St. Paul Park Refining will issue a check for the approved amount to the Complainant once an invoice for the completed work is provided.
- 7) For items that cannot be cleaned or restored, the Representative will request the Complainant to provide a detailed listing of these items and a replacement cost. The Complainant will be requested to provide a quotation or other proof of cost for any items valued at greater than \$100.

At the time of completion of remedial services or payment for remedial services, the Representative will request the Complainant sign a **Release Form** (See Form 3) releasing St. Paul Park Refining from future claims resulting from the specific incident.



Tab 12F, Pg 12

Community Impacts

St. Paul Park Refining

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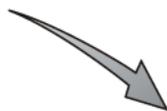
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3D Communication with Residents

The assigned Representative will notify the Complainant of the plan and schedule for remediating impacts to their property.

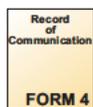
As appropriate for the situation, the Representative may visit the Complainant during remedial activities to ensure that remediation is proceeding according to the expectations of the Complainant and to determine if changes are needed to the remediation plan.

The Representative will contact the Complainant following completion of remediation to ensure that remedial efforts were satisfactory to address the scope of the complaint.

3E Documentation

A separate file will be established for each Complainant alleging property damage.

All conversations with Complainants will be documented using the **Record of Communications Form** provided in *Form 4*. Each conversation will be identified and documented separately.



Tab 12F, Pg 12

Any voice mails received from Complainants will be transcribed and included with claim documentation.

Documentation such as invoices containing the date, description, and provider of remedial services will be maintained with claim documentation.

3F Management / Community Update

If a spreadsheet is used to track complaint status, the spreadsheet will be updated daily to indicate current status of all complaints.

Regular status reports will be provided to the ES&S Manager and the Refining President on intervals appropriate to the magnitude and extent of off-site impacts.



In the event of widespread impacts, the Refining President may choose to notify local elected community officials or media outlets of the status of remedial actions.

EXAMPLE CLEANING PROTOCOL

REQUIREMENTS:

- 1) Any contractor using cleaners or chemicals are required to provide an MSDS or chemical information to the Home Owners and St. Paul Park Refining.
- 2) If water is supplied by the Home Owner, contractor must obtain a water reading before water use and after work is complete.
- 3) Vinyl and cloth may not clean-up. If attempts to clean-up the vinyl and cloth in a reasonable amount of time are unsuccessful, forward to Claims Adjustor for replacement.

1 Houses

- Wash houses from top down.

2 Roof

- Use warm or cold low pressure water, 300 psi, with house or deck wash cleaner. Provide MSDS for the cleaner.
- Use care when walking on the roof so as not to damage the roofing materials.

3 Gutters

- Clean gutters with pressure washer and cleaner. Provide MSDS for the cleaner.
- Remove any debris in gutters.

4 Siding

- Wash siding with pressure washer between 300 to 600 psi.
- Pressure setting determined by condition of the siding and extent of soot on the siding, using warm or cold water and a cleaner. Provide MSDS for the cleaner.
- Hand scrub, as needed.

5 Windows

- Clean windows with glass cleaner and squeegee. Provide MSDS for the cleaner.

6 Air Conditioning Units

- Rinse off unit and rinse out cooling fins.

7 Deck

- Pressure wash (300-600 psi) with cleaner. Provide MSDS for the cleaner.

8 Fence

- Pressure wash (300-600 psi) with cleaner. Provide MSDS for the cleaner.

9 Walk Ways

- Pressure wash (300-600 psi) with cleaner. Provide MSDS for the cleaner.

10 Landscaping

- Wash with water at very low pressure, not to exceed 300 psi.

11 Garden

- Wash with water at very low pressure, not to exceed 300 psi.

12 Grass

- Rinse with water, if visibly impacted.

Continued



Community Impacts

St. Paul Park Refining

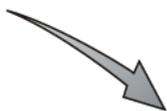
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EXAMPLE CLEANING PROTOCOL *(continued)*

13 Pools

- Pools are to be cleaned by a Pool Cleaning Contractor.
- The sides will be washed down, the bottom vacuumed, and filters cleaned or changed.

14 Boats

- Boats are to be cleaned by a Boat Cleaning Contractor.
- Cleaning contractors can attempt to clean boat covers.

15 Campers

- Hand wash with a cleaner approved by the Owner

16 Vehicles

- Issue car wash vouchers to Owners for local car wash location(s), to be determined by P&CS.

17 Lawn Furniture

- Clean at low pressure (not to exceed 300 psi) with cleaner. Provide MSDS for the cleaner.
- Clean all sides (tops and bottoms).
- Hand-wash, as needed.

18 Sandboxes

- Refer to Adjuster.
- If equipped, remove sand and return sand to Refinery for disposal and replace with washed sand.

19 Play Equipment / Toys

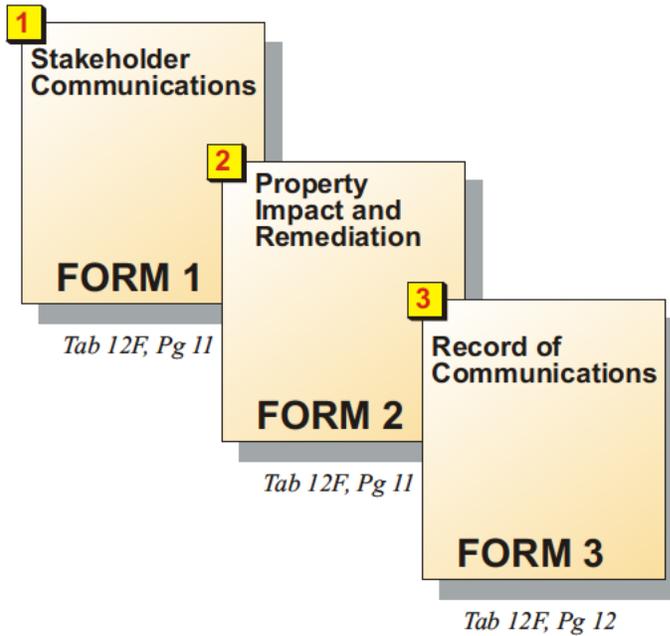
- Clean at low pressure (not to exceed 300 psi) with cleaner. Provide MSDS for the cleaner.
- Clean all sides and hand wash, as needed.

COMMUNITY IMPACT FORMS

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OVERVIEW OF COMMUNITY IMPACT FORMS



NOTE: The electronic versions of these documents are the official versions. Printed copies are uncontrolled.

Community Impacts

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Form 1 Stakeholder Communications

Form 1
 Stakeholder Communications Form

St. Paul Park Refining Company LLC		
Title: Stakeholder Communications Form	Page 1 of 1	
Document No.: RES 010 HESS SP F	Revision Date: 11/2/06	
Revision No.: 2	Effective Date: TBD	
Records Retention: PPM/MS4c	Next Review Date: TBD	
Document Custodian: Environmental Department	Approved By: ES&S Manager	

Name of Person Contacting Refinery: _____ Phone: _____
 Address: _____ City: _____ State: _____
 Affiliation: Individual Business Government News Media Group _____
 Date: _____ Time: _____ Method of Contact: Phone Mail Walk-in
 Type of contact: Complaint Information Request/Inquiry Media Request Other _____
 Classification of Complaint (Check all that apply): Odor Dust Noise Motor Vehicle Damage Smoke
 Oil Spills Real Estate Damage Health Problem Other (describe) _____
 Weather Conditions: Clear Rain Snow Thunderstorm
 Wind speed (mph) _____ Wind Direction (degrees) _____ Temperature (°F) _____
 Contact received by: _____
 Detailed Description of Complaint or Information Request/Inquiry _____

 Usual Plant Operations at the time of complaint: _____

 Investigative or Corrective Action Taken: _____

 Follow up Required: None Callback Written response Property Assessment - Call Number _____
 Action Assigned to: _____ Due Date: _____
 Follow Up Action When: Callback Visit Written Response
 Action Taken By: _____ Date: _____ Time: _____
NOTE: ATTACH ANY RELATED DOCUMENTATION FOR INCLUSION WITH CONTACT OR RESPONSE
 Distribute to: Industrial Hygienist Operations Manager ES&S Manager HR Manager Refining President
 Send Original to Human Resources Manager for filing - Retain completed forms for 6 years (Records Retention Code ADM650)
NOTE: This form supersedes the Citizen Complaint In-plant on Form dated 1/3/03

Note:
 See "Forms" Tab 35
 for full size forms.

Form 2 Property Impact and Remediation

Form 2
 Property Impact and Remediation Form
 (Page 1 of 2)

Call No. _____
 Property Owner Last Name _____ First Name _____ Address _____
 City _____ Phone _____

	Yes	No	NA	Cleaning Complete	Cleaning Comments
House exterior					
Roof					
Gutters					
Siding					
Windows					
Deck					
Walkways					
Lawn /Deck Furniture (umbrellas, cushions)					
Children's Play Equipment					
Sand Boxes					
Landscaping					
Trees (small)					
Garden					
Lawn					
House Interior					
Carpet					
Windows					
Heating/Air and Ductwork					
Vehicles - # Vouchers					
Other (describe)					
Specialized					
Pool (and pool cover)					
Boat					
Camper					
Motor Home					

Special Instructions _____
 Other Concerns (to claim resolution) _____
 Date of Assessment _____ Signature of Assessor _____

Form 2
 Property Impact and Remediation Form
 (Page 2 of 2)
 Continued

Record of Activities:
General Cleaning:
 Cleaning Comments: _____

 Date of Cleaning: _____ Name of Cleaning Contractor Company: _____
 Signature of Cleaning Contractor Company Representative: _____
Specialized Cleaning:
 Cleaning Comments: _____

 Date of Cleaning: _____ Name of Specialized Cleaning Contractor Company: _____
 Signature of Specialized Cleaning Contractor Company Representative: _____
 Follow-Up:
 Follow-Up Comments: _____

 Date of Follow-Up Call: _____ Signature of Person Making Call: _____

Process Unit Upsets

St. Paul Park Refining

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Air Monitoring Team Actions	12G-4

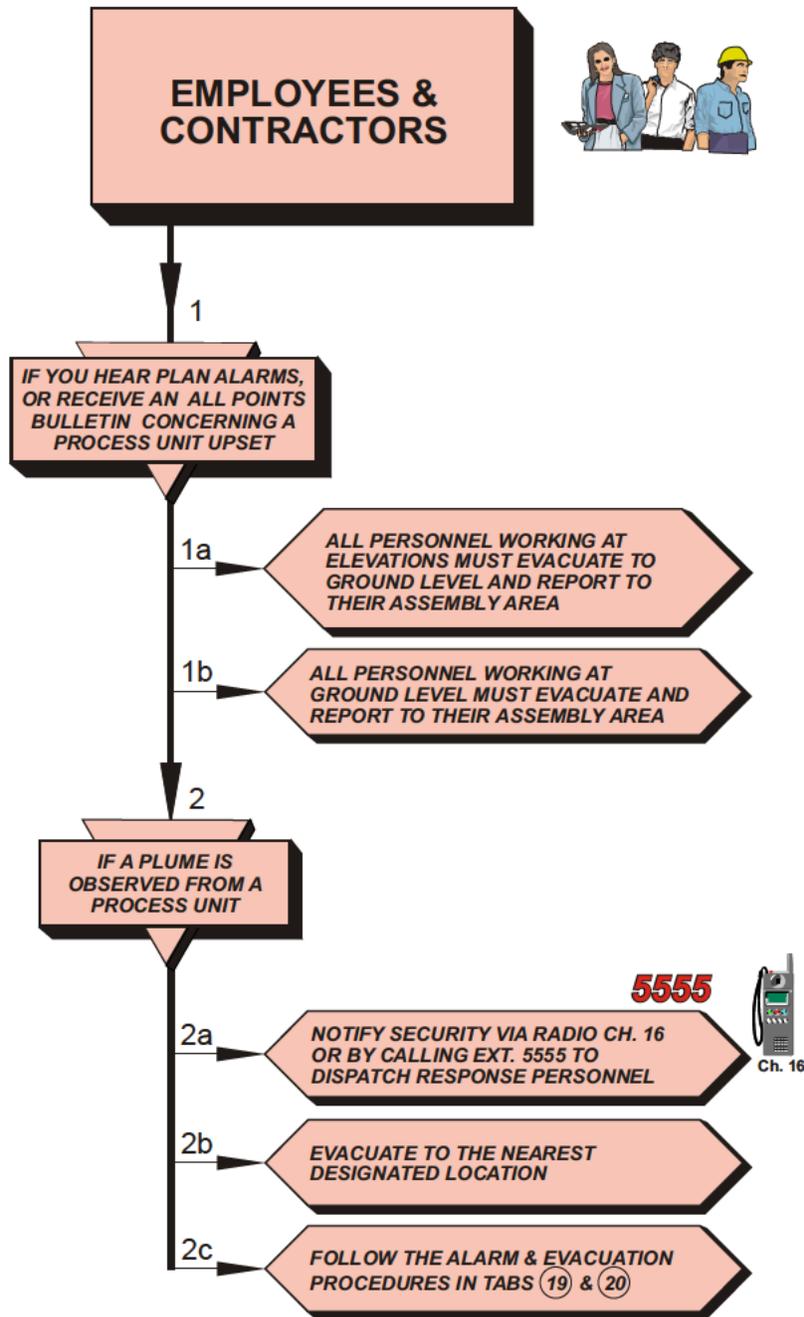


Process Units

Process Unit Upsets

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Process Unit Upsets

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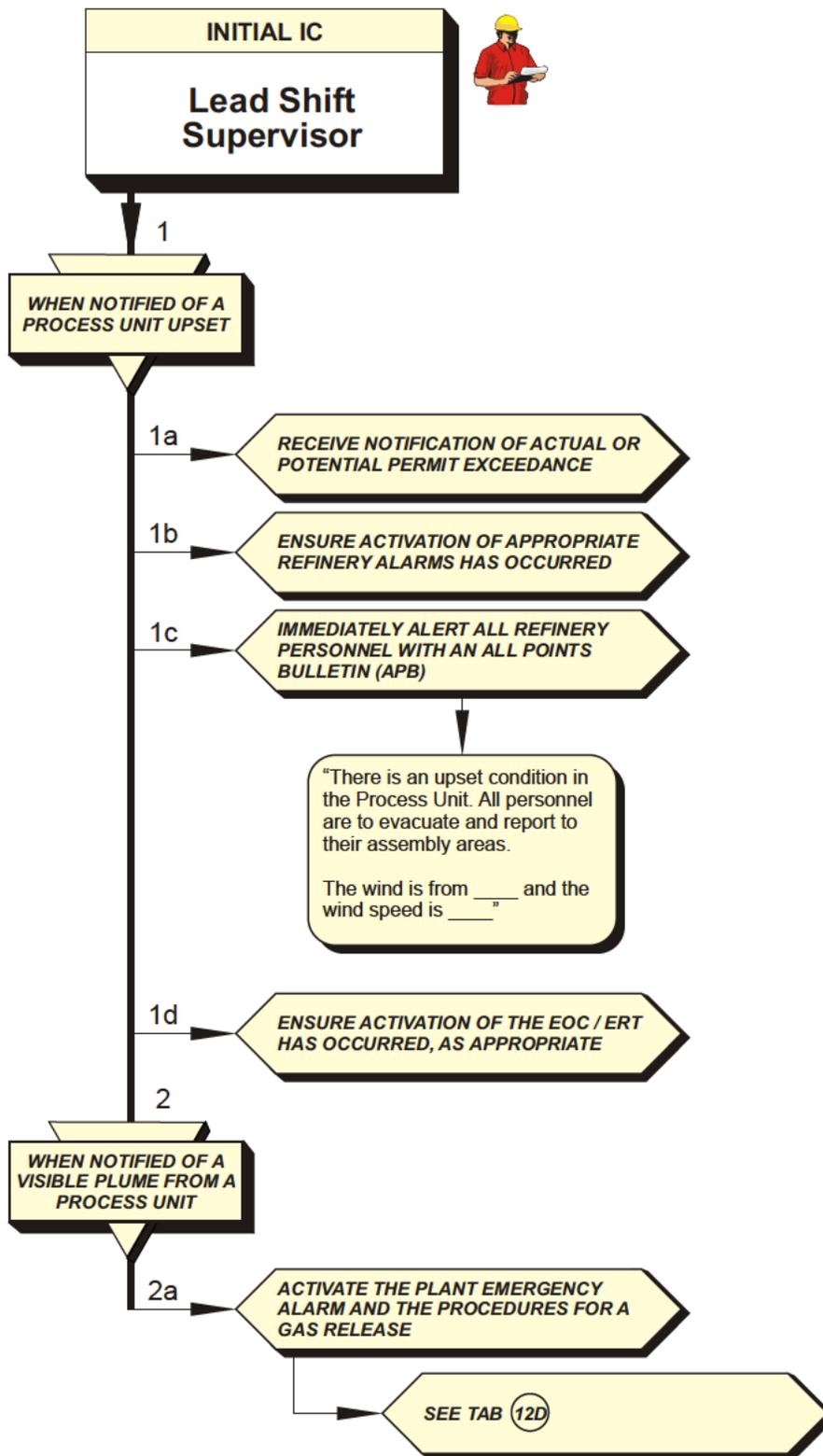
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Process Unit Upsets

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AIR MONITORING TEAM (AMT)



- 1 RESPOND AS DIRECTED BY THE SAFETY SECTION CHIEF
- 2 CONDUCT ALL NECESSARY PRE START-UP (BUMP TEST) CHECKS ON THE EQUIPMENT PRIOR TO AIR MONITORING
- 3 CONDUCT AIR MONITORING AS DIRECTED BY THE SAFETY OFFICER, AND REPORT RESULTS
- 4 INFORM OSIC OF LOCATION (AREA) BEING MONITORED
 - a IF WORKING IN HOT ZONE, WORK IN PAIRS AND GIVE SITUATIONAL STATUS REPORTS EVERY 5 MINUTES
- 5 UPON COMPLETION OF MISSION, RETURN AIR MONITORING EQUIPMENT AND SUPPLIES TO ORIGINAL STATUS



Flare at Lagoons

Mississippi River Flooding

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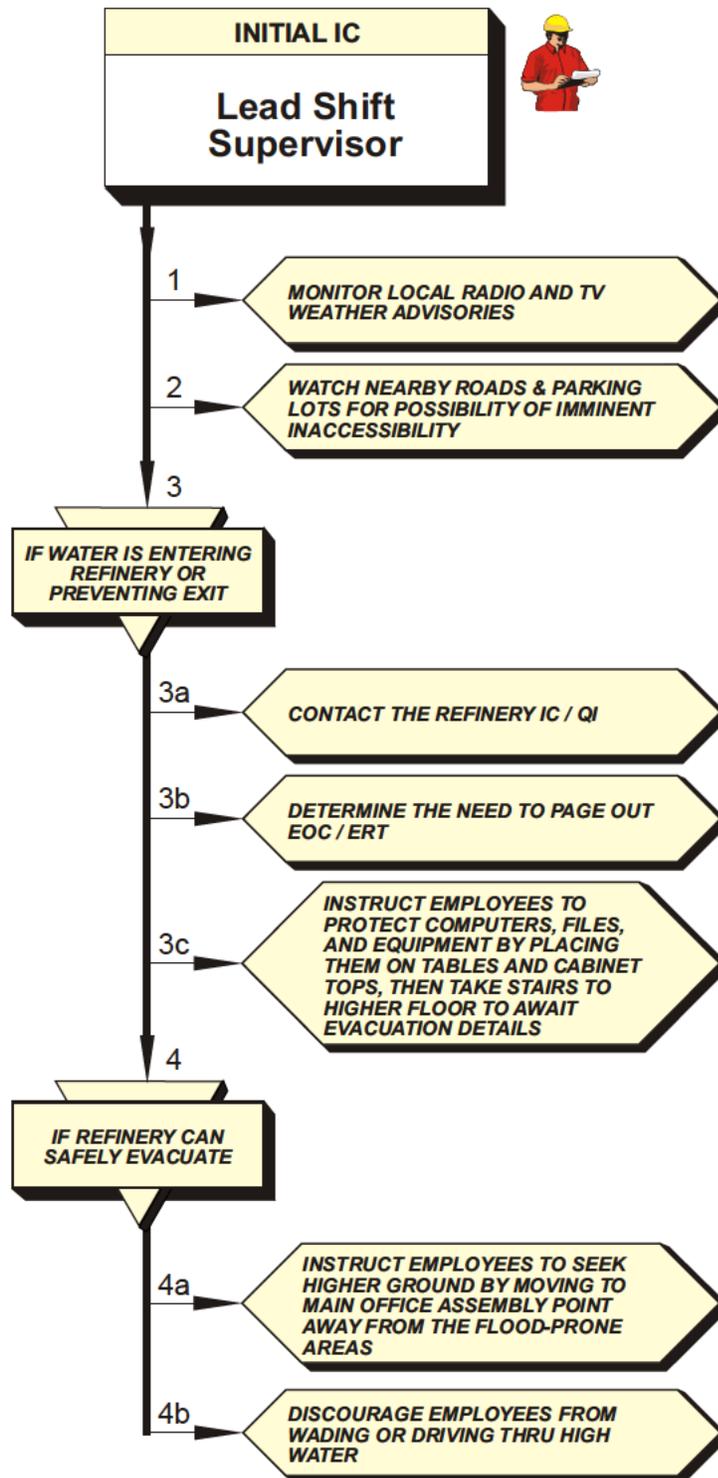
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Mississippi River Flooding

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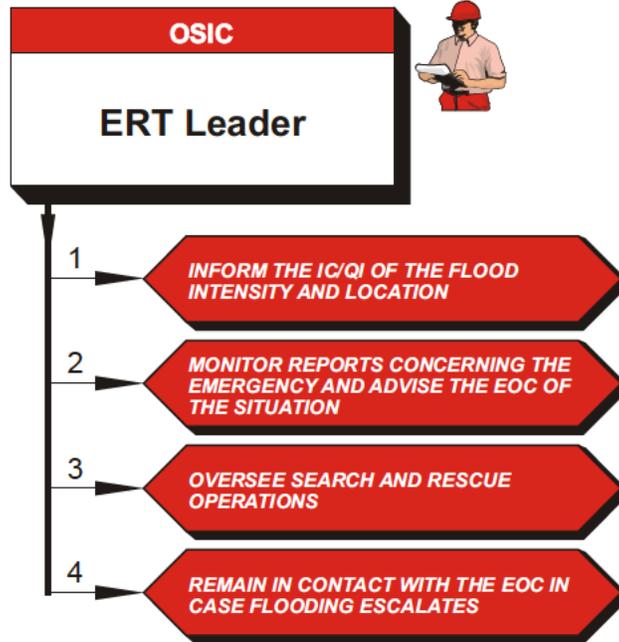
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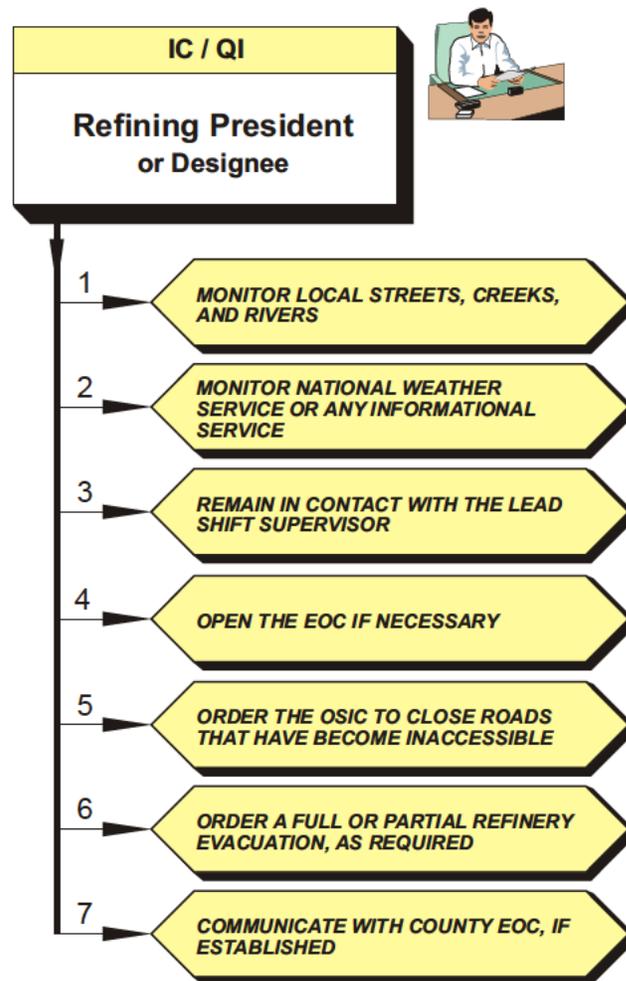


Mississippi River Flooding

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Warehouse Plan

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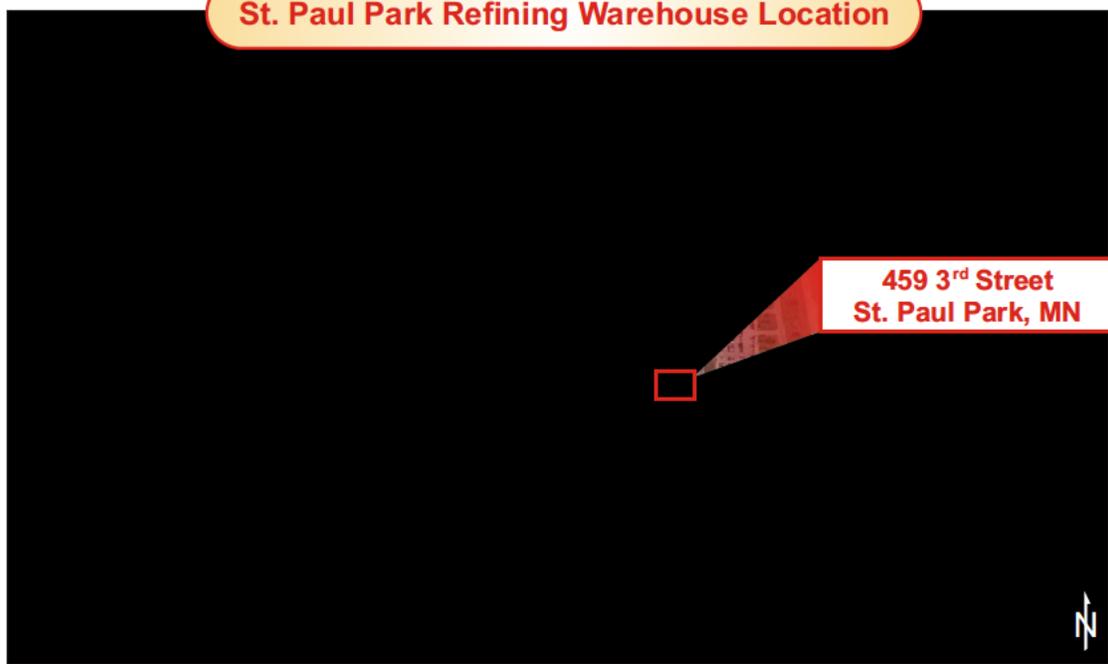
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1D Site Description and Operations	12I-4
1E Documentation Distribution	12I-8
1F Response Preparedness and Prevention	12I-8
1G Emergency Response Plan Management	12I-12
2 Emergency Procedures	12I-13
2A Fire Emergency	12I-14
2B Evacuation Plan	12I-17
2C Medical Emergency	12I-22
2D Severe Weather	12I-23
2E Hazardous Material Release	12I-26
3 External Incident Reporting	12I-30

St. Paul Park Refining Warehouse Location



April, 2012 Photo

1

General Information

1A

Introduction and Purpose

The Warehouse Emergency Response Contingency Plan is designed to facilitate timely, safe, and efficient response actions and to minimize hazards to human health and safety, the environment, and property in situations involving releases of hazardous materials, fire, severe weather, and medical emergencies at the Warehouse.

This Warehouse Plan is specific to St. Paul Park Refining Company LLC Warehouse Facility Operations at 459 3rd St., St. Paul Park, MN, and is consistent with other St. Paul Park Refinery response plan documents.

Employees working in the Warehouse will receive initial training on the Plan, either at the time of its issuance or upon their assignment to the Warehouse. The Plan will be reviewed annually with employees assigned to Warehouse operations. Familiarity with the Plan will help to ensure proper implementation during an emergency. Additionally, this Plan should be used in conjunction with tabletop or functional drills designed to exercise the response actions described in the Plan.

This Plan has been developed based upon the understanding that Warehouse employees have been provided training to take **ONLY DEFENSIVE ACTIONS** in the event of a release of a hazardous material.

“Defensive actions” include:

- stopping the source from a safe distance
- diverting or preventing the migration of a release
- fighting fires in their incipient stage
- making the appropriate notifications

This Plan identifies various incident scenarios and provides guidance to employees regarding those incidents to which they can safely respond with their level of training. Any activities performed during an emergency should be completed only if they can be done safely.

Only employees that have completed OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) training to the Technician level **AND** are equipped with the appropriate personal protective equipment (PPE) can engage in offensive (mitigation or cleanup) activities. Otherwise, defensive measures that do not put an employee at risk can be performed by employee who has completed the HAZWOPER Operations Level training.

Warehouse Plan

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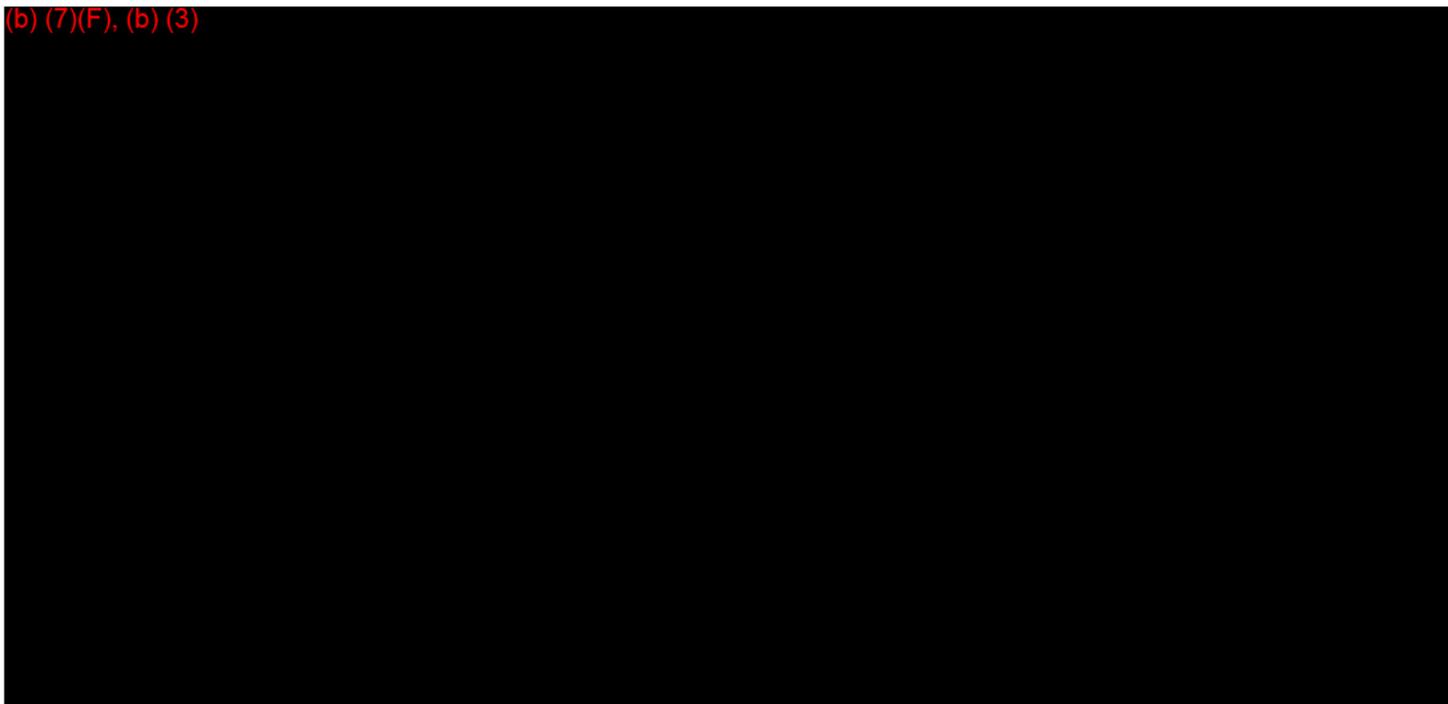
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1B How to Use This Document

All persons on the Document Distribution List (see Page 12I-8) and all employees specifically assigned to Warehouse operations are expected to familiarize themselves with the Warehouse Plan *BEFORE* an emergency.

All emergency response personnel will become familiar with the information and procedures in the Plan during emergency response training.

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



1C Applicable Regulations

This Warehouse Plan is designed to comply with

- 29 CFR 1910.120 *Hazardous Waste Operations and Emergency Response*
- Emergency Response to Hazardous Substance Releases*
- 29 CFR 1910.1200 *Hazard Communication* federal regulations

The Plan is also designed to comply with the State of Minnesota, Minnesota Pollution Control Agency (MPCA) Chapter 115E.03, *Duty to Prepare for Response to Discharges*.

Since the Warehouse facility does not store or transfer hazardous waste, compliance with applicable regulations is not required.

This Plan is not intended to acknowledge compliance with local, state or federal construction or fire code requirements.

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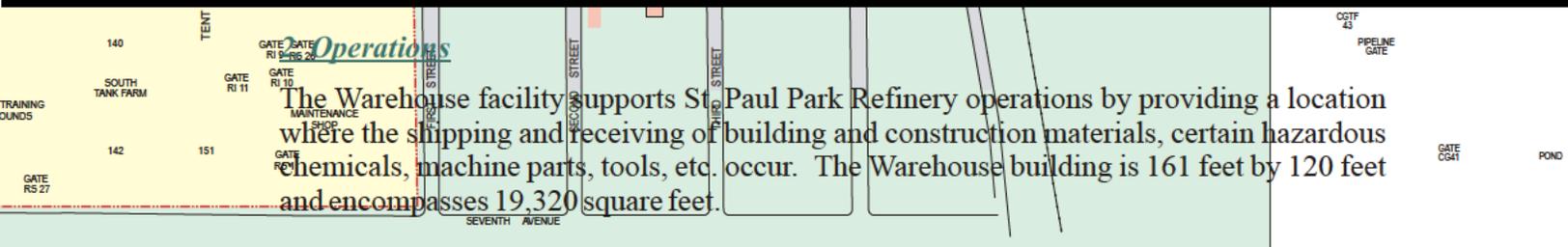
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Warehouse Plan

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**Operations**

The Warehouse facility supports St. Paul Park Refinery operations by providing a location where the shipping and receiving of building and construction materials, certain hazardous chemicals, machine parts, tools, etc. occur. The Warehouse building is 161 feet by 120 feet and encompasses 19,320 square feet.

The Warehouse has two loading bays for semi transfer operations located on the northeast corner of the building. The facility has overhead service doors located on the NE, NW and SW sides of the building. Three entry doors are located on the north side, two on the west and one on the east side of the building. There is an adjacent fenced outdoor staging area on the west side of the building for the storage of chemical totes and for laydown of piping and larger equipment items. The Warehouse is contained within the security fence of the refinery. Materials received on pallets are moved by the use of electric and propane powered forklifts and pallet jacks.

Warehouse Plan

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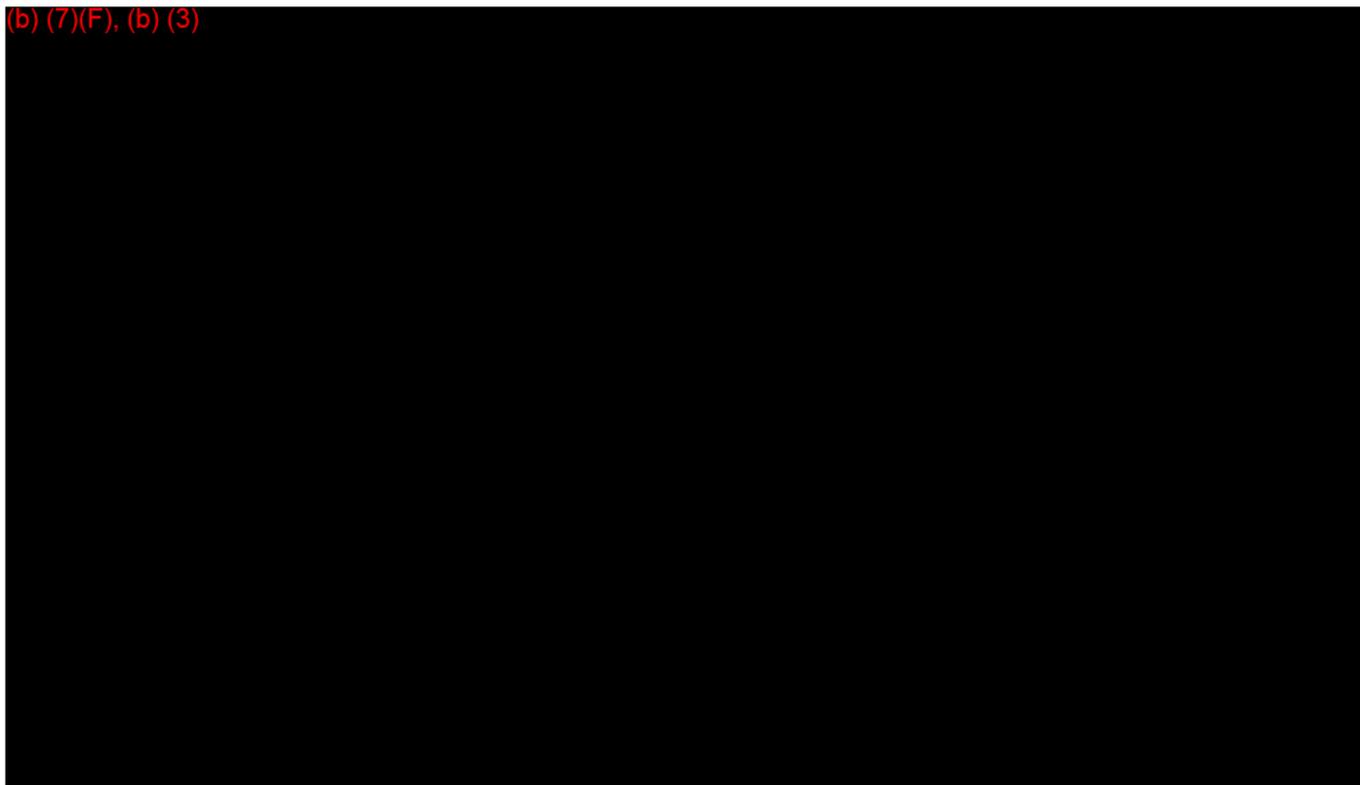
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3 .Inside Layout

Supplies and equipment are stored and staged inside and on the grounds immediately surrounding the Warehouse. The Warehouse is constructed in a pole barn fashion with an insulated sheet metal frame supported by a cement slab-on-grade floor. Aisle ways with shelving and pallet racking provide storage of small to medium sized items. A one-story mezzanine, covering approximately 1/3 of the Warehouse floor area, provides additional vertical storage of tools and equipment. Shelves standing 7 feet in height contain smaller stock items and are located on the mezzanine level and on the ground level immediately below the mezzanine. Five levels of pallet racking parallel the mezzanine area and provide storage for larger items. Items pending pickup and distribution are frequently spotted on the Warehouse floor. An enclosed office area is located inside of the building on the north side and supports Warehouse and Marketing administrative activities.

Warehouse Layout

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



4. Hazardous Material Storage

Hazardous materials received by the Warehouse are staged and stored in four locations.

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

in the storage shelves.

- Small containers of paint, lubricants, aerosol cans, and other flammable materials are stored in metal flammable storage cabinets located in the center of the main Warehouse floor.
- Intermediate Bulk ("tote") containers (approximately 250 gallons and larger) are stored outside on a concrete containment pad located at the northwest corner of the Warehouse. The containment pad is sloped toward a drain located in the center of the pad and the drain is connected to a containment sump to provide for the collection of a leak or spill, should one occur. A visible alarm system, located at the Warehouse floor receiving desk, signals the presence of a high liquid level and prompts maintenance or draining of the sump.
- 55-gallon drums are stored inside a chemical storage room located on the northwest corner of the Warehouse. This 25' x 32' room has pallet racking support that allows for drum storage 3 levels high. The chemical storage room is accessed through roll-up and personnel doors located on the north side of the building. A floor drain located in the center of the room is plumbed to the sump serving the chemical tote containment area and allows for the collection of leakage from drums or spills.

NOTE: *There are no hazardous materials stored on pallet racks or on the mezzanine level of the Warehouse*

Warehouse Plan

St. Paul Park Refining

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Materials planned for storage in on the Tote Containment Pad or in the Chemical Storage Room are reviewed for chemical compatibility according to USEPA Guidance Document “*A Method for Determining the Compatibility of Chemical Mixtures*” (EPA-600/2-80-076, April 1980) during the initial chemical review and procurement process (see St. Paul Park Refining Company LLC’s Environmental Work Instruction EWI-WST-041, [*Chemical Approval, Use, and Storage*](#)). Incompatible materials are not to be stored in a manner whereby they could mix or react in the event of a release or fire.

Materials planned for storage in on the Tote Containment Pad or in the Chemical Storage Room are reviewed for chemical compatibility according to USEPA Guidance Document “*A Method for Determining the Compatibility of Chemical Mixtures*” (EPA-600/2-80-076, April 1980).

Material Safety Data Sheets (MSDS) for these materials are maintained in the refinery's computer system and can be accessed by logging on at any refinery computer terminal supporting this function or by dialing the refinery control center directly and requesting look-up assistance.

5. Hazardous Materials Storage for Maintenance Activities

Hazardous materials can be encountered and used in the course of daily Warehouse maintenance activities. Paint, solvents, oils and cleaning supplies may have hazardous properties. Flammable materials (paint, solvents, etc.) are required to have adequate protective storage and are located in the flammable cabinet section.

The use of forklifts powered by electric lead acid batteries present a potential corrosive hazard if the battery should leak or be damaged. Propane powered forklifts pose a fire or an explosion threat if cylinders are not maintained or leak. MSDS information for these materials are maintained in the refinery's computer system and can be accessed by logging on at any refinery computer terminal supporting this function or by dialing the refinery control center directly and requesting look-up assistance.

1E Documentation Distribution

The following a list of suggested individuals, departments, and organizations that should receive a copy of the Warehouse Plan.

- Refining President
- Refinery Environmental, Safety, and Security Manager
- Global Procurement - Downstream Manager
- Emergency Response Team Chief
- Shift Supervisors
- Material Controller / Change All
- Warehouse personnel
- St. Paul Park Fire Department
- St. Paul Park Police Department

1F Response Preparedness and Prevention*1. Communications*

The telephone system can be used for internal and external communications. Outside communication by telephone requires dialing 9 first. To access outside police, fire or emergency medical assistance, dial 911 or 9-911. Stickers providing emergency contact numbers are affixed to each telephone in the Warehouse.

Two-way refinery radio base stations are located at the east and west material issue stations and in the Material Controller's office. Warehouse delivery personnel also carry portable refinery two-way radios. These radios can be used to request help during emergency situations.

All communications with the media concerning emergency situations will be handled by the Human Resources Department in accordance with the refinery's Media Relations Plan.

2. Incident Commanders

Incident Commanders (IC's) are designated individuals who will take charge and manage the emergency response. A designated IC may change depending upon the size of the incident or as other more qualified IC personnel arrive. The following individuals will act as Incident Commanders (or Emergency Coordinators):

- Material Controller
- Refinery ERT Chief and/or St. Paul Park fire chief
- Refining President, Operations Manager, Environmental, Safety, and Security Manager, or Tech Services Manager.

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3. Personnel Training

a. Hazard Communication or Employee Right-to-Know Training

All St. Paul Park Refinery Warehouse employees have the potential to be exposed to hazardous materials stored in or on the grounds of the Warehouse facility. Exposure can result from the everyday use of chemicals to the sudden loss during a spill or an emergency event. As such, employee right-to-know training is required to ensure familiarity with those materials. Initial training will occur upon hiring a new employee and refresher training will be provided no less than annually for existing employees. The elements of the hazard communication standard include: hazard determination, MSDS information, labels and labeling, a written hazard communication program; informing and training employees and trade secret provisions. This contingency Plan partially fulfills the requirements under the Hazard Communication standard.

b. Response to Emergencies

Warehouse employees receive training for reporting and responding to medical, fire, or hazardous material releases and procedures for evacuation. Employees newly assigned to the Warehouse will receive training on this Plan as a part of their orientation and initial training. All personnel will participate in an annual review and discussion of this response as part of the recurring safety training program. Records documenting completion of this training are maintained by the Training Department.

Warehouse employees responding to hazardous material releases have been trained to take **ONLY DEFENSIVE ACTIONS**. Defensive actions include: stopping the source, containing a release and making the appropriate notifications. All activities during an emergency should only be completed if they can be done safely and without direct contact with the spilled or released material.

c. Spill Response Support

The primary spill response team for Warehouse spill incidents is the refinery Emergency Response Team (ERT). Members of the ERT are trained at the HAZWOPER Technician Level and are authorized to handle hazardous material releases defensively (control and contain) and offensively (recover and cleanup). In the event that outside assistance is needed with recovery and cleanup activities, contracted services may be requested.

d. Fire Fighting

Certain Office and Administrative Personnel are required to have fire extinguisher training once every three years, or at least once in their tenure. In addition to proper use of fire extinguishers for fighting incipient fires, employee training includes identification of the type of material(s) involved in the fire and the rating the available fire extinguishers (A, B, C, D). Additionally, employees are trained to identify the size and circumstances of a fire that can be safely addressed at the incipient stage using portable fire extinguishers.

Warehouse Plan

[Table of Contents](#)[Section Index](#)[Click to Edit](#)**4. Emergency Drills**

The Material Controller, Chief, Emergency Response Team, or other refinery designee will coordinate drills and practices, at determined intervals, designed to sufficiently test the effectiveness of this Plan.

5. Inspection of Hazardous Material Storage Areas

The Material Controller will direct a trained employee to conduct a daily inspection of the hazardous material storage areas to ascertain that:

- Containers are intact, sealed, undamaged, and not leaking
- Containers are properly labeled and marked
- Adequate aisle space exists between stored containers and containers are safely segregated based upon hazard properties.
- If a spill or release has occurred, proper response actions are implemented immediately.

Inspections are documented in an inspection log found shown below. If any of the checklist items are noted during an inspection, the employee completing the inspection should note their findings in the log and notify the Material Controller immediately.

Daily Warehouse Storage Area Inspection Form						
Area	M	Tu	W	Th	F	
	✓	✓	✓	✓	✓	✓
Loading Dock						
Flammable						
Storage Cabinets						
Janitorial						
Chemical Area						
Tote Pad						
Drum Storage Room						

Instructions for completing form:

- Check each of the storage areas indicated on the form for the inspection criteria listed below
- Put a ✓ in the box for the area inspected and the day on which the inspection was performed
- The person performing the inspection will sign the box for the day and the area(s) that were inspected

Inspection Criteria:

- Containers are intact, sealed, undamaged, and not leaking
- Spill response kits are present and fully stocked (loading dock and drum storage room only)
- Containers are properly labeled and marked
- Adequate aisle spacing is available
- Containers are properly segregated according to compatibility
- No evidence of spill or release

NOTE: If evidence of spill or release is noted, implement the Warehouse Emergency Response Plan immediately

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6. *Emergency Equipment*

a. Spill Response Equipment

Prepared spill kits are located adjacent to the truck dock and inside the chemical containment room. These locations are shown on Page 12I-12. The prepared spill kits consist of a 55 gallon poly drum stocked with absorbent pads and booms. Spill kits are inventoried and replenished following each use. Additional spill response equipment, i.e., absorbent pads, granular absorbent, drums, squeegees, etc., are available on-site for offensive remediation of spills.

b. Personnel Protective Equipment

Personnel protective equipment (PPE) is found as stock on shelving and consists of gloves, boot covers, suits and eye protection. Care must be taken to ensure that the proper PPE is donned when responding to a hazardous material spill.

c. Fire Extinguishers

A total of 12 fire extinguishers are located in and around the Warehouse as shown on Page 12I-12.

d. Sprinkler Systems.

The Warehouse is also equipped with a sprinkler system that is connected to the refinery's fire water supply system. The sprinkler system would be activated by heat associated with larger fires. Sprinkler heads are located just below the roof of the main portion of the Warehouse; beneath the floor of the mezzanine; in the chemical storage room; and in the office and administrative areas. The sprinkler system and the firewater supply pumps are tested annually by an outside sprinkler testing firm.

e. Emergency Medical Supplies

Deluge showers and emergency eyewash station locations are noted in Page 12I-12. One shower/eyewash station is located in the Warehouse area beneath the western set of stairs leading to the mezzanine level and one is located in the chemical drum storage room next to the overhead garage door. A portable eye wash station is located beneath the mezzanine at the south end of the north-south center aisleway. An audible alarm in the material receiving area and at the main guard gate sounds when a shower or eyewash station is activated.

A first aid kit containing various emergency medical supplies is located in the administrative area as shown in Page 12I-12.

Location of Emergency Equipment

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

1G Emergency Response Plan Management

The Environmental, Safety, and Security Manager, or his designated appointee, is responsible for maintaining this Emergency Response Plan with up-to-date and accurate information, implementing Plan improvement modifications, and maintaining Plan distribution list. This Plan requires a 5-year review and must be updated when significant contact information, operational, or structural modifications are made to the Warehouse facility.

The Material Controller, or his designated appointee, shall attend critique sessions following emergency response situations that require implementation of this Plan and shall implement recommended modifications that will improve the overall efficiency of the Plan.

Emergency response management personnel (Incident Commanders and team members) shall inform appropriate refinery management of any changes in personnel, equipment, procedures, communications, or other item that may require Plan modification.

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Emergency Procedures

2A



FIRE EMERGENCY

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EVACUATION PLAN

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2C



MEDICAL EMERGENCY

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2D



SEVERE WEATHER

Page 12I 23

2E



HAZARDOUS MATERIAL RELEASE

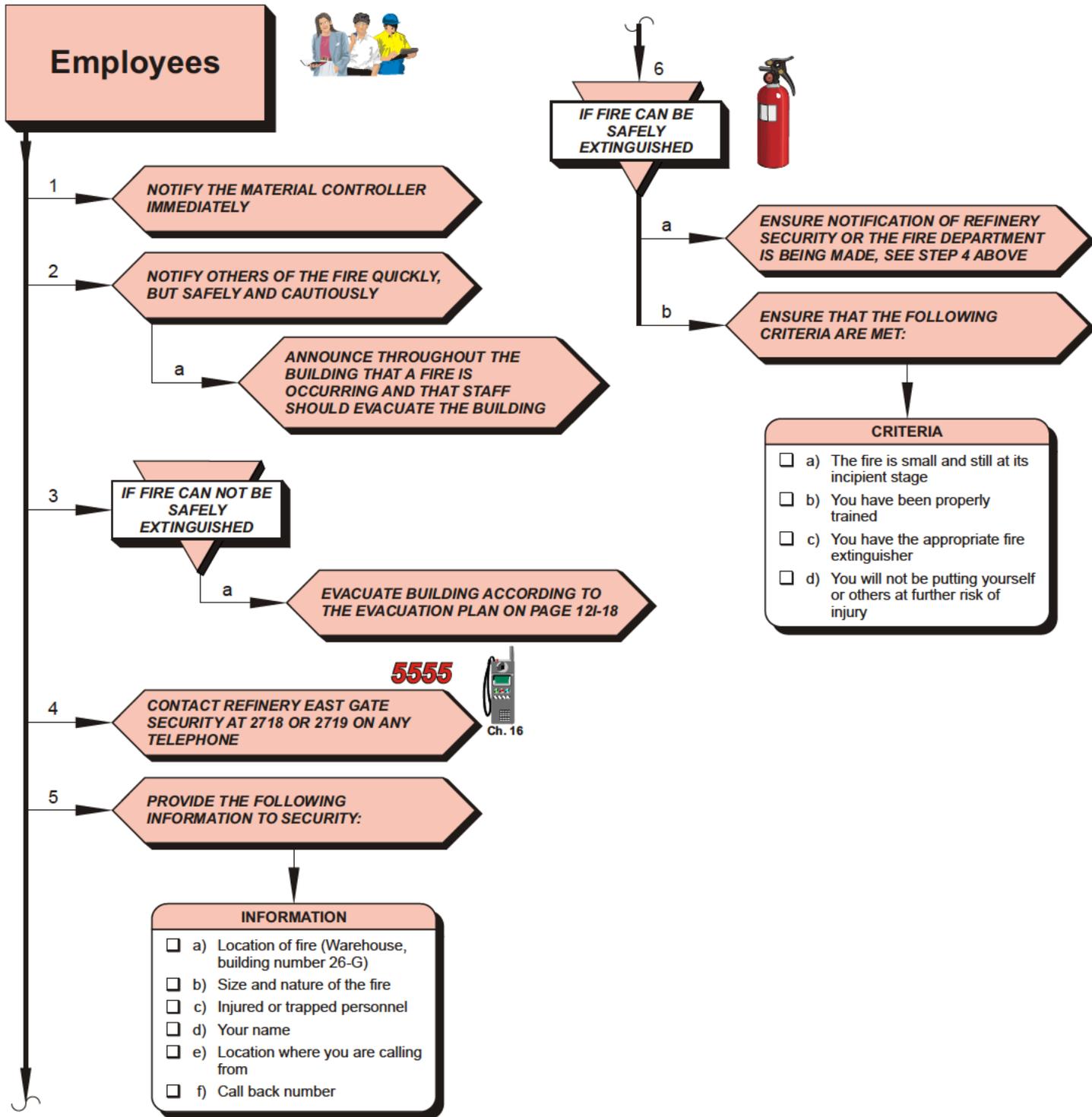
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2A

FIRE EMERGENCY



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Fire Emergency (continued)

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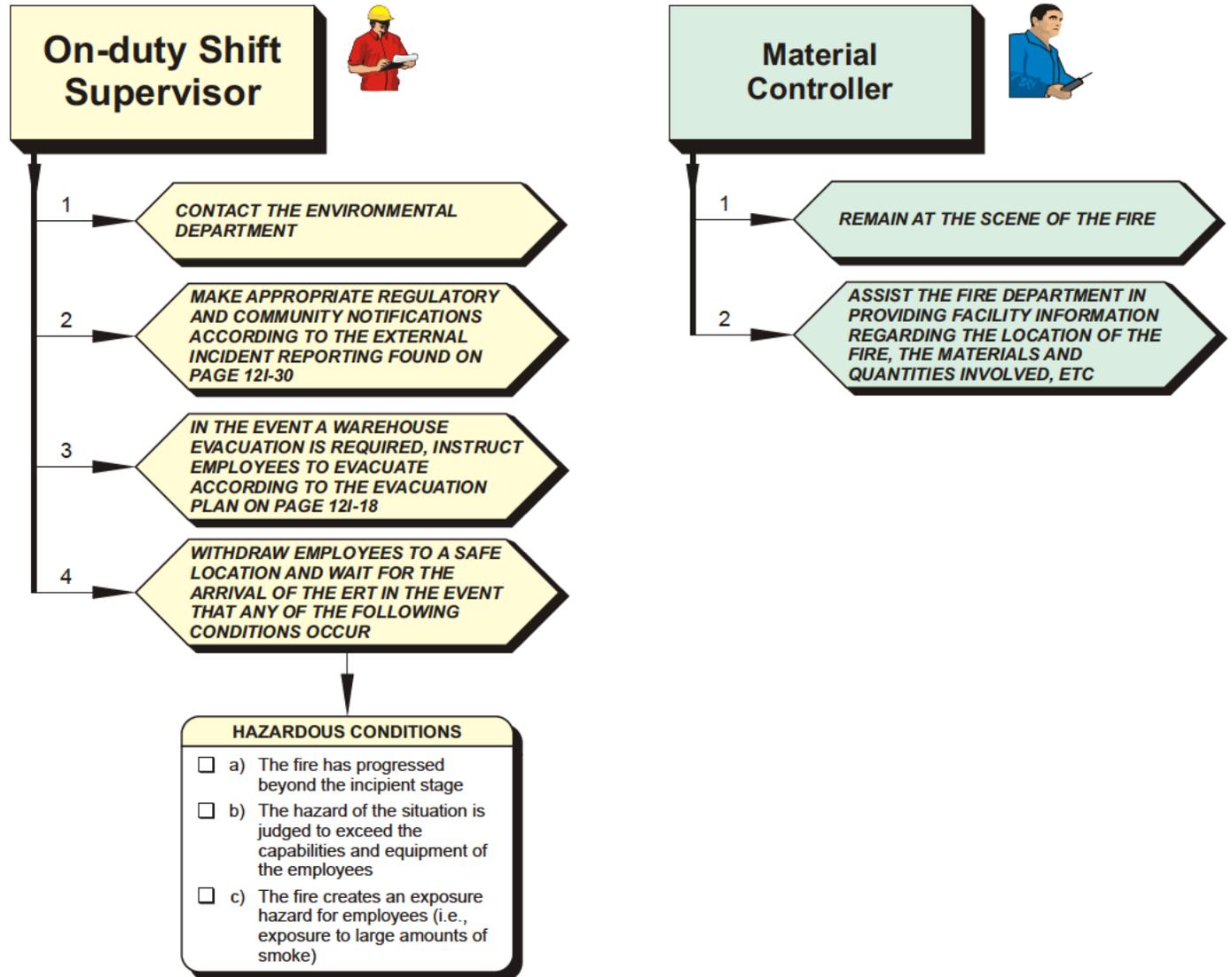


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2A

Fire Emergency (continued)



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2B

EVACUATION PLAN

- 1 *Evacuation Signal*
- 2 *Evacuation Routes*
- 3 *Assembly Areas*
- 4 *Accounting Procedures*
- 5 *Sheltering In Place*
- 6 *Re-entry Into the Facility*



1

Evacuation Signal

The Refinery Horn System will be used to signal all personnel to evacuate the Warehouse and Refinery grounds. Warehouse personnel are to be trained to recognize the horn communication system and to take the appropriate action.



There is currently no fire or evacuation alarm in the Warehouse. Evacuation notification will be primarily made in a calm, verbal manner. Along with this notice, the evacuees will be informed where to assemble outside the Warehouse.

Evacuation may also be initiated by the use of the two-way radio system. The Emergency Operating Channel is 16 for this radio system.



Ch. 16

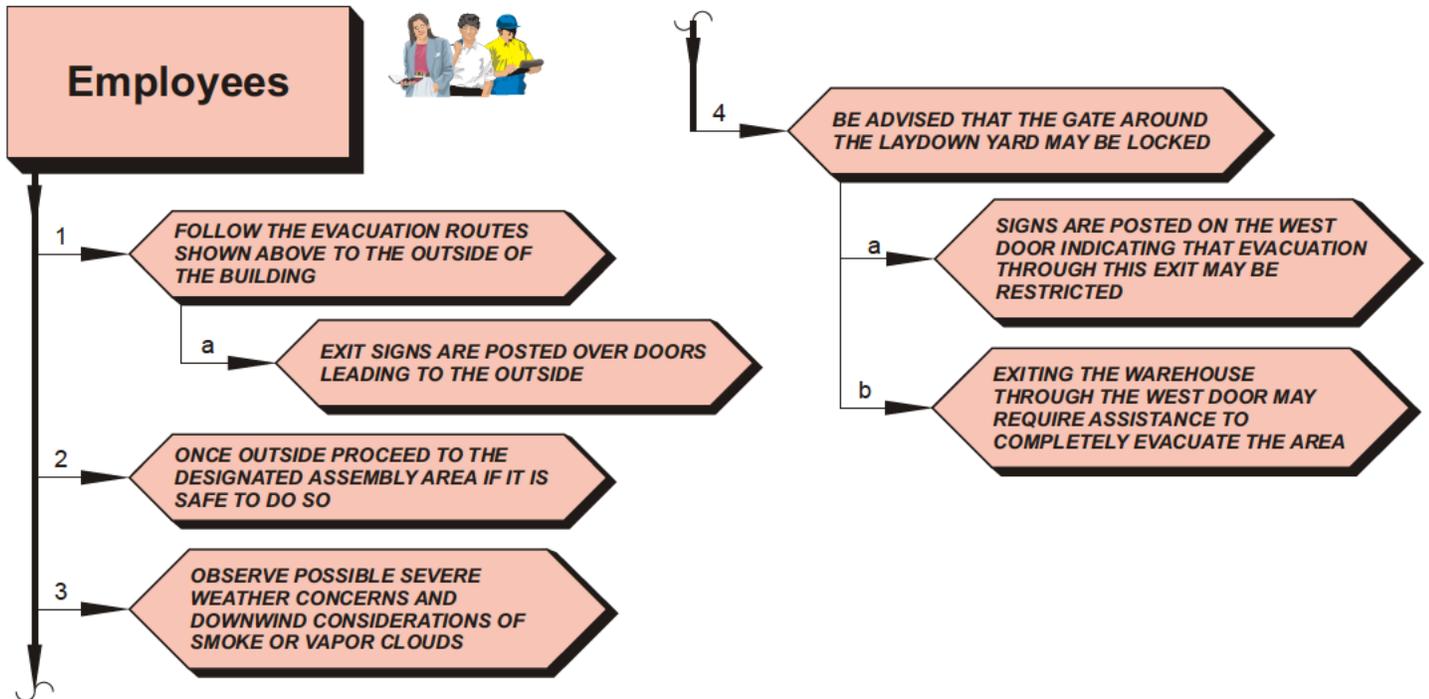
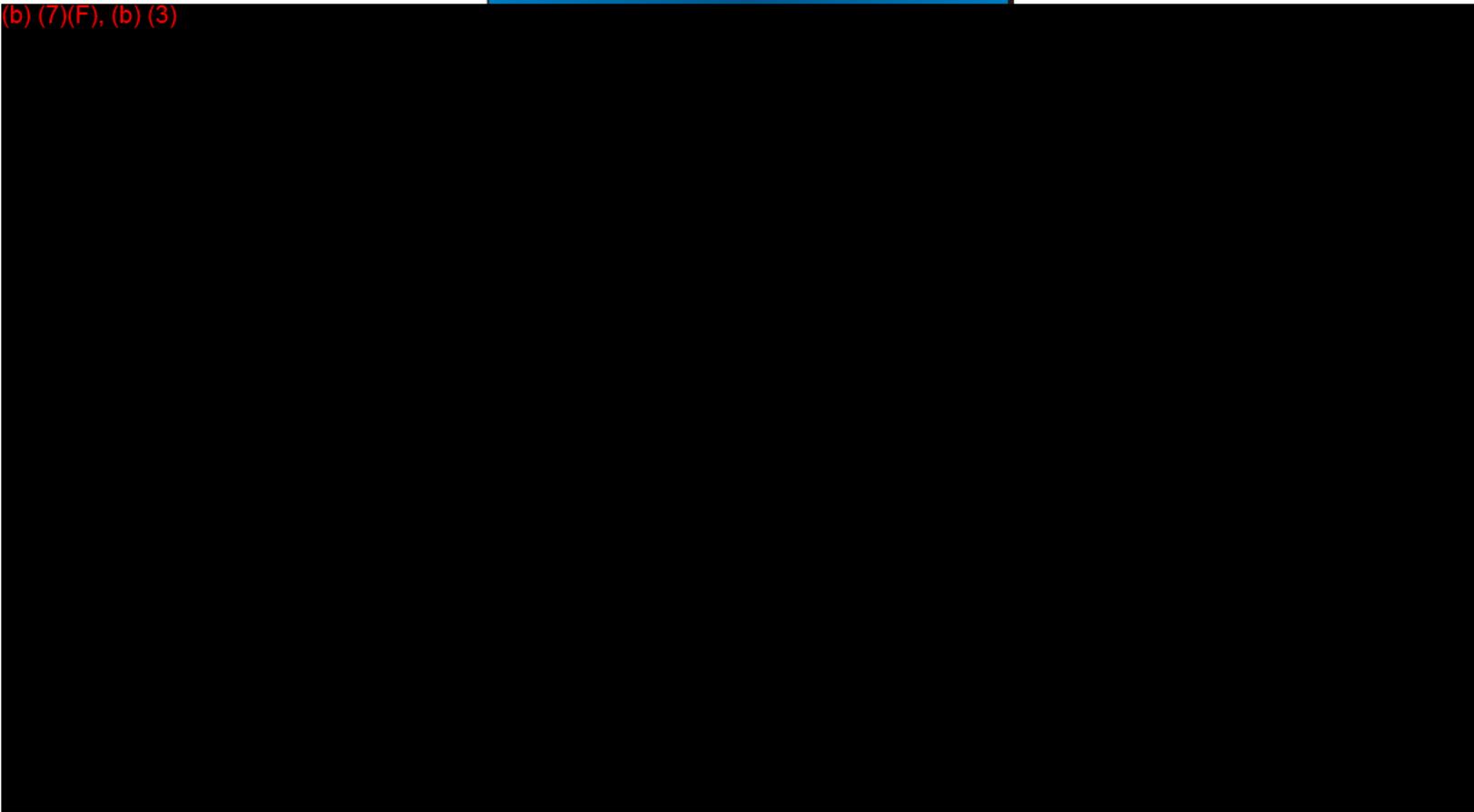


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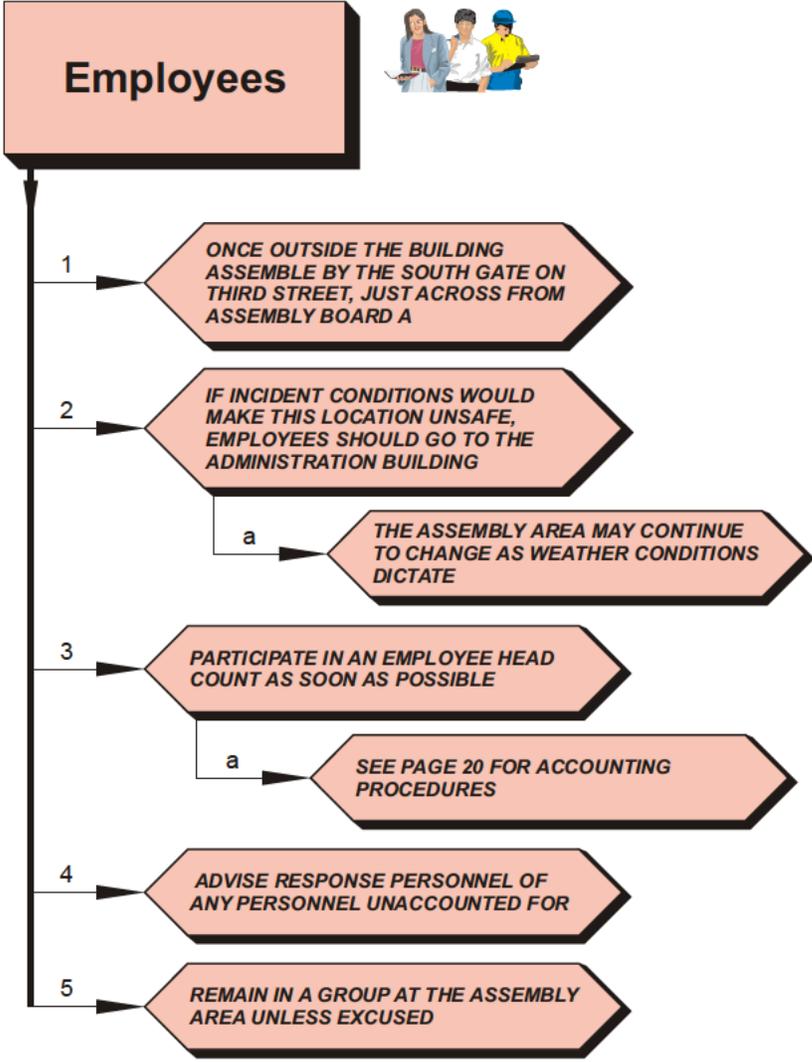


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2B Evacuation Plan (continued)

3 *Assembly Areas*

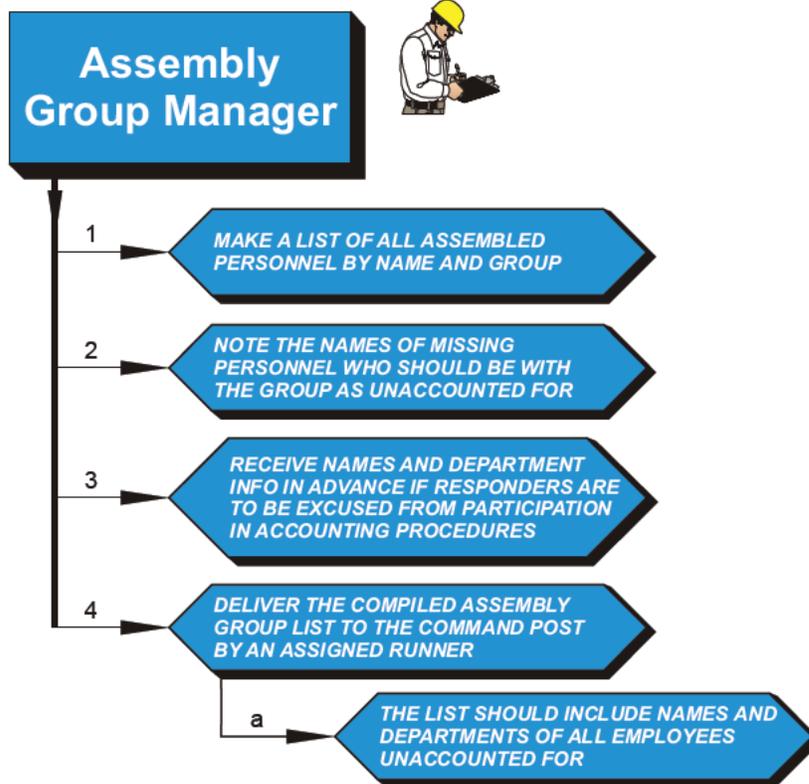




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Evacuation Plan (continued)

4

Accounting Procedures

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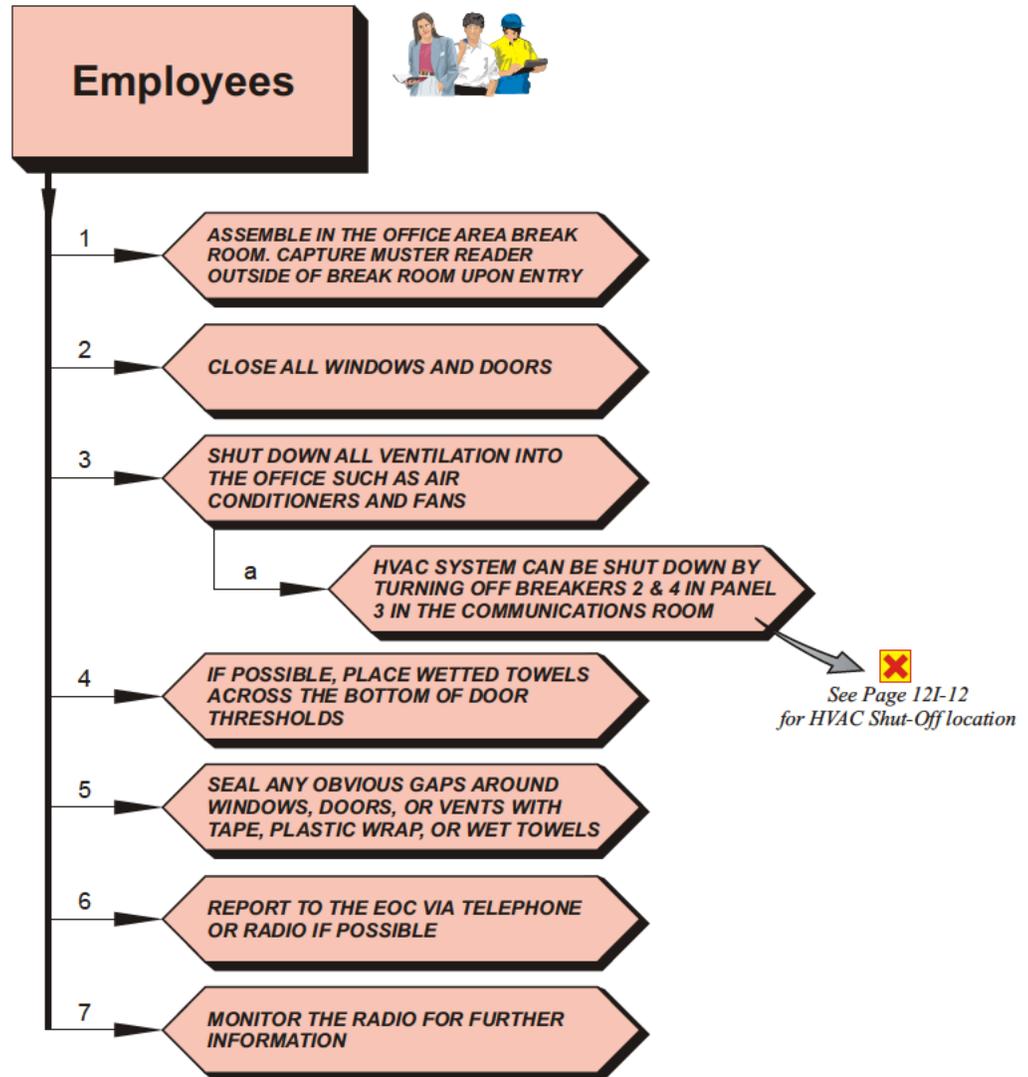
2B

Evacuation Plan (continued)

5

Sheltering In Place

Sheltering in place may be required due to significant toxic vapor release hazard that would otherwise place the employee at risk of exposure.



6

Re-entry Into the Facility

Personnel may re-enter the facility only when the “all-clear” is given by the Incident Commander.

If the facility is not in a condition to be re-occupied, then the Facility Manager will provide guidance and direction to employees regarding post-incident actions.

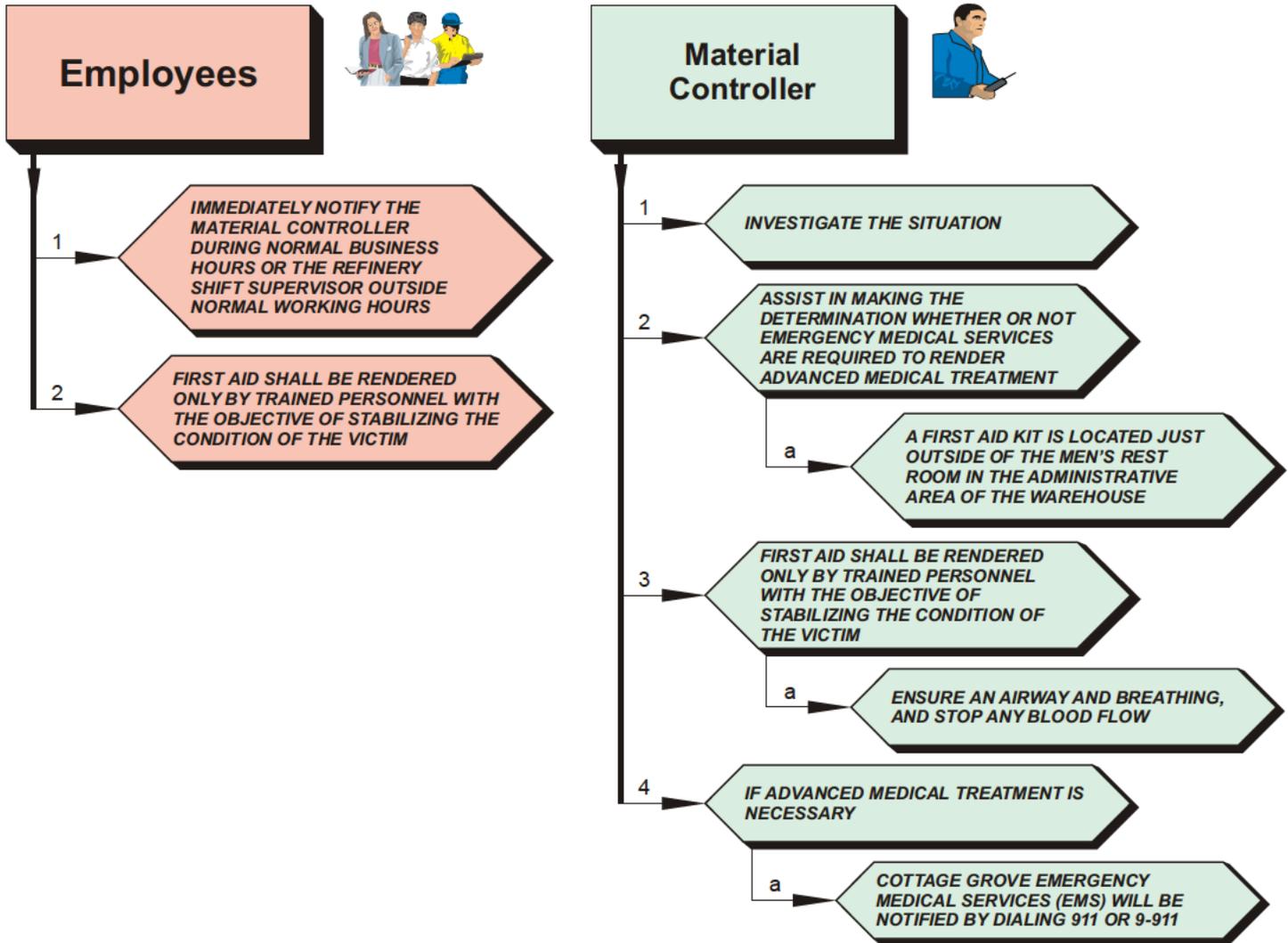
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2C

MEDICAL EMERGENCY



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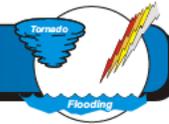
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SEVERE WEATHER



The Warehouse has a weather radio that can be monitored in the event of pending severe weather.

The following steps shall be taken in the event of a severe weather emergency involving thunderstorms or tornadoes. Failure of glass doors or windows with consequent flying glass poses a serious potential for injury to employees.

"WATCH" A severe thunderstorm or tornado watch is issued by the National Weather Service when conditions are right for these to occur.

"WARNING" A warning is issued when a severe thunderstorm or tornado has or is about to strike. Specific sheltering action may be requested.

Sources of Weather Information:

- 1) Severe weather for the entire refinery is monitored by the Security Department. Notification of severe weather "watches" and "warnings" will be made by the control room through the use of the two-way radio.
- 2) Civil Defense Siren: A steady three-minute blast. Any subsequent blasts will indicate additional approaching storms. Testing of these sirens is usually done on the first Wednesday of each month at 1:00 p.m.
- 3) AM radio, Station: WCCO 830 (NOTE: Due to the metal construction of the Warehouse, radio reception of this station may be affected by lightning and other stations may be used to

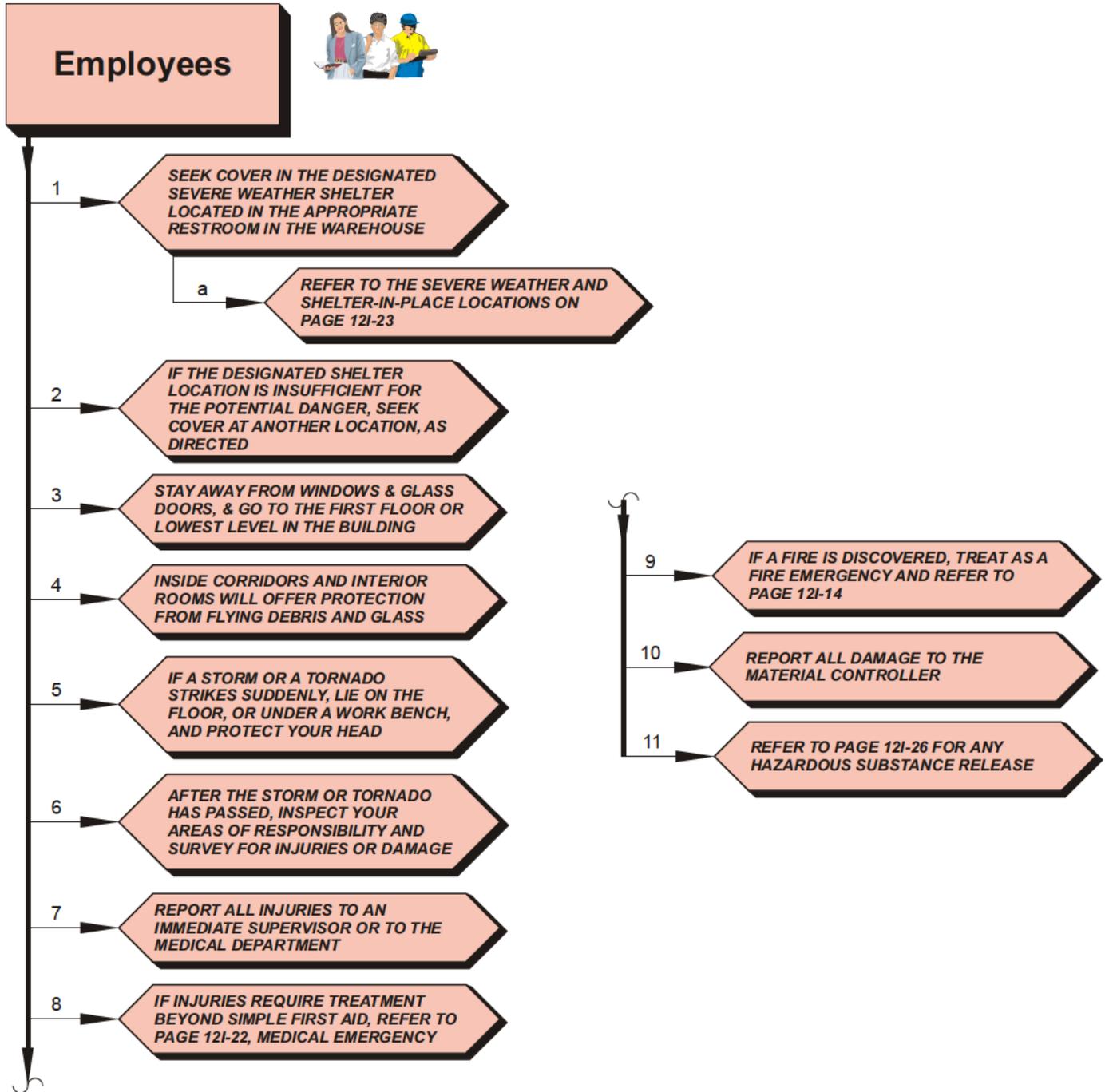
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2D **Severe Weather (continued)**



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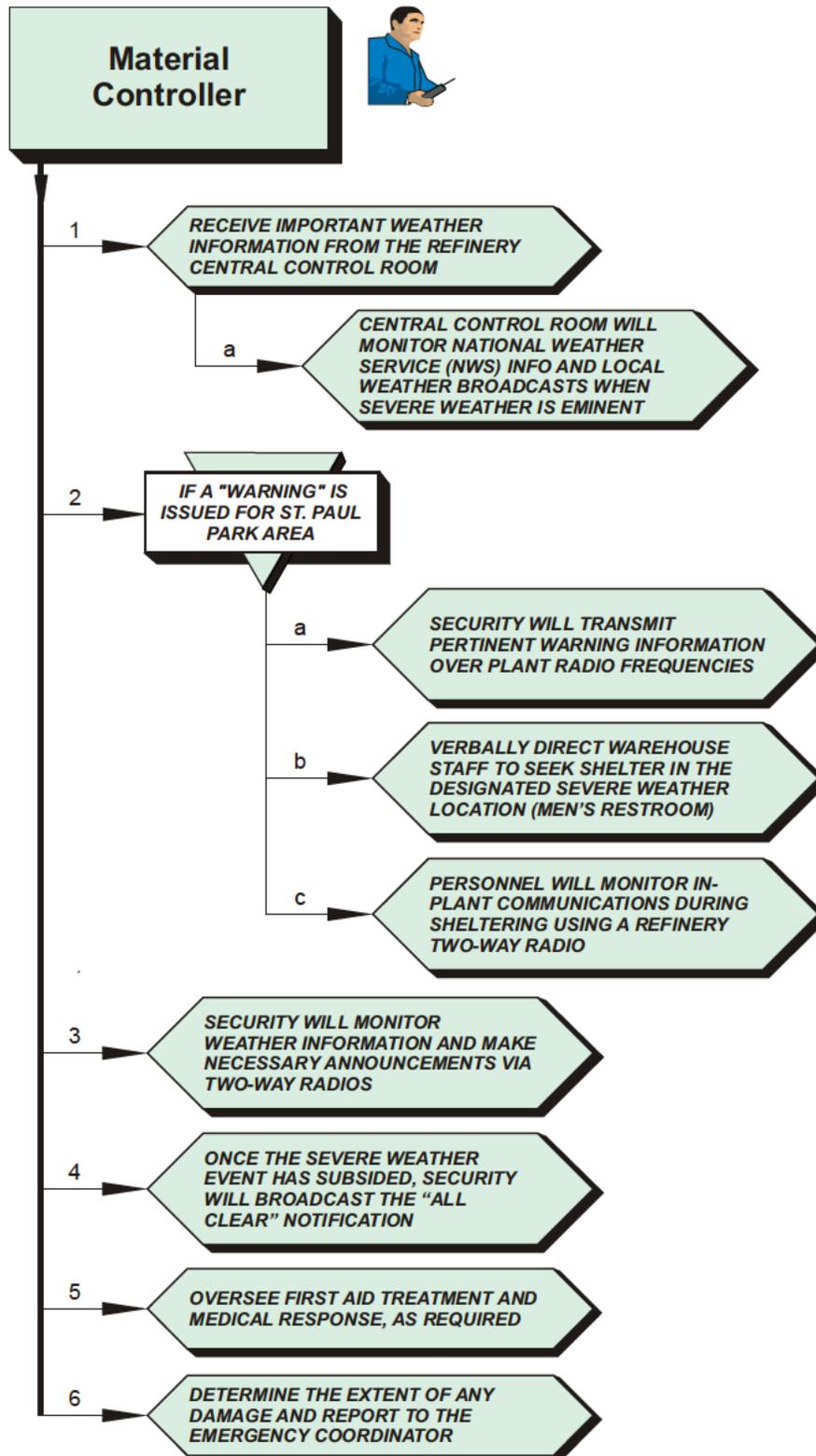
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2D

Severe Weather (continued)



2E

HAZARDOUS MATERIAL RELEASE



- 1 Warehouse / Tote Pad Incidents
- 2 Transport Vehicle Incidents
- 3 Dock Transfer Operations
- 4 Spill to the Sanitary Sewer
- 5 Outside Spills and Site Drainage

1

Warehouse / Tote Pad Incidents

Spill, leak, or release inside the Warehouse, the drum storage room, or the tote storage pad.

NOTE: The Tote Storage Pad is connected to a sump that is equipped with a high level alarm that automatically activates an audible alarm in the shipping / receiving area of the Warehouse and a warning light that is mounted atop the sump.

Person Who Discovers The Hazardous Material Release



Material Controller



- 1 IMMEDIATELY NOTIFY THE MATERIAL CONTROLLER
- 2 IN THE EVENT THAT THE MATERIAL CONTROLLER IS NOT AVAILABLE, NOTIFY THE SHIFT SUPERVISOR
- 3 TAKE DEFENSIVE ACTIONS ONLY SUCH AS COVERING DRAINS, PLACING DIVERSION OR ABSORBENT MATERIAL, OR OTHER SIMILAR ACTIONS
- 4 AVOID ANY CONTACT WITH, OR EXPOSURE TO VAPORS FROM, THE SPILLED MATERIAL

- 1 IN THE EVENT OF A HIGH LEVEL ALARM, INVESTIGATE THE SOURCE OF LIQUID ACCUMULATION AND THE TOTES STORED ON THE TOTE PAD
- 2 DETERMINE WHETHER THE ACCUMULATED LIQUID IS THE RESULT OF A LEAK OR SPILL
- 3 NOTIFY THE REFINERY'S EMERGENCY RESPONSE TEAM AND PROVIDE INFORMATION ON THE SPILL, LEAK, AND RELEASE SITUATION
- 4 AS DETERMINED NECESSARY, ASSISTANCE BY THE REFINERY FIRE DEPARTMENT CAN BE REQUESTED BY DIALING 2718 OR 2719 ON ANY PLANT PHONE
- 5 DETERMINE WHAT DEFENSIVE ACTIONS CAN BE EMPLOYED TO CONTAIN, CONFINE, OR CONTROL THE SPILL, LEAK, OR RELEASE
- 6 DO NOT ALLOW ANY CONTACT WITH, OR EXPOSURE TO VAPORS FROM, THE SPILLED MATERIAL

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2E Hazardous Material Release (continued)

2 *Transport Vehicle Incidents*

WARNING

In the event that a private transport vehicle or common carrier is transporting a leaking package or container that was damaged in transit, the vehicle should be isolated and Warehouse personnel should execute the Hazardous Material Release Plan.

The transport vehicle shall not be authorized to leave St. Paul Park Refinery property until proper corrective actions have been completed.

Employees



- 1 DO NOT ATTEMPT TO REMOVE THE PACKAGE OR CONTAINER FROM THE VEHICLE
- 2 FOLLOW REPORTING AND RESPONSE PROCEDURES ON PAGE 12I-26

Material Controller



- 1 ENSURE THAT THE SPILL, LEAK, OR RELEASE AREA IS ISOLATED AND EMPLOYEES ARE KEPT AWAY
- 2 IF DEFENSIVE ACTIONS CAN BE COMPLETED SAFELY, DIRECT TRAINED EMPLOYEES TO DO SO
 - DEFENSIVE ACTIONS**
 - a) Stopping the source
 - b) Containing the spilled material
 - c) Diking ahead of the spill with an inert and compatible material
 - d) Emergency Notification Procedures
 - e) Alerting and keeping others away from the area
- 3 ENSURE THE SAFETY AND IF NECESSARY, MEDICAL ATTENTION OF ANY EMPLOYEES ENGAGED IN RESPONSE ACTIONS

- 4 ASSUME INCIDENT COMMANDER ROLE AND GAIN CONTROL OF THE SITUATION UNTIL RELIEVED BY OTHER QUALIFIED STAFF
- 5 IF REFINERY OR OUTSIDE HAZMAT TEAMS ARE REQUESTED, RELINQUISH CONTROL OF THE SITE TO THE INDIVIDUAL IN CHARGE OF THE RESPONDING HAZMAT TEAM
- 6 DIRECT ALL NON-RESPONSE PERSONNEL UPWIND, UPHILL, AND AWAY FROM THE HAZARD AREA
- 7 CHECK THE HAZARD AREA FOR INJURED OR EXPOSED EMPLOYEES
- 8 SECURE EMERGENCY MEDICAL ASSISTANCE FOR ANY INJURED OR EXPOSED EMPLOYEES
- 9 ISOLATE THE HAZARD AREA TO KEEP UNPROTECTED, UNAUTHORIZED PERSONNEL UPWIND AND UPHILL OF THE HAZARD AREA
- 10 USE BARRICADE TAPE OR PHYSICAL PRESENCE TO DETER ENTRY
- 11 REPORT ALL INJURIES TO THE GLOBAL PROCUREMENT - DOWNSTREAM MANAGER AND TO THE REFINERY MEDICAL AND SAFETY DEPARTMENTS
- 12 IF INJURIES REQUIRE TREATMENT BEYOND SIMPLE FIRST AID, REFER TO MEDICAL EMERGENCY, PAGE 12I-22
- 13 IF A FIRE IS DISCOVERED, REFER TO THE FIRE EMERGENCY ON PAGE 12I-14



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Hazardous Material Release (continued)

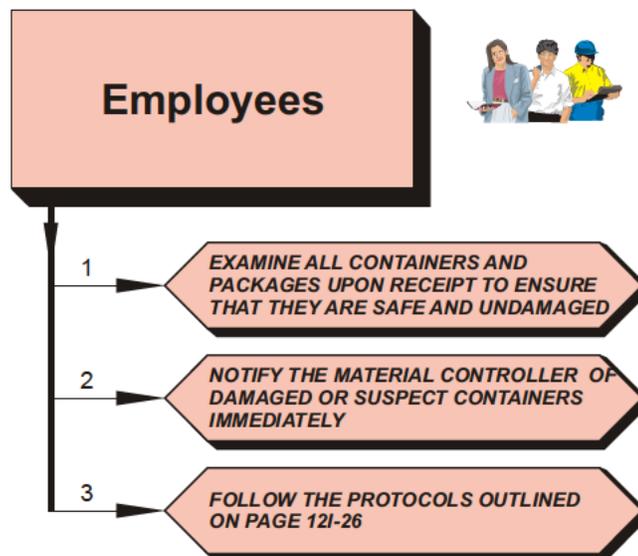
3

Dock Transfer Operations

Hazardous materials, equipment, supplies and other goods are received and shipped from the Warehouse loading dock bays. Transfer activities take place by moving cargo by hand, pallet jacks or fork lifts. Containers can include: drums, totes, pails, boxes, cylinders, etc.

Containers may be damaged upon receipt (damage in transit) or during handling / transfer from the truck to the Warehouse. A damaged container is one that is compromised and may not be legal for transport, or is leaking or may develop a leak due to damage or deterioration.

Leaking containers can cause potential exposure to Warehouse staff and can result in a reportable environmental incident.



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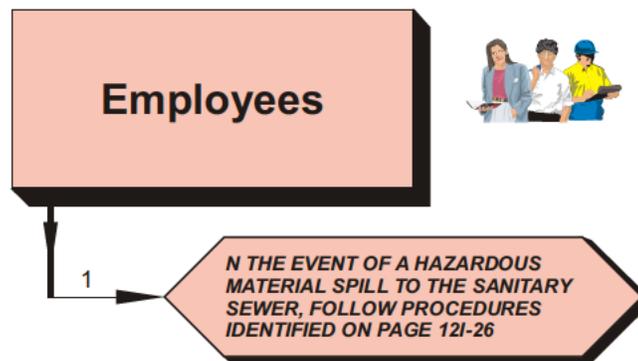
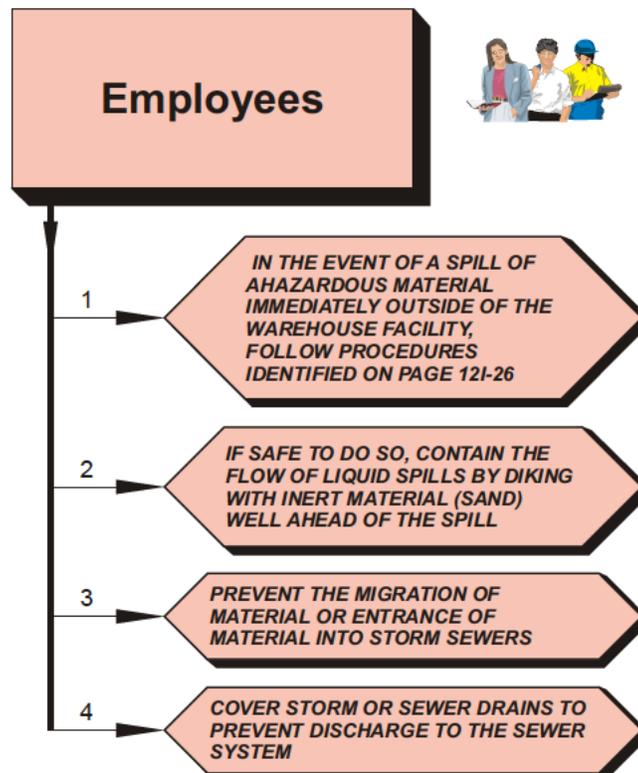
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4
Spill to the Sanitary Sewer

The only entrance points for a spill of a hazardous material to enter the sanitary sewer are in the men's or women's bathrooms and safety shower drain. No floor drains or wash sinks currently exist in the Warehouse floor operations area.


5
Outside Spills and Site Drainage


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External Incident Reporting

St. Paul Park Refining Company's Environmental Department will make all regulatory notifications according to the "Environmental Release, Incident and Notification Guidelines".

Incident evaluation criteria and reporting requirements, including telephone numbers, are contained in the manual.

See Tab 15 for additional external reporting requirements.

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

1

General Information

1A

Introduction and Purpose

The Main administrative Building Emergency Response Contingency Plan is designed to facilitate timely, safe, and efficient response actions by all personnel and to minimize hazards to human health and safety, and property in situations involving fire, toxic hazard release, severe weather and medical emergencies involving the building and its employees.

This Administration building Plan is specific to the St. Paul Park Refining Company Administrative building operations at 301 St. Paul Park Road, St. Paul Park, Mn., and is consistent with other St. Paul Park Refinery response plan documents.

Employees working in the administrative building will receive initial training on the plan, either at the time of issuance or assignment to the building. Familiarity with the Plan will help ensure proper implementation during an emergency. Additionally, this Plan should be used in conjunction with functional drills designed to exercise the response actions described within the Plan.

This Plan has been developed based upon the understanding that Administrative employees have been provided training to take **ONLY MINIMAL OFFENSIVE ACTIONS** in the event of a building Fire.

“Defensive actions” include:

- Fighting fires in their incipient stage
- Making the appropriate notifications
- Closing office doors when exiting
- Establishing shelter-in-place protocols

This Plan identifies various incident scenarios and provides guidance to employees regarding those incidents to which they can safely respond with the level of training they have received. Any activities performed during an emergency should be completed only if they can be done safely.

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1B How to Use This Document

All employees specifically assigned to the Main Administrative Building are expected to familiarize themselves with the Admin Building Plan before an emergency.

All emergency response personnel will become familiar with the information and procedures in the Plan during emergency response training.

This document should be used and/ or referred to during actual emergency situations.

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



1C Emergency Response Plan Management

The Environmental, Safety, and Security Manager, or his designated appointee, is responsible for maintaining this Emergency Response Plan with up-to-date and accurate information, implementing Plan improvement modifications, and maintaining Plan distribution list. This Plan requires a 5-year review and must be updated when significant contact information, operational, or structural modifications are made to the Main Admin Building.

The Emergency Response Coordinator, or his designated appointee, shall attend critique sessions following emergency response situations that require implementation of this Plan and shall implement recommended modifications that will improve the overall efficiency of the Plan.

Emergency response management personnel (Incident Commanders and team members) shall inform appropriate refinery management of any changes in personnel, equipment, procedures, communications, or other item that may require Plan modification.

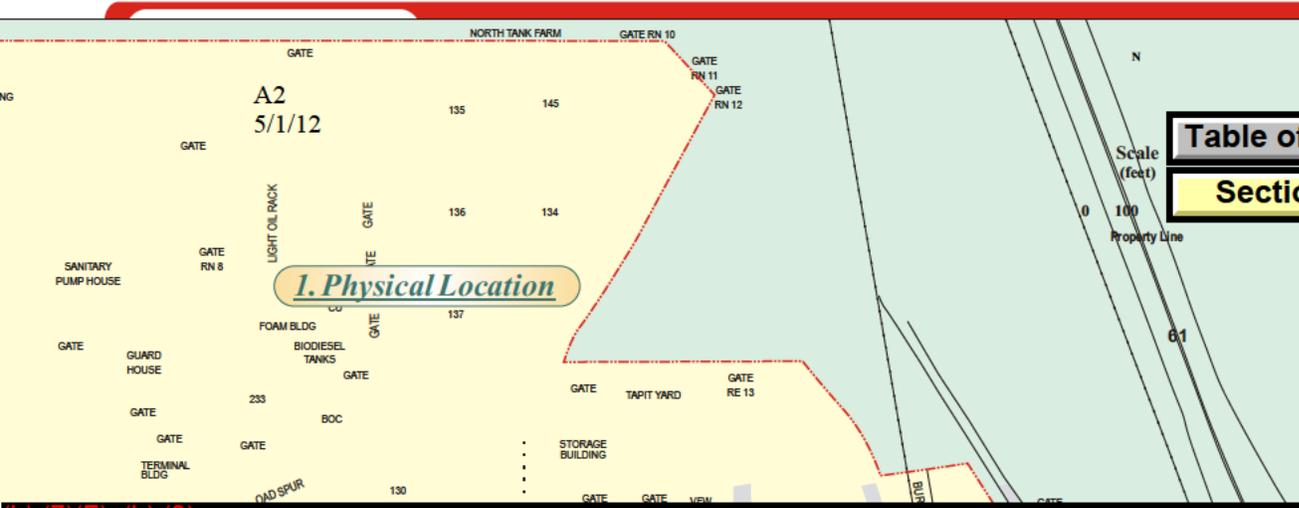


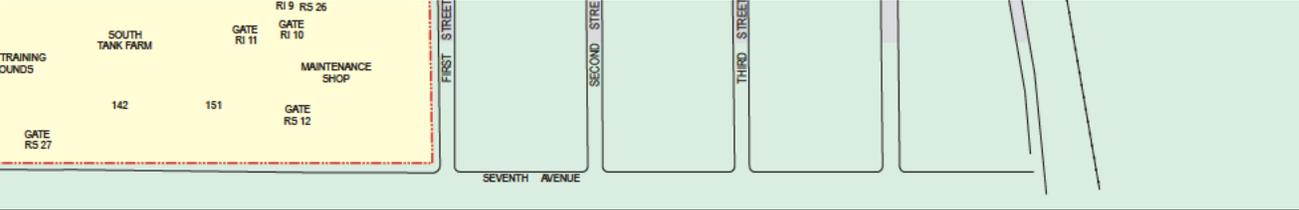
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1. Physical Location

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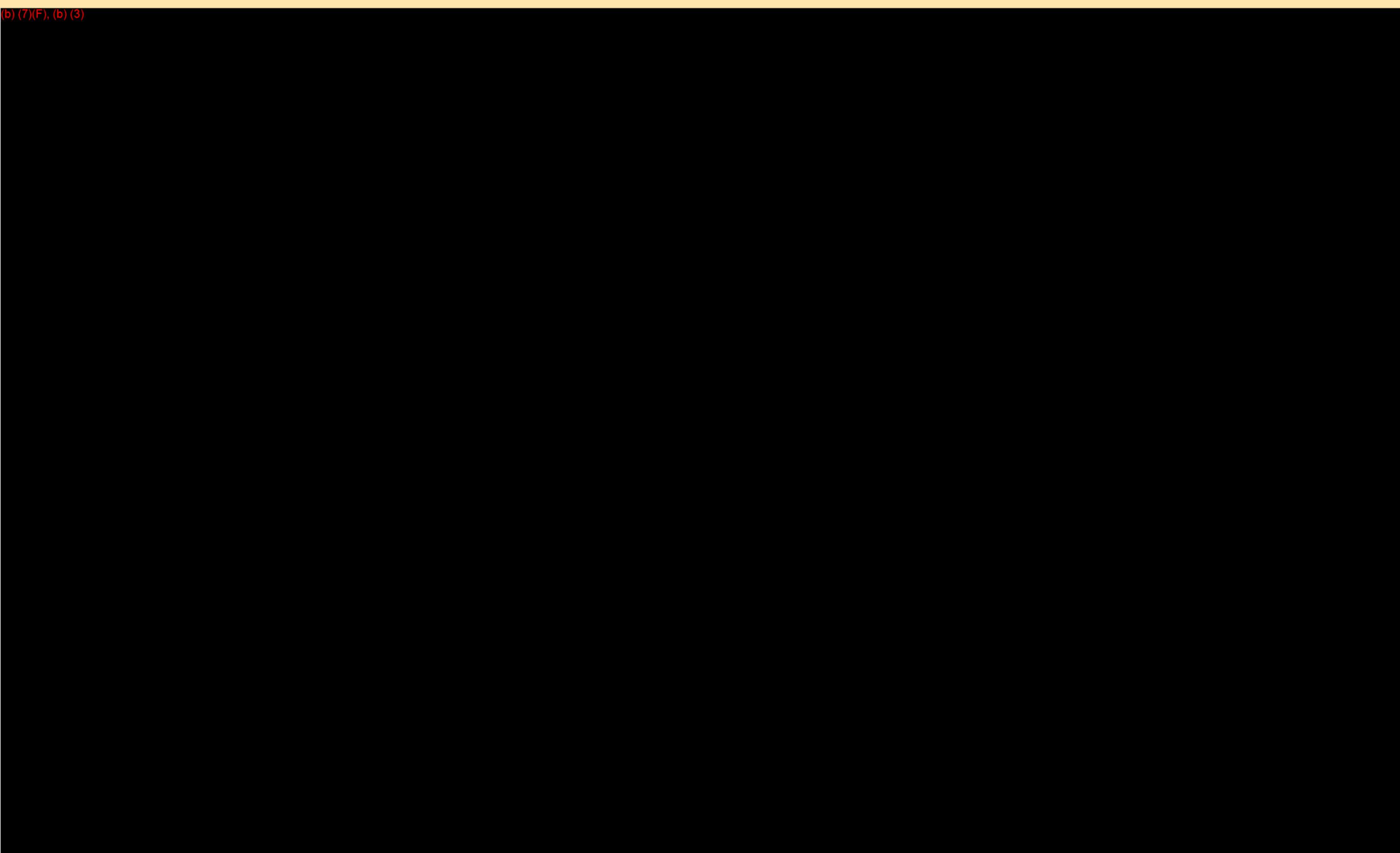


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PIPELINE
GATE
GATE
CG41
POND

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1E Response Preparedness and Prevention

1. Communications

The telephone system can be used for internal and external communications

Outside communication by telephone requires dialing 9 first. To access outside police, fire or emergency medical needs, dial 9-911. Stickers with emergency contact numbers are affixed to each telephone in the administrative building.

Two-way portable radios can be utilized to make emergency contact. Channel 16 is the designated emergency communication channel and all calls are routed to security for dispatching of emergency needs.

All communication with the media concerning emergency situations will be handled by the human resources department in accordance with the refineries' media relations plan.

2. Personnel Training

a. Response to Emergencies

Administrative personnel receive training for procedures in reporting and responding to fire, severe weather, shelter-in-place and evacuation.

Employees newly assigned to the administrative building will receive training on this plan as a part of their orientation and initial training.

b. Fire Fighting

All administrative personnel are required to have initial hands-on fire extinguisher training. In addition to proper use of fire extinguishers for fighting incipient fires, employee training includes identification of the type of material(s) involved in the fire and the rating of the available fire extinguishers (A, B, C, D).

Additionally, employees are trained to identify the size and circumstances of a fire that can be safely addressed at the incipient stage using portable fire extinguishers.

3. Emergency Drills

The Emergency Response Coordinator, or other refinery designee will coordinate drills and practices, at determined intervals, designed to sufficiently test the effectiveness of this Plan.

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1E Response Preparedness and Prevention (cont'd)

4. Emergency Equipment

a. Fire Extinguishers

A total of 5 fire extinguishers are located in and around the Main Admin Building 1st Floor. The Main Admin Building 2nd Floor has 4 fire extinguishers.

b. Sprinkler Systems.

The Main Admin Building is also equipped with a sprinkler system that is connected to the city water supply. The sprinkler system would be activated by heat associated with larger fires where ceiling temperatures increase above 135 degrees. Sprinkler heads are located throughout the Main Admin Building.

5. Location of Emergency Equipment



Main Admin Building – 1st Floor

Main Admin Building – 2nd Floor

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

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FIRE EMERGENCY

2B

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EVACUATION PLAN

2C

Page 12J 18



MEDICAL EMERGENCY

2D

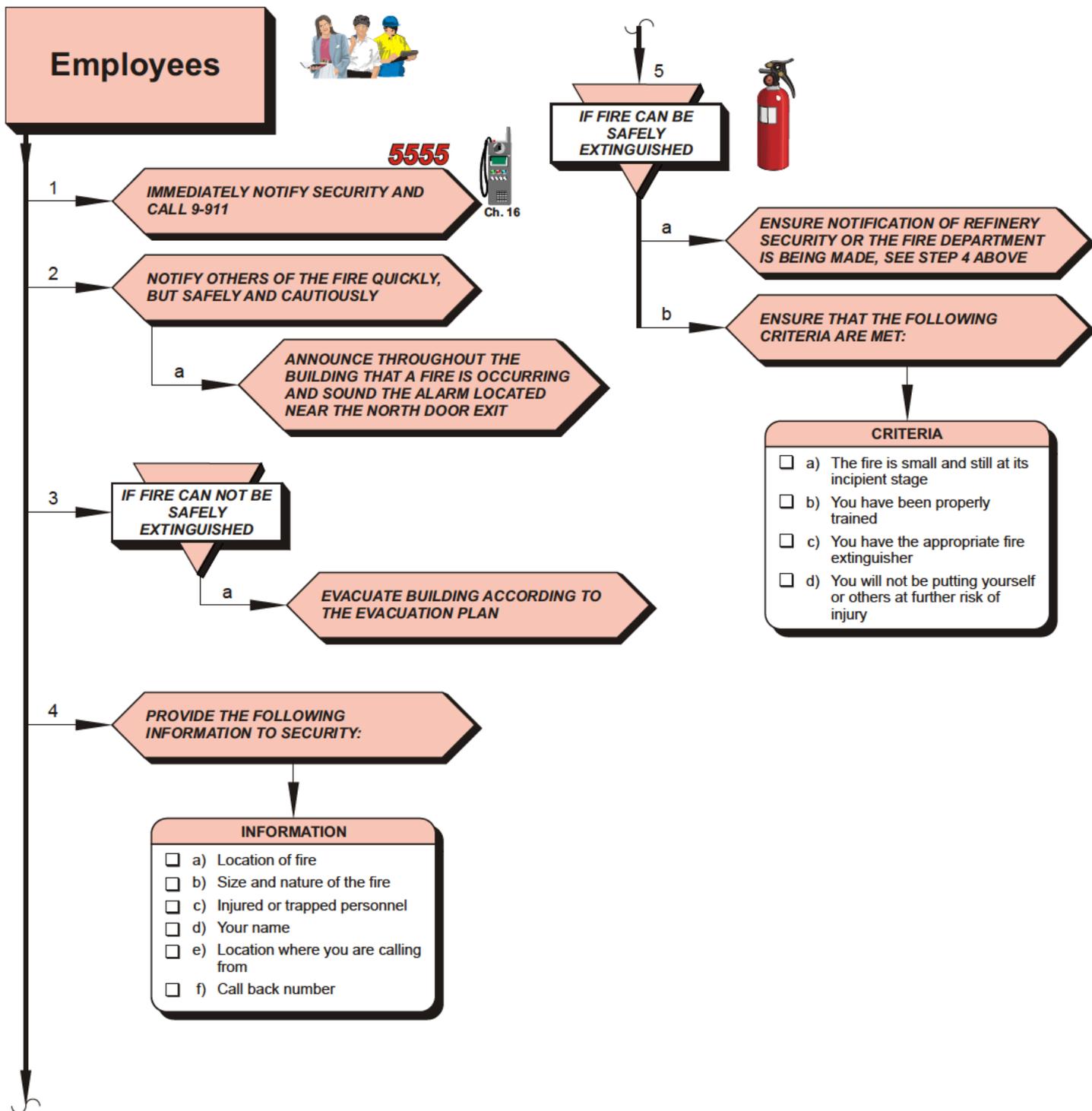
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SEVERE WEATHER

2A

FIRE EMERGENCY



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Fire Emergency (continued)

Security



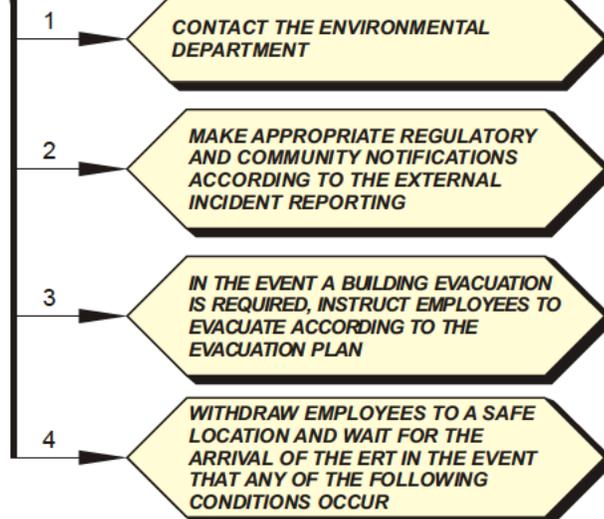
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2A

Fire Emergency (continued)

On-duty Shift Supervisor



HAZARDOUS CONDITIONS

- a) The fire has progressed beyond the incipient stage
- b) The hazard of the situation is judged to exceed the capabilities and equipment of the employees
- c) The fire creates an exposure hazard for employees (i.e., exposure to large amounts of smoke)

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EVACUATION PLAN

- ① *Evacuation Signal*
- ② *Evacuation Routes*
- ③ *Assembly Areas*
- ④ *Accounting Procedures*
- ⑤ *Sheltering In Place*
- ⑥ *Re-entry Into the Facility*



1

Evacuation Signal

The Refinery Horn System will be used to signal all personnel to evacuate the Refinery. Administrative personnel are to be trained to recognize the horn communication system and to take the appropriate action.



Main Administrative Building personnel will be informed of an emergency by plant-wide alarm system sounding and by the administration building intercom system.

During a plant emergency requiring evacuation, the Main Administrative Building personnel will initially not be required to evacuate.

Evacuation of the Main Administration Building will be declared / delegated by EOC Incident Commander, as needed.

