

**Sinclair Transportation Company
Emergency Response & Management Manual
Distribution List**

ROCKY MOUNTAIN PERSONNEL		
No.	Last	First
1	Brown	Jon
2	Bluth	Barry
3	Flack	Chris
4	Wilson	Patrick
5	Bluth (vehicle copy)	Barry
6	Hall	Randy
7	Moeller	Aron
8	Chamberlain	Randy
9	Bond	Becky
64	Hartman	Tane
65	Sugden	Rick

MID CONTINENT PERSONNEL		
No.	Last	First
32	Danielson	Randy
33	McWilliams	Dwayne
34	Kerby	Kenny
35	Miller	Ryan
36	Ponting	Brett
37	Burch	Dave
38	Vandeventer	Lloyd
39	Sanders	Randy
40	Link	Randy
41	Danielson (vehicle copy)	Randy
42	England	Mark
43	List	Reinhardt

ROCKY MOUNTAIN LOCATIONS

10	B. N. Junction
11	Bairoil Station
12	Bear Creek Station
13	Casper Station
14	Chase Terminal
15	Cheyenne Station
16	Denver Terminal – Pipeline Building
17	Denver Terminal
18	Elk Mountain Station
19	Ferris Station
20	Guernsey Station
21	Laramie Station
22	Casper Refinery
23	Loveland Station
24	Sanford Station
25	Sinclair Station
26	Casper – Engineering Services
27	Sinclair – Maintenance Shop
28	Sinclair – Cathodic Protection Department
29	Sinclair – Spare
30	Wyoming Station
31	Sinclair – Welding Department
66	Sinclair Light Oil Rack
67	Casper Light Oil Rack

MID CONTINENT LOCATIONS

44	Carrollton - Spare	
45	Carrollton District Office	
46	Carrollton Station	
47	Carrollton Terminal	
48	Gibbs Station	
49	Kansas City Terminal	
50	Montrose Terminal	
51	Montrose Vehicle	
52	Olathe Station	

OTHER PERSONNEL

56	Petersen	Mark
57	Packard	Dee
58	Sowko	Dave

OTHER LOCATIONS

59	Boise Terminal
60	Burley Terminal
	DOT-PHMSA – Electronic Copy
	Denver International Airport – Electronic Copy
	Garner Environmental Services - Electronic Copy
	Allied International Emergency, LLC – Electronic Copy

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Sinclair Transportation Company
Emergency Response & Management Manual

Sequence Numbers 0422, 0423, 0424, 1121, 1183 and 1493

Revision Log

Date	Revision
May 30, 2001	Complete revision. This manual replaces and combines Core Plan and Response Zone information into one manual.
November 12, 2001	Revised Distribution List and Section 800 to recalculate breakout tank worst case discharge volumes based on latest RSPA criteria.
February 5, 2002	Revised Table of Contents and Section 200 for new RSPA written reporting requirements.
November 22, 2002	Added telephone list to Front Pocket.
December 23, 2003	Annual review and update. Updated Distribution List; Table of Contents; Section 100; Section 200; Section 300; Section 500; Section 800; and Section 1000. Revised Telephone Numbers in Front Pocket of Manual.
December 17, 2004	Annual review and update. Revised Emergency Telephone Number list in front pocket of manual, distribution list and Section 500.
July 21, 2005	Annual review and update. Revised Emergency Telephone Number list in front pocket of manual. Revised Distribution List and Table of Contents. Revised Sections 120, 230.1.3, 520, 531, 560, 645, 800, 850, and Figure 201-7 C.
January 9, 2006	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Sections 100, 200, 500, 600, and 800.
April 9, 2007	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Sections 100, 200, 500, and 800.
July 9, 2008	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Revised Sections 110(d), 140(e), 230.1.2(c), 240, 260.1(b), 260.2(b), 520, 551, 552, 553, 560, 820, 830, 870, and 880(b). Added Section 110(f)9). Revised Figures 201-5, 870-1, and 900-1.

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July 28, 2009	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Revised Sections 110, 150(a), 160, 200.1, Figure 201-6, 210, 220(b), 230, 260, 320, 335, 337(b), 340(e), Figure 400-1, 430, 431, 431(c), 432, 433, 442, 510, 520, 525, 530(a)(c), 540, 551, 552, 553, 561, 562, 800(b), 810(a), 810(d), 820(e), 830(d), 840(a)(d)(e), 850(e)(f), 860(a)(d), 880(a)(b), 950(e), 1010(a), 1030(a)(b), 1200(c). Added Sections 554, 555, 563, 570, 571, 572, Form Descriptions in Appendix 700A, 800.1, 870(b), 961, 962, 963, 964, 965,. Replaced MSDS sheets in Section 1200.
October 19, 2010	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Revised Sections 140(e), 160, Table 520, 525, Table 540. Deleted Section 140(f).
September 28, 2011	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Footer on all Sections, and Table of Contents. Revised footer in all sections. Revised Sections 120, 140(a)(d), 150(d). Revised Sections 200.1, 220(b), 230.2.2, 230.3(a)(b), all of Section 260. Added Figure 201-7 F, 260-1. Replaced Figure 400-6 in Section 400. Revised Section 510, 520, 525(c), 540, 551(a)(b), 552(b), 553, 554, 562, 563. Revised Sections 730(c), 740(b), 750(e), 760(c), 770(b), 785(b)(c)(d). Added Figures 730-1, 730-2, 730-3, 730-4, 740-1, 750-2, 750-3, 750-4, 760-2, 770-1. Added ICS 208 form to Appendix 700A. Revised Sections 800(b)(c), 820(a), 830(a), 860(b), 872, Zone 1 Bairoil Station tanks, Zone 2 (Purged), Zone 3, added Cheyenne to BN Jct table, 880(b), Revised Section 920(b), Revised Sections 1020(d), 1030(b), Revised Section 1200(c)
December 3, 2012	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, and Table of Contents. Revised Sections 110(d)(f), 140(e), 220(a), 230.2(a), 230.2.1(a)(b), 230.2.2(a)(c), 337(b), 442, 520, 525(c), 530(c), 540, 551, 552, 553, 561, 562, 563, 621.5, 800(b), 880(b), 920.3(b)1(d), 920.4(c)(d), 920.5(d), 930(d), 940, 950(d). Revised Figure 201-7, 201-7G. Added Section 230.2.1(d), 920.1(d), 920.2(e), 920.3(e), 960, 961, 962, 963. Added Figure 960-1. Deleted Section 270 and Figure 201-10.
July 9, 2013	Revised Telephone Numbers for Sinclair Personnel (Both Districts) in Front Cover Packet, Revised Distribution List, Revised Sections 520, 525 Terminal Table, 540, 551(c), 552(c), 553(c), Sections 820 Table & (d), 830 Table & (c), 840(a)(e), 872(a), Zone 2 8", 8"/12" Table, Zone 3 Cheyenne to Guernsey Table, Casper 8", Guernsey-Stroud, Stroud-Casper Spill Profiles. Zone 4 Sinclair to Denver, Denver to Sinclair Table, Figure 870-1.

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	<p>Added: Casper 8/12" Spill Profile, Added Guernsey, 880(b) Table, Cheyenne to Guernsey Release Profile, Big Muddy Release Profile & Table, MBPL Worse Case Spill Profile, Montrose breakout tank to Zone 6 and Figure 870-1.</p> <p>Removed: Casper-Transition 8" Release Profile Note: This System is Purged and Out of Service</p>
August 30, 2013	Revised Figure 201-4 Incident Event Log
December 20, 2013	<p>Annual review and update. Revised Distribution List, Revised Certification of Response Preparedness, Renamed Section 100 to Core Plan Information Summary, Section 200 to Incident Notification Procedure, Section 400 to Qualified Individuals/Response Resources, Section 500 to Spill Impact and Cleanup Procedures, Section 600 to Incident Command System, Section 700 to Training, Section 800 to Drill Program, Section 900 to Communications, Section 1000 to Federal Response, Section 1100 to Site Safety and Health Plan, Section 1200 to Media Relations. Revised Sections 110(b)(c). Section 110(e) moved to Section 120, Revised Section 120(b), Moved Section 120 addresses to Section 130, Revised Section 130(c), Moved Section 130 to 140, Moved Section 140 to 150, Revised Section 120(d)3)4)5)6)7)9), 140(e), Moved Section 150 to 160, Moved Section 160 to 170, Moved Section 170 to 180. Revised Section 170(a) EPA Regions, Revised 210(d)(e), 220(a)(c), 230(c), 230.1(c), 230.2.2(b)(d), 230.0(c)(d), 230.4(d), Figure 201-7B, 201-7G, 240. Moved Section 250 to Section 520. Revised Sections 310(b), 320, 332, 334, 340(a)(f)(g), 350(b), 410, 420. Moved Section 870, 871 & 872 to Section 430, 431 & 432. Moved Section 450 to Section 681. Revised Section 460, 471, 472 & 473 trailer inventories. Revised 474 contact person. Moved Section 560, 561, 562, 563 to Response Zone 6 Appendix. Moved Section 800.1 to Section 510, Moved Sections 430, 431, 432, 433, Figure 400-5 to Sections 520, 521, 522, 523, Figure 500-4. Moved Section 460 to Section 525. Moved Sections 610, 611, 612, 620, 621, 622, 623, 630, 631, 632, 633, 641, 642, 643, 644, 645 to Sections 530, 531, 532, 540, 541, 550, 560, 570, 571, 572, 580, 582, 583, 584, 585, 586, 587. Revised Section 540(a). Renamed Sections 700, 710, 720, 730, 740, 750, 760, 770, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789 to Sections 600, 610, 620, 630, 640, 650, 660, 670, 680, 681, 682, 683, 684, 685, 686, 687, 688, and 689. Revised Sections 700(c)(d), 740(a), 742, 747. Changed Appendix 700A to ICS Forms Appendix. Revised 800(h)(i) EPA Regions, Zones 1 through 6 Breakout tank worst case discharge volume & maximum historic discharge, Figure 870-1, 880(b) table, 840(a) changed RSPA to PHMSA, Section 930(b), Several phone numbers in Media</p>

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	<p>Contact List.</p> <p>Added: Section 120(c), Table 100-1, Figure 100-1, Figure 100-2, Section 310(c)(d), Section 510(g), Garner & Allied OSRO Response Time Tables in Section 524, 740(b), 741</p> <p>Removed: Section 110(d), All forms from Section 200 to a Forms Appendix, Section 337, Figure 300-1, Section 700(e), 746(e), Response Zone Section and replaced with Response Zone Appendices, Section 1200 Site Safety & Health Plan and added to Section 525</p>
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C. Cross Reference - PHMSA Planning Requirements

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194.105	Worst Case Discharge	430
194.107 (a)	Resources for a Worst Case Discharge	440
194.107 (b)	Consistency with NCP and ACP	180
194.107 (c)(1)	Core Plan	100
194.107 (c)(1)(i)	Information Summary	100
194.107 (c)(1)(ii)	Immediate Notification Procedures	200
194.107 (c)(1)(iii)	Spill Detection and Mitigation	300
194.107 (c)(1)(iv)	Oil Spill Response Organization	440
194.107 (c)(1)(v)	Response Activities and Resources	470-482
194.107 (c)(1)(vi)	Federal, State and local Agencies	Phone list appendix
194.107 (c)(1)(vii)	Training	700
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194.107 (c)(2)	Response Zone Specific Information	Appendices 1-6
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C. Cross Reference - PHMSA Planning Requirements (continued)

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**Certification of Response Preparedness
Sinclair Transportation Company**

Response Plan (Sinclair Transportation Company, Response Zones 1-6)
Sequence Numbers: 0422, 0423, 0424, 1121, 1183, and 1493
Operator ID: 15156

Sinclair Transportation Company hereby certifies that it has developed the Emergency Response and Management Manual (Facility Response Plan) so that it is consistent with the National Contingency Plan and the Area Contingency Plans for Regions 7 (Mid-Continent District) and 8 (Rocky Mountain District). Sinclair Transportation further certifies that it has identified, and ensured by contract or other means the availability of company owned and private personnel and equipment to respond, to the maximum extent practicable, to a worst case discharge or a substantial threat of such a discharge.



Mark Petersen
Vice President Transportation
Sinclair Transportation Company

Date: 12/13/13

SINCLAIR TRANSPORTATION COMPANY



SECTION 100 INFORMATION SUMMARY

13

100 Core Plan Information Summary

110 Manual Structure

(a) This manual is Sinclair Transportation Company's (STC) response plan (Plan) as required by 49 CFR Part 194 – "Response Plans for Onshore Oil Pipelines". The procedures in this manual shall be used to reduce the environmental impact discharged from onshore oil pipelines.

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(b) Sections 100 – 1200 include the information required for the core plan as defined by Part 194.107. The majority of the response zone core plan requirements are the same or similar to the following core plan sections. Where there are variations to the core plan for a given response zone, those variances are noted in the respective response zone appendix. The core plan consists of the following:

- Section 100 – Information Summary
- Section 200 – Incident Notification Procedures
- Section 300 – Spill Detection and Mitigation Procedures
- Section 400 - Qualified Individuals Response Resources
- Section 500 - Spill Impact and Cleanup Procedures
- Section 600 – Incident Command System
- Section 700 – Training
- Section 800 – Drill Program
- Section 900 – Communications
- Section 1000 – Federal Response
- Section 1100 – Site Safety and Health Plan
- Section 1200 – Media Relations

(c) Appendices to The Plan include:

- An Appendix for each of 6 Response Zones
- Incident Reporting Forms
- Incident Command System Forms
- Phone List
- Response Zone Maps

120 Purpose and Scope

(a) The specific objectives of the Plan are to:

- Define organizational lines of responsibility to be adhered to during a response operation.
- Establish regional (Sustained) and local (Immediate) response teams, assign individuals to fill the positions on the team, and define the roles and responsibilities of team members.

- Define notification, activation, and mobilization procedures to be followed when a discharge occurs.
- Define the interrelationship between the Immediate, Sustained, and Major response teams.
- Document equipment, manpower and other resources available to assist with the response.
- Provide information on environmental and socio-economic sensitivities and the strategies for dealing with discharges that may affect these areas.
- Define response management techniques, methods, approaches, and guidelines for specific response situations.

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(b) STC operates the following pipeline systems See Figures 100-1 and 100-2 for system maps.

- Crude oil pipelines in Wyoming
- A refined products pipeline that originates in Wyoming and terminates at Sinclair's Denver Products Terminal (DPT)
- Two refined products pipelines that originate at the Kaneb Terminal and the Chase Terminal in Denver and terminate at DPT
- A refined products pipeline that originates in Olathe, Kansas and terminates at Sinclair's Montrose, Iowa Terminal and includes a breakout tank facility in Carrollton, Missouri

(c) These systems are divided into 6 response zones based on products transported and geographic locations. All response zones contain at least one line section in which a worst case discharge could cause substantial harm to the environment. Table 100-1 summarizes STC's operations according to response zones. Further detail for each response zone is in the response zone appendices.

(d) This manual includes procedures for the following to provide safety when an emergency condition occurs:

- 1) Receiving, identifying, and classifying notices of events which need immediate response by STC personnel or notice to fire, police, or other appropriate public officials and communicating this information to appropriate STC personnel for corrective action. (See Section 210).
- 2) Prompt and effective response to a notice of each type emergency, including fire or explosion occurring near or directly involving a pipeline facility, accidental release of hazardous liquid from a pipeline facility, operational failure causing a hazardous condition, and natural disaster affecting pipeline facilities. (See Section 220).
- 3) Having personnel, equipment, instruments, tools, and material available as needed at the scene of an emergency. (See Section 530).

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- 4) Taking necessary action, such as emergency shutdown or pressure reduction, to minimize the volume of hazardous liquid that is released from any section of a pipeline system in the event of a failure. (See Section 325 of the Operations Manuals).
- 5) Control of released hazardous liquid at an accident scene to minimize the hazards. (See Section 300).
- 6) Minimization of public exposure to injury and probability of accidental ignition by assisting with evacuation of residents and assisting with halting traffic on roads and railroads in the affected area, or taking other appropriate action. (See Section 300 and 600).
- 7) Notifying fire, police, and other appropriate public officials of hazardous liquid pipeline emergencies and coordinating with them preplanned and actual response during an emergency. (See Section 200, 700 and 900).
- 8) Providing for a post accident review of employee activities to determine whether the procedures were effective in each emergency and taking corrective action where deficiencies are found. (See Section 260).
- 9) Actions required to be taken by a controller during an emergency. (See CRM Section 240).

(d) This manual serves as supplemental material for the Spill Prevention Control and Countermeasure (SPCC) Plans for STC non-jurisdictional facilities (facilities not subject to 49 CFR Part 195 or Part 194)

Sinclair Transportation Company – Emergency Response & Management Manual

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Table 100-1

PHMSA Sequence Number	Response Zone	System	County(s)	State(s)	Line Segments
424	Zone 1	Bairoil Crude System	Sweetwater and Carbon	Wyoming	<ul style="list-style-type: none"> 8" Lost Solider to Bairoil 8" Bairoil to Sinclair
423	Zone 2	Crude Trunk Pipelines	Carbon and Natrona	Wyoming	<ul style="list-style-type: none"> 8"/12" Casper to Sinclair 10" Casper to Sinclair 16" Pathfinder Pipeline 8" RMPL to Casper Station
1121	Zone 3	Guernsey Pipeline System	Natrona, Converse, Platte, and Laramie	Wyoming	<ul style="list-style-type: none"> 10" Cheyenne to Guernsey 10" Guernsey to Stroud 8" Stroud to Casper Station 6" Big Muddy Pipeline
422	Zone 4	Medicine Bow Pipeline System	Laramie, Albany, and Carbon Larimer, Weld and Adams	Wyoming Colorado	<ul style="list-style-type: none"> 6"/10" Medicine Bow Pipeline
1493	Zone 5	Denver Area Pipelines	Adams and Denver	Colorado	<ul style="list-style-type: none"> 8" Kaneb Connection Pipeline 10" Chase Connection Pipeline
1183	Zone 6	Mid-Continent Pipeline System	Jackson, Ray, Carroll, Chariton, Linn, Macon, Adair, Knox, Scotland, Audrain, Boone, Randolph, and Clark	Missouri	<ul style="list-style-type: none"> 8" Olathe, Kansas to Carrolton, Missouri 8" Carrolton to Montrose, Iowa

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Figure 100-1 Rocky Mountain District Map

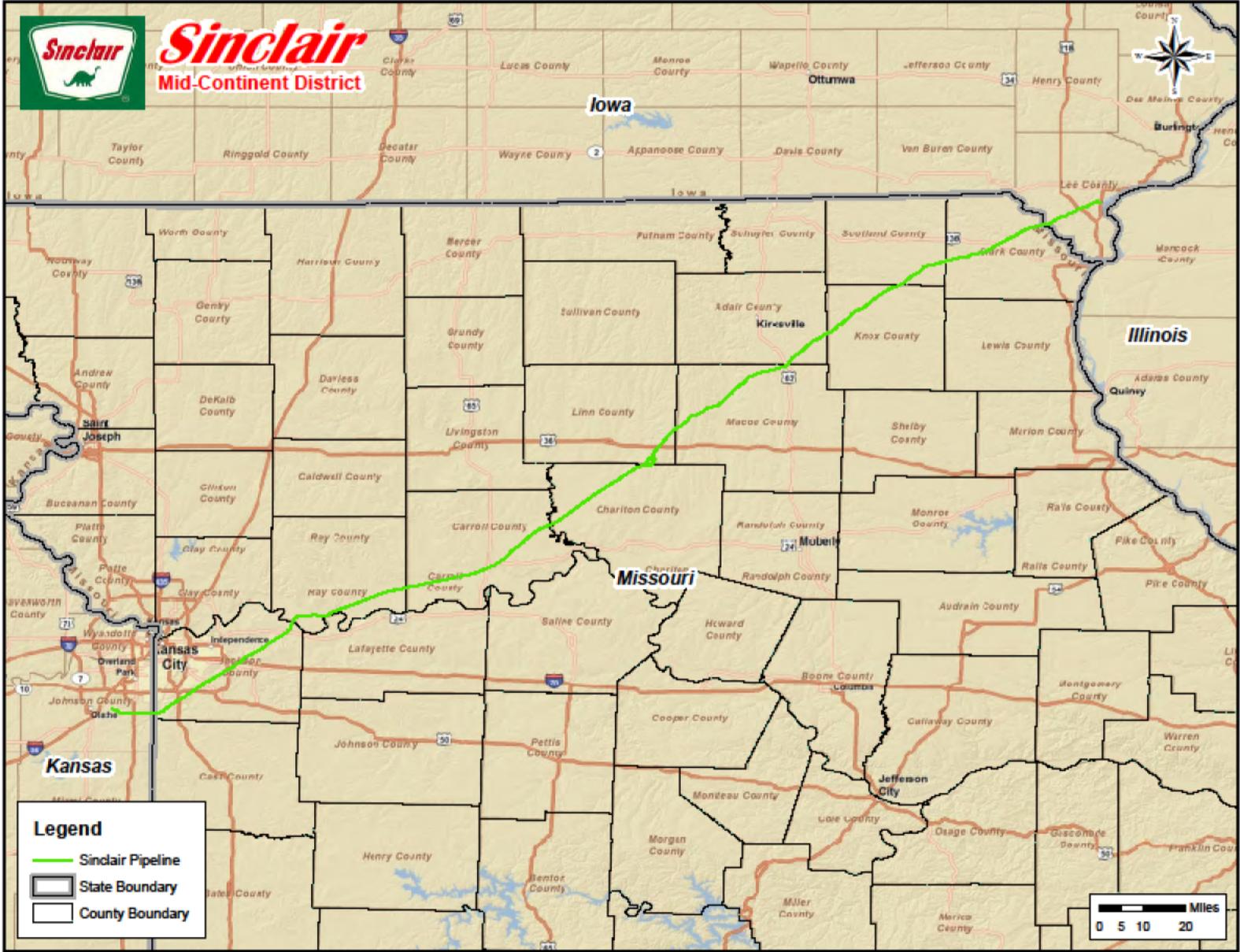
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(b) (7)(F), (b) (3)



13 Figure 100-2 Mid-Continent District Map



130 Official Addresses

(a) Official addresses of all zones and 24-hour telephone numbers are as follows:

Home Office	Rocky Mountain District	Mid-Continent District
Sinclair Transportation Company 550 East South Temple P.O. Box 30825 Salt Lake City, Utah 84102 Phone – 801.524.2700	Sinclair Transportation Company 100 East Washington P.O. Box 185 Sinclair, Wyoming 82334 Phone – 307.324.2636	Sinclair Transportation Company 26036 Old Highway 24 Carrollton, Missouri 64633 Phone – 660.542.0206

**STC's Pipeline Control Center 24-Hour Telephone Number
(800) 321-3994**

140 Company Policy

(a) Preservation of the natural environment is of utmost importance. STC supports and practices policies that will prevent oil spills from occurring.

(b) Specifically STC will support and practice positive conservation measures by:

- Taking precautions reasonably necessary to provide environmental protection of the surroundings in all areas where STC operates pipelines.
- Take action to minimize release of liquid at failure site.
- Designing, operating and maintaining all of its pipeline systems to minimize the risk of, and prevent discharge of oil or hazardous substances to public waters and land.
- Taking all necessary steps to cleanup any oil or hazardous substance spilled quickly, efficiently and with minimum impact on the surrounding environment.
- Complying with all applicable environmental and toxic substance laws and regulations.

(c) The District Manager shall operate and maintain STC systems in conformity with these laws and regulations, except when prevented by unforeseeable or uncontrollable events. This will be done without regard to degree of enforcement.

(d) The District Manager shall be responsible for conformity with this policy within the area of operation. The District Manager shall direct employees to perform their functions in such a manner as to protect the environment and to contribute to early identification and solution of environmental and toxic substance problems.

(e) Every employee is required to uphold this policy.

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150 Plan Distribution

(a) A copy of the Plan will be maintained at STC's home office; at all pump stations that may affect the operating pressure of identified line segments and at locations where response activities may be conducted.

(b) It is the responsibility of any person holding a copy of the Plan or the person responsible for locations where the Plans are kept to make sure that the Plan is transferred to his/her replacement in case of reassignment or change in responsibility.

(c) A distribution list is contained in the front of the Plan showing Plan distribution by copy number and individual to whom the copy is assigned to. It is the responsibility of each person holding a copy of the Plan to advise their supervisor of any changes that need to be made to the Plan.

(d) If PHMSA receives a request from a Federal On Scene Coordinator (FOSC) to review the response plan, PHMSA may require STC to submit a copy of the plan to the FOSC.

(e) An electronic copy of the Response Plan shall be submitted to:

Office of Pipeline Safety
Pipeline Hazardous Materials Safety Administration
Department of Transportation
PHP 80
1200 New Jersey Avenue, SE
Washington, DC 20590-0001

Or

By email to: PHMSA.OPA90@dot.gov

160 Plan Update Procedures

(a) This manual shall be reviewed at intervals not exceeding 15 months, but at least once each calendar year, and appropriate changes made as necessary to insure that the manual is effective.

(b) For *substantial harm* plans, an operator shall resubmit its response plan to OPS every 5 years from the last submission date.

(c) If the plan covers facilities designated as "*significant and substantial harm*", the operator shall resubmit the plan every five years from the last approval date. The plan must be updated more frequently if any of the following conditions occur:

- At least once each year, as part of a tabletop drill, STC operations personnel will review the details of this plan and make appropriate revisions as required by operational or organizational changes.
- At the end of each hypothetical drill, operations personnel will review those portions of this plan which were tested by the drill, and make changes as appropriate.
- As Area Contingency Plans are developed, this plan will be revised to meet the requirements of those plans by the STC Headquarters Group.

(d) Other factors that may require the plan to be updated include the following:

- New pipeline construction or purchase
- Change in worst case discharge volume
- Change in material transported
- Change in Oil Spill Response Organization(s)
- Change in Qualified Individuals or their telephone numbers
- Change in NCP/ACP that will have a significant impact on the appropriateness of response equipment or response strategies
- Change in response procedures
- Change in ownership
- Post-drill evaluation results
- Post-incident evaluation results
- At least once each calendar year at intervals not exceeding 15 months, the names and telephone numbers in this plan will be reviewed by operations personnel, and revisions made accordingly.
- When revisions are received by a plan holder, the revisions should be immediately reviewed and inserted into the Plan and the obsolete pages discarded. This action should then be recorded on the "Revision Log" page included in the front of the Plan.

(e) The Plan will be reviewed after a worst case discharge to evaluate and record the Plan's effectiveness.

170 Submission of Revisions

When a new or different operating condition or information would substantially affect the implementation of the plan, STC shall immediately modify its response plan to address such a change and, within 30 days of making such a change, submit the change to PHMSA. Refer to 140 (e) for the address for submitting the plan. Refer to 150 (b) and (c).

180 National and Area Contingency Plans

(a) This response plan is consistent with the National Contingency Plans (NCP) and all Area Contingency Plans (ACP) currently available in areas where STC operates pipelines. Copies of the Area Contingency Plans and the National Contingency Plans are maintained at the appropriate District Offices. The plans are:

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U.S. EPA Region 7 Integrated Contingency Plan
U.S. EPA Region 8 Regional Contingency Plan

(b) See Section 1100 for procedures for coordinating with the Federal response structure and coordination with the Federal On-Scene Coordinator. See Section 700 for information on the Incident Command System used by STC.

(c) Approval must be obtained from the OSC before using chemical or collecting biological collecting agents. Sinking agents **will not** be used for spill control or cleanup activities.

SINCLAIR TRANSPORTATION COMPANY



SECTION 200

INCIDENT NOTIFICATION PROCEDURES

200 Incident Notification Procedure

200.1 Scope and Purpose

This section describes the policies and procedures used to receive notice of emergencies, determine what level of reporting and report incidents. For the purpose of this procedure an incident is defined as a failure in a pipeline system in which there is a release of a hazardous liquid resulting in any of the following:

- Fire or explosion not intentionally set by Sinclair
- Death of any person
- Personal injury necessitating hospitalization
- Release of five (5) gallons or more of a hazardous liquid

210 Receipt of Emergency Notices

(a) Most reports of pipeline incidents will be received by the Control Center. However, notice of emergencies may be received by a variety of Sinclair personnel, the public and public authorities.

(b) Any company or contract employee who observes or discovers an incident or conditions within the pipeline system, which may affect the operation and integrity of the pipeline, will immediately notify the Control Center of the incident or condition.

**The Sinclair Control Center is staffed 24 hours a day
The telephone number is 800-321-3994 and 307-324-2636**

(c) Initial information regarding an incident is critical. Leak/spill reports are often received from an outsider who is not familiar with pipeline terminology. The report is often vague when describing the leak location. It is extremely important that you question the reporter thoroughly to obtain as much information as possible. Try to determine the location with respect to a known landmark. Answers to some questions may be unknown by the person reporting the incident, but it is important to gather as much information as possible regarding the nature of the leak/spill and the conditions at the leak/spill site. One of the most important pieces of information to obtain is a call back number.

(d) A form that may be used for receiving essential information is shown in Form 201-1 – Pipeline Leak/Spill Data or Form 201-2 Pipeline Fire/Explosion/Accident Involving Injury Data. All incident reporting forms are located in the ERMM Forms Appendix.

(e) When an incident is reported, a written log should be maintained by the Control Center (CC) for recording the occurrence of key events. This will facilitate post-incident review and preparation of reports. See Form 201-4 for a sample form that may be used to record incident events.

220 Initial Response to Emergency Notices

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(a) Using information from the Pipeline Leak/Spill Data Form 201-1 or Pipeline Fire/Explosion/Accident Involving Injury Form 201-2 and Figure 201-3, the CC will determine the appropriate immediate response.

(b) See Figure 201-3 for a flow chart that will aid in this decision process and shows the response procedures that should be followed. In all cases, a notice of a release from a hazardous liquid pipeline system requires immediate shutdown of that pipeline system.

13

(c) For a fire, explosion or an accident involving personnel injury, notify the appropriate response agency such as police, fire, or ambulance. Refer to telephone list in the front pocket for a listing of emergency responder telephone numbers. Before making the call to an emergency responder, complete the form shown in Form 201-5 or 201-6 depending on the type of incident. A call to a responding agency should include, at a minimum, the following information:

- Name of the STC Control Center Controller and telephone number
- Nature of incident being reported
- Type of help requested of the responder
- Approximate arrival time of Sinclair's responding personnel if not already on the scene
- Identity of other responders notified
- Other information which may assist the responder

(d) If the person reporting the incident has made a call to local emergency responders, make a verification call.

(e) Request the local emergency responder keep you advised as to actions taken locally so that responding pipeline personnel may be kept current and know what to expect when they arrive on the scene.

230 Incident Reporting

230.1 Sinclair Internal Reporting

(a) A telephone report shall be made promptly to the qualified individual (QI) for the response zone, typically, area operators are the designated QI's for their area of responsibility.

(b) Contact the District Manager, Operations Supervisor, and Maintenance Supervisor. Additional internal notifications shall be made, as necessary, by STC management including notification of Vice President Transportation.

(c) A STC Break and Leak Report (See Form 201-8) will be completed for spills which meet the following criteria:

- All spills to water
- Any spill of five (5) gallons or more regardless of whether it is confined to company property or ROW or is as a result of pipeline maintenance activity
- Any spill reported to a government agency

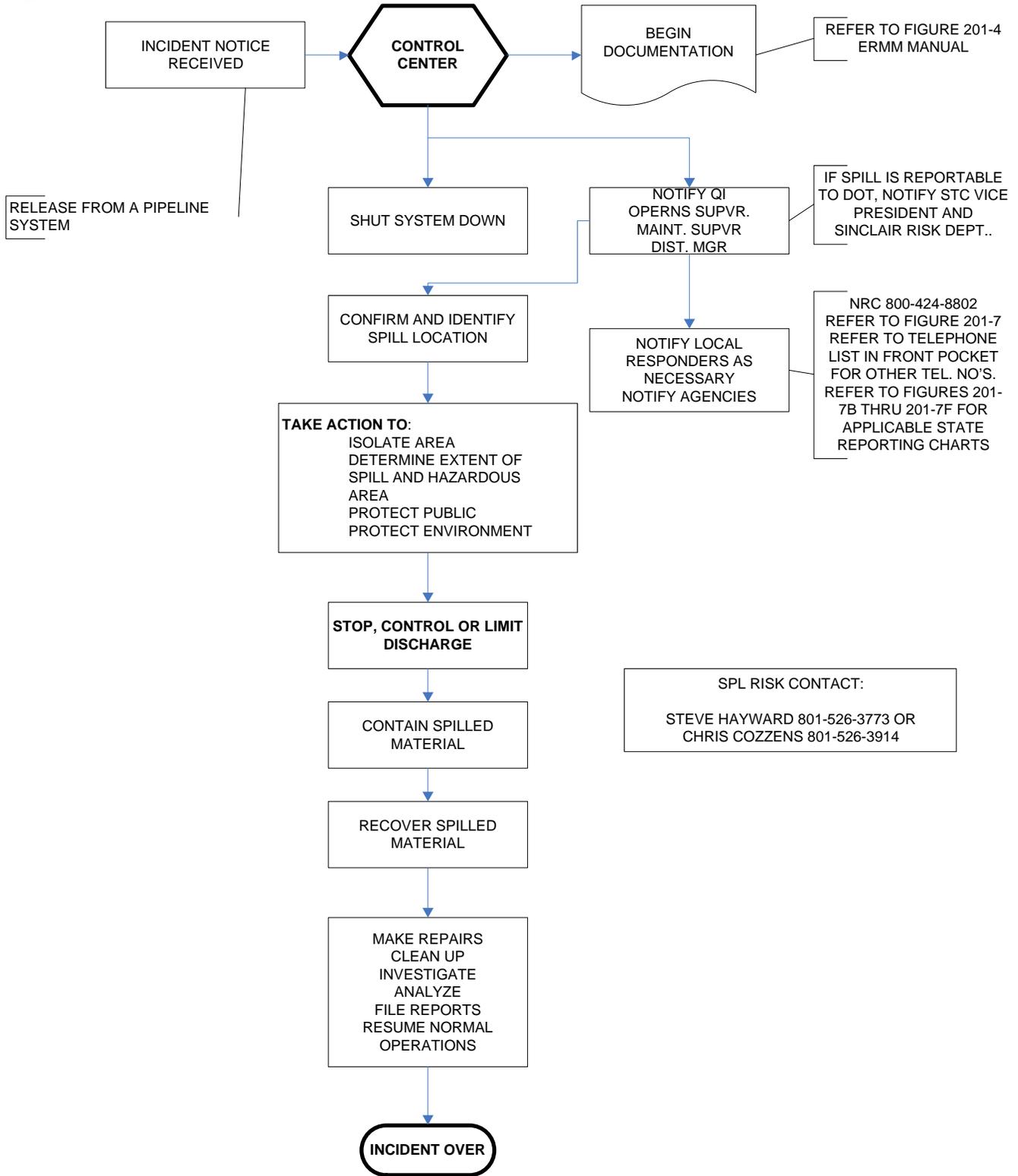
230.2 PHMSA Accident Reporting

(a) An accident report is required for each failure in a pipeline system in which there is a release of the hazardous liquid transported resulting in any of the following:

- Explosion or fire not intentionally set by STC.
- Release of 5 gallons or more of hazardous liquid, except that no report is required for a release of less than 5 barrels resulting from a pipeline maintenance activity if the release is:
 - Not otherwise reportable under this section;
 - Not one to any body of water;
 - Confined to company property or pipeline right-of-way; and
 - Cleaned up promptly;
- Death of any person;
- Personal injury necessitating hospitalization;
- 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.

Sinclair Transportation Company – Emergency Response & Management Manual

Figure 201-3 STC Incident Response Plan



230.2.1 PHMSA Telephonic Reporting

(a) At the earliest practicable moment, but not more than 2 hours, following discovery of a release of the hazardous liquid transported resulting in an event described in Section 230.2. STC shall telephonically report or electronically report at <http://www.nrc.uscg.mil> the event to the National Response Center (NRC) if the release;

- Caused a death or a personal injury requiring hospitalization;
- Resulted in either a fire or explosion not intentionally set by STC;
- Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to STC property or others, or both, exceeding \$50,000;
- Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or
- If, in Sinclair's judgment, the incident was significant even though it did not meet the criteria of any other paragraph of this section.

(b) The telephonic report to NRC is made to 800-424-8802 and must include the following information:

- Name and address and identification number (15156) of STC.
- Name and telephone number of the reporter.
- The location of the failure.
- The time of the failure.
- The fatalities and personal injuries, if any.
- Initial estimate of amount of product released. See Section 630 and 631.
- All other significant facts known that are relevant to the cause of the failure or extent of the damages.

(c) Refer to Figure 201-7 for the flow diagram of the Federal Telephonic Reporting Requirements.

(d) An additional telephonic report to NRC should be made if significant new information becomes available during the emergency response phase of a reported event at the earliest practicable moment after such additional information becomes known.

230.2.2 PHMSA Written Reporting

(a) An accident that is required to be reported under Section 230.2 shall as soon as practicable, but not later than 30 days after discovery of the accident, prepare and file an accident report on DOT Form 7000-1. Refer to Figure 201-7G for the flow diagram of the Federal Written Reporting Requirements.

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(b) Whenever STC receives any changes in the information reported or additions to the original report on DOT Form 7000-1, it shall file a supplemental report within 30 days (See Section 230.4). Refer to Form 201-9 for a copy of the DOT Form 7000-1 and Section 240 for instructions for completing DOT Form 7000-1.

(c) If the Department of Transportation investigates an accident, STC shall make available to the representative of the Department all records and information that in any way pertain to the accident and shall afford all reasonable assistance in the investigation of the accident.

13

(d) Federal DOT 7000-1 forms shall submitted online using the Online Data Entry at: <http://www.phmsa.dot.gov/resources/e-forms>. Submissions require the operator ID number and a password. Sinclair's operator ID number is 15156. Contact the Regulatory Compliance Office to obtain the latest password.

230.3 State Agency Accident Reporting

(a) A spill to waters of any state should be reported to that state immediately. Refer to the telephone numbers for each state in Figure 201-7B thru 201-7F and the telephone list.

(b) Different states have different telephonic reporting requirements for spills to land and other types of incidents. Refer to Figures 201-7 B thru 201-7F for state reporting requirements.

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(c) When reporting a pipeline leak/spill to a local or state agency by telephone, complete the form "Information for Telephonic Reporting" Form 201-5 prior to the call. This will aid in the transfer of facts to the agency.

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(d) When reporting a pipeline fire, explosion, or pipeline accident involving injury to personnel to a local or state agency by telephone, complete the form "Information for Telephonic Reporting of Pipeline Incidents" Form 201-6 prior to the call. This will aid in the transfer of facts to the agency.

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230.4 Supplemental Accident Reports (PHMSA F 7000-1 12-2012)

(a) A supplemental report should be used to report any information relative to an incident that was not reported on the initial report. An example would be to

update damage costs. All relevant costs must be included in the estimated property damage total. This includes but is not limited to:

Property damage (both operator and others)
Cost of commodity/product not recovered
Cost of facility repair/replacement
Right-of-way cleanup
Environmental clean-up
Environmental damage

(b) Facility repair, replacement or change that is not related to the incident but is done by the operator as a matter of convenience, i.e., to take advantage of access to facilities unearthed because of the incident should not be included.

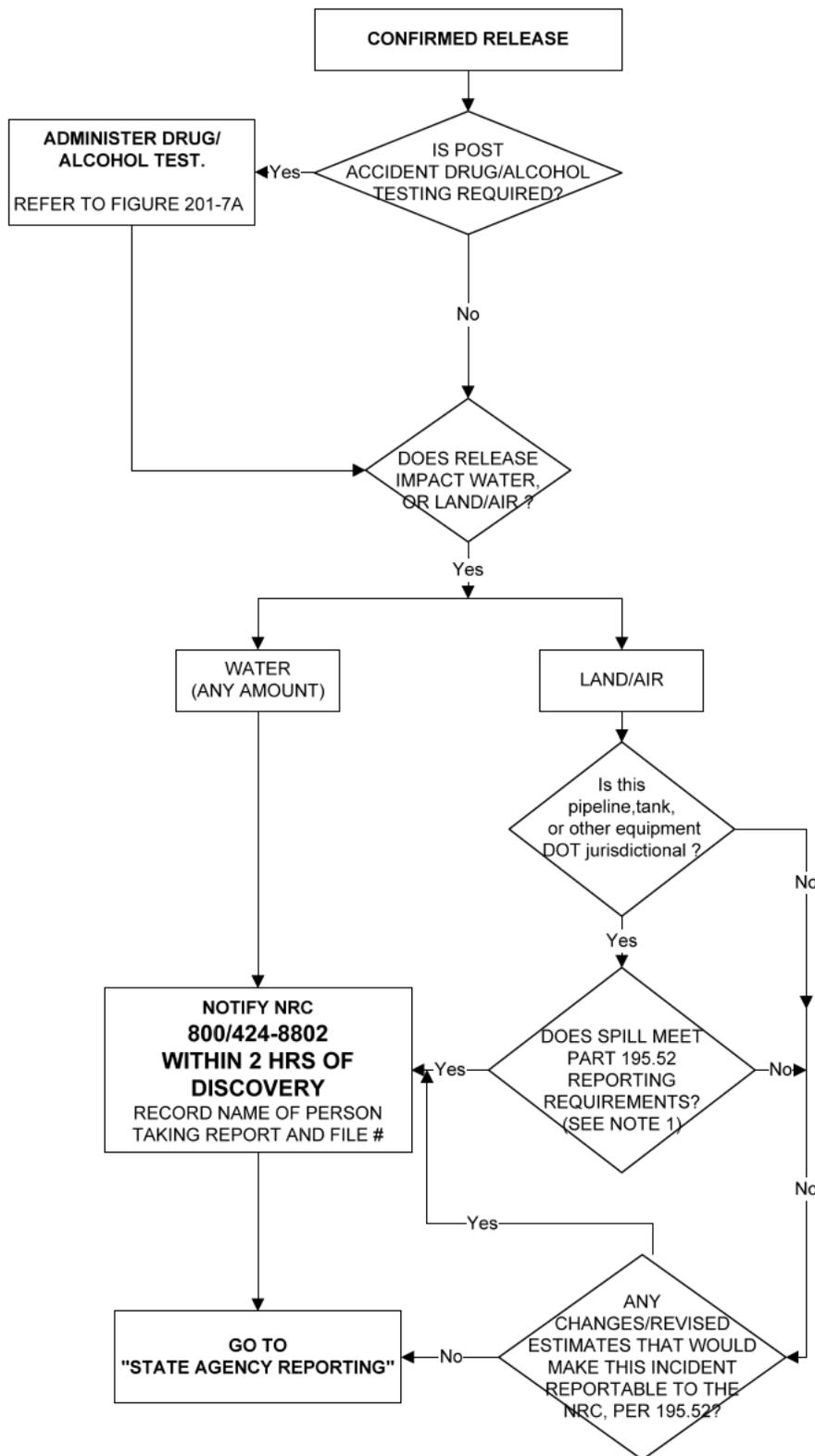
(c) The form to be used for a supplemental report is the same form used for making the initial report.

(d) A supplemental report must be made within 30 days of any changes in the information reported or additions to the original report. The District Manager or designee is responsible for filing supplemental reports.

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Sinclair Transportation Company – Emergency Response & Management Manual

Figure 201-7 Federal Telephonic Reporting Requirements

**NOTE 1:****DOT TELEPHONIC REPORTING REQUIREMENTS PART 195.52**

1. CAUSED A DEATH OR PERSONAL INJURY REQUIRING HOSPITALIZATION.
2. RESULTED IN A FIRE OR EXPLOSION NOT INTENTIONALLY SET BY THE OPERATOR.
3. CAUSED ESTIMATED PROPERTY DAMAGE INCLUDING COST OF CLEAN-UP AND RECOVERY, VALUE OF LOST PRODUCT, AND DAMAGE TO THE PROPERTY OF THE OPERATOR OR OTHERS, OR BOTH EXCEEDING \$50,000;
4. RESULTED IN POLLUTION OF ANY STREAM, RIVER, LAKE RESERVOIR OR OTHER SIMILAR BODY OF WATER THAT VIOLATED APPLICABLE WATER QUALITY STANDARDS OR CAUSED A DISCOLORATION OF THE SURFACE OF THE WATER OR UPON ADJOINING SHORELINES; OR
5. WAS OTHERWISE SIGNIFICANT IN THE OPERATORS JUDGEMENT EVEN THOUGH IT DID NOT MEET THE CRITERIA OF ANY OTHER PART OF 195.

TELEPHONIC REPORT MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME, ADDRESS & ID NUMBER (15156) OF THE OPERATOR.
- (2) NAME AND TELEPHONE NUMBER OF THE REPORTER.
- (3) THE LOCATION OF THE FAILURE.
- (4) THE TIME OF THE FAILURE.
- (5) THE FATALITIES AND PERSONAL INJURIES, IF ANY.
- (6) INITIAL ESTIMATE OF AMOUNT OF PRODUCT
- (7) ALL OTHER SIGNIFICANT FACTS KNOWN BY THE OPERATOR THAT ARE RELEVANT TO THE CAUSE OF THE FAILURE OR EXTENT OF THE DAMAGES.

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Figure 201-7 A Post Accident Drug and Alcohol Testing

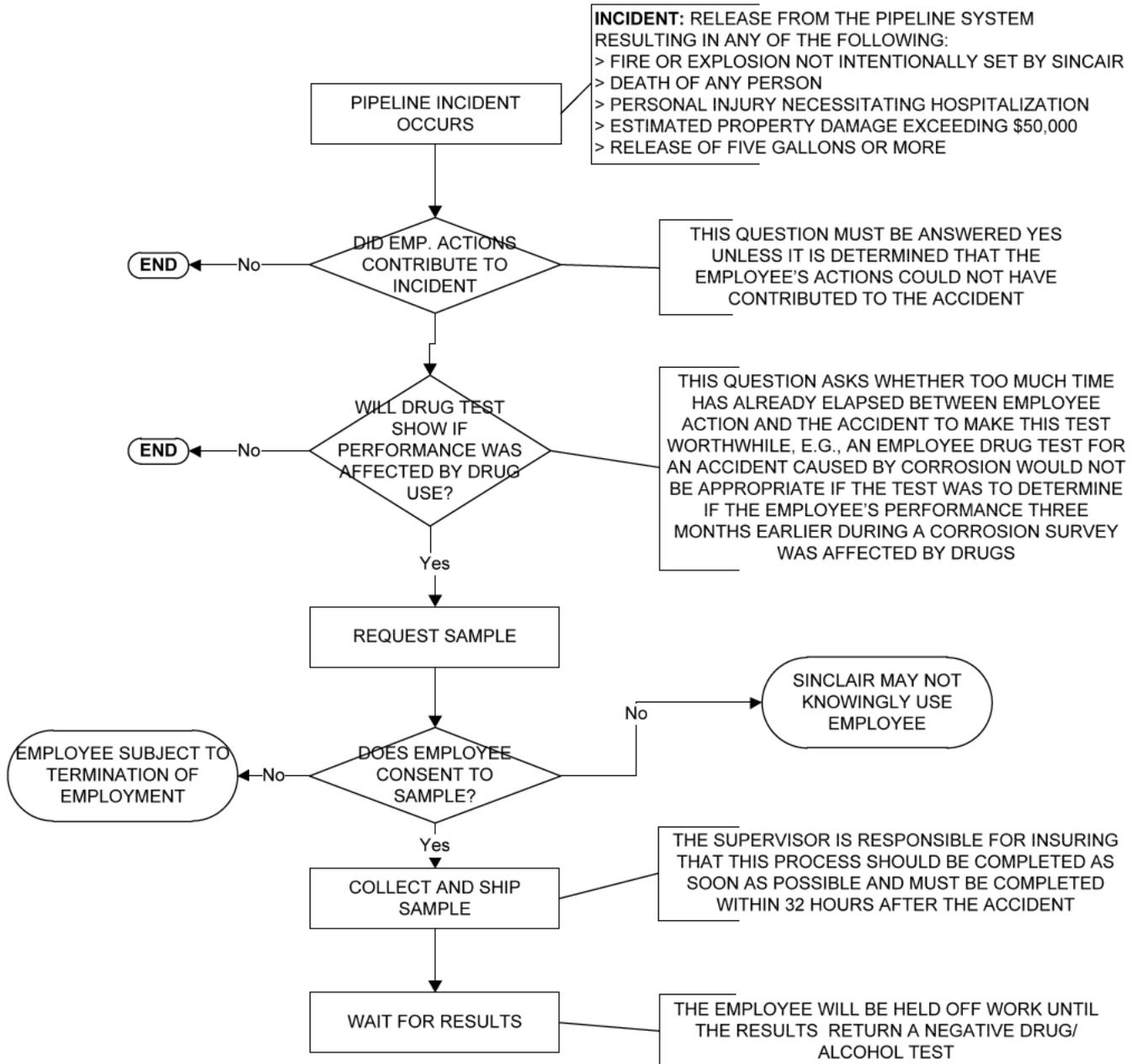


Figure 201-7B Wyoming Reporting Requirements

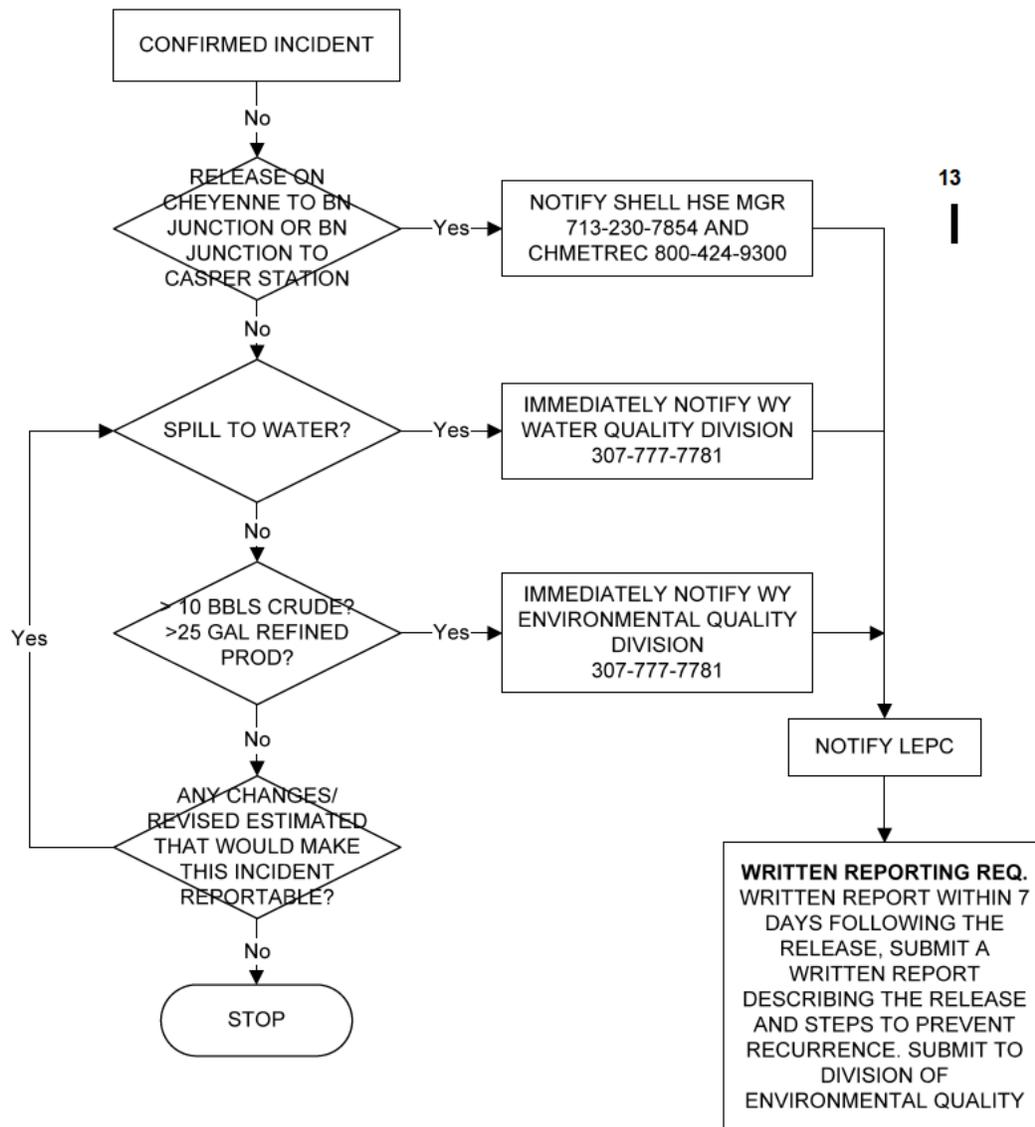
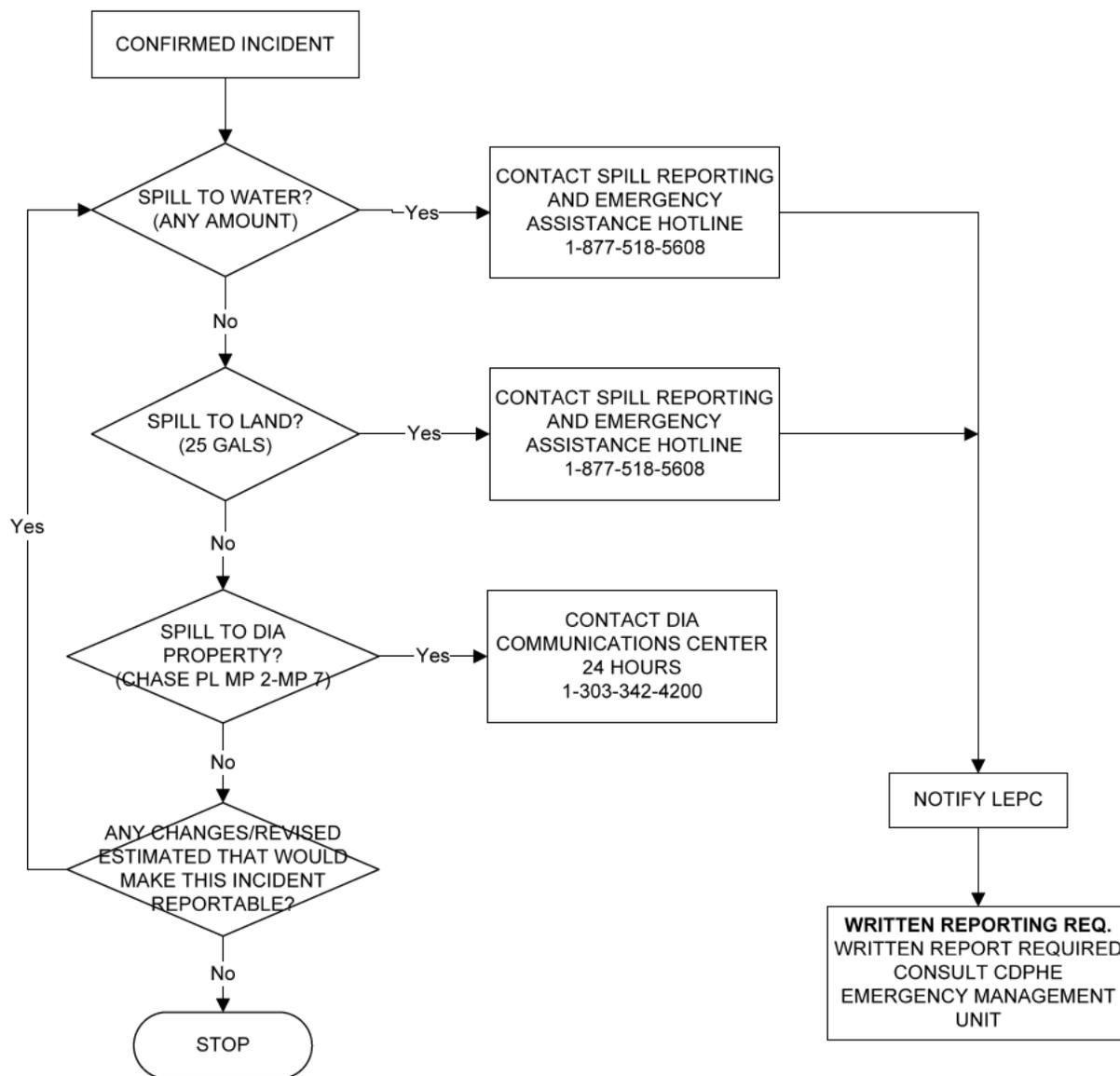


Figure 201-7C Colorado Reporting Requirements



COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT
4300 CHERRY CREEK DRIVE SOUTH
DENVER, CO 80222-1530

Figure 201-7 D Iowa Reporting Requirements

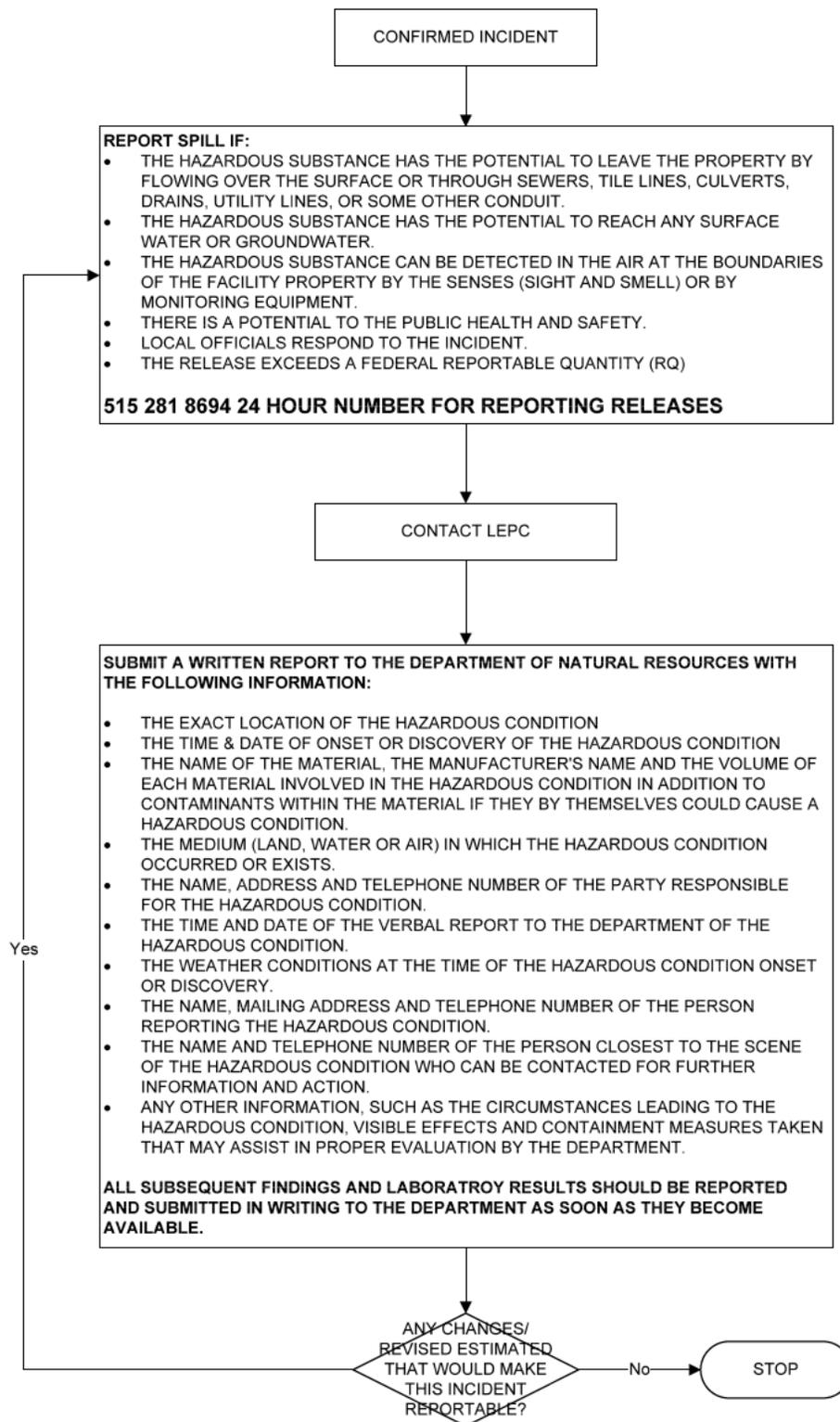


Figure 201-7 E Missouri Reporting Requirements

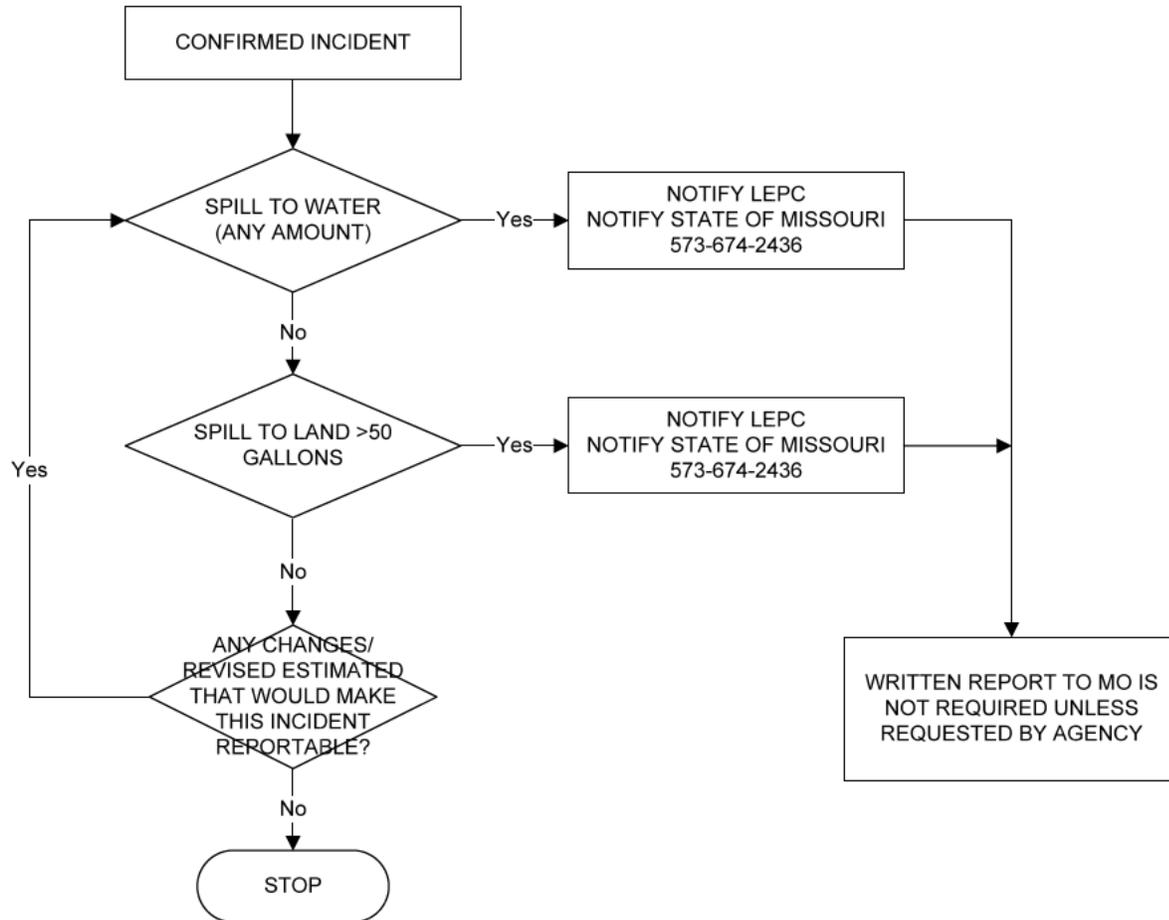
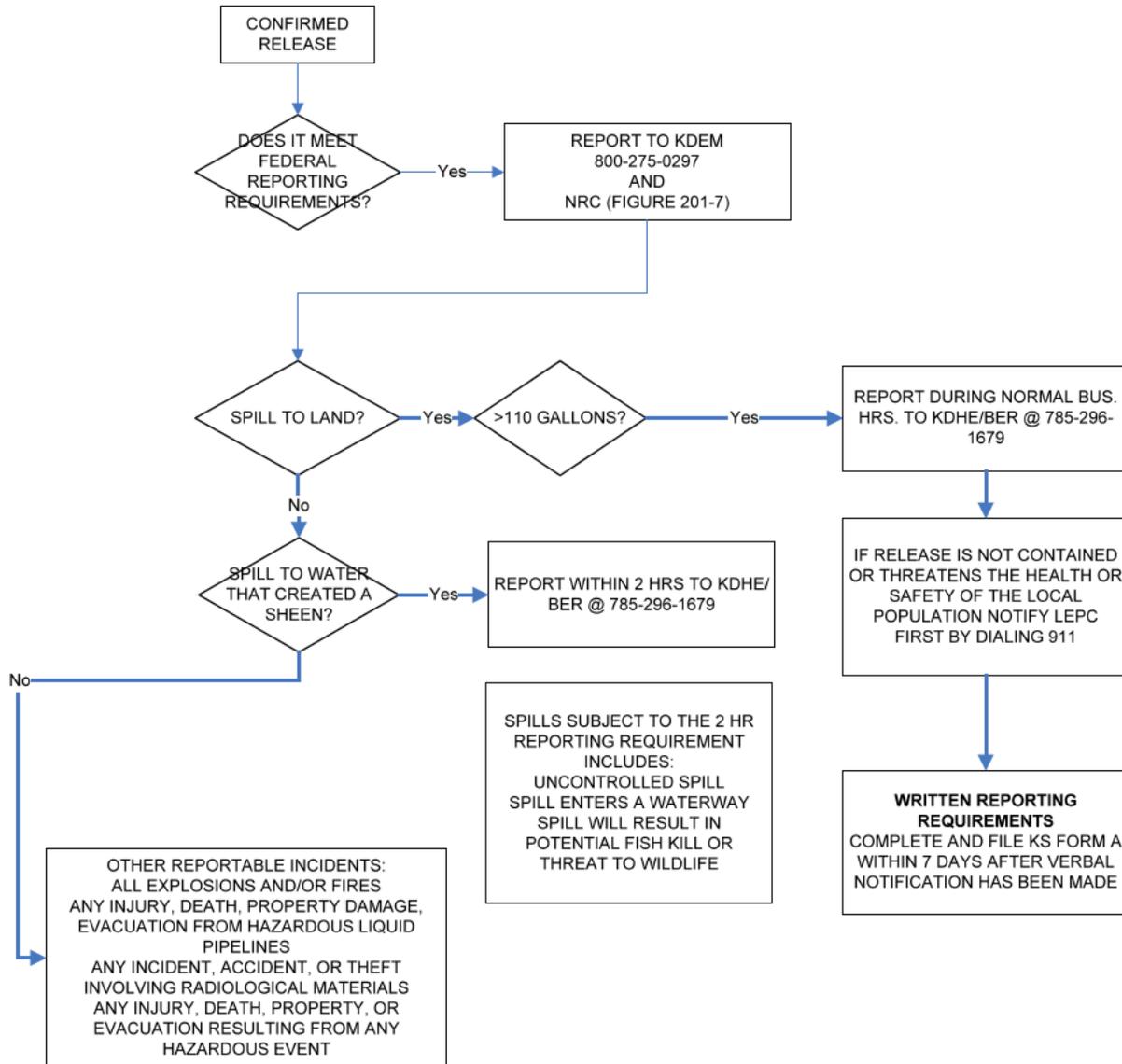
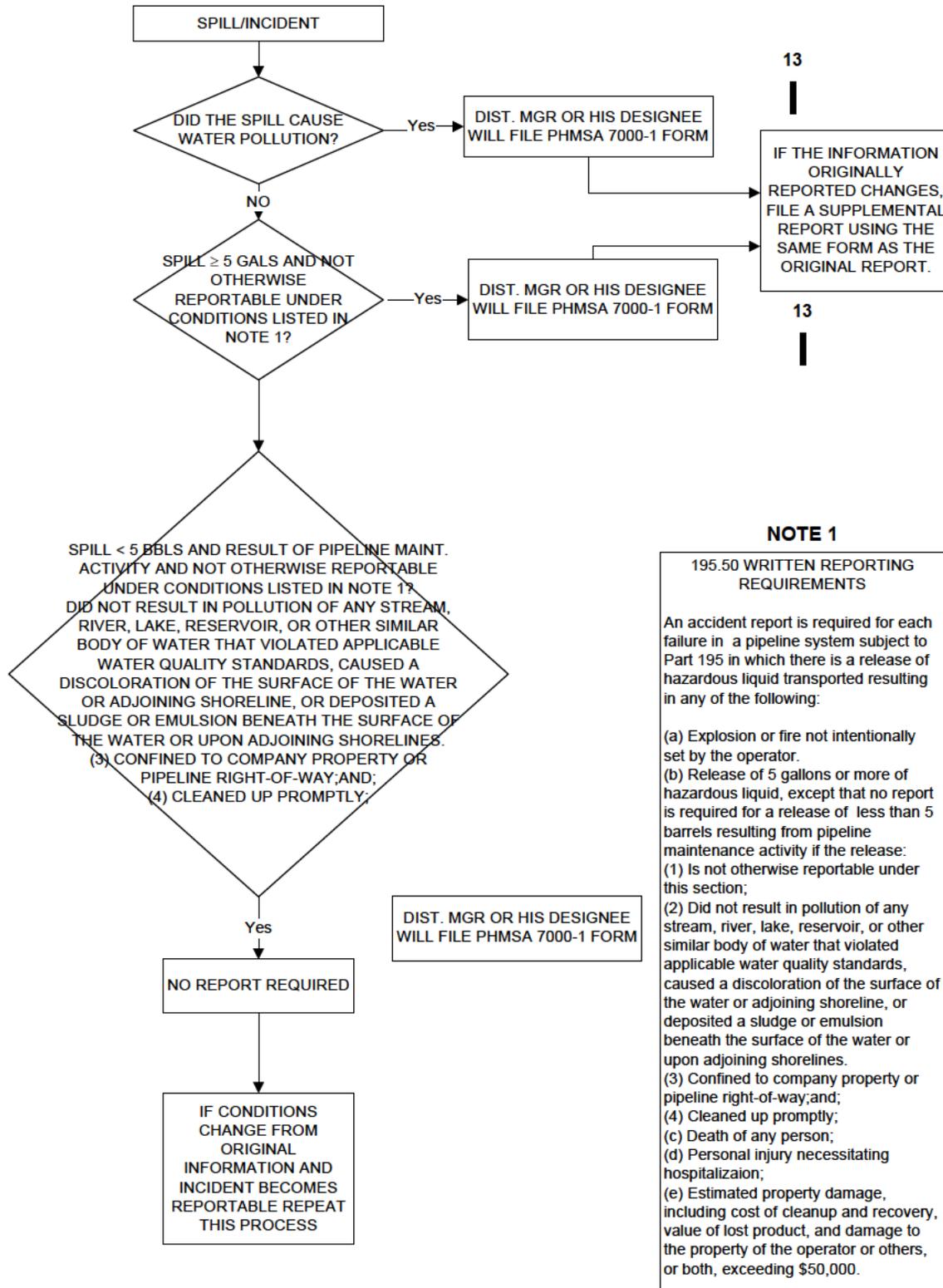


Figure 201-7 F Kansas Reporting Requirements



[KS Form A Revised 06-09-10\[1\].pdf](#)

Figure 201-7G Federal Written Reporting Requirements



240 Instructions for Form PHMSA F 7000-1 (12-2012)

Refer to Form 201-9 PHMSA F 7000-1 'Accident Report-Hazardous Liquid Pipeline'. The report should be completed fully and accurately based on the information available to the operator at the time the report is filed.

*INSTRUCTIONS FOR FORM PHMSA F 7000-1 (Rev. 01-2010)
ACCIDENT REPORT - HAZARDOUS LIQUID PIPELINE SYSTEMS
Revised (11/2010)*

GENERAL INSTRUCTIONS

Each hazardous liquid pipeline operator shall file a written report for an accident that meets the criteria in 49 CFR §195.50 as soon as practicable but not more than 30 days after discovery of the accident, using the appropriate form. Hazardous liquid releases during maintenance activities need not be reported if the spill was less than 5 barrels, not otherwise reportable under 49 CFR §195.50, did not result in water pollution as described by 49 CFR §195.52(a)(4), was confined to company property or pipeline right-of-way, and was cleaned up promptly. Any spill of 5 gallons or more to water shall be reported.

If you need copies of the Form PHMSA F 7000-1 and/or instructions they can be found on the Pipeline Safety Community main page, <http://phmsa.dot.gov/pipeline>, by clicking the Library hyperlink and then the Forms hyperlink under the "Mini Menu" on the right of the web page. The applicable forms are listed in the section titled Accidents/Incidents/Annual Reporting Forms. If you have questions about this report or these instructions, please call (202) 366-8075. Please type or print all entries when submitting forms by mail or Fax.

195.50 Reporting accidents.

An accident report is required for each failure in a pipeline system subject to this part in which there is a release of the hazardous liquid or carbon dioxide transported resulting in any of the following:

- (a) Explosion or fire not intentionally set by the operator.
- (b) Release of 5 gallons (19 liters) or more of hazardous liquid or carbon dioxide, except that no report is required for a release of less than 5 barrels (0.8 cubic meters) resulting from a pipeline maintenance activity if the release is:
 - (1) Not otherwise reportable under this section;
 - (2) Not one described in §195.52(a)(4);
 - (3) Confined to company property or pipeline right-of-way; and
 - (4) Cleaned up promptly;
- (c) Death of any person;
- (d) Personal injury necessitating hospitalization;

- (e) 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.

195.52 Telephonic Notice of Certain Accidents.

(a) At the earliest practicable moment following discovery of a release of the hazardous liquid or carbon dioxide transported resulting in an event described in §195.50, the operator of the system shall give notice, in accordance with paragraph (b) of this section, of any failure that:

- (1) Caused a death or a personal injury requiring hospitalization;
- (2) Resulted in either a fire or explosion not intentionally set by the operator;
- (3) Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;
- (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; or
- (5) In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

(b) Reports made under paragraph (a) of this section are made by telephone to 800-424-8802 (for those without 800 access: 202-267-2675) and must include the following information:

- (1) Name and address of the operator.
- (2) Name and telephone number of the reporter.
- (3) The location of the failure.
- (4) The time of the failure.
- (5) The fatalities and personal injuries, if any.
- (6) All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

Telephonic reports are assigned an NRC number, which operators should note. When applicable, National Response Center call information must be reported in Question 6 of the Form PHMSA F 7000-1.

195.54 Accident reports.

(a) Each operator that experiences an accident that is required to be reported under §195.50 shall as soon as practicable, but not later than 30 days after

discovery of the accident, prepare and file an accident report on DOT Form 7000–1, or a facsimile.

(b) Whenever an operator receives any changes in the information reported or additions to the original report on DOT Form 7000–1, it shall file a supplemental report within 30 days.

REPORTING METHODS

Use one of the following methods to submit your report. We strongly encourage online reporting over hardcopy submissions. If you prefer, you can mail or fax your completed reports to DOT/PHMSA.

1. Online

a. Navigate to the new **Electronic Incident Accident (EIA) System** at the following URL <http://pipelineonlinereporting.phmsa.dot.gov/>.

b. Enter Operator ID and PIN (*the name that appears is the operator name assigned to the operator ID and PIN and is automatically populated by our database and cannot be changed by the operator at the time of filing*).

c. Under **“Create Reports”** on the left side of the screen, select the type of report you would like to create (i.e., gas transmission or gas distribution incident, or hazardous liquid accident) and proceed with entering your data. **Note:** *Data fields marked with a single asterisk are considered required fields that must be completed before the system will accept your initial filing.*

d. Click **“Submit”** when finished with your filing to have your report uploaded to our database; or click **“Save”** which doesn’t submit the report to PHMSA but stores it in a draft status to allow you to come back to complete your filing at a later time. **Note:** *The “Save” feature will allow you to start a report and save a draft of it which you can print out to gather additional information and then come back to accurately complete your data entry before submitting it to PHMSA.*

e. Once you hit [Submit], the system will return you to the initial view of the screen that lists your [Saved Incident/Accident Reports] in the top portion of the screen and your [Submitted Incident/Accident Reports] in the bottom portion of the screen. **Note:** *To confirm that your report was successfully submitted to PHMSA, look for it in the bottom portion of the screen where you can also view a PDF of what you submitted.*

Note: Supplemental Report Filing – follow steps 1.a and 1.b above and then select a report from the [Submitted Incident/Accident Reports] lists as described in step 1.e. The report will default to supplemental and pre-populate data fields with data you previously submitted. At this point, you can amend your data and re-submit the report to PHMSA.

If you submit your report online, PLEASE DO NOT MAIL OR FAX the completed report to DOT as this may result in duplicate entries.

2. Mail to:

DOT/PHMSA Office of Pipeline Safety
Information Resources Manager,
1200 New Jersey Ave., SE
East Building, 2nd Floor, (PHP-20)
Room Number E22-321
Washington, DC 20590

3. Fax to: Information Resources Manager at (202) 366-4566.

30-DAY WRITTEN REPORT RETRACTION

An operator who submits a 30-day written report for an accident and upon subsequent investigation determines the accident did not meet the criteria in 49 CFR 195.50 should request to have the report retracted. Requests to retract a 30-day written report should be submitted on operator letterhead and mailed or faxed to the Information Resources Manager at the address/fax number above. Letters to request retraction may also be submitted as email attachments to InformationResourcesManager@dot.gov. Requests should include the following information:

- a: The Report ID, the unique 8-digit identifier assigned by PHMSA,
- b: Operator name,
- c: PHMSA-issued operator ID number,
- d: Date of the accident,
- e: Location of the accident (e.g., for onshore accidents: city, county, state), and
- f: A brief statement as to why the 30-day written report should be retracted.

SPECIAL INSTRUCTIONS

1. Certain data fields must be completed before an Original Report will be accepted. The data fields that must be completed for an Original Report to be accepted are indicated on the form by a single asterisk (*). If filing a hardcopy of this report, the report will not be accepted by PHMSA unless all of these fields have been completed. If filing on-line, your Original Report will not be able to be submitted until the required information has been provided, although your partially completed form can be saved on-line so that you can return at a later time to provide the missing information.
2. An entry should be made in each applicable space or check box, unless otherwise directed by the section instructions.
3. If the data is unavailable, enter “unknown” for text fields and leave numeric fields and fields using check boxes or “radio” buttons blank.

4. If possible, provide an **estimate** in lieu of answering a question with “unknown” or leaving the field blank. Estimates should be based on best-available information and reasonable effort.
5. For unknown or estimated data entries, the operator should file a supplemental report when additional information becomes available to finalize the report.
6. If the question is not applicable, please enter “N/A” for text fields and leave numeric fields and fields using check boxes or “radio” buttons blank.
7. For questions requiring numeric answers, all data fields should be filled in using zeroes when appropriate. When decimal points are required, **the decimal point should be placed in a separate block** in the data field.

Examples:

(Part C, item 3.a,) Nominal diameter of pipe (in): /0/0/2/4/ (24 inches)

/3/.5/ (3.5 inches)

(Part C, item 3.b), Wall thickness (in) /0/.3/1/2/ (0.312 inches)

(Part C, item 3.c), SMYS /0/5/2/,/0/0/0/ (52,000 psi)

8. If **OTHER** is checked for any answer to a question, please include an explanation or description on the line provided next to the item checked.
9. Pay close attention to each question for the phrase: a. **(select all that apply)**
b. **(select only one)** If the phrase does not exist for a given question, then “select only one” is the default instruction. “Select all that apply” means that you should choose all answers that are applicable. “Select only one” means that you should select the single, primary or most applicable answer. **DO NOT SELECT MORE ANSWERS THAN REQUESTED.**
10. **Date format** = mm/dd/yy or for year = /yyyy/
11. **Time format:** All times are reported as a 24-hour clock: **Time format**
Examples:
a. (0000) = midnight = /0/0/0/0/ b. (0800) = 8:00 a.m. = /0/8/0/0/ c. (1200) = Noon = /1/2/0/0/ d. (1715) = 5:15 p.m. = /1/7/1/5/ e. (2200) = 10:00 p.m. = /2/2/0/0/
12. **Local time** always refers to time at the site of the accident.

SPECIFIC INSTRUCTIONS

PART A – GENERAL REPORT INFORMATION

Report Type: (select all that apply)

Check the appropriate report box or boxes to indicate the type of report being filed. Depending on the descriptions below, the following combinations of boxes may be selected:

- Original Report only
- Original Report plus Final Report
- Supplemental Report only
- Supplemental Report plus Final Report

Original Report

Select this type of report if this is the FIRST report filed for this accident.

If all of the information requested is known and provided at the time the initial report is filed, including final property damages and accident cause information, check the box for “Final Report” as well as the box for “Original Report,” indicating that no further information will be forthcoming.

 Supplemental Report

Select this type of report only if you have already filed an “Original Report” AND you are now providing new, updated, and/or corrected information. Multiple supplements are to be submitted as needed in order to provide new, updated, and/or corrected information as it becomes available. In cases where an incident results in long-term remediation, an operator may cease filing Supplemental Reports in the following situations and, instead, file a Final Report even when additional remediation costs and recovery of released commodity are still occurring:

1. When the incident response consists only of long-term remediation and/or monitoring which is being conducted under the auspices of an authorized governmental agency or entity.
2. When the estimated final costs and volume of commodity recovered can be predicted with a reasonable degree of certainty.
3. When the volume of commodity recovered over time is consistently decreasing to the point where an estimated total volume of commodity recovered can be predicted with a reasonable degree of accuracy.
4. When the operator can justify (and explain in the Part H – Narrative) that the continuation of Supplemental Report filings in the future will not provide any essential information which will be critically different than that contained in a Final Report filed currently.

In any of these cases, though, if the reported total volume of commodity released or other previously reported data other than “Estimated cost of Operator’s environmental remediation” or “Estimated volume of commodity recovered” is found to be inaccurate, a Supplemental Report is still required.

For Supplemental Reports filed by fax or mail, please check the **Supplemental Report** box, complete Part A, Items 1 through 6, and then enter information that has changed or is being added. Please do not enter previously submitted information that has not changed other than Items 1-6, which are needed to provide a way to identify previously filed reports.

For Supplemental Reports filed online, all data previously submitted will automatically populate in the form. Page through the form to make edits and additions where needed.

Operators are encouraged to file supplemental reports within one year in those instances where the supplemental report is used to update information from investigations that were still ongoing when the prior report was filed.

Final Report

Select this type of report if you are filing an “Original Report” for which no further information will be forthcoming (as described under “Original Report” above) or if you have already filed an “Original Report” AND you are now providing new, updated, and/or corrected information via a “Supplemental Report” AND you are reasonably certain that no further information will be forthcoming. (Note: If an Operator files one of the two types of “Final” Reports and then subsequently finds that new information needs to be provided, it should submit another “Supplemental Report” and select the appropriate box or boxes – “Supplemental + Final” (if appropriate) – for the newly submitted report and include an explanation in the PART H Narrative.)

Supplemental reports must be filed within 30 days following the Operator’s awareness of new, additional, or updated information. Failure to comply with these requirements can result in enforcement actions, including the assessment of civil penalties not to exceed \$100,000 for each violation for each day that such violation persists up to a maximum of \$1,000,000

Required Fields for Small Releases:

If the release is at least 5 gallons but is less than 5 barrels with no additional consequences (see below), complete only the fields indicated by light-grey shading. If the spill is to water as described in 49 CFR §195.52(a)(4) or is otherwise reportable under §195.50, then the entire Form F 7000-1 must be completed.

The entire form must be completed for any releases that

- Involve death or personal injury requiring hospitalization; or
- Involve fire or explosion; or
- Are 5 barrels or more; or
- Have property damage greater than \$50,000: or
- Result in pollution of a body of water.

If any of these events occurred, complete the entire Form F 7000-1.

In Part A, answer questions from 1 thru 18 by providing the requested information or by checking the appropriate box.

1. Operator’s OPS -Issued Operator Identification Number (OPID):

The Pipeline and Hazardous Materials Safety Administration (PHMSA) assigns the operator’s identification number. Most OPIDs are 5 digits. Older OPIDs may

contain fewer digits. If your OPID contains fewer than 5 digits, insert leading zeros to fill all blanks. Contact us at (202) 366-8075 if you need assistance with an identification number during our business hours of 8:30 AM to 5:00 PM Eastern Time.

2. Name of Operator

This is the company name used when registering for an Operator ID and PIN in the Online Data Entry System. For online entries, the Name of Operator should be automatically filled in based on the Operator Identification Number entered in question 1. If the name that appears does not coincide with the Operator ID, contact PHMSA at the number provided in Question 1.

3. Address of Operator

Enter the address of the operator's business office to which any correspondence related to the accident report should be sent.

4. Local time (24-hour clock) and date of the Accident.

For pipeline systems crossing multiple time zones, enter the time at the location of the accident.

See page 5 for examples of Date format and Time format expressed as a 24-hour clock

5. Location of Accident:

The latitude and longitude of the accident are to be reported as Decimal Degrees with a minimum of 5 decimal places (e.g. Lat: 38.89664 Long: -77.04327), using the NAD83 or WGS84 datum.

If you have coordinates in degrees/minutes or degrees/minutes/seconds use the formula below to convert to decimal degrees:

$$\text{degrees} + (\text{minutes}/60) + (\text{seconds}/3600) = \text{decimal degrees}$$

e.g. $38^{\circ} 53' 47.904'' = 38 + (53/60) + (47.904/3600) = 38.89664^{\circ}$

All locations in the United States will have a negative longitude coordinate, **which has already been printed on the form.**

If you cannot locate the accident with a GPS or some other means, the U.S. Census Bureau provides a tool for determining latitude and longitude, (<http://tiger.census.gov/cgi-bin/mapbrowse-tbl>). You can use the online tool to identify the geographic location of the accident. The tool displays the latitude and longitude in decimal degrees below the map. Any questions regarding the

required format, conversion or how to use the tool noted above can be directed to Amy Nelson (202.493.0591 or amy.nelson@dot.gov).

6. National Response Center (NRC) Report Number

Accidents meeting the criteria outlined in §195.52 are to be reported directly to the 24-hour National Response Center (NRC): at 1-800-424-8802 at the earliest practicable moment (generally within 2 hours). The number of that telephonic report is to be entered in Question 6.

7. Local time (24-hr clock) and date of initial telephonic report to the National Response Center:

Enter the time (local time at site of the accident) and date of the telephonic report of accident. The time should be shown by 24-hour clock notation (see page 5 for examples).

8. Commodity Released

Select only one primary description of the commodity and then, where applicable, the secondary description of the commodity, based on the predominant volume released. Only releases of transported commodities are reportable.

Crude Oil

Refined and/or Petroleum Product (non-HVL) which is a Liquid at Ambient Conditions

Refined and/or Petroleum Product includes gasoline, diesel, jet fuel, kerosene, fuel oils, or other refined or petroleum products which are a liquid at ambient conditions. They are flammable, toxic, or corrosive products obtained from distilling or processing of crude oil, unfinished oils, natural gas liquids, blend stocks, and other miscellaneous hydrocarbon compounds. For a non-HVL petrochemical feedstock, such as propylene, report as “other” and specify the name of the commodity (e.g., “propylene”) in the space provided.

HVL or Other Flammable or Toxic Fluid which is a Gas at Ambient Conditions

Highly Volatile Liquids (HVLs) are hazardous liquids or liquid mixtures which will form a vapor cloud when released to the atmosphere and have a vapor pressure exceeding 276 kPa at 37.8 C.

Other Flammable or Toxic Fluids are those defined under 49 CFR 173.120 Class 3—Definitions

Other flammable or toxic fluids which fall under this category include gases at ambient conditions, such as anhydrous ammonia (NH₃) and propane. For a petrochemical feedstock, such as ethane or ethylene, which is also classified as

a highly volatile liquid, report as “Other HVL” and specify the appropriate name (e.g., “ethane” or “ethylene”) in the space provided.

CO₂ (Carbon Dioxide)

Biofuel/Alternate Fuel (including ethanol blends)

Fuel Grade Ethanol is denatured ethanol before it has been mixed with a petroleum product or other hydrocarbon; sometimes also referred to as neat ethanol.

Ethanol Blend is ethanol plus a petroleum product such as gasoline. Such mixtures may be referred to as E10 or E85, for example, representing a 10% or 85% blend respectively. In the space provided, specify the percentage of ethanol in the mixture. Blends greater than 95% ethanol should be reported as Fuel Grade Ethanol.

Biodiesel is a diesel liquid distilled from biological feedstocks vs. crude oil. Biodiesel is typically shipped as a blend mixed with a petroleum product. Report the percentage biodiesel in the blend as shown. For pure biodiesel, report 100.

9. Estimated volume of commodity released unintentionally:

An estimate of the volume released may be based on a variety and/or combination of inputs, including

- calculations made by hydraulic engineers
- volume added to the pipeline segment to repack the line when the line is placed back in service
- measured volume of free phase commodity recovered, with allowances for commodity that is not recovered.
- volume calculated to be absorbed by soil or water
- volume calculated to have been lost to evaporation (e.g., for gasoline spills)

Report all estimated volumes in BARRELS. Barrel means a unit of measurement equal to 42 U.S. standard gallons. The table below converts gallons to barrels.

If estimated volume is	Report	If estimated volume is	Report
5	gallons 0.12	24	gallons 0.57 barrels
6	gallons 0.14	25	gallons 0.60 barrels
7	gallons 0.17	26	gallons 0.62 barrels
8	gallons 0.19	27	gallons 0.64 barrels
9	gallons 0.21	28	gallons 0.67 barrels
10	gallons 0.24	29	gallons 0.69 barrels
11	gallons 0.26	30	gallons 0.71 barrels
12	gallons 0.29	31	gallons 0.74 barrels
13	gallons 0.31	32	gallons 0.76 barrels
14	gallons 0.33	33	gallons 0.79 barrels

15	gallons	0.36	barrels	34	gallons	0.81	barrels
16	gallons	0.38	barrels	35	gallons	0.83	barrels
17	gallons	0.41	barrels	36	gallons	0.86	barrels
18	gallons	0.43	barrels	37	gallons	0.88	barrels
19	gallons	0.45	barrels	38	gallons	0.91	barrels
20	gallons	0.48	barrels	39	gallons	0.93	barrels
21	gallons	0.50	barrels	40	gallons	0.95	barrels
22	gallons	0.52	barrels	41	gallons	0.98	barrels
23	gallons	0.55	barrels	42	gallons	1.000	barrels

10. Estimated volume of intentional and/or controlled release/blowdown:

Estimate the amount of commodity that was released during any intentional release or controlled blowdown conducted as part of responding to or recovering from the incident. Intentional and controlled blowdown implies a level of control of the site and situation by the Operator such that the area and the public are protected during the controlled release.

11. Estimated volume of commodity recovered:

Recovered means the commodity is no longer in the environment. The commodity could have been removed by: absorbent pads or similar mechanisms; transferring to temporary storage such as a vacuum truck, a frac tank, or similar vessel; soil removal; bio-remediation; or other similar means of removal or recovery. The volume can be estimated based on a variety or combination of the measurement of free phase commodity recovered, the amount calculated to be absorbed by soil or water that was removed from the environment, measurement of oil extracted from absorbent pads, etc. For special considerations related to long-term remediation, see the instructions accompanying Supplemental Report under Part A – General Report Information.

Report all estimated volumes in BARRELS. See conversion table above to convert from gallons to barrels.

12. Were there fatalities?

If a person dies at the time of the accident or within 30 days of the initial accident date due to injuries sustained as a result of the accident, report as a fatality. If a person dies subsequent to an injury more than 30 days past the accident date, report as an injury. This aligns with the Department of Transportation's general guidelines for all modes for reporting deaths and injuries.

Contractor employees working for the operator means people hired to work for or on behalf of the operator of the pipeline.

Non-operator emergency responders means people responding to render professional aid at the accident scene including on-duty fire fighters, rescue

workers, EMTs, police officers, etc. “Good Samaritans” that stop to assist should be reported as “General public.”

Workers Working on the Right of Way, but NOT Associated with this Operator means people authorized to work in or near the right-of-way, but not hired by or working on behalf of the operator of the pipeline. This includes all work conducted within the right of way including work associated with other underground facilities sharing the right of way, building/road construction in or across the right of way, or farming. This category most often includes employees of other pipelines or underground facilities operators, or their contractors, working in or near a shared right-of-way. Workers performing work near, but not on, the right of way and who are affected should be reported as general public.

13. Were there injuries requiring inpatient hospitalization?

Injuries requiring inpatient hospitalization mean injuries sustained as a result of the accident which require both hospital admission *and* at least one overnight stay.

14. Was the pipeline/facility shut down due to the Accident?

Report any shutdowns that occur as a result of the accident (including but not limited to those required for damage assessment, repair, and clean-up). Instances in which an accident was caused by a release that did not involve damage to the pipeline (e.g., incorrect operations) and in which no need for repairs resulted need not be reported as being shutdown, even though the pipeline may have been shutdown as a precautionary measure to inspect for damages.

If No is selected, explain the reason that no shutdown was needed in the blank provided.

If Yes is selected, complete questions 14.a and 14.b.

14.a. Local time (24hr clock) and date of shutdown

For pipeline systems crossing multiple time zones, enter the time at the location of the accident.

14.b. Local time pipeline/facility restarted

Report the time the pipeline/facility was restarted (if applicable). If the pipeline or facility has not been restarted at the time of reporting, check “Still shut down” and then include the restart time in a future Supplemental Report.

15. Did the Commodity Ignite?

Ignite means the commodity caught fire.

16. Did the Commodity Explode?

Explode means the release of the transported commodity resulted in a sudden and violent release of energy, whether accompanied by a fire involving the released commodity or not.

17. Number of General Public Evacuated:

The number of people evacuated should be estimated based on operator knowledge, or police, fire or other emergency responder reports or estimates. If there was no evacuation involving the general public, report “0.” If an estimate is not possible for some reason, leave blank but include an explanation of why it was not possible in the Part H Narrative.

18. Time sequence (use local time, 24-hour clock)

Enter the time the operator became aware that an event constituted an accident (i.e., identified the accident) and the time operator personnel or contract resources (i.e., personnel and/or equipment) arrived on site. All times should be local times at the location of the accident.

PART B – ADDITIONAL LOCATION INFORMATION**1. Was the origin of the Accident onshore?**

Answer Yes or No as appropriate and complete only the designated questions.

For onshore pipelines

2 – 5. Accident Location

Provide the state, zip code, city, and county/parish in which the accident occurred.

6. Operator-Designated Location:

This is intended to be the designation that the operator would use to identify the location of the accident on its pipeline system. Enter the appropriate milepost/valve station or survey station number. This designator is intended to allow PHMSA personnel to both return to the physical location of the accident using the operator’s own maps and identification systems as well as to identify the “paper” location of the accident when reviewing operator maps and records.

7. Pipeline/Facility Name

Multiple pipeline systems and/or facilities are often operated by a single operator. This information identifies the particular pipeline system or pipeline facility name commonly used by the operator on which the accident occurred, for example, the “West Line 24” Pipeline”, or “Gulf Coast Pipeline”, or “Wooster Terminal”.

8. Segment name/ID

Within a given pipeline system and/or facility, there are typically multiple segment or station identifiers, names, or ID's which are commonly used by the operator. The information reported here helps locate and/or record the more precise accident location, for example, "Segment 4-32", or "MP 4.5 to Wayne County Line", or "Dublin Pump Station", or "Witte Meter Station".

9. Was the Accident on Federal Lands other than Outer Continental Shelf?

Federal Lands other than Outer Continental Shelf means all lands the United States owns, including military reservations, except lands in National Parks and lands held in trust for Native Americans. Accidents at Federal buildings, such as Federal Court Houses, Custom Houses, and other Federal office buildings and warehouses, are NOT to be reported as being on Federal Lands.

10. Location of Accident

Operator-controlled Property would normally apply to an operator's facility, which may or may not have controlled access, but which is often fenced or otherwise marked with discernible boundaries. This "operator-controlled property" does not refer to the pipeline right-of-way, which is a separate choice for this question.

11. Area of Accident (as found)

Underground means pipe, components or other facilities installed below the natural ground level, road bed, or below the underwater natural bottom.

Under pavement includes under streets, sidewalks, paved roads, driveways and parking lots.

Exposed due to Excavation means that a normally buried pipeline had been exposed by any party (operator, operator's contractor, or third party) preparatory to or as a result of excavation. The cause of the release, however, may or may not necessarily be related to excavation damage. This category could include a corrosion leak not previously evidenced by stained vegetation, but found during an ILI dig, or a release caused by a non-excavation vehicle where contact happened to occur while the pipeline was exposed for a repair or examination. Natural forces might also damage a pipeline that happened to be temporarily exposed. In each case, the cause should be appropriately reported in section G of this form.

Aboveground means pipe, components or other facilities that are above the natural grade.

Typical aboveground facility piping includes any pipe or components installed aboveground such as those at pump stations, valve sites, and breakout tank farms.

Transition area means the junction of differing material or media between pipes, components, or facilities such as those installed at a belowground-aboveground junction (soil/air interface), another environmental interface, or in close contact to supporting elements such as those at water crossings, pump stations and breakout tank farms.

12. Did Accident occur in a crossing?

Use Bridge Crossing if the pipeline is suspended above a body of water or roadway, railroad right-of-way, etc., either on a separately designed pipeline bridge or as a part of or connected to a road, railroad, or passenger bridge.

Use Railroad Crossing or Road Crossing, as appropriate, if the pipeline is buried beneath rail bed or road bed.

Use Water Crossing if the pipeline is in the water, beneath the water, in contact with the natural ground of the lake bed, etc., or buried beneath the bed of a lake, reservoir, stream or creek, whether the crossing happens to be flowing water at the time of the accident or not. The name of the body of water should be provided if it is commonly known and understood among the local population. (The purpose of this information is to allow persons familiar with the area in which the accident occurred to identify the location and understand it in its local context. Research to identify names that are not commonly used is not necessary since such names would not fulfill the intended purpose. If a body of water does not have a name that is commonly used and understood in the local area, this field should be left blank).

For Approximate Water Depth (ft) of the lake, reservoir, etc., estimate the typical water depth at the location of the accident, allowing for seasonal, weather-related and other factors which may affect the water depth from time to time.

For offshore pipelines

13. Approximate Water Depth (ft.), at the point of the Accident:

This should be the estimated depth from the surface of the water to the seabed at the point of the accident regardless of whether the pipeline is below/on the bottom, underwater but suspended above the bottom, or above the surface (e.g., on a platform).

14. Origin of the Accident Area and Tract/Block numbers should be provided for either State or OCS waters, whichever is applicable.

For Nearest County/Parish, as with the name of an onshore body of water (see question 12 above), the data collected is intended to allow persons familiar with the area in which the accident occurred to identify the location and understand it in its local context. Accordingly, it is not necessary to take measurements to determine which county/parish is “nearest” in cases where the accident location is approximately equidistant from two (or more). In such cases, the name of one of the nearby counties/parishes should be provided.

PART C – ADDITIONAL FACILITY INFORMATION

1. Is the pipeline or facility [Interstate or Intrastate]?

As defined in section 195.2, “**Interstate pipeline** means a pipeline or that part of a pipeline that is used in transportation of hazardous liquids or carbon dioxide in interstate or foreign commerce.”

As defined in section 195.2, “**Intrastate pipeline** means a pipeline or that part of a pipeline to which [part 195] applies that is not an interstate pipeline.

Operators may refer to Appendix A of Part 195 for further guidance.

3. Item involved in Accident

Pipe (whether pipe body or pipe seam) means the pipe through which the commodity is transported, not including auxiliary piping, tubing or instrumentation.

Nominal diameter of pipe is also called **Nominal pipe size**. It is the diameter in whole number inches (except for pipe less than 4”) used to describe the pipe size; for example, 8-5/8 pipe has a nominal pipe size of 8”. Decimals are unnecessary for this measure (except for pipe less than 4”).

Enter **pipe wall thickness** in inches. Wall thickness is typically less than one inch, and is standard among different pipeline types and manufacturers. Accordingly, use three decimal places to report wall thickness: 0.312, 0.281, etc.

SMYS means specified minimum yield strength and is the yield strength prescribed by the specification under which the material is purchased from the manufacturer.

Pipe Specification is the specification to which the pipe was manufactured, such as API 5L or ASTM A106.

Pipe seam means the longitudinal seam (longitudinal weld) created during manufacture of the joint of pipe.

Pipe Seam Type Abbreviations**SAW** means submerged arc weld**ERW** means electric-resistance weld**DSAW** means double submerged arc weld

Auxiliary piping means piping, usually small in diameter that supports the operation of the mainline or facility piping and does not include tubing. Examples of auxiliary piping include discharge and drain lines, sample lines, etc.

If the accident occurred on an item not provided in this section, check the OTHER box and specify in the space provided the item that failed.

6. Type of Accident involved (select only one):

Mechanical puncture means a puncture of the pipeline, typically by a piece of equipment such as would occur if the pipeline were pierced by directional drilling or a backhoe bucket tooth. Not all excavation-related damage will be a “mechanical puncture.” (Precise measurement of size – e.g., micrometer – is not needed. Approximate measurements can be provided in inches and one decimal.)

Leak means a failure resulting in an unintentional release of the transported commodity that is often small in size, usually resulting in a low flow release of low volume, although large volume leaks can and do occur on occasion.

Rupture means a loss of containment that immediately impairs the operation of the pipeline. Pipeline ruptures often result in a higher flow release of larger volume. The terms “circumferential” and “longitudinal” refer to the general direction or orientation of the rupture relative the pipe’s axis. They do not exclusively refer to a failure involving a circumferential weld such as a girth weld, or to a failure involving a longitudinal weld such as a pipe seam. (Precise measurement of size – e.g., micrometer – is not needed. Approximate measurements can be provided in inches and one decimal.)

PART D – ADDITIONAL CONSEQUENCE INFORMATION

Per 195.450, High Consequence Area means:

1. A *commercially navigable waterway*, which means a waterway where a substantial likelihood of commercial navigation exists;
2. A *high population area*, which means an urbanized area as defined and delineated by the Census Bureau that contains 50,000 or more people and has a population density of at least 1,000 people per square mile;
3. An *other populated area*, which means a place as defined and delineated by the Census Bureau that contains a concentrated population, such as an incorporated or unincorporated city, town, village, or other designated residential or commercial area;

4. An *unusually sensitive area*, as defined in § 195.6

5.b Estimated amount released in or reaching water

An estimate of the volume released in or reaching water may be based on a variety and/or combination of inputs, including those mentioned above for Part A, Questions 9 and 10.

5.c Name of body of water, if commonly known:

The name of the body of water should be provided if it is commonly known and understood among the local population. (The purpose of this information is to allow persons familiar with the area in which the accident occurred to identify the location and understand it in its local context. Research to identify names that are not commonly used is not necessary since such names would not fulfill the intended purpose. If a body of water does not have a name that is commonly used and understood in the local area, this field should be left blank).

6. At the location of this Accident, had the pipeline segment or facility been identified as one that “could affect” a High Consequence Area (HCA) as determined in the Operator’s Integrity Management Program?

This question should be answered based on the classification of the involved segment in the operator’s integrity management (IM) program at the time of the accident, whether or not consequences to an HCA ensued. It is possible that a release on a pipeline segment that “could affect” an HCA might not actually affect an HCA. It is also possible that releases from segments thought not able to affect an HCA might have such an affect. This could indicate a deficiency in the operator’s IM program for identifying segments that can affect HCAs, and all of this information is useful for PHMSA’s overall evaluations concerning the efficacy of IM regulation.

7. Did the released commodity reach or occur in one or more High Consequence Area (HCA)?

Guidance available from the pipeline industry for its own spill reporting system is pertinent here. Please see <http://committees.api.org/pipeline/ppts/docs/Advisories/2004-1AdvisoryHCAReporting.pdf>

Generally, a spilled commodity will have “reached” an HCA if the spill zone intersects the boundaries of the HCA polygon as mapped by the National Pipeline Mapping System. The HCA maps should be available as a part of each operator’s Integrity Management Program as per Part 195.452.

7.a. HCA Type (select all that apply)

Refer to the definitions in 195.450, reproduced above. Leave this question blank if the released commodity did not reach or occur in a High Consequence Area.

8. Estimated cost to Operator:

All relevant costs to the operator must be included on the initial written accident report as well as supplemental reports. This includes (but is not limited to) costs due to property damage to the operator's facilities and to the property of others, commodity lost, facility repair and replacement, and environmental cleanup and damage. Do not report costs incurred for facility repair, replacement, or change that is not related to the accident and done solely for convenience. An example of doing work solely for convenience is working on non-leaking facilities unearthed because of the accident. Litigation and other legal expenses related to the accident are not reportable.

Operators should report costs based on the best estimate available at the time a report is submitted. It is likely that an estimate of final repair costs may not be available when the initial report must be submitted (30 days, per Section 195.54). The best available estimate of these costs should be included in the initial report. For convenience, this estimate can be revised, if needed, when supplemental reports are filed for other reasons, however, when no other changes are forthcoming, supplemental reports should be filed as new cost information becomes available. If supplemental reports are not submitted for other reasons, a supplemental report should be filed for the purpose of correcting the estimated cost if these costs differ from those already reported by 20 percent or \$20,000, whichever is greater.

Public and Non-operator private property damage estimates generally include physical damage to the property of others, the cost of environmental investigation and remediation of a site not owned or operated by the Operator, laboratory costs, third party expenses such as engineers or scientists, and other reasonable costs, excluding litigation and other legal expenses related to the accident.

Paid/reimbursed means that the entity experiencing the property damage was compensated by the operator or operator's representative for the damage or the cost to repair the damage.

Cost of commodity lost includes the cost of the commodity not recovered and/or the cost of recovered commodity downgraded to a lower value or re-processed, and should be based on the volume reported in Part A, Questions 9 and 10.

Operator's property damage estimates generally include physical damage to the property of Operator or Owner Company such as the estimated installed value of the damaged pipe, coating, component, materials or equipment due to the accident, excluding litigation and other legal expenses related to the accident.

When estimating the **Cost of repairs** to company facilities, the standard shall be the cost necessary to safely restore property to its predefined level of service. These costs may include the cost of repair sleeves or clamps, re-routing of piping, or the removal from service of an appurtenance, tank, or pipeline component. When more comprehensive repairs or improvements are justified but not required for continued operation, the cost of such repairs or replacement is not attributable to the accident. Costs associated with improvements to the pipeline to mitigate the risk of future failures are not included.

The following examples are provided for clarity and guidance:

Tank accident - Property damage estimates would include the cost to remove the tank from service, sufficiently clean the tank, repair the tank to a standard operating capability, and then return the tank to service. Costs associated with improvements to the tank to mitigate the risk of future failures are not included.

Pipeline accident - Property damage estimates include the cost to access, excavate and repair the pipeline using methods, materials, and labor necessary to re-establish operations at a predetermined level. Costs associated with improvements to the pipeline to mitigate the risk of future failures are not included.

Estimated costs of **Operator's emergency response** include emergency response operations necessary to return the accident site to a safe state, actions to minimize the volume of commodity released and conduct reconnaissance, and actions to identify the extent of accident impacts and contain, control, mitigate, recover, and remove the commodity from the environment, to the maximum extent practicable. They include materials, supplies, labor, and benefits. Costs related to stakeholder outreach, media response, etc. should not be included. The estimated costs of long-term remediation activities should be included in Environmental Remediation estimates.

Environmental remediation includes the estimated cost to remediate a site such as those associated with engineering, scientists, laboratory costs, installation of long-term recovery systems, etc. For special considerations related to long-term remediation, see the instructions accompanying Supplemental Report under Part A – General Report Information.

Other costs should not include estimated cost categories separately listed above.

Costs should be reported in only one category and should not be double-counted. Costs can be split between two or more categories when they overlap more than one reporting category.

PART E – ADDITIONAL OPERATING INFORMATION

4. Not including pressure reductions required by PHMSA regulations (such as for repairs and pipe movement), was the system or facility relating to the Accident operating under an established pressure restriction with pressure limits below those normally allowed by the MOP?

Consider both voluntary and mandated pressure restrictions. A pressure restriction should be considered mandated by PHMSA or a state regulator if it was directed by an order or other formal correspondence. Pressure reductions imposed by the operator as a result of regulatory requirements, e.g., a pressure reduction taken because an anomaly identified during an IM assessment could not be repaired within the required schedule (195.452(h)(3)), should not be considered mandated by PHMSA.

5.a. Type of upstream valve used to initially isolate release source
Identify the type of valve used to initially isolate the release on the upstream side. In general, this will be the first upstream valve selected by the Operator to minimize the release volume but may not be the closest to the accident site.

5.b. Type of downstream valve used to initially isolate release source
Identify the type of valve used to initially isolate the release on the downstream side. In general, this will be the first downstream valve selected by the Operator to minimize the release volume but may not be the closest to the accident site.

5.c. Length of segment isolated between valves (ft):
Identify the length in feet between the valves identified in item 5.a and 5.b that were initially used to isolate the spill area.

5.f. Function of pipeline system

Gathering means a crude oil pipeline 8 5/8 inches or less nominal outside diameter that transports petroleum from a production facility.

Trunkline/Transmission means all other pipeline assets not meeting the gathering definition.

SMYS means specified minimum yield strength and is the yield strength prescribed by the specification under which the material is purchased from the manufacturer.

Not all rural pipelines or gathering lines operating at less than 20% of SMYS are subject to part 195 safety requirements. Reporting requirements in part 195 subpart B, however, are applicable to all rural low-stress pipelines beginning January 5, 2009 (rule change published in the Federal Register June 3, 2008, 73FR31646). The purpose of this rule change was to allow PHMSA to collect data that might be used to determine whether rural low-stress pipelines and

gathering lines not now subject to other regulations should be made subject to them. Low-stress rural pipelines and low-stress rural gathering lines that are not subject to the safety requirements of part 195 are considered unregulated, for purposes of this question, even though accidents on these pipelines are required to be reported.

Accidents reported on “UNregulated” rural low-stress pipelines and “Unregulated” rural low-stress gathering lines must be identified so that the data may be separated out to be used for the purpose intended. Accordingly, for accidents occurring on pipelines operating at less than or equal to 20% SMYS, Operators should indicate whether that pipe is “Regulated” (i.e., subject to all part 195 requirements; this includes pipe in non-rural areas and regulated rural pipelines) or “UNregulated.”

6. Was a Supervisory Control and Data Acquisition (SCADA)-based system in place on the pipeline or facility involved in the Accident?

This does not mean a system exclusively for leak detection.

6.a. Was it operating at the time of the Accident?

Was the SCADA system in operation at the time of the accident?

6.b. Was it fully functional at the time of the Accident?

Was the SCADA system capable of performing all of its functions, whether or not it was actually in operation at the time of the accident? If no, describe functions that were not operational in the Narrative Part H

6.c and d. Did SCADA-based information (such as alarm(s), alert(s), event(s), and/or volume calculations) assist with the detection (or confirmation) of the Accident?

Check yes if SCADA-based information was used to confirm the accident even if the initial report or identification may have come from other sources. Use of SCADA data for subsequent estimation of amount of commodity lost, etc. is not considered use to confirm the accident.

Check No if data from SCADA was not used to assist with identification of the accident.

7. Was a CPM leak detection system in place on the pipeline or facility involved in the Accident?

This means a system exclusively for leak detection.

Follow instructions for question 6 (SCADA) above,

8. How was the Accident initially identified for the Operator? (select only one)

Controller per the definition in API RP 1168 means a qualified individual whose function within a shift is to remotely monitor and/or control the operations of entire or multiple sections of pipeline systems via a SCADA system from a pipeline control room, and who has operational authority and accountability for the daily remote operational functions of pipeline systems.

Local Operating Personnel including contractors means employees or contractors working on behalf of the operator outside the control room.

9. Was an investigation initiated into whether or not the controller(s) or control room issues were the cause of or a contributing factor to the Accident?

Check only one of the boxes to indicate whether an investigation was/is being conducted (Yes) or was not conducted (No). If an investigation has been completed, select all the factors that apply in describing the results of the investigation.

Cause means an action or lack of action that directly led to or resulted in the pipeline accident.

Contributing factor means an action or lack of action that when added to the existing pipeline circumstances heightened the likelihood of the release and/or added to the impact of the release.

Controller Error means that the controller failed to identify a circumstance indicative of a release event, such as an abnormal operating condition, alarm, pressure drop, change in flow rate, or other similar event.

Incorrect Controller action means that the controller errantly operated the means for controlling an event. Examples include opening or closing the wrong valve, or hitting the wrong switch or button.

PART F – DRUG & ALCOHOL TESTING INFORMATION

Requirements for post-accident drug and alcohol tests are in 49 CFR 199.105 and 225 respectively. If the accident circumstances were such that tests were not required by these sections, and if no tests were conducted, check no. If tests were administered, check yes and report separately the number of operator employees and contractors working for the operator who were tested and who failed.

PART G – APPARENT CAUSE

In PART G – Apparent Cause

Complete only one of the eight sections listed under G1 thru G8

After identifying the main cause category as designated by G1 thru G8, select the one, single sub-cause that best describes the apparent cause of the accident in the shaded column on the left. Answer the corresponding questions that accompany your selected sub-cause, and describe any secondary, contributing, or root causes of the accident in the narrative (PART H).

G1 – Corrosion Failure

Corrosion includes a leak or failure caused by galvanic, atmospheric, stray current, microbiological, or other corrosive action, and, for the purposes of this reporting, includes selective seam corrosion. A corrosion leak is not limited to a hole in the pipe. If the bonnet or packing gland on a valve or flange on piping deteriorates or becomes loose and leaks due to corrosion or failure of bolts, it is classified as Corrosion. (If the bonnet, packing, or other gasket has deteriorated to failure before the end of its expected life but not due to corrosive action, it is classified as an Equipment Failure – G6.)

External Corrosion

4.a. Under cathodic protection means cathodic protection in accordance with Paragraphs 195.563 or 195.573(b). Recognizing that older pipelines may have had cathodic protection added over a number of years, provide an estimate if the exact year cathodic protection started is unknown.

Internal Corrosion

9. Location of corrosion

A low point in pipe includes portions of the pipe contour in which water might settle out. This includes, but is not limited to, the low point of vertical bends at a crossing of a foreign line or road/railroad, etc., an elbow, a drop out or low point drain.

10. Was the commodity treated with corrosion inhibitors or biocides?

Answer yes if corrosion inhibitors or biocides were included in the commodities transported.

12. Were cleaning/dewatering pigs (or other operations) routinely utilized?

13. Were corrosion coupons routinely utilized?

For purposes of these questions, “routinely” refers to an action that is performed on more than a sporadic or one-time basis as part of a regular program with the

intent to ensure that water build-up and/or settling and internal corrosion do not occur.

Either External or Internal Corrosion

14. List the year of the most recent inspections:

Complete this question only when any corrosion failure sub-cause is selected and the item involved in the accident (as reported in Part C, Question 3) is tank/vessel. Do not complete if the item involved is pipe or weld.

15.a. If Yes, for each tool used, select type of internal inspection tool and indicate most recent year run:

Magnetic Flux Leakage Tool is an in-line inspection tool using an imposed magnetic flux to detect instances of pipe wall loss from corrosion. Includes low- and high-resolution MFL tools. Does not include transverse flux MFL tools, which are a separate choice in this question.

Ultrasonic refers to an in-line inspection tool that uses ultrasonic technology to measure wall thickness and detect instances of wall loss.

Transverse Field/Triaxial tools are specialized magnetic flux leakage tools that use a flux oriented to improve ability to detect crack anomalies.

Combination Tool refers to any in-line inspection tool that uses a combination of these inspection technologies in a single tool.

16. Has one or more hydrotest or other pressure test been conducted since original construction at the point of the Accident?

Information from the initial post-construction hydrostatic test need not be reported.

17. Has one or more Direct Assessment been conducted on this segment?

This refers to direct assessment as defined in 49 CFR 195.553. Instances in which one or more indirect monitoring tools (e.g., close interval survey, DCVG) have been used that might be used as part of direct assessment but which were not used as part of the direct assessment process defined in 195.553 do not constitute a Direct Assessment for purposes of this question.

G2 – Natural Force Damage

This category includes all outside forces attributable to causes NOT involving humans.

Earth Movement, NOT due to Heavy Rains/Floods refers to accidents caused by land shifts such as earthquakes, subsidence, or landslides, but not mudslides which are presumed to be initiated by heavy rains or floods.

Heavy Rains/Floods refer to all water-related accident causes. While mudslides involve earth movement, report them here since typically they are an effect of heavy rains or floods.

Lightning includes both damage and/or fire caused by a direct lightning strike and damage and/or fire as a secondary effect from a lightning strike in the area. An example of such a secondary effect would be a forest fire started by lightning that results in damage to a pipeline system asset which results in an accident.

Temperature refers to those causes that are related to ambient temperature effects, either heat or cold, where temperature was the initial cause.

Thermal stress refers to mechanical stress induced in a pipe or component when some or all of its parts are not free to expand or contract in response to changes in temperature.

Frozen components would include accidents where components are inoperable because of freezing and those due to cracking of a piece of equipment due to expansion of water during a freeze cycle.

High Winds includes damage caused by wind-induced forces. Select this category if the damage is due to the force of the wind itself. Damage caused by impact from objects blown by wind would be reported as Section G4, “Other Outside Force Damage.”

G3 – Excavation Damage

This section covers damage caused by the operator, operator’s contractor, or entities unrelated to the operator during excavation and which results in an immediate release of the transported commodity. For damage from forces OTHER than excavation which results in an immediate release, use “Natural Force Damage”, Section G2, or “Other Outside Force Damage”, Section G4, as appropriate. For a strike or other damage to a pipeline or facility that results in a later release, report the accident in Section G4 as “Rupture or Failure Due to Previous Mechanical Damage.”

Excavation Damage by Operator (First Party)

Check this item if the accident was caused as a result of excavation by a direct employee of the operator.

Excavation Damage by Operator’s Contractor (Second Party)

Check this item if the accident was caused as a result of excavation by the operator’s contractor or agent or other party working for the operator.

Excavation Damage by Third Party

Check this item if the accident was caused by excavation damage resulting from actions by personnel or other third parties not working for or acting on behalf of the operator or its agent.

Previous Damage due to Excavation Activity

1.a. If Yes, for each tool used, select type of internal inspection tool and indicate most recent year run:

Magnetic Flux Leakage Tool is an in-line inspection tool using an imposed magnetic flux to detect instances of pipe wall loss from corrosion. Includes low- and high-resolution MFL tools. Does not include transverse flux MFL tools, which are a separate choice in this question.

Ultrasonic refers to an in-line inspection tool that uses ultrasonic technology to measure wall thickness and detect instances of wall loss.

Transverse Field/Triaxial tools are specialized magnetic flux leakage tools that use a flux oriented to improve ability to detect crack anomalies.

Combination Tool refers to any in-line inspection tool that uses a combination of these inspection technologies in a single tool.

3. Has one or more hydrotest or other pressure test been conducted since original construction at the point of the Accident?

Information from the initial post-construction hydrostatic test need not be reported.

4. Has one or more Direct Assessment been conducted on this segment?

This refers to direct assessment as defined in 49 CFR 195.553. Instances in which one or more indirect monitoring tools (e.g., close interval survey, DCVG) have been used that might be used as part of direct assessment but which were not used as part of the direct assessment process defined in 195.553 do not constitute a Direct Assessment for purposes of this question.

7. – 17. Complete these questions for any excavation damage sub-cause. Instructions for answering these questions can be found at CGA's web site, <https://www.damagereporting.org/dr/control/userGuide.do>.

G4 – Other Outside Force Damage

This section covers accidents caused by outside force damage, other than excavation damage or natural forces. Check the most appropriate one sub-cause in this section that applies and answer any accompanying questions.

Nearby Industrial, Man-made or other Fire/Explosion as Primary Cause of Accident applies to situations where the fire occurred before and caused the release. An example of such an accident would be an explosion or fire at a neighboring facility or installation (chemical plant, tank farm, other industrial facility) that results in a release at the operator's facility. (Note that an accident report is required only if the release resulted in reportable consequences, per 195.50). This section should not be used if the release occurred first and then the hydrocarbon ignited. If the fire is known to have been started as a result of a lightning strike, the accident's cause should be classified under Section G2, "Natural Force Damage." Arson events directed at harming the pipeline or the operator should be reported as "Intentional Damage" in this section. Forest fires that are caused by human activity and result in a release should be reported in this section.

Damage by Car, Truck, or Other Motorized Vehicle/Equipment NOT Engaged in Excavation. An example of this sub-cause would be a stopple tee that releases commodity when damaged by a pickup truck maneuvering near the pipeline. Other motorized vehicles or equipment include tractors, backhoes, bulldozers and other tracked vehicles, and heavy equipment that can move. Include under this sub-cause accidents caused by vehicles operated by the pipeline operator, the pipeline operator's contractor, or a third party, and specify the vehicle/equipment operator's affiliation. Pipeline accidents resulting from vehicular traffic loading or other contact should also be reported in this category. If the activity that caused the release involved digging, drilling, boring, grading, cultivation or similar activities, report in Section G3, "Excavation Damage".

Damage by Boats, Barges, Drilling Rigs, or Other Maritime Equipment or Vessels Set Adrift or Which Have Otherwise Lost Their Mooring. This sub-cause includes impacts by maritime equipment or vessels (including their anchors or anchor chains or other attached equipment) that have lost their moorings and are carried into the pipeline facility by the current. This sub-cause also includes maritime equipment or vessels set adrift as a result of severe weather events and carried into the pipeline facility by waves, currents, or high winds. In such cases, also indicate the type of severe weather event. Do not report in this sub-cause accidents which are caused by the impact of maritime equipment or vessels while they are engaged in their normal or routine activities; such accidents should be reported as "Routine or Normal Fishing or Other Maritime Activity NOT Engaged in Excavation" so long as those activities are not excavation activities. If those activities are excavation activities such as dredging or bank stabilization or renewal, the accident should be reported in Section G3, "Excavation Damage".

Routine or Normal Fishing or Other Maritime Activity NOT Engaged in Excavation. This sub-cause includes accidents due to shrimping, purseining, oil drilling, or oilfield workover rigs, including anchor strikes, and other routine or normal maritime-related activities UNLESS the movement of the maritime asset

was due to a severe weather event (this type of accident should be reported under “Damage by Boats, Barges, Drilling Rigs, or Other Maritime Equipment or Vessels Set Adrift or Which Have Otherwise Lost Their Mooring”) or the accident was caused by excavation activity such as the **dredging** of waterways or bodies of water (this type of accident should be reported under Section G3, “Excavation Damage”).

Previous Mechanical Damage NOT Related to Excavation. This sub-cause covers accidents where damage occurred at some time prior to the release, and would include prior excavation damage, prior outside force damage of an unknown nature, prior natural force damage, and prior damage from other outside forces. Accidents resulting from damage sustained during construction, installation, or fabrication of the pipe or a weld should be reported under Section G5, “Material Failure of Pipe or Weld.”

Is there reason to believe that the damage resulted from excavation activity? The answer to this question might come from the condition of the pipe when it is examined or from records of excavation at the site. Dents and gouges in the 10:00-to-2:00 o’clock positions on the pipe, for instance, may indicate an earlier strike, as might marks from the bucket or tracks of an earth moving machine or similar pieces of equipment.

Intentional Damage

Vandalism means willful or malicious destruction of the operator’s pipeline facility or equipment. This category would include pranks, systematic damage inflicted to harass the operator, motor vehicle damage that was inflicted intentionally, and a variety of other intentional acts.

Terrorism, per 28 C.F.R. § 0.85 General Functions, includes the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Operators selecting this item are encouraged to also notify the FBI.

Theft means damage by any individual or entity, by any mechanism, specifically to steal, or attempt to steal, the transported commodity or pipeline equipment.

Other

Describe in the space provided and, if necessary, provide additional explanation in Part H.

G5 – Material Failure of Pipe or Weld

Use this section to report material failures only if “Item Involved in accident” (Part C, Question 3) is **“Pipe”** (whether pipe body or pipe seam) or **“Weld.”**

This section includes leaks, ruptures or other failures from defects within the material of the pipe body or within the pipe seam or other weld due to faulty manufacturing procedures, defects resulting from poor construction/installation/fabrication practices, and in-service stresses such as vibration, fatigue and environmental cracking.

Construction-, Installation-, or Fabrication-related includes leaks in or failures of originally sound material due to force being applied during construction or installation that caused a dent, gouge, excessive stress, or some other defect that eventually failed resulting in an accident. Included are leaks in or failures of wrinkle bends, field welds, and damage sustained in transportation to the construction or fabrication site. Not included are failures due to seam defects.

Original Manufacturing-related (NOT girth weld or other welds formed in the field) means an inherent flaw in the material or weld that occurred in the manufacture or at a point prior to construction, fabrication or installation. Therefore, this option is not appropriate for wrinkle bends, field welds, girth welds, or other joins fabricated in the field. Use this option for failures such as those due to defects of the longitudinal weld or inclusions in the pipe body.

If **Construction, Installation, Fabrication-related** or **Original Manufacturing-related** is selected, then select the failure mechanism.

Examples of Mechanical Stress include failures related to overburden or loss of support.

G6 – Equipment Failure

This section applies to failures of items **other than** Pipe Body, Pipe Seam, or Welds.

Malfunction of Control/Relief Equipment

Examples of this type of accident cause include: overpressurization resulting from malfunction of a control or alarm device; relief valve malfunction; valves failing to open or close on command; or valves which opened or closed when not commanded to do so. If overpressurization or some other aspect of this accident was caused by incorrect operation, the accident should be reported under Section G7, “Incorrect Operation.”

ESD System Failure means failure of an emergency shutdown system.

G7 – Incorrect Operation

These types of accidents most often occur during operating, maintenance, or repair activities. Some examples of this type of accident are tank overfills, improper valve selection or operation, inadvertent overpressurization, or

improper selection or installation of equipment. The unintentional ignition of the transported commodity during a welding or maintenance activity would also be included in this sub-cause. These types of accidents often involve training or judgment errors.

G8 – Other Accident Cause

This section is provided for accident causes that do not fit in any of the main cause categories listed in Sections G1 through G7.

If the accident cause is known but doesn't fit in any category in Sections G1 through G7, check the **Miscellaneous** box and enter a description of the accident and continue in Part H - Narrative Description of the Accident, if more space is needed.

If the accident cause is unknown at the time of filing this report, check the **Unknown** box in this section and select one reason from the accompanying two choices. If the investigation is not completed and the cause of the incident is thus still to be determined, file a supplemental report once the investigation is completed to report the apparent cause.

PART H – NARRATIVE DESCRIPTION OF THE ACCIDENT

(Attach additional sheets as necessary)

Concisely describe the accident, including the facts, circumstances, and conditions that may have contributed directly or indirectly to causing the accident. Include secondary and contributing causes when possible, or any other factors associated with the cause that are deemed pertinent. Use this section to clarify or explain unusual conditions, to provide sketches or drawings, and to explain any estimated data. Operators submitting reports on-line will be afforded the opportunity to attach/upload files containing sketches, drawings, or additional data.

If you checked the Miscellaneous block in Section G8, the narrative should describe the accident in detail, including all known or suspected causes and possible contributing factors.

Operators should use the narrative to describe any secondary causes that they consider important but which could not be reported in section G since only the primary cause is reported there.

PART I – PREPARER AND AUTHORIZED SIGNATURE

The Preparer is the person who compiled the data and prepared the responses to the report and who is to be contacted for more information (preferably the person most knowledgeable about the information in the report or who knows

how to contact the person most knowledgeable). Please enter the Preparer's e-mail address if the Preparer has one, and the phone and fax numbers used by the Preparer. An Authorized Signature must be obtained from an officer, manager, or other person whom the operator has designated to review and approve (and sign and date) the report. This individual is responsible for assuring the accuracy and completeness of the reported data. In addition to their title, a phone number and email address are to be provided for the individual signing as the Authorized Signature.

250 Intentionally Left Blank

260 Incident Analysis

260.1 Purpose

(a) The purpose of the incident investigation is to identify the cause(s), evaluate the response, and make changes to STC procedures and policies, as necessary, to achieve the goal of no releases from its pipeline systems.

(b) The experience gained from each incident/accident provides the best guidelines for the formulation, establishment, and revision of sound and realistic plans of action for dealing with future incidents.

(c) Follow-up actions are extremely important and may include training of personnel, assessment of emergency tools and equipment, and evaluation of STC policies and procedures.

260.2 Scope

(a) The scope of this procedure includes the incidents that occur on the regulated pipeline systems operated by STC.

(b) It is the responsibility of the District Manager or his designee to analyze incidents/accidents in accordance with the procedures in this Section. The District Manager will also be responsible for arranging metallurgical analysis of failed pipe/components when required.

(c) Generally, the determination of the level of incident investigation is driven using the Sinclair Risk Matrix in Section 826 of the General Procedures Manual.

260.3 Incident Investigation

(a) All incidents, within the scope of this procedure, must be reported and investigated. The investigation must strive to identify underlying (root) causes, in addition to contributing factors. The investigation must also strive to identify meaningful corrective measures that will minimize the potential for recurrence of similar events.

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(b) Causes and corrective measures that may have value beyond the individuals involved in the specific event should be communicated widely.

(c) A root cause analysis (RCA) shall be conducted for the following accidents/incidents:

- DOT reportable releases
- Fatal accidents of Sinclair employees or its contractors (See GP Manual Section 824)
- Other incident/accidents determined by a District Manager or Vice President Transportation

(d) See Figure 260-1 RCA investigation procedures.

(e) The incident investigation should include an assessment of the following information:

- Did the system pressure exceed design pressure?
- Was there a recent survey (ILI) of pipe condition?
- What is the leak history of the segment?
- Was there recent outside construction activity?

(f) The information that can contribute to an understanding of the apparent cause of the incident include:

- Interviews with personnel
- Collect physical evidence for analysis:
 - Take photographs
 - Failed components
 - Forensic evidence
- Laboratory analysis
 - Metallurgical
 - Chemical

260.4 Post-Incident Debriefing

(a) In order to continue to improve the Pipeline Emergency Response Procedures and to profit from the experience gained in actual incidents and drills, all STC personnel and contract employees will meet to critique the incident response. They are asked to describe their participation in the incident and to suggest improvements for their function. New suggestions will be recorded for further consideration.

(b) The District Manager or his designee shall conduct a post accident review of employee activities, as soon as possible after an incident has occurred, to determine if the operating procedures are effective and take corrective action where deficiencies are found. Operator response and emergency procedures are reviewed using the following guidelines.

Was the condition analyzed properly and decisive actions taken?
Were the proper company personnel and public authorities notified of the emergency conditions?

(c) Were operating personnel thoroughly instructed in the functions they were to perform?

(d) Were the operations/maintenance procedures adequately described and understood by personnel performing work?

(e) Were the procedures, equipment and supplies necessary for emergency conditions available?

(f) Do the procedures need revising?

(g) Once the response and procedures have been analyzed, the District Manager shall be responsible to take whatever actions are necessary to correct any problems found. Recommendations from the RCA may include, but are not be limited to; rewriting the procedures, retraining the operating personnel, change of equipment.

Figure 260-1

*Investigation Report***CAUSE & EFFECT SUMMARY**

Assess causal factors – Causal factors include Equipment Performance Gaps (EPGs) and Front Line Personnel Performance Gaps (FLPPGs). A performance gap is the difference between the desired performance of the equipment or human and the actual performance of the equipment or human. For a typical incident there may be multiple causal factors. Each causal factor is an event or condition that we never want to occur again.

Assess root causes - A root cause is a deficiency of **management systems** that allow the causal factors to occur or exist. Examples of management systems include policies, procedures, training, communication protocols, acceptance testing requirements, incident investigation processes, design methods, and applications of codes and standards.

First define the **primary effect or “the problem”** and then identify the causes (actions and conditions) that lead to the effect. For example, starting with the problem “crude oil release” causes may include “pump seal leak” (action). Then continue to ask “why” or state, “caused by” until the investigator or investigation team in their judgment has drilled down to root causes for which specific and effective actions to prevent recurrence can be developed.

1. **Define Incident** – Identify the facts of the incident.
2. **Define the Investigation Team** – For small incidents a team approach may not be necessary.
3. **Conduct the RCA/incident investigation** – Once confirmed, begin the analysis process: Secure the incident site as practical, interview witnesses and affected personnel, document site conditions.
4. **Gather information** – Such as; Preliminary report, witness statements, maps, drawings, photographs, interviews, phone logs, SCADA records, hourly logs, manufacturer specifications and procedures, company procedures, other test results, etc.
5. **Operator Qualification consideration** – If the performance of a covered task contributed to the incident refer to Sinclair’s Operator Qualification Plan.
6. **Control Room Management consideration** – If the actions of the Control Center was a contributing factor to the incident, including limiting the extent of the release, refer to Sinclair’s Control Room Management Plan.
7. **Develop recommendations** – Identify causal factors and root cause. Provide the recommended actions to prevent recurrence to management for evaluation and approval.

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Incident:

Briefly describe the incident: where, what happened, what was spilled, when, etc.

Incident report:

Describe how the incident was discovered and what initial reporting occurred.

Incident response:

Describe the response to the incident including what Sinclair and outside resources were used in the response. Include details about:

- > How the area was isolated
- > Actions taken to stop, control, or limit the extent of the release
- > Actions taken to protect the public and personnel on site
- > Determination of spill size and hazardous areas
- > Actions taken to contain spilled material
- > Actions taken to recover spilled material
- > Timeline of events

Events leading up to the spill:

Describe any relevant information the investigation team found to explain how the spill occurred. Include details about:

- > Recent operations on the system including any changes
- > Previous integrity assessments such as In-Line-Inspections or facility inspections
- > Previous maintenance inspections

Sinclair Investigation Team:

Include all personnel who contributed to the investigation and identify who was the investigation lead.

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Investigation:

Describe the steps taken during the investigation process including but not limited to:

- ◆ What interviews were conducted with responders and affected personnel
- ◆ Operation logs that substantiate recent operations
- ◆ Descriptions of what type of inspections (i.e. visual, NDE, metallurgical, failure testing) were performed on failed components
- ◆ Reference to manufacturers' specifications of relevant components
- ◆ Construction and maintenance records as applicable

Include any photographs, diagrams or drawings that aid in the explanation of what the investigation revealed.

The result of the investigation should make some conclusions as to apparent contributing causes.

Operator Qualification:

The investigation must address whether the following elements of Operator Qualification are relevant to the incident:

- ◆ If the performance of work performed by an STC employee or its contractor was a contributing/causal factor to the incident, was this work identified as a covered task under STC's OQ plan?
- ◆ Was the improper performance of a covered task a contributing/causal factor to the incident?
- ◆ Was the written procedure for a covered task found to be less than adequate and a contributing/causal factor to the incident?
- ◆ If the improper performance of a covered task led to abnormal operating condition (AOC) was the AOC identified as a task specific AOC for that task in STC's OQ plan?
- ◆ Was the improper recognition or response to an AOC encountered during the performance of a covered task a contributing/causal factor to incident?
- ◆ If the improper performance of a covered task was a contributing/causal factor to the incident was the individual suspended from performing that task?
- ◆ Although not part of the OQ program – If an individual's actions were a contributing/causal factor to an incident was that individual subjected to the requirements of STC's drug and alcohol testing program?

Control Room Management:

The investigation must address whether the following elements of Control Room Management are relevant to the incident;

- ◆ Fatigue – Were the hours of service limits exceeded? As a result of the interview with the controller was fatigue identified as a contributing factor? Did the results of the study of the controller workload prior to and during the incident contribute in the controller's reaction to the incident?
- ◆ Field Equipment – How well did the protective devices (i.e. shutdown switches, pressure transmitters, flow switches, valve limit switches, relief devices, etc.) perform? When did previous inspection/calibration of devices occur? Was post-incident testing of the devices performed? Did the discovery of a manual valve status not previously communicated to Control Room contribute to the incident?
- ◆ Procedures - Was the improper performance of a Control Room procedure a contributing/causal factor to the incident? Was the written procedure for a Control Room procedure found to be less than adequate and a contributing/causal factor to the incident? Were the actions of field personnel a contributing factor? Was inadequate training of controllers identified as a contributing factor?
- ◆ SCADA System – Was the configuration of a SCADA display found to be less than adequate and a contributing factor to the incident? Did the configuration of a SCADA display accurately depict relevant information of the incident? Did the SCADA perform as expected prior to and during the incident (i.e. refresh rates, events and alarms shown on SCADA display, were controller commands executed, etc.)?

Conclusion of the Root Cause Analysis:

The results of the investigation will identify causal factors. Causal factors are equipment performance gaps or front line personnel performance gaps that caused an incident, allowed an incident to occur, or allowed the consequences of the incident to be worse than they might have been. For a typical incident there are multiple causal factors.

Root causes are deficiencies of management systems that allow the causal factors to occur or exist.

Recommendations:

Recommendations are the most important product of the analysis. Recommendations are formulated to change the organization's behavior and prevent recurrence of the incident or to minimize the consequences.

Once the causal factors and root causes have been identified, recommendations can be made to address them.

Recommendations are actions that should be taken or considered based on the incident investigation. Recommendations could include such things as; policies, procedures, training, communication protocols, new equipment. The recommendations shall be tracked to implementation or, if the recommendation is not implemented, a justification why it was not implemented including alternative mitigation to address the issue shall be documented.

SINCLAIR TRANSPORTATION COMPANY



SECTION 300

SPILL DETECTION AND MITIGATION PROCEDURES

300 Spill Detection and Mitigation Procedures

310 General

(a) STC believes that spill prevention is the best method to protect the environment and the public. This is achieved through personnel training, maintenance and following sound operational procedures.

(b) It is the responsibility of the District Manager or his designee to administer STC's leak detection and spill mitigation program.

(c) The leak detection system is evaluated in accordance with STC's Pipeline Integrity Management Program Procedure IM-1200. Leak detection practices and procedures are located in the Control Room Management Manual.

(d) STC's pipelines are routinely monitored by aerial patrol and continuously by a SCADA system. Operating personnel perform visual inspection of facilities as a part of their routine work assignments.

320 Training

See Section 700 of this Manual. Additional training information is contained in the STC General Procedures Manual and the Operator Qualification Manual (OQ Manual).

330 Maintenance and Operating Procedures

331 Maintenance

STC follows maintenance procedures that meet the requirements of Part 195. See the STC Pipeline General Procedures Manual.

332 Operating Procedures

STC follows operating procedures that meet the requirements of Part 195. Refer to the Pipeline Operating Procedures Manual for the Crude System, the Rocky Mountain Products System, the Mid Continent Products System and the Control Room Management Manual.

333 Pipeline Surveillance

All pipelines are patrolled either by aerial patrol or foot patrol at intervals not exceeding three weeks but at least 26 times per calendar year. The detailed procedures for right-of-way inspection are covered in Section 207 of the STC Pipeline General Procedures Manual.

334 Pipeline Cathodic Protection

All of the pipeline segments are coated and cathodically protected. Cathodic protection inspections are performed as follows:

- Impressed current sources (rectifiers) - six times per calendar year but at intervals not exceeding 2.5 months.
- Pipe-to-soil Potential Surveys - Once per calendar year but at intervals not exceeding 15 months.
- Interference bonds - Critical bonds six times per calendar year but at intervals not exceeding 2.5 months., others at least once per year.
- Cased pipeline crossings - Inspected for shorted casing when the pipe-to-soil potential survey is made.
- External Corrosion Control - When the pipe is exposed for any reason, the pipe is inspected for evidence of external corrosion, coating deterioration. If corrosion is found, the inspection continues until the extent of the corrosion is identified.
- Internal Corrosion Control - When the pipe is cut, the interior of the pipe is inspected for evidence of internal corrosion.

Refer to Section 400 in the STC Pipeline General Procedures Manual for more information on corrosion control.

335 Valve Maintenance

- a) Each valve that is necessary for the safe operation of a system is to be maintained in good working order at all times. Refer to Section 524 of the STC Pipeline General Procedures Manual for more information on valve maintenance.
- b) STC shall, at intervals not exceeding 7.5 months, but at least twice each calendar year, inspect each mainline valve to determine that it is functioning properly.
- c) Each valve should be protected from unauthorized operation and vandalism by chain link fences and/or chains and locks on the valve.

336 STC Anti-Drug Policy

STC maintains an anti-drug plan that complies with Part 199. A copy of the anti-drug plan is located at each manned station.

337 Intentionally Left Blank

338 Spill Location

When it is suspected that a spill has occurred, weather permitting, an aerial patrol of the system will be made. In adverse weather, other means, such as vehicle or foot patrol, will be utilized to locate the source of the spill. Block valves will be closed and system pressures will be monitored to identify the failed segment of the system.

340 Response Actions

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(a) Initial response actions are those taken by local personnel immediately upon becoming aware of the spill, before the formal Immediate Response Team, as described in Section 500 of this manual, is formed and functional. Timely implementation of these initial steps is of the utmost importance because they can greatly affect the overall response operation. Refer to Figure 201-3 of this manual.

(b) It is important to note that these actions are intended only as guidelines. The appropriate response to a particular incident may vary depending on the nature and severity of the incident and on other factors that are not readily addressed. **Note that, without exception, personnel and public safety is first priority.**

(c) The first STC person on scene of the incident will function as Incident Commander (IC). That person continues to function as IC until relieved by higher supervision or until the formal Immediate Response Team is established.

(d) The person functioning as QI/IC during the initial response period has the authority to take the steps necessary to control the situation and must not be constrained by these general guidelines.

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

- Take appropriate personal protective measures to protect public safety.
- Minimize public exposure to injury and probability of accidental ignition by assisting with evacuation of residents and assisting with halting traffic on roads and railroads in the affected area, or taking other appropriate action.
- Begin incident event log. (See Figure 201-4 of this manual)
- Restrict access to the spill and the adjacent area as the situation demands.
- Eliminate possible sources of ignition in the near vicinity of the release.
- Eliminate the source of the spill to the greatest extent possible.
- Isolate the source to control the released hazardous liquid at an accident scene to minimize the hazards (for example, close upstream block valves—let downstream pump stations run until shut down by low suction pressure to evacuate as much product

downstream of failed section as possible. Consult the pipeline elevation profile before making this decision)

- Make internal notifications
- Make external notifications such as notifying fire, police, and other appropriate public officials of hazardous liquid emergencies and coordinating with them preplanned and actual responses during an emergency.
- Initiate steps to activate response personnel and resources including contractors.
- Verify the type of product and estimate the quantity released.
- Use appropriate testing and sampling equipment to determine potential safety hazards.
- Maintain control of the site until relieved by formal Immediate Response Team personnel.

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█ (f) Continuing spill response actions beyond the above-described initial response will depend on the severity of the incident and expected duration of the response. If the incident cannot be contained and controlled with this initial response, implementation of the higher levels of response will be implemented as described in Section 500 of this manual.

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█ (g) Be sure to document all conversations (telephone or personal) with government/regulatory authorities. Request that government/regulatory authorities document and sign their recommendations or orders—especially if you do not agree with the suggestions, instructions or actions. Refer to Forms 201-5 and 201-6 and complete the appropriate form, depending on the type of incident, before making the call.

350 Specific Spill Response Actions—Line Break

(a) Initial response steps that should be considered at the incident site to control the spill after shutdown, protect public and property, and minimize the severity of the incident include:

- Take appropriate personal protective measures.
- Restrict access to the spill and the adjacent area as the situation demands.
- Eliminate the source of the spill to the greatest extent possible (for example, notify Control Center).
- Isolate the source (for example, close block valves).
- Eliminate possible sources of ignition in the near vicinity of the release.
- Initiate steps to notify response personnel and resources (for example, notify Field Team Leader).
- Verify the type of product and estimate the quantity released.
- Use appropriate testing and sampling equipment to determine potential safety hazards.

- Maintain control of the site until relieved by formal Immediate Response Team personnel.

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(b) Document the layout of the leak site including wind and grade directions. This can be used in conjunction with the pipeline alignment sheets or the emergency response maps to predict the potential of threatening sensitive areas.

360 Final Response

- ___ Make area safe to work in
- ___ Make repairs
- ___ Restore area
- ___ Prepare or complete written reports and other documentation as required.

SINCLAIR TRANSPORTATION COMPANY



SECTION 400 QUALIFIED INDIVIDUALS RESPONSE RESOURCES

400 Qualified Individual/Response Resources

(a) Sinclair Transportation Company (STC) is authorizing the personnel listed in Sections 420 and 450 to be the Qualified Individual/Incident Commander (QI/IC) for the purpose of spill response and control for the designated response zone or terminal. Other personnel have been identified as QI and may also function as Alternate Qualified Individual (AQI) as required.

(b) The QI and AQI must meet the following requirements:

- Speak fluent English;
- Be available on a 24-hour basis and should be available to arrive at the facility in a reasonable time;
- Be familiar with the implementation of the spill response plan; and
- Be trained in the responsibilities of the QI under the response plan.

(c) STC Management authorizes the QI/AQI to:

- Activate and engage in contracting with OSRO;
- Act as liaison with the pre-designated Federal On-Scene Coordinator (OSC);
and
- Obligate funds required to carry out all necessary or directed response activities.

(This financial authority is unique to spills and emergency releases and is not part of STC's routine delegation of authority guidelines.)

410 Response Zone Summary

The pipelines covered by this plan have been divided into six response zones as follows:

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PHMSA Sequence Number	Response Zone	System	County(s)	State(s)	Line Segments
424	Zone 1	Bairoil Crude System	Sweetwater and Carbon	Wyoming	<ul style="list-style-type: none"> 8" Lost Solider to Bairoil 8" Bairoil to Sinclair
423	Zone 2	Crude Trunk Pipelines	Carbon and Natrona	Wyoming	<ul style="list-style-type: none"> 8"/12" Casper to Sinclair 10" Casper to Sinclair 16" Pathfinder Pipeline 8" RMPL to Casper Station
1121	Zone 3	Guernsey Pipeline System	Natrona, Converse, Platte, and Laramie	Wyoming	<ul style="list-style-type: none"> 10" Cheyenne to Guernsey 10" Guernsey to Stroud 8" Stroud to Casper Station 6" Big Muddy Pipeline
422	Zone 4	Medicine Bow Pipeline System	Laramie, Albany, and Carbon Larimer, Weld and Adams	Wyoming Colorado	<ul style="list-style-type: none"> 6" Medicine Bow Pipeline
1493	Zone 5	Denver Area Pipelines	Adams and Denver	Colorado	<ul style="list-style-type: none"> 8" Kaneb Connection Pipeline 10" Chase Connection Pipeline
1183	Zone 6	Mid-Continent Pipeline System	Jackson, Ray, Carroll, Chariton, Linn, Macon, Adair, Knox, Scotland, Audrain, Boone, Randolph, and Clark	Missouri	<ul style="list-style-type: none"> 8" Olathe, Kansas to Carrolton, Missouri 8" Carrolton to Montrose, Iowa

Piping diagrams and profile maps for pipelines in the Rocky Mountain District are maintained on file at STC's District Office in Sinclair, WY. Piping diagrams and profile maps for pipelines in the Mid Continent Pipeline System are maintained on file at STC's District Office in Carrollton, MO.

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420 Qualified Individual List

Name	Telephone Number			Zone					
	Work	Cell	Home	1	2	3	4	5	6
Mark Petersen	801-524-2852	(b) (6)		X	X	X	X	X	X
Barry Bluth	307-328-3549			X	X	X	X	X	
Jon Brown	307-328-3643			X	X	X	X	X	
Randy Chamberlain	307-328-1638			X	X	X	X	X	
Chris Flack	307-328-3669			X	X	X	X	X	
Aron Moeller	307-324-2636			X	X	X	X	X	X
Alan Dean	307-324-2636			X	X	X	X	X	
Kelly Johansson	307-324-2636			X	X	X	X	X	
Rex Wells	303-287-0268							X	
Tony Johnson	303-288-0927						X	X	
Jerry Weber	303-287-0268							X	
Dan Rutherford	303-287-0268					X	X	X	
James Lowder	303-287-0268							X	
Frank Lucero	307-324-2636			X	X	X	X		
Jeremy Hanser	307-473-2637				X	X			
Mike Alvey	307-473-2637				X	X			
John Russell	307-634-2407					X	X	X	
Mike Pettigrew	307-836-2705					X	X		
Randy Danielson	660-542-0206								X
Mike Pickett	660-542-3135								X
Ryan Miller	660-542-0206								X
Mark England	660-542-0206								X
Kevin Schneider	319-463-7000								X
Dave Burch	913-233-7357								X
Lloyd Vandeventer	660-542-0206								X
Phil Burch	913-233-7352								X
Kenny Kerby	660-542-0206								X
Reinhardt List	660-542-0206								X
Dwayne McWilliams	660-542-0206								X
Randy Link	660-542-0206								X
Brett Ponting	660-542-0206								X
Randy Sanders	660-542-0206								X
Clarence Harris III	913-233-7350								X
Curtis Dieckmann	913-233-7350								X
Chad Shull	319-463-7000								X

STC's Pipeline control center is located at Sinclair, WY and is attended 24 hours daily. Telephone numbers are 307-324-2636 or 800-321-3994.

430 Worst Case Discharge

(a) This section describes how Sinclair determines the worst case discharge for each of its response zones as required by §194.105.

(b) As part of Sinclair's Integrity Management Plan the Volume Release and HCA Impact (IM-100), Leak Detection and Emergency Flow Restricting Device (IM-1200), and Data Integration (IM-1300) procedures are used to evaluate actual response times and release volumes to validate the calculations made in this process.

431 Methodology

(a) Sinclair has developed worst case spill volumes through the Integrity Management Program. Those results have been incorporated into this section.

(b) The following data was used to arrive at the spill volumes for each segment of line:

- **Maximum flow rate**
- **Valve type** – check, manually operated block, or remotely controlled motor operated valve (MOV).
- **Detection time** – based on historical control center detection of catastrophic spills and control center procedures. 10 minutes was used for all systems.
- **Response time** – time it takes for operators to travel to manually operated block valves. Time estimates are conservative, taking into account adverse weather conditions and off-duty work hours.
- **Valve closure time** – For check valves this is zero.
- **Valve location**
- **Line profile** - the centerline shapefiles were draped over a digital elevation model (DEM) or, in some cases; the line had been surveyed for elevation.
- **Product Viscosity** – conservative viscosities were used for batched system lines.
- **Bi-directional lines** – for bi-directional lines the modeling was performed for both operations.

(c) The worst case discharge volume was determined by adding the detection time, response time, and valve closure time and multiplying that sum by the maximum flow rate. This result was then added to the drain volume. The drain volume was calculated using a model that takes into account line size, product viscosity and elevation of section. The result is the worst case discharge volume. This was done for every 500' of line.

(d) For response zones with breakout tanks the methodology for worst case discharge is guided by §194.105(b)(3) and (4) which states'

“(3) If the response zone contains one or more breakout tanks, the capacity of the single largest tank or battery of tanks within a single secondary containment system, adjusted for the capacity or size of the secondary containment system, expressed in barrels.
(4) Operators may claim prevention credits for breakout tank secondary containment and other specific spill prevention measures as follows:”

<i>Prevention Measure</i>	<i>Standard</i>	<i>Credit</i>
<i>Secondary containment >100%</i>	<i>NFPA 30</i>	<i>50%</i>
<i>Built/repaired to API Standards</i>	<i>API 620, 650, 653</i>	<i>10%</i>
<i>Overfill Protection Standards</i>	<i>API RP 2350</i>	<i>5%</i>
<i>Testing /cathodic protection</i>	<i>API 650, 651, 653</i>	<i>5%</i>
<i>Tertiary containment/drainage/treatment</i>	<i>NFPA 30</i>	<i>5%</i>
<i>Maximum allowable credit</i>		<i>75%</i>

(e) See each response zone appendix for the results of the worst case discharge calculations.

432 Release Profiles

(a) The spill modeling program produced spill volume profiles that represent a summary of the spill model. The profile graphic contains an elevation profile, valve location and type, spill volume, and drain time as defined in STC Integrity Management Plan.

440 Response Resources

(a) STC shall ensure, by contract or other approved means, the resources necessary to remove, to the maximum extent practicable, a worst case discharge and to mitigate or prevent a substantial threat of a worst case discharge.

(b) STC has the capability to deal with small (Tier 1) and medium size spills using STC resources, other Sinclair assets, and local contractors. The local contractors listed in Section 460 are listed as a tool for responding personnel that may require additional resources.

(c) STC has Master Service Agreements with two Oil Spill Removal Organizations (OSRO). See OSRO Contract Appendix for the current agreements:

- Garner Environmental Services Inc., 1717 West 13th Street, Deer Park, Texas 77536, **1-800-424-1716**, 281-930-1200, FAX 281-478-0296. Garner Environmental Services is USCG approved.

- Allied International Emergency, LLC 2333 Delante Street, Ft. Worth TX 76117, **1-800-980-7911**, 817-595-0100, FAX 817-595-0125

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(d) Both of these OSRO's have a network of subcontractors that are available locally for immediate response (Tier 1) when necessary and can also provide response resources from their headquarters for sustained (Tier 2) and major (Tier 3) incidents. See Section 500 for OSRO response times for the three oil spill types.

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(e) In the event of a discharge beyond the capability of available STC resources, the QI/Incident Commander has the authority to activate private spill cleanup contractors, other experts, and consultants. See Section 500 for spill impact and cleanup procedures.

(f) STC will not normally hire and/or train volunteers for spill response activities. STC will refer volunteers to the appropriate state and/or local agencies or organizations that are set up to handle volunteers.

(g) Other agencies have stockpiles of equipment available to the private sector, generally after sources of equipment provided by private contractors have been exhausted. Requests for federal equipment can be expedited when made through the Federal On Scene Commander.

450 Non - DOT (Part 195) Jurisdictional Terminals

(a) This manual serves as part of the Spill Prevention Control and Countermeasure (SPCC) Plan and Facility Response Plan (FRP) for terminals that are **not** regulated by 49 CFR Part 195.

(b) The qualified individual requirements and response resources listed in this section are applicable for the terminal managers and operators for each of these terminals.

(c) The STC control center either monitors tank levels and other alarms or is contacted through auto-dialer equipment to respond to alarm conditions at these terminals.

TERMINAL	QI / IC	WORK	CELL	HOME
Boise, Idaho			(b) (6)	
	Rex Hauser	208-375-3931		
Burley, Idaho	Dave Cole	208-678-7363		
	Craig Thompson	208-678-7363		
Kansas City , Kansas	Curtis Dieckmann	913-233-7350		
	Clarence Harris III	913-233-7350		
	Phil Burch	913-233-7350		
Casper, Wyoming	Rob Butler	307-472-1284		
	John Murray	307-472-1284		
	On Call Cell			

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Sinclair, Wyoming	Ben Alvey	307-328-3569	(b) (6)
	Daniel Moore	307-328-3569	
	On Call Cell		
Terminal Manager is listed first for each terminal			

460 Contractor List

OSRO			
Contractor/Company	Location	Telephone	Service Available
Garner Environmental Services	24-hour # Deer Park, TX	800-424-1716 281-930-1200	OSRO
Allied International Emergency, LLC Ty McKee	24-hour # Ft. Worth, TX	800-980-7911 817-595-0100	OSRO
Nationwide Contractors			
United Rentals	Casper, WY Ft. Collins, CO Commerce City, CO Olathe, KS Kansas City, MO	307-237-3771 970-482-9999 800-877-3687 913-338-3363 816-921-4141	Equipment rental national contract
ATC Associates, Inc.	Denver, CO Lenexa, KS	303-799-6100 720-382-9865 913-438-2800	Emergency Response
Rocky Mountain District – Response Zones 1-5			
Transportation & Industrial Services	24-hour # Denver, CO	888-745-9197 303-833-1111	HAZ MAT trailer, pumps, river boom, absorbents
Cavalry Water Service	Casper, WY	307-277-1280	Vacuum truck
Wyoming Power Wash	Casper, WY	307-235-4838	Portable Hotsy
Tomahawk Construction	Sheridan, WY	307-751-6671	Track hoe, Front end loader, bull dozer, side boom
Mel's Water Service	Casper, WY	307-234-6660	Vac trucks
Resource Environmental Group	Commerce City, CO	303-295-6297	Vacuum trucks, roll-off containers, frac tanks

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Contractor/Company	Location	Telephone	Service Available
Bartlett Oil Field Service	Bairoil, WY	307-328-1015 307-320-7680	Portable hotsy, back hoe, track hoe, front end loader, dump truck, vacuum truck, transport
Totem Construction	Casper, WY	307-237-3615	Back hoe, track hoe, side boom, vacuum truck, transport
Platinum Environmental	Loveland, CO	970-669-2277	Track hoe, dump truck, front end loader, bull dozer, transport
Key Energy Services	Ft. Lupton, CO	303-659-2062	Vacuum trucks
A&W Water	Ft. Lupton, CO Douglas, WY	303-659-6523 307-358-5239	Vacuum trucks, tanker trucks
Mid-Continent District Response Zone 6			
Haz Mat Response	24-hour # Olathe, KS	800-229-5252 913-747-2265	Frac tank, track hoe, back hoe, vacuum truck
Environmental Specialists, Inc.	Kansas City, MO	888-331-3443 816-523-5081	HAZ MAT trailer, pumps, river boom, absorbents vacuum truck, dump truck, tanker truck, roll-off boxes, frac tanks, site remediation
Foltz Welding dba: Continental Pipeline Services, Inc.	Carrollton, MO	660-542-1516	Back hoe, track hoe, side boom, front end loader, bull dozer, dump truck
Philip Services Corp.	Kansas City, MO	816-474-1391	Vacuum truck, emergency response services

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470 STC Response Equipment Zones 1 thru 5

471 Southeast Wyoming Oil Spill Response Cooperative Trailer #1

(a) The following equipment is located at the Sinclair Refinery in Evansville, WY. 5700 East Highway 20-26, Evansville, WY. Two trailers are located there and can be accessed 24-hours per day. They are located in the parking lot of the refinery.

(b) Trailer #1 can be pulled with a pickup equipped with a 2⁵/₁₆" ball. Trailer #2 is for storage only. Notify Sinclair Trucking at 307-235-5919 or the refinery at 307-265-2800 prior to taking the trailer.

(c) Contact SEWOSA members within 24 hours - email all members or contact President – Chris Murray at 307-233-6181 or (b) (6) (cell).

(d) When trailer is returned contact Brian King at 307-262-1514 to conduct inventory.

(e) The combination on all SEWOSA trailers locks is **6482**

Casper SEWOSA Trailer #1			
Quantity	Description	Quantity	Description
1	14 ft. Rover Jon boats	2	Medical first aid kit
2	Mercury boat motors with gas tank and hose	5	Brooms
4	HD cable tow bridles for boom	16	Orange safety vests
5	Bales of 3M type 151 oil sorbent sheets	1	Box of white plastic sheeting
2	Bales of 3M type 156 oil sorbent sheets	37	6 ft. steel drive posts w/clips
8	18# Hooker River anchors with 75 ft x 1/2" rope	3	Flood lights on posts
7	Life jackets, commercial type	2	Rolls of barricade tape
1	1,000 ft. fast water deflection boom	1	Funnel
10	18 lb. bags of Oclansorb oil absorbent	1	Package gloves
5	Bags of 8" x 10' oil absorbent boom 4 per bag	6	Safety goggles
1	Bags of 8" x 10' oil absorbent boom 2 per bag	1	Centrifugal trash pump
1	Portable generator	4	Plastic swim pools
1	10 ft. 2" super-vac suction hose	2	Post drivers
1	2" strainer for suction hose	4	Tarps - blue
1	20 ft. water discharge hose	3	Tarps - yellow
1	Brass wash down jet nozzle	4	Spools yellow 1/2" rope
4	Pitchforks	1 box	Plastic sheeting
5	50 ft. electrical cord	3 boxes	1/2" eye spring snaps (10/box)
4	100 ft. electrical cord	1 pr	Rubber gloves
1	25 ft. electrical cord	1 pr	Rubber boots
1	Extension cord splitter - orange	2	Boxes of garbage bags
1	8 oz sledge hammer	2	Boat oars
1	12 oz sledge hammer	2	Meta 1/2" tubular steel stands
2	Roll of 40' x 100' 6 mil plastic	4	Shovels (3 square, 1 spade)
3	Rolls of 4" x 2" x 36" wire mesh		
Casper SEWOSA Trailer #2 – Storage Only			
Quantity	Description	Quantity	Description
1	14' river Jon boat	6	Rolls steel cable
4	Boat oars	10	Large white fabric bags
	Assorted steel culverts (flumes)		

472 Southeast Wyoming Oil Spill Response Cooperative Trailer #2

(a) The following equipment is located at Rocky Mountain Pipeline's facility in Ft. Laramie, WY. The facility is located on South Street off of WY Highway 26. One trailer is there and can be accessed 24-hours per day from the north through a locked gate. Both the gate and the trailer have a combination lock - 6482.

(b) The trailer can be transported by truck with a 2-5/16" ball. Semi trailer is for storage only.

(c) Contact SEWOSA members within 24 hours - email all members or contact President – Chris Murray at 307-233-6181 or (b) (6) (cell).

(d) When trailer is returned contact Brian King at 307-262-1514 to conduct inventory.

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Quantity	Description	Quantity	Description
1	14 ft. Rover Jon boats	2	Rakes
2	Mercury outboard motors with gas tank & hose	2	Pitchforks
10	HD cable tow bridles for boom with top tension cable	5	50 ft. electrical cord
3	Bales of 3M type 151 oil sorbent sheets	1	100 ft. electrical cord
2	Bales of 3M type 156 oil sorbent sheets	4	Shovels
4	18# Hooker River anchors with 75' ½ " rope	1	Post driver
6	Life jackets, commercial type	1	Ax
1	1,000 ft. fast water deflection boom	1	8 oz sledge hammer
10	18 lb. bags of Oclansorb Oil Absorbent	1	12 oz sledge hammer
2	Boxes of Oil Absorbent 4" x 4' Sox (15 per box)	1	Medical first aid kit
2	Boxes of Oil Absorbent 4" x 8' Sox (6 per box)	50	6 ft. steel drive posts
1	10 ft. 2" super-vac suction hose	6	Traffic cones
1	20 ft. 2" super-vac suction hose	8	Boat Oars
1	20 ft. water discharge hose	2	Rolls of barricade tape
1	Brass wash down jet nozzle	1	Portable generator
1	Plastic spiraflex nozzle	1	5 gallon can of gasoline
1	2" strainer for suction hose	2	Personal floatation devices
1	Roll of 40 ft x 100 ft 6 mil plastic	11	Rolls of rope
4	Rolls of 4" x 2" x 36" wire mesh		
Semi Trailer – Ft. Laramie – Storage Only			
1	Jon boat		Assorted steel culverts

473 Southeast Wyoming Oil Spill Response Cooperative Trailer #3

(a) The following equipment is located at STC's District Office in Sinclair, WY. One trailer is there and can be accessed 24-hours per day from the north through a locked gate. The trailer has a combination lock - **6482**.

(b) The trailer can be pulled with a pickup equipped with a 2" ball.

(c) Contact SEWOSA members within 24 hours - email all members or contact President – Chris Murray at 307-233-6181 or (b) (6) (cell).

(d) When trailer is returned contact Brian King at 307-262-1514 to conduct inventory.

Quantity	Description		
1	14' river Jon boat		
1	20 HP Evinrude outboard motor		
1	Boat gas tank		
Command Center Contents			
Quantity	Description	Quantity	Description
5	Handheld radios	1	White boards
1	Cordless drill	1	Sway bar hitch
1	Radio base set with antenna	1	Star wrench
1	Wind sock	1	Table
1	50' extension cord	1	Power strip
Response Trailer Contents			
Quantity	Description	Quantity	Description
10	4" X 6" X 50' floating river boom	20	Tent stakes
6	Boom bumpers	2	5-gallon gas tanks
4	Anchors	40	Trash bags
10	Boom bridles and cables	1	Box of rags
1	Honda 3" centrifugal pump	1	2 gallon drinking water cooler
1	75' 2½" pump suction hose	20	Snap links
1	50' 3" pump suction hose	2	Traffic barricades
	Various pump hose parts	1	Trash barrel
1	Hale FYR-FLOTE skimmer	12	Safety cones
1	100' skimmer suction hose	4	Flashlights
4	1½" X 50' discharge hose	1	Flood lamp
1	Tool box with hand tools	2	pointed shovels
2	12 cups cycle oil	2	flat shovels
1	Spare tire	2	witches brooms
23	T-posts	2	push brooms
1	First aid kit	1	50' garden hose
2	Axes	1	160' 5" absorbent boom
5	Hard hats	1800'	1/2" poly rope
6	Slicker suits	2	Polyethylene sheeting
10	HAZMAT team vests	25	Rolls yellow webbing
5	Pair rubber boots	2	Bags of diapers
4	Respirators with cartridges	1	12 pound sledge hammer
4	Goggles	2	Hand sprayers
4	Life vests	2	3 pound sledge hammers
20	Rubber gloves	1	Propane torch kit

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Sinclair Transportation Company – Emergency Response & Management Manual

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Quantity	Description	Quantity	Description
1	Hydraulic jack	6	Bags absorbent sheet boom
1	Bolt cutter	2	100' adsorbent boom (Alden wringer)
1	24" pipe wrench	1	Alden Industries electric wringer
2	Pitch forks	1	Tail pulley for Alden wringer
2	Rakes	1	Fire blanket
4	Pints liquid detergent	2	Fishing nets
4	Rolls of tape	2	Oars

474 STC Spill Trailer – Denver Products Terminal

13

The following equipment is located at STC's Denver Terminal, 8581 East 96th Avenue, Henderson, CO. The contact person is Bill Halterman, 303-287-0268 (or 0267).

Quantity	Description	Quantity	Description
Absorbent Material			
8	Bags sorbent pads	5	Bags pom-poms
1	Box economizer wipes	2	Bags shredded oil sorbent
2	Bags oil boom	1	Bag oil socks
6	6" x 6" 50' containment boom	12	Containment boom bridles
Personnel Protection Equipment			
Quantity	Description	Quantity	Description
9	Knee high Tingley boots	4	Cotton gloves
4	Hip waders	2	Boxes vinyl gloves
1	Heavy knee boots	8	Face shields
12	Rubber rain suits	12	Safety glasses
4	Boxes Tyvek suits	1	Box ear plugs
16	Long rubber gloves	8	Safety goggles
16	Medium rubber gloves	3	Respirator facemasks & cartridges
3	Life vests	2	Boxes cotton masks
Equipment			
Quantity	Description	Quantity	Description
5	Blue tarps	3	Assorted length power cords
1	Bag tarp straps	6	Brass Master locks
2	Box visquene	3	50 ft. bundles of hemp rope
1	Bag assorted rubber bungees	4	Rolls 100' poly rope
1	Roll caution tape	3	Rolls of duct tape
4	Rolls orange flagging tape		
Tools			
Quantity	Description	Quantity	Description
2	Scoop shovels	3	Welder striker
1	Round point shovel	4	Portable lights
3	Square nose shovels	7	Weed burners
3	Picks	1	Push broom
2	Axes	2	Single infrared gas heaters
3	Rakes	2	Squeegee and broom handles
2	Squeegees	2	10" draw knives
5	Pitch forks	2	5000 watt Coleman generators

Quantity	Description	Quantity	Description
3	Ice choppers	2	25 lb propane bottles
1	Digging bar	2	40 lb propane bottles
1	12# sledge hammer	1	Homelite grass blowers
1	Sweep broom	1	Post hole digger
Other items			
Quantity	Description	Quantity	Description
2	Bug and Tick spray	2	1 gal cans
2	Paper towels	2	Quart cans
2	Hand wipes	1	Box trash can liners
1	Orange hand soap	4	5 gal buckets with 3 lids

475 Rocky Mountain District Response Equipment

The following is a list of STC owned equipment available for emergency response;

- 430D Caterpillar backhoe
- 426 Caterpillar backhoe (DPT)
- 561M Caterpillar side boom
- 322BL Caterpillar track hoe
- TH103 Caterpillar Telehandler (forklift)
- Freightliner semi-tractor with lowboy and flat bed trailers
- 2 - Yamaha Rhino ATV's
- 20 - ¾ ton pickup trucks
- 1 - 1 ton mechanic truck
- 1 – 1 ton welding truck
- 6 – ½ ton pickup trucks

480 Response Equipment Maintenance

481 Spill Cooperative Response Equipment

Any spill cooperative that STC belongs to shall have, as part of its by-laws or agreement, a process to maintain all cooperative equipment at least annually.

482 STC Owned Response Equipment

(a) The District Managers and Terminal Managers are responsible for the maintenance of the respective response equipment listed in this manual.

(b) Trailer and equipment inventories shall be done, at least, annually.

(c) All powered equipment, i.e. generators, pumps, boat motors, shall be run and have their fluids changed according to the manufacturer recommendations at least once annually.

(d) All completed inventories and maintenance checks shall be documented and the Regulator Compliance Coordinator shall be notified upon completion.

SINCLAIR TRANSPORTATION COMPANY



SECTION 500 SPILL IMPACT AND CLEANUP PROCEDURES

Section 500 – Spill Impact and Cleanup Procedures

510 Significant and Substantial Harm

(a) Sinclair shall determine which line sections in a response zone can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil.

(b) Sinclair has incorporated the information acquired through its Integrity Management Program to aid in determining whether a line section can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil.

(c) If a line section directly intersects either an Unusually Sensitive Area Ecological (USA-ECO) or Drinking Water (USA-DW) attribute, as provided by the National Pipeline Mapping System (NPMS), or other environmentally areas, determined by Sinclair, then that section is determined to be one that could cause significant and substantial harm.

(d) Other factors are then taken into account including:

- Line diameter and length – lines greater than 6⁵/₈" in diameter and greater than 10 miles in length and the line section:
 - Has experienced a release greater than 1,000 barrels within the previous five years,
 - Has experienced two or more reportable releases, as defined in Section 230.2, within the previous five years,
 - Contains any ERW pipe, manufactured prior to 1970, operates at a MOP established per Sinclair's General Procedures Manual Section 533.1 that corresponds to a stress level greater than 50 percent of the specified minimum yield strength of the pipe,
 - Is located within a 5 mile radius of potentially affected public drinking water intakes and could reasonably be expected to reach public drinking water intakes, **or**
 - Is located within a 1 mile radius of potentially sensitive areas, and could reasonably be expected to reach those areas.

(e) Sinclair uses a buffer zone approach to determine whether a release could reasonably be expected to reach a USA-ECO or USA-DW, for sections of line that do not intersect with these NPMS attributes, to determine High Consequence Areas (HCA) under it's IM program. Sinclair shall use the results of

13

its HCA determination to determine whether the last two criteria in 510(d) are met.

(f) As spill modeling is used to further its HCA determination process Sinclair will use this method to determine if the last two criteria in 510(d) are met.

(g) The results of the significant and substantial harm determination are detailed in each of the six response zone appendices.

520 Response Team Organization

13

520.1 Discharge Classification

(a) The severity of a discharge will have a bearing on the level of management involvement necessary and the extent of mobilization. The following definitions provide guidance in the early classification of discharges.

(b) STC utilizes a three-tier oil spill response organization:

- Immediate Incident (Tier 1) Response Team - Made up of the local personnel from the system where the incident occurs and will be the initial responders to the spill incident.
- Sustained Incident (Tier 2) Response Team - Made up of Immediate Response Team members from other systems and specifically trained employees from throughout STC and will be activated to supplement local System Team when the magnitude of the spill incident indicates the need for additional manpower, or where it is anticipated that the response effort will be sustained.
- Major Incident (Tier 3) Response Team - This Team draws on specialists and specifically trained employees from throughout STC's organization supplemented by contractors (OSRO) specializing in spill response and clean up. As supplemental help is brought into the response activity, they do not replace the active team but rather support and add to the team organization.

STC Emergency Response Matrix

Level of Incident	Response by: (all or part of)	Augmentative Resources
Immediate (Tier 1)	Immediate Response Team	Sustained Response Team Spill clean up specialist contractors OSRO – if needed
Sustained (Tier 2)	Immediate Response Team Sustained Response Team OSRO	Spill clean up specialist contractors Personnel from other Sinclair operations – may include oil tankers from trucking fleet (90 trucks), vac trucks from refinery operations, or corporate aircraft
Major (Tier 3)	Immediate Response Team Sustained Response Team OSRO Mutual aid manpower pool	Spill clean up specialist contractors Mutual aid teams Local contractors Personnel from other Sinclair operations - may include oil tankers from trucking fleet (90 trucks), vac trucks from refinery operations, or corporate aircraft

521 Immediate (Tier 1) Response Team

(a) The first STC employee on scene will implement the Incident Command System (ICS) and initially assume the role of Incident Commander (hereinafter referred to as IC). Transfer of command will take place as more senior supervisors respond to the incident, with the IC role typically being filled by the District Manager or designee. Headquarters support will be utilized on an as needed basis.

(b) For spill incidents capable of being managed by the local team, the District Manager will function as IC throughout the incident. The command structure for such spills will typically be as shown in Figure 500-2.

(c) The number of positions needed to staff this minimum organization will depend on the size and complexity of the spill. The duties of each position must be performed, but may be performed by the IC directly or delegated to fewer people filling more than one position.

(d) The IC is always responsible for directing all response activities, and will assume the duties of all positions in Figure 500-2 until the duties can be delegated to other qualified personnel.

(e) Immediate responsibilities that must be addressed at the outset include:

- Site safety assessment. Complete “Job Safety Analysis”
- Establishing a command post.
- Establishing communications with the Control Center.
- Initiating cleanup and recovery activities.
- Insuring regulatory and legal compliance.
- Providing liaison with local emergency response agencies.
- Interfacing with the public and media.

13

521.1 Exposure

(a) The potential public and environmental exposure is moderate. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have moderate impact on the public and/or the environment.

521.2 Degree of Control

The incident can be controlled in a short period of time through implementation of the local resources available to the facility (including cooperatives and contractors).

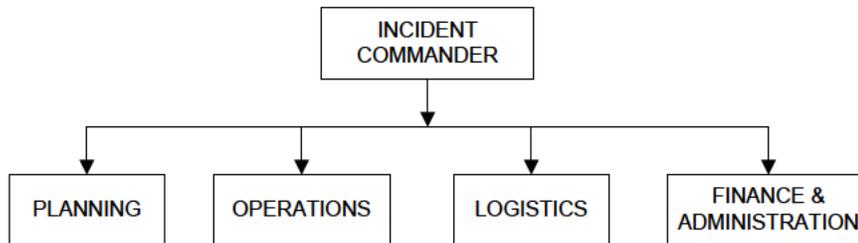
521.3 Agency/Governmental Involvement

Government involvement will be moderate and generally restricted to state and local levels.

521.4 Media Involvement

Media interest will be moderate and generally restricted to state and local levels.

Figure 500-2 Command Structure for Immediate Response Team



522 Sustained (Tier 2) Response Team

(a) This second level of response is utilized when the magnitude of the incident or its impact indicates the need for additional personnel, or where it is anticipated that the response effort will be sustained.

(b) Local STC resources may have to be supplemented with other STC and external resources to manage the spill incident. Activation of the Sustained Response Team would be anticipated during a Tier 2 incident.

(c) Positions may be filled by more than one person, to provide adequate relief for twenty-four hour response operations, with each filling alternating twelve hour shifts. Some positions may require Assistants, such as Assistant Incident Commander, to reduce the span of control.

(d) Some groups may need to be divided into two or more geographic segments as the scope of the incident expands. An example is shown in Figure 500-3, where the spill has impacted three diverse areas requiring differing recovery and cleanup techniques.

522.1 Exposure

(a) The potential public and environmental exposure is moderately high. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have moderately high impact on the public and/or the environment.

522.2 Degree of Control

(a) The incident can be brought under control in a moderate period of time through implementation of local resources available to the facility (including

cooperatives and contractors) with possible implementation of regional resources.

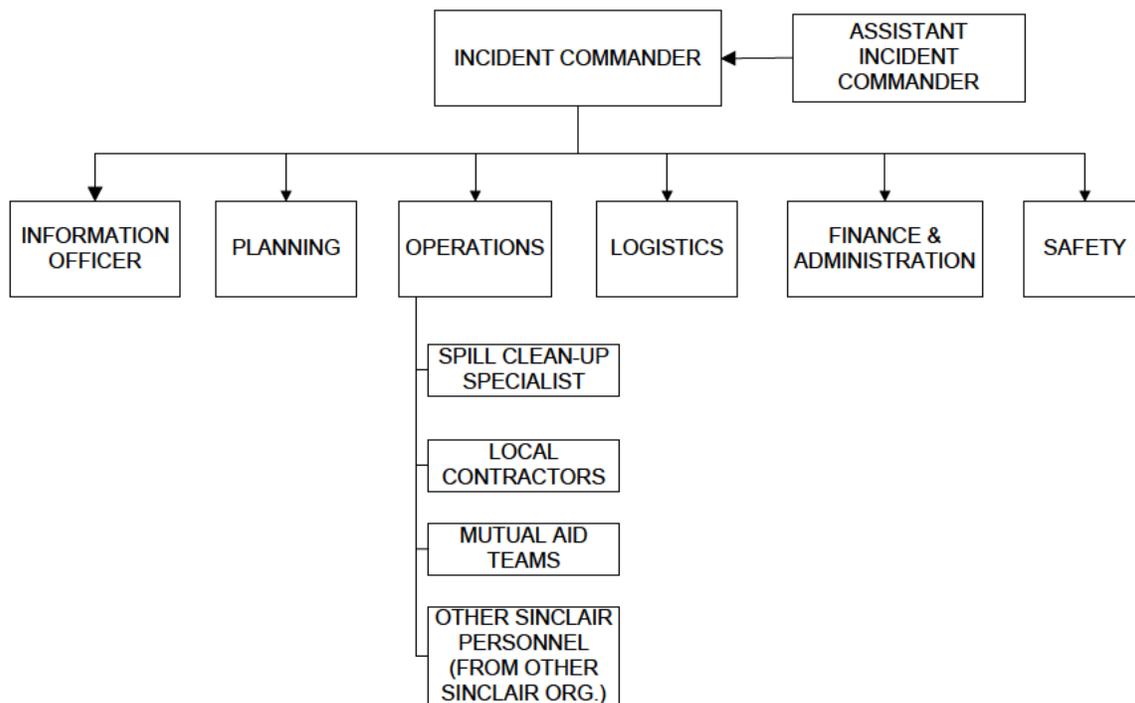
522.3 Agency/Governmental Involvement

(a) Government involvement will be moderately high and generally restricted to Regional levels.

522.4 Media Involvement

(a) Media interest will be moderately high and generally restricted to Regional levels.

Figure 500-3 Command Structure for Sustained Response Team



523 Major (Tier 3) Incident Response Team

13 (a) This team is organized to manage very large incidents with widespread impacts, requiring personnel resources from contractors specializing in spill response and clean up.

(b) Maximum STC and external resources must be brought to bear to respond to the spill incident. Activation of the Major Incident Response Team would be anticipated during a Tier 3 incident.

(c) When implemented, this team will augment the Sustained Response Team, applying additional manpower and expertise to all of the functional areas as required. The organization is designed to accommodate the strength of the organization by utilizing the best specialists and professionals available.

(d) A typical organizational structure for a fully staffed Major Incident Response Team is shown in Figure 500-4.

13 523.1 Exposure

(a) The potential public and environmental exposure is significant. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have significant impact on the public and/or the environment.

523.2 Degree of Control

(a) Maximum STC and third party resources must be implemented in order to gain control of the incident.

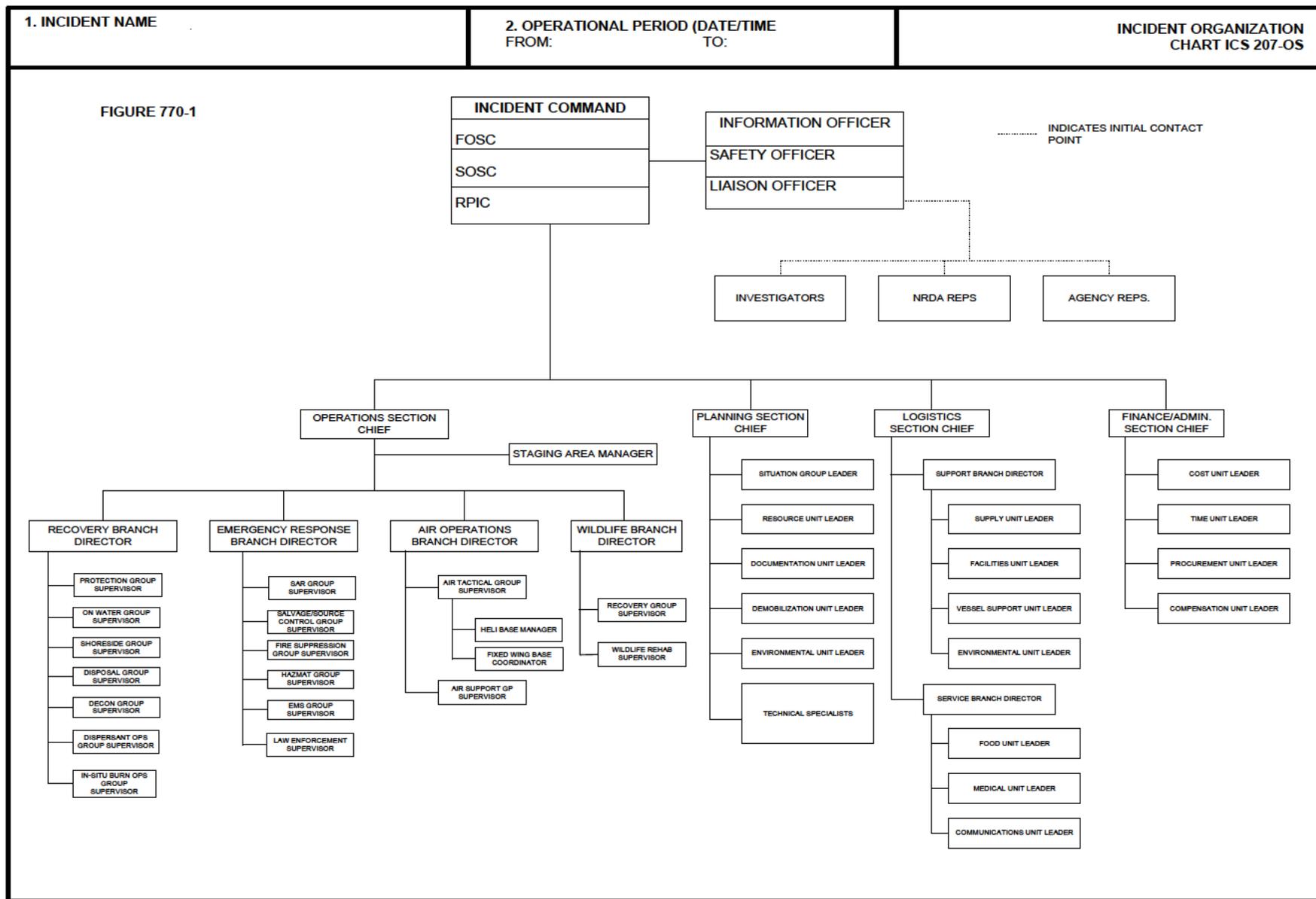
523.3 Agency/Governmental Involvement

(a) Government involvement will be intense.