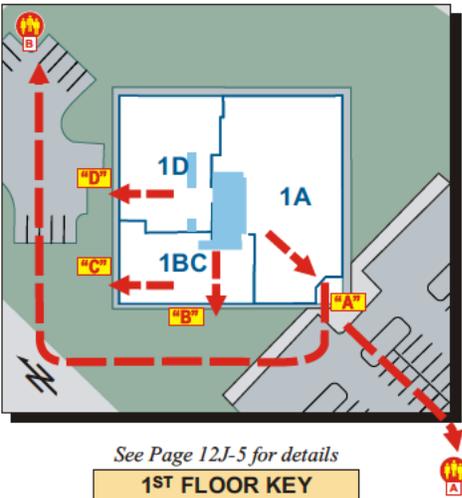
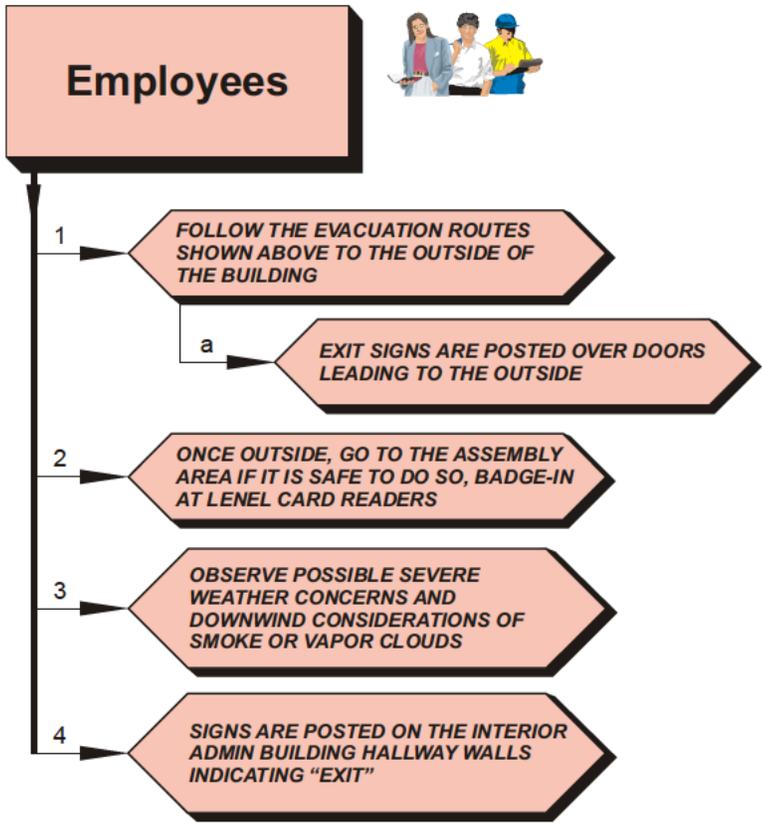


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2B Evacuation Plan (continued)

2 *Evacuation Routes*



See Page 12J-5 for details
1ST FLOOR KEY
 Evacuation Zones and Severe Weather / Emergency Shelter Areas (shown in blue)



Primary Assembly Points A or B

Main Admin Building Plan



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Evacuation Plan (continued)

3

Assembly Areas

Employees

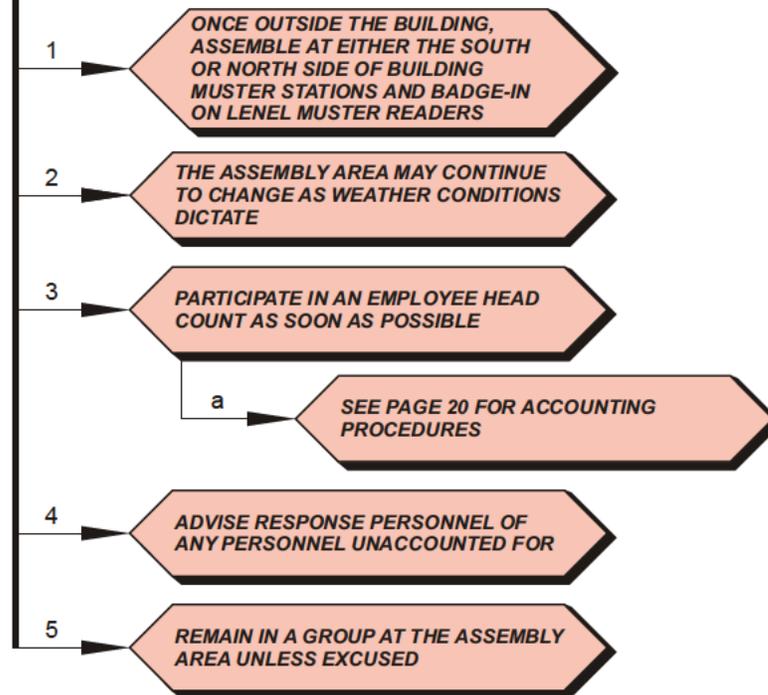
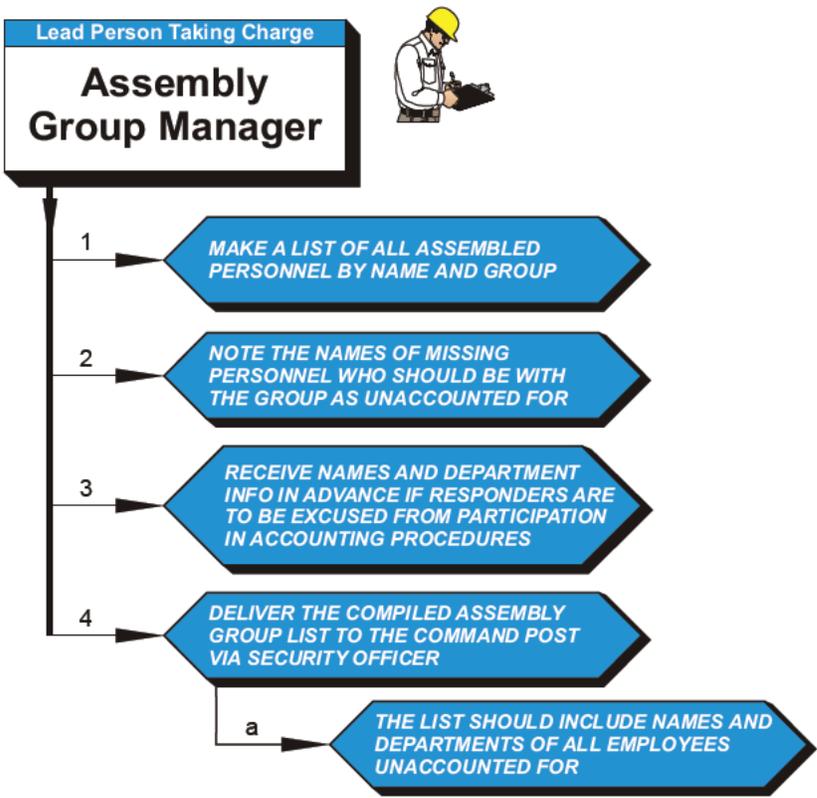




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2B Evacuation Plan (continued)

4 *Accounting Procedures*



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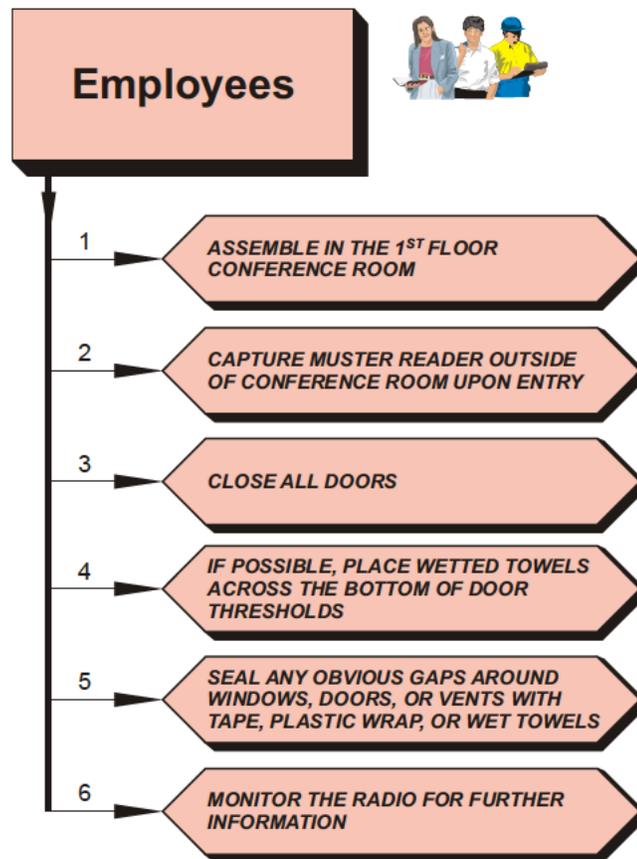
2B

Evacuation Plan (continued)

5

Sheltering In Place

Sheltering in place may be required due to significant toxic vapor release hazard that would otherwise place the employee at risk of exposure.



6

Re-populating Building Offices

Personnel may occupy offices only when the “all-clear” is given by the Incident Commander.

If the building is not in a condition to be re-occupied, then the Incident Commander will provide guidance and direction to employees regarding post-incident actions.

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2C

MEDICAL EMERGENCY



Employees



SECURITY



RADIO CH. 16 OR BY CALLING EXT. 5555



Ch. 16

1

IMMEDIATELY NOTIFY SECURITY AND CALL 9-911

2

FIRST AID SHALL BE RENDERED ONLY BY TRAINED PERSONNEL WITH THE OBJECTIVE OF STABILIZING THE CONDITION OF THE VICTIM

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



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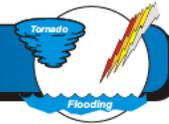
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SEVERE WEATHER



The Security Main Gate has a weather station that can be monitored in the event of pending severe weather.

The following steps shall be taken in the event of a severe weather emergency involving thunderstorms or tornadoes. Failure of glass doors or windows with consequent flying glass poses a serious potential for injury to employees.

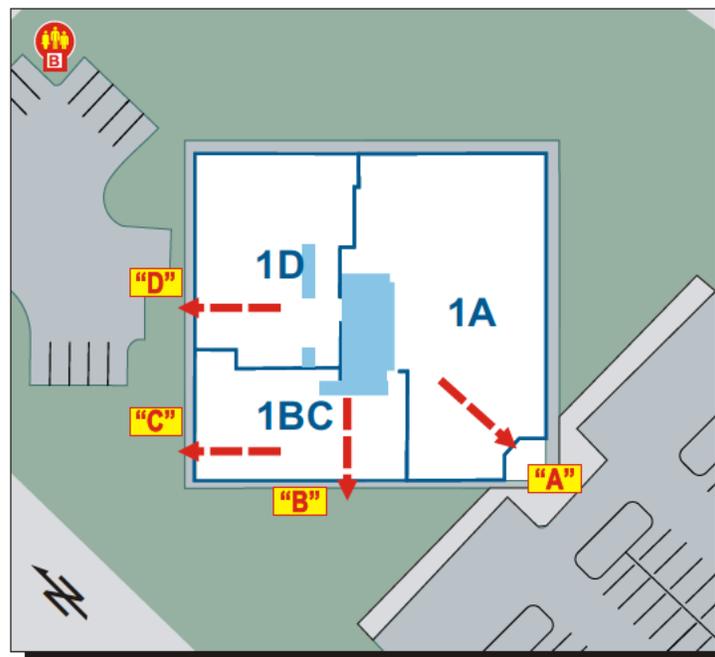
"WATCH" A severe thunderstorm or tornado watch is issued by the National Weather Service when conditions are right for these to occur.

"WARNING" A warning is issued when a severe thunderstorm or tornado has or is about to strike. Specific sheltering action may be requested.

Sources of Weather Information:

- 1) Severe weather for the entire refinery is monitored by the Security Department. Notification of severe weather "watches" and "warnings" will be made by security through the use of the two-way radio, and building notification systems.
- 2) Civil Defense Siren: A steady three-minute blast. Any subsequent blasts will indicate additional approaching storms. Testing of these sirens is usually done on the first Wednesday of each month at 1:00 p.m.

Severe Weather / Shelter-In-Place Locations



1ST FLOOR KEY

Evacuation Zones and Severe Weather / Emergency Shelter Areas (shown in blue)

See Page 12J-5 for details

2ND FLOOR KEY

Evacuation Zones but **no** Severe Weather / Emergency Shelter Areas on the Second Floor

See Page 12J-6 for details



2D

Severe Weather (continued)

Employees



1

SEEK COVER IN THE DESIGNATED SEVERE WEATHER SHELTER LOCATED IN THE 1ST FLOOR CONFERENCE ROOM

3

REFER TO SEVERE WEATHER / SHELTER-IN-PLACE LOCATIONS ON PAGE 12J-5

4

1ST FLOOR CONFERENCE ROOM WILL OFFER PROTECTION FROM FLYING DEBRIS AND GLASS

5

IF A STORM OR A TORNADO STRIKES SUDDENLY, LIE ON THE FLOOR, OR AGAINST THE WALLS

6

AFTER THE STORM OR TORNADO HAS PASSED, INSPECT YOUR AREAS OF RESPONSIBILITY AND SURVEY FOR INJURIES OR DAMAGE

7

REPORT ALL INJURIES TO AN IMMEDIATE SUPERVISOR OR TO THE MEDICAL DEPARTMENT

8

IF INJURIES REQUIRE TREATMENT BEYOND SIMPLE FIRST AID, REFER TO PAGE 12J-18, MEDICAL EMERGENCY

9

IF A FIRE IS DISCOVERED, TREAT IT AS A FIRE EMERGENCY AND REFER TO PAGE 12J-8

10

REPORT ALL DAMAGE TO THE SECURITY DEPARTMENT

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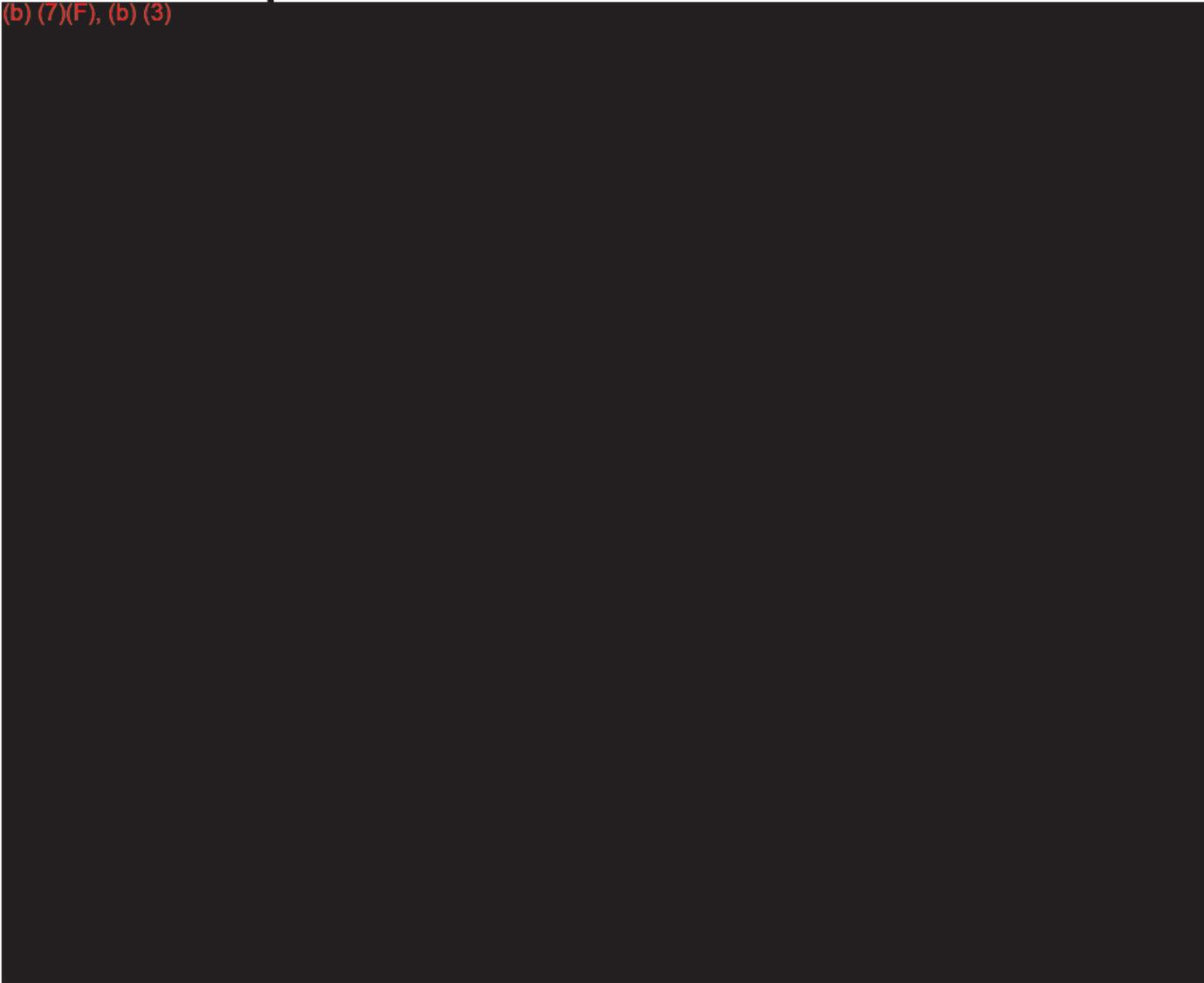
2D

Severe Weather (continued)

SECURITY



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



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Northern Tier Terminal Incident

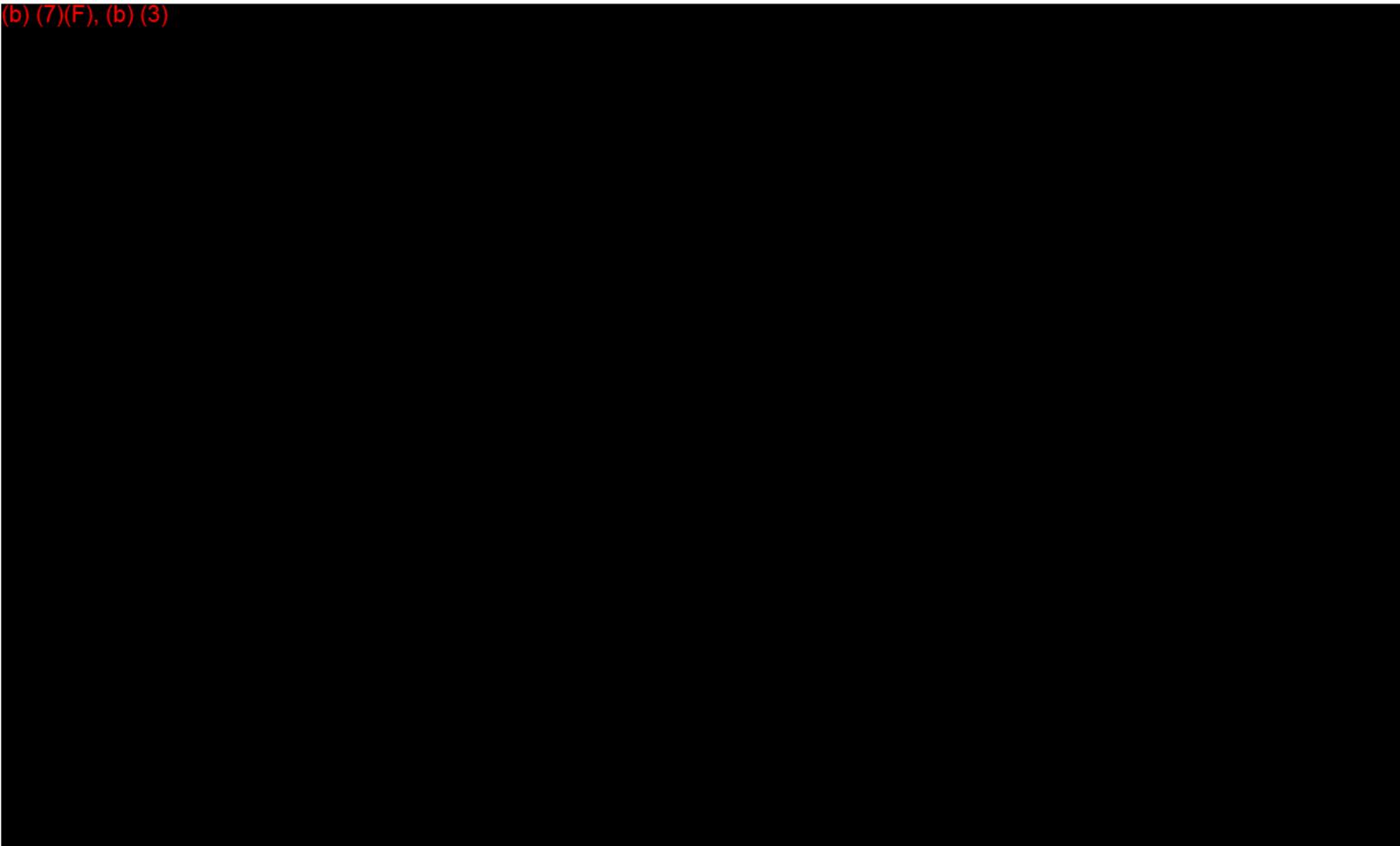
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(b) (7)(F), (b) (3)



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

**PERSON WHO
COVERS THE
TERMINAL
INCIDENT**



5555

**NOTIFY SECURITY VIA RADIO CH. 16
OR BY CALLING EXT. 5555 TO
DISPATCH RESPONSE PERSONNEL**



**COMMUNICATE THE LOCATION AND
THE NATURE OF THE EMERGENCY**

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

Northern Tier Terminal Incident

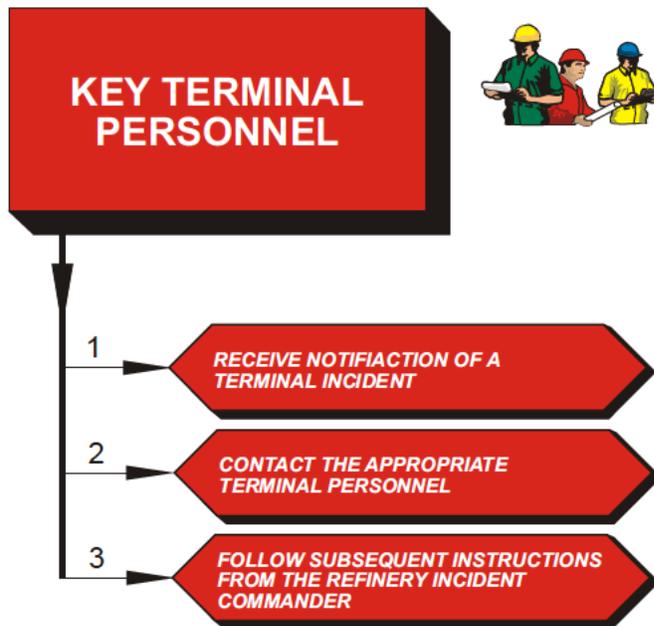
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Mile 815 To Mile 822	12L-4
Mile 807 To Mile 815	12L-5
Mile 800 To Mile 807	12L-6
Mile 791 To Mile 800	12L-7
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Important Mile Marker Details and River Flow Information	12L-9
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Economic and Environmentally Sensitive Areas Protection Strategy	12L-12

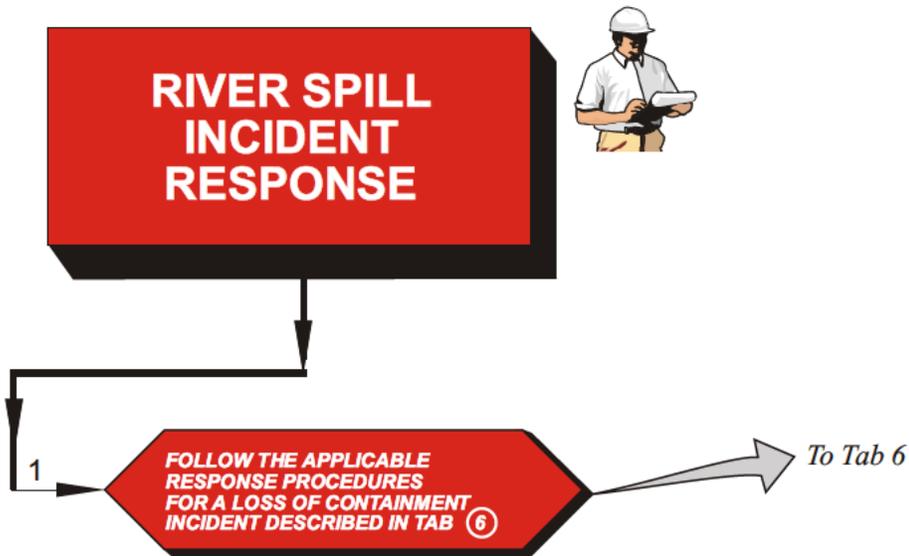
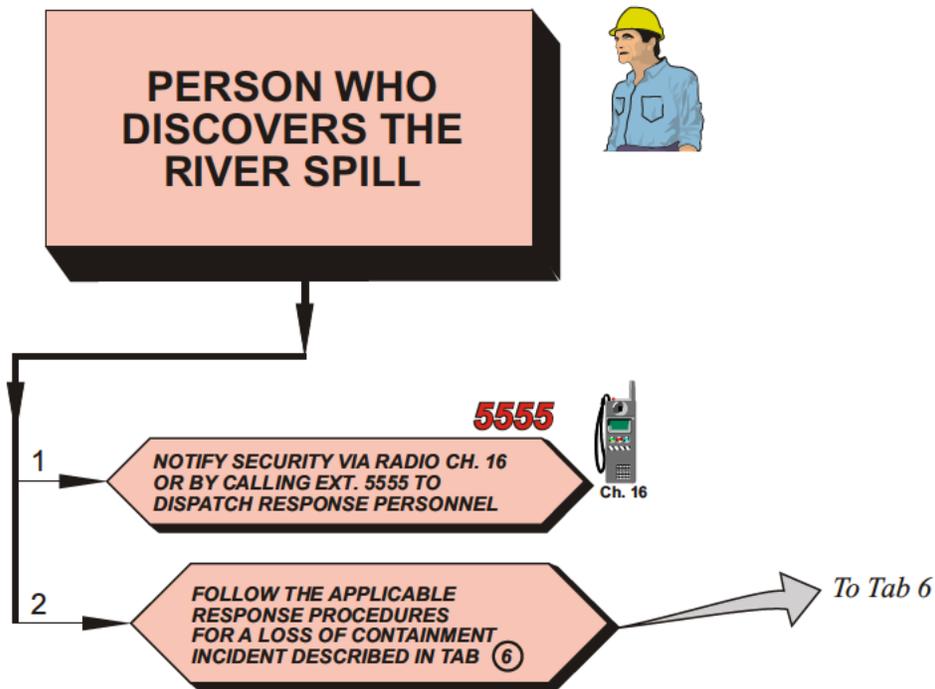
Mississippi River Mile Marker Map
 Mile Markers (MM) Shown in Red



River Spills and Strategies

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PHMSA Post-Accident Drug and Alcohol Testing

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See Tab 15 - Reporting the Incident

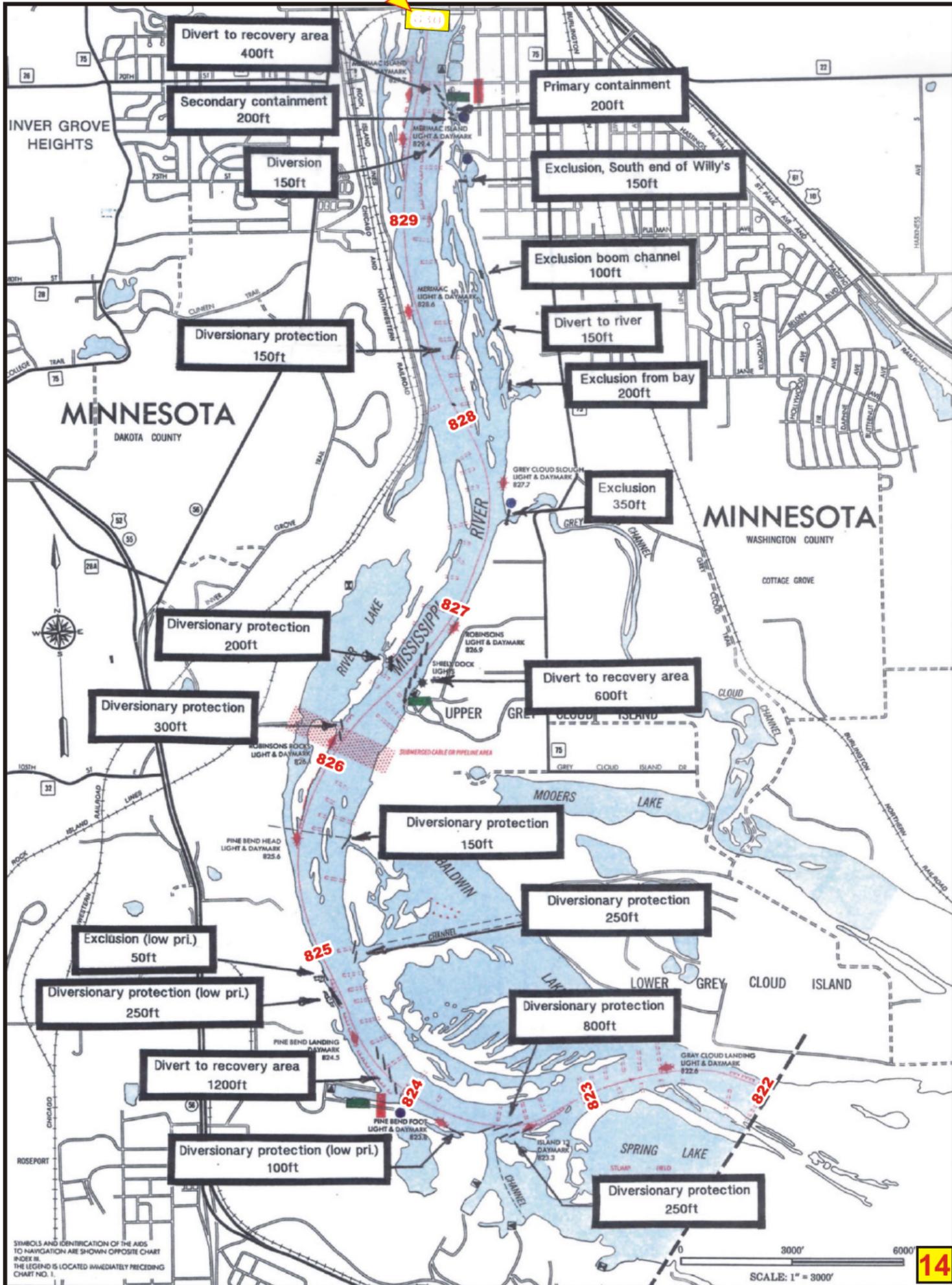
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MILE 822 TO MILE 830
SPPRC @ MM 830



MILE 822 TO MILE 830

Chart No.	Mileage AOR	Location	Owner or Operator	Type of Service	Shelter or Warehouse	Cargo Handling Equipment	R/R Connect	Remarks
14	823.8 R	Pine Bend, Minn.	Central Farmers Fertilizer, Co.	Phosphates	2 tanks	Hose for liquid	None	Receipts water frontage: 200' slip
14	823.8 R	Pine Bend, Minn.	Cennex, Inc.	Phosphates & fertilizer	Storage sheds	Crane & conveyors	Soo line RR C & NW RR	Receipts water frontage: 200'
14	825.0 L	Grey Cloud, Minn. (Nelson Plant)	J. L. Shiely Co.	Aggregates, sand & gravel	None	Crane & clamshell	None	Water frontage: 600'
14	826.6 L	St. Paul Park, Minn. (Larson Plant)	J. L. Shiely Co.	Aggregates, crushed rock	None	Crane & clamshell	None	None
14	830.0 L	St. Paul Park, Minn.	Northwestern Refining Co.	Petroleum products	10-12 liquid tanks	Engine driven pumps	None	Receipts water frontage: 1,950'

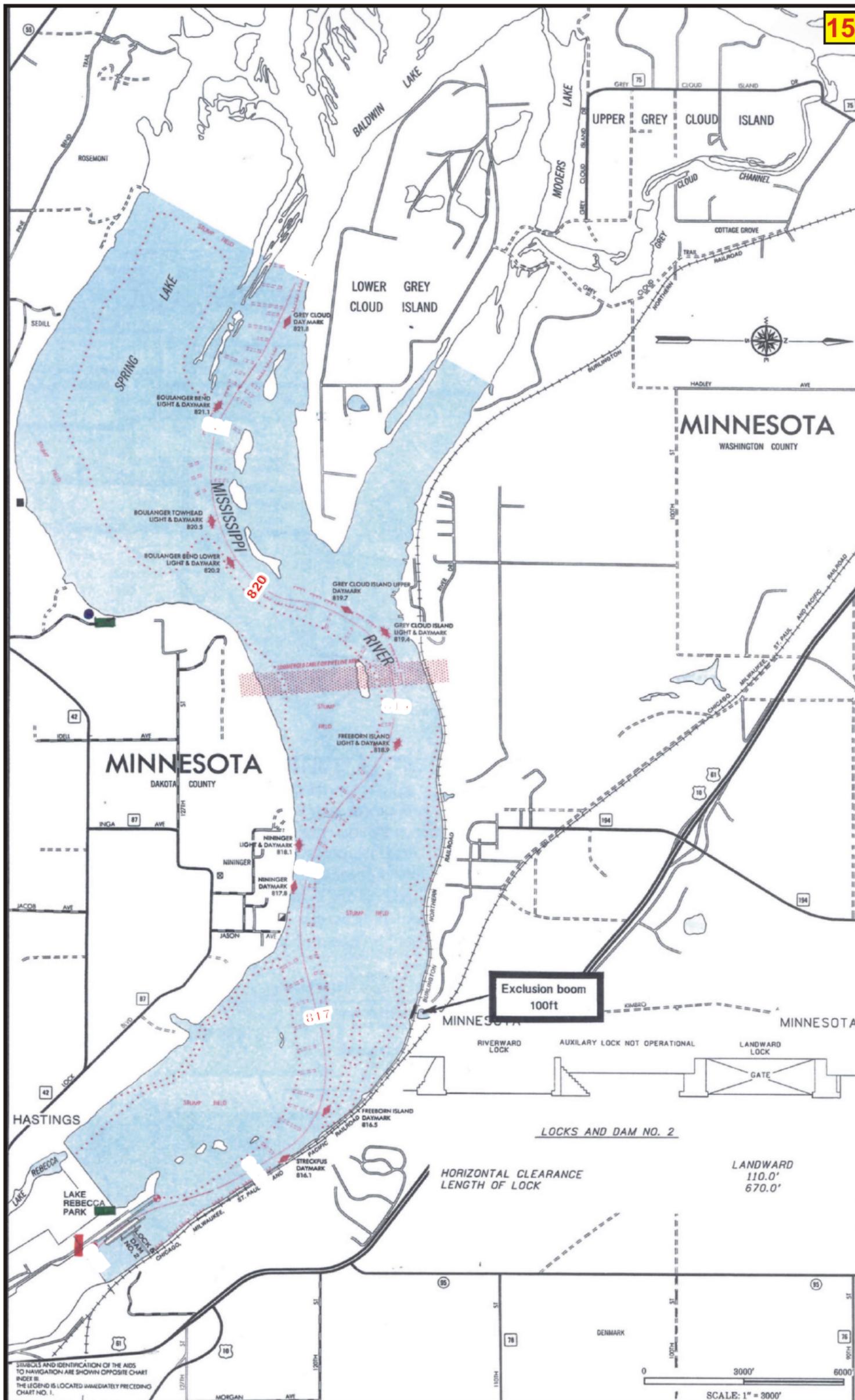
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MILE 815 TO MILE 822
SPPRC @ MM 830



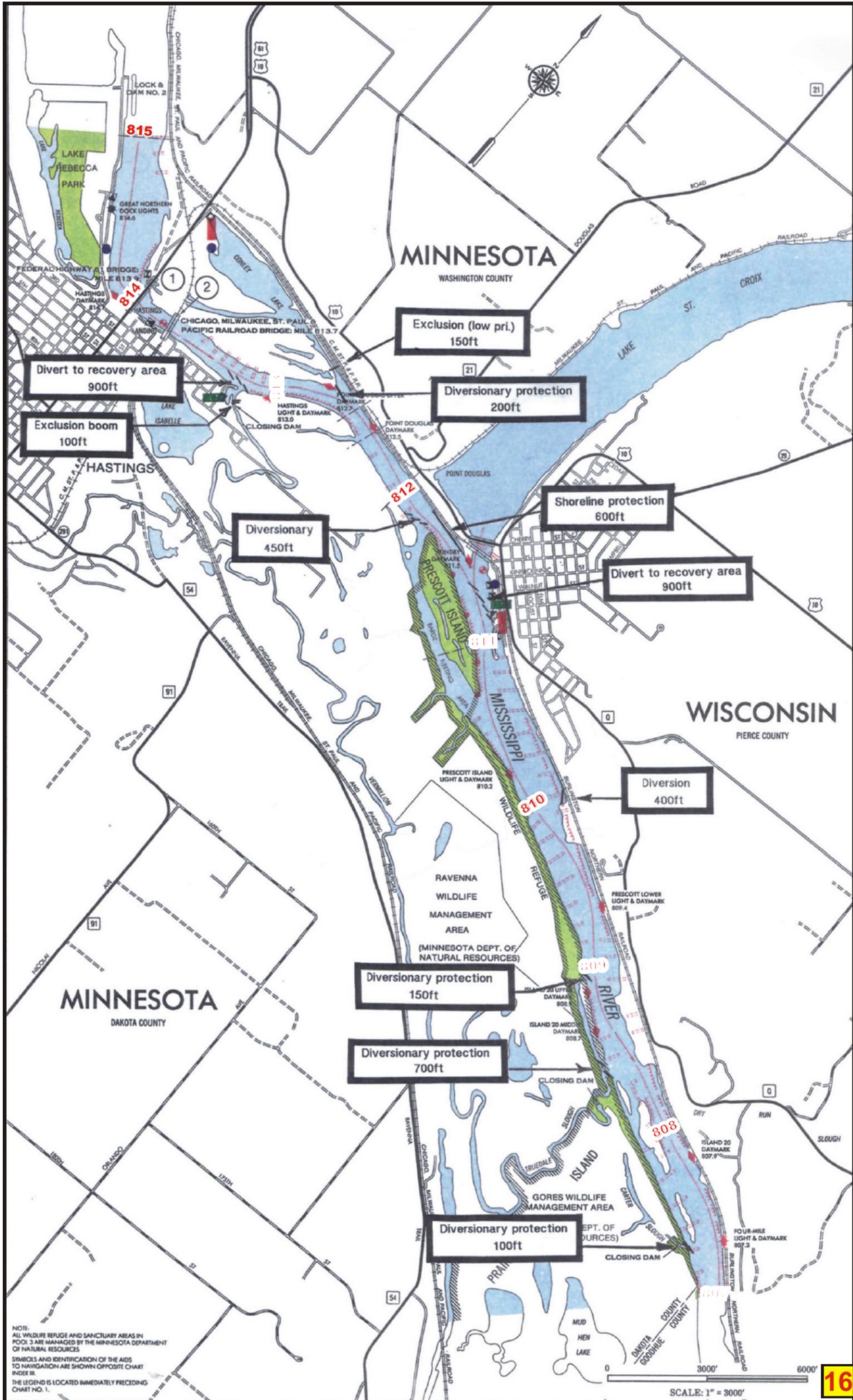
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SPPRC @ MM 830



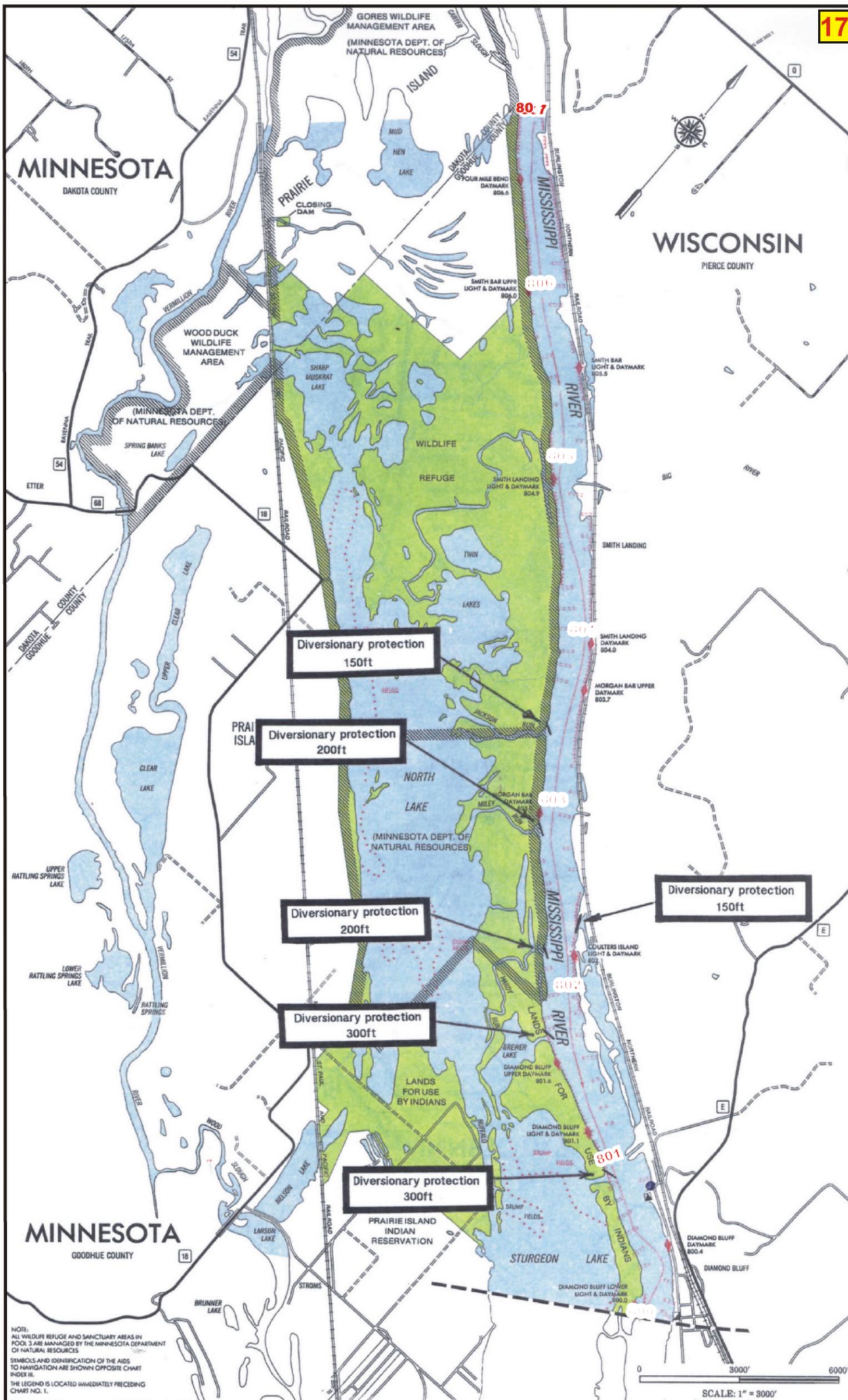
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MILE 800 TO MILE 807
SPPRC @ MM 830



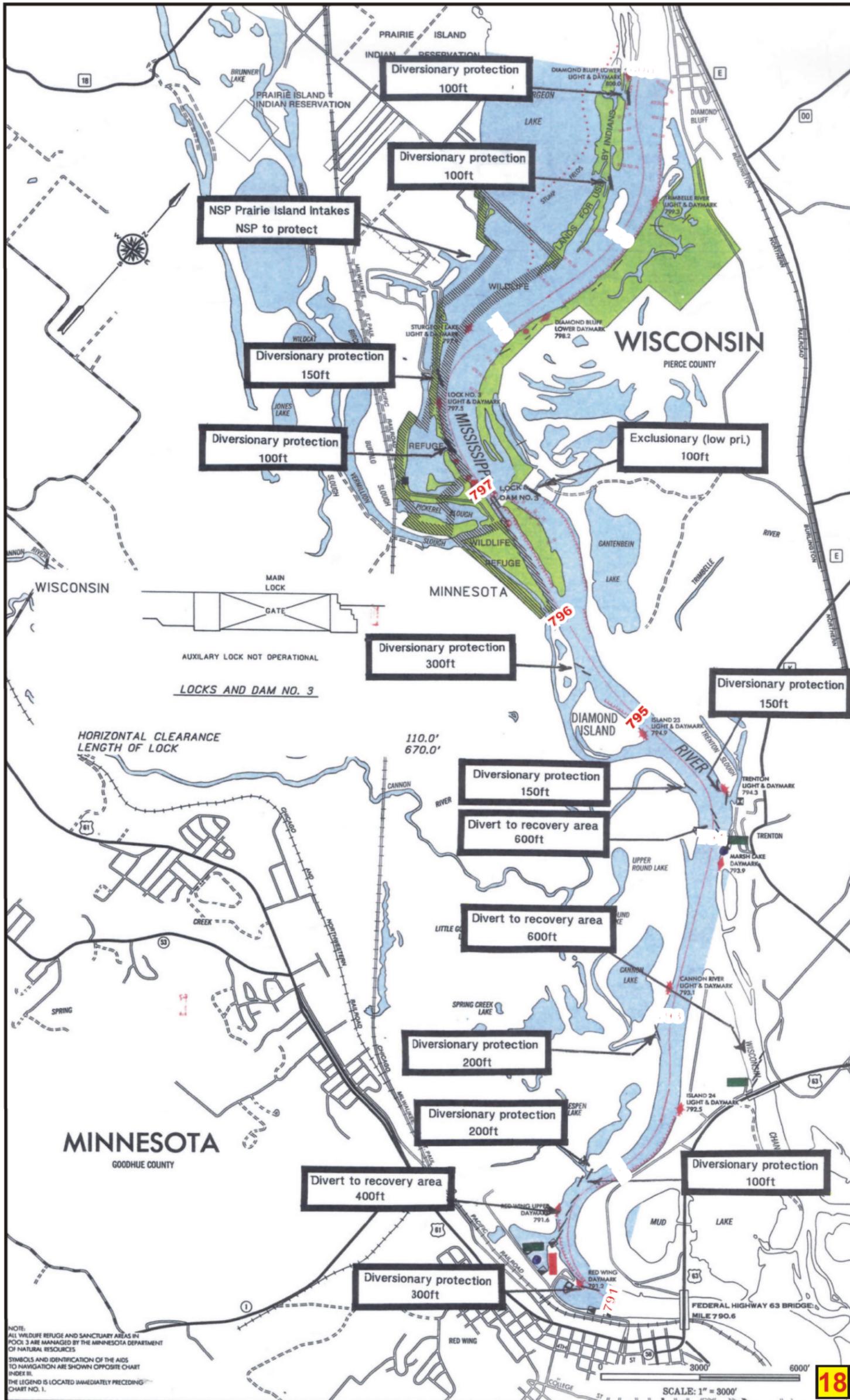
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MILE 791 TO MILE 800 SPPRC @ MM 830



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Important Mile Marker Details

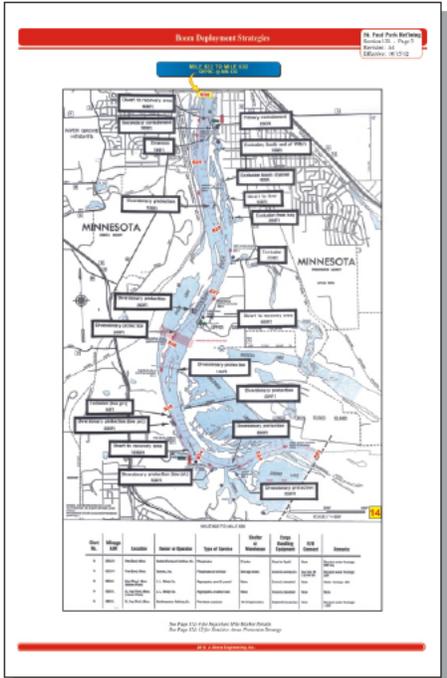
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MILE 822 TO MILE 830
 SPPRC @ MM 830

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Key
 MM Shown in Red
 Example: **830**

SPPRC
@ MM 830

MILE 815 TO MILE 822
 SPPRC @ MM 830

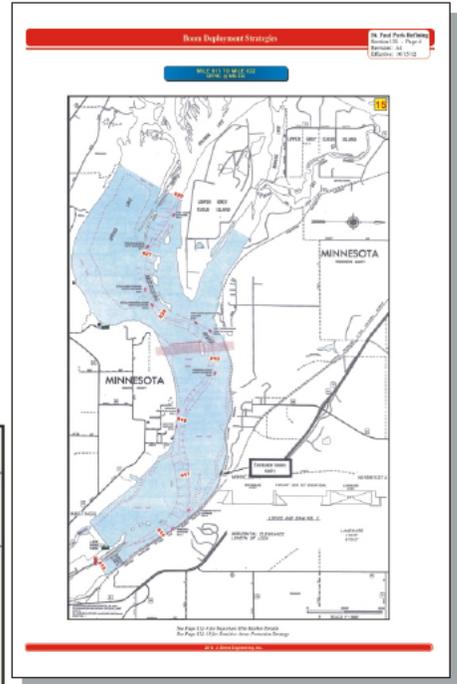
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Mile-marker	Right/Left*	Description	Owner Information
829.7	L	Public access ramp with large parking lot and protected access to river. Good recovery area and staging area.	Lions Levee Park City of St. Paul Park
829.6	L	Commercial concrete access ramps (3) with fuel available.	Willy's Hidden Harbor 388 9 th Ave St. Paul Park, MN 612/459-2129
827.6	L	Private concrete access ramp into Grey Cloud Channel across from undeveloped camp ground	Unknown
826.6	L	Barge terminal with no good boat access. Good location for staging equipment and setting up recovery area.	J.L. Shiely 10120 Grey Cloud Island Tr. St. Paul Park, MN 612/642-2145
824	R	Commercial barge terminal with concrete boat access ramp. Excellent staging area and good recovery site.	Koch Refining Pine Bend, MN 612/437-0723

River Flow Information (Pool 2):

Winter 1.2 mph
 Spring 4.6 mph (7.5 mph)
 Summer to Fall 2.7 mph
 Derived from U.S. Army Corps of Engineers hydrology data averaged over six years.

Mile-marker	Right/Left*	Description	Owner Information
820.3	R	Public access with small dirt parking lot. Access into waters that are shallow. Good recovery site	MN DNR Spring Lake Access Ramp
815.2	R	Potential recovery site on earthen dam. Narrow access road. Excellent staging area on bank downstream from lock. U.S. Army Engineers developed area on Lock property.	U.S. Army Corps of Engineers



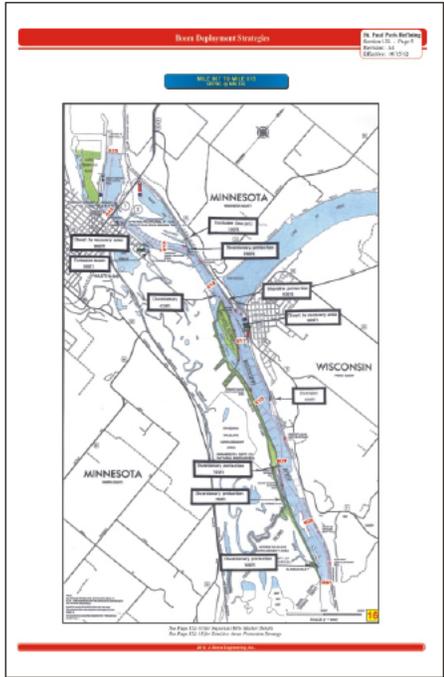
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SPPRC @ MM 830

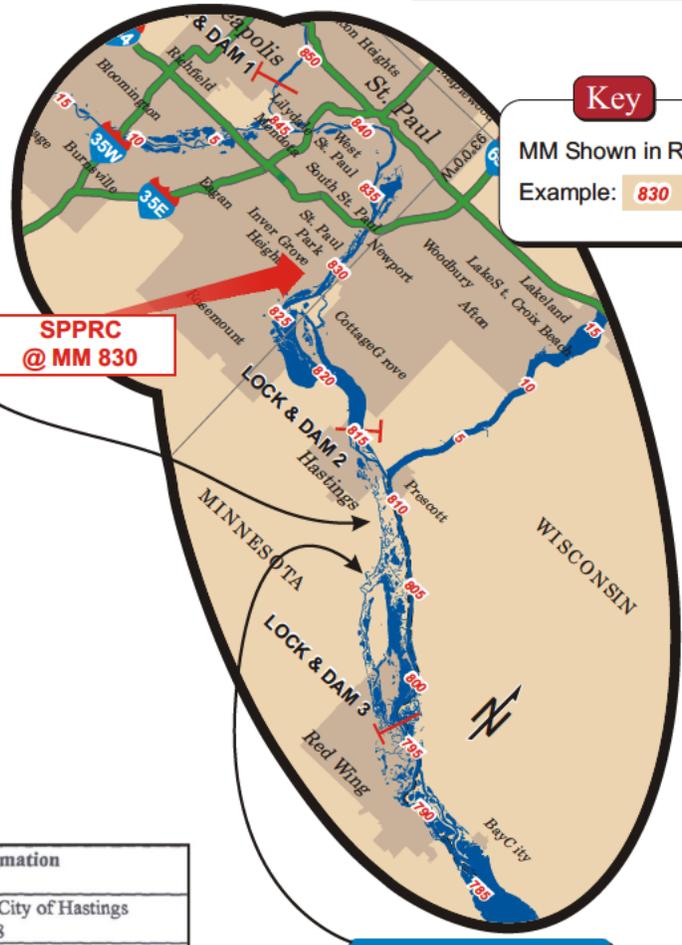
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SPPRC @ MM 830

Key

MM Shown in Red
 Example: **830**



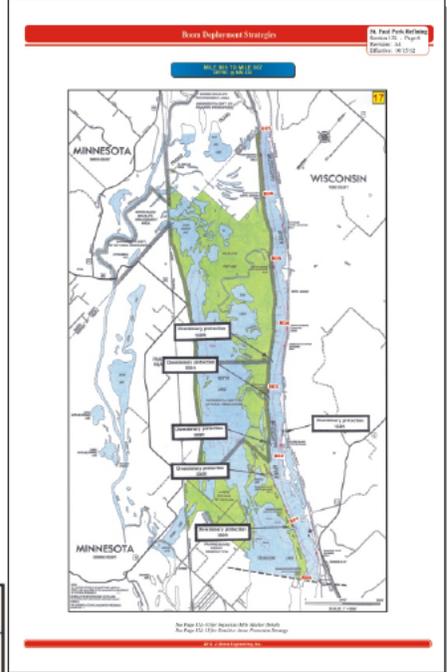
MILE 800 TO MILE 807
SPPRC @ MM 830

See Section 12L - Page 6 for Enlargement

Mile-marker	Right/Left*	Description	Owner Information
814.3	R	Public concrete access ramp with parking area.	MN DNR & City of Hastings 612/437-5858
Conley Lake	L	Commercial concrete access ramp. Fuel available. Good area for equipment staging	Kings Cove 9 U.S. Highway 61 Hastings, MN 612/437-6186
813.3	R	Comercial concrete access ramp. Inlet makes good recovery location.	Hastings Marine 1102 1 st Street E Hastings, MN 612/437-9621
811.2	L	Public access with 2 concrete ramps. Fee for usage. Good recovery site with large parking lot. Excellent staging site. Fuel available nearby.	City of Prescott

River Flow Information (Pool 3):

Winter..... 1.0 mph
 Spring..... 4.6 mph (6.8 mph)
 Summer to Fall..... 2.7 mph
 Derived from U.S. Army Corps of Engineers hydrology data averaged over six years.



Mile-marker	Right/Left*	Description	Owner Information
800.7	L	Private concrete access ramp with dirt road access	North of Diamond Bluff, WI Owner unknown

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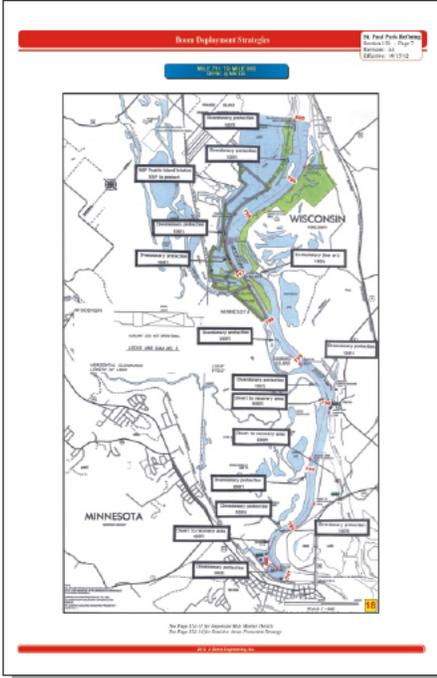
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**MILE 791 TO MILE 800
SPPRC @ MM 830**

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**SPPRC
@ MM 830**

Key

MM Shown in Red

Example: **830**

**MILE 785 TO MILE 791
SPPRC @ MM 830**

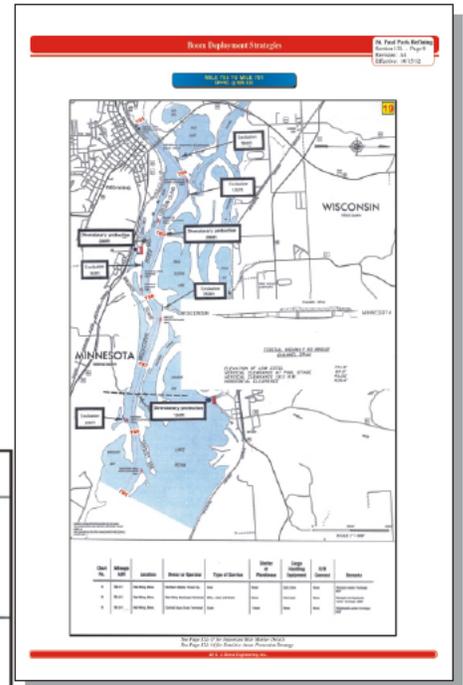
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Mile-marker	Right/Left*	Description	Owner Information
797	L	Parking lot at end of quay wall for lock. Excellent staging area.	U.S. Army Corps of Engineers
794.1	L	Two private access ramps that are good for recovery areas.	Barbs Dam Resort Trenton, WI
792.7	Wisc. Channel	Two access. One public access with large, asphalt access ramp and parking area. Good recovery location.	Wisconsin Channel Boat Launch WI DNR
791.4	R	Commercial marina with boat access ramps. Fuel available. Good recovery area. Good staging area in park adjacent to marina.	West Bay Marine Red Wing, MN 612/388-1322

River Flow Information (Pool 4):

Winter 1.5 mph
 Spring 3.7 mph (4.6 mph)
 Summer to Fall 2.7 mph
 Derived from U.S. Army Corps of Engineers hydrology data averaged over six years.

Mile-marker	Right/Left*	Description	Owner Information
788.5	R	Public asphalt access ramp with dockage available. Good staging area due to large parking lot. Fuel available at adjacent Bills Bay Marina.	Ole Miss Marina and City Park Redwing, MN
Upper Lake Pepin	L	Public access ramp with parking lot. Good staging area for equipment.	Bay City, WI



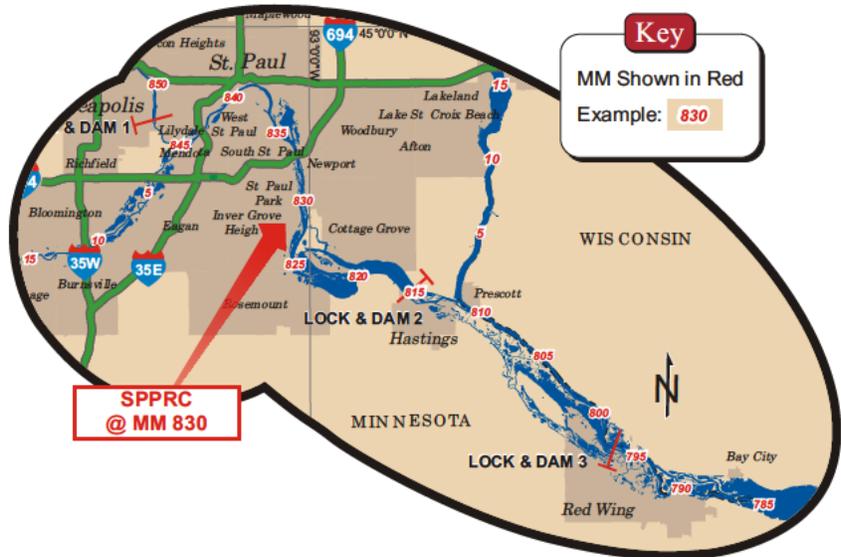
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Sensitive Areas Protection Strategy

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Economic and Environmentally Sensitive Areas Protection Strategy (WCD / Large Discharge)

Priority	Mile Marker	Right / Left	Description	Amount	Use
A	829.7	L	Lions Levee Park Inlet	400ft	Diversionary to Recovery Area
A	829.7	L	Lions Levee Park Boat Ramp	450ft	Primary & Secondary Containment
A	829.6	L	Willy's Hidden Harbor Inlet	150ft	Diversionary
A	829.3	L	Backwater Inlet behind Willy's Harbor	150ft	Exclusionary
B	828.8	L	Branch in Channel in Backwater Area	100ft	Exclusionary
B	828.5	L	2 nd Branch in Backwater Channel	150ft	Exclusionary
B	828.4	L	Backwater Inlet	150ft	Exclusionary
B	828	L	Inlet Channel to Backwater Bay	200ft	Exclusionary
A	827.6	L	Grey Cloud Channel Inlet	350ft	Diversionary to Recovery Area
B	826.6	R	River Lake Run (upper)	200ft	Diversionary
A	826.6	L	J.L. Shiely Dock	600ft	Diversionary to Recovery Area
B	826.2	R	River Lake Run (lower)	300ft	Diversionary
A	825.6	L	Lake Baldwin Inlet (upper)	150ft	Diversionary
A	825	L	Lake Baldwin Inlet Channel	250ft	Diversionary
C	824.8	R	Shoreline Habitat	50ft	Exclusionary
C	824.5	R	Shoreline Habitat	250ft	Diversionary
A	824	R	Koch Barge Terminal	1,200ft	Diversionary to Recovery Area
C	823.7	R	Inlet to Wetland	100ft	Exclusionary
A	823.6	R	Spring Lake Inlet	800ft	Diversionary
A	823.5	R	Spring Lake Inlet	250ft	Diversionary

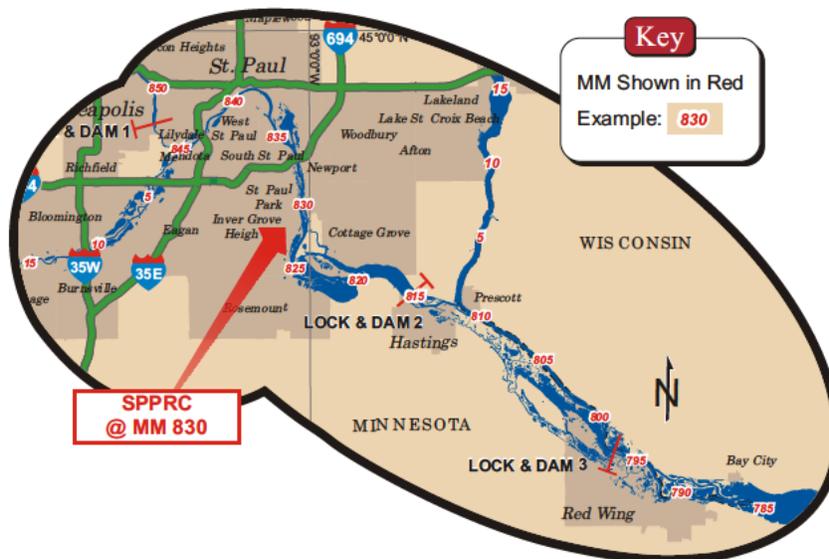


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**Economic and Environmentally Sensitive Areas
Protection Strategy
(WCD / Large Discharge)**

Continued from Page 12L-12

Priority	Mile Marker	Right / Left	Description	Amount	Use
B	817.3	L	Inlet to Sensitive Habitat	100ft	Exclusionary
A	813.2	R	Vermillion River Upper Confluence	800ft	Diversionsary to Recovery Area
A	813.2	R	Vermillion River Outlet	200ft	Exclusionary
B	812.6	L	Conley Lake Inlet	200ft	Diversionsary
C	812.6	L	Conley Lake Inlet	150ft	Exclusionary
A	812.1	L	Point Douglas Area Habitat	600ft	Shoreline Protection
A	811.8	R	Prescott Island (upper)	450ft	Diversionsary
A	811.2	L	Prescott Public Access	1,000ft	Diversionsary to Recovery Area
B	810	L	Notch in River Shoreline	400ft	Diversionsary
A	808.9	R	Backwater Inlet	150ft	Diversionsary
A	808.4	R	Truedale Slough Inlet	700ft	Diversionsary
A	807.2	R	Carter Slough Inlet	100ft	Diversionsary
A	803.4	R	Jackson Run	150ft	Diversionsary
A	802.8	R	Miley Run	200ft	Diversionsary
A	802.2	R	Hardey Run	200ft	Diversionsary
B	802.1	L	Backwater Inlet by Coulters Island Light	150ft	Diversionsary
A	801.7	R	Brewer Lake Inlet	300ft	Diversionsary
A	800.9	R	Upper Inlet to Sturgeon Lake	300ft	Diversionsary



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Sensitive Areas Protection Strategy

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**Economic and Environmentally Sensitive Areas
 Protection Strategy
 (WCD / Large Discharge)**

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Priority	Mile Marker	Right / Left	Description	Amount	Use
B	799.9	R	Middle Inlet to Sturgeon Lake	100ft	Diversiory
B	799.2	R	Lower Inlet to Sturgeon Lake	100ft	Diversiory
A	797.6	R	Inlet to Refuge Lake	150ft	Diversiory
A	797.4	R	Mouth to Refuge Lake	300ft	Exclusionary
A	796.8	L	Backwater Inlet Behind Dam	100ft	Exclusionary
A	795.5	R	Diamond Island Channel	300ft	Diversiory
A	794.5	R	Cannon River Upper Confluence	150ft	Diversiory
B	794.3	L	Trenton Light Inlet	150ft	Diversiory
C	794.1	L	Trenton	600ft	Diversiory to Recovery Area
A	792.9	R	Cannon River Lower Confluence	200ft	Diversiory
A	792.7	L	Wisconsin Channel Boat Launch	600ft	Diversiory to Recovery Area
A	791.8	R	Backwater Inlet	300ft	Diversiory (2 locations next to each other)
A	791.4	R	Bay Point Park Upper Point	400ft	Diversiory to Recovery Area
A	791.1	R	Bay Point Park Lower Point	300ft	Diversiory
B	790.3	L	Mud Lake Inlet	100ft	Exclusionary
A	789.7	L	Upper Dead Slough Lake Inlet	150ft	Exclusionary
A	789	L	Middle Dead Slough Lake Inlet	200ft	Diversiory
A	788.9	R	Bill's Bay Marina	300ft	Diversiory
A	788.5	R	Public Marina Inlet	100ft	Exclusionary
B	787.8	L	Lower Dead Slough Lake Inlet	250ft	Exclusionary
A	786.6	L	Lily Pond Inlet	150ft	Diversiory
B	786.2	R	Backwater	300ft	Exclusionary
Total Feet of Containment Boom				15,050ft	

* Right or Left Side or Center looking downstream.

Information in this table is based on field reconnaissance conducted May 21 through May 23, 1996, when the Mississippi River was 2 ½ feet above normal stage for late May. This table lists only *potential* booming, staging, and recovery sites. Actual locations may vary depending on actual type, quantity, and source location of product spilled. Additionally, as the river waters reach flood stage, or nearly so, and recede the actual course of the river and shoreline will vary dictating modifications in the basic plan outlined herein.

Information in this table is meant to provide basic guidance from which to work from not a set-in-stone plan which cannot be deviated from.

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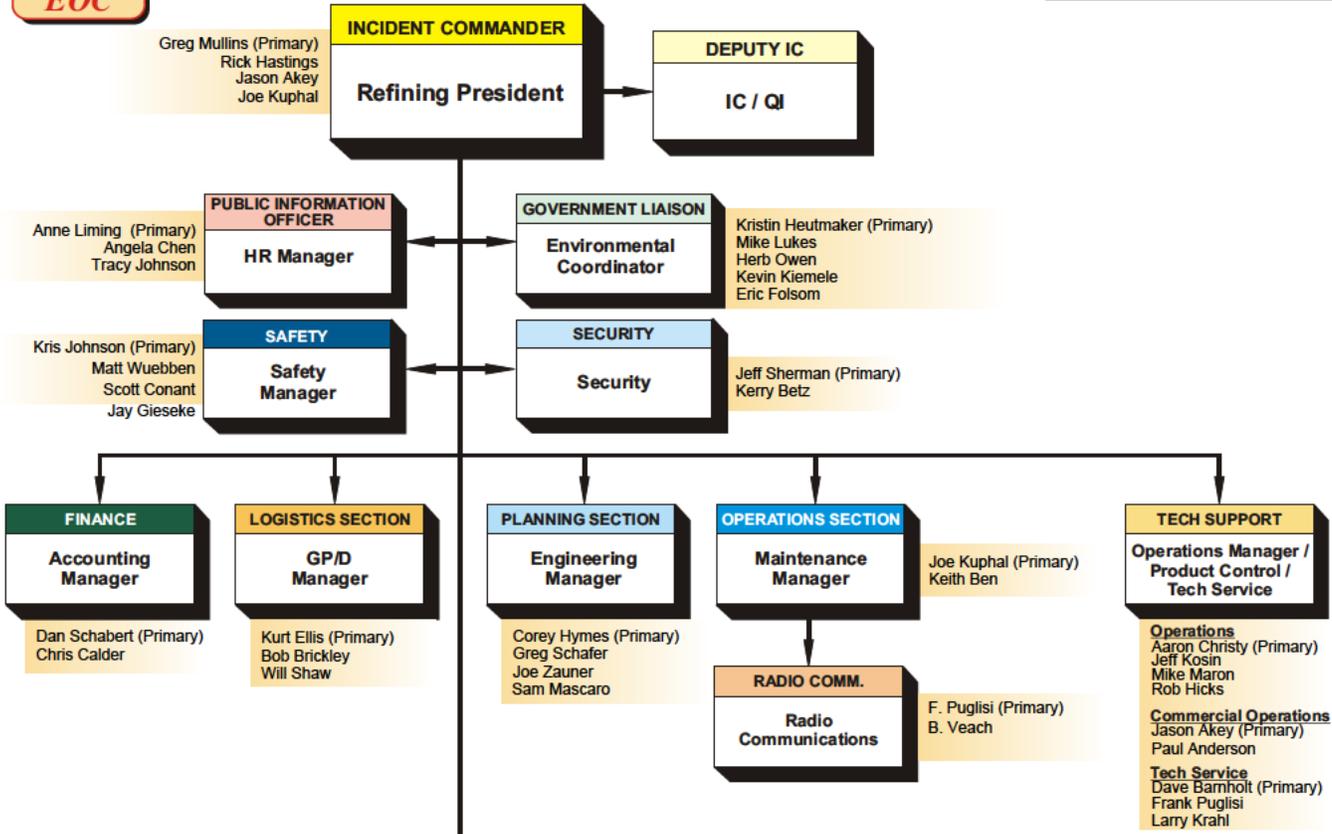
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ICS ORGANIZATION

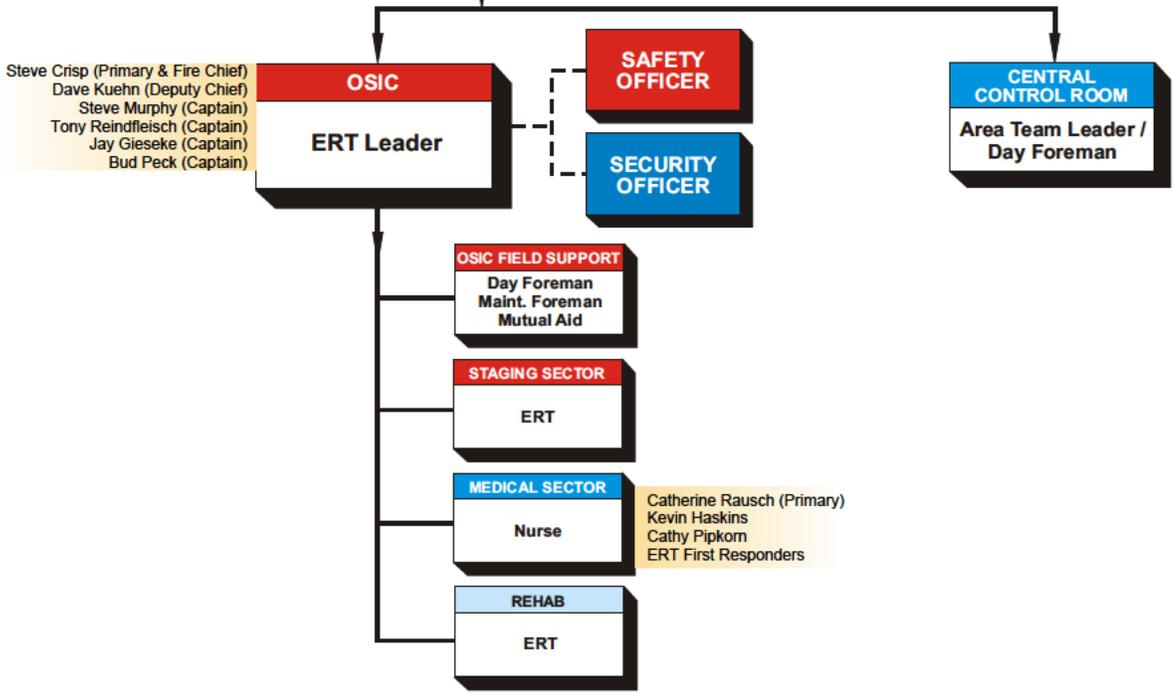
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EOC



Field Command Post

Central Control Room



See Tab 21 for detailed ICS

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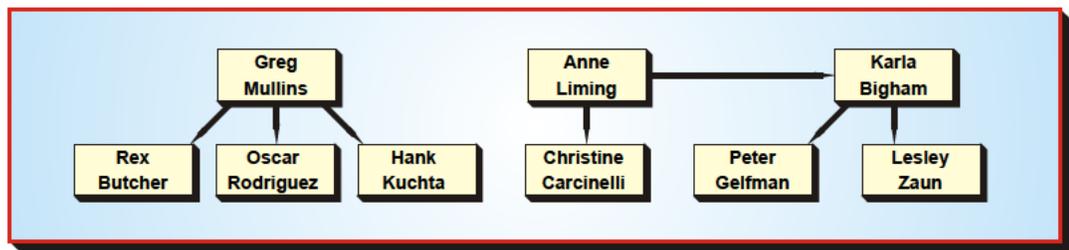
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QUALIFIED INDIVIDUAL (QI)

List No.	Role	Job Title	Name	Response Time	Home Address	Contact Numbers
1	Primary	Refining President	Greg Mullins		(b) (6)	Work: (651) 458-2600 Pager: Cell: (b) (6)
2	Alternate	Plant Manager	Rick Hastings		(b) (6)	Work: Cell: (b) (6)
3	Alternate	Commercial Operations Manager	Jason Akey		(b) (6)	Work: (651) 458-2785 (b) (6)
4	Alternate	Maintenance Manager	Joe Kuphal		(b) (6)	Work: (651) 458-4420 Home: (b) (6) Cell:
5	Alternate	Environmental Supervisor	Kristin Huetmaker		(b) (6)	Work: Home: (b) (6) Pager:
6	Alternate	Interim Engineering Manager	Corey Hymes		(b) (6)	Work: (651) 458-2683 Home: (b) (6) Cell:
7	Alternate	Senior Refining Engineer	Aaron Christy		(b) (6)	Work: Home: (b) (6) Cell:
8	Alternate	Safety Supervisor	Matt Wuebben		(b) (6)	Work: Cell: (b) (6)

CORPORATE CALL OUT LIST



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List No.	Role	Name	Contact Numbers
Crew 1			
1	Primary	M. Howard	Work: Cell: (b) (6)
2	Alternate	M. Hannigan	Work: Cell: (b) (6)
Crew 2			
1	Primary	S. Murphy	Work: Cell: (b) (6)
2	Alternate		Work: Cell:
Crew 3			
1	Primary	D. Boehm	Work: Cell: (b) (6)
2	Alternate	T. Burr	Work: Cell: (b) (6)
Crew 4			
1	Primary	G. Regenschied	Work: (651) 458-6444 Cell:
2	Alternate	N. Mathiason	Work: Cell: (b) (6)

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Planning Section

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Interim Engineering Manager	Corey Hymes	25 minutes	Work: Home: (b) (6) Cell: [REDACTED]
2	Alternate	Engineer	Greg Schaffer	30 minutes	Work: Cell: (b) (6)
3	Alternate	Engineer	Joe Zauner	10-15 min.	Work: Home: (b) (6) Cell: [REDACTED]
4	Alternate	Engineer	Sam Mascaro	25 minutes	Work: Home: (b) (6) Cell: [REDACTED]

3

Logistics Section

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Global Procurement / Downstream Manager	Doug Morris	45 minutes	Work: Cell: (b) (6)
2	Alternate	Contract Analysis	Will Shaw	20 minutes	Work: Cell: (b) (6)
3	Alternate	P&CS Representative	Bob Brickley	20 minutes	Work: (651) 458-2667 Cell: (b) (6)

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List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Maintenance Manager	Joe Kuphal	10 minutes	Work: (651) 458-4420 Home: (b) (6) Cell: [REDACTED]
2	Alternate	Craft Superintendent	Dan Steber	35 minutes	Work: [REDACTED] Home: [REDACTED] (b) (6)
3	Alternate	Inspection Supervisor	Keith Ben	45 minutes	Work: (651) 458-2729 Home: (b) (6) Cell: [REDACTED]
4	Alternate	Maintenance Supervisor	Joe Engh	20 minutes	Work: (651) 458-6439 Home: (b) (6) Cell: [REDACTED]
5	Alternate	Maintenance Supervisor	Todd Harp	30 minutes	Work: (651) 458-2761 Home: (b) (6) Cell: [REDACTED]

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On Scene Incident Command

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Fire Chief	ERT Leader	Steve Crisp	20 minutes	Work: (651) 458-6461 Cell: (b) (6) Truck:
2	Deputy Chief	Maintenance	Dave Kuehn	10 minutes	Work: Cell: (b) (6) Pager:
3	Captain	FCC Operator	Steve Murphy	10 minutes	Work: Cell: (b) (6) Home:
4	Captain	Boiler Operator	Tony Reindfleisch	25 minutes	Work: Home: (b) (6) Cell:
5	Captain	Industrial Hygienist	Jay Gieseke	10 minutes	(b) (6)
6	Captain	Maintenance	Bud Peck	30 minutes	Home: (b) (6) Cell:

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ICS POSITION LISTING (continued)

6

ERT Members



Alphabetical List

List No.	Name		Response Time	Contact Number
	Last	First		
1	Allington	Jeremy	15 minutes	(651) 503-6444
2	Barlass	Jacob	30 minutes	(651) 528-1902
3	Broady	Joe	25 minutes	(651) 210-2589
4	Christner	Chad	20 minutes	(651) 207-2361
5	Crisp	Steve	15 minutes	(651) 491-4914
6	Dammer	Eric	15 minutes	(651) 270-7076
7	Decamp	Eric	10 minutes	(651) 335-6281
8	Foss	Matt	45 minutes	(651) 206-8048
9	Gieseke	Jay	10 minutes	(651) 295-8803
10	Gustafson	Paul	20 minutes	(651) 610-3969
11	Gunter	John	20 minutes	(651) 303-1935
12	Gustafson	Kevin	35 minutes	(952) 469-5560
13	Julian	Justina	15 minutes	(651) 629-2015
14	Kaufman	Gary	45 minutes	(651) 610-4008
15	Kilber	Armin	15 minutes	(651) 610-3227
16	Kuehn	Dave	10 minutes	(651) 325-1824
17	Morales	Duke	15 minutes	(651) 610-3237
18	Meyers	Jason	45 minutes	(651) 532-1922
19	Murphy	Steve	10 minutes	(651) 248-5379
20	Peck	Bud	25 minutes	(651) 239-9206
21	Potter	Ken	20 minutes	(952) 393-3650
22	Reindfleisch	Tony	25 minutes	(651) 808-0631
23	Sackett	Charles	40 minutes	(651) 295-4404
24	Schwebach	John	5 minutes	(651) 783-6095
25	Szitta	Jerry	20 minutes	(715) 222-9776
26	Vang	Yee	20 minutes	(651) 999-9455
27	Waller	Rod	40 minutes	(336) 239-6772

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Finance and Insurance Section

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Lead Analysis	Dan Schabert	20 minutes	(b) (6)
2	Alternate	Accountant	Chris Calder	15 minutes	Work: (b) (6) Cell: (b) (6)

8

Industrial Hygiene, and Safety

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Safety Manager	Kris Johnson	25 minutes	Work: (b) (6) Cell: (b) (6)
2	Alternate	Safety Supervisor	Matt Wuebben	20 minutes	Work: (b) (6) Cell: (b) (6) Home: (b) (6)
3	Alternate	PSM Professional	Scott Conant	20 minutes	Work: (b) (6) Home: (b) (6) Pager: (b) (6) Cell: (b) (6)
4	Alternate	Industrial Hygienist	Jay Gieseke	10 minutes	Work: (651) 458-2628 Pager: (651) 610-3188 Cell: (b) (6)

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List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Senior Occupational Health RN	Catherine Rausch	20 minutes	Home: (b) (6) Cell: [REDACTED] Pager: (651) 610-3214
2	Alternate	Occupational Health RN	Kevin Haskins	30 minutes	Cell: (b) (6)
3	Alternate	Occupational Health RN	Cathy Pipkorn	45 minutes	Home: (b) (6) Cell: [REDACTED]
4	Alternate	Fire Chief - Emergency Medical Technician	Steve Crisp	10 minutes	Work: [REDACTED] Cell: (b) (6) Truck: [REDACTED]
5	Director	Medical Director	Vijay Eyunni		

10**Environmental and Government Liaison Section**

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Environmental Engineer	Kristin Heutmaker	30 minutes	Work: [REDACTED] Home: (b) (6) Pager: [REDACTED]
2	Alternate	Environmental Engineer	Mike Lukes	15 minutes	Work: [REDACTED] Home: (b) (6) Cell: [REDACTED]
3	Alternate	Environmental Engineer	Herb Owen	15 minutes	Work: [REDACTED] Home: (b) (6) Pager: [REDACTED] Cell: (b) (6)
4	Alternate	Environmental Engineer	Kevin Kiemele	30 minutes	Work: (651) 458-2762 Home: (b) (6) Cell: [REDACTED]
5	Alternate	Environmental Engineer	Eric Folsom	15 minutes	Work: [REDACTED] Home: (b) (6) Cell: [REDACTED]

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Communication, Information, and Media Section

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Human Resource Manager	Anne Liming	30 minutes	Work: (651) 458-2694 Home: (b) (6) Cell: [REDACTED]
2	Alternate	HR Representative	Angela Chen	20 minutes	Work: [REDACTED] Cell: (b) (6)
3	Alternate	HR Representative	Tracy Johnson	20 minutes	Work: [REDACTED] Home: (b) (6) Cell: [REDACTED]

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List No.	Role	Job Title	Name	Response Time	Contact Numbers
OPERATIONS					
1	Primary	Senior Refining Engineer	Aaron Christy	30 minutes	Work: (651) 458-2688 Cell: (b) (6) Home: [REDACTED]
2	Alternate	Operations Supervisor	Jeff Kosin	40 minutes	Work: (651) 458-2751 Home: (b) (6) Cell: [REDACTED]
3	Alternate	Team Leader	Mike Maron	30 minutes	Work: [REDACTED] Home: (b) (6) Cell: [REDACTED]
COMMERCIAL OPERATIONS					
1	Primary	Commercial Operations Manager	Jason Akey	25 minutes	Work: [REDACTED] Cell: (b) (6)
2	Alternate	Senior Economics Engineer	Paul Anderson	25 minutes	Work: [REDACTED] Home: (b) (6) Cell: [REDACTED]
TECH. SERVICE					
1	Primary	Tech. Service Manager	Dave Barnholt	20 minutes	Work: [REDACTED] Cell: (b) (6)
2	Alternate	Principal Engineer	Frank Puglisi	10 minutes	Work: (651) 458-2723 Home: (b) (6) Pager: (651) 610-3198
3	Alternate	Technical Services Supervisor	Larry Krahl	45 minutes	Work: (651) 458-4432 Home: (b) (6) Cell: [REDACTED]

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Security

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Supervisor	Jeff Sherman	15 minutes	Work: Cell: (b) (6) Home: [REDACTED]
2	Alternate	Security Operations	Kerry Betz	20 minutes	Work: Home: (b) (6) Pager: (651) 610-1003

14

Light Oil Rack Facility

List No.	Role	Job Title	Name	Response Time	Contact Numbers
1	Primary	Terminal Manager	Billy Mills	20 minutes	Work: Cell: (b) (6) Pager: [REDACTED]
2	Alternate	RTM Manager	Wayne Bennett	20 minutes	Work: (651) 458-2780 Pager: (888) 731-7487
3	Alternate	Lead Terminal Operator	Jason Procai	10 minutes	Work: (651) 458-2671 Home: (b) (6) Cell: [REDACTED]

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At Offsite Location

Alternate EOC Preparation Staff

Supermom's Bakery*These Personnel will open up the Secondary EOC at an offsite location, when needed.*

List No.	Job Title	Name	Contact Numbers
1	General Manager	Tom Haertl	Home: (b) (6) Cell: [REDACTED]
2	Bakery Operations Manager	Tom Tollefson	Home: (b) (6) [REDACTED]
4	HR Supervisor	Sara Lewke	
5	Maintenance Supervisor	Mike Lundquist	Phone: (651) 338-4904

Emergency Outside Contacts



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Emergency Outside Contacts

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1

CORPORATE

Corporate Headquarters

Northern Tier Energy, LLC	Phone: (203) 244-6550
38C Grove Street, Suite 100 Fairfield County Ridgefield, CT 06877	

Northern Tier Energy

In the event of a long-term EOC support response, the following St. Paul Park Refining Company personnel need to be contacted:

Greg Mullins, President SPPRC	Phone: (313) 600-1033
Hank Kuchta, President COO	Phone: (203) 947-4043
Christine Carnicelli, VPHR	Phone: (203) 918-0125
Rex Butcher, VP Commercial	Phone: (203) 918-1090
Oscar Rodriguez, VP Treasurer	Phone: (918) 257-0010

2

Contract Vendor / SPPRC for LONG-TERM EOC SUPPORT

Contract Vendor

Vendor for long-term contract / supplemental EOC support:	
O'Brien's Response Management	24-hr Emergency Service
Slidell, LA	Phone: 1-985-781-0804

Northern Tier Energy

For large sustained incidents, the following personnel must be contacted:

Greg Mullins, President SPPRC	Phone: (313) 600-1033
Hank Kuchta, President COO	Phone: (203) 947-4043
Christine Carnicelli, VPHR	Phone: (203) 918-0125
Rex Butcher, VP Commercial	Phone: (203) 918-1090

3

ENVIRONMENTAL SERVICES (OSRO's)

Bay West, Inc.	Phone: (651) 291-0456
Veit Environmental, Inc.	Phone: (763) 428-2242
Heritage Remediation	Phone: (800) 487-7455
Philip Services, Inc.	Phone: (877) 772-9472
Upper River Services	Phone: (651) 292-9293

Emergency Outside Contacts

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FIRE FIGHTING

St Paul Park Fire Dept	Phone: 911 Phone: (651) 459-9918
Newport City Fire Hdqrs	Phone: (651) 459-9390
Cottage Grove Fire Dept	Phone: (651) 458-2809
Woodbury Fire Dept	Phone: (651) 714-3540
Inver Grove Heights Fire Dept	Phone: (651) 451-1146
South St Paul Fire Dept	Phone: (651) 554-3250

5

POLICE / SHERIFF

St. Paul Park Police Dept	Phone: 911 Phone: (651) 459-9785
Newport Police Dept	Phone: (651) 439-9381
Cottage Grove Police	Phone: (651) 458-2850
Inver Grove Heights Police	Phone: (651) 450-2525
Woodbury Police Dept	Phone: (651) 714-3540
West St Paul Police Dept	Phone: (651) 552-4200

Dakota County Sheriff Dispatch	Phone: (651) 438-4700
Washington County Sheriff Dispatch	Phone: (651) 439-9381



6

MEDICAL CONTACTS

HOSPITALS

All Major Trauma and Burn Victims Transport to Regions Hospital

Regions Hospital	E.R. Phone: (651) 254-5000
United Hospital	E.R. Phone: (651) 241-5184
Woodwinds Hospital	Phone: (651) 232-0100

Non Emergency Clinic Needs:

Minnesota Occupational Health	Business Hours: (651) 968-5300
Regina Medical, Hastings	After Hours: (651) 480-4340



GROUND AMBULANCE

Allina Medical Transportation 167 Grand Ave St Paul, MN	Phone: (651) 222-0555
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Transportation Servies-Allina St Paul, MN	Phone: (651) 222-6040
--	-----------------------



AIR AMBULANCE

LIFE LINK III Emergency Dispatch	Phone: 1 (800) 328-1377
	Twin Cities: (651) 778-0416

North Memorial Air Care	Phone: 1 (800) 247-0229 (763) 520-5870
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Emergency Outside Contacts

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REGULATORY AGENCIES

**NOTE: All calls to regulatory agencies will be made by Environmental and Safety Staff*

LOCAL AGENCIES *

Metropolitan Council Environmental Services – MCES	Phone: (651) 602-1000
MN Dept of Health	Phone (651) 201-5000
Washington County Civil Defense (Public Evacuation)	Phone: (651) 430-7621

MINNESOTA STATE AGENCIES *

MN Dept. of Natural Resources	Phone: 1-888-646-6367
MN Dept. of Public Safety	Phone: (651) 201-7000
MN Dept of Transportation – Aeronautics	Phone: (651) 234-7200
MN Emergency Response Commission – SERC	Phone: (651) 201-7406
MN Office of Pipeline Safety	Phone: (651) 201-7230
MN Pollution Control Agency – MPCA	
General No.	Phone: (651) 296-6300
Start-up, Shutdown, & Malfunction	Hotline: (651) 649-5451
MN State Duty Officer	Phone: (651) 649-5451
	Phone: 1-800-422-0798
MN State Patrol	Phone: (651) 201-7100
MN State Fire Marshall	Phone: (651) 201-7200

FEDERAL AGENCIES *

NATIONAL RESPONSE CENTER (NRC) Phone: 1-800-424-8802
Phone: (202) 267-2675

U. S. Coast Guard National Response Center Phone: 1-800-424-8802
(Same as NRC)

U. S. Coast Guard MSD Phone: (952) 806-0021
St. Paul (7:30 am to 4:00 pm) Fax: (952) 806-0029
Sean M. DeCataldo

Emergency Coast Guard Group Phone: (319) 524-7511 Ext. 1
Upper Mississippi River COM Center
(After 4:00 pm)

OSHA Environmental Compliance
St. Paul, NM Phone: (952) 858-9382

EPA REGION 5 24-Hr. Phone: (312) 353-2318
NPDES
Chicago, IL



US FAA Phone: (612) 713-4211
28th Ave S # 103
Minneapolis, MN

U. S. Geological Survey USGS Phone: 1-888-275-8747

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**Emergency Outside Contacts****Table of Contents****Section Index****8****LOCAL GOVERNMENTS**

City of Hastings 101 4th St. East Hastings, MN 55033	Phone: (651) 480-2350
City of Prescott 800 Bomer St. Prescott, WI 54021	Phone: (715) 262-5544
City of Red Wing 315 West 4th St. Red Wing, MN 55066	Phone: (651) 385-3600
City of Rosemount 2875 145th St. W. Rosemount, MN 55068-4997	Phone: (651) 423-4411
Cottage Grove City Hall 7516 80th St. S. Cottage Grove, MN	Phone: (651) 458-2800
Grey Cloud TWP Office 1863 Grey Cloud Island Dr. St. Paul Park, MN	Phone: (651) 459-6236
Newport City Hall 596 7th Ave Newport, MN	Phone: (651) 459-5677
Prairie Island Indian Community 5636 Sturgeon Lake Road Welch, MN 55089	Phone: (651) 385-2554 Phone: 800-544-5473
St. Paul Park City Hall 600 Portland Ave St. Paul Park, MN	Phone: (651) 459-9785
Town of Diamond Bluff W9870 290th Ave Hager City, WI 54014	Phone: (715) 792-2290
Town of Trenton W7926 250th Ave Hager City, WI 54014	Phone: (715) 792-2911
US Federal Aviation Agency 1725 Henry Ave South St. Paul, MN	Phone: (651) 554-8369
Village of Bay City W6371 Main St. P.O. Box 9 Bay City, WI 54723	Phone: (715) 594-3168

Emergency Outside Contacts

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RAILROADS

Refinery is located between Railroad Mile Markers 421.6 (1st Street or M&B Tire) and 421.1 (Broadway)

Burlington Northern / Santa Fe Railroad

General Phone Number	Phone: 1-800-795-2673
24-Hr. Emergency	Phone: 1-800-832-5452
Trainmaster	Phone: (763) 782-3307

Canadian Pacific Railroad

General Phone Number	Phone: (651) 778-3660
	Phone: 1-800-777-4499
Emergency Hotline	Phone: 1-800-766-4357

Canadian Pacific

Phone: (763) 682-1655

MN Commercial Railway

Phone: (651) 632-9020

10

PIPELINES

Koch Pipeline Co Cottage Grove, MN	Phone: (651) 459-2424
---------------------------------------	-----------------------

Enterprise Products Inver Grove Heights, MN	Phone: (651) 437-3020
--	-----------------------

Minnesota Pipeline (Call Wichita Office)	Emergency Phone: 1-800-666-9047
---	---------------------------------

Megellan Pipeline Co Roseville, MN	Phone: (651) 633-4171
---------------------------------------	-----------------------



Emergency Outside Contacts

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NEIGHBORING INDUSTRIES

CHS Inc Phone: (651) 355-6000
 5500 Cenex Dr
 Inver Grove Heights, MN

Flint Hills Petroleum Group Phone: (651) 437- 0700
 145th St E
 Rosemount, MN

Center Point Energy Phone: (612) 372-4727
 800 Lasalle Ave Fl 11
 Minneapolis, MN

12

WEATHER

National Weather Service Phone: (952) 361-6670

13

UTILITIES

ELECTRIC

Xcel Energy Phone: (651) 229-2575

WATER

Local Water Supply System Day Phone: (651) 459-3730
 Contact: Lee Flandrich 24-Hr. Phone: (651) 439-9381

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MEDIA - TV

 (Information Officer / Communications
will manage media issues)

TV

Twin Cities Public Television	Phone: (651) 222-1717
WUCW	Phone: (651) 646-2300
KSTP	Phone: (651) 646-5555
KSTC	Phone: (651) 645-4500
WCCO TV4 Newsroom Public Information Broadcast	Phone: (612) 330-2509

RADIO

Minnesota Public Radio	Phone: (651) 290-1500
KSJN	Phone: (651) 290-1500
KNOW	Phone: (651) 290-1500
KFAI	Phone: (612) 341-3144
Radio K	Phone: (612) 625-3500
KBEM	Phone: (612) 529-5236
KMOJ	Phone: (651) 293-0077
KVSC	Phone: (320) 308-4748
WCCO Newsroom Public Information Broadcast	Phone: (612) 370-0691

NEWSPAPERS

South Washington Cnty Bulletin	Phone: (651) 319-4280
St Paul Voice	Phone: (651) 457-1177
Woodbury Bulletin Newspaper	Phone: (651) 319-4270
Wanderer Newspaper	Phone: (651) 224-5733


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SCHOOLS

St Andrew's Lutheran School 1001 Holley Ave St Paul Park, MN	Phone: (651) 459 3021
Oltman Junior High School 1020 3rd St St Paul Park, MN	Phone: (651) 768 3500
Pullman Elementary School 1260 Selby Ave St Paul Park, MN	Phone: (651) 768 3600
Newport Elementary School 851 6th Ave Newport, MN	Phone: (651) 768 4300
Inver Grove Elementary School 4100 66th St E Inver Grove Heights, MN	Phone: (651) 306 7500
South Washington County School 7362 E Point Douglas Rd S Cottage Grove, MN	Phone: (651) 458 6300
Cottage Grove Elementary School 7447 65th St S Cottage Grove, MN	Phone: (651) 768 5800
Pine Hill Elementary School Web Site 9015 Hadley Ave S Cottage Grove, MN	Phone: (651) 768 3900
South Grove Elementary School 7650 Clayton Ave Inver Grove Heights, MN	Phone: (651) 306 7600
Prescott Middle School 125 Elm St., Prescott, WI, 54021	Phone: (715) 262 5054
Pine Harbor Christian Academy 11125 Point Douglas Dr. S., Hastings, MN, 55033	Phone: (651) 438 2259
St. Joseph's Catholic School 281 Dakota St. S, Prescott, WI, 54021	Phone: (715) 262 5912
St. Elizabeth Ann Seton School 600 Tyler St, Hastings, MN, 55033	Phone: (651) 437 3098

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PARKS

St Paul Parks Dept Phone: (651) 459 8878
 1345 Laurel Ave.
 St. Paul Park, MN

Cottage Grove Recreation Phone: (651) 458 2801
 7516 80th St. S.
 Cottage Grove, MN

Hamlet Park Phone: (651) 459 1281
 8885 Hamlet Ave. S.
 Cottage Grove, MN

Bay City Campground (715) 594 3229 4/15 11/1
 106 Park St., P.O. Box 9 (715) 594 3168 11/2 4/14
 Bay City, WI 54723

Bay City Resort (715) 594 3147
 N1202 Wabash St. P.O. Box 87
 Bay City, WI 54723

Bluff View Park (651) 385 2655
 329 East Fifth St.
 Red Wing, MN 55066

Central Park (651) 385 2655
 515 West Fourth St.
 Red Wing, MN 55066

Civic Center Park (651) 385 2655
 Williams Ave.
 Red Wing, MN 55066

Eagle Bluff Park (651) 480 6175
 1468 Riverbluff Dr.
 Hastings, MN 55033

Freedom Park (715) 262 5544
 200 Monroe St.
 Prescott, WI 54021

Hideaway Campground (715) 792 2725
 W7037 135th Ave.
 Bay City, WI 54723

John Rich Park (651) 385 2655
 218 West Ave.
 Red Wing, MN 55066

Jordan Court Park (651) 385 2655
 423 West Third St.
 Red Wing, MN 55066

Lake Isabel Park (651) 480 6175
 800 2nd Street East
 Hastings, MN 55033

Memorial Park (651) 385 2655
 542 East Seventh St.
 Red Wing, MN 55066

Oliver's Grove Park (651) 480 6175
 220 2nd Street East
 Hastings, MN 55033

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**Emergency Outside Contacts****Table of Contents****Section Index****16****PARKS** *(Continued)*

Oliver's Grove Park 220 2 nd Street East Hastings, MN 55033	(651) 480 6175
Pine Coulee Park 11825 Lofton Ave. S. Hastings, MN 55033	(651) 480 6175
Public Square Park Orange St. Prescott, WI 54021	(715) 262 5544
River Heights Park Inver Grove Trail, Inver Grove Heights, MN 55076	(651) 450 2585
Spring Lake Regional Park Mississippi National River & Rec. Area Hastings, MN 55033	(952) 891 7000

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SERVICE VENDOR CONTACT NUMBERS



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No	Company	Service	Contact	Type	Phone No.
1	3M COMPANY	• Equipment, Similar • Parts, Similar			651 458 2000
2	AA PARTY & TENT RENTAL	• Canopies • Tables, Chairs, Tents		OFFICE 24 HR	612 332 7114 612 327 4909
3	ABM	• Cleaning, Inside Homes	Tom	CELL	(b) (6)
4	AGGREKO	• Compressors, Generators • Lighting			952 894 5992
5	AIRGAS	• Breathing Air, Welding	Michelle Michaud		713 712 5100
6	AMARIL	• Clothing	Marilyn Lattin	WORK HOME CELL	763 717 2037 (b) (6)
7	ANCOM	• Communication, Radio	Dean Daninger	CELL FAX 24 HR	(b) (6) 763 755 4111 952 808 7699
8	ARBILL	• Safety Supplies	Jill Casey	MAIN CELL	215 501 8162 (b) (6)
9	ARTCO FLEETING SERVICE	• Harbor Services			507 452 7703
10	ASPEN EQUIPMENT	• Compressor Rental • Lighting Rental		MAIN	952 888 2525
11	BARTL HARDWARE	• Hardware	Tom Bartl	WORK HOME	651 459 2894 (b) (6)
12	BAY WEST	• Containment Equipment • Environmental Remediation • People			651 291 0456
13	BEST BUY	• Computers			651 457 5817
14	BIFFS	• Port-A-Johns • Sanitation Services			952 403 1221
15	BOLDT	• Construction, General	Pat Ryan Mike Kiminski Mike Haeg	FAX	651 458 2681 651 458 2792 651 458 2251 651 458 2722
16	CLAYHILL	• Compressor Rental			651 290 0000
17	CROSTOWN SWEEPING	• Street Sweeper, City	Mike McDonald		612 408 5731 612 729 2000
18	DBI	• Safety Harness Manufacturer	Gary	CELL	(b) (6)
19	EAC HELICOPTERS	• Helicopters			651 455 8815
20	ELVIN	• Safety Harness	Mark Fleming Jeff Jeff	CELL WORK CELL	(b) (6) 952 829 2990 (b) (6)
21	FIRE EQUIP SPECIALTIES	• Hoses & Nozzles			651 730 4636
22	FLINT HILLS REFINERY	• Equipment & Parts, Similar			651 437 0700
23	HAYDEN & COMPANY	• Firefighting Foam (Thunderstorm)	Tom Mueller	MAIN CELL FAX PAGER CODE	630 910 6244 (b) (6) 630 910 6245 1 800 946 4646 (code 8778126)
24	HELICOPTER FLIGHT INC.	• Helicopters			763 537 4137
25	HEPPNER'S	• Carwash		OFFICE	651 730 7808
26	HOME DEPOT	• Hardware	Woodbury Cottage Grove		651 714 8571 651 458 5950
27	INDECK	• Boilers, Temporary	Michael Pfeiler		1 847 541 8300
28	INDUSTRIAL SERVICES	• Heavy Equipment, Vacuum Trucks		PAGER	651 457 3930 612 560 8922 612 560 5637

No	Company	Service	Contact	Type	Phone No.
29	J.N. JOHNSON	• Chemicals • Fire Extinguishers			952 835 4700
30	KINKOS	• Copies			651 450 7000
31	L&H EXTERIORS	• Cleaning, House	Charlie Fox	PHONE CELL	612 245 7830 (b) (6)
32	MANN EXCAVATING	• Heavy Equipment • Gravel • Sand • Trucks	Tracy		651 459 9987
33	McJUNKIN-REDMAN PIPE/SUPL	• Pipe, Valve, and Fittings	Dirk Thom	PHONE CELL	651 228 9052 (b) (6)
34	MENARDS	• Hardware	Woodbury		651 459 8002
35	MOLLY MAIDS	• Cleaning, Inside Homes	Loren	OFFICE	651 769 0124
36	MOTION	• Safety Harness	Jim Lord	WORK HOME CELL PAGER	651 631 2430 (b) (6) 651 847 0149
37	NEWPORT CLEANERS	• Dry Cleaning • Laundry			651 459 0605
38	OFFICE MAX	• Copies			651 730 0494
39	PARSONS	• Electric			651 458 6820
40	PERFORMANCE POOL	• Pool Cleaning	Oakdale Woodbury		651 773 5883 651 779 6610 651 779 6610
41	POWER DYNAMICS	• Gaskets			651 454 5504
42	RAIN 4 RENT	• Frac Tanks • Spill Guards			815 744 3947
43	ROYAL OAKS CAR WASH	• Car Wash		OFFICE	651 483 1752
44	SCHLOMPKA	• Heavy Equipment			651 459 3718
45	SERVPRO	• Cleaning, House	John Adkins Chris Miller Gary Miller	OFFICE FAX CELL FAX	651 490 5317 763 783 5717 (b) (6) 952 403 1050 952 846 4400 1 888 321 6262 952 403 1050 507 744 4936
46	SHAW LUMBER	• Construction Supplies • Hardware			651 488 2525
47	SOUTH SUBURBAN RENTAL	• Canopies • Chairs • Tables • Tents		OFFICE	651 459 2112
48	TINUCCI'S	• Catering Food			651 459 9011 651 459 3211
49	UPPER RIVER SERVICES	• Harbor Services • Spill Equipment			651 292 9293
50	VEIT	• Cleaning, House • Environmental Remediation • Heavy Equipment • Vacuum Trucks	Steve Partington		63 428 2242 X 2637 612 919 2504 763 428 2819
51	ZIEGLER	• Compressor Equipment • Light Tower	Vic	MOBILE HOME	(b) (6)

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INTERNAL NOTIFICATIONS



EMERGENCY

*Notify Security via Radio
Ch. 16 or by calling
Ext. 5555 to dispatch
Response Personnel*



ONSITE

DIAL 5555

OFF-SITE

DIAL (651) 459-9771

(651) 458-2718

(651) 458-2719



Notes:

- 1) See Tab 18 for details of alarms and communications.
- 2) See Tab 13 for specific names, phone numbers, and pager numbers.

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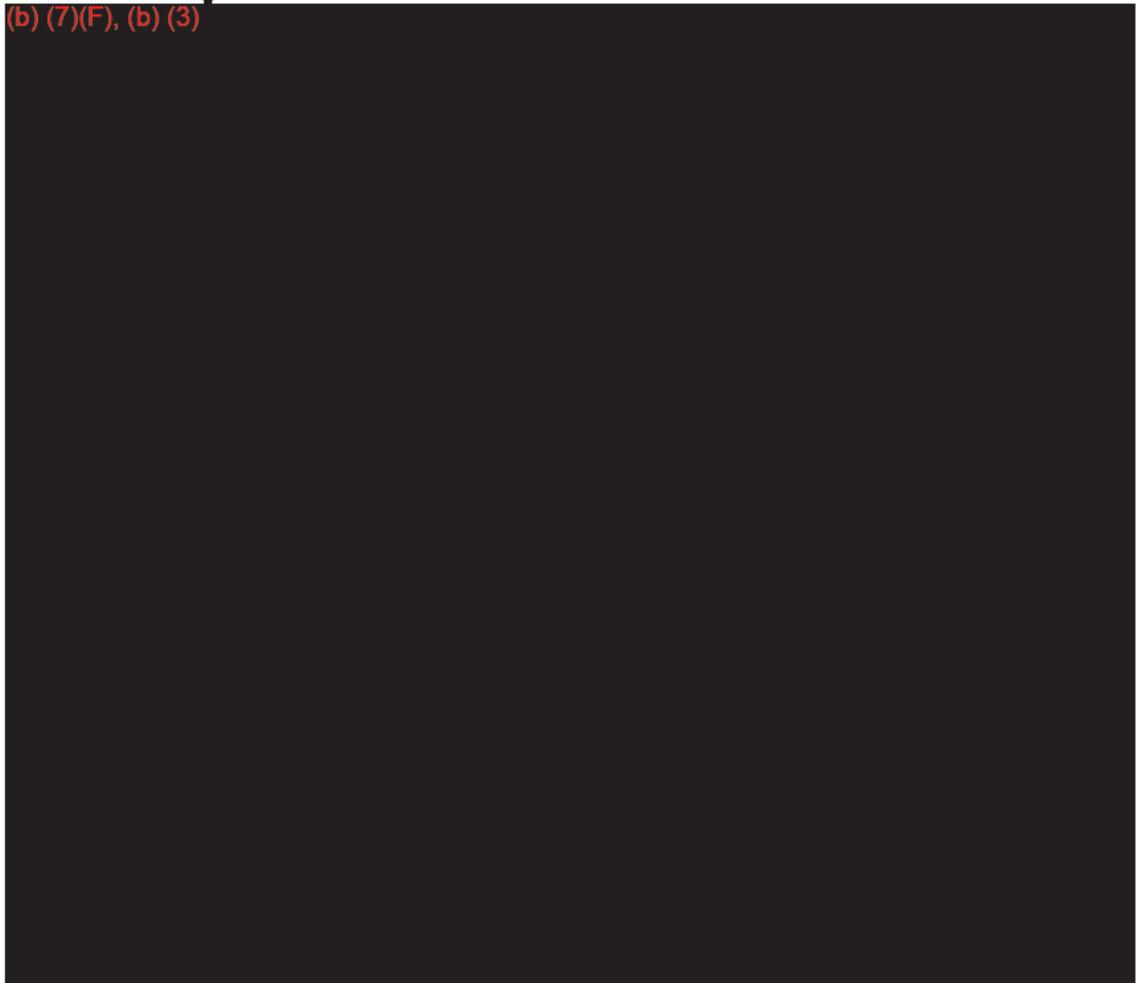
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REPORTING AN EMERGENCY

SECURITY



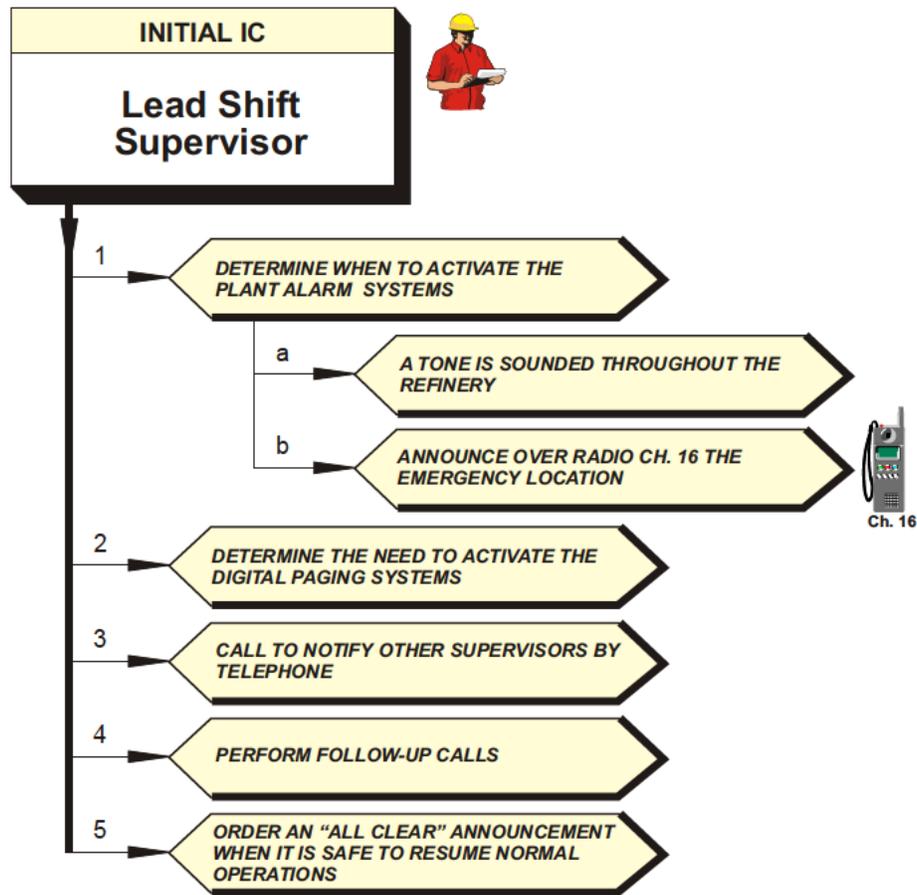
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SAFETY DEPARTMENT


1

EVENTS

The following events require **immediate** notification to the Safety Department:

- 1) All fires and explosions.
- 2) Hazardous material releases that result in the activation of the Emergency Response Plan.
- 3) Any employee or contractor injury that involves a hazardous material.
 - a. For the purpose of this notification, a hazardous material is any material that has an MSDS.
- 4) Any employee / contractor injury that results in hospitalization.
- 5) Any employee / contractor fatality.
- 6) Evacuation of any area of the refinery.
- 7) Incidents involving radiation sources.
- 8) Employee / Contractor complaints of chemical exposure.
- 9) Bomb Threats.
- 10) Call for Mutual Aid Assistance for off-site.

2

NOTIFICATION PROCEDURES

The following Safety Department personnel must be notified immediately for any incidents that occur.

Leaving a message on an answering machine or voice mail is not sufficient notification.

For Any Incident Off-Hours

- Contact the On-Call Safety Representative.

Alt: In the event that contact cannot be made with the on-call Safety Representative within 15 minutes, attempt to contact another Safety Department employee.

Name	Office Ext.	Mobile
<input type="checkbox"/> Steve Crisp	6461	(b) (6)
<input type="checkbox"/> Jay Gieseke	2628	
<input type="checkbox"/> Mike Boswell	2666	
<input type="checkbox"/> Scott Conant	2662	
<input type="checkbox"/> Dan Bigham	2604	
<input type="checkbox"/> Matt Wuebben	6740	
<input type="checkbox"/> Johnny Walker	6041	

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ENVIRONMENTAL DEPARTMENT



1

EVENTS

The following events require **immediate** notification to the Environmental Department:

- 1) Any accidental release of vapor to the atmosphere. (For example, a pin hole leak on a fuel gas line.)
- 2) Releases to the flare resulting from such activities as unit shutdowns, startups and malfunctions.
- 3) Flare smoking for more than 5 minutes within any consecutive 2-hour period.
- 4) Process or pollution control equipment breakdown greater than 1-hour duration or shutdown.
- 5) Spills to the ground or surface waterway. This includes spills on the deck of a barge if there is a risk that the spill will reach the river.
- 6) Exceedance of any emission limits. Notification is only required if the duration of the excess emission causes the applicable average to exceed the allowable limit.
- 7) Any odor complaint, copy to safety.
- 8) Effluent to the Mississippi outside permitted pH range, temperature exceedances, un-ionized ammonia, or the discharge of visible solids or oil sheen.
- 9) Detection of oil or other contaminants in any of the stormwater ditches.

2

NOTIFICATION PROCEDURES

The following Environmental Department personnel must be notified immediately for any incidents that occur.
Leaving a message on an answering machine or voice mail is not sufficient notification.

**For Any Incident
Off-Hours**

- Contact the On-Call Environmental Representative.

Alt: In the event that contact cannot be made with the Area Environmental Representative within 15 minutes, attempt to contact another Environmental staff member.