523.4 Media Involvement

(a) Media interest will be intense.

Figure 500-4 Major Incident Response Team



524 Response Activities – Worst Case Discharge

(a) The response resources (OSRO's Garner and Allied) in Section 400 are available and have ensured through their agreements to respond within the time specified in Figure 524-1 and 524-2, after discovery of a worst case discharge, or to mitigate the substantial threat of such a discharge. At no time shall STC contract with an OSRO that cannot respond Within the following time specified, after discovery of a worst case discharge, or to mitigate the substantial threat of such a discharge:

- Tier 1 12 hours
- Tier 2 36 hours
- Tier 3 60 hours

(b) These response times are in accordance with 194.115(b) due to the determination that none of the response zones fall in a High Volume Area (must be a pipeline with a nominal outside diameter of 20 inches or more) and therefore fall into the all other areas category.

(b) Detection time, time to shutdown and close block valves (includes manually operated), and pipeline worst case discharge volumes are based on data from STC's Integrity Management Program leak detection and worst case discharge volume calculations for HCA analysis:

Response Zone	Time to Detect Worst Case Discharge	Time to Shutdown and Close Block Valves	Worst Case Discharge Volume, bbls.		
			Pipeline	Tank	Historical
(b) (7)(F), (b) (3)					

All response times to manual block valves are based on response times under adverse weather conditions

(c) All initial response times are within the time specified for Tier 1. The spill location would be confirmed and external (agency) and internal notifications made. The QI/AQI will mobilize spill response resources, mobilize OSRO and Cooperative resources as needed, establish Incident Command Center as necessary, and respond to the spill site and take action to contain the spill and protect public safety. QI/AQI will assess site and begin development of site safety plan. Assistance will be requested from local emergency services as needed.

(d) Within the specified Tier 2 time, the leak would be isolated, the spill contained and recovery operations nearing completion. Clean up activities would be underway and coordinated with the appropriate agencies. Pipeline repairs would be underway and nearing completion.

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(e) Within the Tier 3 time, almost all free oil is recovered and environmental damage assessment made and resources would be activated to restore/repair the environment. In most cases, repairs would be complete at the end of Tier 3 time and the pipeline restored to operations. The line would continue to be monitored at the repair site until operations are restored to normal. Final clean up would continue in coordination with agencies. Incident documentation would be accumulated in preparation for making the final report.

Sinclair Pipe Line Company – Emergency Response & Management Manual

Figure 524-1



CORPORATE OFFICE: 1717 W. 13TH STREET, DEER PARK, TX 77536 • 281-930-1200 • 800-424-1716

EXHIBIT A

Garner Response Facility Williston, ND (701) 577-1200 or (855) 774-1200				Garner's Subcontractor Approximate Response Times		
Response Location	Mileage	Tier Level	Response Time	Mileage	Tier Level	Response Time
Bairoil Crude System Sinclair, Wyoming	584	2	16.69 Hour(s)	218	1	6.23 Hour(s)
				223	1	6.37 Hour(s)
				275	2	7.86 Hour(s)
Crude Tank Line System Casper, Wyoming	459	2	13.11 Hour(s)	326	2	9.31 Hour(s)
				144	1	4.11 Hour(s)
				149	1	4.26 Hour(s)
Guernsey Pipeline System Casper, Wyoming	459	2	13.11 Hour(s)	326	2	9.31 Hour(s)
				144	1	4.11 Hour(s)
				149	1	4.26 Hour(s)
Guernsey Pipeline System Cheyenne, Wyoming	577	2	16.49 Hour(s)	357	2	10.20 Hour(s)
				84	1	2.40 Hour(s)
				326	2	9.31 Hour(s)
Medicine Bow Pipeline System Sinclair, Wyoming	584	2	16.69 Hour(s)	215	1	6.14 Hour(s)
				226	2	6.46 Hour(s)
				270	2	7.71 Hour(s)
Medicine Bow Pipeline System Denver, Colorado	678	2	19.37 Hour(s)	10	1	1 Hour(s)
				66	1	1.89 Hour(s)
				7	1	1 Hour(s)
				14	1	1 Hour(s)
Denver Area Pipelines Denver, Colorado	678	2	19.37 Hour(s)	10	1	1 Hour(s)
				66	1	1.89 Hour(s)
				7	1	1 Hour(s)
				14	1	1 Hour(s)
Mid-Continent Pipeline System Fort Madison, Iowa	1,031	2	29.46 Hour(s)	140	1	4 Hour(s)
				101	1	2.89 Hour(s)

Garner Response Facility Port Arthur, TX (409) 983-5646 or (800) 983-7634				Garner's Subcontractor Approximate Response Times		
Response Location	Mileage	Tier Level	Response Time	Mileage	Tier Level	Response Time
Mid-Continent Pipeline System Carrollton, Missouri	790	2	22.57 Hour(s)	70	1	2 Hour(s)
				217	1	6.2 Hour(s)
Mid-Continent Pipeline System Kansas City, Kansas	743	2	21.23 Hour(s)	16	1	1 Hour(s)
				5	1	2 Hour(s)

OFFICES

DEER PARK, TX
(OPERATIONS & TRAINING)
281-930-1200

PORT ARTHUR, TX
(OPERATIONS)
409-983-5646

PORT ARTHUR,
TX
(TRAINING)
409-984-9836

LA MARQUE, TX
(OPERATIONS)
409-935-0308

WILLISTON, ND
(OPERATIONS)
701-577-1200

Rev. 062712

12/17/2013

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This document supersedes all previous versions. When using printed procedures, you should verify it is the most current version posted on the Sinclair Intranet

Figure 524-2



OSRO TIER RESPONSE TABLE



Response Location	AIE Approximate Response Times	Distance (Miles)	AIE Subcontractor Approximate Response Times	Distance (Miles)	Mobile Storage Capacity (Gallons)
Bairoil Crude Sinclair, Wyoming	13.12 Hours Tier 2	883	3.24 Hours Tier 1	213	(b) (7)(F), (b) (3)
Crude Tank Line Casper, Wyoming	13.56 Hours Tier 2	938	2.13 Hours Tier 1	143	
Guernsey Pipeline Casper, Wyoming	13.56 Hours Tier 2	938	2.13 Hours Tier 1	143	
Guernsey Pipeline Cheyenne, Wyoming	11.09 Hours Tier 1	759	1.31 Hours Tier 1	93	
Medicine Bow Pipeline Sinclair, Wyoming	13.12 Hours Tier 2	883	3.24 Hours Tier 1	213	
Medicine Bow Pipeline Denver, Colorado	9.83 Hours Tier 1	660	0.5 Hours Tier 1	16	
Denver Area Pipelines Denver, Colorado	9.83 Hours Tier 1	660	0.5 Hours Tier 1	16	
Mid-Continent Pipeline System Kansas City, Kansas	7.66 Hours Tier 1	547	0.5 Hours Tier 1	21	
Mid-Continent Pipeline Fort Madison, Iowa	11.83 Hours Tier 1	757	1.75 Hours Tier 1	96	
Mid-Continent Pipeline Carrolton, Missouri	9.09 Hours Tier 1	618	1.5 Hours Tier	91	

*** Mobilization times are based upon vehicle travel, AIE can facilitate response personnel onsite within four (4) hours anywhere in the continental U.S. through chartered aircraft.

“Your Problem is Our Priority”

525 Site Safety Plan Development

(a) The Incident Commander or Safety Representative will be responsible for preparing a Site Safety Plan that will establish site specific policies, practices, and procedures to protect workers and the public from coming into contact with potential, incident-specific chemical and/or physical hazards. A Site Safety Plan will contain the following information:

1. Guidance on who is responsible for monitoring site safety.
2. A characterization of the risks associated with each operation that will be conducted in the area covered by the plan.
3. A description of known chemical and physical hazards, and the measures that have been instituted to eliminate the hazards or reduce them to an acceptable level.
4. Guidance on the level of HAZWOPER training required for workers commensurate with their job responsibilities.
5. A definition of site control measures, including a site map.
6. A description of decontamination procedures for personnel and equipment.

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

(c) This plan applies to all personnel, company and contractor, working in or on Sinclair Transportation Company owned or operated facilities. Use of the Site Safety Plan is required for any spill and leak response and for site remediation projects.

530 Environmental and Socioeconomic Sensitivities

(a) Environmental and socioeconomic sensitivities are of extreme importance when planning a response effort. The health and safety of the public and the environment, as well as the protection of the various socioeconomic sensitivities, must be addressed in order to mitigate the extent of damage and minimize the cost of the clean-up effort.

(b) All environmental and socioeconomic sensitivities are worthy of protection, but must be prioritized during a response effort.

(c) The response maps provide details of the location of the environmental and socioeconomic sensitivities in the plan area. The following describes some of the types of sensitivities that may be impacted by a spill and should be addressed in the response.

- **Water intake points**
 - Commercial, industrial, municipal, and private water intakes are subject to impact.
 - These areas may need to be boomed off or otherwise protected to minimize impact.
 - Claims due to safety/health , loss of use, and damage may occur from these points.

- **Major recreation areas**
 - A discharge affecting these areas may pose a public safety/health risk during a response effort.
 - Shoreline access for personnel and equipment deployment (boats, booms, etc.) is typically available in these areas.

- **Environmental**
 - Environmentally sensitive areas are prevalent throughout any aquatic and/or terrestrial environment and may be affected by any spill incident.
 - Environmentally sensitive areas subjected to stress and sudden change can be severely damaging. All means of exclusion/diversion should be utilized during a response effort to minimize the impact on these areas.
 - Critical areas to be protected will be identified on the response maps.
 - Areas that are near streams, lakes, and/or rivers are of special concern. Waterborne oil can be spread over a large area. Recovery and cleanup of spilled oil is more difficult. Also larger populations of flora and fauna are present in, or near, an aquatic environment.

- **Residential Areas**
 - These are areas of high public impact and may warrant evacuation in extreme cases.
 - Cleanup must be performed with extreme caution due to extensive public exposure.
 - These areas can result in claims due to safety/health, loss of use, and damage.
- **State and National Wildlife Management Areas and Refuges**
 - These areas have a high degree of exposure to threatened/endangered species and many other types of wildlife.
 - Cleanup efforts are delicate and of very high priority in these areas.

531 Wildlife Protection

(a) Sinclair Transportation will work, as necessary, with federal, state, and local agency personnel to provide labor and transportation to retrieve, clean, and rehabilitate birds and wildlife affected by an oil spill. Oversight of STC's wildlife preservation activities and coordination with federal, state, and local agencies during an oil spill is the responsibility of the IC.

(b) Special consideration should be given to the protection and rehabilitation of endangered species and other wildlife and their habitat in the event of an oil spill and subsequent response. Jurisdictional authorities should be notified and STC should work closely with them on all decisions and actions related to wildlife protection and rehabilitation. Laws with significant penalties are in place to ensure appropriate protection of these species.

(c) There are several methods utilized to reduce the impact on animals and birds. Some of the more common wildlife protection techniques are as follows:

- Use of visual stimuli, such as inflatable bodies, owls, stationary figures, or helium balloons, etc.
- Use of auditory stimuli, such as propane canons, recorded sounds, or shell crackers.
- Use of herding with aircraft, boats or people.
- Use of capture and relocation.

532 Search and Rescue of Affected Wildlife

(a) STC's involvement should be limited to offering assistance as needed or requested by the agencies.

(b) Prior to initiating any organized search and rescue plan, authorization must be obtained from the appropriate federal/state agency.

(c) Initial search and rescue efforts, if needed, should be left up to the appropriate agencies. They have personnel, equipment, and training to immediately begin capturing contaminated wildlife.

(d) With or without authorization, it must be anticipated that volunteer citizens will aid distressed/contaminated wildlife on their own. It is important to communicate that it may be illegal to handle wildlife without express authority from appropriate agencies. Provisions should be made to support an appropriate rehabilitator, however, no support should be given to any unauthorized volunteer rescue efforts.

540 Containment Strategies

13

(a) Before starting any response to control and cleanup a spill, personnel must be instructed adequately about their duties and about the associated potential health and safety risks. A “Job Safety Analysis” shall be completed. (See General Procedures Manual Section 800). Also a site safety plan will be developed. See Section 1100 for site safety plan format.

(b) Once the discharge has been stopped and controlled, containment and/or diversion of the spilled material should be the next objective. Containment strategies will differ depending on the circumstances of the spill.

541 Spills to Water

Certainly the most serious spill scenario is the one involving a spill to water. Because of the ability of the spilled material to travel on moving water, quick containment of waterborne oil is critical in reducing the impact of the spill.

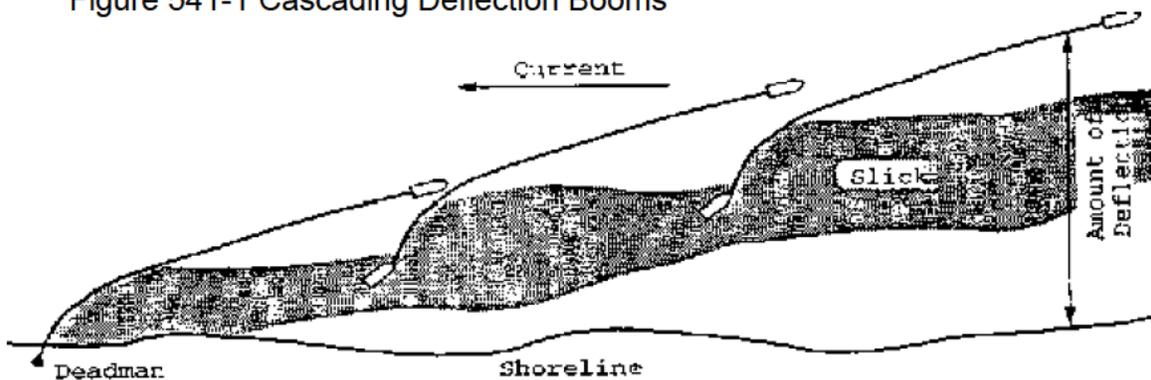
541.1 Absorbent Barrier

For oil spills that cause a chronic release of oil into a body of water, a barrier can be constructed of cyclone fence and absorbent material. The absorbent material will contain and collect the oil and can be exchanged with fresh material as needed. Because of the labor and time required to construct and maintain such a barrier, it can only be justified for chronic releases.

541.2 Cascading Boom Containment

A large oil slick may be contained by using cascading boom deflection to concentrate the oil into a collection point as shown in Figure 541-1. This method of containment will require two boats on each open segment of boom deployed, as the booms must be constantly maneuvered to ensure that the oil slick stays within the containment area.

Figure 541-1 Cascading Deflection Booms

Figure 541-1
Cascading Deflection Booms

541.3 River Containment Boom

Containment booming of a narrow or shallow river channel can be accomplished without a boat. The boom can be positioned by hand or using a motor vehicle (if the shoreline allows) to position the boom as shown in Figure 541-2. Light duty boom or absorbent boom would be required for this procedure.

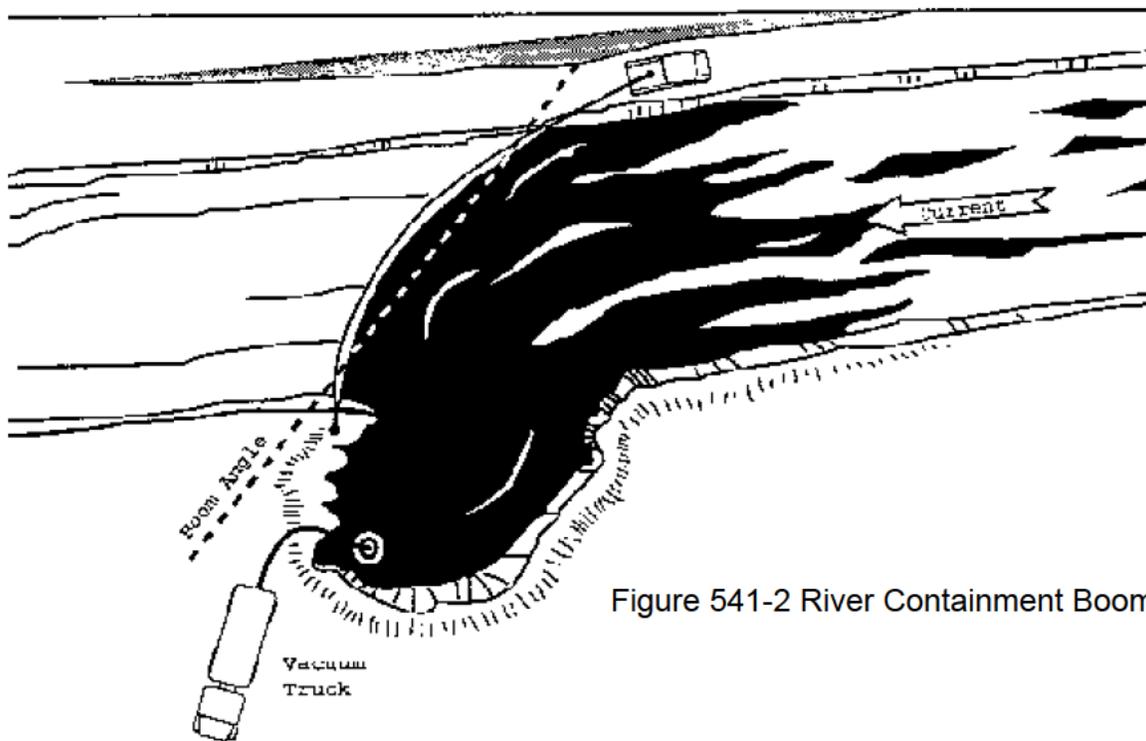


Figure 541-2 River Containment Boom

541.4 Double Booming of Narrow Channels

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

(b) An emergency sorbent boom (Figure 541-3) can be quickly constructed from readily available materials purchased locally. Hay or straw bales, placed end to end and secured with a roll of chicken wire will make an effective (although

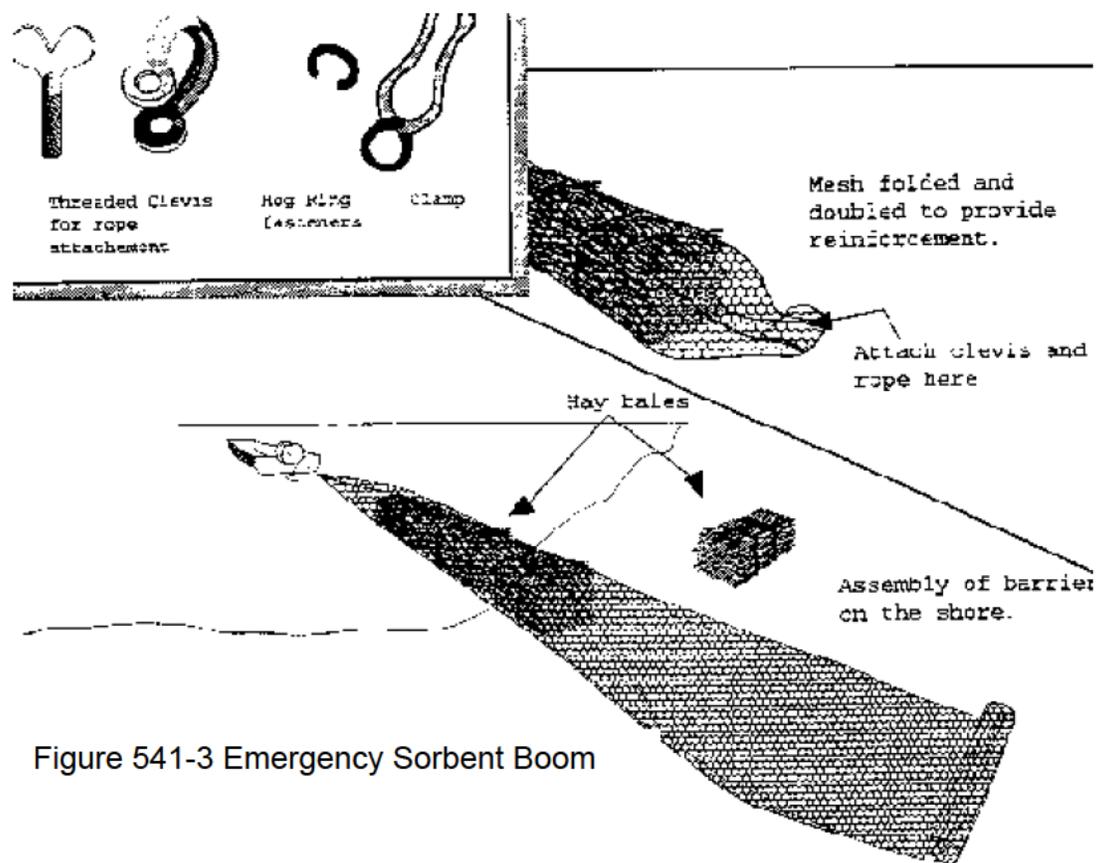


Figure 541-3 Emergency Sorbent Boom

cumbersome) sorbent boom for still or slowly running waters. This type of sorbent is cost effective and will absorb approximately five times its weight. This boom must be constructed near the water's edge, so that it can be fed into the water as it is assembled. Do not place over three bales in the mesh before feeding the boom into the water. The bales will provide flotation for a few days until they gradually absorb water and oil, and eventually will sink if not recovered. As the bales sink, they expose fresh material at the surface capable of absorbing

more oil. It is important to monitor the boom and removed it before it gets too wet and therefore too heavy to recover without using special equipment.

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

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

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

(e) Other types of sorbents include:

- Foamed plastic
- Cotton waste
- Talc
- Dried volcanic rock.

(f) When sorbents are used, plan on using a lot of manual labor to recover the sorbents.

(g) Sorbents may also be used with booms, however, if the current or wind is high, oil/sorbent will go over the top of the boom or may sweep under the boom if the current is greater than 1 fps (foot per second). The effects of the current can be countered by angling the boom to divert spillage to a quieter area. The angle becomes sharper as the current increases. See Table 541 - 1 for suggested boom angle vs current. If straw or similar type of material is used, use a mulcher to spread the material. If straw is dumped as it tends to remain in large clumps even if there is wave action.

Table 541 - 1 Placement of Booms to Offset Different Water Currents

Current, Knots	1.5	1.6	1.7	1.8	2.0	2.3	2.6	3.1	3.8
Boom angle, deg.	70	65	60	55	50	45	40	35	30

(h) Nets may be more effective than booms for containing relatively small quantities of stringy material, such as:

- bark
- hay
- shredded foam.

(i) With a 1" net, velocities of 2 to 3 fps are possible without product loss for small quantities of sorbents. For large quantities, the velocity will probably be limited to 1 to 2 fps without failure.

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

(k) Although rarely used, it may be possible to dispose of spilled material by burning. There is too much cooling effect to sustain combustion when a thin film of oil is spread on water. Little success has been achieved with the use of wicking agents and napalm-like materials, however light hydrocarbons should burn easily. If burning is used, consideration should be given to damage to vegetation around the body of water.

541.5 Under-Flow Dams

(a) In small creeks and drainage ways, an under-flow dam can be constructed to contain free floating oil and allow only uncontaminated water to pass through the dam. Factors controlling under-flow dam design may include but not limited to:

- Stream characteristics: flow rate, water volume, stream width, and depth
- Stream access
- Available time
- Available materials
- Available equipment
- Weather: current and forecasted

(b) Types of under-flow dams may include but not limited to:

- Weir dams
- Elevated straight pipe / siphon dam
- Adjustable pipe under-flow dam
- Horizontal pipe under-flow dam

541.5.1 Plywood Dam

(a) Plywood dams are a very effective, short term solution. Construction materials are easy to find.

(b) Adjust height of plywood, or place holes near the bottom to create an under-flow dam. See Figure 541-4.

Figure 541-4



541.5.2 Weir Dam

(a) Existing culverts can be utilized along a creek by placing a piece of plywood in front (upstream) of the culvert creating a dam, thereby raising the water level. By adjusting the height of the plywood allows the clean water to pass through and the oil remains on the upstream side of the weir. See Figure 541-5 & 541-6.

Figure 541-5

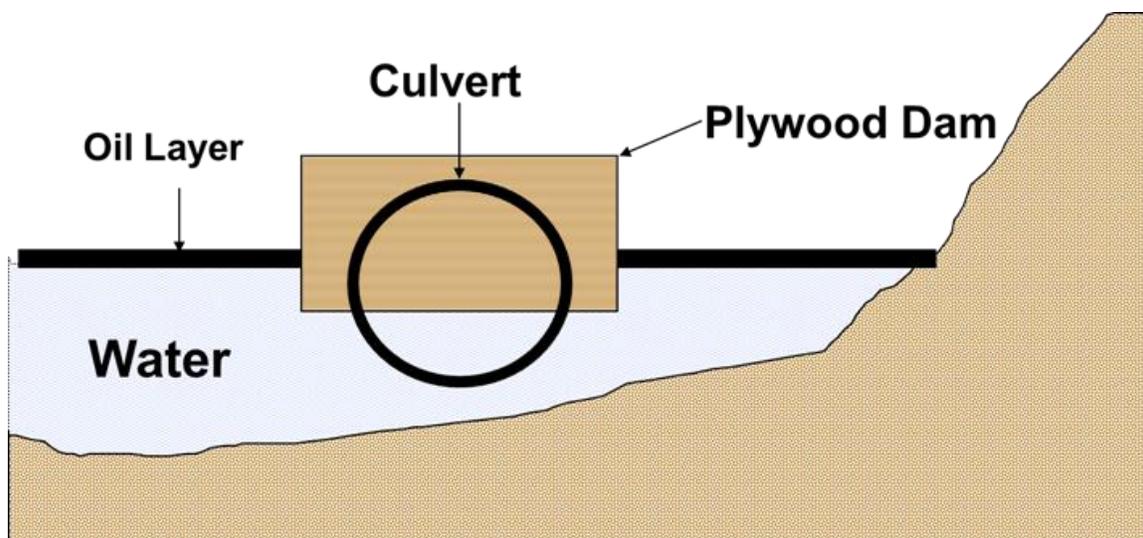
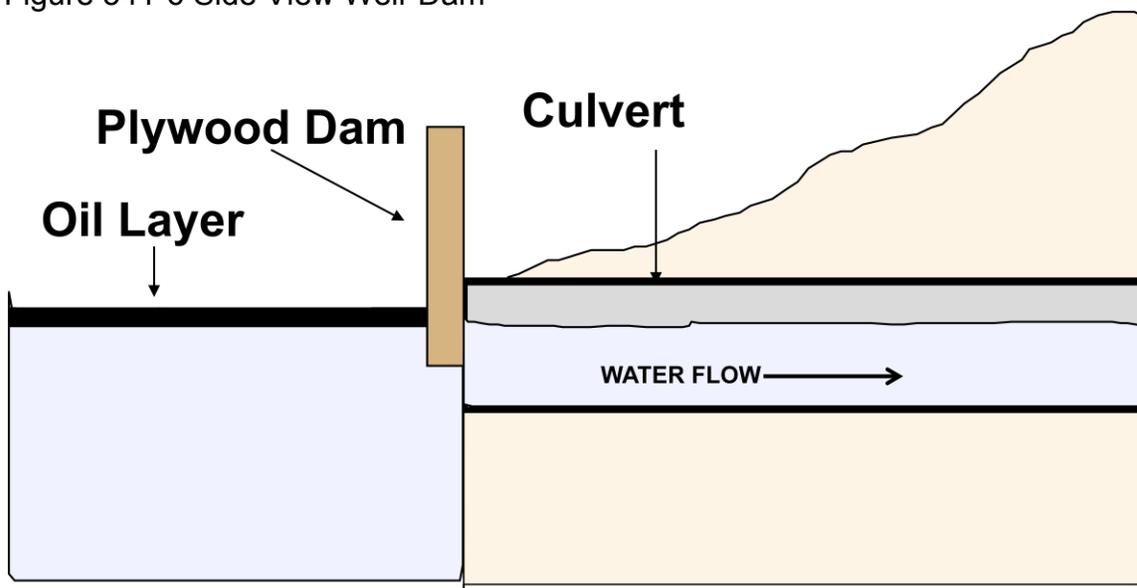


Figure 541-6 Side View Weir Dam



541.5.3 Elevated Straight Pipe / Siphon Dam

(a) A siphon dam, see Figure 541-7 is a structure designed to collect and contain a contaminate floating on small streams. A siphon dam is specially constructed to allow the water to pass through its base via an inclined release pipe. The lighter-than-water contaminate will float on the water surface and be trapped by the upper portion of the dam. This technique is most effective in fairly slow currents where the water level fluctuation is not great. The pipe must be large enough and positioned parallel to water flow to allow water to pass without backing up to a depth greater than the dam or surrounding banks. Several pipes placed side by side may be used in the dam to carry the required flow.

(b) The approximate flow of the effected stream can be determined by estimating the average cross sectional area (A) of the stream and the velocity of the stream (V). The stream flow is equal to the area multiplied by the velocity $Q = V \times A$.

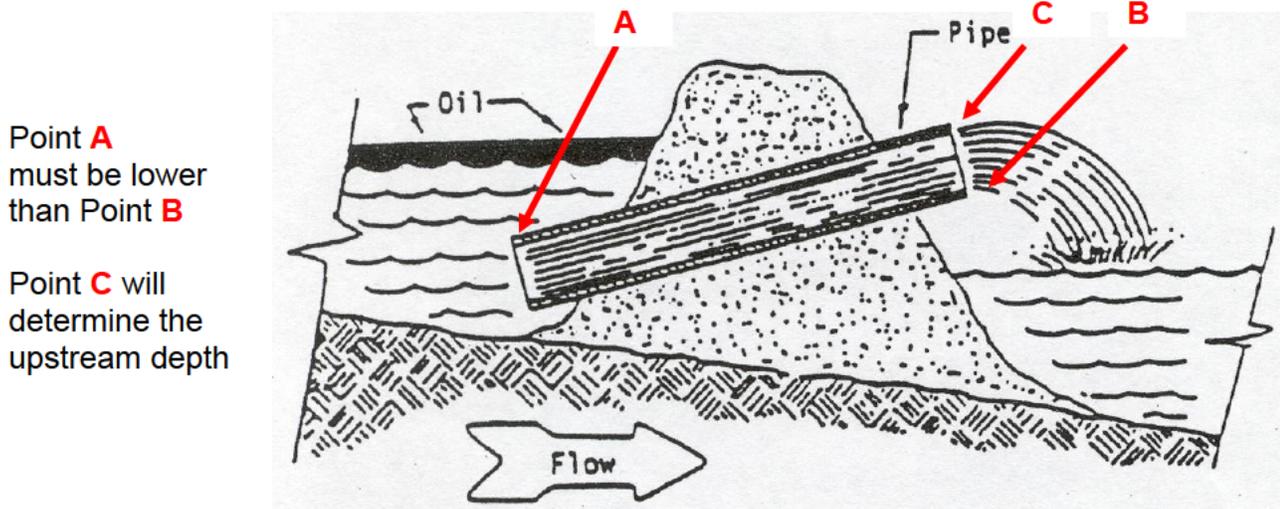
(c) The discharge capacity of the siphon dam will equal the stream flow. The resultant steady state condition (inflow = outflow) will maintain a constant elevation of product and water behind the siphon dam.

(d) The slope of the pipe should be sufficiently inclined to assure that the spilled product will remain on the surface and not be drawn into the inlet, but not inclined so severely as to restrict flow through the pipe. To estimate the size of pipe(s) required to discharge the stream flow use the following equation:

Total area of culvert opening = $Q / 10$

Where: Q = estimated stream flow.

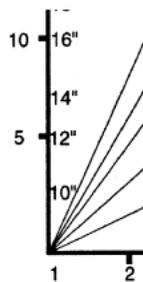
Figure 541-7 Siphon Dam



Point **A** must be lower than Point **B**

Point **C** will determine the upstream depth

Figure 541-8 Chart for Estimating Pipe Size for Siphon Dam



(e) Refer to Figure 541-8 for a chart showing cross sectional area of stream vs stream flow and minimum pipe size.

541.5.4 Flexible Pipe

(a) Similar design to the elevated straight pipe, with added benefit of easily adjusting the height at the entrance and exit end of the pipe. Adjust the entrance and exit heights to alter the flow rate and adjust the depth of the dam. See Figure 541-9.

(b) Use plastic sheeting reinforced by sand bags or natural fill material.

(c) Unless there is a lot of clay in the fill dirt, the oil will penetrate the dam.

Figure 541-9



541.5.5 Level Pipe Dam

(a) An alternate under-flow dam method is to add a valve on the downstream side or a “T” on the upstream side of a level pipe to control the water level. See Figure 541-10.

(b) “T” inlet allows for easy cleanout of debris and prevents overflow through the dam. See Figure 541-11.

Figure 541-10



Figure 541-11



550 Urban Spills

(a) If a release of any type of oil occurs in an urban area, there is a high probability that the oil can enter a storm drain system. If the oil is found to be entering a storm drain system from a curb drain inlet or street drain inlet, block the inlets as shown in Figures 550-1 and 550-2.



Figure 550-1 Blocking a Curb Storm Drain Inlet

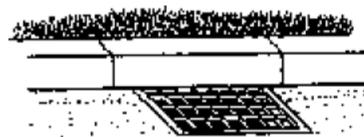


Figure 550-2 Blocking a Street Storm Drain Inlet



Figure 550-3 Typical Street Dam

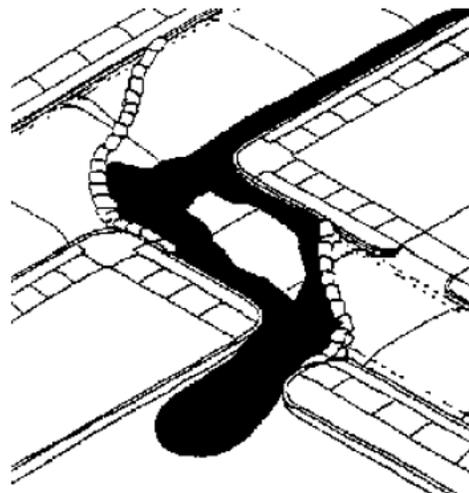


Figure 550-4 Typical Street Diversion Barrier

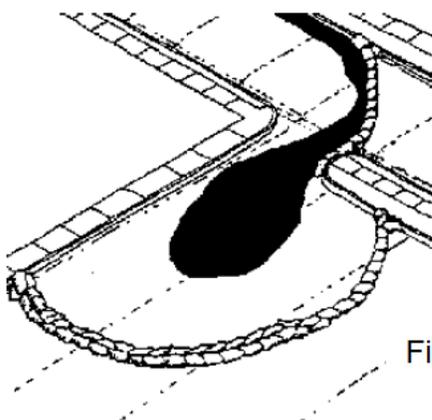


Figure 550-5 Typical Diversion Barrier

(b) Construct sandbag dams in the street as shown in Figures 550-3, 550-4, and 550-5 to keep the oil from spreading and to reduce that area that will need to be cleaned up.

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

560 Spills to Land

(a) Containment and diversion of spilled material should be done to protect environmentally and soci-economic sensitive areas.

(b) Containment and diversion are most generally done with earthen dams. However other material may be used to construct a containment structure such as hay bales or construction materials.

(c) The QI/IC has the authority to use whatever resources available to contain or divert the spilled material.

570 Estimating Volumes of Spilled Oil

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

- The equipment and personnel needed.
- The amount of oil that may reach shorelines and/or sensitive areas.
- The requirements for temporary storage and disposal of recovered materials.
- The quantity of spilled oil for reporting requirements.
- This process should be completed within 4 hours of discovery or if daylight is necessary, within 3 hours after sunrise.

571 Estimating Volumes of Onshore Spills

Oil spills on land are often as difficult to size as those offshore. A reasonably close estimate can be obtained by determining the area covered the average depth and average penetration into the soil. This process should be completed

within 4 hours of discovery or if daylight is necessary, within 3 hours after sunrise.

571.1 Classifying the Area

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

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

571.2 Converting Irregular Shapes (Simpson's Rule)

(a) An irregular shape can be converted into a series of rectangles that approximate the area of the irregular shape. There will be about the same amount of spill area outside the rectangle as there is dry area inside the rectangle. This can be done by stretching a steel tape along the ground outside the spill area. The area can then be quickly estimated by multiplying the length of the sides. In Figure 571-1, the following area is determined:

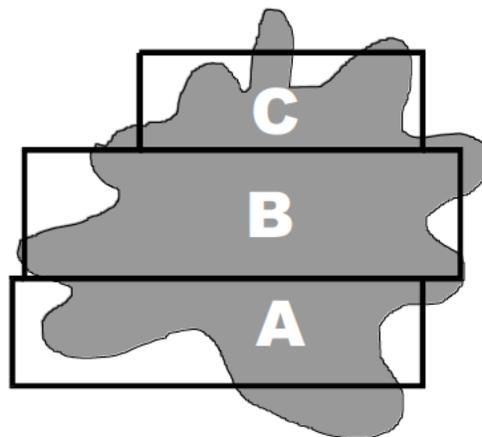


Figure 571-1 Simpson's Rule

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

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

Area C = 35' x 20' = 700 square feet

Total = 2700 square feet

(b) The more rectangles used, the more accurate the estimate becomes.

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

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

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

Area “A” 70' x 20' = 1400 square feet

Average depth = 20" / 3 = 7" or 0.6 feet

Area “A” volume = 1400 square feet x 0.6 ft = 840 cu. ft.

The total volume will be the sum of volumes for Areas “A”, “B”, and “C”.

(f) Next, convert 840 cu. Ft. to barrels. Each cubic foot is equivalent to 0.178 bbls.

Area “A” volume = 840 cu. ft. and therefore $840 \times 0.178 = 150$ bbls.

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

(h) For penetration allowance in normal sand or soil, add 5% to the total volume for every foot of average depth.

(i) In the case of Area “A”, the average depth was 0.6 foot, therefore, $0.6 \times 5\% = 3\%$ to be added. $150 \text{ bbls} \times 1.03 = 154.5$ bbls total volume spilled in Area “A”.

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

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

571.3 Walk Around Method

(a) If the pool of oil is roughly circular, you can estimate its area by pacing around the pool and counting your paces. Walk as closely to the pool edge as possible.

Try to make your paces three feet, or one yard long. If you counted 700 paces, the circumference is 700×3 or 2100 feet. The next step is to guess how much smaller the actual pool is, compared to the circle you walked. If you were pretty close, deduct 10%.

$$2100 \times 0.9 = 1890 \text{ feet adjusted circumference.}$$

(b) The diameter of a circle is related to the circumference by the following equation:

$$C = \pi D$$

Where $\pi = 3.14186$

D = diameter

C = circumference

$$D = 1890\pi = 602 \text{ ft.}$$

The radius of the pool is $D/2$ or 301 ft.

The area of the pool = πr^2

$$A = 301 \times 3.14186 \times 301 \times 301$$

$$A = 284,487 \text{ sq. ft.}$$

(c) Now you can estimate the average depth by guessing the maximum depth. Assume the depth from the exposed slope to be 12" at the deepest part, divide by four (four sloping sides) to estimate an average depth of 3" or 0.25 feet.

The volume is:

$$V = 284487 \times 0.25 = 71122 \text{ cu ft.}$$

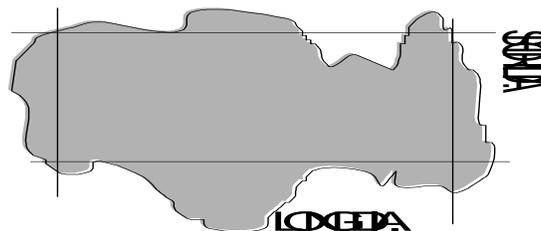
$$\text{Volume of oil} = 71122 \times 0.178 = 12660 \text{ bbls.}$$

(e) The average depth was 3" and therefore we need to add about 1% for penetration or $1.01 \times 12660 \text{ bbls} = 12,786 \text{ bbls.}$

571.4 Average Diameters

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

Pace off the short diameter, but stop short to allow for the irregular shape. Repeat the procedure for the long diameter. Add the diameters together and divide by 2 to get the average diameter.



Example:

Short diameter = 75 paces = $75 \times 3 = 225$ feet

Long diameter = 120 paces = $120 \times 3 = 360$ feet

Average diameter = $(225 + 360) / 2 = 292$ feet

Radius = $292 / 2 = 146$ feet

$A = \pi r^2 = 3.14186 \times 146 \times 146 = 66971$ sq ft.

Average depth = 3" or 0.25 ft.

Volume = $66971 \times 0.25 = 16743$ cu. ft.

Volume = 2980 bbls.

Figure 571-2 Average Diameters

571.5 Comparison Methods

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

Type of Area	Length	Width	Area
Football field	100 yds	50 yds	5000 sq. yds
Basketball court	94 ft	50 ft	3700 sq. ft.
Tennis court	78 ft	36 ft	648 sq. ft.
Baseball diamond	90 ft	90 ft	810 sq. ft.
Parking space	20 ft	10 ft	200 sq. ft.
Office	10 ft	10 ft	100 sq. ft.
Service station	700 ft	250 ft	175000 sq. ft.
Four lane intersection	55 ft	55 ft	3025 sq. ft.

572 Estimating Spill Volume on Water

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

(b) A rough estimate of spill volume can be generated from observations of the oil slick's size and thickness. Figure 572-1 and Table 572-1 relate the appearance, thickness, as well as the light conditions. For example, slick thickness greater than 0.08 inches cannot be determined by appearance alone.

(c) Since oil slick spreading is influenced by the spill volume as well as physical forces, stopping the spill at its source is critical in controlling the spread of a slick on water. The more conservative the first estimate of the spill volume, the better

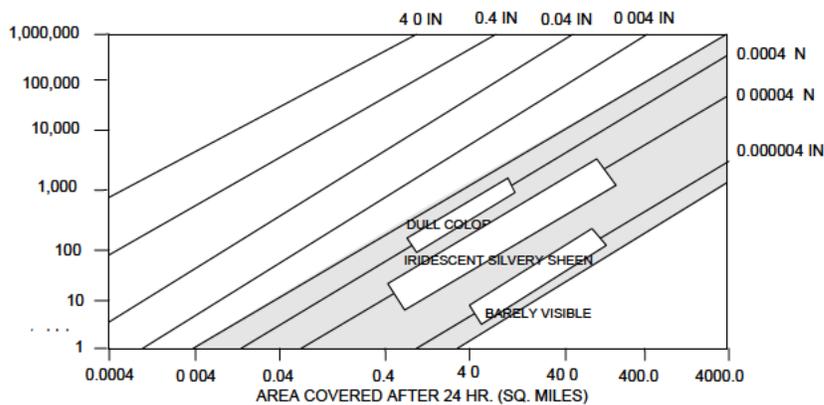


Figure 572-1

Chart for Estimating Oil Spill Volumes on Water

		Silvery Sheen	Trace of Color (Yellow, Bronze, Violet)	Bright Bands of Color (Purple, Blue to Green)	Colors Turning Dull (Brick Red, Turquoise, Pale, Yellow)
Width x Length	Sq. Ft	Gals	Gals	Gals	Gals
100x500	50,000	0.1	0.2	0.4	1.2
100x1,000	100,000	0.2	0.4	0.7	2.5
100x2,000	200,000	0.4	0.7	1.5	4.9
200x2,000	400,000	0.7	1.5	3.0	9.9
500x1,000	500,000	0.9	1.9	3.7	12.3
200x5,000	1,000,000	1.9	3.7	7.5	24.7
500x5,000	2,500,000	4.7	9.4	18.7	61.7
500x10,000	5,000,000	9.4	18.7	37.4	123.4

the chances that response forces will arrive at the spill site prepared with adequate and appropriate equipment. It is preferable to over respond early rather than under respond and risk unpreparedness. To under respond will impede the effectiveness of spill control and cleanup efforts. A slow or poorly prepared initial response can incur more operational costs and increase the risk of damage to marine and shoreline resources and environments. Therefore, properly planning the initial response is critical in a spill situation.

580 Approvals for Alternative Response Strategies

Alternative response strategies include in-situ burning and the use of dispersants. Before either of these methods is used, approval must be obtained

as provided for in the applicable ACP. Refer to the applicable ACP for the procedure for obtaining approval for the use of alternative response strategies.

581 Waste Management

Oil spill response can generate waste materials ranging from oily debris and sorbent materials to sanitary water and used batteries. These wastes must be classified, separated (i.e., oil, water, soil, etc.), transported from the site, and treated/disposed at approved sites. Each of these activities demands that certain health and safety precautions be taken, which are strictly controlled by federal and state laws and regulations. This section provides a discussion of various waste classification, handling, transfer, storage, and disposal alternatives. It is the responsibility of the Waste Management Coordinator to manage waste disposal needs during an oil spill cleanup.

582 Waste Management Strategy

(a) Initial waste handling and disposal needs may be overlooked in the emergency phase of a response, which could result in delays and interruptions of clean-up operations. Initial waste management concerns should include:

- Skimmer capacity
- Periodic recovery of contained oil
- Adequate supply of temporary storage capacity and materials

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

- Continuous tracking of oil disposition in order to better estimate amount of waste that could be generated over the short and long-term.
- Organization of waste collection, segregation, storage, transportation, and proper disposal
- Minimization of risk of any additional pollution.
- Regulatory review of applicable laws to ensure compliance.
- Documentation of all waste handling and disposal activities.
- Disposal of all waste in a safe and approved manner.

(c) The first 24-hour period is critical to any emergency response situation. Coordination between the Waste Management Coordinator, government agencies, logistics, and the waste management contractor is imperative.

(d) As soon as enough preliminary information is known, calculations will be made to estimate volumes in each of the anticipated waste streams. A determination of storage capacity will be made; estimated quantity of product currently in storage and possible need for alternate storage must be determined.

(e) Activate primary waste management contractor. The contractor will perform impact site waste segregation, analysis, profiling and manifesting, if necessary.

(f) Calls will be made to State Agencies for approval to set up temporary waste storage at a logistically appropriate site. Any permitting required for upcoming activities (storage, transportation, handling, etc.) should be coordinated at this time, as well as any emergency permits anticipated for waste storage or disposal.

(g) Secure solid waste containers based on anticipated waste estimates of quantity. Get solid waste containers en route to temporary storage facility.

(h) Coordinate with waste management contractor and Wildlife Rehabilitation Coordinator to supply waste containers for wildlife rehabilitation activities.

583 Waste Minimization

(a) Various methods will be used to reduce the amount of waste that results from an oil spill. Containment areas/barriers will be constructed as quickly as possible upon discovery of the leak to prevent the spread of contamination.

(b) Reusable slick booms will be used instead of sorbent booms whenever possible.

(c) Washing techniques will be used for any vegetation that is contaminated in an attempt to leave the vegetation in place versus removing it and disposing of it as waste.

(d) Any free oil or that is recovered will be transported to oil storage facilities.

(e) Refined product that can be transported to a production facility or refinery will be considered a product and not be subject to waste management regulations.

(f) Results of soil samples will be used to evaluate whether or not bioremediation of chemical treatment is a viable option for accelerating the degradation in place.

(g) Oil recovered from spills to water will be run through an oil water separator. Oily solid wastes can also be treated to separate free oil from solid waste. Table 583-1 lists some of the options that are available to separate oily wastes into free oil and liquid and solid components.

584 Characterization of Waste

(a) The purpose of characterizing waste is to protect employee safety and ensure the proper handling and disposal of waste according to the appropriate state and

federal laws. Each waste must be evaluated by individual analysis at an approved laboratory.

(b) The waste generated by a spill on STC's crude oil or refined product pipelines or tank storage terminals is not a listed waste by definition.

(c) A waste is considered hazardous if it exhibits one of the four following characteristics:

- Ignitable
- A liquid with a flash point of less than 140⁰ F (60⁰ C).
- Not a liquid and capable of causing fire through friction, absorption of moisture, or spontaneous chemical change.
- Ignitable compressed gas
- Corrosive
- A liquid with a pH ≤ 2 or ≥ 12.5
- A liquid which corrodes steel (SAE 1020) of greater than 0.25 inches per year (6.35 mm/year) at 130⁰ F (55⁰ C).
- Reactive
- Reacts violently with oxidizing substances.
- Detonation when exposed to strong heat or pressure.
- Explosive as defined in 49 CFR 173.
- Toxic
- A substance, which meets or exceeds threshold levels of contaminant concentrations specified in the Toxicity Characteristic Leaching Procedure (TCLP). Table 584-1 shows the toxicity threshold levels.

Table 583-1 OILY WASTE SEPARATION

TYPE OF MATERIAL	SEPARATION TECHNIQUES
LIQUIDS	
Non-emulsified oils	Gravity separation of free water
Emulsified oils	Emulsion broken to release water by: heat treatment emulsion breaking chemicals mixing with sand centrifuge filter/belt press
SOLIDS	
Oil mixed with sand	Collection of liquid oil leaching from sand during temporary storage Extraction of oil from sand by washing with water or solvent Mechanical sand cleaner Removal of solid oils by sieving
Oil mixed with cobbles, pebbles or shingle	Screening Collection of liquid oil leaching from beach material during temporary storage Mechanical sand/gravel cleaner Extraction of oil from material by washing with water or solvent
Oil mixed with wood, plastics, seaweed and sorbents	Screening Collection of liquid oil leaching from debris during temporary storage

Sinclair Pipe Line Company – Emergency Response & Management Manual

Table 584-1 TOXICITY CHARACTERISTICS AND LEVELS

TOXICITY CHARACTERISTIC CONTAMINANTS AND REGULATORY LEVELS				
EPA hazardous waste number	Contaminant	Chronic toxicity reference level (mg/L)	Basis*	Regulatory level (mg/L) ^t
D004	Arsenic	0.05	MCL	5.0
D005	Barium	1.0	MCL	100.0
D018	Benzene	0.005	MCL	0.5
D006	Cadmium	0.01	MCL	1.0
D019	Carbon tetrachloride	0.005	MCL	0.5
D020	Chlordane	0.0003	RSD	0.03
D021	Chlorobenzene	1	RFD	100.0
D022	Chloroform	0.06	RSD	6.0
D007	Chromium	0.05	MCL	5.0
D023	o-Cresol	2	RFD	200.0 ^a
D024	m-Cresol	2	RFD	200.0 ^a
D025	p-Cresol	2	RFD	200.0 ^a
D026	Cresol	2	RFD	200.0 ^a
D016	2,4-D	0.1	MCL	10.0
D027	1,4-Dichlorobenzene	0.075	MCL	7.5
D028	1,2-Dichloroethane	0.005	MCL	0.5
D029	1,1-Dichloroethylene	0.007	MCL	0.7
D030	2,4-Dinitrotoluene	0.0005	RSD	0.13 ^b
D012	Endrin	0.0002	MCL	0.02
D031	Heptachlor (and its hydroxide)	0.00008	RSD	0.008
D032	Hexachlorobenzene	0.0002	RSD	0.13 ^b
D033	Hexachloro-1,3-butadiene	0.005	RSD	0.5
D034	Hexachloroethane	0.03	RSD	3.0
D008	Lead	0.05	MCL	5.0
D013	Lindane	0.004	MCL	0.4
D009	Mercury	0.002	MCL	0.2
D014	Methoxychlor	0.1	MCL	10.0
D035	Methyl ethyl ketone	2	RFD	200.0
D036	Nitrobenzene	0.02	RFD	2.0
D037	Pentachlorophenol	1	RFD	100.0
D038	Pyridine	0.04	RFD	5.0 ^b
D010	Selenium	0.01	MCL	1.0
D011	Silver	0.05	MCL	5.0
D039	Tetrachloroethylene	0.007	RSD	0.7
D015	Toxaphene	0.005	MCL	0.5
D040	Trichloroethylene	0.005	MCL	0.5
D041	2,4,5-Trichlorophenol	4	RFD	400.0
D042	2,4,6-Trichlorophenol	0.02	RSD	2.0
D017	2,4,5-TP (Silvex)	0.01	MCL	1.0
D043	Vinyl chloride	0.002	MCL	0.2

585 Waste Handling and Storage

(a) Wastes generated during response operations may need to be separated by type (i.e., hazardous/non-hazardous) and transferred to temporary storage before treatment, incineration, or disposal. Proper handling of waste is imperative to ensure personnel and public health and safety, as well as efficient disposal.

(b) Interim storage of recovered oil, oily, and non-oily waste may be necessary until a final waste management method is selected. These materials may be considered hazardous depending on the type and concentration involved. Often, oily waste and debris generated from clean-up activities consist of recovered oil, sorbents, PPE, soil, trash, vegetation, oil/water mixtures, among other wastes. Management of these wastes requires facilities and procedures for:

- Collection/Waste Handling
- Temporary Storage
- Waste characterization
- Transport
- Processing
- Disposal

(c) The segregation of wastes according to type could facilitate the appropriate method of disposal. The storage method used depends upon the type and volume of material to be stored, storage duration, site access, and applicable regulations.

(d) Temporary storage sites should use appropriate measures to protect the environment and human health. They should be designed to prevent leakage and contact of wastes with soil or surface water. The following elements may affect the choice of a potential storage site:

- | | |
|----------------------------|--------------------------------|
| ▪ Geology | ▪ Hydrology |
| ▪ Soil characteristics | ▪ Flooding potential |
| ▪ Surface water proximity | ▪ Climatic factors |
| ▪ Surface slope | ▪ Volumetric capacity |
| ▪ Site and nearby land use | ▪ Possible toxic air emissions |
| ▪ Site security | ▪ Site access |
| ▪ Public contact | |

(e) Proper isolation and containment of wastes during storage will minimize additional associated cleanups. The waste should be secured so that uncontaminated material is not exposed to the waste.

(f) When the waste has been removed from the storage site, any ground protection (visqueen, liners, etc.) would be removed and taken to disposal. Any surrounding soil that has been contaminated will also need to be removed for treatment or disposal.

(g) The management of the wastes generated in clean up and recovery activities must be conducted with the overall objective of ensuring:

- Worker Safety
- Waste Minimization
- Cost-Effectiveness
- Minimization of Environmental Impacts
- Proper Disposal
- Minimization of present and future environmental liability

586 Waste Disposal

(a) Recovery, reuse and recycling are preferred options for spill waste management. Treatment (neutralization, land farming) is the next preferred option, but incineration and fuel blending for energy recovery are also possibilities. Landfill disposal should be the last option.

(b) There is no template or combination of waste management methods that can be used in every spill situation. Each incident should be reviewed carefully to ensure an appropriate waste management method or a combination of methods is employed.

(c) No disposal or treatment shall take place on Denver International Airport property without the approval of the Manager of Aviation

(d) The following is an outline of the available waste disposal methods. Various combinations of these methods can be analyzed for disposal of the waste generated during the response operation.

➔ LANDFILL

Landfilling large quantities of waste material should be considered after all other alternatives have been eliminated. Disposal at these types of facilities may depend on available capacity of the local landfill and governmental restrictions. In addition, it may cost more to disposal of waste at a landfill. Under the right conditions, landfilling waste may be useful in that it is a method, which can be implemented rapidly, and the landfill can take a variety of wastes. For proper disposal, the landfill must be permitted by the appropriate regulatory agencies.

➔ LAND TREATMENT OR BIO-TREATMENT

Oily waste can be disposed at these facilities when mixed with sand or sediment. It is considered to be a proven method for disposal of oily liquids and sediments. In addition, it is a method which can also be implemented fairly quickly. A large surface area is required, however, and may not be useful for large quantities of oily debris.

➔ INCINERATION (TOTAL DESTRUCTION)

Incineration is generally used only for hazardous waste disposal. It is a costly process and takes time to implement. Energy recovery facilities generally use a rotary kiln to burn oily waste and use the resulting heat for facility heating or production processes. Many of these facilities can accept items such as oil filters, sorbent pads and booms, oily rags and most other burnable material generated during cleanup operations.

➔ TREATMENT

A method by which a waste quantity and/or toxicity is reduced. Treating a waste may produce its own waste which would also require disposal. Examples of treatment are neutralization or solidification of liquids.

➔ RECYCLE/REUSE

Recycling involves the process of processing discarded materials for another use. For example, oil may be sent to a refinery or other processing plant for refining. Reuse of a material implies it can be used again for its intended purpose.

SINCLAIR TRANSPORTATION COMPANY



SECTION 600

INCIDENT COMMAND SYSTEM

Section 600 – Incident Command System

610 General

(a) The Incident Command System (ICS) is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment. ICS uses principles that have been shown to improve efficiency and effectiveness in a business setting and applies the principles to emergency response. ICS is readily adaptable to small or “mini” emergency incidents as well as more significant or complex emergencies.

(b) The Incident Command System utilizes the following criteria as key operational factors:

- Assigns overall authority to one individual
- Provides structured authority, roles and responsibilities during emergencies
- Provides for manageable span of control
- The system is used to coordinate all incident scene operations
- All those involved with the system have a relationship with the system that prevents “free-lancing” during scene operations
- The system is simple and familiar and is used routinely at all incidents
- Communications are structured
- There is a structured system for response and assignment of resources
- The system provides for expansion, escalation, and transfer and transition of roles and responsibilities
- The system prioritizes safety and health as operational priorities

(c) Effective establishment and utilization of the “Incident Command System” during response to all types of emergencies, large or small, can:

- Provide for increased safety
- Shorten emergency mitigation time by providing more effective and organized mitigation
- Cause increased confidence and support from local, state and federal public sector emergency response personnel
- Assist in complying with federal requirements under 29CFR1910.120
- Provide a solid cornerstone for emergency planning efforts
- Provide for a measurable system for preplanning, training and critique operations

(d) ICS as defined and utilized herein is compatible with local, state, and federal public emergency resource agencies.

(e) Sinclair Oil Corporation (SOC) employees will assume the role of Incident Commander. SOC will also assume the positions described in the next section as Command Staff and General Staff positions. When the incident becomes so complex that additional expertise or positions are needed contract OSRO personnel will be utilized by SOC.

620 ICS Organization

(a) All incidents, regardless of size or complexity, will have an Incident Commander. To coordinate the effective use of all of the available resources, agencies need a formalized management structure that lends consistency, fosters efficiency, and provides direction during a response.

(b) ICS organization has the capability to expand or contract to meet the needs of the incident. A basic ICS operating guideline is that the Incident Commander is responsible for on-scene management until command authority is transferred to another person, who then becomes the Incident Commander.

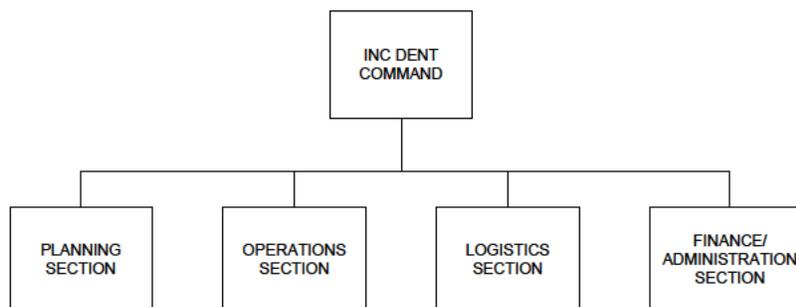
(c) Initially the Incident Commander will be the senior first-responder to arrive at the scene. As additional responders arrive, command will transfer on the basis of who has primary authority for overall control of the incident. At transfer of command, the outgoing Incident Commander must give the incoming Incident Commander a full briefing and notify all of the change in command.

(d) The ICS organization is built around five major components:

- Command
- Planning
- Operations
- Logistics
- Finance/Administration

(e) The relationship among these components is shown in Figure 620-1.

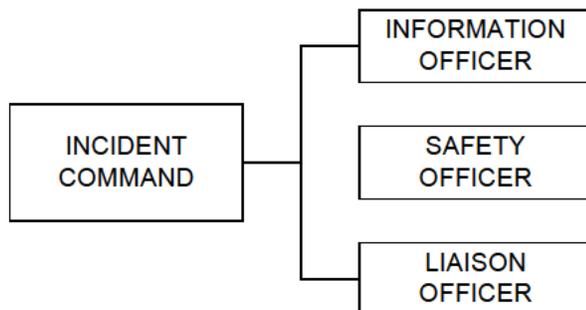
Figure 620-1



(f) In small-scale incidents one person, the Incident Commander, may manage all of the components. Large-scale incidents usually require that each component, or *section*, be set up separately. Further division into smaller functions from these primary ICS sections may be done as needed.

(g) As incidents grow, the Incident Commander may delegate authority for performing certain activities to others, as required. When expansion is required, the Incident Commander will establish the other *Command Staff* positions shown in Figure 620-2.

Figure 620-2



- The Information Officer handles all media inquiries and coordinates the release of information to the media with the Public Affairs Officer at the corporate office.
- The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
- The Liaison Officer is the on-scene contact for other agencies assigned to the incident.

(h) The Incident Commander will base the decision to expand (or contract) the ICS organization on three major priorities:

- **Life Safety.** The Incident Commander's first priority is always the life safety of the emergency responders and the public.
- **Incident Stability.** The Incident Commander is responsible for determining the strategy that will:
 - Minimize the effect that the incident may have on the surrounding area.
 - Maximize the response effort while using resources efficiently.
- The size and complexity of the command system that the Incident Commander develops should be in keeping with the complexity (i.e., the level of difficulty in the response) of the incident, not the size (which is based on geographic area or number of resources).
- **Property conservation.** The Incident Commander is responsible for minimizing damage to property while achieving the incident objectives.

(i) As Incidents become more involved, the Incident Commander can activate additional *General Staff* sections (that is, Planning, Operations, Logistics, and/or Finance/Administration), as necessary. Each Section Chief, in turn, has the authority to expand internally to meet the needs of the situation.

13

630 The Command Function

(a) The command function is directed by the Incident Commander, who is the person in charge at the incident, and who must be fully qualified to manage the response. Major responsibilities for the Incident Commander include:

- Performing command activities, such as establishing command and establishing the ICS.
- Protecting life and property.
- Controlling personnel and equipment resources.
- Maintaining accountability for responders and public safety, as well as for task accomplishment.
- Establishing and maintaining an effective liaison with outside agencies and organization, including the State On-Scene Commander (SOCS) and the Federal On-Scene Commander (FOCS), when it is activated.

(b) Incident management encompasses:

- Establishing Command.
- Ensuring responder safety.
- Assessing incident priorities.
- Determining operational objectives.
- Developing and implementing the Incident Action Plan (IAP).
- Developing an appropriate organizational structure.
- Maintaining a manageable span of control.
- Managing incident resources.
- Coordinating overall emergency activities.
- Coordinating the activities of outside agencies.
- Authorizing the release of information to the media.
- Keeping track of costs.

13

(c) Refer to Figures 630-1 Incident Commander, 630-2 Information/Media Officer, 630-3 Safety Officer, and 630-4 Liaison Officer for function checklists.

Figure 630-1

Incident Commander:**Checklist**

- Arrive on scene.
- Establish on-scene organizational structure according to the Incident Command System (ICS) and delegate tactical leadership to maintain appropriate span-of-control.
- Assess situation and/or obtain a briefing from the prior IC or reporting personnel.
- Stabilize the incident by ensuring life safety and managing resources.
- Determine incident objectives and strategy to achieve the objectives.
- Brief Staff and Section Chiefs.
- Review meetings and briefings.
- Develop Site Response Plan.
- Establish immediate priorities for the safety of responders, other emergency workers, bystanders and people involved in the incident.
- Establish priorities for other affected personnel.
- Approve the use of trainees, volunteers and auxiliary personnel.
- Authorize release of information to the news media.
- Ensure planning meetings are scheduled as required.
- Establish and monitor incident organization.
- Approve the implementation of the Site Response Plan.
- Ensure adequate safety measures are in place.
- Coordinate activity for all ICS Staff.
- Coordinate with key people and officials.
- Make determination for contacting Corporate managers and acquiring Corporate resources.
- Exercise emergency authority to stop and prevent unsafe acts.
- Approve requests for additional resources or for the release of resources.
- Keep Liaison Officer informed of incident status.
- Approve all media releases.
- Order the demobilization of the incident when appropriate.
- Maintain Activity Log.

Figure 630-2

Media Officer:**Checklist**

- Review responsibilities under Incident Command System (ICS).
- Establish a media center.
- Gather accurate details of the incident.
- Develop press releases, media briefings and other communications for approval of Incident Commander.
- Determine from the Incident Commander if there are any limits on information releases.
- Conduct media briefings.
- Monitor television, radio, internet and print media for news of coverage of incident and keep Incident Commander informed of news items.
- Escort media to a media area.
- Escort media on site visits with approval of Incident Commander.
- Coordinate activities of visiting dignitaries.
- Exercise emergency authority to stop and prevent unsafe acts.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- Debrief Incident Commander prior to leaving scene.
- Maintain Activity Log.

Figure 630-3

Safety Officer:**Checklist**

- Review responsibilities under the ICS.
- Work with emergency responders to identify personnel who are unaccounted for.
- Prepare a site-specific Safety and Health Plan and publish Site Safety Plan summary.
- Identify and mitigate or eliminate occupational safety and health hazards.
- Continuously monitor workers for exposure to hazardous conditions.
- Alter, suspend, evacuate or terminate activities that may pose imminent danger to responders.
- Take appropriate action to mitigate or eliminate unsafe conditions, operations or hazards.
- Ensure that appropriate decontamination and clean-up procedures are implemented.
- Perform assessment of engineering and administrative controls and PPE.
- Comply with Company Procedures and governmental regulations.
- Document both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and ways to improve safety on future incidents.
- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Site Response Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign staff as needed.
- Request additional medical services and medical support to emergency responders.
- Review and approve the medical plan.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

| Figure 630-4

Agency Liaison Officer:**Checklist**

- Review responsibilities under the ICS.
- Be a contact point for government agencies.
- Maintain a list of assisting and cooperating agencies and their representatives. Monitor check-in sheets daily to ensure that all agency representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings and provide current resource status, including limitations and capability of assisting agency resources.
- Coordinate response resource needs with the Operations Section Chief during oil and HazMat responses. Coordinate response resource needs for incident investigation activities with the Operations Section Chief.
- Exercise emergency authority to stop and prevent unsafe acts.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

13

640 The Planning Section

(a) In smaller events, the Incident Commander is responsible for planning, but when the incident is of larger scale, the Incident Commander establishes the *Planning Section*.

13

(b) The Planning Section's function includes the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. This section's responsibilities can also include creation of the Incident Action Plan (IAP), which defines the response activities and resource utilization for a specified time period. Refer to Figure 640-1 for Planning Section function checklist.

(c) The Planning Section may be further divided into the following functions:

- Situation Unit Leader
- Resource Unit Leader
- Documentation Unit Leader
- Demobilization Unit Leader
- Environmental Unit Leader
- Technical Specialists

| Figure 640-1

Planning Section Chief:**Checklist**

- Review responsibilities under the ICS.
- Collect and process situation information about the incident.
- Supervise preparation of the Site Response Plan.
- Provide input to the IC and the Operations Section Chief in preparing the Site Response Plan.
- Chair planning meetings and participate in other meetings as required.
- Reassign out-of-service personnel already onsite to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section Units.
- Determine the need for any specialized resources in support of the incident.
- Establish special information collection activities as necessary (such as for weather, environmental activities or hazardous substances).
- Exercise emergency authority to stop and prevent unsafe acts.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of demobilization activities.
- Incorporate plans such as Traffic, Medical, Communications and/or Site Safety into the Site Response Plan.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

13

650 The Operations Section

(a) The Operations Section is responsible for carrying out the response activities described in the IAP. The Operations Section Chief coordinates Operations Section activities and has primary responsibility for receiving and implementing the IAP.

(b) The Operations Section Chief determines the required resources and organizational structure within the Operations Section.

(c) The main responsibilities of the Operations Section Chief are:

- Direct and coordinate all operations, ensuring the safety of Operations Section personnel.
- Assist the Incident Commander in developing response goals and objectives for the incident.
- Implement the IAP
- Request (or release) resources through the Incident Commander.
- Keep the Incident Commander informed of situation and resource status within operations.

13

(d) The Operations Section may be further divided into the functions described in Figure 650-1.

(e) Refer to Figures 650-2 Operations Section Chief, 650-3 Staging Area Manager, and 650-4 Security Manager for function checklists.

Figure 650-1

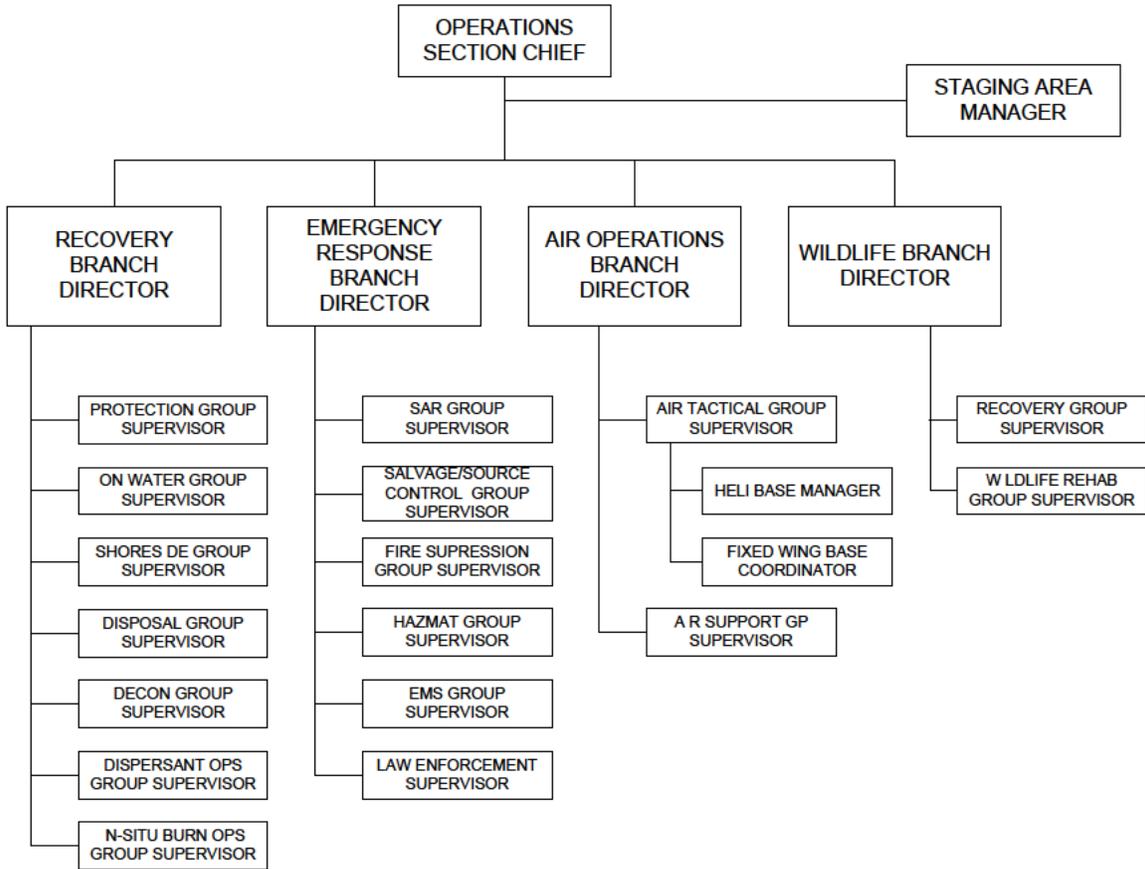


Figure 650-2

Operations Section Chief:**Checklist**

- Review responsibilities under the ICS.
- Develop and implement Operations portion of Site Response Plan.
- Establish site access control.
- Maintain an accurate accounting of all response personnel and their location.
- Brief and assign Operations Section personnel in accordance with the Site Response Plan.
- Coordinate activities of outside resources at the incident site.
- Supervise Operations Section.
- Exercise emergency authority to stop and prevent unsafe acts.
- Determine the need for and request additional resources.
- Review suggested list of resources to be released and initiate recommendations for the release of resources.
- Ensure that demobilization activities are appropriately completed.
- Report information about special activities, events and occurrences to the IC.
- Respond to resource requests.
- Ensure that emergency response equipment is returned to available status after incident mitigation.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

Figure 650-3

Staging Area Manager:**Checklist**

- Review responsibilities under the ICS.
- Establish and proceed to Staging Area.
- Establish Staging Area layout.
- Determine any support needs for equipment, feeding, sanitation and/or security.
- Establish check-in function as appropriate and maintain material control.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at Staging Area as appropriate.
- Exercise emergency authority to stop and prevent unsafe acts.
- Respond to request for resource assignments. (Note: This may be direct from the Operations Section Chief or via the Incident Communications Center.)
- Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- Determine required resource levels from the Operations Section Chief.
- Advise the Operations Section Chief when reserve levels reach minimums.
- Maintain and provide status to IC of all resources in Staging Area.
- Maintain Staging Area in orderly condition.
- Demobilize Staging Area in accordance with the demobilization activities.
- Debrief Planning Chief prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

Figure 650-4

Security Manager:**Checklist**

- Review responsibilities under the ICS.
- Prepare and publish a site-specific Security Plan. The Security Plan must include a traffic control plan for:
 - Personnel and equipment entering and leaving the facility.
 - Personnel and equipment entering and leaving the emergency site whether inside or outside refinery property.
- Liaise with local police to provide traffic control off refinery property.
- Liaise with local air traffic controllers to ensure media aircraft are kept at a safe distance from the emergency site.
- Exercise emergency authority to stop and prevent unsafe acts.
- Designate a helicopter landing zone adequately protected and in an area remote from the emergency site.
- Develop and have in place an employee access system including identification badges with photographs that indicate access to specific areas. Access must be dependent upon the appropriate level of training for the anticipated hazards that may be encountered.
- Develop and have in place a contractor's employee identification system that indicates the employee's level of training for the anticipated hazards that may be encountered. Coordinate this system with contractors so that the system is in place prior to an emergency.
- Provide security and traffic control for staging areas.
- Provide security and traffic control for the media center.
- Ensure that the equipment needed for access control is available. Examples include traffic cones, barriers and warning tape.
- Assign and brief staff as needed.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

13

660 The Logistics Section

(a) The Logistics Section is responsible for providing facilities, services, and materials, including personnel to operate the requested equipment for the incident. It is important to note that the Logistics Section functions are geared to support the incident responders. For example, the Medical Unit in the Logistics Section provides care for the incident responders not civilian victims.

13

(b) Refer to Figure 660-1 for the Logistics Section Chief function checklist.

Figure 660-1

Logistics Section Chief:

Checklist

- Review responsibilities under the ICS.
- Plan the organization of the Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify the Planning and Operations Section Chiefs that the Logistics Section unit is activated including names and locations of assigned personnel.
- Participate in preparation of the Site Response Plan.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review the communications, medical and other needed plans.
- Coordinate and process requests for additional resources.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Site Response Plan and estimate Section needs for the next operational period.
- Advise on current service and support capabilities.
- Prepare service and support elements of the Site Response Plan.
- Estimate future service and support requirements.
- Receive demobilization instructions from Planning Section Chief.
- Recommend release of Unit resources in conformity with Incident Demobilization Plan.
- Ensure the general welfare and safety of Logistics Section personnel.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

13

670 The Finance/Administration Section

(a) The Finance/Administration Section is responsible for tracking costs and reimbursement accounting.

13

(b) Refer to Figure 670-1 for the Finance/Administration Section Chief function checklist.

Figure 670-1

Finance / Administration Section Chief:

Checklist

- Review responsibilities under the ICS.
- Attend planning meetings as required.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section. Identify supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Exercise emergency authority to stop and prevent unsafe acts.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to appropriate Sinclair Departments and agencies according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

(c) Refer to Figure 670-2 for a complete Incident Organization Chart.

680 ICS Concepts and Principles

(a) The adaptable ICS structure is composed of major components to ensure quick and effective resource commitment and to minimize disruption to the normal operating policies and procedures of responding organizations.

(b) Remember that ICS concepts and principles have been tested and proven over time-in business and industry and by response agencies at all governmental levels.

(c) ICS training is required to ensure that all who may become involved in an incident are familiar with ICS principles. An ICS structure should include:

- Common Terminology.
- A modular organization.
- Integrated communications.
- Unity of command.
- A unified command structure.
- Consolidated IAPs.
- A manageable span of control.
- Designated incident facilities.
- Comprehensive resource management.

681 Incident Command Logistics

(a) Effective spill response requires an efficient deployment of field personnel, supervision, and support staff. Careful consideration must be given to where the various groups will be located to insure effective job performance, communications and interaction with others involved in response activity.

(b) Incident Command Center - The need for a separate Incident Command Center depends on the severity and duration of the spill incident. A Command Center will be established for all sustained and major incidents.

(c) The Command Center for a sustained response that does not require significant numbers of support positions can be in the same location as the Field Command Post; however as the response team expands a separate center, situated away from the incident site, should be considered.

(d) This facilitates:

- Establishment of a central communications network
- Interaction between company support staffs
- Interaction between the company and agency staffs
- A central contact for media relations, claims, accounting, and other groups

- The individual response zone and terminal plans will identify potential locations for setting up a Command Center for spill incidents at those locations

(e) Field Command Post - For incidents that do not require sustained or major response team participation the Field Command Post, located at the incident site, can serve as both a Command Center for response management and as a location for coordinating on-scene response activities.

(f) It needs to be as close to the incident site as possible to assure effective coordination of response activities. It should be large enough to accommodate STC personnel directly involved in response supervision and agency personnel that may be involved in augmenting the response effort.

(g) If the response activity becomes spread out over an extended area, more than one Field Command Post may be needed. For example, a command post to accommodate those involved in shoreline cleanup activities might be located near the staging area for such activity. This would facilitate interaction between the company response group and the contractor and spill cooperative supervisors.

(h) The individual response zone and terminal plans will identify potential locations for setting up an initial Command Post for spill incidents at those locations.

682 Common Terminology

(a) Common terminology is essential in any emergency management system, especially when diverse of other than first-response agencies are involved in the response.

(b) ICS terminology is standard and consistent among all of the agencies involved. Guidelines for establishing common terminology include:

- Response personnel should use common names for all personnel and equipment resources, as well as for all facilities in an around the incident area.
- Radio transmissions should use clear text (that is, plain English, without “ten” codes or agency-specific codes).

(c) All common terminology applies to all organizational elements, position titles, and resources.

13

683 Modular Organization

(a) A modular organization develops from the top-down organizational structure at any incident.

(b) “Top-down” means that, at the very least, the Command function is established by the first arriving officer who becomes the Incident Commander.

13

(c) As the incident warrants, the Incident Commander activates other functional areas (Command and General Staff). Other layers may be activated as warranted. Refer to Figure 670-2.

684 Integrated Communications

(a) Integrated communications is a system that uses a common communications plan, standard operating procedures, clear text, common frequencies, and common terminology.

(b) Several communication networks may be established, depending on the size and complexity of the incident.

13

685 Unity of Command

Unity of command is the concept by which each person within an organization reports to only one designated person.

13

686 Unified Command

(a) A unified command allows all agencies with responsibility for the incident, either geographic or functional, to manage an incident by establishing a common set of incident objectives and strategies.

(b) When personnel responding from surrounding governmental and or municipal agencies are requested to support the emergency or if they respond based on their agency responsibilities, they will unify their efforts into a Unified Command structure. Integration of other agencies into the command system shall be done by the Liaison Officer.

(c) Members of the Unified Command are typically limited to:

- Sinclair Incident Commander
- Federal On-Scene Commander (typically member of the EPA)
- State or Local On-Scene Commander (typically the Fire Department with local jurisdiction)

(d) Many external organizations, such as OSRO's, Co-ops, and contractors may also be integrated into the ICS and they will fill roles in the ICS according to their particular area of expertise. The Unified Command will be utilized to achieve the coordination necessary to carry out an effective and efficient response.

(e) All other agencies shall be coordinated through the incident Agency Liaison Officer.

(f) Unified command does *not* mean losing or giving up agency authority, responsibility, or accountability.

(g) The concept of unified command means that all involved agencies contribute to the command process by:

- Determining overall objectives.
- Planning jointly for operational activities while conducting integrated operations.
- Maximizing the use of all assigned resources.

(h) Under unified command, the following always apply:

- The incident functions under a single coordinated IAP.
- One Operations Section Chief has responsibility for implementing the IAP.
- Maximizing the use of all assigned resources.

13

I**687 Consolidated Incident Action Plans (IAPs)**

(a) Consolidated IAPs describe response goals, operational objectives, and support activities.

(b) The decision to have a written IAP is made by the Incident Commander.

(c) ICS requires written plans whenever:

- Resources from multiple agencies are used.
- Several jurisdictions are involved.
- The incident is complex (e.g., changes in shifts of personnel or equipment are required).

(d) IAPs should cover all objectives and support activities that are needed during the entire operational period.

(e) IAPs that include the measurable goals and objectives to be achieved are always prepared around a timeframe called an *operational period*. Operational periods can be of various lengths, but should be no longer than 24 hours. Twelve-hour operational periods are common for large-scale incidents.

(f) The Incident Commander determines the length of the operational period based on the complexity and size of the incident.

13

688 Manageable Span of Control

(a) A manageable span of control is defined as the number of individuals one supervisor can manage effectively.

(b) In ICS, the span of control for any supervisor falls within a range of three to seven resources, with five being the optimum. If those numbers increase or decrease, the Incident Commander should reexamine the organizational structure.

13

689 Designated Incident Facilities

(a) Designated incident facilities include:

- An ICP at which the Incident Commander, the Command Staff, and the General Staff oversee all incident operations.
- Staging Areas at which resources are kept while awaiting incident assignment.

(b) Other incident facilities may be designated for incidents that are geographically dispersed, require large numbers of resources, or require highly specialized resources.

13

690 Comprehensive Resource Management

(a) Comprehensive resource management:

- Maximizes resource use.
- Consolidates control of single resources.
- Reduces the communications load.
- Provides accountability.
- Reduces free-lancing.
- Ensures personnel safety.

(b) All resources are assigned to a status condition.

- Assigned resources are performing active functions
- Available resources are ready for assignment.
- Out-of-service resources are not ready for assigned or available status.

(c) Any changes in resource location and status must be reported promptly to the Resource Unit by the Person making the change.

(d) Personnel accountability is provided throughout all of ICS. All personnel must check in as soon as they arrive at an incident. Resource units, assignment lists, and unit logs are all ways for personnel to be accounted for.

(e) When personnel are no longer required for the response, they must check out so that they can be removed from the response lists.

SINCLAIR TRANSPORTATION COMPANY



SECTION 700

TRAINING

13

700 Training

(a) STC has an annual training and education plan and a long-range training process, which meets the requirements of 49 CFR 195.403 and 29 CFR 1910.120. The annual plan consists of classroom and computer-based training that includes safety and environmental issues such as: characteristics and hazards of hydrocarbons, emergency response procedures, selection and use of personal protective equipment, fire fighting procedures, HAZWOPER, etc. Training includes classroom training that is highly structured and standardized across the company. The team-based training has a standard lesson plan, but is structured to be specific to the teams' operations.

(b) This annual training plan and associated training activities include both annually required and periodically required training. All employees in STC participate in this training. Field and supervisory employees receive additional safety and environmental training specific to work practices in fieldwork environment.

(c) In order to gain further practice in the application of the process learned in the classroom, and to practice their local emergency response plan, teams practice application to their local operations by conducting team-based training and hypothetical drills. See Section 800 Drill Program.

(d) The training is documented. STC utilizes an online learning management system to capture all training. To ensure the effectiveness of this training, a standardized evaluation process to determine areas of training that need clarification and check employee understanding of material has been established. See Section 209 of the General Procedures Manual.

740 Oil Spill Response Pre Planning

(a) Training is essential to insure that all members of the oil spill response team are prepared to respond according to this plan and to effectively accomplish the plan objectives. This training will be augmented with periodic oil spill response drills where team members have the opportunity to perform their job assignments under various levels of spill responses simulation exercises. See Section 800 for more details on the Drill Program.

(b) STC provides emergency responders an opportunity to pre-plan for pipeline emergencies through the Identified Site Emergency Response Planning Application through the Pipeline Association of Public Awareness. This mapping application provides emergency responders the location of STC pipeline assets and the following information:

- An evacuation distance

- The size of each line
- The products transported in each pipeline
- Emergency contact information
- Non-emergency contact information
- MSDS documents for products transported
- Basic emergency response plan and STC response capabilities information.

741 Lessons Learned Training

(a) Lessons learned training is vital to improving the response to pipeline releases. As part of the Incident Analysis process in Section 260, findings of the analysis are included in the training program.

(b) At the annual Integrity Management Information Analysis meeting Abnormal Operating Conditions are discussed. Action items generated from this meeting shall include specific training for spill prevention.

742 Training Topics

Specific training, including initial and periodic refresher training, include:

- A minimum of 24 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training. This will include training in Personal Protective Equipment (PPE), Oil Spill Containment/Removal, and other hazard specific training where appropriate such as in H₂S and Benzene.
- Use of the Oil Spill Response Plan including a review of plan content and organization, how it is utilized during response to incidents, and review of the job assignments that team members may be expected to fill, toll free number of the NRC and notification process
- Training in the Incident Command System (ICS) or National Incident Management System (NIMS).
- Training in proper fire fighting procedures.
- Conditions likely to worsen emergencies including facility malfunction or failures and appropriate corrective action.
- Steps necessary to control a spill and minimize the potential for fire, explosion, toxicity or environmental damage (See MSDS).
- Training in use and understanding of Material Safety Data Sheets (MSDS) and safety precautions to be taken when the potential for exposure to hazardous materials may exist.
- Training in the utilization of the company communications systems that may be used during a spill response.

- Familiarization with the specific facilities where the member may be required to respond, such as location of valves, location of preplanned boom sites, potential locations for Command Centers, Command Posts and staging areas.

13

742.1 Training Elements for Qualified Individual (QI)

The QI shall be trained in the following elements:

- Notification procedures and requirements for the facility owner
- Communications systems that can be used for the notifications
- Information on the products transported or stored by STC
- Fire fighting procedures, health and safety hazards, spill and fire fighting procedures
- Procedures to prevent or mitigate or prevent any discharge or a substantial threat of a discharge of oil resulting from facility operations
- Operational capabilities of the contracted OSROs to respond to the average most probable discharge (small discharge), maximum most probable discharge (medium discharge; and worst case discharge)
- Responsibilities and authorities of the QI as described in the facility response plan (FRP).
- Organizational structure that will be used to manage the response actions.
 - Command and control
 - Public information
 - Safety
 - Liaison with government agencies
 - Spill response operations
 - Planning
 - Logistics support; and
 - Finance
- The responsibilities and duties of each oil spill management team member within the organizational structure.
- The drill and exercise program to meet federal and state regulations as required by OPA 90.
- Role of the QI in the post discharge review of the plan to evaluate and validate its effectiveness.
- Area contingency plans for the areas in which the facilities are located.
- The National Contingency Plan.
- Roles and responsibilities of federal and state agencies in pollution response.
- Available resources as identified in the FRP.
- Contracting and ordering procedures to acquire OSRO resources as identified in the FRP.

- OSHA requirements for worker safety (29 CFR 1910.120).
- Incident Command System/Unified Command System
- Public affairs
- Crisis management
- Procedures for obtaining approval for dispersant use on in-situ burning of the spill.
- Oil trajectory analysis.
- Sensitive biological areas

13

743 HAZWOPER (29 CFR 1910.120) Training Levels

The minimum training requirements for various oil spill responder levels are set forth in 29 CFR Part 1910.120. There are both initial and refresher training requirements that must be met. The District Manager is responsible for insuring that all employees that may be called on to participate in spill response have met these training requirements.

13

744 Contractor Training

An employer who retains contractor or sub-contractor services for work in hazardous waste operations shall inform those contractors, sub-contractors, or their representatives of the site emergency response procedures and any potential fire, explosion, health, safety or other hazards of the hazardous waste operation that have been identified by the employer, including those identified in the employer's information program. This shall be documented and refresher training will be accomplished at least annually.

13

745 Casual Hire Training

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

- Site-specific safety plan
- Chemical hazards at the site and wearing of appropriate personal protective equipment
- Their specific role in the clean-up
- Names and contacts for the incident's Incident Command System
- Upon completing this review, the temporary personnel will sign a roster sheet indicating that they have received this training and summary of the items covered. The roster sheet is then forwarded to the Incident Commander for inclusion in the incident documentation records.

13

746 Training Records

- (a) A written record that includes the name of the instructor, person receiving training, type of training and date training was administered shall be completed and maintained on file for as long as the individual is assigned duties under the response plan.
- (b) Training records for STC employees shall be maintained at the STC District Office to which they are assigned.
- (c) Training records for contract personnel used by STC for oil spill response will be retained at the respective contractor's office.
- (d) Training records for every instructor or training organization utilized for oil spill response training will be maintained on file at STC's District office.

13

747 Drill Procedures

Refer to Section 800 of this manual.

SINCLAIR TRANSPORTATION COMPANY



SECTION 800 DRILL PROGRAM

13

800 Drilling Requirements

STC will follow National Preparedness for Response Exercise Program (PREP) guidelines in its drilling program.

13

810 Summary of Requirements

In the triennial cycle, the following internal exercises must be conducted:

- 12 qualified individual notification exercises;
- 3 spill management team tabletop exercises -- one must involve a worst case discharge scenario;
- 3 unannounced exercises -- any of the exercises, with the exception of the qualified individual notification exercise, if conducted unannounced, would satisfy this requirement; (a response to an actual spill will count if properly documented.)
- Equipment deployment exercises: 3 pipeline equipment deployment exercises (using either OSRO and/or operator owned equipment.)
- Triennial Exercise of Entire Response Plan - each component of the response plan must be exercised at least once in the triennial cycle.

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820 Exercises/Drills

820.1 Internal Notification Drills (QI Notification)

(a) Internal notification drills will be conducted by STC at quarterly intervals (twelve per triennial cycle).