Name	Office Ext.	Mobile	Home
<input type="checkbox"/> Mike Lukes	2726	(b) (6)	
<input type="checkbox"/> Herb Owen	2616		
<input type="checkbox"/> Kristin Heutmaker	6803		
<input type="checkbox"/> Eric Folsom	6470		
<input type="checkbox"/> Kevin Kiemele	2762		

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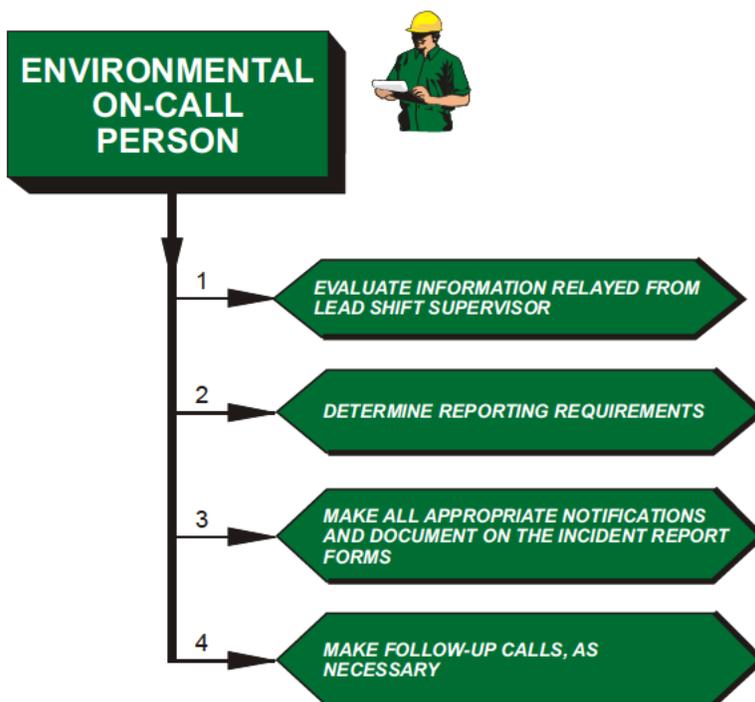
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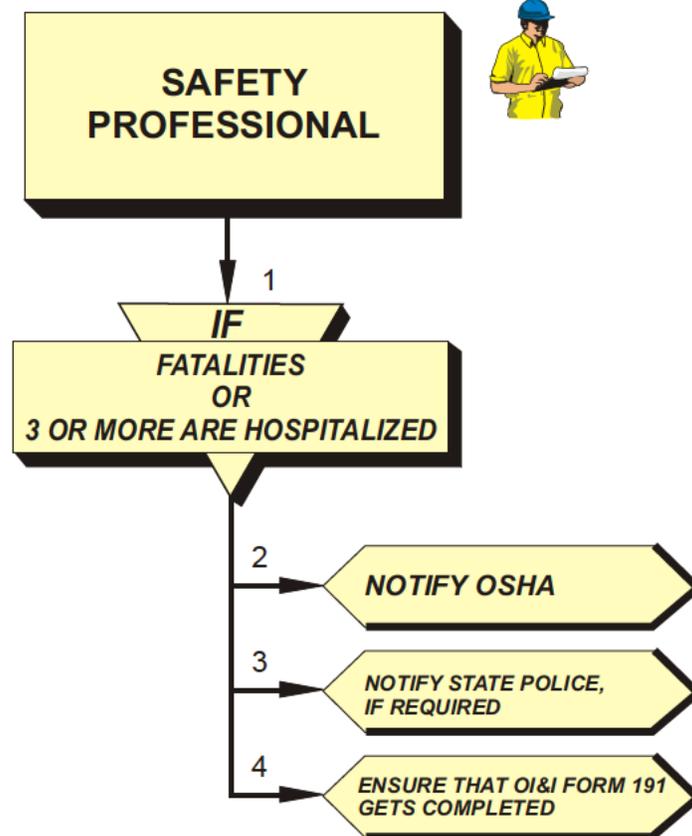
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EXTERNAL NOTIFICATIONS



OSHA REPORTING



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OI&I

Time Line

OI&I FORM 191
 OCCUPATIONAL INJURY AND ILLNESS

ANY OCCUPATIONAL INJURY or ILLNESS

OI&I

- 1 ...
- 2 ...
- 3 ...
- 4 ...

1

INJURED EMPLOYEE NOTIFIES LEAD SHIFT SUPERVISOR, OR IMMEDIATE SUPERVISOR

2

OCCUPATIONAL INJURY AND ILLNESS REPORT, MUST BE COMPLETED FOR ANY OCCUPATIONAL INJURY OR ILLNESS

3

IF FATALITIES OCCUR OR 3 OR MORE ARE HOSPITALIZED

3a

SAFETY DEPARTMENT MUST NOTIFY OSHA WITHIN 8 HOURS

3b

SEE TAB 14 FOR LIST OF CURRENT PHONE NUMBERS FOR OSHA

To Tab 14

4a

IF TREATMENT IS ON-SITE

4b

IF TREATMENT IS OFF-SITE

a

NURSE OR MEDICAL FIRST RESPONDER MUST INITIATE ACTION TO HAVE OI&I FORM COMPLETED

a

SUPERVISOR MUST INITIATE ACTION TO HAVE OI&I FORM COMPLETED

5

SECTION I

EMPLOYEE COMPLETES SECTION I

6

SECTION II

LEAD SHIFT SUPERVISOR OR IMMEDIATE SUPERVISOR COMPLETES SECTION II

Before End of Shift

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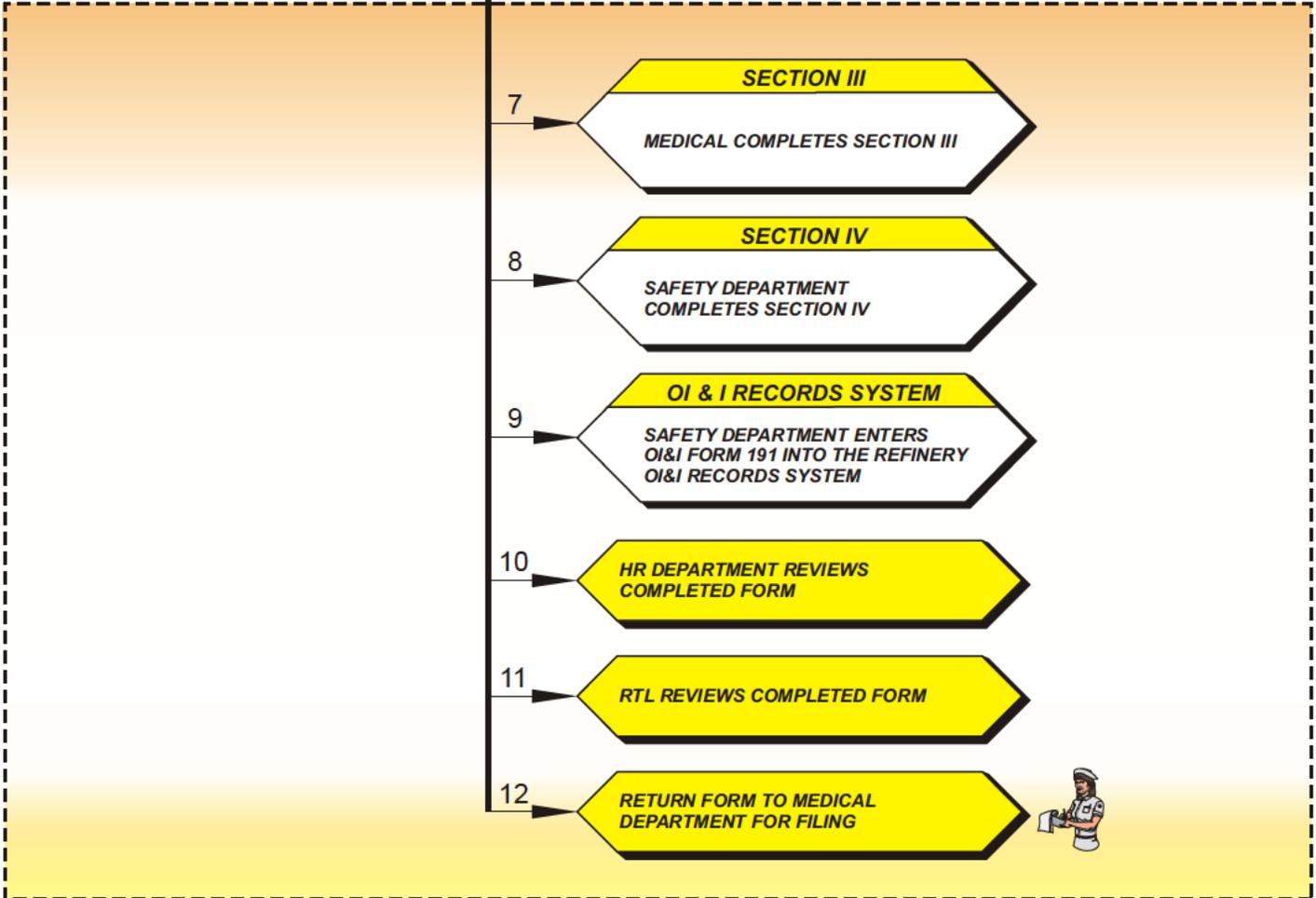
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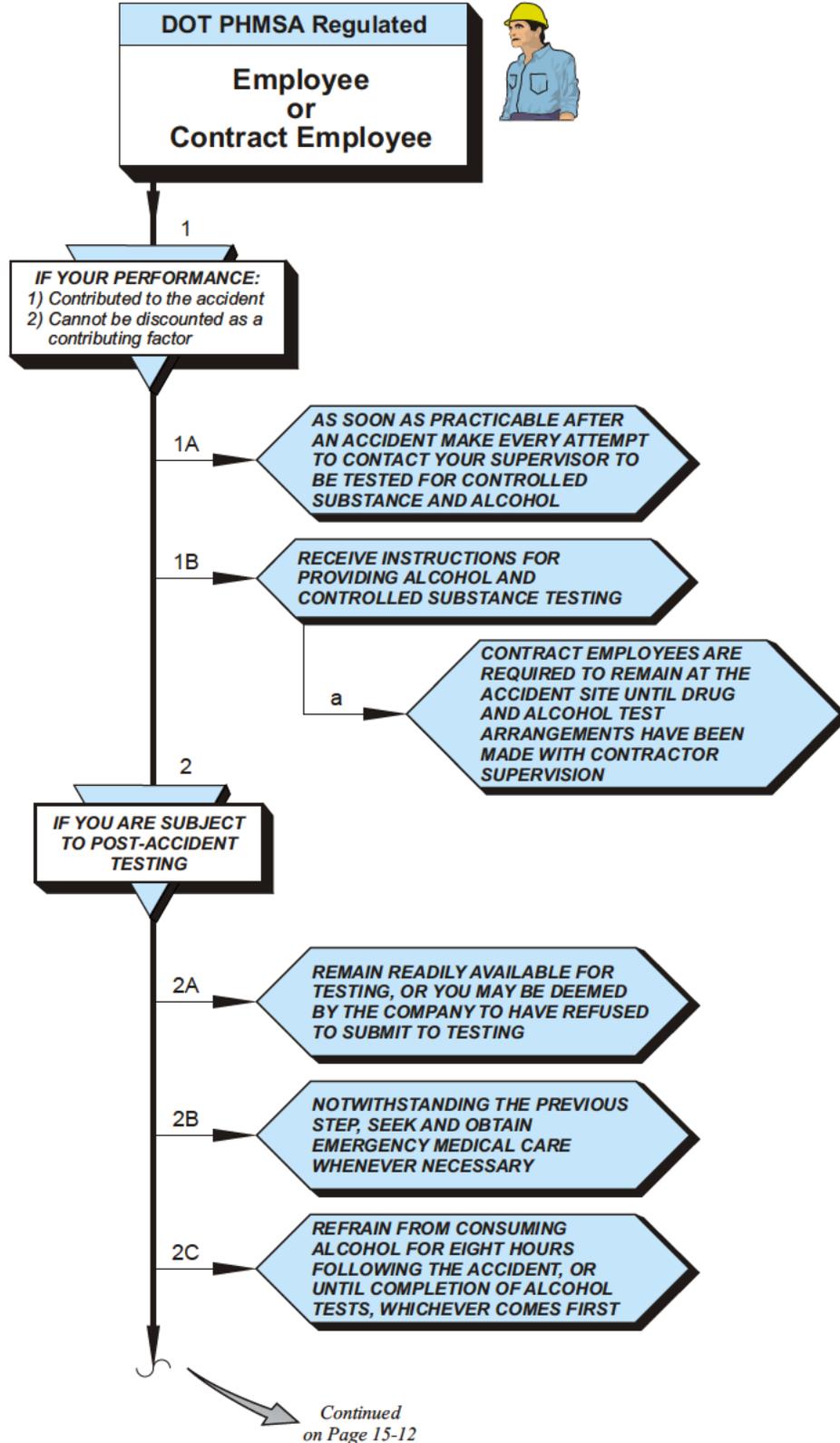
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DOT PHMSA Post-Accident Drug and Alcohol Testing



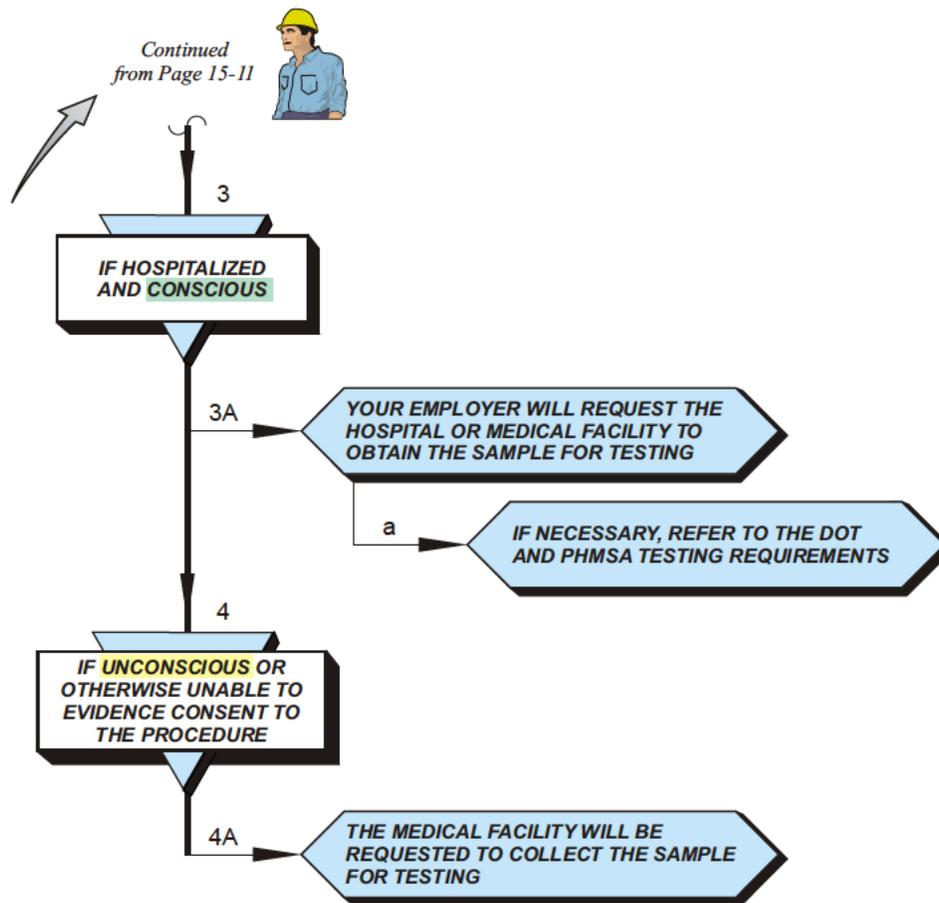
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DOT PHMSA Post-Accident Drug and Alcohol Testing (continued)

**POST-ACCIDENT TESTING TO CEASE**

Attempts to conduct Testing will CEASE

- for Alcohol Tests after 8 hours
- for Controlled Substance Tests after 32 hours

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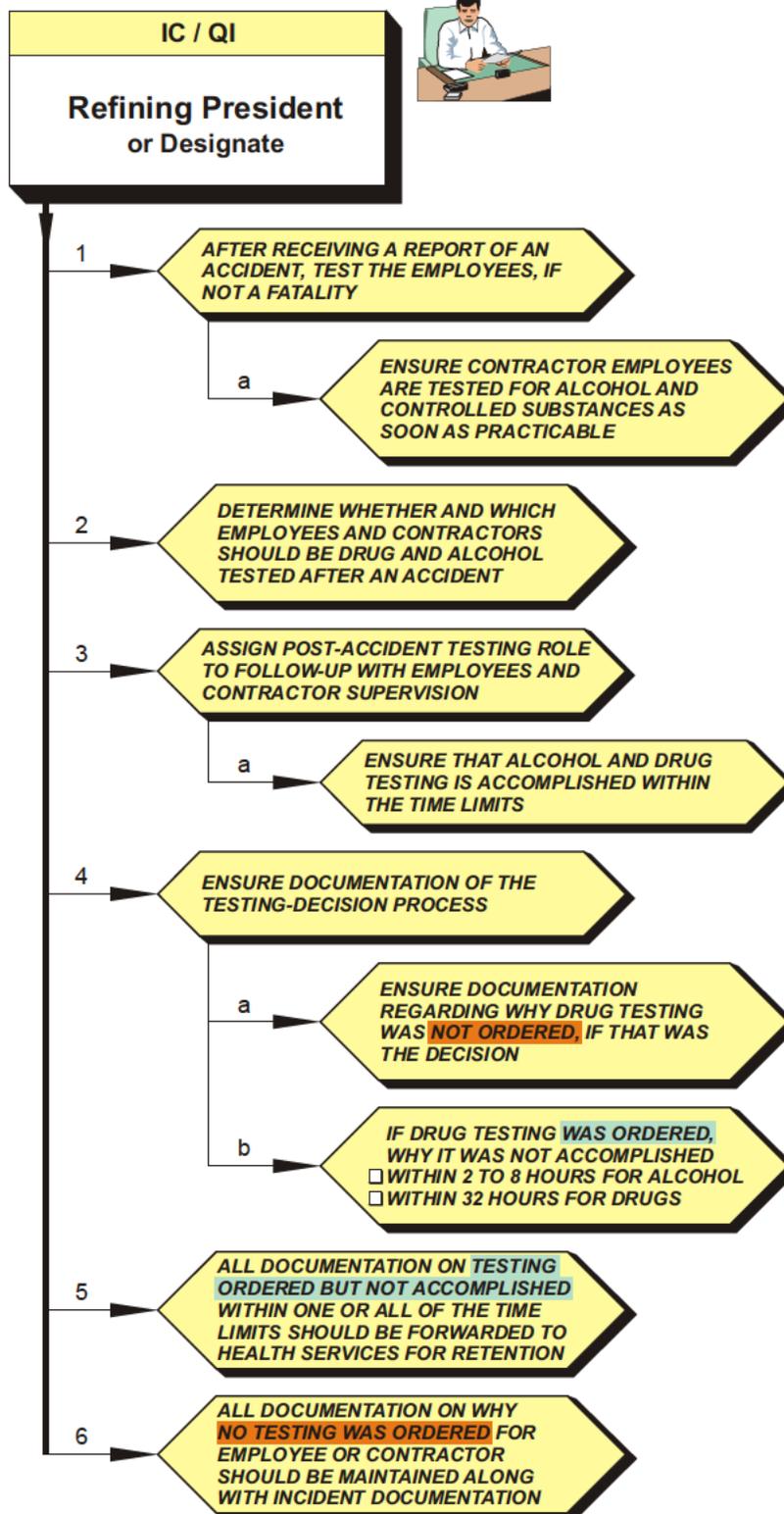
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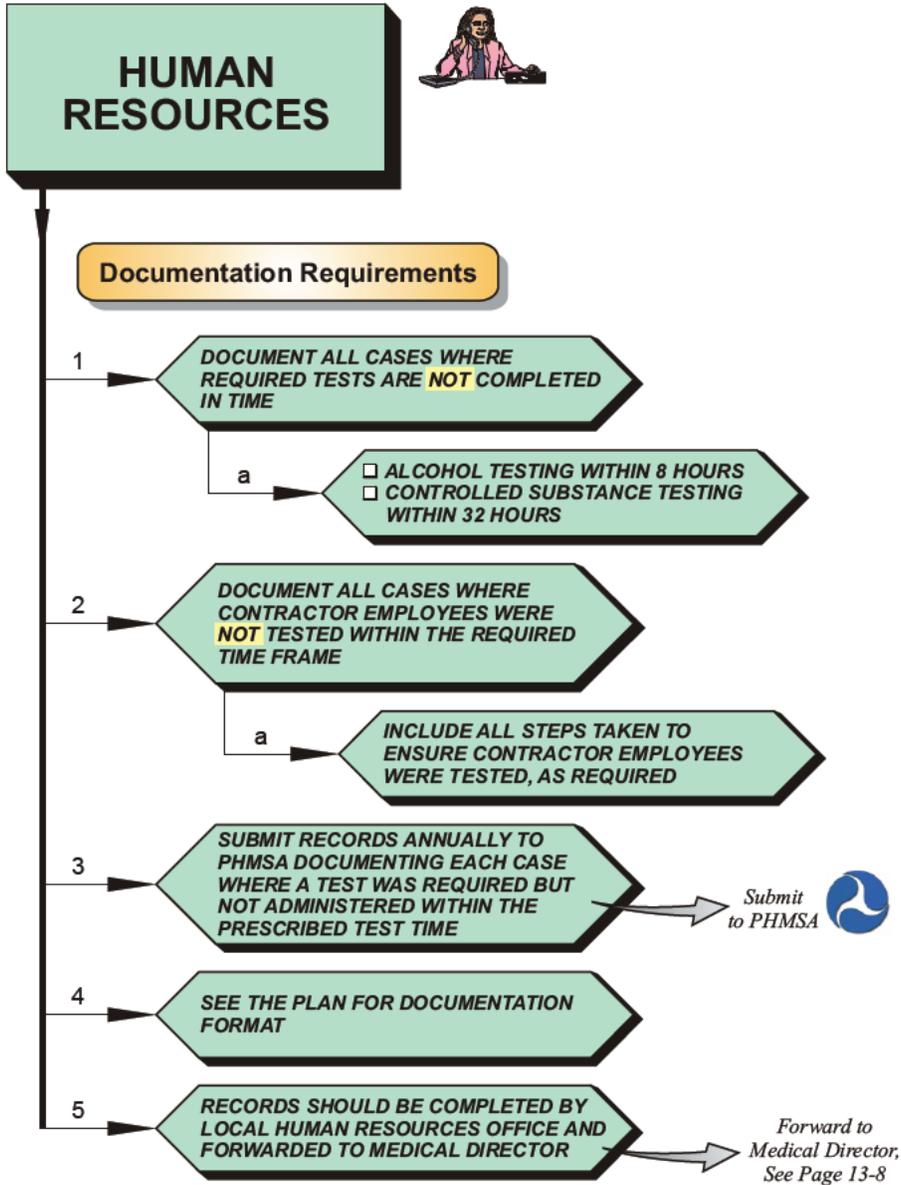


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DOT PHMSA Post-Accident Drug and Alcohol Testing (continued)



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DOT PHMSA Reportables

Per 49CFR

A Accident - 49CFR Part 195

Accident means an incident **reportable** under Part 195, which 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:

- 1) Explosion or fire not intentionally set by the operator;
- 2) 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:
 - a) *Not otherwise reportable under this section;*
 - b) *Not one described in §195.52(a)(4);*

(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);
 - c) *Confined to Company property or pipeline right-of-way; and*
 - d) *Cleaned up promptly.*
- 3) Death of any person;
- 4) Personal injury necessitating hospitalization;
- 5) 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.

B Incident - 49CFR Part 191.3

Incident means any of the following events:

- 1) An event that involves a release of gas from a pipeline or of liquefied natural gas or gas from an LNG facility, and
 - a) *A death or personal injury necessitating in-patient hospitalization; or*
 - b) *Estimated property damage, including cost of gas lost, of the Operator or others, or both, of \$50,000 or more.*
- 2) An event that results in an emergency shutdown of an LNG facility,
- 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).

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Emergency Levels

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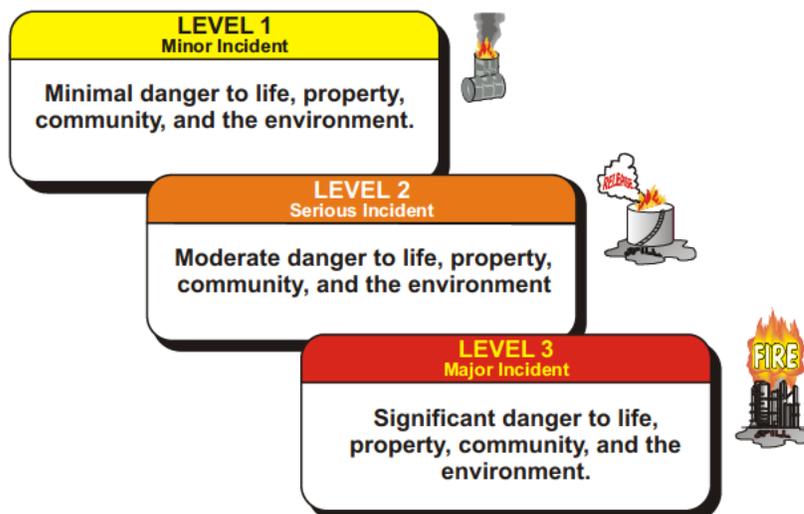
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EMERGENCY LEVEL OVERVIEW



See Tab 16, Pgs 2 thru 6 for detailed Emergency Levels

Emergency Levels

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EMERGENCY LEVEL SYSTEM

The Emergency Level System will be used for reporting emergencies. The level of emergency will be determined by the type and magnitude of the incident.

LEVEL 1

*A minor emergency which is quickly controlled, and does **not** require the EOC to be activated, but could involve a response from operations personnel, and ERT members.*

- Very minor fire
- Small spill of product
- Medical emergencies



LEVEL 2

Moderately serious incidents which are not immediately controlled, but can be handled with Operators, ERT personnel, and EOC activation.

- Serious fire
- Medium / large hazardous materials release



LEVEL 3

Extremely serious major emergencies which require the utilization of Refinery personnel, EOC activation, ERT, and outside resources.

- Major fires requiring the assistance of local, state or federal agencies to mitigate.
- Major release of hazardous materials which will require activation of the Community Alerting and Warning System
- Refinery Evacuation



ALL-CLEAR

Resume Normal Operations



DRILLS

Drills must be segregated from the Emergency Levels and must be identified as a drill by the person reporting.

Emergency Levels

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LEVEL 1

A minor emergency which is quickly controlled, and does not require the EOC to be activated, but could involve a response from operations personnel, and ERT members.



Detailed Description

1	AN INCIDENT WHICH IS CONFINED TO A SMALL AREA AND IS UNDER CONTROL
2	MINIMAL DANGER TO LIFE, PROPERTY, PLANT OPERATIONS, THE ENVIRONMENT, OR TO THE OUTSIDE COMMUNITY
3	INCIDENT CAN BE CONTROLLED AND HANDLED BY THE AFFECTED REFINERY PERSONNEL AND / OR OUTSIDE RESPONDERS
4	DOES NOT REQUIRE ACTIVATION OF THE EOC
5	INCLUDES MEDICAL EMERGENCIES THAT REQUIRE THE RESPONSE OF THE RESCUE TEAM AND AMBULANCE SERVICE
6	EMERGENCY DOES NOT THREATEN TO SPREAD TO A LARGER PLANT AREA OR TO THE OUTSIDE COMMUNITY
7	ONLY OPERATIONS PERSONNEL DIRECTLY INVOLVED IN THE CONTROL OF THE EMERGENCY ARE PERMITTED TO REMAIN IN THE AREA
8	ALL HOT WORK IN THE AREA WILL STOP, AND WORK CLEARANCE PERMITS ARE VOIDED

Examples

- Medical emergency requiring call-out.
- Hazardous Materials response for control and clean-up of a small spill.

Emergency Levels

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LEVEL 2

Moderately serious incidents which are not immediately controlled, but which can be handled with Operators, ERT personnel, and EOC



Detailed Description

1

A SERIOUS FIRE OR LARGE RELEASE OF HAZARDOUS MATERIALS THAT REQUIRES THE EMERGENCY RESPONSE TEAM

2

MODERATE DANGER TO LIFE, PROPERTY, REFINERY OPERATIONS, AND MAY IMPACT OUTSIDE COMMUNITY

3

INCIDENT MAY CREATE A HAZARD TO OTHER AREAS OF THE REFINERY

4

ALL NON-CRITICAL WORK STOPS AND EMPLOYEES (EXCEPT UNIT OPERATORS) REPORT TO THEIR DESIGNATED ASSEMBLY AREAS FOR ACCOUNTABILITY PURPOSES

5

CONTRACTORS SHALL EVACUATE THE REFINERY TO DESIGNATED AREAS FOR ACCOUNTABILITY AND UNTIL THE EMERGENCY HAS BEEN TERMINATED

Examples

- Serious fire requiring the Emergency Response Team and potentially the support from the Outside Agencies.
- Medium / large release of hazardous materials.

Emergency Levels

St. Paul Park Refining

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LEVEL 3

Extremely serious major emergencies which require the utilization of Refinery personnel, EOC activation, and outside resources.



Detailed Description

1

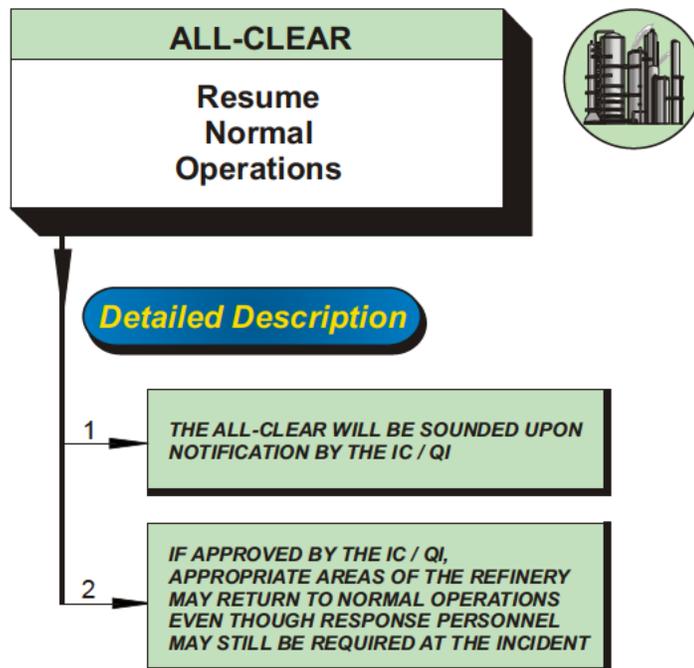
SIGNIFICANT DANGER TO LIFE, PROPERTY, AND THE ENVIRONMENT THAT MAY EXTEND BEYOND THE REFINERY PROPERTY AND IMPACT PUBLIC HEALTH, SAFETY, AND THE ENVIRONMENT

2

EVACUATION OF THE REFINERY AND EVACUATION OR SHELTER-IN-PLACE OF SURROUNDING OUTSIDE COMMUNITY AREA MAY BE REQUIRED

Examples

- Major fires requiring the assistance of local, state, or federal agencies to mitigate.
- Major release of hazardous materials which will require activation of the Community Alerting and Warning System.
- Refinery Evacuation



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1

OIL SPILL RESPONSE ORGANIZATIONS (OSRO's)

Currently St. Paul Park Refining Company LLC has a contract with the following Oil Spill Response Organizations (OSRO's) to provide services, equipment, and assistance with emergency responses.

An "independent contractor" relationship exists between the Refinery and the OSRO's and at no time will members of this organization be considered or behave as employees of St. Paul Park Refining.

FIRST**Bay West, Inc.**

- **Bay West, Inc. (W1 OSRO Rating)**
5 Empire Drive
St. Paul, MN 55103
- Phone: (651) 291-0456 (Emergency Response Line)
- Brian Murdock
- Expiration: Continuous until cancelled
- Contract Summary: *Boats, boom, sorbent, skimmers, vacuum truck, technical expertise, laborers, Shoreline Cleanup Organization*
- On-site Arrival Time: 60 - 90 min.

SECOND**Veit Environmental, Inc.**

- **Veit Environmental, Inc.**
23801 Industrial Blvd.
Rogers, MN 55374
- Phone: (763) 428-2242
- Expiration: Continuous until cancelled
- Contract Summary: *Vacuum trucks, roll-off boxes, laborers*
- On-site Arrival Time: 1 - 2 hours

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THIRD**Heritage Remediation**

- **Heritage Remediation (W2 & W3 OSRO Rating)**
15330 Canal Bank Rd.
Lemont, IL 60439
- Phone: (800) 487-7455
- Expiration: Continuous until cancelled
- Contract Summary: *Boats, boom, sorbent, skimmers, vacuum truck, technical expertise, laborers, Shoreline Cleanup Organization*
- On-site Arrival Time: 10-12 hours

FOURTH**Philip Services, Inc.**

- **Philip Services, Inc.**
2520 48th St. South
Wisconsin Rapids, WI 54494
- Phone: (877) 772-9472
- Expiration: Continuous until cancelled
- Contract Summary: *Boom, sorbent, vacuum trucks, laborers*
- On-site Arrival Time: 4 hours

Bay West, Inc. is the first responder for this facility. Veit Environmental, Inc. is the secondary responder for this facility. Heritage Remediation is the third order responder for this facility. Philip Services, Inc. is the fourth order responder for this facility.

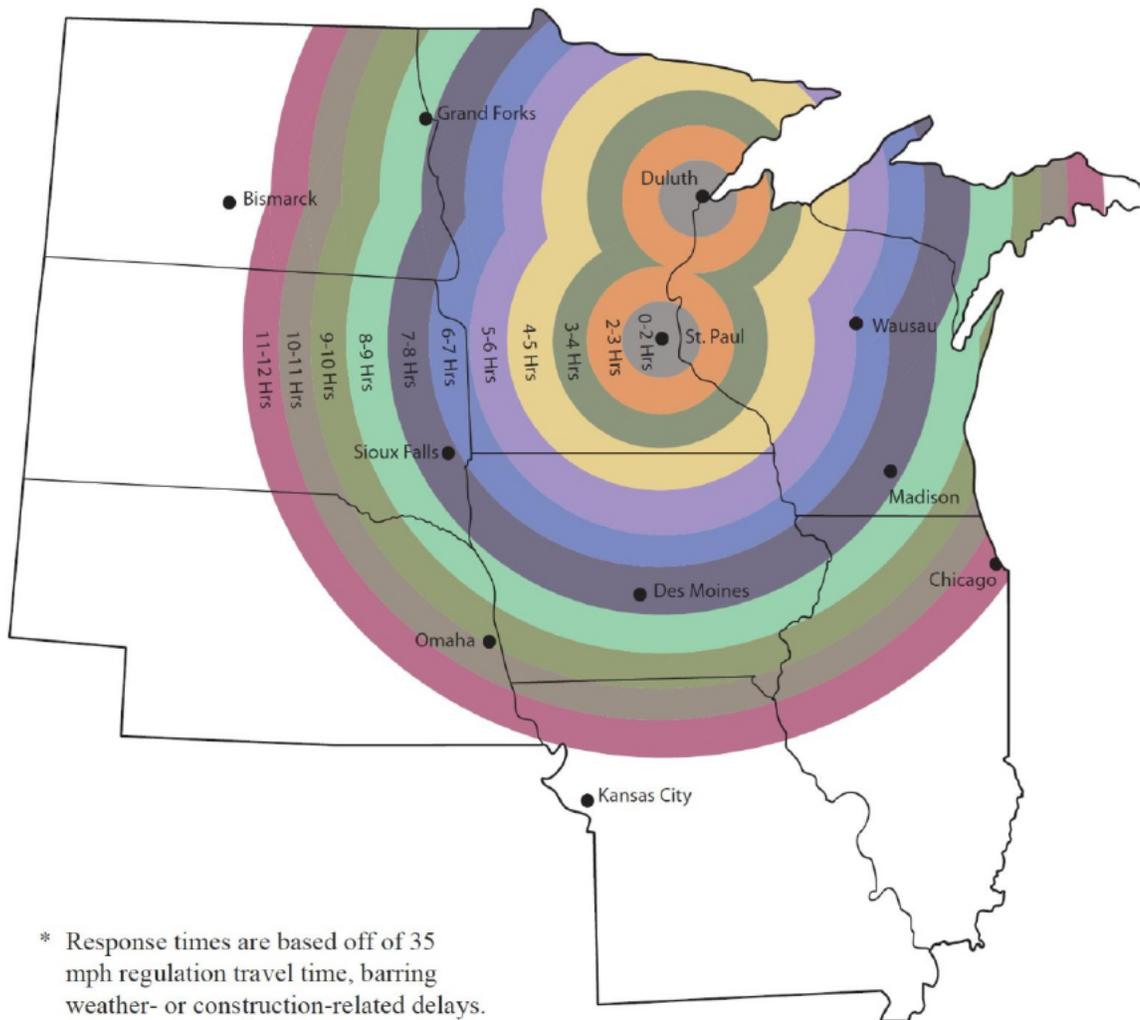
Additional Contracted Help and Access to Additional Response Equipment / Experts

No additional contracted help, beyond what is listed in this Plan, is necessary. The facility has access to emergency response experts and other consultants as needed.



Bay West Inc.
 5 Empire Drive, St. Paul, MN 55103
 651 291 0456 * FAX 651 291 0099
www.baywest.com * info@baywest.com

Response Time Map



* Response times are based off of 35 mph regulation travel time, barring weather- or construction-related delays.

OSRO's

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U.S. Department of
Homeland SecurityUnited States
Coast GuardCaptain of the Port
Upper Mississippi River1222 Spruce St., Suite 7.103
St. Louis, MO 63103-2846
Staff Symbol: (s)
Phone: (314) 269-2689
Fax: (314) 269-273416473
February 12, 2010

Bay West, Inc.
Attn: Dan Hannan
5 Empire Drive
St. Paul, MN 55103

Dear Sir:

This letter is in response to your request for alternate compliance to be classified as a River/Canal, Facility "W1" Oil Spill Removal Organization (OSRO) for the St. Paul, MN Zone. In order to be considered for a "W1" Classification, Bay West, Inc. must have access to 25,000 feet of protective boom located at equipment sites capable of mobilization within 2 hours of notification. Because of the potential for nondedicated resources to be committed to other functions, only dedicated resources are presumed to be able to mobilize within these time requirements.

Bay West, Inc. currently possesses 9,000 feet of dedicated protection boom, 16,000 feet short of the 25,000 feet dedicated protection boom requirement. However, EPA Region V Area Contingency Plan (ACP) has determined that 9,000 feet of protection boom is sufficient for a worst case discharge within the Twin Cities Metropolitan Area. In addition, Bay West, Inc. is also a member of the Washington and Dakota County Community Awareness and Emergency Response (Wakota CAER) Nonprofit Organization which provides access to another 12,000 feet of nondedicated boom through the Mississippi River Spill Response Cooperative. Furthermore, another 5,000 feet of nondedicated boom can be subcontracted through West Central Environmental Consultants giving Bay West, Inc. access to a total of 26,000 feet of protective boom.

After careful review, we concur with your request for alternate compliance to be classified as a River/Canal, Facility "W1" OSRO for the St. Paul, MN Zone. We will forward this endorsement to the National Strike Force Coordination Center (NSFCC) for final determination.

If you have any further questions on this matter, please contact MST1 Shannon McGregor at (314) 269-2507.

Sincerely,

S. L. HILSON

Copy: Commander, National Strike Force Coordination Center

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Bay We:
5 Empire Drive, St. Paul, MN 1
651-291-0456 * FAX 651-291
www.baywest.com * info@baywest.com

INVOICE

Steve Crisp
Fire Chief / ER Coordinator
St Paul Park Refining Company, LLC
300 3rd Street
PO Box 9
St. Paul Park, MN 55071

Invoice Date: 11/11/11
Invoice Number: OSRO-2012
Purchase Order: _____
Bay West Project Manager: Bryan Murdock
Terms: Receipt of payment by 12/31/11

Please select an option by initialing the adjacent box, verify the facilities covered, sign below, and e-mail or fax (see below) to notify us of your selection.

- One-Year Option:**
January 1, 2012 thru December 31, 2012 \$16,500.00
- Three-Year Option with No Annual Increase:**
January 1, 2012 thru December 31, 2014 \$46,035.00
* Savings of \$3,465 (\$49,500 discounted 7%)

Facilities Covered by OSRO Retainer Fee:

- St. Paul Park, MN Refinery and Barge Terminal and Associated Piping
- Cottage Grove, MN Tank Farm and Associated Piping



Authorized Signature

E-mail to: pamm@baywest.com
OR Fax to Pam McNeilly at 651-291-0099 &
Remit payment with signed invoice to:

Bay West, Inc.
Attn: Accounts Receivable
5 Empire Drive
St. Paul, MN 55103
Phone: 651-291-0456
Fax: 651-291-0099

ENTERED
JAN 4 2012

320200-7600300



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Bay
5 Empire Drive, St. Paul, MN
651-291-0456 * FAX 651
www.baywest.com * info@bayw

November 11, 2011

Steve Crisp
Fire Chief / ER Coordinator
St Paul Park Refinery Company, LLC
300 3rd Street
P.O. Box 9
St. Paul Park, MN 55071

Re: **Renewal of Bay West OSRO Retainer for 2012**

Dear Mr. Crisp:

As we approach the end of the year, we would like to thank you for contracting with Bay West's Oil Spill Removal Organization (OSRO) program to comply with your Federal Facility Response Plans. It's time to renew your OSRO retainer for 2012. **To add value for our OSRO customers and further develop our relationship with you, Bay West is offering to return some of your OSRO retainer fees when you hire Bay West for non-OSRO related services. See the details of this offering on the next page.**

Retainer Benefits:

Highest Quality OSRO Services – Bay West is the largest capacity OSRO provider in the region. Your retainer ensures our ability to maintain our classification and 365/24/7 response readiness, most notably in labor, training, equipment maintenance, facilities, and communications. In 2011, Bay West invested over 500 labor hours in training plus additional equipment expenses directly related to the OSRO program. You can be assured that, in the event you need us, you will receive the skilled personnel, the best equipment and technology, and the safest, most efficient response services to meet your needs.

Discounted Fee Schedule Rates – If you should need to call us for a spill, as an OSRO retainer holder you are charged our current Standard Fee Schedule rates rather than ER Fee Schedule rates, which are an average 20% higher.

OSRO Retainer Refund Program - The OSRO Retainer Refund Program is designed specifically for our OSRO clients as an incentive to utilize Bay West for other environmental services, in addition to OSRO. We want to further our relationship with you and provide a way for you to get more out of your OSRO fee. The OSRO Retainer Refund Program will credit your company 15% back for the dollars spent with Bay West during the calendar year. It's simple; at the end of the year, we review the amount of non-OSRO-related dollars paid to Bay West in the 2011 calendar year and compare that to the following payment milestone table (as shown in the table below). Bay West will issue a credit to your account or cut you a check for the amount listed adjacent to the highest payment milestone that you exceed or the amount of your paid OSRO retainer, whichever is lower. For example, if you pay Bay West \$16,000 for non-OSRO related services in 2011, Bay West will return \$2,250.00 to your firm in the form of a credit or a check.

Doc#1456017

About Bay West's OSRO Classification

Bay West was classified by the US Coast Guard as an OSRO in 1993 (USCG #76, W-1 River & Canal the largest OSRO in the region), and has maintained its classification and readiness. We provide personnel & equipment to companies who choose to contract for oil spill removal services rather than comply with OPA 90 requirements solely with their own staff. Now in our 37th year, Bay West continues to be the most qualified and experienced OSRO provider with the largest equipment inventory in the Midwest.

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We want this **Refund Program** to create an incentive for your firm to utilize Bay West for the following non-OSRO related services which will, in-turn, lower your OSRO retainer fee:

- Phase I/II Assessments
- Equipment Readiness Inspections
- Design of Spill Tactical Plans
- AST/UST investigations
- Industrial cleaning projects (low and high hazard)
- Training – field, HAZWOPER, classroom
- Waste transportation and disposal
- Chemical lab packs
- Non-OSRO Emergency response services
- Respiratory fit testing
- Soil and groundwater sampling
- Asbestos surveying
- Permitting
- XRF surveys
- Environmental assessment worksheet preparation
- Soil and groundwater remediation
- Stormwater management, permitting and sampling
- Contract Environmental Personnel Placements
- Vapor Assessments; soil and indoor air
- Numerous other client customized services

Payment Milestone	Refund Program Discount
\$5,000	\$750
\$15,000	\$2,250
\$25,000	\$3,750
\$35,000	\$5,250
\$45,000	\$6,750
\$55,000	\$8,250
\$65,000	\$9,750
\$75,000	\$11,250
\$85,000	\$12,750
\$95,000	\$14,250
\$105,000	\$15,750
\$115,000	\$17,250

Many of our OSRO customers have taken advantage of the refund program and will receive sizeable discounts in 2012.

Referral Program - Bay West is also continuing the OSRO referral program in 2012. For each time an existing Bay West OSRO customer refers a new OSRO customer to us, and that referred company contracts with us for OSRO services, a \$500 referral bonus will be issued to the referring OSRO customer. To earn this bonus, simply send us an email stating what client you have referred to us and ask the referred client to let us know they heard about Bay West from you. Once they have paid in full, we will send you a \$500 check in return for your referral.

Discounted Customized ER Spill Kits with On-Site Instruction – As your OSRO provider, we have in-depth knowledge of your ER requirements, types of contaminants, and facility logistics. We can help you handle small spills in-house by customizing a spill kit with the necessary supplies and providing on-site instruction to your staff. Purchases of \$500 or more receive a 10% discount.

Complimentary Response Readiness Inspection – At your request, we will schedule an inspection of your facility, review your response plan, and assist you in maintaining a compliant, safe, response ready facility.

Full Service Response – From immediate phone consultation to prompt transportation & disposal services.

Doc #1456017

Did you know? Your OSRO contract gives you access to all of Bay West's services, from environmental consulting to waste management, scheduled and unscheduled work.

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disposal of wastes generated by a spill, you have the benefit of Bay West's full service environmental capabilities.

Following this letter and OSRO Contact Form is an invoice with your fee structure options based on our contract with you and current knowledge of your OSRO needs. **Please select your option, verify the coverage (i.e., list of facilities, no. of transports, etc.), complete the contact information form, and return to Pam McNeilly, Contracts Manager.** If your coverage has changed, please call me to discuss changes to your Facility Response Plan and retainer.

I look forward to hearing from you and thank you for the opportunity to be of service.

Cordially,

Bryan Murdock

Emergency Response Manager / OSRO Program Manager

Ph: 651/291-3473 * bryanm@baywest.com

Doc #1456017

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OSRO's**Table of Contents****Section Index****OSRO Contact Form***To help us serve you better, please complete and return.***Contact for OSRO Activities:**Name/Title: STEVE CRISP FIRE CHIEFCompany Name: NORTHERN TIER ENERGYAddress: 301 ST. PAUL PARK RD, ☺City/State/Zip: ST. PAUL PARK, MN. 55071Phone: 651-459-9771 Fax: 651-458-2699 E-mail: _____**Contact for Complimentary Readiness Inspection:**

Name/Title: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Are you interested in:

- Tabletop/functional exercises customized to your facility & personnel?
- Complimentary ½ day visit to one of your facilities?
- OSRO Readiness Training – ½ day training option?
- Interest in having our annual exercise focus on your facility?
- Participating in OSRO meetings to provide input/network with other OSRO-regulated firms?

Other comments, suggestions, or issues we can address for you:

Please return with invoice or send to:

Pam McNeilly, Contracts Manager
 pamm@baywest.com * Fax to 651-291-0099

Doc #1456017

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Requires Contractor to mark all services that apply. Additional services may be added on the form supplied or listed on a separate sheet of paper

Exhibits C thru F are intentionally omitted from this Plan

Bay West Tool and Equipment Inventory

Qt.	Description	Qt.	Description
EQUIPMENT TRAILERS		PROTECTIVE GEAR	
2	Equipment Spill Response Trailers	100	Sealed Seam Saranex Suits
CONTAINMENT BOOM		100	Regular Saranex Suits
1	Enclosed trailer with 600' of containment boom	30	Rain Suits
2	Boats with a total 350' of containment boom stored	400	Pair Nitrile Gloves
1	Trailer with 150' of containment boom	500	Pair Latex Gloves
3	25' sections of mini boom	30	Hardhats w/Shields
2	Conex boxes with a total 9,000feet of containment boom	100	Encon Safety Glasses
3	Conex boxes with a total of 15,000 feet of containment boom (accessible through Wakota CAER)	TOOLS	
MARINE		6	Safety Gas Can for Compressors
1	22' Sea Ark Boom deployment boat w/twin 60 hp 4 cycle mercury motors	5	General Purpose Tool Boxes
1	18' Sea Ark Boom deployment boat w/twin 60 hp Mercury motors	10	Long handle Square point shovels
2	18' Lund boats with 50 hp Mercury outboard motors w/Trailers	10	Long handle Round point Shovels
1	14' Alumacraft Jon Boat with 15 hp outboard motor	6	Non metallic Scoop Shovels
25	Life Jackets	1	8" Rubber Squeegees
16	22 lb. Danforth type Anchors	8	16" Flat Rakes
18	Mooring Balls	12	18" Street Brooms
7	1500 gal. Elastec Tanks	6	Pitchforks
6	Air Powered Double Diaphragm Pumps 2"	4	12' x 1 3/4" Pike Poles
1	Trailer Leroy Air Compressor	1	5500W Multiquip Generator
4	12 hp Emglo Air Compressors	2	Exhaust Fans
20	50' Suction hoses 2"	16	12 3 50' Extension Cord
20	50' x 3/4" Air Hoses	4	#2 Premoistened Plug & Patch Kits
20	50' x 3/8" Air Hoses	20	Explosion proof Flashlights
8	Portable Radios	20	Extra Batteries
3	Elastec Skimmers	20	Paint Pens
4	Manta Ray Skimmers	80	Duct Tape Rolls
1	JBF DIP 400 Skimmer	Monitoring Equipment (PID, CGI, 4 Gas, Draeger tubes)	
1	Hydraulic JBF Power pack	SAFETY	
80	5' Fence Posts for Boom	8	SCBA
10	Chest Waders	8	Supplied Airline Respirators
SORBENTS		45	Full Face Respirators with Cartridges
20	Bales T 270 8" x 10' (4 ea.) sorbent booms	10	Caution Tape 1000' Rolls
20	Bales T 280 8" x 10' (4 ea) double boom	15	NIOSH Pocket Guide to Hazardous Chemicals
25	Bales T 126 17" x 100' Sweep	10	Grounding Straps for Barrels
40	Bales T 151 17" x 19" Sorbent Pads	6	Grounding Rod for Straps
60	Cases P110 Universal Sorbent Pads	3	Eyewash Stations
80	50 lb. Bags Floor Dry	5	First Aid Stations
60	Bags of Drizorb	10	20 lb. Fire Extinguishers
CONTAINERS		10	Traffic Vests
35	55 gallon Open top Poly Barrels	2	Washing Equipment
30	5 gallon Open top Pails	8	Full Body Harnesses
300	6 mil Large Plastic Bags	8	25' Lanyards
20	Rolls 24' x 100' 6 mil Plastic	HEAVY EQUIPMENT	
30	55 gallon Steel Open top Barrel	1	Melroe Bobcat

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Effective Daily Recovery Capacity (EDRC)

Number of Units	Type of Recovery Equipment	Gallons Per Minute (GPM)	Gallons Per Hour (GPM) Recovery	Gallons Per Day (GPM) Recovery	Calculated Percent Efficiency	Barrels Per 24 hour shift(bbl)
4.00	Elastec TDS-118 Drum Skimmer	140.00	8,400.00	201,600.00	40,320.00	960.00
4.00	Slick Bar Manta Ray Skimmer	320.00	19,200.00	460,800.00	92,160.00	2,194.29
1.00	JBF DIP-400 Skimmer	155.00	9,300.00	223,200.00	178,560.00	4,251.43

Total EDRC for 24 Hours (bbls) 7,406

Notes:

- Numbers based on SLICKBAR alternative calculations.
- The efficiency factor (.8) is from the USCG for Skimmer DIP-400. See SLICKBAR Max Daily Recovery Capacity.
- Holds true ONLY if TSC is 2 times this number.

2

MUTUAL AID OVERVIEW

A

Description

The purpose of Mutual Aid is to establish a plan of cooperative action whereby members will assist a stricken member involved in an emergency which may be beyond their ability to control.

Mutual Aid groups are composed of local Fire Departments, county resources, federal and state agencies.

The St. Paul Park Refinery has formal agreements with the following for mutual aid.

Outside Mutual Aid

- 1) Miss-Ota-Croix
- 2) St. Paul Park Fire Department
- 3) Wakota Fireman's Mutual Aid Association
- 4) Newport Fire Department
- 5) Cottage Grove Fire Department
- 6) Wakota CAER
- 7) Cottage Grove Emergency Medical and Rescue Services

B

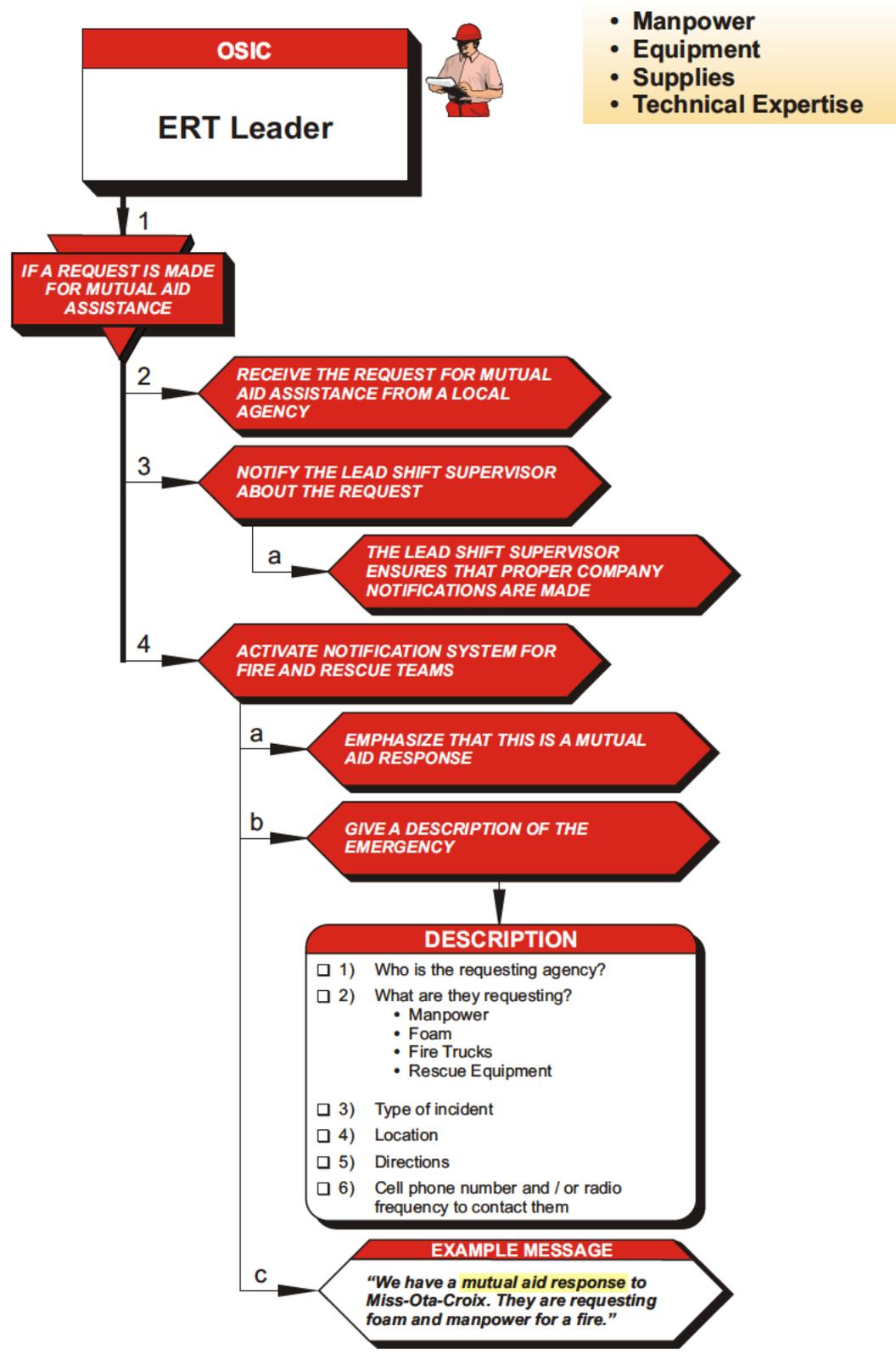
Contacting Mutual Aid

Mutual Aid resources will be called for by the IC and will be staged as directed by the Staging Officer.

Calls for Mutual Aid are received at **9-911**.

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Procedure To Provide Mutual Aid Assistance



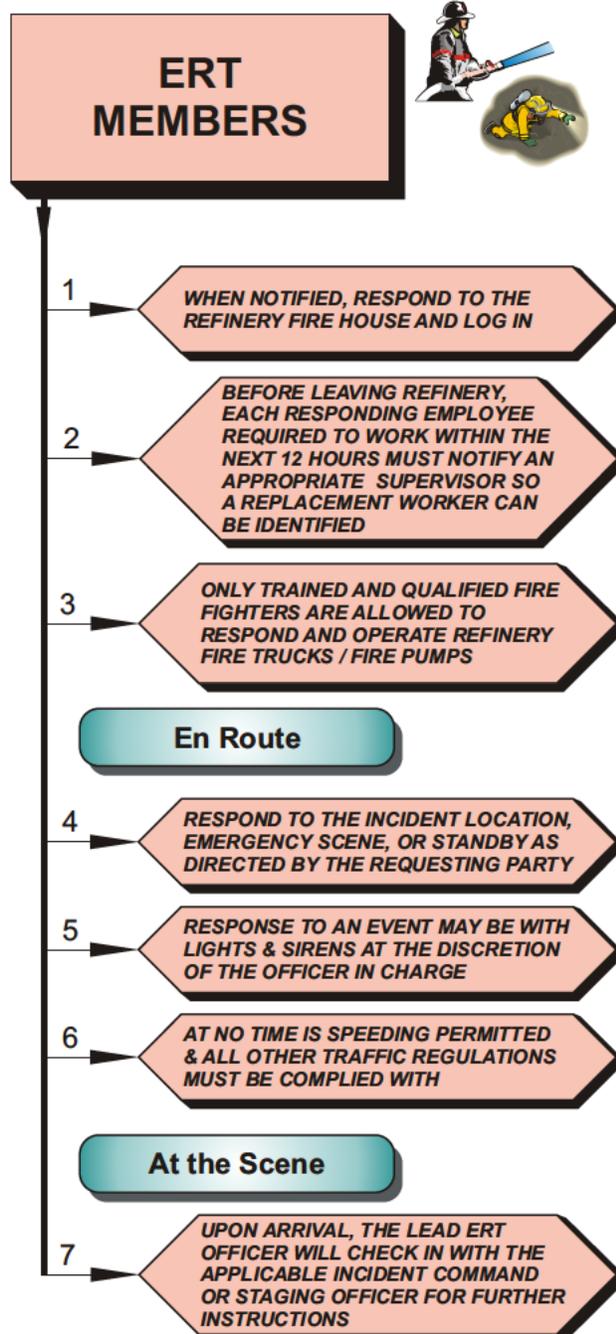
4

Response To A Mutual Aid Request

- Any Refinery responder to a Mutual Aid request would participate solely on a volunteer basis.
- As a volunteer responder, the Refinery personnel would be under the command or jurisdiction of the requesting Local Community Official(s).

Assistance could be requested for:

- 1) Fire
- 2) Spill
- 3) HazMat
- 4) High Angle Rescue
- 5) Confined Space Rescue



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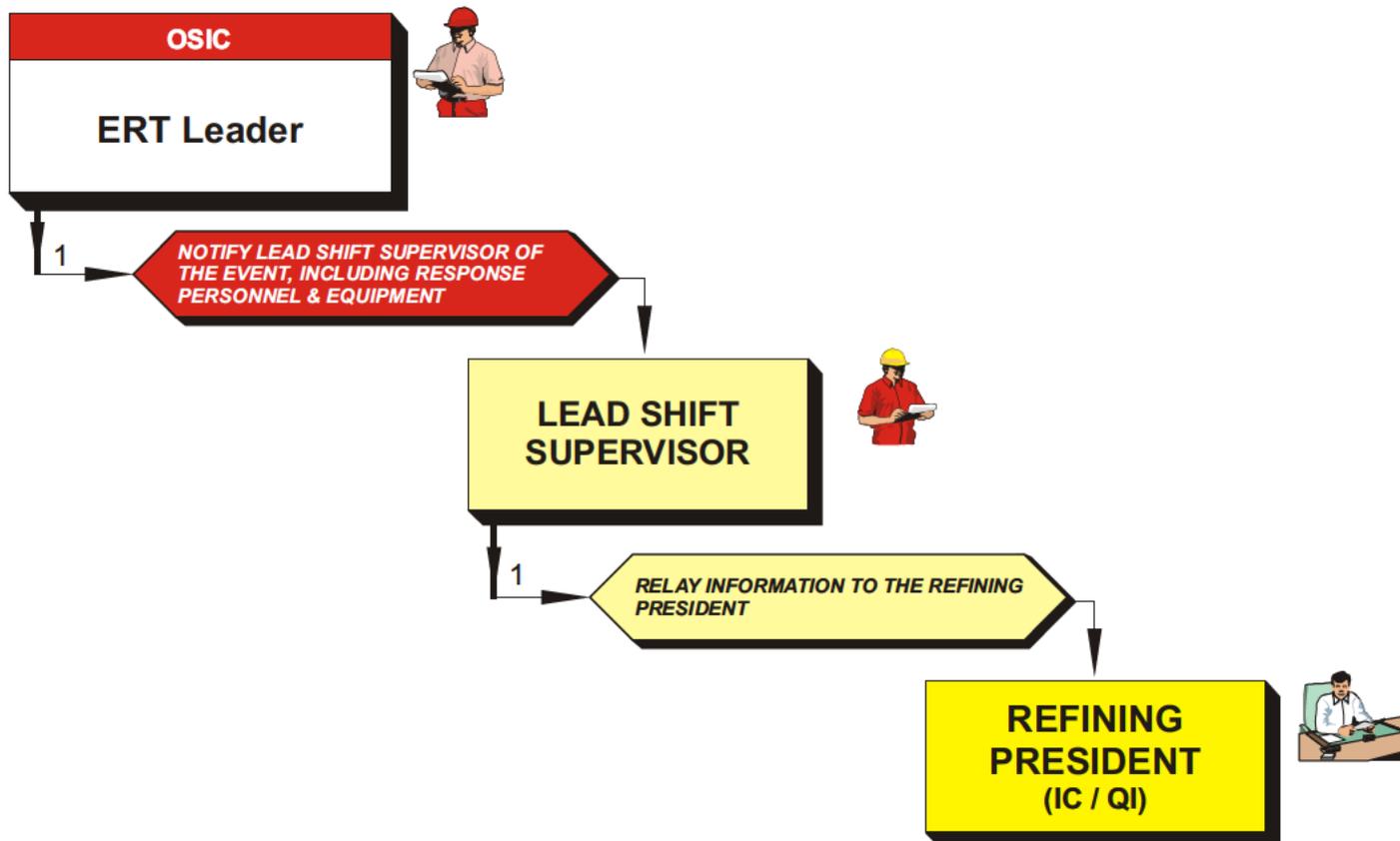
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5

Refinery Notifications When Responding To Mutual Aid



Restrictions on Response to Mutual Aid

- 1) ERT Members on-shift at the Refinery cannot respond without the approval of the Lead Shift Supervisor and their immediate Shift Foreman, Foreman, or Supervisor, as appropriate.
- 2) The Refining President, Fire Chief, or their designees must specifically approve the additional deployment of teams or equipment that have been requested for a Mutual Aid response.
- 3) ERT Members must not take actions beyond their training and capabilities.
- 4) At no time should Refinery ERT Members enter a structure for offensive type fire-fighting activities.

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Alarm Activation and Communications

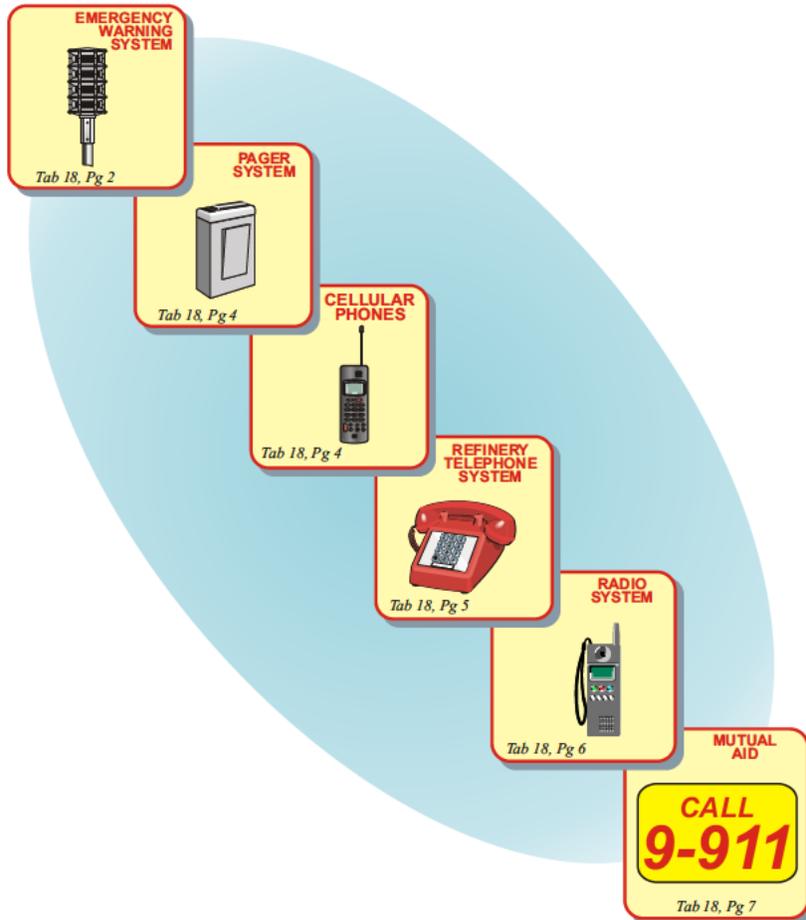
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OVERVIEW OF ALARMS & COMMUNICATIONS



EMERGENCY WARNING SYSTEM

The Refinery utilizes multiple systems for notifying personnel of emergencies and the potential need to Evacuate or Shelter.

These systems include:

- 1) Audible Horn Signals
- 2) Radio
- 3) Word of Mouth
- 4) Building Notification Systems



1

AUDIBLE ALARMS

The Emergency Warning System in place at the refinery provides an audible horn indicating that an emergency situation exists in the facility.

There are two distinct horn signals and one voice recording. One horn signal is for Evacuation, another horn signal is for Shelter-In-Place, and the voice recording is for a High Flare Event.

- 1) **Evacuation**
Refinery-Wide Alarm – Utilizes short intermittent burst of two tones (high tone to a low tone) similar to an English police siren.
- 2) **Shelter-In-Place**
Toxic Release (HF Acid, H₂S, or Ammonia) – Utilizes long low tone increasing to a high tone alarm.
- 3) **High Flare Event**
High Flare Event – Utilizes a voice recording to say the following message: “High flare event. Evacuate beyond posted signs.”

2

AUTOMATIC ALARMS

The refinery does have automatic detection systems, control systems and alarms, available to refinery personnel to assist in detecting spill emergencies.

Automatic Alarms are in place throughout the refinery to detect or prevent other incidents including HF release, high levels, and fire.

Alarm Activation and Communications

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3

MAIN OFFICE NOTIFICATION SYSTEM



In the event of an emergency affecting the Main Office Building, Security will initiate the applicable voice notification recording within the Main Office Building and Lab.

- In the event of a Main Office Building fire, an alarm will sound along with visual strobe lights indicating the need to exit the building.

4

COMMUNITY ALERT NETWORK SYSTEM

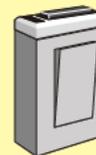


The local government Incident Commander has the authority to activate the Washington County Community Alert Network (CAN) System.

The CAN is a computer driven, community notification tool.

The Local Government Incident Commander may activate the system and choose a pre-recorded alert message for an evacuation, or may record his or her own message. This message will be relayed by telephone to all participating commercial and residential buildings within a chosen area.

PAGER SYSTEM

PAGER
SYSTEM

A Key Personnel

Key Personnel are equipped with pagers so that they can be notified of an emergency 24 hours a day.

- Qualified Individuals
- IC/QI Alternates
- Refinery ERT/EOC Members

CELLULAR PHONES

CELLULAR
PHONES

A Key Personnel

Key Personnel are equipped with cell phones.

B Loss of Communications

When a loss of communications occurs, St. Paul Park Refinery personnel shall contact the appropriate communications company immediately that the circuit has failed.

Cellular phones will be used in the interim time period.

Alarm Activation and Communications

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REFINERY TELEPHONE SYSTEM

REFINERY
TELEPHONE
SYSTEM



A Refinery Telephone System

Normal communications are conducted through the Refinery telephone system.

The Refinery's Main 24-hr Telephone Number is (651) 459-9771.

B To Report an Emergency

EMERGENCY

Contact Security at the
Main Guard Gate via
Telephone ext. 5555
or Radio Channel 16

TELEPHONE

DIAL 5555

RADIO (See Page 18 6)

CH. 16



C Restricted Phone Use

In an emergency, the telephone system is reserved for emergency communications only.

RADIO SYSTEM**A** Operations Radio Channel

Radio Channel 16 has been designated the Refinery's Emergency Channel. This frequency is to be used by all personnel to contact main gate security for notification of emergencies.

Most refinery personnel have access to a two-way radio. In an emergency, personnel should switch to Channel 16 to obtain emergency related information related to the nature of the emergency from security personnel or the Emergency Coordinator.

B Backup Channels

In the event of Channel 16 failure, the designated back up channels are: Channel 13 Repeater A and Channel 14 Repeater B.

C Weather Emergencies

The Radio System will supplement the "Community Alert Network System" to notify all personnel of impending severe weather and advise them to take appropriate actions. Personnel will also be notified when weather conditions cease to be a threat.

This procedure may be activated by the Shift Supervisor, or the Incident Commander.

Alarm Activation and Communications

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MUTUAL AID



A Mutual Aid

The St. Paul Park Refinery has formal agreements with Municipal Departments for mutual aid.

Calls for Mutual Aid are received by the Washington County **9-911**.

See Tab 17 for "Mutual Aid".

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Alarm Activation and Communications

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ALARMS

See Tab 18, Pg 2

Evacuation Alarm Tone

Shelter-In-Place Alarm Tone



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4/3/12 Photo

OVERVIEW

The Normal Business Hours are 7:30 am to 4:00 pm, Monday thru Friday.

When the Emergency Warning System is activated at the Refinery, take appropriate actions as:

- 1) Non-Responders 
- 2) Contractors 
- 3) Maintenance Department 
- 4) Essential Operating Personnel 
- 5) Responders 
- 6) Security 
- 7) EOC 

NOTE

If Fire & Rescue Equipment is mobilized without the alarm, plant personnel should continue in their normal duties.

The initial **Primary Emergency Organization** is under the authority of the On-Scene Incident Commander (OSIC).

The Lead Shift Supervisor shall act as the Initial Incident Commander, and determine the need to activate the **Incident Command System** to the extent needed for the severity of the incident.

The OSIC is the Operations Section Chief, who is the Fire Chief, or the alternate ERT Leader.

When the Emergency Alarm Sounds

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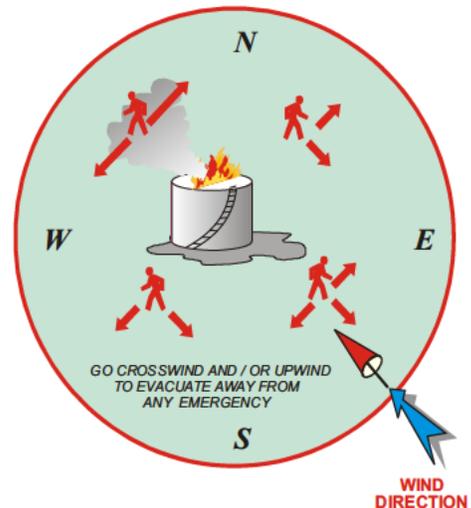
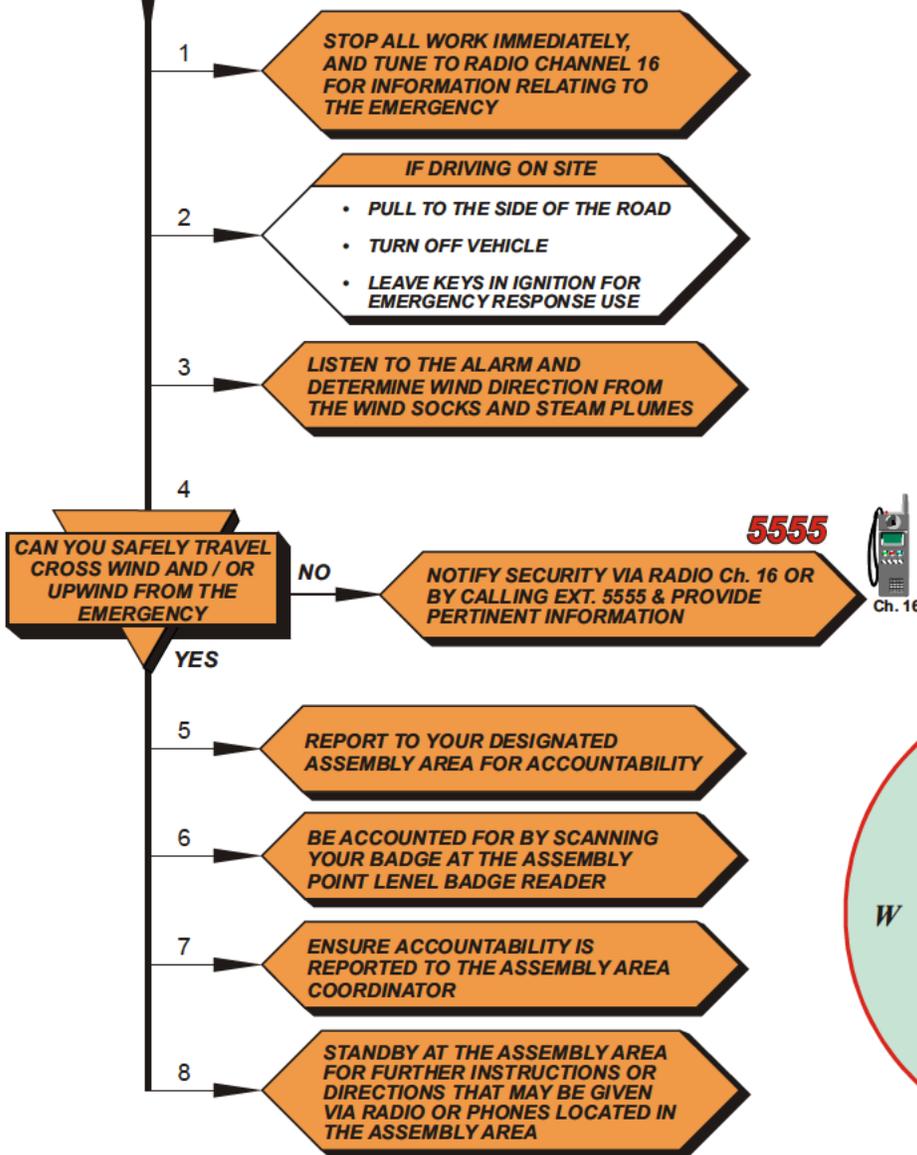
1

NON-ESSENTIAL

Personnel

UPON HEARING EMERGENCY ALARM
 or IF INSTRUCTED

NON-ESSENTIAL PERSONNEL



When the Emergency Alarm Sounds

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2

NON-ESSENTIAL

Contractors

UPON HEARING EMERGENCY ALARM
or IF INSTRUCTED

CONTRACTORS



Note: Radiographers shall adhere to the Procedure for Emergency Evacuation for Radiographers at the St. Paul Park Refinery.

1 STOP ALL WORK IMMEDIATELY, AND TUNE TO RADIO CHANNEL 16 FOR INFORMATION RELATING TO THE EMERGENCY

2 IF DRIVING ON SITE

- PULL TO THE SIDE OF THE ROAD
- TURN OFF VEHICLE
- LEAVE KEYS IN IGNITION FOR EMERGENCY RESPONSE USE

3 LISTEN TO THE ALARM AND DETERMINE WIND DIRECTION FROM THE WIND SOCKS AND STEAM PLUMES

4 EXIT THE CLOSEST REFINERY GATE THAT IS UP-WIND OF THE EMERGENCY LOCATION

5

CAN YOU SAFELY TRAVEL CROSS WIND AND / OR UPWIND FROM THE EMERGENCY

NO NOTIFY SECURITY VIA RADIO Ch. 16 OR BY CALLING EXT. 5555 & PROVIDE PERTINENT INFORMATION



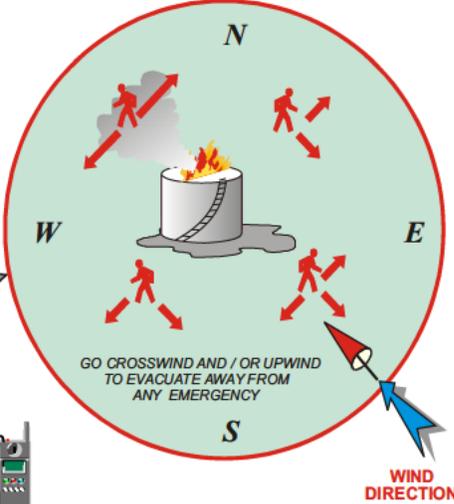
YES

6 EXIT THE REFINERY AND PROCEED TO THE SAFEST ASSEMBLY AREA

7 BE ACCOUNTED FOR BY SCANNING YOUR BADGE AT THE ASSEMBLY POINT LEVEL BADGE READER

8 ENSURE ACCOUNTABILITY IS REPORTED APPROPRIATELY

9 STANDBY AT THE ASSEMBLY AREA FOR FURTHER INSTRUCTIONS OR DIRECTIONS THAT MAY BE GIVEN VIA RADIO OR PHONES LOCATED IN THE ASSEMBLY AREA



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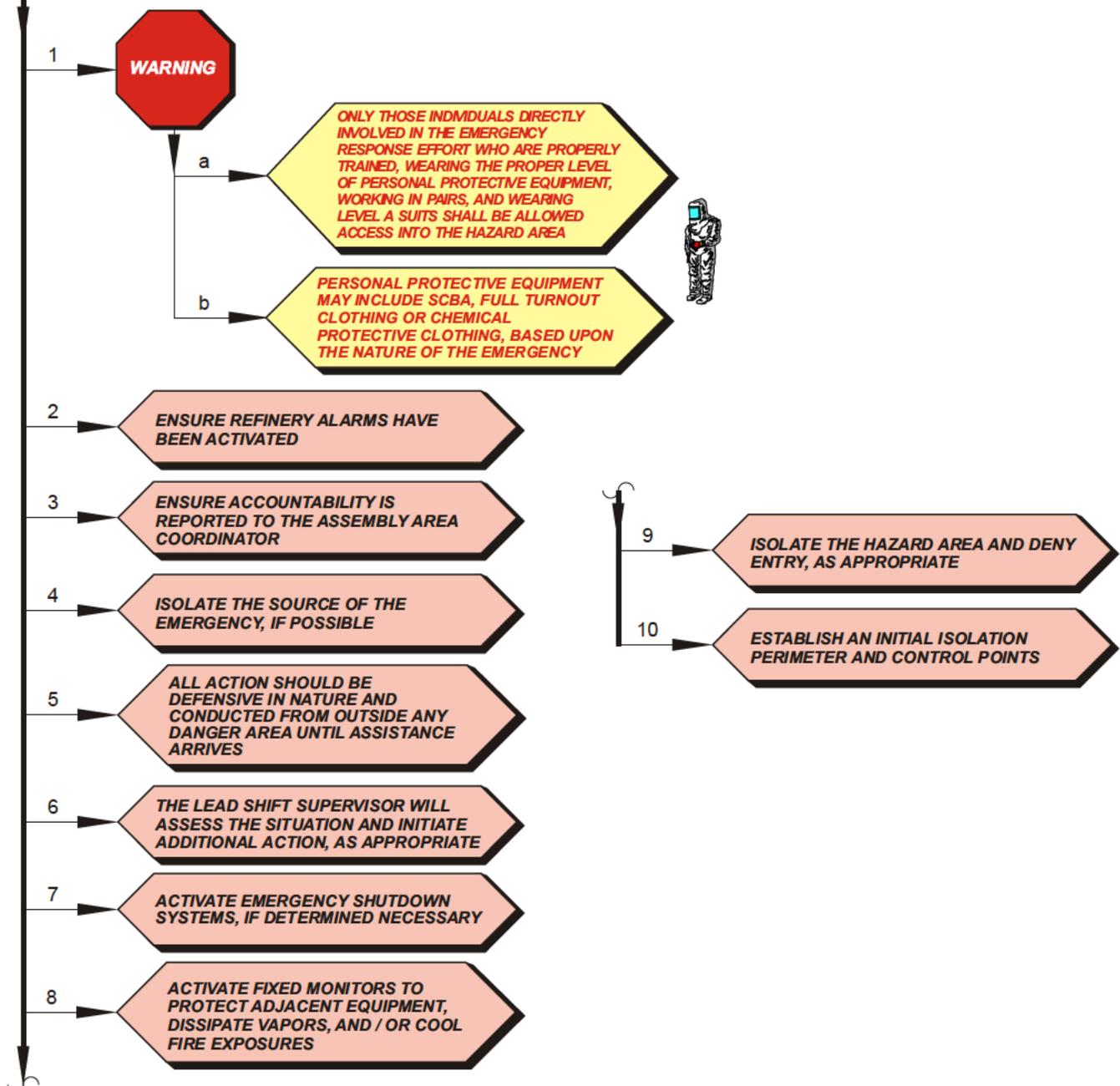
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ESSENTIAL OPERATING PERSONNEL

RESPONSE TO AN EMERGENCY

ESSENTIAL OPERATING PERSONNEL



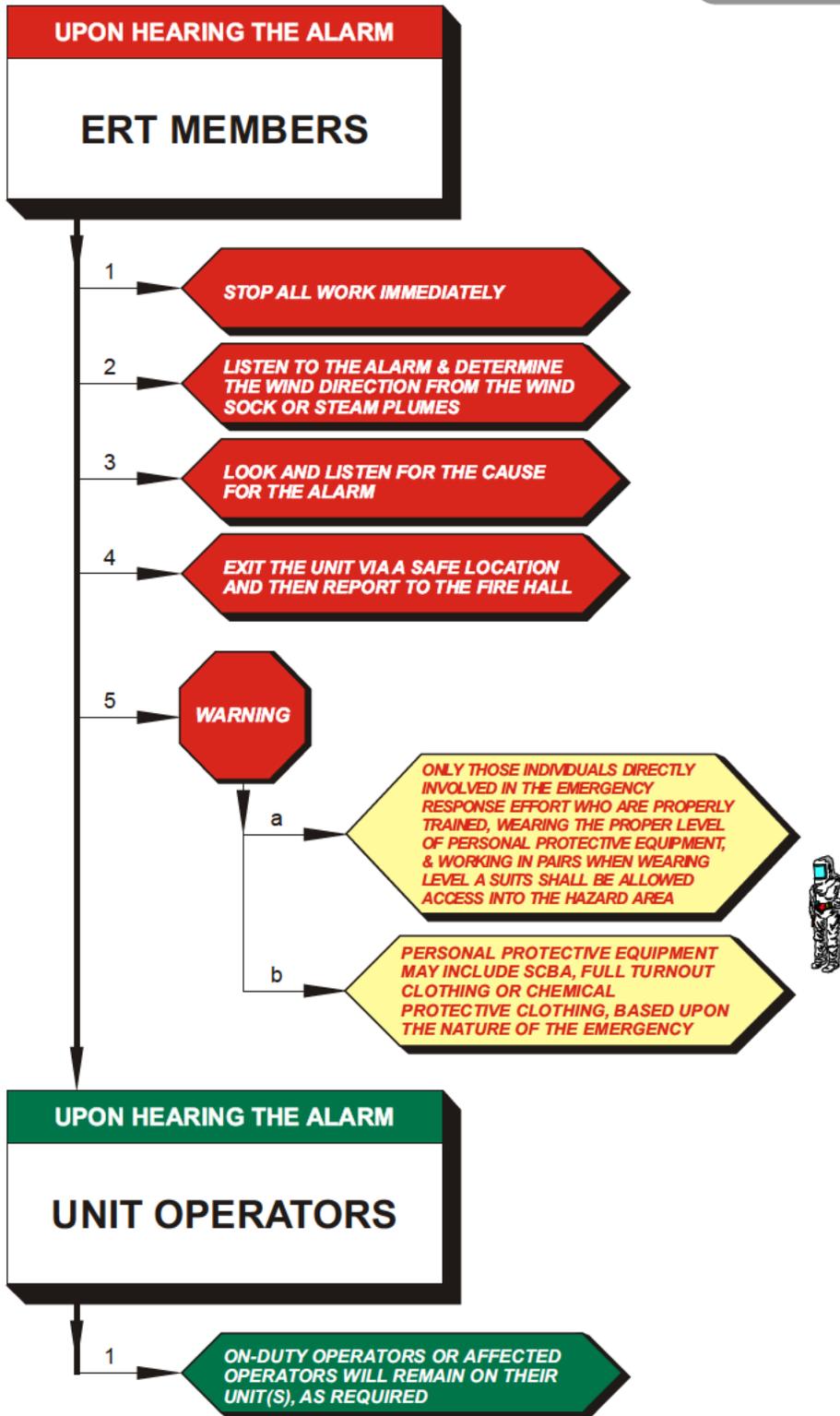
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4

RESPONDERS



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SECURITY

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Evacuation and Assembly

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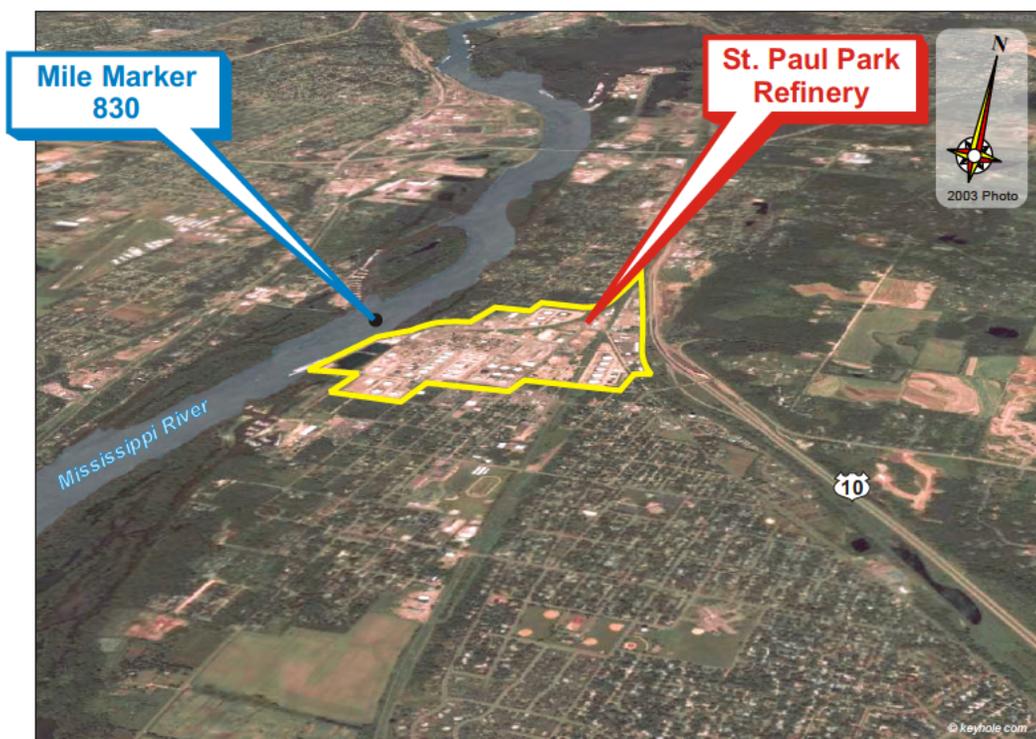
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EVACUATION OR SHELTER DECISION MAKERS

A**Decision Makers**

The Incident Commander will make the decision whether to Evacuate or Shelter-In-Place during an emergency.

B**Refinery Evacuation Decision**

The following types of incidents could require the Incident Commander to make the decision to evacuate the Refinery and to recommend that local authorities initiate an evacuation of the surrounding community.

- 1) Whenever the Incident Commander determines that the release cannot be controlled and Refinery personnel and / or the general public are at risk.
- 2) Large leaks involving flammable and / or toxic gases from large-capacity storage containers and process units.
- 3) Large quantities of materials which could detonate or explode, damaging process units, structures and storage containers in the immediate area.
- 4) Leaks and releases that are difficult to control and could increase in size or duration.

C**Affected Area Evacuation Decision**

Local conditions may dictate the evacuation of an Affected Area in the Refinery before the alarm is activated. In such cases, the chief operator and / or individuals in the area of concern should move to a safe location.

D**Shelter-In-Place**

Sheltering-In-Place is the use of any room, office, or building for the purpose of providing temporary shelter for any of the following reasons:

- 1) Hazardous Material Release
- 2) Radiological Release
- 3) Terrorist Attack
 - Biological Agents
 - Chemical Agents
- 4) Drill

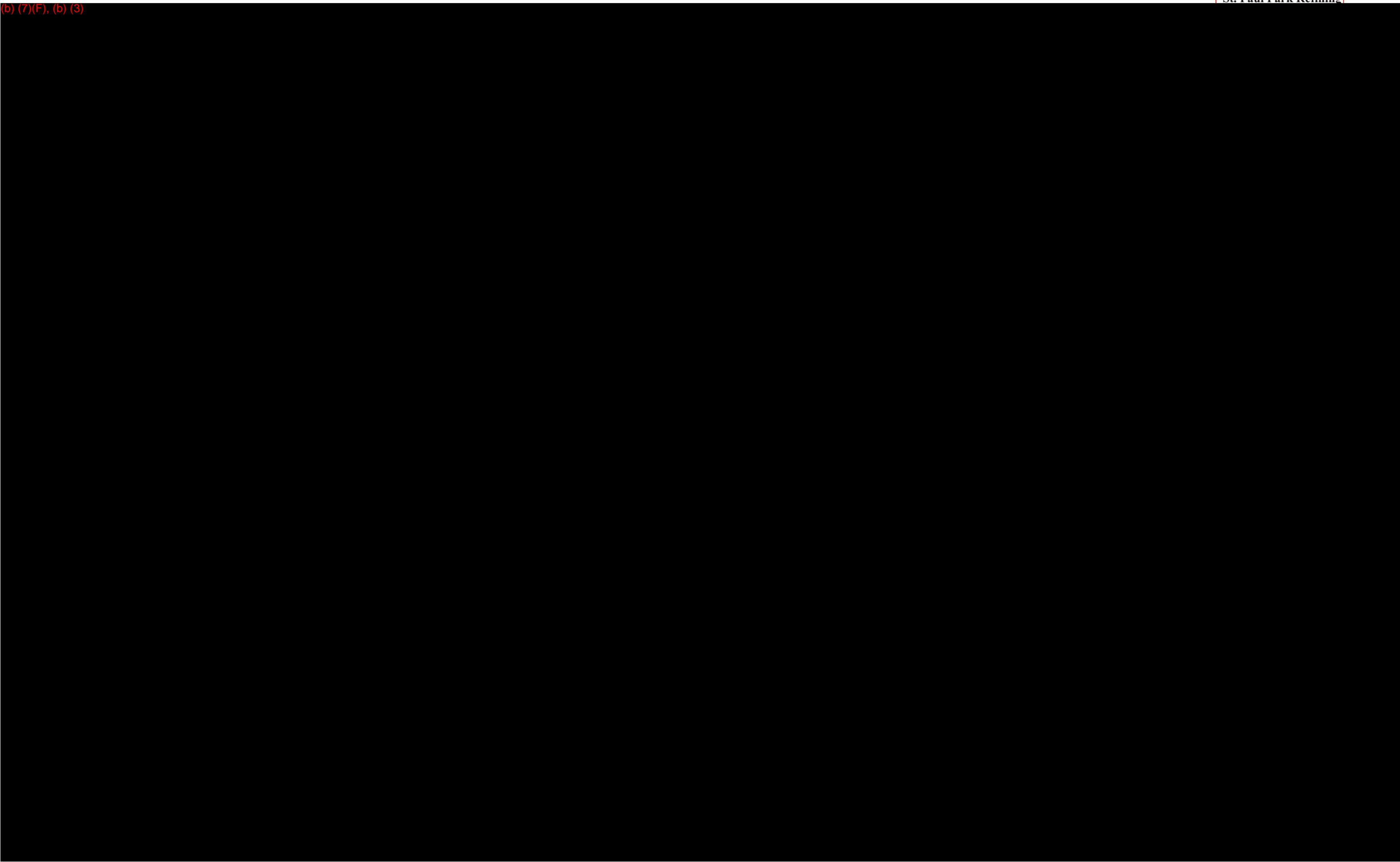
E**Emergency Arrival Routes**

Arrival routes for emergency response personnel and equipment include the East Gate, North East Gate, Main Gate, and Marketing Gate (South Gate). These four gates are shown in Section 20, Page 4 on the Assembly Points Air Photo.

F**Hazard Evaluation**

See Sections 31 and 34 for further information regarding hazards imposed by spilled materials.

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



ASSEMBLY POINTS

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SHELTER-IN-PLACE LOCATIONS**Table of Contents****Section Index**

- 1) East Guard Gate
- 2) Main Guard Gate
- 3) Barge Loading Shack
- 4) Blending Control Room
- 5) Traffic Building
- 6) WWTP Carbon Bed Building
- 7) Asphalt Loader Office
- 8) Admin Building
- 9) Crude Satellite
- 10) FCC Satellite
- 11) Central Control Room
- 12) Instrument Building
- 13) New Lab
- 14) Workforce Building
- 15) Warehouse
- 16) Weld Shop
- 17) Reformer Satellite
- 18) Fire Hall
- 19) Trailer Row
- 20) LPG Loading Shack
- 21) TAR / Construction Trailer Complex
- 22) Starcon Maintenance
- 23) New Maintenance Shop
- 24) Alky Permit Shack
- 25) Crude Permit Shack

Occupied Building: A building intended to house or office personnel.

Buildings not intended for occupancy includes, but is not exclusively limited to:

- 1) Compressor/Turbine Enclosure
- 2) Pump House (e.g.: Boiler Feed Water, Cooling Water Field Measurement stations, Fire System Booster Pumps, Reverse Osmosis Treatment Stations.)
- 3) Electrical Substations
- 4) Computer System Satellite Buildings
- 5) Eye Wash/Safety Shower
- 6) Sample Sheds (Used for storing sample cans/bottles and labels)
- 7) Lube Oil Storage
- 8) Motor Control Centers/(Switch Gear)
- 9) Analyzer Facilities
- 10) Unoccupied Material/Tool Storage
- 11) Portable Toilets
- 12) Air Dryer Stations
- 13) Unoccupied Fire Equipment Storage Buildings

EVACUATION DETAILED INSTRUCTIONS

A

Evacuation Requirements

- 1) If an emergency requires evacuation of the refinery, the Emergency Notification System will be sounded.
- 2) Switch all radios to Channel 16 to seek information from security relaying the applicable emergency message pertaining to the incident. *See Tab 20, Pg 3.*
- 3) Prior to leaving your current position, you must assess all available facts concerning the emergency. If there is a vapor release, evaluate wind direction using the wind socks and exit through the appropriate gate, staying upwind and out of the vapor cloud.
- 4) Upon arrival at the designated Assembly Point, badge out using the Lenel system and stage near the Assembly Point for further instructions from EOC via the muster point telephone. When contacted, EOC will appoint a person in charge from the group that has mustered in that location to provide information concerning the incident which may assist in emergency response operations.
- 5) Gates can be manually opened by security to allow for an orderly evacuation upon request.

B

Assembly Points



- 1) Evacuation Assembly Points are defined as safe locations to assemble or re-assemble personnel not involved with the emergency response effort in the affected area(s).
- 2) When the alarm is sounded, all Contractors and Non-Essential Personnel are to report to the appropriate Assembly Points as shown on Tab 20, Pgs 3 and 4.
- 3) Appropriate evacuation instructions will be communicated via radio, PA system, telephone, messenger, or word-of-mouth.
- 4) If possible, evacuate by a safe route from the Affected Area to the Assembly Point.
- 5) **IMPORTANT** - Be accounted for.
- 6) Accountability will be completed by utilizing badge in/out system (Lenel).
- 7) The Accountability will be reported to the EOC via the Lenel badge system.

Evacuation and Assembly

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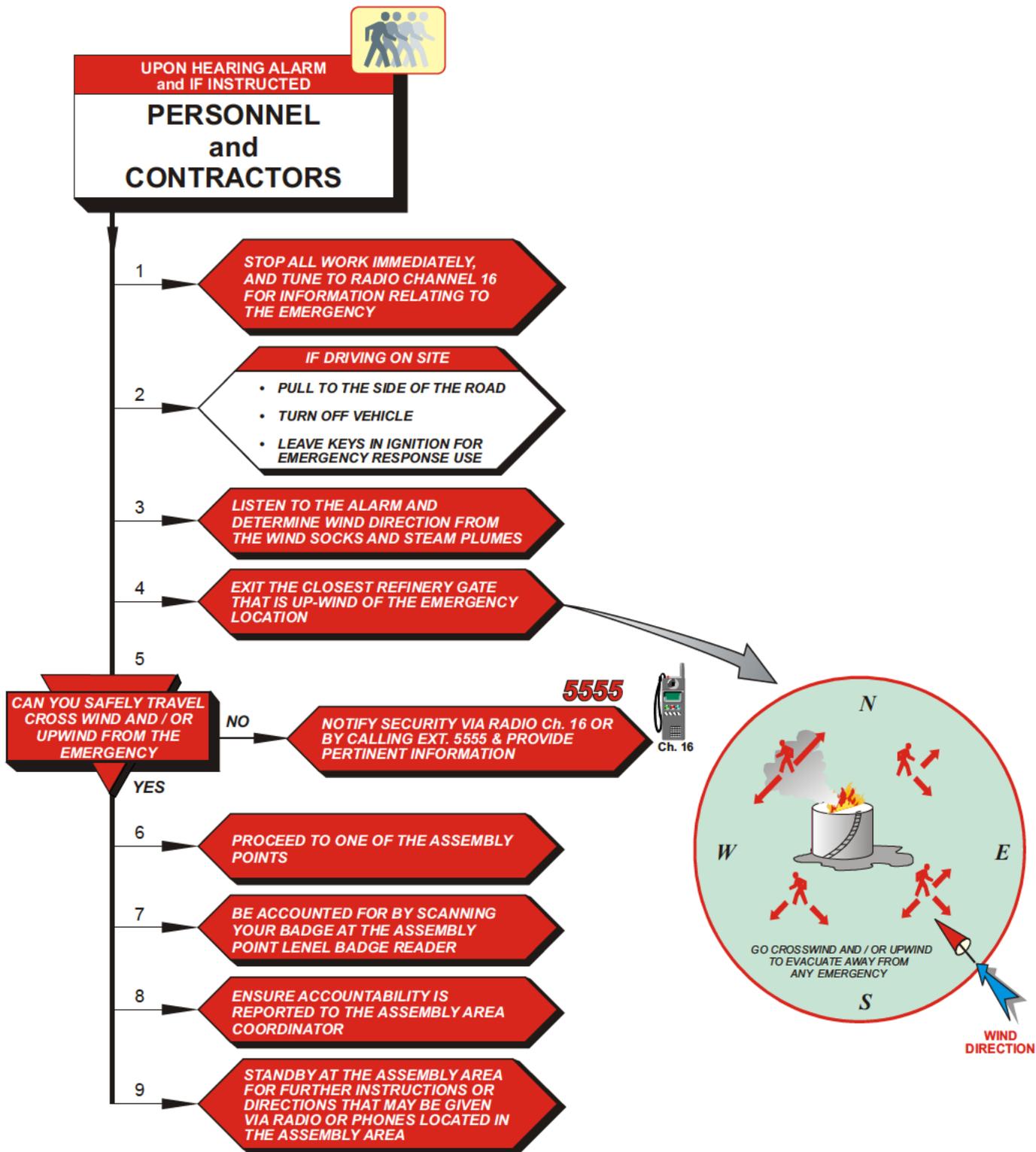
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NON-ESSENTIAL PERSONNEL

Refinery Evacuation



Shelter-In-Place

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DECISION MADE BY THE INCIDENT COMMANDER TO SHELTER-IN-PLACE DURING A HAZARDOUS MATERIAL RELEASE

EVACUATION

- Other areas in the Refinery would evacuate or move to a safer location instead of Sheltering-In-Place.

INCIDENT COMMANDER (IC / QI)
 (QUALIFIED INDIVIDUAL)



EACH DEPARTMENT'S CONTACT



IF TOLD TO SHELTER-IN-PLACE



- 1 → CLOSE ALL DOORS TO THE OUTSIDE
- 2 → CLOSE AS MANY INTERNAL DOORS AS POSSIBLE
- 3 → CLOSE ALL WINDOWS
- 4 → TURN OFF ALL HVAC SYSTEMS
- 5 → TURN OFF AND COVER ALL EXHAUST FANS
- 6 → SEAL ANY OBVIOUS GAPS AROUND WINDOWS, DOORS, VENTS, ETC. WITH TAPE, PLASTIC WRAP, WET TOWELS OR OTHER MATERIAL
- 7 → REPORT TO THE EOC VIA TELEPHONE OR RADIO, IF POSSIBLE
- 8 → MONITOR THE RADIO FOR FURTHER INFORMATION

Accountability

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ACCOUNTABILITY

REGULATORY REQUIREMENT

One of the elements included in Section 1910.38 of the OSHA regulations governing emergency action plans states that:

"as a minimum, procedures must be in place to account for all employees after an emergency evacuation is completed."

Accountability is not optional, it is the **LAW**.

DEFINITION of ACCOUNTABILITY

Accountability of personnel during an emergency means that all personnel:

- 1) Have been contacted,
- 2) Their status verified, and
- 3) Their status reported to the proper personnel.

Personnel to be accounted for include:

- 1) Employees (residents) assigned to the Unit,
- 2) Visitors and suppliers,
- 3) Contractors

Accountability is ***not completed until*** all personnel that could be within the emergency area have been located.

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Accountability

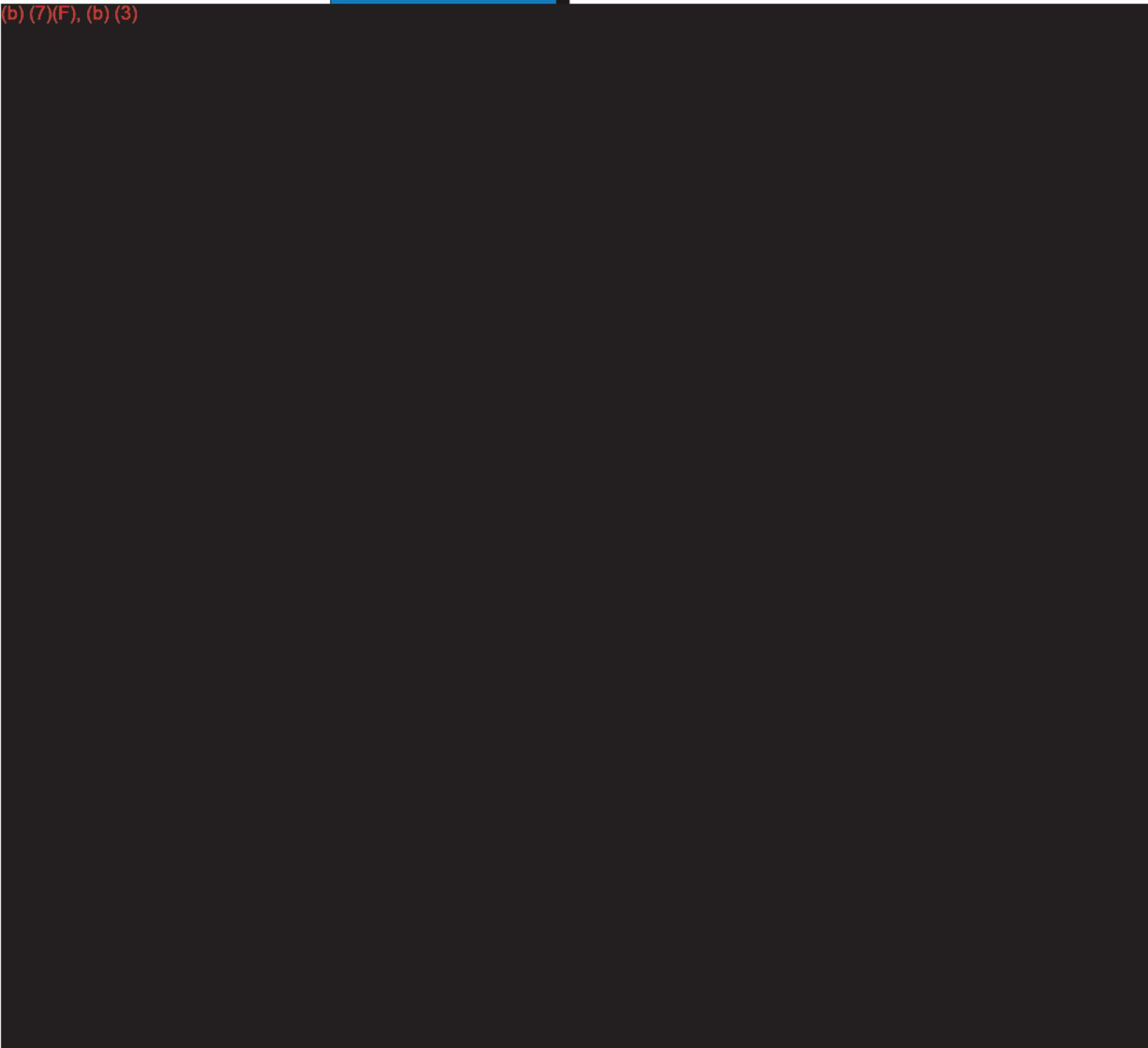
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ACCOUNTABILITY PROCESS



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Accountability



St. Paul Park Refining

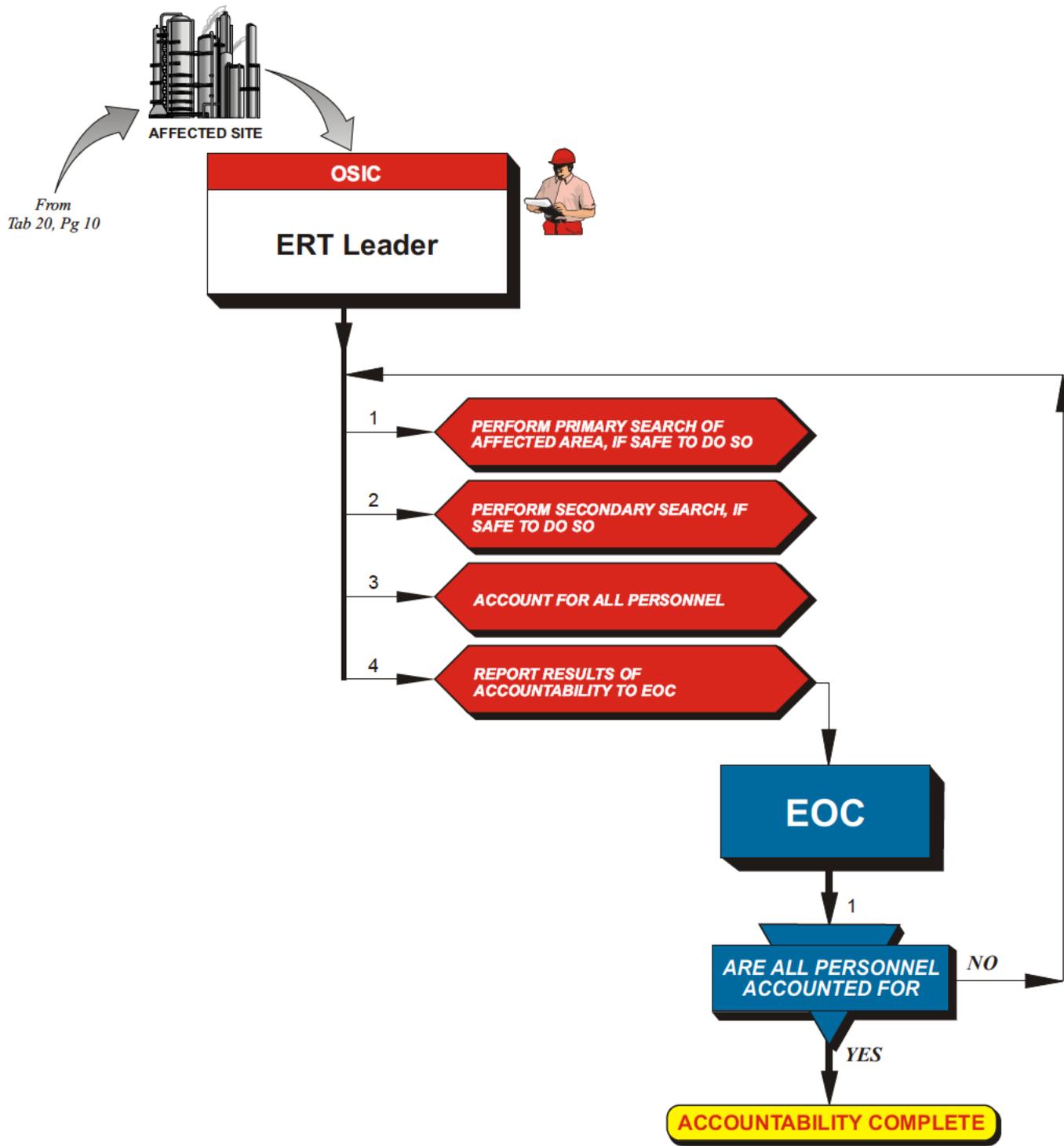
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EMERGENCY INFORMATION FOR EMPLOYEES**A****Overview**

St. Paul Park Refinery and Contractor Personnel who have been evacuated will be kept informed by management as to emergency response efforts, the anticipated duration of the incident, and any other health and safety issues related to returning to the facility once the emergency has been terminated.

ICS Organization

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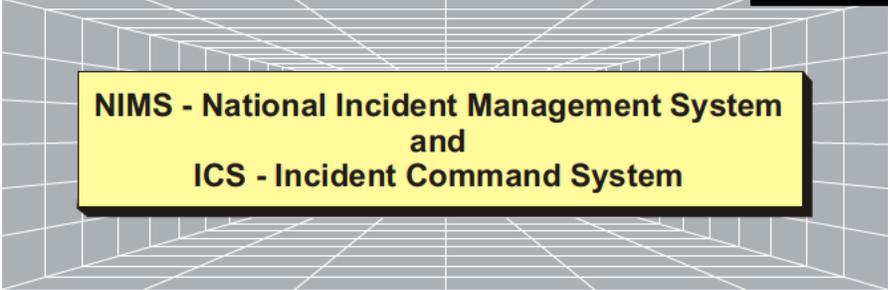
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ICS Organization

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Overall Incident Command	21-6
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**NIMS - National Incident Management System
and
ICS - Incident Command System**

A**Basis for NIMS Requirement**

On February 28, 2003, the President of the United States issued

Homeland Security Presidential Directive-5 (HSPD-5)

Management of Domestic Incidents,

which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

NIMS provides a consistent management structure to enable Federal, State, local, and tribal governments, and private-sector, and nongovernmental organizations to work together effectively to:

- prepare for,
- prevent,
- respond to, and
- recover from,

domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Refineries such as the St. Paul Park Refinery are included in the definition of "private-sector" by the 2002 Homeland Security Act.

ICS Organization

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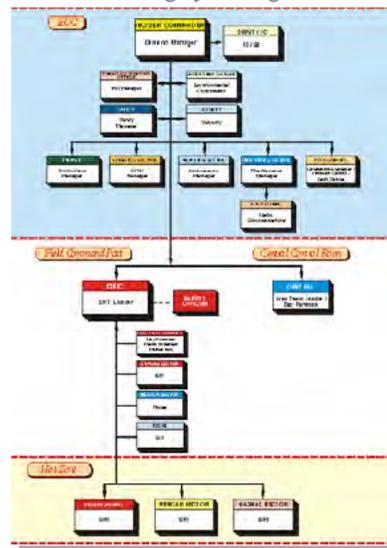
ICS is included within NIMS

ICS Description

The Incident Command System (ICS) is included within the NIMS and is the model emergency management organizational structure.

The ICS organizational structure is designed specifically for incidents that involve not only internal, but also city, state, and federal agencies, and multiple political jurisdictions.

See Tab 21, Pg 5 for enlarged view



ICS Structure

The structure of the ICS organization chart allows considerable flexibility. **Only those ICS positions that are necessary to manage the incident need to be filled.**

The organization can be enlarged or diminished to meet the specific level of the emergency. This makes the ICS a very efficient emergency management system.

An individual may be assigned to more than one function in the ICS, but the functions are not combined.

ICS OVERVIEW

1

ICS DESCRIPTION

St. Paul Park Refining recognizes and utilizes the National Incident Management System (NIMS) for their Incident Command System.

The Incident Command System (ICS) is used to manage an emergency incident or a non-emergency event. It can be used equally well for both small and large situations.

The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost-effective and efficient management system.

An individual may be assigned to more than one function in Incident Command, but the functions are not combined. Only those positions that are necessary to manage the incident need to be filled.

Depending on the type, complexity, and location of the incident, some functions and activities may be conducted at the EOC or other locations.

2

ICS MANAGEMENT

The organization of the Incident Command System is built around the following major management activities.