(b) At three-month intervals, it is necessary to make contact with the Qualified Individual (QI) in each response zone. Contact may be made by telephone, fax, radio, pager or other means. Confirmation of contact must be received. If a QI serves more than one response zone, it is necessary to only make contact once per quarter with the QI and not once per quarter per zone. Contact can be as simple as someone in the organization making contact with the QI. A record of the contact must be made, dated and signed and maintained on file for three years See Figure 820-1 for a form that can be used to document this requirement. Agency notification should not be made for this drill; however, drilling should be conducted in procedures to be followed when making agency notifications. See Section 200 in this manual for agency notification procedures.

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(c) At least once each year, the QI notification exercise should be conducted during non-business hours.

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(d) QI records shall be retained for 3 years.

Figure 820-1 QI Notification

Date _____ (Month) 200 _____

QI contacted _____

Response Zones 1 2 3 4 5 6 (circle as appropriate)

Time attempt to contact initiated _____

Time contact made _____

Method of contact _____

Signed _____

Name printed _____

Date _____

13

820.2 Spill Management Team Tabletop Exercises

(a) Each STC spill management team shall conduct an annual tabletop exercise, in accordance with the PREP guidelines. The response plan must be utilized in the exercise to ensure the spill management team is familiar with the plan and is able to use it effectively to conduct a spill response. It must also demonstrate the ability to organize team members to effectively interface with a unified command; demonstrate communication capability; and coordination for response capability.

(b) At least one spill management team tabletop exercise in a triennial cycle shall involve a worst case discharge scenario. The spill emergency response team is the spill management team.

(c) The spill management team tabletop exercises should take into account shift changes to ensure that all personnel serving as part of the spill management team during an actual spill have participated in an exercise.

(d) STC should take credit for this exercise when conducted in conjunction with other exercises as long as all objectives are met, the exercise is evaluated, and a proper record is made. Credit should be taken for an actual spill response when these objectives are met, the response is evaluated, and a proper record is generated.

(e) The tabletop exercise records shall be retained for 3 years.

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820.3 Equipment Deployment Exercises

(a) The equipment deployment exercise applies to all plan holders. It is the responsibility of the plan holder to ensure that the Equipment Deployment Exercise requirement is met.

(b) The two primary requirements for the equipment deployment exercise are:

1. The personnel that would normally operate or supervise the operation of the response equipment must participate in the exercise. The personnel must demonstrate their ability to deploy and operate the equipment, while wearing appropriate personal protective equipment. All personnel involved in equipment deployment and operation must be involved in a training program.

2. The response equipment must be in good operating condition. The equipment must be appropriate for the intended-operating environment. The equipment must operate during the exercise. All response equipment must be included in a maintenance program.

(c) The number of equipment deployment exercises conducted should be such that equipment and personnel assigned to each response zone are exercised at least once per year. If the same personnel and equipment respond to multiple zones, they need only exercise once per year. If different personnel and equipment respond to various response zones, each must participate in an annual equipment and deployment exercise. A representative sample of STC response equipment is to be deployed.

(d) The objective of an equipment deployment exercise is to validate that the equipment is appropriate for the operating environment in which it is intended to be used and that operating personnel are trained and capable of its deployment and operation. Thus it is not necessary to deploy every piece of each type of equipment as long as all equipment is included in a periodic inspection and maintenance program intended to ensure the equipment remains in good working order. However, all operating personnel must participate in exercises or responses on an annual basis in order to ensure they remain trained and qualified to operate equipment.

(e) Equipment deployment exercise records shall be retained for 3 years.

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820.4 OSRO Involvement in Equipment Deployment Exercises

(a) The PREP guidelines identify the minimum amount of equipment that must be deployed in an equipment deployment exercise. This amount is considered to be

a representative sample of the equipment. The rationale for this approach is that if the representative sample works, then the rest of the equipment could be expected to work since it would be part of the company's maintenance program. For the personnel, if a representative sample of the OSRO's personnel are involved in the deployment exercise and handle their responsibilities effectively, the rest of the personnel could be expected to be knowledgeable and effective since they would be a part of the company's training program. When selecting the equipment and personnel *for* the exercise, the OSRO should ensure that the same equipment and personnel are not used repeatedly for each exercise. The equipment *should* be selected on a rotational basis, as with the personnel, with the ultimate goal of eventually exercising all of the OSRO's equipment and personnel.

(b) A few of the larger OSROs have small field response facilities. A field response facility is defined as a location where personnel and equipment are staged. Some of these OSROs have divided their operations into regional response facilities. In some instances, a regional facility will be responsible for several small field response facilities or equipment stockpiles. For the purpose of the equipment deployment exercises under PREP, each regional facility will be considered a separate OSRO and will be required to conduct an annual equipment deployment exercise of the minimum amount of equipment specified. In the PREP, the OSRO regional facility would be responsible for coordinating resources from all field facilities within the region for the exercise. In such instances, equipment may be drawn from one or more field facilities, but personnel from each field facility must participate in the equipment deployment exercise. If the OSRO operates using regional facilities, the OSRO will be responsible for defining its regional boundaries and providing this information to its plan holders. Generally, however, regions should be reasonable in geographic size.

(c) At a minimum, plan holders must ensure their OSRO(s) conduct annual equipment deployment exercises in each operating environment in when they expect to operate for each Regional Response Team Regions and EPA Area Contingency Planning area, or EPA sub-area (where identified), unless adjoining areas or sub-areas authorize an alternative. For example, if an OSRO is located in the First CG District, and provides response assets to the Fifth CG District as well those two might mutually agree to allow the OSRO to conduct fewer exercises due to similarity of operating environments in those areas and opportunity to observe the exercises. The OSRO should request this consideration in writing from the appropriate Contingency Planning Area and sub-area.

(d) If the OSRO is cited in a response plan outside of its normal equipment staging and operating areas (i.e. as a Tier 2 responder), the plan holder citing that OSRO must ensure that the OSRO has the local knowledge relevant to an effective, efficient response in the plan holder's operating area. The plan holder

must describe arrangements for providing the OSRO with information such as equipment launching locations, tides and currents of the local area, and any other logistical problems or information specific to the particular area.

(e) The OSRO should provide documentation of completion of the exercise requirements to each plan holder covered by that OSRO. It is the plan holder's responsibility to ensure that the OSRO has completed the equipment deployment exercise requirements and has obtained the necessary documentation. All plan holders identifying an OSRO in their response plans as providing response resources should take and document their credit for completing the equipment deployment exercise requirements once documentation is received from the OSRO. All plan holders must remember that merely citing OSRO in their response plan is not sufficient to ensure credit for the equipment deployment exercise.

13

820.5 Cooperatives (Co-ops).

(a) For co-ops that are comprised of OSROs, each separate OSRO that makes up the co-op would be required to conduct an annual equipment deployment exercise of the minimum amount of equipment listed below.

(b) For co-ops that are comprised of facility equipment and personnel pooled together, for the purpose of the PREP, this type of co-op is considered an OSRO and would be required to conduct the equipment deployment exercise as outlined in the OSRO section. This co-op, which is formed by a number of facilities pooling their response equipment and personnel together, would be required to conduct an equipment deployment exercise of the minimum amount of equipment listed below annually. Each facility and the personnel will not have to conduct the exercise individually. The co-op as a whole would conduct one equipment deployment exercise per year. Representatives from all of the facilities comprising this co-op must participate in this exercise.

(c) Co-op personnel that are responsible for deploying the response equipment must be involved in a training program, which prepares them for operating the response equipment. Likewise, the co-op must have a maintenance program for all of the response equipment.

(d) Plan holders citing both OSRO equipment and their own equipment in their response plans would be required to exercise both types of equipment at the above described intervals.

13

830 Internal Unannounced Exercises

THIS IS NOT A SEPARATE EXERCISE. THIS SECTION OUTLINES THE REQUIREMENT THAT ONE OF THE PREP EXERCISES LISTED BELOW MUST BE CONDUCTED UNANNOUNCED.

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(a) Annually, each plan holder should ensure that one of the following exercises is conducted unannounced:

- Spill management team tabletop exercise; or
- Equipment deployment exercise.

(b) An unannounced exercise is where the exercise participants do not have prior knowledge of the exercise, as the case would be the situation in an actual spill incident.

(c) To ensure that the nation maintains an adequate posture for response preparedness, and to satisfy the OPA 90 requirement for unannounced exercises, it is necessary to have an exercise program which is comprised of both announced and unannounced exercises. The requirement for the annual unannounced exercise is necessary to maintain the level of preparedness necessary to effectively respond to a spill.

(d) Response to an actual spill should be taken as credit for the unannounced exercise requirement, if the response was evaluated.

(e) The emergency procedures exercise is being offered as an option for facilities, to provide an additional exercise that may be conducted unannounced.

13

840 Government initiated Unannounced Exercises

(a) The government initiated unannounced exercises are designed to give the agency with primary regulatory oversight over a particular industry the opportunity to evaluate, on a random basis, the response preparedness of that industry. The PREP has attempted to make this requirement as reasonable as possible. For Coast Guard regulated vessels and facilities, the government initiated unannounced exercises would be limited to four per area per year. For EPA regulated facilities, the government initiated unannounced exercises are limited to 10% of the plan holders per EPA region per year. For PHMSA-regulated pipelines, the government initiated unannounced exercises would be limited to 20 annually across the nation. For MMS regulated offshore facilities, the number of government initiated unannounced exercises are determined by the Regional Supervisor and may exceed 50 per year nationally. A facility will not face an MMS unannounced exercise more than once per year, unless the results of previous exercises indicate that follow-up drills are warranted due to poor performance during a drill.

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(b) A plan holder directed to participate in a government initiated unannounced exercise is required to participate as directed unless specific conditions exist that may result in safety hazards.

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(c) The cost of the unannounced exercise will be bore by the response plan holder.

(d) For complex facilities that are regulated by two or more agencies, it is the responsibility of the exercising agency to notify and invite the participation of the other agency and the responsible On-Scene Coordinator in advance, so as to minimize the possibility of the facility being exercised multiple times during a compressed time period.

(e) A plan holder that has successfully completed a government initiated unannounced exercise would not be required to participate in another Federal government initiated unannounced exercise for at least 36 months from the time of the last exercise provided that the drill protocols and method of evaluation are equivalent. The plan holder must maintain documentation of this participation.

(f) Guidelines for determining successful completion of an exercise and for determining enforcement actions (including but not limited to civil penalties) for an unsuccessful exercise are the responsibility of the individual oversight agencies, based on application of their individual agency regulations.

13

850 Triennial Exercise of the Entire Response Plan

(a) Every 3 years all components of the entire response plan must be exercised. Rather than requiring each plan holder to conduct a major exercise every 3 years, the PREP allows for the individual components to be exercised in portions through the required exercises.

(b) The following are the basic types of plan components that must be exercised at least once every 3 years:

Organizational Design

- 1) Notifications
- 2) Staff mobilization
- 3) Ability to operate within the response management system described in the plan

Operational Response

- 4) Discharge control
- 5) Assessment of discharge
- 6) Containment of discharge
- 7) Recovery of spilled material
- 8) Protection of sensitive areas
- 9) Disposal of recovered material and contaminated debris

Response Support

- 10) Communications
- 11) Transportation
- 12) Personnel support
- 13) Equipment maintenance and support
- 14) Procurement
- 15) Documentation

(c) While not all of these components would necessarily be contained in each plan, the plan holder should identify those that are applicable from the list above, and add or delete other components as appropriate. The plan holder would then be responsible for ensuring that all components of the plan are exercised within each 3-year exercise cycle.

(d) To satisfy the requirement of the triennial exercise of the entire response plan, it is not necessary to exercise the entire plan all at one time. The plan may be exercised in segments over a period of 3 years, as long as each component of the plan is exercised at least once within the 3 year period. The required exercises should be developed to ensure that each component is addressed and exercised in the triennial cycle. (See Figure C-1)

(e) Each Pipeline District Manager, or his designee, shall be responsible for documenting the components completed in the exercises. This documentation shall be retained at the District Office for 3 years.

13

860 Credit for Spill Response

(a) Plan holders may take credit for internal exercises conducted in response to actual spills. The spill response must be evaluated (See Figure 860-1). The plan holder must determine which exercises were completed in the spill response. This determination should be based on whether the response effort would meet the objectives of the exercise as listed in the PREP guidelines. The plan holder must document the exercises completed.

(b) The NSCC is responsible for authorizing credit for area exercises, based on the recommendations of the On-Scene Coordinator. Credit should be given to a plan holder for participation in an area exercise if the following circumstances exist:

- The response plan was utilized in an actual spill response;
- The response involved the entire response community
- The objectives of the area exercise were met as outlined in the PREP guidelines;
- The response was evaluated;
- The spill response was properly documented and certified

(c) Note that actual spills must involve, at minimum, deployment of worst-case discharge tier 1 capabilities to be eligible for this credit.

861 Proper Documentation for Self-Certification

Self-certification is where the plan holder declares he or she has met the following standards:

- Completion of the exercise;
- Conducting of the exercise in accordance with the PREP guidelines, meeting all objectives listed; and
- Evaluation of the exercise using a mechanism that appraises the effectiveness of the response or contingency plan

(a) Proper documentation for self-certification should include, as a minimum, the following information:

- The type of exercise
- Date and time of the exercise
- A description of the exercise
- The objectives met in the exercise
- The components of the response plan exercised
- Lessons learned

(b) This documentation must be in writing and signed by an individual empowered by the plan holder organization.

862 Proper Documentation for Self-Evaluation

Self-evaluation means that the plan holder is responsible for carefully examining the effectiveness of the plan for response during the exercise. The plan holder may choose the mechanism for conducting this appraisal, as long as it appropriately measures the plan in the exercise that would lead to improvements in the response plan or any aspect of preparedness for spill response. The plan holder is responsible for incorporating necessary changes to the response plan as a result of the exercise.

863 LEPC Drill Credit

(a) Local Emergency Planning Committees (LEPCs) are required to conduct hazardous substance exercises periodically. Industry plan holders should coordinate their exercises with the LEPCs, whenever possible, and should take credit, as long as the PREP exercise objectives are met.

Figure C-1 Typical Triennial Cycle of Drills For PHMSA Regulated Response Zones

	20XX				20XX				20XX			
	TABLETOP				TABLETOP				TABLETOP			
	OSRO EQUIPMENT DEPLOYMENT				OSRO EQUIPMENT DEPLOYMENT				OSRO EQUIPMENT DEPLOYMENT			
	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.
Elements of Plan Exercised												
Organizational Design												
Notifications												
Staff mobilization												
Ability to operate within the response management system described in the plan												
Operational Response												
Discharge control												
Assessment of discharge												
Containment of discharge												
Recovery of spilled material												
Protection of sensitive areas												
Disposal of recovered material and contaminated debris												
Response Support												
Communications												
Transportation												
Personnel support												
Equipment maintenance and support												
Procurement												
Documentation												

Figure 860-1

Sinclair Transportation Company Emergency Response and Management Manual – Evaluation Form

The following information is completed during a Tabletop Drill, Deployment Drill or actual Pipeline discharge event to evaluate the effectiveness of the objectives outlined in the National Preparedness for Response Exercise Program (PREP). The sources for this evaluation form are taken from the PREP Guidelines Response Plan Core Components, August 2002.

The purpose of the form is to document and self-certify the adequacy of the organizations ability, training and resources in support of responding to discharges from onshore oil pipelines.

Certified by: _____ Date: _____

PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
1.0	Notifications: Test the notifications procedures identified in the Area Contingency Plan and the Emergency Response and Management Manual (Plan).			
2.0	Staff Mobilization: Demonstrate the ability to assemble the spill response organization identified in the Emergency Response and Management Manual (Plan).			
3.0	Ability to operate within the response management system described in the plan.			
3.1	Unified Command: Demonstrate the ability to work within a unified command.			
3.1.1	Federal Representation: Demonstrate the ability to consolidate the concerns and interests of the other members of the unified command into a unified strategic plan with tactical operations.			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
3.1.2	State Representation: Demonstrate the ability to function within the unified command structure.			
3.1.3	Local Representation: Demonstrate the ability to function within the unified command structure.			
3.1.4	Responsible Party Representation: Demonstrate the ability to function within the unified command structure.			
3.2	Response Management System: Demonstrate the ability to operate within the framework of the Incident Command System identified in the Emergency Response and Management Manual (Plan).			
3.2.1	Operations: Demonstrate the ability to coordinate or direct operations related to the implementation of action plans contained in the respective response/contingency plans developed by the unified command.			
3.2.2	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 division.			
3.2.3	Logistics: Demonstrate the ability to provide the necessary support of both the short-term and long-term action plans.			
3.2.4	Finance: Demonstrate the ability to document the daily expenditures and provide cost estimates for continuing operations.			
3.2.5	Public Affairs: Demonstrate the ability to form a joint information center and provide the necessary interface between the unified command and the media.			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
3.2.6	Safety: Demonstrate the ability to monitor all field operations and ensure compliance with safety standards/procedures/site safety plan.			
3.2.7	Legal: Demonstrate the ability to provide the unified command with suitable legal advice and assistance.			
4.0	Source Control: Demonstrate the ability of the spill response organization to control and stop the discharge at the source.			
5.0	Assessment: Demonstrate the ability to provide an initial assessment of the discharge and provide continuing assessments of the effectiveness of the tactical operations.			
6.0	Containment: Demonstrate the ability to contain the discharge at the source or in various locations for recovery operations.			
7.0	Recovery: Demonstrate the ability to recover, mitigate, and remove the discharged product.			
7.1	On-Water Recovery: Demonstrate the ability to assemble and deploy the on-water recovery resources identified in the response plans.			
7.2	Shore-Based Recovery: Demonstrate the ability to assemble and deploy the shoreside response resources identified in the response plans.			
8.0	Protection: Demonstrate the ability to protect the environmentally and economically sensitive areas identified in the Area Contingency Plan and the respective industry response plan.			
8.1	Protective Booming: Demonstrate the ability to assemble and deploy sufficient resources to implement the protection strategies contained in the Area Contingency Plan and the Emergency Response and Management Manual (Plan).			

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PREP Element	Description	Circumstance	Results	Comment or Action Item #
		T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	
8.2	Water Intake Protection: Demonstrate the ability to quickly identify water intakes and implement the proper protection procedures from the Area contingency Plan or develop a plan for use.			
8.3	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.			
8.4	Population Protection (Protect Public Health & Safety): 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.			
9.0	Disposal: Demonstrate the ability to dispose of the recovered material and contaminated debris.			
10.0	Communications: Demonstrate the ability to establish an effective communications system for the spill response organization.			
10.1	Internal Communications: Demonstrate the ability to establish an intra-organization communications system. This encompasses communications at the command post and between the command post and deployed resources.			
10.2	External Communications: Demonstrate the ability to establish communications both within the response organization and other entities (e.g., RRT, claimants, media, regional or HQ agency offices, non-governmental organizations, etc.).			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
11.0	Transportation: Demonstrate the ability to provide effective multi-mode transportation both for execution of the discharge and support functions.			
11.1	Land Transportation: Demonstrate the ability to provide effective land transportation for all elements of the response.			
11.2	Waterborne Transportation: Demonstrate the ability to provide effective waterborne transportation for all elements of the response.			
11.3	Airborne Transportation: Demonstrate the ability to provide the necessary support of all personnel associated with the response.			
12.0	Personnel Support: Demonstrate the ability to provide the necessary support of all personnel associated with the response.			
12.1	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.			
12.2	Berthing: Demonstrate the ability to provide overnight accommodations on a continuing basis for a sustained response.			
12.3	Messing: Demonstrate the ability to provide suitable feeding arrangements for personnel involved with the management of the response.			
12.4	Operational and Administrative Spaces: Demonstrate the ability to provide suitable operational and administrative spaces for personnel involved with the management of the response.			
12.5	Emergency Procedures: Demonstrate the ability to provide emergency services for personnel involved in the response.			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
13.0	Equipment Maintenance and Support Demonstrate the ability to maintain and support all equipment associated with the response.			
13.1	Response Equipment: Demonstrate the ability to provide effective maintenance and support for all response equipment.			
13.2	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.			
14.0	Procurement: Demonstrate the ability to establish an effective procurement system.			
14.1	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.			
14.2	Response Equipment: Demonstrate the ability to procure sufficient response equipment to mount and sustain an organized response.			
14.3	Support Equipment: Demonstrate the ability to procure sufficient support equipment to support and sustain an organized response.			
15.0	Documentation: Demonstrate the ability of the spill response organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.			

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Comment or Action Item #	Comment or Action Item	Responsible Person	Due Date

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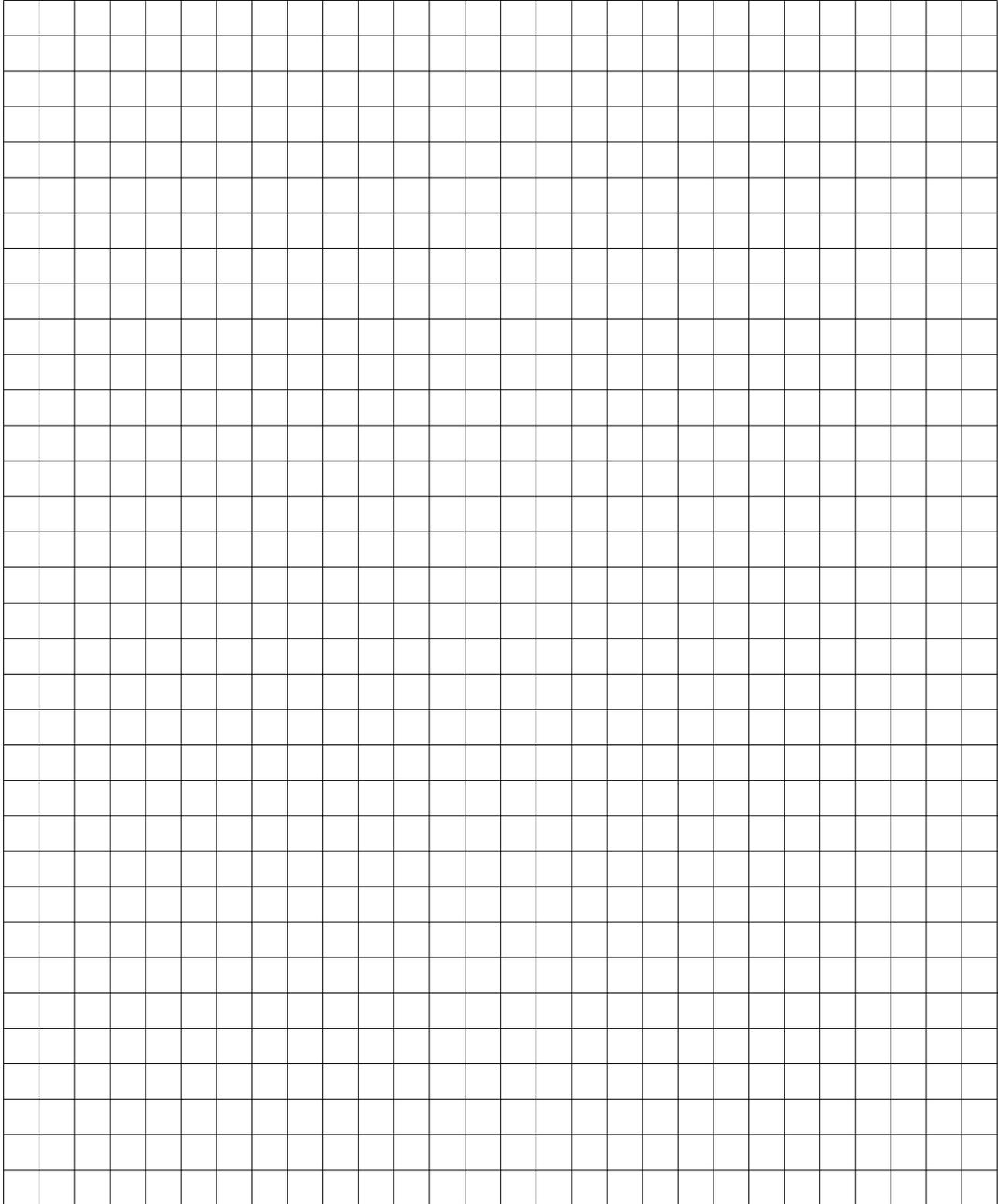


Diagram: Prepare a suitable sketch in this space Show north and the expected wind direction.

13

865 Drill Risk Analysis

(a) Describe possible repercussions from conducting this drill at this place and time, e.g., possible jeopardize permit renewals or pending projects? Disrupt critical operations?

13

866 Pre-Drill Considerations

- (a) When developing the drill use these considerations to help guide the plan:
- (a) Clearly define what the objective of the drill should be.
 - (b) Have the scenario reviewed by an insider for realism/probability.
 - (c) Keep the drill simple and specific.
 - (d) Develop contingency plans should the unexpected happen, e.g., bad weather, operational emergencies, radio transmissions picked up by unplanned participants.
 - (e) Ensure that the method of notifying expected participants is adequate, e.g., alarms, prompt distribution of instruction sheets at enough locations.
 - (f) Provide an observer(s) - not a drill participant - that can document the key parts of the drill.
 - (g) For unannounced drills, ensure that there is an element of surprise.
- (b) Ensure that safety of the participants is considered by possibly visiting the prospective drill site, evaluating actual hazards from the drill, e.g., traffic, housekeeping problems, etc.
- (c) Drills should not cause significant disruption to critical operations.

13

867 Notifications

- (a) Instruction sheets should be clear so the participants know exactly what is expected of them, e.g., should emergency calls actually be made, what level of equipment deployment is required, etc.
- (b) Define what level of internal communications the drill involves.
- (c) Consider mailing/emailing letters (not just telephone calls) to affected city, county, state and national agencies explaining the drill.
- (d) Notify affected property owners, businessmen, residents prior to the drill.

13

868 Props

- (a) Props that can safely mimic a spill can be used to demonstrate the effectiveness of the spill mitigation techniques.

SINCLAIR TRANSPORTATION COMPANY



SECTION 900 COMMUNICATIONS

Section 900 – Communications

910 Incident Notification

- (a) The primary means of communications for all notifications for off duty employees will be via landline and cellular telephones.
- (b) Incident notification for on duty employees will be either by land line telephones, cell phones, or company two-way radios.

920 Company Communication Equipment

- (a) The Rocky Mountain District (RMD) utilizes a land line to a toned microwave communication network for its two-way radio system.
- (b) The Mid-Continent District (MCD) has a satellite phone / two-radio system.
- (c) The Sinclair Control Center has a base station for both radio systems. The Mid-Continent District Office also has a base station for the satellite phone system.
- (d) There are several radio-equipped vehicles in the RMD and 9 radio-equipped vehicles in the MCD. All STC employees have portable cell phones.
- (e) The RMD has 3 hand held radios that are compatible with the RMD low frequency two-way radios.

930 OSRO Communication Equipment

- (a) Many of the contractors listed in Section 540 have a limited amount of hand held two way radios that can be used in a small to medium response effort.
- (b) FirstWireless, Inc is a specialty communication firm that has portable two-way radio rentals available for large response site. First Wireless has offices in Gering, NE – 801-201-4933, Lincoln, NE - 402-466-8237, and Wichita, KS – 800-776-8189.

940 Communication Procedures

- (a) Communication during a response effort is extremely important. Different contractors, response agencies, etc. will be present and the coordination of their activities is essential to a safe and effective cleanup effort.
- (b) If the incident is large enough the Incident Commander will assign a Communications Leader. The Communications Leader will be responsible for acquiring and supplying the necessary communication equipment so that the

Incident Commander will have communication with each element of the incident command structure.

(c) Regardless of the size of the response effort, communication of all elements of the cleanup effort will go through the Incident Commander. STC will supply whatever communication equipment is required during an incident.

(d) The Incident Commander or his designee will also keep the District Office informed of all cleanup efforts.

(e) The Incident Commander or his designee will keep the Sinclair Control Center apprised of any repairs to STC's facilities. Generally, once repairs are made to STC facilities and normal operations have resumed, operation of the pipeline system should not affect the ongoing cleanup. However, communication between the cleanup site and the Sinclair Control Center will be ongoing as long as the cleanup is under way.

SINCLAIR TRANSPORTATION COMPANY



SECTION 1000 FEDERAL RESPONSE

1000 Federal Response Organization

1010 National Contingency Plan

(a) In 1968, the National Oil and Hazardous Substance Pollution Contingency Plan (NCP) was established to coordinate Federal activities for preventing oil spills and mitigating environmental damages when spills occur. During June 1970, this plan was incorporated as part of the Code of Federal Regulations and applied to all navigable waters and adjoining shorelines of the United States.

(b) To ensure adequate preplanning and provisions for responding to oil spills, the National Contingency Plan established the National Response Center, the National Response Team, the Regional Response Center, Regional Response Teams and the On Scene Coordinator (Figure 1000-1).

1020 National Response Team (NRT)

(a) National planning and coordination for oil spill response is the responsibility of the National Response Team (NRT). The NRT is responsible for evaluating methods for responding to oil spills and hazardous substances spills, and recommending changes to the National Contingency Plan. The NRT also develops procedures to coordinate activities for federal, state and local governments, and private response organizations.

(b) The NRT consists of representatives from each of the agencies shown in Figure 1000-2. Normally, the NRT is chaired by the EPA representative while the USCG representative serves as the vice chairman. If it is activated for spills within the coastal zone of the United States, the USCG representative will hold the chair.

(c) The NRT can be activated when an oil spill exceeds the capability of the Regional Response Team in which it occurs, crosses national boundaries, or presents a significant threat to a population, national policy, property, or national resources.

(d) Once activated the NRT may:

1. Monitor the spill, evaluate reports from the On-Scene Coordinator (OSC), and recommend appropriate actions for abating the spill.
2. Request oil spill response resources from federal, state, local, or private organizations.
3. Coordinate other activities as may be required to ensure that an effective oil spill response plan is in operation.

FIGURE 1000-1 FEDERAL RESPONSE ORGANIZATION

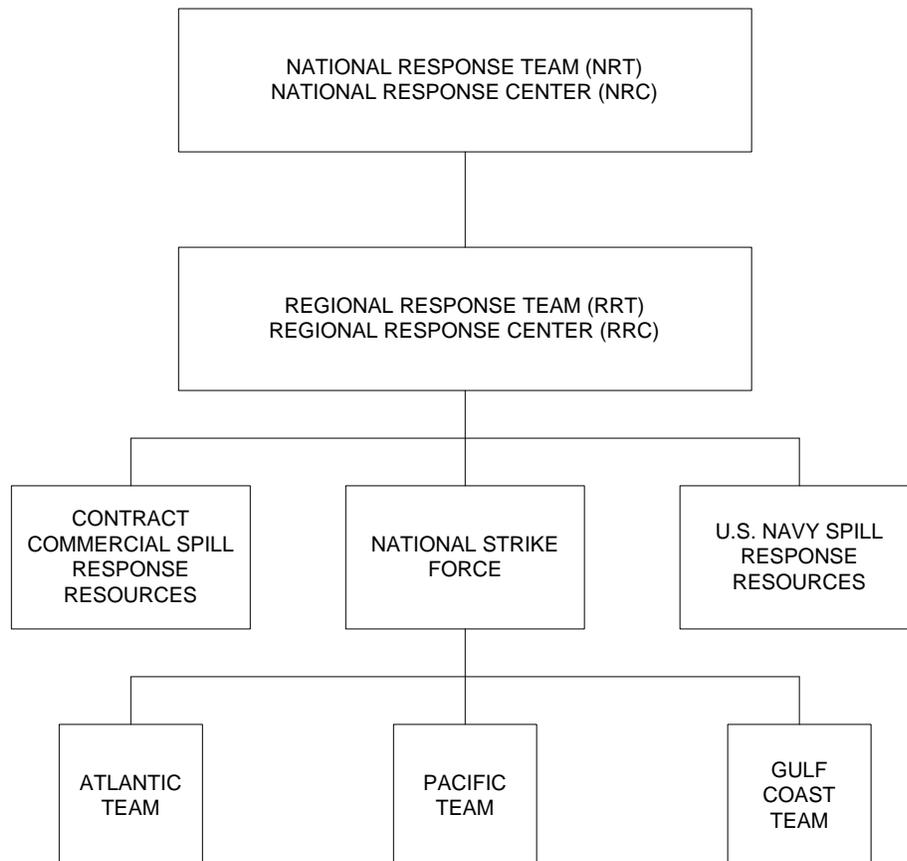
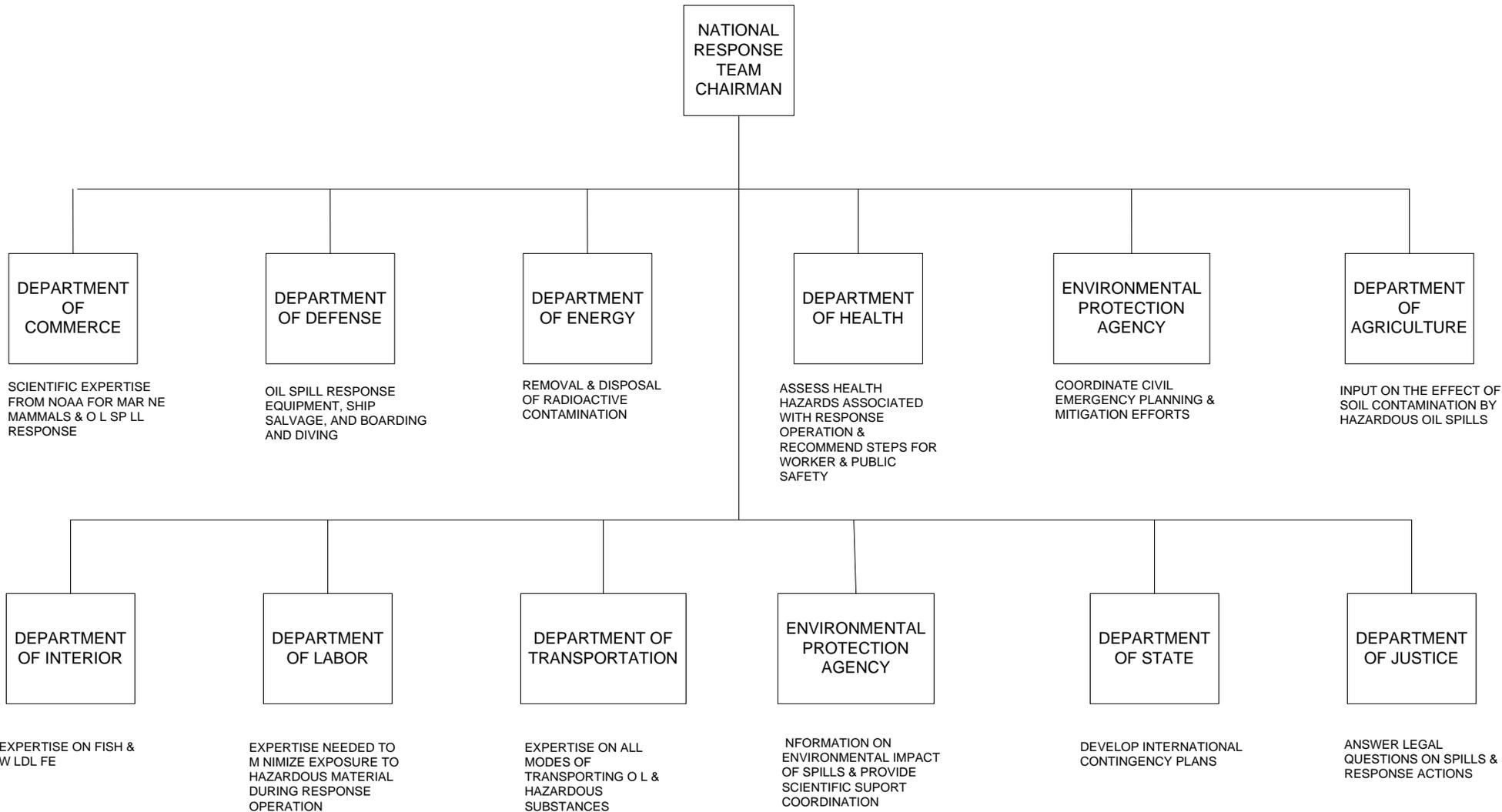


FIGURE 1000-2 FEDERAL REPRESENTATION ON NATIONAL RESPONSE TEAM



1030 National Response Center (NRC)

(a) The National Response Center (NRC) receives and distributes reports regarding oil and hazardous substances spills. It is located at the USCG Headquarters in Washington, D.C., and can be contacted by dialing 1-800-424-8802.

(b) All oil spills must be reported to the National Response Center. If a direct report to the National Response Center is not practical, reports may be made to the USCG or EPA pre-designated OSC for the geographic area where the spill occurs. If it is not possible to immediately notify the National Response Center or the pre-designated OSC, reports may be made immediately to the nearest USCG unit provided that the spiller notifies the NRC as soon as possible. Once the NRC receives notification of a spill, it will promptly notify the appropriate OSC and authorize him to proceed with the appropriate response actions as outlined in the National Contingency Plan.

1040 Regional Response Team (RRT)

(a) The Regional Response Team (RRT) develops oil spill response contingency plans for specific regions of the United States. This team is staffed by representatives from the agencies shown in Figure 1000-2 and may include representative of local governments as agreed upon by the specific state in which the RRT is operative.

(b) The RRT is jointly chaired by the EPA and USCG representative. See 1000-3 for EPA Regional Offices and Boundaries. When activated for inland spills, the EPA representative will be the chairperson. If activated for offshore spills, the USCG representative shall be the chairperson.

(c) The RRT includes two components; a standing team and an incident-specific team. The standing team:

1. Reviews regional and local responses to various spills, recommends revisions to the National Contingency Plan, encourages state and local communities to improve their preparedness for oil spill response activities, and reviews actions performed by the On Scene Coordinator.
2. Performs advanced planning for dispersants, surface collection agents, burning agents, biological additives, or other chemical agents that are authorized by the National Contingency Plan.

(d) The incident specific response team can be activated if an oil spill exceeds the response capability available to the On Scene Coordinator, if the spill crosses regional boundaries, or if a spill presents a substantial threat to human health and welfare, the environment, or significant amounts of property. It can be

activated during a pollution emergency when requested by the Federal On-Scene Coordinator.

(e) The incident specific response team may:

1. Monitor and evaluate reports from the On-Scene Coordinator and recommend specific actions for improving the response operation.
2. Request federal, state or local governments, or private organizations to provide resources for responding to the spill.
3. Help the On Scene Coordinator prepare information releases for the public.
4. Recommend that a different OSC be designated for the response operation.
5. Provide information that will assist the OSC to make timely and appropriate decisions for the response operations.

1050 On Scene Coordinators

(a) On Scene Coordinators (OSC) are pre-designated by the U.S. Coast Guard or Environmental Protection Agency. The OSC collects pertinent facts about the spill, its source and cause, and the parties responsible for the spill. The OSC also determines the potential impact the spill could have on human health and welfare, and whether it presents a significant threat to the environment. In addition, the OSC establishes priorities for minimizing the impact of oil spills.

(b) If the spiller assumes responsibility for the spill, the OSC will monitor the clean-up activity. Otherwise, the OSC will initiate the response operation and hire commercial contractors as required to clean up the spill as quickly as possible. If commercial resources are not available, the OSC will deploy federal resources. Federal personnel and equipment can be obtained from the National Strike Force and the U.S. Navy.

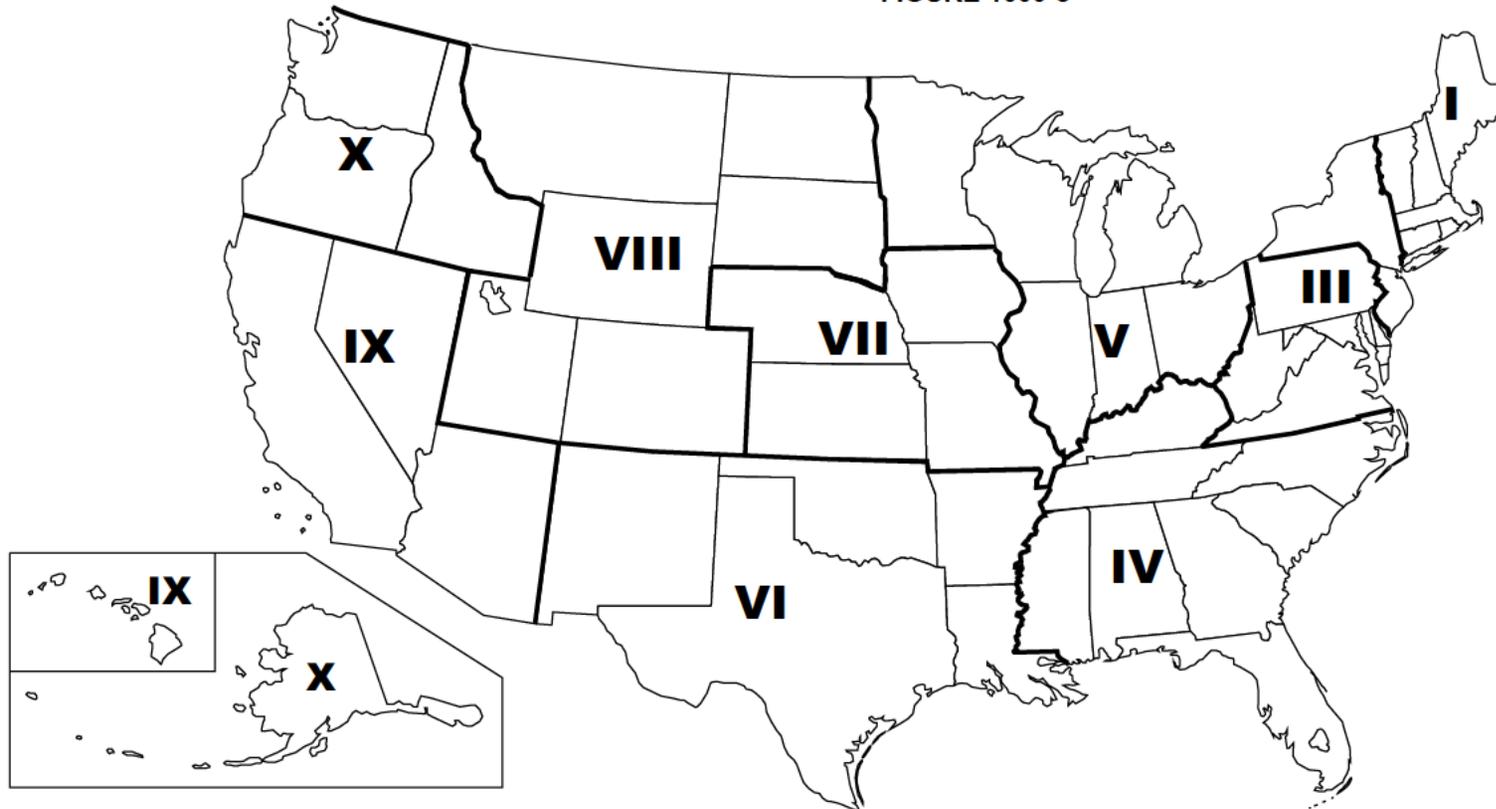
(c) When a spill report is received, the OSC will:

1. Notify the Regional Response Team and National Response Center.
2. Investigate the report to determine pertinent information such as the threat posed to public health and welfare, or the environment.
3. Officially classify the size of the discharge and determine the course of action to be followed.

4. Determine whether the spiller is properly carrying out the clean-up operation.
 5. Determine whether the state or local government has the capability to carry out response actions and if a contract or cooperative agreement has been established with the appropriate Fund Administrator for this purpose.
 6. Notify the Regional Response Team and the trustees of the affected natural resources in accordance with the applicable regional plan.
- (d) Within 60 days after a major oil spill, the OSC shall submit to the RRT a complete report on the response operation and the actions taken. A copy of this report will be submitted to the National Response Team. The format for this report is provided in the National Contingency Plan.
- (e) Each OSC is responsible for developing and updating local contingency plans. Each plan should be a multi-agency effort involving all agencies that would have a role in the local response effort.

1060 National Strike Force (NSF)

- (a) The National Strike Force (NSF) was formed in 1973 after the U.S. Coast Guard was charged with oversight and responsibilities for offshore oil spills under the Federal Water Pollution Control Act. The NSF consists of the Pacific, and the Atlantic Area Strike Teams. These teams provide experienced personnel and equipment necessary for assisting the OSC in responding to spills in U.S. waters.
- (b) The NSF is always on call and maintains a stock of specialized equipment for deployment anywhere in the nation and, in some cases, overseas. This equipment includes open water oil containment and recovery systems, high capacity pumps for transferring oil and chemicals, and protective clothing for working with hazardous materials. Most of this equipment is designed to fit into Coast Guard C-130 cargo planes or load onto flatbed trucks for fast response.

STANDARD REGIONAL BOUNDARIES FOR TEN EPA REGIONS**FIGURE 1000-3**

REGION I
 1 CONGRESS ST. STE 110
 BOSTON, MA 02114-2023
 617-918-1111
 FAX 617-565-3660

REGION II
 290 BROADWAY
 NEW YORK, NY 10007-186
 212-637-3000
 FAX 212 637-3526

REGION III
 1650 ARCH STREET
 PHILADELPHIA, PA 19103-2029
 215-814-5000
 FAX 215-814-5103

REGION IV
 ATLANTA FEDERAL CENTER
 61 FORSYTH STREET, SW
 ATLANTA, GA 30303-3104
 404-562-9900
 FAX 404-562-8174

REGION V
 77 WEST JACKSON BLVD
 CHICAGO, IL 60604-3507
 312-353-2000
 FAX 312-353-4135

REGION VI
 FOUNTAIN PLACE 12TH FLOOR
 SUITE 1200
 1445 ROSS AVENUE
 DALLAS, TX 75202-2733
 214-665-2200
 FAX 214-665-7113

REGION VII
 901 NORTH 5TH STREET
 KANSAS CITY, KS 66101
 913-551-7003

REGION VIII
 999 18TH STREET SUITE 500
 DENVER, CO 80202-2466
 303-312-6312
 FAX 303-312-6339

REGION IX
 75 HAWTHORNE STREET
 SAN FRANCISCO, CA 94105
 415-744-1305
 FAX 415-744-2499

REGION X
 1200 SIXTH AVENUE
 SEATTLE, WA 98101
 206-553-1200
 FAX 206-553-0149

SINCLAIR TRANSPORTATION COMPANY



SECTION 1100 MEDIA RELATIONS

1100 Media Relations

(a) Public Relations has always been an important facet in crisis management. In recent years its importance has increased to the point that the handling of public relations and media coverage often shapes public and agency opinions and reactions more than the physical containment and cleanup of a spill.

(b) A spill from an STC facility has the potential to seriously impact areas of high density population, sensitive recreational areas, sensitive public and commercial assembly areas, and sensitive wildlife and botanical area. Local news coverage is certain; nationwide coverage is likely.

1110 Media Coverage

In any large incident it is necessary to mobilize STC's Public Affairs professionals who have extensive training in the field and are experienced in working with the media. Whenever possible, media contacts should be referred to this group or the Incident Commander.

1120 Team Member Response Guide

(a) During a significant or major event, almost every member of the Response Team may be, at one time or another, and the senior STC representative at a particular location, may be approached by the media. All members of the Response Team should cooperate with the media to the maximum extent possible, consistent with the need to give top priority to controlling immediate hazards and concern for safety of the public.

(b) If the media approaches you, you should be guided by the following:

- Statements concerning an oil spill should be avoided since they can be misinterpreted or misunderstood. A complete investigation should be made before any statement is released by the Incident Commander. No statement regarding a spill will be made by any Company employee. (Mandatory)
- The District Manager, in consultation with the Home Office, will be the single official spokesperson for STC regarding spills.
- The District Manager will transmit all written and verbal statements to the Home Office.

1120.1 Guidelines for Response to Media

You will be considered to be a STC representative in the eyes of the media audience. As such, you should consider any contact with the media as important.

- It is important to communicate that STC has an Oil Spill Response Plan and a trained organization to deal with the incident, and that the team is taking measures to contain the spill and mitigate the impacts.
- You should not withhold information regarding the extent of the incident that you know. It is also important that you do not speculate about anything that you do not know.
- You should not indicate, unless it has been determined, that the spill belongs to STC. You may say: “We are not sure, but we are responding as if it were a STC spill until it is determined otherwise and others take over.”
- You should not speculate on the cause of the incident; instead, you should indicate that the cause is under investigation. An exception should be made if the cause is evident, such as outside third party damage.
- You should not make statements or speculate in manner that can be considered as commitments by STC, or assumptions of responsibility. Such questions should be referred to the Incident Commander or the District Manager.
- Try to show STC’s concern regarding the impacts of the incident. The media will ask questions to gain your response. Many questions are designed to be difficult to answer in a positive manner. If you feel “trapped” by a question you can resort to stating what is being done by STC in a positive manner. A list of possible questions is listed below.
- The best rule is to respond truthfully, show concern and exhibit confidence in STC’s ability to control and handle the problem.

1120.2 Sample Media Questions

- How big is the oil spill?
- Is it bigger than (another incident)?
- How and when did it occur?

- Whose fault is it?
- Why hasn't STC done something to keep this from occurring? Why didn't it work?
- What are you doing? What are these men doing?
- Why aren't you doing (whatever)?
- Is this spill dangerous to the people living here?
- Has there been loss of life? Injured?
- Will it explode? Catch fire?
- Will it go into the ocean?
- What's being done to protect wildlife and birds?
- Is this going to worsen?
- Has the leak stopped? Why not?
- When will it be?
- Is the spilled material toxic
- Will STC return everything like it was before the spill?
- Does STC take total responsibility for this spill?
- How long will STC work to clean up the spill?
- Why is the terminal located?
- Is STC prepared and trained to handle this?
- How old is this facility?
- Have you had leaks before? How many.?
- Is this a routine leak?
- Is this going to be another Valdez?
- I thought STC was environmentally concerned? What happened?
- How can a responsible company let this happen?
- (Organization or agency) says you're doing nothing to prevent (occurrence). Why are you ignoring their concerns?
- Is this under control?
- What are your objectives at this time?
- Has this facility been safety-checked? When?
- Will STC accept volunteers to help?
- Is this all the people and equipment that STC intends to use?
- Does STC have more resources, or is this all? If more, why aren't you using them?
- What is STC going to do about (some impact)?

1130 Managing the Media

(a) Immediate steps are to be taken to deal with newspaper, television or radio representatives.

(b) STC policy requires dealing with media in a positive, cooperative manner. The media is to be provided with pertinent factual information that reports of the incident are not distorted or exaggerated. Initial statements must be confined to

facts that will not be subject to dispute. The release should be consistent with the following criteria:

- Identification of the location or name of the facility.
- Time of the incident.
- Type oil, gas or product involved.
- Action being taken to control, cleanup or handle.
- Who is involved in cleanup or correction.
- Amount of material spilled (IF CLEARLY ESTABLISHED).
- Cause (ONLY IF DETERMINED).
- Duration of fire or cleanup (IF KNOWN).

(c) Public Affairs personnel, as well as all others directly involved in incident operations, should observe the following rules:

- Speculation on any aspects of the incident should be strictly avoided.
- Names of persons seriously injured or killed shall be withheld pending notification of their next of kin.
- Do not attempt to bar photographs or video filming of a spill or fire.
- Guide photographers, video cameramen or reporters to safe vantage points, and advise them of personal hazard areas to avoid.

(d) Public Affairs personnel are specifically charged with following duties:

- Inform the **STC Public Affairs Representative**, or his alternate, of any incident occurring in their area of responsibility.
- Establish a news media facility with work tables, telephones and facsimile machines for media personnel assigned and coordinate media coverage of an incident. Hot and cold beverages, sandwiches, snacks and other amenities should be provided.
- Coordinate media coverage, such as creating **pool photographers**, reporters, video crews, etc. to satisfy the media without overtaxing resources that are required for other operations.
- Provide photographs and videotape illustrating STC's efforts in the incident.

- Provide statistical data regarding the numbers of STC employees, contractors, consultants and others involved in containment and/or cleanup and restoration.
- Arrange for upper management interviews and statement releases.

1140 Large and Sustained Incidents

Media relations should be an important consideration for any sustained incident (significant or major). The **Public Affairs Representatives(s)** will become advisors' to the **Incident Commander**, and will consider the value of any or all of the following:

- Establishing a new update hot-line for the media.
- Establishing a news update hot line for STC employees and families of the **Response Teams**.
- Providing periodic new releases to the media.
- Providing facilities and conducting periodic new conferences.
- Providing scheduled interviews of the **Incident Commander, On-Scene Corporate Managers**, or other selected **Response Team Members**.
- Establish a news media facility with worktables, telephones and facsimile machines for media personnel assigned to an incident. This facility would serve as a site to make news releases, conduct press conferences and interviews, and coordinate media coverage of an incident. Hot and cold beverages, sandwiches, snacks and other amenities should be provided.
- Coordinate media coverage, such as creating **pool** photographers, reporters, video crews, etc. to satisfy the media without overtaxing resources that are required for other operations.
- Provide photographs and videotape illustrating STC's efforts in the incident.
- Provide statistical data regarding the numbers of STC employees, contractors, consultants and others involved in containment and/or cleanup and restoration.
- Arrange for upper management interviews and statement releases.

1150 Advantages of Setting up a News Center

(a) In a large and newsworthy incident, considerable control can be exercised by setting up a large conference room in a nearby hotel as a news center. This will provide a focal point for assigned reporters and camera crews, and will provide a point for news released by STC. It will also provide a setting for interviews and news conferences that will depict a business-like and organized atmosphere, and convey STC's emphasis and concern.

(b) By maintaining such a center, the responsibility of receiving news releases, etc. passes to the media representatives. Advance notices of releases, and particularly news conferences, should be made early enough to allow camera crews to set up and reporters to arrive at the center.

1160 Selecting the News Center Location

The hotel selected for the news center should be a moderate and conservative facility. Appearances of undue economy or opulence (large and elaborate chandeliers, etc.) should be avoided. The hotel should be conveniently located near the incident scene. It is better to use a facility separate from the hotels used to quarter either STC personnel or evacuees.

1160.1 News Center Equipment List

- Public address system with lavalier, podium and table microphones
- Remote boom directional microphone
- Projector with stand
- 8' x 10' projection screen
- 30" video monitor with stand
- Digital camera with video capacity
- Podium and speaker tables on raised platform
- Reporter tables with three chairs/table (six tables suggested)
- Additional folding chairs for others
- Large scale map
- Supplemental portable light stands
- Pointer

1170 News Media Parity

(a) In all fairness, news releases and invitations to news conferences should include, or offer to include, each of the media in the area. Omissions can offend the media representatives and result in bad media relations. It is acceptable to

limit participation to local media, who will provide coverage to their affiliates and networks. If a national network or wire service elects to directly participate, it is usually a good idea to include the other competing services.

(b) It is not necessary to include others for individually requested interviews or coverage, but you must be prepared to provide the same privileges to all groups. Pooling arrangements should be encouraged, particularly for tours conducted by STC or when STC provides vessels, aircraft or helicopters for news and film coverage.

1180 Coordination with Agencies

(a) All news releases and news conferences, and their content, should be announced to participating agencies prior to their actual release. Coordination with the agencies should be directed toward eliminating surprise and to avert subsequent interviews with agency personnel with opposing opinions or discrediting viewpoints.

(b) The news center should be made available for interview with authorities unless it is a distinctly hostile representative. Joint news conferences with federal, state or local authorities should be considered.

1190 Dealing With Special Interest Groups

(a) In a significant or major event, real or imagined impacts to special interest groups are likely. These groups of citizens can be informed groups of residents in an area, boat owners in a marina, fishermen or others who consider that they have been individually or collectively impacted by the incident.

(b) Other vocal and highly organized groups of environmentalists, anti-growth advocates, wildlife protection and anti-oil industry organizations may become involved. Their participation may include active picketing, crashing news conferences, participating in critical news interviews, or other activities that will produce negative news coverage.

(c) It is important that STC identify these groups, if possible before their reaction, and meet with them to hear and address their concerns. Although it will probably not be possible to prevent all negative press, some groups will be less vocal if they have been truthfully informed, and feel that STC is addressing their grievances. Also, positive press can be achieved when it is announced that STC has met with the critical groups(s), and is addressing the issues and their concerns (or at least indicates a willingness to meet with the group(s) for that purpose.)

(d) If extremely hostile and militant groups surface and appear likely to interfere with STC activities, security measures may be required to restrict attendance and/or interference. Local law enforcement agencies may be requested to provide assistance or private security personnel may be employed. Any observed indications of such activities should be reported immediately to the Security Coordinator.

Media Contact List

Newspaper

Location	Name	Phone No.
Casper, WY	Casper Star Tribune	307-266-0500
Wheatland, WY	Platte County Record Times	307-322-2268
Cheyenne, WY	Wyoming Eagle	307-634-3361
Laramie, WY	Laramie Boomerang	307-742-2176
Rawlins, WY	Daily Times	307-324-3411
Riverton, WY	Riverton Ranger	307-856-2244
Ft. Collins, CO	Coloradoan Newspaper	970-224-7755
Loveland, CO	Loveland Reporter-Herald	970-669-5050
Denver, CO	The Rocky Mountain News	303-954-5000

Radio

Location	Name	Phone No.
Laramie, WY	Wyoming Public Radio	307-766-4240
Casper, WY	KTWO	307-266-5252
Wheatland, WY	KYCN	307-322-5926
Cheyenne, WY	KFBC	307-634-4462
Laramie, WY	KHAT	307-745-5208
Laramie, WY	KOWB	307-745-4888
Ft. Collins, CO	KCOL	970-461-2560
Denver, CO	KHOW	303-713-8000
Denver, CO	KOA	303-713-8000

Television

Location	Name	Phone No.
Casper, WY	KTWO	307-237-3711
Cheyenne, WY	KGWN	307-634-7755
Denver, CO	KMGH	303-832-0177
Denver, CO	KCNC	303-830-6464
Denver, CO	KUSA	303-871-1499

Newspaper

Location	Name	Phone No.
Kansas City, MO	Kansas City Star	816-234-4144
Lee's Summit, MO	Lee's Summit Journal	816-524-2345
Richmond, MO	Richmond Daily News	816-776-5454
Carrollton, MO	Carrollton Democrat	660-542-0881
Moberly, MO	Moberly Monitor-Index	660-263-4123
Mexico, MO	Mexico Ledger	573-581-1111
Macon, MO	Macon Daily Chronicle-Herald	660-385-3121
Marceline, MO	Marceline Press	660-376-3508
Ft. Madison, IA	The Daily Democrat	319-372-6421

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Radio

Location	Name	Phone No.
Chanute, KS	KKOY	316-431-3700
Kansas City, MO	WHB	660-542-0404
Kansas City, MO	WDAF	913-576-7000
Carrollton, MO	KAOL & KMZU	660-542-0404
Moberly, MO	KWIX & KRES	660-385-2929
Mexico, MO	KXEQ	573-581-2340
Mexico, MO	KWWR	573-581-5500
Kirksville, MO	KRXL	660-665-9828
Ft. Madison, IA	KBKB	319-372-1241

Television

Location	Name	Phone No.
Kansas City, KS	KCTV	913-677-5555
Kansas City, MO	KMBC	816-221-9999
Kansas City, MO	KSHB	816-932-4141
Kansas City, MO	WDAF	816-753-4567
Columbia, MO	KOMU	573-882-8888
Columbia, MO	KMIZ	573-449-1700
Kirksville, MO	KTVO	660-627-3333
Keokuk, IA	KHQA	319-524-8218

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Figure 1100-1 Media Contact Report

INCIDENT:	Time _____ By _____
------------------	---------------------

MEDIA ORGANIZATION:	Time of Contact	Key Questions:
REPORTER:		
Phone:	Reply Deadline:	Response:
Spokesperson:		Follow-up:

MEDIA ORGANIZATION:	Time of Contact	Key Questions:
REPORTER:		
Phone:	Reply Deadline:	Response:
Spokesperson:		Follow-up:

MEDIA ORGANIZATION:	Time of Contact	Key Questions:
REPORTER:		
Phone:	Reply Deadline:	Response:
Spokesperson:		Follow-up:

MEDIA ORGANIZATION:	Time of Contact	Key Questions:
REPORTER:		
Phone:	Reply Deadline:	Response:
Spokesperson:		Follow-up:

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SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 1

BAIROIL CRUDE SYSTEM APPENDIX

Response Zone 1 Bairoil Crude System

(a) This response zone is located in central Wyoming and includes Sweetwater and Carbon counties. This zone includes the 8" segments of line between the Lost Soldier scraper trap and Bairoil Station (3.5 miles) and the 8" Bairoil to Sinclair line (41.4 miles).

(b) The pipeline crosses open prairie land.

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

A large black rectangular redaction box covers the text in this section.

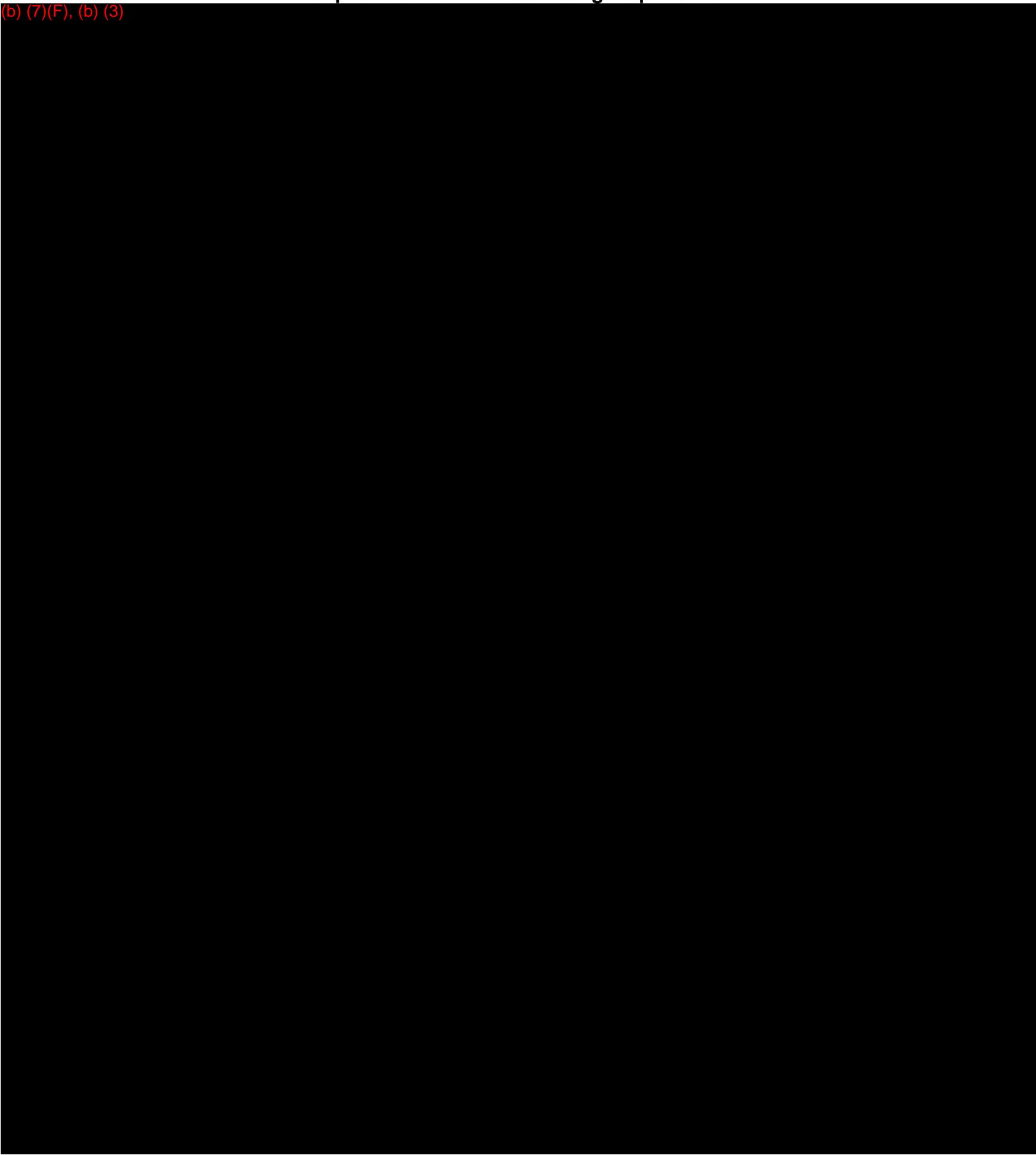
(d) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- A line section directly intersects an NPMS USA-ECO attribute east of WY HWY 287.
- A line section directly intersects an NPMS USA-DW attribute 4 miles north of Sinclair.

Zone 1 Bairoil Crude System

Pipeline Worst Case Discharge Input Data

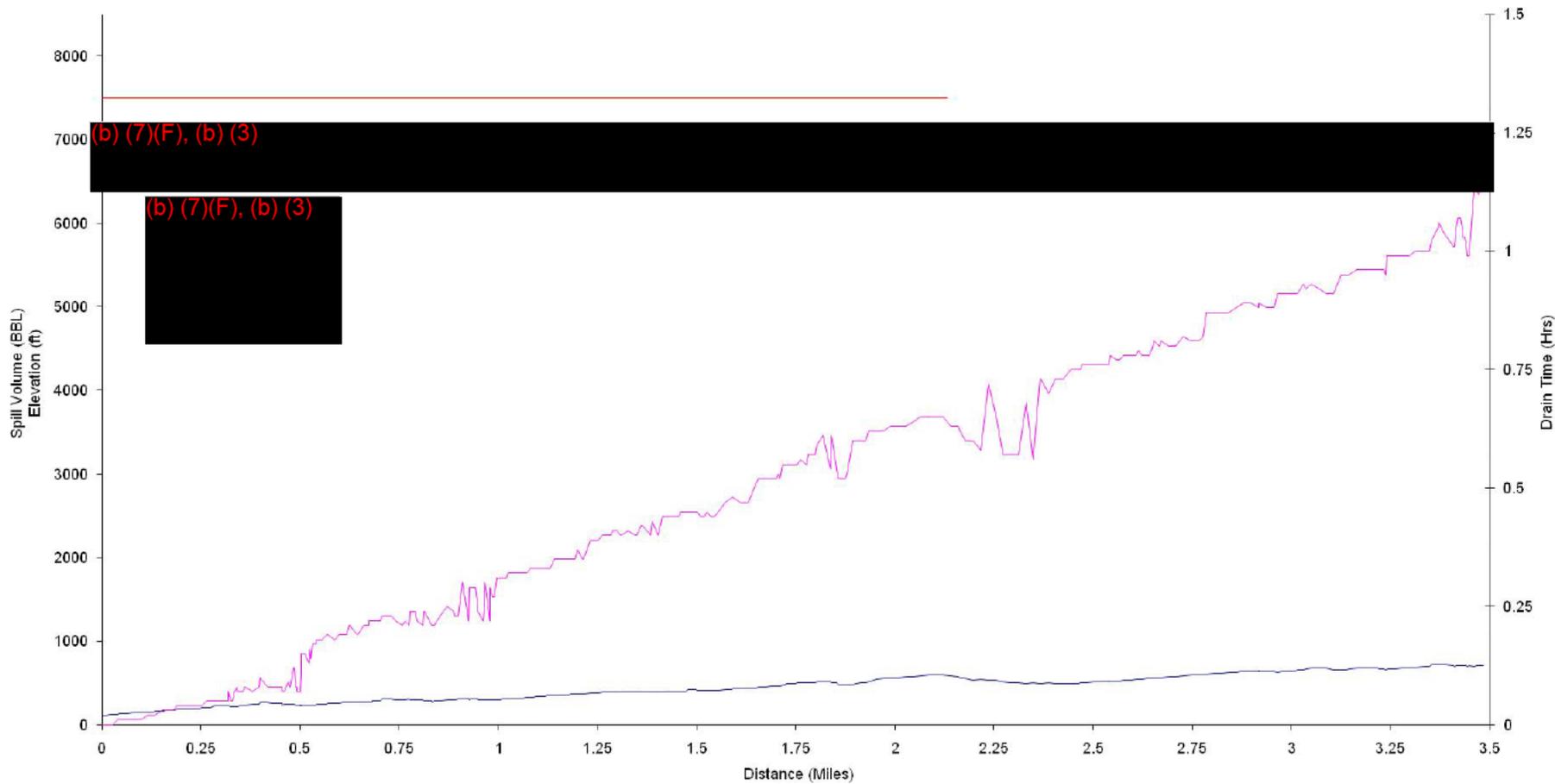
(b) (7)(F), (b) (3)



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

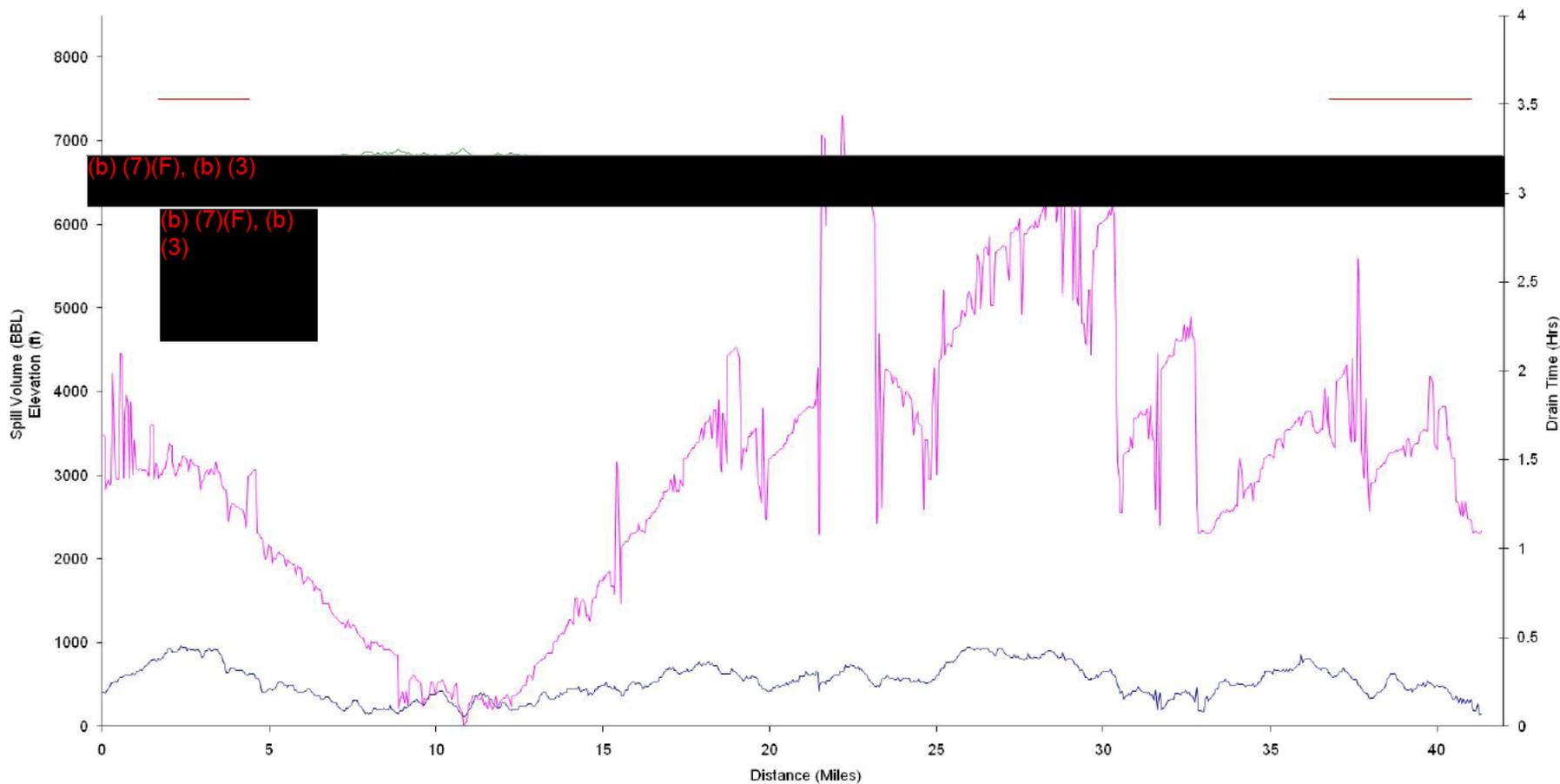
Sinclair Transportation Company – Emergency Response & Management Manual

LSU-Bairoil Release Profile
700 BPH/ 10 min Response



Sinclair Transportation Company – Emergency Response & Management Manual

Bairoil-Sinclair Release Profile
490 BPH/10 min Response
(Post 2002)



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 2

CRUDE TRUNK LINES SYSTEM APPENDIX

Response Zone 2 Crude Trunk Line System

(a) This response zone is located in central and south central Wyoming in Carbon and Natrona counties and includes the following line segments:

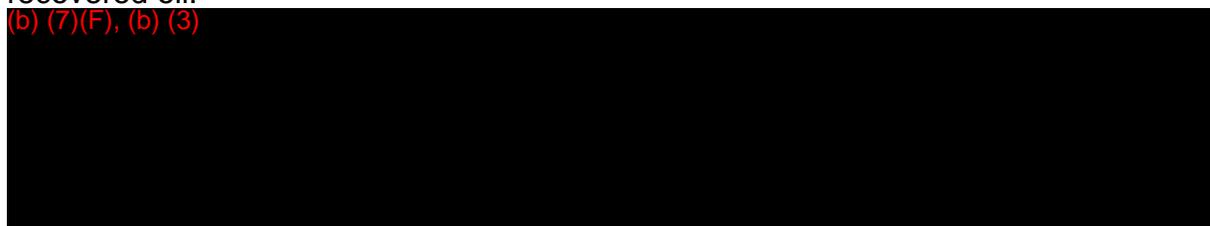
Casper to Sinclair 8" / 12"	Bi-directional refined products line delivers up to 21,600 bpd.
Casper to Sinclair 10"	Delivers up to 54,000 bpd sweet and sour to Sinclair
Casper to Sinclair 16"	Delivers up to 72,000 bpd sweet and sour to Sinclair
RMPL to Casper Station	Delivers up to 22,800 bpd

(b) The Casper to Sinclair pipelines cross open prairie land and cross Poison Spider Creek, Horse Creek, Sweetwater River, Sand Creek and other tributaries that flow into the North Platte River.

(c) The Rocky Mountain Pipeline (RMPL) to Casper Station segment crosses the Casper Creek.

(d) Temporary storage capacity in the following amounts is available for recovered oil:

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



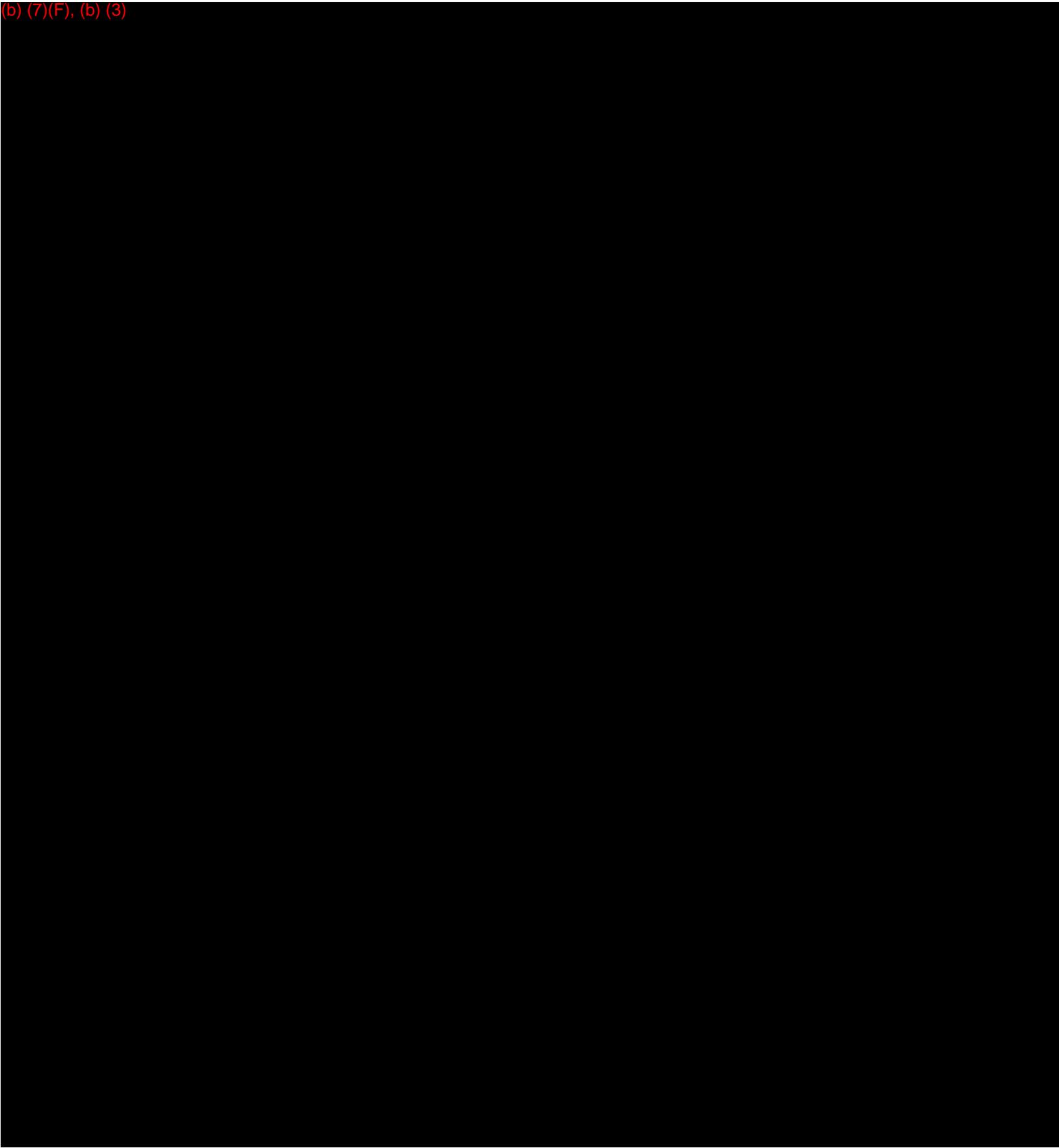
(e) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- Some line sections directly intersect NPMS USA-DW attributes
- Some line sections are in a buffer zone to an NPMS USA-ECO in the vicinity of the Pathfinder Reservoir
- Some line sections intersect the Pathfinder National Wildlife Refuge that Sinclair has determined to be an environmentally sensitive area.