1

COMMAND

- Sets objectives and priorities
- Has overall responsibility at the incident or event
- Contacts VP

2

OPERATIONS

- Conducts tactical operations to carry out the plan
- Develops the tactical objectives, organization, and directs all resources

3

FINANCE / ADMINISTRATION

- Monitors costs related to the incident
- Provides accounting, time recording, and cost analyses
- Accountability of personnel
- Document incident facts
- EOC Phone Assistant
- Contacts Risk Management

4

LOGISTICS

- Provides support to meet incident needs
- Provides resources and all other services needed to support the incident
- Provides for procurement
- Security Force (traffic, evacuation, facility security)

5

PLANNING

- Develops the action plan to accomplish the objectives
- Collects and evaluates information
- Maintains resource status
- Air Monitoring Team
- Site Safety Plan
- Organization Chart

6

JOINT INFORMATION MANAGER

ICS ORGANIZATION

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EOC

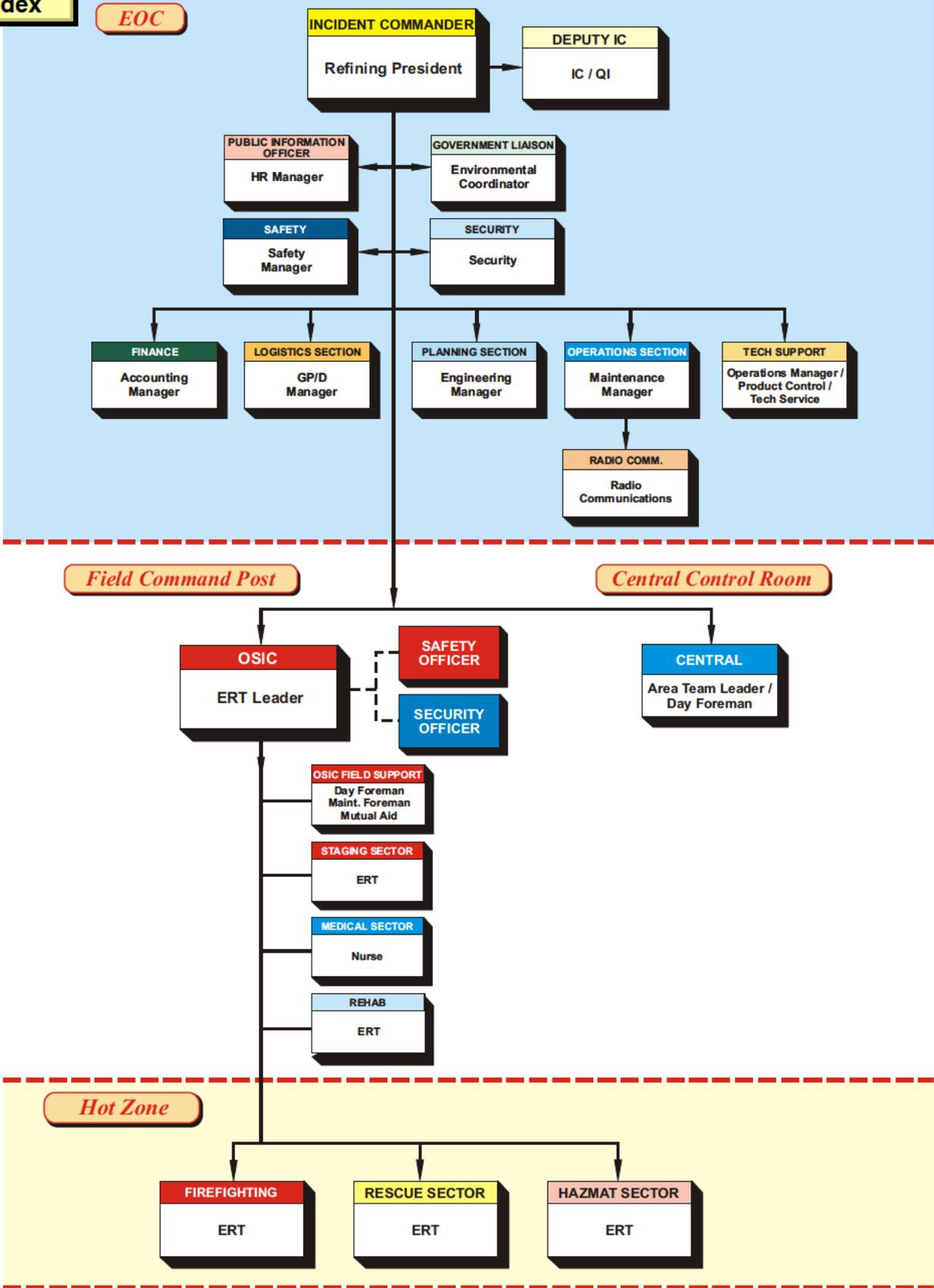
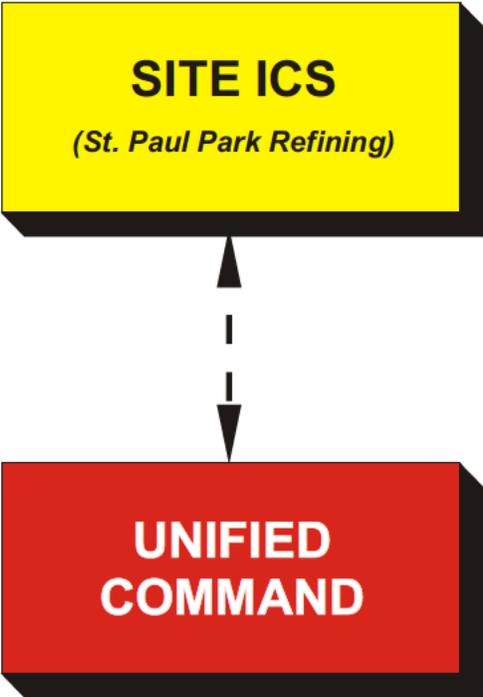


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**OVERALL
INCIDENT COMMAND SYSTEM**



Personnel dispatched from other locations will fill ICS roles at the Site, when requested

ICS Organization

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UNIFIED COMMAND STRUCTURE/ INCIDENT COMMAND SYSTEM

UNIFIED COMMAND (UC)

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

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

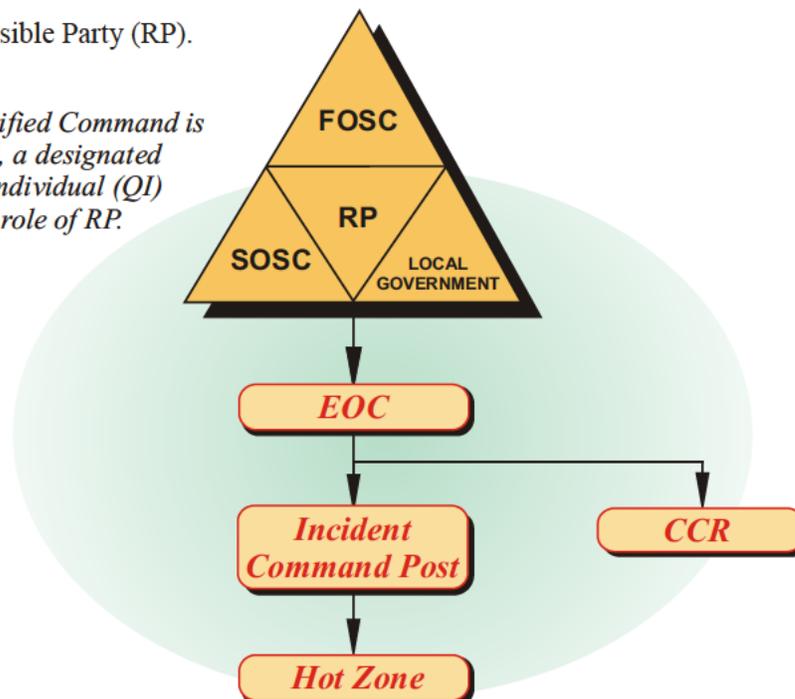
INCIDENT COMMANDER

Depending on the complexity of the emergency event, the Incident Commander may be organized under the Unified Command Structure which includes:

- The predesignated Federal On-Scene Coordinator (FOSC) acting under the authority of the National Contingency Plan (NCP).
- The predesignated State On-Scene Coordinator (SOSC) representing State and local response agencies.
- Local Government (may be incorporated with the SOSC).
- The Responsible Party (RP).

Note:

When a Unified Command is established, a designated Qualified Individual (QI) will fill the role of RP.



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EOC Responsibilities

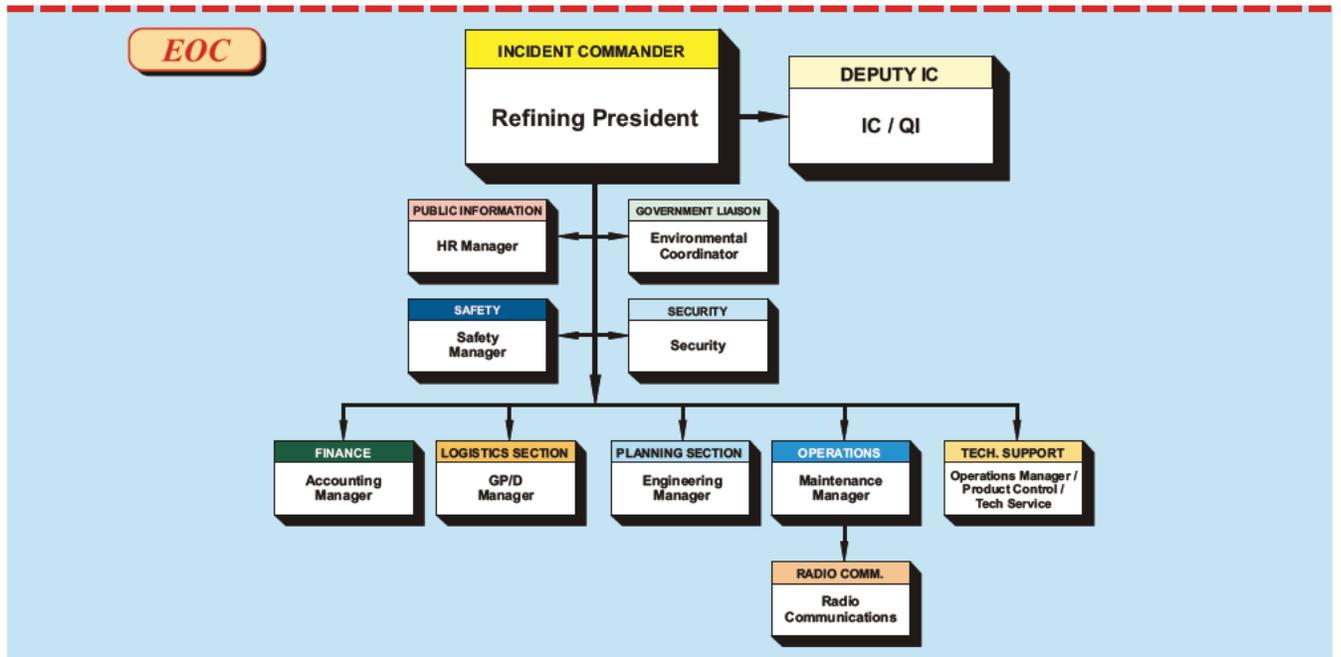
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See Tab 21, Pg 5 for a complete ICS Organization Chart

A

RESPONSIBILITIES**1 INCIDENT COMMANDER / QUALIFIED INDIVIDUAL (IC / QI)**

The Qualified individual (QI) has full authority to:

- 1. Carry out removal actions consistent with this plan.
- 2. Obligate Funds
- 3. Communicate with the appropriate Federal officials (i.e. the FOSC), and
- 4. Communicate with persons providing personnel and equipment (i.e. the OSROs).

Furthermore, by regulation and/or statute, the QI meets the following requirements:

- 1. Speak fluent English
- 2. Be located within the United States
- 3. Be available on a 24-hour basis,
- 4. Be able to arrive at the facility in a reasonable time,
- 5. Be familiar with the implementation of the contingency plan,
- 6. Be trained in the responsibilities of the QI under the contingency plan, and
- 7. Must be designated in writing as the QI by the Facility owner/operator.

In addition, the statute and/or regulation specify that the QI is not responsible for:

- 1. The adequacy of the contingency plan,
- 2. Contraction or obligation of funds for response resources in excess of the authority contained in their designation as a QI.

This Plan identifies an individual located at the facility to work with the fire department for petroleum oil fires. This individual also verifies that sufficient, well trained, fire fighting, resources are available within a reasonable time to respond to a worst case discharge. This individual is the QI.

The QI also has the primary responsibilities to:

- 1. Assess interaction of spilled substance with water and/or other substances stored at facility and notify on-scene response personnel of assessment.
- 2. Ensure the activation of internal alarms and hazard communication systems,
- 3. Ensure notification of Response Personnel,
- 4. Ensure that the identification of character, exact source, amount, and extent of the release,
- 5. Ensure notification and provide information to appropriate Federal, State and local authorities,
- 6. Ensures the assessment of possible hazards to human health and the environment,
- 7. Ensures the assessment and implementation of prompt removal actions,
- 8. Ensures the coordination of rescue and response actions,
- 9. Access company funding to initiate cleanup activities and
- 10. Ensures direct cleanup activities.

EOC Responsibilities

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2 ON SCENE INCIDENT COMMANDER (OSIC)

On Scene Incident Commander (OSIC) is responsible for the overall management of the incident.

The IC directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources.

A Deputy Incident Commander may be assigned to assist the IC in carrying out these responsibilities.

If federal, state and/or local agencies are involved in the incident response, the IC will carry out these responsibilities within a Unified Command Structure.

OSIC Responsibilities include:

- Responding to the scene and maintaining constant communications with the EOC.
- The IC will assess the situation and determine the nature of the incident, the threat posed by the incident to company personnel and the surrounding population, and the appropriate level of Emergency Response Team response.
- Ensure that all response operations are conducted in a safe manner and that personal protection equipment, security services, and medical services are available.
- The IC will manage and direct all response operations and associated activities and ensure they are conducted in a manner that is consistent with company policy, appropriate government directives, the facility or vessel response plan, and the needs and concerns of the impacted areas.
- He will serve as the primary contact for keeping company management, federal, state, and local agencies as well as, the public apprised of all pertinent facts and the progress of the management of the incident.
- Review and approve the activation of response resources needed for responding to an incident.
- Direct the planning and response coordination conferences to assess the incident and to develop and implement the plan of action.
- Establish and maintain coordination with the involved federal, state and local agencies, environmental groups, the media, and the public. Participate directly in these coordination activities, including unified command meetings, press briefings, etc.



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OSIC Responsibilities (continued)

- Establish schedules and direct necessary meetings between all response participants to coordinate all emergency management activities, including unified command meetings, response team meetings, etc.
- Develop strategic response strategies and priorities for emergency response operations and provide same to Planning Section Chief for inclusion in the Incident Action Plan.
- Review and approve the implementation of the Incident Action Plan.
- Continuously update and review the progress, future plans, and resource requirements.
- Monitor all response operations and costs.
- Review and approve information to be released to the news media.
- Ensure that accurate notes, records, and time of actions are taken for completing a critique and history of the incident.
- Authorize all funding disbursements as required.
- In coordination with the FOSC, schedule demobilization of response operations and the release of response resources.
- Coordinate incident follow-up activities with Law, Environmental, and Insurance officers for handling all citations, claims, and complaints received as a result of the incident, as well as natural resource damage assessments and remediation activities.
- Schedule and conduct a post incident review meeting to evaluate the performance of the Emergency Response Team

3 EMERGENCY OPERATIONS CENTER (EOC)

When the type and size of the emergency requires activation of the EOC for a Level 2 or 3 emergency, overall incident command is managed at the EOC.

The Incident Commander operates from the EOC, while the On-Scene Incident Commander (OSIC) jointly manages and coordinates all on-scene operations.

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LOCATION of EOC



Based on physical needs and safety requirements, the EOC is remote from the emergency scene.

Primary EOC

The Refinery Main Office Building has a dedicated and fully equipped Emergency Operations Center.

Primary EOC



*Main Office
301 St. Paul Park Road
St. Paul Park, MN 55071*

Alternate EOC

The Incident Commander or a Qualified Individual will make the decision to move the EOC to an offsite location if the Main Office is un-inhabitable.

Specific individuals have been designated to open-up the Alternate EOC at an offsite location, when needed.

The contact information for these specific personnel is listed under the following heading on Tab 13, Pg 14.

At Offsite Location

Alternate EOC Preparation Staff



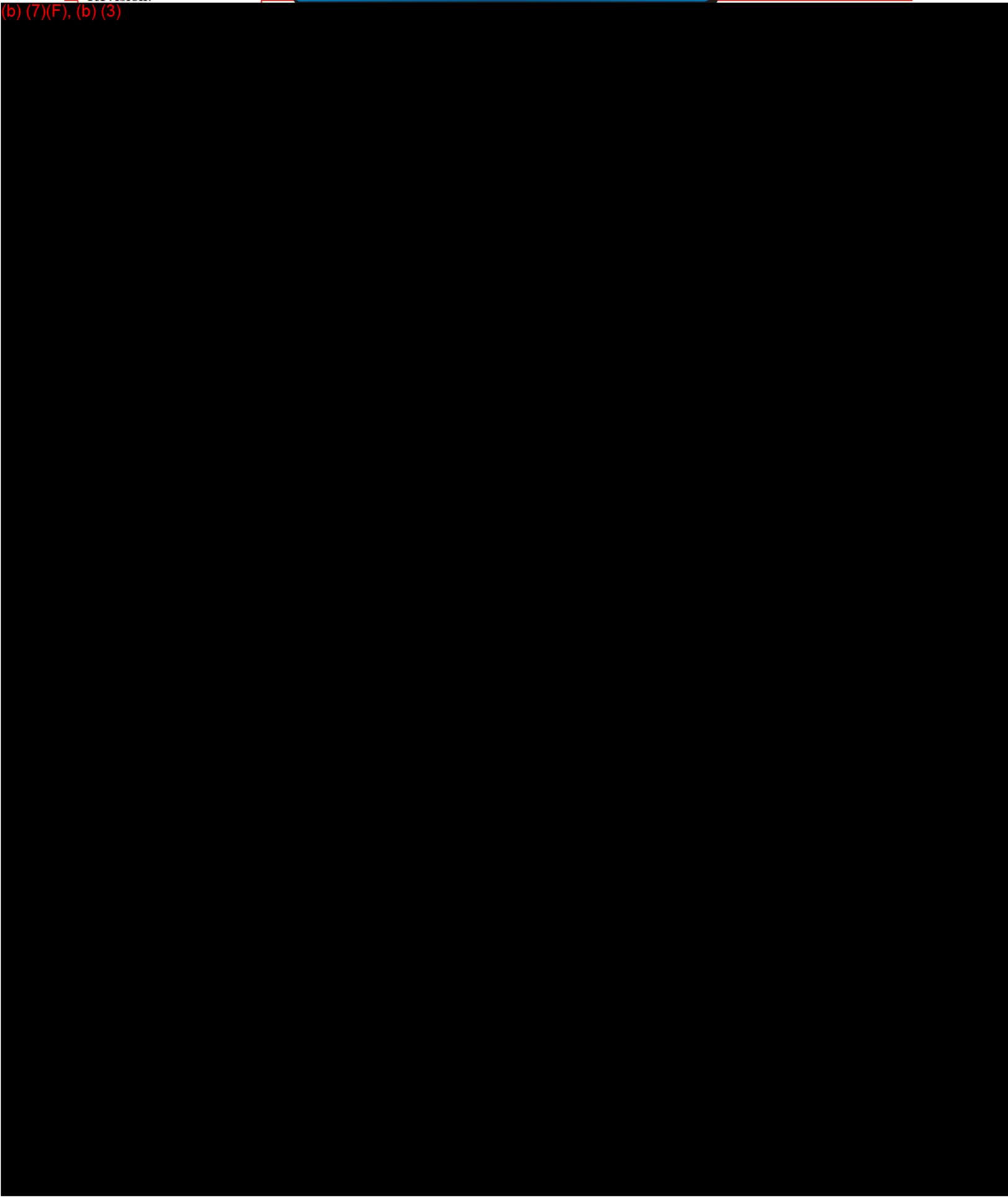
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EOC LAYOUT

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INCIDENT COMMANDER

Refining President
or Alternate



During the Incident

1 IMMEDIATELY GO TO THE MAIN OFFICE BUILDING EOC, OR, IF IT IS UNSAFE, GO TO THE ALTERNATE EOC LOCATION

2 OBTAIN AN INITIAL INCIDENT BRIEFING TO HELP ASSESS AND DETERMINE THE FOLLOWING

- BRIEFING ASSESSMENT**
- 1) The type, source, and extent of the release / incident
 - 2) The threat posed by the incident to personnel and surrounding population and environment
 - 3) Appropriate level of ERT response
 - 4) A need for evacuation
 - 5) A need for outside assistance

3 ACTIVATE INTERNAL ALARMS, HAZARD COMMUNICATION, AND COMMUNITY WARNING SYSTEMS, AS NECESSARY

4 ENSURE SECURITY HAS ALERTED REFINERY FIRE DEPARTMENT VIA PAGERS

5 ESTABLISH COMMUNICATION WITH THE ST. PAUL PARK REFINERY ERT LEADER

6 CONTACT THE COMMUNITY EOC AND BRIEF THEM ON THE STATUS OF THE INCIDENT

7 ENSURE THAT PERSONNEL SAFETY RECEIVES HIGHEST PRIORITY DURING RESPONSE OPERATIONS

8 ENSURE THAT SAFETY SECTION DEPLOYS THE AIR MONITORING TEAM, AS NECESSARY

9 PROVIDE PLANNING SECTION CHIEF WITH STRATEGIC OBJECTIVES AND RESPONSE PRIORITIES FOR INCLUSION IN INCIDENT ACTION PLANS

10 COMPLETE THE INITIAL INCIDENT ASSESSMENT FORM AND NOTIFY THE CEO OR DESIGNEE

11 USE AUTHORITY TO IMMEDIATELY ACCESS COMPANY FUNDING TO INITIATE CLEANUP ACTIVITIES

12 ENSURE THAT NECESSARY REPORTS TO REGULATORY AGENCIES ARE COMPLETED

13 ENSURE THAT OPERATIONS AND PROCESS SECTIONS ARE ADVISED OF DECISIONS THAT MAY IMPACT THEIR EFFORTS

14 ENSURE THAT ASSIGNED RESPONSIBILITIES ARE IMPLEMENTED AND COORDINATED, AS NECESSARY

15 RECEIVE STATUS REPORTS FROM SUBORDINATES AND PROVIDE BRIEFINGS FOR THE COMMAND STAFF ON A TIMELY BASIS AND AT REGULAR INTERVALS

16 AUTHORIZE THE RELEASE OF INFORMATION TO THE PUBLIC

17 ENSURE THAT ALL ASPECTS OF THE EMERGENCY RESPONSE OPERATIONS ARE PROPERLY EXECUTED

18 ACTIVATE PAGERS A SECOND TIME, IF A SECOND INCIDENT OCCURS DURING THE INITIAL INCIDENT RESPONSE

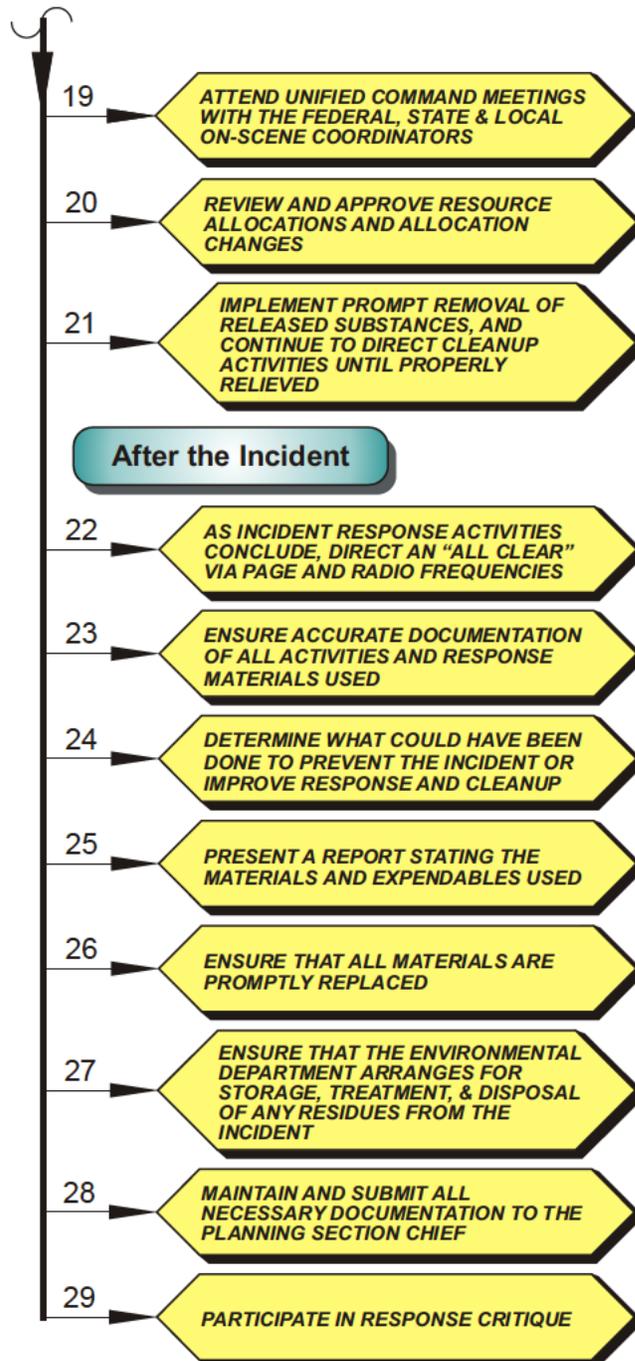
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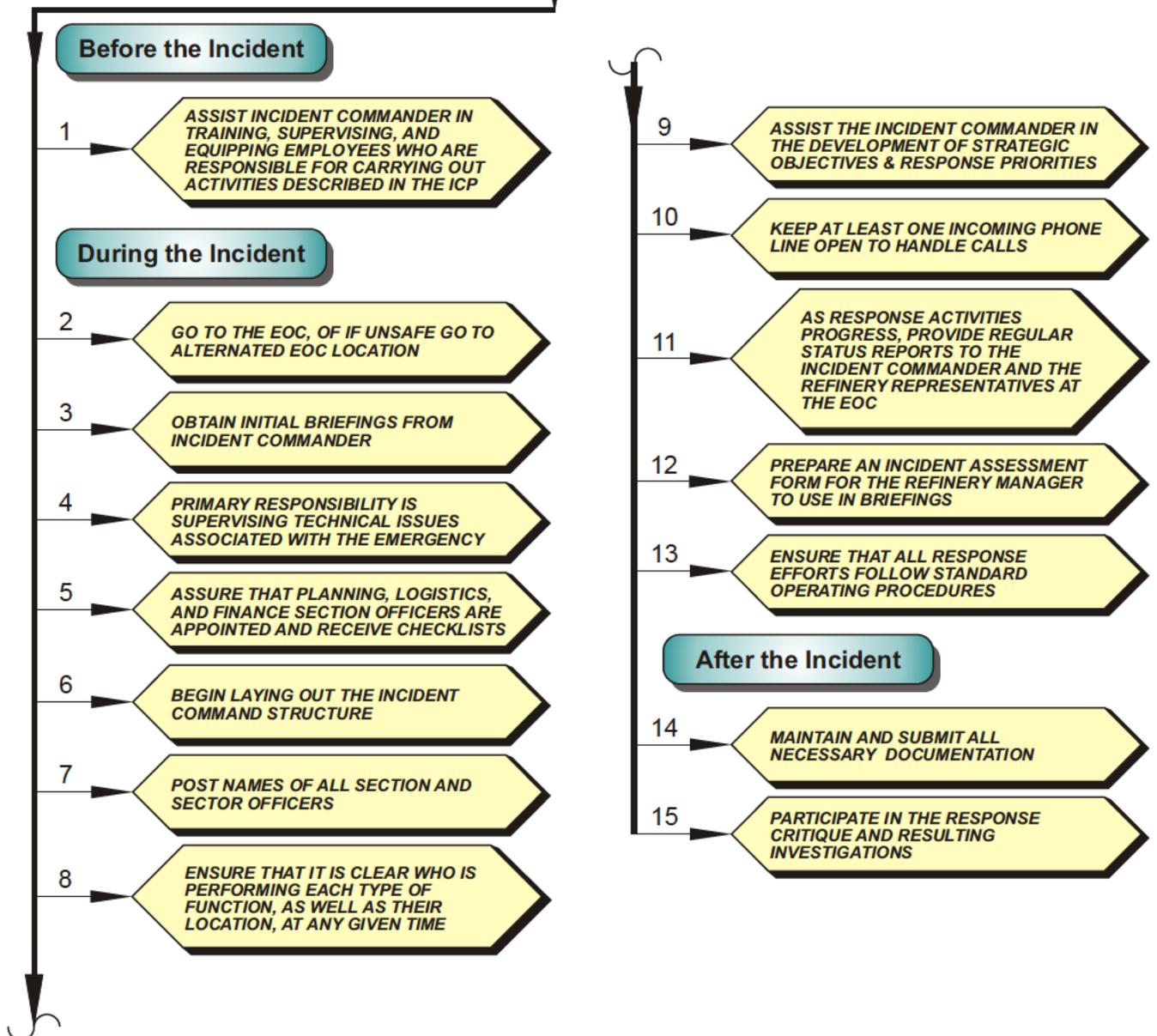
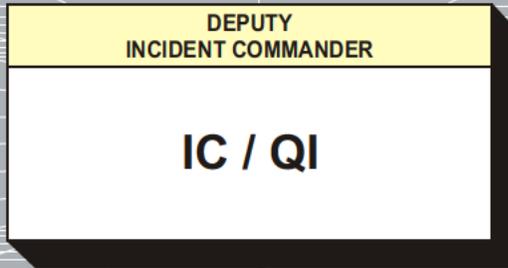


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FINANCE SECTION CHIEF
Accounting Manager



During the Incident

- 1 GO TO THE EOC AND OBTAIN INITIAL BRIEFING FROM THE INCIDENT COMMANDER
- 2 OBTAIN BRIEFINGS FROM FINANCE SECTION CHIEF ON PRIOR SHIFT
- 3 APPOINT AN EOC PHONE ASSISTANT AND OBTAIN A SIGN-IN SHEET
- 4 ATTEND ASSESSMENT, COMMAND STAFF, TACTICAL, PLANNING, AND BRIEFING MEETINGS AND PROVIDE FINANCIAL ADVICE ON MATTERS RELATED TO IAP
- 5 PROVIDE INCIDENT COMMANDER WITH INFORMATION ON PERSONNEL, EQUIPMENT, MATERIAL, & SUPPLY NEEDS FOR FINANCE SECTION OPERATIONS
- 6 PROVIDE DEPUTY IC WITH INFORMATION ON THE FINANCIAL IMPLICATIONS OF ACTIONS TAKEN / TO BE TAKEN DURING EMERGENCY RESPONSE OPERATIONS
- 7 DISCUSS & ADVISE MANAGEMENT ON INSURANCE COVERAGE AND EXCLUSIONS, CLAIMS MANAGEMENT PROCESSING, AND SETTLEMENT APPROACH ISSUES
- 8 IN THE CASE OF AN INCIDENT WITH OVER \$1 MILLION IMPACT CONTACT RISK MANAGEMENT PERSONNEL FOR INSURANCE PURPOSES

- 9 OVERSEE ACCOUNTING, LEGAL, INSURANCE, AND CLAIMS SECTORS
- 10 DESIGNATE A FINANCIAL REPRESENTATIVE TO PARTICIPATE IN ALL MEETINGS OF DETAILED INCIDENT ASSESSMENT TEAM (DIAT) AND ASSIST WITH DEVELOPMENT & COST ESTIMATES OF A LONG-RANGE PLAN
- 11 PREPARE AND POST FINANCE SECTION ORGANIZATION CHART
- 12 FACILITATE PREPARATION & DISTRIBUTION OF GUIDELINES, PROCEDURES, FORMS, & ESTABLISHMENT OF A DATA MANAGEMENT SYSTEM TO ACCOUNT FOR EXPENDITURES MADE DURING EMERGENCY RESPONSE OPERATIONS
- 13 WORK WITH LOGISTICS TO ESTABLISH A PROCUREMENT PLAN AND ADMINISTER CASH ACCOUNTS
- 14 ENSURE THAT PURCHASE & WORK ORDERS ARE PREPARED & THAT ALL PURCHASE & WORK ORDERS ARE PROCESSED IN A TIMELY, APPROPRIATE FASHION
- 15 VERIFY THAT OBLIGATION DOCUMENTS INITIATED DURING RESPONSE OPERATIONS ARE PROPERLY PREPARED
- 16 WORK WITH AUDITORS TO ENSURE THE PROPER AUDITING OF EXPENDITURES

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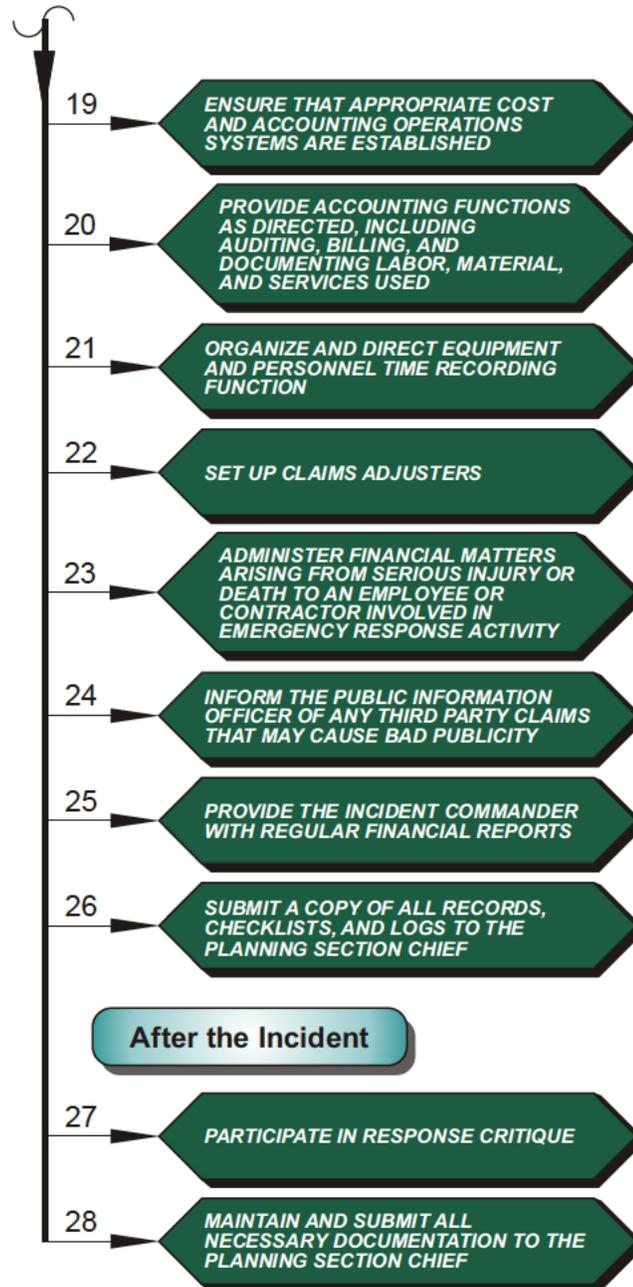
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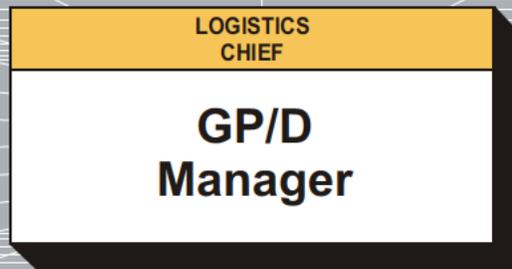
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Procurement

- 1 GO TO THE EOC, OF IF UNSAFE GO TO ALTERNATED EOC LOCATION
- 2 RESPONSIBLE FOR ORDERING, RECEIVING, PROCESSING AND STORING ALL INCIDENT-RELATED RESOURCES
- 3 ORDER ALL OFF-INCIDENT RESOURCES INCLUDING THE FOLLOWING
 - Tactical and support resources (including personnel)
 - All expendable and non-expendable support supplies
- 4 PROVIDE INPUT TO LOGISTICS SECTION PLANNING ACTIVITIES
- 5 PROVIDE PROCUREMENT & CONTRACTS ADMINISTRATION SUPPORT TO ACQUIRE MATERIALS & SERVICES PLANNING, OPERATIONS, LOGISTICS, & FINANCE / ADMINISTRATION SECTIONS
- 6 DETERMINE TYPE AND AMOUNT OF MATERIALS AND SERVICES IN ROUTE
- 7 ORDER, RECEIVE, DISTRIBUTE, AND STORE MATERIALS, SERVICES, AND EQUIPMENT
- 8 RESPOND TO REQUESTS FOR PERSONNEL, EQUIPMENT, MATERIALS, AND SERVICES
- 9 MAINTAIN INVENTORY OF MATERIALS, SERVICES, AND EQUIPMENT

- 10 COORDINATE EQUIPMENT RENTAL NEEDS WITH PLANNING / LOGISTICS SECTION CHIEF
- 11 MAINTAIN FORMS, AS REQUIRED
- 12 ENSURE THAT GUIDELINES, PROCEDURES, FORMS, & DATA MANAGEMENT SYSTEMS NECESSARY TO MANAGE THE ACQUISITION OF EQUIPMENT, OPERATIONS INVENTORY, AND ACCOUNT FOR EXPENDITURES MADE DURING EMERGENCY RESPONSE OPERATIONS ARE FOLLOWED BY PERSONNEL
- 13 ENSURE THE NECESSARY WAREHOUSE SPACE IS SECURED TO STORE EQUIPMENT, MATERIALS, AND SUPPLIES
- 14 ENSURE THAT RECORDS ARE MAINTAINED ON TRANSPORTATION EQUIPMENT & SERVICES USED, MATERIALS & SERVICES PROVIDED, & CONTRACTS EXECUTED DURING EMERGENCY RESPONSE OPERATIONS
- 15 ADMINISTER VENDOR CONTRACTS, AND SERVICE AND EQUIPMENT RENTAL AGREEMENTS

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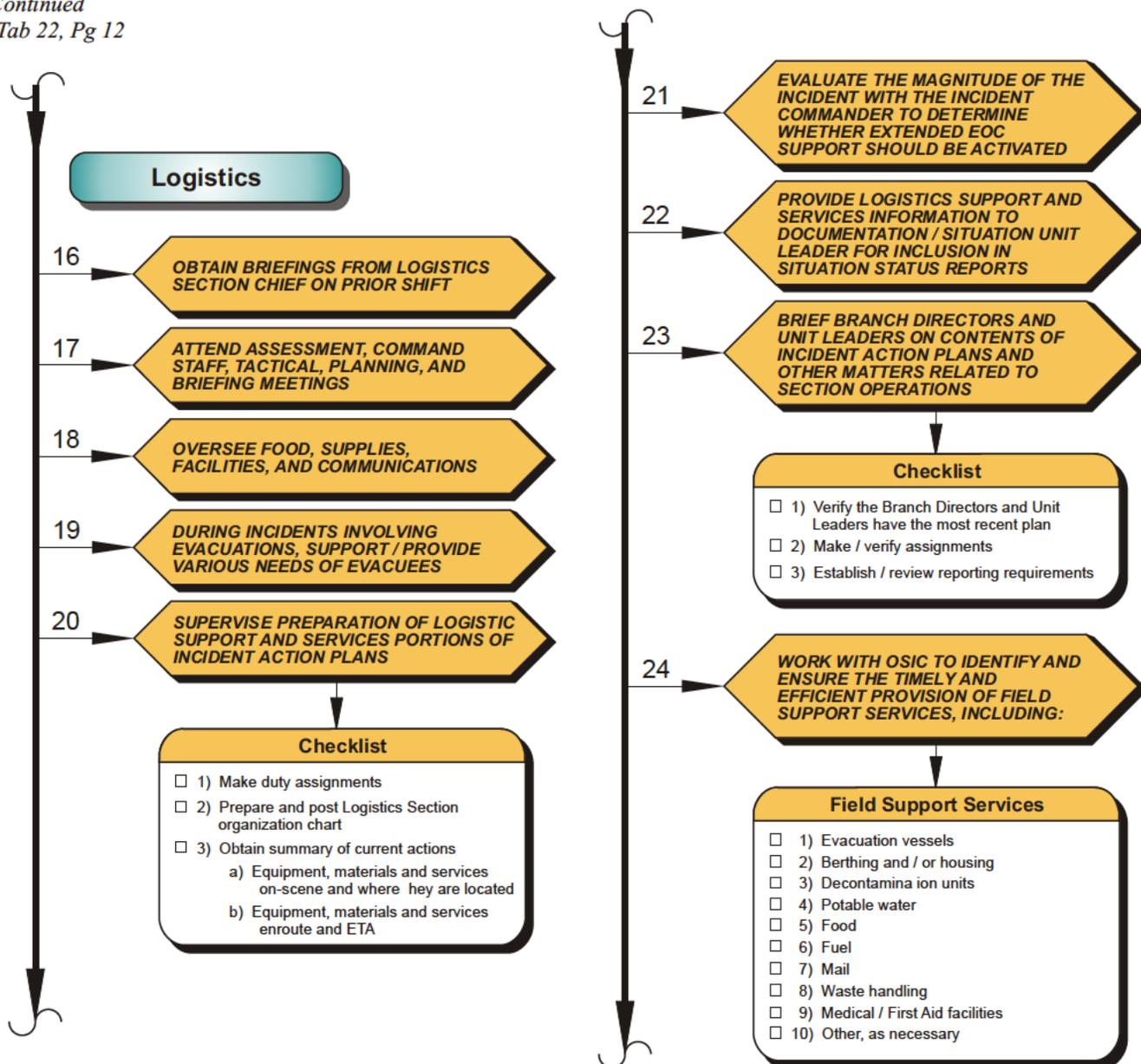
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Logistics Chief (cont'd)



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25 WORK WITH MAINTENANCE LIAISON TO FACILITATE DELIVERY OF SUPPLIES, DRINKING WATER, ETC., TO REFINERY

26 WORK WITH OSIC TO IDENTIFY & ENSURE THE TIMELY & EFFICIENT PROVISION OF AIRCRAFT TO SUPPORT SURVEILLANCE OPERATIONS

27 WORK WITH PLANNING SECTION TO IDENTIFY & ENSURE THE TIMELY & EFFICIENT PROVISION OF AIRCRAFT, VESSELS, & VEHICLES TO SUPPORT WILDLIFE CAPTURE OPERATIONS

28 ENSURE LOGISTICS SUPPORT & SERVICE NEEDS ARE MET IN A MANNER THAT MAXIMIZES PERSONNEL SAFETY

29 DESIGNATE AND SUPERVISE STAGING AREAS FOR RESOURCES ARRIVING AT THE SCENE

30 ENSURE THAT AN OVERALL INVENTORY IS MAINTAINED OF ALL EQUIPMENT, MATERIALS, AND SUPPLIES PURCHASED, RENTED, BORROWED, OR OTHERWISE OBTAINED DURING EMERGENCY RESPONSE OPERATIONS

31 ENSURE THAT PROGRAMS ARE IN PLACE TO INSPECT AND SERVICE EQUIPMENT, STORE SPARE PARTS, AND REPAIR OR REPLACE DAMAGED OR DEFECTIVE EQUIPMENT

After the Incident

32 MAINTAIN AND SUBMIT ALL NECESSARY DOCUMENTATION

33 PARTICIPATE IN THE RESPONSE CRITIQUE AND RESULTING INVESTIGATIONS

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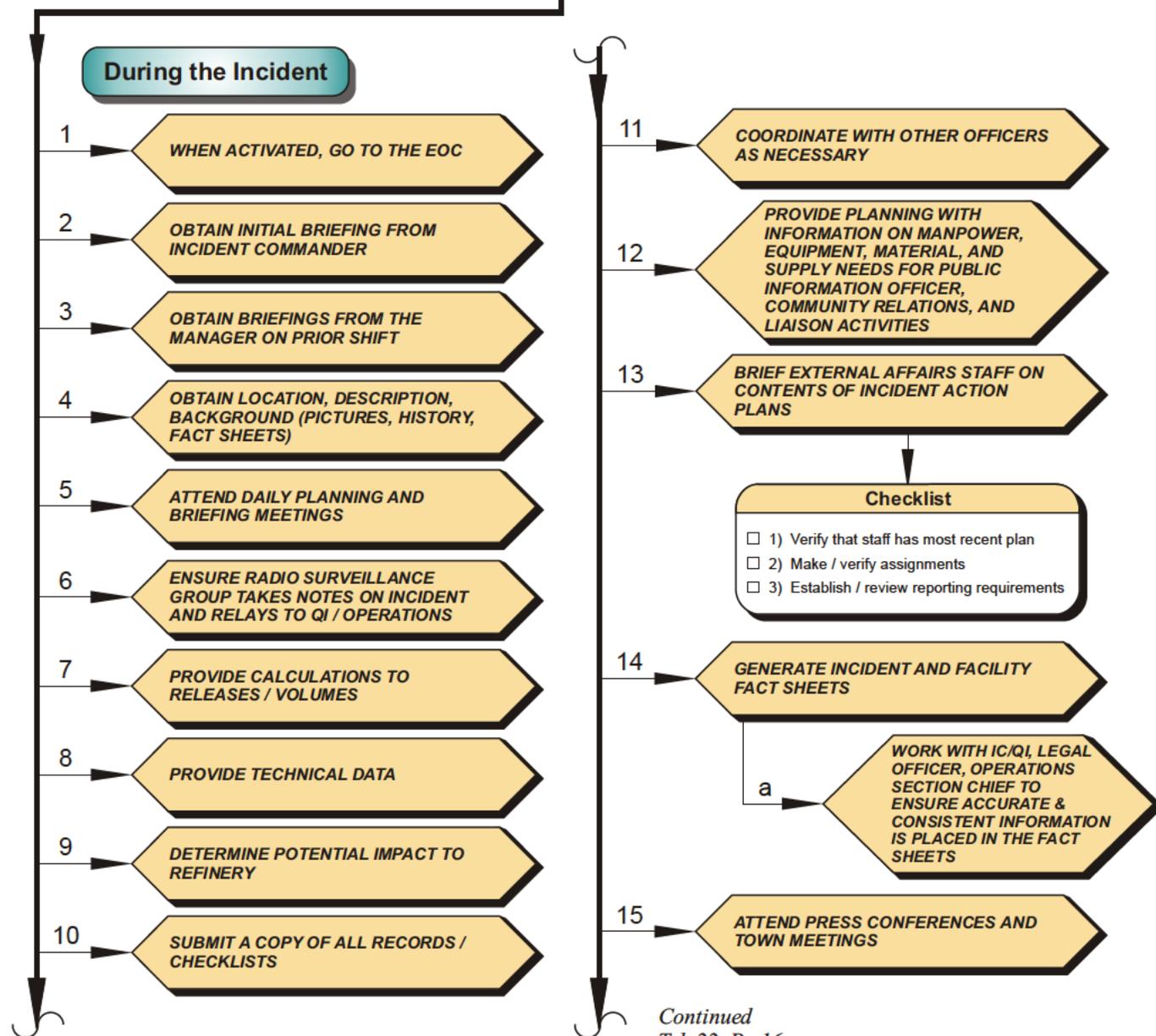
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TECHNICAL SUPPORT
**Operations Manager /
 Product Control /
 Tech Service**



Checklist

- 1) Verify that staff has most recent plan
- 2) Make / verify assignments
- 3) Establish / review reporting requirements

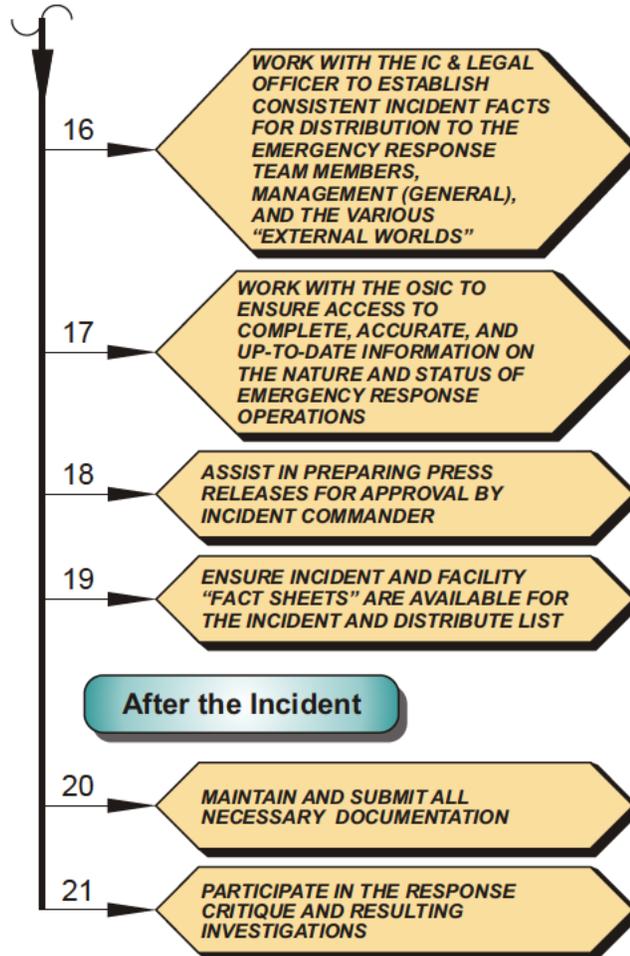
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PLANNING SECTION CHIEF
Engineering Manager



During the Incident

1 → OBTAIN BRIEFINGS FROM THE INCIDENT COMMANDER AND PARTICIPATE IN PLANNING MEETINGS

4 → CONDUCT SIZE-UP AND TECHNICAL EVALUATION OF THE EMERGENCY

5 → DETERMINE THE SHORT TERM AND THE LONG TERM PROBLEMS ASSOCIATED WITH THE FOLLOWING:

- Checklist**
- Contaminated water runoff from firefighting entering storm and sewer system
 - Effects the emergency will have on process operations at other refinery complexes
 - Short and long term air and water pollution

6 → LOCATE AND BEGIN REVIEW OF DRAWINGS OF THE EFFECTED UNITS

7 → IDENTIFY CURRENT AND PROJECTED ENGINEERING SERVICES AND SUPPORT REQUIREMENTS

8 → DETERMINE IF ENGINEERING SUPPORT IS REQUIRED TO RESTORE EFFECTED UNITS TO NORMAL OPERATION

12 → GATHER INFORMATION FOR THE "INFORMATION CENTER"

- Checklist**
- Situation Map
 - Response Team Organization Chart
 - Digital Photos From Field
 - Spill Trajectory Map
 - Incident Facts
 - Weather Information
 - Schedule of Meetings, Press Conferences, etc.

13 → DEVELOP INCIDENT ACTION PLAN, AS NEEDED

14 → IF THE INCIDENT LASTS LONGER THAN 12 HOURS, DETERMINE PLANNING

After the Incident

17 → MAINTAIN AND SUBMIT ALL RECORDS, LOGS, AND COMPLETED CHECKLIST

18 → PARTICIPATE IN THE RESPONSE CRITIQUE AND RESULTING INVESTIGATION

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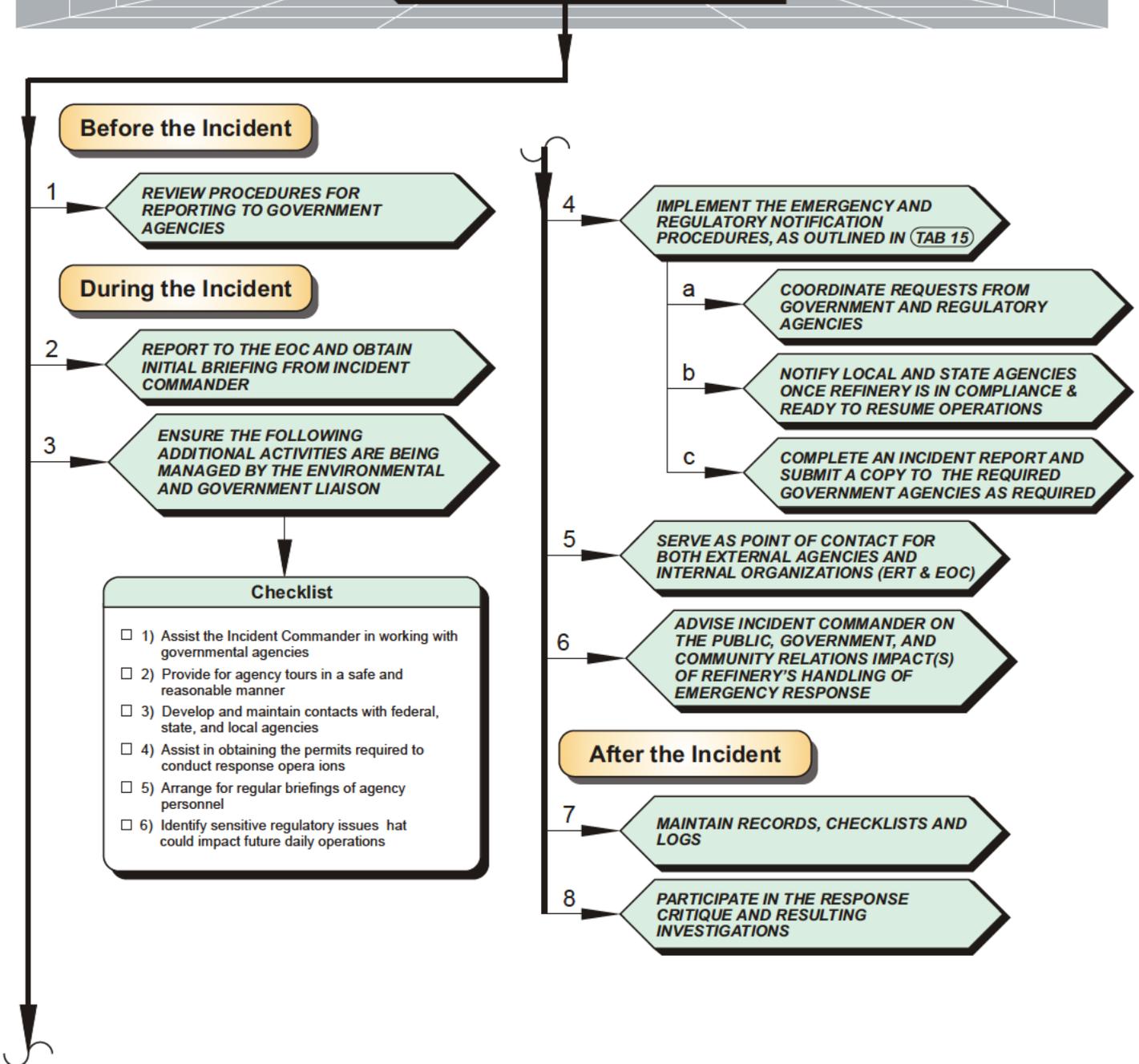
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ENVIRONMENTAL & GOVERNMENT LIAISON

Environmental Coordinator



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PUBLIC INFORMATION OFFICER (PIO)

Human Resources Manager



During the Incident

1 WHEN ACTIVATED, GO TO THE EOC, OR ALTERNATE EOC IF UNSAFE

2 OBTAIN INITIAL BRIEFING FROM INCIDENT COMMANDER

3 OBTAIN BRIEFINGS FROM THE PUBLIC INFORMATION OFFICER ON PRIOR SHIFT

4 OBTAIN LOCATION, DESCRIPTION, BACKGROUND (PICTURES, HISTORY, FACT SHEETS)

5 ATTEND DAILY PLANNING AND BRIEFING MEETINGS

6 ESTABLISH A MEDIA INFORMATION CENTER, AND AN EXTERNAL AFFAIRS CENTER WITH STATUS BOARD

7 KEEP ALL EVACUATED PERSONNEL & CONTRACTORS INFORMED OF ISSUES OF CONCERN & RESPONSE EFFORTS

8 INSTRUCT PERSONNEL AS TO WHEN THEY MAY LEAVE THE ASSEMBLY AREA

9 ESTABLISH A TELEPHONE HOTLINE FOR HANDLING FAMILY INQUIRIES ON THE STATUS OF EMPLOYEES

10 RECEIVE INCIDENT COMMANDER'S APPROVAL BEFORE RELEASING ANY INFORMATION TO THE PUBLIC

11 CONSIDER DISTRIBUTING GENERAL INFORMATION E-MAIL CONCERNING THE EMERGENCY TO ALL PERSONNEL

12 ENSURE THE FOLLOWING ADDITIONAL ACTIVITIES ARE BEING MANAGED

- Checklist**
- 1) Contacts have been made with residents, businesses, and community members
 - 2) Contacts have been made with employees and family needs
 - 3) Community outreach programs have been established
 - 4) The phone bank has been established (if needed) and protocols set up for its use and effective two-way communications established

13 ENSURE THE FOLLOWING ACTIVITIES ARE BEING MANAGED BY THE ENVIRONMENTAL & GOVERNMENT LIAISON

- Checklist**
- 1) Assist the Incident Commander in working with governmental agencies
 - 2) Provide for agency tours in a safe and reasonable manner
 - 3) Develop and maintain contacts with federal, state, and local agencies
 - 4) Assist in obtaining the permits required to conduct response operations
 - 5) Arrange for regular briefings of agency personnel
 - 6) Identify sensitive regulatory issues that could impact future daily operations

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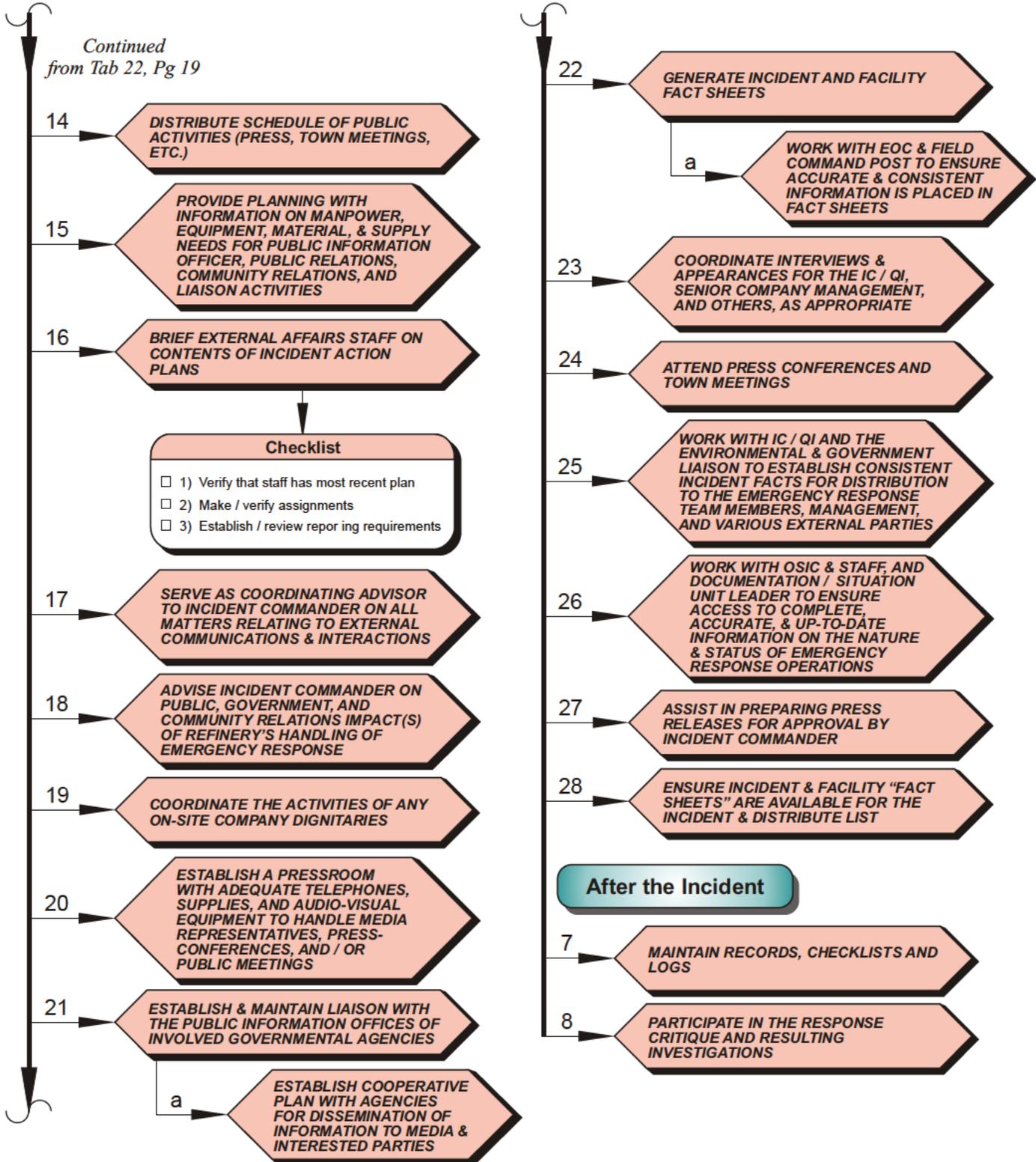
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SAFETY SECTION OFFICER
 (OPERATIONS)
Safety Officer



During the Incident

- 1 RESPONSIBLE FOR MONITORING AND ASSESSING HAZARDOUS AND UNSAFE SITUATIONS AND DEVELOPING AND RECOMMENDING MEASURES FOR ENSURING PERSONNEL SAFETY
- 2 PREPARE AND ENSURE IMPLEMENTATION OF THE EMERGENCY EVENT SITE SAFETY PLAN
- 3 CONDUCT SAFETY BRIEFINGS OR ENSURE THAT SAFETY BRIEFINGS ARE GIVEN TO ALL RESPONSE PERSONNEL PRIOR TO COMMENCEMENT OF RESPONSE ACTIVITIES
- 4 ASSIGN ASSISTANTS AS NEEDED AND MANAGE THE INCIDENT SAFETY ORGANIZATION
- 5 EXERCISE EMERGENCY AUTHORITY TO STOP AND PREVENT UNSAFE ACTS
- 6 OBTAIN BRIEFING FROM INCIDENT COMMAND
- 7 PARTICIPATE IN PLANNING MEETINGS
- 8 REVIEW THE INCIDENT ACTION PLAN FOR SAFETY IMPLICATIONS
- 9 INVESTIGATE ACCIDENTS THAT HAVE OCCURRED WITHIN THE INCIDENT AREA
- 10 REVIEW AND APPROVE THE MEDICAL PLAN (ICS FORM 206)
- 11 MAINTAIN UNIT ACTIVITY LOG (ICS 214)

- 12 DEMOBILIZE AS ORDERED
- 13 IDENTIFY CONTAMINATED ITEMS REMAINING IN THE HOT ZONE AFTER THE EMERGENCY IS TERMINATED
- 14 ORGANIZE, ACTIVATE, MANAGE AND ASSIGN TASKS TO THE SECTOR OFFICERS AS FOLLOWS:

Checklist

- AMT (Air Monitoring Team)
- Environmental
- Engineering
- Technical Resources

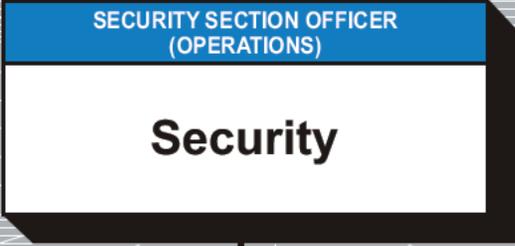
- 15 TRACK AMT PERSONNEL TO ASSURE ACCOUNTABILITY OF INDIVIDUALS
- 16 MAKE CONTACT WITH AMT BASE ON THE RADIO AND DISPATCH TEAMS ACCORDINGLY
- 17 APPOINT SOMEONE TO KEEP RECORD OF AIR MONITORING RESULTS ON THE WALL MAP IN THE EOC
- 18 APPOINT AN AMT MEMBER TO MONITOR THE FLARES FOR SMOKE DURING THE INCIDENT

After the Incident

- 19 MAINTAIN AND SUBMIT ALL NECESSARY DOCUMENTATION
- 20 PARTICIPATE IN THE RESPONSE CRITIQUE AND RESULTING INVESTIGATIONS

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Before Emergency

- 1 ASSEMBLE AND TRAIN A GROUP OF PEOPLE TO ASSIST FIRE AND POLICE PERSONNEL IN PROVIDING PLANT AND AREA SECURITY DURING AN EMERGENCY
- 2 TRAIN SECURITY GUARDS IN THE PROPER PERFORMANCE OF THEIR DUTIES DURING AN EMERGENCY

During Emergency

- 3 OBTAIN A BRIEFING FROM INCIDENT COMMAND AND PARTICIPATE IN PLANNING MEETINGS
- 4 ACTIVATE PAGERS AND CALL-OUT LISTS WHEN NOTIFIED BY INCIDENT COMMANDER OR MANAGEMENT
- 5 ENSURE ADEQUATE SECURITY TO COVER THE EMERGENCY AND THE REST OF THE REFINERY
- 6 DIRECT ALL MEDIA, GOVERNMENT REPRESENTATIVES, AND VISITORS TO PREDETERMINED LOCATIONS
- 7 DO NOT ALLOW NON-RESPONDERS IN THE REFINERY WITHOUT THE INCIDENT COMMANDER'S AUTHORIZATION
- 8 OVERSEE THE TRAFFIC, EVACUATION, AND FACILITY SECURITY GROUPS
- 9 WORK WITH SAFETY AND LOCAL LAW ENFORCEMENT OFFICER TO ESTABLISH BOUNDARIES AND CHECKPOINTS

After Emergency

- 10 ASSIST IN DETERMINING ROUTES OF EVACUATION, AND AREAS TO BE EVACUATED
- 11 PERIODICALLY UPDATE SECURITY OFFICER WITH SITUATION AND DAMAGE ASSESSMENT REPORTS
- 12 ASSIST IN THE HEADCOUNT AND ACCOUNTABILITY PROCESS
- 13 ASSIGN SECURITY OFFICER(S) TO OPERATIONS ACCESS TO THE MAIN OFFICE BUILDING, AS NEEDED
- 14 PROVIDE PERSONNEL TO MAN THE GATES UNTIL THEY ARE CLOSED
- 15 CONTINUE TO LIMIT ACCESS TO THE REFINERY UNTIL THE EOC INITIATES NORMAL OPERATIONS
- 16 MAINTAIN RECORDS, CHECKLISTS AND LOGS
- 17 PARTICIPATE IN THE RESPONSE CRITIQUE AND RESULTING INVESTIGATION

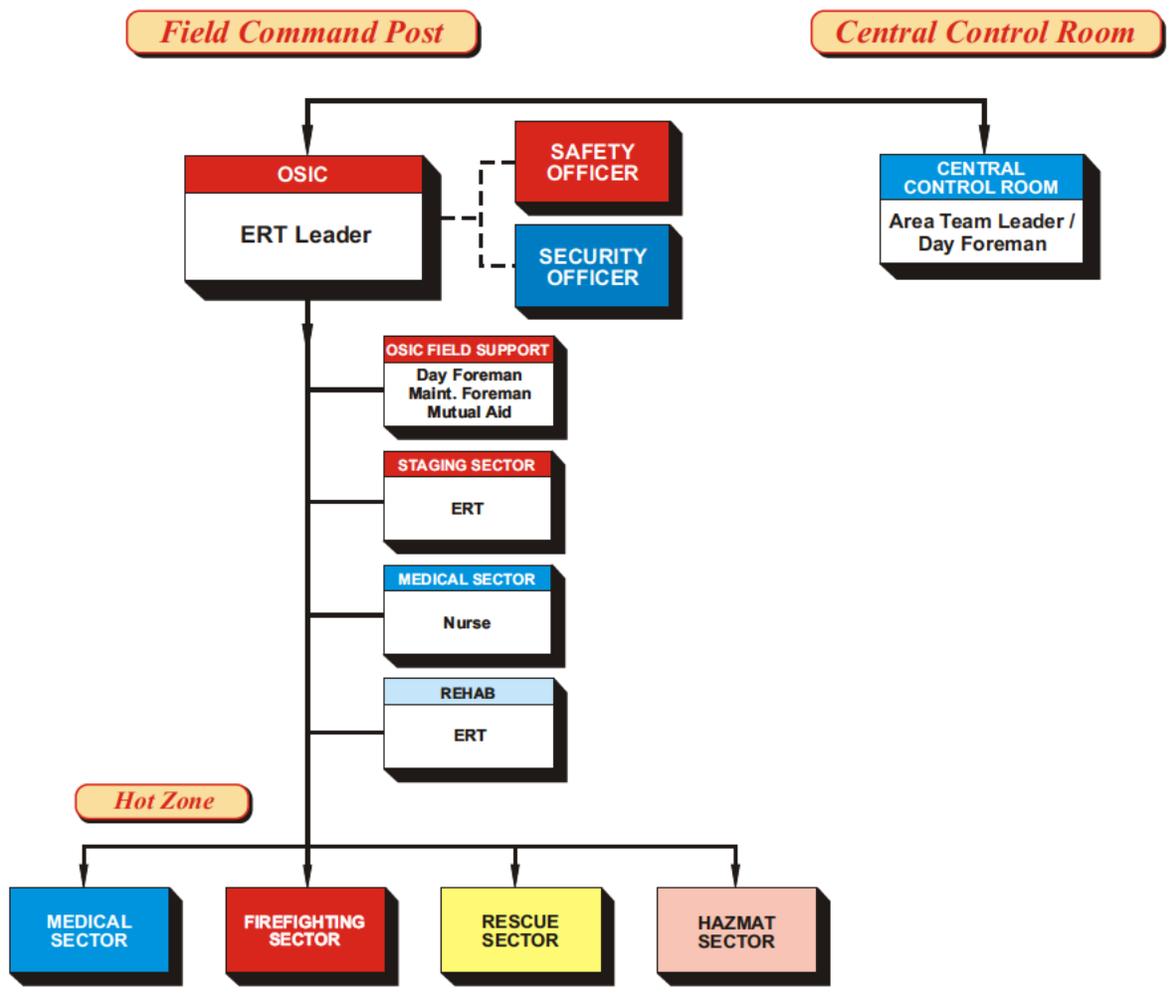
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FIELD COMMAND POST

The Field Command Post is located strategically to the incident where the On-Scene Incident Commander (OSIC) performs the following duties:

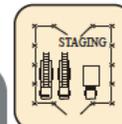
- 1) Develops objectives,
- 2) Communicates with subordinates,
- 3) Coordinates activities between the tactical field operations and the support operations of the EOC.

The Field Command Post is the "field office" with access to communications, information, and both technical and administrative support.

Field Command Post personnel are readily accessible to all response personnel.

Although helpful, it is not required for the Field Command Post to be able to view the actual incident site.

STAGING AREA



The Staging Area is the designated area where Mutual Aid emergency response equipment and personnel are assigned temporarily until they are needed.

Staging is effective when the Incident Commander and the On-Scene Incident Commander anticipate that additional resources may be required and orders them to respond to a pre-designated Staging Area.

The response equipment is assigned to the emergency scene from the Staging Area, as needed.

When dispatched, Mutual Aid Units will report to *Staging Officer*.

The Primary Staging Area for Mutual Aid Units will be St. Paul Park Refinery Fire Hall. The staging area may change to fit the needs of an emergency situation.

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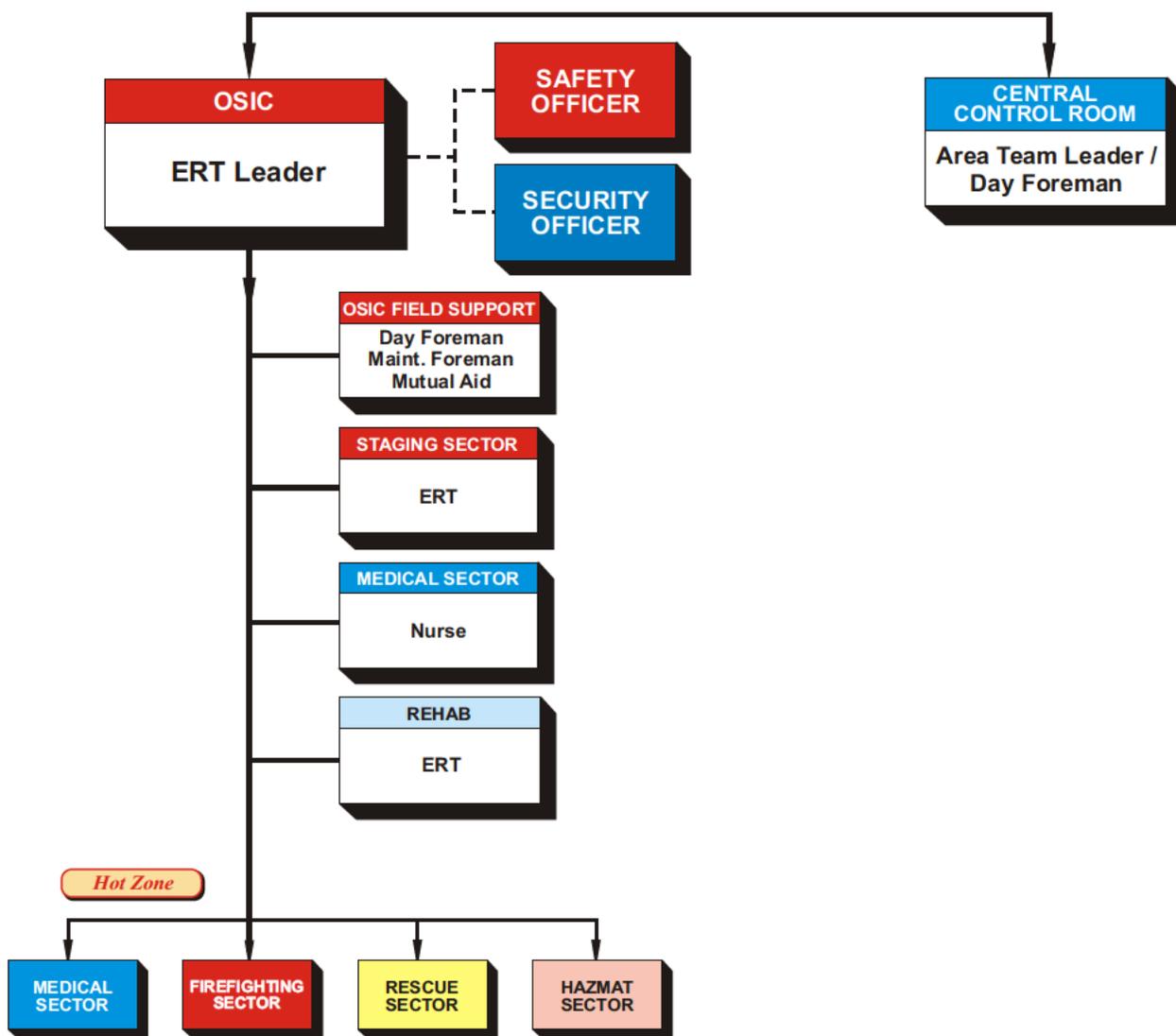
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OPERATIONS SECTION

On-Scene Incident Command
(Field Command Post)

Field Command Post

Central Control Room



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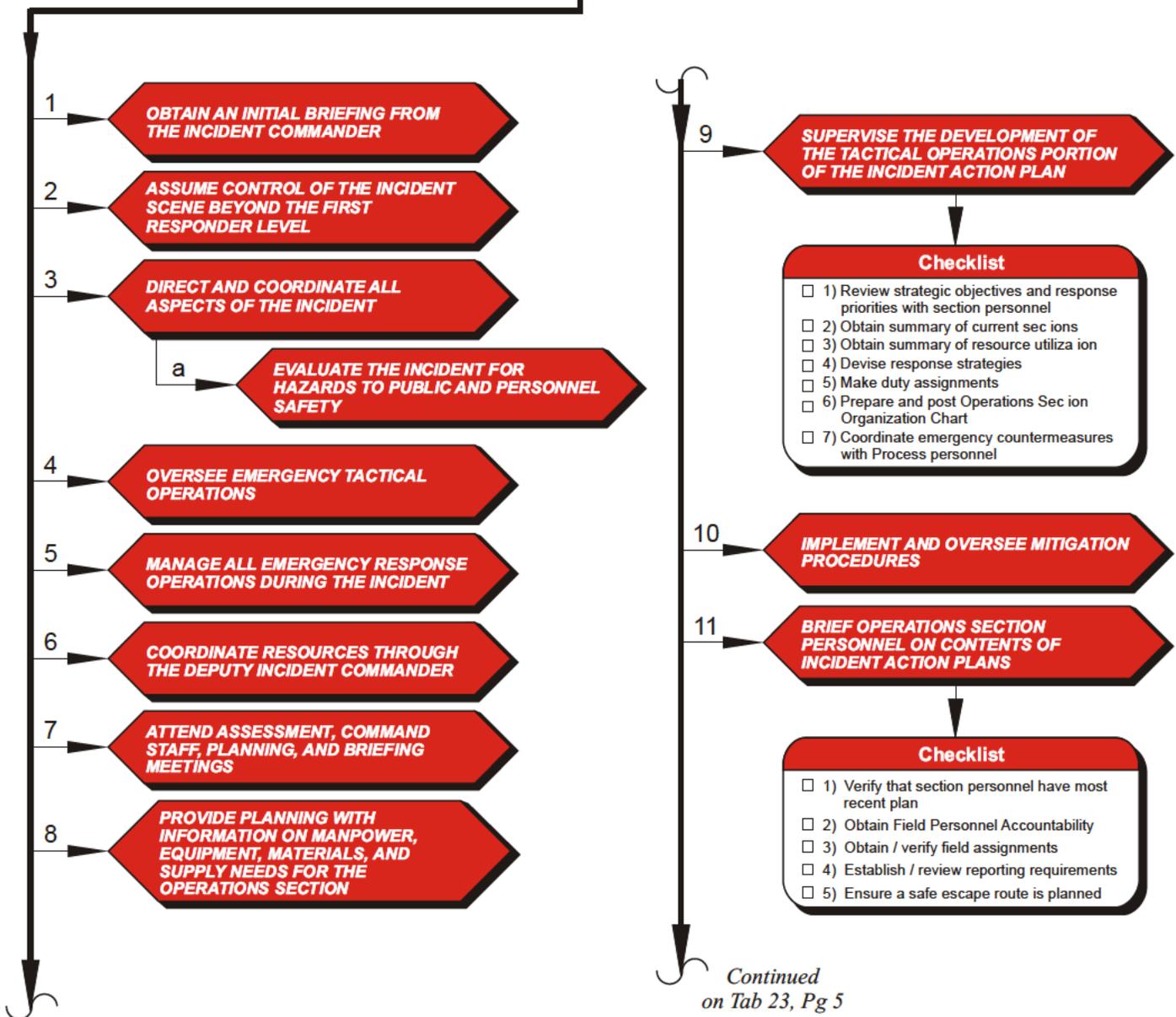
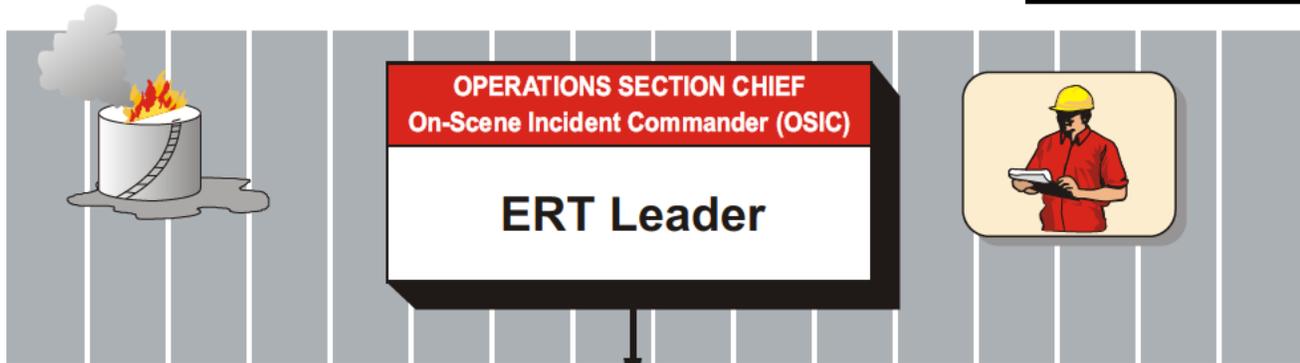
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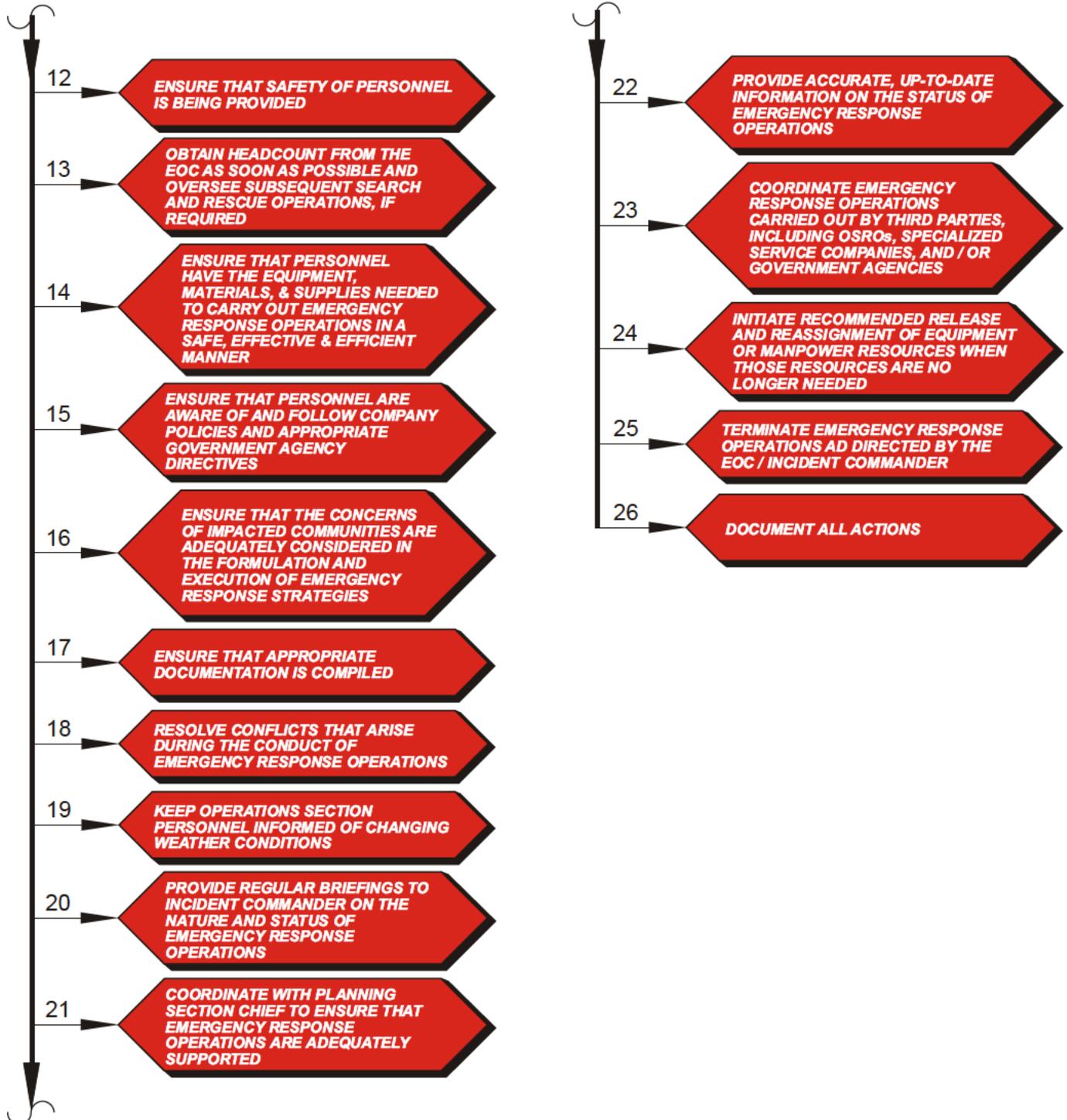
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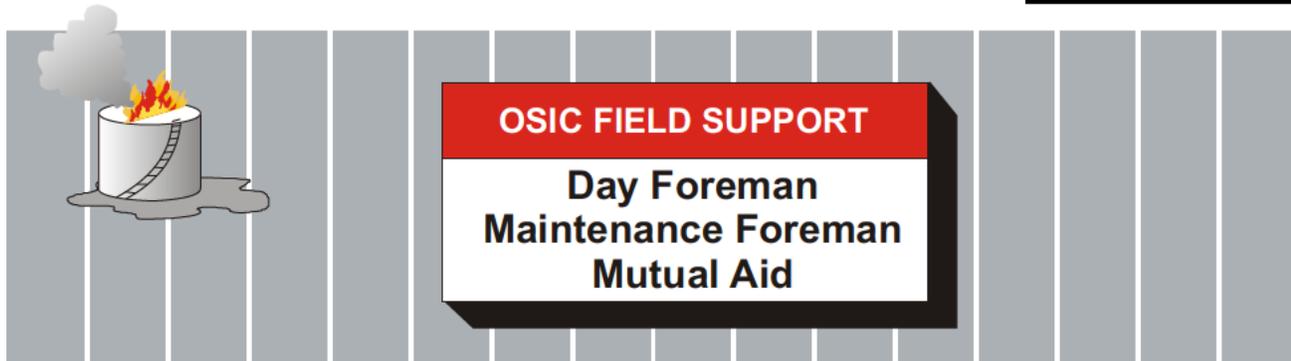
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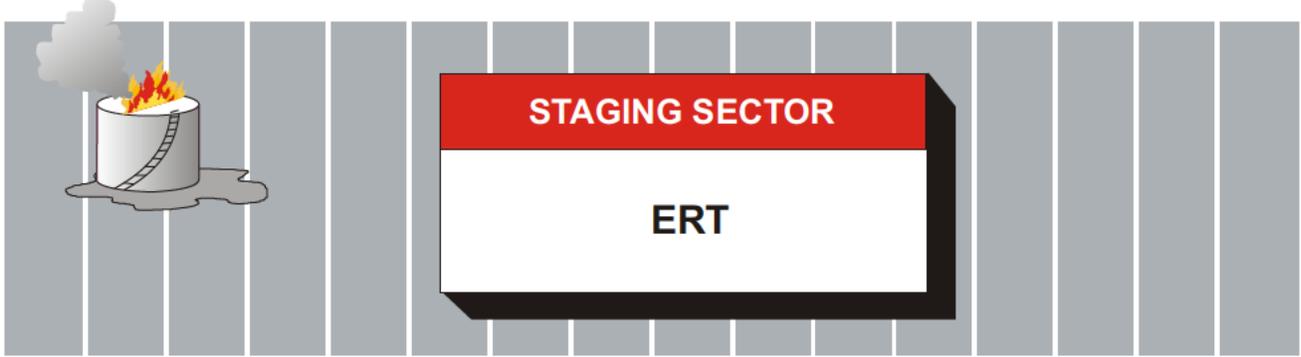
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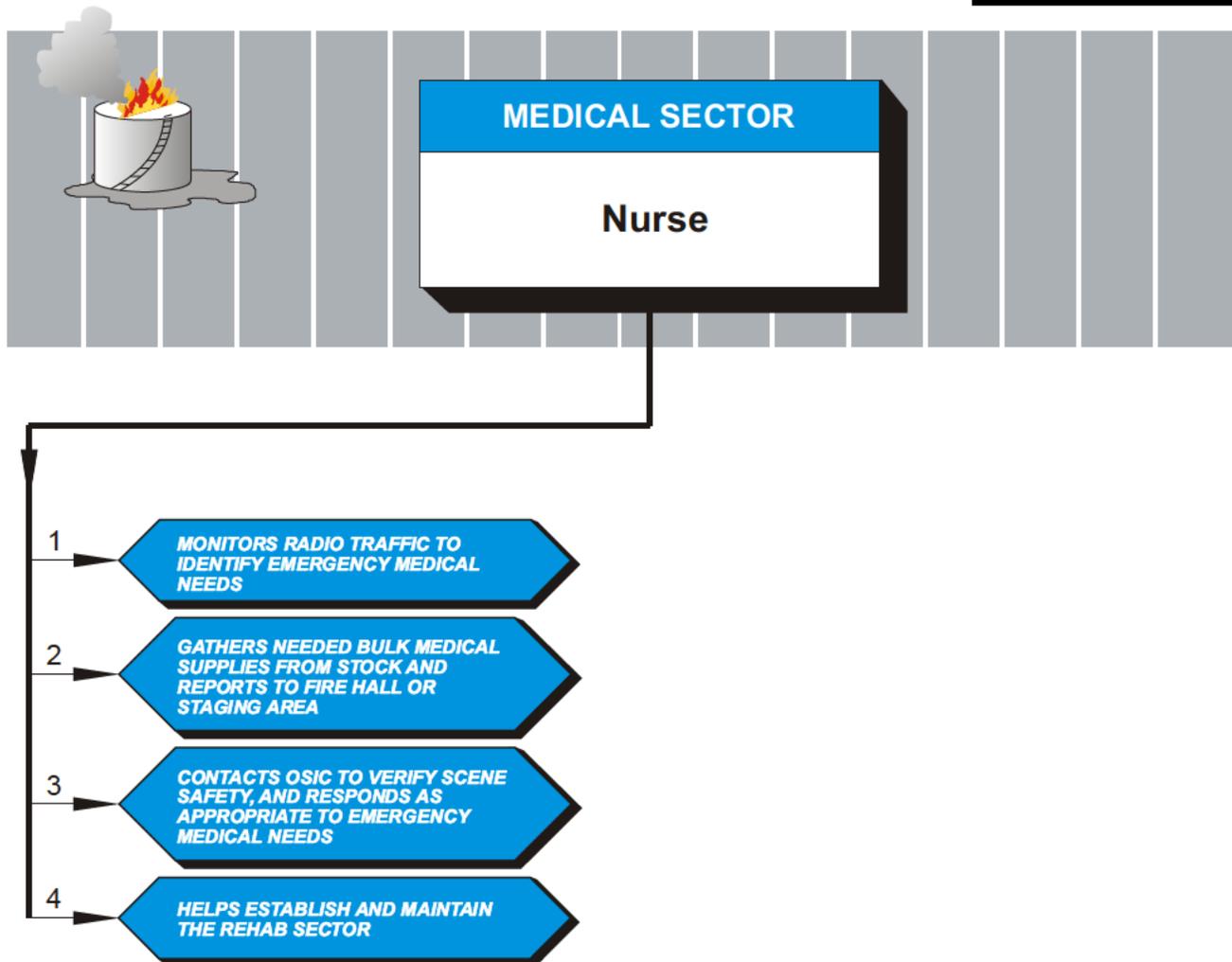
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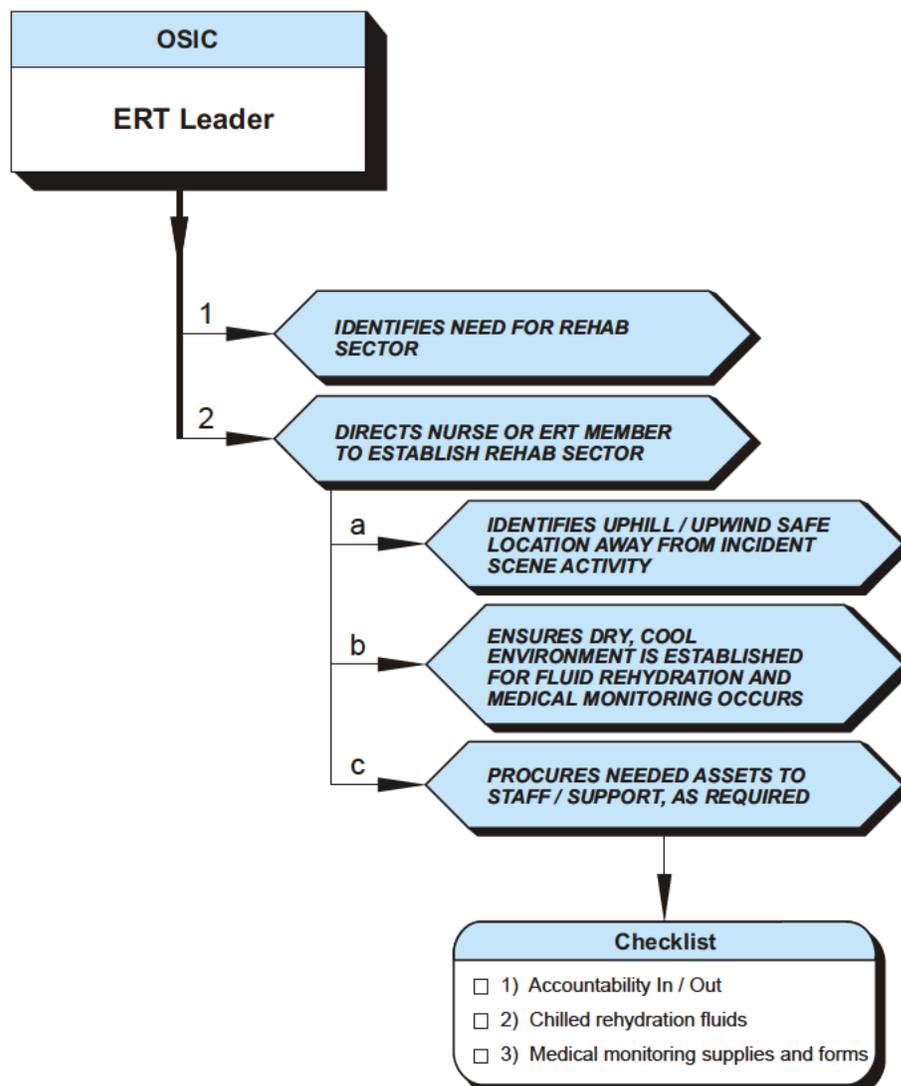
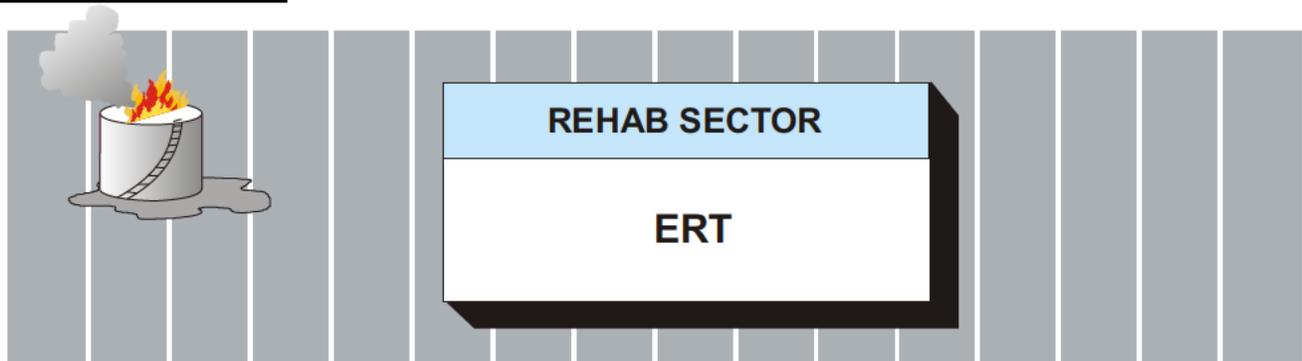
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ICS Meetings



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See Tab 35 for ICS Forms

ICS Forms

ICS Form No.	Description
ICS FORM 201	Incident Briefing
ICS FORM 202	Incident Objectives
ICS FORM 203	Organization Assignment List
ICS FORM 204	Assignment List
ICS FORM 205	Incident Radio Communications Plan
ICS FORM 206	Medical Plan
ICS FORM 207	Incident Organization Chart
ICS FORM 209	Incident Status Summary
ICS FORM 212	Resources at Risk <ul style="list-style-type: none"> • SCAT Habitat Assessment Form • RAT Impact Assessment Form
ICS FORM 214	Unit Log or Personal Notebook

Abbreviations

COST UL	Cost Unit Leader
F	Finance Unit Leader
IAP	Incident Action Plan
IC	Incident Commander
IC / UC	Incident Commander / Unified Command
ICS	Incident Command
IO	Information Officer
LO	Liaison Officer
LSC	Logistics Section Chief
OPS	Operations Section Chief
PSC	Planning Section Chief
SO	Safety Officer
SUL	Situation Unit Leader
SUPPLY UL	Supply Unit Leader
UC	Unified Command

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OVERVIEW OF ICS MEETINGS & BRIEFINGS



INITIAL RESPONSE AND ASSESSMENT

The period of **INITIAL RESPONSE AND ASSESSMENT** occurs in all incidents. Short term responses (small in scope and / or duration with few resources working one operational period) can often be coordinated using only ICS Form 201, Incident Briefing, for the Initial Action Plan (IAP).

See Tab 24, Pg 4.

LONGER DURATION RESPONSES

Longer duration, more complex responses will require a dedicated Planning Section Chief (PSC) who must arrange for transition into the **OPERATIONAL PERIOD PLANNING CYCLE**.

Certain meetings, briefings, and information gathering during the cycle lead to the Incident Action Plan (IAP) that guides operations for the next operational period.

The IC / UC specifies the operational periods. Normally these periods are 12 hours. However, they could extend up to 24 hours.

See Tab 24, Pgs 4 and 5.

LARGER INCIDENTS

The **SPECIAL PURPOSE** meetings are most applicable to larger incidents.

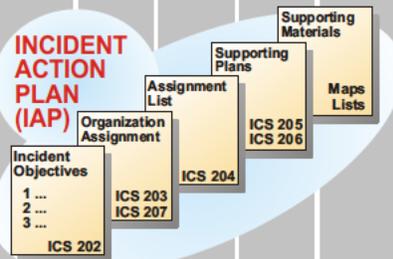
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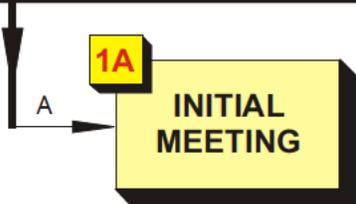
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FLOWCHART of ICS MEETINGS



See Tab 24, Pg 2 for ICS Forms Index
See Tab 35 for the ICS Forms

1 INITIAL RESPONSE & ASSESSMENT



See Tab 24, Pg 8

1 USE ICS FORM 201, INCIDENT BRIEFING, FOR INITIAL INCIDENT ACTION PLAN (IAP)

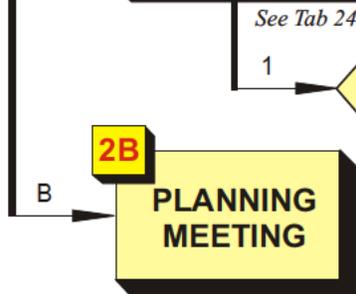


2 OPERATIONAL PLANNING CYCLE



See Tab 24, Pg 9

1 CREATE A PLAN FOR TACTICAL DEPLOYMENT DURING THE NEXT OPERATIONAL PERIOD BASED ON THE INITIAL IAP



See Tab 24, Pg 10

1 USE ICS FORM 202, INCIDENT OBJECTIVES



2 USE ICS FORM 215, OPERATIONAL PLANNING WORKSHEET



ICS Meetings

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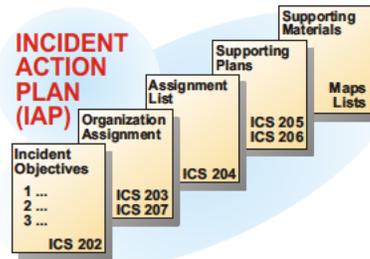
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3 INCIDENT ACTION PLAN (IAP) PREPARATION



3A PLANNING MEETING (To Develop IAP)

A

See Tab 24, Pg 11

- 1 USE ICS FORM 202, INCIDENT OBJECTIVES
- 2 USE ICS FORM 203 AND / OR FORM 207, ORGANIZATION ASSIGNMENT LIST / ORGANIZATION CHART
- 3 USE ICS FORM 204, ASSIGNMENT LIST
- 4 USE ICS FORM 205, INCIDENT RADIO COMMUNICATIONS PLAN
- 5 USE ICS FORM 206, MEDICAL PLAN
- 6 USE OTHER SUPPORTING MATERIALS SUCH AS MAPS, INVENTORY LISTS, ETC



3B OPERATIONS BRIEFING MEETING

B

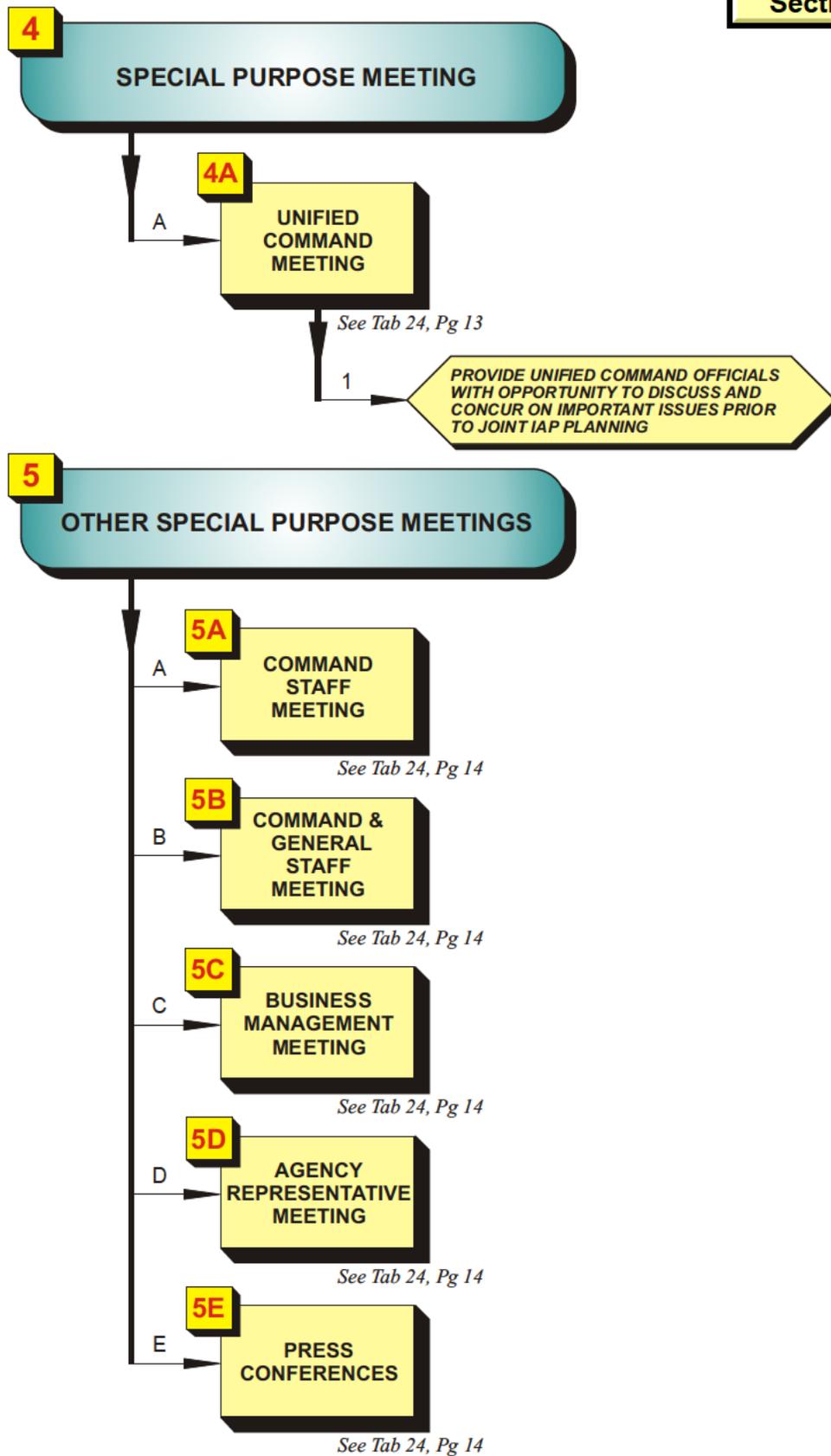
See Tab 24, Pg 12

- 1 CONVEY THE INCIDENT ACTION PLAN (IAP) TO THE ONCOMING SHIFT RESPONDERS

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INTRODUCTION to DETAILED ICS MEETINGS

*The following pages contain specific explanations
and details on how to conduct all of the ICS Meetings
that are shown on the Flowchart of previous Tab 24, Pg 4.*

1

INITIAL RESPONSE AND ASSESSMENT

INCIDENT BRIEFING MEETING (ICS Form 201)

During the transfer of command process, an ICS Form 201 briefing provides the incoming IC / UC with basic information regarding the incident situation and the resources allocated to the incident.

Most importantly, ICS Form 201 is the Incident Action Plan (IAP) for the initial response and remains in force and continues to develop until the response ends, or until the Planning Section generates the first, complete IAP for the incident.

ICS Form 201 is also suitable for briefing individuals newly assigned to Command and General Staff, as well as for providing assessment briefings for the staff.



INCIDENT BRIEFING CHECKLIST

- When:** New IC / UC; staff briefing, as required
- Briefer:** Current IC / UC
- Attendees:** Prospective IC / UC; Command and General Staff, as required
- Agenda:** Using ICS Form 201 as outline, include:
- a) Situation (note territory, exposures, safety concerns, etc.- use map/charts)
 - b) Objectives and priorities
 - c) Strategy(s) and tactics
 - d) Current organization
 - e) Resource assignments
 - f) Resources enroute and/or ordered
 - g) Facilities established

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2

OPERATIONAL PERIOD PLANNING CYCLE

2A

TACTICS MEETING

This meeting creates the blue-print for tactical deployment during the next operational period.

In preparation for the Tactics Meeting, the IC / UC, PSC, and OPS review the current IAP and situation status information, as provided through the Situation Unit, to assess work progress against IAP objectives.

The OPS / PSC will jointly develop primary and alternate strategies to meet objectives for consideration at the next **PLANNING MEETING**.

TACTICS MEETING CHECKLIST

When: Prior to Planning Meeting
Facilitator: PSC
Attendees: IC / UC, PSC, OPS, LSC, SUL

Agenda:

- a) Objectives for the next operational period (clearly stated and attainable with the resources available, yet flexible enough to allow OPS to chose tactics of choice).
- b) Strategies (primary and alternatives).



2B

PLANNING MEETING

This meeting develops incident objectives, strategies, and tactics, as well as, identifies resource needs for the next operational period. It fine tunes objectives and priorities, critiques objectives, identifies and solves problems, and defines work assignments and responsibilities.

Meeting preparations include conducting a **TACTICAL MEETING**. Displays in the meeting room should include Objectives (ICS Form 202) for the next period, large sketch maps or charts clearly dated and timed, current resource inventory, and current situation status displays prepared by the Situation Unit.

After the meeting, the Logistics Section Chief (LSC) is to prepare the off-incident tactical and logistical resource orders, and is used by PSC to develop IAP assignment lists.

PLANNING MEETING CHECKLIST



When: After the UC and **TACTICAL MEETINGS**

Facilitator: PSC

Attendees: Determined by IC / UC. Generally IC / UC, Command Staff, General Staff, Air Ops, RUL, SUL, and Technical Specialists, as required

Agenda:	Primary Responsibility
<input type="checkbox"/> a) State incident objectives - Policy issues	IC / UC
<input type="checkbox"/> b) Briefing of situation, critical and sensitive areas, weather / sea forecast, resource status/ availability	PSC w/SUL
<input type="checkbox"/> c) State primary and alternative strategies to meet objectives	OPS w/PSC, LSC
<input type="checkbox"/> d) Designate Branch, Division, Group boundaries and functions as appropriate, use maps and ICS Form 215	OPS
<input type="checkbox"/> e) Specify tactics for each Division, note limitations	OPS, SUL assist
<input type="checkbox"/> f) Specify resources needed by Divisions/Groups	OPS/w/PSC, LSC
<input type="checkbox"/> g) Specify operations facilities and reporting locations-plot on map	OPS, LSC assist
<input type="checkbox"/> h) Develop resources, support, and overhead order (orders)	PSC, LSC
<input type="checkbox"/> i) Consider support: communications, traffic, safety, medical, etc.	LSC, PSC assist
<input type="checkbox"/> j) Contr buting organization / agency considerations regarding work plan	LO
<input type="checkbox"/> k) Safety considerations regarding work plan	SO
<input type="checkbox"/> l) Media considerations regarding work plan	IO
<input type="checkbox"/> m) Finalize, approve work plan for next operational period	IC

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3

INCIDENT ACTION PLAN (IAP) PREPARATION

3A

PLANNING MEETING

Attendees immediately prepare their assignments for the IAP to meet the PSC's deadline for assembling the IAP components.

The deadline will be early enough to permit timely IC / UC approval, duplication of sufficient copies for the **OPERATIONS BRIEFING**, and preparation of overheads.

PLANNING MEETING CHECKLIST

When: Immediately following PLANNING MEETING, PSC assigns deadline

Facilitator: PSC

Common Components:**Responsible to Prepare**

- | | |
|--|---------------------|
| <input type="checkbox"/> a) Incident Objectives (ICS 202) | Situation Unit |
| <input type="checkbox"/> b) Organization List / Chart (ICS 203 or 207) | Situation Unit |
| <input type="checkbox"/> c) Assignment List (ICS 204) | Planning Unit |
| <input type="checkbox"/> d) Communication Plan (ICS 205) | Communications Unit |
| <input type="checkbox"/> e) Medical Plan (ICS 206) | Medical Unit |
| <input type="checkbox"/> f) Incident Map | Situation Unit |

3B

OPERATIONS BRIEFING

After this meeting, off-going field supervisors should be interviewed by their reliefs and by OPS in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics may be made by the Operations Section Supervisor.

Similarly, a Supervisor may re-allocate resources within that division to adapt to changing conditions.

OPERATIONS BRIEFING CHECKLIST



When:	About an hour prior to each shift	
Facilitator:	PSC	
Attendees:	IC /UC, Command Staff, General Staff, Branch Directors, Division / Group Supervisors, Task Force / Strike Team Leaders (if possible), Unit Leaders, others as appropriate	
Agenda:		Responsible to Present
<input type="checkbox"/>	a) Review of IC / UC Objectives, changes to IAP	PSC
<input type="checkbox"/>	b) Current response actions and last shift's accomplishments	OPS
<input type="checkbox"/>	c) Weather and sea conditions forecast	SUL
<input type="checkbox"/>	d) Division / Group and air operations assignment	OPS
<input type="checkbox"/>	e) Trajectory analysis	SUL
<input type="checkbox"/>	f) Transport, communications, supply updates	LSC
<input type="checkbox"/>	g) Safety message	SO
<input type="checkbox"/>	h) Financial report	
<input type="checkbox"/>	i) Media report	F
<input type="checkbox"/>	j) Contributing organization / agency reports of concern	LO
<input type="checkbox"/>	k) Incident Action Plan approval and motivational remarks	IC / UC

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4

SPECIAL PURPOSE MEETING

UNIFIED COMMAND MEETING

This meeting provides UC officials with an opportunity to discuss and concur on important issues prior to Joint Incident Action Planning. The meeting should be brief, and important points should be documented.

Prior to the meeting, parties should have an opportunity to review and prepare to address the agenda items. Planning meetings will use the results of this meeting to decide on tactical operations, establish resource requirements and determine availability, make assignments, establish a unified operations section, and establish combined planning, logistics, and finance



UNIFIED COMMAND MEETING CHECKLIST

When: When UC is formed, prior to the first operational planning meeting

Facilitator: UC member

Attendees: Only IC's that will comprise UC

Agenda:

- a) Jurisdictional priorities and objectives
- b) Present jurisdictional limitations, concerns restrictions
- c) Develop collective set of incident objective
- d) Establish and agree on acceptable priorities
- e) Adopt an overall strategies to accomplish objectives
- f) Agree on basic organization structure
- g) Designate the best qualified and acceptable Operations Section Chief
- h) Agree on General Staff personnel designations and planning, logistical, and finance agreements and procedures
- i) Agree on resource ordering procedures to follow
- j) Agree on cost-sharing procedures
- k) Agree on informational matters
- l) Designate one official to act as the Unified Command spokesperson

5 OTHER SPECIAL PURPOSE MEETINGS

5A COMMAND STAFF MEETING

The purpose of this meeting is to coordinate Command Staff functions, responsibilities, and objectives. It is held before the **TACTICAL MEETING**. Command Staff attend.

5B COMMAND AND GENERAL STAFF (Breakfast / Dinner)

This meeting offers the opportunity for the Command (IC / UC, SO, LO, IO) to gather under informal and relaxing conditions to share and update each other on developing issues.

5C BUSINESS MANAGEMENT MEETING

This meeting develops and updates the operating plan for finance and logistics support.

The agenda could include: finance requirements and criteria imposed by contributing organizations, business operating plan for resource procurement and incident funding, cost analysis and financial summary data.

Attendees include: F, Cost UL, LSC, Supply UL, DU.

It is generally conducted before the **PLANNING MEETING**.

5D AGENCY REPRESENTATIVE MEETING

The purpose of this meeting is to update agency representatives and ensure that they can support the IAP. It is conducted by the LO and is attended by Agency Representatives.

It is most appropriately held after the **PLANNING MEETING** in order to announce plans for the next operational period, yet allows for changes should the expectations of the Plan be unattainable by an agency.

5E PRESS CONFERENCE

The purpose of the press conferences is to brief media and the public that the incident is being handled competently.

It is conducted by the IO and usually features IC / UC with assistance of response organization members required to address a particular issue.

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MEDIA RELATIONS GUIDELINES

1

Overview

This section establishes guidelines for the collection and dissemination of information to the public, the news media, and St. Paul Park Refining Employees during an emergency. The purpose of these guidelines is to ensure the delivery of timely and accurate information to these audiences.

2

General Guidelines

Only the Refining President, the Public Information Officer (PIO), or a duly authorized representative may authorize the release of information to the public.

During an emergency, all information will be released through the Emergency Operations Center (EOC). The EOC will be located in the Main Office.

3

Spokespersons

The following individuals are the designated spokespersons for St. Paul Park Refining in the event of an emergency situation:

- 1) Vice President Human Resources Northern Tier Energy
- 2) Human Resources Manager SPPRC
- 3) Public Affairs Coordinator
- 4) Refining President

Any requests for information or interviews will be referred to the PIO in order to maintain consistency and accuracy.

4

Training Requirements

Designated spokespersons will be required to attend appropriate Media Relations training at least once every two years.

5

Curiosity Seekers

Curiosity seekers and individuals with no immediate business within the Refinery will be denied admittance during an emergency.

6

Injuries or Fatalities

The Human Resources Manager will be responsible for notifying families of injured employees. The circumstances and employee condition will determine whether this is handled by telephone or by a personal visit by a St. Paul Park Refining Representative. Transportation may be arranged for the family to the hospital, if circumstances warrant.