Zone 2 Crude Trunk Line System

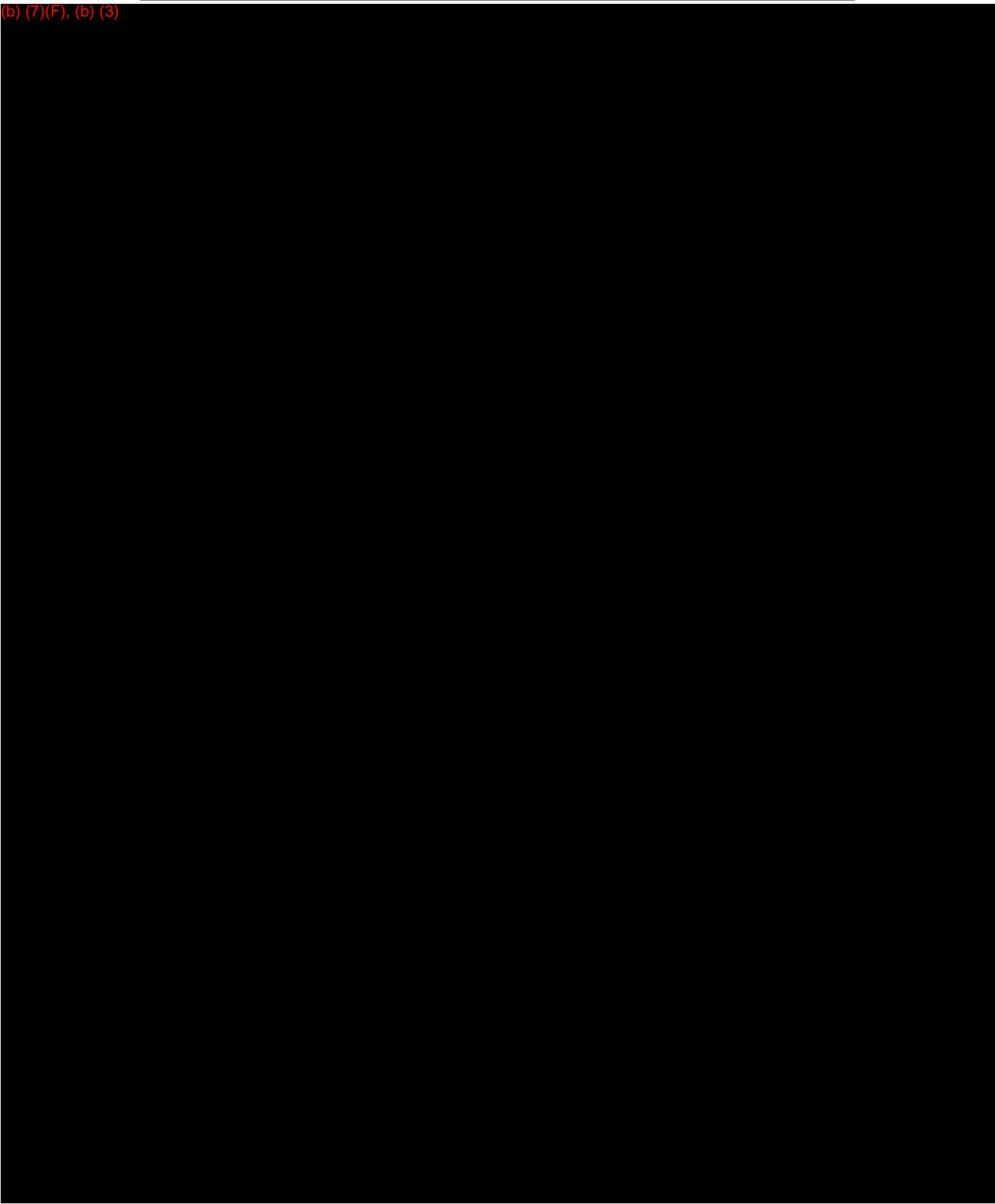
Pipeline Worst Case Discharge Input Data

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



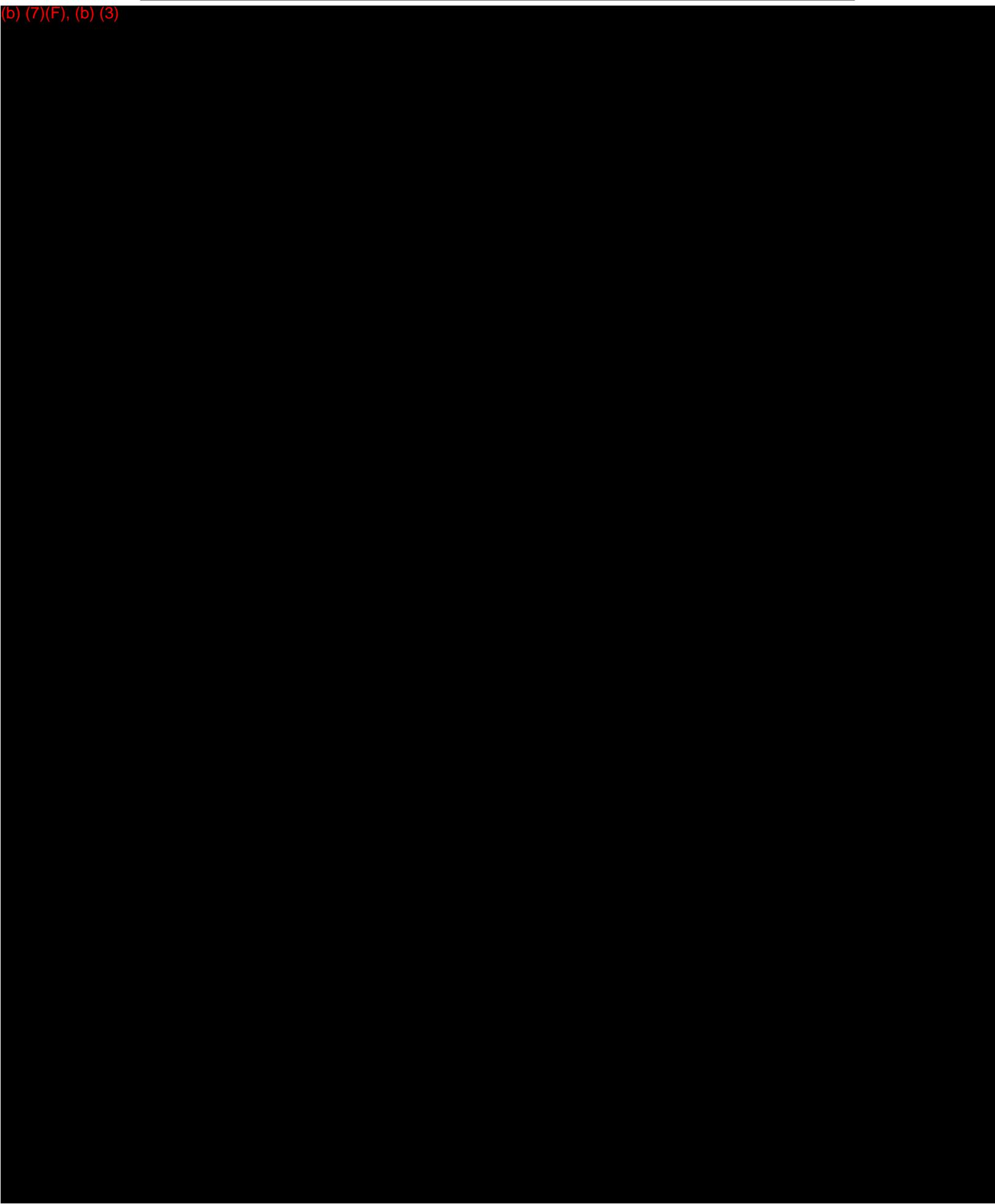
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(b) (7)(F), (b) (3)

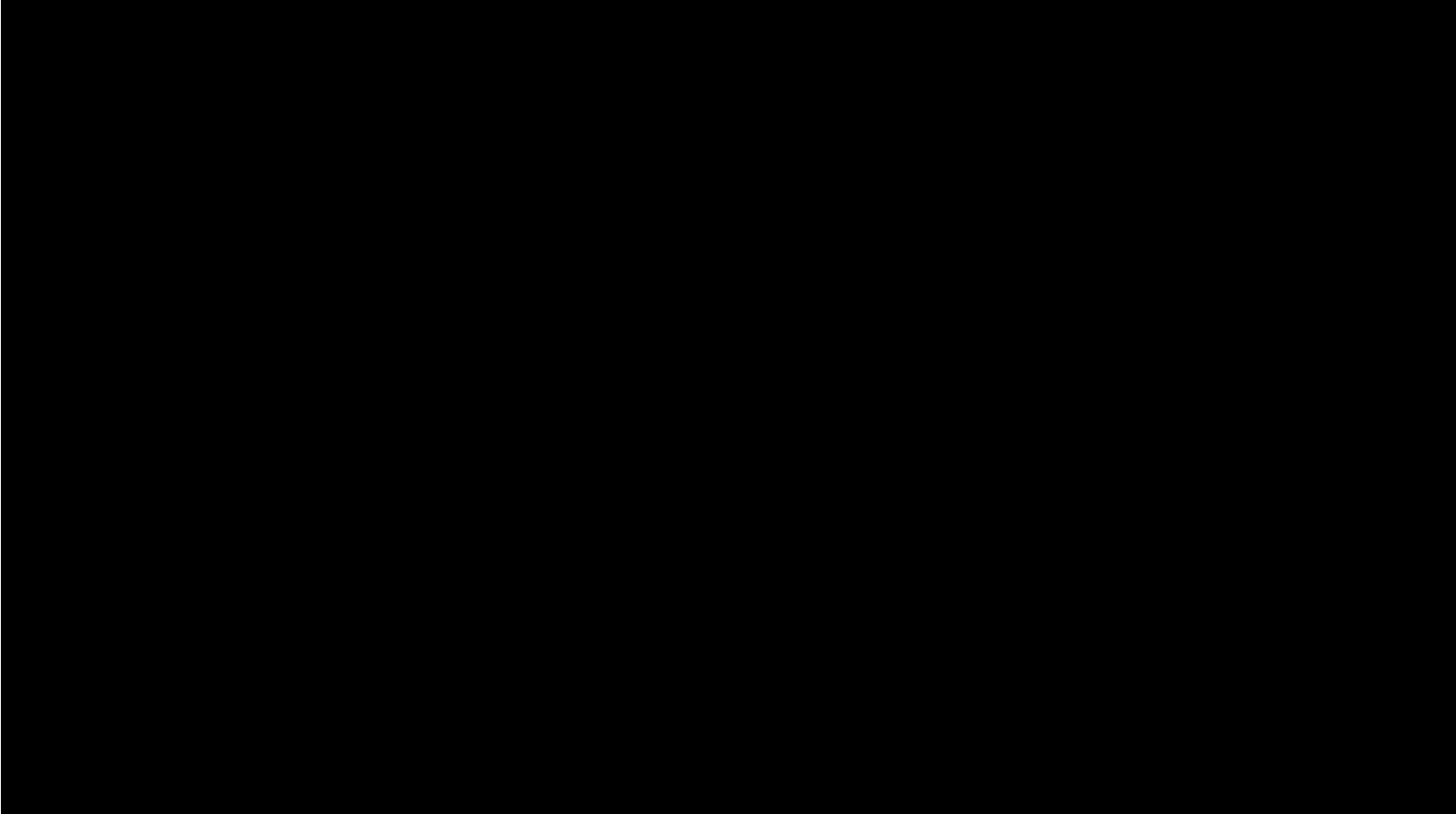


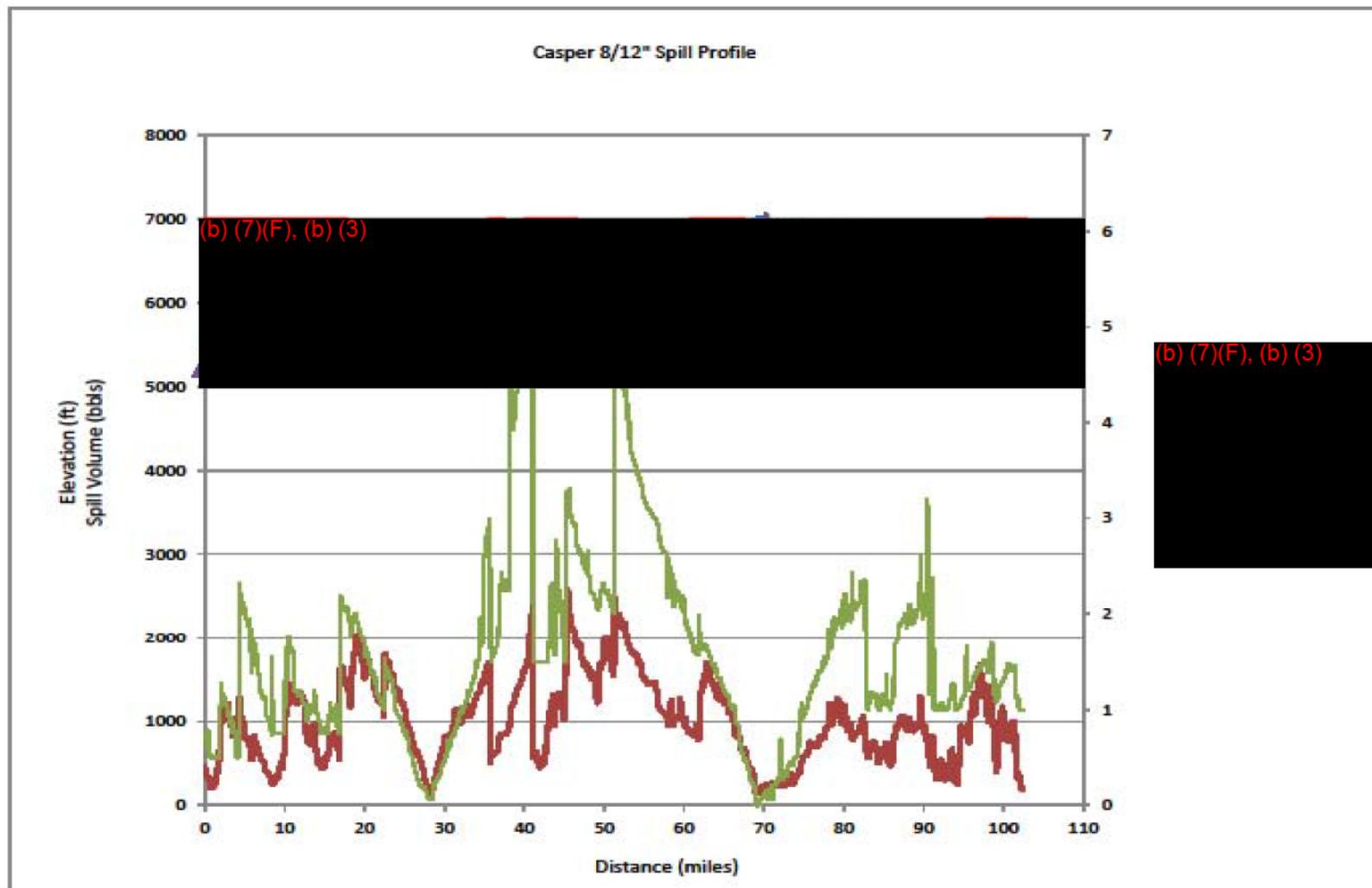
Sinclair Transportation Company – Emergency Response & Management Manual

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



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



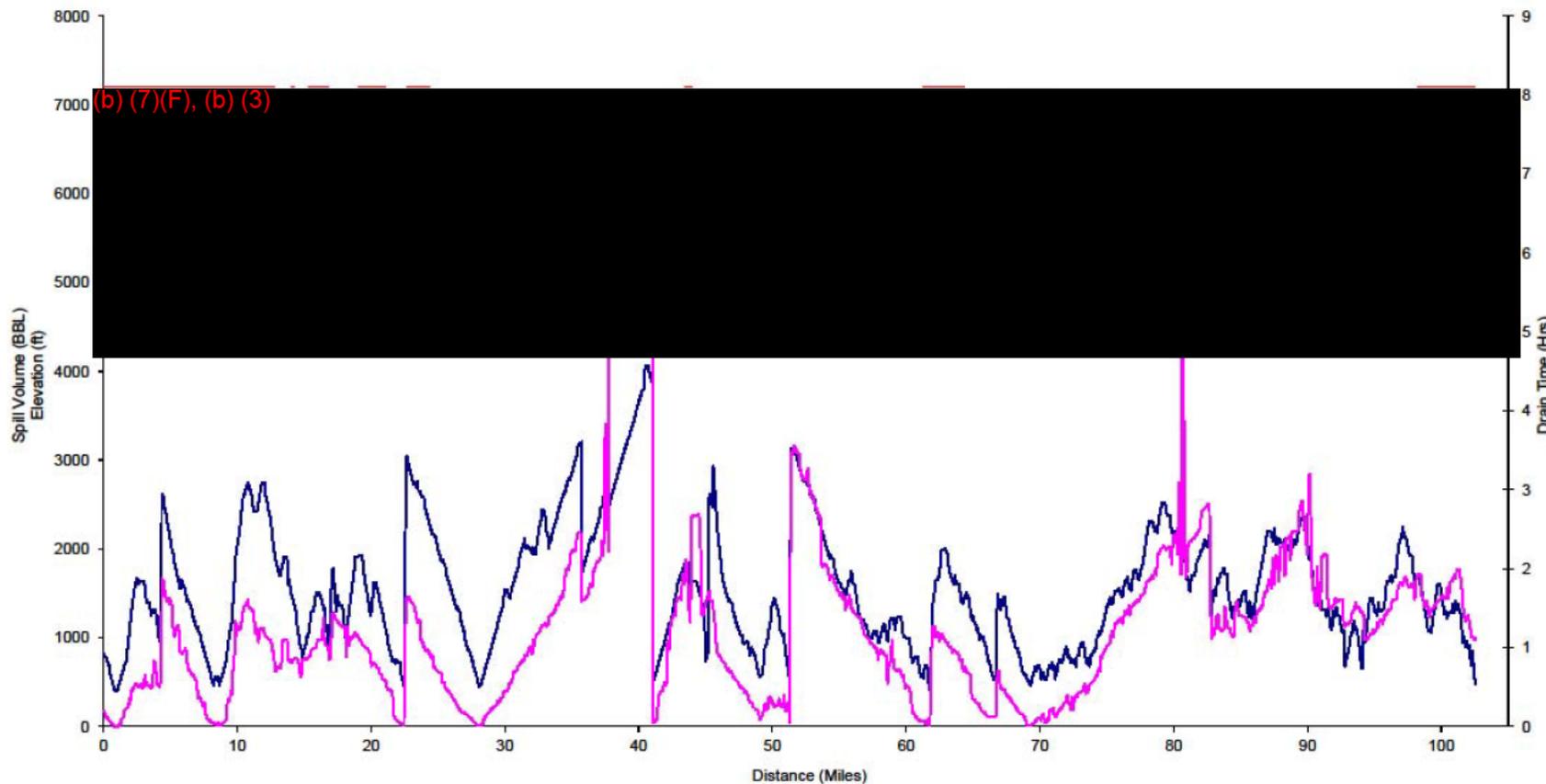


Sinclair Transportation Company – Emergency Response & Management Manual

Sinclair Pipeline Co

12/19/2013

Casper-Sinclair 10-in Release Profile
2,250 BPH/ 10 min Response
(Post 2002)



Campos EPC, LLC

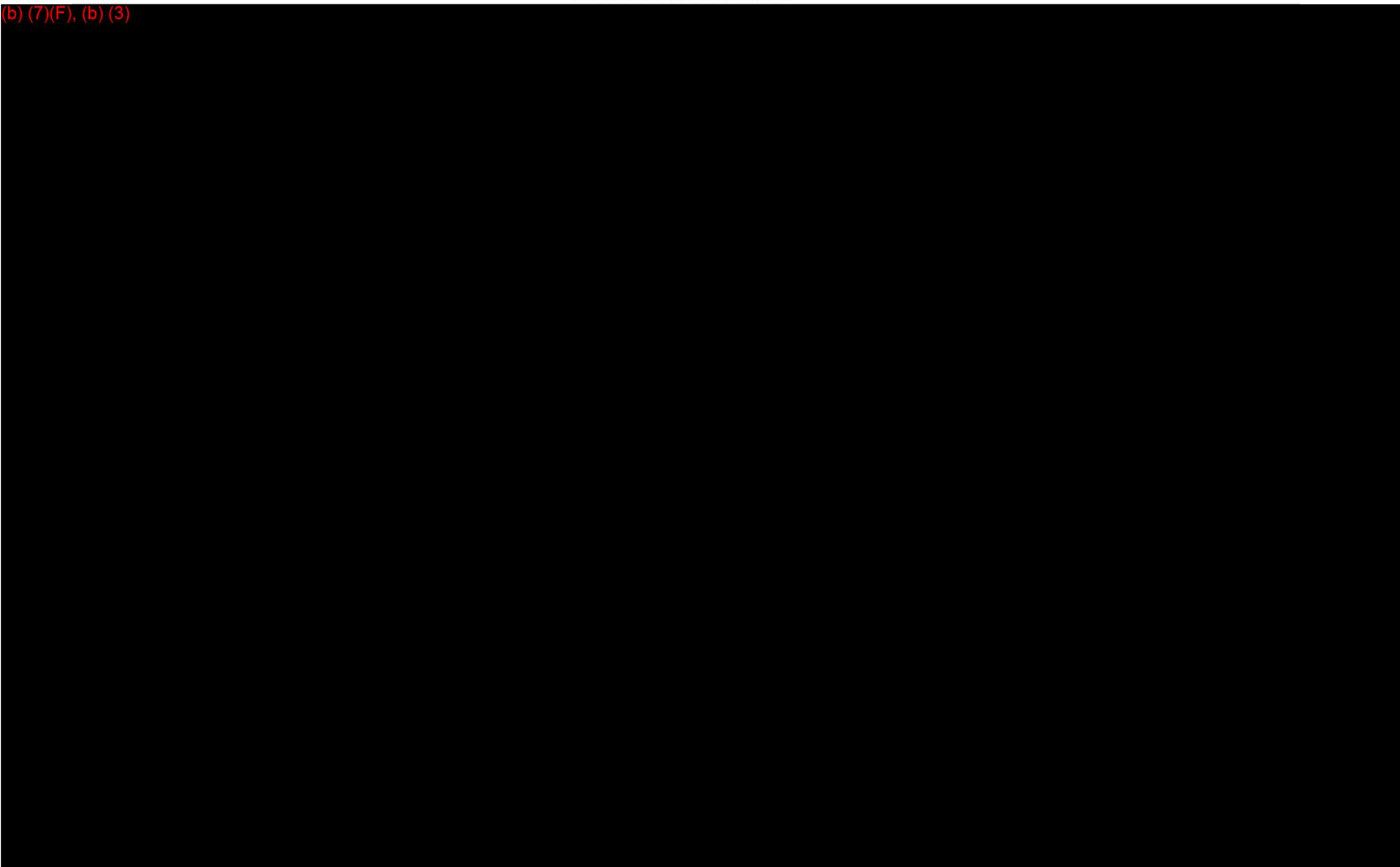
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Sinclair Pipeline Co

12/19/2013

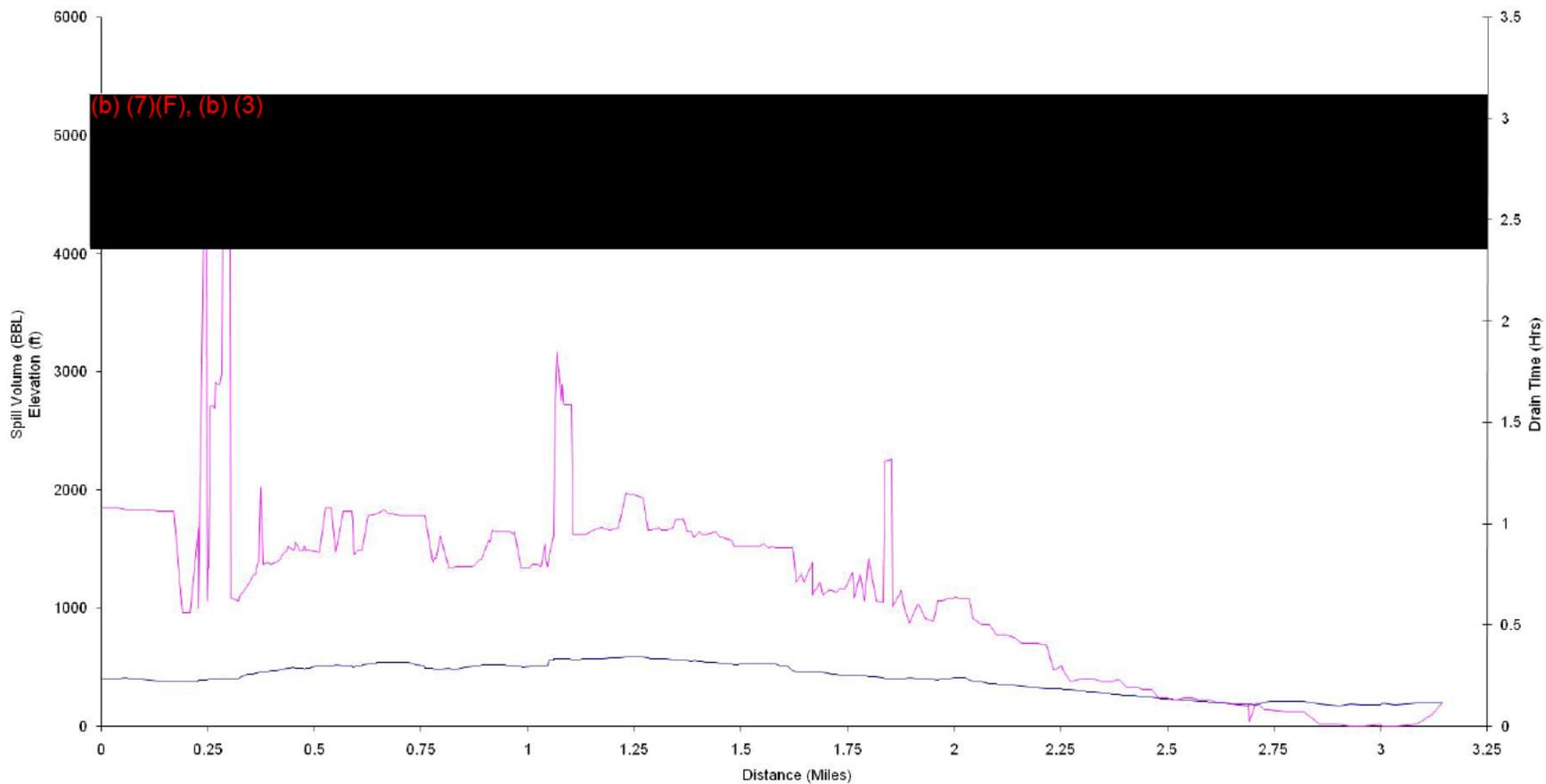
Casper-Sinclair 16-in Elevation Profile

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



Sinclair Transportation Company – Emergency Response & Management Manual

**RMPL Connection Release Profile
100% HCA
950 BPH/ 10 min Response**



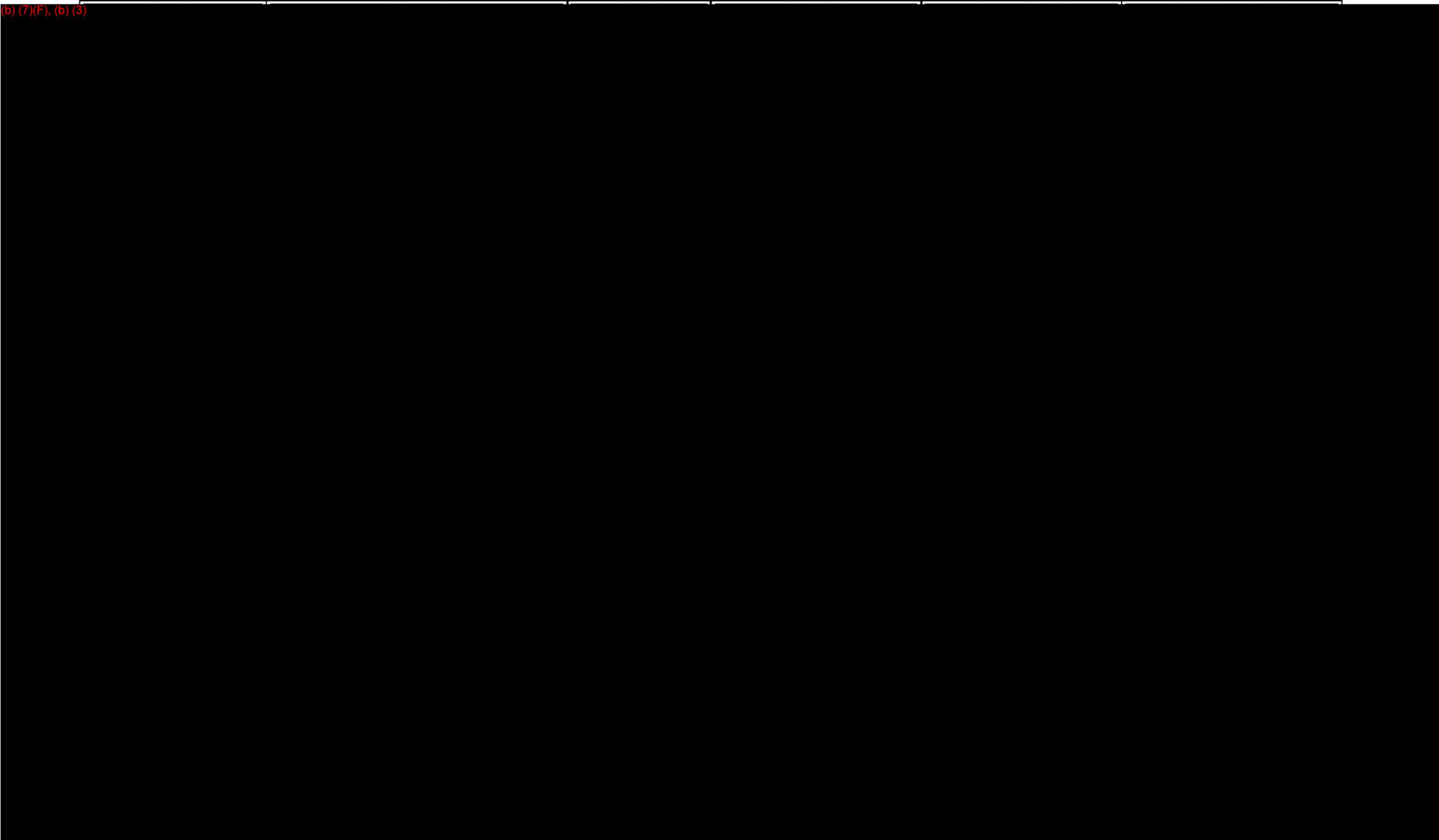
SINCLAIR PIPELINE COMPANY

TACTICAL OIL SPILL RESPONSE PLAN

SITE: SWEETWATER

PIPELINES: CASPER TO SINCLAIR 8", CASPER TO SINCLAIR 10" AND PATHFINDER 16"

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



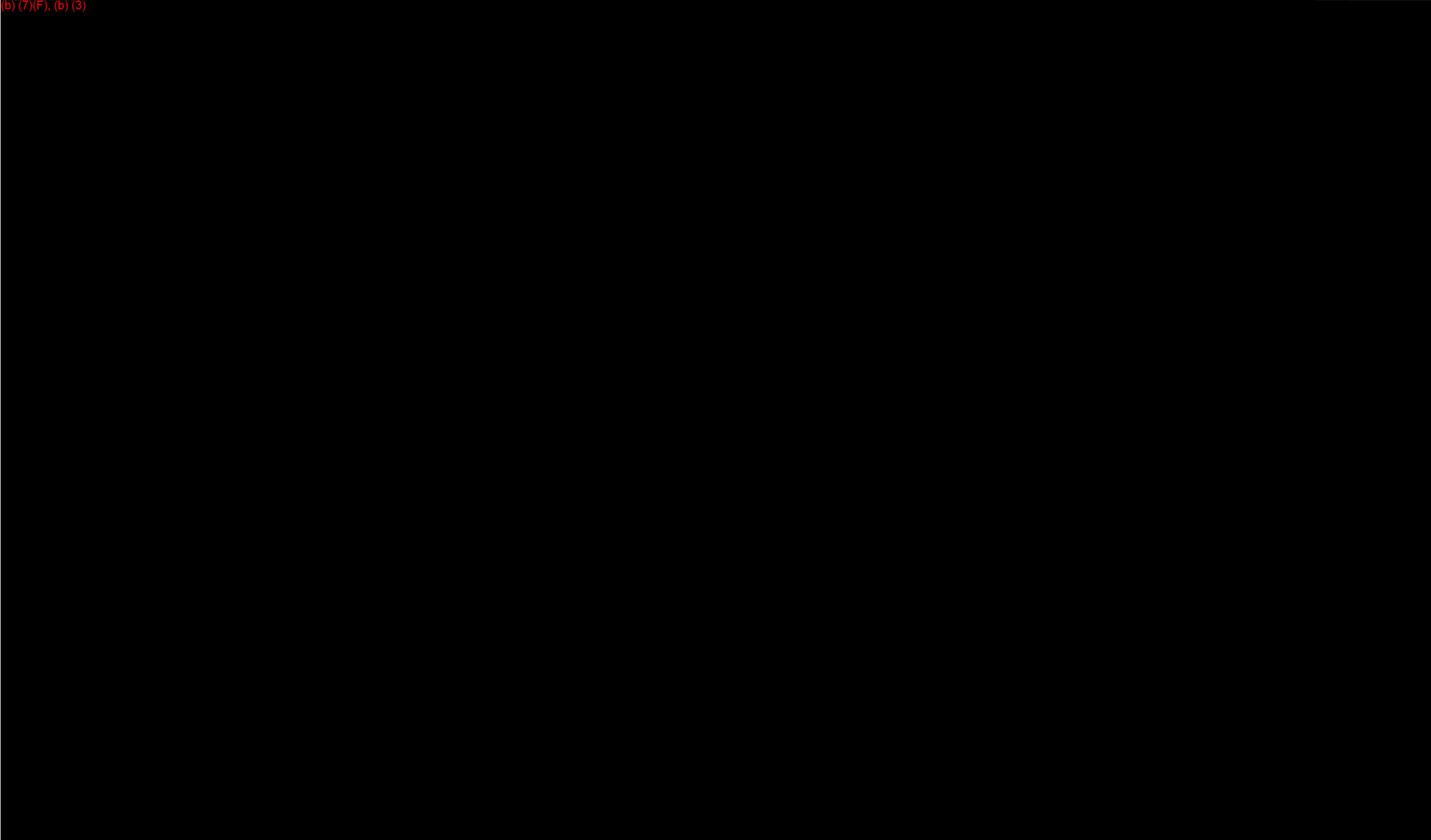
SINCLAIR PIPELINE COMPANY

TACTICAL OIL SPILL RESPONSE PLAN

SITE: SAND CREEK

PIPELINES: CASPER TO SINCLAIR 8", CASPER TO SINCLAIR 10" AND PATHFINDER 16"

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



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 3

GUERNSEY PIPELINE SYSTEM APPENDIX

Response Zone 3 Guernsey Pipeline System

(a) This response zone is located in eastern and central Wyoming in Natrona, Converse, Platte and Laramie counties and includes the following line segments:

Guernsey to Stroud	Delivers up to 37,200 bpd into the system
Stroud to Casper Station	A bi-directional line that delivers up to 44,400 bpd to Casper Refinery and Casper Station
Cheyenne to Guernsey Station	Delivers up to 45,000 bpd into the system
Big Muddy	Delivers up to 200 bpd into the system.

(b) The pipeline system crosses open prairie land and crosses the Laramie River, North Platte River, and tributaries that flow into the North Platte River.

(c) Temporary storage capacity is available in the following amounts for recovered oil:

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

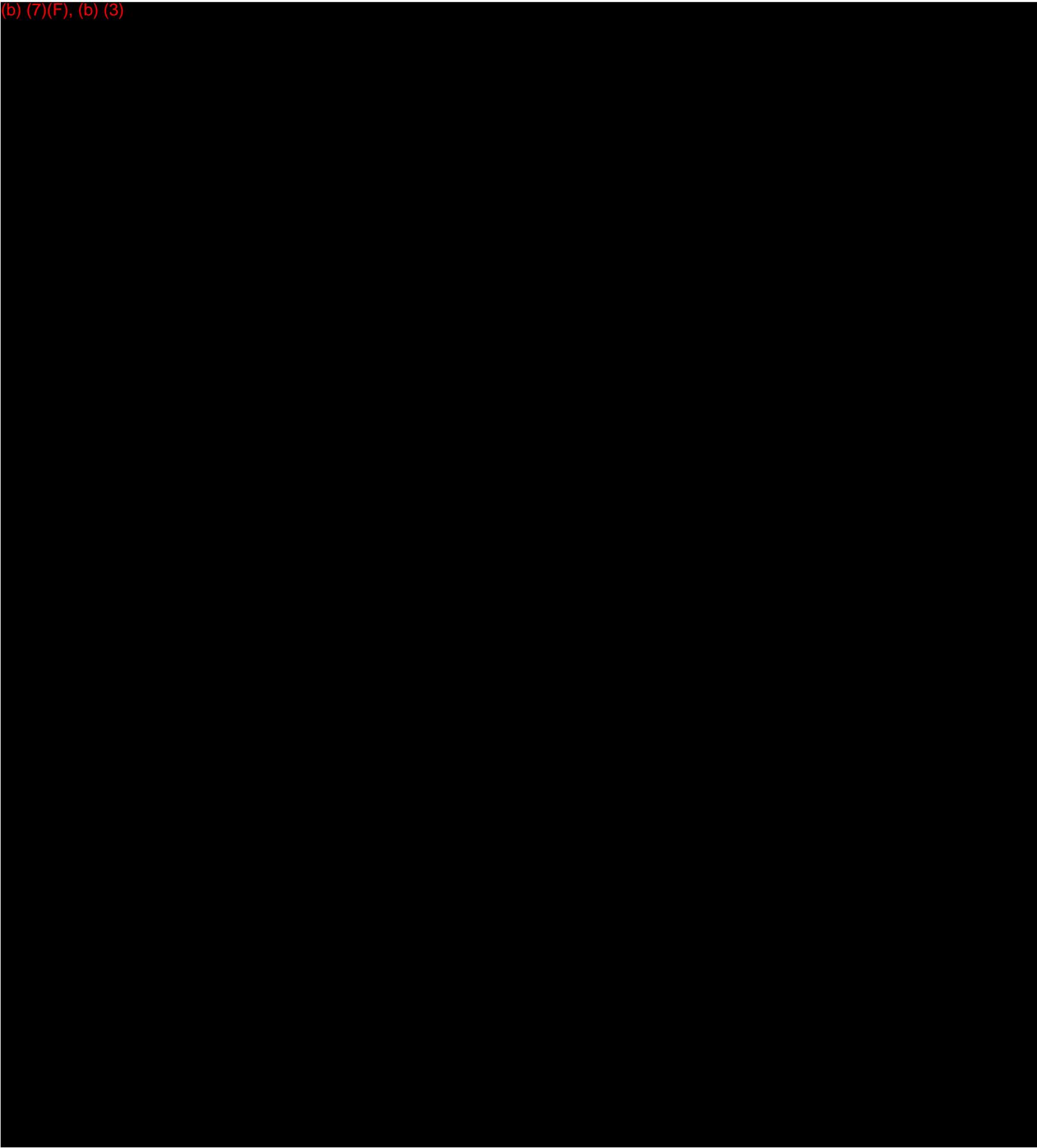
(d) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- Some line sections directly intersect NPMS USA-DW attributes
- Some line sections directly intersect NPMS USA-ECO attributes
- Some line sections are in a buffer zone to a Sinclair determined environmentally sensitive area – The North Platte River.

Zone 3 Guernsey Pipeline System

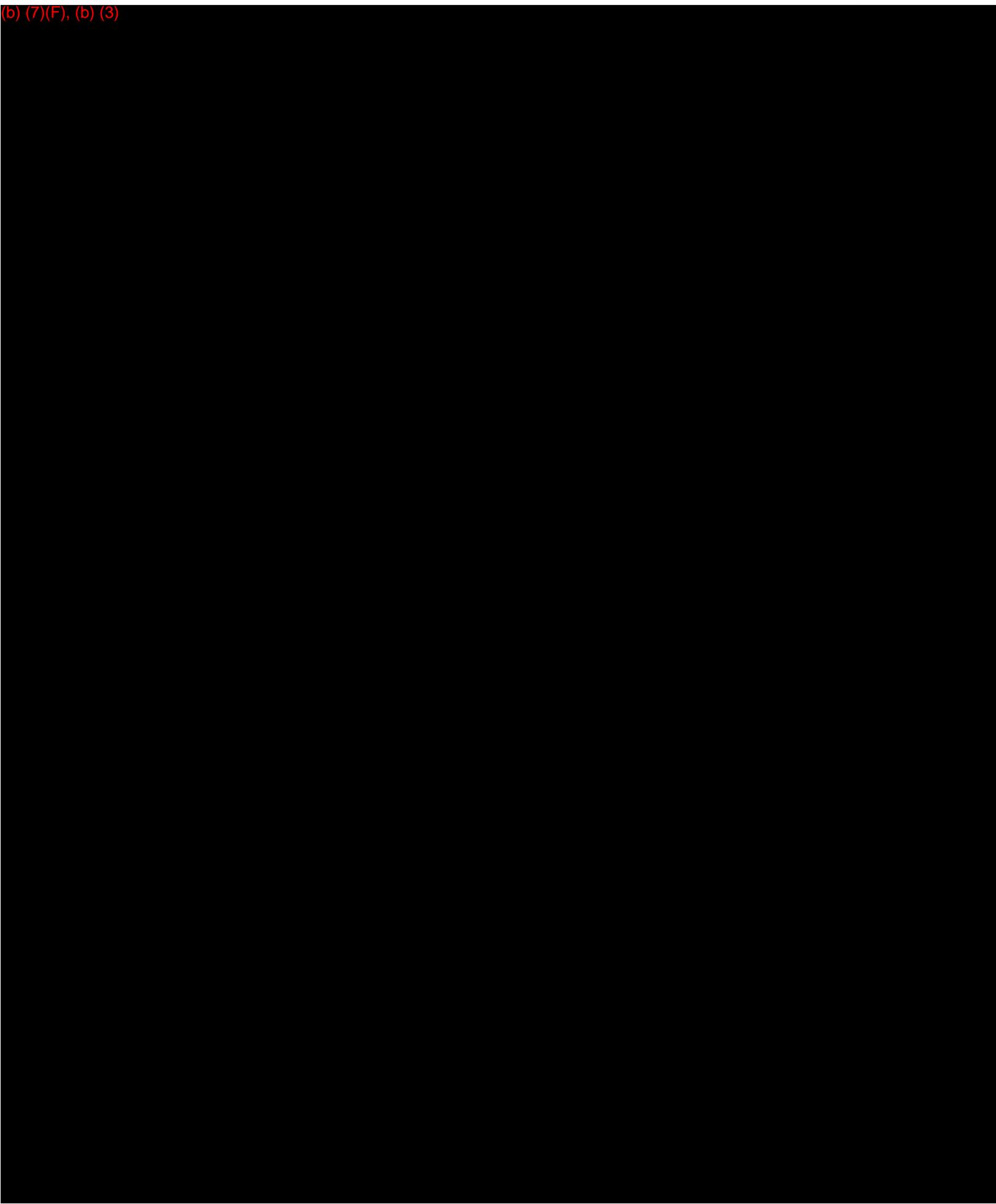
Pipeline Worst Case Discharge Input Data

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



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



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

12/18/2013

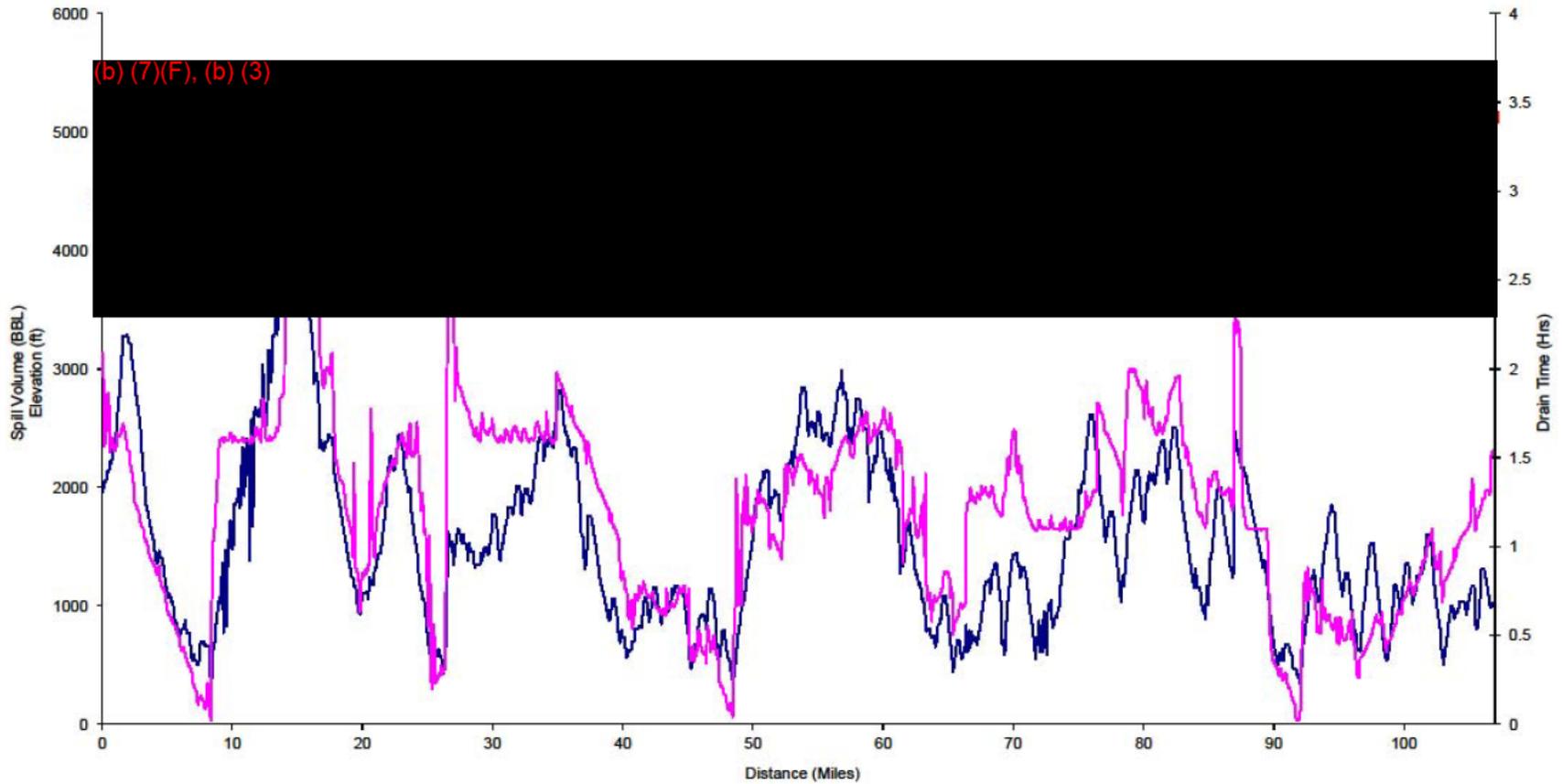
4

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Sinclair Pipeline Co

12/19/2013

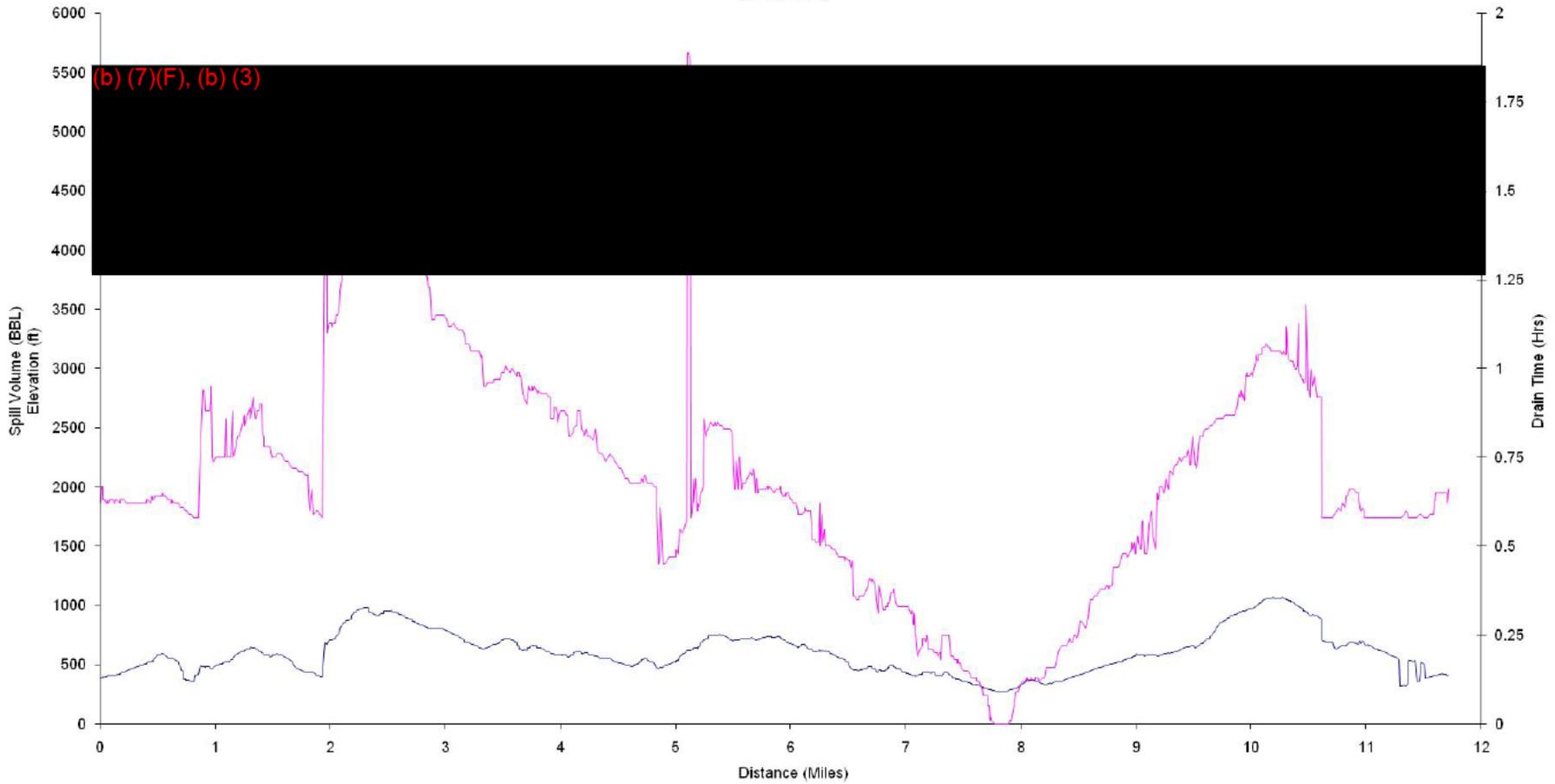
Guernsey-Stroud Release Profile
1,550 BPH/ 10 min Response
(Post 2002)



Campos EPC, LLC

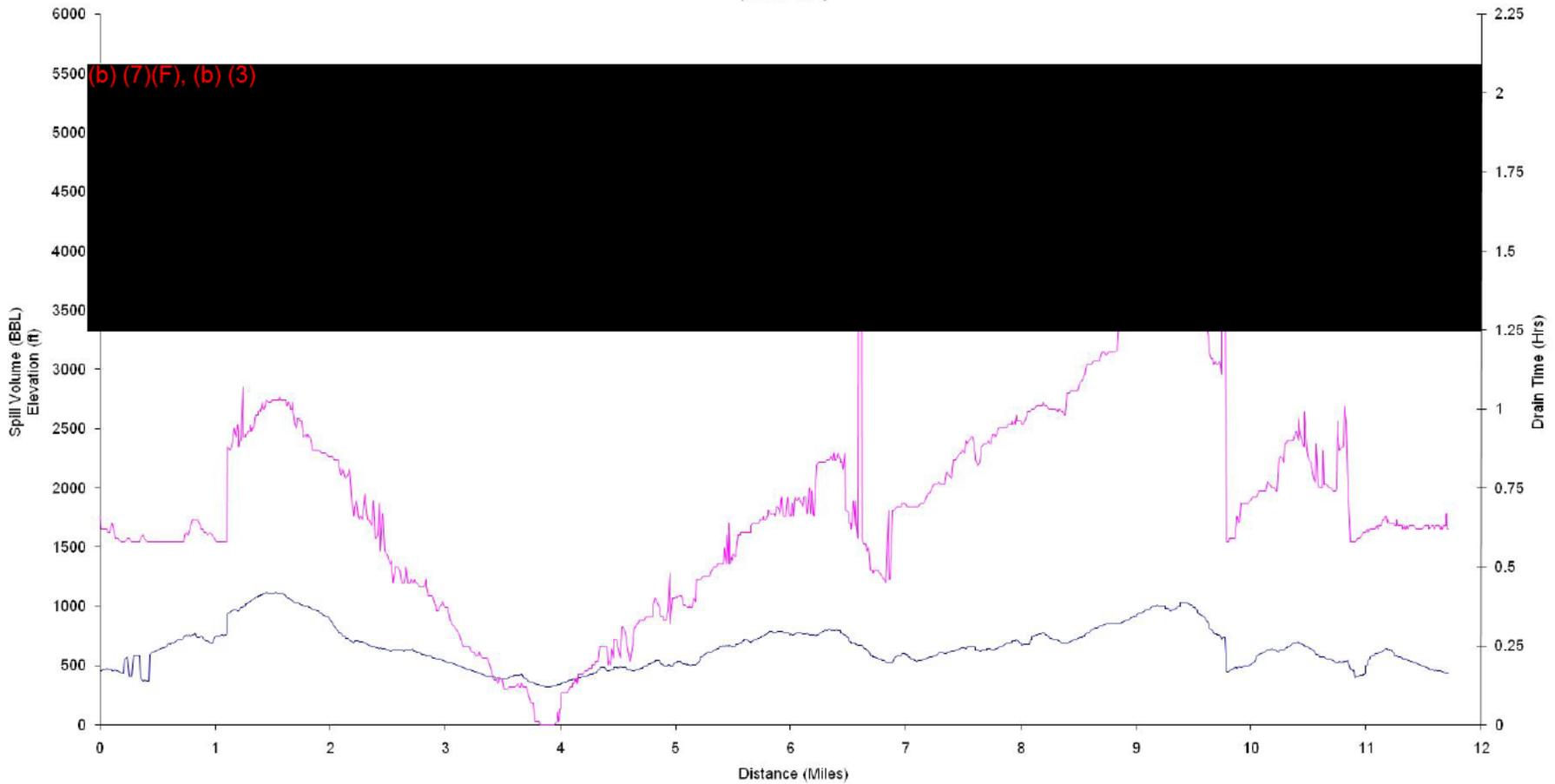
Sinclair Transportation Company – Emergency Response & Management Manual

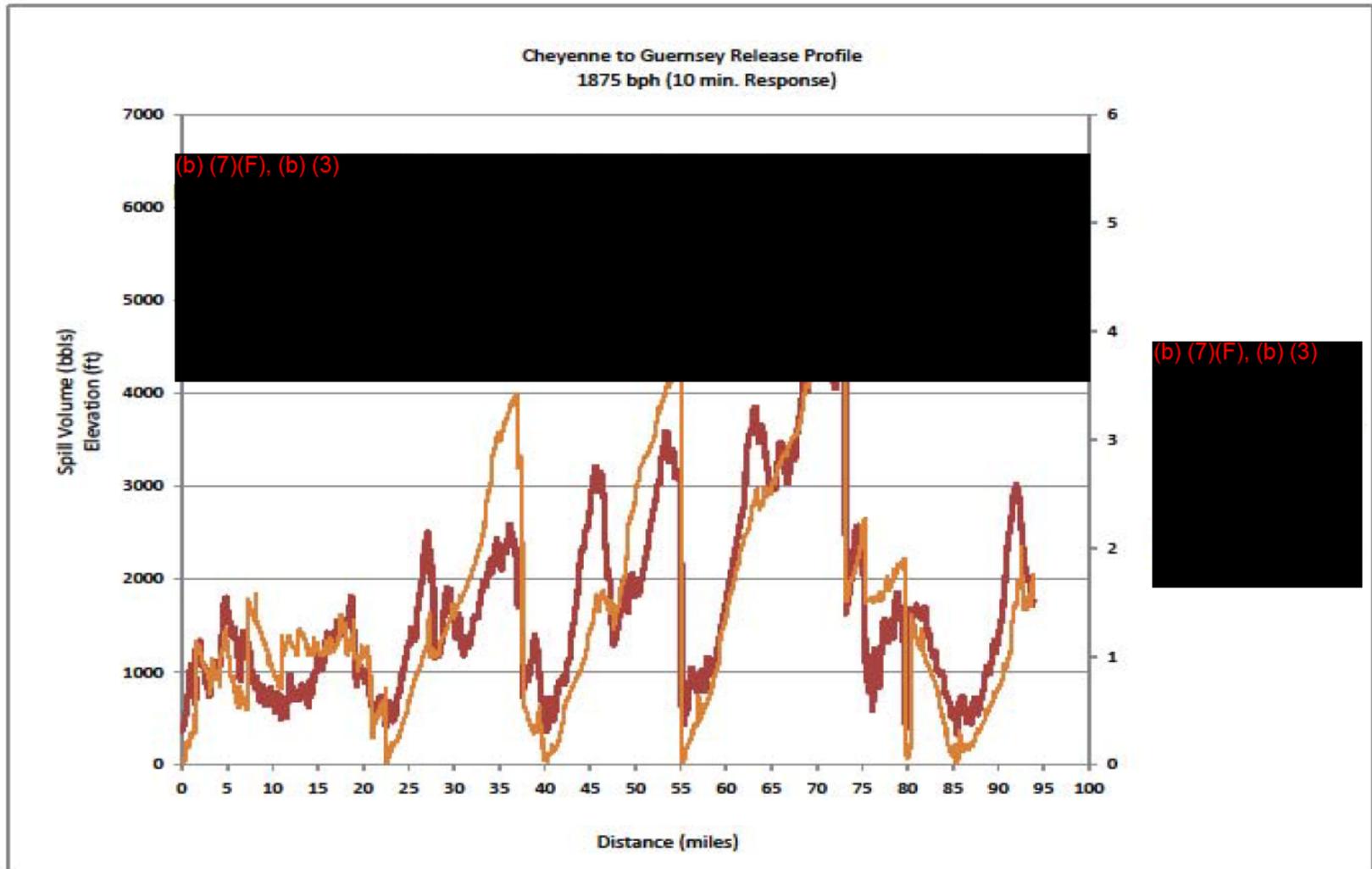
Stroud-Casper Release Profile
100% HCA
1,550 BPH/ 10 min Response
(Post 2002)

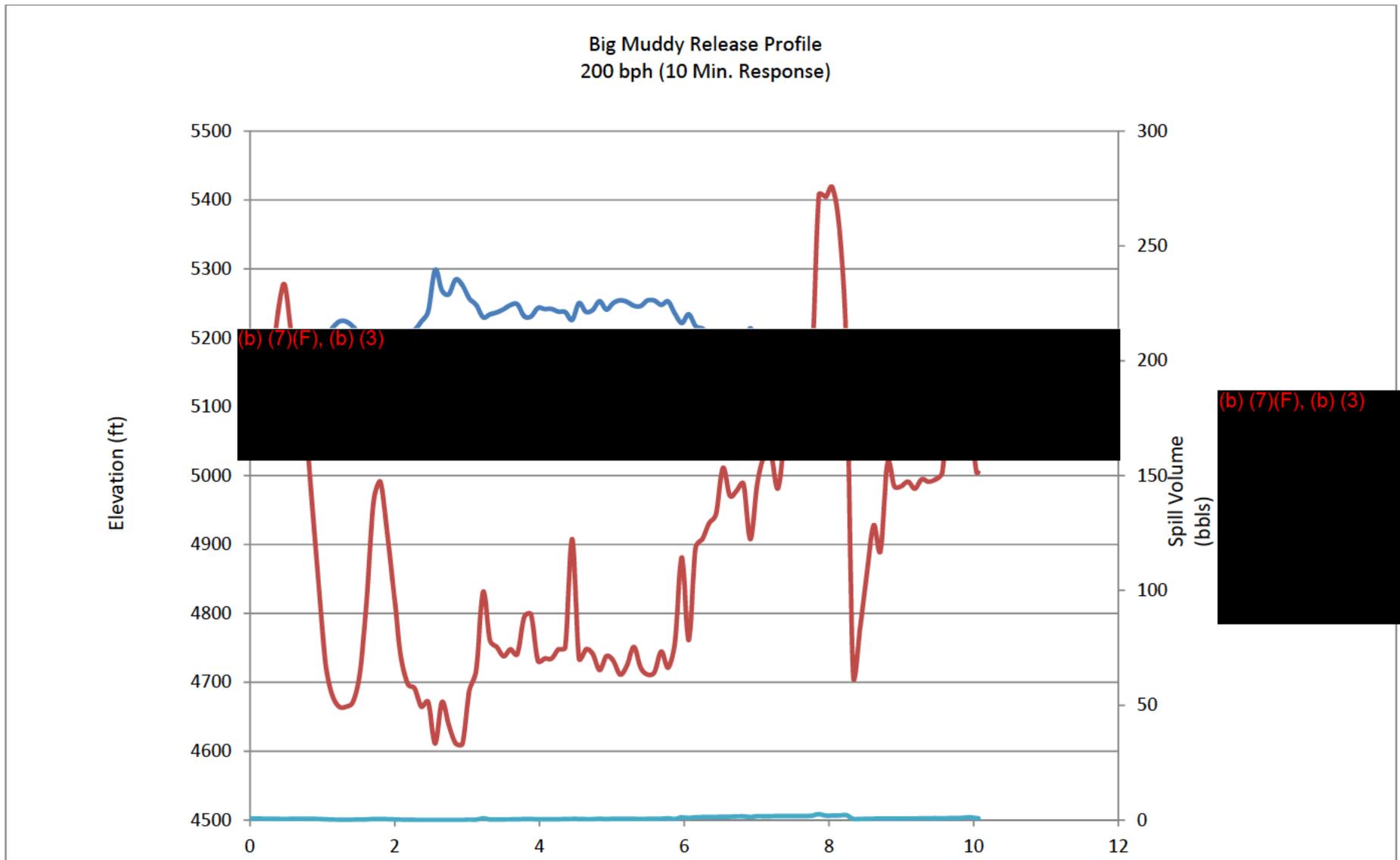


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Casper-Stroud Release Profile
 100% HCA
 1,850 BPH/ 10 min Response
 (Post 2002)







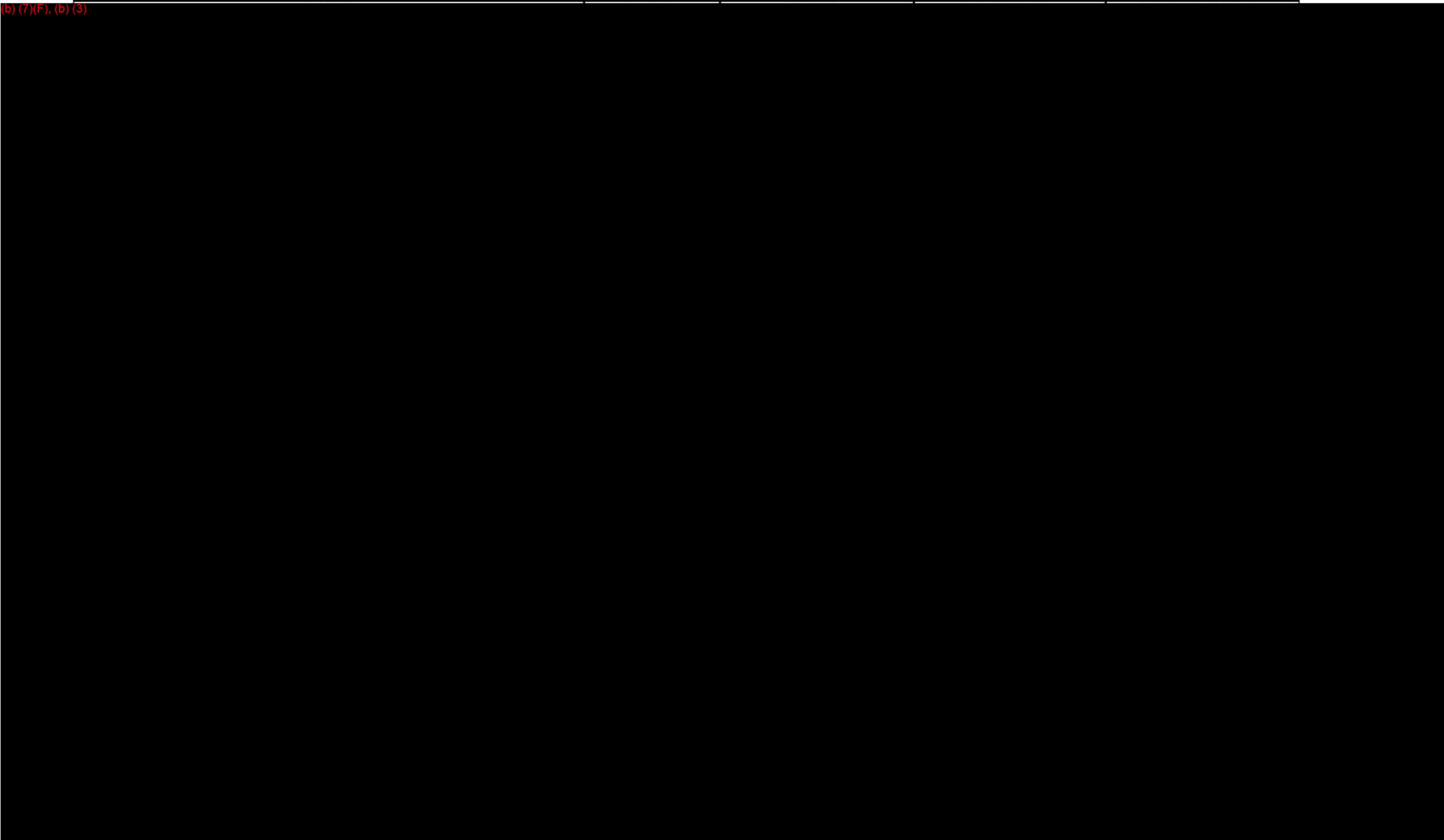
SINCLAIR PIPELINE COMPANY

TACTICAL OIL SPILL RESPONSE PLAN

SITE: NORTH PLATTE

PIPELINES: STROUD 8", CENTERLINE

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



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 4 MEDICINE BOW PIPELINE SYSTEM APPENDIX

Response Zone 4 Medicine Bow Pipeline System

(a) This response zone is located in south central and southeastern Wyoming and continues along the Front Range area of Colorado to STC's Denver Products Terminal located in Henderson, CO. This zone passes through Laramie, Albany and Carbon Counties in Wyoming and Larimer, Weld and Adams counties in Colorado. The pipeline is capable of delivering 27,600 bpd of refined products.

(b) The pipeline crosses open prairie land until reaching an area south of the Wyoming/Colorado state line where the terrain changes to agricultural.

(b) The pipeline crosses the North Platte River, Medicine Bow River, Little Laramie River, Laramie River, Cache LaPoudre River, Big Thompson River, Little Thompson River, St. Vrain River and the South Platte River.

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

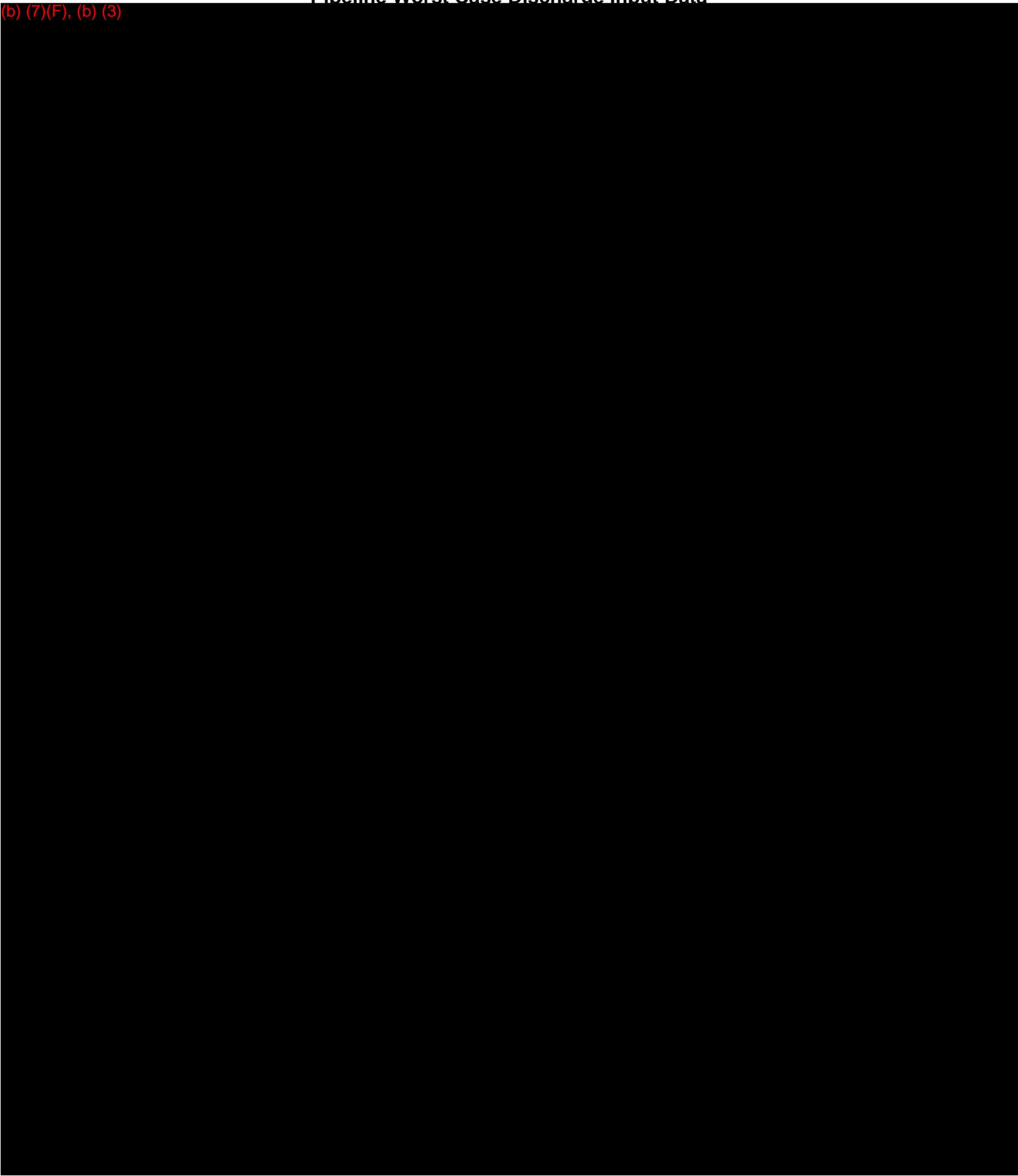


(d) Although portions of this pipeline system are not greater than 6 5/8" OD, it has been determined that it can be expected to cause significant and substantial harm to the environment in the event of a discharge of refined products. The basis for this determination is:

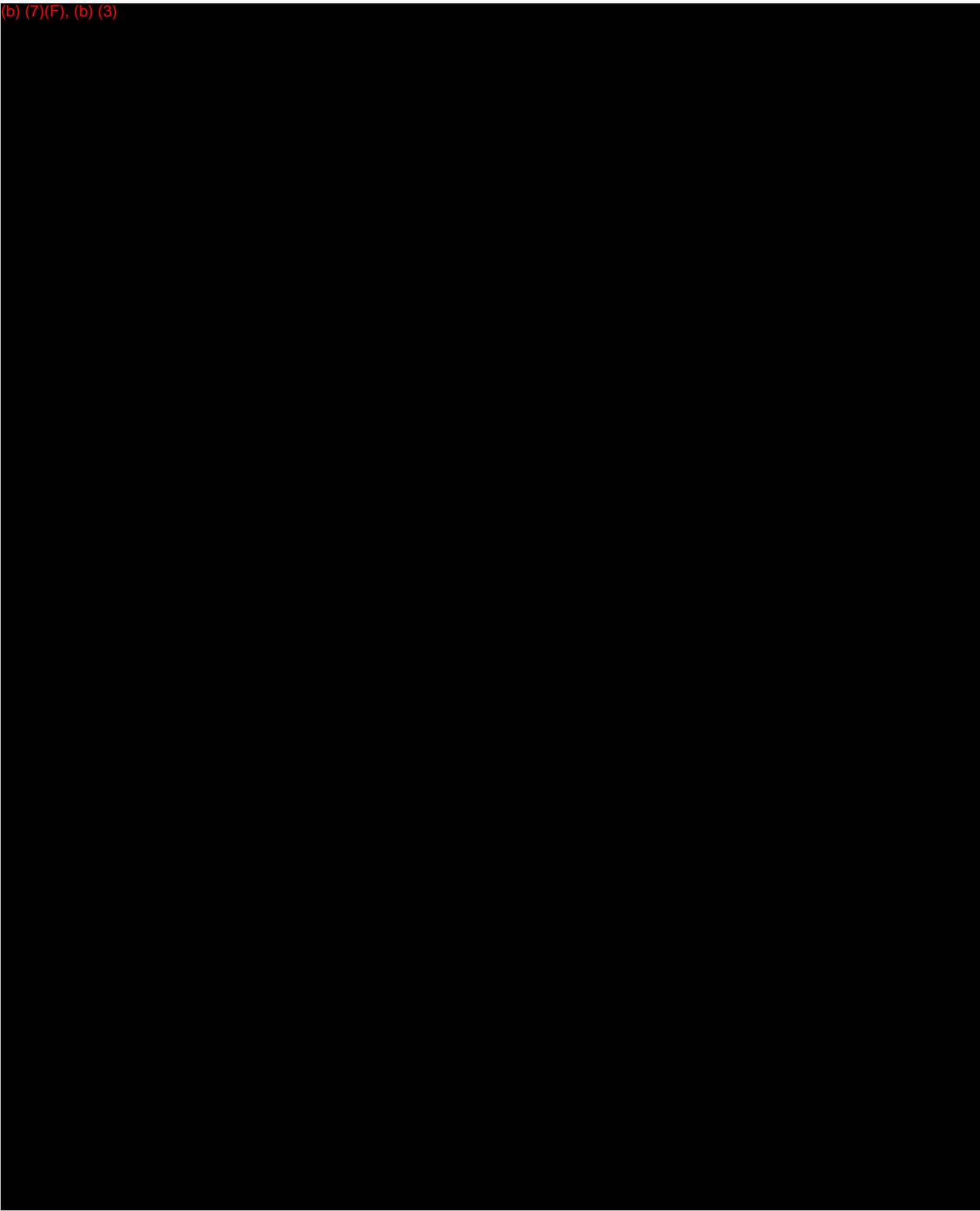
- Some line sections directly intersect NPMS USA-DW attributes
- Some line sections are in a buffer zone to an NPMS USA-ECO

Zone 4 Medicine Bow Pipeline System
Pipeline Worst Case Discharge Input Data

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

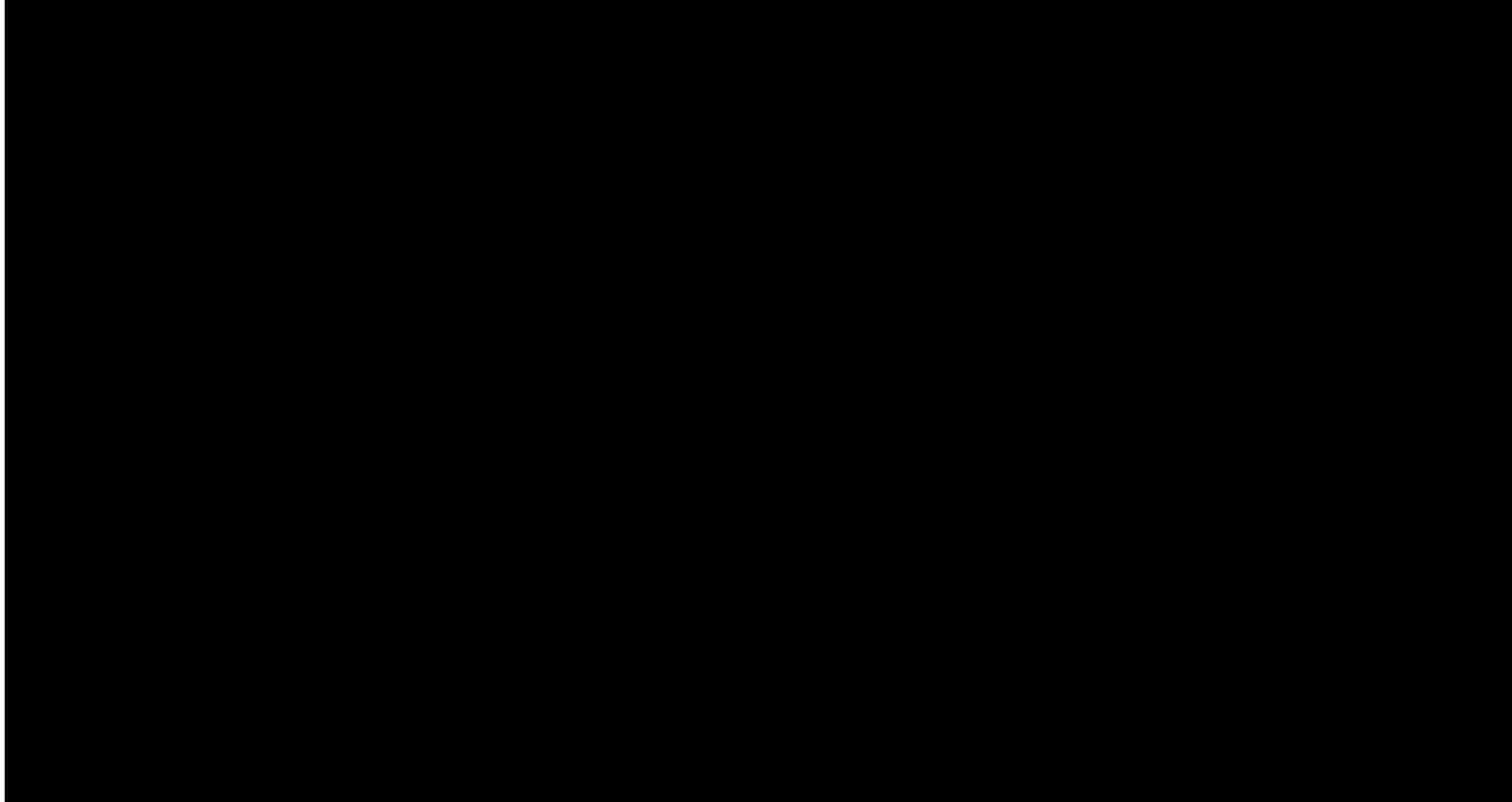


(b) (7)(F), (b) (3)



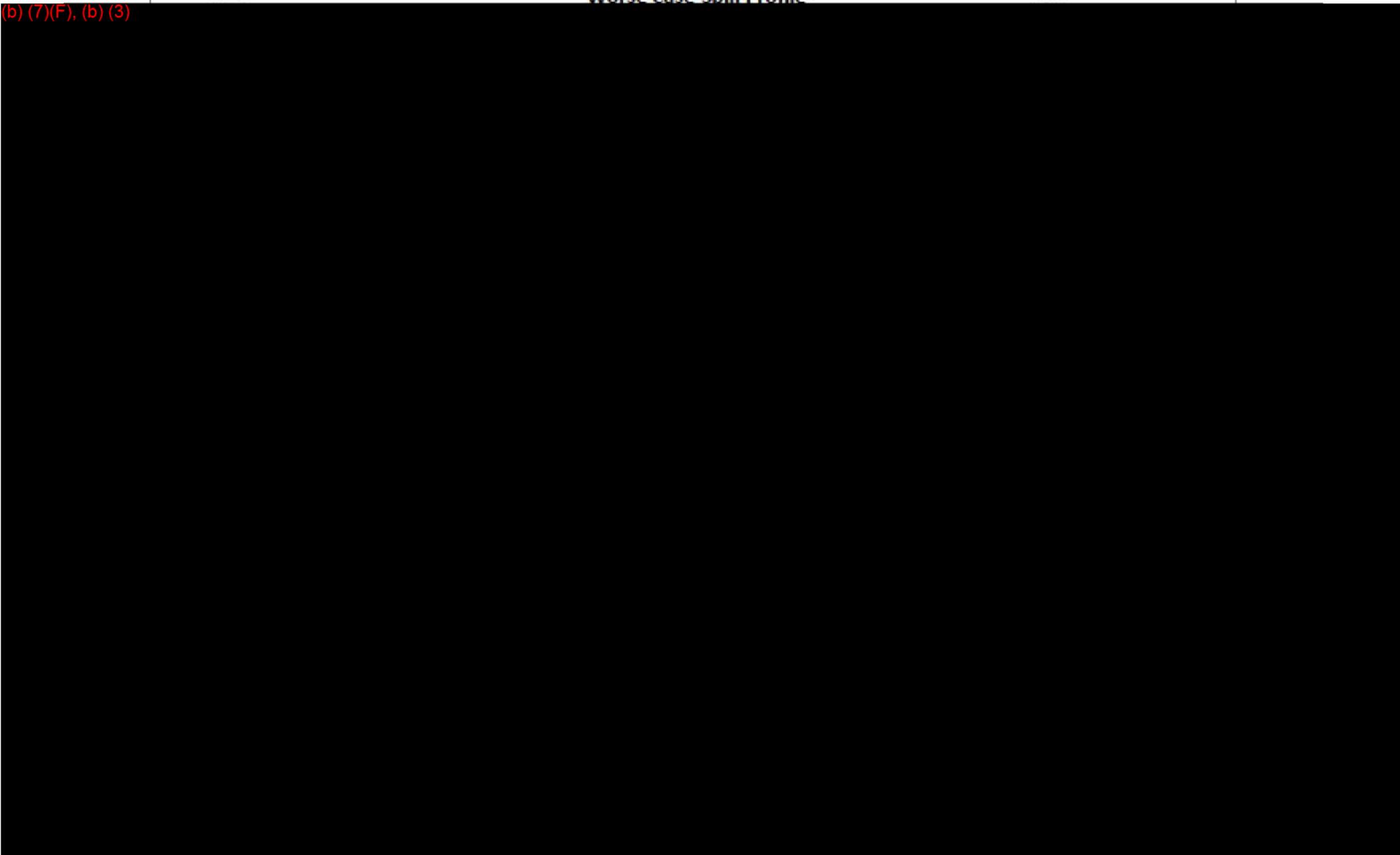
Tank Worst Case Discharge Input Data

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



**Medicine Bow Pipeline
Worse Case-Spill Profile**

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



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 5

DENVER AREA PIPELINES APPENDIX

Response Zone 5 Denver Area Pipelines

(a) This response zone is located in central Colorado in Denver in Adams and Denver Counties and includes the following systems:

Kaneb Connection Pipeline	Delivers up to 28,000 bpd of refined products to Denver Products Terminal
Chase Connection Pipeline	Delivers up to 28,000 bpd of refined products to Denver Products Terminal

(b) The Kaneb Connection Pipeline crosses agricultural and commercial land.

(c) The Chase Connection Pipeline crosses agricultural, residential, open prairie and commercial land. Between the I-70 crossing and 88th Avenue in Denver and Adams Counties respectively, the pipeline is on Denver International Airport (DIA) property. **Should a release occur on DIA property (MP 2 – MP 7) contact the airport immediately at (303) 342-4200.**

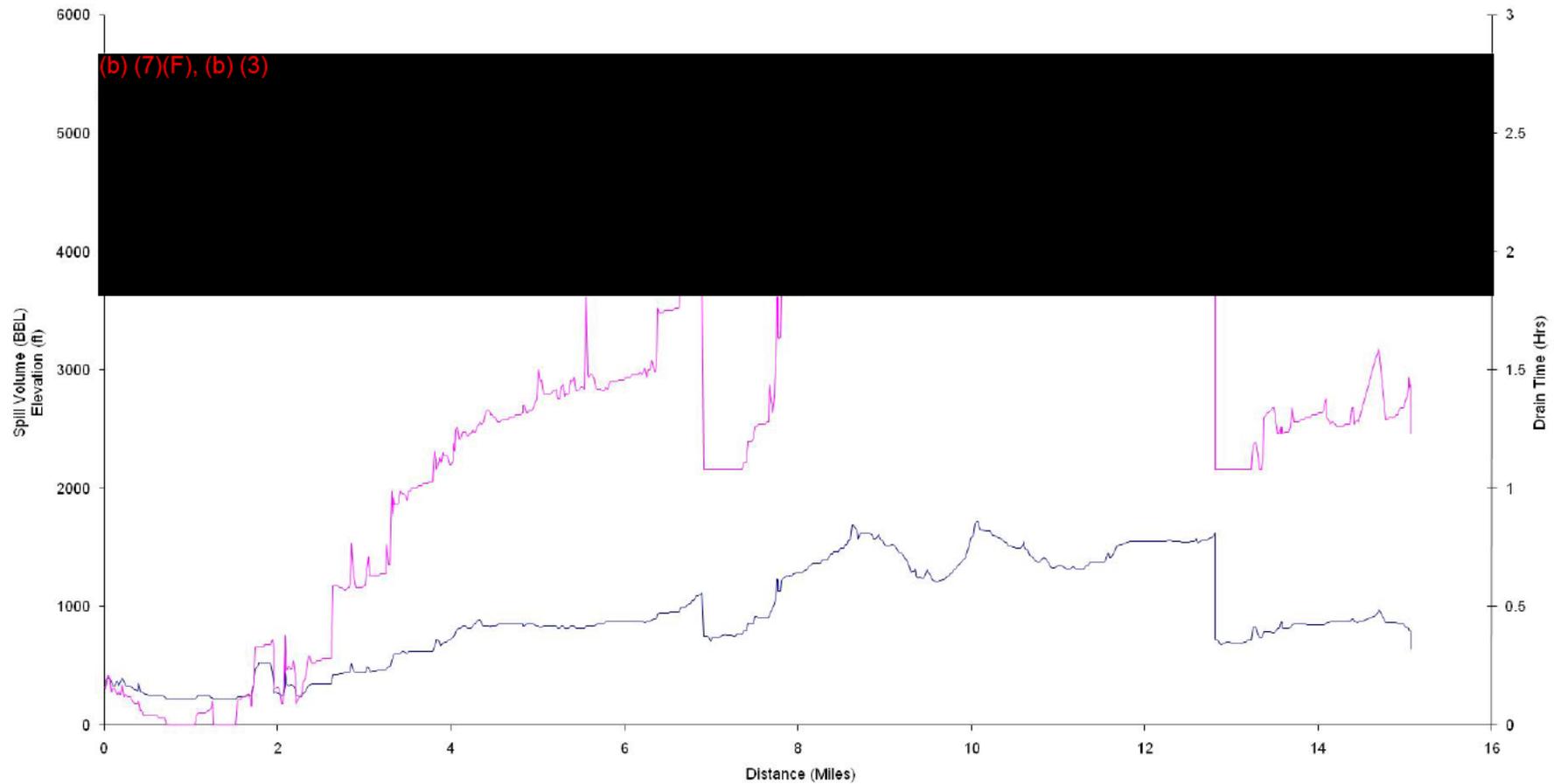
(b) (7)(F), (b) (3)

(e) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- The Kaneb Connection line section directly intersects two NPMS USA-DW attributes.

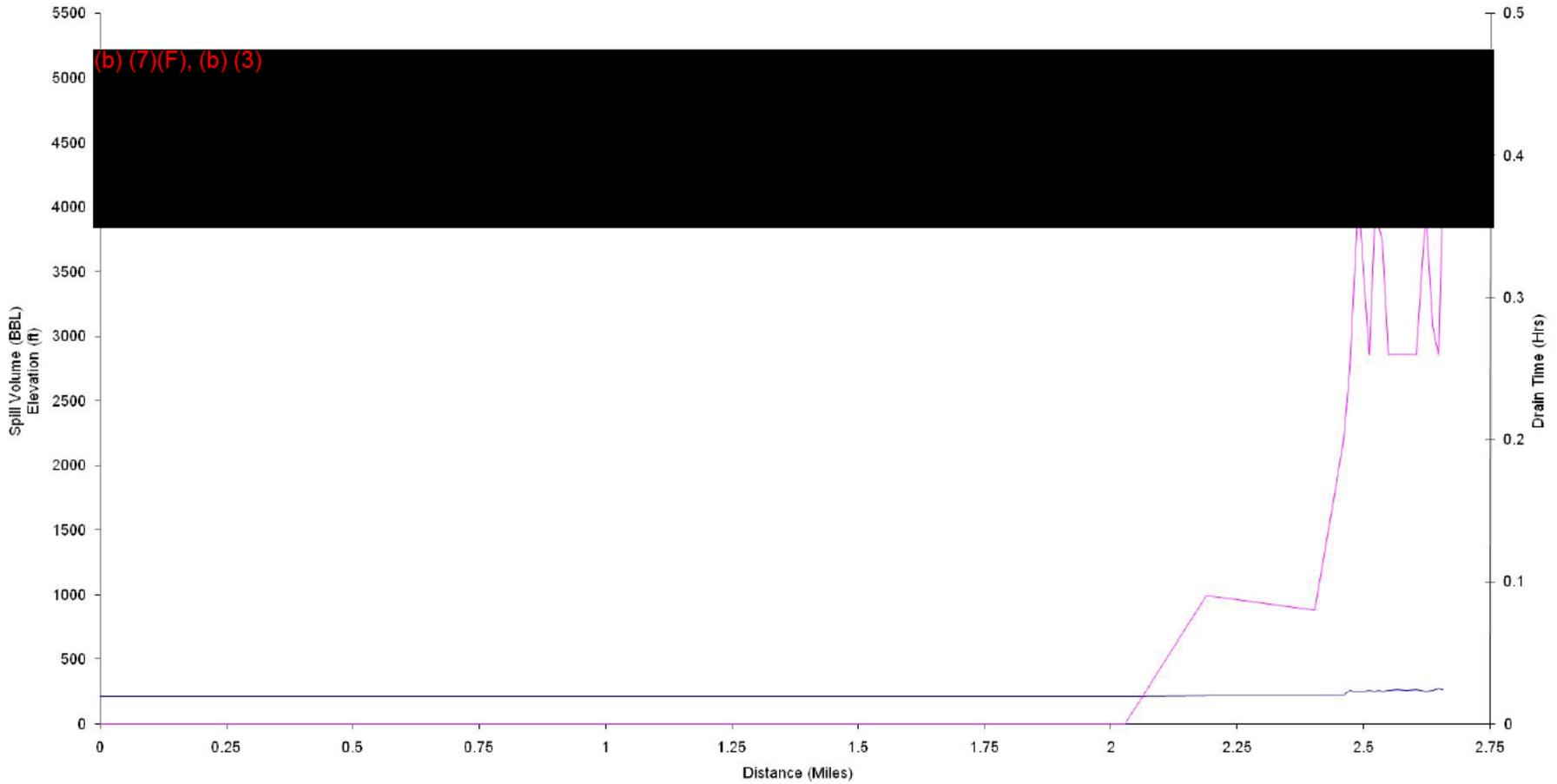
(b) (3), (b) (7)(F)

Sinclair Transportation Company – Emergency Response & Management Manual

Chase Connection Release Profile
100% HCA
1,300 BPH/ 10 min Response

Sinclair Transportation Company – Emergency Response & Management Manual

Kaneb Connection Release Profile
100% HCA
1,300 BPH/ 10 min Response



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 6 MID-CONTINENT PIPELINE SYSTEM APPENDIX

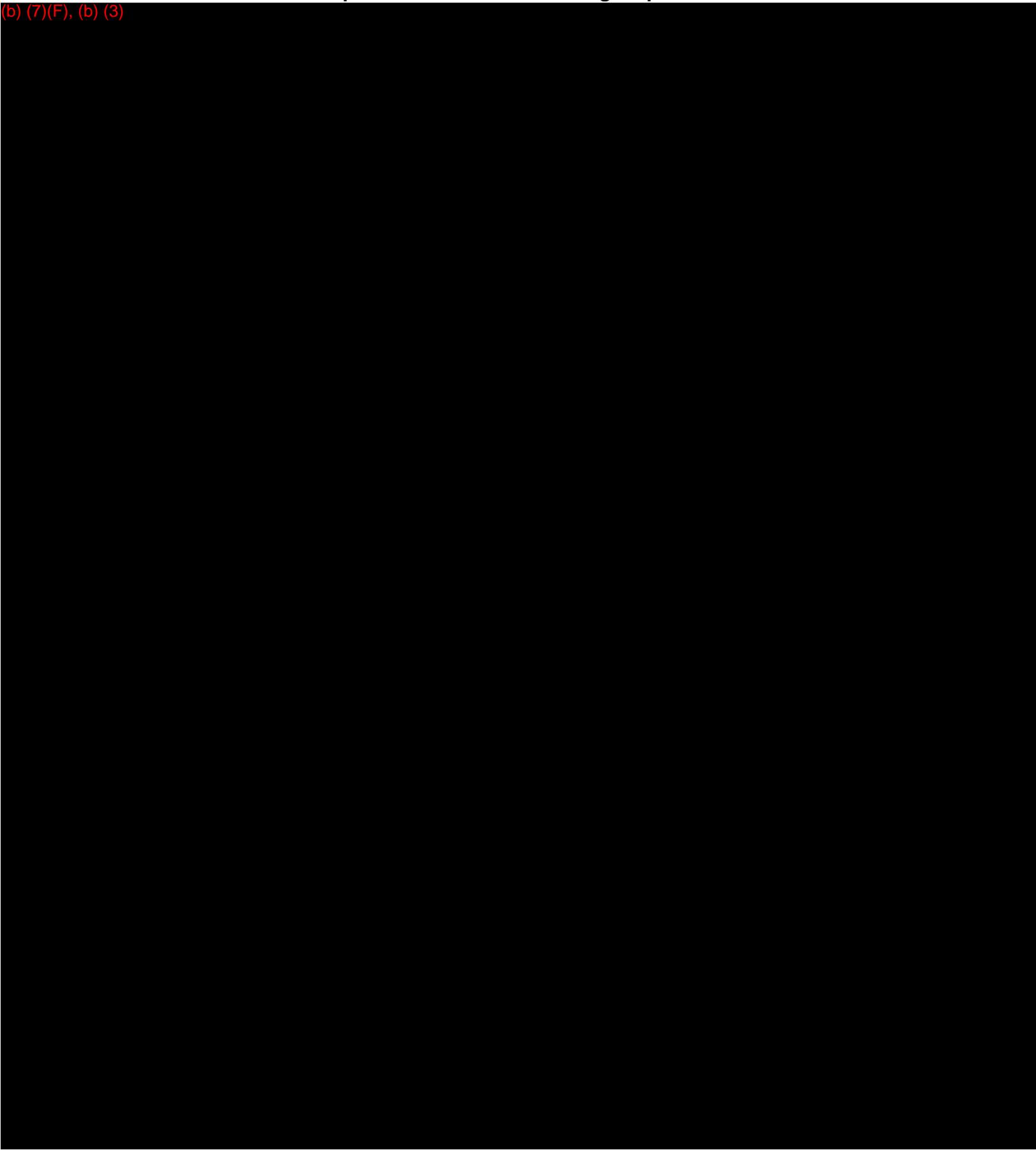
Response Zone 6 Mid-Continent Pipeline System

- (a) This response zone is located in central Missouri and southeastern Iowa. This response zone includes refined products storage facilities at Carrollton Station near Carrollton, MO. The pipeline is currently transporting 15,600 BPD from Olathe to Carrollton, 9,600 BPD from Carrollton to Montrose.
- (b) The pipeline crosses residential and suburban areas of Kansas City, MO/Olathe, KS, agricultural areas and through several small towns along its route.
- (c) The pipeline crosses the Missouri River and tributaries to the Missouri River and the Mississippi River.
- (d) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:
- Some line sections directly intersect NPMS USA-DW attributes
 - Some line sections are in a buffer zone to an NPMS USA-ECO
 - Some line sections are in a buffer zone to a Sinclair determined environmentally sensitive area – the Swan Lake National Wildlife Refuge

Zone 6 Mid-Continent Pipeline System

Pipeline Worst Case Discharge Input Data

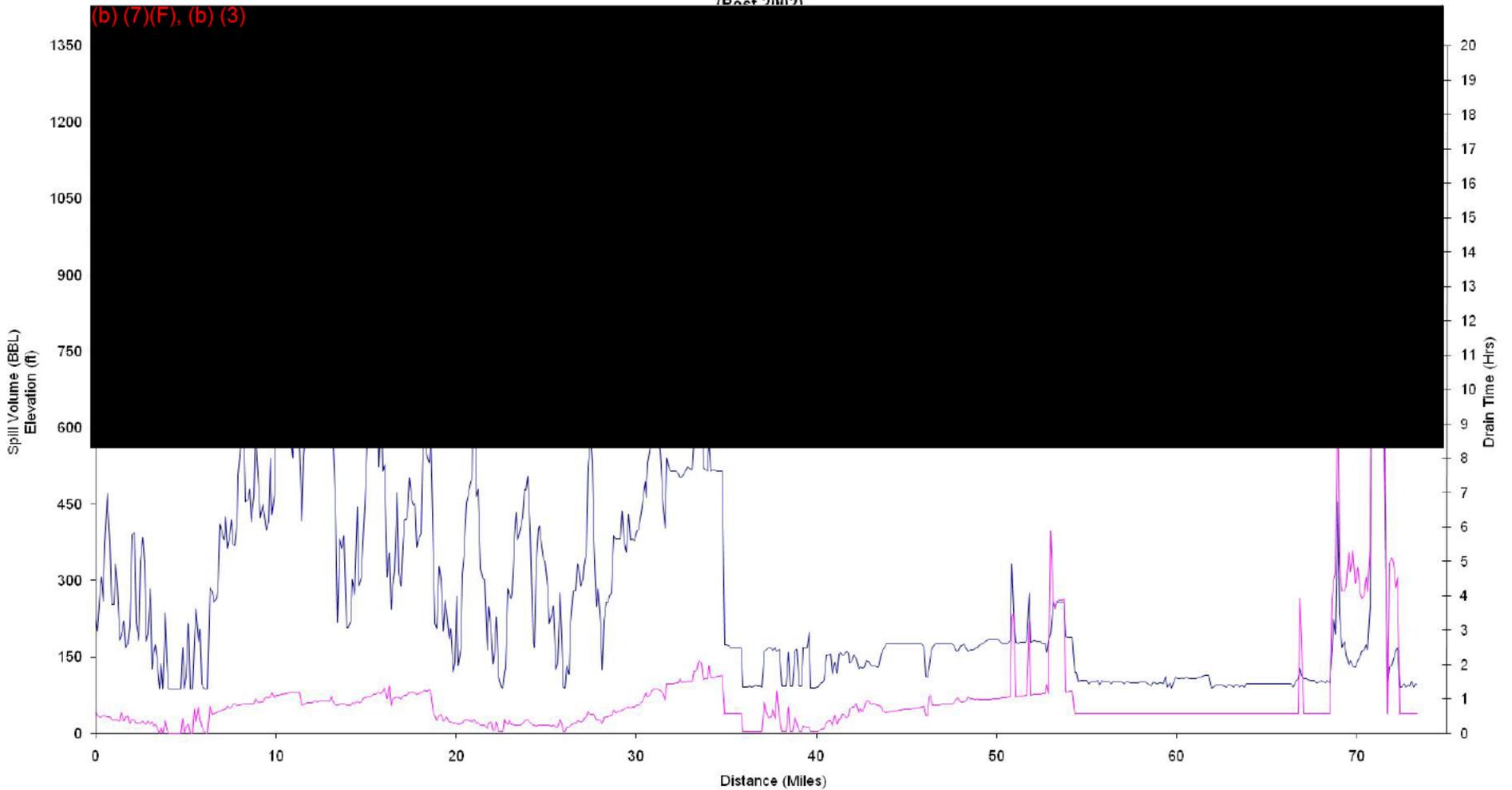
(b) (7)(F), (b) (3)



Tank Worst Case Discharge Input Data

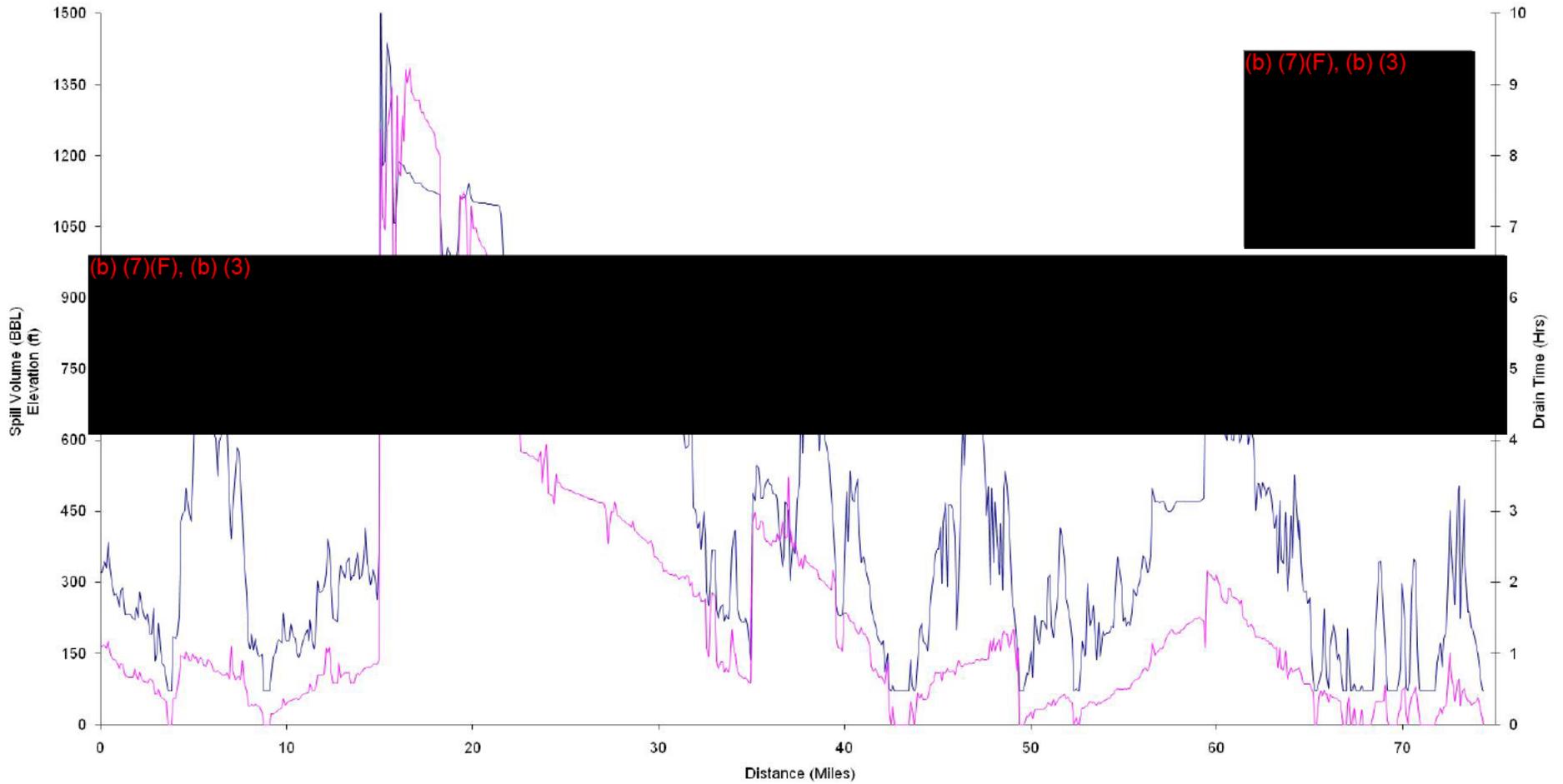
(b) (3), (b) (7)(F)

Olathe-Carrollton Release Profile
525 BPH/ 10 min Response
(Post 2002)

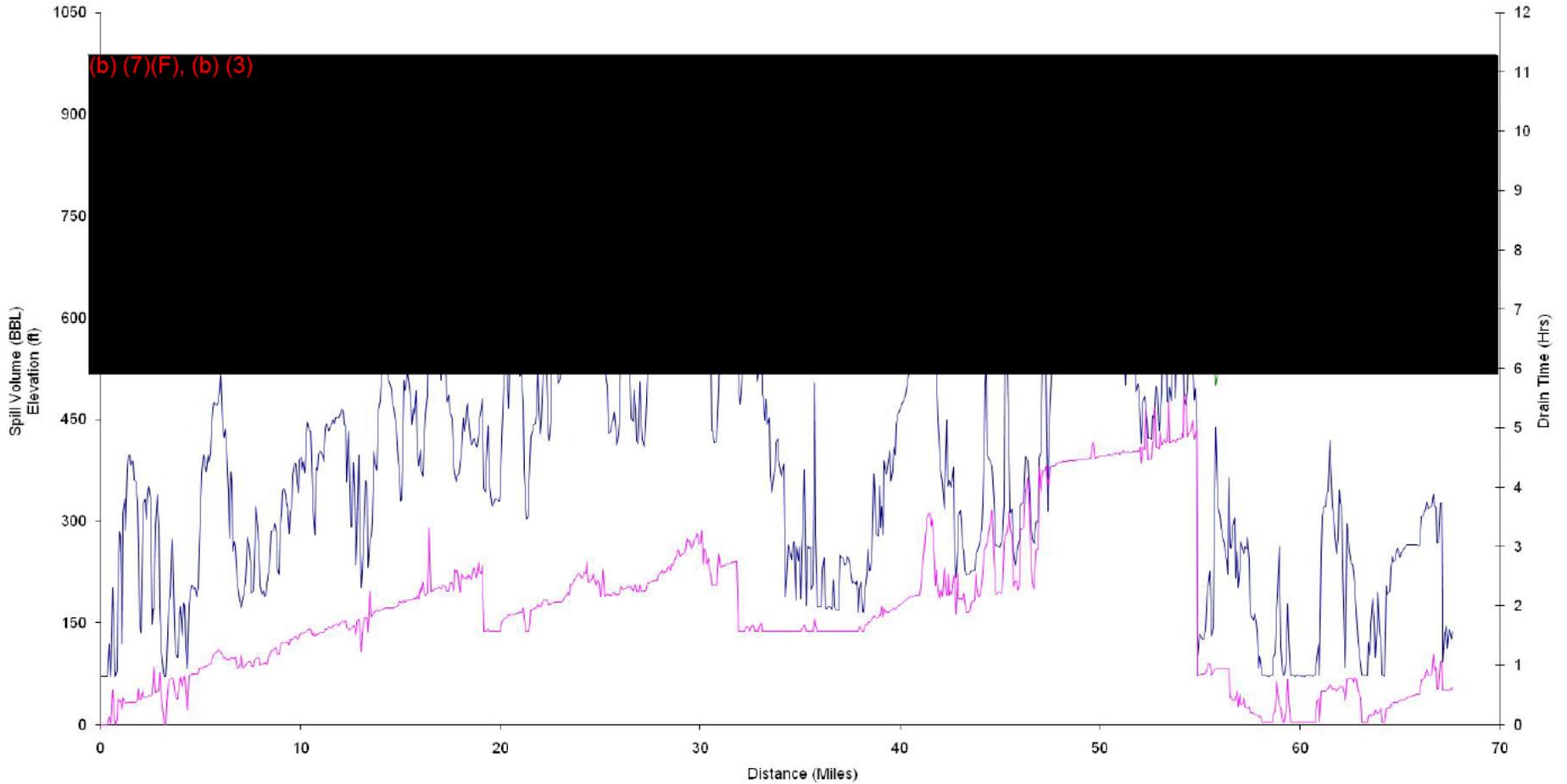


Sinclair Transportation Company – Emergency Response & Management Manual

Carrollton-Gibbs Release Profile
425 BPH/ 10 min Response
(Post 2002)



Gibbs-Montrose Release Profile
425 BPH/ 10 min Response
(Post 2002)



SINCLAIR TRANSPORTATION COMPANY



INCIDENT REPORTING FORMS APPENDIX

Incident Reporting Forms Appendix

Form 201-1 Pipeline Leak/Spill Data

Form 201-2 Pipeline Fire/Explosion/Accident Involving Injury

Form 201-4 Incident Event Log

Form 201-5 Information for Telephonic Reporting of Leak/Spill

Form 201-6 Information for Telephonic Reporting of Fire/Explosion/Accident Involving Injury or Death to Emergency Response Agency

Form 201-8 Break and Leak Report

Figure 201-1 PIPELINE LEAK/SPILL DATA

Date	Time	System/Location
1. Name of person reporting incident		
2. Phone number of person reporting incident		
3. Location of incident Near what town? Near what street or highway? Pipeline marker number Other directions to incident		
4. Classification of incident: <input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Accident involving personnel injury or death		
5. Has caller notified other agencies or called 911 <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. If so, which agencies?		
7. If fire or explosion, what is burning (grass and brush, structures, vehicles, color of smoke)		
8. Approximate size of fire		
9. What is the distance to the nearest structure?		
10. Are the occupants aware of the incident		
11. Weather conditions on scene (wind direction and speed)		
12. If an accident involving injury or death:		
13. Name(s) of injured		
14. Nature of injuries		
15. Has first aid been administered <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. By whom		

Begin Incident Log (Refer to Figure 201-4)

Sinclair Transportation Company – Emergency Response & Management Manual

Figure 201-2 PIPELINE FIRE/EXPLOSION/ACCIDENT INVOLVING INJURY DATA

Date	Time	System/Location
1. Name of person reporting incident		
2. Phone number of person reporting incident		
3. Location of incident Near what town? Near what street or highway? Pipeline marker number Other directions to incident		
4. Classification of incident: <input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Accident involving personnel injury or death		
5. Has caller notified other agencies or called 911 <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. If so, which agencies?		
7. If fire or explosion, what is burning (grass and brush, structures, vehicles, color of smoke)		
8. Approximate size of fire		
9. What is the distance to the nearest structure?		
10. Are the occupants aware of the incident		
11. Weather conditions on scene (wind direction and speed)		
12. If an accident involving injury or death:		
13. Name(s) of injured		
14. Nature of injuries		
15. Has first aid been administered <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. By whom		

Begin Incident Log (Refer to Figure 201-4)

Form 201-5 INFORMATION FOR TELEPHONIC REPORTING OF LEAK/SPILL

When reporting a Hazardous Pipeline Leak/Spill by telephone, include the following information:

1. Company Name:	Sinclair Transportation Company P. O. Box 185 Sinclair, WY 82334 307-324-2636	Sinclair Transportation Company 26036 Old Hwy 24 Carrollton, MO 64633 660-542-0206
Your name:		
Telephone number where you can be reached		FAX
2. Name of pipeline system and location of release		
3. Legal Description		
4. Date and time of discharge:		
5. Name of material discharged:		
6. Estimated volume discharged:		
7. Cause or reason for discharge (i.e., material failure, third party damage, corrosion):		
8. Distance to nearest body of water		
9. Weather conditions on scene:		
10. Action taken or planned by persons on scene:		
11. Status of control and containment:		
12. Obtain incident number from agency, if applicable		

This form should be used for making initial notifications and should also be used for making follow-up notifications to report changed conditions. Refer to telephone list for agency telephone numbers.

Reported by:	Date	Time	Agency reported to	Incident No.

After notifications have been made, forward this form to District Manager along with the STC Leak Report.

Sinclair Transportation Company – Emergency Response & Management Manual

Form 201-6 INFORMATION FOR TELEPHONIC REPORTING OF FIRE/EXPLOSION/ACCIDENT INVOLVING INJURY OR DEATH TO EMERGENCY RESPONSE AGENCY

When reporting a Hazardous Pipeline Incident by telephone, include the following information:

1. Company Name:		Sinclair Transportation Company P. O. Box 185 Sinclair, WY 82334 800-321-3994		Sinclair Transportation Company 26036 Old Hwy 24 Carrollton, MO 64633 660-542-0206	
2. Your name:					
Telephone number where you can be reached					FAX
3. Location of incident		Near what town Near what street or highway Other directions to incident			
3. Date and time of incident:					
4. Type	Was any person killed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there a fire? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there an explosion? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. No. of STC Personnel Injured	Killed	No. of non-employees Injured	Killed		
6. Name(s) of injured					
7. Nature of injuries					
8. Have you notified other agencies or called 911? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which agencies			
9. Apparent cause of release and material released					
10. If fire or explosion, brief description of what is burning and size of affected area.					
11. Approximate arrival time of STC responding personnel if not already on scene					
12. Weather conditions on scene:					
13. Obtain incident number from agency, if applicable					

This form should be used for making initial notifications and should also be used for making follow-up notifications to report changed conditions. Refer to telephone list for agency telephone numbers.

Reported by:	Date	Time	Agency reported to	Incident No.

After notifications have been made, forward this form to District Manager along with the STC Leak Report

Sinclair Transportation Company – Emergency Response & Management Manual

Form 201-8

**Sinclair Transportation Company
Break and Leak Report- STC-1**

Distribution: <input type="checkbox"/> General Manager <input type="checkbox"/> District Manager	Date of Leak		Hour	Date of Report	Report No.	
	Map No.	Location No.	Name of Line (Include No., Size, and Kind)			
	Survey or Sec., TWP, Range, County and State					
Specific Location of Leak from Tag or M. P. No. (Include distance and direction from nearest town)						
Nature and Cause of Leak (Describe and check appropriate block) <input type="checkbox"/> Pipe <input type="checkbox"/> Girth Weld <input type="checkbox"/> Longitudinal Weld <input type="checkbox"/> Pump <input type="checkbox"/> Meter/Prover <input type="checkbox"/> Tank <input type="checkbox"/> Defective Pipe <input type="checkbox"/> Welded Fitting <input type="checkbox"/> Bolted Fitting <input type="checkbox"/> Hay Tank <input type="checkbox"/> Strainer/Filter <input type="checkbox"/> Scraper Trap <input type="checkbox"/> Valve <input type="checkbox"/> Defective Weld				If Corrosion: <input type="checkbox"/> Inside <input type="checkbox"/> Outside		
				Pipe Coated <input type="checkbox"/> Yes <input type="checkbox"/> No	Coating Condition	
				Time between corrosion tests, Mo.		
Configuration At Point of Leak <input type="checkbox"/> Sag <input type="checkbox"/> Straight <input type="checkbox"/> Overbend <input type="checkbox"/> Side bend				<input type="checkbox"/> Above ground <input type="checkbox"/> Below ground	Cover, if below inches	
Line Patrol Frequency	Press. At Time and location of leak	PSIG	Normal Line Press	PSIG	Was pump operated against closed Valve? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below	
Death or Injury	Was any person Killed? <input type="checkbox"/> Yes <input type="checkbox"/> No.	Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there a fire? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there an explosion? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How was the leak repaired?						
Name of product out	Barrels out:	Barrels recovered	Barrels lost:			
How was it disposed of:						
How was quantity of oil or product loss estimated?	<input type="checkbox"/> (A) Visual inspection of site by supervisor	<input type="checkbox"/> (B) Oil Movements receipts vs deliveries	<input type="checkbox"/> (C) By both (A) and (B). Comments			
Property owner (Name and address)		Tenant: (Name and address)				
Damage to Company Property \$		Items Damaged:				
Other Property Damaged \$		Items Damaged:				
Leak Reported by: (Name and address)				Reward Payment: \$		
If reported to Government agencies (other than D.O.T.), indicate						
Agency Name	Agency Location	Name of person reported to:	Reported by	Date	Time	Incident No. (Obtain from agency)
Note: If reported to U.S. Department of Transportation (DOT), prepare and attach to District Manager's copy a draft copy of DOT 7000-1 for completion and handling by District Manager						
Remarks or recommendations:						
Signed:						

Continue on back if necessary.

8/30/2013

1

This document supersedes all previous versions. When using printed procedures, you should verify it is the most current version posted on the Sinclair Intranet

Sinclair Transportation Company



APPENDIX 700 A ICS FORMS

Sinclair Transportation Company
P.O. Box 185
Sinclair, Wyoming 82334
307-324-2636 – Fax 307-328-3571

Sinclair Transportation Company
26036 Old Highway 24
Carrollton, Missouri 64633
660-542-0206 – Fax 660-542-0351

INCIDENT COMMAND SYSTEM – FORM DESCRIPTIONS			
FORM	NAME	DESCRIPTION	PREPARED BY
	Executive Summary	Communicates significant response issues to Senior Management, Senior Agency Staff, and Civic Leaders	Situation Unit Leader Planning Section
201-OS	Incident Briefing	Prepared prior to transfer of Incident command to Unified Command. Provides the Unified Command with basic information regarding the response situation. Includes map, org. summary and resources/action summary.	Initial Incident Commander
202-OS	Incident Action Plan/Incident Objectives	Describes the basic incident strategy, control objectives, and provides weather and current information and safety considerations for use during the next operational period. Serves as table of contents for IAP.	Planning Section
203-OS	Organization Assignment List	Provides the units currently activated and the names of personnel staffing each unit	Planning Section
	General Plan	Displays the progress and planned start and end dates for various incident response activities	Planning section
205-OS	Incident Radio Communications Plan	Provides, in one location, information on all radio frequencies. Summary of information obtained from Forms 216 and 217	Comm. Unit Leader Logistics Section
7777	Communications List	An optional form used to provide information on methods of contact for all personnel assigned to the incident	Comm. Unit Leader Logistics Section
205-1	ICS Positions/Phone Numbers	List phone numbers of all personnel assigned to incident	Comm. Unit Leader Logistics Section
206-OS	Medical Plan	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures	Medical Unit Leader Safety Officer
207-OS	Incident Organization Chart	Used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element	Resource Unit Leader Planning Section
208	Site Safety Plan	Used to provide for safety of personnel responding to the incident	Safety Officer
209-OS	Incident Status Summary	Used to communicate current status. Should be filled out early and often. Provides summary information throughout ICS organization	Situation Unit Leader Planning Section
210-OS	Status Change	Used to record status change information received on resources assigned to the incident	Communications Operators Logistics Section
211	Check-in List	Used to check-in personnel and equipment at various staging areas	Staging Area Manager Operations Section
211e-OS	Check-in List Equipment	Used to check-in equipment at various staging areas	Staging Area Manager Operations Section
211p-OS	Check-in List Personnel	Used to check-in personnel at various staging areas	Staging Area Manager Operations Section
214-OS	Unit Log	Used to log activities for an entire unit for a given operational period	Unit Leaders Operations Section
214a-OS	Individual Log	Used to log activities for an individual for a given operational period	Each member of the ICS
215-OS	Operational Planning Worksheet	Communicates to the Resources Unit and the Logistics Section the resources needed as a result of decisions made during the Tactics and Planning meetings	Operations and Planning Sections Chiefs
216	Radio Requirements Worksheet	Used to develop the total number of personal portable radios required for each Division/Group and Branch. It provides listing of all units assigned to each Division, and thus depicts the total incident radio needs	Comm. Unit Leader Logistics Section
217	Radio Frequency Assignment Worksheet	Used by the Communications Unit Leader to assist in determining frequency allocations	Comm. Unit Leader Logistics Section

INCIDENT COMMAND SYSTEM – FORM DESCRIPTIONS			
FORM	NAME	DESCRIPTION	PREPARED BY
218	Support Vehicle inventory	Provides an inventory of all transportation and support vehicles assigned to the incident	Ground Support Unit Logistics Section
221-OS	Demob. Check-Out	Provides the Planning Section information on resource releases from the incident	Demob. Unit Leader Planning Section
230-OS	Daily Meeting Schedule	Records information about the daily meeting activities	Situation Unit Leader Planning Section
231-OS	Meeting Summary	Provides detailed information concerning the attendees and notes from a particular meeting	Various
232-OS	Resources at Risk Summary	Provides information about sites in the incident which are sensitive due to environmental, archaeo-cultural or socio-economic resources at risk, and identifies incident specific priorities and issues	Environmental Unit Leader Planning Section

EXECUTIVE SUMMARY

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

Preparation. The Situation Unit Leader prepares this form with input from Section Chiefs. Final authorization is provided by the Unified Command prior to dissemination outside the ICS organization.

Distribution. After authorization by the Unified Command, the Documentation Unit Leader will duplicate and post a copy on the Situation Status Display Board in the Command Post. Single copies may then be distributed to the Unified Command, Command Staff, Joint Information Center, and Section Chiefs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Operations	Operations Section Chief will summarize the tactical accomplishments for the previous operational period.
4.	Environmental	Environmental Unit Leader will summarize any significant impacts identified or mitigated during the previous operational period.
5.	Planning	Planning Section Chief will summarize the critical actions to be carried out during the next operational period.
6.	Other	Situation Unit Leader will indicate any anomalies to previous Executive Summaries, special meetings, community impacts, or items of special interest.
7.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: To:	EXECUTIVE SUMMARY
3. Operations		
4. Environmental		
5. Planning		
6. Other		
7. Prepared by	Date / Time	
EXECUTIVE SUMMARY		June 2000

INCIDENT BRIEFING (ICS FORM 201-OS)

Purpose. The Incident Briefing form provides the Unified Command (and the Command and General Staffs assuming command of the incident) with basic information regarding the response situation and the resources allocated to the incident. It is also a permanent record of the initial incident response.

Preparation. This briefing form is prepared under the direction of the initial Incident Commander for presentation to the Unified Command. This form can be used for managing the response during the initial period until the beginning of the first operational period for which an Incident Action Plan (IAP) is prepared. The information from the ICS form 201-OS can be used as the starting point for other ICS forms or documents.

- Page 1 (Map/Sketch) may transition immediately to the Situation Map.

- Page 2 (Summary of Current Actions) may be used to continue tracking the response actions and as the initial input to the ICS form 215-OS and the ICS form 232-OS.

- Page 3 (Current Organization) may transition immediately to the Organization List (ICS form 203-OS) and/or Organization Chart (ICS form 207-OS).

- Page 4 (Resources Summary) may be used to continue tracking resources assigned to the incident and as input to individual T-Cards (ICS form 219) or other resource tracking system.

Distribution. After the initial briefing of the Unified Command and General Staff members, the Incident Briefing form is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By Date Time	Enter the name and position of the person completing the form. Enter date prepared (month, day, year). Enter time prepared (24-hour clock).
3.	Map/Sketch	Show the total Area of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
4.	Initial Incident Objectives	Enter short, clear, concise statements of the objectives for managing the initial response.
5.	Summary of Current Actions	Enter the actions taken in response to the incident, including the time, and note any significant events or specific problem areas.
6.	Current Organization	Enter, on the organization chart, the names of the individuals assigned to each position. Modify the chart as necessary, using additional boxes in the space provided under the Sections. Two blank lines are provided in the Unified Command section for adding other agencies or groups participating in the Unified Command and/or for multiple Responsible Parties.

Item #	Item Title	Instructions
7.	Resources Summary	Enter the following information about the resources allocated to the incident:
	Resource Needed	Description of the resource needed (e.g., open water boom, skimmer, vac truck, etc.).
	Time Ordered	Time ordered (24-hour clock).
	Resource Identifier	Identifier for the resource (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
	ETA	Estimated time for the resource to arrive at the staging area.
	On-Scene	"X" upon the resource's arrival.
	Location /Assignment / Status	Location of the resource, the actual assignment, and the status of the resource (if other than working).

NOTE: Additional pages may be added to ICS form 201-OS if needed

1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg 1 of 4)
3. Map / Sketch (Include maps drawn here or attached, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)		
INCIDENT BRIEFING	June 2000	ICS 201-OS (pg 1 of 4)

1. Incident Name

2. Prepared by: (name)
Date: _____ Time: _____

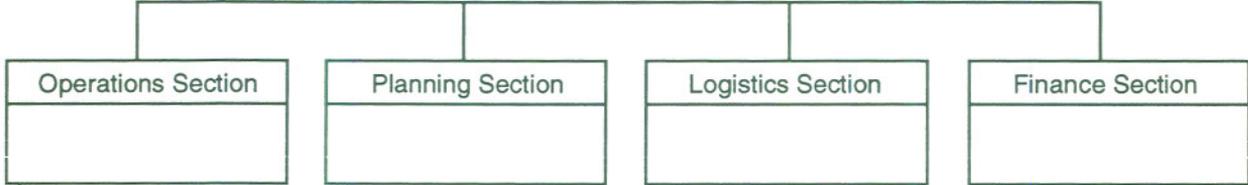
INCIDENT BRIEFING ICS
201-OS (pg 3 of 4)

6. Current Organization



FOSC _____
 SOSC _____
 RPIC _____

Safety Officer _____
 Liaison Officer _____
 Information Officer _____



INCIDENT OBJECTIVES (ICS FORM 202-OS)

Purpose. The Incident Objectives form describes the basic incident strategy, control objectives, and provides weather, tide and current information, and safety considerations for use during the next operational period. The Attachments list at the bottom of the form also serves as a table of contents for the Incident Action Plan.

Preparation. The Incident Objectives form is completed by the Planning Section following each formal Planning Meeting conducted in preparing the Incident Action Plan.

Distribution. The Incident Objectives form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
		NOTE: ICS form 202-OS, Incident Objectives, serves as part of the Incident Action Plan (IAP) (not complete until attachments are included).
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Overall Incident Objective(s)	Enter clear, concise statements of the objectives for managing the response. These objectives usually apply for the duration of the incident.
4.	Objectives for specified Operational Period	Enter short, clear, concise statements of the objectives for the incident response for this operational period. Include alternatives.
5.	Safety Message for the specified Operational Period	Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached. At the bottom of this box, enter the location where approved Site Safety Plan is available for review.
6.	Weather	Attach a sheet with the observed and predicted weather.
7.	Tides/Currents	Attach a sheet with the predicted tide and current information for the specified operational period.
8.	Sunrise/Sunset	Enter predicted times for sunrise and/or sunset (local time, 24-hour clock) during the specified operational period.
9.	Attachments	Mark an "X" in boxes for forms attached to the IAP.
10.	Prepared By	Enter the name of the Planning Section Chief completing the form.
	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	INCIDENT OBJECTIVES ICS 202-OS
3. Overall Incident Objective(s)		
4. Objectives for specified Operational Period		
5. Safety Message for specified Operational Period		
Approved Site Safety Plan Located at:		
6. Weather See Attached Weather Sheet		
7. Tides / Currents See Attached Tide / Current Data		
8. Time of Sunrise Time of Sunset		
9. Attachments (mark "X" if attached)		
<input type="checkbox"/> Organization List (ICS 203-OS)	<input type="checkbox"/> Medical Plan (ICS 206-OS)	<input type="checkbox"/> Resource at Risk Summary (ICS 232-OS)
<input type="checkbox"/> Assignment List (ICS 204-OS)	<input type="checkbox"/> Incident Map(s)	<input type="checkbox"/> _____
<input type="checkbox"/> Communications List (ICS 205-OS)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____
10. Prepared by: (Planning Section Chief)		Date / Time
INCIDENT OBJECTIVES		June 2000 ICS 202-OS

ORGANIZATION ASSIGNMENT LIST (ICS FORM 203-OS)

Purpose. The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207-OS) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS form 202-OS) and given to all recipients of the Incident Action Plan. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5. thru 8.		Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By Date Time	Enter the name and position of the person completing the form. Enter date prepared (month, day, year). Enter time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From:	ORGANIZATION ASSIGNMENT LIST ICS 203-OS																										
3. Incident Commander and Staff		7. OPERATION SECTION																										
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center; padding: 2px;">Primary</td> <td style="width:50%; text-align: center; padding: 2px;">Deputy</td> </tr> <tr> <td style="padding: 2px;">Federal:</td> <td style="border: 1px solid black; width: 100%;"></td> </tr> <tr> <td style="padding: 2px;">State:</td> <td style="border: 1px solid black; width: 100%;"></td> </tr> <tr> <td style="padding: 2px;">RP(s):</td> <td style="border: 1px solid black; width: 100%;"></td> </tr> <tr> <td style="padding: 2px;">Safety Officer:</td> <td style="border: 1px solid black; width: 100%;"></td> </tr> <tr> <td style="padding: 2px;">Information Officer:</td> <td style="border: 1px solid black; width: 100%;"></td> </tr> <tr> <td style="padding: 2px;">Liaison Officer:</td> <td style="border: 1px solid black; width: 100%;"></td> </tr> </table>			Primary	Deputy	Federal:		State:		RP(s):		Safety Officer:		Information Officer:		Liaison Officer:													
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Agency	Name																											
5. PLANNING SECTION																												
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Chief																												
Deputy																												
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Director																												
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Communications Unit																												
Medical Unit																												
Food Unit																												
8. FINANCE / ADMINISTRATION SECTION																												
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Chief																												
Deputy																												
Time Unit																												
Procurement Unit																												
Compensation/Claims Unit																												
Cost Unit																												
9. Prepared By: (Resources Unit)																												
Date / Time																												

GENERAL PLAN-OS

Purpose. The General Plan form displays the progress and planned start and end dates for various incident response activities. Some standard activities have been listed on the form and blank lines are provided at the bottom of the form for planning and tracking additional incident-specific activities.

Preparation. The Planning Section completes the General Plan form when requested by the Unified Command.

Distribution. The General Plan form will be given to the Unified Command and all General Staff as part of the incident summary. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Planning Section Chief completing the form.
3.	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.
4.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
5.	Notification	Enter the date and time that required notifications were completed.
6.	Response Initiation Plan Item and Timeframe	Enter the date and time that the Response Initiation is completed. Enter specific dates, or day number or week number in the top row to indicate the timeframe being covered by this form. Then enter either descriptive text or shading to the right of each activity to indicate the beginning and estimated end for that activity during this incident response.

1. Incident Name		GENERAL PLAN									
2. Prepared By		Date / Time Prepared		3. Operational Period (Date / Time)							
				From:				To:			
4. Notification (Date and time completed)				5. Response Initiation (Date and time completed)							
6. Plan Item	Timeframe ==> (Enter days or weeks)										
Site Characterization, Forecasts, and Analysis											
Site Safety											
Site Security											
Source Stabilization, Salvage, and Lightering											
Surveillance											
On Water Containment and Recovery											
Sensitive Areas / Resources at Risk											
Alternative Response Technology											
Shoreline Protection and Recovery											
Wildlife Protection and Rehabilitation											
Logistics Support											
Response Organization											
Communications											
Public Information											
Financial Management and Cost Documentation											
NRDA and Claims											
Training											
Information Management											
Restoration / Mitigation											
Waste Management											
Demobilization											
June 2000										GENERAL PLAN	

INCIDENT RADIO COMMUNICATIONS PLAN (ICS FORM 205-OS)

Special Note. This form, ICS 205-OS, is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period; whereas, the Communications List, ICS 205a-OS is used to list methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.),

Purpose. The Incident Radio Communications Plan is a summary of information obtained from the Radio Requirements Worksheet (ICS form 216) and the Radio Frequency Assignment Worksheet (ICS form 217). Information from the Radio Communications Plan on frequency assignments is normally noted on the appropriate Assignment List (ICS form 204-OS).

Preparation. The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on the preparation of this form may be found in ICS Publication 223-5, Communications Unit Position Manual.

Distribution. The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form, including the Incident Communications Center. Information from the plan is placed on Assignment Lists. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Basic Radio Channel Use System Channel Function Frequency Assignment Remarks	Enter the following information about radio channel use: Radio cache system(s) assigned and used on the incident. Radio channel numbers assigned. Function each channel is assigned (e.g., command, support, division tactical, and ground-to-air). Radio frequency tone number assigned to each specified function (e.g., 153.400) ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A). This section should include narrative information regarding special situations.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS FORM 205a-OS)

Special Note. This optional form is used in conjunction with the Incident Radio Communications Plan, ICS form 205-OS. Whereas the ICS form 205-OS is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS form 205a-OS, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Purpose. The Communications List records methods of contact for personnel on scene.

Preparation. The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

Distribution. The Communications List is distributed within the ICS and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Basic Local Communications Information Assignment Name Method(s) of contact	Enter the communications methods assigned and used for each assignment. Enter the ICS organizational assignment. Enter the name of the contact person for the assignment. Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

Incident Action Plan

ICS Positions/Phone Numbers

Position	Name	Phone	Fax	Current Location
Incident Commander				
Deputy IC				
Safety Officer				
Security Officer				
PIO				
Legal Officer				
Liaison Officer				
Operations Section Chief				
Deputy Operations Chief				
Air Operations Manager				
Staging Area Manager				
Task Force No. Leader				
Planning Section Chief				
Situation Unit Leader				
Environment Unit Leader				
Resource Unit Leader				
Documentation Leader				
Technical Specialist				
Logistics Section Chief				
Communication Leader				
Supply Unit Leader				
Medical Unit Leader				
Facilities/Food Unit Leader				
Ground Support Leader				
Personnel Unit Leader				
Finance Section Chief				
Time/Cost Unit Leader				
Claims Unit Leader				
Contracts Unit Leader				
Prepared By:	Company Name:	ICS Position:		
Approved By:	Company Name:	ICS Position:		

SITE SAFETY PLAN

Incident Name: _____

Date/Time Prepared: _____

Operational Period: _____

Prepared By: _____

APPLIES TO SITE:**DATE/TIME:** _____**INCIDENT:** _____**PRODUCT(S):** _____

(Attach MSDS)

SITE CHARACTERIZATION:

(See Site Map)

 Marine vessel Pipeline Storage facility Truck/Rail car
 Other _____

Water Bay Canal Creek River Ocean Shoreline Wetlands
 Muddy Sandy Rocky Other _____

Waves Height ____ ft/m Direction _____

Current Speed ____ mph/kts Direction _____

Land Brushland Forest Grassland Hills Mountains
 Other _____

Use Commercial Farmland Government Industrial Public
 Recreational Residential Other _____

Weather Ice Rain Snow Other _____
 Temp ____ °F/°C Wind/Dir _____ mph

Pathways for Dispersion Air Water Land Other _____
Site Hazards

<input type="checkbox"/> Boat safety	<input type="checkbox"/> Fire, explosion, in-situ burning	<input type="checkbox"/> Visibility
<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> Heat Stress	<input type="checkbox"/> Pumps and hoses
<input type="checkbox"/> Cold stress	<input type="checkbox"/> Helicopter operations	<input type="checkbox"/> Steam and hot water
<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Lifting	<input type="checkbox"/> UV radiation
<input type="checkbox"/> Drum handling	<input type="checkbox"/> Motor vehicles	<input type="checkbox"/> Slips, trips and falls
<input type="checkbox"/> Equipment operations	<input type="checkbox"/> Noise	<input type="checkbox"/> Trenching/excavation
<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Overhead/buried utilities	<input type="checkbox"/> Weather
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plants/wildlife	<input type="checkbox"/> Work near water
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Air Monitoring
%O₂ _____ %LEL _____ ppm Benzene _____
ppm H₂S _____ Other (specify) _____
CONTROL MEASURES:**Engineering Controls**
 Source of release secured Valve(s) closed Facility shut down
 Site secured Energy sources locked/tagged out
Personal Protective Equipment

<input type="checkbox"/> Impervious suits _____	<input type="checkbox"/> Respirators _____
<input type="checkbox"/> Inner gloves _____	<input type="checkbox"/> Eye protection _____
<input type="checkbox"/> Outer gloves _____	<input type="checkbox"/> Personal floatation _____
<input type="checkbox"/> Flame resistant clothing _____	<input type="checkbox"/> Boots _____
<input type="checkbox"/> Hard hats _____	<input type="checkbox"/> Other _____

CONTROL MEASURES (continued):

STATUS CHANGE (ICS FORM 210-OS)

Purpose. The Status Change form is used to record status change information received on resources assigned to the incident.

Preparation. The form is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers or fixed-wing facilities.

Distribution. The original is given to the Resources Unit, and the Communications Unit retains a second copy. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Personnel/Resource Name or I.D.	Enter the Personnel/Resource Name or Identifier.
4.	New Status	Check the new status of the personnel or resource.
5.	FROM Location or Status	Enter the location or status from which the resource is changing.
6.	TO Location or Status	Enter the location or status to which the resource is changing.
7.	Time of Location / Status Change	Enter time of change (24-hour clock).
8.	Comments	Use this area for other information.
9.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
10.	Processed by Resources Unit Date/Time	Enter name and title of the person in the Resources Unit processing the form. Enter date (month, day, year) and time processed (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	STATUS CHANGE ICS 210-OS
3. Personnel / Resource Name or I.D.		
4. New Status <input type="checkbox"/> Available / Staged <input type="checkbox"/> Assigned _____ <input type="checkbox"/> Out of Service		
5. FROM Location or Status	6. TO Location or Status	
7. Time of Location / Status Change		
8. Comments		
9. Prepared by:		Date / Time
10. Processed by: (Resource Unit)		Date / Time
STATUS CHANGE	June 2000	ICS 210-OS

CHECK-IN LIST (ICS FORM 211)

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information which is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-in	Enter an "X" in the box indicating where the resource or person checked in.
3.	Date / Time Prepared	Enter the date (e.g., 09/17/1996) and time (e.g., 1530) prepared.
4.	List Personnel (Overhead) by Agency & Name	Use this section to list agency three-letter designator and individual names for all overhead personnel. When listing equipment, use three-letter designator, indicate if resource is a single resource, task force or strike team; enter kind of resource (letter for single resource, 1-3 for Strike Team); enter type of resource (1-4), and designated id. no.
5.	Order / Request Number	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6.	Date / Time Check-In	Self explanatory.
7.	Leader's Name	Self explanatory.
8.	Total Number Personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.
9.	Manifest	Indicate if a manifest was prepared by entering "Yes" or "No" in the field.
10.	Crew Weight or Individual's Weight	Self explanatory.
11.	Home Base	Location at which the resource / individual is normally assigned.
12.	Departure Point	Location from which resource / individual departed for this incident.
13.	Method of Travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)

- 14. Incident Assignment Assignment at time of dispatch.
- 15. Other Qualifications List any other ICS position the individual has been trained to fill.
- 16. Sent to Enter initials and time that the info. Pertaining to that entry was sent to the Resources Unit.
- 17. Page Indicate page no. and no. of pages being used for Check-In at this location.

CHECK-IN LIST Equipment (ICS FORM 211e-OS)

Special Note. This form is used for equipment check-in only.

Purpose. Equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Check-in Location	Check the box for the location where the equipment was checked in.
4.	Equipment Description	Enter a description of the equipment (e.g., 36" open water boom, skimmer, vac truck, etc.).
5.	Equipment Identifier	Enter the Identifier for the equipment (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
6.	Supplier/Owner	Enter the supplier/owner of the equipment.
7.	Assignment	Work assignment, if known. Arriving equipment may not have an assignment at time of check-in.
8.	Contact Information	Enter the contact information for the person operating equipment.
9.	Initial Incident Check-in?	Check if this is the first time the equipment has been checked in.
10.	Time In/Out	Enter the time the equipment is checked in and/or out (24-hour clock).
11.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
12.	Date/Time Sent to Resources Unit	Enter date (month, day, year) and time (24-hour clock) the form is sent to the Resources Unit.

CHECK-IN LIST Personnel (ICS FORM 211p-OS)

Special Note. This form is used for personnel check-in only.

Purpose. Personnel arriving at the incident can be checked in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Check-in Location	Check the box for the check-in location.
4.	Name	Enter the name of the person.
5.	Company/Agency	Enter the company or agency with which the individual is associated.
6.	ICS Section / Assignment / Quals.	Enter ICS Section and assignment, if known, and note any other ICS qualifications, if needed.
7.	Contact Information	Enter the contact information for the person.
8.	Initial Incident Check-in?	Check if this is the first time a person has checked in for this incident.
9.	Time In/Out	Enter the time the person checks in and/or out (24-hour clock).
10.	Prepared By Date/Time Prepared	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
11.	Date/Time Sent to Resources Unit	Enter date (month, day, year) and time (24-hour clock) the form is sent to the Resources Unit.

UNIT LOG (ICS FORM 214-OS)

Special Note. ICS Form 214-OS is used to log activities for an entire unit, whereas the ICS form 214a-OS is designed for individual use.

Purpose. The Unit Log records details of unit activity, including strike team activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

INDIVIDUAL LOG (ICS FORM 214a-OS)

Special Note. This optional ICS form 214a-OS is a log for individual use, and ICS form 214-OS is designed to log activities for an entire unit.

Purpose. The Individual Log, while not required, records details of each individual's activities. These logs provide a basic reference from which to extract information for inclusion in any after-action report.

Preparation. An Individual Log can be initiated and maintained by each member of the ICS. Completed logs are forwarded to supervisors who provide copies to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Individual Logs. The original of each log **MUST** be submitted to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Individual Name	Enter the name of the individual.
4.	ICS Section	Enter the ICS Section to which the individual is assigned.
5.	Assignment/Location	Enter the assignment or location for the individual.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

OPERATIONAL PLANNING WORKSHEET (ICS FORM 215-OS)

Purpose. This form communicates to the Resources Unit the resources needed as a result of decisions made during the Tactics and Planning meetings. The Worksheet is used by the Resources Unit to complete the Assignment List (ICS form 204-OS) and by the Logistics Section Chief for ordering resources. The worksheet may also be used by the Resources Unit Leader to complete the Assignment List Attachment(s) (ICS form 204a-OS), if the Operations and Planning Section Chiefs deem it necessary.

Preparation. This form is initiated at the Tactics Meeting and modified and finalized at the Planning Meeting. For ease of use, the form should be enlarged to poster size. This form is principally crafted by the Operations and Planning Section Chiefs. When decisions are reached, the appropriate resource information should be recorded on the form. Use additional sheets, as needed.

Distribution. When the work assignments and accompanying resource allocations are agreed to, the form is distributed to the Resources Unit to help prepare Assignment Lists (ICS form 204-OS) and any needed Assignment List Attachment(s) (ICS form 204a-OS). The Planning Section will use a copy of this worksheet for preparing resource requests for the next operational period. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Division/Group or Location	Enter the Division/Group or other Location Identifier (e.g., Division A - Segment 1, On-water Group 1, Air Group 1, etc.).
4.	Work Assignments	Enter the specific work assignments given to each Division/Group (e.g., on-water skimming, Shoreline Cleanup Assessment Team, shoreline cleanup crews, conduct overflights, etc.).
5.	Resource/Equipment	Complete resource description. Enter the number of resources required "Req." and the number of resources available "Have" to perform the work assignment. The number of resources needed "Need" is the difference between "Req." and "Have."
6.	Notes/Remarks	Provide any additional information needed for this work assignment.
7.	Reporting Location	Enter the specific location the "needed" resources are to report for the work assignments (staging area, etc.)
8.	Requested Arrival Time	Enter time resources are requested to arrive at reporting location (24-hour clock).
9.	Assignment List Attachment 204a Needed	"X" this box if the Planning and Operations Section Chiefs determine that special instructions are needed for a specific Strike Team, Task Force, or single resource (e.g., work assignment, equipment, environmental considerations, or site-specific safety considerations).

Item #	Item Title	Instructions
10.	Total Resources Required	Enter the total number of resources required. Add all of the "Req." fields above.
11.	Total Resources On Hand	Enter the total number of resources on hand. Add all of the "Have" fields above.
12.	Total Resources Needed	The Total Resources Needed is the difference between the Total Resources Required and the Total Resources On Hand.
13.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____										OPERATIONAL PLANNING WORKSHEET ICS 215-OS					
3. Division / Group or Location	4. Work Assignments	5. Resource / Equipment										9. "X" here if 204a Needed					
		Resource											6. Notes / Remarks	7. Reporting Location	8. Requested Arrival Time		
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
10. Total Resources Required																	
11. Total Resources On Hand																	
12. Total Resources Needed																	
												13. Prepared by: _____					
												Date _____			Time _____		

Electronic version: NOAA 1.0 June 1, 2000

RADIO REQUIREMENTS WORKSHEET (ICS FORM 216)

Purpose. The Radio Requirements Worksheet is used to develop the total number of personal portable radios required for each Division/Group and Branch. It provides a listing of all units assigned to each Division, and thus depicts the total incident radio needs.

Initiation of Form. The worksheet is prepared by the Communications Unit for each operational period and can only be completed after specific resource assignments are made and designated on Assignment Lists. This worksheet need not be used if the Communications Unit Leader can easily obtain the information directly from Assignment Lists.

Distribution. The worksheet is for internal use by the Communications Unit and therefore there is no distribution of the form.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date	Enter date prepared (e.g., 09/17/1996).
3.	Time Prepared	Enter time prepared (e.g., 1530).
4.	Branch	Enter the Branch number (I, II, etc.) for which radio requirements are being prepared.
5.	Agency	Enter the three-letter designator of the agency staffing the Branch Director position (e.g., VNC, CDF, ANF, LFD, etc.).
6.	Operational Period	Enter the time interval for which the assignment applies (e.g., 9/17/96-0600 to 9/18/96-0600).
7.	Tactical Frequency	Enter the radio frequency to be used by the Branch Director to communicate with each Division/Group Supervisor in the Branch.
8.	Division/Group	Enter for each Division/Group in the Branch the Division/Group identifier (A, B, etc.) and the agency assigned (e.g., LAC, VNC, etc.).
9.	Agency/ID No./Radio Requirements	List all units assigned to each Division/Group. Record the agency designator, unit or resource identification, and total number of radios needed for each unit or resource.
10.	Prepared By	Enter the name and position of the person completing the worksheet.

RADIO REQUIREMENTS WORKSHEET				1. INCIDENT NAME			2. DATE		3. TIME		
4. BRANCH			5. AGENCY			6. OPERATIONAL PERIOD			7. TACTICAL FREQUENCY		
8. DIVISION/GROUP			DIVISION/ GROUP _____			DIVISION/ GROUP _____			DIVISION/ GROUP _____		
AGENCY _____			AGENCY _____			AGENCY _____			AGENCY _____		
9. AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS
216 ICS 3-82			PAGE			10. PREPARED BY (COMMUNICATIONS UNIT)					

RADIO FREQUENCY ASSIGNMENT WORKSHEET (ICS FORM 217)

Purpose. The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocations.

Preparation. Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

Distribution. The worksheet, prepared by the Communications Unit, is for internal use.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date	Enter date prepared (e.g., 09/17/1996).
3.	Operational Period	Enter the time interval for which the assignment applies (e.g., 9/17/96-0600 to 9/18/96-0600).
4.	Incident Organization	List frequencies allocated for each channel for each organizational element activated, record the number of radios required to perform the designated function on the specified frequency.
5.	Radio Data	For each radio cache and frequency assigned, record the associated function. Functional assignments are: a. Command b. Support c. Division tactical d. Ground-to-air
6.	Agency	List the frequencies for each major agency assigned to the incident. Also list the function and channel number assigned.
7.	Total Radios Required	Totals for each row and column are calculated automatically. This provides the number of radios required by each organizational unit and the number of radios using each available frequency.
8.	Prepared By	Enter the name and position of the person completing the worksheet.

SUPPORT VEHICLE INVENTORY (ICS FORM 218)

Purpose. The Support Vehicle Inventory form provides an inventory of all transportation and support vehicles assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles on the incident. The Resources Unit uses the information to initiate and maintain status/resources information on these resources.

Preparation. The form is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles should be provided to the Resources Unit immediately.

NOTE:

- a. The Ground Support Unit Leader may prefer to use separate sheets for each type of support vehicle (e.g., buses, pickups, and food tenders).
- b. More than one line may be used to record information on each vehicle. If this is done, separate individual vehicle entries with a heavy line.
- c. Several pages may be used. When this occurs, number the pages consecutively (in the number box at bottom of form).

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date Prepared	Enter date prepared (e.g., 09/17/1996).
3.	Time Prepared	Enter time prepared (e.g., 1530).
4.	Vehicle Information	Record the following vehicle information:
	Type	a. Specific vehicle type (e.g., bus, stakeside, etc.).
	Make	b. Vehicle manufacturer name (e.g., GMC, International).
	Capacity/Size	c. Vehicle capacity / size (e.g., 30-person bus, 3/4 ton truck).
	Owner	d. Owner of vehicle (agency or private owner).
	ID Number	e. Serial or other identification number.
	Location	f. Location of vehicle.
	Release Time	g. Time vehicle is released from incident.
5.	Prepared By	Enter name of the person completing the form.

DEMOB. CHECK-OUT (ICS FORM 221-OS)

Purpose. This form provides the Planning Section information on resource releases from the incident.

Preparation. The Demobilization Unit Leader or the Planning Section initiates this form. The Demobilization Unit Leader completes the top portion of the form after the resource supervisor has given written notification that the resource is no longer needed.

Distribution. The individual resource will have the unit leader initial the appropriate box(es) in item 5 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Strike Team / Unit / Personnel Released	Enter name of Strike Team, Unit or personnel being released.
4.	Release Date/Time	Enter date (month, day, year) and time (24-hour clock) of anticipated release.
5.	Strike Team / Unit / Personnel	Demobilization Unit Leader will enter an "X" in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. NOTE: Blank boxes are provided for any additional unit requirements as needed, (e.g., Safety Officer, Agency Rep., etc.)
6.	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.).
7.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	DEMOB. CHECK-OUT ICS 221-OS
3. Unit / Personnel Released		4. Release Date / Time
<p>5. Unit / Personnel</p> <p>You and your resources have been released, subject to signoff from the following: (Demob. Unit Leader "X" appropriate box(es))</p> <p>Logistics Section</p> <p><input type="checkbox"/> Supply Unit _____</p> <p><input type="checkbox"/> Communications Unit _____</p> <p><input type="checkbox"/> Facilities Unit _____</p> <p><input type="checkbox"/> Ground Unit _____</p> <p>Planning Section</p> <p><input type="checkbox"/> Documentation Unit _____</p> <p>Finance / Admin. Section</p> <p><input type="checkbox"/> Time Unit _____</p> <p>Other</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>		
<p>6. Remarks</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
7. Prepared by: _____		Date / Time _____
DEMOB. CHECK-OUT		June 2000
		ICS 221-OS

DAILY MEETING SCHEDULE (ICS FORM 230-OS)

Purpose. The Daily Meeting Schedule records information about the daily scheduled meeting activities.

Preparation. This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

Distribution. After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		2. Operational Period (Date / Time)		DAILY MEETING SCHEDULE ICS 230-OS	
		From:	To:		
3. Meeting Schedule (Commonly-held meetings are included)					
Date / Time	Meeting Name	Purpose	Attendees	Location	
	Tactics Meeting	Develop primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OPS, LSC, EUL, RUL & SUL		
	Planning Meeting	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	Determined by the IC/UC		
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command Staff, General Staff, Branch Directors, Div. Sups., Task Force/Strike Team Leaders and Unit Leaders		
	Unified Command Objectives Meeting	Review / identify objectives for the next operational period.	Unified Command members		
4. Prepared by: (Situation Unit Leader)			Date / Time		

DAILY MEETING SCHEDULE

June 2000

ICS 230-OS

MEETING SUMMARY (ICS FORM 231-OS)

Purpose. The Meeting Summary provides more detailed information concerning the attendees and notes from a particular meeting.

Preparation. This form is prepared under the direction of the facilitator of the meeting and coordinated through the Unified Command.

The following lists the usual facilitator for each meeting:

Unified Command Meeting - Facilitated by a member of the Unified Command.

Initial Incident ICS 201 Briefing - Facilitated by the initial Incident Commander.

Tactics Meeting - Facilitated by the Planning Section Chief.

Planning Meeting - Facilitated by the Planning Section Chief.

Operations Briefing - Facilitated by the Planning Section Chief.

Command Staff Meeting - Facilitated by a member of the Unified Command.

Business Management Meeting - Facilitated by a member of the Unified Command.

Agency Representative Meeting - Facilitated by the Liaison Officer.

Press Briefing - Facilitated by the Information Officer.

Distribution. After completion and approval by Unified Command, the Situation Unit Leader will distribute a copy of the Meeting Summary to the attendees and post it at the Situation Display. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Meeting Date/Time	Enter date and time of meeting.
3.	Meeting Name	Enter name of meeting.
4.	Meeting Location	Enter location of meeting.
5.	Facilitator	Enter the name and position of the meeting facilitator.
6.	Attendees	List the personnel who need to attend the meeting.
7.	Notes	List a summary of decisions and action items addressed in the meeting.
8.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Meeting Date / Time	MEETING SUMMARY ICS 231-OS
3. Meeting Name		
4. Meeting Location		
5. Facilitator		
6. Attendees		
7. Notes (with summary of decisions and action items)		
8. Prepared by:		Date / Time
MEETING SUMMARY	June 2000	ICS 231-OS

RESOURCES AT RISK SUMMARY (ICS FORM 232-OS)

Purpose. The Resources at Risk Summary provides information about sites in the incident area which are sensitive due to environmental, archaeo-cultural, or socio-economic resources at risk, and identifies incident-specific priorities and issues. The information recorded here may be transferred to ICS form 232a-OS, which acts as a key to the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers shown on the Situation Map.

Preparation. The Environmental Unit Leader, with input from resource trustees, will complete this form for each operational period. It should be updated prior to the Planning Meeting.

Distribution. This form must be forwarded to the Planning Section Chief for possible inclusion in the IAP. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Environmentally-Sensitive Area and Wildlife Issues Site Number	Enter site number, priority as it is related to degree of sensitivity, site location, and description. Use the Narrative section to clarify any issues.
	Priority Site Name and/or Physical Location Site Issues	Can come from an Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident. Priority specific to this incident.
4.	Archaeo-cultural and Socio-economic Issues	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.). Environmental concerns associated with this site and season. Enter name and position of person preparing form, and the date and time prepared. Normally would be the Environmental Unit Leader.
	Site Number Priority Site Name and/or Physical Location Site Issues	Can come from an ACP/GRP or can be created during an incident. Priority specific to this incident. Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.). Archaeo-cultural or socio-economic concerns associated with this site and season.
5.	Prepared By	Enter name and title of the person preparing the form (normally the Environmental Unit Leader).
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	RESOURCES AT RISK SUMMARY ICS 232-OS
-------------------------	---	---

3. Environmentally-Sensitive Areas and Wildlife Issues

Site #	Priority	Site Name and/or Physical Location	Site Issues

Narrative

4. Archaeo-cultural and Socio-economic Issues

Site #	Priority	Site Name and/or Physical Location	Site Issues

Narrative

5. Prepared by: (Environmental Unit Leader)	Date / Time
--	--------------------

Electronic version: NOAA 1.0 June 1, 2000

SINCLAIR TRANSPORTATION COMPANY



EMERGENCY TELEPHONE NUMBER LIST APPENDIX

Sinclair Transportation Company – Emergency Response & Management Manual

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Sinclair Transportation Company – Emergency Response & Management Manual**TELEPHONE LIST****National Response Center 800-424-8802**STC Control Center..... 800-321-3994
307-324-2636**US Department of the Interior**BLM (Casper)..... 307-261-7600
BLM (Rawlins)..... 307-328-4200 or 4256
BLM (Cheyenne)..... 307-775-6256Bureau of Reclamation (Mills)..... 307-261-5671
Bureau of Reclamation (Loveland Eastern CO)..... 970-667-4410

US Fish & Wildlife 785-539-3474

EPARegion VI..... 214-665-6444 (OK)
1445 Ross Ave. – Dallas, TX 75202-2733Region VII..... 913-551-7003 (KS, MO, IA)
901 N. 5th Street – Kansas City, KS 66101Region VIII 303-312-6312 (CO, WY)
999 18th Street – Ste 300 – Denver, CO 80202-2466**STATE AGENCIES****Colorado**

Department of Public Health and Environment (Water Quality) 303-692-2000

Spill Reporting and Emergency Hotline 877-518-5608

Division of Water Resources – Division 1, Greeley 970-352-8712

District 2 – Commissioner Bill Schneider 970-352-8712 Ext 1224 cell: (b) (6)

District 3 – Commissioner Mark Simpson 970-352-8712 cell: (b) (6)

District 3 – Deputy Commissioner George Roark..... 970-352-8712 cell:

District 4 – Commissioner Jason Smith 970-352-8712 cell:

District 4 – Deputy Commissioner George Roark..... 970-352-8712 cell:

Iowa

Bureau of Environmental Health Services 515-281-0921

Kansas

Department of Health & Environmental 785-296-1679

Department of Emergency Management 785-296-3176 or 800-905-7521

Missouri

Dept. of Natural Resources..... 800-361-4827

Sinclair Transportation Company – Emergency Response & Management Manual**Wyoming**

DEQ.....	307-777-7937
Water Quality	307-777-7781
Air Quality.....	307-777-7391
State Oil & Gas Conservation Commission	307-234-7147
Game & Fish Commission (Casper)	307-473-3400
Game & Fish Commission (Laramie).....	307-745-4046
Game & Fish Commission (Cheyenne)	307-777-4600
Office of Health Facilities (Milt Warner)	307-777-7123

Local Emergency Planning Committees (LEPC)**Colorado****Adams County**

Heather McDermott - Director
 4430 S. Adams County Parkway
 Brighton, CO 80601
 720-523-6601
 (b) (6) (Cell)
 877-301-4997 (24/7 Pager)
hmcdermott@adcogov.org

Larimer County

Erik Nilsson
 2501 Midpoint Drive
 Ft. Collins, CO 80525
 970-498-5310
 970-498-9203 (Fax)
 970-416-1985 EMERGENCY
nilssoed@co.larimer.co.us

Weld County

Roy Rudisill - Director
 1150 O Street
 Greeley, CO 80632
 970-304-6540
 (b) (6) (Cell)
rrudisill@co.weld.co.us

Denver County

Patricia Williams
 1437 Bannock St. – Room 3
 Denver, CO 80202
 720-865-7897
 (b) (6) (Cell)
 720-865-7691 (Fax)
Patricia.williams2@denvergov.org

Sinclair Transportation Company – Emergency Response & Management Manual**Iowa****Lee County**

Steve Cirinna
PO Box 240
Ft. Madison, IA 52627
319-372-4124
(b) (6) (Cell)

Kansas**Johnson County**

Mid-American LEPC
Erin E.S. Lynch
600 Broadway – Ste 300
Rivergate Center
Kansas City, MO 64105
816-474-4240 Ext. 8390
816-421-7758 (Fax)

Missouri**Adair County**

Starr East Jr.
401 North Franklin
Kirksville, MO 63501
(b) (6) (Cell)
660-627-7011 (Fax)
660-665-3734 Emergency Number

Carroll County

Troy Hofstetler
8 South Main Suite 6
Carrollton, MO 64633
660-542-2200
660-542-0621 (Fax)
660-329-2091 Emergency Number

Chariton County

Eric McKenzie
306 S. Cherry St.
Keytesville, MO 65261
(b) (6) (Cell)
660-288-3612 (Fax)
660-288-3460 Emergency Number

Clark County

Jim Sherwood
250 N. Morgan
Kahoka, MO 63445
660-727-2512
660-727-3750 (Fax)
660-727-2911 Emergency Number

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Sinclair Transportation Company – Emergency Response & Management Manual**Jackson County**

Mid-American LEPC
Erin E.S. Lynch
600 Broadway – Ste 300
Rivergate Center
Kansas City, MO 64105
816-701-8390
816-421-7758 (Fax)
816-474-4240 Emergency Number

Knox County

Michael Fox
806 E Broadway
Edina, MO 63537
660-216-6328
660-397-2372 (Fax)
660-342-4664 Emergency Number

Linn County

Gary Redmon
108 N Hish, PO Box 92
Linneus, MO 64653
660-998-0720
(b) (6) (Cell)
660-258-7279 (Fax)
660-895-5312 Emergency Number

Macon County

James Wilson
PO Box 14
Macon, MO 63552
660-384-2830
660-385-1911 Emergency Number

Ray County

Mid America LEPC
Erin E.S. Lynch
Rivergate Center
600 Broadway, Suite 300
Kansas City, MO 64105
816-701-8390
816-421-7758 (Fax)
816-474-4240 Emergency Number

Scotland County

Bryan Whitney
117 S. Market, Suite 3
Memphis, MO 63555
660-465-2106
(b) (6) (Cell)
660-465-7005 (Fax)
660-341-4941 Emergency Number

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Sinclair Transportation Company – Emergency Response & Management Manual**Wyoming****Albany County**

Jeff Bury LEPC Chair
 620 Plaza Court
 Laramie, WY 82070
 307-721-3593
 307-721-3590 (Fax)
jbury@ci.laramie.wy.us

Rick Jansen - Coordinator
 501 E Ivinson Avenue
 Laramie, WY 82070
 307-721-1815
 (b) (6) (Cell)
 307-721-1816 (Fax)
rjansen@co.albany.wy.us

Carbon County

John Zeiger LEPC Chair & Coordinator
 Carbon County EMA
 P.O. Box 6, 924-3rd St.
 Rawlins, WY 82301
 307-328-2750
 (b) (6) (Cell)
 307-328-2760 (Fax)
ccema@carbonwy.com

Converse County

Russ Dalgarn LEPC Chair & Coordinator
 111 Cedar St.
 Douglas, WY 82633
 307-358-6880
 307-358-3348 (Fax)
 (b) (6) (Cell)
russdalgarn@conversecountywy.com

Laramie County

Rob Cleveland LEPC Chair & Director
 3962 Archer Parkway
 Cheyenne, WY 82001
 307-633-4333
 (b) (6) (Home)
 (b) (6) (Cell)
 307-633-4337 (Fax)
rcleveland@laramiecounty.com

Natrona County

Lt. Stewart Anderson LEPC Chair & Coordinator
 Natrona Co. EMA
 Hall of Justice
 201 N. David – 2nd Flr.
 Casper, WY 82601
 307-235-9205 B-PH
 (b) (6) (Home)
 (b) (6) (Cell)
 307-235-9652 (Fax)
 307-235-9300 After hours
andersos@natronacounty-wy.gov

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Sinclair Transportation Company – Emergency Response & Management Manual**Sweetwater County**

Dave Johnson LEPC Chair & Coordinator

Sweetwater Co. EMA

731 C. St., Suite 131, Building A

Rock Springs, WY 82901

307-922-5369

(b) (6) (Cell)

307-352-6829 (Fax)

307-922-5321 (After hours)

johnsond@sweet.wy.us**Platte County**

Rod Settles LEPC Chair

605 10th St.

P.O. Box 966

Wheatland, WY 82201

307-322-2140

(b) (6) (Cell)

rodney.settles@sourcegas.com

Jane Carlson - Coordinator

P.O. Box 966, 800-9th St.

Wheatland, WY 82201

307-322-2140

(b) (6) (Home)

(b) (6) (Cell)

307-322-9571 (Fax)

jccarlson@plattecountywy.org**POLICE, FIRE, SHERIFF, AND OTHER EMERGENCY PERSONNEL BY STATE****Colorado**

City	911 Call Center	Fire Department	Police Department
Aurora	303-627-3136	303-326-8999	303-739-6000
Commerce City	303-288-1535	303-288-0835	303-289-3653
Dacono	970-356-1212	303-833-3896	303-833-3095
Firestone	970-356-1212	303-833-2742	303-833-0811
Fort Collins	970-221-6540 or 970-416-1985	970-221-6570	970-221-6540 or 970-221-6550
Frederick	970-356-1212	303-833-2742	303-833-0811
Johnstown	970-356-1212	970-587-4477	970-587-5555
Loveland	970-667-2151	970-962-2497	970-962-2212
Northglenn	303-288-1535	303-452-9910	303-450-8893
Thornton	303-288-1535	303-538-7602	720-977-5020
Wellington	970-416-1985	970-568-3232	970-221-6550
Windsor	970-356-1212	970-686-2626	970-686-7433

County Sheriff

Adams County..... 303-654-1850

Denver County 720-337-0194

Larimer County..... 970-416-1985

Weld County..... 970-356-4015

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Sinclair Transportation Company – Emergency Response & Management Manual**State Highway Department**

Denver 303-239-4501 (Dispatch for all of CO)

Denver International Airport (DIA)..... 303-342-4200**State Highway Patrol (Entire State CO)**..... 303-239-4500**Iowa**

City	911 Call Center	Fire Department	Police Department
Montrose	319-372-1152	319-463-7479	319-463-7411

County Sheriff

Lee County 319-372-1152

State Highway Patrol

Mt. Pleasant 319-385-8715

Miscellaneous

BNSF Railroad 800-832-5452 Option 1 (24 hours)

Union Pacific Railroad..... 888-877-7267 (Emergency)

Kansas

City	911 Call Center	Fire Department	Police Department
Olathe	913-782-0720	913-971-6333	913-971-7500

County Sheriff

Johnson County 913-791-5800

State Highway Patrol 913-782-8100

Sinclair Transportation Company – Emergency Response & Management Manual

Missouri

City	911 Call Center	Fire Department	Police Department
Baring	660-397-2186	660-892-4201	
Blue Springs	816-228-0150	816-229-2522	816-228-0150
Brookfield	660-258-3385	660-258-3332	660-258-3385
Bucklin	660-258-3385	660-695-3221	660-413-7036
Buckner	816-325-7265	816-650-5811	816-650-3939
Carrollton	660-542-3911	660-542-2178	660-542-3128
Edina	660-397-2186	660-397-3251	660-397-3251
Elmer	660-385-1911	660-825-2332	
Gorin	660-282-3360	660-282-3360	
Grandview	816-316-4902	816-316-4975	816-316-4800
Hardin	816-776-2000	660-398-4537	660-398-4537
Independence	816-325-7265	816-325-7123	816-325-7271
Kahoka	660-727-2911	660-727-3043	660-727-2915
Kansas City	816-513-0900	816-784-9200	816-234-5000
LaPlata	660-385-1911	660-332-4500	660-332-4343
Lee's Summit	816-969-7407	816-969-7407	816-969-1717
Macon	660-385-1911	660-385-6436	660-385-2195
Marceline	660-258-3385	660-376-3556	660-376-2242
Mendon	660-288-3460	660-272-3300	
Norborne	660-542-3911	660-593-3775	660-593-3737
Orrick	816-776-2000	816-496-3902	816-496-5500
Raytown	816-737-6020	816-737-6034	816-737-6100
Revere	660-727-2911	660-948-2441	
Richmond	816-776-2000	816-776-2115	816-776-3575
Rutledge	660-883-5711	660-883-5711	
Wyaconda	660-727-2911	660-479-5560	

County Sheriff

Adair County	660-665-4644
Carroll County	660-542-2828
Chariton County	660-288-3277
Clark County	660-727-2915
Jackson County.....	816-524-4302
Knox County.....	660-397-2186
Linn County	660-895-5312
Macon County	660-385-2062
Ray County	816-290-5323
Scotland County	660-465-2151

State Highway Patrol

Lee's Summit	816-622-0800
Macon.....	660-385-2132

Lake City Ammunition Plant

Maintenance Supervisor, Larry Baker.....	816-796-7312
Outside Maintenance Supervisor, Jerry Lee	816-796-5249
Bldg 45 Ballistics Outdoor Range Manager, Kerry Bricker	816-796-5226
ATK Environmental Engineer Manager	816-796-7206
24 Hour Security (Emergency Access)	816-796-7488 or 7470

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Sinclair Transportation Company – Emergency Response & Management Manual**Wyoming**

City	911 Call Center	Fire Department	Police Department
Bairoil	307-922-5295	307-328-0341	307-324-7070
Casper	307-235-9300	307-235-8402	307-235-8225
Cheyenne	307-637-6524	307-632-5400	307-637-6521
Chugwater	307-322-2140	307-422-3504	307-322-2331
Douglas	307-358-3311	307-351-2696	307-358-3311
Elk Mountain	307-324-2776	307-321-1901	
Evansville	307-235-9300	307-266-5732	307-234-1270
Glendo	307-322-2140	307-735-4242	307-322-2331
Glenrock	307-436-2777	307-436-9745	307-436-2777
Guernsey	307-322-2140	307-836-2424	307-836-2400
Laramie	307-721-2526	307-721-5332	307-721-2526
Mills	307-235-9300	307-234-8481	307-266-4796
Rawlins	307-324-2776	307-328-4596	307-328-4539
Sinclair	307-324-2776	307-324-2000	307-324-3058
Wheatland	307-322-2140	307-322-3445	307-322-2141

County Sheriff

Albany County	307-755-3520
Carbon County	307-324-2776
Converse County	307-358-4700
Natrona County	307-235-9282
Laramie County	307-633-4700
Platte County.....	307-322-2331
Sweetwater County.....	307-922-5300

State Highway Patrol (Entire State) 800-442-9090

State Highway Department

Casper.....	307-473-3200
Cheyenne.....	307-777-4437
Laramie	307-745-2100
Rawlins.....	307-328-4100

Sinclair Transportation Company – Emergency Response & Management ManualTELEPHONE NUMBERS FOR SINCLAIR PERSONNEL
ROCKY MOUNTAIN DISTRICT

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Last	First	Title	Business	Cell	Home
Alvey	Mike	Area Operator – Casper	307-473-2637	(b) (6)	
Babcock	Mark	Engineer	307-234-6434		
Bluth	Barry	District Manager	307-328-3549		
Brown	Jon	Regulatory Compliance Coordinator	307-328-3643		
Caldwell	Rick	Cathodic Protection Technician	307-324-2636		
Candelaria	Edgar	Meter Measurement Technician	307-324-2636		
Chamberlain	Randy	Maintenance Supervisor	307-324-2636		
Culp	Rick	Instrumentation – Electrician	307-324-2636		
Dean	Alan	Maintenance Mechanic	307-324-2636		
Dean	Darla	Office Manager	307-328-3540		
Drew	Becky	Regulatory Compliance Specialist	307-328-3553		
Flack	Chris	Operations Supervisor	307-328-3669		
Hall	Randy	Senior Project Manager	307-473-9097		
Halterman	Bill	Terminal Manager – Denver	303-287-0267		
Hanser	Jeremy	Area Operator – Casper	307-473-2637		
Hartley	Steve	GIS Technician	307-234-6434		
Hartman	Tane	Pipeline Control Supervisor	307-324-2636		
Imler	John	Pipeliner	307-324-2636		
Johansson	Kelly	Maintenance Mechanic	307-324-2636		
Johnson	Tony	Area Operator – Denver	303-288-0927		
Kulmus	Marquard	Equipment Operator	307-324-2636		
Larson	Trevor	Controller	307-324-2636		
Lowder	James	Terminal Operator – Denver	303-287-0267		
Lozano	Castulo	Pipeliner	307-324-2636		
Lucero	Frank	Area Operator – Sinclair/Bairoil	307-324-2636		
Lykins	Seth	Controller	307-324-2636		
McIntosh	Dennis	Instrumentation – Electrician	307-473-2637		
MacManus	Cameron	Tank Inspector	307-321-4320		
May	Ryan	GIS Technician	307-234-6434		
Michel	Ralph	Instrumentation – Electrician	307-262-2450		
Miller	Mike	Pipeliner	307-473-2637		
Moeller	Aron	Project Manager	307-262-7770		
Petersen	Mark	Vice President - Transportation	801-524-2852		
Pettigrew	Michael	Area Operator – Guernsey	307-836-2705		
Prall	Colton	Welder	307-324-2636		
Rodine	Sheila	Administrative Assistant	307-234-6434		
Russell	John	Area Operator - Cheyenne	307-634-2407		
Rutherford	Dan	Area Operator - Cheyenne	307-634-2407		
Schell	Ty	GIS Assistant	307-234-6434		
Smart	Riley	Controller	307-324-2636		
Sowko	Dave	Tank Services Manager/ROW Agent	303-834-0068		
Sugden	Rick	Integrity Engineer	307-324-2636		
Weber	Jerry	Terminal Operator – Denver	303-287-0267		
Wells	Rex	Rocky Mtn. Terminal Manager	303-287-0267		
Willden	Aaron	Controller	307-324-2636		
Wilson	Patrick	Oil Movement Scheduler	307-328-3578		

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Sinclair Transportation Company – Emergency Response & Management ManualTELEPHONE NUMBERS FOR SINCLAIR PERSONNEL
MID-CONTINENT DISTRICT

Last	First	Title	Business	Cell	Home
Burch	Dave	Area Operator - Kansas City	913-233-7357	(b) (6)	
Burch	Phil	Terminal Operator – Kansas City	913-233-7350		
Danielson	Randy	District Manager	660-542-0206		
Dieckmann	Curtis	Terminal Manager – Kansas City	913-233-7350		
England	Mark	Corrosion Technician	660-542-0206		
Germann	Gerry	Office Manager	660-542-0206		
Harris III	Clarence	Terminal Operator - Kansas City	913-233-7350		
Hazen	Phyllis	Administrative Assistant	660-542-0206		
Kerby	Kenny	Maintenance Mechanic	660-542-0206		
Link	Randy	Pipeliners	660-542-0206		
List	Reinhardt	Equipment Operator	660-542-0206		
McWilliams	Dwayne	Welder	660-542-0206		
Miller	Ryan	Operations Supervisor	660-542-0033		
Pickett	Mike	Terminal Manager – Carrollton	660-542-3135		
Ponting	Brett	Area Operator – Carrollton	660-542-0206		
Sanders	Randy	Welder	660-542-0206		
Schneider	Kevin	Terminal Manager – Montrose	319-463-7000		
Shull	Chad	Terminal Operator – Montrose	319-463-7000		
Vandeventer	Lloyd	Maintenance Supervisor	660-542-0206		

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SINCLAIR TRANSPORTATION COMPANY



OSRO CONTRACTS APPENDIX

AGREEMENT FOR RESPONSE SERVICES

THIS MASTER SERVICE AGREEMENT (the "Agreement") is made and entered into this 6th day of **October** 2013, by and between **Sinclair Transportation Company**, a corporation duly incorporated in the State of **Wyoming**, and with a place of business located at **100 East Washington Street Sinclair, Wyoming 82334** (hereinafter "COMPANY"), and **GARNER ENVIRONMENTAL SERVICES, INC.**, a Texas corporation, whose principal office and mailing address is 1717 W. 13th Street, Deer Park, Texas 77536 (hereinafter "CONTRACTOR"). COMPANY and CONTRACTOR shall collectively be referred to herein as the "Parties". "Affiliates" shall mean any corporation, partnership, , division or other legal entity, directly or indirectly, through one or more intermediaries, controlling, controlled by, or under common control with COMPANY, whether foreign or domestic. "COMPANY" as referred to herein shall include COMPANY'S affiliates.

WHEREAS, CONTRACTOR is engaged in the business of providing emergency environmental and/or disaster and/or logistical response services;

WHEREAS, COMPANY owns and operates or has owned or operated or has otherwise assumed responsibility for facilities, functions, and activities that require compliance with federal, state, and local environmental and regulatory requirements; and

WHEREAS, CONTRACTOR can provide response services relating to such environmental and regulatory obligations and is willing to perform such services for COMPANY and its affiliates at all locations, including as disclosed in writing herein;

NOW THEREFORE, in consideration of these premises and the mutual covenants contained herein, the Parties agree as follows:

ARTICLE 1. SCOPE OF SERVICE

CONTRACTOR shall, use its best efforts to, provide to COMPANY, upon COMPANY'S request, emergency environmental and/or disaster and/or logistical response services that may include, but are not limited to, containment, removal, neutralization, decontamination, recovery, cleanup, repackaging, transportation, confined space rescue, remediation and, in certain instances, disposal services relating to hazardous and/or non-hazardous materials and/or substances and/or wastes (the "Services", the "Work" or the "Subject of the Work"). "Waste" or "Wastes" as used herein shall include hazardous materials and non-hazardous materials or substances.

- 1.1. CONTRACTOR operates a (24) hour-per-day, (7) seven-days-per-week emergency response service telephone line at 1.800.424.1716. The COMPANY may call 281.930.1200 to obtain specific or local branch office numbers for the CONTRACTOR. The COMPANY'S representative making the call shall furnish to CONTRACTOR the name and title of the caller, the location of the site needing emergency response services (hereinafter referred to as the "Site" and/or "Worksite"), the hazardous and/or non-hazardous materials involved, and other relevant facts relating to the situation in order that CONTRACTOR may use due diligence to mobilize the available necessary personnel and equipment.
- 1.2. The Parties recognize that, at the commencement of the Work in accordance with this Agreement, the scope of the Work may not be well defined. The Parties agree that, at the commencement of the Work and at frequent intervals, their respective representatives shall consult with each other to review and define the scope of the Work to be performed and outline strategies and approaches to such Work. Regarding the Work:
 - a. The Parties hereby acknowledge that, on occasion, COMPANY personnel may authorize Services and/or Work to be performed by CONTRACTOR based on a verbal order, which

may or may not be confirmed with a written purchase order, service order or work authorization. The Parties hereby agree that on those occasions it is the Parties' intent that CONTRACTOR respond based upon such verbal order and that the COMPANY be bound by the terms and conditions of this Agreement, which shall apply in all respects to the services or Work performed by CONTRACTOR; and

- b. To the extent practicable, COMPANY shall promptly issue to CONTRACTOR a purchase order describing the scope of the Work performed or to be performed and the names of the designated representatives for COMPANY and CONTRACTOR. In the event of a conflict between the terms of such purchase order, service order or work authorization, and the terms of this Agreement, the terms of this Agreement shall prevail.
- 1.3. CONTRACTOR will undertake to obtain and maintain any authorization, classification and/or certification required by applicable federal, state, and/or local laws, regulations and ordinances and to give notice to COMPANY should such authorization, classification and/or certification terminate.
- 1.4. The following exhibits, regardless of whether they are physically attached hereto, are part of this Agreement and are hereby incorporated herein in the form that is current at the time Work is actually performed: **A.** CONTRACTOR'S current Domestic Response Rate Schedule; **B.** Insurance Requirements; **C.** If COMPANY is subject to Oil Pollution Act of 1990 (hereinafter, the "OPA"), CONTRACTOR'S "OPA" Packet (tier level response sheet / letter of intent / Discharge Cleanup Organization Certificate/ Oil Spill Removal Organizations classification / equipment and personnel list); **D.** If applicable by reason of COMPANY'S request for international response services, CONTRACTOR'S current International Response Rate Schedule; and **E.** If applicable by reason of Company's request for disaster, including natural disaster, response services, CONTRACTOR'S current Disaster Response Rate Schedule. **F.** If applicable, COMPANY'S Description of Locations and Affiliates authorized to request CONTRACTOR'S services under this Agreement.

ARTICLE 2. RESPONSIBILITIES OF CONTRACTOR

- 2.1. CONTRACTOR shall provide personnel, labor, materials, tools, equipment, and personal protective equipment (hereinafter "PPE"), and subcontracted items where necessary and/or as requested for the performance and completion of accepted Work.
- 2.2. CONTRACTOR shall take necessary precautions for safety of its employees and shall comply with all applicable provisions of federal, state, and local safety and health laws, rules, and regulations and further shall erect and properly maintain, as required by the conditions and progress of the Work, necessary safeguards for the protection of its employees.
- 2.3. If requested by COMPANY, CONTRACTOR will endeavor to assist COMPANY in obtaining the proper and necessary permits for the Work, subject to on-site conditions and/or applicable rules and regulations; however, CONTRACTOR shall in no way be obligated to satisfy any local, state or federal regulatory reporting requirements that may apply. Provided, however, all required environmental clean-up permits shall be issued in COMPANY'S name.

ARTICLE 3. RESPONSIBILITIES OF COMPANY

- 3.1. COMPANY shall furnish to CONTRACTOR information on the Worksite concerning physical characteristics, soil reports, subsurface investigations, utility and easement locations, and other similar reports or documents (the "Worksite Plans") reasonably needed by CONTRACTOR to perform the Work. Additionally, COMPANY represents that it has superior knowledge of the Worksite and acknowledges that CONTRACTOR does not accept responsibility for any losses, damages, and/or injuries, resulting from an error, inconsistency, or omission in the Worksite

Plans. Where necessary, COMPANY shall furnish information on any body of water or shoreline affected, including charts and maps.

- 3.2. Whether or not COMPANY owns or operates the Worksite, COMPANY shall, prior to commencement of the Work, arrange for, provide for and ensure lawful access to and egress from the Worksite by CONTRACTOR, its employees and subcontractors and their vehicles and equipment.
- 3.3. COMPANY shall furnish to CONTRACTOR current copies of Material Safety Data Sheets (MSDSs) for all hazardous and/or non-hazardous materials that are to be cleaned up at the Worksite.

ARTICLE 4. COMPENSATION

- 4.1. Compensation which shall be payable by COMPANY to CONTRACTOR shall cover and include all overhead, superintendents, labor, use of equipment furnished, and all other cost and expense incurred by CONTRACTOR in the performance of the Work whether or not specifically enumerated in CONTRACTOR'S then current rate schedule(s). COMPANY shall compensate CONTRACTOR for the Work performed for COMPANY pursuant to this Agreement on a time and materials basis as follows:
 - a. For work performed domestically, in accordance with CONTRACTOR'S then current Response Rate Schedule as provided to COMPANY prior to the work, at the time the Work is performed (Exhibit "A");
 - b. For work performed outside the United States, in accordance with CONTRACTOR'S then current International Rate Schedule at the time the Work is performed (Exhibit "D"); and
 - c. For work performed in connection with disasters including natural disasters, in accordance with CONTRACTOR'S then current Disaster Response Rate Schedule (Exhibit "E") , as provided to COMPANY prior to the work.
- 4.2. It is expressly acknowledged and agreed upon by and between the Parties that the rates, terms and conditions set forth within CONTRACTOR'S applicable response rate schedule, as provided to the COMPANY in their form prior to the time Work is actually performed, are incorporated herein for all purposes as if fully copied at length, are part and parcel of this Agreement. CONTRACTOR reserves the right to increase its rates in the applicable response rate schedules during the term of this Agreement effective upon ten (10) days' notice to COMPANY.
- 4.3. CONTRACTOR shall submit periodic invoices to COMPANY for the Work performed pursuant to the verbal request and/or purchase order issued in accordance with Article 1 herein setting forth the total amounts due in accordance with the applicable, then current Response Rate Schedule at the time Work is performed for labor, materials, equipment, subcontract services and other services utilized or incurred in performance of the Work, less such previous payments as have been received for such Work.
- 4.4. COMPANY agrees to pay all amounts invoiced under this Agreement with 30 days of receipt of CONTRACTOR'S invoice, or invoices, in United States Dollars (US \$). COMPANY agrees that COMPANY shall pay to CONTRACTOR interest on past due amounts, from the past due date until paid, at the lessor of 18% per annum or the highest contractual rate allowed by law, COMPANY and CONTRACTOR acknowledging herein that COMPANY shall not pay interest in excess of that allowed by law. COMPANY assumes full responsibility of timely payment to CONTRACTOR regardless of whether COMPANY contends or may contend that any third-party person or entity is responsible or liable, in whole or in part, including but not limited to any insurance carrier of COMPANY. COMPANY agrees to promptly notify CONTRACTOR of any changes to COMPANY'S name, addresses and phone numbers.

- 4.5. All services provided to date by CONTRACTOR to COMPANY and/or its Affiliates are subject to the terms of this Agreement and are to be ratified in accordance with this Agreement.
- 4.6. Should COMPANY request by telephone or in writing CONTRACTOR'S services and, acting on this request, CONTRACTOR mobilizes its equipment and personnel yet COMPANY subsequently terminates this request before services are performed, then COMPANY is obligated to, shall be responsible for, and shall pay for those equipment and personnel charges on a portal-to-portal basis in accordance with CONTRACTOR'S applicable then current Response Rate Schedule at that time.
- 4.7. All payments shall be made by COMPANY to Garner Environmental Services, Inc. at 1717 W. 13th Street, Deer Park, Texas 77536.

ARTICLE 5. INDEPENDENT CONTRACTOR

CONTRACTOR is and shall be, in the performance of all Work, services, and activities under this Agreement, an independent contractor and not an employee, agent, or servant of COMPANY. The relationship between COMPANY and CONTRACTOR (including CONTRACTOR'S employees) shall be in all respects an independent contractor relationship and not an employer/employee or principal/agent relationship.

ARTICLE 6. FORCE MAJEURE

If due to Force Majeure either Party hereto is rendered unable, to carry out its obligations under this Agreement, save and except for COMPANY'S obligation to make timely payments for services or Work performed and CONTRACTOR's obligation to pay a subcontracts, upon such Party giving written notice including full particulars of such Force Majeure to the other Party immediately after the occurrence of the cause relied on, then the obligation of that party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of any inability so caused, but for no longer period and such cause shall, as far as possible, be remedied with all reasonable dispatch. The term "Force Majeure" as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other causes not within the reasonable control of the Party claiming a suspension which by the exercise of due diligence such Party shall not have been able to avoid or overcome. In no event, however, shall the foregoing limit the rights of the COMPANY or CONTRACTOR to terminate this Agreement or the Work as otherwise provided herein.

ARTICLE 7. INDEMNIFICATION

- 7.1. **CONTRACTOR shall indemnify, hold harmless and defend COMPANY, its officers, directors, employees, agents and representatives from and against any and all damages, losses, claims, demands, causes of action, judgments, judgment liens, penalties, and expenses of every kind and character (including attorneys fees, investigation expenses, expert witness fees, judgments, court costs and settlement costs), and other liabilities to the extent of any negligent act or omission or willful misconduct of CONTRACTOR or its Subcontractors pursuant to the Work. CONTRACTOR shall defend claims asserted against the COMPANY hereunder and shall bear all costs and judgments related thereto at its sole expense. COMPANY shall have the right, at its option, to participate in the defense of each such claim without relieving CONTRACTOR of any obligations hereunder.**
- 7.2. **COMPANY SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND CONTRACTOR, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS AND REPRESENTATIVES FROM AND AGAINST ANY ASSERTED CLAIM OF TRESPASS THAT ARISES DIRECTLY OR**

INDIRECTLY AS A RESULT OF THE SERVICES PROVIDED FOR COMPANY BY CONTRACTOR. COMPANY GUARANTEES CONTRACTOR LAWFUL INGRESS TO AND EGRESS FROM THE WORKSITE.

- 7.3. COMPANY shall indemnify, hold harmless and defend CONTRACTOR, its officers, directors, employees, agents and representatives from and against any and all damages, losses, claims, demands, causes of action, judgments, judgment liens, penalties, and expenses of every kind and character (including attorneys fees, investigation expenses, expert witness fees, judgments, court costs and settlement costs), and other liabilities to the extent of any negligent act or omission or willful misconduct of COMPANY in connection with or in any way related to the Work.**
- 7.4. COMPANY shall further indemnify, hold harmless and defend CONTRACTOR, its officers, directors, employees, agents and representatives from and against any and all damages, losses, claims, demands, causes of action, liens, third-party claims, judgments, penalties, and expenses or liabilities of every kind and character, whether sounding in contract, tort or otherwise (including attorneys fees, investigation expenses, expert witness fees, judgments, court costs and settlement costs) arising out of or the following:**
- **Any breach by COMPANY of this Agreement;**
 - **Any negligent act, or omission or willful misconduct of COMPANY in connection with COMPANY'S ownership of or activities on the Worksite ;**
 - **Pre-existing contamination and pollution and the generation of, but not the mishandling of, any waste, pollutant, contaminant, or other substance (whether classified as hazardous or not) at the Worksite;**
 - **Any material error, inconsistency, or omission in the Worksite Plans;**
 - **The discharge, disposal, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or watercourse or body of water not the result of CONTRACTOR'S sole negligent acts or omission that is/are the subject matter of the Work;**
 - **The COMPANY'S strict liability; OR**
 - **Any violation by the COMPANY of the Resource Conservation and Recovery Act, as amended, any liability of the COMAPNY under the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), as amended and similar state laws, the Toxic Substances Control Act, as amended, and other environmental laws, rules and regulations relating to the existence, generation and/or current or future ownership of hazardous and/or non-hazardous substances and wastes or arranging for the disposal of such materials which are the subject matter of the services or Work by CONTRACTOR as directed by the COMPANY.**

COMPANY shall defend claims asserted against CONTRACTOR pursuant to the indemnity provisions contained in Sections 7.2, 7.3 and 7.4 of this Agreement, and shall bear all attorneys' fees, costs and judgments related thereto at its sole expense. CONTRACTOR shall have the right, at its option, to participate in the defense of each such claim without relieving COMPANY of any obligations hereunder.

- 7.5. Both COMPANY and CONTRACTOR each agree to carry insurance in sufficient amounts and types to satisfy their respective indemnity obligations to one another as set forth above. COMPANY and CONTRACTOR hereby agree to exchange Certificates of Insurance upon request.
- 7.6. THE PARTIES' INDEMNITY OBLIGATIONS SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

ARTICLE 8. TITLE

- 8.1. COMPANY agrees that title to waste materials resulting from the cleanup and/or services provided in connection with the subject of the Work will not be transferred to CONTRACTOR. COMPANY further agrees that it is and at all times shall remain the "generator" of such materials for regulatory purposes.
- 8.2. COMPANY understands that COMPANY shall arrange for transportation and/or disposal services. Provided, however, in the event COMPANY requests, and the CONTRACTOR agrees to assist with transportation and/or disposal of waste, COMPANY acknowledges and agrees that COMPANY is the generator, arranger and responsible party for all such waste. COMPANY also agrees to indemnify and hold harmless CONTRACTOR for any further liability related to such waste, including those for cost recovery or contribution under CERCLA or similar state laws or otherwise, except to of CONTRACTOR sole acts or omissions.
- 8.3. COMPANY and CONTRACTOR agree that CONTRACTOR is not and shall not be considered (i) the owner of material, substances, or wastes noted in the Scope of Work; (ii) the operator of a facility; (iii) the generator, storer, or disposer of waste materials; and (iv) to have arranged for the transportation, disposal of any wastes, pollutants, or contaminants by virtue of the performance of this Contract, as those terms are used in the Resource Conservation and Recovery Act, as amended; the CERCLA, as amended; the Toxic Substances Control Act, as amended, or any other federal or state statute or regulation governing the treatment, transportation, storage, or disposal of materials or wastes or liability related thereto.

ARTICLE 9. TERM OF AGREEMENT

The initial term of this Agreement shall be (12) twelve months after the date of execution by all Parties. Thereafter, this Agreement shall be renewed for successive (1) one year terms unless either Party hereto provides written notice to the other Party at least (30) thirty days prior to the expiration date of the Agreement that they do not wish to have the Agreement renewed. Otherwise, either Party hereto may terminate this Agreement only for cause and after a failure to cure such cause within (10) ten calendar days after written notice. "Cause" if asserted by CONTRACTOR means a failure of COMPANY to make payment of an invoice timely, any action or demand by the COMPANY that impairs CONTRACTOR'S ability to perform Work under this Agreement, or any other material breach of this Agreement. "Cause" if asserted by COMPANY means a failure of the CONTRACTOR to perform services or any other material breach of this Agreement. COMPANY shall pay CONTRACTOR any unpaid expenses or fees incurred prior to notification of termination in accordance with Article 4. All rights and obligations of the Parties arising pursuant to this agreement prior to termination shall remain enforceable.

ARTICLE 10. MISCELLANEOUS PROVISIONS

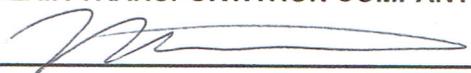
- 10.1. All headings herein are for convenience only and are in no way to be construed as part of this Agreement or as a limitation of the scope of the particular paragraphs to which they refer. The use of pronouns shall not affect the substance herein.
- 10.2. The covenants and agreements contained herein shall apply to, inure to the benefit of, and be binding upon the Parties hereto and upon their respective subsidiaries, affiliates, successors, and assigns. This Agreement shall not be interpreted or deemed to confer rights or benefits on persons not a party hereto.
- 10.3. If any provision of this Agreement is determined or declared by a court of competent jurisdiction to be invalid or otherwise unenforceable, all remaining provisions of the Agreement shall remain in full force and effect. If any part of this Agreement conflicts with any law, that law will control. The part of the Agreement that conflicts with any law will be modified to comply with the law. The rest of the Agreement remains valid.
- 10.4. All Parties acknowledge that the Parties are entering into this Agreement in Harris County, Texas and that, because this agreement has been procured in Harris County, Texas and is being managed and administered from CONTRACTOR'S central office in Harris County, Texas, and because this Agreement is being performed in Harris County, Texas, venue for any dispute arising out of or relating to this Agreement shall be in Harris County, Texas. All Parties agree that the validity, interpretation and performance of this Agreement and the contents herein are to be interpreted and enforced pursuant to the laws of the State of Texas without regard to its conflicts of law rules or principles.
- 10.5. No waiver by either Party of any default by the other Party in the performance of any provision of this Agreement shall operate as or be construed or deemed to be a waiver of any future default, whether alike or different in character.
- 10.6. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one (1) and the same instrument.
- 10.7. This instrument together with all documents described herein constitutes and expresses the entire agreement and understanding between COMPANY and CONTRACTOR, and any modification hereto must be made in writing and agreed to by both Parties; provided, however, that the scope of a particular job and the designation of representatives may be defined, amended, and modified as set forth herein.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

GARNER ENVIRONMENTAL SERVICES, INC.

SINCLAIR TRANSPORTATION COMPANY

By: _____

By:  _____

NEAL OVERSTREET
(Typed/Printed Name)

MARK A. PETERSEN
(Typed/Printed Name)

Title: EXECUTIVE VICE-PRESIDENT

Title: VP

Date: _____

Date: 12/18/13



**RESPONSE RATE SCHEDULE
NORTHERN REGION*
JULY 2013**

**Emergency Response Phone Number
(800) 4-GARNER
(855) 774-1200**

**NORTH DAKOTA OFFICE
14047 Country Lane, Williston, North Dakota 58801
Office/Phone: (701) 577-1200/ (855) 774-1200 Fax: (701) 577-1202**

*Northern Region is defined as EPA Regions 1, 2 (excluding PR and VI), 3, 5, 7, 8, and 10 (excluding AK) as defined by U.S. EPA map (www.epa.gov)

GARNER ENVIRONMENTAL SERVICES, INC.'S RESPONSE RATE SCHEDULE

Garner Environmental Services, Inc. is also referred to herein as "GESI". The person and/or entity (or both) procuring a response service from GESI is collectively referred to herein as "Customer". Reference herein to "rate schedule", "rate sheet" "rate" or "rates" means GESI's rates and terms set forth herein. These terms, rates and conditions of service apply to the services of GESI for Customer. A call for services by a Customer representative and/or a regulatory agency representative on behalf of Customer (a "call-out") will deem Customer's assent to these terms, rates and conditions of service without variance or addition. GESI hereby objects to and rejects any terms in Customer's purchase order or other Customer documents that are different or in addition to these terms, rates and conditions of service and such terms shall not constitute any part of the Agreement between GESI and Customer unless set forth in a written change order signed by both GESI and Customer specifically addressing GESI's Response Rate Schedule. In the event certain itemized rates or terms are negotiated post response, no such itemized post response rates will be allowed to apply retroactively and in order to be effective are subject to the following: the specific varying rates must be reflected in a separate, itemized schedule, i.e., not by entire rate schedule; and the separate, itemized variance in the rate schedule must be signed by both GESI and Customer authorized representatives in a writing bearing either a current date or prospective effective date. GESI's services are provided on a first-come, first serve basis subject to circumstances then existing and GESI reserves the right in its sole discretion to decline services.