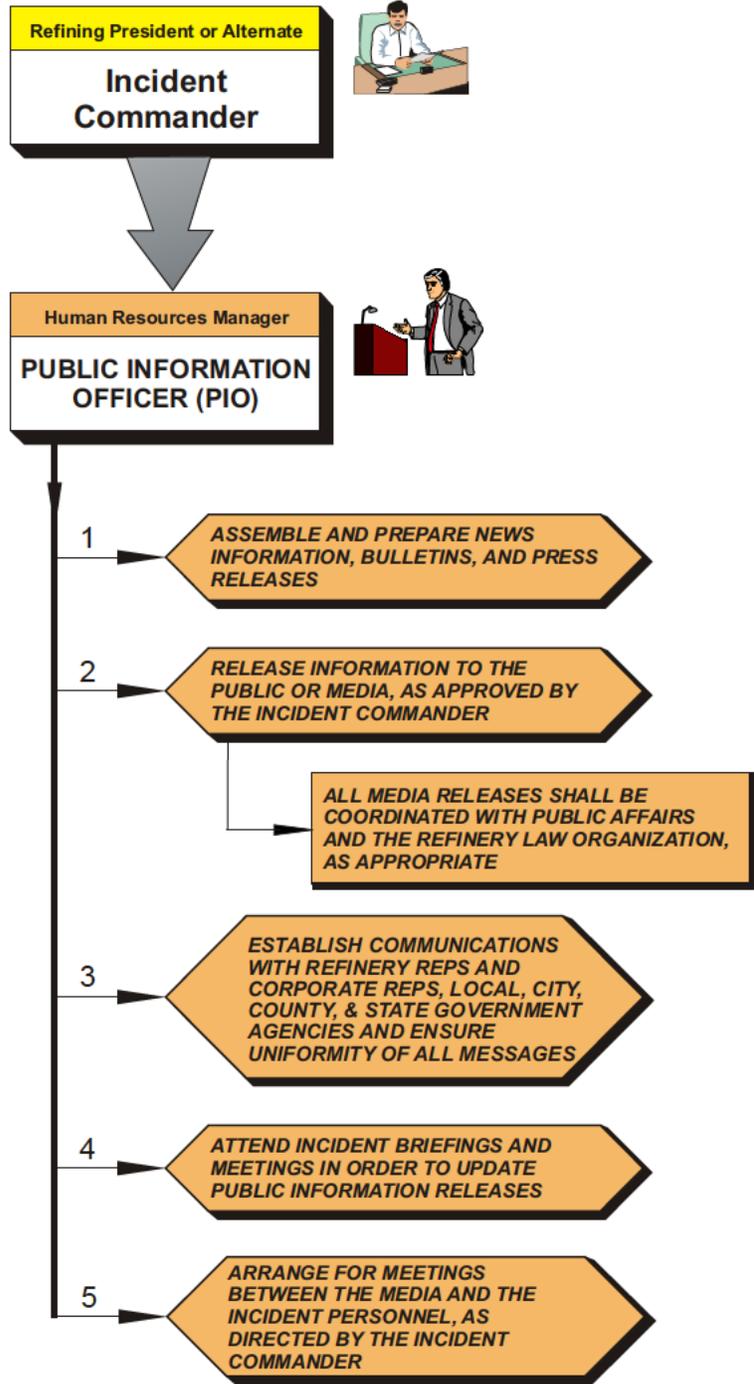
If a fatality is involved, the Coroner shall be notified immediately.

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7 PIO RESPONSIBILITIES



8

Airspace

Aircraft may be used by the media for aerial shots of the Refinery during an emergency. It may be necessary to control the airspace above the Refinery, as flight operations can create unsafe conditions on the ground.

**DANGER**

The rotary downwash of a helicopter may blow hazardous vapors or burning materials onto emergency responders and refinery personnel involved in controlling the problem.

To control the airspace, an authorized St. Paul Park Refining Representative working through the local Police or Fire Department should request that the Federal Aviation Administration (FAA) restrict air traffic over the Refinery.

9

Media Information Center

A Media Information Center will be established in a safe and central location, dependent upon the nature of the emergency.

The location should allow for easy access by the Public Information Officer, the Refining President and other senior Refinery Management Staff during the course of the emergency.

News media personnel will be directed to park in the visitor parking lot at the Main Office Building. They will then be escorted to the designated Media Information Center where they will be briefed by St. Paul Park Refining Management.

NOTE As a general guideline, media professionals and photographers should not be allowed access into the Refinery or near the emergency scene area for reasons of personal safety.

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10

Providing Information to the Media

In providing information to both the media and the general public, consider the following media guidelines:

- 1) Keep track of what you say.
- 2) Don't be afraid to correct yourself if you have made an error. Likewise, know when to "stop talking".
- 3) Don't ever assume that the media or a reporter knows anything about the topic of the interview. Likewise, don't be afraid to correct a reporter when he/she is wrong or uninformed.
- 4) Remember the "Twelve Second Rule" - The first statement should be a concise, positive summation of the incident and St. Paul Park Refining's reaction to the incident.
- 5) Talk to be understood. Always remember who your audience is. Avoid technical jargon.
- 6) Never lie, speculate or give personal opinions. Avoid "spinning" the story.
- 7) Reaction to inflammatory questions should be measured and planned. PAUSE and collect your thoughts before speaking. Do not argue or lose control; maintain composure.
- 8) Be public oriented. Show genuine concern for the public and community welfare.
- 9) Try to coordinate your press statement with both the LEPC and Police and Fire Department Officials prior to conducting a news conference. Control rumors. If it is a fact, get it out. Do not withhold information (except when specified by a company policy, such as death notifications).
- 10) Don't play favorites. It is important to always be viewed as a credible source.
- 11) Never provide comments and information "off the record".
- 12) Stay away from "no comment". If you don't know the answer, say so, then try to find out.
- 13) Don't guess at causes or damage estimates.
- 14) Don't make any admissions regarding potential liability.
- 15) Accommodate interview requests as soon as possible. Provide updates on a frequent and regular basis.
- 16) Prepare post-incident news releases or summary information for the media.

11

Anticipate Questions

When dealing with emergencies involving hazardous materials, anticipate receiving the following types of questions from the media:

A **The Incident**

- 1) What is the nature of the emergency?
- 2) How many injuries? Fatalities? What is the nature of the injuries and fatalities?
- 3) How many people were evacuated from the facility? Within the community?
- 4) How is the surrounding environment affected?
- 5) Have similar incidents occurred in the St. Paul Park Refinery in the past?

B **The Chemical(s) Involved**

- 1) What Chemical(s) are involved in the emergency?
- 2) Is it a solid, liquid or gas?
- 3) What are the public health implications?
- 4) What quantity was released?
- 5) Are there other extremely hazardous substances (EHS's) stored, manufactured or used within the Refinery?

C **The Facility**

- 1) Does the facility have an Emergency Response Plan?
- 2) Has the facility participated in the Local Emergency Planning Committee (LEPC) and the development of the community Emergency Response Plan?
- 3) Has the Refinery notified the LEPC of the hazardous material stored and used on the site?
- 4) Has the Refinery conducted a risk assessment of the potential threats posed by the facility to the community?

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Anticipate Questions (cont'd)

D Meteorological Conditions and Factors

- 1) What are the current temperature, wind velocity and humidity conditions? Are they considered favorable or unfavorable as they affect the spread of the chemical(s)?
- 2) What are the immediate as short-term weather forecasts? Will the changes affect the dispersion of the chemical(s)?

E Physical Surroundings

- 1) Are there nearby population centers that might be at particular risk, such as the schools, hospitals, shopping centers, etc.?
- 2) Will nearby residents be evacuated or “sheltered-in-place”? What is the difference between these two techniques? What criteria was used for making this decision?
- 3) Is there any effect to the Mississippi River?

F Health Risks

- 1) By what routes are humans exposed to the chemical (e.g., inhalation, ingestion, skin absorption, etc.)?
- 2) What are the potential health effects? Are these effects acute or chronic?
- 3) Are particular population groups especially susceptible?
- 4) Can the chemical(s) involved react with other chemicals in the facility or in the area?

Anticipate Questions (cont'd)**G** Post-Incident Follow-Up Questions

- 1) What types of safeguards were in-place at the Refinery?
- 2) Did the Refinery have to report under any of the sections of SARA Title III? Did it submit reports?
 - Section 302 - Presence of Extremely Hazardous Substances
 - Section 304 - Accidental Releases and Emergency Notification
 - Section 311 - Hazardous Chemicals MSDS's or Lists
 - Section 312 - Tier II Emergency and Hazardous Chemical Inventory Forms
 - Section 313- Toxic Chemical Release Form
- 3) What prevention measures and approaches has the Refinery implemented?
- 4) What is the accident history of the Refinery?
- 5) Does the Refinery provide training for its employees? What types of training is provided with respect to the handling of emergencies?
- 6) What routes are used by the facility to ship and transfer its hazardous materials?
- 7) What monitoring has taken place?
- 8) What types of emergency response equipment does the Refinery have on-site?
- 9) Was emergency medical care available on-site? What level of care?

Site Response Equipment

St. Paul Park Refining

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RESPONSE EQUIPMENT OVERVIEW

1

Firefighting Equipment

St. Paul Park Refining maintains an extensive Firefighting system. All members of the Emergency Response Team are trained in Firefighting procedures using classroom instruction as well as "hands-on" training.

There are also EMS trained facility personnel within the Refinery Fire Department.

2

Rescue Trucks

The Refinery has a new, fully-equipped #1 Rescue Truck. The Refinery also maintains a second, older model Rescue Van as a back-up vehicle.

3

Spill Control Equipment

Spill containment equipment is stored at the Refinery in the fire station, and in a mobile trailer that is facility-owned and is not intended to be removed from the Refinery property unless being utilized during a response to a release from this facility. Some equipment is stored in mobile containers for ease of movement to be nearer a spill scene safety zone, if decided by the Unified Command.

Equipment includes boom, sorbent material, personal protective equipment, grounding tackle, and hand tools. Response materials and equipment are inspected on a monthly as well as annual basis.

Contact the ES&S Department for date of last inspection and deployment frequency. Past equipment inspections are kept in the ES&S electronic files. See Section 35, Equipment Inspection Forms.

St. Paul Park Refining is associated with the Wakota CAER, which has predetermined spill response equipment staged along the Mississippi River. Onsite boom capacity equals 20,000 gallons to 45,000 gallons, depending on placement of boom.

Additional boom capacity is available from the OSROs in Section 17, OSROs / Mutual Aid.

4

See Tab 17 for OSRO Contact and Contract Information

St. Paul Park Refining also maintains the contract services of four OSRO's (Oil Spill Response Organizations).

Contractors who provide oil spill response resources under the Refinery's oil spill agreement are responsible for testing and maintaining their equipment in a serviceable condition.

Site Response Equipment

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1

FIREFIGHTING EQUIPMENT



A

Fire Response Trucks

Item	Quantity	Description	Photo
1) Chief <i>Located at Fire Station</i>			
1	1	Chevrolet Suburban	
2) Tele-squirt <i>50' ladder truck - Located at Fire Station</i>			
1	1,500 gpm	Pump	
2	750 gallons	Foam	
3	800 feet	5 in. hose	
4	300 feet	2-½ in. hose	
5	350 feet	1-¾ in. hose	
3) Pumper Truck <i>Located at Fire Station</i>			
1	3,600 gpm	Pump	
2	800 gallons	Foam	
3	500 feet	5 in. hose	
4	550 feet	2-½ in. hose	
5	300 feet	1-¾ in. hose	
6	500 gallons	Water	
4) Foam Tanker Truck <i>Located at Fire Station</i>			
1	4,000 gallons	Foam	
2	360 gpm	Pump	

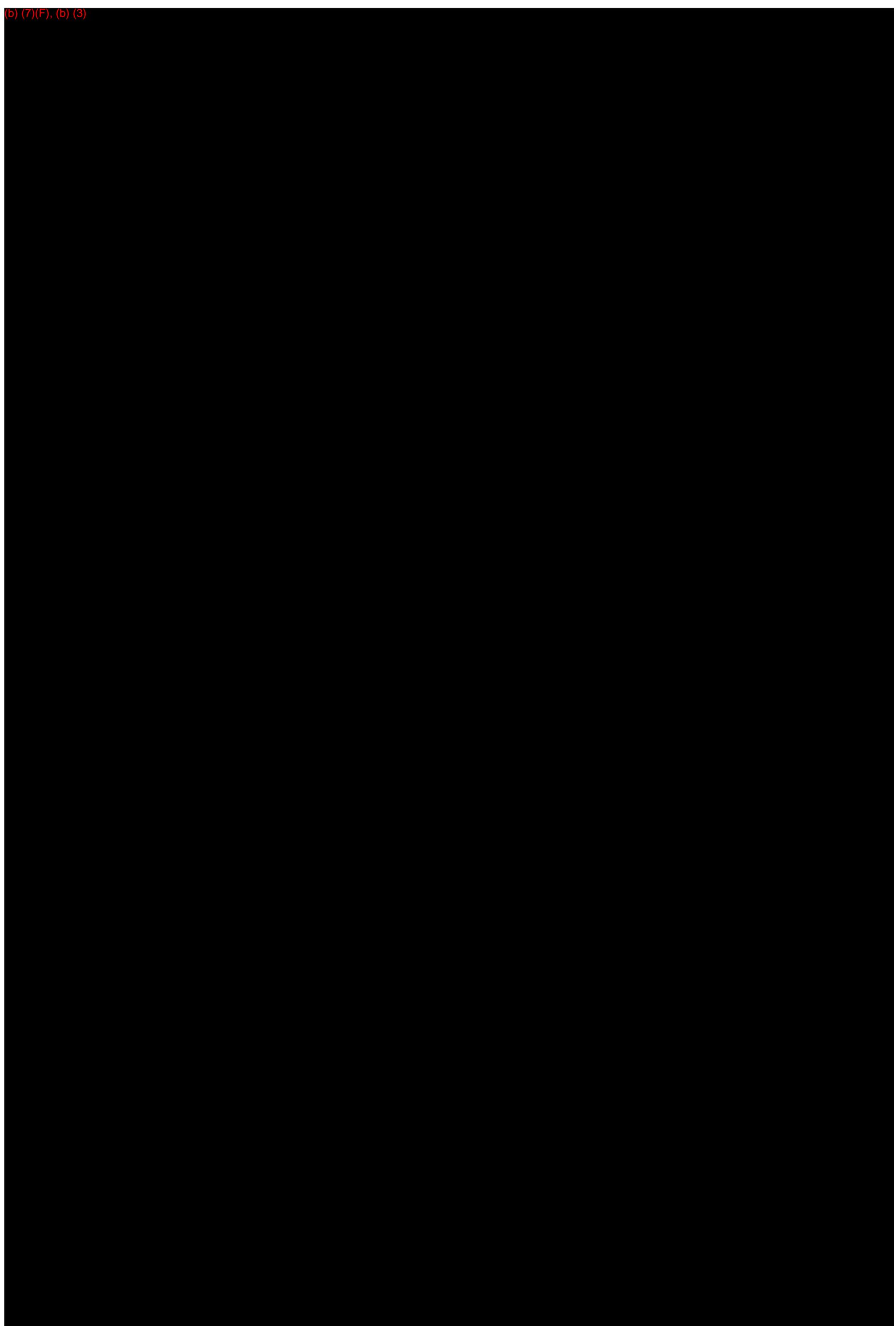
B Firefighting Equipment and Trailers

Item	Quantity	Description	Photo
1) Trailer <i>Located at Fire Station</i>			
1	1,060 gpm	Foam	
2	1,500 gpm	Self-inducting nozzle	
2) Dry Chemical Trailer <i>Located at Fire Station</i>			
1	1,00 pounds	Dry chemical	
2	350 ft	2-½ in. hose	
3) Foam Tote Trailers <i>Located at Fire Hall / Docks Blocks</i>			
1	2	Foam tote trailers	
4) Miscellaneous Firefighting Equipment <i>Located Throughout the Facility</i>			
1	26	150# Wheeled dry chemical extinguisher	
2	575	30# Dry chemical extinguisher	
3	80	30 minute SCBA (SCOT)	
4	8	Air carts	
5	21	Fire Hydrants	
6	69	Hydrants with Monitors	

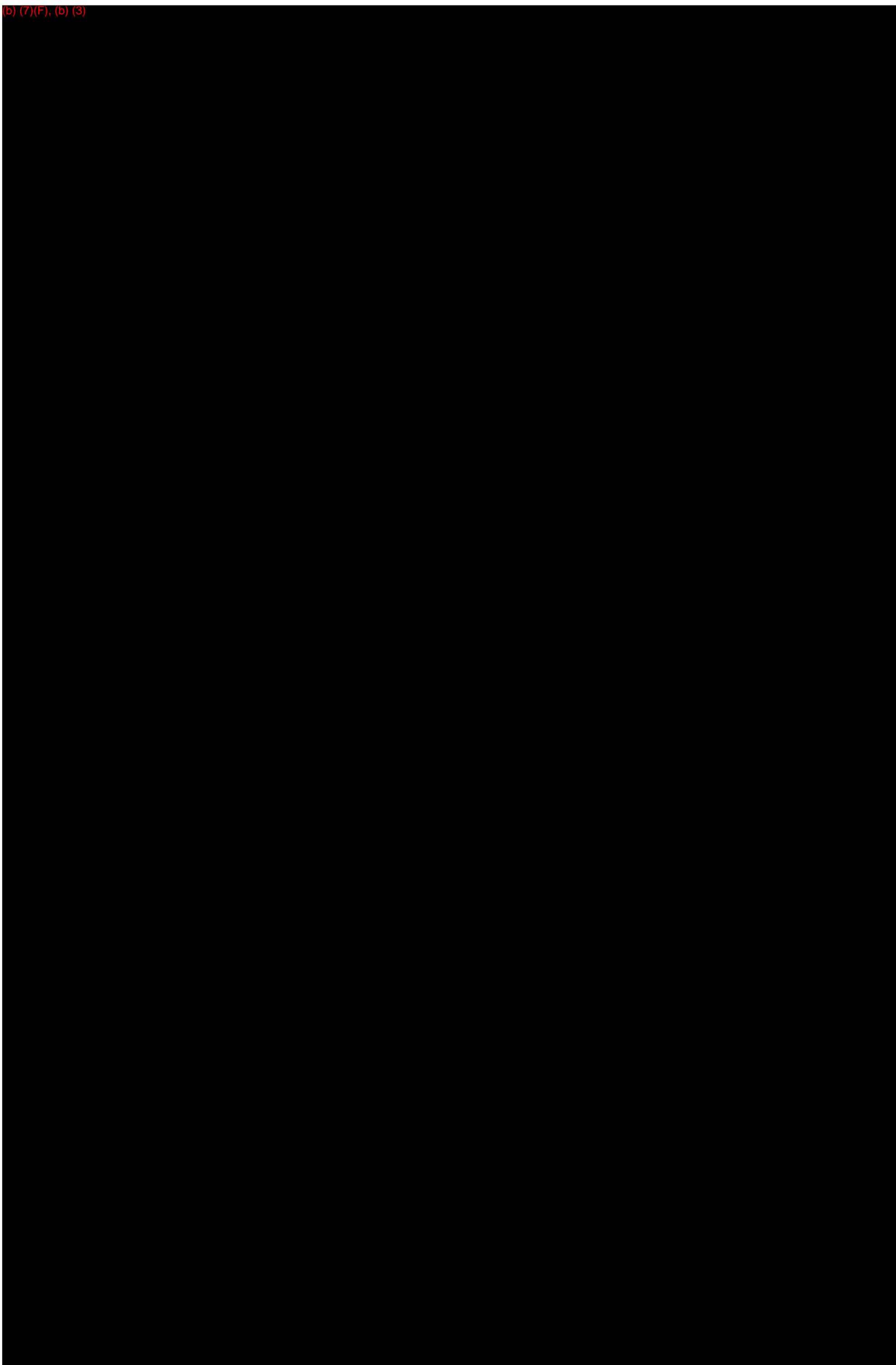
C Personal Protective Equipment (PPE)

Item	Quantity	Description	Photo
1) PPE <i>Located within Fire Station</i>			
	All	Personal Protective Equipment utilized is in compliance with NFPA Standard 1851, in Care, Selection, and Maintenance of Firefighting Gear.	<p>“Janesville” Bunker Gear (Manufacturer, Firefighting Gear)</p> 

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



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



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E Fixed Firefighting Equipment – Cottage Grove

KEY



Hydrants (7)

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

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RESCUE EQUIPMENT



A Response Equipment

Item	Qty	Description	Photo
1) Trench Rescue Trailer <i>Mobile Container for All Rescue Equipment Located at Fire Station</i>			
1	4	Paratech 22-796017, Strut Ext. 6"	 Service Date - 2008
2	4	Paratech 22-796012, Strut Ext. 12"	
3	4	Paratech 22-796024, Strut Ext. 24"	
4	4	Paratech 22-796036, Strut Ext. 36"	
5	24	Paratech 22-796060, Sq. Swivel Base 6"	
6	8	Paratech 22-796070, Sq. Ridged Base 6"	
7	2	Paratech 22-796103, Dual Deadman Switch	
8	2	Paratech 22-895400, Regulator 6,000-300 psi	
9	4	Paratech 22-890521, Air Hose 3/8 x 32' Red	
10	4	Paratech 22-890523, Air Hose 3/8 x 32' Blue	
11	2	Paratech 22-890513, Air Hose 3/8 x 16' Black	
12	2	Paratech 22-700352, Black Cargo Bin Box	
13	8	Paratech 22-796206, Acme Thread Rescue Struts 19-25	
14	8	Paratech 22-796200, Acme Thread Rescue Struts 25-37	
15	1	Paratech 22-796840, TY Strut Release Tool	
16	4	Paratech 22-796283, 8' Waller	
17	16	Paratech 22-796285, Stop Blocks	
18	1	Paratech 22-891715, Tank, Pipe, and Drum Sealing Kit	
19	1	Paratech 22-8000080, US Air Cyl.	
20	2	Paratech 22-890490, Shut Off Valves	
21	2	Paratech 22-890736, Y-Couplings	
22	1	Paratech 22-887070, Trench Cushion	
2) Rescue Truck #1 <i>Located at Fire Station</i>			
	1		
3) Utility Truck <i>Located at Fire Station</i>			
	1		

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3

SPILL CONTROL EQUIPMENT



A

HazMat Truck

Item	Quantity	Description	Location
HazMat Truck Located at Fire Station			
			 <p>Service Date - 2009</p>
1	1	Portable all purpose tent 15'x25'	Driver Compart. #1 Shelf #1
2	11 rolls	Duct Tape	Driver Compart. #1 Shelf #1
3	2 kits	Saline solution	Driver Compart. #1 Shelf #1
4	2 pairs	Level "A" boots (Orange) size 8	Driver Compart. #1 Shelf #2
5	2 pairs	Level "A" boots (Orange) size 9	Driver Compart. #1 Shelf #2
6	2 pairs	Level "A" boots (Orange) size 10	Driver Compart. #1 Shelf #2
7	3 pairs	Level "A" boots (Orange) size 11	Driver Compart. #1 Shelf #2
8	8 pairs	Level "A" boots (Orange) size 12	Driver Compart. #1 Shelf #2
9	6 pairs	Level "A" boots (Orange) size 13	Driver Compart. #1 Shelf #2
10	1 box	Nitrile Gloves size medium	Driver Compart. #1 Shelf #3
11	2 boxes	Nitrile Gloves size large	Driver Compart. #1 Shelf #3
12	12 pairs	Class "B" Gloves	Driver Compart. #1 Shelf #3
13	2 pairs	PVC Boots (Black) size 8	Driver Compart. #1 Shelf #3
14	2 pairs	PVC Boots (Black) size 9	Driver Compart. #1 Shelf #3
15	2 pairs	PVC Boots (Black) size 10	Driver Compart. #1 Shelf #3
16	3 pairs	PVC Boots (Black) size 11	Driver Compart. #1 Shelf #3
17	8 pairs	PVC Boots (Black) size 12	Driver Compart. #1 Shelf #3
18	6 pairs	PVC Boots (Black) size 13	Driver Compart. #1 Shelf #3
19	1	Portable all purpose tent 15'x25'	Driver Compart. #2 Shelf #1
20	3	Portable Chairs	Driver Compart. #2 Shelf #1
21	2	Pro Pack Foam Eductor (small spills)	Driver Compart. #2 Shelf #1
22	2	50 feet of 1-1/2 hose	Driver Compart. #2 Shelf #1
23	2	5-gal pails 3% x 6% AR-AFFF foam	Driver Compart. #2 Shelf #1
24	8	Level "A" Suits	Driver Compart. #2 Shelf #2
25	8	Level "A" Suits	Driver Compart. #2 Shelf #3
26	2	Portable Tent Air Heaters	Driver Compart. #3 Shelf #1
27	2	Portable Air Heater Duct Banks	Driver Compart. #3 Shelf #1
28	2	Portable Air Heater Ram Fans	Driver Compart. #3 Shelf #1
29	1	Portable Decon H ₂ O Heater	Driver Compart. #3 Shelf #1



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A HazMat Truck (continued)

Item	Quantity	Description	Location
HazMat Truck Located at Fire Station			
			 <p>Service Date - 2009</p>
30	6	Class "B" HazMat Suit "XL"	Driver Compart. #3 Shelf #2
31	3	Class "B" HazMat Suit "2X"	Driver Compart. #3 Shelf #2
32	4	Class "B" HazMat Suit "4X"	Driver Compart. #3 Shelf #2
33	6	Rain Suits	Driver Compart. #3 Shelf #2
34	4	Alky Jacket/Bibs/gloves w/ cuffs	Driver Compart. #3 Shelf #3
35	20	disposable coveralls	Driver Compart. #3 Shelf #3
36	30	TyVek suits	Driver Compart. #3 Shelf #3
37	12	1 hour SCBA's with face mask's	Driver Compart. #4 Shelf #1
38	10	Full Face Respirators	Driver Compart. #4 Shelf #2
39	26	Multi-gas Cartridges	Driver Compart. #4 Shelf #2
40	4	Hard Hats	Driver Compart. #4 Shelf #2
41	4	Face Shields	Driver Compart. #4 Shelf #2
42	5	Monogoggles	Driver Compart. #4 Shelf #2
43	18	Safety Glasses	Driver Compart. #4 Shelf #2
44	200	Disposable ear plugs	Driver Compart. #4 Shelf #2
45	20	Leather Gloves	Driver Compart. #4 Shelf #2
46	20	Rubber "Monkey Grip" gloves	Driver Compart. #4 Shelf #2
47	1	Generator "diesel" 6500 watt	Driver Compart. #5 Shelf #1
48	8	Lighted safety cones	Driver Compart. #5 Shelf #2
49	2	RIT Air Packs "1 hour rating"	Driver Compart. #5 Shelf #2
50	4	Hudson sprayers "2 gal. cap."	Driver Compart. #5 Shelf #2
51	6	Half Face 3M respirator "small"	Driver Compart. #5 Shelf #3
52	24	Half Face 3M respirator "med."	Driver Compart. #5 Shelf #3
53	24	Half Face 3M respirator "large"	Driver Compart. #5 Shelf #3
54	48	3M multi-gas/HEPA cartridges	Driver Compart. #5 Shelf #3
55	1	Bag of wooden Plugs "Assorted"	Pass. Comp #1 Shelf #1
56	3	Highway tall cones	Pass. Comp #1 Shelf #1
57	2	Containment Barrels -"10 gal."	Pass. Comp #1 Shelf #1
58	1	Salvage drum "60 gal."	Pass. Comp #1 Shelf #1
59	1	HF Tanker capping kit	Pass. Comp #1 Shelf #1

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Item	Quantity	Description	Location
HazMat Truck Located at Fire Station			
			 <p>Service Date - 2009</p>
60	1	Portable hydrant shower	Pass. Compartment #1 Shelf #1
61	55	Pig absorbant pads 18"x24"	Pass. Compartment #1 Shelf #2
62	8	Pig absorbant socks 3" rd by 10 ft	Pass. Compartment #1 Shelf #2
63	6	Pig absorbant pillows 18"x24"	Pass. Compartment #1 Shelf #2
64	10	Haz Waste garbage bags 55 gal.	Pass. Compartment #1 Shelf #2
65	1	Rail Car Capping Kits "Midland"	Pass. Compartment #2 Shelf #1
66	1	"C-1" Patching Kit	Pass. Compartment #2 Shelf #1
67	2	"C-2" Patching Kit	Pass. Compartment #2 Shelf #1
68	2	"AE" Patching Kits	Pass. Compartment #2 Shelf #1
69	3	Pipe Wrench sizes 18" to 24"	Pass. Compartment #2 Shelf #2
70	2	Pry Bars	Pass. Compartment #2 Shelf #2
71	1	Tool Box "Assorted Tools"	Pass. Compartment #2 Shelf #2
72	1	Drum Patching Kit	Pass. Compartment #2 Shelf #2
73	1	Plug-n-Dike Kit	Pass. Compartment #2 Shelf #2
74	1	"C-3" Patching Kit	Pass. Compartment #2 Shelf #2
75	5	Large pipe clamps, size's 5" to 8"	Pass. Compartment #2 Shelf #2
76	2	Large Pipe Patch/Clamps	Pass. Compartment #2 Shelf #3
77	1	Large Decon Pool	Pass. Compartment #2 Shelf #3
78	2	Dome Clamps	Pass. Compartment #2 Shelf #3
79	3	Containment Tarps	Pass. Compartment #2 Shelf #4
80	2	Folding Tables	Pass. Compartment #2 Shelf #4
81	1	5 foot decon pool	Pass. Compartment #3 Shelf #1
82	2	3 foot decon pools	Pass. Compartment #3 Shelf #1
83	1	Portable safety shower	Pass. Compartment #3 Shelf #1
84	4	Garden Hoses 25'	Pass. Compartment #3 Shelf #2
85	2	2 ½" gated wye w/garden hose at	Pass. Compartment #3 Shelf #2
86	4	Decontamination wands	Pass. Compartment #3 Shelf #2
87	4	Containment Tarps	Pass. Compartment #3 Shelf #2
88	2	1 ½" hoses 50 foot	Pass. Compartment #3 Shelf #2
89	4	Garden Hoses 25'	Pass. Compartment #3 Shelf #3

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A HazMat Truck (continued)

Item	Quantity	Description	Location
HazMat Truck Located at Fire Station			
			 <p style="text-align: center;">Service Date - 2009</p>
90	4	Entry suit cool vests	Pass. Compart. #4 freezer
91	30	12-ounce Bottles Drinking H ₂ O	Pass. Compart. #4 Refrigerator
92	2	Bottles Mineral Oil	Pass. Compart. #4 Refrigerator
93	1	Hydrogen Fluoride dragger tubes	Pass. Compart. #4 Refrigerator
94	1	Mercaptan dragger tubes	Pass. Compart. #4 Refrigerator
95	1	Sulfuric acid dragger tubes	Pass. Compart. #4 Refrigerator
96	1	Hydrochloric dragger tubes	Pass. Compart. #4 Refrigerator
97	1	Ammonia dragger tubes	Pass. Compart. #4 Refrigerator
98	1	Benzene dragger tubes	Pass. Compart. #4 Refrigerator
99	1	Chlorine dragger tubes	Pass. Compart. #4 Refrigerator
100	1	Hydrogen Sulfide dragger tubes	Pass. Compart. #4 Refrigerator
101	1	Carbon Monoxide dragger tubes	Pass. Compart. #4 Refrigerator
102	1	Perchloroethylen dragger tubes	Pass. Compart. #4 Refrigerator
103	1	Dragger tube sampling kit	Pass. Compart. #4 Refrigerator
104	12	SCBA spare bottles - 2,216 psi	Pass. Compart. #4 Shelf #2
105	10	Hand Towels	Pass. Compart. #4 Shelf #3
106	8	Emergency Blankets	Pass. Compart. #4 Shelf #3
107	1	Assorted barrier tapes	Pass. Compart. #4 Shelf #3
108	2	Scrub brushes	Pass. Compart. #5 Shelf #1
109	2	Street sweeping brooms	Pass. Compart. #5 Shelf #1
110	2	Garden hose shower wands	Pass. Compart. #5 Shelf #1
111	4	Buckets of Decon Solution	Pass. Compart. #5 Shelf #1
112	2	Mops	Pass. Compart. #5 Shelf #1
113	2	Shovels	Pass. Compart. #5 Shelf #1
114	5	5 Gallon pails	Pass. Compart. #5 Shelf #1
115	1	Plug-n-Dike Kit	Pass. Compart. #5 Shelf #1
116	2	Large Squeegees	Pass. Compart. #5 Shelf #1
117	1	6 foot Step Ladder	Pass. Compart. #5 Shelf #1
118	1	MSDS Book	Pass. Compart. #5 Shelf #2
119	1	Harris Homeland Security ID Kit	Pass. Compart. #5 Shelf #2

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Item	Quantity	Description	Location
HazMat Truck Located at Fire Station			
			 <p>Service Date - 2009</p>
120	1	Calibration gas test bottles	Pass. Compart. #5 Shelf #3
121	1	Cal. Gas Run meter	Pass. Compart. #5 Shelf #3
122	2	5 gas meters Ultra-Rae	Pass. Compart. #5 Shelf #4
123	1	Ultra-Rae 3000 meter	Pass. Compart. #5 Shelf #4
124	1	Refinery site maps	Pass. Compart. #5 Shelf #5

Cont'd from
Prev. Page**B HazMat Trailer**

Item	Quantity	Year	Description	Photo
HazMat Trailer Located in Fire Station				
1	5-50 ft sectns	2008	Sections of Boom	 
2	50 bags	2005	Power Sorb Oil, sorbent type 126	
3	6 bags	2005	Power Sorb Oil, sorbent type 240	
4	10 sets		Blue Coveralls (size XL)	
5	6		Tarps	
6	3 Rolls		Danger Tape	
7	2 Rolls		Caution Tape	
8	10		Totes (empty)	
9	1		White Board (3 ft x 4 ft)	

Note: All Boom used by SPPRC is manufactured by Versa-Tech and contains 6 in. Skirts

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Station #2

Item	Qty	Year	Description	Location
Station #2				
1	18	2008	Stearns Life Vests (30-52)	Bottom Rack
2	18	2005	Large Pig Pillows (17"x21"x2")	Bottom Rack
3	6, 4	2005	Absorbent Socks (3"x10' pink) & (3" x 4' pink)	Bottom Rack
4	20		Absorbent Socks (3" x 4' blue)	Bottom Rack
5	3		Absorbent Socks (3" x 10' blue)	Bottom Rack
6	20		Absorbent Pillows (5" x 4" x 25")	Bottom Rack
7	5 bags		Granulated Oil Absorbent water resistant (3 cu ft)	Bottom Rack
8	26 bags		Type 151 Oil Absorbent (17" x 19")	Middle Rack
9	var		Power Sorb Oil Kit Drum	Middle Rack
10	15		Oil Absorbent Bale (17" x 100')	Top Rack
11	13		Chem Sorbs (3" x 4')	Bottom Rack
12	var		Pig Grab Bag	Bottom Rack

Note: All Boom used by SPPRC is manufactured by Versa-Tech and contains 6 in. Skirts

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Item	Quantity	Description	Location
Response Boat #1 Located at Fire Station			
			 <p>Service Date - 1997</p>
1	1	22-ft. Jon Boat – Sea Ark	
2	2	Dual 90-HP Outboard Motors	
3	Six 50 ft sections	Boom	in bow
4	7	Life Jackets	Locker front of console
5	2 Sets	Knee Pads	Locker front of console
6	3	Large Anchors	Port of Console
7	1	Sledge Hammer	Starboard Gunwale
8	1	Shovel	Port Gunwale
9	1	Oar	Port Gunwale
10	1	First Aid Kit	Under Steering Console
11	1	Map of River Book	Under Steering Console
12	1	Life Perserver throw ring	Rear of boat
13	2	Yellow Shore Rods	At Rear of boat near batteries
14	2,2	tow/lifting straps (in 5 gal. bucket)	Rear of boat
15	4,1	Large Bouys, ski pole	Rear of boat
16	1	Small orange bouy	Rear of boat
17	100 ft	Rope	Starboard side of console
18	150 ft	Rope	Port side of console
19	2	White Bumpers	Under Captains Seat
20	1	Fire Extinguisher	Under Captains Seat
21	10	Caribeeners	Port wall of Captains Console
22	1	Boat Hoer	Starboard Gunwale

Note: All Boom used by SPPRC is manufactured by Versa-Tech and contains 6 in. Skirts

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E Response Boat #2

Item	Quantity	Description	Location
Response Boat #2 Located at Fire Station			
			 Service Date - 2007
1	1	22-ft. Jon Boat – Sea Ark	
2	2	Dual 90-HP Outboard Motors	
3	200 ft	Rope	Wall of Steering Console
4	150 ft	Rope	Port Wall of Steering Console
5	10	Caribeeners	Port Wall of Steering Console
6	4, 5, 3	Large Bouys, Cleats, Small Bouys	On Ski Stand
7	4, 4	Yellow / Red Shore Tie offs	Rear of boat near batteries
8	1	Sledge Hammer	Rear of boat near batteries
9	1	Extinguisher	Port Wall of Captains Seat
10	4	Anchors	Port of Captains Seat
11	1	River map package	Under Captains Seat
12	Eight 50 ft sectns	Boom	Bow of boat
13	6	Life Jackets	Locker in front of Console
14	1	First Aid Kit	On Console Bulkhead
15	5 pairs	Knee Pads	Locker in front of Console
16	2, 4	2 ton tow/lift straps (in 5 gal. bucket)	Rear of boat near batteries
17	2	Ores	Port Gunwale
18	1	Life Perserver throw ring	Port side of Steering Console
19	1	Shovel	Starboard Gunwale
20	1	Hook Pole	Starboard Gunwale

Note: All Boom used by SPPRC is manufactured by Versa-Tech and contains 6 in. Skirts

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Item	Quantity	Description	Location
Spill Response Trailer <i>Located at Fire Station</i>			
1	At least 1000 ft	Containment Boom: • 6 in. skirt w/ 3/8 in. chain ballast • Quick-connect connectors	 
2	40	Absorbent Booms (8 in. x 10 ft)	
3	50	Absorbent Pillows	
4	10	Sweeps (100 ft long)	
5	30 bales	Absorbent Pads (18 in. x 18 in.)	
6		Miscellaneous Tools: • Shovels • Rakes • Hoses	
Misc. Response Equipment <i>Located Throughout the Facility</i>			
1		Air compressors and pumps	
2	2	Backhoes	

Note: All Boom used by SPPRC is manufactured by Versa-Tech and contains 6 in. Skirts

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Communications Equipment

Item	Quantity	Description	Photo
Radios <i>Located Throughout the Facility</i>			
1	36	Portable UHF Field Radios	Motorola XPR 6550
2	5	Portable 800 MHZ Field Radios	Motorola XTS 2500
3		Mobile Units in Boats / Fire Dept. Rolling Stock	
			

H

Heavy Equipment

Item	Year	Description
Heavy Equipment <i>Located within the Facility</i>		
1	2001	Sterling Freight Liner Vacuum Truck, Mod-LT9500, w/ Cusco 3150 gal Tank OS
2	1998	Case 721B Articulating End Loader with 3.25 yard bucket
3	2005	Bobcat Skid Steer w/ 68 in. bucket
4	2003	Lull 944 all terrain Forklift with 9,000 lb capacity
5	2005	Caterpillar Forklift, model GP30K, w/ 6,000 lb capacity
6	1999	Clark Forklift, model CGP25, w/ 5,000 lb capacity

4

OSRO / MUTUAL AID EQUIPMENT**A Temporary Storage / Vacuum Trucks / Skimmers thru OSRO**

St. Paul Park Refining has a fleet of (15) fifteen 8,000-gallon tanker trucks. These can be used for temporary storage and are located adjacent to the refinery.

Through OSRO, St. Paul Park Refining has an additional 24,000 barrels of temporary storage in truck tankers available.

Vacuum trucks are also available to St. Paul Park Refining.

Skimmers are available through the Miss-Ota-Croix (MOC) Cooperative Trailer or through Bay West.

B Miss-Ota-Croix (MOC)

The equipment available through the Miss-Ota-Croix organization is not owned by St. Paul Park Refining, but is available for use by the Refinery should more equipment be needed to respond to a spill event.

The location of the Miss-Ota-Croix (MOC) skimmer trailer is maintained at:

Upper River Services
0 State Street
St. Paul, MN 55107
24-hour Phone: (651) 292-9293

A tractor is necessary to haul the 48-foot enclosed trailer.

The trailer doors are secured with programmable combination locks. All locks have the same combination 1-2-9-1.

Any person who has need for the combination can call Upper River Services at its 24-hour number (651) 292-9293.

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Miss-Ota-Croix Tool and Equipment Inventory

Item	Qt.	Description	Item	Qt.	Description
1	520	Hard Hats	45	12	Fence Posts
2	24	Rubber Gloves (pairs)	46	1	2" 3HP Centrifugal Pump
3	5	Safety Glasses (polysafe plus 1180039)	47	1	2" 3HP Diaphragm Pump
4	5	Goggles (sollstrom 88010 fog-free)	48	1	2" Monarch Hand Operated Diaphragm Pump
5	20	Respirators (Wilson Freedom 2000 series)	49	1	Manta Ray Skimmer (822 bbls/day)
6	10	Rubber Boots (5-XL and 5-L)	50	1	Box of ¼" Chain Approx 100'
7	1	Knee High Hip Wader	51	1	Generator (wino hp 4500 mn. 98344L 30)
8	2	Chest Wader (steel toe, size 11)	52	2	5 Gallon Gas Cans (justrite 10800/10801)
9	20	Rain Suits	53	1	Portable Chemical Toilet
10	25	Coveralls	54	2	Flashlights for Hazardous Location
11	4	Life vests	55	2	Flashlights (ray-ovac workhorse)
12	1	24 Unit First Aid Kit	56	1	Lantern 6 volt (everready)
13	35	Bails Sorbent Pads	57	1	Durahead Light/Flasher 6 volt
14	3	Bails Matasorb M-75	58	3	Rolls of Duct Tape
15	3	Bails 3M 280 Sorbent Boom	59	4	Spare "D" Batteries
16	1	Bail 3M 270 Sorbent Boom	60	4	Spare 6 Volt lantern Batteries
17	1	Bag of Oil Snare	61	12	Flood Light Bu bs
18	8	Tow Bridles	62	1	Portable Clamp Lamp
19	1	200 Ft. Acme Boom 8" - 12"	63	2	Funnels
20	5	100 Ft. Acme Boom 8" - 12"	64		Assortment of Rags
21	8	50 Ft. Acme Boom 6" -6"- 3/8	65	1	24" Bolt Cutter
22	1	50 Ft. Acme Boom 4'- 4"	66	1	Tool Box
23	1	10 Ft. Acme Boom 2" - 2"	67	1	52 pc. Cobra Socket Set ¼" - 3/8" - ½"
24	21	Bags Grit-O-Cob	68	1	Set Combination Wrench
25	1	Mop Head 20 oz.	69	1	Set 3/8" Sockets
26		Assortment of Sample Bottles and Tags	70	1	Role Friction Tape
27	2	55 Gallon Drums	71	2	Pairs of Pliers
28	2	30 Gallon Drums	72	1	Channel Locks
29	4	5 Gallon Pails	73	1	Plumb Claw Hammer
30	1	Boat with Oars (wards 12')	74	1	12" Ridged Pipe Wrench
31	3	Rakes (nims 18-813)	75	4	Adjustable Wrenches 12", 10", 8", 6"
32	1	Push Broom	76	1	4" C-Clamp
33	2	Squeegees	77	1	Set Screwdrivers
34	2	Fan Rakes	78	1	Roll Mechanics Wire
35	2	8# Sledge Hammers	79	1	Ice Chisel
36	1	Square Shovel (razorback 44101)	80	2	18" Pipe Wrenches
37	3	Shovels (aims digaby 15-630)	81	1	24" Pipe Wrench
38	2	Aluminum Scoop Shovels	82	1	11/2" Hand Operated Diaphragm Pump
39	1	Fence Post Driver	83	1	2" Hose Approx. 20'
40	1	Ax	84	1	Garden Hose Approx. 100'
41		Rope ½" x 100' and Assortment	85		Some Spare Hose Gaskets
42	4	Extension Cord (1-100", 12-2, 3-50, 16-2)	86	2	Spare Hose Connectors 2"
43	1	Aluminum Step Ladder 6'	88	2	Qts. Oil Motor Oil and Air Lube
44	1	Roll Chicken Wire	88	1	Fire Extinguisher

4

OSRO / MUTUAL AID EQUIPMENT (continued)

D Wakota CAER Mutual Aid

St. Paul Park Refining is a member of the Mutual Aid Spill Response Organization called Wakota CAER.

One Wakota CAER Container is located at the St. Paul Park Refinery facility near the Barge Loading Dock.



The following is a description of the materials available through Wakota CAER.

Item	Qt.	Description
1		1,000 Ft. Containment Boom
2	10	Towing bridals
3	10	40 foot sections of rope with carabineers
4	1	600 Ft. spools of 3/8" polypropylene rope
5	6	40 pound danforth anchors
6	4	Personal floatation devices (PFD's)
7	1	Throw ring
8	10	T stakes
9	1	Post pound/sledge hammer
10	6	Mooring float balls
11	6	Anchor marker balls with 30 Ft. of rope and carabineers

Other Wakota CAER containers, in addition to the Container at the Refinery Barge Dock, are located as shown on the chart on following Page 26-23.

Members of the Wakota CAER that would use the equipment in these containers are:

- 1) 3M
- 2) Aggregate Industries
- 3) Barton Enterprises (Tiller Corporation)
- 4) Bay West, Inc.
- 5) Canadian Pacific Railway
- 6) CF Industries
- 7) Flint Hills Resources
- 8) Koch Pipeline
- 9) St. Paul Park Refining Company LLC
- 10) MCES
- 11) Minnesota Pollution Control Agency
- 12) Newport Terminal
- 13) SP
- 14) Wakota CAER
- 15) Williams Pipeline

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D Wakota CAER Conex Cache "River Spill Response Equipment" Locations

River / Mile	Cache Location River	Contact Information	Containment Boom (feet)	Detailed Information
1) Mississippi MM 840.8	Xcel Energy High Bridge Plant	Control Room 612-520-6998	1,600 feet	—
2) Mississippi MM 832.2	Holiday Terminal at Newport Mn. Barge loading platform	651-459-5588 Alt. Holiday Help Desk 952-921-5500 or Paul Heinz 651-459-1803 office (b) (6)	1,000 feet	Box is located on the northwest corner of the property near the old barge loading platform. Access to the box is made by traveling west on 21st Street until it dead ends. Gate is on the left hand side. Joel or facility personnel should be contacted for planned or unplanned. You will have to sign for it if moving off-site. Security entrance (Main Gate) is located 100 yards east of dead-end on 21st Street. Lights will be needed if working at night. For deploying on-site, care should be exercised in using the barge loading platform catwalk. Ramp is slippery when wet. Landmark from the water is the barge loading platform.
3) Mississippi MM 829.5	Northern Tier Energy	651-459-9771 Security	1,000 feet	Box is located on the southwest corner of the property near the barge loading platform. Access to the box is made by traveling west on Broadway Avenue until it dead-ends at gate. Enter through gate straight towards river. Security should be contacted for planned or unplanned use of boom. You will have to sign for it if moving it off-site. Security entrance (Main Gate) is located off 5th Avenue. Some light is available. For deploying on-site, care should be exercised in using the barge loading platform catwalk. Active barge loading area may require working around a moored barge. Landmark from the water is the barge loading platform.
4) Mississippi MM 826.5	Aggregate Industries Larson Plant	651-459-0607 business hours, John Pecacheck 612-919-0609 24/7	1,000 feet	From St. Paul Park take 3rd Street South (Grey Cloud Island Drive S.) Grey Cloud Island Drive S. (also Co. Rd. 75) runs past entrance to Aggregate Industries on right hand side. Box is located 150 yards south of the wash plant or barge loading conveyor. Don Sedgeman should be contacted for planned or unplanned use of the boom. You will have to sign for it if moving off-site. Lights will be needed if working at night. For deploying on-site, care should be exercised in using the narrow metal stairs to the waters edge. Landmark from the water is the metal stairs.
5) Mississippi MM 825	Aggregate Industries Nelson Plant	651-459-0607 business hours, John Pecacheck 612-919-0609 24/7	1,000 feet	From St. Paul Park, take 3rd St. (Grey Cloud Island Dr. S.) to Grey Cloud Island Dr. to entrance. Box is located 100 yards south of barge dock loading area and office. Jon Pecacheck should be contacted for planned or unplanned use of boom. You will have to sign for it if moving off-site. Lights will be needed if working at night. For deploying on-site care should be exercised in using the 8-foot embankment to the water. Access from the water requires traveling from the main river channel at RM 824.8 LDB through channel entrance in to Baldwin Lake and to plant.
6) Mississippi MM 824	Flint Hills Resources Barge Dock	651-437-0676	1,000 feet	From St. Paul traveling south, turn left at 117th St. (Truck Stop or Cenex IGH Facility). Enter gates on right at end of road. Take service road and stay left down long hill. Go towards barge slip and take first right. Travel along barge slip road to launch area. Box is located at the top of the boat launch ramp. Pete, Rolf, or Wayne should be contacted for planned or unplanned use of boom. In their absence, explain to the communication center that the equipment is needed. You will have to sign for it if moving it off-site. Lights will be needed if working at night. For deploying on-site, boom can be shuttled down the boat ramp to the waters edge. Landmark from the water is the boat ramp at the downstream side of the barge slip.
7) Mississippi MM 823.5	CF Industries	651-437-6366 Main, Pete Duetchek 651-503-9174 or Scott Dohmen 651-485-5087	2,000 feet	Hwy 55 South to Pine Bend Trail to second entrance on left office. To get to box requires going under fertilizer conveyor along access road, stay right, by the trees at waters edge. Scott or Pete should be contacted for planned or unplanned use of boom. In their absence, explain to security that the equipment is needed. You will have to sign for it if moving it off-site. Lights will be needed if working at night. For deploying on-site, care should be exercised in dragging the boom to the water down a short embankment. Access from the water requires entering from the main river channel at RM 823.5 RDB. Enter channel and stay left toward the fertilizer conveyor loading area.
8) —	Hastings Fire Department, equipment stored in Response Trailer	Hastings Fire Department 651-480-6150, Dakota County Dispatch 651-438-4700	1,200 feet	20' enclosed trailer on wheels. Hastings Fire Department will transport to scene, if need be.
9) Mississippi MM 811.3	Prescott Public Boat Landing	Contact Prescott Fire Department through Pierce County Sheriff Dispatch 715-273-5051	1,500 feet	—
10) St. Croix MM 7.27	Kinnickinnic Wisconsin State Park	715-425-1129 normal business hours, 715-273-5051 Pierce County Sheriff Dispatch	1,800 feet	—

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Site Drainage / Trajectory

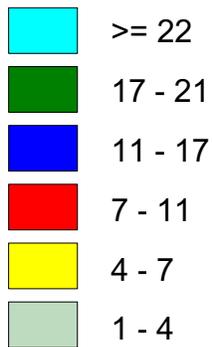
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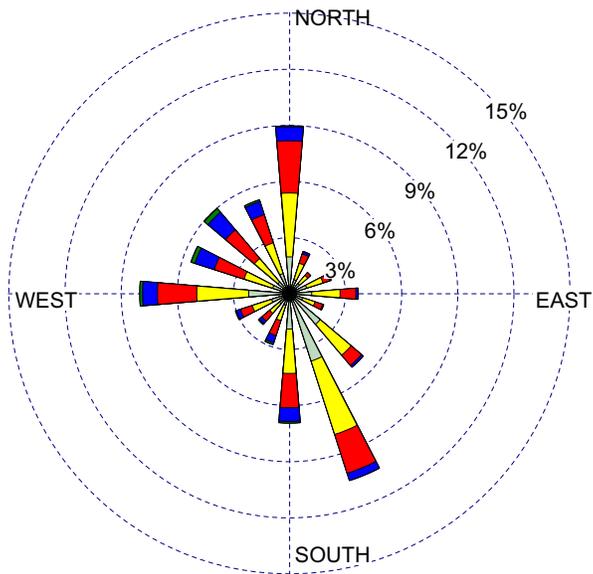
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Stormwater Pollution Prevention Plan	27-5
Spill Flow Direction	27-14

WIND ROSE
 WIND SPEED
 (Knots)



Calms: 23.83%



DRAINAGE DETAIL

Most spills, including large spills, which occur within the Refinery will likely be contained within the secondary containment or within the Wastewater Treatment Plant (WWTP).

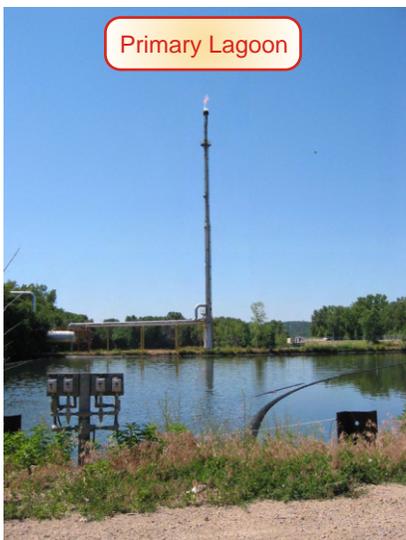
All spill and stormwater runoff at the Refinery property, except Farms, is directed into the wastewater treatment system. This sends it through a permitted, central Wastewater Treatment System

The Refinery process area, under existing anticipated conditions, sewer system, so there are no drainage routes from the Refinery river. Any spilled material must either occur outside of secondary containment dikes and then run along the ground down and into the river. All drainage troughs within the Refinery are con

A Wastewater Treatment

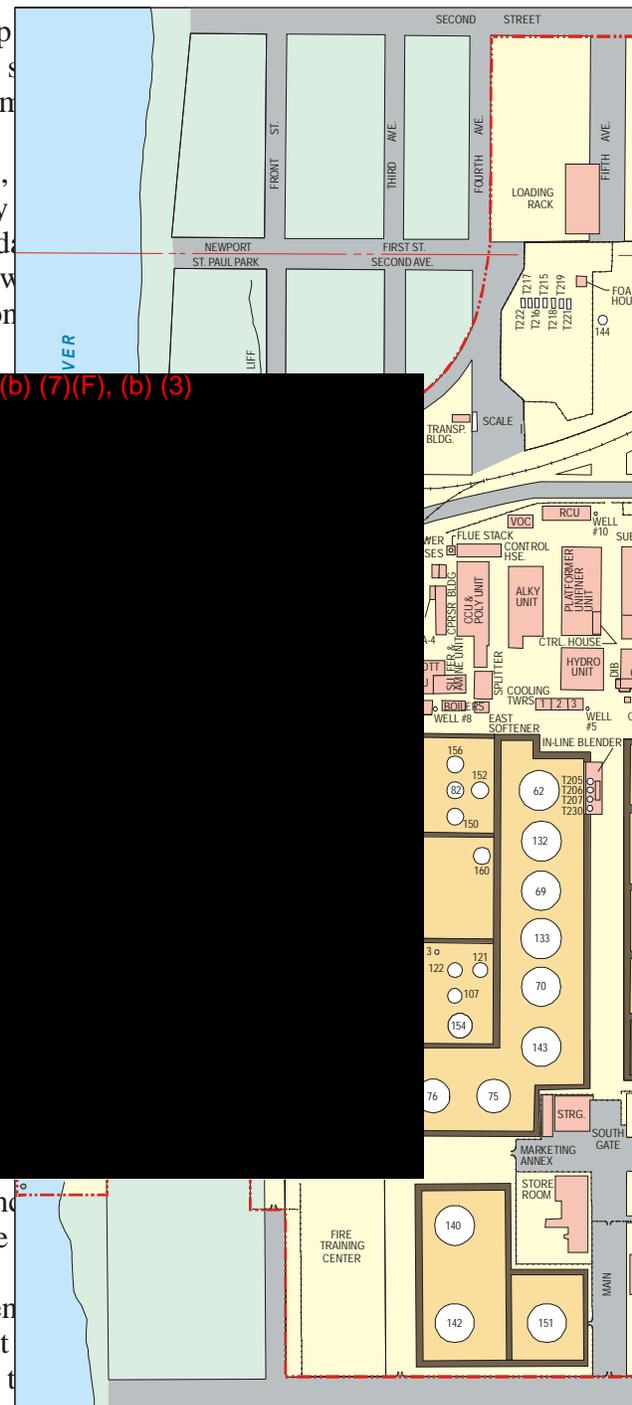
The Refinery's collected runoff is directed to the API oil/water separator. The separator can handle approximately 3,500 gallons per minute. Oil is skimmed off and pumped to the slop oil tank for re-processing.

Excess flow of runoff is automatically diverted to a surge tank - this water will be processed after the flow subsides. The water is next treated in a dissolved air flow floatation unit. The water is then directed to the biological processing unit where remaining contamination is treated and then sent to the two lagoons. The two lagoons are connected via underflow piping.



From the lagoons, the water is pumped through the dual media filters and then the activated carbon columns. This system has a capacity of approximately 2,500 gallons per minute. The water is sampled and analyzed in accordance with conditions prior to discharge into the

If for some reason, excessive oil enters the system the material likely would not be filtered and the underflow design of the system is not monitored and sampled periodically, and the presence of oil in the discharge would necessitate closing the discharge completely to prevent a release.



Continued

Site Drainage Map

St. Paul Park Refining

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

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

See Page 27-2
for complete map

LEGEND

- Permitted Storm Water Drain System
- Outfalls
- Catch Basins



vitrified clay.

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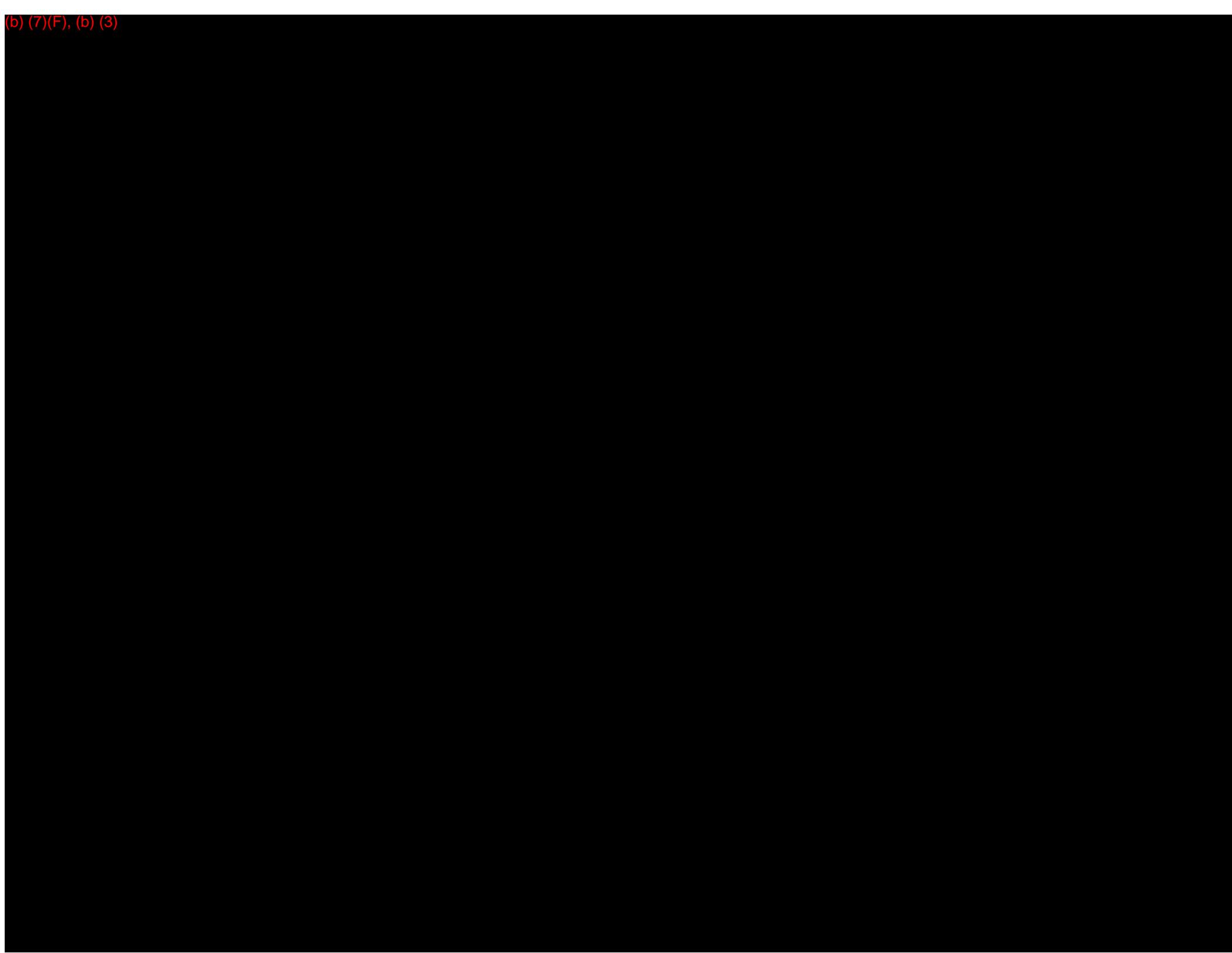
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Fire Hall, VFW, Laydown Area,	Figure 2c	27-10
and Maintenance Shops		
East Tank Farm	Figure 2d	27-11
New Administration Building	Figure 2e	27-12
and Parking Area		
CA-007, Broadway,	Figure 2f	27-13
South Tank Farm, and Fire Training Area		



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

Sensitive Areas

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SENSITIVE AREAS



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1

Sensitive Area Overview

This section identifies the economically and environmentally sensitive areas which have the potential to be at risk in the event of an oil or hazardous substance release at the facility. These areas are located in the vulnerable zone or the predicted area surrounding the facility which is at potential risk.

The extent of the vulnerable zone is dependent upon the size of the release and the conditions which influence its mobility inside and outside of the facility including: terrain, weather conditions, surrounding land/water use, etc.

The sensitive area list is consistent with the Area Contingency Plan, as required under Section 311(j)(4) of the Federal Water Pollution Control Act (FWPCA).

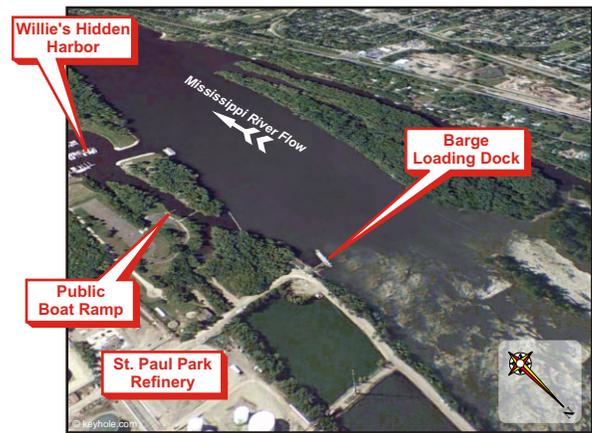
1A

Vulnerable Zone

The Vulnerable Zones have been assigned from the refinery barge loading facility as follows:

- 0.25 mile down river for a small spill
- 0.5 mile down river for a medium spill
- 1.0 mile for the worst case scenario.

There are no municipal or industrial water intakes within these Vulnerable Zones. The riverbanks within these zones are sparsely populated with low public visibility. However, there is a moderate level of pleasure and commercial craft using this stretch of river. The most immediate area to be impacted by a spill could be the marina at Willie's Hidden Harbor.



1B

Scope

Sensitivity Maps are provided from Mile Marker 831 to Mile Marker 801 of the Mississippi River, well beyond the Vulnerability Zone. Other water intakes and sensitive areas are listed on the referenced Environmental Sensitivity Maps, which are available from the EH&S Department.

The information contained in the charts is only to be utilized as guidelines for responding to an actual spill. The exact utilization of the information in the event of an actual release that impacts the Mississippi River will depend on the circumstances at the time of the spill and decisions made by the Incident Commander in conjunction with the Coast Guard and other local authorities, as applicable.

MAP LEGEND

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SENSITIVE SPECIES

Symbol numbers		Aquatic/Riparian Zone		Terrestrial Zone			
No Outline	Red Outline			No Outline	Red Outline		
101	201			102	202		
103	203			104	204		
105	205			106	206		
107	207			108	208		
109	209			110	210		
111	211			113	213		
112	212			120	220		

Icons Indicating Threatened or Endangered Status

NATURAL RESOURCE AREAS

311			Federal Managed Areas	331			Federal Designated Areas
312			State Managed Areas	332			State Designated Areas
313			Regional Managed Areas	333			Regional Designated Areas
314			Private Managed Areas	334			Private Designated Areas
340			Other Environmentally Sensitive Aquatic Areas				
341			Other Environmentally Sensitive Terrestrial Areas				
321			Tribal Land				

OTHER SENSITIVE RESOURCES

431		• Marina
421		• Navigational Lock and Dam
441		• Water Intake (nonpotable)
442		• Water Intake (potable)

SHORELINE SENSITIVITY

404		High Sensitivity
403		Medium-High Sensitivity
402		Low-Medium Sensitivity
401		Low Sensitivity

POTENTIAL SPILL SOURCES

511		• Fixed Oil Storage Facility
512		• Marine Transfer Facility and/or Facility with more than 1 million gallons
521		• Pipeline

RESPONSE STRATEGIES

	• Containment Site
	• Diversion Site
	• Exclusion Site
	• Other Site

RESPONSE CONSIDERATIONS

412		Boat Access
422		Non-navigational Dam

BOUNDARY DESIGNATIONS

	County Boundary
	EPA/Coast Guard Jurisdictional Boundary
	Pipeline Inset Boundary

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Sensitive Areas

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SENSITIVE AREA KEY MAP



**ST. PAUL PARK
REFINING COMPANY LLC**

**Vulnerable Zone
MM 830 to MM 801**

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Mile Marker 830

**Inset
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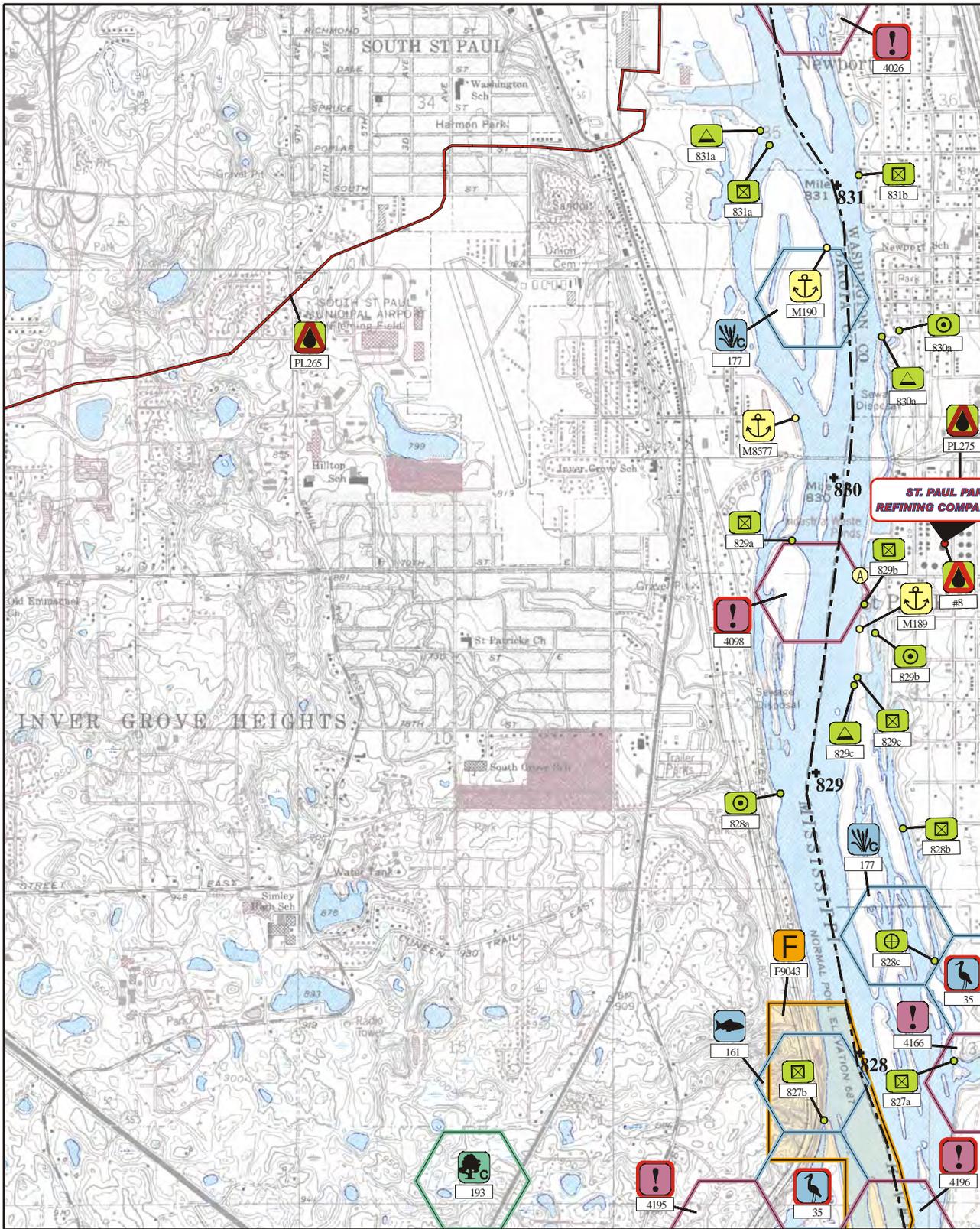
Mile Marker 801

Mississippi River

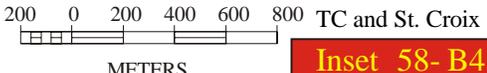
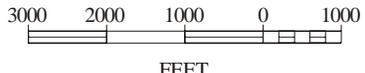
Mile Marker 830 at St. Paul Park Refinery

Mile Marker 801 at Diamond Bluff

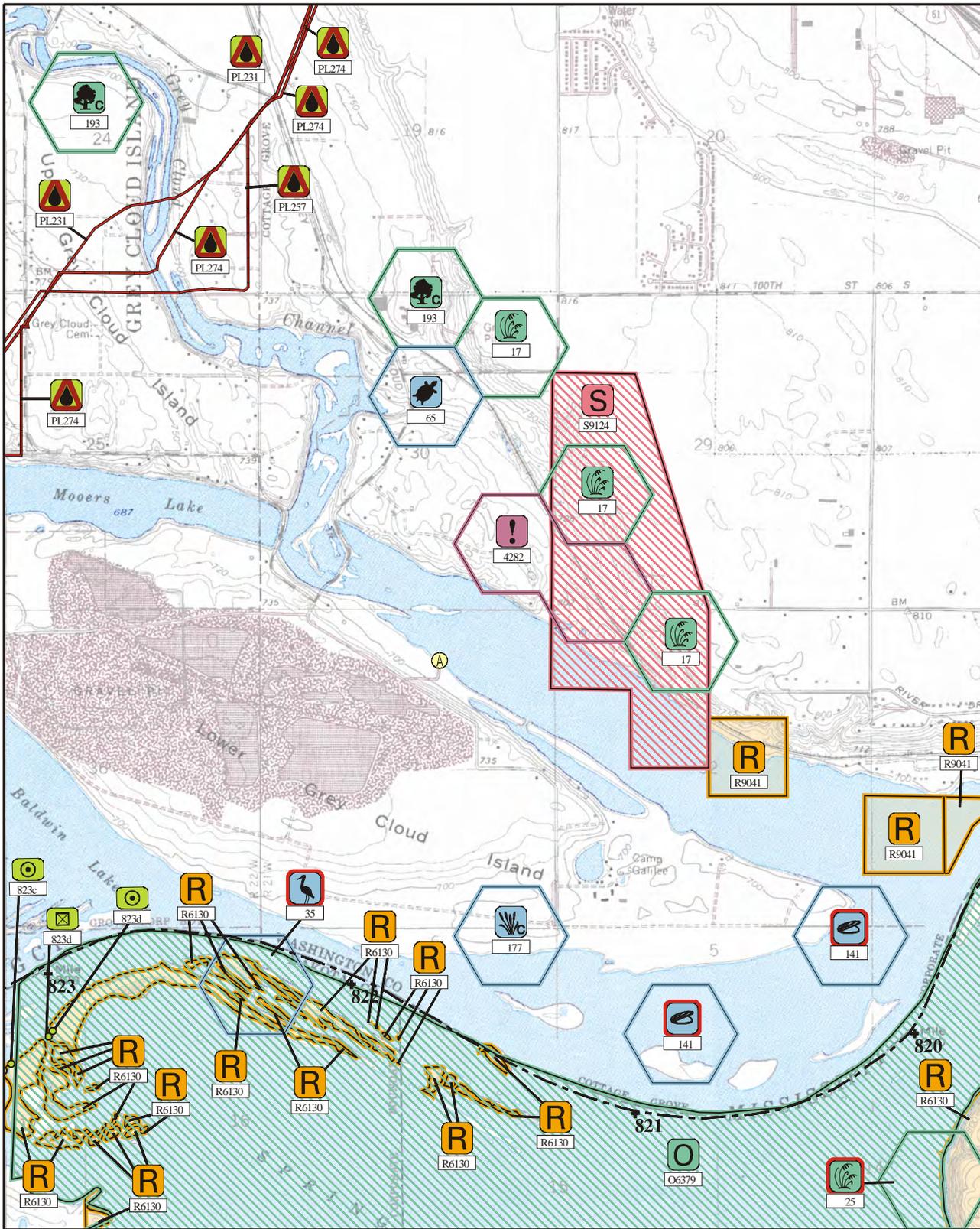
Showing 29 miles of Sensitive Areas



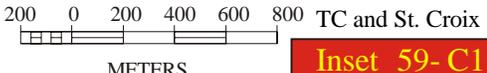
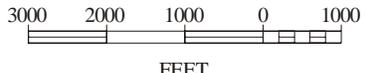
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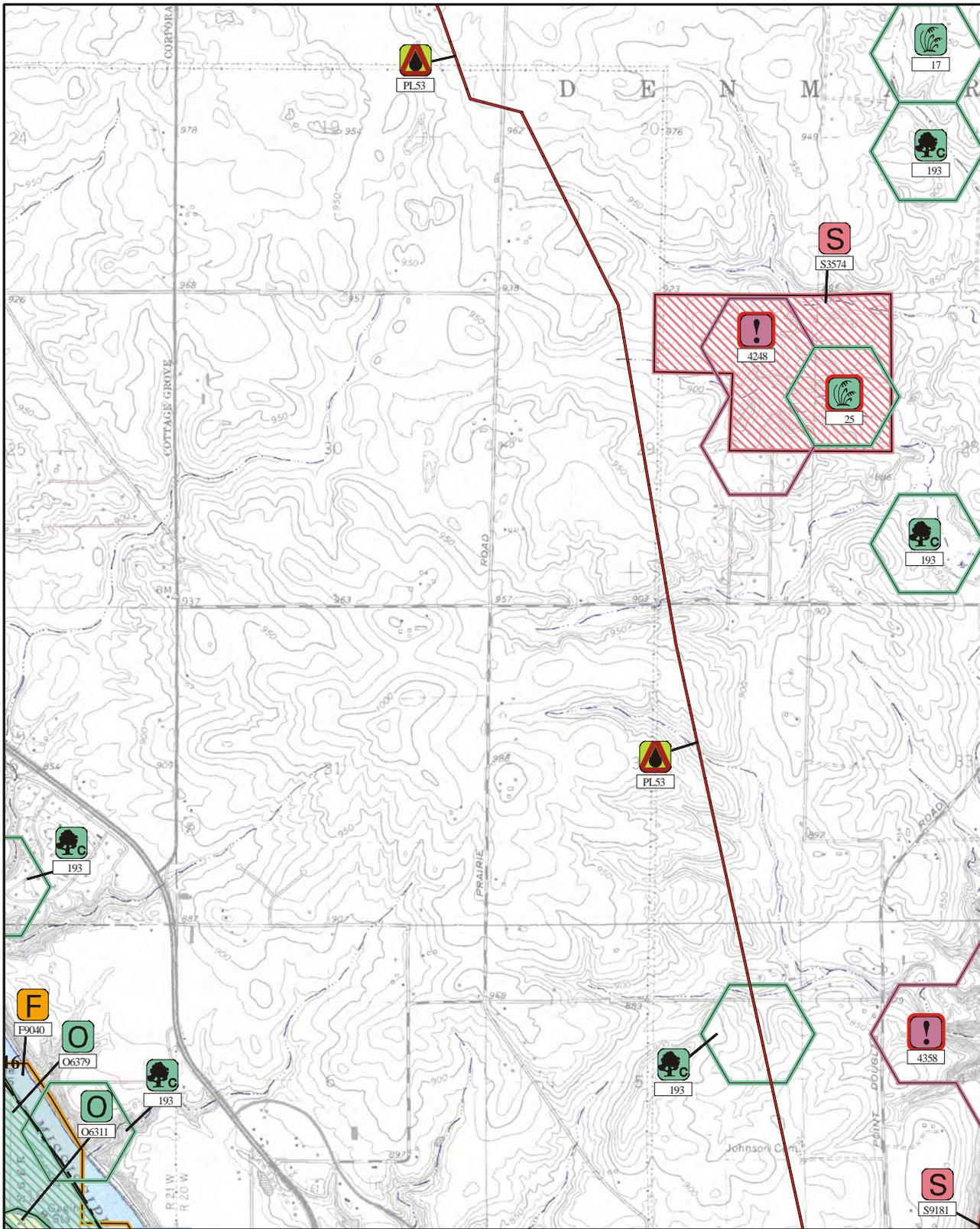
TC and St. Croix
Inset 58-B4
See Key Tab 28, Pg 4



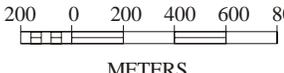
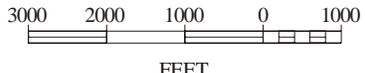
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TC and St. Croix

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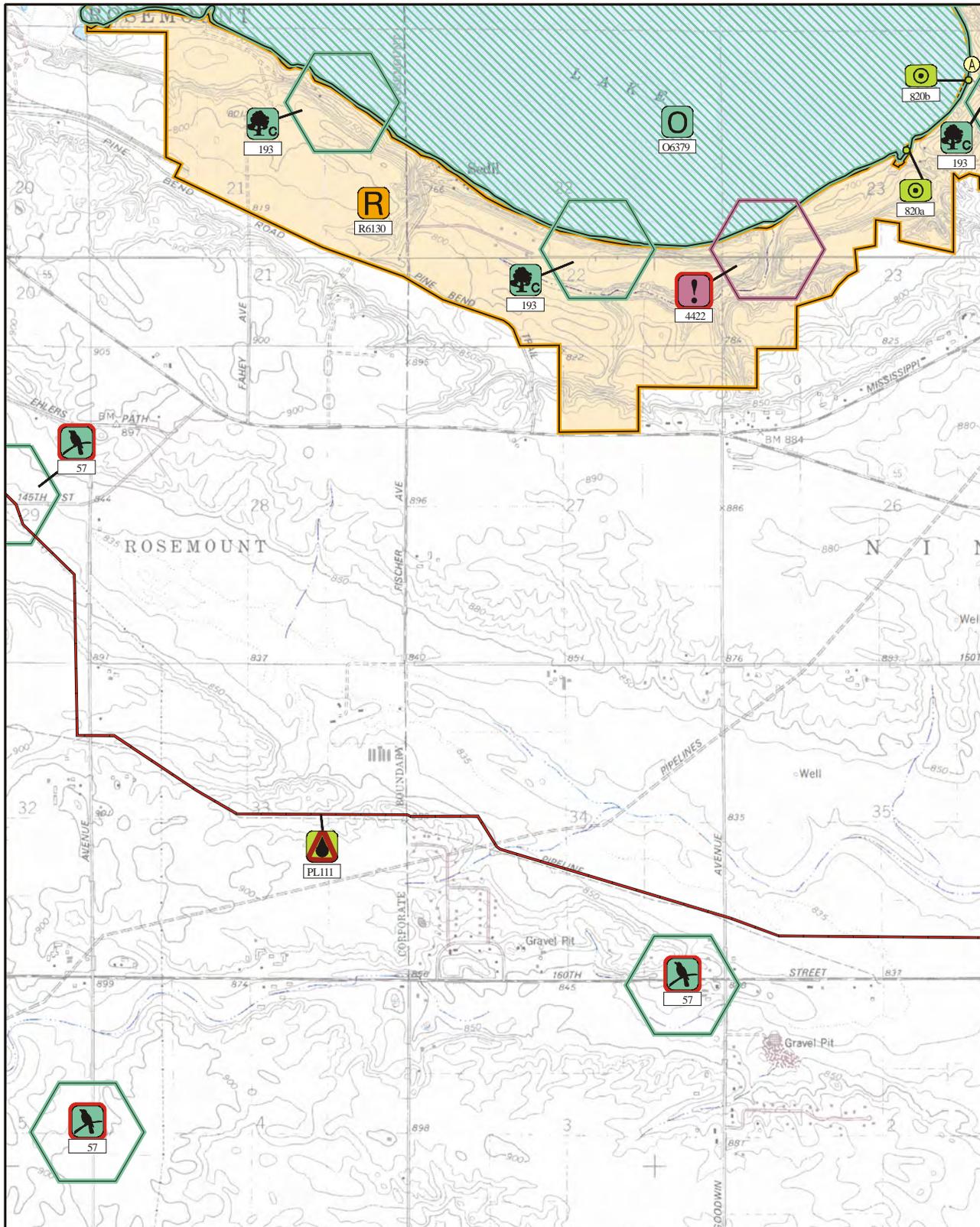
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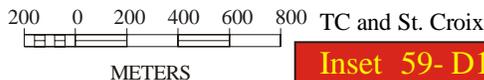
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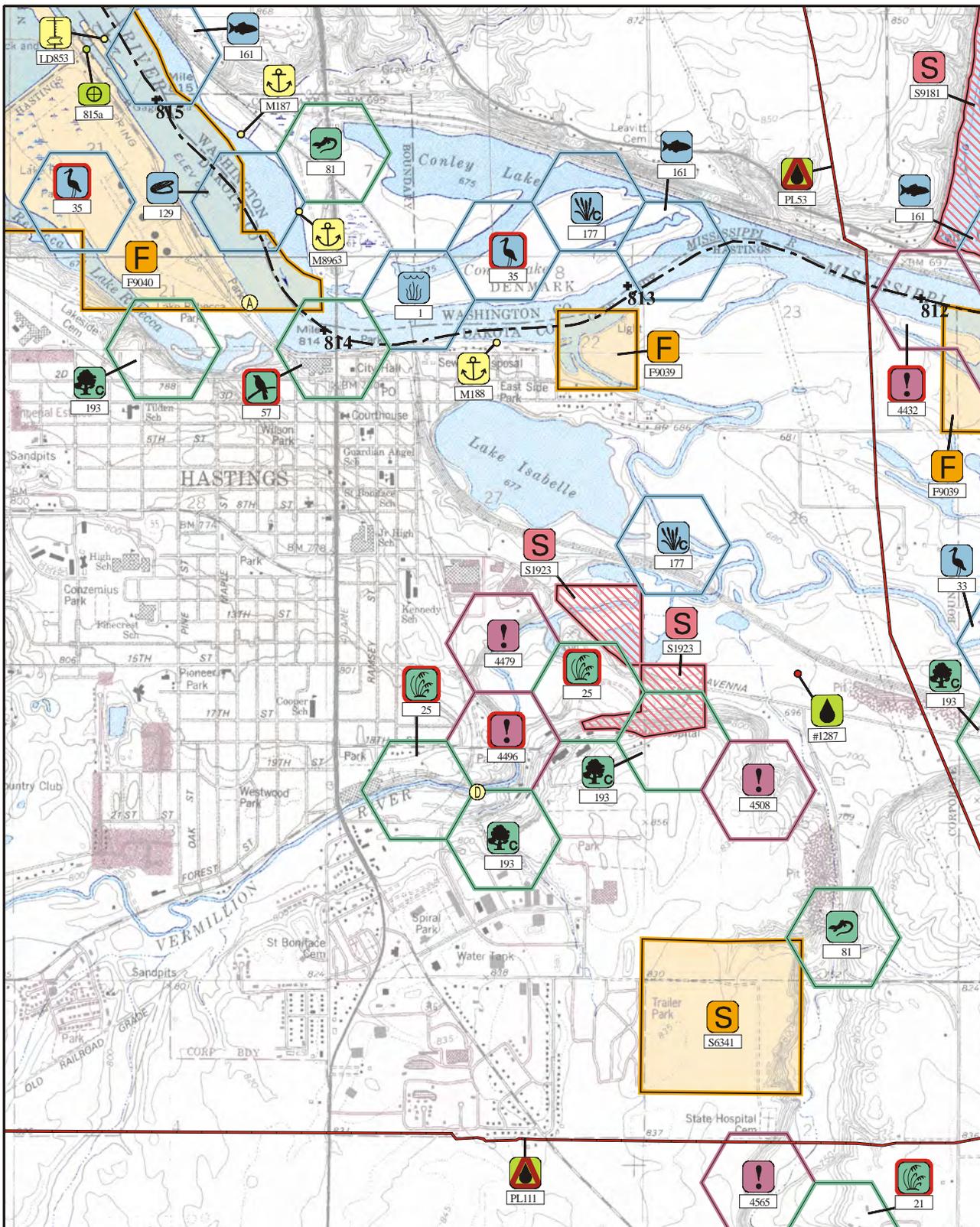
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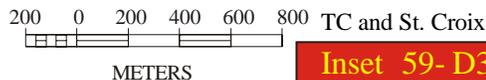
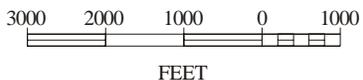
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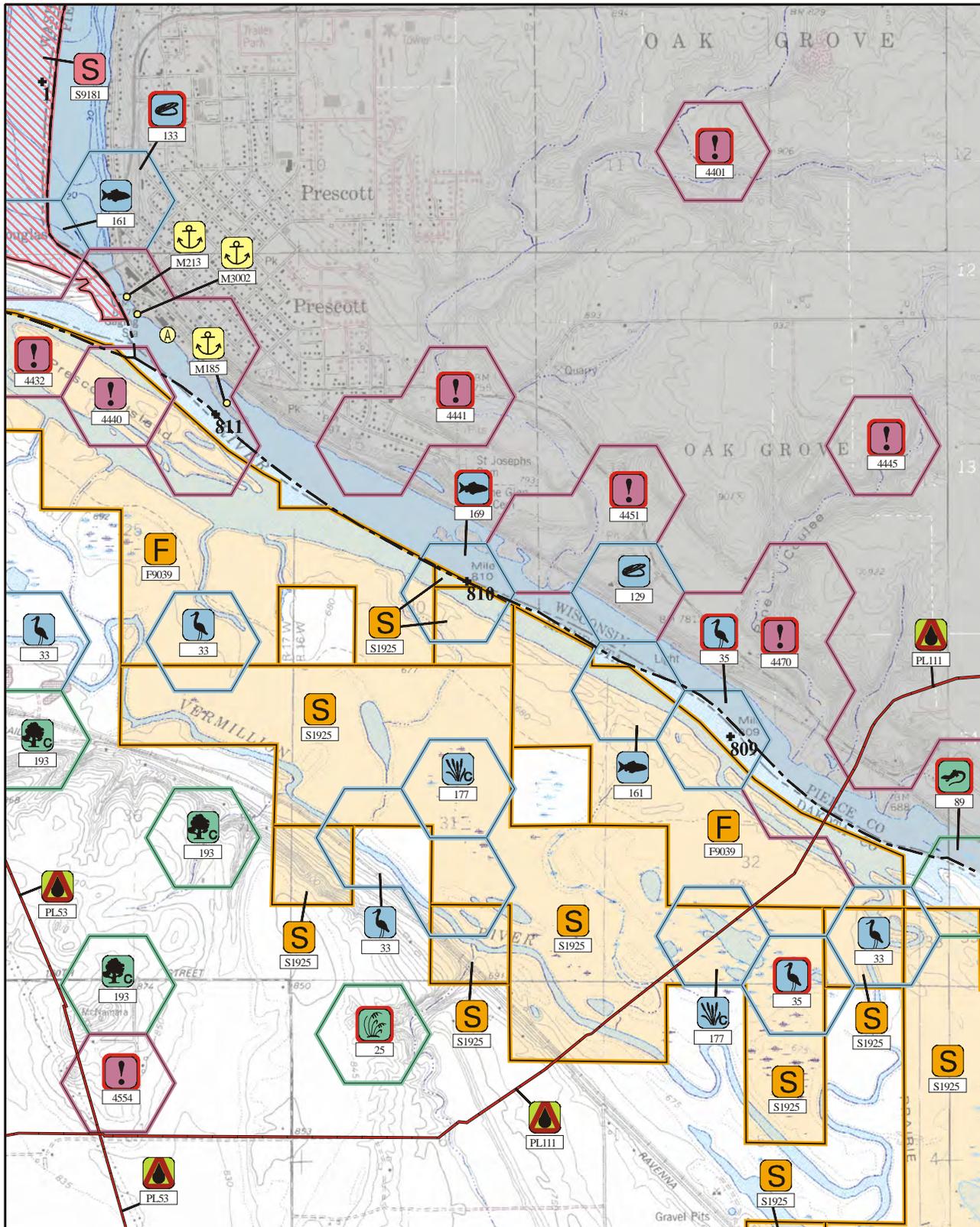
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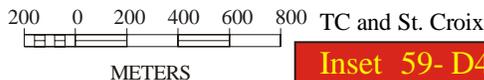
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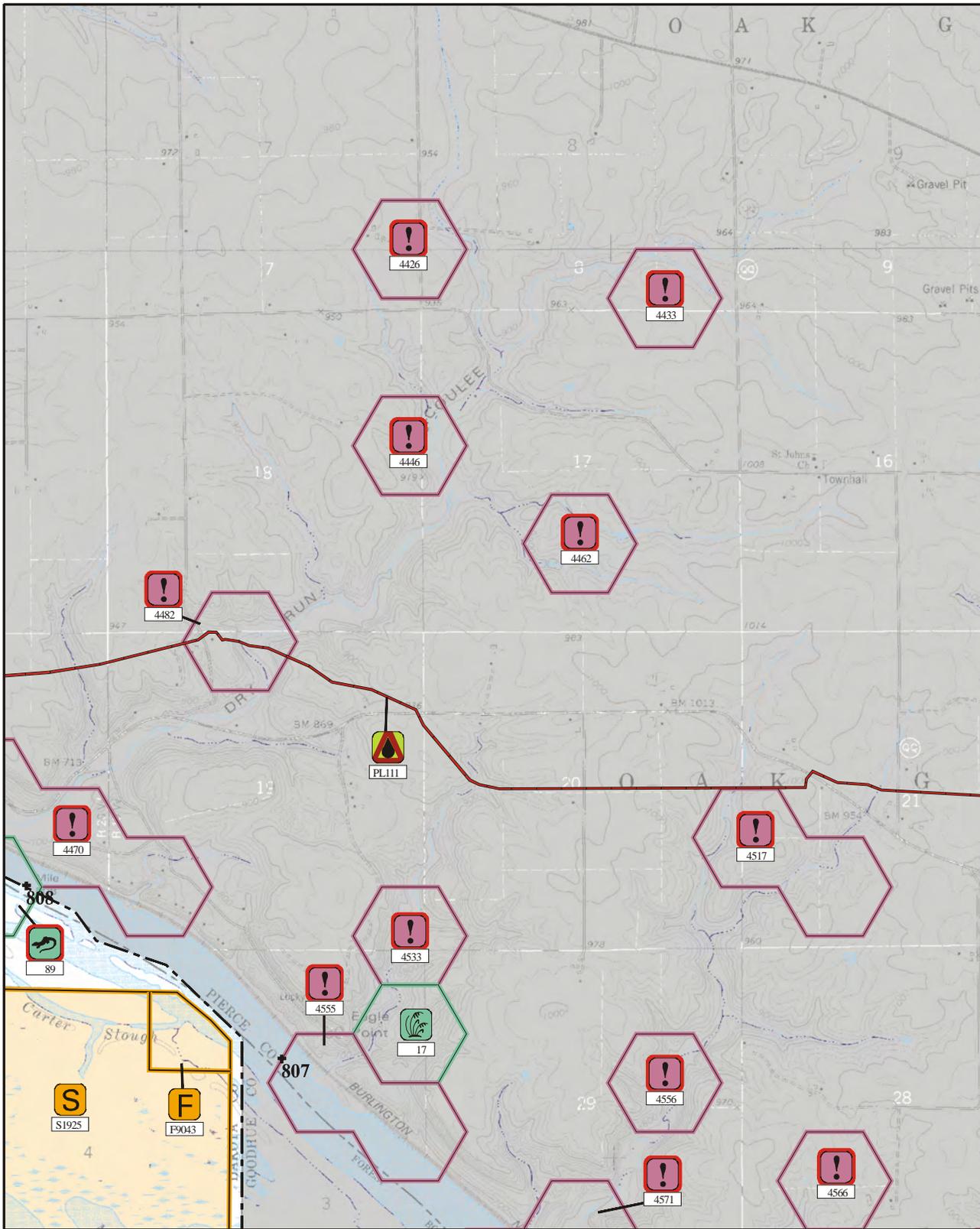
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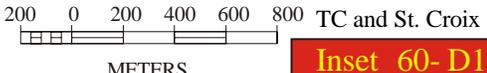
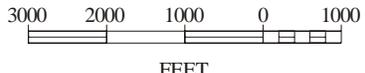
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TC and St. Croix
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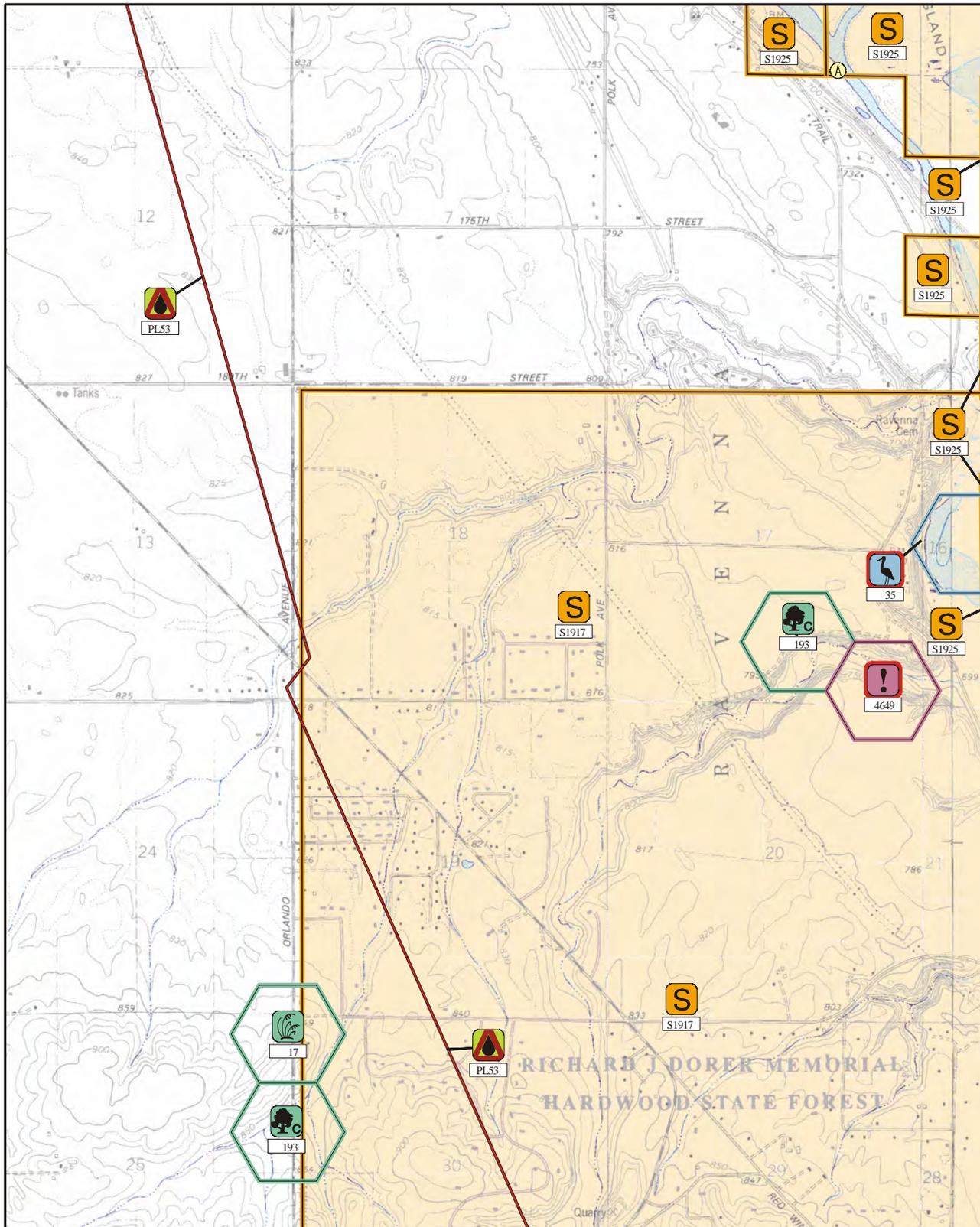
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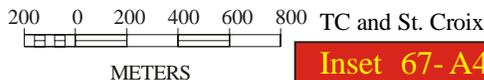
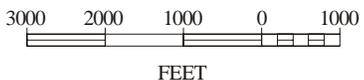
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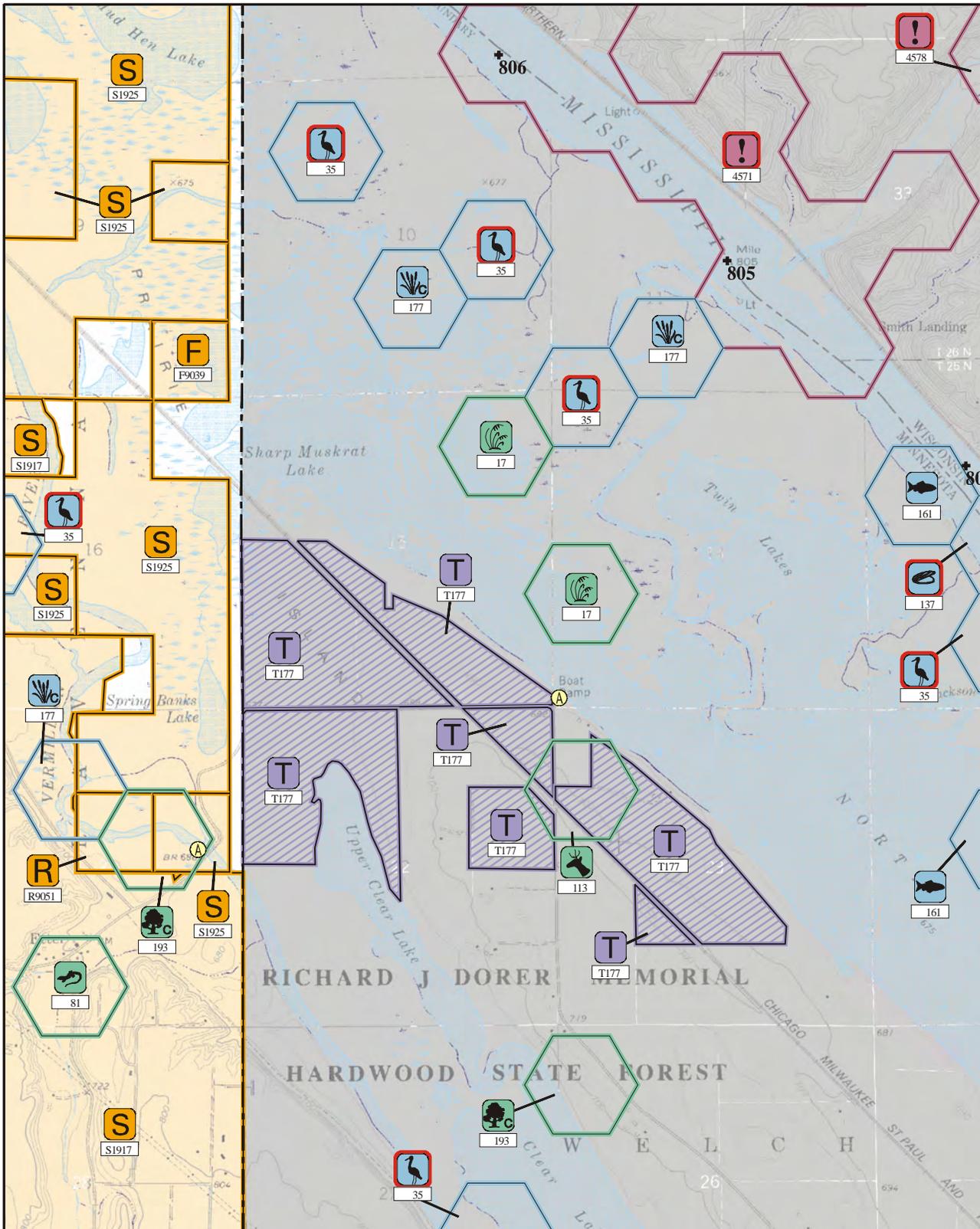
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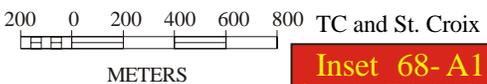
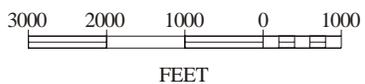
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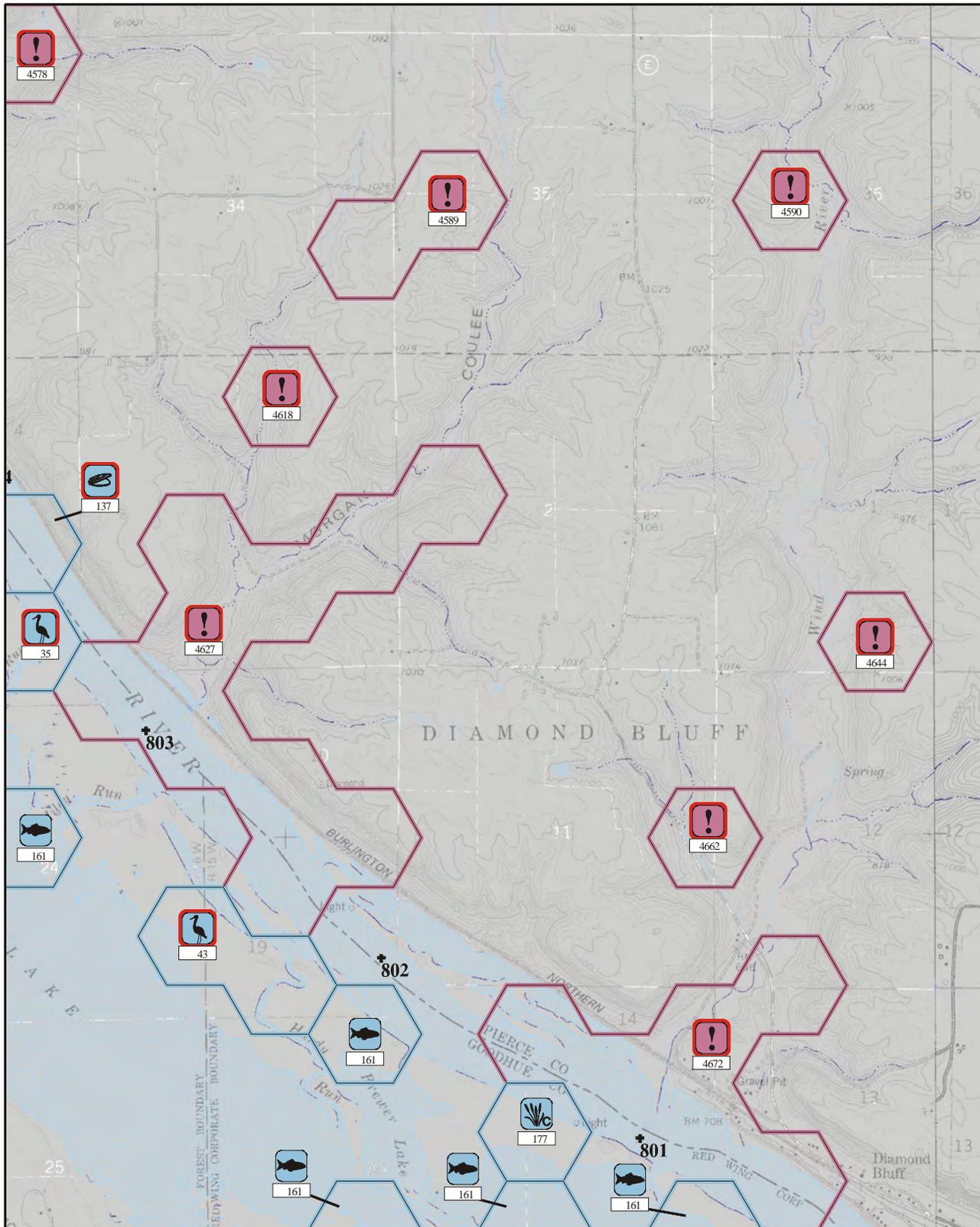
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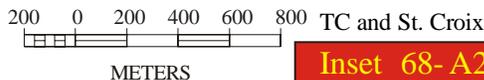
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Vulnerability Analysis

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Vulnerability Analysis

A

Calculated Planning Distance

Planning distance calculations were prepared in accordance with 40 CFR Part 112 Appendix C, Attachment C-III.

Planning distances are calculated over land and on moving tidal influence, and still waters, respectively. The primary concern is the transport of oil in moving navigable waters during adverse weather conditions.

For this facility, the calculations indicate that a worst-case spill, assuming the tank farm containment fails, would flow over land down Broadway Avenue to the Mississippi River. The Mississippi River is an environmentally sensitive area based on the EPA Region 5 definition. Tidal influences do not apply to the facility.

The Worst Case Planning Distance Calculations are located below.

The worst-case discharges from the facility was calculated in discrete sections of the discharge route using the formula for oil transport on moving water prescribed in 40 CFR 112, Appendix C, Attachment C-III.

The resulting calculation of the planning distance is summarized below.

Note: Values for worst case velocity were obtain from actual USGS gauge data and are both more accurate and conservative then the distance calculated using the Chezy-Manning equation.

1. Distance covered by an oil spill over moving water is determined as follows:

$d = (v) \times (t) \times (c)$, where

d = distance

v = velocity

t = response time

c = constant conversion factor (3600 sec/hour ÷ 5280 ft/mile)

2. Table 4 of Attachment C-III was used to determine the response time (t) for calculating the planning distance, which is 27 hours for rivers and canals.

3. The calculations for the worst case discharge scenario are as follows:
The USGS gage median velocities for the Mississippi River were used to calculate the planning distance.

The velocity of the river from the facility to the confluence with the St. Croix River is 3.69 feet per second (fps). The velocity of the Mississippi River below the confluence is 2.06 fps.

Vulnerability Analysis

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A Calculated Planning Distance (continued)

The distance from the Refinery to the confluence is 95,004 feet, which was divided by 3.69 fps to get the time it would take the spill to travel to the confluence. The estimated time to reach the confluence is 7.15 hours.

To get the remainder of the planning distance, the 7.15 hours were subtracted from the 27 hour threshold to get 19.85 hours and then multiplied by the speed of the river below the confluence, 2.06 fps. This results in the spill potentially going 147,207 ft (27.88 miles) downstream from the confluence of the Mississippi and St. Croix Rivers.

The final point for the 27-hour threshold is 45.87 miles downstream of the Refinery in the middle of Lake Pepin.

These calculations assume that the contents of Tank 142 or Tank 71 would be completely emptied and move directly down Broadway Ave into the Mississippi River at the barge dock within minutes. According to the prescribed calculations, the distance a spill would travel from the St. Paul Park Refinery along Mississippi River is 47.87 miles.

B Vulnerable Areas

The following pages are vulnerable areas within the calculated planning distance for a worst-case discharge.

The worst-case discharge for this site involves Group 3 medium crudes and fuels.

The planning distance calculated above extends 47.87 miles down the Mississippi River.

The planning distance calculated above is also likely to be conservative because of the topographical features along the Mississippi River.

Small and medium-sized releases of oils are not expected to reach the Mississippi River due to the level of secondary containment on site and the response resources.

In the unlikely event that oils reach the Mississippi River, the planning distance can be considered a conservative estimate for spill response planning.

C Water Intakes

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

D Schools

There are no schools located near the Facility. Some schools located in the Cities of Cottage Grove, Hastings, Red Wing, and Prescott are located within the planning distance but are not situated near the spill path.

Contact information for schools located in St, Paul Park, Inver Grove Heights, Newport and Cottage Grove is shown below and in Tab 14.

The schools get their water supply from their respective city which is well water and would not be impacted by a worst case spill.

SCHOOLS	
St Andrew's Lutheran School 2017 16th St St Paul Park, MN	Phone: (855) 450-3021
Chicago Junior High School 1000 W 30 St Paul Park, MN	Phone: (855) 756-3563
Palmetto Elementary School 2200 20th St St Paul Park, MN	Phone: (855) 768-3601
Newport Elementary School 801 6th Ave Newport, MN	Phone: (855) 768-4363
Inver Grove Elementary School 2400 20th St Inver Grove Heights, MN	Phone: (855) 506-7900
South Washington County School 2101 S. Main Street Cottage Grove, MN	Phone: (855) 458-6300
Cottage Grove Elementary School 1477 6th St S Cottage Grove, MN	Phone: (855) 768-5600
Flax Hill Elementary School 200 20th St Cottage Grove, MN	Phone: (855) 768-3000
South Grove Elementary School 1000 Cassin Ave Inver Grove Heights, MN	Phone: (855) 506-7900
Prescott Middle School 200 20th St Prescott, MN	Phone: (763) 360-8004
Flax Harbor Christian Academy 1100 1st Street Hastings, MN	Phone: (855) 438-2200
St. Joseph Catholic School 201 Dakota St S Hastings, MN	Phone: (763) 360-8912
St. Elizabeth's School 500 1st St Hastings, MN	Phone: (855) 437-3000

See Tab 14, Page 10

E Medical Facilities

There are no medical facilities located within the planning distance area that would be impacted by a worst case spill.

F Residential Areas

The area surrounding the Facility is primarily mixed use land with both businesses and residences to the south of the facility. The City of St. Paul Park, the City of Inver Grove Heights and the City of Cottage Grove are the primary residential areas that would be immediately affected by a worst case spill.

Inver Grove Heights is located across the Mississippi River from the facility and would not be as impacted by a worst case spill. The City of St. Paul Park surrounds the facility and would be the primary area affected by a worst case spill. Other municipalities that would likely be affected by a worst case spill include, in order: City of Cottage Grove, Grey Cloud Island Township, City of Rosemount, City of Hastings, City of Prescott, Town of Diamond Bluff, Town of Trenton (Hager City), City of Red Wing, and Village of Bay City.

In each municipality there are many private residences located along the riverfront. The Prairie Island Indian Reservation would also likely be affected by a worst case spill.

Contact information for the communities listed above is included in the local emergency notification system in Tab 14. In the case of a spill-related fire or air emissions, the city and other residents will be notified via established public notification channels, if necessary.

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Businesses

There are many businesses along both river banks that could be affected by a worst case discharge that have not been identified. Willie's Hidden Harbor Marina is the first business south of the facility in the worst case spill path.

Businesses located in the City of St. Paul Park, City of Cottage Grove, Grey Cloud Island Township, City of Rosemount, City of Hastings, City of Prescott, Town of Diamond Bluff, Town of Trenton (Hager City), City of Red Wing, and Village of Bay City are included in the local emergency notification system. In the case of a spill-related fire or air emissions, the businesses will be notified via established public notification channels, if necessary.

H

Wetlands or Environmentally Sensitive Areas

According to EPA Region 5, all wetlands and surface waters are considered to be environmentally sensitive areas. The following named environmentally sensitive areas are located within or near the planning distance.

- Mississippi River
- Mississippi National River Recreation Area
- Espen Island State Wildlife Management Area
- Pierce County Islands State Public Hunting Grounds
- Richard J. Dorer Memorial Hardwood State Forest
- Schilling Archaeological District
- Bartron Historical Preservation Area

Spills inside the tank area secondary containment will not impact wetlands or environmentally sensitive areas.

Spills outside secondary containment are likely to be small to medium-sized and pose a minimal threat.

In the event of an oil spill outside of the secondary containment, harm to wetlands and environmentally sensitive areas will be minimized through oil spill response and cleanup procedures including the use of booms, and blocking culverts to contain the spill before it reaches the Mississippi River.

Vulnerability Analysis

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Transportation Routes

The Mississippi River is a major transportation barge route. A spill to the river could significantly impact barge traffic on the section of the river impacted by a spill.

The Facility has a USCG spill plan that will be implemented and the facility will work directly with the Coast Guard, DOT and EPA to minimize impacts to barge transportation.

The Mississippi River also crosses several interstate and county roads south of the Facility within the planning distance. The river crossings that are within the planning distance include the US Hwy 61 Bridge in Hastings and the US Hwy 63 Bridge in Red Wing.

A railway also runs along the east bank of the Mississippi River from Grey Cloud Island Township to Diamond Bluff, Wisconsin. There is also a railway river crossing in Hastings to the east of the US Hwy 61 Bridge.

Impacts to transportation routes will be minimized through the emergency notification system and emergency spill response and cleanup procedures. It is not expected that a worst case spill would adversely impact rail and road transportation.

N

Utilities

There are several underground electrical lines concentrated in the facility area running from the primary electrical substation branching out to each of the facility buildings and units. *See Tab 5, page 19.*

Above ground electrical wiring and product piping extend from the facility out to the barge loading dock on the Mississippi River. Power lines and telephone lines in this area are above ground and run along the county roads and highway.