INSURANCE The rates include insurance coverage for Worker's Compensation, General Liability/Pollution and Automobile Liability.

REPLACEMENT OF DAMAGED OR CONTAMINATED EQUIPMENT If, during performance of a service and/or services for a Customer, equipment and/or material sustain damage which renders the equipment and/or material beyond repair or renders decontamination impossible, Customer will incur a replacement charge for said equipment and/or material at GESI's cost plus 20% unless said damage was sustained as a result of misuse by GESI personnel.

ROLL-OFF BOXES Roll-Off Box delivery and pickup charges vary according to the distance from the site location. The Rate for roll-off box liners is \$77.00 each. Box Liners are not mandatory, but if the Roll-Off Box requires cleaning at the end of the rental period, the Customer will incur the cleaning charges.

STAND-BY RATES Stand-By Rates will be equal to the Daily Rates in this schedule unless otherwise agreed to in writing on a case-by-case basis. Customer will incur full rate charges for personnel and per diem. For all equipment dedicated exclusively for the Customer's use, whether on site or at an offsite staging location, Customer will incur charges at the full daily rate until decontamination is complete and the equipment is demobilized to the GESI designated location. For each person placed on standby, whether on site or at an offsite location, and who remain dedicated exclusively to Customer's response, Customer will incur charges at full rates for a minimum of eight (8) hours per day as well as full per diem rates, including in the event Customer cancels mobilization after call-out. Customer will incur additional shipment, delivery and freight charges for canceled call-outs.

DAILY RATE Wherever a DAILY RATE is referred to in these rates it means a shift or time period not exceeding twelve (12) hours, i.e. for a twenty-four (24) hour period, Customer incurs charges for two (2) days.

EQUIPMENT DECONTAMINATION / WASHOUT Time and Material charges are portal to portal and will continue through decontamination and/or washout of any and all equipment and personnel used on the job.

LIMITATION OF LIABILITY GESI warrants its services will be performed in a good and workmanlike manner in accordance with industry standards and applicable laws. GESI makes no other representations or warranty of any kind and all other representations and warranties are hereby disclaimed. Notwithstanding anything to the contrary elsewhere, including in any Customer document, policy or agreement, GESI SHALL NOT BE LIABLE FOR DAMAGES CAUSED BY DELAY IN PERFORMANCE, OR NON-PERFORMANCE DUE TO DELAY, REGARDLESS OF THE FORM OR SUBSTANCE OF THE CLAIM OR CAUSE OF ACTION (WHETHER BASED IN CONTRACT, WARRANTY, INFRINGEMENT, NEGLIGENCE, STRICT LIABILITY, TORT, STATED AS DEMURRAGE OR OTHERWISE), and in no event shall GESI be liable to Customer, any Customer agent, or any regulatory agency, for Customer's negligence, fault, omission, willful act, premises liability, strict liability, or status as generator and GESI disclaims any indemnity or hold harmless provision for the benefit of Customer in connection therewith. To the maximum extent allowed by law, GESI's liability to Customer shall not extend to include indirect, special, incidental, consequential or punitive damages under any theory. The term "consequential damages" as used in these Terms shall include, but not be limited to, fines, penalties, loss of anticipated profits, business interruption, loss of use of revenue, cost of capital, loss or damage to property or equipment, loss of reputation, or illness. GESI shall not be liable for damage resulting from delay in performance or for nonperformance directly or indirectly caused by circumstances beyond its reasonable control or other party affected including, but not limited to, acts of God, fires, explosions, floods, war, acts of or authorized by any government, commission, agency or jurisdiction, any accident, labor or storage trouble, or inability to obtain material, equipment or transportation.

TITLE Title to waste materials resulting from the cleanup and/or response services provided to Customer by GESI will not be transferred to GESI. Customer will at all times remain the "generator" of such materials for regulatory purposes. Customer will

remain responsible at all times to arrange for transportation and/or disposal services. Provided, however, in the event Customer requests, and GESI agrees to assist with transportation and/or disposal of waste, Customer agrees and acknowledges that Customer is the generator, arranger, disposer and responsible party for all such waste. Customer retains the risk, responsibility and liability for any claims or allegations related to such waste including those for compliance, enforcement, cost recovery or contribution under RCRA, CERCLA, the Toxic Substances Control Act or similar state laws or otherwise. Notwithstanding GESI's assistance which may be rendered to Customer as set forth above, Customer acknowledges that Customer retains sole responsibility for the storage handling, transportation, treatment, processing, and disposal of any wastes, pollutants, or contaminants that are the subject of GESI's response services for Customer as well as for full compliance with provisions of the Resource Conservation and Recovery Act, CERCLA, the Toxic Substances Control Act, all as amended, and all other applicable federal, state, or local laws, statutes, or regulations governing the treatment, transportation, storage, release or disposal of waste material. Customer acknowledges that GESI is not and will not be considered (i) the owner of material, substances, or wastes noted in the Scope of Work; (ii) the operator of a facility; (iii) the generator, storer, or disposer of waste materials; (iv) to have arranged for the transportation, disposal of any wastes, pollutants, or contaminants by virtue of the performance of response services, or anything contained herein, as those terms are used in the Resource Conservation and Recovery Act, CERCLA, the Toxic Substances Control Act, all as amended, or any other federal or state statute, law or regulation governing the treatment, transportation, storage, or disposal of materials or wastes or liability related thereto.

SUBCONTRACT SERVICES / THIRD-PARTY SERVICES When GESI's equipment is available, Customer will incur charges for said equipment at rates published herein. For any item that is identified on this GESI rate schedule and which GESI acquires through or from a third party vendor or supplier, Customer will incur charges at the higher of GESI's rates or GESI's cost plus a 20% handling charge. Customer will incur a 20% handling charge for all shipping and transportation of equipment, materials and goods regardless of whether such equipment, materials and goods appear on GESI's rate schedule. In addition, for all items not listed on GESI's rate schedule, including but not limited to personnel, equipment, materials and goods, laboratory services, testing services, damage waivers and other services, Customer will incur charges at GESI's cost plus a 20% handling charge. Cost, as used herein, is defined as the amount invoiced to GESI by a third-party supplier of goods and/or material and/or labor and/or equipment and/or services.

TAXES All domestic federal, state and municipal taxes, except income taxes and ad-valorem taxes, now and hereinafter imposed with respect to services rendered, to rental equipment, to the processing, manufacture, repair, and to the delivery and transportation of equipment and supplies will be added to and become part of the total charges incurred by the Customer. If a Customer claims an exemption from payment of Sales and Use Tax, the Customer will be required to render an Exemption Certificate or a Resale Certificate to Garner Environmental Services, Inc. for said exemption to apply to the services rendered. If for any reason the services rendered result in the assessment of foreign income taxes, excise taxes, duty or other fees alleged as owing to a foreign state or government, the Customer will pay directly the amount of any assessment or fee. In the event GESI pays any such foreign tax or fee, Customer will promptly reimburse GESI upon GESI's written notice to Customer setting forth the amount.

PAYMENT TERMS Customer incurred charges will be reflected on a GESI invoice, whether one or more. The term of payment for all invoices is *Net Payment Due Immediately Upon Receipt of Invoice in United States Dollars (US \$)*. Customer will incur late charges at the lesser of eighteen percent (18%) per annum or the maximum amount allowed by law on the balance of any invoice not timely paid from date of delinquency until fully paid. Customer is obligated to make payment to Garner Environmental Services, Inc. at its principal office at 1717 West 13th Street, Deer Park, TX 77536 in Harris County, Texas. Customer will remain liable to pay all invoiced amounts regardless of insurance or third party claims and/or adjustments or offsets proposed whether by: third party and/or customer insurance adjusters; customer quality assurance personnel; customer third party management auditors; and/or similarly employed personnel whether employed by Customer or procured on an hourly or commission basis or both. Customer will incur additional charges in an amount not less than that which corresponds to amounts withheld as a result of adjustments taken in Customer's discretion or items proposed to be disallowed on behalf of Customer by third party negotiators, customer quality assurance personnel, third party management, auditors and the like.

PLACE OF PERFORMANCE The procurement of Garner Environmental Services, Inc.'s services may not be in the same county or state as the work site area. Customer is obligated to make payment to Garner Environmental Services, Inc. in Harris County, Texas for services provided. Because this agreement has been procured in Harris County, Texas and is being managed and administered from Garner Environmental Services, Inc.'s principle office in Harris County, Texas, this agreement is being performed in Harris County, Texas. The validity, interpretation and performance of the services and payment and the contents herein are to be interpreted and enforced pursuant to the laws of the State of Texas, without regard to its conflicts of law rules, and any suit in connection herewith will be filed in Harris County, Texas.

PERSONNEL

Experienced consulting, supervisory, technical instructor and equipment operating personnel are available for complete emergency spill response and spill cleanup operations and vacuum service, 24 hours a day, 7 days a week. Straight time rates will be billed from 0800 (8:00 a.m.) through 1600 (4:00 p.m.) daily, Monday through Friday. All other non-holiday hours worked, including Saturday and Sunday will be billed at the Overtime rate. DOUBLE TIME RATES will be charged for all Garner recognized Holidays which include Christmas Day, New Year's Day, Memorial Day, Fourth of July, Labor Day, and Thanksgiving Day. When these holidays fall on a weekend, the nearer weekday will be charged at the Overtime rate.

Personnel charges are not included in Motorized/Automotive Equipment Rates. Personnel labor rates are charged portal to portal and invoiced in accordance with GESI service receipts (from mobilization through demobilization, service, repair and restocking of vehicles and equipment used in the performance of the services for Customer), with a 4-Hour Minimum Service Charge on All Labor Call-Outs.

SUBSISTENCE AND PER DIEM Customer will incur charges for subsistence/per diem for all employees performing work at the rate of \$15.00 per hour, per person, or at the minimum rate of \$200.00 per person when the work is performed 75 miles and more from the employee's normally assigned Garner Environmental Services, Inc. office in Williston, ND. Customer will incur charges for employee travel to and from the work site on the basis of Garner Environmental Services, Inc.'s incurred costs plus 20% for all commercial transportation. When working in high cost areas as defined by U.S. Government Travel Regulations, travel, lodging and per diem rates may increase. When work is performed in an area that has unusually high lodging/meal rates due to outside issues or governmental regulations GESI reserves the right to increase the daily per diem to a fair and reasonable rate in order to cover lodging and meals.

SAFETY GESI reserves the right to mobilize one or more qualified safety officers to any response project to oversee the safety of GESI's work. The quantity of safety officers mobilized to a particular project will depend on the scope of work to be performed and the necessity for safety personnel in each work location or zone. Safety officers will remain on the job to work with GESI response personnel for the duration of the project, or until it is mutually agreed upon by GESI management and authorized Customer representatives that these services are no longer required.

MISCELLANEOUS SUPPORT SERVICES In the event Garner Environmental Services, Inc. responds to a request from a governmental agency and/or third party and/or Customer and/or on behalf of Customer for record gathering and/or audit and/or litigation support services, including but not limited to testifying at any proceeding, deposition, hearing or trial, and whether during the performance of services or any time after, Customer will incur charges for the time and labor of personnel provided and/or requested and/or required, payable to GESI in accordance with the payment terms herein, in the amount(s) corresponding to the personnel designation in this rate sheet as well as for reasonable expenses incurred as a result, including for transportation, parking and/or lodging, if necessary. Additional PPE not listed site specific or specialty training may be billed to Customer at GESI's cost plus 20% when required for scope of work at Customer's request.

PERSONNEL	Hourly Rate	
	Regular	Overtime
Project/Operations Manager	\$ 150.00	\$ 225.00
Health & Safety Manager	\$ 118.75	\$ 178.13
Site Manager/Superintendent	\$ 110.00	\$ 165.00
Site Safety Officer	\$ 79.00	\$ 118.50
Zone Manager	\$ 100.00	\$ 150.00
Project Accountant	\$ 80.00	\$ 120.00
Disposal Coordinator	\$ 80.00	\$ 120.00
Resource Coordinator	\$ 75.00	\$ 112.50
Clerk	\$ 55.00	\$ 82.50
Supervisor	\$ 87.00	\$ 130.50
Foreman	\$ 74.00	\$ 111.00
Technician	\$ 55.00	\$ 82.50
Operator, Equipment	\$ 66.00	\$ 99.00
Operator, Response Equipment	\$ 66.00	\$ 99.00
Mechanic	\$ 105.00	\$ 157.50
Per Diem/Subsistence within 74 miles of response office	\$ 15.00	\$ 15.00
Per Diem/Subsistence 75 or more miles from response office - minimum	\$ 200.00 Per Day	

HAZ-MAT	Regular		Overtime	
	Haz-Mat Surcharge: Haz-Mat surcharge applies per each person on job per each hour on job in addition to base hourly rate (whether regular or overtime, as applicable) when the material being dealt with has a hazard rating of two or greater on the NFPA 704 labeling system or hazardous material identifying system, or if a job requires the use of respiratory protection, regardless of whether or not the personnel are actually working in the exclusion zone.	\$ 25.00	\$ 25.00	

RESCUE	Regular		Overtime	
	Rescue Supervisor	\$ 114.00	\$ 171.00	
Rescue Technician	\$ 78.00	\$ 117.00		

MOTORIZED/AUTOMOTIVE EQUIPMENT

Motorized/Automotive Equipment Rates Do Not Include Personnel Charges. GESI will provide automotive equipment to transport personnel, equipment and materials as needed for the duration of the project. Motorized/Automotive equipment hourly rates are charged portal to portal (from mobilization through demobilization and decontamination), with a minimum charge of four (4) hours per item on all call-outs, through decontamination and/or washout of any and all equipment. Daily rates are not prorated. Motorized/Automotive equipment rates do not include toll charges traveling to and from job (decon, etc), which charges Customer will incur at GESI's cost plus 20%. Vehicle mileage, not exceeding 100 miles per day, is included in the day rate price for each vehicle. For vehicle mileage in excess of 100 miles per day, Customer will incur charges in the amount of \$1.00 per mile for pickups and cars, and \$2.00 per mile for all others, including DOT vehicles. Motorized Equipment rates, (i.e., other than pickups, cars and DOT vehicles) do not include fuel and Customer will incur fuel charges. A fuel surcharge will be added for all Motorized and Automotive Equipment based on the Hourly/Daily Equipment/Vehicle rate pursuant to the index on diesel cost per gallon as reported by the Department of Energy EIA Retail On-Highway Diesel Prices at www.eia.gov/petroleum/gasdiesel (GESI is not responsible for the information provided). "Daily" rate means a shift or period not exceeding twelve (12) hours. During extreme temperatures, to prevent stationary equipment from freezing, Customer will incur "idling" charges at half the hourly or daily rate, as applicable. Fuel surcharge(s) will be invoiced as a separate line item.** The fuel surcharge percentage is adjusted every Monday of each week based upon the weekly U.S. National Average. The fuel surcharge chart provided (up to \$7.00) shows how surcharges are calculated based on fuel price range, i.e., if fuel rises above \$7.00, the fuel surcharge continues to increase 0.5% for every \$0.05 increase in fuel price.

Fuel Surcharge Table (prices per gallon)

At Least	But Less Than	Surcharge
\$2.95	\$3.00	18.50%
\$3.00	\$3.05	19.00%
\$3.05	\$3.10	19.50%
\$3.10	\$3.15	20.00%
\$3.15	\$3.20	20.50%
\$3.20	\$3.25	21.00%
\$3.25	\$3.30	21.50%
\$3.30	\$3.35	22.00%
\$3.35	\$3.40	22.50%
\$3.40	\$3.45	23.00%
\$3.45	\$3.50	23.50%
\$3.50	\$3.55	24.00%
\$3.55	\$3.60	24.50%
\$3.60	\$3.65	25.00%
\$3.65	\$3.70	25.50%
\$3.70	\$3.75	26.00%
\$3.75	\$3.80	26.50%
\$3.80	\$3.85	27.00%
\$3.85	\$3.90	27.50%
\$3.90	\$3.95	28.00%
\$3.95	\$4.00	28.50%
\$4.00	\$4.05	29.00%
\$4.05	\$4.10	29.50%
\$4.10	\$4.15	30.00%
\$4.15	\$4.20	30.50%
\$4.20	\$4.25	31.00%
\$4.25	\$4.30	31.50%
\$4.30	\$4.35	32.00%
\$4.35	\$4.40	32.50%
\$4.40	\$4.45	33.00%
\$4.45	\$4.50	33.50%
\$4.50	\$4.55	34.00%
\$4.55	\$4.60	34.50%
\$4.60	\$4.65	35.00%
\$4.65	\$4.70	35.50%
\$4.70	\$4.75	36.00%
\$4.75	\$4.80	36.50%
\$4.80	\$4.85	37.00%
\$4.85	\$4.90	37.50%
\$4.90	\$4.95	38.00%
\$4.95	\$5.00	38.50%

At Least	But Less Than	Surcharge
\$5.00	\$5.05	39.00%
\$5.05	\$5.10	39.50%
\$5.10	\$5.15	40.00%
\$5.15	\$5.20	40.50%
\$5.20	\$5.25	41.00%
\$5.25	\$5.30	41.50%
\$5.30	\$5.35	42.00%
\$5.35	\$5.40	42.50%
\$5.40	\$5.45	43.00%
\$5.45	\$5.50	43.50%
\$5.50	\$5.55	44.00%
\$5.55	\$5.60	44.50%
\$5.60	\$5.65	45.00%
\$5.65	\$5.70	45.50%
\$5.70	\$5.75	46.00%
\$5.75	\$5.80	46.50%
\$5.80	\$5.85	47.00%
\$5.85	\$5.90	47.50%
\$5.90	\$5.95	48.00%
\$5.95	\$6.00	48.50%
\$6.00	\$6.05	49.00%
\$6.05	\$6.10	49.50%
\$6.10	\$6.15	50.00%
\$6.15	\$6.20	50.50%
\$6.20	\$6.25	51.00%
\$6.25	\$6.30	51.50%
\$6.30	\$6.35	52.00%
\$6.35	\$6.40	52.50%
\$6.40	\$6.45	53.00%
\$6.45	\$6.50	53.50%
\$6.50	\$6.55	54.00%
\$6.55	\$6.60	54.50%
\$6.60	\$6.65	55.00%
\$6.65	\$6.70	55.50%
\$6.70	\$6.75	56.00%
\$6.75	\$6.80	56.50%
\$6.80	\$6.85	57.00%
\$6.85	\$6.90	57.50%
\$6.90	\$6.95	58.00%
\$6.95	\$7.00	58.50%

**At GESI's discretion, in the alternative to a fuel surcharge, Customer will incur flat-rate fuel charges at GESI's cost plus 20%.

MOTORIZED / AUTOMOTIVE EQUIPMENT**Hourly Rate**

Hydro Excavator	\$	200.00
Roll Off Truck, Straight Truck	\$	100.00
Vacuum Tank, 70 bbl self contained, demountable system	\$	90.00
Vacuum Truck, 70 bbl Capacity (Includes 100 ft of hose)	\$	100.00
Vacuum Truck, 70 bbl Capacity, (Haz-Mat) (Includes 100 ft hose)	\$	155.00

Daily Rate

15 Passenger Van	\$	425.00
ATV Utility Trailer	\$	75.00
ATV, 4-Wheel	\$	400.00
Backhoe / Loader	\$	600.00
Garner Master Command Trailer, 48' (separate generator and fuel charges apply)	\$	1,800.00
MCC #1 Mobile Command Trailer (separate generator and fuel charges apply)	\$	300.00
Pick-Up Truck, 2 ton with Heavy Haul Gooseneck Trailer	\$	425.00
Pick-Up Truck, 4x4	\$	275.00
Skid-Steer Loader	\$	450.00
Skid-Steer Snow Blade Attachent	\$	250.00
Trailer, Box 48'	\$	200.00
Trailer, Box 53'	\$	300.00
Trailer, Haz-Mat Response	\$	400.00
Trailer, Non Haz-Mat Response	\$	300.00
Trailer, Rescue/Emergency Response	\$	250.00
Trailer, Utility	\$	75.00
UTV, 4-Wheel Utility Vehicle (Side by Side)	\$	400.00

MARINE EQUIPMENT**Daily Rate**

18'-22' Single engine boat	\$	450.00
Barge Boat, 24'-28'	\$	950.00
Flat Boat, 14' to 16' w/motor	\$	300.00
Flat Boat, 14' to 16' w/o motor	\$	150.00
Pontoon Boat w/motor	\$	400.00
Response Boat, 24' - 27'	\$	1,350.00
Response Boat, 28' -30'	\$	1,450.00

CONTAINMENT BOOM**Daily Rate**

Anchor buoys/markers	\$	20.00
Boom Anchor, 18 b.	\$	55.00
Boom Anchor, 22 b.	\$	60.00
Boom Anchor, 40 b.	\$	175.00
Boom Anchor, 65 b.	\$	275.00
Boom Anchor, 85 b.	\$	400.00
Boom Lights	\$	20.00
Containment Boom, 18", Per foot	\$	2.50
Mini-Boom, Per foot	\$	1.10

SKIMMERS**Daily Rate**

Disk Oil Skimmer (Includes power pack)	\$	3,250.00
Drum Skimmer Double 36" Drum (includes Compressor)	\$	985.00
Drum Skimmer, 24" Drum (Includes Compressor)	\$	635.00
Drum Skimmer, 36" Drum (Includes Compressor)	\$	785.00
Drum Skimmer, 36" Drum (includes Hydraulic Power Pack)	\$	1,100.00
Oleophilic Pad Replacement, Marco Skimmer		Cost Plus 20%
Weir Skimmer	\$	150.00
Skimmer, Acme Mdl 39-T, Vacuum / or Douglas Engineering Skim Pak	\$	150.00
Skimmer, Marco, "Harbor 28"	\$	5,000.00
Skimmer, Marco, "Sidewinder 14" (Includes power pack)	\$	4,200.00
VSP Screw Pump Skimmer	\$	2,700.00

SORBENT MATERIAL	Unit Rate
Boom, Sorbent, 5"	\$ 145.00
Boom, Sorbent, 8"	\$ 210.00
Clean B	\$ 45.00
Floor Dry Clay Based Absorbent	\$ 20.00
Floor Gator, Granular, 50 lb bag	\$ 55.00
Industrial Rug, Sorbent, 36" x 150'	\$ 288.30
Oil Gator, 30 lb bag	\$ 58.00
Oil Hawg	\$ 45.00
Pad, Sorbent, 100 pad bale	\$ 110.00
Pad, Sorbent, Universal, Gray, 17" x 19" x 3/8", 100 pad bale	\$ 148.00
Peat Moss Sorbent, 2 cf x 20 lb bag	\$ 47.00
Roll, Sorbent, 1 roll bale	\$ 154.30
Snare Boom, Viscous Oil, 100'	\$ 186.50
Snare Boom, Viscous Oil, 50'	\$ 73.75
Snare, Viscous Oil	\$ 60.00
Sorbent, All-Purpose, Oil-Dry	\$ 22.90
Sphag Sorb, 2 cf x 24 lb bag	\$ 52.25
Stardust	\$ 95.00
Sweep, Sorbent, 1 sweep bale	\$ 130.60
Zorbent, Absorbent Material	\$ 72.50

HAZ-MAT EQUIPMENT	Daily Rate
Betz Emergency Off-Loading Valve	\$ 650.00
Cylinder Refill, Nitrogen, Each	\$ 60.00
Decontamination Kit (Pool, Brush, Bucket, Soap), Each	\$ 65.00
Dome Lid Clamps	\$ 100.00
Vacuum Cleaner, Stainless Steel, Mercury, HEPA	\$ 250.00

PUMPS AND HOSES	Daily Rate
ADS Hose	\$ 3.50 Per Foot
Compressor, Air, 11.8 cfm, 90 psi output + fuel (GES Owned)	\$ 185.00
DC Pump, on Dolly	\$ 200.00
Hose, Air ¾ x 50'	\$ 65.00
Hose, Air 1" x 50'	\$ 50.00
Hose, Chemical Resistant, 2"	\$ 10.00 Per Foot
Hose, Chemical Resistant, 3"	\$ 2.00 Per Foot
Hose, Chemical Resistant, 4"	\$ 3.00 Per Foot
Hose, Fire, 50' section	\$ 75.00
Hose, Industrial/water	\$ 50.00
Hose, Suction/Discharge, 2"	\$ 2.25 Per Foot
Hose, Suction/Discharge, 3"	\$ 2.50 Per Foot
Power Pack, Hydraulic, 50 hp or less	\$ 500.00
Pump, 1" Poly Diaphragm/Stainless	\$ 200.00
Pump, 2" Blackmere Vane, (Hydraulic)	\$ 400.00
Pump, 2" Diaphragm	\$ 225.00
Pump, 2" Stainless Steel Diaphragm	\$ 300.00
Pump, 3" Diaphragm	\$ 350.00
Pump, 3" Diaphragm, Diesel	\$ 425.00
Pump, 3" Diaphragm, Stainless	\$ 450.00
Pump, Hand Plastic, Each	\$ 35.00
Pump, Wash (with suction & discharge hose & nozzle)	\$ 150.00
Rebuild Kit, Diaphragm Pump, Each	\$ 550.00
SP-30, 3"/6" Submersible Pump with Crane and Jetter Head, per Hour	\$ 400.00

MONITORING EQUIPMENT**Daily Rate**

		Daily Rate
4-Gas Meters	\$	125.00
5-Gas Meters	\$	125.00
Benzene Tubes, Each	\$	11.00
Black Light, Mercury Detection	\$	40.00
Chemsticks	\$	15.00
Coconut Charcoal VOC Sampling Tubes	\$	5.00
Colorimetric Tube Hand Pump	\$	30.00
Crowcon Monitor, 5 gas	\$	150.00
Drager CMS Unit	\$	300.00
FID Detector Hydrogen Refill	\$	100.00
FID Detector, Handheld	\$	200.00
Hamby Soil Sampling Test, Each	\$	45.00
HCL Monitor	\$	150.00
Infrared Thermometer	\$	50.00
Intrinsically Safe Thermometer (laser)	\$	15.00
Jerome Mercury Vapor Analyzer	\$	225.00
Personal H2s Monitor	\$	25.00
ph Meter	\$	50.00
ph Strips Box	\$	25.00
Photoionization Detector (PID), MiniRae	\$	110.00
Photoionization Detector, Ultra (PID), Ultra MiniRae	\$	110.00
Quad Gas Calibration Gas – One (1) Calibration	\$	30.00
Radiation Monitor	\$	110.00
Single Calibration Gas – One (1) Calibration	\$	20.00
Smart Strips	\$	35.00
Tedlar Bag w/Stainless Fittings – 1 Liter	\$	26.00
Tedlar Bag w/Stainless Fittings – 5 Liter	\$	40.00
VOC Tubes, Each	\$	11.00

RESCUE EQUIPMENT**Daily Rate**

		Daily Rate
Air Horn 6"	\$	25.00
Confined Space Rescue Kit	\$	375.00
Coppus Blower	\$	75.00
Harness, Safety, w/lanyard	\$	90.00
Replacement of Equipment		Cost Plus 20%
Retrieval, System Tripod	\$	175.00
Safety Lifeline	\$	45.00

RESPIRATORY PROTECTION**Unit Rate**

		Unit Rate
Air Regulator, Daily	\$	60.00
Breathing Air Cylinder, Daily	\$	30.00
Breathing Air Cylinder Refill		Cost Plus 20%
Breathing Air Hose, 50' Section	\$	65.00
Cart, Air w/two Air Cylinder	\$	95.00
Escape Mask, Daily	\$	60.00
Escape Pack, Daily	\$	155.00
Full-Face Respirator (includes first Cartridge set), Daily	\$	60.00
Half-Face Respirator (Organic Mask, Disposable), Each	\$	38.00
Half-Face Respirator w/o cartridges, Each	\$	25.00
Respirator Cartridge, HEPA, Each	\$	25.00
Respirator Cartridge, HEPA/OV/AG, Pair	\$	50.00
Respirator Cartridge, Mercury Vapor, Pair	\$	50.00
Self-Contained Breathing Apparatus (SCBA), Daily	\$	225.00
Self-Contained Breathing Apparatus (SCBA) Refill	\$	35.00

PERSONAL PROTECTIVE EQUIPMENT**Unit / Daily Rate**

	Unit / Daily Rate
Boot, Chemical, NFPA Approved, Pair	\$ 90.00
Boot, Rubber, Steel-toe, Pair	\$ 45.00
Boot, Tingley, Pair	\$ 135.00
Booties, Latex, Pair	\$ 7.00
Boots, Insulated Cold Weather, Daily	\$ 35.00
Bunker Gear (Pants, Coat, Gloves, Helmet, Boots), Daily	\$ 300.00
Chest Waders, Daily	\$ 75.00
Cool Vest, Daily	\$ 50.00
Glove, "Black Knight", (PVC) Pair	\$ 5.00
Glove, Butyl, Pair	\$ 25.00
Glove, Insulated Leather, Pair	\$ 25.00
Glove, Insulated Nitrile Outer, Pair	\$ 25.00
Glove, Latex, Sample, Pair	\$ 1.00
Glove, Leather, Pair	\$ 15.00
Glove, Liner, Cotton, Pair	\$ 1.50
Glove, Natural Rubber, Pair	\$ 8.00
Glove, Neoprene, Pair	\$ 9.00
Glove, Nitrile, Inner, Pair	\$ 1.00
Glove, Nitrile, Outer, Pair	\$ 8.00
Glove, Viton, Pair	\$ 75.00
Level B, Fully Encapsulated CPF 4 Types, Each	\$ 200.00
Level B w/ CPF 4	\$ 300.00
Level C w/ CPF 3	\$ 75.00
Level C w/ CPF 4	\$ 120.00
Level C, w/ CPF 1,2	\$ 60.00
Level D (hardhat, gloves, boots, safety glasses & hard hat)	\$ 45.00
Level D, Cold Weather (boots, gloves, jacket and pants)	\$ 75.00
Life Jacket, Daily	\$ 15.00
Road Safety Vest, Daily	\$ 5.00
Safety Goggles/Glasses, Each	\$ 8.00
Slicker Suit, Rain, Each	\$ 25.00
Suit, Acid, Each	\$ 75.00

CHEMICALS**Unit Rate**

	Unit Rate
A+ Microbes, 1 lb	\$ 57.50
B Microbes, 1 lb	\$ 57.50
Biodegradable Degreaser, per gallon	\$ 65.00
Degreaser/Solvent, 1 gl container	\$ 46.35
Dry Booster, 1 lb	\$ 57.50
Eco-Bionic, Spill Control Liquid, per gallon	\$ 150.00
Micro-Blaze Out, Firefighting Agent, 5 gl pail	\$ 230.00
Micro-Blaze, Emergency Liquid Spill Control, 250 gl tote	\$ 11,800.00
Micro-Blaze, Emergency Liquid Spill Control, 5 gl bucket	\$ 190.00
PES-51, Organic Bio-Cleanser, Oil Release Agent, 1gal container	\$ 84.00
PES-51, Organic Bio-Cleanser, Oil Release Agent, 5 gal bucket	\$ 420.00
PES-51, Organic Bio-Cleanser, Oil Release Agent, 55 gal drum	\$ 4,470.50
Petro-Clean, Spill Control Liquid, 250 gl tote	\$ 9,875.00
Petro-Clean, Spill Control Liquid, 300 gl tote	\$ 11,990.00
Petro-Clean, Spill Control Liquid, 5 gl pail	\$ 250.65
Petro-Clean, Spill Control Liquid, 55 gl drum	\$ 2,562.50
Soda Ash, Dense, 50 lb bag	\$ 42.80
Sodium Bicarbonate, 50 lb bag	\$ 39.20
Sodium Hypochlorite, Liquid, 1 gl	\$ 4.10
Z Microbes, 1 lb	\$ 57.50

STORAGE	Unit / Daily Rate
20 Yard Roll-Off Vacuum Box, Daily	\$ 125.00
20-25 Yard Roll-Off Box with splash guard and water tight seal, Daily	\$ 25.00
Box Liner, Roll-Off Box , Each	\$ 77.00
Drum Labels, Each	\$ 1.00
Drum Liner, Plastic Bag, 55 gl x 6 ml, 50 per roll, Each	\$ 105.00
Drum Liner, Plastic Bag, 55 gl x 6 ml, Each	\$ 3.00
Drum, Poly, 5 gl, w/lid, Each	\$ 16.10
Drum, Poly, O/H, Nestable, w/fittings, 55 gl, Each	\$ 85.00
Drum, Poly, O/H, w/fittings, 55 gl, Each	\$ 85.00
Drum, Poly, Overpack, 110 gl, Each	\$ 350.00
Drum, Poly, Overpack, 95 gl, Each	\$ 250.00
Drum, Poly, Overpack, 95 gl, Metric, Each	\$ 327.50
Drum, Poly, T/H, w/bungs, 55 gl, Each	\$ 85.00
Drum, Steel, O/H, 55 gl, Each	\$ 85.00
Drum, Steel, Overpack, 110 gl, Each	\$ 670.30
Drum, Steel, Overpack, 85 gl, Each	\$ 225.00
Drum, Steel, T/H, 55 gl, Each	\$ 85.00
Secondary Containment Pool, 20' x 40' each	\$ 110.00
Secondary Containment Pool, 70' x 30' each	\$ 210.00
Snow Melt Roll-Off Box	\$ 75.00
Tote, Poly, 300 gl Replacement Each	\$ 370.00
Tote, Poly, 300 gl, Daily	\$ 45.00

SAMPLING AND TESTING EQUIPMENT AND SUPPLIES	Unit Rate
Drum Thief Sampling Tubes	\$ 22.00
Haz-Cat Sampling Kit, per test	\$ 45.00
Hydrocarbon Test Kit	\$ 53.00
Lab Analysis, Accredited Third Party	Cost Plus 20%
Mercury Test Kit	\$ 245.00
PCB Wipe Test Kit	\$ 40.00
pH Paper (Roll or Box)	\$ 25.00
Pipettes, Glass	\$ 2.50
Sample Bomb	\$ 130.00
Sample Jars	\$ 7.00
Sample Storage	\$ 18.00
Shippers, Sample Jar (plus postage)	\$ 55.00
Soil Sampling Kit	\$ 45.00

MISCELLANEOUS EQUIPMENT**Daily Rate**

Antiviral Disinfectant Fogger	\$	150.00
Back-Pack Blower	\$	85.00
Camera, Digital	\$	50.00
Chain Saw	\$	95.00
Chemical, Tape Roll	\$	35.00
Communications Package (cell phone & computer) per 10 people	\$	50.00
GPS, Hand Held, Per Unit	\$	25.00
Drum Crusher	\$	350.00
Drum Dolly	\$	35.00
Drum Pump, Poly	\$	25.00
Drum Sling	\$	25.00
Drum, Grabber Forklift Attachment	\$	150.00
Eye Wash Station	\$	40.00
Formal Job Report with photos (max. 27 exposures)	\$	350.00
Photo-Processing, Each Frame	\$	2.50
Generator, 4 kw	\$	150.00
Hand Tool (Pitch Fork, Rake, Shovel, Squeegee, etc)	\$	17.00
Ladder (Extension)	\$	55.00
Ladder (straight, Rope, Folding)	\$	45.00
Pallet Jack	\$	60.00
Pressure Washer, Hot water, 3000 PSI	\$	350.00
Saw, Air Powered	\$	75.00
Saw, Portable	\$	75.00
Scare Cannon plus Fuel	\$	60.00
Sewer Plug	\$	100.00
Sprayer, Pump, Hand-Held	\$	30.00
Stainless Steel Stinger, 2"	\$	50.00
Vacuum Cleaner, Wet/Dry	\$	50.00
Weed Eater, Commercial	\$	120.00
Whee barrow	\$	25.00

MISCELLANEOUS MATERIAL**Unit Rate**

Air Tools, each per day	\$	50.00
Barricade Tape, Roll each	\$	23.10
Break Area (tent, bench, chairs, ice chest) Day per break area	\$	150.00
Duct Tape, 2" x 60 yd each	\$	11.10
Epoxy Stick, Sealant each	\$	12.00
Face Shield with Bracket	\$	35.00
Grounding Kit	\$	50.00
Portable Heaters, Each (plus fuel)	\$	35.00
Rags/Wipes, Colored, 50 b box each	\$	52.50
Rope, Cotton, 1/4" x 100' each	\$	28.00
Rope, Polypro, 1/2" x 600' each	\$	79.00
Rope, Polypro, 1/4" x 600' each	\$	40.00
Traffic Safety Cone (Each)	\$	8.50
Visquine Sheeting, 20' x 100' x 6 ml each	\$	110.00



ALLIED INTERNATIONAL EMERGENCY, LLC.

ENVIRONMENTAL SERVICES CONTRACT

This Contract ("Contract") is effective as of the June 30, 2012, by and between Allied International Emergency, LLC., ("Contractor" or "AIE") and Sinclair Transportation Company, ("Customer").

WHEREAS, Customer desires to establish procedures by which it may expeditiously engage the services of AIE to perform hazardous materials emergency response services, oil spill response, engineering, consulting, and remediation services; and

WHEREAS, AIE desires to establish procedures by which it may expeditiously engage to perform hazardous materials emergency response services, oil spill response, engineering, consulting, and remediation services for Customer. The undersigned parties hereby agree as follows:

1. **Contract Term.** This Contract shall apply for the applicable term indicated below:
- Single project as specified in the attached work order.
 - Through period ending on the 20th day of June, 2015.

When no option is selected above, the contract will remain in effect for one (1) year from the date hereof and shall continue on a year to year basis unless either Party cancels it prior to that time by written notice to the other; provided, however, the cancellation or expiration of the term of this Contract shall not affect either Party's obligations under any Orders issued and accepted prior to such expiration or cancellation.

2. **Ordering.**

- a. In the event Customer desires AIE to perform emergency work, Customer shall initiate an Order by calling AIE's 24-hour emergency response telephone number or local office and identify the general scope, location and nature of the services requested. After receipt of such telephone call, a AIE on-call supervisor will be contacted and will call the Customer back and advise Customer of AIE's response schedule.
- b. For emergency and non-emergency work, as soon after telephone notification as possible, and no later than 24 hours thereafter, Customer shall deliver the attached, executed Work Order to AIE either in person or by telephone facsimile transmission.
- c. Customer may utilize its own Purchase Order form in lieu of the AIE Work Order if the form used by Customer contains the same information as the AIE Work Order, the form specifically incorporates all of the terms and conditions of this contract by reference and the form provides that the terms of this contract will be incorporated therein and will supersede any conflicting terms or conditions printed on the Purchase Order.
- d. Failure by the customer to submit a written Work Order in accordance with sections 2. b. or 2. c. will not alter the obligation of any party under the terms and conditions of this contract.

3. **Price.** Unless otherwise indicated on the Work Order, all work performed hereunder shall be priced on a time and material basis in accordance with the AIE Time and Material Rate Schedule ("Rate Schedule") applicable to the Work Order AIE's current Rate Schedule is attached hereto as Exhibit A and incorporated herein. AIE may from time to time amend its Rate Schedules or Work Tickets; provided, however, no amended Rate Schedule shall be effective with respect to work performed under any Work Order accepted by AIE prior to AIE's notification to Customer or Customer's review of such amended Rate Schedule or Work Ticket.

4. **Invoicing and Payment.**

- a. **Progress payments.** AIE may at its option submit periodic itemized invoices for charges accrued for work performed under any Order, less prior payments received; provided, however, it shall not submit such invoices more frequently than daily. For Lump Sum Work, the amount due under each Progress or Final invoice shall be the percentage of such work completed times the lump sum price.
- b. **Final Invoice.** After the work under an order is completed and all charges for the associated subcontracts, vendor, and reimbursable items have been received by AIE, AIE shall issue a final invoice setting forth the total amount due for the work less prior payments received.
- c. **Payment.** Payment is due under each progress or final invoice within 30 days after the date of the invoice unless otherwise specified by AIE. Interest shall accrue on payments not received within thirty (30) days at the lesser of (i) the maximum lawful interest rate or (ii) one and one-half percent (1½%) per month, or eighteen percent (18%) per annum. AIE reserves the right to withhold delivery of reports and other project documentation pending receipt of payment, except payments subject to good faith disputes by customer.



ALLIED INTERNATIONAL EMERGENCY, LLC.

5. **Responsibility for Payment.** Customer agrees to make payment to AIE for services rendered in the amounts and on the terms specified above, regardless of whether Customer or another person or entity is legally responsible for remediation or abatement of the environmental conditions involved, and regardless of whether Customer is entitled to reimbursement for such costs from his or from some other person's or entity's insurance carrier.
6. **Termination for Non-Payment.** In the event Customer fails to make any undisputed payment when due under this Contract, AIE may stop work under any Work Orders issued and accepted and may terminate this Contract and/or any or all Work Orders for non-payment and seek recovery of its damages from Customer.
7. **Information and Authorization.** For each Work Order issued and accepted hereunder, Customer shall furnish to AIE all pertinent data and information concerning the work to be performed; the nature of Customer's premises or site and the nature of the conditions to be remediated, including any special hazards or risks involved with such work, premises, site or conditions. Such information shall be included on the Work Order. Customer shall procure any and all applicable federal, state or local approvals, consents, permits, licenses and Orders required to enable AIE to perform the work contemplated hereby.
8. **Compliance With Environmental Laws.**
 - a. Customer hereby warrants that all material, substances, or waste to be stored, treated and/or disposed of under this Contract is the sole and exclusive property of Customer or other third party. Customer further warrants that it is not subject to any legal or equitable restraint or Order that prohibits the treatment, storage and/or disposal of such waste by any transporter or disposal facility.
 - b. Customer shall be solely responsible for the storage, handling, transportation, treatment, processing, and disposal of any wastes, pollutants, or contaminants that are the subject of this Contract and for full compliance with provisions of the Resource Conservation and Recovery Act, as amended ("RCRA") and all other applicable federal, state, or local laws, statutes, or regulations governing the treatment, transportation, storage, or disposal of waste or material.
 - c. To the extent allowed by law, the parties hereto agree that AIE is not and shall not be considered (i) the owner of material, substances, or wastes noted in the Scope of Work; (ii) the operator of a waste management facility; (iii) the generator, storer, or disposer of hazardous or solid waste; (iv) to have arranged for the transportation or disposal of any wastes, pollutants, or contaminants by virtue of the performance of this Contract or anything contained herein, as those terms are used in RCRA, the Comprehensive Environmental Response, Compensation and Liability Act, as amended, or any other federal or state statute or regulation governing the treatment, transportation, storage, or disposal of materials or wastes.
 - d. In the event that Customer requests AIE's assistance in meeting Customer's obligations as set forth herein, AIE as requested by Customer may (i) collect samples and perform analytical testing to assist Customer in the characterization of waste for the purpose of Customer's manifests; (ii) identify a number of potential transporters and disposal facilities from which Customer may select in accomplishing the transportation and disposal of collected waste; (iii) draft the technical provisions of contracts or purchase Orders and prepare manifests implementing Customer's selection of a transporter and/or disposal facility for review and execution solely by Customer.
9. **Access to Work Site.** Customer shall secure all approvals, easements, licenses, and rights-of-way necessary for AIE to access the work site under any Work Order issued and accepted hereunder. Customer warrants that any access on Customer's real property provided to or from any work site shall be suitable for the size and weight of vehicles employed by AIE to perform the work. Customer agrees to bear the costs of all construction, modification, repair, or restoration of any right-of-way necessary to perform the work.
10. **Indemnity.**
 - a. Each party hereto agrees to indemnify, defend and hold harmless the other party hereto and the other party's shareholders, directors, officers, employees and agents, from and against any and all claims, demands, causes of action and liabilities of any nature, whether for damages to property, business interests, or persons or for death, arising out of or related to the performance of this Contract and/or the conditions to which this Contract pertains, to the extent that any such claim, demand, cause of action and/or liability is attributable to the breach of contract, negligence, or other fault of the indemnifying party.
 - b. **Consequential Damages.** Notwithstanding anything to the contrary contained in this Agreement, neither AIE nor Customer will be liable under any circumstances to the other for any special, consequential, incidental, indirect or punitive damages of any kind or character, including, but not limited to, loss of use, loss of profit, loss of revenue, and



ALLIED INTERNATIONAL EMERGENCY, LLC.

loss of product or production, whether arising under this Agreement or as a result of, relating to or in connection with the Work under this Agreement or any Work Order, and neither AIE nor Customer will ever make a claim for such damages against the other or the other's related entities, their officers, directors, shareholders, employees, servants, agents or insurers whether such claim is based or claimed to be based on negligence, unseaworthiness, fault, breach of warranty, breach of agreement, statute, strict liability or otherwise.

11. **Insurance.** From the time of commencement of the work under and Order until completion thereof and removal of all remaining materials and personnel from the premises of the work, Contractor shall provide and maintain in effect the following types and amounts of insurance; (a) workman's compensation and employer's liability insurance which shall comply with the statutory requirements of the place at which the Work is performed; (b) Endorsement CG 2503 Amending aggregate limits of Commercial general liability or Comprehensive general liability insurance to not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate per project; (c) business automobile liability insurance for all operations of the Contractor including owned, non-owned and hired vehicles with limits of liability of not less than: bodily injury \$500,000 each person, \$500,000 each accident; property damage \$500,000, or a combined single limit of \$1,000,000 for bodily injury and property damage, such policies to be endorsed with MCS-90 when material transportation is involved. AIE shall have in effect an agreement with its insurance provider that, immediately upon customer's request for a response, AIE shall have in effect the following type and amounts of insurance: (a) excess liability insurance over coverages afforded by the primary policies described above, with a minimum limit of \$5,000,000 each occurrence and \$10,000,000 aggregate. AIE shall demonstrate to customer its agreement with insurance provider for such excess liability coverage and shall provide certificate of such insurance within a reasonable time of customer's request for response.

Prior to beginning work under an Order, (or, if a subcontractor performs any part of the work, prior to the time when the subcontractor begins the work) Contractor shall furnish Customer insurance certificates showing the Contractor or the subcontractor is carrying at Contractor's or subcontractor's expense, in reliable insurance companies satisfactory to Customer, insurance coverage, on contract forms acceptable to Customer, as required hereunder. Such certificate must contain a statement obligating the insurer to give Customer written notice of cancellation not less than ten (10) days prior to the proposed cancellation provide a Waiver of Subrogation, name Customer as an additional insured, and state that coverage is primary to any other valid insurance available to Customer.

Notices. All Work Orders acceptances or rejections of Work Orders, notices, communications or statements required to be given hereunder shall be delivered to the Parties as indicated below:

Allied International Emergency, LLC.
2333 Delante Avenue
Fort Worth, TX 76117
Telephone: 817-595-0100
Facsimile: 817-595-0125
Contact: Ty McKee

Customer Name: Sinclair Transportation
Street Address: Post Office Box 185
City, State ZIP: Sinclair, Wyoming 82334
Telephone: 307-324-7580
Email: Jbrown@sinclairoil.com
Contact: Jon Brown

12. **Entire Agreement.** This Contract and the Exhibits hereto comprise the complete agreement of the parties respecting the services to be performed. No engagements, promises, representations, or warranties have been made by either party except as is expressly stated in this Contract and Exhibits, and the parties hereby expressly disclaim all implied warranties. All modifications to this Contract shall be in writing, signed by both parties hereto.
13. **Venue.** The parties stipulate and agree that this Contract and all Work Orders issued and accepted hereunder are entered into in Tarrant County, Texas, and all payments due hereunder are due in Tarrant County, Texas, and that venue to bring any proceeding for the enforcement hereof is proper in State in which the emergency occurs.
14. **Breach.** Any controversy or claim arising out of or relating to this Contract, to any Work Order issued and accepted hereunder, or the breach of either shall be settled under the laws of the State in which the emergency occurs.
15. **Attorney's Fees.** The prevailing party in any legal proceeding brought to enforce the provisions of this contract or any Work Order issued and accepted hereunder shall, in addition to such other relief as may be awarded, be entitled to recover its reasonable attorney's fees and costs of suit from the non-prevailing party.



ALLIED INTERNATIONAL EMERGENCY, LLC.

THIS CONTRACT INCLUDES THE FOLLOWING DOCUMENTS: *(check as applicable)*

- Environmental Services Contract, three (4) pages.
- Work Order, two (2) pages.
- AIE Time and Materials Rate Sheet, dated March 2011, ten (10) pages.
- Modification of Order, one (1) pages.
- Credit Card Payment Guarantee
- Others *(specify)* _____

Agreed to and Accepted this _____ day of _____, 20__.

ALLIED INTERNATIONAL EMERGENCY, LLC.

BY: [Signature]
(Signature)

NAME: Ty McCre

TITLE: Managing Member

CUSTOMER:

BY: [Signature]
(Signature)

NAME: Mark A. Petrasa

TITLE: VP

Allied International Emergency Nationwide Rate Sheet

ENVIRONMENTAL/EMERGENCY RESPONSE SERVICES

Time and Materials Rate Schedule

Effective: March 2011

I. LABOR

1000 A. Operations and Administrative Personnel Rates

All labor rates apply to personnel performing labor in support of the contract work (*whether performed on or off site*). A four-hour minimum will apply.

<u>Classification</u>	<u>Hourly Rate</u>
1010 Clerical/Secretarial	\$45.00
1015 Fire Fighter	\$175.00
1020 Fire Fighter, Pump Operator	\$150.00
1030 Fire Fighter, Senior	\$200.00
1035 Fire Fighter, Project Manager	\$275.00
1040 Foreman	\$70.00
1050 Coordinator, Resource	\$75.00
1055 Officer, Site Safety	\$65.00
1060 Operator (Equipment)	\$65.00
1070 Paramedic/EMT	\$85.00
1075 Supervisor	\$90.00
1085 Supervisor, Senior	\$100.00
1090 Technician	\$60.00
1105 Technician, Industrial Hygiene/Rescue	\$75.00
1110 Waste Disposal Coordinator	\$70.00
1115 Supervisor, Oil Spill	\$65.00
1120 Foreman, Oil Spill	\$55.00
1135 Laborer, Oil Spill	\$45.00

B. Technical, Professional, Supervisory and Other Labor Rates

<u>Classification</u>	<u>Hourly Rate</u>
1145 Certified Safety Professional (CSP)	\$140.00
1160 Engineer, Senior	\$170.00
1165 Engineer, Registered Professional	\$220.00
1170 Geologist	\$90.00
1175 Hydrogeologist	\$120.00
1185 Hygienist, Certified Industrial	\$160.00
1190 Hygienist, Senior Industrial	\$120.00
1195 Manager, Project/Operations	\$140.00
1205 Physician, Toxicologist/Occupational	\$300.00
1210 Principal, Oversight and Technical	\$220.00
1220 Project Accountant, Senior	\$75.00
1225 Project Coordinator	\$85.00
1240 Scientist, Senior	\$150.00
1245 Specialist, High Hazard	\$200.00
1260 Trainer, Senior	\$90.00
1265 Consultant, Safety	\$220.00

Allied International Emergency Nationwide Rate Sheet

Section I Notes

1. Standard Hours - All labor rates are for "Standard Hours". For purposes of this Rate Schedule "Standard Hours" is defined as the first forty (40) hours worked by the employee on this project during any calendar week between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, exclusive of AIE Holidays. A calendar week is Monday through Sunday.
2. Non-Standard Hours - For purposes of this Rate Schedule "Non-Standard Hours" is defined as: (i) all hours worked before 8:00 a.m. and/or after 4:00 p.m. Monday through Friday; (ii) all hours worked on this project between 8:00 a.m. and 4:00 p.m., Monday through Friday which are also in excess of either eight (8) hours worked in any calendar day or forty (40) hours worked in any calendar week; and (iii) all hours worked on Saturdays and/or Sundays. Non-Standard Hours will be billed at 1½ times the normal billing rate.
3. Holiday Hours - The rates for labor performed on AIE Holidays will be 2 times the billing rates. AIE Holidays include Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, Easter Sunday, Memorial Day, Independence Day, and Labor Day. If any work performed is subject to a collective bargaining agreement or is performed by union employees, AIE shall include any additional holidays provided for in the applicable collective bargaining agreement.
4. AIE personnel will be billed to the contract for the time required to mobilize, service, repair and restock all vehicles and equipment used in the performance of the contract.
5. In the event that Allied International Emergency is requested to engage in performing work located more than sixty (60) miles outside any of their field offices and/or corporate office for a period in excess of thirty (30) days, the customer shall be responsible for all expenses. These expenses shall include but are not limited to the following: travel, lodging, per diem, and associated labor cost for the return of each Allied International Emergency's employees to their home office and shall also include all cost associated with remobilizing to the project site. Therefore, the customer will be responsible for these charges for each employee that performs work in excess of thirty (30) days and for each thirty (30) day interval thereafter.
6. In the event any personnel scheduled above are engaged to provide testimony in any court or administrative proceeding the rate for such person while testifying either at a deposition or hearing shall be two (2) times the hourly rate scheduled above. Client shall be responsible for all charges related to any such testimony whether requested by customer or required by subpoena by client or any third party when such testimony relates to the project for which customer engaged Allied International Emergency, LLC.
7. Travel time for personnel shall be billed at the corresponding rate stated above.
8. Operator rates will be charged for CDL and Non CDL drivers moving materials and/or equipment to job sites.
9. High hazard rates apply to all work with chemicals that are compressed gas, reactive, explosive, contained in cylinders or that present an equally hazardous condition. When travel is billed at this rate, a maximum of eight (8) hours will be charged from home to the destination and a maximum of eight (8) hours will be charged for the return trip.

2000 II. EQUIPMENT

A. Vehicles and Trailers

	<u>Description</u>	<u>Rate</u>
2005	Light Truck / Sedan / Utility	\$25.00/hour
2010	Trailer, 48' Emergency Response / Incident Command Unit	\$135.00/hour
2015	Trailer, Emergency Response	\$500.00/day
2017	Trailer, Industrial Hygiene / Mobile Laboratory	\$1,400.00
2020	Trailer, Oil Spill Boom	\$275.00
2022	Trailer, Transfer	\$825.00

Allied International Emergency Nationwide Rate Sheet

2030	Truck, Crew Cab	\$30.00/hour
2030	Mileage, All Rolling Stock will be charged according to the cost per gallon of diesel fuel in accordance with the following schedule:	
	Diesel ≤ \$2.75/ gallon	\$0.75 / mile
	Diesel = \$2.76 -\$3.00/ gallon	\$0.85 / mile
	Diesel = \$3.01 -\$3.50/ gallon	\$1.00 / mile
	Diesel = \$3.51 -\$4.00/ gallon	\$1.10 / mile

Fuel cost in excess of \$4.00 per gallon will be invoiced at \$1.10/mile in addition to a \$.05 increment for every \$.25 of additional fuel cost.

2105	ATV, 4 Wheel	\$330.00 + fuel / day
2115	Hydroblaster 10,000 PSI 40 GPM (Cold – Trailer Mounted)	\$800.00 / day
2125	Light Plant, 4000 Watt (Trailer Mounted)	\$275.00 / day
2135	Pressure Washers - 5,000 PSI or less (Cold or Heated – Trailer Mounted)	\$385.00 / day
2136	Supersucker/Airmover	\$175.00 / hour
2137	Tractor Diesel (Over the Road)	\$75.00 / hour
2138	Trailer, Portable Dock	\$65.00 / hour
2145	Trailer, Utility, 16 ft. w/4K winch	\$220.00 / day
2157	Trailer, Water	\$175.00 / day
2170	Truck, Bobtail with Lift Gate	\$500.00 / day
2180	Vacuum Truck, 60-70 Barrel	\$70.00 / hour + cleanout
2181	Vacuum Truck, 70 Barrel Stainless Steel	\$75.00 / hour + cleanout
2182	Vacuum Truck, 10 CY Dry Vac 5,000 CFM	\$175.00 / hour + cleanout
2190	Water Jet Drain / Plumbing Cleaning System	\$110.00 / hour

B. Heavy Equipment

<u>Description</u>	<u>Daily Rate</u>
2205 Bobcat 743 (skidsteer) or equivalent	\$400.00
2210 Case 580 Backhoe or equivalent	\$425.00
2215 CAT 215 Excavator or equivalent	\$1,050.00
2220 CAT 950 Rubber Tire Loader or equivalent	\$1,000.00
2225 CAT 963 Track Loader or equivalent	\$1,200.00
2230 CAT D4H Dozer or equivalent	\$900.00
2235 CAT D6 Dozer or equivalent	\$1,450.00
2240 Dump Truck (6 CY)	\$500.00
2245 Forklift	\$450.00
2255 Tractor, 40-60 HP	\$275.00

C. Pumps and Accessories

<u>Description</u>	<u>Daily Rate</u>
Compressors:	
2310 Air (185 CFM)	\$165.00 + fuel
2315 Air (375 CFM)	\$330.00 + fuel
2320 Corken Compressor (491T/Corrosive Compatible)	\$1,320.00 + rebuild
Hoses:	
2405 Air Hose	\$.40 / foot
2410 Discharge / Suction, General Purpose (1"-4")	\$1.00 / foot
2430 Discharge / Suction, General Purpose (6")	\$1.95 / foot

Allied International Emergency Nationwide Rate Sheet

2435	High Pressure for Hydroblaster (1/4")	\$1.10 / foot
2437	LP / Anhydrous Ammonia Transfer Hose	\$27.50 / foot or replacement
2440	Monel	\$44.00 / foot or replacement
2445	Teflon, Rubber Jacketed (2")	\$33.00 / foot or replacement
2450	Teflon, Stainless Steel Wrapped	\$38.50 / foot or replacement
2455	Stainless Steel Transfer Hose (2")	\$5.50 / foot or replacement
2460	Chemical Transfer Hose	\$3.75 / foot or replacement

Pumps:

2505	Centrifugal – Stainless Steel (2")	\$275.00
2510	Corken (3")	\$900.00 + rebuild
2515	Double Diaphragm, Aluminum (2")	\$220.00 + rebuild
2520	Double Diaphragm, Kynar (2")	\$325.00 + rebuild
2525	Double Diaphragm, Stainless Steel or Poly (1")	\$175.00 + rebuild
2530	Double Diaphragm, Stainless Steel or Poly(2")	\$375.00 + rebuild
2532	Double Diaphragm, (3")	\$495.00 + rebuild
2535	Drum Pump, Chemical Resistant	\$100.00
2540	Hydraulic Piston (4")	\$1,320.00
2541	Hydraulic Power Pack, 75 hp	\$900.00
2542	Hydraulic Power Pack, 50 hp or less	\$550.00
2545	Submersible (2")	\$330.00
2550	Trash (2")	\$110.00
2557	Diesel Pump (2")	\$125.00
2560	Diesel Pump (3")	\$150.00

D. Marine Equipment

Description

Daily Rate

Boats:

2610	Airboat (20')	\$605.00 + fuel
2615	Fast Response Boat (26' – 28')	\$550.00 + fuel
2625	Work Barge (26' – 28')	\$700.00 + fuel
2630	Work Boat with Outboard Motor (14' – 16')	\$275.00 + fuel
2635	Work Boat without Outboard Motor (14' – 16')	\$175.00

Boom:

2645	Mini and 10" Containment	\$1.20 / foot
2650	18" Containment	\$1.35 / foot
2655	24" Containment	\$1.90 / foot

Skimmers and Recovery Equipment:

2663	Acme 34T, Vacuum or Douglas Skim Pack	\$165.00
2665	Diesel / Gasoline Powered	\$230.00
2667	Folex Skimmer	\$770.00
2670	Mobile Vacuum Unit	\$385.00
2672	Marco Skimmer	\$1,925.00
2675	Vacuum Operated Skimmer	\$154.00
2680	Drum Skimmer	\$550.00

E. Sampling Equipment

Description

Daily Rate

2715	Haz-Cat Analysis	\$55.00 / sample
2730	Slim Tube / Split Spoon Sampler	\$110.00

Allied International Emergency Nationwide Rate Sheet

F. Industrial Fire Fighting Equipment and Supplies

<u>Description</u>	<u>Daily Rate</u>
2750 AFFF Foam	\$40.00 / gallon
2755 Complete Turnout/Bunker Gear	\$275.00/man + cleaning
2760 Fire Hose (1½")	\$.55 / foot
2761 Fire Hose (3")	\$.70 / foot
2762 Fire Hose (5" and 6")	\$1.10 / foot
2765 Flash Suit	\$275.00 / each
2770 Monitor Nozzle, 2 ½" Inlet Grandset	\$375.00 / each
2775 Nozzle	\$220.00 / each
2780 Terminator Nozzle, 2000 gpm	\$1,650.00 / each
2782 Terminator Nozzle, 3000 gpm	\$2,200.00 / each
2783 Compressed Air Foam Unit – 2,000 – 4,000 gpm	\$2,500.00/each
2785 Pump, Fire 500 gpm	\$900.00 / each
2790 Pump, Fire 2000 gpm	\$1,100.00 / each
2791 Pump, Fire 4000 gpm	\$2,200.00 / each

G. Other Equipment

<u>Description</u>	<u>Daily Rate</u>
2825 Blower, Gas Powered	\$85.00 / each
2835 Chlorine Kit (A, B or C)	\$1,000.00 + repairs
2850 Cutter, Brush	\$85.00 / each
2855 Cylinder Containment Device	\$1,000.00
2860 Cylinder Tapping Device	\$1,000.00
2875 Drum Opener, Remote	\$550.00
2890 Frac Tank / Vacuum Box Delivery	\$75.00 / hour
2895 Frac Tank	\$65.00 / day plus cleanout
2900 Generator, 10 Kilowatt or less	\$150.00 / each
2902 GPS Unit	\$55.00 / each
2905 Heater, Propane	\$55.00 / each
2907 Hydraulic Shears (Hand Held)	\$550.00 / each
2915 Lights, Quartz Demolition	\$55.00 / each
2920 Phone, Mobile	\$75.00 / each
2925 Radio, Hand Held	\$50.00 / each
2930 Roll Off Box Delivery	\$65.00 / hour
2935 Roll Off Box	\$22.00 / each
2937 Safety Fence	\$2.00 / foot
2947 Soil Oxidation Unit (Injector, Hoses, Pump, etc.)	\$550.00 / each
2950 Tank, Poly Storage (500 gallon)	\$33.00 / each
2955 Tool Kit, Non Sparking	\$220.00 / each
2959 Vacuum Box	\$55.00 / each
2960 Vacuum, HEPA	\$100.00 / each
2965 Vacuum, Mercury	\$300.00 / each + HEPA filter
2970 Vettor Bag System (Tank Bandage)	\$350.00 / each
2975 Field Computer / Printer / Copier	\$100.00

Allied International Emergency Nationwide Rate Sheet

Section II Notes

1. The rental period begins when an item of equipment is first made available for use on the Work Site and continues until such equipment is returned to AIE for use on other projects or is returned to a third party supplier.
2. Hourly rates are portal to portal. A four-hour minimum applies to all hourly equipment usage.
3. The rates scheduled above apply to equipment utilized by AIE in the performance of the work. Rental shall be charged for all hours the equipment is in the possession of AIE employees performing work at the work site, whether or not such equipment is in constant use.
4. For purpose of computing daily rate charges, the term "daily" denotes eight (8) hours and includes maintenance and insurance. The minimum rental period for daily equipment is one (1) eight (8) hour day. Otherwise, any daily rental rate that exceeds eight (8) hours will be billed at 1/8th of the daily rate for each additional hour utilized.
5. Equipment rental rates shall be applied to all items utilized in the performance of the work, whether supplied from AIE inventory, specially purchased by AIE for performance of the work, procured from a AIE affiliate, or rented by AIE from a non-affiliated entity. At the option of AIE, subcontracted items may be supplied at cost plus 20%.
6. Charges for equipment operation are not included in equipment rental rates and will be charged using the appropriate labor category in Section I.
7. The rates in Section II do not include pick-up, delivery, fuel, oil and grease, tarps, and/or demurrage which will be charged at cost plus twenty percent (20%) AIE mark-up on such costs.
8. During the course of performance of the work, AIE may add additional equipment items to the schedules above at rates to be determined by AIE and approved by Customer.
9. In the event that any item of rental equipment is damaged at the work site, AIE shall be entitled, at its option, in lieu of rental, to charge the replacement or repair cost of such item of equipment. Repair or replacement cost will be billed at costs plus twenty percent (20%).
10. Decontamination charges for hose, boom, etc. will be charged according to the applicable labor and equipment rates identified in this schedule.
11. Rebuild fees will be charged when the pump is damaged during operation. Repair parts and labor may be charged in lieu of rebuild fees when minor damage occurs.

3000 III. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

A. Disposable Protective Clothing and Respiratory Items

<u>Description</u>	<u>Daily Rate</u>
Boots:	
3005 Chemical (Bata) Boot	\$60.00 / each
3010 Latex - XL Overshoe	\$8.00 / each
3015 Rubber S/T Boot	\$46.00 / each
3020 Saranex Overshoe	\$5.00 / each
3025 Tyvek Overshoe	\$2.00 / each

Allied International Emergency Nationwide Rate Sheet

Breathing Cartridge (MSA):		
3170	Mersorb, P-100	\$52.00 / pair
3180	Respirator Cartridges	\$35.00 / pair
Gloves:		
3205	4H	\$15.00 / pair
3215	Butyl Rubber (11")	\$60.00 / pair
3230	Neoprene	\$20.00 / pair
3235	Nitrile	\$12.00 / pair
3240	Petroflex	\$10.00 / pair
Suits:		
3305	Responder (encapsulated), Level A	\$1,200.00 / each
3310	CPF4 (encapsulated), Level B	\$275.00 / each
3315	CPF3 (with feet), Level C	\$100.00 / each
3320	CPF2 (with feet), Level C	\$45.00 / each
3325	CPF1 (without feet), Level C	\$30.00 / each
3330	Level D	\$35.00 each / day
3335	Splash (PVC 500)	\$20.00 / each
3340	Tyvek	\$15.00 / each
B. Sampling / Monitoring Equipment		
3405	Area / Personal Air Sampling Pump(5 pumps)	\$175.00 / day
3417	SapphIre	\$550.00 / day
3432	Thermo Eberline Radiation Monitor	\$225.00 / day
3434	Direct Reading Toxic Gas Detector	\$325.00 / each
3435	Flame Ionization Detector (FID)	\$250.00 / day
3440	Noise Dosimeter	\$85.00 / day
3542	Mercury Vapor Meter (Jerome)	\$325.00/day
3450	Multi Rae PID, LEL, O ₂ , CO, H ₂ S.	\$200.00 / day
3451	PID, Personnel	\$85.00 / day
3452	Portable Gas Chromatograph / Mass Spectrometer	\$2,000.00 + cal. gas
3453	Met Station	\$150.00 / day
3454	Area Rae, Remote 5 Gas System	\$550.00 / day + monitor
3470	Tedlar Bag	\$30.00 / each
3475	Colormetric Tubes	\$15.00 / each
3476	Hand Pump (Gastec)	\$20.00 / day
C. Additional Items		
	<u>Description</u>	<u>Daily Rate</u>
3605	Breathing Air Line (50' section)	\$20.00
3610	Breathing Air Refill (high-pressure)	\$25.00 each
3615	Confined Space Equipment (1 Tripod and 5 Harnesses and lifelines)	\$350.00
3620	Escape Pack (5 Minute)	\$55.00
3630	Respirator (Full Mask)	\$35.00
3635	SCBA (45-60 Minute)	\$250.00
3640	Supplied Air System (Manifold, Regulator and Six Cylinders of Air)	\$350.00
4000	IV. MATERIALS	
	<u>Description</u>	<u>Rate</u>
	A. Absorbents / Granular Material	
4002	Boom, 8' x 20' (2 per bale)	\$200.00 / bale

Allied International Emergency Nationwide Rate Sheet

4005	Boom, 8" x 10' (4 per bale)	\$200.00 / bale
4010	Dri-Zorb (High-BTU)	\$20.00 / each
4015	Granular, Clay	\$15.00 / each
4020	Mersorb (2,500 grams)	\$140.00 / each
4025	Pads, 18" x 18" (oil or chemical)	\$100.00 / bale
4030	Sorbent Sweep, 17" x 100' (1 sweep/bale)	\$140.00 / each
4035	Sorbent Particulate	\$100.00 / bag
4040	Vermiculite (6 cubic foot bag)	\$35.00 / each
4045	Oil Gator (30 lb. bag)	\$55.00 / each
4050	Acid Gator (25 lb. bag)	\$55.00 / each
4055	Floor Gator (30 lb. bag)	\$35.00 / each
4060	Cell-U- Sorb (20 lb. bag)	\$50.00 / each
B. Chemicals		
4105	Citric Acid (50 lb.)	\$110.00 / bag
4110	Degreaser (Mixed Solution)	\$3.50 / gallon
4115	Hydrochloric Acid	\$4.50 / gallon
4120	Hydrogen Peroxide (35%)	\$0.70 / lb.
4125	Lime (50 lb.)	\$13.00 / bag
4130	MicroBlaze, Surfactant and Nutrient (Concentrate)	\$50.00 / gallon
4135	Soda Ash (50 lb.)	\$42.00 / bag
4140	Sodium Hypochlorite	\$5.50 / gallon
4145	Sulfamic Acid (50 lb. Bag)	\$55.00 / bag
4150	Gator Wash	\$44.00 / gallon
C. Drums (Open or Closed Top)		
4210	5 to 10 Gallon Poly, Steel or D.O.T.	\$25.00 / each
4215	16 to 20 Gallon Poly or Steel	\$55.00 / each
4220	30 Gallon Poly or Steel	\$70.00 / each
4225	55 Gallon Poly	\$70.00 / each
4230	55 Gallon Steel	\$70.00 / each
4235	85 Gallon Poly	\$250.00 / each
4240	85 Gallon Steel	\$200.00 / each
D. Miscellaneous		
4305	Bag (Unmarked), 6 mm	\$3.00 / each
4310	Box, DOT Shipping	\$50.00 / each
4315	Box, Gaylord (1 Cubic Yard)	\$150.00 / each
4325	Broom, Street	\$30.00 / each
4357	Kolorsafe pH Adjuster	\$45.00 / gallon
4359	Hand Tools (Rake, Shovel, Pitch Fork, etc)	\$25.00 / man / day
4367	Photographs (Camera, Roll of Film and Development)	\$35.00 / each
4370	Polyethylene Sheeting (20' x 100' roll) 6 mil	\$120.00 / each
4390	Rope	\$0.55 / foot
4410	Shrink Wrap	\$35.00 / roll
4415	Tape, Caution or Hazmat	\$44.00 / roll
4430	Tubes, Colliwasa	\$35.00 each
4435	Wipes	\$15.00 / pound

Allied International Emergency Nationwide Rate Sheet

Section III and IV Notes

1. The foregoing prices shall be applied to all materials which are utilized in the performance of the work, whether shipped to the site from AIE inventory, shipped directly to the site from AIE's sources, or purchased locally by AIE from an affiliated or non affiliated entity.
2. During the course of performance of the work, AIE may add additional materials to the schedules above at rates to be determined by AIE and approved by Customer.
3. The above rates for gloves, boots and respirator cartridges are per pair except where noted otherwise.

A. Subcontract Services

The compensation paid AIE for all laboratory services, testing services, and/or other services which are not performed by individuals scheduled in Section I or II above working under the direct supervision of AIE; but, rather, are subcontracted by AIE, shall be AIE's cost for such subcontract service plus twenty percent (20%) or at AIE's rate identified in Section I or II of this schedule.

B. Non-Scheduled Equipment

The compensation paid AIE for any equipment utilized by AIE in performance of the work, which is not listed in schedules above, shall be as follows:

1. For such unscheduled equipment, which is rented by AIE for performance of the work, the price shall be AIE's cost of such equipment plus twenty five percent (25%) AIE mark-up on such costs.
2. For such unscheduled equipment which is provided from AIE inventory or purchased by AIE specifically for performance of the work, the price shall be the reduction in value of such equipment plus twenty percent (20%) AIE mark-up on such reduction in value. The reduction in value shall be the acquisition cost of the equipment times the proportion which the use of the equipment in this work (time or hours of use) bears to the total useful life (in time or hours of use) of such equipment.

C. Non-Scheduled Materials

The compensation paid to AIE for any materials utilized by AIE in performance of the work which are not listed in schedules above shall be equal to AIE's cost of such materials plus twenty percent (20%) AIE mark-up on such costs.

D. Level D Minimum Protective Equipment

Level D includes minimum protective equipment such as hard hats, safety goggles, safety shields, steel toe boots, and AIE's standard coveralls. Additional charges for these items may be invoiced when the standard minimum protective equipment items are broken or damaged on a project or when they must be replaced due to contamination or damage.

E. Travel, Lodging and Per Diem

For all employees who do not reside in the local commuting area for the site of the work, AIE shall be reimbursed for costs incurred for employee travel to and from the work site on the basis of AIE's costs incurred plus twenty percent (20%) mark-up on such costs. For all employees who do not reside in the local commuting area for the site of the work, a lodging and per diem charge of \$150.00 per day shall be due for each day that such employee is present at the locale of the work.

To ensure proper hydration, ice, water and sports drinks will be provided to onsite personnel at a charge of \$10.00/man/day.

Allied International Emergency Nationwide Rate Sheet

F. Freight/Transportation Charges

AIE shall be compensated for costs incurred for the transportation of equipment and materials to the site of the work and for the transportation back of equipment and any remaining supplies and materials, upon completion of the work, on the basis of AIE's cost plus twenty percent (20%) AIE mark-up thereon except where those items are covered by unit prices listed in the above schedule.

G. Taxes and Permits

The rates contained in this schedule does not include applicable federal, state and local taxes. AIE shall be compensated for all costs incurred for any necessary permits on the basis of AIE's actual cost incurred for such items.

H. Licenses, Easements and Rights of Way

In the event AIE is required to purchase any licenses, easements, or rights of ingress or egress to obtain access or right-of-way to property necessary to perform the work, AIE shall be compensated for all costs incurred for such licenses, easements or rights on the basis of AIE's actual cost incurred. In the event AIE is required to construct any rights-of-way and /or pavements or other property as a result of the work, AIE shall be compensated for all such work performed on the basis of AIE's actual cost plus twenty percent (20%) AIE mark-up thereon.

I. Invoicing

Client shall make payments in Tarrant County, Texas due under each invoice within ten (10) days of the invoice date. Interest shall begin to accrue on the on the invoice due date for payments not received by such date at the smaller of (i) the maximum lawful interest rate or (ii) one and one-half (1 ½) percent per month. The individual authorizing work hereunder personally guarantees payment of any charges incurred hereunder.

**Certification of Response Preparedness
Sinclair Transportation Company**

Response Plan (Sinclair Transportation Company, Response Zones 1-6)
Sequence Numbers: 0422, 0423, 0424, 1121, 1183, and 1493
Operator ID: 15156

Sinclair Transportation Company hereby certifies that it has developed the Emergency Response and Management Manual (Facility Response Plan) so that it is consistent with the National Contingency Plan and the Area Contingency Plans for Regions 7 (Mid-Continent District) and 8 (Rocky Mountain District). Sinclair Transportation further certifies that it has identified, and ensured by contract or other means the availability of company owned and private personnel and equipment to respond, to the maximum extent practicable, to a worst case discharge or a substantial threat of such a discharge.



Mark Petersen
Vice President Transportation
Sinclair Transportation Company

Date: 12/13/13

C. Cross Reference - PHMSA Planning Requirements

PHMSA Reference 49 CFR Part 194	Description	ERMM Section
194.103	Significant and Substantial Harm	510
194.105	Worst Case Discharge	430
194.107 (a)	Resources for a Worst Case Discharge	440
194.107 (b)	Consistency with NCP and ACP	180
194.107 (c)(1)	Core Plan	100
194.107 (c)(1)(i)	Information Summary	100
194.107 (c)(1)(ii)	Immediate Notification Procedures	200
194.107 (c)(1)(iii)	Spill Detection and Mitigation	300
194.107 (c)(1)(iv)	Oil Spill Response Organization	440
194.107 (c)(1)(v)	Response Activities and Resources	470-482
194.107 (c)(1)(vi)	Federal, State and local Agencies	Phone list appendix
194.107 (c)(1)(vii)	Training	700
194.107 (c)(1)(viii)	Equipment Testing	800
194.107 (c)(1)(ix)	Drills	800
194.107 (c)(1)(x)	Plan Review and Update	160
194.107 (c)(2)	Response Zone Specific Information	Appendices 1-6
194.107 (c)(3)	Response Team Organization	520, 600

C. Cross Reference - PHMSA Planning Requirements (continued)

PHMSA Reference 49 CFR Part 194	Description	ERMM Section
194.111	Plan Distribution	150
194.113	Information Summary	100
194.113 (a)	Core Plan	100
194.113 (a)(1)	Name and Address	130
194.113 (a)(2)	Description of Response Zone	Table 100-1
194.113 (b)	Response Zone Appendix	Appendices 1-6
194.113 (b)(1)	Core Plan Information Summary	100
194.113 (b)(2)	Qualified Individual	400
194.113 (b)(3)	Description of Response Zone	Appendices 1-6
194.113 (b)(4)	List of Line Sections	Appendices 1-6
194.113 (b)(5)	Significant and Substantial harm determination	Appendices 1-6
194.113 (b)(6)	Type and Volume of Oil for WCD	Appendices 1-6
194.115 (a)	Response Resources – OSRO contracts	Appendix
194.115 (b)	Response Times	500
194.117	Training	700
194.119	Submission and approval procedures	160,170
194.121	Response plan review and update procedures	160,170

Sinclair Transportation Company Emergency Response & Management Manual Distribution List

ROCKY MOUNTAIN PERSONNEL		
No.	Last	First
1	Brown	Jon
2	Bluth	Barry
3	Flack	Chris
4	Wilson	Patrick
5	Bluth (vehicle copy)	Barry
6	Hall	Randy
7	Moeller	Aron
8	Chamberlain	Randy
9	Bond	Becky
64	Hartman	Tane
65	Sugden	Rick

MID CONTINENT PERSONNEL		
No.	Last	First
32	Danielson	Randy
33	McWilliams	Dwayne
34	Kerby	Kenny
35	Miller	Ryan
36	Ponting	Brett
37	Burch	Dave
38	Vandeventer	Lloyd
39	Sanders	Randy
40	Link	Randy
41	Danielson (vehicle copy)	Randy
42	England	Mark
43	List	Reinhardt

ROCKY MOUNTAIN LOCATIONS

10	B. N. Junction
11	Bairoil Station
12	Bear Creek Station
13	Casper Station
14	Chase Terminal
15	Cheyenne Station
16	Denver Terminal – Pipeline Building
17	Denver Terminal
18	Elk Mountain Station
19	Ferris Station
20	Guernsey Station
21	Laramie Station
22	Casper Refinery
23	Loveland Station
24	Sanford Station
25	Sinclair Station
26	Casper – Engineering Services
27	Sinclair – Maintenance Shop
28	Sinclair – Cathodic Protection Department
29	Sinclair – Spare
30	Wyoming Station
31	Sinclair – Welding Department
66	Sinclair Light Oil Rack
67	Casper Light Oil Rack

MID CONTINENT LOCATIONS

44	Carrollton - Spare	
45	Carrollton District Office	
46	Carrollton Station	
47	Carrollton Terminal	
48	Gibbs Station	
49	Kansas City Terminal	
50	Montrose Terminal	
51	Montrose Vehicle	
52	Olathe Station	

OTHER PERSONNEL

56	Petersen	Mark
57	Packard	Dee
58	Sowko	Dave

OTHER LOCATIONS

59	Boise Terminal
60	Burley Terminal
	DOT-PHMSA – Electronic Copy
	Denver International Airport – Electronic Copy
	Garner Environmental Services - Electronic Copy
	Allied International Emergency, LLC – Electronic Copy

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SINCLAIR TRANSPORTATION COMPANY



EMERGENCY TELEPHONE NUMBER LIST APPENDIX

Sinclair Transportation Company – Emergency Response & Management Manual

Telephone List Table of Contents

National Response Center	2
Federal and State Agencies	2
LEPC	
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IA	4
KS	4
MO	4
WY	6

Police, Fire, Sheriff and other Emergency Personnel by State

CO

911 Call Center	7
Fire Department	7
Police Department	7
County Sheriff	7
State Highway Department	8
State Highway Patrol	8
Denver International Airport (DIA)	8

IA

911 Call Center	8
Fire Department	8
Police Department	8
County Sheriff	8
State Highway Patrol	8

KS

911 Call Center	8
Fire Department	8
Police Department	8
County Sheriff	8
State Highway Patrol	8

MO

911 Call Center	9
Fire Department	9
Police Department	9
County Sheriff	9
State Highway Patrol	9
Lake City Ammunition Plant	9

WY

911 Call Center	10
Fire Department	10
Police Department	10
County Sheriff	10
State Highway Patrol	10
State Highway Department	10

Sinclair Personnel

Rocky Mountain	11
Mid Continent	12

Sinclair Transportation Company – Emergency Response & Management Manual**TELEPHONE LIST****National Response Center 800-424-8802**STC Control Center..... 800-321-3994
307-324-2636**US Department of the Interior**BLM (Casper)..... 307-261-7600
BLM (Rawlins)..... 307-328-4200 or 4256
BLM (Cheyenne)..... 307-775-6256Bureau of Reclamation (Mills)..... 307-261-5671
Bureau of Reclamation (Loveland Eastern CO)..... 970-667-4410

US Fish & Wildlife 785-539-3474

EPARegion VI..... 214-665-6444 (OK)
1445 Ross Ave. – Dallas, TX 75202-2733Region VII..... 913-551-7003 (KS, MO, IA)
901 N. 5th Street – Kansas City, KS 66101Region VIII 303-312-6312 (CO, WY)
999 18th Street – Ste 300 – Denver, CO 80202-2466**STATE AGENCIES****Colorado**

Department of Public Health and Environment (Water Quality) 303-692-2000

Spill Reporting and Emergency Hotline 877-518-5608

Division of Water Resources – Division 1, Greeley 970-352-8712

District 2 – Commissioner Bill Schneider 970-352-8712 Ext 1224 cell: (b) (6)

District 3 – Commissioner Mark Simpson 970-352-8712 (b) (6)

District 3 – Deputy Commissioner George Roark 970-352-8712

District 4 – Commissioner Jason Smith 970-352-8712

District 4 – Deputy Commissioner George Roark 970-352-8712

Iowa

Bureau of Environmental Health Services 515-281-0921

Kansas

Department of Health & Environmental 785-296-1679

Department of Emergency Management 785-296-3176 or 800-905-7521

Missouri

Dept. of Natural Resources 800-361-4827

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Sinclair Transportation Company – Emergency Response & Management Manual**Wyoming**

DEQ.....	307-777-7937
Water Quality	307-777-7781
Air Quality.....	307-777-7391
State Oil & Gas Conservation Commission	307-234-7147
Game & Fish Commission (Casper)	307-473-3400
Game & Fish Commission (Laramie).....	307-745-4046
Game & Fish Commission (Cheyenne)	307-777-4600
Office of Health Facilities (Milt Warner)	307-777-7123

Local Emergency Planning Committees (LEPC)**Colorado****Adams County**

Heather McDermott - Director
 4430 S. Adams County Parkway
 Brighton, CO 80601
 720-523-6601
 (b) (6) (Cell)
 877-301-4997 (24/7 Pager)
hmcdermott@adcogov.org

Larimer County

Erik Nilsson
 2501 Midpoint Drive
 Ft. Collins, CO 80525
 970-498-5310
 970-498-9203 (Fax)
 970-416-1985 EMERGENCY
nilssoed@co.larimer.co.us

Weld County

Roy Rudisill - Director
 1150 O Street
 Greeley, CO 80632
 970-304-6540
 (b) (6) (Cell)
rrudisill@co.weld.co.us

Denver County

Patricia Williams
 1437 Bannock St. – Room 3
 Denver, CO 80202
 720-865-7897
 (b) (6) (Cell)
 720-865-7691 (Fax)
Patricia.williams2@denvergov.org

Sinclair Transportation Company – Emergency Response & Management Manual**Iowa****Lee County**

Steve Cirinna
PO Box 240
Ft. Madison, IA 52627
319-372-4124
(b) (6) (Cell)

Kansas**Johnson County**

Mid-American LEPC
Erin E.S. Lynch
600 Broadway – Ste 300
Rivergate Center
Kansas City, MO 64105
816-474-4240 Ext. 8390
816-421-7758 (Fax)

Missouri**Adair County**

Starr East Jr.
401 North Franklin
Kirksville, MO 63501
(b) (6) (Cell)
660-627-7011 (Fax)
660-665-3734 Emergency Number

Carroll County

Troy Hofstetler
8 South Main Suite 6
Carrollton, MO 64633
660-542-2200
660-542-0621 (Fax)
660-329-2091 Emergency Number

Chariton County

Eric McKenzie
306 S. Cherry St.
Keytesville, MO 65261
(b) (6) (Cell)
660-288-3612 (Fax)
660-288-3460 Emergency Number

Clark County

Jim Sherwood
250 N. Morgan
Kahoka, MO 63445
660-727-2512
660-727-3750 (Fax)
660-727-2911 Emergency Number

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Sinclair Transportation Company – Emergency Response & Management Manual**Jackson County**

Mid-American LEPC
Erin E.S. Lynch
600 Broadway – Ste 300
Rivergate Center
Kansas City, MO 64105
816-701-8390
816-421-7758 (Fax)
816-474-4240 Emergency Number

Knox County

Michael Fox
806 E Broadway
Edina, MO 63537
660-216-6328
660-397-2372 (Fax)
660-342-4664 Emergency Number

Linn County

Gary Redmon
108 N Hish, PO Box 92
Linneus, MO 64653
660-998-0720
(b) (6) (Cell)
660-258-7279 (Fax)
660-895-5312 Emergency Number

Macon County

James Wilson
PO Box 14
Macon, MO 63552
660-384-2830
660-385-1911 Emergency Number

Ray County

Mid America LEPC
Erin E.S. Lynch
Rivergate Center
600 Broadway, Suite 300
Kansas City, MO 64105
816-701-8390
816-421-7758 (Fax)
816-474-4240 Emergency Number

Scotland County

Bryan Whitney
117 S. Market, Suite 3
Memphis, MO 63555
660-465-2106
(b) (6) (Cell)
660-465-7005 (Fax)
660-341-4941 Emergency Number

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Sinclair Transportation Company – Emergency Response & Management Manual**Wyoming****Albany County**

Jeff Bury LEPC Chair
 620 Plaza Court
 Laramie, WY 82070
 307-721-3593
 307-721-3590 (Fax)
jbury@ci.laramie.wy.us

Rick Jansen - Coordinator
 501 E Ivinson Avenue
 Laramie, WY 82070
 307-721-1815
 (b) (6) (Cell)
 307-721-1816 (Fax)
rjansen@co.albany.wy.us

Carbon County

John Zeiger LEPC Chair & Coordinator
 Carbon County EMA
 P.O. Box 6, 924-3rd St.
 Rawlins, WY 82301
 307-328-2750
 (b) (6) (Cell)
 307-328-2760 (Fax)
ccema@carbonwy.com

Converse County

Russ Dalgarn LEPC Chair & Coordinator
 111 Cedar St.
 Douglas, WY 82633
 307-358-6880
 307-358-3348 (Fax)
 (b) (6) (Cell)
russdalgarn@conversecountywy.com

Laramie County

Rob Cleveland LEPC Chair & Director
 3962 Archer Parkway
 Cheyenne, WY 82001
 307-633-4333
 (b) (6) (Home)
 (b) (6) (Cell)
 307-633-4337 (Fax)
rcleveland@laramiecounty.com

Natrona County

Lt. Stewart Anderson LEPC Chair & Coordinator
 Natrona Co. EMA
 Hall of Justice
 201 N. David – 2nd Flr.
 Casper, WY 82601
 307-235-9205 B-PH
 (b) (6) (Home)
 (b) (6) (Cell)
 307-235-9652 (Fax)
 307-235-9300 After hours
andersos@natronacounty-wy.gov

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Sinclair Transportation Company – Emergency Response & Management Manual**Sweetwater County**

Dave Johnson LEPC Chair & Coordinator

Sweetwater Co. EMA

731 C. St., Suite 131, Building A

Rock Springs, WY 82901

307-922-5369

(b) (6) (Cell)

307-352-6829 (Fax)

307-922-5321 (After hours)

johnsond@sweet.wy.us**Platte County**

Rod Settles LEPC Chair

605 10th St.

P.O. Box 966

Wheatland, WY 82201

307-322-2140

(b) (6) (Cell)

rodney.settles@sourcegas.com

Jane Carlson - Coordinator

P.O. Box 966, 800-9th St.