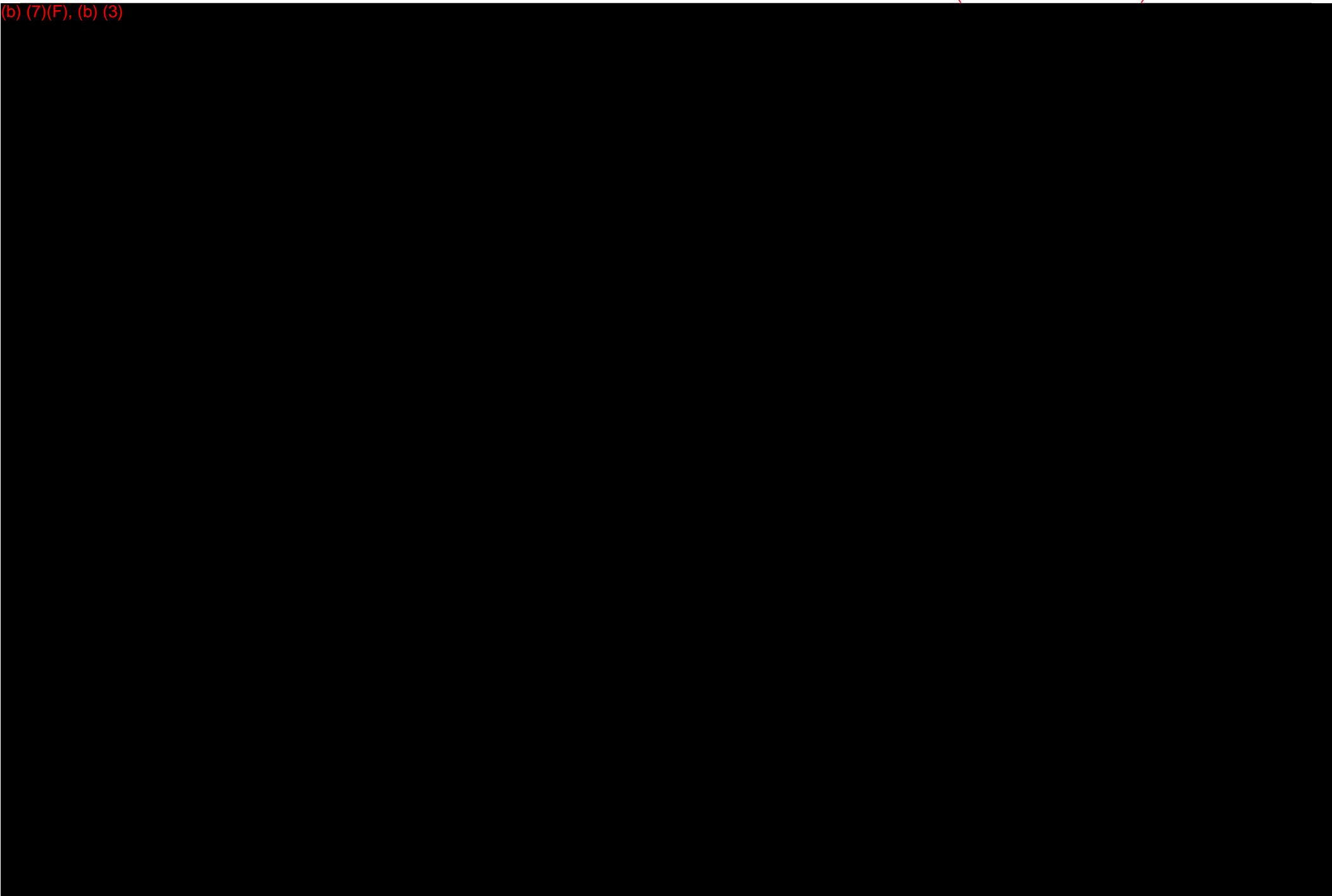
There are five DOT Pipelines crossing the Mississippi River within the planning distance. The pipelines have been marked on the maps in Tab 28, as follows:

	 PL #	Section 28 Page No.	Location
1	PL 231	P. 28-6	Crossing south of MM 826
2	PL 257	P. 28-6	Crossing at approx. MM 825.5
3	PL 274	P. 28-6	Crossing just south of MM 825
4	PL 53	P. 28-11	Crossing just north of MM 812
5	PL 111	P. 28-12	Crossing at approx. MM 808.5

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



Decontamination

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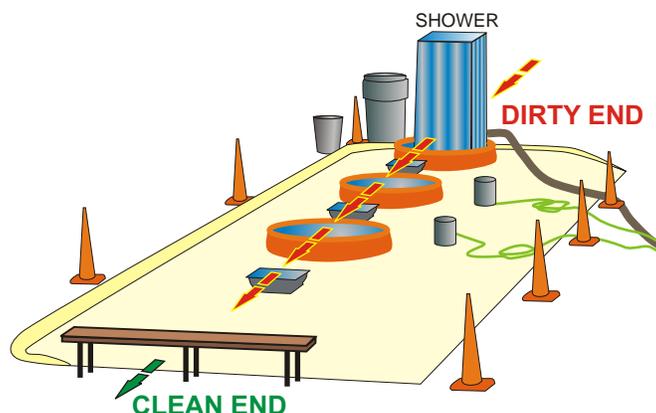
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DECON SCHEMATIC

LEVEL 3 DECON SHOWN

PPE

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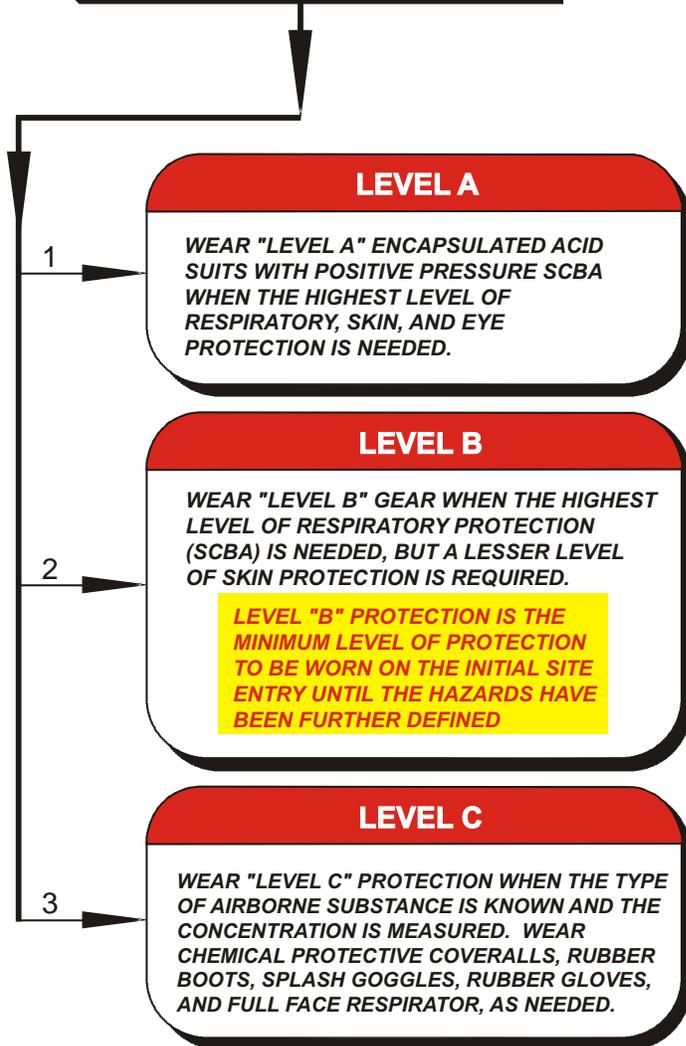
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PERSONAL PROTECTION EQUIPMENT (PPE)

- ENCAPSULATED SUITS
- SCBA's (Self-Contained Breathing Apparatus)
- RESPIRATORS (Full Face)
- FIREFIGHTER BUNKER GEAR
- COVERALLS
- BOOTS
- GLOVES
- HOODS



HAZARD PROTECTION LEVELS



Decontamination



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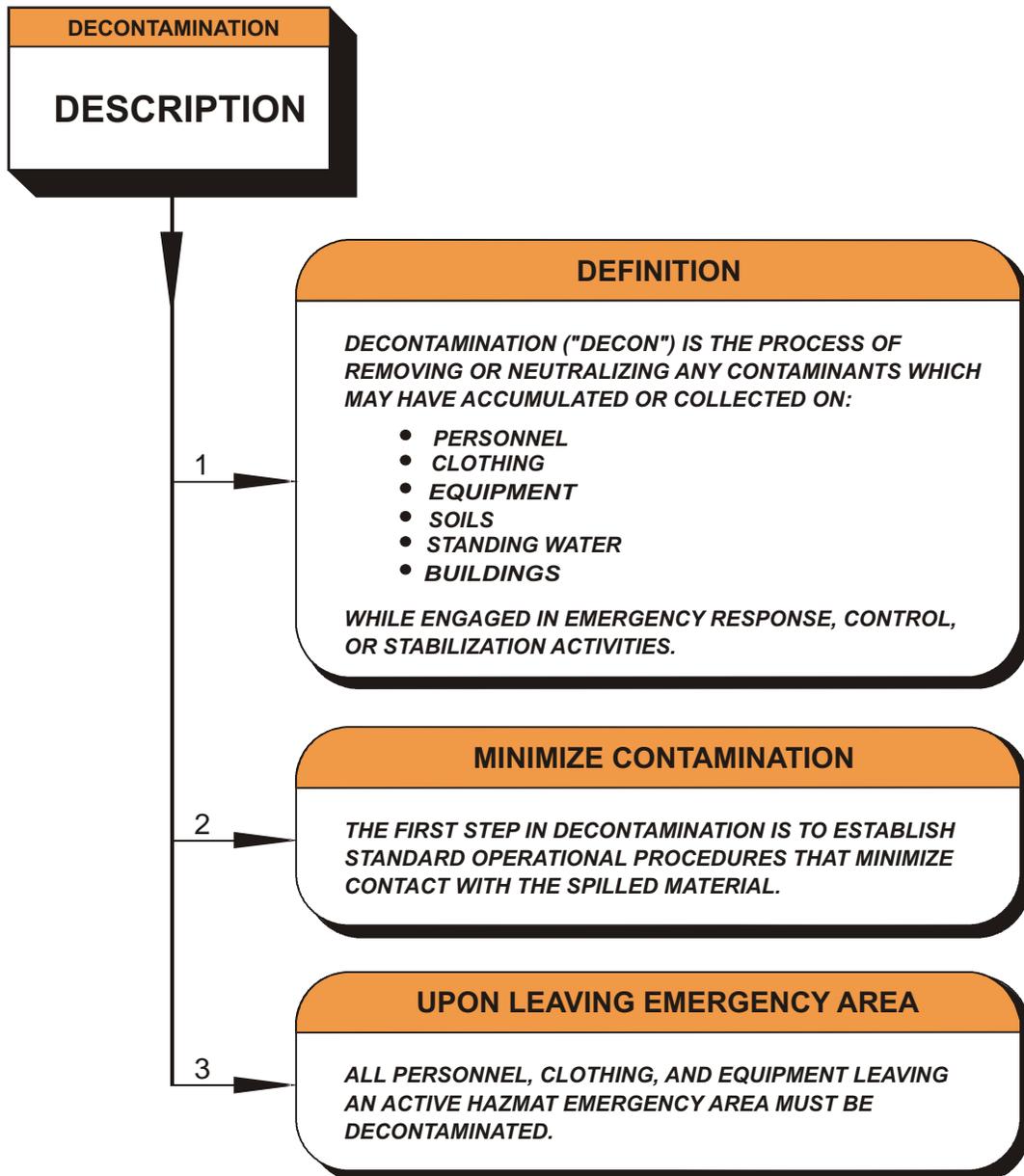
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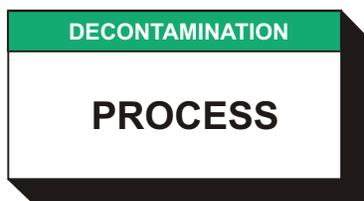
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Decon Process

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1

DECON PROCESS IS A SERIES OF PROCEDURES AT SEPARATE STATIONS

THE DECONTAMINATION PROCESS CONSISTS OF A SERIES OF PROCEDURES PERFORMED IN A SPECIFIC SEQUENCE, EACH AT A SEPARATE STATION.

- *STATIONS ARE PHYSICALLY SEPARATED AND ARE ARRANGED IN ORDER OF DECREASING CONTAMINATION.*
- *ENTRANCE AND EXIT POINTS TO EACH STATION ARE IDENTIFIED.*
- *THE SIZE AND SCOPE OF THE DECON SETUP COULD VARY DEPENDING ON THE MATERIAL AND / OR INCIDENT SCENARIO*

Decontamination



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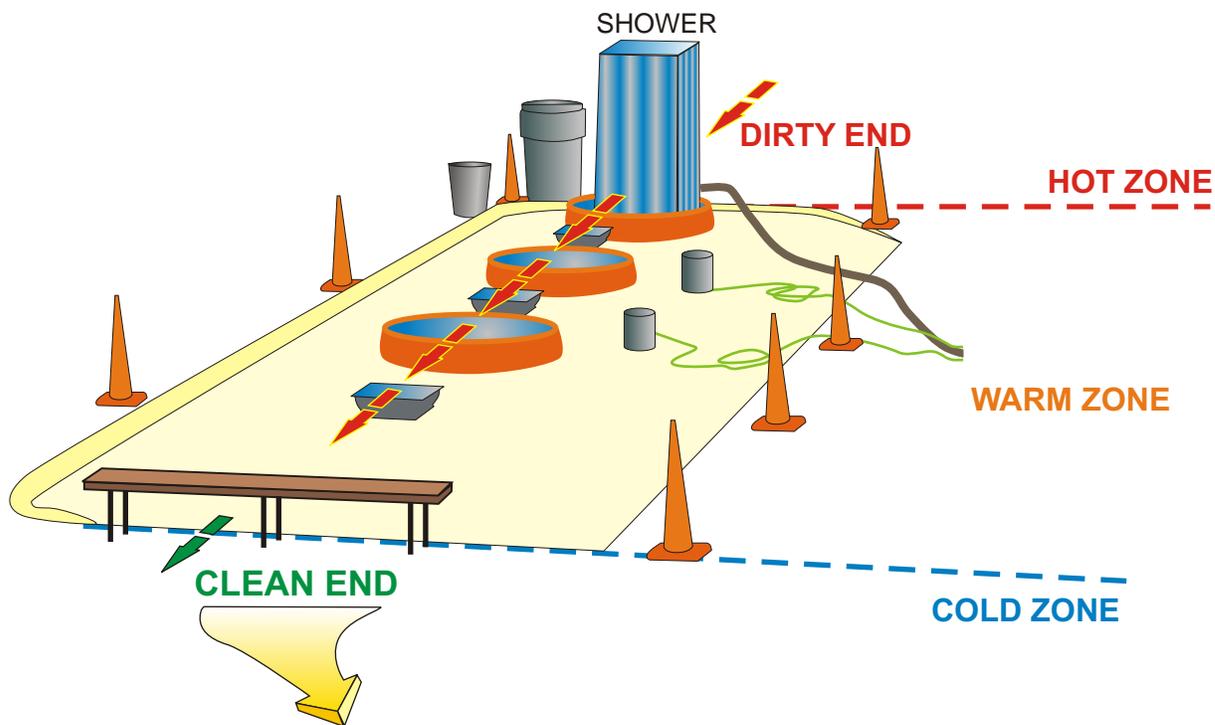
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LEVEL 3 DECON SHOWN



CLEAN END Support Area

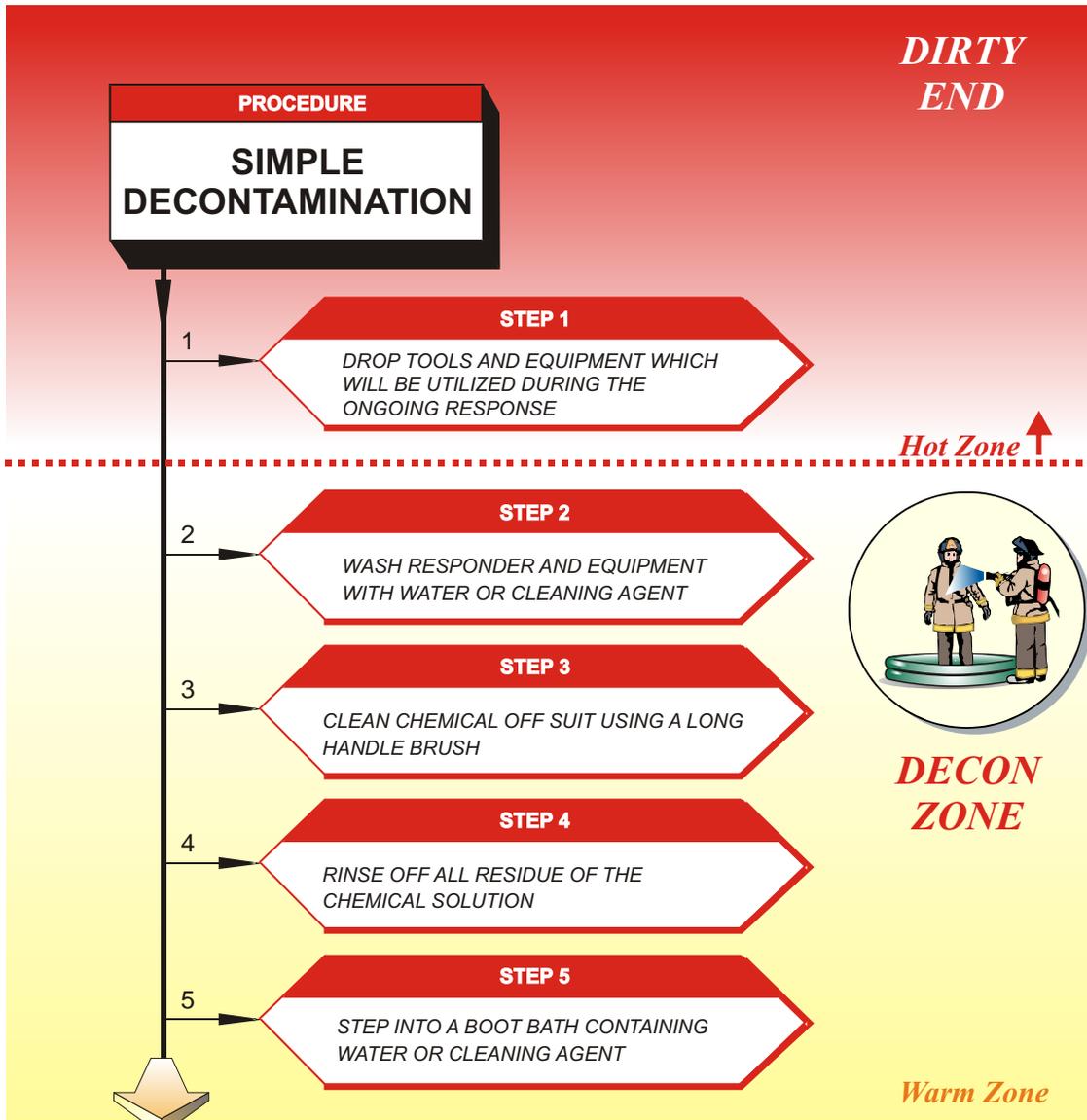
<p>DRESSOUT, BRIEFING AND DEBRIEFING AREA</p>	<p>MEDICAL STATION</p>	<p>INCIDENT COMMAND POST</p>	<p>EQUIPMENT STAGING</p>
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See Tab 29, Pg 5, for Graphic of this Flowchart



Continued
 on Tab 29, Pg 7

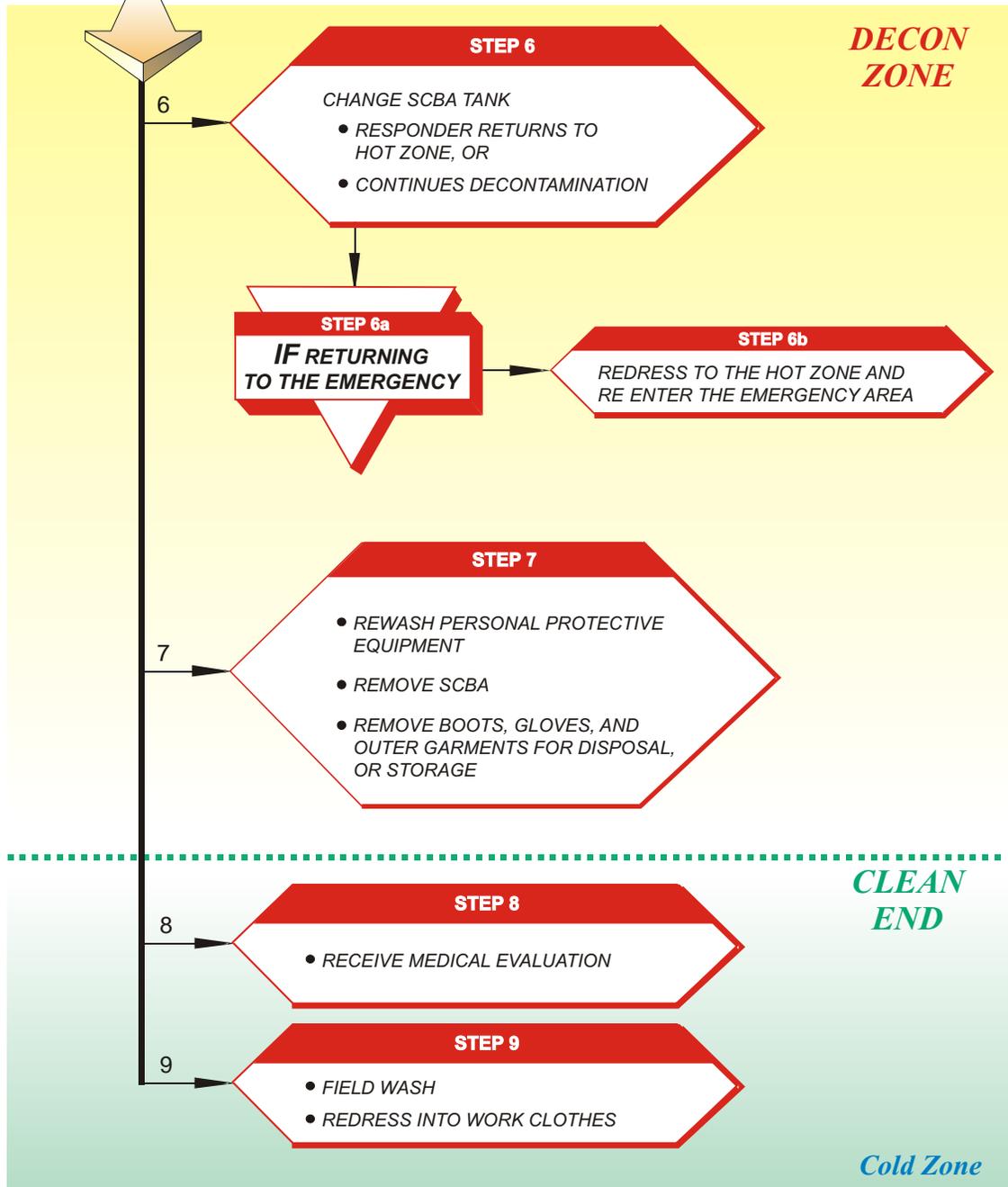
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from Tab 29, Pg 6*
See Tab 29, Pg 5 for Graphic of this Flowchart




Injured Patient Decon

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PROCEDURE

EMERGENCY DECONTAMINATION

1 **IF LIFE THREATENING**

- a PROVIDE MEDICAL ATTENTION TO STABILIZE INJURED WORKERS BEFORE DECONTAMINATION IN LIFE THREATENING SITUATIONS
- b ENSURE THAT PERSONNEL ADMINISTERING MEDICAL ASSISTANCE ARE DRESSED IN APPROPRIATE PPE FOR THE POTENTIAL HAZARD
- c ALL EFFORTS SHOULD BE MADE TO DECONTAMINATE THE INJURED PERSON PRIOR TO PLACEMENT IN AN AMBULANCE
- d PLACE THE INJURED CONTAMINATED WORKER IN A PATIENT DECON TUB OR IN AREAS COVERED BY PLASTIC SHEETING, INCLUDING THE INSIDE OF THE AMBULANCE
- e NOTIFY THE HOSPITAL OF THE DELIVERY OF A DECONTAMINATED, INJURED PATIENT SO IT CAN TAKE ANY NECESSARY CONTAMINATION PREVENTION PRECAUTIONS

2 **IF NON-LIFE THREATENING**

- a PERFORM DECONTAMINATION ON ALL INJURED WORKERS IN A NON LIFE THREATENING SITUATION BEFORE ADMINISTERING MEDICAL ATTENTION

Decon Team


St. Paul Park Refining

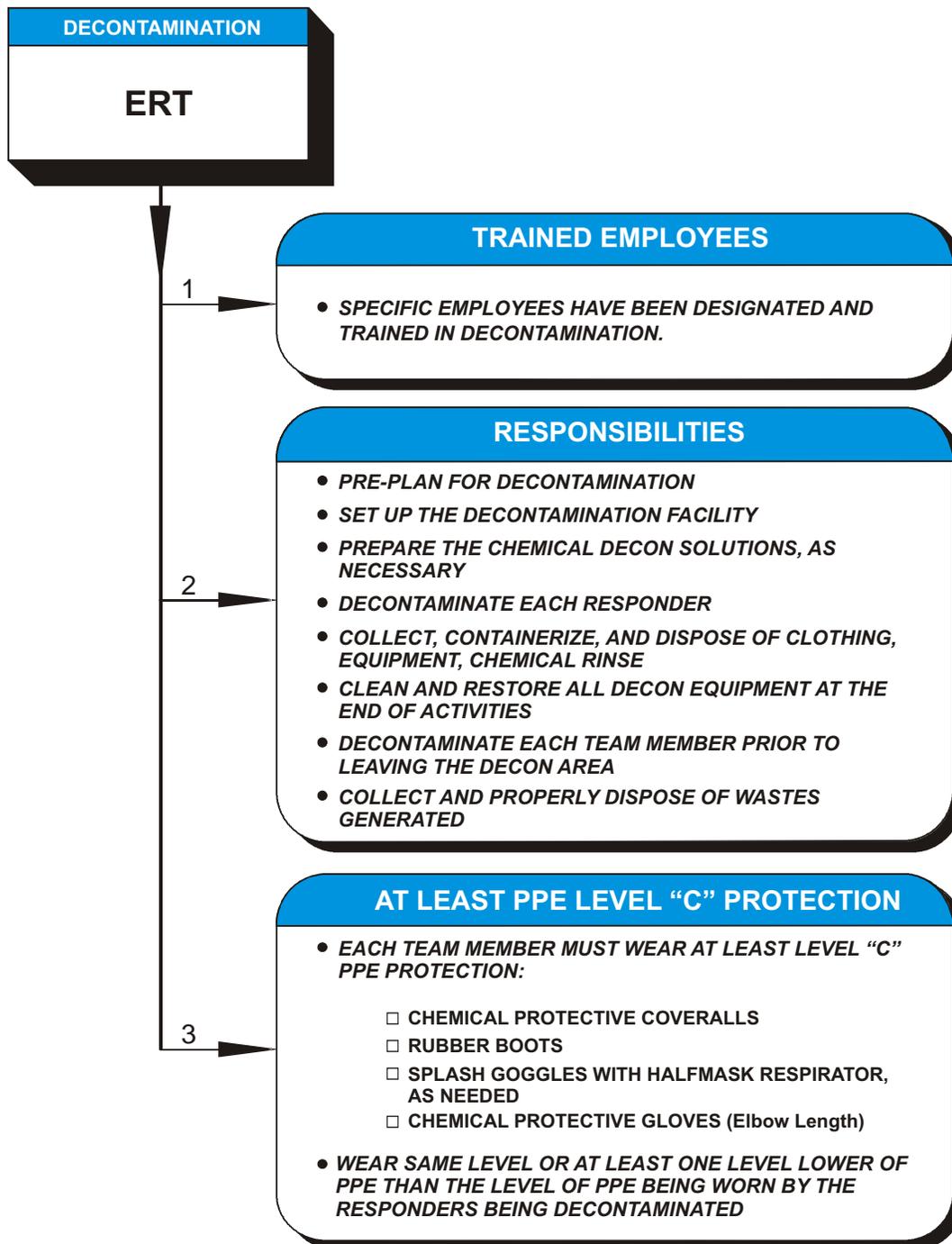
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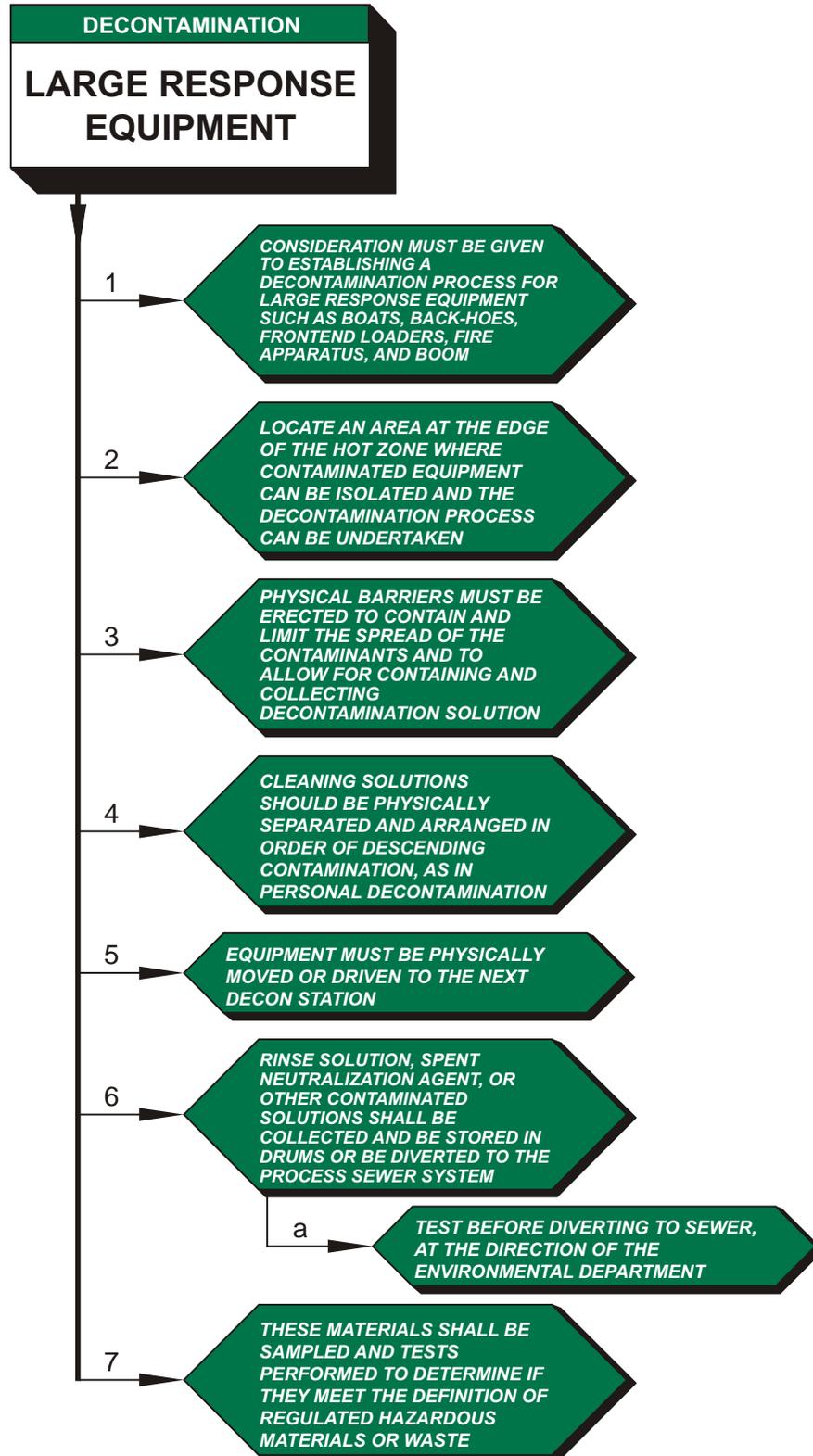


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LARGE RESPONSE EQUIPMENT



Decontamination



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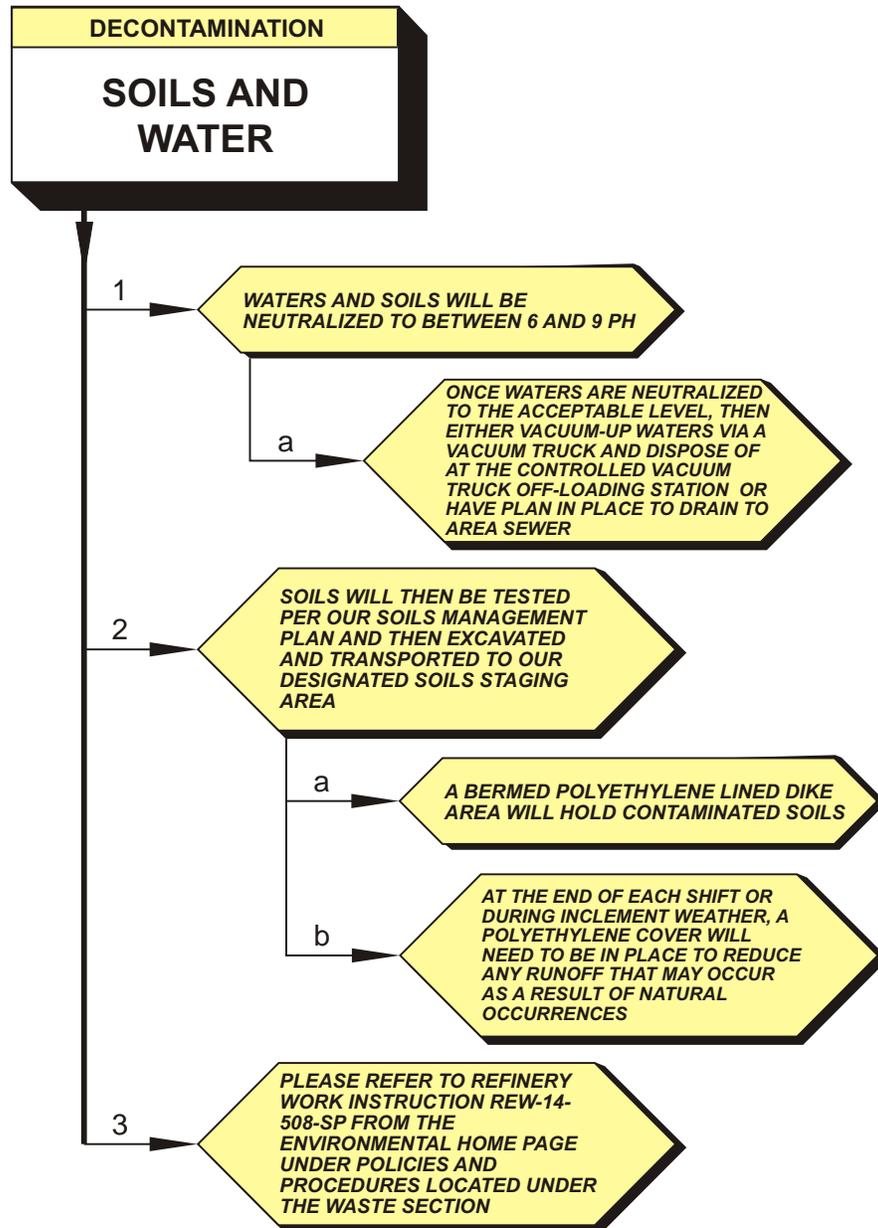
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SOILS AND WATER





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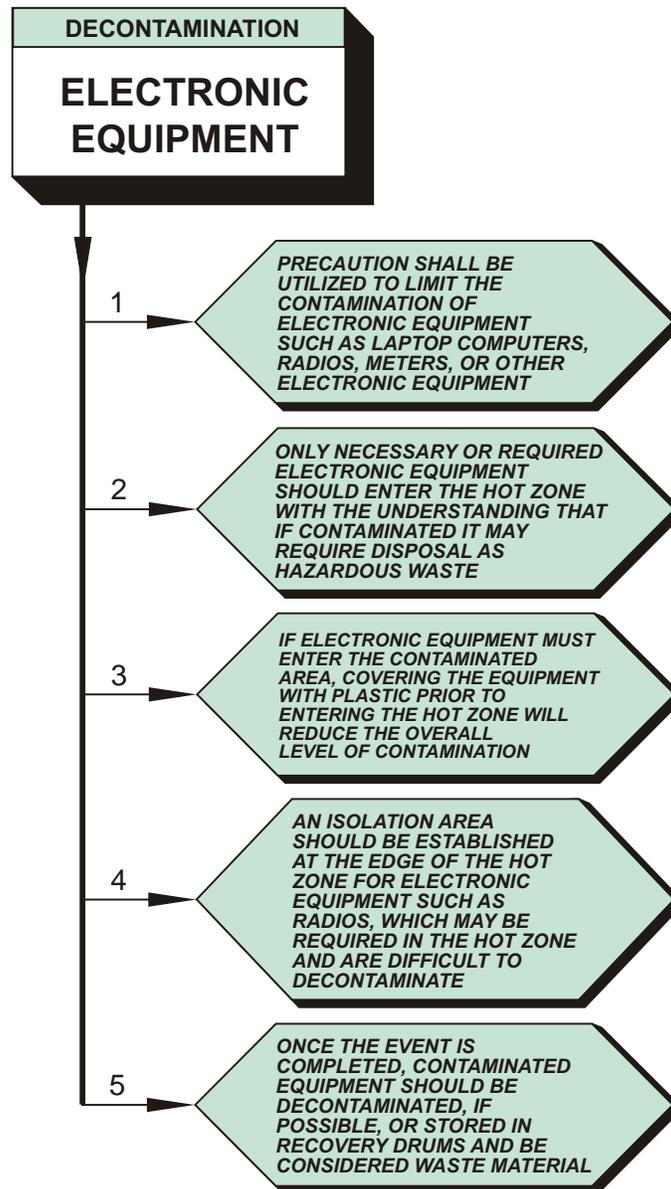
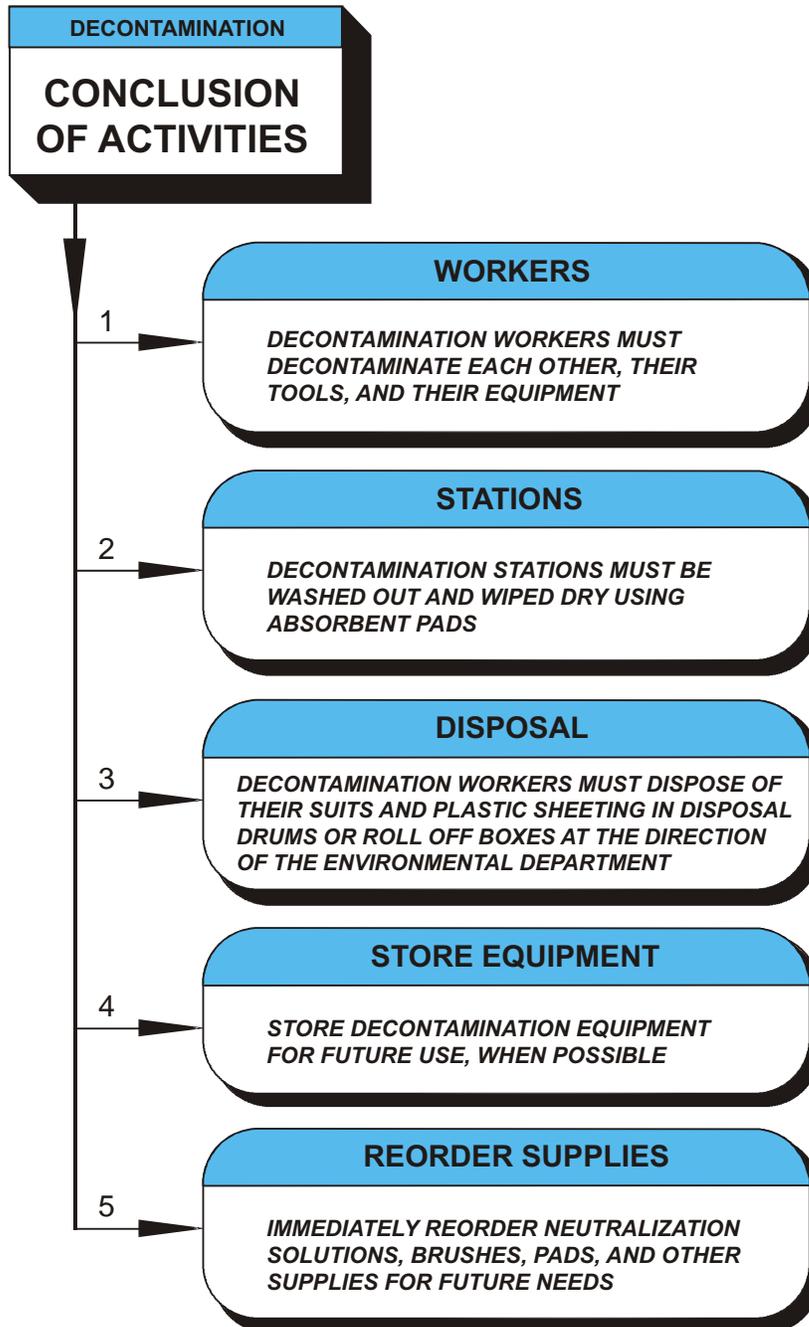




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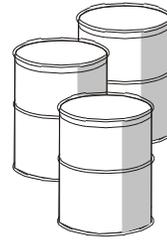
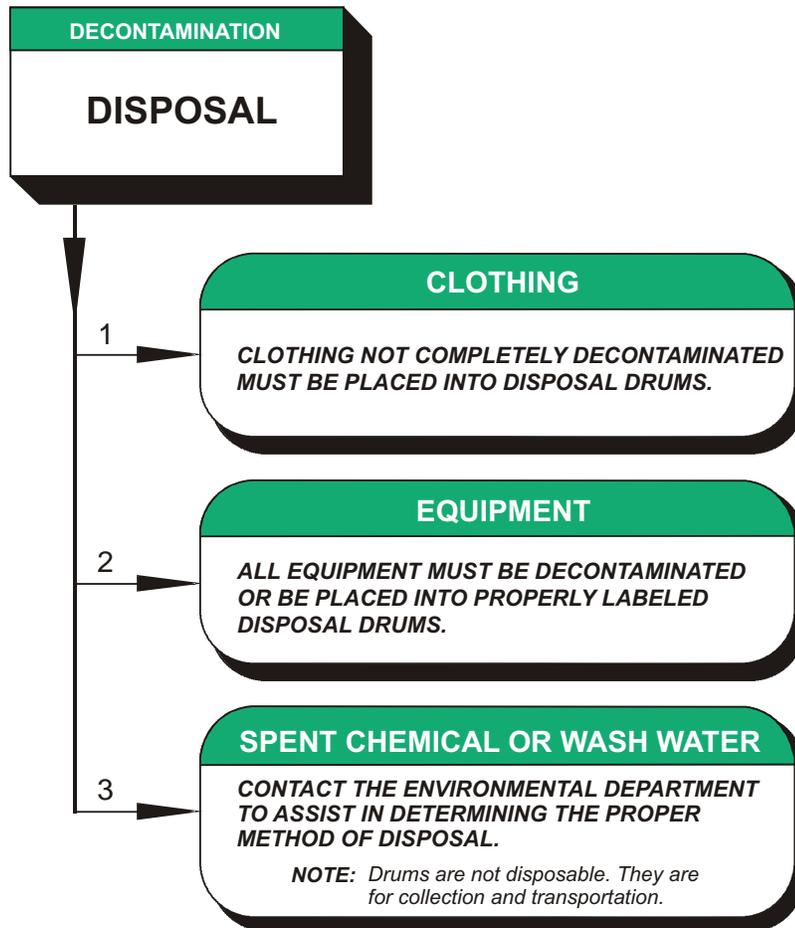
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CONCLUSION OF ACTIVITIES





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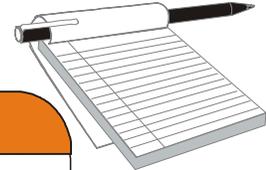
Decon Supply Checklist

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SUPPLY CHECKLIST

- Drop cloths and plastic sheeting
- Drums and other collection containers for disposal
- Boxes of absorbent pads
- Child's wading pools
- Boot bath tubs
- Wash / neutralization solutions / chemical
- Rinse solutions
- Metal or plastic drums for contaminated wash and rinse solutions
- Long handle, soft bristle brushes
- Storage lockers, storage cabinets, and storage boxes for equipment
- Shower facilities
- Soap, wash cloths, and towels for personnel
- Lockers for clean clothing and personal items
- Fire or water hose
- Cones and barricade / hazard tape
- Bench and chairs

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Waste Management

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1**Waste Minimization and Disposal**

Unrecyclable oil, oily liquids, oil-contaminated soil, and other cleanup debris such as concrete, wood, oily rags, spill booms and sorbent materials will be collected and disposed of.

Every effort will be made to reduce the amount of oil-contaminated debris generated during a response. Once the trajectory of the spill is predicted, the Environmental Department or designee will attempt to anticipate areas where seclusion or diversion booming may help to reduce such debris. In areas where such defensive actions are unfeasible, shoreline cleanup and debris collection in advance of the spill may be necessary.

Waste minimization through the use of recycling, recovery, or treatment will be given a high priority. The disposition of recovered oil and oily wastes will be handled by the Environmental Department.

Current practices include recovering water / oil mixtures using vacuum trucks and dewatering the mixture in frac tanks prior to treating the water in the wastewater treatment plant and recycling the oil in on-site process equipment.

Solids collected may be bagged, drummed, or otherwise transferred to lined, roll-off containers. The Environmental Department will properly label and tarp roll-offs, and initially check for air emissions. When the roll-off containers are full, the P&CS Department will arrange for transportation to a disposal facility.

As noted by our EPA ID No. MND 006 162 820, St. Paul Park Refining Company is considered a Large Quantity Generator (40 CFR 262.10). As such, all requirements shall be met when managing hazardous waste on site as well as when readying shipments for off site.

To better assist the refinery in all its hazardous and non hazardous waste management compliance options, a comprehensive waste management plan has been developed and is updated as needed.

All waste questions should be directed to the Refinery Environmental Waste Manager.

Waste Management

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Hazardous Substances

All material that has been contaminated as a result of loss of containment or release will be handled and disposed of in accordance with all local, state, and federal regulations.

The Environmental Department is responsible for:

- 1) Coordinating the handling of contaminated materials,
- 2) Obtaining waste stream numbers,
- 3) Ensuring that appropriate manifests are obtained and utilized,
- 4) Coordinating the transportation and disposal of contaminated materials.

The St. Paul Park Refinery has the following on-site waste facilities, which will be utilized for handling and storage of waste, whenever practical:

- 1) Waste water treatment plant,
- 2) Less-than-90-day storage areas,
- 3) Waste Container Storage Building.

See Tab 12C for complete details on Hazardous Waste Incident Response and Hazardous Storage Locations

St. Paul Park Refining also utilizes off-site waste treatment and disposal facilities.

All containers will be labeled as to contents, grouped, and staged accordingly. If cleanup activities are within St. Paul Park Refining property, a temporary storage area will be selected based on logistics and safety concerns while disposal evaluations are made. If cleanup activities are not on Refinery property, cleanup materials will be transported following DOT requirements to the refinery's selected temporary storage area or disposal facilities if transportation is not restricted by certain RCRA regulations.

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Hazard Evaluation

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Significant and Substantial Harm Statement

St. Paul Park Refining Company has determined that potential oil releases from its Refining operations, as defined in the Oil Pollution Act of 1990, could cause significant and substantial harm to the environment according to the regulatory criteria of the Environmental Protection Agency.

HAZARD IDENTIFICATION

Because of the size and complexity of the refinery complex, there are many activities and equipment malfunctions that have some potential to cause a spill to the Mississippi River. Due to the secondary containment available for all tankage and the design of the wastewater treatment system, it is unlikely that a spill within the refinery would reach the River. However, some of the most likely sources of spills are discussed in this section.

1 Loading / Unloading Facility Spills

There are several loading facilities located in the refinery, including facilities for loading barges, trucks, and railcars. At these facilities, there is the potential for spills caused by overfilling of the trucks, tanks or barge compartment; failure of the loaded vessel; failure of loading equipment including piping, hoses, connections and pumps; or operator error such as leaving a valve open. A spill to the Mississippi River would be most likely from the barge loading area because it is located on the river.



— Sewer Line □ Loading Racks

The other facilities are located within the refinery proper and include the Light Oil Loading Rack, the Heavy Oil Loading Rack, and the Ethanol Unloading Rack. A leak at the Light Oil Rack should be contained under the loading canopy and within the two underground spill runoff vessels. A spill at the Heavy Oil Rack would enter the refinery's oily sewer and be contained within this system. A spill at the Ethanol Rack would also enter the refinery sewer system where the water soluble ethanol would be diluted and ultimately biodegraded in the refinery's wastewater treatment plant.

2 Process Equipment Leaks

A leak in process equipment and piping could develop that would cause a spill to an area that would drain along the ground to the river. It is unlikely that a spill would be large enough to discharge past the safeguards in place within the refinery and at the refinery NPDES permitted outfalls. The leak could occur from pumps, piping, a valve accidentally left open or from a leak, crack or rupture of a process vessel. The spill could conceivably drain across the ground to the Mississippi River or would be contained by the safeguards in place at the refinery NPDES outfall.

3 Maintenance Activities

Although precautions are taken and procedures are followed to prevent any spills, a spill is possible from refinery equipment while performing maintenance activities. This could be a spill due to an equipment malfunction or a human error. The spill would likely be contained within the refinery's wastewater treatment plant but could drain across the ground into the river.

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4 Pump Leaks

There are many pumps located through the refinery for the transfer of oil and oily water that have the potential to spill oil to the oily sewer. The spill would likely be contained within the refinery's wastewater treatment system.

5 Tank Spill

A spill from storage tanks could occur due to equipment malfunction, tank rupture or operator error that could overflow or overflow a diked area. All small spills or tank overflows would be easily contained in the available secondary containment.



A catastrophic loss of tank integrity could result in a large quantity of product spilled in a short period of time. In most refinery areas, this type of spill would be contained in adjacent diked areas or within the refinery's wastewater treatment system. However, wave run-up due to an instantaneous tank collapse could escape the tank containment.

6 Pipeline Leaks

Although the pipeline is designed to prevent accidental releases, accidental damage by a contractor which hits the pipeline during soil excavation would cause release of a large quantity of product. The released product would likely fill up the excavation and run over the ground to a nearby storm sewer catch basin which empties into the Mississippi River just west of the pipeline right-of-way.

A second potential scenario for an accidental release is a stress fracture caused by the roots of overhead vegetation. This type of release would release small quantities of product over a period of time. The released material would contaminate the surrounding soil and likely follow the pipeline trench due to the course fill material used around the pipeline during installation. If the stress fracture is relatively small, a stress fracture induced release could potentially impact ground-water around the leak site. A large stress fracture would likely produce a noticeable pressure drop which would be detected.

7 Daily Throughput

The normal daily throughput of 78,000 barrels per day should not have an effect on the potential for or size of a spill. Tanks are operated within a normal range independent of throughput. The potential for or size of a spill caused by an equipment leak or rupture would be dependent on the line pressure, flow rate, and location of the spill. All operating ranges are considered and accounted for in the design of the processing equipment and transfer lines. The size of spills caused by operator error or maintenance activity would also depend on the size of the leak or rupture, flow rate, and volume in the equipment. The size of any spill is largely dependent on the amount of time before the leak is discovered and the immediate response to stop the spill. There are many safeguards in place to minimize the discovery time such as operator routine checks, instrumentation to detect changes in conditions and high levels, communications equipment, and operating procedures.

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1 Releases Due to Tank Failures *See Table 1 on Page 31-5*

Table 1 lists known releases due to tank floor corrosion, overfills, fires, or other conditions specifically related to storage tanks. There have been no documented tank failures where the entire contents of a tank were released.

The information presented in Table 1 was compiled from inspection files, reports submitted to various regulatory agencies, and other available sources. These sources contained information on releases dating back to November 1980. However, the refinery has undergone a number of ownership changes since 1970 and specific information regarding releases and incidents prior to approximately 1990 is limited.

2 Reportable Spill / Release History per 40CFR 110 *See Table 2 on Page 31-7*

Table 2 lists the known reportable spills that have either (a) violated applicable water quality standards, or (b) caused a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or caused a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

Note: For the purposes of this list, the potential to impact groundwater was also considered in the evaluation of these incidents. This list does not include the Releases Due to Tank Failures listed in Table 1.

The information presented in Table 2 was compiled from inspection files, reports submitted to various regulatory agencies, and other available sources. These sources contained information on releases dating back to November 1980. However, the refinery has undergone a number of ownership changes since 1970 and specific information regarding releases and incidents prior to approximately 1990 is limited.

3 Other Reportable Spills *See Table 3 on Page 31-9*

Table 3 lists releases due to leaks, spills, and other events which were not directly associated with storage tanks and which did not violate applicable water quality standards, cause a film or sheen on the surface of the water or adjoining shorelines, or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines. None of these incidents impacted "waters of the state" and all were cleaned up by removal of free product and / or impacted soils. In these cases, incident investigations were performed and various corrective actions were implemented to prevent recurrence.

The information presented in Table 3 was compiled from inspection files, reports submitted to various regulatory agencies, and other available sources. These sources contained information on releases dating back to November 1980. However, the refinery has undergone a number of ownership changes since 1970 and specific information regarding releases and incidents prior to approximately 1990 is limited.

Table 1 – Releases Due to Tank Failures

Tank #	Date of Release	Tank Service or Material Discharged	Total volume discharged (gallons)	Cause of Discharge	How release was detected	Effectiveness of Monitoring Equipment	Cleanup Actions Taken	Amount reaching navigable waters	Total capacity of tanks from which material discharged (bbl)	Total capacity of containment area (bbl)	Effectiveness of secondary containment	Enforcement actions	Steps taken to Reduce Possibility of Recurrence
28	10/27/2010	#6 Fuel oil	10	Product leakage from corroded shell seam	Operator rounds	N/A	Limited soil contamination in vicinity of tank removed.	None	11,272	16,810	Adequate	None	Tank removed from service, cleaned, and repaired.
62	12/26/2006	Asphalt	7,000	Leak from tank discharge line	Operator rounds	N/A	Removed solidified asphalt and impacted soil	None	40,287	119,048	Adequate	None	Replaced defective fitting, inspected other transfer lines.
	3/1/2010	Asphalt	100	Product observed seeping from beneath tank; Holes in floor discovered during internal inspection	Operator observed product seeping from beneath tank during rounds	N/A	Limited soil contamination in vicinity of tank removed. Tank removed from service, cleaned, and repaired	None			Adequate	None	Tank removed from service, cleaned, and repaired.
69	None identified	Gas oil											
70	None identified	Gas oil											
71	None identified	Heavy Naphtha											
72	None identified	Propane											
73	None identified	Propane											
75	3/24/2003	#6 Fuel oil	est. 500	Holes in floor discovered during internal inspection	Internal inspection	N/A	Removed liquid product, limited soil contamination in vicinity of tank removed.	None	55,954	119,048	Adequate	None	Tank floor repaired
76	None identified	Roofing flux											
79	2/3/1999	Alkylate	2,000	Operator observed product in vicinity of tank during rounds. Internal inspection identified hole in tank floor.	Operator rounds	N/A	Soil contamination, potential groundwater contamination	None	12,570	85,714	Adequate	None	Tank removed from service, cleaned, and repaired. Installed chemical resistant coating installed on tank floor and lower walls, unit operating procedures changed, maintain caustic heel to neutralize any acidic liquids.
81	None identified	Propylene											
82	10/28/2003	Roofing flux	100	Leak in rundown line to tank	Operator rounds	N/A	Limited soil contamination in vicinity of tank removed.	None	11,856	25,827	Adequate	None	Line inspected and repaired
	12/1/2007	Roofing flux	est. 500	Tank explosion resulting in fire and damage to roof	Explosion	N/A	Removal of contaminated debris and impacted soil	No liquid oil - see Table 2	11,856	25,827	Adequate	None	Tank repaired
83	12/2/2007	#6 Fuel oil	12,600	Tank overflow due to defective level gauge during transfer from Tank 82	Operator rounds	Inadequate - gauge malfunction	Limited soil contamination in vicinity of tank removed.	None	11,213	25,827	Adequate	None	Repaired level gauge
87	None identified	Pipeline gasoline											
88	3/15/1994	Pipeline Gasoline	Unknown, est. 60,000 - 130,000	Operator discovered product and saturated soil in vicinity of tank during rounds; internal inspection identified holes in tank floor	Operator rounds	N/A	Free product recovery, soil excavation, groundwater contamination, extensive groundwater remediation program implemented	None	75,538	176,190	Adequate	Stipulation Agreement; Remediation monitored by MPCA, consent order for tank upgrades and raising underground lines above ground	Increased internal inspection frequency, moved underground lines above ground, lined tank containment areas
	6/8/2008	Pipeline Gasoline	Est. 27,000	Tank overflow due to defective level gauge	Vacuum truck operator smelled hydrocarbon odor in vicinity of tank	Inadequate - gauge malfunction	Free product recovery, soil excavation, received NFA determination from MPCA. Containment basin was lined at the time of the release.	None	75,538	176,190	Adequate	None	Installed independent high-level alarm
89	None identified	#2 Fuel Oil											
91	None identified	Diesel fuel											
94	None identified	Slop oil											
95	None identified	Kerosene/Turbine											
96	None identified	Kerosene/Turbine											
99	4/23/1998	Reformate/Isom	>500	Leak from a transfer pump housing failure	Operator discovery	N/A	Free product removal, soil excavation	None	23,548	130,500	Adequate	None	Repaired pump
103	10/15/1998	Ethanol	150	Operator discovered liquid and saturated soil in vicinity of tank during rounds; tank was overfilled	Operator rounds	Inadequate - gauge malfunction	Free product removal, soil excavation	None	21,769	130,500	Adequate	None	Increased internal inspection frequency, moved underground lines above ground, lined tank containment areas, gauge calibrations
104	None identified	Ethanol											
105	6/9/1991	Diesel fuel	1,200	Operator discovered liquid and saturated soil in vicinity of tank during rounds; specific cause unknown	Operator rounds	N/A	Free product removal, soil excavation	None	25,118	130,500	Adequate	None	Increased internal inspection frequency, moved underground lines above ground, installed synthetic tank containment area liners
106	5/3/1996	Diesel fuel	7,500	Operator discovered liquid and saturated soil in vicinity of tank during rounds; tank was overfilled	Operator rounds	Inadequate - gauge malfunction	Free product removal, soil excavation	None	25,118	130,500	Adequate	None	Increased internal inspection frequency, moved underground lines above ground, installed synthetic tank containment area liners, calibrated level gauge, corrected strapping table
107	None identified	Light cycle oil											
109	None identified	Crude oil/slop oil											
111	None identified	Diesel fuel											
112	None identified	Diesel fuel											
114	None identified	Butane											
115	None identified	Butane											
116	None identified	Diesel fuel											
117	8/13/1999	Slop oil	275	Tank overflow due to inaccurate level measurement	Operator rounds	Inadequate - gauge malfunction	Free product removal, soil excavation	None	9,538	57,619	Adequate	None	Repaired/calibrated level gauge
	1/24/2008	Slop oil	1,100	Tank overflow due to inaccurate level measurement	Operator rounds	Inadequate - gauge malfunction	Free product removal, soil excavation	None	9,538	57,619	Adequate	None	Independent high level alarm installed
118	None identified	Slurry oil											
119	None identified	Propane											
120	8/11/1998	Asphalt	300	Product observed seeping from beneath tank; Holes in floor discovered during internal inspection	Operator rounds	N/A	Removed solidified asphalt, excavated limited soil contamination in vicinity of tank	None	80,574	171,636	Adequate	None	Tank removed from service, cleaned, and repaired.
	7/11/2004	Slurry oil	est. 120,000	Tank struck by lightning	Explosion	N/A	Removal of contaminated debris and impacted soil	No liquid oil - see Table 2	80,574	171,636	Adequate	None	Tank repaired. Applied nitrogen blanketing to vapor space inside tank.
121	None identified	Kerosene/Turbine											
122	None identified	Kerosene/Turbine											
123	None identified	#2 Fuel Oil											
124	None identified	Light cycle oil											

Table 1 – Releases Due to Tank Failures

Tank #	Date of Release	Tank Service or Material Discharged	Total volume discharged (gallons)	Cause of Discharge	How release was detected	Effectiveness of Monitoring Equipment	Cleanup Actions Taken	Amount reaching navigable waters	Total capacity of tanks from which material discharged (bbl)	Total capacity of containment area (bbl)	Effectiveness of secondary containment	Enforcement actions	Steps taken to Reduce Possibility of Recurrence
127	8/3/2001	Asphalt	est. 300	Product observed seeping from beneath tank; Holes in floor discovered during internal inspection	Operator rounds	N/A	Free product removal, soil excavation	None	80,574	171,636	Adequate	None	Tank removed from service, cleaned, and repaired
129	None identified	Asphalt											
131	None identified	Asphalt											
132	None identified	Asphalt											
133	None identified	Asphalt/Gas Oil											
134	9/12/1999	Gasoline	2,500	Tank overfill	Operator detected odors, discovered product and saturated soils during rounds	Inadequate - gauge malfunction	Free product removal, soil excavation	None	35,373	156,479	Adequate	None	Repaired/calibrated level gauge
135	None identified	Gasoline											
136	None identified	Gasoline											
137	8/4/1987	Gasoline	Unknown, assumed 60,000 - 200,000	Holes in floor discovered during internal inspection	Operator discovered product and saturated soils during rounds	N/A	Free product removal, groundwater contamination, extensive groundwater remediation program implemented	None	74,027	156,479	Adequate	Remediation monitored by MPCA	Increased internal inspection frequency, moved underground lines above ground, lined tank containment areas
138	None identified	Propylene											
139	None identified	Propane											
140	None identified	Kerosene/Turbine											
141	None identified	Light naphtha											
142	None identified	FCC Naphtha											
143	8/17/1998	Asphalt	500	Product observed seeping from beneath tank; Holes in floor discovered during internal inspection	Operator rounds	N/A	Removed solidified asphalt, excavated limited soil contamination in vicinity of tank	None	80,574	119,048	Adequate	None	Tank removed from service, cleaned, and repaired
145	None identified	Gasoline											
146	5/16/1997	Oily Wastewater	50,000	Overflow during heavy rainfall event. This is the stormwater surge tank.	Gauge reading	Functional	Free product removal, soil excavation	None	65,165	85,174	Adequate	None	None
	6/27/1998	Oily Wastewater	50,000	Overflow during heavy rainfall event. This is the stormwater surge tank.	Gauge reading	Functional	Free product removal, soil excavation	None			Adequate - lined basin	None	Installed special overflow line so that only wastewater is released during severe storms.
147	None identified	Asphalt											
148	None identified	Asphalt											
149	None identified	Asphalt											
150	None identified	Asphalt											
151	None identified	Gasoline											
152	None identified	Roofing flux											
153	None identified	Heavy Naphtha											
154	None identified	Sour kerosene											
155	None identified	Alkylate											
156	2/1/2007	Roofing flux	12,600	Tank overfill due to defective level gauge	Operator rounds	Inadequate - gauge malfunction	Removed solidified asphalt, excavated limited soil contamination in vicinity of tank	None	7,111	25,827	Adequate	None	Repaired level gauge
157	10/3/2002	Ethanol	300	Tank overfill due to defective level gauge. Tank was being filled to max operating level for a seal inspection.	Operator observation	Inadequate - gauge malfunction	Free product removal, soil excavation	None	49,763	85,714	Adequate - lined basin	None	Repaired level gauge
158	None identified	Wastewater											
159	None identified	Wastewater											
160	None identified	Sour water											
161	None identified	Alkylate											
162	None identified	Reformat/Isom											
163	8/31/2004	Light cycle oil	850	Tank overfill due to defective level gauge	Operator rounds	Inadequate - gauge malfunction	Limited impacts in vicinity of tank	None	35,808	130,500	Adequate	None	Repaired level gauge
164	None identified	Butane											
165	None identified	Heavy oil											
166	None identified	Propane											
201	None identified	Crude Oil											
202	None identified	Crude Oil											
203	None identified	Crude Oil											
204	1/3/1997	Crude Oil	20,000	Floating roof sank under weight of ice/snow, roof struck mixer and caused seals to fail	Operator rounds	Unknown	Free product removal, soil excavation	None	98,367	652,857	Adequate	None	Tank removed from service, cleaned, and repaired. Fixed roof installed on all nine tanks.
205	12/21/1990	Crude Oil	90,000	Failure of mixer bearing, rupture of mixer seal and housing	Operator rounds	Unknown	Free product removal, soil excavation	None	101,724	652,857	Adequate	None	Tank removed from service, cleaned, and repaired.
206	5/21/1991	Crude Oil	20	Reported "near Tank 206". Details not available	Unknown	N/A	Assumed free product removal, soil excavation	None	101,717	652,857	Adequate	None	Unknown
	9/1/1992		10,000	Pipeline break	Unknown	N/A	Free product removal	None			Adequate	None	Unknown
	2/7/2011		100	Release during repair of mixer seal, oil overflowed catchment placed beneath mixer, rate of flow from seal exceeded capability of vacuum truck	Occurred during maintenance	N/A	Free product removal, snow/ice/soil excavation	None			Adequate	None	Revised maintenance procedures.
207	3/16/1998	Crude Oil	20	Leaking valve	Operator rounds	N/A	Free product removal, soil excavation	None	99,710	652,857	Adequate	None	Repaired valve
	11/9/2001	Diesel fuel/crude oil	est. 250	Tank was being cleaned for internal inspection, diesel fuel added as cutter stock leaked from water draw sump at outer edge of tank floor.	Visual observation by tank cleaning personnel	N/A	Free product removal, soil excavation	None			Adequate	None	Repaired tank floor
208	None identified	Crude Oil											
209	None identified	Crude Oil											
T2	7/19/1995	Slop oil	Unknown	Tank overfill	Details unknown	Assumed Inadequate	Removed oil from concrete containment area	None			Adequate	Unknown	Unknown
T9	None identified	DGF Float from WWTP											

Table 2 – Known Discharges to Navigable Waters

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	Date of Release	Material Discharged	Total volume discharged (gallons)	Amount reaching navigable waters	Cause of Discharge	How release was detected	Effectiveness of Monitoring Equipment	Cleanup Actions Taken	Total capacity of tanks from which material discharged (bbi)	Total capacity of containment area (bbi)	Effectiveness of secondary containment	Enforcement actions	Steps taken to Reduce Possibility of Recurrence
1	3/27/1991	Petroleum	unknown	unknown	Source of discharge unknown	Unknown	N/A	N/A	N/A	N/A	Unknown	Unknown	Unknown
2	5/23/1994	Slop Oil	2,000	2,000	Release from frac tanks during pond closure project	Operator rounds	N/A	River response initiated, booming and recovery actions taken.	500	Unknown	Unknown but assumed inadequate	Unknown	Unknown
3	5/15/1998	Slop Oil	10 gal to river, 150 gal at WWTP	10 gal	High waste water flows from storm, overflow of WWTP	Operator rounds	N/A	River response initiated, booming and recovery actions taken, removed oil from WWTP lagoon, removed impacted soil.	N/A	Unknown	Unknown but assumed inadequate	Unknown	Installed elevated berms around wastewater plant to provide additional containment capacity
4	6/12/2001	Ethanol	4	4	Barge loading arm	Operator rounds	N/A	Contained behind stationary boom at barge dock, initiated removal/recovery actions	N/A	Unknown	N/A	None	Change of inspection and operating procedures
5	5/28/2004	Kerosene	<1qt	<1qt	Leak from transfer line	Operator observation	N/A	Contained behind stationary boom at barge dock, initiated removal/recovery actions	N/A	Unknown	N/A	None	Unknown
6	6/22/2004	Hydrocarbon	5	5	Crane fell over onto line on barge line, resulting in crack in line and release to river	Operator observation	N/A	Contained behind stationary boom at barge dock, initiated removal/recovery actions	N/A	Unknown	N/A	None	Unknown
7	7/11/2004	Soot	unknown	unknown	Fire at Tank 120; airborne soot from fire deposited into river	Incident response observation	N/A	River response initiated, monitored with MPCA	N/A	Unknown	N/A - Airborne	None	Unknown
8	7/19/2006	Oily wastewater/slop oil mixture	1,325 (total)	100 gal (est)	Overflowed API Separator as a result of heavy rain event.	Operator observation	N/A	River response initiated, booming and recovery actions taken, removed oil from WWTP lagoon, removed impacted soil.	N/A	Unknown	N/A	None	Unknown
9	12/1/2007	Soot	Unknown	Unknown	Fire at Tank 82; airborne soot from fire deposited into river	Incident response observation	N/A	River response initiated, monitored with MPCA	N/A	Unknown	N/A - Airborne	None	Unknown
10	6/25/2010	Slop Oil	>1,000	est >100	API Overflow during heavy rainstorm, flow exceeded capacity	Operator observation	N/A	River response initiated, booming and recovery actions taken, removed oil from WWTP lagoon, removed impacted soil.	N/A	Unknown	N/A	None	Inspected/cleaned pumps, replaced electrical breakers, repaired sewer box
11	6/25/2010	Heavy oil	< 1 qt	< 1 qt	Oil to River: Barge Dock containment overflow	Operator rounds	N/A	Contained behind stationary boom at barge dock, initiated removal/recovery actions	N/A	Unknown	N/A	None	Improved housekeeping on barge dock
12	9/8/2010	Contaminated groundwater	< 1 gallon	< 1 gallon	Small sheen on the backwaters of the Mississippi River from groundwater	Operator rounds	N/A	River response initiated, booming and recovery actions taken.	N/A	Unknown	N/A	None	Remediation system was restarted
13	9/23/2010	Gas oil/Oily water	1 cup	1 cup	One cup of oily water to soil and sheen on Mississippi River from vacuum truck	Operator observation	N/A	Contained behind stationary boom at barge dock, initiated removal/recovery actions	N/A	Unknown	N/A	None	Improved vacuum truck inspection and operator training

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Table 3 – Other Reportable Spills

Event Date	General Location	Type of Release	Type of Product	Estimated Volume (Gallons)	Impact to Navigable Waters	Description of Incident	Cleanup Actions Taken
11/1/1980	Near Control Lab	Leak	Butane	unknown	None	Details unknown	Details unknown
2/28/1982	Tank 111 Area	Leak	Gasoline	3,000	None	Details unknown	Details unknown
1/1/1983	Tank Car Loading Area	Leak	Kerosene/Diesel	150	None	Details unknown	Details unknown
3/1/1983	Tank 137 Area	Leak	Unleaded Gasoline	unknown	None	Details unknown	Details unknown
9/1/1984	Tank 116 Area	Leak	HDH Rundown	unknown	None	Details unknown	Details unknown
10/23/1985	Tank 103/104 Area	Spill	Gasoline	3 000	None	Details unknown	Details unknown
3/1/1986	Wash Pad Area	Leak	Oil	unknown	None	Details unknown	Details unknown
3/1/1986	Tank 105 Area	Spill	No 2 Fuel Oil	unknown	None	Details unknown	Details unknown
4/1/1986	Tank 137 Area	Leak	Unleaded Gasoline	unknown	None	Tank floor leak	Initiated North Plume Groundwater Remediation program
4/1/1986	Tank 62 Area	Spill	Crude Oil	23 30	None	Details unknown	Details unknown
5/1/1986	Warehouse No 1 Area	Leak	FCC Charge	unknown	None	Details unknown	Details unknown
10/1/1986	HDH Rundown Line	Unknown	No 6 Fuel Oil	unknown	None	Details unknown	Details unknown
12/1/1986	Tank 97 Area	Leak	No 2 Fuel Oil	unknown	None	Details unknown	Details unknown
1/1/1987	Old Lab Bldg	Leak	Kerosene	unknown	None	Details unknown	Details unknown
2/7/1987	North Tank Farm Pipeline	Leak	Gasoline	unknown	None	Details unknown	Details unknown
6/26/1987	Tank 59 and 79	Unknown	#2 Fuel Oil	500	None	Details unknown	Details unknown
4/1/1988	Softener Bldg Area	Leak	Gasoline	100	None	Details unknown	Details unknown
6/1/1988	Tank 50 Area	Leak	Gasoline	unknown	None	Details unknown	Details unknown
12/1/1988	Transportation Bldg	Spill	Ethanol	50 75	None	Details unknown	Details unknown
2/24/1989	Tank 29 Area	Spill	Kerosene	75	None	Details unknown	Details unknown
3/1/1989	Tank 76 Area	Leak	Gasoline	7 000	None	Details unknown	Details unknown
3/1/1990	Tank 136 Area	Leak	Gasoline	unknown	None	Details unknown	Details unknown
3/30/1990	Softener Bldg Area	Leak	No 2 Fuel Oil	unknown	None	Details unknown	Details unknown
4/3/1990	Tank 70 Area	Leak	No 2 Fuel Oil	unknown	None	Details unknown	Details unknown
4/4/1990	North of Tank 43 (demolished)	Spill	Hot Oil	unknown	None	Details unknown	Details unknown
4/17/1990	West of Tank 43 (demolished)	Unknown	Alkylate	2,000	None	Details unknown	Details unknown
5/10/1990	Tank 137	Leak	Gasoline	5 to 10	None	Details unknown	Details unknown
5/18/1990	North of Tank 116	Leak	Diesel	>500	None	Details unknown	Details unknown
8/3/1990	OPC 6 Area	Leak	No 2 Fuel Oil	unknown	None	Details unknown	Details unknown
8/7/1990	Tank 136 Area	Spill	Kerosene	9	None	Details unknown	Details unknown
8/7/1990	Tank 76 Area	Unknown	Oil	unknown	None	Details unknown	Details unknown
3/27/1991	River Bank	Sheen	Petroleum	unknown	None	Details unknown	Unknown discharge
6/16/1991	Tank 144 Area	Leak	No 6 Fuel Oil	500	None	Details unknown	Details unknown
8/2/1991	Traffic Building UST	Leak	#2 Fuel Oil	unknown	None	Corrosion of UST	Unknown
9/8/1991	North Tank Farm	Spill	Kerosene	9	None	Abandoned pipeline partially filled with kerosene was damaged	Free product recovered, impacted soil excavated
5/22/1994	East Tank Farm	Leak	Crude Oil	16,000	None	Spill from Minnesota Pipeline Company line	Free product removal, soil excavated, groundwater remediation program initiated
8/1/1995	Tank 95 Area	Spill	Diesel	unknown	None	Details unknown	Details unknown
4/12/1996	Fourth and Main	Spill	Gasoline	13,000	None	Leak from underground pipe	Free product recovered, impacted soil excavated
6/5/1996	Tank 62 Area	Leak	Kerosene	6 000	None	Details unknown	Details unknown
6/6/1996	Tank 116 Area	Leak	Diesel	unknown	None	Discovered pin hole leak in line	Free product recovered, impacted soil excavated
6/11/1996	Tank 46 Area	Leak	#2 Fuel Oil	220	None	Pump seal leak on vac truck	Free product recovered, impacted soil excavated
8/13/1996	Tank 84 Area	Leak	#2 Fuel Oil	unknown	None	Line leak	Free product recovered, impacted soil excavated
10/26/1996	Tank 105 Area	Leak	diesel	1,200	None	Details unknown	Details unknown
11/6/1996	Loadrack	Overfill	Kerosene & Water	500	None	Overflowed collection sump with fire water	Free product recovered, impacted soil excavated
11/9/1996	Main street	Leak	#2 Fuel Oil	25 35	None	Plug vibrated loose on unloading line	Free product recovered, impacted soil excavated
11/23/1996	Tank 162 Area	Spill	#2 Fuel Oil	1,600	None	Release from open bleeder valve	Free product recovered, impacted soil excavated
5/1/1997	West of Butane Spheres	Leak	Slurry Oil	42,000	None	Pipe broke	Free product recovered, impacted soil excavated
1/19/1998	Crude Unit	Overfill	#2 Fuel Oil	500	None	Salt tower to sewer, which overflowed to so le	Free product recovered, impacted soil excavated
4/3/1998	Tank 87 Area	Spill	Gasoline	100	None	Abandoned transfer line, plug did not remain in place	Free product recovered, impacted soil excavated
4/23/1998	Tank 99 Area	Spill	12# Natural Gas	500	None	Details unknown	Details unknown
5/14/1998	Tank 71 Area	Leak	Kerosene	75	None	Open valve on line that was being flushed	Free product recovered, impacted soil excavated
6/30/1998	Tank 75 Area	Leak	Hot Oil #6	100	None	Details unknown	Details unknown
7/7/1998	Tank 94	Leak	Slop Oil	150	None	Details unknown	Details unknown
7/30/1998	Tank 75	Spill	Asphalt	unknown	None	Details unknown	Details unknown
8/13/1998	Tank 120 Area	Leak	Light Cycle Oil	300	None	Details unknown	Details unknown
8/21/1998	Tank 82	Leak	Kerosene	150	None	Details unknown	Details unknown
8/23/1998	Tank 99	Leak	Isomerate	150	None	Details unknown	Details unknown
10/5/1998	Heater 1 B 7	Spill	#6 Fuel Oil	50	None	Details unknown	Details unknown
10/27/1998	Tank 118 Area	release	light cycle oil	300	None	Details unknown	Details unknown
11/21/1998	Tank 83 Area	Leak	Cutter/#6	50	None	Details unknown	Details unknown
12/8/1998	Tank 127 Area	Spill	Light Cycle Oil / #6 Oil	500	None	Pump seal failure	Free product recovered, impacted soil excavated
2/10/1999	Tank 46 Area	Leak	Kerosene	150	None	Line froze and flange expanded	Free product recovered, impacted soil excavated
3/19/1999	HDH Spillback	Spill	Slurry Oil	500	None	Details unknown	Details unknown
9/23/1999	Loadrack VRU	Spill	Gasoline	200	None	Loss of electrical power, other details unknown	Free product recovered, impacted soil excavated
12/28/1999	T 9 Area	Spill	Slop Oil	60 75	None	Details unknown	Details unknown
2/20/2000	Tank 118 Area	Spill	Light Cycle Oil / # 6 Oil	20	None	Unplugging a line with LCO, over pressurized and released from valve Plastic was under a port on of the release	Free product recovered, impacted soil excavated
2/22/2000	Tank 129 Area	Spill	Light Cycle Oil / Asphalt	20	None	Unplugging a line with LCO, over pressurized and released from valve Material did not penetrate the frozen soil	Free product recovered, impacted soil excavated
4/8/2000	Tank 76 Area	Spill	Light Cycle Oil	100	None	Expansion loop area in aboveground piping just north of tank	Free product recovered, impacted soil excavated
5/12/2000	Tank 89	Spill	Kero & water	30	None	Removal of abandoned underground line, overflowed containment basin set up for work	Free product recovered, impacted soil excavated
7/3/2000	Tank 127 Area	Spill	Light Cycle Oil	25	None	Aboveground piping flange leak	Free product recovered, impacted soil excavated
1/5/2001	Tank 48 Area	Leak	#6 Fuel Oil	25 50	None	Leaking seal on a fuel oil pump	Free product recovered, impacted soil excavated
1/28/2001	Tank 104 Area	Leak	Gasoline	250	None	Filter plugged and leaked	Free product recovered, impacted soil excavated
1/31/2001	Tank 48 Area	Spill	#6 Fuel Oil	30	None	Leak from elbow on heat exchanger	Free product recovered, impacted soil excavated
2/24/2001	Tank 82 Area	Leak	Light Cycle Oil	15	None	Details unknown	Details unknown
3/2/2001	Tank 62 Area	Spill	#2 Fuel Oil	50	None	Overpressure of the transfer and failure of relief valve	Free product recovered, impacted soil excavated
4/24/2001	Tank 82 Area	Leak	Light Cycle Oil	50	None	Overpressure of line after back flushing	Free product recovered, impacted soil excavated
1/29/2002	Tank 118 Area	Spill	Slurry Oil	50	None	Replacing thermometer and thermowell was deteriorated or not present	Free product recovered, impacted soil excavated
3/25/2002	Tank 118 Area	Leak	Light Cycle Oil	50	None	Flange leak	Free product recovered, impacted soil excavated
7/14/2002	Crude Unit	Details unknown	Gas Oil	Details unknown	None	Details unknown	Details unknown
10/11/2002	Tank 118 Area	Leak	Therminol Flush Oil	30	None	Removing oil from heater when hose broke	Free product recovered, impacted soil excavated
10/14/2002	Tank 148 Area	Leak	Light Cycle Oil	100	None	Hot flush of asphalt line, loose flange at tank valve	Free product recovered, impacted soil excavated
10/22/2002	FCC Unit		Vacuum Gas Oil	150 200	None	Valve left open after TAR, release during start up	Free product recovered, impacted soil excavated
11/6/2002	Tank 136 Area	Overfill	Gasoline	50	None	Draining filter housing and overflowed containment	Free product recovered, impacted soil excavated
11/8/2002	Tank 83 Area	Leak	Fuel Oil	50	None	Containment condensate from heat exchanger leaking steam hose fitting	Free product recovered, impacted soil excavated
4/21/2003	Crude Unit	Leak	Crude Oil	120	None	Details unknown	Details unknown
4/22/2003	Tank 156 Area	Spill	Light Cycle Oil	50	None	Details unknown	Details unknown
7/24/2003	#1 Crude Unit	Leak	Petroleum	50	None	Leak from underground pipe between tank 82 and crude unit	Free product recovered, impacted soil excavated
7/29/2003	Tank 105 Area	Leak	Diesel	50	None	During truck unloading into tank 105	Free product recovered, impacted soil excavated
9/17/2003	Ethanol Transfer Area	Leak	Denatured Ethanol	17	None	Leak from flexible transfer hose	Free product recovered, impacted soil excavated
10/20/2003	FCC Cooling Tower Area	Leak	Sodium Hypochlorite (12.5%)	165	None	Pipe crack	Free product recovered, impacted soil excavated
10/28/2003	Tank 82 Area	Leak	Asphalt, Gas Oil, & Kerosene	100	None	Plug on underground line leaked	Free product recovered, impacted soil excavated
4/10/2004	Barge Loading Line	Spill	Flux	5 10	None	Valve bonnet on barge loading line leaked	Free product recovered, impacted soil excavated
6/26/2004	T 9 Area	Sewer backup	DGF Float	15	None	Draining tank water to sewer and sewer backed up with DGF Float into the containment area	Free product recovered, impacted soil excavated
6/27/2004	North Tank Farm	Leak	Diesel	25	None	Leak from temporary light plant fuel tank	Free product recovered, impacted soil excavated
7/10/2004	Tank 83 Area	Leak	Light Cycle Oil / Slurry	25	None	Overpressured line and leaked out of flange	Free product recovered, impacted soil excavated
7/14/2004	Tank 150 Area	Spill	Slurry Oil	5 15	None	Air hose from manifold backed up with slurry, spilled to containment and overflowed	Free product recovered, impacted soil excavated
7/19/2004	Tank 146 Area	Overfill	Waste Water	<1gal of hydrocarbon, unknown water	None	Inaccurate gauge reading, filling tank for seal repair	Free product recovered, impacted soil excavated
7/27/2004	Tank 150 Area	Overfill	Oil	50	None	Blowing lines clear and blew out overflow	Free product recovered, impacted soil excavated

Table 3 – Other Reportable Spills

Table 3 – Other Reportable Spills

Event Date	General Location	Type of Release	Type of Product	Estimated Volume (Gallons)	Impact to Navigable Waters	Description of Incident	Cleanup Actions Taken
9/8/2004	Tank 147 Area	Leak	#6 Fuel Oil	20	None	Check valve leaked into concrete containment area	Free product recovered, impacted soil excavated
10/27/2004	Off refinery property	Leak	Heavy Petroleum Product	<20	None	Release from truck	Free product recovered, impacted soil excavated
11/9/2004	Tank 120 Area	Spill	Fire Fighting Foam	100	None	Blowing out fire fighting lines to prepare for winter	Free product recovered, impacted soil excavated
6/4/2005	Tank 147 Area	Leak	#6 Fuel Oil	<25	None	Check valve on compressor failed	Free product recovered, impacted soil excavated
6/13/2005	Rail car loading rack	Overfill	Asphalt	10	None	Overfilled tank car	Solid asphalt removed, impacted soil excavated
6/23/2005	North Tank Farm	Leak	Gasoline	10	None	Air Eliminator inlet flange gasket failure	Free product recovered, impacted soil excavated
7/7/2005	Tank 117 Area	Leak	Slop Oil	350	None	The strainer on the pump suction of the accumulator pumps were leaking oil into pump containment area	Free product recovered, impacted soil excavated
7/13/2005	Tank 15 F 59 Area	Leak	Sodium Hypochlorite	3	None	Broken nipple on pipe	Free product recovered, impacted soil excavated
7/16/2005		Leak	Slurry Oil	4	None	Process unit to tank	Free product recovered, impacted soil excavated
7/29/2005	#3 SRU Cooling Tower	Leak	Soda Ash	100	None	Leak from fitting on containment basin Residual soda ash in containment basin pH of water was 9 to 10	Free product recovered, impacted soil excavated
8/10/2005	Rail Loading Area	Leak	Asphalt	100	None	Release was from open valve on asphalt rail loading	Solid asphalt removed, impacted soil excavated
9/2/2005	Asphalt Truck Loading Dock	Overfill	#6 Fuel Oil	75	None	Spill to asphalt and soil	Free product recovered, impacted soil excavated
3/10/2006	Cooling Tower	Leak	Sulfuric Acid	55	None	Tubing attached to pump became loose and leaked sulfuric acid inside pump house and leaked outside to soil	Free product recovered, impacted soil excavated
5/3/2006	Barge Dock Area	Leak	Slurry	10	None	Leak from line Piping malfunction	Free product recovered, impacted soil excavated
6/5/2006	#1 Crude Unit	Leak		165	None	Dug up sewer to repair and excavated started filling up with oil and water mix	Free product recovered, impacted soil excavated
6/28/2006	FCC Cooling Tower Area	Leak	Sulfuric Acid	45	None	Leak from corroded filter on pump	Free product recovered, impacted soil excavated
7/19/2006	Waste Water Treatment	Overflow	Slop Oil	1,375	None	Overflowed API Separator as a result of heavy rain event	Free product recovered, impacted soil excavated
7/26/2006	Fire Hall	Leak	Diesel	32	None	Leak from fuel line of caterers refrigeration trailer	Free product recovered, impacted soil excavated
10/27/2006	Crude Unit	Leak	Light Cycle Oil	16	None	Leak from vac truck fitting while transferring LCO	Free product recovered, impacted soil excavated
12/26/2006	Tank 62 Area	Leak	Asphalt	7,000	None	Leak from tank discharge line	Solid asphalt removed, impacted soil excavated
1/18/2007	Waste Water Treatment	Leak	DGF Float (K051)	19	None	Split line in slop oil transfer line	Free product recovered, impacted soil excavated
1/30/2007	Main Flare KO Drum	Leak	Gas Oil	23	None	4" valve to sewer on flare KO leaked hot gas oil to concrete containment	Free product recovered, impacted soil excavated
2/4/2007	FCC Unit	Leak	Fuel Oil	Unknown	None	Line ruptured Release to sewer	Free product recovered, impacted soil excavated
2/14/2007	Tank 76 Area	Leak	Light Cycle Oil	4	None	Leaking valve bonnet	Free product recovered, impacted soil excavated
2/27/2007	FCC/Alky Units	Fire	Fire Water	unknown	None	Fire in HF Alky Unit	Free product recovered, impacted soil excavated
3/12/2007	Waste Water Treatment	Overfill	Waste Water	<5	None	SBC overfilled	Free product recovered, impacted soil excavated
3/29/2007	Tank 131 Area	Leak	Asphalt, LCO mixture	25 ed	None	Leak in tank heater burner tube	Solid asphalt removed, impacted soil excavated
4/19/2007	Tank 120 Area	Leak	Vacuum Bottoms	30	None	Pump seal failure	Free product recovered, impacted soil excavated
7/1/2007	Tank 88 Area	Leak	Gasoline	6	None	Soil excavated, pumping, vacuuming	Free product recovered, impacted soil excavated
7/23/2007	Sulfur Rail Loading	Leak	Oil	<5	None	A small puddle of oil was found on the ground Suspected to be from a rail car	Free product recovered, impacted soil excavated
10/19/2007	South of Ethanol Rail Loading	Leak	Diesel	11.5	None	Release from generator	Free product recovered, impacted soil excavated
1/5/2008	#2 Crude Unit	Leak	Crude	3,500	None	Leak developed on the discharge of thermal relief valve and approximately 3,500 gallons of crude oil/water mixture was spilled A 7" split in the line was found, caused by freeze up	Solid asphalt removed, impacted soil excavated
1/16/2008	Heavy Oil Rail Car Loading	Overfill	Asphalt	50	None	Rail car was overloaded Asphalt spilled onto the rail car and the ground	Solid asphalt removed, impacted soil excavated
1/26/2008	Cottage Grove Tank Farm	Leak	Crude	2	None	Oil sprayed out from flanges in two locations	Free product recovered, impacted soil excavated
1/26/2008	DGF Basement	Overfill	DGF Float	30	None	Overfilled DGF Scum Tank at WWTP	Free product recovered, impacted soil excavated
2/2/2008	Tank 107 Area	Leak	Light Cycle Oil	4	None	Leak on relief valve on a common line for rundown and suction line at Tank 107	Free product recovered, impacted soil excavated
2/4/2008	Heavy Oil Truck Loading	Overfill	Asphalt	20	None	Truck was overfilled	Solid asphalt removed, impacted soil excavated
2/27/2008	Tank 133 Area	Leak	Light Cycle Oil	< 5	None	Person leaned on piping causing the piping to fail and LCO to spray	Free product recovered, impacted soil excavated
3/8/2008	DDS Unit	Leak	Lube Oil	20	None	Lube oil drum was leaking onto concrete below	Free product recovered, impacted soil excavated
3/26/2008	DDS Unit	Leak	Diesel	500	None	When putting exchanger back into service, channel head was found leaking	Free product recovered, impacted soil excavated
4/2/2008	#1 SBC	Overfill	Waste Water	300	None	# 1 SBC overflowed due to filling line up change	Free product recovered, impacted soil excavated
4/5/2008	#1 Crude Unit	Leak	Asphalt	100	None	Leak from heat exchanger after being put back into service	Solid asphalt removed, impacted soil excavated
4/8/2008	CA 007	Leak	#6 Fuel Oil	75	None	Leaking valve packing	Free product recovered, impacted soil excavated
5/9/2008	Main Guard Building Area	Leak	Diesel	20	None	Diesel Fuel tank for cab leaked to ground after it scraped over security barrier	Free product recovered, impacted soil excavated
6/17/2008	Heavy Oil Load Rack	Leak	Flux	100	None	Filling truck when spout fell off spilling flux on truck and ground	Free product recovered, impacted soil excavated
7/5/2008	Heavy Oil Load Rack	Leak	Flux	5	None	Loading spout not placed in truck before loading	Free product recovered, impacted soil excavated
7/14/2008	Tank 146 area	Leak	Waste Water	75	None	Pressure relief valve opened on fill line	Free product recovered, impacted soil excavated
7/18/2008	Heavy Oil Load Rack	Leak	#6 Fuel Oil	12	None	Loading spout not placed in truck before loading	Free product recovered, impacted soil excavated
7/19/2008	Tank 99 Area	Leak	Reformate	100	None	Leak from hose used while stripping tank	Free product recovered, impacted soil excavated
8/13/2008	New Maintenance Shop	Leak	Diesel	19	None	Fuel tank on skid loader was punctured	Free product recovered, impacted soil excavated
8/19/2008	FCC Cooling Tower	Leak	Sodium Hypochlorite	5	None	Broke valve when dropped wrench	Free product recovered, impacted soil excavated
10/19/2008	Tank 153 Area	Leak	Sour Naphtha	< 5	None	Hydrocarbon from leaking stripping pump overflowed containment basin	Free product recovered, impacted soil excavated
8/20/2009	Leak of #2 Fuel Oil from relief valve 7 PSV 452	Leak	#2 Fuel Oil	28	None	Spilled > 5 gallons of distillate charge to soil from a relief valve Caused by o ring failure	Free product recovered, impacted soil excavated
2/7/2011	Tank 112	Leak	Diesel fuel	25	None	Leak from pipe fitting	Free product recovered, impacted soil excavated
2/11/2012	Tank 146 Area	Leak	Oily Waste Water	100	None	Transfer hose leak to containment area for Tank 146	Free product recovered, impacted soil excavated
4/11/2011	East Tank Farm near Tank 96	Leak	Diesel fuel	35	None	Liquid inside line exceeded vacuum truck capability as line was being drained	Free product recovered, impacted soil excavated
5/1/2011	Tank 89 Containment Area	Leak	Diesel fuel	5	None	Leak from seal on temporary strip pump which escaped from portable containment	Free product recovered, impacted soil excavated
7/27/2011	Oily water sewer	Leak	Sewer sludge	> 1 pound	None	Hole in oily water sewer resulting in release of reportable quantity of primary sewer sludge	Removed residue and impacted soil
12/27/2011	Tank 75	Leak	Hot Oil	15	None	Leak from hot oil heat tracing	Free product recovered, impacted soil excavated
1/7/2012	Tank 117 vicinity	Spill	Crude oil	30	None	Crude oil spill from vacuum truck off loading to 117 TK containment	Free product recovered, impacted soil excavated
2/10/2012	Asphalt Tank Heater D	Leak	Heat transfer oil	5	None	D Heater pump leak to containment < 5 gallons	Free product recovered, impacted soil excavated
5/1/2012	Vacuum truck hazardous waste release (1 gal)	Spill		1	None	Vacuum truck hazardous waste release (1 gal)	Free product recovered, impacted soil excavated
5/3/2012	South Refinery near Tank 105	Spill	Diesel fuel	19	None	Diesel hose run over & spill of about 19 gallons of diesel to soil	Free product recovered, impacted soil excavated
5/9/2012	Tank 148 transfer pump	Spill	#6 Fuel Oil	5	None	Oily water overflowed containment area onto soil	Free product recovered, impacted soil excavated
5/22/2012	Tank 149 Containment Area	Leak	Asphalt	200 ed	None	Bleeder valve on pump left open	Solid asphalt removed, impacted soil excavated
6/19/2012	Wastewater Treatment Plant	Overflow	Oily Waste Water	1,800	None	API pump pit overflowed into gravel containment area during sudden storm event	Free product recovered, impacted soil excavated

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OIL GROUPS

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Non-Persistent Oils

Group 1

Non-persistent oils include:

- A petroleum-based oil that, at the time of shipment, consists of the following hydrocarbon fractions:
 - At least 50% of which (by volume) distill at 340°C (645°F); and
 - At least 95% of which (by volume) distill at 370°C (700°F).
- A non-petroleum oil with a specific gravity less than 0.8.

Persistent Oils

Group 2

- Petroleum-based oils with a specific gravity less than 0.85
- Non-petroleum oil with a specific gravity between 0.8 and 0.85

Group 3

- Petroleum-based oils with a specific gravity between 0.85 and 0.95
- Non-petroleum oil with a specific gravity between 0.85 and 0.95

Group 4

- Petroleum-based oils with a specific gravity between 0.95 and 1.0
- Non-petroleum oil with a specific gravity between 0.95 and 1.0

Group 5

- Petroleum-based oils with a specific gravity greater than 1.0
- Non-petroleum oil with a specific gravity greater than 1.0

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SPILL SCENARIO – SUMMARY



USCG	Barrels	Gallons
AMPD (1% WCD or 50 bbls)	(b) (7)(F), (b) (3)	(b) (7)(F), (b) (3)
MMPD (10% WCD or 1,200 bbls)		
WCD (Line Fill and Volume Pumped)		



DOT / PHMSA	Barrels	Gallons
WCD (Line Fill and Volume Pumped)	(b) (7)(F), (b) (3)	(b) (7)(F), (b) (3)



EPA	Barrels	Gallons
Small Spill	50 bbl	2,100 gal
Medium Spill	857 bbl	35,994 gal
Worst Case Spill	(b) (7)(F),	(b) (7)(F), (b)

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POTENTIAL SPILL DISCHARGE

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Description	No.	Transfer Lines		USCG - Potential Spill Discharge			
		Diam. (Inches)	Length (Feet)	Calculated Linefill (Barrels)	Pumping Rate (BPH)	Time to Detect (Minutes)	Volume Pumped (Barrels)
Gasoline	(b) (7)(F), (b) (3)						
No. 2 Fuel Oil							
No. 6 Fuel Oil							
Average Most Probable Discharge (1% WCD or 50 Barrels)				(b) (7)			
Maximum Most Probable Discharge (10% WCD or 1,200 Barrels)				(F),			
Worst Case Discharge (Line Fill and Volume Pumped)				(b) (3)			



Description	No.	Transfer Lines		DOT/PHMSA Potential Spill Discharge ⁽¹⁾			
		Diam. (Inches)	Length (Feet)	Calculated Linefill (Barrels)	Pumping Rate (BPH)	Time to Detect (Minutes)	Volume Pumped (Barrels)
Crude Oil	(b) (7)(F), (b) (3)						

Worst Case Discharge (Line Fill and Volume Pumped) (Barrels)
 Note: DOT(PHMSA) Uses Only the WCD for Spill Potential

- (1) NOTE: Pursuant to 49 CFR Section 194.103, this pipeline section does not qualify for treatment as if it expected to cause significant and substantial harm because it is less than 10 miles in length under 49 CFR 194.103 (c).
- (2) The pipeline is connected to a breakout station known as the Cottage Grove Tank Farm. (b) (7)(F), (b) (3)



EPA - Potential Spill Discharge (Using Method E - A2.b)					
	Volumes		Small Spill (Barrels)	Medium Spill (Barrels)	Worst Case Discharge (Barrels)
	Barrels	Gallons			
Largest Tank (#142)	(b) (7)(F), (b) (3)				
Tanks w/o Containment					
Inadequate Containment					
Total					

Small spill is less than 50 barrels (2,100 gallons).

Medium spill is less than 857 barrels (36,000 gallons) but more than 50 barrels (2,100 gallons).

Worst case discharge is 100% of single largest tank plus any tank volumes without containment and any tank volumes without adequate containment.

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WORST CASE PLANNING VOLUMES

Agency	Spill Scenario	Oil Group	Spill Quantity (Barrels)	Planned Shore Percent	Recovery on Water	Emulsification Factor	Planned Shore (Barrels)	Recovery on Water (Barrels)
 USCG	WCD	I	(b) (7)(F), (b) (3)					
	WCD	II						
	WCD	III						
	WCD	IV						
 DOT/ PHMSA	WCD	III	(b) (7)(F), (b) (3)					
 EPA	WCD	I	(b) (7)(F), (b) (3)					
	WCD	II						
	WCD	III						
	WCD	IV						

SMALL and MEDIUM PLANNING VOLUMES

Spill Type	Spill Quantity (Barrels)	Recovery Capacity* (BPD)	Recovery Ratio Oil/Water	Temporary Storage (Barrels)
	USCG - AMPD	(b) (7)(F), (b) (3)		
	USCG - MMPD			
	EPA - Small			
	EPA - Medium			

* Recovery Capacity = Spill Quantity x Emulsification Factor of 2.0.

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RESPONSE TIMES and RECOVERY RATES

Response Times and Recovery Rates				
Agency		Tier 1	Tier 2	Tier 3
	Mobilization Factors Response Time	30% 12 Hours	40% 36 Hours	60% 60 Hours
 USCG	On - Water Capacity	9	12	18
 EPA	On - Water Capacity	8,026	10,702	16,053
	Capacity Caps (Barrels)	1,875	3,750	7,500
	Excess Over Contract	6,151	6,952	8,553
 EPA	On - Shore Recovery	115,935		
 DOT/ PHMSA	Mobilization Factors Response Time	30% 12 Hours	60% 36 Hours	100% 60 Hours
 PHMSA	On - Water Capacity	233	466	777

Manual Discharge Detection System

1 Daily Tank Inventory Procedure

The Refinery conducts a daily inventory of tanks in service of all light oil products, which serves as a check for potential leaks or losses.

Monday through Friday, the inventory of light oil products in storage will be compared and reconciled by the Yield Department, with the quantity of each product received into the Refinery and quantity of each product shipped out of the Refinery. The inventory of light oil products taken over the weekend will be reconciled the following Monday.

If the daily inventory indicates a discrepancy, the inventory and gauging will be rechecked. If the discrepancy is unresolved by a recheck, such discrepancy will be brought to the attention of the Area Supervisor, who is responsible for investigating and determining the cause of the discrepancy.

2 Weekly Tank Inspection Procedure

During weekly routine operations, Refinery personnel shall make visual inspections of each tank. This inspection includes visual observations for shell damage, faulty pipe supports, condition of tank foundations, excessive settlement, and oil present in diked areas from leaks or drips, and product levels.

Weekly visual inspections of pipes, pumps, valves, and loading racks are also made. Valves will be checked to assure they are in the proper position. Any deficiencies will be reported to the Blending Supervisor as soon as possible.

Note: For Cottage Grove tank farm, the inspection criterion above is performed daily instead of weekly.

Records of tank inspections (leaks, foundations, piping) and secondary containment (dike or berm, retention or drainage pond) are documented using individual handheld computers. These list inspection criteria and record the date, time, and identity of the individual performing the inspection. The results are uploaded into the Refinery's Operations Database.



Motorola MC 9590
Handheld Computer

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Tank Inspection Checklist

1) Check Tank for Leaks

Specifically looking for:

- Drip marks,
- Discoloration of tanks,
- Puddles containing stored material,
- Corrosion,
- Cracks,
- Localized dead vegetation.

2) Check Foundation

Specifically looking for:

- Cracks,
- Discoloration,
- Puddles containing stored material,
- Settling,
- Gaps between tank and foundation,
- Damage caused by vegetation roots.

3) Check Piping

Specifically looking for:

- Droplets of stored material,
- Discoloration,
- Corrosion,
- Bowing of pipe between supports,
- Evidence of stored material seepage on valves or seals,
- Localized dead vegetation.

Secondary Containment Checklist

1) Check Dike or Berm System

Specifically looking for:

- Level of precipitation in dike / available capacity,
- Operational status of drainage valves,
- Dike or berm permeability,
- Debris,
- Erosion,
- Permeability of the earthen floor of the diked area, and
- Location / status of pipes, inlets, drainage beneath tanks, etc.

2) Check Secondary Containment

Specifically looking for:

- Cracks,
- Discoloration,
- Presence of spilled or leaked material (standing liquid),
- Corrosion, and
- Valve conditions.

3) Check Retention and Drainage Ponds

Specifically looking for:

- Erosion,
- Available capacity,
- Presence of spilled or leaked material,
- Debris, and
- Stressed vegetation.

During inspection, make note of discrepancies in any of the above mentioned items, and report them immediately to the proper facility personnel. Similar requirements exist in 40 CFR part 112, subparts A through C. Duplicate information from the SPCC Plan may be photocopied and inserted in this section.

Manual Discharge Detection System (cont'd.)

3 Monthly Tank Inspection Procedure

All aboveground storage tanks will be inspected by Refinery personnel externally on a monthly basis. Inspection shall consist of a close visual inspection of the tank's exterior surface for releases and conditions that could lead to releases, such as shell distortion, edge settlement, and corrosion. Review the condition of the tank's foundation, cracks in concrete base or ringwall, paint coatings, insulation, roof, containment basin.

Inspect the aboveground piping, valves, pumps, and nozzles in the containment area. Check the secondary containment for accumulated water, erosion, cracks, vegetation, temporary materials that reduce containment volume.

4 Detailed Internal Tank Inspections

Integrity testing of all petroleum aboveground storage tanks will be performed in accordance with API 653 recommended practices by the inspection department. All findings will be recorded onto an online database.

Additional details regarding tank integrity verification and maintenance are provided in the SPPRC Maintenance Procedure.

5 Testing of Aboveground Tanks

Each time an aboveground tank is taken out of service, prior to the time it is returned, the tank is subject to inspection, non-destructive x ray, acoustic or other testing, and / or hydrostatic testing.



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6 Pipeline Inspections

Aboveground Piping Quarterly visual inspection of aboveground piping located outside of process units battery limits to secondary containment areas. Inspection will consist of a visual observation of the exterior surfaces of the piping, including valves and flanges, for releases or conditions which could lead to releases such as lateral distortion, bending, loss of support, and corrosion. For insulated piping, the outside of the insulation is the exterior surface of the piping. *See Page 17 for Facility Self-Inspection criteria.*

Short Run Lines Annual inspection of the interstitial space of short run underground lines that are cased for leaks. Examples of short run underground lines are dike penetrations and road crossings. A cased line is enclosed in a secondary pipe casing or sleeve with sealed end caps. The end caps should be visible and accessible and have a means for monitoring the interstitial space for leaks. *See Section 35, Page 21 for an example form.*

12" and 16" Piping SPPR considers that all materials shipped through its pipelines may be corrosive and uses In-Line Inspection (ILI) as the primary means of investigating the corrosive effects of those materials.

In addition to ILI results, the following data sources may provide additional information regarding corrosive effect:

- Corrosive Properties Testing
- Visual Inspection
- Coupon / ER Probe Monitoring
- Chemical Analysis

Whenever a section of pipe or a valve is exposed or removed from a pipeline or facility for any reason, the external and internal surface (when applicable) will be visibly inspected for evidence of corrosion. Metal loss due to corrosion will be evaluated in accordance with SPPR's Integrity Management Plan.

Whenever corrosion is found that requires corrective action, the following will be conducted in order to determine whether additional detrimental corrosion exists. The results of the examination will be documented on the Land & Pipe Management Report.

- External Inspection: A full 360 degree visual examination of the external surface and review of direct assessment inspection data (e.g., ILI, ultrasonic thickness, pit depth or other technology methods) will be conducted at least 20' upstream and downstream of the corrosion that required the repair or replacement as practical.

Note: Only coating that is damaged or disbanded needs to be removed to conduct the inspection.



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Manual Discharge Detection System (cont'd.)

6 Pipeline Inspections (cont'd)

- Internal Inspection: A full 360 degree visual examination of the internal surface and review of direct assessment inspection data (e.g., ILI, ultrasonic thickness, pit depth or other technology methods) will be conducted for a distance that can reliably and safely be observed upstream and downstream of the corrosion that required the repair or replacement.

Note: Depending on inspection technology external coating may need to be completely removed to adequately conduct the direct assessment inspection.

Additional details regarding pipeline integrity verification and maintenance are provided in the SPPRC Maintenance DOT Procedure.

7 Pipeline Monitoring

The leak detection system on the 12” and 16” pipelines at the St Paul Park Refinery is a real-time line balance system which compares data from flow meters at the origin and termination points of each pipeline. The system compares “flow in” to “flow out” and generates short-, medium- and long-term alarms on the Crude Board based on 5-minute, 4-hour, and 24-hour intervals.

Pipeline pressures are also displayed in the crude control room. The pipeline booster pump discharge pressure and the pipeline receiving pressure at the Refinery are displayed. A drop in pressure due to pipeline rupture or damage would be noted by the crude unit operator. A shutoff valve for NTE/SPPRC is located at the Cottage Grove tank farm.

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8 Facility Piping

If a section of line is exposed for any reason, it will be carefully examined for deterioration and corrosion. If damage is found, corrective repairs will be undertaken or the line will be replaced. If replaced, the new line will be coated and/or wrapped.

Current refinery practice is that terminated pipe connections are capped or blank flanged when they are taken out of service.

Pipe support structures are spaced no greater than 20 ft. centers. Pipe shoes are installed where pipe movement is probable.

Expansion loops are installed to allow for growth in lengthy runs of piping. Also, pipe supports throughout the operating areas are fireproofed pursuant to the insurance provisions.

Product transfer lines and valves will be inspected during daily operations for visible signs of leakage during the maintenance routine by plant personnel. If evidence of any product is found, it is to be immediately brought to the attention of the individual's immediate supervisor who will in turn notify the appropriate persons in the chain of command for corrective action.

Aboveground equipment is to be visually examined when refinery personnel make daily inspections. These items are also observed during other daily routine activities such as grass cutting, water draining, and maintenance repairs. Operators are instructed to observe any unusual conditions and to check for leaks, coating failures, loose insulation, unusual noises, hard to operate manual equipment, or any other signs of potential failure. In addition, an annual inspection will be conducted by the Operations Manager of the piping, valves, pumps, tanks, and related equipment. Employees are instructed to make repairs as soon as practical.

For a description of initial response actions, see Sections 6, 11, and 12 (A to L).

Emergency response information such as site response equipment, call out lists, off-site and community notification and procedures for reporting the incident can be found in Sections 26, 13, 14, 15.

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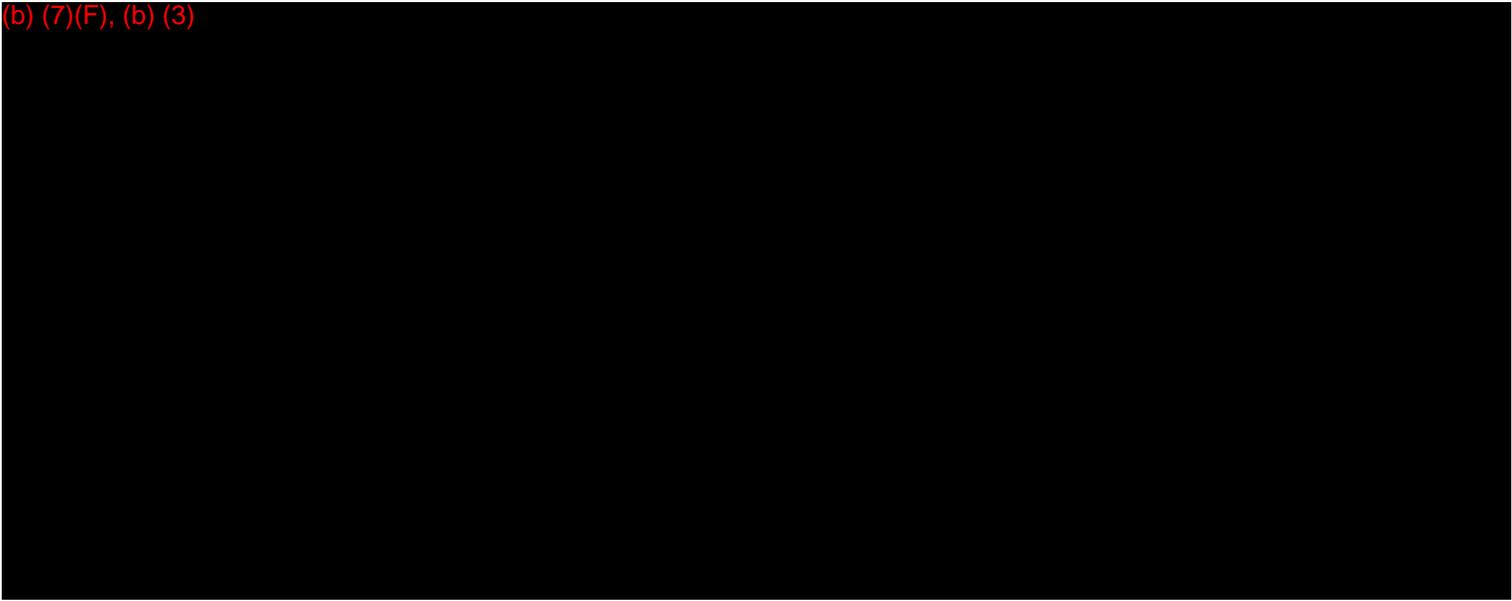
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Automated Discharge Detection

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



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Short Run Line Inspection Log

Short Run Line Inspection Forms are completed by hand.
For completed forms, contact the HS&S Department.

Authored By: Kristin Heutmaker Doc Custodian: Environmental Department AST Program Manager Approved By: ES&S Manager Date Approved: 09/04/08	Northern Tier Energy Annual Short Run Line Interstitial Space Inspection Log - #1 Pumper	Doc No.: REW-14-978-SP Rev No: 1 St. Paul Park Refining Co. Environmental Work Instruction Next Review Date: 09/04/11 Effective Date: 09/04/08
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Reference: [Aboveground Storage Tank Permit](#)

Instructions: Annual inspection of the interstitial space of short run underground lines that are cased for leaks. Examples of short run underground lines are dike penetrations and road crossings. A cased line is enclosed in a secondary pipe casing or sleeve with sealed end caps. The end caps should be visible and accessible and have a means for monitoring the interstitial space for leaks.

Containment Areas with Short Run Underground Pipes and general description of location:

- 4 SW of Tk 91, Tk 153 to 91, Tk 89 to 153, Tk 88 to 89, Tk 87 to 88, Tk 89 to 95
- 6 Tk 111 to 112, Tk 106 to 112, Tk 106 to Main, Tk 99 to 163, Tk 163 to 103, Tk 163 to 162, Tk 162 to 104, Tk 105 to 106
- 10 Tk 121 to 122
- 12 Tk 71 to 161, Tk 71 to Factory
- Barge Dock piping manifold east of barge dock

Date of Inspection	Name of Inspector	Description of Abnormal Condition or Leaks	Description of Corrective Action for Each Abnormal Condition	Date Corrective Action was completed

Records Retention Information: COMPLETED FORMS are to be retained 72 months from the date of the inspection according to Records Retention Code WATRPOL. REVISIONS to this form will be retained according to Records Retention Code ADM.
Records Custodian SPPRC Environmental Department AST Program Manager

Printed: 5/25/2012

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See Tab 35, Page 21 for enlargement.

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F

Analysis of the Potential for an Oil Spill

Experience indicates that there is a low potential for tank failure (such as tank overflow, rupture, or leakage) at this facility.

This can be attributed to several factors:

1. Tanks are properly vented and operated at atmospheric pressure.
2. Tanks, pumps, valves, and piping are regularly inspected and repaired if needed. The results of the inspections are recorded and evaluated.
3. Operational procedures are regularly reviewed by facility personnel under management direction.
4. A continuous improvement program and low employee turnover ensure adherence to established procedures.

Given that the facility has lined secondary containment and that the site and equipment are well maintained, there is low overall potential for a significant spill event. When minor spillage of product occurs at the facility, personnel utilize soils and sorbent materials to absorb and contain the product.

Most oil spills at the site will be contained in secondary containment structures designed to hold the oil until it can be recovered. Spills within the process area will flow to a Waste Water Treatment Plant that has an oil/water separator to recover any spilled oil. The treated water is held in the lagoons and prior to discharging any water from the lagoons, the water is inspected to ensure no sheen is present or and the water is not otherwise impacted and the inspection is documented.

If an oil tank (b) (7)(F), (b) (3)) was to lose its contents and secondary containment was to fail (for either the piping or the tank), the oil would flow over ground down Broadway Avenue and into the Mississippi River. Planning distance and response maps located in Section/Tab 28 identify the worst-case planning distance, the extent of surface water impact from a worst-case discharge in a 27-hour period, and boom deployment / product recovery areas.

The site is not located in a flood zone and is not subject to major flooding conditions. The facility is located in a wellhead protection area. The facility is located in a low-hazard earthquake zone. The facility is subject to severe thunderstorm events and associated high winds and lightning. In the winter, blizzard conditions are common in the region, creating dangerous wind chill, low visibility conditions, and ice hazards.

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1

Small or AMPD - Average Most Probable Discharge

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EPA Small $\leq 2,100$ gallons
(≤ 50 bbls)



USCG AMPD ≤ 42 gallons
(≤ 1 bbls)

1A

Description of a Small or Average Most Probable Spill Incident

In this section the facility has considered the types of operations that may contribute to a small most probable discharge to the Mississippi River (see Section 1B).

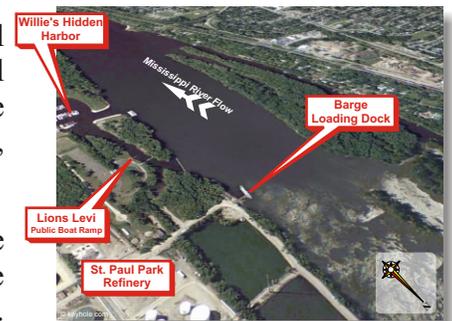
The most likely event which could result in a release of a small quantity of petroleum to the Mississippi River is the accidental discharge of Gasoline, No. 2 Fuel Oil or No. 6 Fuel Oil from the Barge Loading Dock following the loading operation from Tanks 140, 142, 151 or 71.

This scenario assumes the pumper fails to completely purge the transfer line before disconnecting from the barge and all man-made containment structures fail due to extreme weather conditions. Based on the diameter and length of the transfer line, the maximum amount of product available to be spilled would be 2,100 gallons or less (typically much less).

The St. Paul Park Barge Loading Facility has secondary containment spill pans for the transfer lines and keeps floating boom permanently deployed on the river downstream from the dock. This boom would normally contain small spills. However, in the event of a spill under severe weather conditions, it is likely that some quantity of product would be released. A small spill to the Mississippi River would likely impact some fish and wildlife but not impact drinking water intakes or environmentally sensitive areas.

Other typical small discharges with respect to this site and this Plan are considered in Section 1B and include discharges from drips, small spills and leaks to soil, concrete, gravel, or secondary containment facilities near the tanks, or refueling operations for facility equipment.

Small discharges which are not likely to impact surface water typically occur during routine maintenance and operation of the facility and may be cleaned up using on-site materials and labor. This facility is a "complex" facility which requires that the planning quantity for a small discharge be the larger of the amounts calculated for each component of the facility. Therefore, the small-volume discharge is 2,100 gallons (50 bbls) or less.



Location Photo



Barge Dock



For Wakota CAER Conex Cache
"River Spill Response Equipment" Locations
See Section 26 Page 23

1A Description of a Small or Average Most Probable Spill Incident (continued)

The facility stocks at least 1,000 feet of containment boom, sufficient spill cleanup tools, and empty storage containers (drums, and totes) to clean up small spills. Facility response employees will respond to all spills and will clean up small spills that they can contain and recover. The 1,000 feet of containment boom can be deployed within one hour. A spill response contractor will be called for releases that cannot be contained and recovered by facility personnel.

The facility maintenance group has several gas-powered pumps and hose and vacuum trucks that will be deployed to provide recovery of spilled materials within two hours from notification of the incident. The full list of response equipment available is in Tab 26. The facility has access to fifteen tanker trucks (8,000 gallons each) that could be used to store recovered material.

1B Facility-Specific Small Spill Potential Analysis

Loading and Unloading of Surface Transportation

Small discharges due to operator error or equipment failure are possible during tank truck, railcar and barge unloading operations. Spills from bulk oil loading areas will flow to the west towards the Mississippi River. Loading and unloading procedures are followed to minimize the potential of a spill. In addition, delivery drivers and facility personnel monitor truck transfer operations at all times while oil is being transferred.

The Site Plan and Site Drainage Plan Diagram (Tab 5, Page 5) shows the unloading areas, loading areas, and potential outfalls that could be impacted by a spill in each area.

Facility Maintenance

Routine maintenance operations include testing, repairing, and/or replacing equipment throughout the life of the facility. Maintenance practices and standard procedures are designed to minimize spills. The facility maintenance crew is well trained to maintain the facility in top operating condition. Small spills may occur during maintenance operations. Maintenance personnel use drip pans, containers, and absorbent materials when performing maintenance on oil-handling or storage equipment. Spills from these activities would likely be less than 5 gallons and not reach the Mississippi even if all man-made structures fail.

Facility Piping

All of the oil piping for the facility is aboveground. Aboveground piping is easily accessed and regularly inspected. Leaks would be easy for employees to detect during normal facility operations and inspections. It is unlikely that a leak from piping would go undetected. Small discharges from piping that contain oil are possible.

Potential impacts from releases from exterior piping not inside secondary containment include impacts to soil, gravel driving or parking areas, and if the break occurred during a storm event, there is the potential for oil products to enter the storm sewer systems, which may result in a release to the storm water system and potentially the Mississippi River.

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1B Facility-Specific Small Spill Potential Analysis (continued)

Pumping Stations and Sumps

Oil transfer pumps are located in secondary containment areas or dikes. A small discharge arising from the transfer pump operations would flow into the containment area.

Containment areas are inspected for impacted storm water. If the storm water is found to be contaminated, it is disposed of according to applicable regulations. Leaks in piping can easily be isolated by valves up and downstream from the leaking section of piping. Potential spills associated with pumping stations or sumps will likely be less than 5 gallons and detected quickly.

Oil Storage Tanks

A small discharge from the tanks would be contained within the lined secondary containment system and could easily be recovered by pumps, sorbents, and other recovery equipment. If the man-made secondary containment system failed, a small portion of the oil could potentially flow overland to the Mississippi during severe weather. The facility maintains boom on the river downstream from the facility (see locations, Tab 26, Page 23).

Vehicle Fueling

Vehicle fueling activities regularly occur at three locations on site. Fueling of equipment used for maintenance is done in a prudent manner. Fuel transfers to vehicles are performed on the fueling pad adjacent to the fuel tanks. The three fueling locations are near Gate 25 at the intersection of Broadway Avenue and Main Street, near the intersection of Third Avenue and Second Street, and near the Terminal Building between Third and Fourth Avenue.

Spills from the fueling station near the Terminal building would flow west into the Mississippi River. Spills from the Broadway Avenue fueling station would flow west on Broadway to the Mississippi River. Spills from the Second Street fueling station would be contained in the Refinery storm water system.

Temporary portable equipment that requires fuel will be fueled carefully and with sufficient spill equipment and boom readily available to contain small spills. All equipment that is fueled on-site is inspected prior to operation to minimize the potential for leaks. In the unlikely event a spill reached the storm water pond, the spilled material would be contained, cleaned-up, and the impacted water recycled or disposed of properly.

Age and Condition of Facility and Components

The facility began storing oil in 1939 with the installation of the first three tanks. Equipment, pipes and tanks are in good condition and are not expected to contribute to small discharges. In addition, the facility has a vigorous maintenance, repair, and/or replacement program.

1C

Factors Affecting Small Discharge Response Efforts

Size of Discharge

Most of the discharge scenarios described in Section 1B would be 5 gallons or less and would not impact the Mississippi River even if considering the failure of man-made containment structures. A discharge of 2,100 gallon at the barge loading area would have the greatest potential impact to navigable water.

Proximity to Downgradient Wells, Waterways and Drinking Water Intakes

A small discharge of oil from this facility would not impact wells, waterways, or drinking water intakes. There are no drinking water wells down gradient from the facility's tank farm. See Tab 5 for more information.

Proximity to Fish, Wildlife and Sensitive Environments

A small discharge to the Mississippi River could impact fish and wild life but would not likely impact environmentally sensitive areas. A discussion of impacts on sensitive environments is located in Tab 28.

Likelihood That the Discharge Will Travel Off-site

Discharges outside of secondary containment could reach the Mississippi River and negatively impact the wetland, and environmentally sensitive areas associated with the river. The most likely small discharge that could travel off-site would be a spill located at the barge loading dock. It is extremely unlikely that any of the spill scenarios discussed in 1B would make it off-site.

Location of Material Discharged

All tanks are aboveground and within secondary containment with sufficient capacity for the entire contents of the largest tank. The most likely area where a small spill would result in a discharge to navigable water is at the barge loading dock.

Material Discharged

Materials discharged include various refined petroleum products depending on which tank or system has the discharge.

Weather or Aquatic Conditions

Winter Conditions The spill response contractor has experience and equipment necessary for working in winter conditions in Minnesota. While winter conditions may impede response times, frozen ground and drifted snow may actually help contain a spill and facilitate the capture of spilled material.

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1C

Factors Affecting Small Discharge Response Efforts (continued)

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Weather or Aquatic Conditions (continued)

Flooding/Large Storms A release from a transfer operation or pipelines outside secondary containment could enter a storm sewer ditch system and be conveyed to the facility's storm water pond or directly to the Mississippi River.

If a spill occurred during flooding conditions associated with a 25-year or greater storm event or spring runoff, it is possible that the spilled materials could flow to the Mississippi River. Soft ground may limit the access to off road areas for berm deployment to light (four wheelers) or wide-track equipment.

Fire Fire would impede a spill response effort. However, if a spill did catch on fire, due to the volatility of the material, it is likely that most of the spilled material would be consumed in the fire and would not have a chance to travel far from the area of the incident.

Available Remediation Equipment

Sorbent pads, pillows, and containment boom are available on-site to clean up and contain small and medium spills in addition to containment dikes. The facility has pumps and heavy equipment available on-site that can be used to respond to spills. The facility has access to fifteen tanker trucks (8,000 gallons each) that could be used to store recovered material. In addition, the facility has a contract with an OSRO service (see Tab 17).

Probability of a Chain Reaction of Failures

A discussion of the most likely chain reaction of failures that could lead to small discharge is presented in 1A.

Direction of Discharge Pathway

Spills from the facility, bulk oil loading and storage areas will flow to the west towards the Mississippi River assuming all man-made structures fail.

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2

Medium or MMPD - Maximum Most Probable Discharge



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



2A

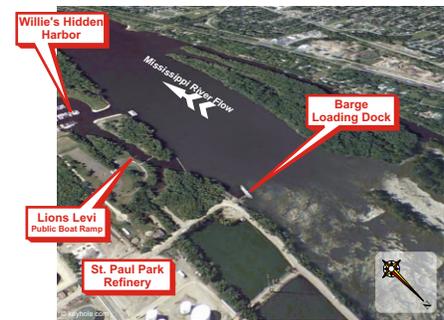
Description of a Medium or MMP Spill Incident

Medium spill incidents with respect to this site are defined as discharges from equipment failures and other non-planned incidents. Medium spill incidents may or may not impact surface water and may or may not require assistance from outside parties to respond and clean up the discharge.

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

This facility is a “complex” facility which requires that the planning quantity for a medium discharge be the larger of the amounts calculated for each component of the facility. (b) (7)(F), (b) (3)

and assumes that all man-made containment structures fail as required by EPA Region V.



Location Photo

The most probable medium spill incident that could have a significant impact would be the result of a valve or pipe failure in which facility personnel are not immediately able to reach the emergency shutoff switches and valves. This type of event would have the potential to discharge up to 36,000 gallons of light oil depending on the pressure inside the piping during material transfer between tanks and processes. If all man-made structures and safety features fail, the spill occurred during a storm event with significant amount of precipitation/runoff, and the Mississippi is running at bank full conditions this type of spill could flow to the west towards and reach the Mississippi River. Under these conditions and assuming a majority of the 36,000 gallons made it to the river, fish and wildlife would be impacted and there is a chance the water intakes and environmentally sensitive areas could be impacted. Other potential discharge scenarios have been considered in 2B. See Tab 28 for additional information.

The contracted Oil Spill Response Organization (OSRO) for the facility has the response equipment necessary to meet the “medium spill incident” oil recovery rate and storage capacity requirements as noted on Page 11 of this Section, Tab 31. These resources are available within 12 hours.

The facility stocks at least 1,000 feet of containment boom, sufficient spill cleanup tools, and empty storage containers (drums, and totes) to clean up medium spills. Facility response employees will respond to all spills and will clean up medium spills that they can contain and recover. The 1,000 feet of containment boom can be deployed within one hour.

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2A Medium or MMP Spill Incident (continued)

A spill response contractor will be called for releases that cannot be contained and recovered by facility personnel. The facility maintenance group has several gas powered pumps and hose and vacuum trucks that will be deployed to provide recovery of spilled materials within two hours from notification of the incident. The full list of site response equipment available is in Tab 26. The facility has access to fifteen tanker trucks (8,000 gallons each) that could be used to store recovered material.

2B Facility-Specific Medium Spill Potential Analysis

Loading and Unloading of Surface Transportation

Medium discharges due to operator error or equipment failure are possible during tank truck, railcar and barge unloading operations. Spills from bulk oil loading areas that are not captured in secondary containment, the facility storm water system or the oily sewer system would flow to the west towards the Mississippi River. Loading and unloading procedures are followed to minimize the potential of a spill. In addition, delivery drivers and facility personnel monitor truck transfer operations at all times while oil is being transferred.

During normal operations, bulk oil product is transferred to tanker trucks of 8,000 gallons at the Light Oil Rack associated with the North Tank Farm, which includes Tanks 134, 135, 136, 137, and 145. The most likely spills will be associated with these transfers and could be as large as 8,000 gallons. However, it is more likely that spills will be from overfilling due to operator error or equipment failure and would likely be less than 2,100 gallons.

During normal operations, bulk oil product is transferred to rail cars of 20,000 gallons in two locations: at the east of the DDS unit and south of the #1 Crude Unit, which includes tanks in the East Central, West Central and Six Pack tank farms. The most likely spills will be associated with these transfers and could be as large as 20,000 gallons. However, it is more likely that spills will be from overfilling due to operator error or equipment failure and would likely be less than 2,100 gallons.

The Site Plan and Site Drainage Plan Diagram (Tab 5, Page 5) shows the unloading areas, loading areas, and potential outfalls that could be impacted by a spill in each area.

Facility Maintenance

Routine maintenance operations include testing, repairing, and/or replacing equipment throughout the life of the facility. Maintenance practices and standard procedures are designed to minimize spills. The facility maintenance crew is well trained to maintain the facility in top operating condition. Spills associated with maintenance activities would likely be less than 5 gallons and would not reach the Mississippi River. Maintenance personnel use drip pans, containers, and absorbent materials when performing maintenance on oil-handling or storage equipment.

2B Facility-Specific Medium Spill Potential Analysis (continued)

Facility Piping

All of the oil piping for the facility is aboveground. Aboveground piping is easily accessed and regularly inspected. Leaks would be easy for employees to detect during normal facility operations and inspections. It is unlikely that a leak from piping would go undetected. Medium discharges from piping that contains oil are possible.

Potential impacts from releases from exterior piping not inside secondary containment include impacts to soil, gravel driving or parking areas, and if the break occurred during a storm event, there is the potential for oil products to enter the storm sewer systems, which may result in a release to the storm water system and potentially the Mississippi River.

Pumping Stations and Sumps

Oil transfer pumps are located in secondary containment areas or dikes. A medium discharge arising from the transfer pump operations would flow into the containment area. Containment areas are inspected for impacted storm water. If the storm water is found to be contaminated, it is disposed of according to applicable regulations.

Leaks in piping can easily be isolated by valves up and downstream from the leaking section of piping. Potential spills associated with pumping stations or sumps will likely be small and detected quickly.

Oil Storage Tanks

A medium discharge from the tanks would be contained within the lined secondary containment system and could easily be recovered by pumps, sorbents, and other recovery equipment.

Vehicle Fueling

Vehicle fueling activities regularly occur at three locations on site. Fueling of equipment used for maintenance is done in a prudent manner. Fuel transfers to vehicles are performed on the fueling pad adjacent to the fuel tanks. The three fueling locations are near Gate 25 at the intersection of Broadway Avenue and Main Street, near the intersection of Third Avenue and Second Street, and near the Terminal Building between Third and Fourth Avenue.

Spills from the fueling station near the Terminal building would flow west into the Mississippi River. Spills from the Broadway Avenue fueling station would flow west on Broadway to the Mississippi River. Spills from the Second Street fueling station would be contained in the refinery storm water system.

Temporary portable equipment that requires fuel will be fueled carefully and with sufficient spill equipment and boom readily available to contain small spills. All equipment that is fueled on-site is inspected prior to operation to minimize the potential for leaks. In the unlikely event a spill reached the storm water pond, the spilled material would be contained, cleaned, and the impacted water recycled or disposed of properly.

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2B Facility-Specific Medium Spill Potential Analysis (continued)

Age and Condition of Facility and Components

The facility began storing oil in 1939 with the installation of the first three tanks. Equipment, pipes and tanks are in good condition and are not expected to contribute to medium discharges. In addition, the facility has a vigorous maintenance, repair, and/or replacement program.

2C Factors Affecting Response Efforts

Size of Discharge

As described in the Section 2B, most of the spills would be in the 8,000 gallon range and would not likely impact the Mississippi River even if all man-made structures are assumed to fail. For the purpose of EPA planning, the most probably medium spill is discussed in Section 2A and assumes a 36,000 gallon release.

Proximity to Downgradient Wells, Waterways and Drinking Water Intakes

There are no wells, waterways, or drinking water intakes that could be affected by a medium discharge from tanks within secondary containment. There are no drinking water wells down gradient from the facility's tank farm. See Tab 5 for more information. Section 2A contains a discussion of a potential medium discharge scenario that could impact drinking water intakes.

Proximity to Fish, Wildlife and Sensitive Environments

The facility is located on the Mississippi River. Locations of sensitive environments are located in Tab 28. As a result of the location, a medium spill could impact fish, wildlife and environmentally sensitive areas. See Section 2A for a discussion of the medium discharge scenario.

Likelihood That the Discharge Will Travel Off-Site

Discharges outside of secondary containment could reach the Mississippi River and negatively impact the wetland, and environmentally sensitive areas associated with the river. See Section 2A for a discussion of the medium discharge scenario.

Location of Material Discharged

All tanks are aboveground and within secondary containment with sufficient capacity for the entire contents of the largest tank. The EPA medium discharge worst case scenario described in Section 2A could occur at any point within the facility because EPA assumes all man-made structures to fail.

2C Factors Affecting Response Efforts (continued)

Material Discharged

Materials discharged include various refined petroleum products depending on which tank or system has the discharge.

Weather or Aquatic Conditions

Winter Conditions The spill response contractor has experience and equipment necessary for working in winter conditions in Minnesota. While winter conditions may impede response times, frozen ground and drifted snow may actually help contain a spill and facilitate the capture of spilled material.

Flooding/Large Storms A release from a transfer operation or pipelines outside secondary containment could enter a storm sewer ditch system and be conveyed to the facility's storm water pond or directly to the Mississippi River. If a spill occurred during flooding conditions associated with a 25-year or greater storm event or spring runoff, it is possible that the spilled materials could flow to the Mississippi River. Soft ground may limit the access to off road areas for berm deployment to light (four wheelers) or wide-track equipment.

Fire Fire would impede a spill response effort. However, if a spill did catch on fire, due to the volatility of the material, it is likely that most of the spilled material would be consumed in the fire and would not have a chance to travel far from the area of the incident.

Available Remediation Equipment

Sorbent pads, pillows, and containment boom are available on site to clean up and contain medium spills in addition to containment dikes. The facility has pumps and heavy equipment available onsite that can be used to respond to spills. The facility has access to fifteen tanker trucks (8,000 gallons each) that could be used to store recovered material.

Probability of a Chain Reaction of Failures

It is unlikely that a chain reaction of failures will occur due to the tanks being plumbed separately and can be isolated when necessary. Section 2A describes the chain of failures and other external conditions that would result in the medium discharge spill scenario.

Direction of Discharge Pathway

Spills from bulk oil loading areas, pipelines and storage areas will flow to the west towards the Mississippi River assuming all man-made structures fail.

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3

WCD - Worst Case Discharge

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



3A

Description of WCD Spill Incident

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

For EPA, the WCD is defined as the entire capacity of the largest single (or permanently manifolded) AST(s) within a single secondary containment area.

Permanently manifolded oil storage tanks are defined as tanks that are designed, installed and/or operated in such a manner that multiple tanks function as one storage unit.

Additional spill scenarios and factors that could impact the WCD have been addressed in Sections 3B and 3C.

Several tanks at the facility are plumbed to a common transfer line. However, none are plumbed to operate as a single tank.

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

However, the facility stores Group 2, 3 and Group 4 oils in quantities greater than ten percent of the total facility storage capacity. As a result, we have prepared planning work sheets for each oil Group (see Page 43 of this Tab for worksheets).

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

While the actual storage volume of Tank 148 is larger, after the emulsification factor is applied to the Group 3 oil stored in Tank 142, it is apparent that a worst case spill from Tank 142 will require more response resources than a worst case spill from Tank 148 containing Group 4.

Based on this comparison the Group 3 oil stored in Tank 142 was determined to represent the worst case spill.

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3A Description of WCD Incident (continued)

Worst Case Volume		Summary of Worst Case Discharge Planning Work Sheet					
Tank	bbls	Oil Group	Shore %	Water %	Emulsion Fac.	On Shore Recovered Oil (bbl/day)	Tier 3 On Water Recovered Oil (bbl/day)
142	(b) (7)(F), (b) (3)						
142							
148							

Tank 142 is located in the diked South Tank Farm. Assuming the dike was compromised during a worst-case discharge, the entire contents of the tank would flow over ground on Broadway Avenue to the west to the Mississippi River. The distance from the nearest tank to the Mississippi River is 776 feet. Additional factors that could impact the WCD are discussed in Section 3B.

Catastrophic tank failure is possible due to weld failure or some natural disaster such as a tornado. Tanks are visually inspected at least monthly and operating or maintenance issues are noted at the time of inspection. A list of site response resources is found in Section 26.

The facility and the St. Paul Park, Cottage Grove and Newport Fire Departments have access to sufficient equipment to respond to a fire at the facility.

The USCG WCD scenario would be the failure of the barge loading line during transfer activities. This scenario could also empty the largest tank directly into the Mississippi River. This scenario would spill gasoline and would be detected by the pumper on duty.

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

OSRO Response Resources

Type of Recovery	Tier	Required Response Time (hours)	Contracted Capacity (bbl / day)
Shoreline Cleanup	--	12	> 476.2
On-Water Response	1	12	> 1,875
	2	36	> 3,750
	3	60	> 7,500

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

The contractor's equipment list is provided in Tab 17, Page 12. Additional equipment and supplies have been identified at other local spill response organizations but not contracted.

Additional storage capacity is available through decanting of oil, reprocessing recovered product and local contractors.

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3B

Facility-Specific Worst Case Spill Potential Analysis

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Loading and Unloading of Surface Transportation

A worst case discharge due to operator error or equipment failure is possible during tank truck, railcar and barge unloading operations. Spills from bulk oil loading areas will flow to the west towards the Mississippi River. Loading and unloading procedures are followed to minimize the potential of a spill. In addition, delivery drivers and facility personnel monitor truck transfer operations at all times while oil is being transferred.

The Site Plan and Site Drainage Plan Diagram (Tab 5, Page 5) shows the unloading areas, loading areas, and potential outfalls that could be impacted by a spill in each area. A worst case spill in this area would be significantly less than the WCD previously described in Section 3A.

Facility Maintenance

Routine maintenance operations include testing, repairing, and/or replacing equipment throughout the life of the facility. Maintenance practices and standard procedures are designed to minimize spills. The facility maintenance crew is well trained to maintain the facility in top operating condition. A worst case discharge is unlikely to occur during maintenance operations unless a tank fails via rupture. Maintenance personnel use drip pans, containers, and absorbent materials when performing maintenance on oil-handling or storage equipment to contain small and medium discharges.

Facility Piping

All of the oil piping for the facility is aboveground. Aboveground piping is easily accessed and regularly inspected. Leaks would be easy for employees to detect during normal facility operations and inspections. It is unlikely that a leak from piping would go undetected. A worst case discharge from piping that contains oil is possible if there are no workers in the area when a pipe bursts.

Potential impacts from releases from exterior piping not inside secondary containment include impacts to soil, gravel driving or parking areas, and if the break occurred during a storm event, there is the potential for oil products to enter the storm sewer systems, which may result in a release to the storm water system and potentially the Mississippi River. A worst case spill from piping would be significantly less than the WCD previously described in Section 3A.

Pumping Stations and Sumps

Oil transfer pumps are located in secondary containment areas or dikes. A worst case discharge arising from the transfer pump operations would flow into the containment area. Containment areas are inspected for impacted storm water. If the storm water is found to be contaminated, it is disposed of according to applicable regulations. Leaks in piping can easily be isolated by valves up and downstream from the leaking section of piping. Potential spills associated with pumping stations or sumps will likely be small and detected quickly. A worst case spill in this area would be significantly less than the WCD previously described in Section 3A.

3B Facility-Specific Worst Case Spill Potential Analysis (continued)

Oil Storage Tanks

A worst case discharge from the tanks due to rupture or other tank failure would be contained within the lined secondary containment system and could easily be recovered by pumps, sorbents, and other recovery equipment. The worst case spill where secondary containment failed is described previously in Section 3A. The facility has boom, vacuum trucks and other equipment listed in Tab 26 available to contain the discharged material.

Vehicle Fueling

A worst case discharge is not expected to occur during vehicle fueling activities as none of the tanks used for vehicle fueling are larger than the medium sized discharge. A worst case spill in this area would be significantly less than the WCD previously described in Section 3A.

Age and Condition of Facility and Components

The facility began storing oil in 1939 with the installation of the first three tanks. Equipment, pipes and tanks are in good condition and are not expected to contribute to a worst case discharge. In addition, the facility has a vigorous maintenance, repair, and/or replacement program.

3C Factors Affecting Response Efforts

A worst case discharge from tanks would be released from the site if secondary containment fails. All tanks are aboveground and within secondary containment with sufficient capacity for the entire contents of the largest tank. Sorbent pads, pillows, and containment boom are available on site to clean up and contain small and medium spills in addition to containment dikes. In addition, the facility has pumps and heavy equipment available onsite that can be used to respond to spills.

The facility has access to fifteen tanker trucks (8,000 gallons each) that could be used to store recovered material. There are no wells or drinking water intakes that could be affected by a worst case discharge. Discharges outside of secondary containment could reach the Mississippi River and negatively impact the wetland, and environmentally sensitive areas associated with the river.

A discussion of impacts on sensitive environments is located in Tab 28.

Factors that could impede response efforts include:

Size of Discharge

The worst case spill from activities evaluated in section 3B would be significantly less than the WCD from Tank 142 described in Section 3A. (b) (7)(F), (b) (3)

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3C Factors Affecting Response Efforts (continued)

Factors that could impede response efforts (continued)

Proximity to Downgradient Wells, Waterways and Drinking Water Intakes

Impacts to drinking water intakes on the Mississippi have been discussed. Please turn to Tab 5 for more information.

Proximity to Fish, Wildlife and Sensitive Environments

The facility is located on the Mississippi River. Locations of sensitive environments are located in Tab 28. As a result of the location, the worst case spill has the potential to impact fish, wildlife and environmentally sensitive areas.

Likelihood That the Discharge Will Travel Off-Site

A worst case discharge would most likely travel off site, reach the Mississippi River and negatively impact wetland or environmentally sensitive areas associated with the river.

Location of Material Discharged

All tanks are aboveground and within secondary containment with sufficient capacity for the entire contents of the largest tank. The EPA worst case discharge scenario is described in Section 3A. This discharge would occur at Tank 142.

Material Discharged

Materials discharged in the worst case scenario include various refined Group 3 petroleum oil/ fuel products stored in Tank 142.

Weather or Aquatic Conditions

Winter Conditions The spill response contractor has experience and equipment necessary for working in winter conditions in Minnesota. While winter conditions may impede response times, frozen ground and drifted snow may actually help contain a spill and facilitate the capture of spilled material.

Flooding/Large Storms A release from a transfer operation or pipelines outside secondary containment could enter a storm sewer ditch system and be conveyed to the facility's storm water pond or directly to the Mississippi River. If a spill occurred during flooding conditions associated with a 25-year or greater storm event or spring runoff, it is possible that the spilled materials could flow to the Mississippi River. Soft ground may limit the access to off road areas for berm deployment to light (four wheelers) or wide-track equipment.

Fire Fire would impede a spill response effort. However, if a spill did catch on fire, due to the volatility of the material, it is likely that most of the spilled material would be consumed in the fire and would not have a chance to travel far from the area of the incident.

3C Factors Affecting Response Efforts (continued)

Available Remediation Equipment

Sorbent pads, pillows, and containment boom are available on site to clean up and contain the worst case spill.

The facility has a fire department with equipment, pumps and heavy equipment available onsite that can be used to respond to and remediate spills. The facility has access to fifteen tanker trucks (8,000 gallons each) that could be used to store recovered material. The facility has a contract with an OSRO to provide additional response and remediation equipment.

Probability of a Chain Reaction of Failures

It is unlikely that a chain reaction of failures will occur due to the tanks being plumbed separately and can be isolated when necessary. Section 3A describes the chain of failures and other external conditions that would result in the worst case discharge spill scenario.

Direction of Discharge Pathway

Spills from bulk oil loading areas, pipelines and storage areas will flow to the west towards the Mississippi River assuming all man-made structures fail.

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DOT/PHMSA RESPONSE SCENARIO (WCD)

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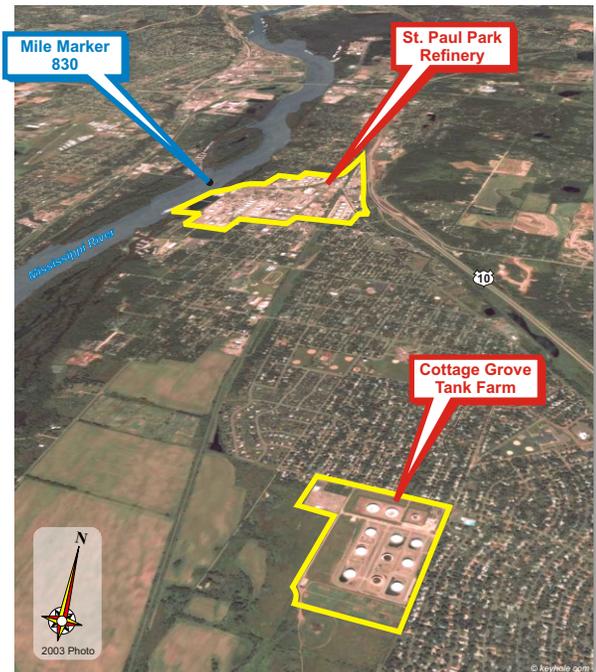


(b) (7)(F), (b) (3)

4A Description of Spill Incident

St. Paul Park Refining owns and operates one crude oil transfer line between the refinery and the remote Cottage Grove Tank Farm. Crude oil is typically pumped to the refinery process units with booster pumps located at the tank farm through a 12-inch diameter line. Contained within the right-of-way for the 12-inch line is a 16-inch line which is owned and operated by St. Paul Park Refining Company.

The 12-inch line is approximately 2.8 miles long and holds approximately 1,984 barrels of crude oil. (b) (7)(F), (b) (3)



4B Pipeline not of Significant or Substantial Harm

This pipeline section does not qualify for significant and substantial harm because it is 2.8 miles in length, which is less than the 10 miles required under 49 CFR 104.103 (c).

4C Environmental Impact

A line rupture between Cottage Grove and the refinery would not necessarily result in a release to the river. Depending on the location of the leak and its proximity to a storm sewer, the leak may be contained on the land. Plant life would be stressed in the area of the spill and would likely be removed during the cleanup and recover phase. Soil would also need to be excavated to remove heavily contaminated areas and thus minimize any long term concerns for dermal exposure or groundwater contamination.

Product which finds a storm sewer may enter the river. Depending on the location of the sewer discharge, the plant life along the riverbanks could be stressed and may be damaged or removed during the cleanup phase. Some short term toxicity may occur in the immediate vicinity of the discharge, but dilution and recovery efforts would combine to prevent any significant or long term toxicity to aquatic organisms.

The health and environmental risks associated with these materials are described further in the Material Safety Sheets (MSDS's) that are readily available at the facility. (see Tab 34)

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CONSEQUENCE ANALYSIS MODELING of TOXIC / FLAMMABLES - WORST CASE / ALTERNATE RELEASE SCENARIOS

ALTERNATIVE RELEASE SCENARIOS		EPA OCA Guidance Tables or Equations (miles)	HG System (miles)
A	TOXIC (HF) CASE SCENARIOS 		
	1 Failure of Spent Acid Storage Drum 28-F-18		
	a) 10-minute Gas Release	>25	N/A
	2 Failure of 2-inch HF Acid Hose at Truck Unloading		
	a) 32-minute release	N/A	0.45
B	FLAMMABLE CASE SCENARIOS 		
	1 Failure of Tank 115	1.0	N/A
	2 Failure of 2-inch Line on the SGP Depropanizer Overhead	0.21	N/A

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**Worksheet to Plan Volume of Response
 Resources for Worst-Case Discharge
 Oil Group 1 Very Light Fuels**

Part 1 Background Information

Step (A) Calculate Worst-Case Discharge in barrels (Appendix D) (b) (A)

Step (B) Oil Group¹ (Table 3 and Section 1.2 of this appendix) 1

Step (C) Operating Area (choose one) Nearshore/Inland Great Lakes or Rivers and Canals

Step (D) Percentages of Oil (Table 2 of this appendix)

Percent Lost to Natural Dissipation	Percent Recovered Floating Oil	Percent Oil Onshore
(D1) 80	(D2) 10	(D3) 10

Step (E1) On-Water Oil Recovery (b) (E1)

$\frac{\text{Step (D2)} \times \text{Step (A)}}{100}$

Step (E2) Shoreline Recovery (b) (E2)

$\frac{\text{Step (D3)} \times \text{Step (A)}}{100}$

Step (F) Emulsification Factor (Table 3 of this appendix) 1.0 (F)

Step (G) On-Water Oil Recovery Resource Mobilization Factor (Table 4 of this appendix)

Tier 1	Tier 2	Tier 3
(G1) 0.3	(G2) 0.4	(G3) 0.6

¹A facility that handles, stores, or transports multiple groups of oil must do separate calculations for each oil group on site except for those oil groups that constitute 10 percent or less by volume of the total oil storage capacity at the facility. For purposes of this calculation, the volumes of all products in an oil group must be summed to determine the percentage of the facility's total oil storage capacity.

Part II On-Water Oil Recovery Capacity (barrels/day)

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

(G1)	(G2)	(G3)
------	------	------

Part III Shoreline Cleanup Volume (barrels)

(b) (E2) x Step (F)

Part IV On-Water Response Capacity by Operating Area

(Table 5 of this appendix) (Amount needed to be contracted for in barrels/day)

Tier 1	Tier 2	Tier 3
(J1) 1,875	(J2) 3,750	(J3) 7,500

Part V On-Water Amount Needed to be Identified, but not Contracted for in Advance (barrels/day)

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

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Worksheet to Plan Volume of Response Resources for Worst-Case Discharge

Oil Group 2 Medium to Light Fuels

Part I Background Information

Step (A) Calculate Worst-Case Discharge in barrels (Appendix D) (b) (A)

Step (B) Oil Group¹ (Table 3 and Section 1.2 of this appendix) 2

Step (C) Operating Area (choose one) Nearshore/Inland Great Lakes or Rivers and Canals

Step (D) Percentages of Oil (Table 2 of this appendix)

Percent Lost to Natural Dissipation	Percent Recovered Floating Oil	Percent Oil Onshore
40 (D1)	15 (D2)	45 (D3)
Step (E1) On-Water Oil Recovery	Step (D2) x Step (A) 100	(b) (7) (F), (b) (3)
Step (E2) Shoreline Recovery	Step (D3) x Step (A) 100	(E2)
Step (F) Emulsification Factor (Table 3 of this appendix)		1.8 (F)
Step (G) On-Water Oil Recovery Resource Mobilization Factor (Table 4 of this appendix)		
Tier 1 border: 1px solid black; padding: 2px;">0.3 (G1)	Tier 2 border: 1px solid black; padding: 2px;">0.4 (G2)	Tier 3 border: 1px solid black; padding: 2px;">0.6 (G3)

¹A facility that handles, stores, or transports multiple groups of oil must do separate calculations for each oil group on site except for those oil groups that constitute 10 percent or less by volume of the total oil storage capacity at the facility. For purposes of this calculation, the volumes of all products in an oil group must be summed to determine the percentage of the facility's total oil storage capacity.

Part II On-Water Oil Recovery Capacity (barrels/day)

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

Part IV On-Water Response Capacity by Operating Area
(Table 5 of this appendix) (Amount needed to be contracted for in barrels/day)

Tier 1	Tier 2	Tier 3
1,875 (J1)	3,750 (J2)	7,500 (J3)

Part V On-Water Amount Needed to be Identified, but not Contracted for in Advance (barrels/day)

Tier 1	Tier 2	Tier 3
(b) (7)(F), (b) (3)		

NOTE: To convert from barrels/day to gallons/day, multiply the quantities in Parts II through V by 42 gallons/barrel.

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Worksheet to Plan Volume of Response Resources for Worst-Case Discharge
Oil Group 3 Medium Crudes and Fuels

Part 1 Background Information

Step (A) Calculate Worst-Case Discharge in barrels (Appendix D) (b) (A)

Step (B) Oil Group¹ (Table 3 and Section 1.2 of this appendix) 3

Step (C) Operating Area (choose one) Nearshore/Inland Great Lakes or Rivers and Canals

Step (D) Percentages of Oil (Table 2 of this appendix)

Percent Lost to Natural Dissipation	Percent Recovered Floating Oil	Percent Oil Onshore
20 (D1)	15 (D2)	65 (D3)

Step (E1) On-Water Oil Recovery $\frac{\text{Step (D2)} \times \text{Step (A)}}{100}$
(b) (7)(F), (b) (3)

Step (E2) Shoreline Recovery $\frac{\text{Step (D3)} \times \text{Step (A)}}{100}$

Step (F) Emulsification Factor (Table 3 of this appendix) 2.0
(F)

Step (G) On-Water Oil Recovery Resource Mobilization Factor (Table 4 of this appendix)

Tier 1	Tier 2	Tier 3
0.3 (G1)	0.4 (G2)	0.6 (G3)

¹A facility that handles, stores, or transports multiple groups of oil must do separate calculations for each oil group on site except for those oil groups that constitute 10 percent or less by volume of the total oil storage capacity at the facility. For purposes of this calculation, the volumes of all products in an oil group must be summed to determine the percentage of the facility's total oil storage capacity.

Part II On-Water Oil Recovery Capacity (barrels/day)
(b) (7)(F), (b) (3)

Part IV On-Water Response Capacity by Operating Area
 (Table 5 of this appendix) (Amount needed to be contracted for in barrels/day)

Tier 1	Tier 2	Tier 3
1,875 (J1)	3,750 (J2)	7,500 (J3)

Part V On-Water Amount Needed to be Identified, but not Contracted for in Advance (barrels/day)
(b) (7)(F), (b) (3)

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**Worksheet to Plan Volume of Response
 Resources for Worst-Case Discharge
 Oil Group 4 Heavy Crudes and Asphalts**

Part I Background Information

Step (A) Calculate Worst-Case Discharge in barrels (Appendix D) (b) (A)

Step (B) Oil Group¹ (Table 3 and Section 1.2 of this appendix) 4

Step (C) Operating Area (choose one) Nearshore/Inland Great Lakes or Rivers and Canals

Step (D) Percentages of Oil (Table 2 of this appendix)

Percent Lost to Natural Dissipation	Percent Recovered Floating Oil	Percent Oil Onshore
5 (D1)	20 (D2)	75 (D3)

Step (E1) On-Water Oil Recovery (b) (7)(F), (b) (3)

$\frac{\text{Step (D2)} \times \text{Step (A)}}{100}$

Step (E2) Shoreline Recovery (b) (7)(F), (b) (3)

$\frac{\text{Step (D3)} \times \text{Step (A)}}{100}$

Step (F) Emulsification Factor (Table 3 of this appendix) 1.4
(F)

Step (G) On-Water Oil Recovery Resource Mobilization Factor (Table 4 of this appendix)

Tier 1	Tier 2	Tier 3
0.3 (G1)	0.4 (G2)	0.6 (G3)

¹A facility that handles, stores, or transports multiple groups of oil must do separate calculations for each oil group on site except for those oil groups that constitute 10 percent or less by volume of the total oil storage capacity at the facility. For purposes of this calculation, the volumes of all products in an oil group must be summed to determine the percentage of the facility's total oil storage capacity.

Part II On-Water Oil Recovery Capacity (barrels/day)

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

Step (E2) x Step (F)

Part IV On-Water Response Capacity by Operating Area
 (Table 5 of this appendix) (Amount needed to be contracted for in barrels/day)

Tier 1	Tier 2	Tier 3
1,875 (J1)	3,750 (J2)	7,500 (J3)

Part V On-Water Amount Needed to be Identified, but not Contracted for in Advance (barrels/day)

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

NOTE: To convert from barrels/day to gallons/day, multiply the quantities in Parts II through V by 42 gallons/barrel.

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Prevention (SPCC Plans)

NOTE

SPCC Plans may be included in a future revision. Until such time, SPCC Plans are available from the Environmental and Safety Department.

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Site Safety Plan

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Note: These forms are provided for use during an emergency. It is not necessary to use these exact forms so long as all necessary information is documented.

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Initial Site Safety Plan

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1

Initial Site Safety Plan

Date of incident: _____ Time of incident: _____

IC / QI: _____ Field Safety Officer: _____

OSIC: _____

Material(s) involved: _____

Wind direction: _____ Wind speed: _____

Weather forecast: _____

Respiratory Hazard? Yes No

If Yes, Initial protection inside HOT ZONE is SCBA unless otherwise specified.

Type of Respiratory protection: _____

Flammability Hazard? Yes No (No entry greater than 10% LEL)

If Yes, Stay away from area until initial LEL readings are made.

Initial reading _____ (Show on site drawing)

Toxic or Corrosive Hazard? Yes No

If Yes, PPE required: _____

Initial HOT ZONE established? Yes No

If Yes, Where? (Show on site drawing on the back of this form, and communicate to responders)

If No, establish Hot Zone.

Response Groups operating in HOT ZONE:

Name

HAZWOPER or Specialist

(cont'd on Tab 33, Pg 4)

Initial Site Safety Plan

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Initial Site Safety Plan (cont'd)

Rough Sketch of Incident

- 1) Use an arrow to indicate wind direction.
- 2) Designate the location of Incident Command Post by the letters *ICP*.
- 3) Designate the hot zone with a dashed line.

North



GENERIC SITE SAFETY PLAN

This tab provides a Generic Site Safety Plan to be utilized during an emergency event. It is not inclusive and should be used as a guide, *not a standard*.

A. Emergency Event Site Description

Date: _____ Location: _____

Effective from: _____ Until: _____

Hazards: _____

Area affected: _____

Surrounding population: _____

Topography: _____

Weather conditions: _____

Additional information: _____

B. Entry Objectives

The objective of the entry to the contaminated area is to:
(Describe actions and tasks to be accomplished, i.e., identify contaminated soil, monitor conditions, etc.)

C. Onsite Organization and Coordination

The following personnel are designated to carry out the stated job functions onsite.

Note: One person may carry out more than one job function.

- 1) Incident Commander / Qualified Individual _____
- 2) Deputy Incident Commander _____
- 3) Operations Section Chief (OSIC) _____
- 4) Deputy Operations Section Chief _____
- 5) Field Safety Officer _____
- 6) Public Information Officer _____
- 7) Planning Section Chief _____
- 8) Medical Unit Leader _____
- 9) Finance Section Chief _____
- 10) Logistics Section Chief _____
- 11) Environmental & Government Liaison _____

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- 11) Federal Agency Reps _____

- 12) State Agency Reps _____

- 13) Local Agency Reps _____

- 14) Contractor(s) _____

All personnel arriving or departing the site should log in and out with the Operations Section Chief. If these positions are not filled or the personnel are not available, then the alternate point of contact is the Incident Command Post. All activities on site must be cleared through the Operations Section Chief.

D. Onsite Control

- _____ (Name of individual or agency) has been designated to coordinate access control and security on site. A safe perimeter has been established at: (Distance or description of controlled area) _____

No unauthorized person should be within this area.

- The Incident Command Post and Staging Area have been established at _____

The prevailing wind conditions are _____. This location is upwind from the Hot Zone.

- Control boundaries have been established, and the Hot Zone (the contaminated area), Warm Zone, and Cold Zone (clean area) have been identified and designated as follows: (Describe boundaries and / or attach map of controlled area) _____

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D. Onsite Control *(cont'd)*

- These boundaries are identified by: *(Marking of zones, i.e., red boundary tape - Hot Zone; traffic cones - Cold Zone, etc.)* _____

E. Hazard Evaluation

The following substance(s) are known or suspected to be on site. The primary hazards of each are identified.

Substance Involved (Chemical name)	Concentration (If known)	Primary Hazards (e.g., toxic on inhalation)

The following additional hazards are expected on site: *(i.e., slippery ground, uneven terrain, etc.)* _____

F. Personal Protective Equipment (PPE)

Based on evaluation of potential hazards, the following levels of personal protection have been designated for the applicable work areas or tasks.

Location	Job Function	Level of Protection				
Hot Zone	_____	A	B	C	D	Other
	_____	A	B	C	D	Other
	_____	A	B	C	D	Other
	_____	A	B	C	D	Other

Warm Zone	_____	A	B	C	D	Other
	_____	A	B	C	D	Other
	_____	A	B	C	D	Other
	_____	A	B	C	D	Other

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F. Personal Protective Equipment (PPE) (cont'd)

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

_____ Level A _____	_____ Level C _____
<ul style="list-style-type: none"> Fully-encapsulating suit SCBA (disposable coveralls) _____ _____ _____ _____	<ul style="list-style-type: none"> Splash gear (type) Air-purifying respirator (full or half mask) _____ _____ _____ _____
_____ Level B _____	_____ Level D _____
<ul style="list-style-type: none"> Splash gear (type) SCBA _____ _____ _____ _____	<ul style="list-style-type: none"> Nomex Safety Glasses _____ _____ _____ _____

The following protective clothing materials are required for the involved substances:

Substance (Chemical name)	Material (material name, e.g., Vitous)
_____	_____
_____	_____
_____	_____
_____	_____

If air-purifying respirators are authorized, _____ (*filtering medium*) is the appropriate cartridge for use with the involved substances and concentrations. A competent individual has determined that all criteria for using this type of respiratory protection has been met.

NO CHANGES TO THE SPECIFIED LEVELS OF PROTECTION SHALL BE MADE WITHOUT APPROVAL OF THE FIELD SAFETY OFFICER, OPERATIONS SECTION CHIEF, AND THE INCIDENT COMMANDER/QUALIFIED INDIVIDUAL (IC/QI).

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G. Onsite Work Plans

Work party(s) consisting of _____ persons will perform the following tasks:

	Name	Function
<ul style="list-style-type: none"> • Division / Group Supervisor (Captain) 	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<ul style="list-style-type: none"> • Task Force/ Strike Team #1 (Hose Team) 	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<ul style="list-style-type: none"> • Task Force/ Strike Team #2 (Hose Team) 	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<ul style="list-style-type: none"> • Rescue Team (RIT) (required for entries to IDLH environments) 	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<ul style="list-style-type: none"> • Decontamination Team 	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>

The Task Force / Strike Force Team(s) were briefed on the contents of this plan at _____
_____.

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H. Communication Procedures

- Personnel in the Hot Zone should remain in constant radio communication or within sight of their Supervisor. Any failure of radio communication requires an evaluation of whether personnel should leave the Hot Zone.
- _____ (*Horn blast, or air horn blasts, etc.*) is the emergency signal to indicate that all personnel should leave the Hot Zone.
- The following standard hand signals will be used in case of failure of radio communications.
 - Hand gripping throat *Out of air, can't breathe*
 - Gripping partner's wrist or both hands around waist *Leave area immediately*
 - Hands on top of head *Need assistance*
 - Thumbs up *OK, I am all right, I understand*
 - Thumbs down *No, negative*
- Telephone and / or radio communications with the Emergency Control Center should be established as soon as practicable.

I. Decontamination Procedures

Personnel and equipment leaving the Hot Zone shall be thoroughly decontaminated. The standard level _____ decontamination protocol shall be used with the following decontamination stations.

- | | | |
|----------|----------|-------------|
| 1) _____ | 5) _____ | 9) _____ |
| 2) _____ | 6) _____ | 10) _____ |
| 3) _____ | 7) _____ | Other _____ |
| 4) _____ | 8) _____ | _____ |

Emergency decontamination will include the following stations: _____

The following decontamination equipment is required: _____

_____ (*Normally detergent and water*) will be used as the decontamination solution.

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J. Site Safety and Health Plan

1. Safety: _____ (Name) is the designated Field Safety Officer and is directly responsible for safety recommendations on site.
2. Medical: _____ (Name of qualified personnel) are the qualified Medical Personnel on site. _____ (Medical facility names), at _____ (Address), phone _____ is located _____ minutes from this location. _____ (Name of person) was contacted at _____ (Time) and briefed on the situation, the potential hazards, and the substances involved. A map of alternative routes to this facility is available at _____ (Normally Command

Local Ambulance service is available from _____ at phone _____. Their response time is _____ minutes. Whenever possible, arrangements should be made for onsite standby.

First-aid equipment is available on site at the following locations.

- First-aid kit _____
- Emergency eye wash _____
- Emergency shower _____
- Other _____

Emergency medical information for substances present:

Substance	Exposure Symptoms	First-aid Instructions

List of emergency phone numbers:

Agency / Facility	Phone Number	Contact
• Police	_____	_____
• Fire	_____	_____
• Hospital	_____	_____
• Airport	_____	_____
• Public Health Advisor	_____	_____
• _____	_____	_____
• _____	_____	_____

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3. Environmental Monitoring: The following environmental monitoring instruments shall be used on site at the specified intervals. (Check if applicable)

• Combustible Gas Indicator	<input type="checkbox"/> Continuous	<input type="checkbox"/> Hourly	<input type="checkbox"/> Daily	Other _____
• O ₂ Monitor	<input type="checkbox"/> Continuous	<input type="checkbox"/> Hourly	<input type="checkbox"/> Daily	Other _____
• Colorimetric Tubes (Type)				
_____	<input type="checkbox"/> Continuous	<input type="checkbox"/> Hourly	<input type="checkbox"/> Daily	Other _____
_____	<input type="checkbox"/> Continuous	<input type="checkbox"/> Hourly	<input type="checkbox"/> Daily	Other _____
• OVM (Organic Vapor Monitor)	<input type="checkbox"/> Continuous	<input type="checkbox"/> Hourly	<input type="checkbox"/> Daily	Other _____
• Litmus (Ph) Paper	<input type="checkbox"/> Continuous	<input type="checkbox"/> Hourly	<input type="checkbox"/> Daily	Other _____
• Other _____	<input type="checkbox"/> Continuous	<input type="checkbox"/> Hourly	<input type="checkbox"/> Daily	Other _____

4. Emergency Procedures (*Should be modified as required by incident*)

The following standard emergency procedures will be used by onsite personnel. The Field Safety Officer will be notified of any onsite emergencies and be responsible for ensuring that the appropriate procedures are followed:

Personnel Injury in the Hot Zone: Upon notification of an injury in the Hot Zone, the designated HazMat Entry Officer will be notified via radio or hand signals. All site personnel shall assemble at the decontamination line. The Backup Entry Team will enter the Hot Zone (if required) to remove the injured person(s) to the Hotline. The Field Safety Officer and Rescue Sector Officer should evaluate the nature of the injury, and the affected person(s) should be decontaminated in the decon area prior to transporting the patient offsite. The onsite Rescue Personnel shall initiate the appropriate first aid and contact should be made for an ambulance and with the designated medical facility (if required). No person shall re-enter the Hot Zone until the cause of the injury or symptoms is determined.

Personnel Injury in the Warm Zone: Upon notification of an injury in the Warm Zone, the Rescue Sector Officer and Field Safety Officer will assess the nature of the injury. If the cause of the injury or loss of the injured person(s) does not affect the performance of site personnel, operations may continue, with the onsite Medical Personnel initiating the appropriate first aid and necessary follow-up as stated above. If the injury increases the risk to others, the designated emergency signal _____ shall be sounded and all site personnel shall move to the decontamination line for further instructions. Activities on site will stop until the added risk is removed or minimized.

Fire / Explosion: Upon notification of a fire or explosion on site, the designated emergency signal _____ shall be sounded and all site personnel will assemble at the decontamination line. The ERT shall be alerted and all personnel moved to a safe distance from the involved area.

Site Safety Plan

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J. Site Safety and Health Plan (cont'd)

Personal Protective Equipment (PPE) Failure: If any site ERT Member experiences a failure or alteration of protective equipment that affects the protection factor, that person and his / her buddy shall immediately leave the Hot Zone. Re-entry shall not be permitted until the equipment has been repaired or replaced.

Other Equipment Failures: If any other equipment on site fails to operate properly, the Operations Section Chief shall be notified and then determine the effect of this failure on continuing operations on site. If the failure affects the safety of personnel or prevents completion of the Work Plan tasks, all personnel shall leave the Hot Zone until the situation is evaluated and appropriate actions taken.

The following emergency escape routes are designated for use in those situations where egress from the Hot Zone cannot occur through the decontamination line:
(Describe alternate routes to leave area in emergencies) _____

In all situations, when an onsite emergency results in evacuation of the Hot Zone, personnel shall not re-enter until:

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

5. Personal Monitoring

The following personal monitoring will be in effect on site:

- Personal exposure sampling: *(Describe any personal sampling programs being carried out on site personnel. This includes use of sampling pumps, air monitors,*

- Medical monitoring: The expected air temperature will be ____°F. If it is determined that heat stress monitoring is required, the following procedures shall be followed:
(Describe procedures in effect, i.e., monitoring body temperature, body weight, pulse rate) _____

Site Safety Plan

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All site personnel have read the above plan and are familiar with its provisions.

	Name	Signature
• Field Safety Officer	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

(Attach additional sheets as necessary.)

Site Safety Plan prepared by: _____
(Name)

Organization: _____

Date: _____ *Time:* _____

The Site Safety Plan has been approved by the Incident Commander(s).

Name	Date

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MSDS's

Material Safety Data Sheets

Material Safety Data Sheets (MSDS's), which describe in detail the properties of all chemicals on site, are provided by the manufacturer and can be found at the following location:

- 1) E&S File Room Main Office

Hazards Imposed by Spilled Materials

The following chemicals are potential hazards associated with oil spills.

A Hydrogen Sulfide1) Properties

- 1) Colorless gas with rotten egg odor
- 2) Sense of smell is reduced or eliminated upon exposure
- 3) Gas is heavier than air and may accumulate in low lying areas

2) Physical / Chemical Hazards

- 1) Poisonous may be fatal if inhaled
- 2) **Flammable or explosive** in confined spaces

3) Exposure Limits

- 1) TLV 10 ppm (8 hour exposure)
- 2) TLV 15 ppm (15 minute exposure)
- 3) PEL 10 ppm (8 hour exposure)
- 4) PEL 15 ppm (15 minute exposure)
- 5) IDLH 100 ppm

4) Flammable / Combustible Materials

If during continuous monitoring the LEL equals or exceeds 10%, work shall immediately cease, sources of ignition removed from the work area, the work area evacuated, cordoned off, and the situation reassessed before continuing work.

IDLH - Immediately Dangerous to Life and Health

PEL - Permissible Exposure Limit

TLV - Threshold Limit Value

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B Sulfur Dioxide**Table of Contents****Tab 34 First Page**1) Properties

- 1) Colorless gas with an irritating pungent odor
- 2) Reacts with water to form an acid
- 3) Visible vapor cloud is produced
- 4) Corrodes aluminum

2) Physical / Chemical Hazards

- 1) Poisonous may be fatal if inhaled
- 2) Non-Flammable
- 3) Liquid may cause frostbite
- 4) Corrosive

3) Exposure Limits

- 1) TLV 2 ppm (8 hour exposure)
- 2) TLV 5 ppm (15 minute exposure)
- 3) PEL 2 ppm (8 hour exposure)
- 4) PEL 5 ppm (15 minute exposure)
- 5) IDLH 300 ppm

C Benzene1) Properties

- 1) Clear colorless to light yellow
- 2) Aromatic, gasoline-like, rather pleasant odor (strong)

2) Physical / Chemical Hazards

- 1) Very hazardous in case of inhalation
- 2) Hazardous in case of skin contact (irritant, permeator), or ingestion
- 3) Flammable

3) Exposure Limits

- 1) TLV 0.5 ppm (8 hour exposure)
- 2) TLV 2.5 ppm (15 minute exposure)
- 3) PEL 1 ppm (8 hour exposure)
- 4) PEL 5 ppm (15 minute exposure)
- 5) IDLH 500 ppm

4) Flammable / Combustible Materials

If during continuous monitoring the LEL equals or exceeds 10%, work shall immediately cease, sources of ignition removed from the work area, the work area evacuated, cordoned off, and the situation reassessed before continuing work.

IDLH - Immediately Dangerous to Life and Health

PEL - Permissible Exposure Limit

TLV - Threshold Limit Value

MSDS Format

The OSHA Hazard Communication Standard requires that MSDS must contain specific information as detailed below. However, OSHA does not specify a **format** for this information.

The American National Standards Institute (ANSI) has developed a 16-section format that is widely used across all industries. OSHA has recognized that the ANSI standard format is *one* acceptable means of providing the information required by the standard.

St. Paul Park Refining uses the 16-section ANSI format to present MSDS's for both the products and streams manufactured by the Refinery and for the MSDS information received from vendors on their products. The 16-sections and the specific information required by OSHA are outlined below.

NOTE: No blank spaces are allowed on an MSDS. If no relevant information is available for a category, "*not applicable (NA)*" will appear in the section of the actual MSDS.

Section 1 Chemical, Product and Company Identification

- Hazardous substance(s) identity as it appears on the label
- Date of preparation or revision
- Name, address, and telephone number of manufacturer, importer, or distributor

Section 2 Composition, Information On Ingredients

- Chemical / common name of hazardous chemical:
If a mixture that has been tested,
If a single component,
If a mixture that has not been tested.
- Chemical and common name(s) of all ingredients determined to be health hazards present $\geq 1\%$ and carcinogens present $\geq 0.1\%$
- Chemical and common name of all ingredients determine to present a physical hazard
- OSHA PEL, ACGIH TLV, and any other recommended exposure limit

Section 3 Hazards Identification

- EMERGENCY OVERVIEW (optional, describes the appearance and most significant and immediate hazards for emergency response personnel)
- Health hazards including:
 - Signs and symptoms of exposure
 - Medical conditions aggravated by the chemical
 - Primary route of entry
- Whether material is listed in NTP, OSHA, or IARC as a potential carcinogen

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Table of Contents**Tab 34 First Page****Section 4** First Aid Measures

- Emergency and first aid treatment

Section 5 Fire Fighting Measures

- Potential for fire, explosion and reactivity and control measures.
- Flammable properties, such as flash point, explosive limits

Section 6 Accidental Release Measures

- Procedures for cleanup of spills and leaks

Section 7 Handling and Storage

- Precautions for safe handling including:
 - Hygienic practices
 - Protective measures during repair and maintenance of equipment
 - Personal protective equipment

Section 8 Exposure Controls, Personal Protection

- Appropriate engineering controls
- Work practices and personal protective equipment

Section 9 Physical and Chemical Properties

- Physical and chemical characteristics including:
 - Vapor pressure
 - Initial boiling point
 - Vapor density
 - Percent volatile
 - Flash point
 - Lower explosive limit
 - Specific gravity

Section 10 Stability and Reactivity

- Information regarding the potential for reactivity of the material(s)
- Generally including decomposition products, stability, polymerization potential and handling and storage conditions to avoid

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MSDS[Table of Contents](#)[Tab 34 First Page](#)**Section 11** Toxicological Information (optional)**Section 12** Ecological Information (optional)**Section 13** Disposal Considerations (optional)**Section 14** Transportation Information (optional)**Section 15** Regulatory Information (optional)**Section 16** Other Information (optional)

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FORMS INDEX

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ICS Form No.	Description
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ICS FORM 202	Incident Objectives
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ICS FORM 204	Assignment List
ICS FORM 205	Incident Radio Communications Plan
ICS FORM 206	Medical Plan
ICS FORM 207	Incident Organization Chart
ICS FORM 209	Incident Status Summary
ICS FORM 212	Resources at Risk <ul style="list-style-type: none"> • SCAT Habitat Assessment Form • RAT Impact Assessment Form
ICS FORM 214	Unit Log or Personal Notebook

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Note: These forms are provided for use during an emergency. It is not necessary to use these exact forms so long as all necessary information is documented.

INCIDENT ACTION PLAN

Every incident **must** have an oral or written action plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action plans which include the measurable tactical operations to be achieved, are always prepared around a time-frame called an Operational Period.

Operational Periods can be of various lengths, but should be no longer than twenty-four hours. Twelve-hour Operational Periods are common on many large incidents. It is not unusual, however, to have much shorter Operational Periods covering, for example, two- or four-hour time periods. The length of an Operational Period will be based on the needs of the incident, and these can change over the course of the incident.

The planning of an Operational Period must be done far enough in advance to ensure that requested resources are available when the Operational Period begins.

Large incidents, which involve a partial or full activation of the ICS organization, should have a written Incident Action Plan. Incidents extending through the Operational Period should also have a written Incident Action Plan to ensure continuity due to personnel changes. The decision to have a written action plan will be made by the Incident Commander.

Several forms have been developed to help in preparing the Incident Action Plan. These may be found in this Tab 35. They will be discussed in other Tabs.



Essential elements in any written or oral Incident Action Plan are:

- **Statement of Objectives** - Appropriate to the overall incident.
- **Organization** - Describes what parts of the ICS organization will be in place for each Operational Period.
- **Assignments to Accomplish the Objectives** - These are normally prepared for each Division or Group and include the strategy, tactics, and resources to be used.
- **Supporting Material** - Examples can include a map of the incident, communications plan, medical plan, traffic plan, etc.

The Incident Action Plan must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the Operational Period, or by both methods.

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Authored By: Environmental Department	<u>St. Paul Park Refining Company LLC</u> Refining	Doc No.: REW-14-1043-SP
Doc Custodian: Environmental Coordinator	INTERNAL INCIDENT	Rev No: 3
Approved By: ES&S Manager	NOTIFICATION FORM	St. Paul Park Refinery Environmental Work Instruction
Date Approved: 09/01/2012	Next Review Date: 09/01/2015	Effective Date: 09/01/2012

Reference: St. Paul Park Refining One Plan

Instructions: See One Plan, Section 15, Pages 5 and 6.

PART I - RELEASE / INCIDENT SUMMARY (Fill out 1-13 completely)

1. Incident start date: _____ Incident start time: _____ Time Env notified: _____ Time of RQ calc: _____
2. Incident end date: _____ Incident end time: _____ Incident duration: _____
3. Location of incident (refinery, CGTF, etc.): _____
4. Release to: Air Water Soil Did material escape property? Yes No Was release contained? Yes No
5. Materials released (**SO2 for flaring events**, oil, etc.): _____ Release ongoing? Yes No
6. Quantity released (gallons, pounds, etc.) (**For flaring, use >500 lbs SO2, unless exact quantity is known**) _____
7. Cause of incident (shutdown, malfunction, spilled container, etc.): _____
8. Corrective action taken to address potential environmental impacts (repairing malfunction, excavating impacted soil, shutting down unit, etc.): _____
9. State Chemical Assessment Team or State ERT being requested Yes No
10. Potential community impacts at time of report: Odors Vapors Dust Chemical Exposure (specify): _____
 Known/anticipated acute or chronic health risks associated with release: _____
 Precautions recommended as a result of the release, including evacuation or shelter-in-place: _____
 Any advice regarding medical attention for exposed individuals: _____
11. For spills/releases to soil/water:
 - a. Surface waters or sewers impacted (none, rivers, storm sewers, process sewers, etc.): _____
 - b. Containment basin around spill/release? Yes No
12. For air releases, Title V permit source 10 (EU, or CE): (**CE005 for flare**): _____ Title V Permit #: 16300003
13. SARA Title III, Section 304 Release (an EHS) (is the release > than the SARA/EPCRA RQ)? (**Yes for flaring of SO2**) Yes No
14. St. Paul Park Refinery Incident Investigation # (if one is generated): _____

PART II - INITIAL NOTIFICATIONS

Note: Company policy requires notifications to be initiated within 15 minutes of a release that equals or exceeds the reportable quantity

Name of caller (first and last name): _____

Phone number for call backs (if the EOC is open, leave the Env. Section's #: 651 768 5009 and your #): _____

NRC, ph: 1-800-424-8802 OR <http://www.nrc.uscg.mil/htmlreport.html>

NOTE: For NRC reports, refer to NRC web site and complete form for the specific incident type

- Date of notification: _____ Time of notification: _____
- Person called: _____ Report #: _____

(SERC) Slate Duty Officer, ph: 651-649-5451 or 1-800-422-0798. Fax 651296-2300

- Date of notification: _____ Time of notification: _____
- Person called: _____ Report #: _____

Washington County Sheriff, ph: 651-439-9381 Fax 651 430-7623

- Date of notification: _____ Time of notification: _____
- Person called: _____
- Provide: Your name, Facility name, Explain incident. Explain you are notifying the Coumy for informational purposes.
- For significant events that would generate community, media, or political interest, request the dispatcher to notify the PDs in Newport, SPP, and/or Cottage Grove. Request made? __Yes: __NP __SPP __CG __No. not required

Dakota County Sheriff, ph: 651-438-4771 (for incidents potentially Affecting communities west of the Mississippi River)

- Date of notification: _____ Time of notification: _____
- Person called: _____
- Provide: Your name, Facility name, Explain incident, Explain you arc notifying the County for informational purposes

MPCA Startup, Shutdown, and Malfunction Hotline, ph: 651-296-7300

Initial Call:

- Date of notification: _____ Time of notification: _____
- Person called (or indicate voicemail): _____
- For voicemail, leave the following information: Facility ID (i.e., 16300003), Facility name, Facility street address, City and County, Name of caller, Your phone number, Description of event (include Title V EU or CE#), Start date and time. End date and time

Follow-Up Call (if call back is required to report end time):

- Date of notification: _____ Time of notification: _____
- Person called (or indicate voicemail): _____

MPCA Water or Air (contact for significant events that would generate community, media, or political interest), Water: Scott Sokola (ph: 651-297-8479), Air: Robert Beresford (ph: 218-302-6600)

- Date of notification: _____ Time of notification: _____
- Person called (or indicate voicemail): _____
- If you get a voicemail, leave the information summarized in Part I.

DOT Compliance Professional for spills (any quantity) at CGTF

- Date of notification: _____ Time of notification: _____

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St. Paul Park Refining Company LLC		
Title: INTERNAL INCIDENT NOTIFICATION FORM	Doc Number: REW-14-744-SP	Rev No: 3

PART III - STATUS UPDATES / FOLLOW-UP REPORTS:

Agency: _____ Date: _____ Time: _____ Person receiving report: _____

Information provided: _____

Agency: _____ Date: _____ Time: _____ Person receiving report: _____

Information provided: _____

Agency: _____ Date: _____ Time: _____ Person receiving report: _____

Information provided: _____

Agency: _____ Date: _____ Time: _____ Person receiving report: _____

Information provided: _____

Agency: _____ Date: _____ Time: _____ Person receiving report: _____

Information provided: _____

Agency: _____ Date: _____ Time: _____ Person receiving report: _____

Information provided: _____

Agency: _____ Date: _____ Time: _____ Person receiving report: _____

Information provided: _____

Agency: _____ Date: _____ Time: _____ Person receiving report: _____

Information provided: _____

NOTE: If fax or electronic reports are submitted to any agency, attach copies of reports with fax confirmations

Return completed forms to the Environmental Coordinator

Records Retention Information: COMPLETED FORMS are to be retained for 80 months from the date of completion according to Records Retention Code RELPP.

Any revision of this form will must be managed in accordance with Records Retention Code ADM

Records Custodian - Environmental Department - Environmental Coordinator

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Authored By: SPPRC Environmental EOC Section Leader	Northern Tier Energy EXTERNAL INCIDENT NOTIFICATION FORM Environmental Release, Incident, and Notification (ERIN) Form (National Response Center)	Doc No.: REW-14-1326-SP Rev No: 0
Doc Custodian: SPPRC Environmental EOC Section Leader		St. Paul Park Refining Co. Environmental Work Instruction (EWI)
Approved By: SPPRC ES&S Manager		
Date Approved: 09/01/2012	Next Review Date: 09/01/2017	Effective Date: 09/01/2012

References: [REW-14-1043-SP](#), Environmental Release, Incident, and Notification (ERIN) Form; National Response Center Web Site (<http://nrc.uscg.mil/pls/apex/f?p=201:2:0::NQ::>) On-Line Reporting Tool;

Instructions: In the event of an incident that is reportable to the NRC, the information contained on the form is required for completion of the On-Line Reporting form. This completed form should be maintained with the ERIN form for the incident.

Section 1: Reporting Party Information

Date of Report:		Time of report:		<input type="checkbox"/> AM <input type="checkbox"/> PM
E mail Address:				
Has a material been released?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, is there a potential for a material to be released?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone Number		Type of phone	<input type="checkbox"/> Primary <input type="checkbox"/> Alternate <input type="checkbox"/> Cell <input type="checkbox"/> On Scene <input type="checkbox"/> Other:	
Last Name		First Name		Job Title
Company		Organization Type	Private Enterprise	
Street Address		City		State MN
Are you reporting on behalf of the responsible party?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 2: Incident-Specific Information

Description of Incident (source/cause):				
Incident Date (DD/MM/YYYY)		Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Occurred <input type="checkbox"/> Discovered <input type="checkbox"/> Planned
Location Description				
Address of Incident Location		Specific Incident Location get lat/long from Google Maps		Lat.: 44° ___ ' ___ " N, Long.: -9° ___ ' ___ " W
City	State	Zip	County Washington	
Incident Location:	Section	Township	Range	
Source of Release: <input type="checkbox"/> Refinery <input type="checkbox"/> Tank Farm <input type="checkbox"/> Pipeline <input type="checkbox"/> Wastewater Treatment Plant <input type="checkbox"/> Flare				
Material Released:		Amount Released	Unit of Measure	<input type="checkbox"/> Pounds <input type="checkbox"/> Gallons <input type="checkbox"/> Barrels <input type="checkbox"/> Other:
If a tank, tank number:	Max tank capacity (bbls)			
Facility Storage Capacity	(b) (7)(F), (b) (3)			
Facility Latitude/Longitude				

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Form 601-2

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RESPONSE EQUIPMENT DEPLOYMENT RECORD

Date: _____

Equipment Deployed (type and amount):

Reason for Deployment: Drill / Maintenance / Optest following repairs

Deficiencies noted in equipment:

Maintain this record for at least five years.

NOTE: Use this form to document deployment exercises and equipment testing. Other methods of documenting deployment exercises and equipment testing (such as PREP-suggested forms, for example) are acceptable so long as all relevant information is documented per PREP guidelines.

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Form 700-1

RESPONSE EQUIPMENT INSPECTION LOG

No.	Inspector	Date	Equipment Inspected	Storage Location	Operational Status <i>(SEE CHECKLIST, FORM 700-2)</i>	Shelf Life	Comments <i>(SEE CHECKLIST, FORM 700-2)</i>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

All completed forms are to be maintained in WebDoc's library records retention.

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Form 800-1

INTERNAL EXERCISE DOCUMENTATION FORM

QI Notification Exercise

1. Date Performed:

2. Exercise / Actual Response (circle one)

3. Vessel / Facility/ Pipeline / Offshore Facility Initiating Exercise (circle one)

4. Name of Person Notified:

Is this person identified in your response plan as qualified individual or designee?

Yes / No (circle one)

5. Time Initiated:

Time in which QI responded:

6. Method used to contact: Telephone Pager Radio Other:

7. Description of Notification Procedure:

8. Identify which of the 15 core components of your response were exercised during this exercise:

Certifying Signature

Retain this record for a minimum of 5 years.

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**SPILL MANAGEMENT TEAM TABLETOP EXERCISE
(Form 801-1 Continued)**

d) Spill management teams ability to access contracted OSRO:

e) Spill management team's ability to coordinate spill response with On-Scene Coordinator, state, and applicable agencies:

f) Spill management team's ability to access sensitive site and resource information in ACP:

7. Identify which of the 15 core components of your response were exercised during this tabletop exercise:

8. Attach a description of lesson(s) learned and person(s) responsible for follow-up and corrective measures.

Certifying Signature

Retain this record for a minimum of 5 years.

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Form 801-3
EQUIPMENT DEPLOYMENT EXERCISE
Internal Exercise Documentation Form

1. Date Performed:

Exercise / Actual Response
(circle one)

Announced / Unannounced
(circle one)

2. Deployment Location(s):

3. Time Started:

Time Completed:

4. Equipment Deployed was: Facility-owned OSRO-owned Both

5. List type and amount of all equipment deployed and number of support personnel employed:

6. Describe goals of the equipment deployment exercise and list any Area Contingency Plan strategies tested. (Attach a sketch of equipment deployments and booming strategies);

8. For deployment of facility-owned equipment, was the amount of equipment deployed *at least* the amount necessary to respond to your AMP spill?

Was the equipment deployed in its intended operating environment? Yes / No

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EQUIPMENT DEPLOYMENT EXERCISE DOCUMENTATION FORM
(Form 801-3 Continued)

9. For deployment of OSRO-owned equipment was a representative sample (at least 1,000 ft Of boom and one of each type of skimming system) deployed?

Was the equipment deployed in its intended operating environment? Yes / No

10. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program?

If so, describe the program:

Date of last equipment inspection:

11. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? Yes / No

12. Was the all deployed equipment operational? If not, why not?

13. Identify which of the 15 core components of your response were exercised during this exercise:

14. Attach a description of lesson(s) learned and person(s) responsible for follow-up and corrective measures.

Certifying Signature

Retain this record for a minimum of 5 years.

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Form 802

**OIL SPILL REPORT
SPCC PLAN DOCUMENTATION
SUMMARY FORM**

Date and time of alleged spill:

Location of spill and receiving water:

Cause of spill:

Amount spilled:

Amount reaching the water:

Amount recovered:

Containment and Cleanup Activities:

NOTE: Use this form to transmit spill data to the Environmental Department to trigger SPCC plan review and revisions, if necessary. Alternative forms of documentation and transmittals are acceptable as long as all of the information is documented and transmitted.

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Revision: A4

Effective: 10/15/12

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Revision: A4

Effective: 10/15/12

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Authored By: Kristin Heutmaker	<u>Northern Tier Energy</u> Annual Short Run Line Interstitial Space Inspection Log - #1 Pumper	Doc No.: REW-14-978-SP Rev No: 1
Doc Custodian: Environmental Department – AST Program Manager		St. Paul Park Refining Co. Environmental Work Instruction
Approved By: ES&S Manager		
Date Approved: 09/04/08	Next Review Date: 09/04/11	Effective Date: 09/04/08

Reference: [Aboveground Storage Tank Permit](#)**Access to be setup by NTE**

Instructions: Annual inspection of the interstitial space of short run underground lines that are cased for leaks. Examples of short run underground lines are dike penetrations and road crossings. A cased line is enclosed in a secondary pipe casing or sleeve with sealed end caps. The end caps should be visible and accessible and have a means for monitoring the interstitial space for leaks.

Containment Areas with Short Run Underground Pipes and general description of location:

4 – SW of Tk 91, Tk 153 to 91, Tk 89 to 153, Tk 88 to 89, Tk 87 to 88, Tk 89 to 95

6 – Tk 111 to 112, Tk 106 to 112, Tk 106 to Main, Tk 99 to 163, Tk 163 to 103, Tk 163 to 162, Tk 162 to 104, Tk 105 to 106

10 – Tk 121 to 122

12 – Tk 71 to 161, Tk 71 to Factory

Barge Dock – piping manifold east of barge dock

Date of Inspection	Name of Inspector	Description of Abnormal Condition or Leaks	Description of Corrective Action for Each Abnormal Condition	Date Corrective Action was completed

Records Retention Information: COMPLETED FORMS are to be retained 72 months from the date of the inspection according to Records Retention Code WATRPOL. REVISIONS to this form will be retained according to Records Retention Code ADM.
Records Custodian SPPRC Environmental Dept AST Program Manager

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Form 1**Stakeholder Communications Form**

St. Paul Park Refining Company LLC			
St. Paul Park Refining	Title: Stakeholder Communications Form		Page 1 of 1
	Document No.: RES-010-HESS-SP-F	Revision Date: 11/22/06	
	Revision No.: 2	Effective Date: TBD	
	Records Retention: PPGM/84c	Next Review Date: TBD	
	Document Custodian: Environmental Department	Approved By: ES&S Manager	

Name of Person Contacting Refinery: _____ Phone: _____

Address: _____ City: _____ State: _____

Affiliation: Individual Business Government News Media Group: _____Date: _____ Time: _____ Method of Contact: Phone Mail Walk inType of contact: Complaint Information Request/Inquiry Media Request Other: _____Classification of Complaint (Check all that apply): Odor Dust Noise Motor Vehicle Damage Smoke
 Oily Substance Real Estate Damage Health Problem Other (describe): _____Weather Conditions: Clear Rain Snow Thunderstorm
Wind speed (mph): _____ Wind Direction (degrees): _____ Temperature (°F): _____

Contact received by: _____

Detailed Description of Complaint or Information Request/Inquiry: _____

Unusual Plant Operations at the time of complaint: _____

Investigative or Corrective Actions Taken : _____

Follow-up Required: None Callback Written response Property Assessment Call Number: _____

Action Assigned to: _____ Due Date: _____

Follow-Up Actions Taken: Callback Visit Written Response

Action(s) Taken By: _____ Date: _____ Time: _____

NOTE: ATTACH ANY RELATED DOCUMENTATION FOR INCLUSION WITH CONTACT OR RESPONSEDistribution: Industrial Hygienist Operations Manager ES&S Manager HR Manager Refining President

Send Original to Human Resources Manager for filing Retain completed forms for five years (Records Retention Code ADM/60)

NOTE: This form supercedes the Citizen Complaint Investigation Form dated 1/31/03

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[Table of Contents](#)[Section Index](#)**Form 2**

Property Impact and Remediation Form

(Page 1 of 2)

Call No. _____
 Property Owner Last Name: _____ First Name: _____
 Address: _____ City: _____ Phone: _____

	Yes	No	NA	Cleaning Complete	Cleaning Comments
House exterior					
Roof					
Gutters					
Siding					
Windows					
Deck					
Walkways					
Lawn /Deck Furniture (umbrellas, cushions)					
Children's Play Equipment					
Sand Boxes					
Landscaping					
Trees (small)					
Garden					
Lawn					
House Interior					
Carpet					
Windows					
Heating/Air and Ductwork					
Vehicles # Vouchers					
Other: (describe)					
Specialized:					
Pool (and pool cover)					
Boat					
Camper					
Motor Home					

Special Instructions: _____

Other Concerns (to claim resolution): _____

Date of Assessment: _____ Signature of Assessor: _____

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Form 2

Property Impact and Remediation Form

(Page 2 of 2)

Record of Activities:

General Cleaning:

Cleaning Comments:

Date of Cleaning: _____ Name of Cleaning Contractor Company: _____

Signature of Cleaning Contractor Company Representative: _____

Specialized Cleaning:

Cleaning Comments: _____

Date of Cleaning: _____ Name of Specialized Cleaning Contractor Company: _____

Signature of Specialized Cleaning Contractor Company Representative: _____

Follow-Up:

Follow-Up Comments: _____

Date of Follow-Up Call: _____ Signature of Person Making Call: _____

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INCIDENT BRIEFING (ICS 201)

Purpose The Incident Briefing form provides the Incident Commander, the Command Staff, and the General Staff with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation The briefing form, along with a more detailed oral briefing, is prepared by the current Incident Commander for presentation to the incoming Incident Commander.

Distribution After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing Form 201 is to be duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division / Group Supervisors, and appropriate Planning and Logistics Section Leaders.

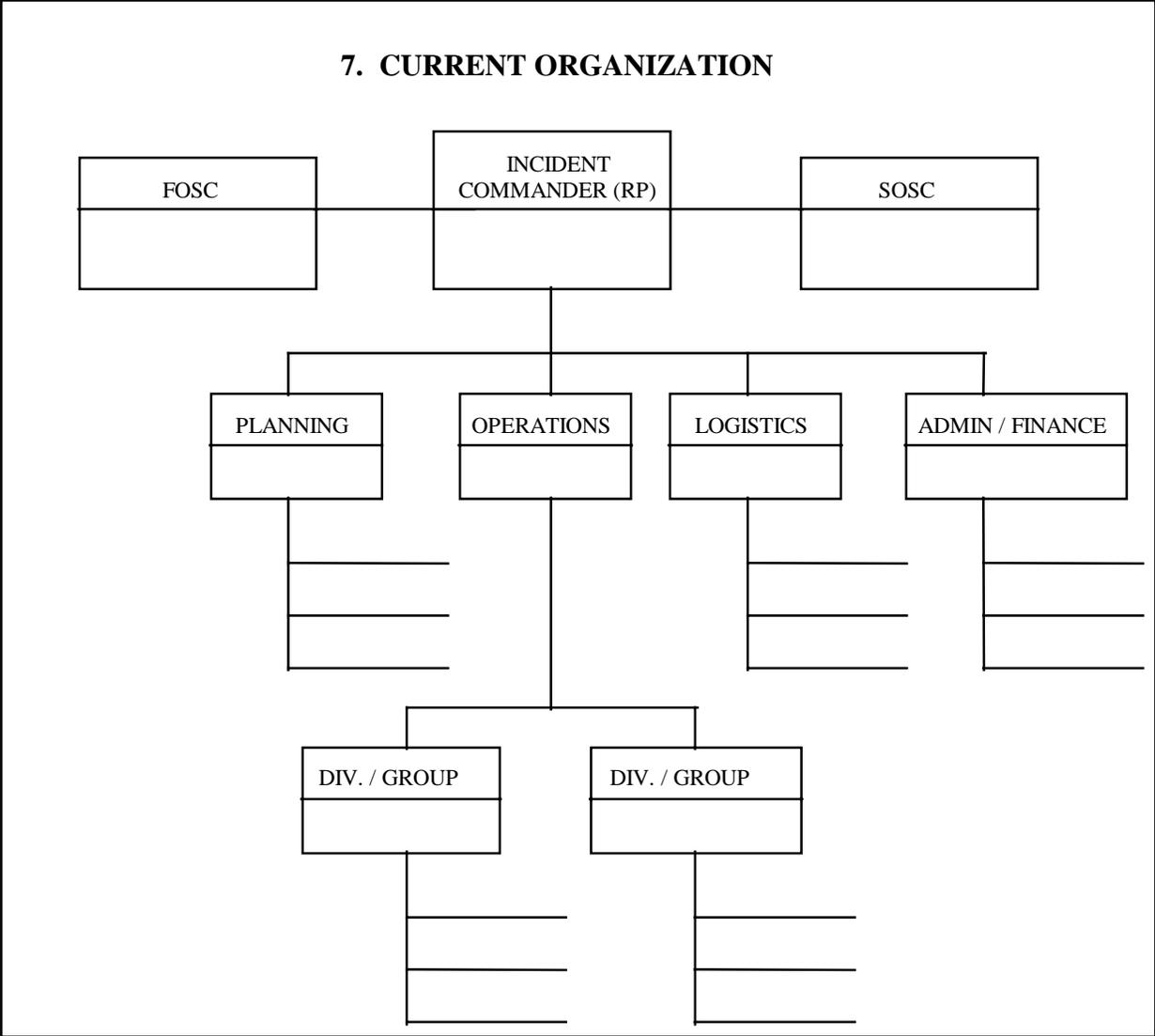
The "Map Sketch" (Page 1) and the "Summary of Current Actions" (Page 2) portions of the Incident Briefing form are to be given to the Situation Unit.

The "Current Organization" (Page 3) and the "Resources Summary" (Page 4) portions are to be given to the Resources Unit.

INCIDENT BRIEFING ICS 201	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Map Sketch			
ICS 201 - Page 1	5. Prepared By (Name and Position)		

Note: A reproduced segment of a USGS map, NOAA chart, or computer-drafted map may be attached.

Click to Edit



Instructions for completing the Incident Briefing (ICS Form 201)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1	Incident Name	Print the name assigned to the incident.
2	Date Prepared	Enter date prepared (month, day, year).
3	Time Prepared	Enter time prepared (24-hour clock).
4	Map Sketch	Show impacted area and boom deployed, resource assignments, incident facilities, and other special information on a map sketch or attached to a USGS topographic or NOAA chart map.
5	Prepared By	Enter the name and position of the person completing the Form.
6	Summary of Current Actions	Enter the strategy and tactics used on the incident and note any specific problem areas.
7	Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
8	Resources Summary	Enter the following information about the resources allocated to the incident.
	Resources Ordered	Enter the number and type of resource ordered.
	Resource Identification	Enter the agency or contractor name, kind / type and resource designator.
	ETA / On-Scene	Enter the estimated arrival time and place the arrival time or a checkmark in the "On-Scene" column upon arrival.
	Location / Assignment	Enter the assigned location of the resource and / or the actual assignment.
* NOTE		Additional pages may be added to ICS Form 201, if needed.

INCIDENT ACTION PLAN and INCIDENT OBJECTIVES FORM (ICS 202)

Purpose The Incident Action Plan (IAP) documents the actions developed by the Incident Commander and the Command and General Staff during the Planning Meeting.

When all ICS Form attachments are included, the Incident Action Plan specifies the control objectives, tactics to meet the objectives, resources, organization, communications plan, medical plan, and other appropriate information for use in tactical operations.

INCIDENT ACTION PLAN (IAP) Attachments

- 1) Incident Objectives (ICS Form 202)
- 2) Organization Assignment List (ICS Form 203)
- 3) Assignment List (ICS Form 204)
- 4) Radio Communications Plan (ICS Form 205)
- 5) Medical Plan (ICS Form 206)
- 6) Incident Map (topo map or sketch)
- 7) Traffic Plan (internal and external to the incident)

The Incident Objectives ICS Form 202 serves as only the first page of an Incident Action Plan. The IAP is not considered complete until all ICS Forms are attached and included with Incident Objectives ICS Form 202.

The Incident Objectives ICS Form 202 describes the basic incident strategy and control objectives, and provides weather information and safety considerations for use during the next operational period.

Preparation An Incident Action Plan is completed following each formal Planning Meeting conducted by the Incident Commander with the Command and General Staff.

Distribution The IAP must be approved by the Incident Commander prior to distribution.

Sufficient copies of the Incident Action Plan are to be reproduced and given to all supervisory personnel at the Section, Branch, Division / Group, and Unit Leader levels.

Instructions for completing the Incident Objectives (ICS Form 202)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
*NOTE		ICS Form 202, Incident Objectives, serves only as a cover sheet for the Incident Action Plan (IAP). The IAP is not considered complete until all attachments are included.
1	Incident Name	Print the name assigned to the incident.
2	Date Prepared	Enter date prepared (month, day, year).
3	Time Prepared	Enter time prepared (24-hour clock).
4	Operational Period	Enter the time interval for which the Form applies. Record the start time and end time and include date(s).
5	General Control Objectives (include alternatives)	Enter short, clear, and concise statements of the objectives for managing the incident, including alternatives. The control objectives usually apply for the duration of the incident.
6	Weather Forecast for Operational Period	Enter weather prediction information for the specified operational period.
7	General Safety Message	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.
8	Attachments	The Form is ready for distribution when appropriate attachments are completed and attached to the Form.
9	Prepared By	Enter the name and position of the person completing the Form (usually the Planning Section Chief).
10	Approved By	Enter the name and position of the person approving the Form (usually the Incident Commander).

INCIDENT ACTION PLAN and INCIDENT OBJECTIVES FORM (ICS 202)

ORGANIZATION ASSIGNMENT LIST (ICS 203)

- 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 or unit. It is used to complete the Incident Organization Chart (ICS Form 207), which is posted on the Incident Command Post display.
- Preparation** The list is prepared and maintained by the Resources Unit under the direction of the Planning Section Chief.
- Distribution** The Organization Assignment List is to be duplicated and attached to the Incident Objectives ICS Form 202 and be given to all recipients of the Incident Action Plan.

Instructions for Completing the Organization Assignment List (ICS Form 203)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
		An Organization Assignment List may be completed any time the number of personnel assigned to the incident increase or decrease or a change in assignment occurs.
1	Incident Name	Print the name assigned to the incident.
2	Date Prepared	Enter date prepared (month, day, year).
3	Time Prepared	Enter time prepared (24-hour clock).
4	Operational Period	Enter the time interval for which the assignment list applies. Record the start time and end time and include date(s).
5 thru 10		Enter the names of personnel staffing each of the listed positions. Use at least first initial and last name. For Units indicate Unit Leader and for Divisions / Groups indicate Division / Group Supervisor. Use an additional page if more than three Branches are activated.
11	Prepared By	Enter the name of the Resources Unit member preparing the Form. Attach Form to the Incident Objectives ICS 202.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

ASSIGNMENT LIST (ICS 204)

Purpose The Assignment List is used to inform Operations Section personnel of incident assignments. Once the assignments are agreed to by the Incident Commander and General Staff, the assignment information is given to the appropriate Units and Divisions via the Communications Center.

Preparation The Assignment List is normally prepared by the Resource Unit using guidance from the Incident Objectives (ICS Form 202), Operational Planning Worksheet, and Operations Section Chief.

The Assignment List must be approved by the Planning Section Chief. When approved, it is attached to the Incident Objectives as part of the Incident Action Plan.

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.

Branch	Division / Group			ASSIGNMENT LIST ICS 204					
1. Incident Name		2. Date Prepared		3. Time Prepared					
4. Operational Period									
5. Operations Personnel									
Operations Chief _____			Division / Group Supervisor _____						
Branch Director _____			Air Tactical Group Supervisor _____						
_____			_____						
6. Resources Assigned This Period									
STRIKE TEAM/ TASK FORCE RESOURCE DESIGNATOR	LEADER	NUMBER of PERSONNEL	TRANS NEEDED	DROP-OFF PT / TIME	PICK-UP PT / TIME				
7. Tactical Objectives / Special Instructions									
8. Precautions									
9. Division / Group Communications Summary									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
Command	Local Repeat				Support	Local Repeat			
Div / Group Tactical					Ground- To-Air				
10. Prepared By (Resources Unit Leader)				11. Approved By (Planning Section Chief)			Date	Time	

Instructions for Completing the Organization Assignment List (ICS Form 204)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
		Enter the Roman Numeral number assigned to the Branch. A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the Form title
1	Incident Name	Print the name assigned to the incident.
2	Date Prepared	Enter date prepared (month, day, year).
3	Time Prepared	Enter time prepared (24-hour clock).
4	Operational Period	Enter the time interval for which the Form applies. Record the start time and end time and include date(s).
5	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division Supervisor.
6	Resources Assigned: Strike Team/ Task Force Resource Designator	List resource designators, leader name, and total number of personnel for strike teams, task forces, or single resources assigned.
7	Tactical Objectives/ Special Instructions	Provide a statement of the tactical objectives to be achieved within the operational period. Include any special instructions for individual resources.
8	Precautions	Enter statement calling attention to any safety problems or specific precautions to be exercised or other important information.
9	Division Communications Summary	The Communications Unit provides this information on the Form for Command, Division, Tactical, Support, and Ground-to-Air frequencies.
10	Prepared By	Enter the name of the Resources Unit Member completing the Form.
11	Approved By	Enter the name of the person approving the Form (usually the Planning Section Chief).

ASSIGNMENT LIST (ICS 204)

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

Purpose The Incident Radio Communications Plan (ICS Form 205) provides information on all radio frequency assignments for each operational period in one location.

The plan is a summary of information obtained from the Radio Requirements Worksheet (ICS Form 216) and from the Radio Frequency Assignment Worksheet (ICS Form 217).

Information from the Incident Radio Communications Plan showing the frequency assignments is normally placed on the appropriate Assignment List (ICS Form 204).

Preparation The Incident Radio Communications Plan is prepared by the Communications Unit Leader and is given to the Planning Section Chief.

Distribution The Incident Radio Communications Plan is to be duplicated and given to all recipients of the Incident Objectives (ICS Form 202), including the Incident Communications Center.

Information from ICS Form 205 is placed on Assignment Lists.

Click to Edit

RADIO COMMUNICATIONS PLAN ICS 205		1. Incident Name	2. Date / Time Prepared		3. Operational Period (Date / Time)	
		4. Basic Radio Channel Utilization				
SYSTEM / TYPE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS	
ICS 205	5. Prepared by (Communications Unit)					

Instructions for Completing the Incident Radio Communications Plan (ICS Form 205)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1	Incident Name	Print the name assigned to the incident.
2	Date / Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).
3	Operational Period Date / Time	Enter the date and time interval for which the Radio Communications Plan applies. Record the start time and end time and include date(s).
4	Basic Radio Channel Utilization	Enter the radio type and owner of the equipment that is assigned and used on the incident (e.g., Site Radio, Contractor, etc.).
	Channel Number	Enter the radio channel numbers assigned.
	Function	Enter the function each channel number is assigned (i.e., command, support, division tactical, and ground-to-air).
	Frequency	Enter the radio frequency tone number assigned to each specified function (e.g., 153.400).
	Assignment	Enter the ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations.
5	Prepared By	Enter the name of the Communications Unit Leader preparing the Form.

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

MEDICAL PLAN (ICS 206)

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 is reviewed by the Safety Officer.

Distribution The Medical Plan may be an attachment to the Incident Objectives (ICS Form 202), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and placed on Assignment Lists.

Note: Attach Site Safety Plan

[Click to Edit](#)

MEDICAL PLAN ICS 206	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period				
	5. INCIDENT MEDICAL AID STATION							
MEDICAL AID STATION	LOCATION	PARAMEDICS						
		YES	NO					
6. TRANSPORTATION								
<i>A. Ambulance Services</i>								
NAME	ADDRESS	PHONE	PARAMEDICS					
			YES	NO				
<i>B. Incident Ambulances</i>								
NAME	LOCATION	PARAMEDICS						
		YES	NO					
7. HOSPITALS								
NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
		AIR	GRND		YES	NO	YES	NO
8. MEDICAL EMERGENCY PROCEDURES								
ICS 206	9. Prepared By (Medical Unit Leader)			10. Reviewed By (Safety Officer)				

Instructions for Completing the Medical Plan (ICS Form 206)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1	Incident Name	Print the name assigned to the incident.
2	Date Prepared	Enter date prepared (month, day, year).
3	Time Prepared	Enter time prepared (24-hour clock).
4	Operational Period Date / Time	Record the date and time of the operational period for which this plan is in effect.
5	Incident Medical Aid Stations	Enter name and location of incident medical aid stations and indicate with a √ if paramedics are located at the site.
6	Transportation	
	A. Ambulance Services	List name and address of ambulance services (e.g., Shaeffer, 4358 Brown Parkway, Corona). Provide phone number and indicate if ambulance company has paramedics.
	B. Incident Ambulances	Name of organization providing ambulances and the incident location. Also indicate if paramedics are aboard.
7	Hospitals	List hospitals which could serve this incident. Incident name, address, the travel time by air and ground from the incident to the hospital, phone number, and indicate with a √ if the hospital is a burn center and has a helipad.
8	Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel.
9	Prepared By	Enter the name of the Medical Unit Leader preparing the Form.
10	Reviewed By	Obtain the name of the Safety Officer who must review the plan.

MEDICAL PLAN (ICS 206)

INCIDENT ORGANIZATION CHART (ICS 207)

Purpose The Incident Organization Chart is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element.

The attached chart is an example of the kind of Organizational Chart used in the ICS. Personnel responsible for managing organizational positions would be listed in each box as appropriate.

Preparation The Incident Organization Chart is to be prepared by the Resources Unit and be posted along with other displays at the Incident Command Post.

A chart is to be completed for each operational period and updated whenever organizational changes occur.

Distribution When completed, the chart is to be posted on the Display Board located at the Incident Command Post.

Use a Wall-Size Chart of ICS Form 207 for better visibility.

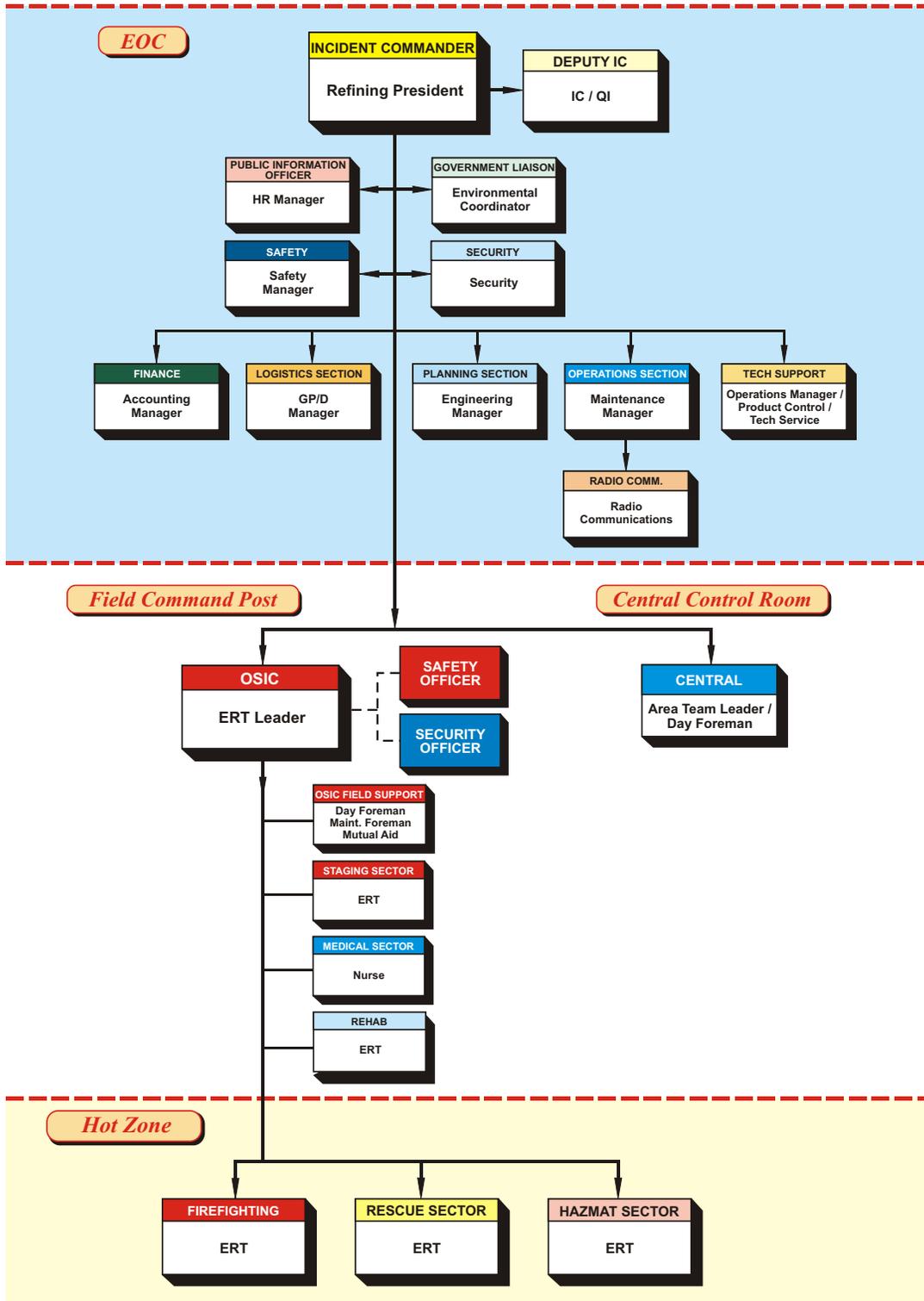
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Incident Name _____
Operational Period _____
Date _____ Time _____
ICS 207

ICS ORGANIZATION



INCIDENT STATUS SUMMARY (ICS 209)

Purpose

The Incident Status Summary serves the following purposes:

1. It is used by Situation Unit personnel for posting information on Incident Command Post displays.
2. When duplicated and provided to Command Staff members, it provides them with basic information for use in planning for the next operational period.
3. It provides basic information to the Information Officer for preparation of media releases.
4. It provides incident information to Agency Dispatch and off-incident coordination centers.

Preparation

The Incident Status Summary is prepared by the Situation Unit. Resource information should be obtained from the Resources Unit. It is 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 Incident Commander or Planning Section Chief.

Distribution

When completed, the form is to be duplicated and copies distributed to the Incident Commander and staff, and all Section Chiefs, Planning Section Unit Leaders, and Agency Dispatch Centers. It is also posted on the display board located at the Incident Command Post.

Completion of the Incident Status Summary will be jointly specified by the Responsible Party, FOOSC, and SOSOC.

INCIDENT STATUS SUMMARY							
ICS 209							
1. Date	Time	2. INITIAL <input type="checkbox"/> UPDATE <input type="checkbox"/> FINAL <input type="checkbox"/>		3. Incident Name		4. Incident Number	
5. Incident Commander		6. Jurisdictions		7. County	8. Type Incident	9. Location	10. Started Date _____ Time _____
11. Cause	12. Area Involved	13. % Contained	14. Expected Containment Date _____ Time _____		15. Ext. Control Date _____ Time _____	16. Declared Controlled Date _____ Time _____	
17. Current Threat				18. Current Problems			
19. Est. Product Lost	20. Est. Product Pick-up	21. Injuries	Deaths	22. Boom Deployed		23. Boom to be Deployed	
24. Current Weather WS _____ Temp _____ WD _____ RH _____		25. Predicted Weather WS _____ Temp _____ WD _____ RH _____		26. Costs to Date		27. Est. Total Cost	
28. AGENCIES / CONTRACTORS / OSRO's							
29. RESOURCES (list owner of resources)							TOTALS
FIRE TRUCK							
BOOM							
BOATS							
CREWS							
SUPERVISORY PERSONNEL							
HELICOPTERS							
VAC TRUCKS							
UTILITY TRUCKS							
SKIMMERS							
OTHER							
OTHER							
TOTAL PERSONNEL							
30. Cooperating Agencies							
31. Remarks							
32. Prepared By			33. Approved By			34. Sent To Date _____ Time _____ By _____	

Instructions for completing the Incident Status Summary (ICS Form 209)

ITEM NUMBER	INSTRUCTIONS
1	Enter date and time report completed.
2	Check appropriate space.
3	Provide name given to incident by Incident Commander or Agency.
4	Enter number assigned to incident by Agency.
5	Enter first initial and last name of Incident Commander.
6	Enter Agency or Municipality (FOSC / SOSC).
7	Enter County where incident is occurring.
8	Enter type incident, e.g., fire (enter fuel type), oil spill, hazardous chemical spill, etc.
9	Enter legal description and general location. Use remarks for additional data if necessary.
10	Enter date and time incident started.
11	Enter specific cause or under investigation.
12	Enter area involved, e.g., 50 acres, building number, etc.
13	Enter estimate of percent of containment.
14	Enter estimate of date and time of total containment.
15	Enter estimated date and time of control.
16	Enter actual date and time event was declared controlled.
17	Report significant threat to structures, watershed, timber, wildlife habitat, or other valuable resources.
18	Enter control problems, e.g., accessibility, fuels, rocky terrain, high winds, structures.
19	Estimated product lost.
20	Estimated product picked up.
21	Enter any serious injuries or deaths, which have occurred since the last report. Be specific in remarks.
22	Indicate the extent of boom deployed (feet).
23	Indicated boom to be deployed.
24	Indicate current weather conditions at the incident.
25	Indicate predicted weather conditions for the next optional period.
26	Provide total incident cost to date.
27	Provide estimated total cost for entire incident.
28	List agencies, which have resources assigned to the incident.
29	Enter resource information under appropriate Agency / Contractor / OSRO column.
30	List by name those agencies which are providing support, e.g., Salvation Army, Red Cross, Law Enforcement, National Weather Service, etc. (mandatory).
31	The remarks space can be used to (1) list additional resources; (2) provide more information on location; (3) enter additional information regarding threat control problems, anticipated release or demobilization, etc. List 800 - claims telephone number.
32	This will normally be the incident Situation Unit Leader.
33	This will normally be the incident Planning Section Chief.
34	Date and time report submitted.

INCIDENT STATUS SUMMARY (ICS 209)

RESOURCES AT RISK (ICS 212)

Purpose The Resources At Risk summary is used to record and identify details of the Situation Unit, including Technical Specialist activity.

It also serves as the Environmental Operations Plan.

Preparation The Scientific Support Coordinator (SSC) Specialist, with input from Resources at Risk (RAR) Technical Specialists, and other resource trustees, will complete this form for each Operational Period.

Distribution A copy must be forwarded to the Planning Section Chief for each Operational Period to serve as the Environmental Operations Plan and portion of the Incident Action Plan.

A copy must also be maintained by the SSC Specialist.

Note: *Attach Habitat Assessment Form (SCAT) or Impact Assessment Form (RAT), as necessary to ICS 212.*

ITEM #	ITEM TITLE	INSTRUCTIONS
1	Incident Name	Print the name assigned to the incident.
2	Date Prepared	Enter date prepared (month, day, year).
3	Time Prepared	Enter time prepared (24-hour clock).
4	Environmentally Sensitive Areas and Wildlife Issues	Enter a number assigned to the area, list priority as it relates to degree of sensitivity, give site name, location, and description.
5	Archaeo-Cultural and Socio-Economic Issues	Enter a number assigned to the area, list priority as it relates to degree of sensitivity, give site name, location, and description.
6	Prepared By	Enter the name and title of the person approving the log.

RESOURCES AT RISK (ICS 212)

[Click to Edit](#)

PRE-IMPACT HABITAT ASSESSMENT FORM

In order to rank sections of the Coastal Areas that are in the projected path of the oil spill for protection and deployment of men and equipment, the Habitat Assessment Form will be filled out by an Assessment Team and be forwarded to the Resource Trustees at the Command Center as soon as possible. The Resource Trustees will use this information to prioritize areas to protect or reduce possible impact of oiling.

TEAM MEMBERS

Date: _____ Area: _____ Time Spent: _____

Agency: _____

NOTE: Form reprinted from U.S. Coast Guard Contingency Plan

HABITAT ASSESSMENT FORM (SCAT)

Date: _____ Time: _____ Season: _____ Weather: _____
 Wind Speed: _____ Direction: N NE E SE S SW W NW

Oil Location:
 Gulf of Mexico Nearest Area: # _____
 Galveston Bay System Oil Present? Yes No

Expected Time of Impact (If Possible): _____
 Expected Area(s) of Impact: #(s) _____
 Map or Chart Numbers: _____
 Accessibility: Foot Vehicle Boat Distance: _____
 Water Depth: Estimated _____ Actual _____
 Tides: Incoming Outgoing Slack
 Ambient Water Level: Higher Lower Normal

Habitats Already Impacted by Oil or Expected to be impacted:

a) Beach: Sandy Mud Shell

b) Marsh: Submergent Emergent Flooded Grass

c) Oyster Reefs Submergent Emergent Area: _____

d) Seagrass Beds Tidal Flat Tidal Pools

e) Tidal Guts (Inlets) Navigable:

f) River Stream Bayou Width: _____ Flow: In Out

g) Shoreline Bluff: Yes No Height: _____ Material: _____

h) Man-Made Structures: Bulkhead Boat Ramp Pilings Jetties
 Rip-Rap Seawall Docks Others: _____

i) Debris Present: List Type and Describe: _____

j) Wildlife Present:

- Birds: Shorebirds Gulls Herons Egrats Cormorants
 Ducks Pelicans Skimmers
- Activities: Rookery Nesting Loafing
- Other Wildlife or Bird Species: List: _____

Sketch map of area assessed. Use north arrow and an access route.

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IMPACT ASSESSMENT FORM (RAT)

GENERAL

Section ID#: _____ Date: _____ Time: _____ Title: _____

Habitat Type: _____

Habitat Priority: High Medium Low

Surveyed by: Foot Boat Vehicle Aircraft

Weather: Sunny Cloudy Fog Rain

OIL

Is Oil Present? Yes *If yes, Please CONTINUE* No *If no, STOP HERE*

Total Area Impacted (Include Units): _____ By: _____

OIL TYPE

<i>CHARACTER</i>	<i>% of SEGMENT</i>
<input type="checkbox"/> Fresh Oil	
<input type="checkbox"/> Mousse	
<input type="checkbox"/> Tarballs	
<input type="checkbox"/> Tar	
<input type="checkbox"/> Residue	
<input type="checkbox"/> Asphalt	
<input type="checkbox"/> Sheen	
<input type="checkbox"/> None	

IMPACTED ITEMS

<i>ITEM</i>	<i>TYPE</i>	<i>DEGREE of IMPACT</i>		
<input type="checkbox"/> Vegetation		<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<input type="checkbox"/> Trash		<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<input type="checkbox"/> Large Objects		<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<input type="checkbox"/> Structures		<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<input type="checkbox"/> Other		<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low

Is Wildlife Impacted? Yes *If yes, Please CONTINUE* No *If no, STOP HERE*

WILDLIFE

Please only list impacted species below. Be sure to include if observed.

<i>SHOREBIRDS</i>	<i>WATERBIRDS</i>	<i>INVERTEBRATES</i>	<i>FISH</i>	<i>OTHER SPECIES</i>
<input type="checkbox"/> Observed				
<input type="checkbox"/> Observed				
<input type="checkbox"/> Observed				

Cleanup Recommendations

IMPACT ASSESSMENT FORM (RAT)**Follow Up On Recommendations****RECOMMENDATIONS**

CHOSEN

MAJOR REASONS THIS RECOMMENDATION WAS CHOSEN
 Worked Did Not Work

Reason: _____

EFFECTIVENESS OF THE RECOMMENDATION

- a) Were targeted areas protected? Yes No
- b) Were other areas benefitted or impacted? Yes No
- c) If impacted, were impacts reduced? Yes No

TIMELINESS OF ACTIONS TAKEN

- a) Were reference materials available? Yes No
- b) Team Response time OK? Yes No
- c) Recommendations transferred to OSC on time? Yes No
- d) Progress kept to an effective pace? Yes No
- e) Bottlelenecks? _____

PUBLIC CONCERNS

- a) Address by the recommendations? Yes No
- b) Public Areas opened? Yes No If No, how soon? _____
- c) Any unnecessary wildlife lost? Yes No

COSTS

- a) Was the recommendation effective? Yes No
- b) Any unnecessary cost discovered? _____

FUTURE EVENTSWould any of the alternate recommendations been more effective? Yes No

Reason: _____

UNIT LOG (ICS 214) or Personal Notebook

Purpose The Unit Log is used to record details of unit activity including strike team activity.

The file of these logs provides a basic reference from which to extract information for inclusion in any after-action report.

Initiation 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 forwarded to supervisors who provide them to the Documentation Unit.

Distribution The Documentation Unit maintains a file of all Unit Logs. It is necessary that one copy of each log be submitted to the Documentation Unit.

NOTE: This form is provided for use during emergency situations. It is not necessary to use this exact form. A personal notebook may be used in lieu of this ICS 214 so long as all necessary information is documented per PREP and regulatory guidance.

Instructions for completing the Unit Log (ICS Form 214)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1	Incident Name	Print the name assigned to the incident.
2	Date Prepared	Enter date prepared (month, day, year).
3	Time Prepared	Enter time prepared (24-hour clock).
4	Unit Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
5	Unit Leader	Enter the name of the individual in charge of the Unit.
6	Operational Period	Enter the time span covered by the log (Example: 1800 Oct. 12 to 0600 Oct. 13).
7	Personnel Roster	List the name, position, and home base of each member assigned to the unit during the operational period.
8	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.).
9	Prepared By	Enter the name and title of the person approving the log. Provide log to immediate supervisor at the end of each operational period.

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EMERGENCY RESPONSE TEAM
Form E-1
CHEM TRAILER INSPECTION FORM

**Inspected by:****Bottle pressure a minimum of 220 PSI:**

- Left
 Right

Hoses:

- Brittle
 Separating
 Good condition
 See comments

Tire Condition OK:

- Right
 Left
 See comments for damage or replacement

Tire Pressure:

- Tires @ 35-40 psi
 See comments for damage or replacement

Check for integrity of frame and suspension:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Electrical Plug:

- No Damage
 See comments

Exercise trailer (hook up and drive):

- Verified

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 EMERGENCY RESPONSE TEAM Form E-2 ENGINE TRUCK INSPECTION FORM 	
Inspected by:	
<p>Walk around truck checking for leaks:</p> <p><input type="checkbox"/> Verified None</p> <p><input type="checkbox"/> See comments for any leaks found</p> <p>Check for integrity of frame and suspension:</p> <p><input type="checkbox"/> Verified OK</p> <p><input type="checkbox"/> Corrected</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> See comments for repairs or other deficiencies</p> <p>Check steering wheel shafts and linkages:</p> <p><input type="checkbox"/> Verified OK</p> <p><input type="checkbox"/> Corrected</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> See comments for repairs or other deficiencies</p> <p>Check seats and seat belts:</p> <p><input type="checkbox"/> Seat belt verified OK</p> <p><input type="checkbox"/> Seats verified OK</p> <p><input type="checkbox"/> See comments for repairs or other deficiencies</p> <p>Check mirror adjustments and operation:</p> <p><input type="checkbox"/> Adjustments verified OK</p> <p><input type="checkbox"/> Operation verified OK</p> <p><input type="checkbox"/> See comments for repairs or other deficiencies</p> <p>Body of vehicle check:</p> <p><input type="checkbox"/> Steps verified OK</p> <p><input type="checkbox"/> Grab handles verified OK</p> <p><input type="checkbox"/> Running boards verified OK</p> <p><input type="checkbox"/> Body condition verified OK</p> <p><input type="checkbox"/> See comments for repairs or other deficiencies</p> <p>Belts:</p> <p><input type="checkbox"/> Brittle</p> <p><input type="checkbox"/> Separating</p> <p><input type="checkbox"/> Good condition</p> <p><input type="checkbox"/> See comments</p>	<p>Inspect all glass:</p> <p><input type="checkbox"/> See comments for any damage</p> <p>Truck fluids check:</p> <p><input type="checkbox"/> Washer fluid</p> <p><input type="checkbox"/> Radiator fluid/coolant</p> <p><input type="checkbox"/> Battery fluid</p> <p><input type="checkbox"/> Transmission fluid</p> <p><input type="checkbox"/> Engine oil</p> <p><input type="checkbox"/> Steering fluid</p> <p><input type="checkbox"/> See comments for repairs or other deficiencies</p> <p>Rechargeable Flashlights:</p> <p><input type="checkbox"/> Fully charged</p> <p><input type="checkbox"/> In working shape</p> <p><input type="checkbox"/> See comments for any damage or replacement</p> <p>All lights have been checked and verified working:</p> <p><input type="checkbox"/> Charge indicator light</p> <p><input type="checkbox"/> Parking lights</p> <p><input type="checkbox"/> Signal lights</p> <p><input type="checkbox"/> Emergency lights</p> <p><input type="checkbox"/> Compartment lights</p> <p><input type="checkbox"/> Brake lights</p> <p><input type="checkbox"/> Head lights</p> <p><input type="checkbox"/> Back up lights</p> <p><input type="checkbox"/> Interior(cab) lights</p> <p><input type="checkbox"/> See comments for repairs or other deficiencies</p> <p>Horn:</p> <p><input type="checkbox"/> Horn is in working order</p> <p><input type="checkbox"/> There is no damage to the horn</p> <p><input type="checkbox"/> See comments for any damage or replacement</p>
Comments from the above portion of the inspection:	

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- Brittle
- Separating
- Good condition
- See comments

Tire Pressure :

- Front tires at manufacturer specs
- Rear tires at manufacturer specs
- See comments for damage or replacement

Tire Condition:

- Verified OK
- See comments for damage or replacement

Wheel Lugs:

- Verified secure

Truck plugged in:

- Verified the truck is plugged in

Generator:

- Accounted for (1)
- Full of oil
- Full of fuel
- Started and ran for 5 min.

Foam level:

- Foam level is verified
- See comments for deficiencies

Sirens:

- Sirens are in working order
- There is no damage to the horn
- See comments for any damage or replacement

Head Set for Radios:

- Headset is accounted for
- Headset is in working order
- Headset is NOT damaged
- See comments for any deficiencies

Battery Cables:

- Cables have no corrosion
- Cables are NOT loose
- See comments for deficiencies

Battery voltage and charging system voltage checked:

- Charging system verified OK
- Battery voltage verified OK
- See comments for repairs or deficiencies

All switches checked:

- Verified
- See comments for any deficiencies

Windshield wipers checked:

- Verified

Cabinet verifications:

- All cabinet trays are closed and locked

Heater switch for pump (note: must be kept in OFF position unless in operation):

- Switched to ON
- Switched to OFF
- See comments for deficiencies

Truck is clean of any debris:

- Truck has been cleaned of all debris
- Truck has been wiped down with ArmorAll
- Truck mirrors have been cleaned
- Truck has been vacuumed out
- Windows cleaned w/ glass cleaner inside & out

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ENGINE TRUCK INSPECTION FORM

Operate pump (ramped up to 120-125 psi):

- Check pump panel engine gauges
- Check pump for pressure operation
- Check discharge relief of pressure gauge operation
- Check all discharge and intake valve operation
- Check pump and tank for water leaks
- Check all pump drain valves
- Check primer pump operation
- Check water tank level indicator
- Check primer oil level
- Check transfer-valve operation
- Check all pump pressure gauge operation
- Check all cooler valves
- Check for oil leaks in pump area
- Drains opened

Start vehicle and check all gauges:

- Verified
- See comments for any deficiencies

Exercise truck (drive):

- Verified

Fuel:

- Verified full

Enter the odometer start:
Enter the odometer end:
Power disconnect in OFF position:

- Power disconnect verified OFF

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EMERGENCY RESPONSE TEAM
Form E-3
HAZMAT TRUCK INSPECTION FORM



Inspected by:

Walk around truck checking for leaks:

- Verified None
 See comments for any leaks found

Check for integrity of frame and suspension:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check steering wheel shafts and linkages:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check seats and seat belts:

- Seat belt verified OK
 Seats verified OK
 See comments for repairs or other deficiencies

Check mirror adjustments and operation:

- Adjustments verified OK
 Operation verified OK
 See comments for repairs or other deficiencies

Body of vehicle check:

- Steps verified OK
 Grab handles verified OK
 Running boards verified OK
 Body condition verified OK
 See comments for repairs or other deficiencies

Belts:

- Brittle
 Separating
 Good condition
 See comments

Hoses:

- Brittle
 Separating
 Good condition
 See comments

Tire Pressure:

- Front tires at manufacturer specs
 Rear tires at manufacturer specs
 See comments for damage or replacement

Tire Condition:

- Verified OK
 See comments for damage or replacement

Wheel Lugs:

- Verified secure

Inspect all glass:

- See comments for any damage

Truck fluids check:

- Washer fluid
 Radiator fluid/coolant
 Battery fluid
 Transmission fluid
 Engine oil
 Steering fluid
 See comments for repairs or other deficiencies

Rechargeable Flashlights:

- Fully charged
 In working shape
 See comments for any damage or replacement

All lights have been checked and verified working:

- Charge indicator light
 Parking lights
 Signal lights
 Emergency lights
 Compartment lights
 Brake lights
 Head lights
 Back up lights
 Interior(cab) lights
 See comments for repairs or other deficiencies

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<p>Horn:</p> <p><input type="checkbox"/> Horn is in working order</p> <p><input type="checkbox"/> There is no damage to the horn</p> <p><input type="checkbox"/> See comments for any damage or replacement</p> <p>Sirens:</p> <p><input type="checkbox"/> Sirens are in working order</p> <p><input type="checkbox"/> There is no damage to the horn</p> <p><input type="checkbox"/> See comments for any damage or replacement</p> <p>Battery Cables:</p> <p><input type="checkbox"/> Cables have no corrosion</p> <p><input type="checkbox"/> Cables are NOT loose</p> <p><input type="checkbox"/> See comments for deficiencies</p> <p>Battery voltage and charging system voltage checked:</p> <p><input type="checkbox"/> Charging system verified OK</p> <p><input type="checkbox"/> Battery voltage verified OK</p> <p><input type="checkbox"/> See comments for repairs or deficiencies</p> <p>Air Monitors:</p> <p><input type="checkbox"/> All cabinet trays are closed and locked</p> <p><input type="checkbox"/> Powered Off</p> <p><input type="checkbox"/> Left on to cycle</p> <p><input type="checkbox"/> Verify inspection date</p> <p><input type="checkbox"/> See comments</p> <p>Cabinet verifications:</p> <p><input type="checkbox"/> All cabinet trays are closed and locked</p> <p>All switches checked:</p> <p><input type="checkbox"/> Verified</p> <p><input type="checkbox"/> See comments for any deficiencies</p>	<p>Windshield wipers checked:</p> <p><input type="checkbox"/> Verified</p> <p>Generator:</p> <p><input type="checkbox"/> Accounted for (1)</p> <p><input type="checkbox"/> Full of oil</p> <p><input type="checkbox"/> Full of fuel</p> <p><input type="checkbox"/> Started and ran for 5 min.</p> <p>Truck is clean of any debris:</p> <p><input type="checkbox"/> Truck has been cleaned of all debris</p> <p><input type="checkbox"/> Truck has been wiped down with ArmorAll</p> <p><input type="checkbox"/> Truck mirrors have been cleaned</p> <p><input type="checkbox"/> Truck has been vacuumed out</p> <p><input type="checkbox"/> Windows cleaned w/ glass cleaner inside & out</p> <p>Start vehicle and check all gauges:</p> <p><input type="checkbox"/> Verified</p> <p><input type="checkbox"/> See comments for any deficiencies</p> <p>Exercise truck (drive):</p> <p><input type="checkbox"/> Verified</p> <p>Fuel:</p> <p><input type="checkbox"/> Verified full</p> <p>Enter the odometer start:</p> <p>Enter the odometer end:</p> <p>Truck plugged in:</p> <p><input type="checkbox"/> Verified the truck is plugged in</p>
<p>Comments from the above portion of the inspection:</p> 	

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EMERGENCY RESPONSE TEAM
Form E-4
LADDER TRUCK INSPECTION FORM



Inspected by:

Walk around truck checking for leaks:

- Verified None
 See comments for any leaks found

Check for integrity of frame and suspension:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check steering wheel shafts and linkages:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check seats and seat belts:

- Seat belt verified OK
 Seats verified OK
 See comments for repairs or other deficiencies

Check mirror adjustments and operation:

- Adjustments verified OK
 Operation verified OK
 See comments for repairs or other deficiencies

Body of vehicle check:

- Steps verified OK
 Grab handles verified OK
 Running boards verified OK
 Body condition verified OK
 See comments for repairs or other deficiencies

Belts:

- Brittle
 Separating
 Good condition
 See comments

Inspect all glass:

- See comments for any damage

Truck fluids check:

- Washer fluid
 Radiator fluid/coolant
 Battery fluid
 Transmission fluid
 Engine oil
 Steering fluid
 See comments for repairs or other deficiencies

All lights have been checked and verified working:

- Charge indicator light
 Parking lights
 Signal lights
 Emergency lights
 Compartment lights
 Brake lights
 Head lights
 Back up lights
 Interior(cab) lights
 See comments for repairs or other deficiencies

Horn:

- Horn is in working order
 There is no damage to the horn
 See comments for any damage or replacement

Hoses:

- Brittle
 Separating
 Good condition
 See comments

Comments from the above portion of the inspection:

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- Front tires at manufacturer specs
- Rear tires at manufacturer specs
- See comments for damage or replacement

Tire Condition:

- Verified OK
- See comments for damage or replacement

Wheel Lugs:

- Verified secure

Generator:

- Accounted for (1)
- Full of oil
- Full of fuel
- Started and ran for 5 min.

Foam level:

- Foam level is verified
- See comments for deficiencies

Sirens:

- Sirens are in working order
- There is no damage to the horn
- See comments for any damage or replacement

Battery Cables:

- Cables have no corrosion
- Cables are NOT loose
- See comments for deficiencies

Battery voltage and charging system voltage checked:

- Charging system verified OK
- Battery voltage verified OK
- See comments for repairs or deficiencies

All switches checked:

- Verified
- See comments for any deficiencies

Windshield wipers checked:

- Verified

Cabinet verifications:

- All cabinet trays are closed and locked

Heater switch for pump (note: must be kept in OFF position unless in operation):

- Switched to ON
- Switched to OFF
- See comments for deficiencies

Truck is clean of any debris:

- Truck has been cleaned of all debris
- Truck has been wiped down with ArmorAll
- Truck mirrors have been cleaned
- Truck has been vacuumed out
- Windows cleaned w/ glass cleaner inside & out

Aerial Operation:

- Check aerial outrigger operation
- Check aerial operation
- Check aerial hydraulic fluid level
- Visually inspect aerial structure
- See comments

Comments from the above portion of the inspection:

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LADDER TRUCK INSPECTION FORM

<p>Operate pump (ramped up to 120-125 psi):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check pump panel engine gauges <input type="checkbox"/> Check pump for pressure operation <input type="checkbox"/> Check discharge relief of pressure gauge operation <input type="checkbox"/> Check all discharge and intake valve operation <input type="checkbox"/> Check pump and tank for water leaks <input type="checkbox"/> Check all pump drain valves <input type="checkbox"/> Check primer pump operation <input type="checkbox"/> Check water tank level indicator <input type="checkbox"/> Check primer oil level <input type="checkbox"/> Check transfer-valve operation <input type="checkbox"/> Check all pump pressure gauge operation <input type="checkbox"/> Check all cooler valves <input type="checkbox"/> Check for oil leaks in pump area <input type="checkbox"/> Drains opened 	<p>Start vehicle and check all gauges:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verified <input type="checkbox"/> See comments for any deficiencies <p>Exercise truck (drive):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verified <p>Fuel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verified full <p>Enter the odometer start:</p> <p>Enter the odometer end:</p> <p>Truck plugged in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verified the truck is plugged in
<p>Comments from the above portion of the inspection:</p> 	

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 EMERGENCY RESPONSE TEAM Form E-5 RESPONSE BOAT #1 INSPECTION FORM 	
Inspected by:	
Tire Pressure: <input type="checkbox"/> All tires pressures up to manufacturer specs <input type="checkbox"/> See comments for damage or replacement Spare Tire Pressure: <input type="checkbox"/> Spare tire pressure up to manufacturer specs <input type="checkbox"/> See comments Horn: <input type="checkbox"/> Working properly w/ no damage <input type="checkbox"/> See comments Running Lights: <input type="checkbox"/> Right working <input type="checkbox"/> Left working <input type="checkbox"/> No lens damage <input type="checkbox"/> See comments for repairs or other deficiencies Parking Lights: <input type="checkbox"/> Right working <input type="checkbox"/> Left working <input type="checkbox"/> No lens damage <input type="checkbox"/> See comments for repairs or other deficiencies Signal Lights: <input type="checkbox"/> Right working <input type="checkbox"/> Left working <input type="checkbox"/> No lens damage <input type="checkbox"/> See comments for repairs or other deficiencies Brake Lights: <input type="checkbox"/> Right working <input type="checkbox"/> Left working <input type="checkbox"/> No lens damage <input type="checkbox"/> See comments for repairs or other deficiencies Spot Lights: <input type="checkbox"/> Working properly <input type="checkbox"/> No lens damage <input type="checkbox"/> See comments for repairs or other deficiencies White Marker Light: <input type="checkbox"/> Working properly <input type="checkbox"/> No lens damage <input type="checkbox"/> See comments for repairs or other deficiencies	Red/Green Marker Light: <input type="checkbox"/> Working properly <input type="checkbox"/> No lens damage <input type="checkbox"/> See comments for repairs or other deficiencies Check for integrity of hull: <input type="checkbox"/> Verified OK <input type="checkbox"/> See comments for repairs or other deficiencies Battery Fluid: <input type="checkbox"/> Verify Full <input type="checkbox"/> See comments for deficiencies Battery Cables: <input type="checkbox"/> No corrosion <input type="checkbox"/> Verified secure <input type="checkbox"/> See comments Wheel Lugs: <input type="checkbox"/> Verified secure Radios Operational: <input type="checkbox"/> Verified Fire Extinguisher: <input type="checkbox"/> Accounted for Oil Injection Reservoirs: <input type="checkbox"/> Verify Full First Aid Kit Sealed: <input type="checkbox"/> Accounted for <input type="checkbox"/> Verified Sealed Port side engine hours: Starboard side engine hours: Fuel: <input type="checkbox"/> Verified full Boat Plugged In: <input type="checkbox"/> Verified
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EMERGENCY RESPONSE TEAM
Form E-6
RESPONSE BOAT #2 INSPECTION FORM

**Inspected by:****Tire Pressure:**

- All tire pressures up to manufacturer specs
 See comments for damage or replacement

Spare Tire Pressure:

- Spare tire pressure up to manufacturer specs
 See comments

Horn:

- Working properly w/ no damage
 See comments

Running Lights:

- Right working
 Left working
 No lens damage
 See comments for repairs or other deficiencies

Parking Lights:

- Right working
 Left working
 No lens damage
 See comments for repairs or other deficiencies

Signal Lights:

- Right working
 Left working
 No lens damage
 See comments for repairs or other deficiencies

Brake Lights:

- Right working
 Left working
 No lens damage
 See comments for repairs or other deficiencies

Spot Lights:

- Working properly
 No lens damage
 See comments for repairs or other deficiencies

White Marker Light:

- Working properly
 No lens damage
 See comments for repairs or other deficiencies

Red/Green Marker Light:

- Working properly
 No lens damage
 See comments for repairs or other deficiencies

Check for integrity of hull:

- Verified OK
 See comments for repairs or other deficiencies

Battery Fluid:

- Verify Full
 See comments for deficiencies

Battery Cables:

- No corrosion
 Verified secure
 See comments

Wheel Lugs:

- Verified secure

Radios Operational:

- Verified

Fire Extinguisher:

- Accounted for

Oil Injection Reservoirs:

- Verify Full

First Aid Kit Sealed:

- Accounted for
 Verified Sealed

Port side engine hours:**Starboard side engine hours:****Fuel:**

- Verified full

Boat Plugged In:

- Verified

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EMERGENCY RESPONSE TEAM
Form E-7
RESCUE TRUCK INSPECTION FORM

**Inspected by:****Walk around truck checking for leaks:**

- Verified None
 See comments for any leaks found

Check for integrity of frame and suspension:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check steering wheel shafts and linkages:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check seats and seat belts:

- Seat belt verified OK
 Seats verified OK
 See comments for repairs or other deficiencies

Check mirror adjustments and operation:

- Adjustments verified OK
 Operation verified OK
 See comments for repairs or other deficiencies

Body of vehicle check:

- Steps verified OK
 Grab handles verified OK
 Running boards verified OK
 Body condition verified OK
 See comments for repairs or other deficiencies

Belts:

- Brittle
 Separating
 Good condition
 See comments

Inspect all glass:

- See comments for any damage

Truck fluids check:

- Brake fluid
 Washer fluid
 Radiator fluid/coolant
 Battery fluid
 Transmission fluid
 Engine oil
 Steering fluid
 See comments for repairs or other deficiencies

Rechargeable Flashlights:

- Fully charged
 In working shape
 See comments for any damage or replacement

All lights have been checked and verified working:

- Charge indicator light
 Parking lights
 Signal lights
 Emergency lights
 Compartment lights
 Brake lights
 Head lights
 Back up lights
 Interior(cab) lights
 See comments for repairs or other deficiencies

Horn:

- Horn is in working order
 There is no damage to the horn
 See comments for any damage or replacement

Comments from the above portion of the inspection:

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- Brittle
- Separating
- Good condition
- See comments

Tire Pressure:

- Front tires at manufacturer specs
- Rear tires at manufacturer specs
- See comments for damage or replacement

Tire Condition:

- Verified OK
- See comments for damage or replacement

Wheel Lugs:

- Verified secure

AED:

- Charged
- Needs repair
- See comments

Engage Transfer Case (4 Wheel):

- Transfer case was engaged
- See comments

Sirens:

- Sirens are in working order
- There is no damage to the horn
- See comments for any damage or replacement

Battery Cables:

- Cables have no corrosion
- Cables are NOT loose
- See comments for deficiencies

Battery voltage and charging system voltage checked:

- Charging system verified OK
- Battery voltage verified OK
- See comments for repairs or deficiencies

All switches checked:

- Verified
- See comments for any deficiencies

Windshield wipers checked:

- Verified

Cabinet verifications:

- All cabinet trays are closed and locked

Winch Operation:

- Operated with tension
- See comments

Truck is clean of any debris:

- Truck has been cleaned of all debris
- Truck has been wiped down with ArmorAll
- Truck mirrors have been cleaned
- Truck has been vacuumed out
- Windows cleaned w/ glass cleaner inside & out

Comments from the above portion of the inspection:

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RESCUE TRUCK INSPECTION FORM

Start vehicle and check all gauges:

- Verified
 See comments for any deficiencies

Exercise truck (drive):

- Verified

Enter the odometer start:
Enter the odometer end:
Fuel:

- Verified full

Power disconnect in OFF position:

- Power disconnect verified OFF

Truck plugged in:

- Verified the truck is plugged in

Comments from the above portion of the inspection:

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EMERGENCY RESPONSE TEAM
Form E-8
TENDER TRUCK INSPECTION FORM



Inspected by:

Walk around truck checking for leaks:

- Verified None
 See comments for any leaks found

Check for integrity of frame and suspension:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check steering wheel shafts and linkages:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check seats and seat belts:

- Seat belt verified OK
 Seats verified OK
 See comments for repairs or other deficiencies

Check mirror adjustments and operation:

- Adjustments verified OK
 Operation verified OK
 See comments for repairs or other deficiencies

Body of vehicle check:

- Steps verified OK
 Grab handles verified OK
 Running boards verified OK
 Body condition verified OK
 See comments for repairs or other deficiencies

Belts:

- Brittle
 Separating
 Good condition
 See comments

Hoses:

- Brittle
 Separating
 Good condition
 See comments

Tire Pressure:

- Front tires at manufacturer specs
 Rear tires at manufacturer specs
 See comments for damage or replacement

Tire Condition:

- Verified OK
 See comments for damage or replacement

Wheel Lugs:

- Verified secure

Inspect all glass:

- See comments for any damage

Truck fluids check:

- Washer fluid
 Radiator fluid/coolant
 Battery fluid
 Transmission fluid
 Engine oil
 Steering fluid
 See comments for repairs or other deficiencies

Rechargeable Flashlights:

- Fully charged
 In working shape
 See comments for any damage or replacement

All lights have been checked and verified working:

- Charge indicator light
 Parking lights
 Signal lights
 Emergency lights
 Compartment lights
 Brake lights
 Head lights
 Back up lights
 Interior(cab) lights
 See comments for repairs or other deficiencies

Comments from the above portion of the inspection:

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[Click to Edit](#)[Table of Contents](#)[Section Index](#)**TENDER TRUCK INSPECTION FORM****Horn:**

- Horn is in working order
- There is no damage to the horn
- See comments for any damage or replacement

Sirens:

- Sirens are in working order
- There is no damage to the horn
- See comments for any damage or replacement

Battery Cables:

- Cables have no corrosion
- Cables are NOT loose
- See comments for deficiencies

Battery voltage and charging system voltage checked:

- Charging system verified OK
- Battery voltage verified OK
- See comments for repairs or deficiencies

Cabinet verifications:

- All cabinet trays are closed and locked

All switches checked:

- Verified
- See comments for any deficiencies

Windshield wipers checked:

- Verified

Pump inspection covers:

- Removed
- Exercise all valves
- Fuel water trap inspected
- See comments for deficiencies

Foam level:

- Foam level is verified
- See comments for deficiencies

Operate pump (ramped up to 50 psi MAX):

- Check pump panel engine gauges
- Check pump for pressure operation
- Drains opened
- Check discharge relief of pressure gauge operation
- Check all discharge and intake valve operation
- Check pump and tank for water leaks
- Check all pump drain valves
- Check primer pump operation
- Check water tank level indicator
- Check primer oil level
- Check transfer-valve operation
- Check all pump pressure gauge operation
- Check all cooler valves
- Check for oil leaks in pump area

Truck is clean of any debris:

- Truck has been cleaned of all debris
- Truck has been wiped down with ArmorAll
- Truck mirrors have been cleaned
- Truck has been vacuumed out
- Windows cleaned w/ glass cleaner inside & out

Start vehicle and check all gauges:

- Verified
- See comments for any deficiencies

Exercise truck (drive):

- Verified

Fuel:

- Verified full

Enter the odometer start:**Enter the odometer end:****Power disconnect in OFF position:**

- Power disconnect verified OFF

Truck plugged in:

- Verified the truck is plugged in

Comments from the above portion of the inspection:

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EMERGENCY RESPONSE TEAM
Form E-9
TOTE MULE #1 INSPECTION FORM

**Inspected by:****Walk around Tote mule checking for any defects:**

- Verified None
 See comments for any defects found

Check for integrity of frame and suspension:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Hoses:

- Brittle
 Separating
 Good condition
 See comments

Tire Condition:

- Verified OK
 See comments for damage or replacement

Tire Pressure:

- Front tires @ 80 psi
 See comments for damage or replacement

Wheel Lugs:

- Verified secure

All lights have been checked and verified working:

- Parking lights
 Signal lights
 Brake lights
 Back up lights
 Running Lights
 See comments for repairs or other deficiencies

Exercise trailer (hook up and drive):

- Verified

Trailer is clean of any debris:

- Trailer has been cleaned of all debris
 Trailer has been wiped down with ArmorAll
 Trailer mirrors have been cleaned
 Trailer has been vacuumed out
 Windows cleaned w/ glass cleaner inside & out

Cabinet verifications:

- All cabinet trays are closed

Comments from the above portion of the inspection:

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EMERGENCY RESPONSE TEAM
Form E-10
UTILITY TRUCK INSPECTION FORM

**Inspected by:****Walk around truck checking for leaks:**

- Verified None
 See comments for any leaks found

Check for integrity of frame and suspension:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check steering wheel shafts and linkages:

- Verified OK
 Corrected
 N/A
 See comments for repairs or other deficiencies

Check seats and seat belts:

- Seat belt verified OK
 Seats verified OK
 See comments for repairs or other deficiencies

Check mirror adjustments and operation:

- Adjustments verified OK
 Operation verified OK
 See comments for repairs or other deficiencies

Body of vehicle check:

- Steps verified OK
 Grab handles verified OK
 Running boards verified OK
 Body condition verified OK
 See comments for repairs or other deficiencies

Belts:

- Brittle
 Separating
 Good condition
 See comments

Hoses:

- Brittle
 Separating
 Good condition
 See comments

Tire Pressure:

- Front tires at manufacturer specs
 Rear tires at manufacturer specs
 See comments for damage or replacement

Tire Condition:

- Verified OK
 See comments for damage or replacement

Wheel Lugs:

- Verified secure

Inspect all glass:

- See comments for any damage

Truck fluids check:

- Brake fluid
 Washer fluid
 Radiator fluid/coolant
 Battery fluid
 Transmission fluid
 Engine oil
 Steering fluid
 See comments for repairs or other deficiencies

All lights have been checked and verified working:

- Charge indicator light
 Parking lights
 Signal lights
 Emergency lights
 Compartment lights
 Brake lights
 Head lights
 Back up lights
 Interior(cab) lights
 See comments for repairs or other deficiencies

Comments from the above portion of the inspection:

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[Click to Edit](#)[Table of Contents](#)[Section Index](#)**UTILITY TRUCK INSPECTION FORM**

<p>Horn:</p> <p><input type="checkbox"/> Horn is in working order</p> <p><input type="checkbox"/> There is no damage to the horn</p> <p><input type="checkbox"/> See comments for any damage or replacement</p> <p>Sirens:</p> <p><input type="checkbox"/> Sirens are in working order</p> <p><input type="checkbox"/> There is no damage to the horn</p> <p><input type="checkbox"/> See comments for any damage or replacement</p> <p>Battery Cables:</p> <p><input type="checkbox"/> Cables have no corrosion</p> <p><input type="checkbox"/> Cables are NOT loose</p> <p><input type="checkbox"/> See comments for deficiencies</p> <p>Battery voltage and charging system voltage checked:</p> <p><input type="checkbox"/> Charging system verified OK</p> <p><input type="checkbox"/> Battery voltage verified OK</p> <p><input type="checkbox"/> See comments for repairs or deficiencies</p> <p>Engage Transfer Case (4 Wheel):</p> <p><input type="checkbox"/> Transfer case engaged</p> <p><input type="checkbox"/> See comments</p> <p>Windshield wipers checked:</p> <p><input type="checkbox"/> Verified</p> <p>Operate Radio Controlled Monitor:</p> <p><input type="checkbox"/> Verified</p> <p>Radios Operational:</p> <p><input type="checkbox"/> Verified</p> <p><input type="checkbox"/> See comments</p>	<p>Ball Hitches (behind rear seat):</p> <p><input type="checkbox"/> Two(2) ball hitches</p> <p><input type="checkbox"/> One(1) box of various sized hitches</p> <p><input type="checkbox"/> Pintel hitch</p> <p>Start vehicle and check all gauges:</p> <p><input type="checkbox"/> Verified</p> <p><input type="checkbox"/> See comments for any deficiencies</p> <p>Exercise truck (drive):</p> <p><input type="checkbox"/> Verified</p> <p>Enter the odometer start:</p> <p>Enter the odometer end:</p> <p>Truck cleanliness:</p> <p><input type="checkbox"/> Truck has been cleaned of all debris</p> <p><input type="checkbox"/> Truck has been wiped down with ArmorAll</p> <p><input type="checkbox"/> Truck mirrors have been cleaned</p> <p><input type="checkbox"/> Truck has been vacuumed out</p> <p><input type="checkbox"/> Windows cleaned w/ glass cleaner inside & out</p>
<p>Comments from the above portion of the inspection:</p> 	

Incident Documentation

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INCIDENT DOCUMENTATION

PREP - National Preparedness for Response Exercise Program

1

Criteria for Documentation

The criteria for proper documentation and self-certification of exercises and actual emergencies primarily comes from the National Preparedness for Response Exercise Program (PREP), August 1994.

This document is a unified federal effort that satisfies the exercise requirements of the Coast Guard (USCG), the Environmental Protection Agency (EPA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Minerals Management Service (MMS).

Completion of the PREP exercises satisfies all OPA '90 mandated federal oil pollution response exercise requirements.

2

Incident Documentation

The criteria for incident documentation varies according to the type of incident. Any incident requiring documentation under applicable Federal and / or State regulations will be documented as follows:

- 1) Records of Agency notifications will be filed and be maintained in the Environmental Department.
- 2) Any follow-up letters required by regulation will be maintained in the Environmental Department.
- 3) A root cause investigation will be performed for the facility in which the incident occurred. The HSE Department will maintain the investigation report as well as records of follow-up actions and activities generated by the investigation.
- 4) When a formal response critique occurs, the incident response critique and records of follow-up activities will be maintained in the HSE Department.
- 5) If drill or exercise credit under the National Preparedness for Response Exercise Program (PREP) is to be taken for an actual response, the appropriate PREP documentation will be maintained by the Environmental Department.
- 6) The HSE Department also maintains records of root causes and contributing factors, also known as "lessons learned" during actual incidents.

3**PREP Documentation for Actual Response**

If response to an actual event is to be used for PREP credit, the following information will be included in the documentation:

- 1) The type of response
- 2) Date and time of the response
- 3) A description of the incident and the response
- 4) The Plan components addressed in the response (see Tab 38 - Exercises / Drills)
- 5) The PREP requirements fulfilled by the response
- 6) Root Causes and contributing factors also known as “Lessons learned”

Training

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REFINERY WIDE AWARENESS TRAINING

1

Facility Personnel

All employees receive training on reporting an emergency situation as well as training on the meaning of the Refinery emergency alarms and their Unit Emergency Procedures.

These individuals are likely to discover a hazardous substance release and have been trained to initiate an emergency response sequence. They will take no further action beyond notification of the release. They are able to utilize a hand-held fire extinguisher to extinguish an incipient stage fire. These individuals are trained to the standards outlined in 29 CFR 1910.120 for their duties they will be expected to perform.

- Training: Initial with Annual Refresher in accordance with OSHA 29 1910.120.

2

Qualified Individuals – QI's

Qualified Individuals (QI's) have received training in NIMS and Hazardous Materials Response Training up to 29 CFR 1910.120 On-Scene Incident Commander level.

These individuals respond to emergencies for the purpose of directing the emergency response activities. They will not be required to participate in the offensive or defensive actions, but rather command the response personnel.

- Training: Initial with Annual Refresher in accordance with OSHA 29 1910.120.

3

Initial On-Scene Incident Commanders – OSIC

Employees who respond to, or are expected to respond to hazardous substances releases will be trained to the standards outlined in 29 CFR 1910.120 for the duties they will be expected to perform.

In addition, OSIC will receive training in NIMS.

- Training: Initial with Annual Refresher in accordance with OSHA 29 1910.120.

Training

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Emergency Response Team – ERT

ERT members receive training in the hazards present in their respective work areas as required under OSHA. Employees working within their normal work area are classified as "HAZMAT Material Technician" under OSHA 29 CFR 1910.120.

Where employees are required to work with oil as defined under the Clean Water Act - Spill Prevention Control and Countermeasures (SPCC) regulations, they receive SPCC training initially and every three (3) years.

In addition, these individual members of the ERT receive specialized training in fire suppression and hazardous materials response and train on a monthly basis.

Refresher training will be done annually as part of the HazCom and HazWoper programs.

- Training: Initial with Annual Refresher in accordance with OSHA 29 1910.120.

5

Laborers and Maintenance

Laborers and Maintenance Employees will be trained to a minimum of First Responder Operations Level, as specified in 29 CFR 1910.120.

Refresher training will be done annually as part of the HazCom and HazWoper programs.

- Training: Initial with Annual Refresher in accordance with OSHA 29 1910.120.

Exercises / Drills

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Frequency of Exercises / Drills

A Weekly

- 1) Test the Emergency Response Paging every Wednesday at 6:00 P.M.
- 2) Test the Refinery Alarm notification system every Wednesday at 1:00 P.M.

B Monthly

- 1) All fire and rescue equipment is checked on a monthly basis and the records for these checks are maintained in the Fire Chief's office files.

C Quarterly

- 1) QI notifications will be performed at least once per quarter.

Participating

Elements: Facility personnel, Qualified Individual

Scope: Exercise communications between facility personnel and QI

Objectives: Contact must be made with QI or alternate as designated in plan

Certification: Self-certification

Verification: Conducted by appropriate agency during site visits

Records

Retention: 3 years (USCG)

5 years (EPA)

Location: Maintained at the facility

Evaluation: Self-evaluation

Credit: Plan holder may take credit for this exercise in the course of conducting routine business or other drills, provided that the objectives of the drill are met and the drill is properly recorded. Similarly, credit may be received for an actual spill response when these objectives are met and a proper record generated.

Exercises / Drills

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D

Semi-Annually

Participating

Elements: Facility personnel

Scope: Deploy and operate facility-owned response equipment identified in the response Plan. Only a representative sample of each type of equipment (1,000 feet of containment boom and one of each type of skimming system) or that which is necessary to respond to an AMP discharge, whichever is less, need be deployed.

All of the equipment must be included in a comprehensive maintenance program. All of the facility personnel involved in equipment deployment must be part of a comprehensive training program. Credit will be given for deployment conducted during training. The maintenance program must ensure that the equipment is periodically inspected and maintained in good operating condition in accordance with the manufacturers' recommendations and best commercial practices. All inspection and maintenance must be documented by owner.

Objectives: Demonstrate ability of facility personnel to deploy and operate equipment.

Ensure equipment is in proper working order. Dysfunctional equipment is to be repaired or replaced within 30 days.

Certification: Self-certification

Verification: Verification to be conducted by appropriate oversight agency during periodic site visits.

Records

Retention: 3 years (USCG)

5 years (EPA)

Location: Maintained at the facility

Evaluation: Self-evaluation

Credit: Plan holder may take credit for this exercise when conducted in conjunction with other drills as long as all objectives are met and a proper record generated. Likewise, credit may be taken for an actual spill response when these objectives are met and a proper record generated.

Note: Since the One Plan also identifies OSRO equipment, the OSRO equipment must also be deployed and operated in accordance with the equipment deployment requirements for OSRO-owned equipment.

E Annually

1) Oil Spill Drills (Tabletop)

Participating

Elements: Exercise the Spill Management Team (SMT) as established in the FRP.

Scope: Exercise the SMT's organization, communication, and decision-making in managing a spill response.

Objectives: At least one SMT Tabletop exercise in a triennial cycle shall involve simulation of a worst case discharge scenario.

Exercise the SMT in a review of:

- Knowledge of the FRP
- Proper notifications
- Communications system
- Ability to access OSRO
- Coordination of organization/agency personnel with responsibility for spill response
- Ability to effectively coordinate spill response activity with National Response System infrastructure
- Ability to access information in ACP for location of sensitive areas, resources available within the area, unique conditions of area, etc.

Certification: Self-certification

Verification: Verification to be conducted by responsible oversight agency

Records

Retention: 3 years (USCG) 5 years (EPA)

Location: ES&S Department

Evaluation: Self-evaluation

Credit: Plan holder may take credit for this exercise when conducted in conjunction with other drills as long as all objectives are met and a proper record generated. Likewise, credit may be taken for an actual spill response when these objectives are met and a proper record generated.



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2) OSRO Owned Equipment

Participating

Elements: Facility owner or operator and OSRO

Scope: Deploy and operate response equipment identified in the response Plan. A representative sample of each type of equipment (1,000 feet of each type of containment boom and one of each type of skimming system) must be deployed. Further, the equipment must be deployed in each type of operating environment in which the OSRO is expected to respond (fully protected, sheltered, and/or unsheltered).

All of the equipment must be included in a comprehensive maintenance program. All of the OSRO personnel involved in equipment deployment must be part of a comprehensive training program. Credit will be given for deployment conducted during training. The maintenance program must ensure that the equipment is periodically inspected and maintained in good operating condition in accordance with the manufacturers' recommendations and best commercial practices. All inspection and maintenance must be documented by owner.

Objectives: Ensure response equipment is operational.

Ensure that the personnel who would operate this equipment in a spill response are capable of deploying and operating it.

Certification: Facility owner or operator shall ensure that the response resources identified in FRP participate in annual deployment drills. The facility owner or operator shall ensure that the OSRO identified in the FRP as providing this equipment, provides adequate documentation that the required objectives of the deployment exercise have been met.

Verification: Verification to be conducted by appropriate oversight agency during periodic site visits.

Records

Retention: 3 years (USCG)
5 years (EPA)

Location: Maintained at the facility

Evaluation: Self-evaluation

Credit: Plan holder may take credit for this exercise when conducted in conjunction with other drills as long as all objectives are met and a proper record generated. Likewise, credit may be taken for an actual spill response when these objectives are met and a proper record generated.



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E **Annually** *continued*

3) **Evacuation Drills**

Perform evacuation exercises for each of the Product Control and Operations shifts along with Maintenance, Laboratory, Warehouse, and Contractor Personnel at least annually.

4) **Security Drills**

Perform an annual exercise incorporating security aspects.

5) **Annual Emergency Response Drill**

Perform an exercise testing the division's emergency response capabilities that include emergency response procedures, agency notifications, communications, and outside agencies.

6) **Annual Equipment Testing**

All equipment will be tested and maintained per the National Preparedness for Response Exercise Program (PREP) guidelines.

Annually, and generally at the time of a deployment drill, all listed equipment will be inspected for worthiness and accuracy with the listed inventory.

This inspection will be part of the comprehensive training and standard maintenance program of the facility.

All inspections and any maintenance will be documented by the facility per the forms in Tab 35.

Exercises / Drills

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F

Area Drills

Facility personnel will participate in area exercises as requested by the U.S. Coast Guard or the U.S. Environmental Protection Agency.

Participation is not required if the facility personnel have participated in an area exercise within the preceding 6 years and can produce the proper records to verify participation.

G

Government-Initiated Unannounced Drills

The U.S. Coast Guard, U.S. Environmental Protection Agency, or RSPA can initiate an unannounced drill at a Plan holder facility.

If designated to participate in such an exercise, the facility is required to conduct the drill.

Once a facility has participated in a government-initiated unannounced drill, the facility is exempt from future participation in government-initiated unannounced drills for a period of three years.

Drill Documentation Forms & Guidelines

A FORMS

Use a personal notebook or customized forms to document a PREP drill.

B LOG

Keep a log showing the history of the events and communications that occur during a drill.

- 1) Record only the facts, not speculation.
- 2) If you do not know, do not guess.
- 3) Do not criticize other people's efforts or methods.
- 4) Do not speculate on the incident cause.
- 5) Do not relate opinions.
- 6) Do not skip lines between entries or make erasures.
 - If you make an error, draw a line through it, add the correct entry above or below it, and initial the change.

C DETAILED NOTES

Keep detailed notes of the following items during a drill.

- 1) Keep detailed notes of **actions** taken by government / regulatory officials.
- 2) Keep detailed notes of **conversations** over the telephone on in person with government / regulatory officials.
- 3) Keep detailed notes of **recommendations and instructions** from government / regulatory officials.
- 4) Request that government / regulatory officials document and **sign** their recommendations or orders.
 - This is especially important if company personnel disagree with the suggestions, instructions, or actions of the government / regulatory officials.

Exercises / Drills

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Drill Requirements Under PREP

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Drill Requirements Under PREP

1

NOTIFICATIONS

Demonstrate the ability to make the required internal, agency, and public notifications in a timely manner.

2

STAFF MOBILIZATION

Demonstrate the ability to assemble the necessary response personnel and staff support in a timely manner.

3

ABILITY TO OPERATE WITHIN THE RESPONSE MANAGEMENT SYSTEM DESCRIBED IN THIS PLAN

3A

Unified Command

Demonstrate the ability of the spill response organization to work within a unified command.

1

Federal Representation

Demonstrate the ability to consolidate the concerns of the other members of the unified command into a unified strategic plan with tactical operations.

2

State Representation

Demonstrate the ability to function within the unified command structure.

3

Local Representation

Demonstrate the ability to function within the unified command structure.

4

Responsible Party Representation

Demonstrate the ability to function within the unified command structure.

Exercises / Drills

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3B Response Management System

Demonstrate the ability of the response organization to operate within the framework of the response management identified in their respective plans.

1 Operations

Demonstrate the ability to coordinate or direct operations related to the implementation of action plans contained in the respective response and contingency plans developed by the Unified Command.

2 Planning

Demonstrate the ability to consolidate the various concerns of the members of the unified command into joint planning recommendations and specific long-range strategic plans.

Demonstrate the ability to develop short-range tactical plans for the Operations Section.

3 Logistics

Demonstrate the ability to provide the necessary support of both the short-term and long-term action plans.

4 Finance

Demonstrate the ability to document the daily expenditures of the organization and provide cost estimates for continuing operations.

5 Public Information

Demonstrate the ability to form a joint information center and provide the necessary interface between the unified command and the media.

6 Safety

Demonstrate the ability to monitor all field operations and ensure compliance with safety standards.

7 Legal (Finance Section)

Demonstrate the ability to provide the unified command with suitable legal advice and assistance.

8 Environmental

Demonstrate the ability to notify government agencies and comply with environmental standards.

4

DISCHARGE CONTROL

Demonstrate the ability of the spill response organization to control and stop the discharge at the source.

5

ASSESSMENT

Demonstrate the ability of the spill response organization to provide an initial assessment of the discharge and provide continuing assessments of the effectiveness of the tactical operations.

6

CONTAINMENT

Demonstrate the ability of the spill response organization to contain the discharge at the source or in various locations for recovery operations.

7

RECOVERY

Demonstrate the ability of the spill response organization to recover the discharged product.

7A

On-water Recovery

Demonstrate the ability to assemble and deploy the on-water recovery resources identified in the response plans.

7B

Shore Based Recovery

Demonstrate the ability to assemble and deploy the shoreside cleanup resources identified in the response plans.

Exercises / Drills

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PROTECTION

Demonstrate the ability of the spill response organization to protect the environmentally and economically sensitive areas identified in the Area Contingency Plan and respective industry response plan.

8A

Protective Booming

Demonstrate the ability to assemble and deploy sufficient resources to implement the protection strategies contained in the Area Contingency Plan and the respective industry response plan.

8B

Dispersant Use

There is currently no provision in the Area Contingency Plan for use of dispersants in the geographic areas covered by this plan.

8C

In Situ Burning

Demonstrate the ability to quickly evaluate the applicability of in-situ burning for this incident and implement a pre-approved plan from the Area Contingency Plan or develop a plan for use.

8D

Wildlife Recovery And Rehabilitation

Demonstrate the ability to quickly identify these resources at risk and implement the proper protection procedures from the Area Contingency Plan or develop a plan for use.

8E

Population Protection

Demonstrate the ability to quickly identify health hazards associated with the discharged product and the population at risk from these hazards, and to implement the proper protection procedures from the Area Contingency Plan or develop a plan for use.

8F

Bioremediation

Demonstrate the ability to quickly evaluate the applicability of bioremediation use for this incident, and implement a plan from the Area Contingency Plan or develop a plan for use.

9

DISPOSAL

Demonstrate the ability of the spill response organization to dispose of the recovered material and contaminated debris.

10

COMMUNICATIONS

Demonstrate the ability to establish an effective communications system for the spill response organization.

10A

Internal Communications

Demonstrate the ability to establish an intra-organization communications system. This encompasses communications both within the administrative elements and the field units.

10B

External Communications

Demonstrate the ability to establish communications both within the administrative elements and the field units.

11

TRANSPORTATION

Demonstrate the ability to provide effective multi-mode transportation both for the execution of the discharge and support functions.

11A

Land Transportation

Demonstrate the ability to provide effective land transportation for all elements of the response.

11B

Waterborne Transportation

Demonstrate the ability to provide effective waterborne transportation for all elements of the response.

11C

Airborne Transportation

Demonstrate the ability to provide effective airborne transportation for all elements of the response.

Exercises / Drills

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PERSONNEL SUPPORT

Demonstrate the ability to provide the necessary support of all personnel associated with the response.

12A

Management

Demonstrate the ability to provide administrative management of all personnel involved in the response. This requirement includes the ability to move personnel into or out of the response organization with established procedures.

12B

Lodging

Demonstrate the ability to provide overnight accommodations on a continuing basis for a sustained response.

12C

Meals

Demonstrate the ability to provide suitable feeding arrangements for personnel involved with the management of the response.

12D

Operational and Administrative Spaces

Demonstrate the ability to provide suitable operational and administrative spaces for personnel involved with the management of the response.

12E

Emergency Procedure

Demonstrate the ability to provide emergency services for personnel involved in the response.

13

EQUIPMENT MAINTENANCE AND SUPPORT

Demonstrate the ability to maintain and support all equipment associated with the response.

13A

Response Equipment

Demonstrate the ability to provide effective maintenance and support for all response equipment.

13B

Support Equipment

Demonstrate the ability to provide effective maintenance and support for all equipment that supports the response. This requirement includes communications equipment, transportation equipment, administrative equipment, etc.

14

PROCUREMENT

Demonstrate the ability to establish an effective procurement system.

14A

Personnel

Demonstrate the ability to procure sufficient personnel to mount and sustain an organized response. This requirement includes insuring that all personnel have qualifications and training required for their position, within the response organization.

14B

Response Equipment

Demonstrate the ability to procure sufficient response equipment to mount and sustain an organized response.

14C

Support Equipment

Demonstrate the ability to procure sufficient support equipment to mount and sustain an organized response.

15

DOCUMENTATION

Demonstrate the ability of the spill response organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.

Records will be kept for a minimum of 3 years by the HSE Department. In order to achieve PREP credit, the plan holder should include a list of drill objectives in the documentation.

Response Critique / Follow-up

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NATIONAL PREPAREDNESS for RESPONSE EXERCISE PROGRAM (PREP)

Under the National Preparedness for Response Exercise Program (PREP), response to an actual event may be used for exercise credit. If an actual response will be used for that purpose, a record of the response, the critique, and the follow-up will be maintained with the drill and exercise records described under Tabs 37 and 38

Response Critique / Follow-up

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RESPONSE CRITIQUE / FOLLOW-UP

A

Purpose of Follow-up

A critique following an incident response is beneficial to evaluate the actions taken or omitted. Recommendations and modifications should be made to prepare for the possibility of another incident.

B

Outline of Post Emergency Critique

Given below are items a team composed of outside people knowledgeable in incident response and key members of the response teams should examine. These questions are intended as guidelines only; many other questions are likely to be appropriate at each stage of a critique.

C

Detection

- Was the emergency detected promptly?
- How was it detected?
- By whom?
- Could it have been detected earlier?
 - How? _____
- Are any instruments or procedures available to consider which might aid in spill/emergency detection?

D

Notification

- Were proper procedures followed in notifying government agencies?
 - Were notifications prompt?
- Was management notified promptly?
- Did all recipients receive page notification?
- Was management response appropriate?
- Was notification prompt?
 - If so, Why? _____
How? _____
Who? _____
 - If not, Why not? _____

[Click to Edit](#)[Table of Contents](#)[Section Index](#)**E****Assessment / Evaluation**

- Was the magnitude of the problem assessed correctly at the start?
- What means were used for this assessment?
- Are any guides or aids needed to assist in emergency evaluation?
- What sources of information were available on winds and on water currents?
- Is our information adequate?
- Was this information useful (and used) for spill trajectory forecasts?
 - Were such forecasts realistic?
- Do we have adequate information on oil / chemical properties?
- Do we need additional information on changes of oil / chemical properties with time (i.e., as a result of weathering and other processes)?

F**Mobilization**

- What steps were taken to mobilize emergency countermeasures? _____
- What resources were used? _____
- Was mobilization prompt?
- Could it have been speeded up?
 - Or should it have been?
- What about mobilization of manpower resources? _____
- Was the local oil spill cooperative used appropriately?
- How could this be improve? _____
- Was it appropriate to mobilize resources?
 - Was this promptly initiated?
- What other resources are available? _____
 - Have they been identified and used adequately?

G**Response - Strategy**

- Is there an adequate emergency response plan for the emergency?
- Is it flexible enough to cope with unexpected emergency events?
- Does the plan include clear understanding of local environmental sensitivities?
- What was the initial strategy response to this spill / emergency? _____
- Is this strategy defined in the emergency plan?
- How did the strategy evolve and change during this emergency and how were these changes implemented? _____
- What caused such changes? _____
- Are improvements needed?
 - More training.

Response Critique / Follow-up

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H

Response - Resources used

- What resources were mobilized? _____
- How were they mobilized? _____
- How did resources utilization change with time? _____
 - Why? _____
- Were resources used effectively?
 - Contractors
 - Government agencies
 - Company resources
 - Cooperatives
 - Consultants
 - Other (e.g., bird rescue centers): _____
- What changes would have been useful? _____
- Do we have adequate knowledge of resource availability? _____

I

Response - Effectiveness

- Was containment effective and prompt? _____
 - How could it have been improved? _____
- Should the location or the local cooperative have additional resources for containment?
- Was recovery effective and prompt? _____
 - How could it have been improved? _____
- Should the location or local cooperative have additional resources for recovery of spilled oil / chemical? _____

J

Command Structure

- Who was initially in charge of emergency response? _____
- What sort of organization was initially set up? _____
- How did this change with time? _____
 - Why? _____
- What changes would have been useful? _____
 - Was there adequate surveillance? _____
 - Should there be any changes? _____
 - Were communications adequate? _____
- What improvements are needed (hardware, procedures, etc.)? _____
- Was support from financial services adequate and prompt? _____
- Should there be any changes? _____
- Is more planning needed? _____
 - Should financial procedures be developed to handle such incidents? _____

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K**Measurement**

- Was there adequate measurement or estimation of the volume of oil / chemical spilled?
- Was there adequate measurement or estimation of the volume of oil / chemical released and recovered?
- Should better measurement procedures be developed for either phase of operations?
 - If so, what would be appropriate and acceptable? _____

L**Government Relations**

- What are the roles and effects of the various government agencies which were involved? _____
- Was there a single focal point among the government agencies for contact?
- Should there have been better focus of communications to the agencies?
- Were government agencies adequately informed at all stages?
- Were too many agencies involved?
- Are any changes needed in procedures to manage government relations?
- Examples of affected U.S. agencies (there may be others):
 - U.S. Coast Guard
 - Environmental Protection Agency
 - Dept. of Fish and Wildlife
 - State Parks
 - Harbors and Marinas
 - MPCA
 - State
 - City
 - County
- Was there adequate agreement with the government agencies on criteria for cleanup?
 - How was this agreement developed? _____
- Were we too agreeable with the agencies in accepting their requests or specific action items (e.g., degree of cleanup)?

M**Public Relations**

- How were relations with the media handled? _____
- What problems were encountered? _____
 - Are improvements needed?
- How could public outcry have been reduced? _____
 - Was it serious?
- Would it be useful to undertake a public information effort to “educate” reporters about oil and its effects if spilled?
- These areas should be investigated shortly after the incident to assure that actions taken are fresh in peoples’ minds.

PLAN REVIEW/ MODIFICATION PROCEDURES

Plan Review and Update

The Integrated Contingency Plan will be reviewed annually and will be updated and revised as appropriate. Currently, several regulations require that the Plan be resubmitted to one or more agencies every five years.

The EH&S Department is responsible for conducting and coordinating the annual review.

Interim revisions will be made when one of the following occurs:

- a) A change in site or facility configuration or another change that materially alters the information contained in the Plan or materially affects implementation of the Plan.
- b) A material change in response resources or contractual capability of response organizations.
- c) An incident occurs which requires a review.
- d) Internal assessments, third party or internal reviews, or actual experience in drills or responses identifying significant changes which should be made in the Plan.
- e) New laws, regulations, or internal policies are promulgated which affect the contents or the implementation of the Plan.
- f) Personnel changes occur which materially alter the Plan.
- g) Other changes deemed significant by the Plan Owner.

Plan Changes

Plan changes shall be done in accordance with the Revisions form contained in Document Control Section 1.

Plan changes, updates, and revisions are the responsibility of the EH&S Department who will ensure that any Plan changes are distributed accordingly.

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Plan Review / Modification

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RCRA (40 CFR Part 265 Subpart D)

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RCRA (40 CFR Part 265 Subpart D)		
Regulatory Citation	Description	Emergency Response Plan Citation
265.52	Content of contingency plan (a) Emergency response actions (b) Amendments to SPCC plan (c) Coordination with State and local response parties (d) Emergency Coordinator(s) (e) Detailed description of emergency equipment on-site (f) Evacuation plan if applicable	Tab 6 thru 12, Tab 21 thru 25 Tab 32 Tab 14, Tab 15 Tab 13 Tab 26 Tab 20
265.53	Copies of contingency plan	Tab 1
265.54	Amendment of contingency plan	Tab 40
265.55	Emergency coordinator	Tab 13
265.56	Emergency procedures: (a) Notification (b) Emergency identification / characterization (c) Health / environmental assessment (d) Reporting (e) Containment (f) Monitoring (g) Treatment, storage, or disposal of wastes (h) Cleanup procedures: (1) Disposal (2) Decontamination (i) Follow-up procedures (j) Follow-up report	Tabs 13, 14, 15, 16, 17 Tab 4, Tab 16 Tab 33 Tab 15 Tab 6, Tab 28 Tab 10, Tab 15 Tab 30 Tab 30 Tab 29 Tab 39 Tab 39

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EPA FRP CHECKLIST (40 CFR 112)

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FRP Number: FRP0500082

EPA FRP Checklist

Checklist for Verifying Compliance with Facility Response Plan (FRP) Requirements

Facility Name: Saint Paul Park Refining Company, LLC

Description

Facility Name: Saint Paul Park Refining Company, LLC
Facility Address: 301 St. Paul Park Road, St. Paul Park, MN 55071
Telephone Number: 651-459-9771
FRP Revision Date: June 1, 2012
Mailing Address (if different from Facility Address):
Facility Owner: Northern Tier Energy, LLC
Owner Address: 38C Grove Street, Suite 100, Ridgefield, CT 06877
Telephone Number: 203-244-6550
(b) (7)(F), (b) (3)
Total Number of AGST: 99
Worst Case Discharge: (b) (7)(F), (b) (3)
Total Capacity of the Largest Tank: (b) (7)(F), (b) (3)
Name of Protected Waterway/Environmentally Sensitive Area: Mississippi River
Distance from Facility: <1/4 mile

Facility Overview: The refinery processes crude oil into gasoline, kerosene, fuel oils, diesel, jet fuel, asphalts, industrial grade sulfur, and liquefied petroleum gas. The facility is rated at 78,000 barrels per day.

FRP Applicability
One Plan
Section and Page No.

- | | |
|--|--------------------|
| 1) Does the Facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons? | Section 41 page 44 |
| 2) Does the facility have a maximum storage capacity greater than or equal to one million (1,000,000) gallons of oil and 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? | Section 41 page 44 |
| 3) Does the facility have a maximum storage capacity greater than or equal to one million (1,000,000) gallons of oil and does the facility located at a distance such that a discharge from the facility could cause injury to fish, wildlife and sensitive environments? | Section 41 page 44 |
| 4) Does the facility have a maximum storage capacity greater than or equal to one million (1,000,000) gallons of oil and does the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake? | Section 41 page 44 |
| 5) Does the facility have a maximum storage capacity greater than or equal to one million (1,000,000) gallons of oil and does the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last five (5) years? | Section 41 page 44 |

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FRP Number: FRP0500082

EPA FRP Checklist (continued)

Facility Name: Saint Paul Park Refining Company, LLC	One Plan
	Section and Page No.
Note: Section numbers indicated below correspond to sections in the model response plan in Appendix F of the Facility Response Plan (FRP) rule.	One Plan Location
Response Plan Cover Sheet (sec. 2.0)	One Plan Location
• General Information (sec 2.0)	Section 41 page 43
• Facility Name	Section 41 page 43
• Facility Address	Section 41 page 43
• Facility Telephone	Section 41 page 43
• Mailing Address (if different from Facility Address)	Section 41 page 43
• Facility Owner & Address (recommended)	Section 41 page 43
• Facility Owner Telephone (recommended)	Section 41 page 43
• Dun & Bradstreet Number	Section 41 page 43
• Longitude (degrees, minutes, seconds)	Section 41 page 43
• Latitude (degree, minutes, seconds)	Section 41 page 43
• North American Industrial Classification System (NAICS)	Section 41 page 43
• Facility Start Up Date (recommended)	N/A
• Facility Acres (recommended)	N/A
• Name of Protected Waterway or Environmentally Sensitive Area	Section 41 page 43
• Distance to Navigable Water	Section 41 page 43
• Worst Case Discharge Amount (gallons)	Section 41 page 43
• Maximum Oil Storage Capacity (gallons)	Section 41 page 43
• Largest AST Capacity (gallons)	Section 41 page 43
• Total Number of ASTs	Section 41 page 43
• Total Number of USTs	Section 41 page 43
• Total UST Storage	Section 41 page 43
• Total Storage of Drums & Transformers that contain Oil	Section 41 page 43
• Number of Surface Impoundments and Total Storage of Surface Impoundments	Section 41 page 43
• Applicability of Substantial Harm Criteria (sec.2.2)	Section 41 page 44
• Certification (sec. 2.3)	Section 41 page 45

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Facility Name: Saint Paul Park Refining Company, LLC	One Plan Section and Page No.
Emergency Response Action Plan (ERAP) (sec. 1.1)	
• Separate Section of FRP	Section 13, All
• Qualified Individual (QI) Information (sec. 1.2)	Section 13, page 3
• Emergency Notification List (sec. 1.3.1)	Sections 13 & 14, All
• Spill Response Notification Form (sec. 1.3.1)	Section 35, pages 3-5
• Response Equipment List and Location (sec. 1.3.2)	Section 26, All
• Response Equipment Testing and Deployment (sec. 1.3.3)	Section 35, pages 7-9
• Facility Response Team List (sec. 1.3.4)	Section 13, page 8
• Evacuation Plan (sec. 1.3.5)	Section 20, All
• Immediate Actions (sec. 1.7.1)	Section 6, All, Section 37, All, Section 17, All, Section 38, All
• Facility Diagrams (sec. 1.9)	Section 5, All
Facility Information (sec. 1.2)	One Plan Location
• Facility name (sec. 1.2.1)	Section 5 page 2
• Street address	Section 5 page 2
• City, state, zip code	Section 5 page 2
• County	Section 5 page 2
• Phone number	Section 5 page 2
• Latitude/longitude (sec. 1.2.2)	Section 5 page 2
• Wellhead protection area (sec. 1.2.3)	Section 5 page 2
• Owner/operator (both names included, if different) (sec. 1.2.4)	Section 5 page 2
• QI Information (sec. 1.2.5)	Section 13 page 3
(Name, position, street address, phone numbers)	Section 13 page 3
- Description of specific response training experience	Section 37, All
• Oil storage start-up date (sec. 1.2.6)	Section 5 page 2
• Facility operations description (sec. 1.2.7)	Section 5 page 3
• North American Industrial Classification System (NAICS) or Standard Industrial Classification code (SIC)	Section 5 page 2 -SIC Section 41 page 43 NAICS
• Dates and types of substantial expansion (sec. 1.2.8)	Section 5 page 2

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EPA FRP Checklist (continued)

Facility Name: Saint Paul Park Refining Company, LLC	One Plan
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Emergency Response Information (sec. 1.3)	
Notification (sec. 1.3.1) • Emergency Notification Phone List	
- National Response Center phone number	Section 14 page 5
- QI (day and evening) phone numbers	Section 13 page 3
- Company response team (day and evening) phone numbers	Section 13 page 4-14
- Federal On-Scene Coordinator (OSC) and/or Regional response center (day and evening) phone numbers	Section 14 page 5
- Local response team phone numbers (Fire Department / Cooperatives)	Section 14 page 2-3 Section 17 pgs 2, 3 & 14 Section 26 page 20
- Fire marshal (day and evening) phone numbers	Section 14 page 5
- State emergency Response Phone number(s)	Section 14 page 5
- State Police phone number	Section 14 page 5
- SERC and LEPC phone number	Section 14 page 5
- Wastewater treatment facility(s) name and phone number (recommended)	N/A
- Local water supply system (day and evening) phone numbers	Section 14 page 8
- Weather report phone number	Section 14 page 8
- Local TV/radio phone number(s) for evacuation notification	Section 14 page 9
- Spill Response contractor(s)	Sec 14 pg 2 Sec 17 pgs 2, 3
- Factories/Utilities with water intakes (recommended)	N/A
- Trustees of sensitive areas (recommended)	N/A
- Hospital phone number	Section 14 page 4
• Spill Response Notification Form - (Reporter's Name, Position, Phone Number, Company Information, Were Materials Discharged, Meeting Federal Obligations to report, Calling for Responsible Party, Time Called, Incident Description (source/cause))	Section 35, page 5
Date/Time of Incident, Incident Address/Location, Nearest City/State/County/Zip, Distance from City/Units of Measure/Direction from City, Section, Township, Range, Borough, Container Type/Tank Oil Storage Capacity	
Units of Measure, Facility Oil Storage Capacity/Units of Measure, Facility Longitude and Latitude)	

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Facility Name: Saint Paul Park Refining Company, LLC	One Plan Section and Page No.
Response Equipment List (Identify if Facility, OSRO, CO-OP owned by letters O, F, or C) (sec. 1.3.2)	One Plan Location
• Skimmers/Pumps (Operational Status, Type/Model/Year, Number or Quantity, Capacity, Daily effective Recovery Rate, Storage Location)	Section 17 page 12, 13 Section 26 page 16,17,21
• Boom (Containment Boom: Operational Status, Year, Number, Skirt Size, Sorbent Boom: Operational Status, Type/Model/Year, Number, Size, Length)	Section 17 page 12, 13 Section 26 page 14-18, Section 26 page 21, 22
• Chemical Countermeasures Agents Stored	N/A
• Sorbents (Type, Year Purchased, Amount, Storage Location)	Section 17 page 12 Sec 26 pg 14, 15, 21, 22
• Hand Tools (Type, Quantity, Storage Location)	Section 17 page 12 Section 26 page 16-22
• Communication Equipment (Operational Status, Type, Operational Frequency, Quantity)	Section 17 page 1 Section 26 page 19
• Fire Fighting and Personnel Protective Equipment	Section 26 page 3-8
• Boats and Motors (Operational Status, Type, and Year, Quantity, Storage Location)	Section 17 page 12 Section 26 page 16 & 17
• Other (e.g., Heavy Equipment, Cranes, Dozers etc.,) (Operational Status, Type, and Year, Quantity, Storage Location)	Section 26 page 19
• Equipment Location	Section 17 page 2 Section 26 page 2-22
• Amount of oil that emergency response equipment can handle and limitations (e.g., launching sites) must be described.	Section 12L pages 9-11 Section 17 page 13 Section 26 page 2
Response Equipment Testing and Deployment Drill Log (sec. 1.3.3)	One Plan Location
• Date of Last Inspection or Equipment Test	Section 38 page 2-8
• Inspection Frequency	Sec 35 p 3-9; Sec 38 p 2-8
• Date of Last Deployment	Sec 35 p 3-9; Sec 38 p 2-8
• Deployment Frequency	Section 38 page 2-8
• OSRO Certification (Note: Facilities without facility owned response equipment must ensure that the Oil Spill Removal Organization that is identified in the response plan to provide this response equipment certifies that the deployment exercises have been met).	Section 17 page 5-10

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Facility Name: Saint Paul Park Refining Company, LLC	One Plan
	Section and Page No.
Personnel (sec. 1.3.4)	One Plan Location
<ul style="list-style-type: none"> • Emergency Response Personnel Information (Personnel whose duties involve responding to emergencies, including oil discharges, even when they are not present at the site) 	Section 13, 3-14
- Name	Section 13 page 3-14
- Phone numbers (work/home, other)	Section 13 page 3-14
- Response time	Section 13 page 3-14
- Responsibility	Section 13 page 3-14
- Type and date of response training	Section 37, All
<ul style="list-style-type: none"> • Emergency Response Contractor Information 	
- Names	Section 14 page 2,11,12 Section 17 page 2-3
- Phone numbers	Section 14 page 2,11,12 Section 17 page 2-3
- Response time	Section 14 page 2,11,12 Section 17 page 2-3
- Evidence of contractual arrangements	Section 17 page 7
<ul style="list-style-type: none"> • Facility Response Team Information (Composed of Emergency Response Personnel and Emergency Response that will respond immediately) 	
- Name	Section 13 page 2-14
- Job function of emergency response personnel	Section 13 page 2-14
- Response time	Section 13 page 2-14
- Phone/pager	Section 13 page 2-14
- Name of emergency response contractor (Contractors providing facility response team services may be different than contractors providing oil spill response services)	Section 14 page 2-12 Section 17 page 2-3
- Response time	Section 14 page 2-12 Section 17 page 2-3
- Phone/pager	Section 14 page 2-12 Section 17 page 2-3

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Evacuation Plans (sec. 1.3.5)	One Plan Location
<ul style="list-style-type: none"> • Facility Evacuation Plan (sec. 1.3.5.1) 	
- Location of stored materials	Sec 12C, pg 7, Sec 20 pgs 2-4
- Hazard imposed by spilled materials	Section 31, Page 2,3,4, Section 20, pages 2-4
- Spill flow direction	Section 27, pages 6-14, Section 20, page 2-4
- Prevailing wind directions and speed	Section 27, page 1, Section 20, page 2-4
- Water currents, tides, or wave conditions (if applicable)	N/A
- Arrival route of emergency response personnel and response equipment	Section 20, page 2
- Evacuation routes	Section 20, page 2-4
- Alternative routes of evacuation	Section 20, page 2-4
- Transportation of injured personnel to nearest emergency medical facility	Section 8, page 1-8, Section 20 page 2-4
- Location of alarm/notification systems	Section 20, page 2-4
- Centralized check-in area for roll call	Section 20, page 2-4
- Mitigation command center location	Section 20 page 2-4, Section 22, page 5
- Location of shelter at facility	Section 20 page 2-11
• Community Evacuation Plans referenced (sec. 1.3.5.3)	Section 20 page 2-11
Description of Qualified Individual's Duties (sec. 1.3.6)	Section 22, page 2,3,4
• Activate internal alarms and hazard communication systems	Section 22, page 2
• Notify Response Personnel	Section 22, page 2
• Identify character, exact source, amount, and extent of the release	Section 22, page 2
• Notify and provide information to appropriate Federal, State and local authorities	Section 22, page 2
• Assess interaction of spilled substance with water and/or other substances stored at facility and notify on-scene response personnel of assessment	Section 22, page 2
• Assess possible hazards to human health and the environment	Section 22, page 2
• Assess and implement prompt removal actions	Section 22, page 2
• Coordinate rescue and response actions	Section 22, page 2
• Access company funding to initiate cleanup activities	Section 22, page 2
• Direct cleanup activities	Section 22, page 2

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EPA FRP Checklist (continued)	
Facility Name: Saint Paul Park Refining Company, LLC	One Plan Section and Page No.
Vulnerability Analysis (sec. 1.4.2) (See Appendix A - Calculation of the Planning Distance)	One Plan Location
<ul style="list-style-type: none"> • Analysis of potential effects of an oil spill on vulnerable areas. (Attachment C-III to Appendix C to this part provides a method that owners or operators shall use to determine appropriate distances from the facility to fish and wildlife and sensitive environments. Owners or operators can use a comparable formula that is considered acceptable by the RA. If a comparable formula is used, documentation of the reliability and analytical soundness of the formula must be attached to the Response Plan Cover Sheet). 	Section 28, All
- Water intakes (drinking, cooling or other)	Section 28, page 20
- Schools	Section 28, page 20
- Medical facilities	Section 28, page 20
- Residential areas	Section 28, page 20
- Businesses	Section 28, page 21
- Wetlands or other sensitive environments	Section 28, page 21,22
- Fish and wildlife	Section 28, page 22
- Lakes and streams	Section 28, page 22
- Endangered flora and fauna	Section 28, page 22
- Recreational areas	Section 28, page 22
- Transportation routes (air, land, and water)	Section 28, page 23
- Utilities	Section 5, pages 9-12, Section 28 page 23
- Other applicable areas (List below)	Section 28, page 24
Analysis of the Potential for an Oil Spill (sec. 1.4.3)	One Plan Location
<ul style="list-style-type: none"> • Description of likelihood of release occurring <ul style="list-style-type: none"> - Oil spill history for the life of the facility - Horizontal range of potential spill - Vulnerability to natural disaster 	Section 28, All, Section 31 pages 5-16, Section 31 pages 24-46
<ul style="list-style-type: none"> - Tank Age 	Section 5, Pages 8-18, Section 28, All, Section 31 pages 5-16, Section 31 pages 24-46
- Other factors (e.g., unstable soils, earthquake zones, Karst topography, etc.)	Section 28, All, Section 31, pages 5-16, Section 31, pages 24-46

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EPA FRP Checklist (continued)	
Facility Name: Saint Paul Park Refining Company, LLC	One Plan
	Section and Page No.
Facility Reportable Oil Spill History Description (sec. 1.4.4)	One Plan Location
• Date of discharge(s)	Section 31, pages 5-10
• List of discharge causes	Section 31, pages 5-10
• Material(s) discharged	Section 31, pages 5-10
• Amount of discharges in gallons	Section 31, pages 5-10
• Amount that reached navigable waters (if applicable)	Section 31, pages 5-10
• Effectiveness and capacity of secondary containment	Section 31, pages 5-10
• Clean-up actions taken	Section 31, pages 5-10
• Steps taken to reduce possibility of reoccurrence	Section 31, pages 5-10
• Total oil storage capacity of tank(s) or impoundment(s) from which material discharged	Section 31, pages 5-10
• Enforcement actions	Section 31, pages 5-10
• Effectiveness of monitoring equipment	Section 31, pages 5-10
• Spill detection	Section 31, pages 16-23
Discharge Scenarios (sec. 1.5)	One Plan Location
Small Discharges (sec. 1.5.1) (Description of small discharges addressing facility operations and components including but not limited to: (see. 1.5.1.1))	
• Loading and unloading operations	Section 11, All, Section 31, pages 25-29
• Facility Maintenance Operation	Section 31, pages 25-29
• Facility Piping	Section 31, pages 25-29
• Pumping stations and sumps	Section 31, pages 25-29
• Oil storage location	Section 31, pages 25-29
• Vehicle refueling operations	Section 31, pages 25-29
• Age and condition of facility components	Section 31, pages 25-29
• Small volume discharge calculation for a facility	Section 31, pages 25-29
• Facility-specific spill potential analysis	Section 31, pages 25-29
• Average most probable discharge for complexes	Section 31, pages 25-29
• 1,000 feet of boom (1 hour deployment time)	Section 31, pages 25-29
• Correct amount of boom for complexes	Section 31, pages 25-29
• Oil recovery devices equal to small discharge (2 hour recovery time)	Section 31, pages 25-29
• Oil storage capacity for recovered material	Section 31, pages 25-29

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FRP Number: FRP0500082

EPA FRP Checklist (continued)	
Facility Name: Saint Paul Park Refining Company, LLC	One Plan Section and Page No.
Scenarios Affected by the Response Efforts (sec. 1.5.1.2)	
• Size of the discharge	Section 31, pages 25-29
• Proximity to downgradient wells, waterways, and drinking water intakes	Section 31, pages 25-29
• Proximity to fish and wildlife and sensitive environments	Section 31, pages 25-29
• Likelihood that the discharge will travel offsite (i.e., topography, drainage)	Section 31, pages 25-29
• Location of the material discharged (i.e., on a concrete pad or directly on the soil)	Section 31, pages 25-29
• Material discharged	Section 31, pages 25-29
• Weather or aquatic conditions (i.e., river flow)	Section 31, pages 25-29
• Available remediation equipment	Section 31, pages 25-29
• Probability of a chain reaction of failures	Section 31, pages 25-29
• Direction of discharge pathway	Section 27, pages 5-14, Section 31, All
Medium Discharges (sec. 1.5.1) (Description of medium discharges scenarios addressing facility operations and components including but not limited to: (sec. 1.5.1.1))	
• Loading and unloading operations	Section 31, pages 30-34
• Facility Maintenance Operation	Section 31, pages 30-34
• Facility Piping	Section 31, pages 30-34
• Pumping stations and sumps	Section 31, pages 30-34
• Oil storage location	Section 31, pages 30-34
• Vehicle refueling operations	Section 31, pages 30-34
• Age and condition of facility components	Section 31, pages 30-34
• Medium volume discharge calculation for a facility	Section 31, pages 30-34
• Facility-specific spill potential analysis	Section 31, pages 30-34
• Maximum most probably discharge for complexes	Section 31, pages 30-34
• Oil recovery devices equal to medium discharge	Section 31, pages 30-34
• Availability of sufficient quantity of boom	Section 31, pages 30-34
• Oil storage capacity for recovered material	Section 31, pages 30-34
Scenarios Affected by the Response Efforts (sec. 1.5.1.2)	
• Size of the discharge	Section 31, pages 30-34
• Proximity to downgradient wells, waterways, and drinking water intakes	Section 31, pages 30-34
• Proximity to fish and wildlife and sensitive environments	Section 31, pages 30-34
• Likelihood that the discharge will travel offsite (i.e., topography, drainage)	Section 31, pages 30-34
• Location of the material discharged (i.e., on a concrete pad or directly on the soil)	Section 31, pages 30-34

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Facility Name: Saint Paul Park Refining Company, LLC	One Plan
	Section and Page No.
Scenarios Affected by the Response Efforts (sec. 1.5.1.2) <i>continued</i>	
• Material discharged	Section 31, pages 30-34
• Weather or aquatic conditions (i.e., river flow)	Section 31, pages 30-34
• Available remediation equipment	Section 31, pages 30-34
• Probability of a chain reaction of failures	Section 31, pages 30-34
• Direction of discharge pathway	Section 27, pages 5-14, Section 31, All
Worst Case Discharge (sec. 1.5.2) See Appendix A) (When planning for the worst case discharge response all of the factors listed in the small and medium discharge section of the response plan shall be addressed)	One Plan Location
• Facility Specific Worst Case Discharge Scenario	Section 31, pages 35-41
Description of worst case discharges scenarios addressing facility operations and components including but not limited to: (sec. 1.5.1.1)	
• Loading and unloading operations	Section 31, pages 35-41
• Facility Maintenance Operation	Section 31, pages 35-41
• Facility Piping	Section 31, pages 35-41
• Pumping stations and sumps	Section 31, pages 35-41
• Oil storage location	Section 31, pages 35-41
• Vehicle refueling operations	Section 31, pages 35-41
• Age and condition of facility components	Section 31, pages 35-41
• Correct Worst Case Discharge (WCD) calculation for specific type of facility (Appendix D)	Section 31, pages 35-41
• Correct WCD calculation for complexes	Section 31, pages 35-41
• Sufficient response resources for WCD (Appendix E)	Section 31, pages 35-41
• Sources and quantity of equipment for response to WCD	Section 31, pages 35-41
• Oil storage capacity for recovered material	Section 31, pages 35-41
Scenarios Affected by the Response Efforts (sec. 1.5.1.2)	
• Size of the discharge	Section 31, pages 35-41
• Proximity to downgradient wells, waterways, and drinking water intakes	Section 31, pages 35-41
• Proximity to fish and wildlife and sensitive environments	Section 31, pages 35-41
• Likelihood that the discharge will travel offsite (i.e., topography, drainage)	Section 31, pages 35-41
• Location of the material discharged (i.e., on a concrete pad or directly on the soil)	Section 31, pages 35-41
• Material discharged	Section 31, pages 35-41
• Weather or aquatic conditions (i.e., river flow)	Section 31, pages 35-41
• Available remediation equipment	Section 31, pages 35-41
• Probability of a chain reaction of failures	Section 31, pages 35-41
• Direction of discharge pathway	Section 27, pages 5-14, Section 31, All

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Facility Name: Saint Paul Park Refining Company, LLC	One Plan Section and Page No.
Discharge Detection Systems (sec. 1.6)	One Plan Location
Discharge Detection by Personnel (sec. 1.6.1)	Section 31, pages 16-23
• Description of procedures and personnel for spill detection	Section 31, pages 16-23
• Description of facility inspections	Section 31, pages 16-23
• Description of initial response actions	Section 31, pages 16-23
• Emergency Response Information (referenced)	Section 31, pages 16-23
Automated Discharge Detection (sec. 1.6.2) (See Section II, 112.7(e)(5)(iii)(D), 112.7(e)(2)(viii), 112.7(e)(7)(v) and Appendix A)	One Plan Location
• Description of automatic spill detection equipment, including overfill alarms and secondary containment sensors	Section 31, pages 16-23
• Description of alarm verification procedures and subsequent actions	Section 31, pages 16-23
Plan Implementation (sec. 1.7)	One Plan Location
• Identification of response resources for small, medium, and worst case spills (sec. 1.7.1) (The determination and demonstration of adequate response capability are present in Appendix E of the Regulation)	Section 6 page 2-12 Section 16 page 1-6 Section 17, all Section 26, all
• Description of response actions	Section 6 page 2-12 Section 16 page 1-6
- Emergency plans for spill response	Section 6 page 2-12 Section 16 page 1-6
- Additional response training	Section 37 page 2-3
- Additional contracted help	Section 17 page 2-3 Section 14 page 2-11 Section 26 page 20
- Access to additional response equipment/experts	Section 17 page 2-3 Section 14 page 2-11 Section 26 page 20
- Ability to implement plan, including response training and practice drills	Section 38
• Recommended form detailing Immediate Action for Small, Medium and Worst Case spills (sec. 1.7.1.2A) (Stop the Product flow, Warn Personnel, Shut off ignition sources, Initiate Containment, Notify NRC, Notify OSC, Notify (as appropriate))	Section 6, page 3
Disposal Plan (sec. 1.7.2)	One Plan Location
• Description of procedures for recovering, reusing, decontaminating or disposing of materials	Section 30 page 2-3
• Materials addressed in Disposal Plan	Section 30 page 2-3

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Facility Name: Saint Paul Park Refining Company, LLC	One Plan Section and Page No.
Disposal Plan (sec. 1.7.2) <i>continued</i>	
(Recovered product, contaminated soil, contaminated equipment and materials (including drums tank parts, valves and shovels), personnel protective equipment, decontamination solutions, absorbents, spent chemicals)	Section 30 page 2-3
• Plan prepared in accordance with any Federal, State, and/or local regulations	Section 30 page 2-3
• Plan addresses permits required to transport or dispose of recovered materials	Section 30 page 2-3
Containment and Drainage Planning (sec. 1.7.3) (See Section II, 112.7(e)(1), 112.7(e)(7) and Appendix A)	One Plan Location
• Description of containing/controlling a spill through drainage.	Section 27 page 2-3
- Containment volume	Section 27 page 2-14
- Drainage route from oil storage and transfer areas	Section 27 page 5-14
- Construction materials in drainage troughs	Section 27 2-14
- Type and number of valves and separators in drainage system	Section 27 2-14
- Sump pump capacities	Section 27 page 2-3
- Containment capacities of weirs and booms and their location	Section 26 page 16-22
- Other clean up materials	
Self-Inspection, Training, and Meeting Logs (sec. 1.8)	One Plan Location
Facility Self-Inspection (sec. 1.8.1)	
• Records of tank inspections with dates (Tank Leaks, Tank Foundations, Tank Piping) contained or cross-referenced in plan or maintained electronically for five years (See Section II, 112.7(e)(8))	Section 31 page 16-23
• Records of secondary containment inspections with dates (Dike or Berm System, Secondary Containment, Retention and drainage ponds) contained or cross-referenced in plan or maintained electronically for five years (See Section II, 112.7(e)(8))	Section 31 page 16-23
• Response Equipment Inspection	Section 35 page 9-10
• Response Equipment Checklist (sec. 1.8.1.2)	Section 35 page 9-10
- Inventory (item and quantity)	Section 35 page 9-10
- Storage location	Section 35 page 9-10
- Accessibility (time to access and respond)	Section 35 page 9-10
- Operational status/condition	Section 35 page 9-10
- Actual use/testing (last test date and frequency of testing)	Section 35 page 9-10
- Inspection date	Section 35 page 9-10
- Inspector's signature	Section 35 page 9-10
- Inspection Records maintained for 5 years	Section 35 page 9-10
- Response Equipment Inspection Log (Inspector, Date, Comments)	Section 35 page 9-10

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EPA FRP Checklist (continued)

EPA FRP Checklist (continued)	
Facility Name: Saint Paul Park Refining Company, LLC	One Plan
	Section and Page No.
Diagrams (sec. 1.9)	
Site Plan Diagram	
- Entire facility to scale	Section 5 page 4-7
- Above and below-ground storage tanks	Section 5 page 4-18
- Contents and capacities of bulk oil storage tanks	Section 5 page 4-18
- Contents and capacities of drum storage areas	Section 12C page 6-12
- Contents and capacities of surface impoundments	N/A
- Process buildings	Section 5 page 4-7
- Transfer areas	Section 5 page 4-7
- Location and capacity of secondary containment systems	Section 5 page 4-18
- Location of hazardous materials	Section 12C page 6-12
- Location of communications and emergency response equipment	Section 5 page 4-7
- Location of electrical equipment that might contain oil	Section 12C page 6-12
- If the Facility is a Complex Facility, the interface between EPA and other regulating agencies	Section 5 page 5-7
Site Drainage Plan Diagram	One Plan Location
• Major sanitary and storm sewers, manholes, and drains	Section 27 page 6-13
• Weirs and shut-off valves	Section 27 page 6-13
• Surface water receiving streams	Section 27 page 6-13
• Fire fighting water sources	Section 26 page 5-8
• Other utilities	Section 27 page 6-13
• Response personnel ingress and egress	Section 20 page 2-4
• Response equipment transportation routes	Section 20 page 2-4
• Direction of spill flow from discharge points	Section 27 page 6-13
Site Evacuation Plan Diagram	One Plan Location
• Evacuation routes	Section 20 page 3 & 4
• Location of regrouping areas	Section 20 page 3 & 4
Site Security (sec. 1.10) (See Section II, 112.7(e)(9))	
• Description of facility security (Emergency cut-off locations, enclosures, guards and their duties, lighting, valve and pump locks, pipeline connection caps)	Section 10 page 1-7

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USCG FRP (33 CFR 154 Subpart F 12/98)

USCG FRP 33CFR 154.1026: Qualified Individual and Alternate Qualified Individual

(Note: The Owner/Operator may be the Qualified Individual)

Regulatory Citation	Regulation	One Plan	
		Section	Page No.
*	Does the plan identify a Qualified Individual by name?	13	3
*	Does the plan identify an Alternate Qualified Individual by name?	13	3
*	Is the Qualified Individual located in the U.S.?	13	3
*	Is the Alternate Qualified Individual located in the U.S.?	13	3
*	Are 24-hour means of contact identified for the Qualified Individual?	13	3
*	Are 24-hour means of contact identified for the Alternate Qualified Individual?	13	3
33 CFR 154.1030 General Response Plan Contents			
154.1030 (a)	The plan must be written in English.	All	All
154.1030 (b)	A response plan must be divided into the sections listed in this paragraph and formatted in the order specified herein unless noted otherwise. It must also have easily found marker identifying each section listed below. The following are the sections and subsections of a facility response plan:	1-41	All
154.1030 (b)(1)	Introduction and plan contents.	1	1
		2	1
		5	2
		41	22
154.1030 (b)(2)	Emergency response action plan:		
154.1030 (b)(2)(i)	Notification procedures.	13	1
		14	2,3,5
		35	5
154.1030 (b)(2)(ii)	Facility's spill mitigation procedures.	31	All
154.1030 (b)(2)(iii)	Facility's response activities.	6	All
		11	All
		22	All
		14	2
154.1030 (b)(iv)	Fish and wildlife and sensitive environments.	12L	All
		28	All
154.1030 (b)(v)	Disposal plan.	30	2,3

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USCG FRP 33 CFR 154.1030 – General Response Plan Contents (continued)			
Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1030 (b)(3)	Training and exercises.		
154.1030 (b)(3)(i)	Training procedures.	37	1-4
154.1030 (b)(3)(ii)	Exercise procedures.	38	2-16
154.1030 (b)(4)	Plan review and update procedures.	40	1
154.1030 (b)(5)	Appendices.		
154.1030 (b)(5)(i)	Facility-specific information.	5	All
154.1030 (b)(5)(ii)	List of contacts.	13	3-14
154.1030 (b)(5)(iii)	Equipment lists and records.	17	12
		26	3-21
		35	9
		35	29-54
154.1030 (b)(5)(iv)	Communications plan.	18	All
154.1030 (b)(5)(v)	Site-specific safety and health plan.	33	1-14
154.1030 (b)(5)(vi)	List of acronyms and definitions.	2	3-6
154.1030 (b)(5)(vii)	A geographic-specific appendix for each zone in which a mobile facility operates.	N/A	
33 CFR 154.1035 Specific Requirements			
154.1035 (a)(1)	The facility's name, street address, city, county, state, zip code, telephone number, tele-facsimile number. Include mailing address if different from street address.	5	2
154.1035 (a)(2)	The Facility's location described in a manner that could aid both a review and responder in locating the specific facility covered by the plan, such as, river mile or location from a known landmark that would appear on the map or chart.	5	2
154.1035 (a)(3)	The name, address, and procedures for contacting the facility's owner or operator on a 24-hour basis.	5	2
154.1035 (a)(4)	A table of contents.	2	1
154.1035 (a)(5)	During the period that the submitted plan does not have to conform to the format contained in this subpart, a cross-index, if appropriate.	41	Starting on Pg. 21

USCG FRP 33 CFR 154.1035 Specific Requirements (*continued*)

Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1035 (a)(6)	A record of change(s) to record information on the plan updates.	1	1
154.1035(b)(1)(i) <i>Notification Procedures</i>	This subsection must contain a prioritized list identifying the person(s), including name, telephone number, and their role in the plan, to be notified of a discharge or substantial threat of a discharge of oil. The telephone number need not be provided if it is listed separately in the list of contacts required in the plan. This notification procedures listing must include:	13	3-14
154.1035(b)(1)(i)(A)	Facility response personnel, the spill management team, oil spill removal organizations, and the qualified individual(s) and the designated alternate(s); and	13 14	All 2
154.1035(b)(1)(i)(B)	Federal, State, or local agencies, as required.	14	5
154.1035(b)(1)(ii)	This subsection must include a form that contains information to be provided in the initial and follow-up notifications to Federal, State, and local agencies. The form shall include notification of the National Response Center as required in part 153. Copies of the form must also be placed at the location(s) from which notification may be made. The initial notification form must include space for the information contained in Figure 1 of 33 CFR 154.1035. The form must contain a prominent statement that initial notification must not be delayed pending collection of all information.	35	5
*	Does the plan describe how the QI is notified?	18	4
*	Does the plan specify that notification to the National Response Center be by telephone?	14	5
*	Does the plan state the toll-free number to the National Response Center?	14	5
*	Does the plan contain details of reporting information on a reporting information form?	35	5
*	Does the reporting information form contain the following information:		
*	Reporting party and Responsible party (the name, address, telephone number and company)	35	5
*	the source, cause, date, and time of incident; location and address of incident;	35	5
*	facility (tank) capacity;	35	5
*	material released, including total quantity and quantity in the water;	35	5

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USCG FRP 33 CFR 154.1035 Specific Requirements (continued)			
Regulatory Citation	Regulation	One Plan	
		Section	Page No.
*	Actions being taken to mitigate or remediate the incident; impact, including injuries, fatalities, evacuations and damages;	35 35	Form 802 ICS 201
*	Agency notifications made.	35	ERIN Form
*	Does the form contain a prominent statement “Initial notification must not be delayed pending collection of all information”?	35	3
154.1035(b)(2)(i) <i>Facility’s Spill Mitigation Procedures</i>	This subsection must describe the volume(s) and oil groups (persistent / non-persistent) that would be involved in the:	31	All
154.1035(b)(2)(i)(A)	Average Most Probable discharge from the MTR facility; (1% of Largest Tank)	31	25-29
154.1035(b)(2)(i)(B)	Maximum Most Probable discharge from the MTR facility; (10% of Largest Tank)	31	30
154.1035(b)(2)(i)(C)	Worst Case Discharge from the MTR facility; (Total Loss of Largest Tank) and	31	35
154.1035(b)(2)(i)(D)	Where applicable, the worst case discharge from the non-transportation-related facility. This must be the same volume provided in the response plan for the non-transportation-related facility.	N/A	N/A
154.1035(b)(2)(ii)	This subsection must contain prioritized procedures for facility personnel to mitigate or prevent any discharge or substantial threat of a discharge of oil resulting from operational activities associated with internal or external facility transfers including specific procedures to shut down affected operations. Facility personnel responsible for performing specific procedures to mitigate or prevent any discharge or potential discharge shall be identified by job title. A copy of these procedures shall be maintained at the facility operations center. These procedures must address actions to be taken by facility personnel in the event of a discharge, potential discharge, or emergency involving the following scenarios:	31	16-23
154.1035(b)(2)(ii)(A)	Failure of manifold, mechanical loading arm, other transfer equipment, or hoses, as appropriate;	11	10
154.1035(b)(2)(ii)(B)	Tank overfill;	11	11
154.1035(b)(2)(ii)(C)	Tank failure;	11	11
154.1035(b)(2)(ii)(D)	Piping rupture;	11	11
154.1035(b)(2)(ii)(E)	Piping leak, both under pressure and not under pressure, if applicable;	11	10,11

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USCG FRP 33 CFR 154.1035 Specific Requirements (*continued*)

Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1035(b)(2)(ii)(F)	Explosion or fire; and	11 7	11 All
154.1035(b)(2)(ii)(G)	Equipment failure (e.g. pumping system failure, relief valve failure, or other general equipment relevant to operational activities associated with internal or external facility transfers).	11	All
154.1035(b)(2)(iii)	This subsection must include a listing of equipment and the responsibilities of facility personnel to mitigate an average most probable discharge.	31 26	19-23 10-18
154.1035(b)(3)(i) <i>Facility's Response Activities</i>	This subsection must include a description of the facility personnel's responsibilities to initiate a response and supervise response resources pending the arrival of the qualified individual.	6	3-10
154.1035(b)(3)(ii)	This subsection must contain a description of the responsibilities and authority of the qualified individual and alternate as required in §154.1026.	6 22	11 1-9
*	Does the plan discuss immediate communication with the Federal On-Scene Coordinator (OSC) and notification of the OSROs?	6 21	11 7
*	Does the plan discuss the procedures for coordinating the actions of the facility owner or operation or Qualified Individual with the predesignated Federal OSC responsible for overseeing or directing those actions?	21 21 24	2,3 6,7 13
154.1035(b)(3)(iii) N/A to Mobile Facilities	<i>This subsection must describe the organizational structure that will be used to manage the response actions. This structure must include the following functional areas: Fixed facilities only.</i>		
154.1035(b)(3)(iii)(A)	Command and control;	22	2-8
154.1035(b)(3)(iii)(B)	Public information;	22	19,20
154.1035(b)(3)(iii)(C)	Safety;	22	21
154.1035(b)(3)(iii)(D)	<i>Liaison with government agencies.</i>	22	18
154.1035(b)(3)(iii)€	<i>Spill operations;</i>	6 11 12L	All All All
154.1035(b)(3)(iii)(F)	<i>Planning;</i>	22	17

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USCG FRP 33 CFR 154.1035 Specific Requirements (continued)			
Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1035(b)(3)(iii)(G)	<i>Logistics support; and</i>	22	12, 13, 14
154.1035(b)(3)(iii)(H)	<i>Finance.</i>	22	10,11
*	<i>Does the plan discuss the source of personnel, in-house or contracted, to fill the functions of the spill management team?</i>	6 11 12L 13 14 17	All All All All 11,12 All
*	<i>Does the plan thoroughly discuss the team's duties and responsibilities that will be used to manage the response actions?</i>	6 11 12L 13 14 17	All All All All 11,12 All
(Note: Two similar functions may be combined but at least one person should be assigned to each function.)			
*	Does the organization structure and description of responsibilities go beyond the first tier of personnel (e.g., Does the plan identify and describe the responsibilities of anyone working under the spill manager or incident coordinator)?	22	All
154.1035(b)(3)(iv)	This subsection must identify the oil spill removal organizations and the spill management team to:		
154.1035(b)(3)(iv)(A)	Be capable of providing the following response resources:	17	All
154.1035(b)(3)(iv)(A)(1)	Equipment and supplies to meet the requirements of §154.1045, 154.1047, or subparts H or I of part 154, as appropriate; and	17	All
154.1035(b)(3)(iv)(A)(2)	Trained personnel necessary to continue operation of the equipment and staff of the oil spill removal organization and spill management team for the first 7 days of the response.	17	All
154.1035(b)(3)(iv)(B)	This section must include job descriptions for each spill management team member within the organizational structure described in paragraph (b)(3)(iii). These job descriptions should include the responsibilities and duties of each spill management team member in a response action.	6 11 12L 13 14 17	All All All All 11,12 All

USCG FRP 33 CFR 154.1035 Specific Requirements (*continued*)

Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1035(b)(3)(v)	For mobile facilities that operate in more than one COTP zone, the plan must identify the oil spill removal organization and the spill management team in the applicable geographic-specific index. The oil spill removal organization(s) and the spill management team discussed in (b)(3)(iv)(A) must be included for each COTP zone in which the facility will handle, store, or transport oil in bulk.	N/A	N/A
154.1035(b)(4)(i) <i>Fish and Wildlife and Sensitive Environments</i>	This section of the plan must identify areas of economic importance and environmental sensitivity, as identified in the ACP, which are potentially impacted by a worst-case discharge.	28	All
154.1035(b)(4)(ii)	For a worst case discharge from the facility, this section of the plan must:		
154.1035(b)(4)(ii)(A)	List all fish and wildlife and sensitive environments identified in the ACP, which are potentially impacted by a discharge of persistent oils, non-persistent oils, or non-petroleum oils.	28	All
154.1035(b)(4)(ii)(B)	Describe all the response actions that the facility anticipates taking to protect these fish and wildlife and sensitive environments.	12L	All
154.1035(b)(4)(ii)(C)	Contain a map or chart showing the location of those fish and wildlife and sensitive environments, which are potentially impacted. The map or chart shall also depict each response action that the facility anticipates taking to protect these areas. A legend of activities must also be included on the map page.	28	All
154.1035(b)(4)(iii)	For a worst case discharge, this section must identify appropriate equipment and required personnel, available by contract or other approved means as described in §154.1028, to protect fish and wildlife and sensitive environments which fall within the distances calculated using the methods outlined in §154.1035(b)(4)(iii)(A), (B), and (C).	17	All
154.1035(b)(5) <i>Disposal Plan</i>	This subsection must describe any actions to be taken or procedures to be used to ensure that all recovered oil and oil contaminated debris produced as a result of any discharge are disposed according to Federal, State, or local requirements.	30	All
154.1035(c) <i>Training and Exercises</i>	<i>This section must be divided into the following two subsections:</i>		
154.1035(c)(1) <i>Training Procedures</i>	This subsection must describe the training procedures and programs of the facility owner or operator to meet the requirements in §154.1050.	37	All

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USCG FRP 33 CFR 154.1035 Specific Requirements (continued)			
Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1035(c)(2) <i>Exercise Procedures</i>	This subsection must describe the exercise program to be carried out by the facility owner or operator to meet the requirements in §154.1055.	38	All
154.1035(d) <i>Plan Review and Update Procedures</i>	<i>This section must address the procedures to be followed by the facility owner or operator to meet the requirements of §154.1065 and the procedures to be followed for any post-discharge review of the plan to evaluate and validate its effectiveness.</i>	40	1
154.1035(e) <i>Appendices</i>	<i>This section of the response plan must include the appendices described as follows:</i>		
154.1035(e)(1) <i>Facility Specific Information N/A to Mobile Facilities</i>	<i>This appendix must contain a description of the facility's principal characteristics.</i>	5	All
154.1035(e)(1)(i)	<i>There must be a physical description of the facility including a plan of the facility showing the mooring areas, transfer locations, control stations, locations of safety equipment, and the location and capacities of all piping and storage tanks.</i>	5	All
154.1035(e)(1)(ii)	<i>The appendix must identify the sizes, types, and number of vessels that the facility can transfer oil to or from simultaneously.</i>	11	1,2
154.1035(e)(1)(iii)	<i>The appendix must identify the first valve(s) on facility piping separating the transportation-related portion of the facility from the nontransportation-related portion of the facility, if any. For piping leading to a manifold located on a dock serving tank vessels, this valve is the first valve inside the secondary containment required by 40 CFR 112.</i>	11	All
154.1035(e)(1)(iv)	The appendix must contain information on the oil(s) and hazardous material handled, stored, or transported at the facility in bulk. A MSDS meeting the requirements of 29 CFR 1910.1200, 33 CFR 154.310(a)(5) or an equivalent will meet this requirement. The information can be maintained separately providing it is readily available and the appendix identifies its location. This information must include:	34	All
154.1035(e)(1)(iv)(A)	The generic or chemical name;	34	All
154.1035(e)(1)(iv)(B)	A description of the appearance and odor;	34	All
154.1035(e)(1)(iv)(C)	The physical and chemical characteristics.	34	All
154.1035(e)(1)(iv)(D)	The hazards involved in handling the oil(s) and hazardous materials. This shall include hazards likely to be encountered if the oil(s) and hazardous materials come in contact as a result of a discharge; and	31	All

USCG FRP 33 CFR 154.1035 Specific Requirements (*continued*)

Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1035(e)(1)(iv)(E)	A list of firefighting procedures and extinguishing agents effective with fires involving the oil(s) and hazardous materials.	7 26	All 1-8
154.1035(e)(1)(v)	The appendix may contain any other information which the facility owner or operator determines to be pertinent to an oil spill response.	6 11 12L	All
154.1035(e)(2) List of Contacts	This appendix must include information on 24hour contact of key individuals and organizations. If more appropriate, this information may be specified in a geographic-specific appendix. The list must include:	13 14 17	All All 2,3
154.1035(e)(2)(i)	The primary and alternate qualified individual(s) for the facility;	13	3
154.1035(e)(2)(ii)	The contact(s) identified under (b)(3)(iv) for activation of the response resources; and	13 14 17	All All 2,3
154.1035(e)(2)(iii)	Appropriate Federal, State, and local officials.	14	5
154.1035(e)(3) Equipment List and Records	This appendix must include the following information:		
154.1035(e)(3)(i)	The appendix must include a list of equipment and facility personnel required to respond to an average most probable discharge, as defined in §154.1020. The appendix must also list the location of the equipment.	26 13	All All
154.1035(e)(3)(ii)	The appendix must contain a detailed listing of all the major equipment identified in the plan as belonging to an oil spill removal organization(s) that is available, by contract or other approved means described in §154.1028(a), to respond to a maximum most probable or worst case discharge, as defined in §154.1020. The detailed listing of all major equipment may be located in a separate document referenced by the plan. Either the appendix or the separate document referenced in the plan must provide the location of the major response equipment.	14 17	2-12 2-3,12-13
*	Are the OSROs listed in the plan classified by the Coast Guard?	17	5

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USCG FRP 33 CFR 154.1035 Specific Requirements (continued)			
Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1035(e)(3)(iii)	It is not necessary to list response equipment from oil spill removal organization(s) when the organizations have been classified by the Coast Guard and their capacity has been determined to equal or exceed the response capability needed by the facility. For oil spill removal organization(s) classification by the Coast Guard, the classification must be noted in this section of the plan. When it is necessary for the appendix to contain a listing of response equipment, it shall include all of the following items that are identified in the response plan: skimmers, boom, dispersant application, in-situ burning, bioremediation equipment and supplies, and other equipment used to apply other chemical agents on the NCP Product Schedule (if applicable); communication, firefighting, and beach cleaning equipment; boats and motors; disposal and storage equipment; and heavy equipment. The list must include for each piece of equipment:	17	5
154.1035(e)(3)(iii)(A)	The type, make, model, and year of manufacture listed on the nameplate of the equipment;	17	12
154.1035(e)(3)(iii)(B)	For oil recovery devices, the effective daily recovery rate, as determined using section 6 of Appendix C of 154.	17	13
154.1035(e)(3)(iii)(C)	For containment boom, the overall boom height (draft and freeboard) and type of end connectors;	17 26	12 14-17, 20,21,22
154.1035(e)(3)(iii)(D)	The spill scenario in which the equipment will be used for or which it is contracted;	31	All
154.1035(e)(3)(iii)(E)	The total daily capacity for storage and disposal of recovered oil;	31	All
154.1035(e)(3)(iii)(F)	For communication equipment, the type and amount of equipment intended for use during response activities. Where applicable, the primary and secondary radio frequencies must be specified.	26	19
154.1035(e)(3)(iii)(G)	Location of the equipment; and	26	19
154.1035(e)(3)(iii)(H)	The date of the last inspection by the oil spill removal organization(s).	17	All
154.1035(e)(4) Communications Plan	This appendix must address the primary and alternate method of communication during discharges, including communications at the facility and at remote locations within the areas covered by the plan. The appendix may refer to additional communications packages provided by the oil spill removal organization. This may reference another existing plan or document.	18 26 35	All 19 ICS form205

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USCG FRP 33 CFR 154.1035 Specific Requirements (*continued*)

Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1035(e)(5) <i>Site-Specific Safety and Health Plan</i>	This appendix must describe the safety and health plan to be implemented for any response location(s). It must provide as much detailed information as is practicable in advance of an actual discharge. This appendix may reference another existing plan required under 29 CFR 1910.120.	31	3-14
154.1035(e)(6) List of Acronyms and Definitions	This appendix must list all acronyms used in the response plan including any terms or acronyms used by Federal, State, or local governments and any operational terms commonly used at the facility. This appendix must include all definitions that are critical to understanding the response plan.	2	3-6
33 CFR 154.1050 Training			
154.1050(a)	A response plan submitted to meet the requirements of 154.1035 or 154.1040, as appropriate, must identify the training to be provided to each individual with responsibilities under the plan. A facility owner or operator must identify the method to be used for training any volunteers or casual laborers used during a response to comply with the requirements of 29 CFR 1910.120.		
*	Does the plan identify the training regiments including Specific Training courses, company developed programs, or lesson video tapes for:	37	All
*	Facility Personnel?	37	All
*	Qualified Individual/Alternate Qualified Individual?	37	2
*	Members of the spill management team?	37	3
*	Does the plan identify OSHA training requirements for the above individuals?	37	2
*	Does the plan indicate that records of training are to be maintained and available for inspection by the Coast Guard for a minimum of 3 years?	37	4
*	Does the plan specify where the records are located?	37	4

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USCG FRP 33 CFR 154.1055 Exercises			
Regulatory Citation	Regulation	One Plan	
		Section	Page No.
154.1055(a)	A response plan submitted by an owner or operator of an MTR facility must include an exercise program containing both announced and unannounced exercises. The following are the minimum Exercise requirements for facilities covered by this subpart:	37	All
154.1055(a)(1)	Qualified Individual notification exercises (quarterly).	37	All
154.1055(a)(2)	Spill management team tabletop exercises (annually). In a 3-year period, at least one of these exercises must include a worst-case discharge scenario.	37	All
154.1055(a)(3)	Equipment deployment exercises:	37	All
154.1055(a)(3)(i)	Semiannually for facility owned and operated equipment.	37	All
154.1055(a)(3)(ii)	Annually for oil spill removal organization equipment.	37	All
154.1055(a)(4)	Emergency procedures exercises (optional).	37	All
154.1055(a)(5)	Annually, at least one of the exercises listed in 154.1055(a)(2) through (4) must be unannounced. Unannounced means the personnel participating in the exercise must not be advised in advance, of the exact date, time and scenario of the exercise.	37	All
154.1055(a)(6)	The facility owner or operator shall design the exercise program so that all components of the response plan are exercised at least once every 3 years. All of the components do not have to be exercised at one time; they may be exercised over the three-year period through the required exercises or through an area exercise.	37	All
*	Does the plan state that drill records will be maintained and available to the Coast Guard for 3 years following the completion of the drill?	37	All

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DOT / PHMSA FACILITY RESPONSE PLAN FOR PIPELINES (49 CFR 194)

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DOT / PHMSA Facility Response Plan for Pipelines (49 CFR Part 194)		
Regulatory Citation	Description	Emergency Response Plan Citation
194.101	Operators required to submit plans.	Tab 41
194.103	Significant and substantial harm: operators statement	Tab 31
194.105	Worst case discharge	Tab 31
194.107	General response plan requirements: <ul style="list-style-type: none"> a) Resource planning requirements b) Consistence with NCP and ACP(s) c) Each response plan must include: <ul style="list-style-type: none"> (1) Core Plan Contents: <ul style="list-style-type: none"> (i) An information summary as required by 194.113 (ii) Immediate notification procedures (iii) Spill detection and mitigation procedures (iv) Outside oil spill response organization contact information (v) Response activities and resources (vi) Contact information for Federal, State, and local agencies that facility expects to have pollution control responsibilities (vii) Training procedures (viii) Equipment Testing (ix) Drill program - PREP Guidelines (x) Plan review and update procedures (2) Response zone information (3) Description of response management system 	<ul style="list-style-type: none"> Tab 12, Tab 28, Tab 31 Tab 2, Tab 21 Tab 4 Tab 5, Tab 21, Tab 22, Tab 23 Tab 6, Tab 13, Tab 14, Tab 15 Tab 6, Tab 12A, Tab 12C Tab 17 Tab 17, Tab 22, Tab 26 Tab 14, Tab 15, Tab 17 Tab 37 Tab 26 Tab 38 Tab 40 Tab 5, Tab 12C, Tab 31 Tab 22

DOT / PHMSA Facility Response Plan for Pipelines (49 CFR Part 194)		
Regulatory Citation	Description	Emergency Response Plan Citation
194.113(a)	Core plan information summary:	Tab 4
	(1) Name and address of operator	Tab 5, Tab 41
	(2) Description of each response zone	Tab 12A, Tab12C, Tab 31
	(b) Response zone appendix information summary:	Tab 12A, Tab12C, Tab 31
	(1) Core plan information summary	Tab 4
	(2) Name and address of the qualified individual and at least one alternate	Tab 13
	(3) Description of the response zone	Tab 12A, Tab12C
	(4) Listing of line sections	Tab 12A, Tab12C
	(5) Determination of significant and substantial harm	Tabs 12A, 12C, 30, 31
	(6) Worst case discharge	Tab 31
194.115	Response resources (a & b) Identify resources necessary to mitigate a worst case discharge	Tabs 13, 14, 17, 22, 26
194.117	Training Qualifications	Tab 37
194.119	Submission and approval procedures	Tab 41
194.121	Response plan review and update procedures	Tab 40
Appendix A	Recommended guidelines for the preparation of response plans	Tab 3
Section 1	Information summary	Tab 12, Tab 13, Tab 14, Tab 41
Section 2	Notification procedures	Tab 12, Tab 13, Tab 14, Tab 41
Section 3	Spill detection and on-scene spill mitigation procedures	Tab 6, Tab 11, Tab 12
Section 4	Response activities	Tab 13, Tab 21
Section 5	List of contacts	Tabs 13, 14, 15, 16, 17
Section 6	Training procedures	Tab 37
Section 7	Drill procedures	Tab 38
Section 8	Response plan review and update procedures	Tab 1, Tab 40
Section 9	Response zone appendices	Tab 5, Tab 11, Tab 12, Tab 21

OSHA HAZWOPER (29 CFR 1910.120)

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OSHA HAZWOPER (29 CFR 1910.120)		
Regulatory Citation	Description	Emergency Response Plan Citation
1910.120(k)	Decontamination	Tab 29
1910.120(q)	Emergency response to hazardous substance releases: (1) Emergency response plan (2) Elements of an emergency response plan (i) Pre-emergency planning and coordination with outside parties (ii) Personnel roles, lines of authority, and communication (iii) Emergency recognition and prevention (iv) Safe distances and places of refuge (v) Site security and control (vi) Evacuation routes and procedures (vii) Decontamination procedures (viii) Emergency medical treatment and response procedures (ix) Emergency alerting and response procedures (x) Critique of response and follow-up (xi) PPE and emergency equipment (xii) Emergency response plan coordination and integration (3) Procedures for handling emergency response (i) The senior emergency response official responding to an emergency shall become the individual in charge of a site-specific Incident Command System (ICS) (ii) The individual in charge of the ICS shall identify, to the extent possible, all hazardous substances or conditions present and shall address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substances handling procedures, and use of new technologies.	Tab 15 Tab 1 thru Tab 41 Tabs 3, 13, 14, 15, 16, 17 Tabs 13, 21, 22, 23 Tab 6, Tab 7, Tab 13 Tab 18, Tab 19, Tab 20 Tab 5, Tab 10 Tab 20 Tab 29 Tab 8, Tab 14 Tabs 16, 18, 19, 20 Tab 39 Tab 26, Tab 29 Tabs 3, 21, 22, 23, 24, 25 Tabs 21, 22, 23, 24, 25 Tabs 21, 22, 23, 24, 25

OSHA HAZWOPER (29 CFR 1910.120)		
Regulatory Citation	Description	Emergency Response Plan Citation
1910.120(q) (Cont.)	(iii) Implementation of appropriate emergency operations and use of PPE.	Tab 21, Tab 23, Tab 33
	(iv) Employees engaged in emergency response and exposed to hazardous substances presenting an inhalation hazard or potential inhalation hazard shall wear positive pressure self-contained breathing apparatus while engaged in emergency response.	Tab 21, Tab 23, Tab 33
	(v) The individual in charge of the ICS shall limit the number of emergency response personnel at the emergency site, in those areas of potential or actual exposure to incident or site hazards, to those who are actively performing emergency operations.	Tab 21, Tab 23, Tab 33
	(vi) Backup personnel shall stand by with equipment ready to provide assistance or rescue.	Tab 21, Tab 23, Tab 33
	(vii) The individual in charge of the ICS shall designate a safety official, who is knowledgeable in the operations being implemented at the emergency response site.	Tab 22, Tab 24, Tab 33
	(viii) When activities are judged by the safety official to be an IDLH condition and/or to involve an imminent danger condition, the safety official shall have the authority to alter, suspend, or terminate those activities.	Tab 21, Tab 23, Tab 33
	(ix) After emergency operations have terminated, the individual in charge of the ICS shall implement appropriate decontamination procedures.	Tab 29
	(x) When deemed necessary for meeting the tasks at hand, approved self-contained compressed air breathing apparatus may be used with approved cylinders from another approved self-contained compressed air breathing apparatus provided that such cylinders are of the same capacity and pressure rating.	Tab 26, Tab 33
	(4) Skilled support personnel	Tab 14, Tab 17, Tab 22
	(5) Specialist employees	Tab 23
	(6) Training	Tab 37
(7) Trainers	Tab 37	
(8) Refresher training	Tab 37	
(9) Medical surveillance and consultation	Tab 8, Tab 23	
(10) Chemical protective clothing	Tab 26, Tab 29	
(11) Post-emergency response operations	Tab 3, Tab 39	

EPA's RISK MANAGEMENT PROGRAM (40 CFR 68)

EPA's Risk Management Program (40 CFR Part 68)		
Regulatory Citation	Description	Emergency Response Plan Citation
68.20-36	Offsite consequence analysis	Tab 28
68.42	Five-year accident history	Tab 31
68.50	Hazard review	Tab 31
68.60	Incident Investigation	Tab 39
68.67	Process hazards analysis	Tab 27
68.81	Incident Investigation	Tab 39
68.95(a)	<p>Elements of an emergency response program</p> <p>(1) Elements of an emergency response plan:</p> <p>(i) Procedures for informing the public and emergency response agencies about accidental releases</p> <p>(ii) Documentation of proper first aid and emergency medical treatment necessary to treat accidental human exposures</p> <p>(iii) Procedures and measures for emergency response after an accidental release of a regulated substance</p> <p>(2) Procedures for the use of emergency response equipment and for its inspection, testing, and maintenance</p> <p>(3) Training for all employees in relevant procedures</p> <p>(4) Procedures to review and update the emergency response plan</p>	<p>Tabs 12, 14, 15, 16, 17</p> <p>Tab 8</p> <p>Tabs 6, 12, 15, Tab 21 thru 25</p> <p>Tab 26, Tab 38</p> <p>Tab 37</p> <p>Tab 1, Tab 40</p>
68.95(b)	Compliance with other federal contingency plan regulations	Tab 3, Tab 15
68.95(c)	Coordination with the community emergency response plan	Tab 16

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St. Paul Park Refining Company LLC
FACILITY RESPONSE PLAN COVER SHEET
GENERAL INFORMATION

Facility Name: St. Paul Park Refining Company LLC

Facility Address:	<u>Refinery</u> 301 St. Paul Park Road St. Paul Park, MN 55071	<u>Cottage Grove Tank Farm</u> 85th Street & Granada Ave. Cottage Grove, MN 55071
Facility Phone No. (24-Hr.): Facility Mailing Address:	(651) 459-9771 Same as Refinery Address above	
Facility Owner / Address:	Northern Tier Energy, LLC 38C Grove Street, Suite 100 Ridgefield, CT 06877	
Owner Phone No.:	(203) 244-6550	
Latitude (Degrees North): Longitude (Degrees West):	(b) (7)(F), (b) (3)	
Dunn & Bradstreet No.	05-579-8102	
Standard Industrial Classification (SIC):	2911	
North American Industrial Classification System (NAICS):	324110	
Protected waterway of environmentally sensitive area:	Mississippi River	
Largest above ground oil storage tank capacity:	(b) (7)(F), (b) (3)	
Number of below ground storage tanks:	1	0
Total below ground storage:	898 Gallons (214 bbls)	0
Number of above ground storage tanks:	99	9
Maximum Oil Storage Capacity:	(b) (7)(F), (b) (3)	
Worst Case Oil Discharge Amount:	(b) (7)(F), (b) (3)	(b) (7)(F), (b) (3)
Facility Distance to Navigable Water:	<1/4	> 1 mile
Total storage drums and transformers that contain oil:	44	
Number of surface impoundments and total storage of surface impoundments:	0	

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APPLICABILITY OF SUBSTANTIAL HARM CRITERIA

Does the facility transfer oil over-water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

Yes X No

Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and, within any storage area, 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?

Yes No X

Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

Yes X No

Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?

Yes X No

Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and 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 X

CERTIFICATION

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 information, I believe that the submitted information is true, accurate, and complete.

Signature: Gregory W. Mullins

Name: **Greg Mullins**

Title: President
St. Paul Park Refining Company LLC

Date: 11/01/2012