Wheatland, WY 82201

307-322-2140

(b) (6) (Home)

(b) (6) (Cell)

307-322-9571 (Fax)

jccarlson@plattecountywy.org**POLICE, FIRE, SHERIFF, AND OTHER EMERGENCY PERSONNEL BY STATE****Colorado**

City	911 Call Center	Fire Department	Police Department
Aurora	303-627-3136	303-326-8999	303-739-6000
Commerce City	303-288-1535	303-288-0835	303-289-3653
Dacono	970-356-1212	303-833-3896	303-833-3095
Firestone	970-356-1212	303-833-2742	303-833-0811
Fort Collins	970-221-6540 or 970-416-1985	970-221-6570	970-221-6540 or 970-221-6550
Frederick	970-356-1212	303-833-2742	303-833-0811
Johnstown	970-356-1212	970-587-4477	970-587-5555
Loveland	970-667-2151	970-962-2497	970-962-2212
Northglenn	303-288-1535	303-452-9910	303-450-8893
Thornton	303-288-1535	303-538-7602	720-977-5020
Wellington	970-416-1985	970-568-3232	970-221-6550
Windsor	970-356-1212	970-686-2626	970-686-7433

County Sheriff

Adams County..... 303-654-1850

Denver County 720-337-0194

Larimer County..... 970-416-1985

Weld County..... 970-356-4015

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Sinclair Transportation Company – Emergency Response & Management Manual**State Highway Department**

Denver 303-239-4501 (Dispatch for all of CO)

Denver International Airport (DIA)..... 303-342-4200**State Highway Patrol (Entire State CO)**..... 303-239-4500**Iowa**

City	911 Call Center	Fire Department	Police Department
Montrose	319-372-1152	319-463-7479	319-463-7411

County Sheriff

Lee County 319-372-1152

State Highway Patrol

Mt. Pleasant 319-385-8715

Miscellaneous

BNSF Railroad 800-832-5452 Option 1 (24 hours)

Union Pacific Railroad..... 888-877-7267 (Emergency)

Kansas

City	911 Call Center	Fire Department	Police Department
Olathe	913-782-0720	913-971-6333	913-971-7500

County Sheriff

Johnson County 913-791-5800

State Highway Patrol 913-782-8100

Sinclair Transportation Company – Emergency Response & Management Manual

Missouri

City	911 Call Center	Fire Department	Police Department
Baring	660-397-2186	660-892-4201	
Blue Springs	816-228-0150	816-229-2522	816-228-0150
Brookfield	660-258-3385	660-258-3332	660-258-3385
Bucklin	660-258-3385	660-695-3221	660-413-7036
Buckner	816-325-7265	816-650-5811	816-650-3939
Carrollton	660-542-3911	660-542-2178	660-542-3128
Edina	660-397-2186	660-397-3251	660-397-3251
Elmer	660-385-1911	660-825-2332	
Gorin	660-282-3360	660-282-3360	
Grandview	816-316-4902	816-316-4975	816-316-4800
Hardin	816-776-2000	660-398-4537	660-398-4537
Independence	816-325-7265	816-325-7123	816-325-7271
Kahoka	660-727-2911	660-727-3043	660-727-2915
Kansas City	816-513-0900	816-784-9200	816-234-5000
LaPlata	660-385-1911	660-332-4500	660-332-4343
Lee's Summit	816-969-7407	816-969-7407	816-969-1717
Macon	660-385-1911	660-385-6436	660-385-2195
Marceline	660-258-3385	660-376-3556	660-376-2242
Mendon	660-288-3460	660-272-3300	
Norborne	660-542-3911	660-593-3775	660-593-3737
Orrick	816-776-2000	816-496-3902	816-496-5500
Raytown	816-737-6020	816-737-6034	816-737-6100
Revere	660-727-2911	660-948-2441	
Richmond	816-776-2000	816-776-2115	816-776-3575
Rutledge	660-883-5711	660-883-5711	
Wyaconda	660-727-2911	660-479-5560	

County Sheriff

Adair County	660-665-4644
Carroll County	660-542-2828
Chariton County	660-288-3277
Clark County	660-727-2915
Jackson County.....	816-524-4302
Knox County.....	660-397-2186
Linn County	660-895-5312
Macon County	660-385-2062
Ray County	816-290-5323
Scotland County	660-465-2151

State Highway Patrol

Lee's Summit	816-622-0800
Macon.....	660-385-2132

Lake City Ammunition Plant

Maintenance Supervisor, Larry Baker.....	816-796-7312
Outside Maintenance Supervisor, Jerry Lee	816-796-5249
Bldg 45 Ballistics Outdoor Range Manager, Kerry Bricker	816-796-5226
ATK Environmental Engineer Manager	816-796-7206
24 Hour Security (Emergency Access)	816-796-7488 or 7470

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Sinclair Transportation Company – Emergency Response & Management Manual**Wyoming**

City	911 Call Center	Fire Department	Police Department
Bairoil	307-922-5295	307-328-0341	307-324-7070
Casper	307-235-9300	307-235-8402	307-235-8225
Cheyenne	307-637-6524	307-632-5400	307-637-6521
Chugwater	307-322-2140	307-422-3504	307-322-2331
Douglas	307-358-3311	307-351-2696	307-358-3311
Elk Mountain	307-324-2776	307-321-1901	
Evansville	307-235-9300	307-266-5732	307-234-1270
Glendo	307-322-2140	307-735-4242	307-322-2331
Glenrock	307-436-2777	307-436-9745	307-436-2777
Guernsey	307-322-2140	307-836-2424	307-836-2400
Laramie	307-721-2526	307-721-5332	307-721-2526
Mills	307-235-9300	307-234-8481	307-266-4796
Rawlins	307-324-2776	307-328-4596	307-328-4539
Sinclair	307-324-2776	307-324-2000	307-324-3058
Wheatland	307-322-2140	307-322-3445	307-322-2141

County Sheriff

Albany County	307-755-3520
Carbon County	307-324-2776
Converse County	307-358-4700
Natrona County	307-235-9282
Laramie County	307-633-4700
Platte County	307-322-2331
Sweetwater County	307-922-5300

State Highway Patrol (Entire State) 800-442-9090

State Highway Department

Casper	307-473-3200
Cheyenne	307-777-4437
Laramie	307-745-2100
Rawlins	307-328-4100

Sinclair Transportation Company – Emergency Response & Management ManualTELEPHONE NUMBERS FOR SINCLAIR PERSONNEL
ROCKY MOUNTAIN DISTRICT

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Last	First	Title	Business	Cell	Home
Alvey	Mike	Area Operator – Casper	307-473-2637	(b) (6)	
Babcock	Mark	Engineer	307-234-6434		
Bluth	Barry	District Manager	307-328-3549		
Brown	Jon	Regulatory Compliance Coordinator	307-328-3643		
Caldwell	Rick	Cathodic Protection Technician	307-324-2636		
Candelaria	Edgar	Meter Measurement Technician	307-324-2636		
Chamberlain	Randy	Maintenance Supervisor	307-324-2636		
Culp	Rick	Instrumentation – Electrician	307-324-2636		
Dean	Alan	Maintenance Mechanic	307-324-2636		
Dean	Darla	Office Manager	307-328-3540		
Drew	Becky	Regulatory Compliance Specialist	307-328-3553		
Flack	Chris	Operations Supervisor	307-328-3669		
Hall	Randy	Senior Project Manager	307-473-9097		
Halterman	Bill	Terminal Manager – Denver	303-287-0267		
Hanser	Jeremy	Area Operator – Casper	307-473-2637		
Hartley	Steve	GIS Technician	307-234-6434		
Hartman	Tane	Pipeline Control Supervisor	307-324-2636		
Imler	John	Pipeliner	307-324-2636		
Johansson	Kelly	Maintenance Mechanic	307-324-2636		
Johnson	Tony	Area Operator – Denver	303-288-0927		
Kulmus	Marquard	Equipment Operator	307-324-2636		
Larson	Trevor	Controller	307-324-2636		
Lowder	James	Terminal Operator – Denver	303-287-0267		
Lozano	Castulo	Pipeliner	307-324-2636		
Lucero	Frank	Area Operator – Sinclair/Bairoil	307-324-2636		
Lykins	Seth	Controller	307-324-2636		
McIntosh	Dennis	Instrumentation – Electrician	307-473-2637		
MacManus	Cameron	Tank Inspector	307-321-4320		
May	Ryan	GIS Technician	307-234-6434		
Michel	Ralph	Instrumentation – Electrician	307-262-2450		
Miller	Mike	Pipeliner	307-473-2637		
Moeller	Aron	Project Manager	307-262-7770		
Petersen	Mark	Vice President - Transportation	801-524-2852		
Pettigrew	Michael	Area Operator – Guernsey	307-836-2705		
Prall	Colton	Welder	307-324-2636		
Rodine	Sheila	Administrative Assistant	307-234-6434		
Russell	John	Area Operator - Cheyenne	307-634-2407		
Rutherford	Dan	Area Operator - Cheyenne	307-634-2407		
Schell	Ty	GIS Assistant	307-234-6434		
Smart	Riley	Controller	307-324-2636		
Sowko	Dave	Tank Services Manager/ROW Agent	303-834-0068		
Sugden	Rick	Integrity Engineer	307-324-2636		
Weber	Jerry	Terminal Operator – Denver	303-287-0267		
Wells	Rex	Rocky Mtn. Terminal Manager	303-287-0267		
Willden	Aaron	Controller	307-324-2636		
Wilson	Patrick	Oil Movement Scheduler	307-328-3578		

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Sinclair Transportation Company – Emergency Response & Management ManualTELEPHONE NUMBERS FOR SINCLAIR PERSONNEL
MID-CONTINENT DISTRICT

Last	First	Title	Business	Cell	Home
Burch	Dave	Area Operator - Kansas City	913-233-7357	(b) (6)	
Burch	Phil	Terminal Operator – Kansas City	913-233-7350		
Danielson	Randy	District Manager	660-542-0206		
Dieckmann	Curtis	Terminal Manager – Kansas City	913-233-7350		
England	Mark	Corrosion Technician	660-542-0206		
Germann	Gerry	Office Manager	660-542-0206		
Harris III	Clarence	Terminal Operator - Kansas City	913-233-7350		
Hazen	Phyllis	Administrative Assistant	660-542-0206		
Kerby	Kenny	Maintenance Mechanic	660-542-0206		
Link	Randy	Pipeliners	660-542-0206		
List	Reinhardt	Equipment Operator	660-542-0206		
McWilliams	Dwayne	Welder	660-542-0206		
Miller	Ryan	Operations Supervisor	660-542-0033		
Pickett	Mike	Terminal Manager – Carrollton	660-542-3135		
Ponting	Brett	Area Operator – Carrollton	660-542-0206		
Sanders	Randy	Welder	660-542-0206		
Schneider	Kevin	Terminal Manager – Montrose	319-463-7000		
Shull	Chad	Terminal Operator – Montrose	319-463-7000		
Vandeventer	Lloyd	Maintenance Supervisor	660-542-0206		

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Sinclair Transportation Company



APPENDIX 700 A ICS FORMS

Sinclair Transportation Company
P.O. Box 185
Sinclair, Wyoming 82334
307-324-2636 – Fax 307-328-3571

Sinclair Transportation Company
26036 Old Highway 24
Carrollton, Missouri 64633
660-542-0206 – Fax 660-542-0351

INCIDENT COMMAND SYSTEM – FORM DESCRIPTIONS			
FORM	NAME	DESCRIPTION	PREPARED BY
	Executive Summary	Communicates significant response issues to Senior Management, Senior Agency Staff, and Civic Leaders	Situation Unit Leader Planning Section
201-OS	Incident Briefing	Prepared prior to transfer of Incident command to Unified Command. Provides the Unified Command with basic information regarding the response situation. Includes map, org. summary and resources/action summary.	Initial Incident Commander
202-OS	Incident Action Plan/Incident Objectives	Describes the basic incident strategy, control objectives, and provides weather and current information and safety considerations for use during the next operational period. Serves as table of contents for IAP.	Planning Section
203-OS	Organization Assignment List	Provides the units currently activated and the names of personnel staffing each unit	Planning Section
	General Plan	Displays the progress and planned start and end dates for various incident response activities	Planning section
205-OS	Incident Radio Communications Plan	Provides, in one location, information on all radio frequencies. Summary of information obtained from Forms 216 and 217	Comm. Unit Leader Logistics Section
7777	Communications List	An optional form used to provide information on methods of contact for all personnel assigned to the incident	Comm. Unit Leader Logistics Section
205-1	ICS Positions/Phone Numbers	List phone numbers of all personnel assigned to incident	Comm. Unit Leader Logistics Section
206-OS	Medical Plan	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures	Medical Unit Leader Safety Officer
207-OS	Incident Organization Chart	Used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element	Resource Unit Leader Planning Section
208	Site Safety Plan	Used to provide for safety of personnel responding to the incident	Safety Officer
209-OS	Incident Status Summary	Used to communicate current status. Should be filled out early and often. Provides summary information throughout ICS organization	Situation Unit Leader Planning Section
210-OS	Status Change	Used to record status change information received on resources assigned to the incident	Communications Operators Logistics Section
211	Check-in List	Used to check-in personnel and equipment at various staging areas	Staging Area Manager Operations Section
211e-OS	Check-in List Equipment	Used to check-in equipment at various staging areas	Staging Area Manager Operations Section
211p-OS	Check-in List Personnel	Used to check-in personnel at various staging areas	Staging Area Manager Operations Section
214-OS	Unit Log	Used to log activities for an entire unit for a given operational period	Unit Leaders Operations Section
214a-OS	Individual Log	Used to log activities for an individual for a given operational period	Each member of the ICS
215-OS	Operational Planning Worksheet	Communicates to the Resources Unit and the Logistics Section the resources needed as a result of decisions made during the Tactics and Planning meetings	Operations and Planning Sections Chiefs
216	Radio Requirements Worksheet	Used to develop the total number of personal portable radios required for each Division/Group and Branch. It provides listing of all units assigned to each Division, and thus depicts the total incident radio needs	Comm. Unit Leader Logistics Section
217	Radio Frequency Assignment Worksheet	Used by the Communications Unit Leader to assist in determining frequency allocations	Comm. Unit Leader Logistics Section

INCIDENT COMMAND SYSTEM – FORM DESCRIPTIONS			
FORM	NAME	DESCRIPTION	PREPARED BY
218	Support Vehicle inventory	Provides an inventory of all transportation and support vehicles assigned to the incident	Ground Support Unit Logistics Section
221-OS	Demob. Check-Out	Provides the Planning Section information on resource releases from the incident	Demob. Unit Leader Planning Section
230-OS	Daily Meeting Schedule	Records information about the daily meeting activities	Situation Unit Leader Planning Section
231-OS	Meeting Summary	Provides detailed information concerning the attendees and notes from a particular meeting	Various
232-OS	Resources at Risk Summary	Provides information about sites in the incident which are sensitive due to environmental, archaeo-cultural or socio-economic resources at risk, and identifies incident specific priorities and issues	Environmental Unit Leader Planning Section

EXECUTIVE SUMMARY

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

Preparation. The Situation Unit Leader prepares this form with input from Section Chiefs. Final authorization is provided by the Unified Command prior to dissemination outside the ICS organization.

Distribution. After authorization by the Unified Command, the Documentation Unit Leader will duplicate and post a copy on the Situation Status Display Board in the Command Post. Single copies may then be distributed to the Unified Command, Command Staff, Joint Information Center, and Section Chiefs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Operations	Operations Section Chief will summarize the tactical accomplishments for the previous operational period.
4.	Environmental	Environmental Unit Leader will summarize any significant impacts identified or mitigated during the previous operational period.
5.	Planning	Planning Section Chief will summarize the critical actions to be carried out during the next operational period.
6.	Other	Situation Unit Leader will indicate any anomalies to previous Executive Summaries, special meetings, community impacts, or items of special interest.
7.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: To:	EXECUTIVE SUMMARY
3. Operations		
4. Environmental		
5. Planning		
6. Other		
7. Prepared by	Date / Time	
EXECUTIVE SUMMARY		June 2000

INCIDENT BRIEFING (ICS FORM 201-OS)

Purpose. The Incident Briefing form provides the Unified Command (and the Command and General Staffs assuming command of the incident) with basic information regarding the response situation and the resources allocated to the incident. It is also a permanent record of the initial incident response.

Preparation. This briefing form is prepared under the direction of the initial Incident Commander for presentation to the Unified Command. This form can be used for managing the response during the initial period until the beginning of the first operational period for which an Incident Action Plan (IAP) is prepared. The information from the ICS form 201-OS can be used as the starting point for other ICS forms or documents.

- Page 1 (Map/Sketch) may transition immediately to the Situation Map.

- Page 2 (Summary of Current Actions) may be used to continue tracking the response actions and as the initial input to the ICS form 215-OS and the ICS form 232-OS.

- Page 3 (Current Organization) may transition immediately to the Organization List (ICS form 203-OS) and/or Organization Chart (ICS form 207-OS).

- Page 4 (Resources Summary) may be used to continue tracking resources assigned to the incident and as input to individual T-Cards (ICS form 219) or other resource tracking system.

Distribution. After the initial briefing of the Unified Command and General Staff members, the Incident Briefing form is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By Date Time	Enter the name and position of the person completing the form. Enter date prepared (month, day, year). Enter time prepared (24-hour clock).
3.	Map/Sketch	Show the total Area of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
4.	Initial Incident Objectives	Enter short, clear, concise statements of the objectives for managing the initial response.
5.	Summary of Current Actions	Enter the actions taken in response to the incident, including the time, and note any significant events or specific problem areas.
6.	Current Organization	Enter, on the organization chart, the names of the individuals assigned to each position. Modify the chart as necessary, using additional boxes in the space provided under the Sections. Two blank lines are provided in the Unified Command section for adding other agencies or groups participating in the Unified Command and/or for multiple Responsible Parties.

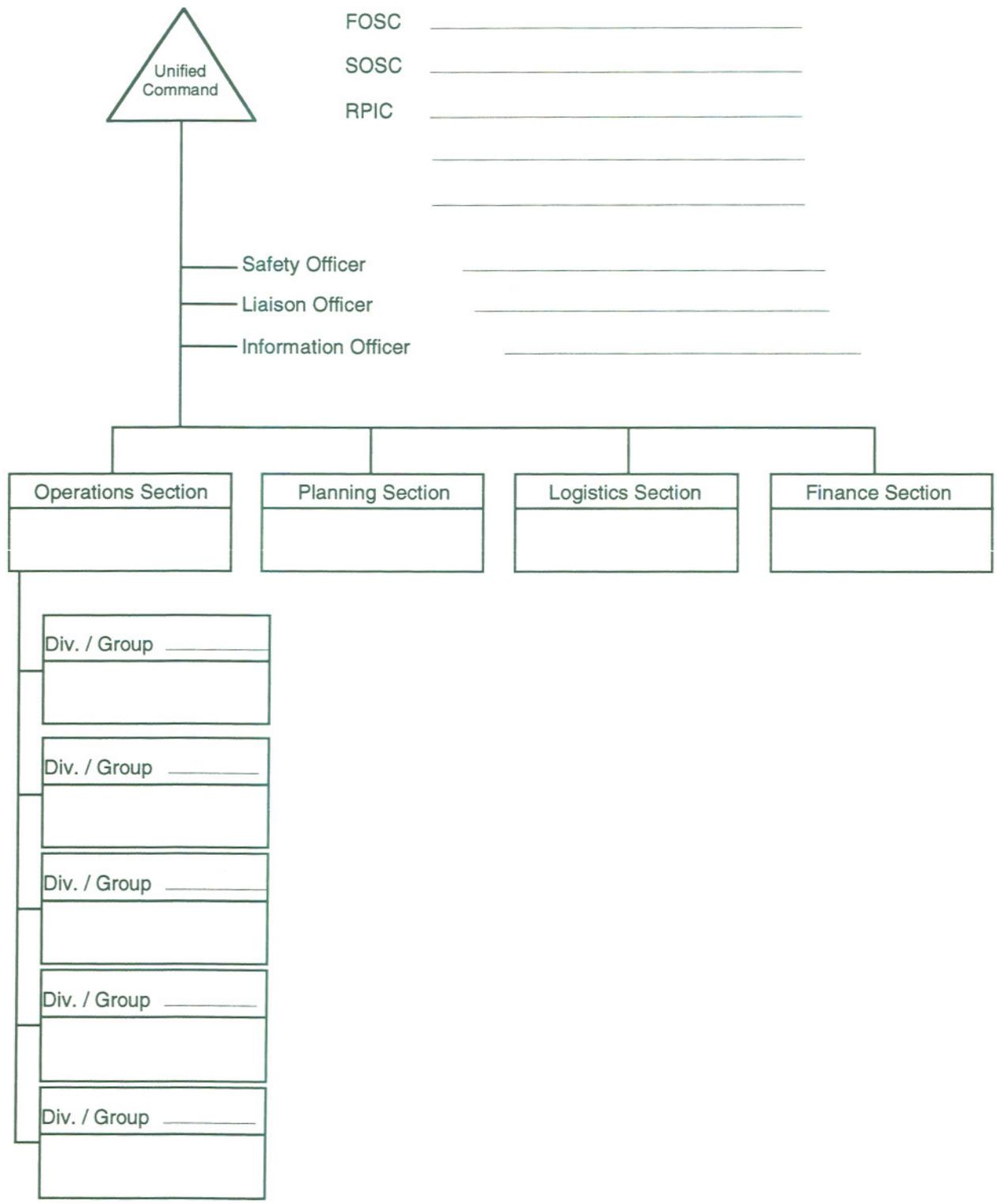
Item #	Item Title	Instructions
7.	Resources Summary	Enter the following information about the resources allocated to the incident:
	Resource Needed	Description of the resource needed (e.g., open water boom, skimmer, vac truck, etc.).
	Time Ordered	Time ordered (24-hour clock).
	Resource Identifier	Identifier for the resource (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
	ETA	Estimated time for the resource to arrive at the staging area.
	On-Scene	"X" upon the resource's arrival.
	Location /Assignment / Status	Location of the resource, the actual assignment, and the status of the resource (if other than working).

NOTE: Additional pages may be added to ICS form 201-OS if needed

1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg 1 of 4)
3. Map / Sketch (Include maps drawn here or attached, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)		
INCIDENT BRIEFING	June 2000	ICS 201-OS (pg 1 of 4)

1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg 3 of 4)
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6. Current Organization



Electronic version: NOAA 1.0 June 1, 2000

INCIDENT OBJECTIVES (ICS FORM 202-OS)

Purpose. The Incident Objectives form describes the basic incident strategy, control objectives, and provides weather, tide and current information, and safety considerations for use during the next operational period. The Attachments list at the bottom of the form also serves as a table of contents for the Incident Action Plan.

Preparation. The Incident Objectives form is completed by the Planning Section following each formal Planning Meeting conducted in preparing the Incident Action Plan.

Distribution. The Incident Objectives form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
		NOTE: ICS form 202-OS, Incident Objectives, serves as part of the Incident Action Plan (IAP) (not complete until attachments are included).
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Overall Incident Objective(s)	Enter clear, concise statements of the objectives for managing the response. These objectives usually apply for the duration of the incident.
4.	Objectives for specified Operational Period	Enter short, clear, concise statements of the objectives for the incident response for this operational period. Include alternatives.
5.	Safety Message for the specified Operational Period	Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached. At the bottom of this box, enter the location where approved Site Safety Plan is available for review.
6.	Weather	Attach a sheet with the observed and predicted weather.
7.	Tides/Currents	Attach a sheet with the predicted tide and current information for the specified operational period.
8.	Sunrise/Sunset	Enter predicted times for sunrise and/or sunset (local time, 24-hour clock) during the specified operational period.
9.	Attachments	Mark an "X" in boxes for forms attached to the IAP.
10.	Prepared By	Enter the name of the Planning Section Chief completing the form.
	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	INCIDENT OBJECTIVES ICS 202-OS
3. Overall Incident Objective(s)		
4. Objectives for specified Operational Period		
5. Safety Message for specified Operational Period		
Approved Site Safety Plan Located at:		
6. Weather See Attached Weather Sheet		
7. Tides / Currents See Attached Tide / Current Data		
8. Time of Sunrise Time of Sunset		
9. Attachments (mark "X" if attached)		
<input type="checkbox"/> Organization List (ICS 203-OS)	<input type="checkbox"/> Medical Plan (ICS 206-OS)	<input type="checkbox"/> Resource at Risk Summary (ICS 232-OS)
<input type="checkbox"/> Assignment List (ICS 204-OS)	<input type="checkbox"/> Incident Map(s)	<input type="checkbox"/> _____
<input type="checkbox"/> Communications List (ICS 205-OS)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____
10. Prepared by: (Planning Section Chief)		Date / Time
INCIDENT OBJECTIVES		June 2000 ICS 202-OS

ORGANIZATION ASSIGNMENT LIST (ICS FORM 203-OS)

Purpose. The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207-OS) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS form 202-OS) and given to all recipients of the Incident Action Plan. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5. thru 8.		Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By Date Time	Enter the name and position of the person completing the form. Enter date prepared (month, day, year). Enter time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From:	ORGANIZATION ASSIGNMENT LIST ICS 203-OS																										
3. Incident Commander and Staff		7. OPERATION SECTION																										
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9. Prepared By: (Resources Unit)																												
Date / Time																												

GENERAL PLAN-OS

Purpose. The General Plan form displays the progress and planned start and end dates for various incident response activities. Some standard activities have been listed on the form and blank lines are provided at the bottom of the form for planning and tracking additional incident-specific activities.

Preparation. The Planning Section completes the General Plan form when requested by the Unified Command.

Distribution. The General Plan form will be given to the Unified Command and all General Staff as part of the incident summary. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Planning Section Chief completing the form.
3.	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.
4.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
5.	Notification	Enter the date and time that required notifications were completed.
6.	Response Initiation Plan Item and Timeframe	Enter the date and time that the Response Initiation is completed. Enter specific dates, or day number or week number in the top row to indicate the timeframe being covered by this form. Then enter either descriptive text or shading to the right of each activity to indicate the beginning and estimated end for that activity during this incident response.

1. Incident Name		GENERAL PLAN									
2. Prepared By		Date / Time Prepared		3. Operational Period (Date / Time)							
				From:				To:			
4. Notification (Date and time completed)				5. Response Initiation (Date and time completed)							
6. Plan Item	Timeframe ==> (Enter days or weeks)										
Site Characterization, Forecasts, and Analysis											
Site Safety											
Site Security											
Source Stabilization, Salvage, and Lightering											
Surveillance											
On Water Containment and Recovery											
Sensitive Areas / Resources at Risk											
Alternative Response Technology											
Shoreline Protection and Recovery											
Wildlife Protection and Rehabilitation											
Logistics Support											
Response Organization											
Communications											
Public Information											
Financial Management and Cost Documentation											
NRDA and Claims											
Training											
Information Management											
Restoration / Mitigation											
Waste Management											
Demobilization											
June 2000											GENERAL PLAN

INCIDENT RADIO COMMUNICATIONS PLAN (ICS FORM 205-OS)

Special Note. This form, ICS 205-OS, is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period; whereas, the Communications List, ICS 205a-OS is used to list methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.),

Purpose. The Incident Radio Communications Plan is a summary of information obtained from the Radio Requirements Worksheet (ICS form 216) and the Radio Frequency Assignment Worksheet (ICS form 217). Information from the Radio Communications Plan on frequency assignments is normally noted on the appropriate Assignment List (ICS form 204-OS).

Preparation. The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on the preparation of this form may be found in ICS Publication 223-5, Communications Unit Position Manual.

Distribution. The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form, including the Incident Communications Center. Information from the plan is placed on Assignment Lists. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Basic Radio Channel Use System Channel Function Frequency Assignment Remarks	Enter the following information about radio channel use: Radio cache system(s) assigned and used on the incident. Radio channel numbers assigned. Function each channel is assigned (e.g., command, support, division tactical, and ground-to-air). Radio frequency tone number assigned to each specified function (e.g., 153.400) ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A). This section should include narrative information regarding special situations.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS FORM 205a-OS)

Special Note. This optional form is used in conjunction with the Incident Radio Communications Plan, ICS form 205-OS. Whereas the ICS form 205-OS is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS form 205a-OS, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Purpose. The Communications List records methods of contact for personnel on scene.

Preparation. The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

Distribution. The Communications List is distributed within the ICS and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Basic Local Communications Information Assignment Name Method(s) of contact	Enter the communications methods assigned and used for each assignment. Enter the ICS organizational assignment. Enter the name of the contact person for the assignment. Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

Incident Action Plan

ICS Positions/Phone Numbers

Position	Name	Phone	Fax	Current Location
Incident Commander				
Deputy IC				
Safety Officer				
Security Officer				
PIO				
Legal Officer				
Liaison Officer				
Operations Section Chief				
Deputy Operations Chief				
Air Operations Manager				
Staging Area Manager				
Task Force No.	Leader			
Planning Section Chief				
Situation Unit Leader				
Environment Unit Leader				
Resource Unit Leader				
Documentation Leader				
Technical Specialist				
Logistics Section Chief				
Communication Leader				
Supply Unit Leader				
Medical Unit Leader				
Facilities/Food Unit Leader				
Ground Support Leader				
Personnel Unit Leader				
Finance Section Chief				
Time/Cost Unit Leader				
Claims Unit Leader				
Contracts Unit Leader				
Prepared By:	Company Name:	ICS Position:		
Approved By:	Company Name:	ICS Position:		

SITE SAFETY PLAN

Incident Name: _____

Date/Time Prepared: _____

Operational Period: _____

Prepared By: _____

APPLIES TO SITE:

DATE/TIME: _____

INCIDENT: _____

PRODUCT(S): _____

(Attach MSDS)

SITE CHARACTERIZATION:

(See Site Map)

 Marine vessel Pipeline Storage facility Truck/Rail car
 Other _____

Water Bay Canal Creek River Ocean Shoreline Wetlands
 Muddy Sandy Rocky Other _____

Waves Height _____ ft/m Direction _____

Current Speed _____ mph/kts Direction _____

Land Brushland Forest Grassland Hills Mountains
 Other _____

Use Commercial Farmland Government Industrial Public
 Recreational Residential Other _____

Weather Ice Rain Snow Other _____
 Temp _____ °F/°C Wind/Dir _____ mph

Pathways for Dispersion Air Water Land Other _____
Site Hazards

<input type="checkbox"/> Boat safety	<input type="checkbox"/> Fire, explosion, in-situ burning	<input type="checkbox"/> Visibility
<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> Heat Stress	<input type="checkbox"/> Pumps and hoses
<input type="checkbox"/> Cold stress	<input type="checkbox"/> Helicopter operations	<input type="checkbox"/> Steam and hot water
<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Lifting	<input type="checkbox"/> UV radiation
<input type="checkbox"/> Drum handling	<input type="checkbox"/> Motor vehicles	<input type="checkbox"/> Slips, trips and falls
<input type="checkbox"/> Equipment operations	<input type="checkbox"/> Noise	<input type="checkbox"/> Trenching/excavation
<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Overhead/buried utilities	<input type="checkbox"/> Weather
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plants/wildlife	<input type="checkbox"/> Work near water
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Air Monitoring
%O₂ _____ %LEL _____ ppm Benzene _____
ppm H₂S _____ Other (specify) _____
CONTROL MEASURES:**Engineering Controls**
 Source of release secured Valve(s) closed Facility shut down
 Site secured Energy sources locked/tagged out
Personal Protective Equipment

<input type="checkbox"/> Impervious suits _____	<input type="checkbox"/> Respirators _____
<input type="checkbox"/> Inner gloves _____	<input type="checkbox"/> Eye protection _____
<input type="checkbox"/> Outer gloves _____	<input type="checkbox"/> Personal floatation _____
<input type="checkbox"/> Flame resistant clothing _____	<input type="checkbox"/> Boots _____
<input type="checkbox"/> Hard hats _____	<input type="checkbox"/> Other _____

CONTROL MEASURES (continued):

- | | |
|---|--|
| <input type="checkbox"/> Decontamination | <input type="checkbox"/> Stations established |
| <input type="checkbox"/> Sanitation | <input type="checkbox"/> Facilities provided per OSHA 29 CFR 1910.120(n) |
| <input type="checkbox"/> Illumination | <input type="checkbox"/> Facilities provided per OSHA 29 CFR 1910.120(m) |
| <input type="checkbox"/> Medical Surveillance | <input type="checkbox"/> Provided per OSHA 29 CFR 1910.120(f) |

WORK PLAN: (Buddy system must be used)

- | | | | | |
|--|---------------------------------------|-------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Booming | <input type="checkbox"/> Skimming | <input type="checkbox"/> Vac trucks | <input type="checkbox"/> Pumping | <input type="checkbox"/> Excavation |
| <input type="checkbox"/> Heavy equip | <input type="checkbox"/> Sorbant pads | <input type="checkbox"/> Patching | <input type="checkbox"/> Hot work | <input type="checkbox"/> Appropriate permits used |
| <input type="checkbox"/> Other (describe): _____ | | | | |

TRAINING:

- Verified site workers trained per OSHA 29 CFR 1910.120

ORGANIZATION:

<u>Title</u>	<u>Name</u>	<u>Telephone/Radio</u>
Incident Commander	_____	_____
Deputy Incident Commander	_____	_____
Safety Officer	_____	_____
Public Affairs Officer	_____	_____
Other	_____	_____

EMERGENCY PLAN:

- Alarm system _____
- Evacuation plan _____
- First aid locations _____

Notified:

- | | | | |
|--|-------|-------|-------|
| <input type="checkbox"/> Hospital | _____ | Phone | _____ |
| <input type="checkbox"/> Ambulance | _____ | Phone | _____ |
| <input type="checkbox"/> Air Ambulance | _____ | Phone | _____ |
| <input type="checkbox"/> Fire | _____ | Phone | _____ |
| <input type="checkbox"/> Law Enforcement | _____ | Phone | _____ |
| <input type="checkbox"/> Emergency Response/Rescue | _____ | Phone | _____ |

PRE-ENTRY BRIEFING:

- Initial briefing prepared for each site
- Briefing reviewed/updated as necessary

INCLUDED ATTACHMENTS/APPENDICES:Attachments

- Site Map
- Hazardous Substance Info Sheets
- Site Hazards
- Monitoring Program
- Training Program
- Confined Space Entry Procedure
- Safe Work Practices for Boats
- PPE Descriptions
- Decontamination
- Communication and Organization
- Site Emergency Response Plan

Appendices

- Site Safety Program Evaluation Checklist
- Confined Space Entry Checklist
- Heat Stress Consideration
- Cold Stress and Hypothermia Consideration
- First Aid for Bites, Stings, Poisonous Plant Contact
- Safe Work Practices for Oily Bird Rehabilitation
- Spill Site Pre-Entry Briefing
- Personnel Tracking System

Update Attachments

DATE PLAN COMPLETED: _____ **BY:** _____

STATUS CHANGE (ICS FORM 210-OS)

Purpose. The Status Change form is used to record status change information received on resources assigned to the incident.

Preparation. The form is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers or fixed-wing facilities.

Distribution. The original is given to the Resources Unit, and the Communications Unit retains a second copy. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Personnel/Resource Name or I.D.	Enter the Personnel/Resource Name or Identifier.
4.	New Status	Check the new status of the personnel or resource.
5.	FROM Location or Status	Enter the location or status from which the resource is changing.
6.	TO Location or Status	Enter the location or status to which the resource is changing.
7.	Time of Location / Status Change	Enter time of change (24-hour clock).
8.	Comments	Use this area for other information.
9.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
10.	Processed by Resources Unit Date/Time	Enter name and title of the person in the Resources Unit processing the form. Enter date (month, day, year) and time processed (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	STATUS CHANGE ICS 210-OS
3. Personnel / Resource Name or I.D.		
4. New Status <input type="checkbox"/> Available / Staged <input type="checkbox"/> Assigned _____ <input type="checkbox"/> Out of Service		
5. FROM Location or Status	6. TO Location or Status	
7. Time of Location / Status Change		
8. Comments		
9. Prepared by:		Date / Time
10. Processed by: (Resource Unit)		Date / Time
STATUS CHANGE	June 2000	ICS 210-OS

CHECK-IN LIST (ICS FORM 211)

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information which is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-in	Enter an "X" in the box indicating where the resource or person checked in.
3.	Date / Time Prepared	Enter the date (e.g., 09/17/1996) and time (e.g., 1530) prepared.
4.	List Personnel (Overhead) by Agency & Name	Use this section to list agency three-letter designator and individual names for all overhead personnel. When listing equipment, use three-letter designator, indicate if resource is a single resource, task force or strike team; enter kind of resource (letter for single resource, 1-3 for Strike Team); enter type of resource (1-4), and designated id. no.
5.	Order / Request Number	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6.	Date / Time Check-In	Self explanatory.
7.	Leader's Name	Self explanatory.
8.	Total Number Personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.
9.	Manifest	Indicate if a manifest was prepared by entering "Yes" or "No" in the field.
10.	Crew Weight or Individual's Weight	Self explanatory.
11.	Home Base	Location at which the resource / individual is normally assigned.
12.	Departure Point	Location from which resource / individual departed for this incident.
13.	Method of Travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)

- 14. Incident Assignment Assignment at time of dispatch.
- 15. Other Qualifications List any other ICS position the individual has been trained to fill.
- 16. Sent to Enter initials and time that the info. Pertaining to that entry was sent to the Resources Unit.
- 17. Page Indicate page no. and no. of pages being used for Check-In at this location.

CHECK-IN LIST Equipment (ICS FORM 211e-OS)

Special Note. This form is used for equipment check-in only.

Purpose. Equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Check-in Location	Check the box for the location where the equipment was checked in.
4.	Equipment Description	Enter a description of the equipment (e.g., 36" open water boom, skimmer, vac truck, etc.).
5.	Equipment Identifier	Enter the Identifier for the equipment (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
6.	Supplier/Owner	Enter the supplier/owner of the equipment.
7.	Assignment	Work assignment, if known. Arriving equipment may not have an assignment at time of check-in.
8.	Contact Information	Enter the contact information for the person operating equipment.
9.	Initial Incident Check-in?	Check if this is the first time the equipment has been checked in.
10.	Time In/Out	Enter the time the equipment is checked in and/or out (24-hour clock).
11.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
12.	Date/Time Sent to Resources Unit	Enter date (month, day, year) and time (24-hour clock) the form is sent to the Resources Unit.

CHECK-IN LIST Personnel (ICS FORM 211p-OS)

Special Note. This form is used for personnel check-in only.

Purpose. Personnel arriving at the incident can be checked in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Check-in Location	Check the box for the check-in location.
4.	Name	Enter the name of the person.
5.	Company/Agency	Enter the company or agency with which the individual is associated.
6.	ICS Section / Assignment / Quals.	Enter ICS Section and assignment, if known, and note any other ICS qualifications, if needed.
7.	Contact Information	Enter the contact information for the person.
8.	Initial Incident Check-in?	Check if this is the first time a person has checked in for this incident.
9.	Time In/Out	Enter the time the person checks in and/or out (24-hour clock).
10.	Prepared By Date/Time Prepared	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
11.	Date/Time Sent to Resources Unit	Enter date (month, day, year) and time (24-hour clock) the form is sent to the Resources Unit.

UNIT LOG (ICS FORM 214-OS)

Special Note. ICS Form 214-OS is used to log activities for an entire unit, whereas the ICS form 214a-OS is designed for individual use.

Purpose. The Unit Log records details of unit activity, including strike team activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

INDIVIDUAL LOG (ICS FORM 214a-OS)

Special Note. This optional ICS form 214a-OS is a log for individual use, and ICS form 214-OS is designed to log activities for an entire unit.

Purpose. The Individual Log, while not required, records details of each individual's activities. These logs provide a basic reference from which to extract information for inclusion in any after-action report.

Preparation. An Individual Log can be initiated and maintained by each member of the ICS. Completed logs are forwarded to supervisors who provide copies to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Individual Logs. The original of each log **MUST** be submitted to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Individual Name	Enter the name of the individual.
4.	ICS Section	Enter the ICS Section to which the individual is assigned.
5.	Assignment/Location	Enter the assignment or location for the individual.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

OPERATIONAL PLANNING WORKSHEET (ICS FORM 215-OS)

Purpose. This form communicates to the Resources Unit the resources needed as a result of decisions made during the Tactics and Planning meetings. The Worksheet is used by the Resources Unit to complete the Assignment List (ICS form 204-OS) and by the Logistics Section Chief for ordering resources. The worksheet may also be used by the Resources Unit Leader to complete the Assignment List Attachment(s) (ICS form 204a-OS), if the Operations and Planning Section Chiefs deem it necessary.

Preparation. This form is initiated at the Tactics Meeting and modified and finalized at the Planning Meeting. For ease of use, the form should be enlarged to poster size. This form is principally crafted by the Operations and Planning Section Chiefs. When decisions are reached, the appropriate resource information should be recorded on the form. Use additional sheets, as needed.

Distribution. When the work assignments and accompanying resource allocations are agreed to, the form is distributed to the Resources Unit to help prepare Assignment Lists (ICS form 204-OS) and any needed Assignment List Attachment(s) (ICS form 204a-OS). The Planning Section will use a copy of this worksheet for preparing resource requests for the next operational period. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Division/Group or Location	Enter the Division/Group or other Location Identifier (e.g., Division A - Segment 1, On-water Group 1, Air Group 1, etc.).
4.	Work Assignments	Enter the specific work assignments given to each Division/Group (e.g., on-water skimming, Shoreline Cleanup Assessment Team, shoreline cleanup crews, conduct overflights, etc.).
5.	Resource/Equipment	Complete resource description. Enter the number of resources required "Req." and the number of resources available "Have" to perform the work assignment. The number of resources needed "Need" is the difference between "Req." and "Have."
6.	Notes/Remarks	Provide any additional information needed for this work assignment.
7.	Reporting Location	Enter the specific location the "needed" resources are to report for the work assignments (staging area, etc.)
8.	Requested Arrival Time	Enter time resources are requested to arrive at reporting location (24-hour clock).
9.	Assignment List Attachment 204a Needed	"X" this box if the Planning and Operations Section Chiefs determine that special instructions are needed for a specific Strike Team, Task Force, or single resource (e.g., work assignment, equipment, environmental considerations, or site-specific safety considerations).

Item #	Item Title	Instructions
10.	Total Resources Required	Enter the total number of resources required. Add all of the "Req." fields above.
11.	Total Resources On Hand	Enter the total number of resources on hand. Add all of the "Have" fields above.
12.	Total Resources Needed	The Total Resources Needed is the difference between the Total Resources Required and the Total Resources On Hand.
13.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name			2. Operational Period (Date / Time) From: _____ To: _____								OPERATIONAL PLANNING WORKSHEET ICS 215-OS						
3. Division / Group or Location	4. Work Assignments	5. Resource / Equipment										9. "X" here if 204a Needed					
		Resource											6. Notes / Remarks	7. Reporting Location	8. Requested Arrival Time		
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
10. Total Resources Required																	
11. Total Resources On Hand																	
12. Total Resources Needed																	
13. Prepared by: _____												Date		Time			

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RADIO REQUIREMENTS WORKSHEET (ICS FORM 216)

Purpose. The Radio Requirements Worksheet is used to develop the total number of personal portable radios required for each Division/Group and Branch. It provides a listing of all units assigned to each Division, and thus depicts the total incident radio needs.

Initiation of Form. The worksheet is prepared by the Communications Unit for each operational period and can only be completed after specific resource assignments are made and designated on Assignment Lists. This worksheet need not be used if the Communications Unit Leader can easily obtain the information directly from Assignment Lists.

Distribution. The worksheet is for internal use by the Communications Unit and therefore there is no distribution of the form.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date	Enter date prepared (e.g., 09/17/1996).
3.	Time Prepared	Enter time prepared (e.g., 1530).
4.	Branch	Enter the Branch number (I, II, etc.) for which radio requirements are being prepared.
5.	Agency	Enter the three-letter designator of the agency staffing the Branch Director position (e.g., VNC, CDF, ANF, LFD, etc.).
6.	Operational Period	Enter the time interval for which the assignment applies (e.g., 9/17/96-0600 to 9/18/96-0600).
7.	Tactical Frequency	Enter the radio frequency to be used by the Branch Director to communicate with each Division/Group Supervisor in the Branch.
8.	Division/Group	Enter for each Division/Group in the Branch the Division/Group identifier (A, B, etc.) and the agency assigned (e.g., LAC, VNC, etc.).
9.	Agency/ID No./Radio Requirements	List all units assigned to each Division/Group. Record the agency designator, unit or resource identification, and total number of radios needed for each unit or resource.
10.	Prepared By	Enter the name and position of the person completing the worksheet.

RADIO REQUIREMENTS WORKSHEET				1. INCIDENT NAME			2. DATE		3. TIME		
4. BRANCH			5. AGENCY			6. OPERATIONAL PERIOD			7. TACTICAL FREQUENCY		
8. DIVISION/GROUP			DIVISION/ GROUP _____			DIVISION/ GROUP _____			DIVISION/ GROUP _____		
AGENCY _____			AGENCY _____			AGENCY _____			AGENCY _____		
9. AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS
216 ICS 3-82			PAGE			10. PREPARED BY (COMMUNICATIONS UNIT)					

RADIO FREQUENCY ASSIGNMENT WORKSHEET (ICS FORM 217)

Purpose. The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocations.

Preparation. Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

Distribution. The worksheet, prepared by the Communications Unit, is for internal use.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date	Enter date prepared (e.g., 09/17/1996).
3.	Operational Period	Enter the time interval for which the assignment applies (e.g., 9/17/96-0600 to 9/18/96-0600).
4.	Incident Organization	List frequencies allocated for each channel for each organizational element activated, record the number of radios required to perform the designated function on the specified frequency.
5.	Radio Data	For each radio cache and frequency assigned, record the associated function. Functional assignments are: a. Command b. Support c. Division tactical d. Ground-to-air
6.	Agency	List the frequencies for each major agency assigned to the incident. Also list the function and channel number assigned.
7.	Total Radios Required	Totals for each row and column are calculated automatically. This provides the number of radios required by each organizational unit and the number of radios using each available frequency.
8.	Prepared By	Enter the name and position of the person completing the worksheet.

SUPPORT VEHICLE INVENTORY (ICS FORM 218)

Purpose. The Support Vehicle Inventory form provides an inventory of all transportation and support vehicles assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles on the incident. The Resources Unit uses the information to initiate and maintain status/resources information on these resources.

Preparation. The form is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles should be provided to the Resources Unit immediately.

NOTE:

- a. The Ground Support Unit Leader may prefer to use separate sheets for each type of support vehicle (e.g., buses, pickups, and food tenders).
- b. More than one line may be used to record information on each vehicle. If this is done, separate individual vehicle entries with a heavy line.
- c. Several pages may be used. When this occurs, number the pages consecutively (in the number box at bottom of form).

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date Prepared	Enter date prepared (e.g., 09/17/1996).
3.	Time Prepared	Enter time prepared (e.g., 1530).
4.	Vehicle Information	Record the following vehicle information:
	Type	a. Specific vehicle type (e.g., bus, stakeside, etc.).
	Make	b. Vehicle manufacturer name (e.g., GMC, International).
	Capacity/Size	c. Vehicle capacity / size (e.g., 30-person bus, 3/4 ton truck).
	Owner	d. Owner of vehicle (agency or private owner).
	ID Number	e. Serial or other identification number.
	Location	f. Location of vehicle.
	Release Time	g. Time vehicle is released from incident.
5.	Prepared By	Enter name of the person completing the form.

DEMOB. CHECK-OUT (ICS FORM 221-OS)

Purpose. This form provides the Planning Section information on resource releases from the incident.

Preparation. The Demobilization Unit Leader or the Planning Section initiates this form. The Demobilization Unit Leader completes the top portion of the form after the resource supervisor has given written notification that the resource is no longer needed.

Distribution. The individual resource will have the unit leader initial the appropriate box(es) in item 5 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Strike Team / Unit / Personnel Released	Enter name of Strike Team, Unit or personnel being released.
4.	Release Date/Time	Enter date (month, day, year) and time (24-hour clock) of anticipated release.
5.	Strike Team / Unit / Personnel	Demobilization Unit Leader will enter an "X" in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. NOTE: Blank boxes are provided for any additional unit requirements as needed, (e.g., Safety Officer, Agency Rep., etc.)
6.	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.).
7.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	DEMOB. CHECK-OUT ICS 221-OS
3. Unit / Personnel Released		4. Release Date / Time
<p>5. Unit / Personnel</p> <p>You and your resources have been released, subject to signoff from the following: (Demob. Unit Leader "X" appropriate box(es))</p> <p>Logistics Section</p> <p><input type="checkbox"/> Supply Unit _____</p> <p><input type="checkbox"/> Communications Unit _____</p> <p><input type="checkbox"/> Facilities Unit _____</p> <p><input type="checkbox"/> Ground Unit _____</p> <p>Planning Section</p> <p><input type="checkbox"/> Documentation Unit _____</p> <p>Finance / Admin. Section</p> <p><input type="checkbox"/> Time Unit _____</p> <p>Other</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>		
6. Remarks		
<hr/> <hr/> <hr/> <hr/>		
7. Prepared by: _____		Date / Time _____
DEMOB. CHECK-OUT		June 2000
		ICS 221-OS

DAILY MEETING SCHEDULE (ICS FORM 230-OS)

Purpose. The Daily Meeting Schedule records information about the daily scheduled meeting activities.

Preparation. This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

Distribution. After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By Date/Time	Enter name and title of the person preparing the form, normally the Situation Unit Leader. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		2. Operational Period (Date / Time)		DAILY MEETING SCHEDULE ICS 230-OS	
		From:	To:		
3. Meeting Schedule (Commonly-held meetings are included)					
Date / Time	Meeting Name	Purpose	Attendees	Location	
	Tactics Meeting	Develop primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OPS, LSC, EUL, RUL & SUL		
	Planning Meeting	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	Determined by the IC/UC		
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command Staff, General Staff, Branch Directors, Div. Sups., Task Force/Strike Team Leaders and Unit Leaders		
	Unified Command Objectives Meeting	Review / identify objectives for the next operational period.	Unified Command members		
4. Prepared by: (Situation Unit Leader)			Date / Time		

DAILY MEETING SCHEDULE

June 2000

ICS 230-OS

MEETING SUMMARY (ICS FORM 231-OS)

Purpose. The Meeting Summary provides more detailed information concerning the attendees and notes from a particular meeting.

Preparation. This form is prepared under the direction of the facilitator of the meeting and coordinated through the Unified Command.

The following lists the usual facilitator for each meeting:

Unified Command Meeting - Facilitated by a member of the Unified Command.

Initial Incident ICS 201 Briefing - Facilitated by the initial Incident Commander.

Tactics Meeting - Facilitated by the Planning Section Chief.

Planning Meeting - Facilitated by the Planning Section Chief.

Operations Briefing - Facilitated by the Planning Section Chief.

Command Staff Meeting - Facilitated by a member of the Unified Command.

Business Management Meeting - Facilitated by a member of the Unified Command.

Agency Representative Meeting - Facilitated by the Liaison Officer.

Press Briefing - Facilitated by the Information Officer.

Distribution. After completion and approval by Unified Command, the Situation Unit Leader will distribute a copy of the Meeting Summary to the attendees and post it at the Situation Display. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Meeting Date/Time	Enter date and time of meeting.
3.	Meeting Name	Enter name of meeting.
4.	Meeting Location	Enter location of meeting.
5.	Facilitator	Enter the name and position of the meeting facilitator.
6.	Attendees	List the personnel who need to attend the meeting.
7.	Notes	List a summary of decisions and action items addressed in the meeting.
8.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Meeting Date / Time	MEETING SUMMARY ICS 231-OS
3. Meeting Name		
4. Meeting Location		
5. Facilitator		
6. Attendees		
7. Notes (with summary of decisions and action items)		
8. Prepared by:		Date / Time
MEETING SUMMARY	June 2000	ICS 231-OS

RESOURCES AT RISK SUMMARY (ICS FORM 232-OS)

Purpose. The Resources at Risk Summary provides information about sites in the incident area which are sensitive due to environmental, archaeo-cultural, or socio-economic resources at risk, and identifies incident-specific priorities and issues. The information recorded here may be transferred to ICS form 232a-OS, which acts as a key to the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers shown on the Situation Map.

Preparation. The Environmental Unit Leader, with input from resource trustees, will complete this form for each operational period. It should be updated prior to the Planning Meeting.

Distribution. This form must be forwarded to the Planning Section Chief for possible inclusion in the IAP. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Environmentally-Sensitive Area and Wildlife Issues Site Number	Enter site number, priority as it is related to degree of sensitivity, site location, and description. Use the Narrative section to clarify any issues.
	Priority Site Name and/or Physical Location Site Issues	Can come from an Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident. Priority specific to this incident.
4.	Archaeo-cultural and Socio-economic Issues	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.). Environmental concerns associated with this site and season. Enter name and position of person preparing form, and the date and time prepared. Normally would be the Environmental Unit Leader.
	Site Number Priority Site Name and/or Physical Location Site Issues	Can come from an ACP/GRP or can be created during an incident. Priority specific to this incident. Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.). Archaeo-cultural or socio-economic concerns associated with this site and season.
5.	Prepared By	Enter name and title of the person preparing the form (normally the Environmental Unit Leader).
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	RESOURCES AT RISK SUMMARY ICS 232-OS
-------------------------	---	---

3. Environmentally-Sensitive Areas and Wildlife Issues

Site #	Priority	Site Name and/or Physical Location	Site Issues

Narrative

4. Archaeo-cultural and Socio-economic Issues

Site #	Priority	Site Name and/or Physical Location	Site Issues

Narrative

5. Prepared by: (Environmental Unit Leader)	Date / Time
--	--------------------

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SINCLAIR TRANSPORTATION COMPANY



INCIDENT REPORTING FORMS APPENDIX

Incident Reporting Forms Appendix

Form 201-1 Pipeline Leak/Spill Data

Form 201-2 Pipeline Fire/Explosion/Accident Involving Injury

Form 201-4 Incident Event Log

Form 201-5 Information for Telephonic Reporting of Leak/Spill

Form 201-6 Information for Telephonic Reporting of Fire/Explosion/Accident Involving Injury or Death to Emergency Response Agency

Form 201-8 Break and Leak Report

Figure 201-1 PIPELINE LEAK/SPILL DATA

Date	Time	System/Location
1. Name of person reporting incident		
2. Phone number of person reporting incident		
3. Location of incident Near what town? Near what street or highway? Pipeline marker number Other directions to incident		
4. Classification of incident: <input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Accident involving personnel injury or death		
5. Has caller notified other agencies or called 911 <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. If so, which agencies?		
7. If fire or explosion, what is burning (grass and brush, structures, vehicles, color of smoke)		
8. Approximate size of fire		
9. What is the distance to the nearest structure?		
10. Are the occupants aware of the incident		
11. Weather conditions on scene (wind direction and speed)		
12. If an accident involving injury or death:		
13. Name(s) of injured		
14. Nature of injuries		
15. Has first aid been administered <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. By whom		

Begin Incident Log (Refer to Figure 201-4)

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Figure 201-2 PIPELINE FIRE/EXPLOSION/ACCIDENT INVOLVING INJURY DATA

Date	Time	System/Location
1. Name of person reporting incident		
2. Phone number of person reporting incident		
3. Location of incident Near what town? Near what street or highway? Pipeline marker number Other directions to incident		
4. Classification of incident: <input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Accident involving personnel injury or death		
5. Has caller notified other agencies or called 911 <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. If so, which agencies?		
7. If fire or explosion, what is burning (grass and brush, structures, vehicles, color of smoke)		
8. Approximate size of fire		
9. What is the distance to the nearest structure?		
10. Are the occupants aware of the incident		
11. Weather conditions on scene (wind direction and speed)		
12. If an accident involving injury or death:		
13. Name(s) of injured		
14. Nature of injuries		
15. Has first aid been administered <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. By whom		

Begin Incident Log (Refer to Figure 201-4)

Form 201-5 INFORMATION FOR TELEPHONIC REPORTING OF LEAK/SPILL

When reporting a Hazardous Pipeline Leak/Spill by telephone, include the following information:

1. Company Name:	Sinclair Transportation Company P. O. Box 185 Sinclair, WY 82334 307-324-2636	Sinclair Transportation Company 26036 Old Hwy 24 Carrollton, MO 64633 660-542-0206
Your name:		
Telephone number where you can be reached		FAX
2. Name of pipeline system and location of release		
3. Legal Description		
4. Date and time of discharge:		
5. Name of material discharged:		
6. Estimated volume discharged:		
7. Cause or reason for discharge (i.e., material failure, third party damage, corrosion):		
8. Distance to nearest body of water		
9. Weather conditions on scene:		
10. Action taken or planned by persons on scene:		
11. Status of control and containment:		
12. Obtain incident number from agency, if applicable		

This form should be used for making initial notifications and should also be used for making follow-up notifications to report changed conditions. Refer to telephone list for agency telephone numbers.

Reported by:	Date	Time	Agency reported to	Incident No.

After notifications have been made, forward this form to District Manager along with the STC Leak Report.

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Form 201-6 INFORMATION FOR TELEPHONIC REPORTING OF FIRE/EXPLOSION/ACCIDENT INVOLVING INJURY OR DEATH TO EMERGENCY RESPONSE AGENCY

When reporting a Hazardous Pipeline Incident by telephone, include the following information:

1. Company Name:		Sinclair Transportation Company P. O. Box 185 Sinclair, WY 82334 800-321-3994		Sinclair Transportation Company 26036 Old Hwy 24 Carrollton, MO 64633 660-542-0206	
2. Your name:					
Telephone number where you can be reached					FAX
3. Location of incident		Near what town Near what street or highway Other directions to incident			
3. Date and time of incident:					
4. Type	Was any person killed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there a fire? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there an explosion? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. No. of STC Personnel Injured	Killed	No. of non-employees Injured	Killed		
6. Name(s) of injured					
7. Nature of injuries					
8. Have you notified other agencies or called 911? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which agencies			
9. Apparent cause of release and material released					
10. If fire or explosion, brief description of what is burning and size of affected area.					
11. Approximate arrival time of STC responding personnel if not already on scene					
12. Weather conditions on scene:					
13. Obtain incident number from agency, if applicable					

This form should be used for making initial notifications and should also be used for making follow-up notifications to report changed conditions. Refer to telephone list for agency telephone numbers.

Reported by:	Date	Time	Agency reported to	Incident No.

After notifications have been made, forward this form to District Manager along with the STC Leak Report

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Form 201-8

**Sinclair Transportation Company
Break and Leak Report- STC-1**

Distribution: <input type="checkbox"/> General Manager <input type="checkbox"/> District Manager	Date of Leak		Hour	Date of Report	Report No.	
	Map No.	Location No.	Name of Line (Include No., Size, and Kind)			
	Survey or Sec., TWP, Range, County and State					
Specific Location of Leak from Tag or M. P. No. (Include distance and direction from nearest town)						
Nature and Cause of Leak (Describe and check appropriate block) <input type="checkbox"/> Pipe <input type="checkbox"/> Girth Weld <input type="checkbox"/> Longitudinal Weld <input type="checkbox"/> Pump <input type="checkbox"/> Meter/Prover <input type="checkbox"/> Tank <input type="checkbox"/> Defective Pipe <input type="checkbox"/> Welded Fitting <input type="checkbox"/> Bolted Fitting <input type="checkbox"/> Hay Tank <input type="checkbox"/> Strainer/Filter <input type="checkbox"/> Scraper Trap <input type="checkbox"/> Valve <input type="checkbox"/> Defective Weld				If Corrosion: <input type="checkbox"/> Inside <input type="checkbox"/> Outside		
				Pipe Coated <input type="checkbox"/> Yes <input type="checkbox"/> No	Coating Condition	
				Time between corrosion tests, Mo.		
Cathodic protection: <input type="checkbox"/> Anodes <input type="checkbox"/> Rectifier						
Configuration At Point of Leak <input type="checkbox"/> Sag <input type="checkbox"/> Straight <input type="checkbox"/> Overbend <input type="checkbox"/> Side bend			<input type="checkbox"/> Above ground <input type="checkbox"/> Below ground	Cover, if below inches		
Line Patrol Frequency	Press. At Time and location of leak	PSIG	Normal Line Press	PSIG	Was pump operated against closed Valve? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below	
Death or Injury	Was any person Killed? <input type="checkbox"/> Yes <input type="checkbox"/> No.	Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there a fire? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was there an explosion? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How was the leak repaired?						
Name of product out	Barrels out:	Barrels recovered	Barrels lost:			
How was it disposed of:						
How was quantity of oil or product loss estimated?	<input type="checkbox"/> (A) Visual inspection of site by supervisor	<input type="checkbox"/> (B) Oil Movements receipts vs deliveries	<input type="checkbox"/> (C) By both (A) and (B). Comments			
Property owner (Name and address)		Tenant: (Name and address)				
Damage to Company Property \$		Items Damaged:				
Other Property Damaged \$		Items Damaged:				
Leak Reported by: (Name and address)				Reward Payment: \$		
If reported to Government agencies (other than D.O.T.), indicate						
Agency Name	Agency Location	Name of person reported to:	Reported by	Date	Time	Incident No. (Obtain from agency)
Note: If reported to U.S. Department of Transportation (DOT), prepare and attach to District Manager's copy a draft copy of DOT 7000-1 for completion and handling by District Manager						
Remarks or recommendations:						
Signed:						

Continue on back if necessary.

8/30/2013

1

This document supersedes all previous versions. When using printed procedures, you should verify it is the most current version posted on the Sinclair Intranet

SINCLAIR TRANSPORTATION COMPANY



OSRO CONTRACTS APPENDIX

AGREEMENT FOR RESPONSE SERVICES

THIS MASTER SERVICE AGREEMENT (the "Agreement") is made and entered into this 6th day of **October** 2013, by and between **Sinclair Transportation Company**, a corporation duly incorporated in the State of **Wyoming**, and with a place of business located at **100 East Washington Street Sinclair, Wyoming 82334** (hereinafter "COMPANY"), and **GARNER ENVIRONMENTAL SERVICES, INC.**, a Texas corporation, whose principal office and mailing address is 1717 W. 13th Street, Deer Park, Texas 77536 (hereinafter "CONTRACTOR"). COMPANY and CONTRACTOR shall collectively be referred to herein as the "Parties". "Affiliates" shall mean any corporation, partnership, , division or other legal entity, directly or indirectly, through one or more intermediaries, controlling, controlled by, or under common control with COMPANY, whether foreign or domestic. "COMPANY" as referred to herein shall include COMPANY'S affiliates.

WHEREAS, CONTRACTOR is engaged in the business of providing emergency environmental and/or disaster and/or logistical response services;

WHEREAS, COMPANY owns and operates or has owned or operated or has otherwise assumed responsibility for facilities, functions, and activities that require compliance with federal, state, and local environmental and regulatory requirements; and

WHEREAS, CONTRACTOR can provide response services relating to such environmental and regulatory obligations and is willing to perform such services for COMPANY and its affiliates at all locations, including as disclosed in writing herein;

NOW THEREFORE, in consideration of these premises and the mutual covenants contained herein, the Parties agree as follows:

ARTICLE 1. SCOPE OF SERVICE

CONTRACTOR shall, use its best efforts to, provide to COMPANY, upon COMPANY'S request, emergency environmental and/or disaster and/or logistical response services that may include, but are not limited to, containment, removal, neutralization, decontamination, recovery, cleanup, repackaging, transportation, confined space rescue, remediation and, in certain instances, disposal services relating to hazardous and/or non-hazardous materials and/or substances and/or wastes (the "Services", the "Work" or the "Subject of the Work"). "Waste" or "Wastes" as used herein shall include hazardous materials and non-hazardous materials or substances.

- 1.1. CONTRACTOR operates a (24) hour-per-day, (7) seven-days-per-week emergency response service telephone line at 1.800.424.1716. The COMPANY may call 281.930.1200 to obtain specific or local branch office numbers for the CONTRACTOR. The COMPANY'S representative making the call shall furnish to CONTRACTOR the name and title of the caller, the location of the site needing emergency response services (hereinafter referred to as the "Site" and/or "Worksite"), the hazardous and/or non-hazardous materials involved, and other relevant facts relating to the situation in order that CONTRACTOR may use due diligence to mobilize the available necessary personnel and equipment.
- 1.2. The Parties recognize that, at the commencement of the Work in accordance with this Agreement, the scope of the Work may not be well defined. The Parties agree that, at the commencement of the Work and at frequent intervals, their respective representatives shall consult with each other to review and define the scope of the Work to be performed and outline strategies and approaches to such Work. Regarding the Work:
 - a. The Parties hereby acknowledge that, on occasion, COMPANY personnel may authorize Services and/or Work to be performed by CONTRACTOR based on a verbal order, which

may or may not be confirmed with a written purchase order, service order or work authorization. The Parties hereby agree that on those occasions it is the Parties' intent that CONTRACTOR respond based upon such verbal order and that the COMPANY be bound by the terms and conditions of this Agreement, which shall apply in all respects to the services or Work performed by CONTRACTOR; and

- b. To the extent practicable, COMPANY shall promptly issue to CONTRACTOR a purchase order describing the scope of the Work performed or to be performed and the names of the designated representatives for COMPANY and CONTRACTOR. In the event of a conflict between the terms of such purchase order, service order or work authorization, and the terms of this Agreement, the terms of this Agreement shall prevail.
- 1.3. CONTRACTOR will undertake to obtain and maintain any authorization, classification and/or certification required by applicable federal, state, and/or local laws, regulations and ordinances and to give notice to COMPANY should such authorization, classification and/or certification terminate.
- 1.4. The following exhibits, regardless of whether they are physically attached hereto, are part of this Agreement and are hereby incorporated herein in the form that is current at the time Work is actually performed: **A.** CONTRACTOR'S current Domestic Response Rate Schedule; **B.** Insurance Requirements; **C.** If COMPANY is subject to Oil Pollution Act of 1990 (hereinafter, the "OPA"), CONTRACTOR'S "OPA" Packet (tier level response sheet / letter of intent / Discharge Cleanup Organization Certificate/ Oil Spill Removal Organizations classification / equipment and personnel list); **D.** If applicable by reason of COMPANY's request for international response services, CONTRACTOR'S current International Response Rate Schedule; and **E.** If applicable by reason of Company's request for disaster, including natural disaster, response services, CONTRACTOR'S current Disaster Response Rate Schedule. **F.** If applicable, COMPANY'S Description of Locations and Affiliates authorized to request CONTRACTOR'S services under this Agreement.

ARTICLE 2. RESPONSIBILITIES OF CONTRACTOR

- 2.1. CONTRACTOR shall provide personnel, labor, materials, tools, equipment, and personal protective equipment (hereinafter "PPE"), and subcontracted items where necessary and/or as requested for the performance and completion of accepted Work.
- 2.2. CONTRACTOR shall take necessary precautions for safety of its employees and shall comply with all applicable provisions of federal, state, and local safety and health laws, rules, and regulations and further shall erect and properly maintain, as required by the conditions and progress of the Work, necessary safeguards for the protection of its employees.
- 2.3. If requested by COMPANY, CONTRACTOR will endeavor to assist COMPANY in obtaining the proper and necessary permits for the Work, subject to on-site conditions and/or applicable rules and regulations; however, CONTRACTOR shall in no way be obligated to satisfy any local, state or federal regulatory reporting requirements that may apply. Provided, however, all required environmental clean-up permits shall be issued in COMPANY'S name.

ARTICLE 3. RESPONSIBILITIES OF COMPANY

- 3.1. COMPANY shall furnish to CONTRACTOR information on the Worksite concerning physical characteristics, soil reports, subsurface investigations, utility and easement locations, and other similar reports or documents (the "Worksite Plans") reasonably needed by CONTRACTOR to perform the Work. Additionally, COMPANY represents that it has superior knowledge of the Worksite and acknowledges that CONTRACTOR does not accept responsibility for any losses, damages, and/or injuries, resulting from an error, inconsistency, or omission in the Worksite

Plans. Where necessary, COMPANY shall furnish information on any body of water or shoreline affected, including charts and maps.

- 3.2. Whether or not COMPANY owns or operates the Worksite, COMPANY shall, prior to commencement of the Work, arrange for, provide for and ensure lawful access to and egress from the Worksite by CONTRACTOR, its employees and subcontractors and their vehicles and equipment.
- 3.3. COMPANY shall furnish to CONTRACTOR current copies of Material Safety Data Sheets (MSDSs) for all hazardous and/or non-hazardous materials that are to be cleaned up at the Worksite.

ARTICLE 4. COMPENSATION

- 4.1. Compensation which shall be payable by COMPANY to CONTRACTOR shall cover and include all overhead, superintendents, labor, use of equipment furnished, and all other cost and expense incurred by CONTRACTOR in the performance of the Work whether or not specifically enumerated in CONTRACTOR'S then current rate schedule(s). COMPANY shall compensate CONTRACTOR for the Work performed for COMPANY pursuant to this Agreement on a time and materials basis as follows:
 - a. For work performed domestically, in accordance with CONTRACTOR'S then current Response Rate Schedule as provided to COMPANY prior to the work, at the time the Work is performed (Exhibit "A");
 - b. For work performed outside the United States, in accordance with CONTRACTOR'S then current International Rate Schedule at the time the Work is performed (Exhibit "D"); and
 - c. For work performed in connection with disasters including natural disasters, in accordance with CONTRACTOR'S then current Disaster Response Rate Schedule (Exhibit "E") , as provided to COMPANY prior to the work.
- 4.2. It is expressly acknowledged and agreed upon by and between the Parties that the rates, terms and conditions set forth within CONTRACTOR'S applicable response rate schedule, as provided to the COMPANY in their form prior to the time Work is actually performed, are incorporated herein for all purposes as if fully copied at length, are part and parcel of this Agreement. CONTRACTOR reserves the right to increase its rates in the applicable response rate schedules during the term of this Agreement effective upon ten (10) days' notice to COMPANY.
- 4.3. CONTRACTOR shall submit periodic invoices to COMPANY for the Work performed pursuant to the verbal request and/or purchase order issued in accordance with Article 1 herein setting forth the total amounts due in accordance with the applicable, then current Response Rate Schedule at the time Work is performed for labor, materials, equipment, subcontract services and other services utilized or incurred in performance of the Work, less such previous payments as have been received for such Work.
- 4.4. COMPANY agrees to pay all amounts invoiced under this Agreement with 30 days of receipt of CONTRACTOR'S invoice, or invoices, in United States Dollars (US \$). COMPANY agrees that COMPANY shall pay to CONTRACTOR interest on past due amounts, from the past due date until paid, at the lessor of 18% per annum or the highest contractual rate allowed by law, COMPANY and CONTRACTOR acknowledging herein that COMPANY shall not pay interest in excess of that allowed by law. COMPANY assumes full responsibility of timely payment to CONTRACTOR regardless of whether COMPANY contends or may contend that any third-party person or entity is responsible or liable, in whole or in part, including but not limited to any insurance carrier of COMPANY. COMPANY agrees to promptly notify CONTRACTOR of any changes to COMPANY'S name, addresses and phone numbers.

- 4.5. All services provided to date by CONTRACTOR to COMPANY and/or its Affiliates are subject to the terms of this Agreement and are to be ratified in accordance with this Agreement.
- 4.6. Should COMPANY request by telephone or in writing CONTRACTOR'S services and, acting on this request, CONTRACTOR mobilizes its equipment and personnel yet COMPANY subsequently terminates this request before services are performed, then COMPANY is obligated to, shall be responsible for, and shall pay for those equipment and personnel charges on a portal-to-portal basis in accordance with CONTRACTOR'S applicable then current Response Rate Schedule at that time.
- 4.7. All payments shall be made by COMPANY to Garner Environmental Services, Inc. at 1717 W. 13th Street, Deer Park, Texas 77536.

ARTICLE 5. INDEPENDENT CONTRACTOR

CONTRACTOR is and shall be, in the performance of all Work, services, and activities under this Agreement, an independent contractor and not an employee, agent, or servant of COMPANY. The relationship between COMPANY and CONTRACTOR (including CONTRACTOR'S employees) shall be in all respects an independent contractor relationship and not an employer/employee or principal/agent relationship.

ARTICLE 6. FORCE MAJEURE

If due to Force Majeure either Party hereto is rendered unable, to carry out its obligations under this Agreement, save and except for COMPANY'S obligation to make timely payments for services or Work performed and CONTRACTOR's obligation to pay a subcontracts, upon such Party giving written notice including full particulars of such Force Majeure to the other Party immediately after the occurrence of the cause relied on, then the obligation of that party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of any inability so caused, but for no longer period and such cause shall, as far as possible, be remedied with all reasonable dispatch. The term "Force Majeure" as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other causes not within the reasonable control of the Party claiming a suspension which by the exercise of due diligence such Party shall not have been able to avoid or overcome. In no event, however, shall the foregoing limit the rights of the COMPANY or CONTRACTOR to terminate this Agreement or the Work as otherwise provided herein.

ARTICLE 7. INDEMNIFICATION

- 7.1. **CONTRACTOR shall indemnify, hold harmless and defend COMPANY, its officers, directors, employees, agents and representatives from and against any and all damages, losses, claims, demands, causes of action, judgments, judgment liens, penalties, and expenses of every kind and character (including attorneys fees, investigation expenses, expert witness fees, judgments, court costs and settlement costs), and other liabilities to the extent of any negligent act or omission or willful misconduct of CONTRACTOR or its Subcontractors pursuant to the Work. CONTRACTOR shall defend claims asserted against the COMPANY hereunder and shall bear all costs and judgments related thereto at its sole expense. COMPANY shall have the right, at its option, to participate in the defense of each such claim without relieving CONTRACTOR of any obligations hereunder.**
- 7.2. **COMPANY SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND CONTRACTOR, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS AND REPRESENTATIVES FROM AND AGAINST ANY ASSERTED CLAIM OF TRESPASS THAT ARISES DIRECTLY OR**

INDIRECTLY AS A RESULT OF THE SERVICES PROVIDED FOR COMPANY BY CONTRACTOR. COMPANY GUARANTEES CONTRACTOR LAWFUL INGRESS TO AND EGRESS FROM THE WORKSITE.

- 7.3. COMPANY shall indemnify, hold harmless and defend CONTRACTOR, its officers, directors, employees, agents and representatives from and against any and all damages, losses, claims, demands, causes of action, judgments, judgment liens, penalties, and expenses of every kind and character (including attorneys fees, investigation expenses, expert witness fees, judgments, court costs and settlement costs), and other liabilities to the extent of any negligent act or omission or willful misconduct of COMPANY in connection with or in any way related to the Work.**
- 7.4. COMPANY shall further indemnify, hold harmless and defend CONTRACTOR, its officers, directors, employees, agents and representatives from and against any and all damages, losses, claims, demands, causes of action, liens, third-party claims, judgments, penalties, and expenses or liabilities of every kind and character, whether sounding in contract, tort or otherwise (including attorneys fees, investigation expenses, expert witness fees, judgments, court costs and settlement costs) arising out of or the following:**
- **Any breach by COMPANY of this Agreement;**
 - **Any negligent act, or omission or willful misconduct of COMPANY in connection with COMPANY'S ownership of or activities on the Worksite ;**
 - **Pre-existing contamination and pollution and the generation of, but not the mishandling of, any waste, pollutant, contaminant, or other substance (whether classified as hazardous or not) at the Worksite;**
 - **Any material error, inconsistency, or omission in the Worksite Plans;**
 - **The discharge, disposal, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or watercourse or body of water not the result of CONTRACTOR'S sole negligent acts or omission that is/are the subject matter of the Work;**
 - **The COMPANY'S strict liability; OR**
 - **Any violation by the COMPANY of the Resource Conservation and Recovery Act, as amended, any liability of the COMAPNY under the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), as amended and similar state laws, the Toxic Substances Control Act, as amended, and other environmental laws, rules and regulations relating to the existence, generation and/or current or future ownership of hazardous and/or non-hazardous substances and wastes or arranging for the disposal of such materials which are the subject matter of the services or Work by CONTRACTOR as directed by the COMPANY.**

COMPANY shall defend claims asserted against CONTRACTOR pursuant to the indemnity provisions contained in Sections 7.2, 7.3 and 7.4 of this Agreement, and shall bear all attorneys' fees, costs and judgments related thereto at its sole expense. CONTRACTOR shall have the right, at its option, to participate in the defense of each such claim without relieving COMPANY of any obligations hereunder.

- 7.5. Both COMPANY and CONTRACTOR each agree to carry insurance in sufficient amounts and types to satisfy their respective indemnity obligations to one another as set forth above. COMPANY and CONTRACTOR hereby agree to exchange Certificates of Insurance upon request.
- 7.6. THE PARTIES' INDEMNITY OBLIGATIONS SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

ARTICLE 8. TITLE

- 8.1. COMPANY agrees that title to waste materials resulting from the cleanup and/or services provided in connection with the subject of the Work will not be transferred to CONTRACTOR. COMPANY further agrees that it is and at all times shall remain the "generator" of such materials for regulatory purposes.
- 8.2. COMPANY understands that COMPANY shall arrange for transportation and/or disposal services. Provided, however, in the event COMPANY requests, and the CONTRACTOR agrees to assist with transportation and/or disposal of waste, COMPANY acknowledges and agrees that COMPANY is the generator, arranger and responsible party for all such waste. COMPANY also agrees to indemnify and hold harmless CONTRACTOR for any further liability related to such waste, including those for cost recovery or contribution under CERCLA or similar state laws or otherwise, except to of CONTRACTOR sole acts or omissions.
- 8.3. COMPANY and CONTRACTOR agree that CONTRACTOR is not and shall not be considered (i) the owner of material, substances, or wastes noted in the Scope of Work; (ii) the operator of a facility; (iii) the generator, storer, or disposer of waste materials; and (iv) to have arranged for the transportation, disposal of any wastes, pollutants, or contaminants by virtue of the performance of this Contract, as those terms are used in the Resource Conservation and Recovery Act, as amended; the CERCLA, as amended; the Toxic Substances Control Act, as amended, or any other federal or state statute or regulation governing the treatment, transportation, storage, or disposal of materials or wastes or liability related thereto.

ARTICLE 9. TERM OF AGREEMENT

The initial term of this Agreement shall be (12) twelve months after the date of execution by all Parties. Thereafter, this Agreement shall be renewed for successive (1) one year terms unless either Party hereto provides written notice to the other Party at least (30) thirty days prior to the expiration date of the Agreement that they do not wish to have the Agreement renewed. Otherwise, either Party hereto may terminate this Agreement only for cause and after a failure to cure such cause within (10) ten calendar days after written notice. "Cause" if asserted by CONTRACTOR means a failure of COMPANY to make payment of an invoice timely, any action or demand by the COMPANY that impairs CONTRACTOR'S ability to perform Work under this Agreement, or any other material breach of this Agreement. "Cause" if asserted by COMPANY means a failure of the CONTRACTOR to perform services or any other material breach of this Agreement. COMPANY shall pay CONTRACTOR any unpaid expenses or fees incurred prior to notification of termination in accordance with Article 4. All rights and obligations of the Parties arising pursuant to this agreement prior to termination shall remain enforceable.

ARTICLE 10. MISCELLANEOUS PROVISIONS

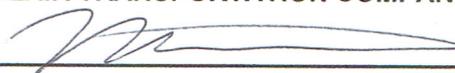
- 10.1. All headings herein are for convenience only and are in no way to be construed as part of this Agreement or as a limitation of the scope of the particular paragraphs to which they refer. The use of pronouns shall not affect the substance herein.
- 10.2. The covenants and agreements contained herein shall apply to, inure to the benefit of, and be binding upon the Parties hereto and upon their respective subsidiaries, affiliates, successors, and assigns. This Agreement shall not be interpreted or deemed to confer rights or benefits on persons not a party hereto.
- 10.3. If any provision of this Agreement is determined or declared by a court of competent jurisdiction to be invalid or otherwise unenforceable, all remaining provisions of the Agreement shall remain in full force and effect. If any part of this Agreement conflicts with any law, that law will control. The part of the Agreement that conflicts with any law will be modified to comply with the law. The rest of the Agreement remains valid.
- 10.4. All Parties acknowledge that the Parties are entering into this Agreement in Harris County, Texas and that, because this agreement has been procured in Harris County, Texas and is being managed and administered from CONTRACTOR'S central office in Harris County, Texas, and because this Agreement is being performed in Harris County, Texas, venue for any dispute arising out of or relating to this Agreement shall be in Harris County, Texas. All Parties agree that the validity, interpretation and performance of this Agreement and the contents herein are to be interpreted and enforced pursuant to the laws of the State of Texas without regard to its conflicts of law rules or principles.
- 10.5. No waiver by either Party of any default by the other Party in the performance of any provision of this Agreement shall operate as or be construed or deemed to be a waiver of any future default, whether alike or different in character.
- 10.6. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one (1) and the same instrument.
- 10.7. This instrument together with all documents described herein constitutes and expresses the entire agreement and understanding between COMPANY and CONTRACTOR, and any modification hereto must be made in writing and agreed to by both Parties; provided, however, that the scope of a particular job and the designation of representatives may be defined, amended, and modified as set forth herein.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

GARNER ENVIRONMENTAL SERVICES, INC.

SINCLAIR TRANSPORTATION COMPANY

By: _____

By:  _____

NEAL OVERSTREET
(Typed/Printed Name)

MARK A. PETERSEN
(Typed/Printed Name)

Title: EXECUTIVE VICE-PRESIDENT

Title: VP

Date: _____

Date: 12/18/13



**RESPONSE RATE SCHEDULE
NORTHERN REGION*
JULY 2013**

**Emergency Response Phone Number
(800) 4-GARNER
(855) 774-1200**

**NORTH DAKOTA OFFICE
14047 Country Lane, Williston, North Dakota 58801
Office/Phone: (701) 577-1200/ (855) 774-1200 Fax: (701) 577-1202**

*Northern Region is defined as EPA Regions 1, 2 (excluding PR and VI), 3, 5, 7, 8, and 10 (excluding AK) as defined by U.S. EPA map (www.epa.gov)

GARNER ENVIRONMENTAL SERVICES, INC.'S RESPONSE RATE SCHEDULE

Garner Environmental Services, Inc. is also referred to herein as "GESI". The person and/or entity (or both) procuring a response service from GESI is collectively referred to herein as "Customer". Reference herein to "rate schedule", "rate sheet" "rate" or "rates" means GESI's rates and terms set forth herein. These terms, rates and conditions of service apply to the services of GESI for Customer. A call for services by a Customer representative and/or a regulatory agency representative on behalf of Customer (a "call-out") will deem Customer's assent to these terms, rates and conditions of service without variance or addition. GESI hereby objects to and rejects any terms in Customer's purchase order or other Customer documents that are different or in addition to these terms, rates and conditions of service and such terms shall not constitute any part of the Agreement between GESI and Customer unless set forth in a written change order signed by both GESI and Customer specifically addressing GESI's Response Rate Schedule. In the event certain itemized rates or terms are negotiated post response, no such itemized post response rates will be allowed to apply retroactively and in order to be effective are subject to the following: the specific varying rates must be reflected in a separate, itemized schedule, i.e., not by entire rate schedule; and the separate, itemized variance in the rate schedule must be signed by both GESI and Customer authorized representatives in a writing bearing either a current date or prospective effective date. GESI's services are provided on a first-come, first serve basis subject to circumstances then existing and GESI reserves the right in its sole discretion to decline services.

INSURANCE The rates include insurance coverage for Worker's Compensation, General Liability/Pollution and Automobile Liability.

REPLACEMENT OF DAMAGED OR CONTAMINATED EQUIPMENT If, during performance of a service and/or services for a Customer, equipment and/or material sustain damage which renders the equipment and/or material beyond repair or renders decontamination impossible, Customer will incur a replacement charge for said equipment and/or material at GESI's cost plus 20% unless said damage was sustained as a result of misuse by GESI personnel.

ROLL-OFF BOXES Roll-Off Box delivery and pickup charges vary according to the distance from the site location. The Rate for roll-off box liners is \$77.00 each. Box Liners are not mandatory, but if the Roll-Off Box requires cleaning at the end of the rental period, the Customer will incur the cleaning charges.

STAND-BY RATES Stand-By Rates will be equal to the Daily Rates in this schedule unless otherwise agreed to in writing on a case-by-case basis. Customer will incur full rate charges for personnel and per diem. For all equipment dedicated exclusively for the Customer's use, whether on site or at an offsite staging location, Customer will incur charges at the full daily rate until decontamination is complete and the equipment is demobilized to the GESI designated location. For each person placed on standby, whether on site or at an offsite location, and who remain dedicated exclusively to Customer's response, Customer will incur charges at full rates for a minimum of eight (8) hours per day as well as full per diem rates, including in the event Customer cancels mobilization after call-out. Customer will incur additional shipment, delivery and freight charges for canceled call-outs.

DAILY RATE Wherever a DAILY RATE is referred to in these rates it means a shift or time period not exceeding twelve (12) hours, i.e. for a twenty-four (24) hour period, Customer incurs charges for two (2) days.

EQUIPMENT DECONTAMINATION / WASHOUT Time and Material charges are portal to portal and will continue through decontamination and/or washout of any and all equipment and personnel used on the job.

LIMITATION OF LIABILITY GESI warrants its services will be performed in a good and workmanlike manner in accordance with industry standards and applicable laws. GESI makes no other representations or warranty of any kind and all other representations and warranties are hereby disclaimed. Notwithstanding anything to the contrary elsewhere, including in any Customer document, policy or agreement, GESI SHALL NOT BE LIABLE FOR DAMAGES CAUSED BY DELAY IN PERFORMANCE, OR NON-PERFORMANCE DUE TO DELAY, REGARDLESS OF THE FORM OR SUBSTANCE OF THE CLAIM OR CAUSE OF ACTION (WHETHER BASED IN CONTRACT, WARRANTY, INFRINGEMENT, NEGLIGENCE, STRICT LIABILITY, TORT, STATED AS DEMURRAGE OR OTHERWISE), and in no event shall GESI be liable to Customer, any Customer agent, or any regulatory agency, for Customer's negligence, fault, omission, willful act, premises liability, strict liability, or status as generator and GESI disclaims any indemnity or hold harmless provision for the benefit of Customer in connection therewith. To the maximum extent allowed by law, GESI's liability to Customer shall not extend to include indirect, special, incidental, consequential or punitive damages under any theory. The term "consequential damages" as used in these Terms shall include, but not be limited to, fines, penalties, loss of anticipated profits, business interruption, loss of use of revenue, cost of capital, loss or damage to property or equipment, loss of reputation, or illness. GESI shall not be liable for damage resulting from delay in performance or for nonperformance directly or indirectly caused by circumstances beyond its reasonable control or other party affected including, but not limited to, acts of God, fires, explosions, floods, war, acts of or authorized by any government, commission, agency or jurisdiction, any accident, labor or storage trouble, or inability to obtain material, equipment or transportation.

TITLE Title to waste materials resulting from the cleanup and/or response services provided to Customer by GESI will not be transferred to GESI. Customer will at all times remain the "generator" of such materials for regulatory purposes. Customer will

remain responsible at all times to arrange for transportation and/or disposal services. Provided, however, in the event Customer requests, and GESI agrees to assist with transportation and/or disposal of waste, Customer agrees and acknowledges that Customer is the generator, arranger, disposer and responsible party for all such waste. Customer retains the risk, responsibility and liability for any claims or allegations related to such waste including those for compliance, enforcement, cost recovery or contribution under RCRA, CERCLA, the Toxic Substances Control Act or similar state laws or otherwise. Notwithstanding GESI's assistance which may be rendered to Customer as set forth above, Customer acknowledges that Customer retains sole responsibility for the storage handling, transportation, treatment, processing, and disposal of any wastes, pollutants, or contaminants that are the subject of GESI's response services for Customer as well as for full compliance with provisions of the Resource Conservation and Recovery Act, CERCLA, the Toxic Substances Control Act, all as amended, and all other applicable federal, state, or local laws, statutes, or regulations governing the treatment, transportation, storage, release or disposal of waste material. Customer acknowledges that GESI is not and will not be considered (i) the owner of material, substances, or wastes noted in the Scope of Work; (ii) the operator of a facility; (iii) the generator, storer, or disposer of waste materials; (iv) to have arranged for the transportation, disposal of any wastes, pollutants, or contaminants by virtue of the performance of response services, or anything contained herein, as those terms are used in the Resource Conservation and Recovery Act, CERCLA, the Toxic Substances Control Act, all as amended, or any other federal or state statute, law or regulation governing the treatment, transportation, storage, or disposal of materials or wastes or liability related thereto.

SUBCONTRACT SERVICES / THIRD-PARTY SERVICES When GESI's equipment is available, Customer will incur charges for said equipment at rates published herein. For any item that is identified on this GESI rate schedule and which GESI acquires through or from a third party vendor or supplier, Customer will incur charges at the higher of GESI's rates or GESI's cost plus a 20% handling charge. Customer will incur a 20% handling charge for all shipping and transportation of equipment, materials and goods regardless of whether such equipment, materials and goods appear on GESI's rate schedule. In addition, for all items not listed on GESI's rate schedule, including but not limited to personnel, equipment, materials and goods, laboratory services, testing services, damage waivers and other services, Customer will incur charges at GESI's cost plus a 20% handling charge. Cost, as used herein, is defined as the amount invoiced to GESI by a third-party supplier of goods and/or material and/or labor and/or equipment and/or services.

TAXES All domestic federal, state and municipal taxes, except income taxes and ad-valorem taxes, now and hereinafter imposed with respect to services rendered, to rental equipment, to the processing, manufacture, repair, and to the delivery and transportation of equipment and supplies will be added to and become part of the total charges incurred by the Customer. If a Customer claims an exemption from payment of Sales and Use Tax, the Customer will be required to render an Exemption Certificate or a Resale Certificate to Garner Environmental Services, Inc. for said exemption to apply to the services rendered. If for any reason the services rendered result in the assessment of foreign income taxes, excise taxes, duty or other fees alleged as owing to a foreign state or government, the Customer will pay directly the amount of any assessment or fee. In the event GESI pays any such foreign tax or fee, Customer will promptly reimburse GESI upon GESI's written notice to Customer setting forth the amount.

PAYMENT TERMS Customer incurred charges will be reflected on a GESI invoice, whether one or more. The term of payment for all invoices is *Net Payment Due Immediately Upon Receipt of Invoice in United States Dollars (US \$)*. Customer will incur late charges at the lesser of eighteen percent (18%) per annum or the maximum amount allowed by law on the balance of any invoice not timely paid from date of delinquency until fully paid. Customer is obligated to make payment to Garner Environmental Services, Inc. at its principal office at 1717 West 13th Street, Deer Park, TX 77536 in Harris County, Texas. Customer will remain liable to pay all invoiced amounts regardless of insurance or third party claims and/or adjustments or offsets proposed whether by: third party and/or customer insurance adjusters; customer quality assurance personnel; customer third party management auditors; and/or similarly employed personnel whether employed by Customer or procured on an hourly or commission basis or both. Customer will incur additional charges in an amount not less than that which corresponds to amounts withheld as a result of adjustments taken in Customer's discretion or items proposed to be disallowed on behalf of Customer by third party negotiators, customer quality assurance personnel, third party management, auditors and the like.

PLACE OF PERFORMANCE The procurement of Garner Environmental Services, Inc.'s services may not be in the same county or state as the work site area. Customer is obligated to make payment to Garner Environmental Services, Inc. in Harris County, Texas for services provided. Because this agreement has been procured in Harris County, Texas and is being managed and administered from Garner Environmental Services, Inc.'s principle office in Harris County, Texas, this agreement is being performed in Harris County, Texas. The validity, interpretation and performance of the services and payment and the contents herein are to be interpreted and enforced pursuant to the laws of the State of Texas, without regard to its conflicts of law rules, and any suit in connection herewith will be filed in Harris County, Texas.

PERSONNEL

Experienced consulting, supervisory, technical instructor and equipment operating personnel are available for complete emergency spill response and spill cleanup operations and vacuum service, 24 hours a day, 7 days a week. Straight time rates will be billed from 0800 (8:00 a.m.) through 1600 (4:00 p.m.) daily, Monday through Friday. All other non-holiday hours worked, including Saturday and Sunday will be billed at the Overtime rate. DOUBLE TIME RATES will be charged for all Garner recognized Holidays which include Christmas Day, New Year's Day, Memorial Day, Fourth of July, Labor Day, and Thanksgiving Day. When these holidays fall on a weekend, the nearer weekday will be charged at the Overtime rate.

Personnel charges are not included in Motorized/Automotive Equipment Rates. Personnel labor rates are charged portal to portal and invoiced in accordance with GESI service receipts (from mobilization through demobilization, service, repair and restocking of vehicles and equipment used in the performance of the services for Customer), with a 4-Hour Minimum Service Charge on All Labor Call-Outs.

SUBSISTENCE AND PER DIEM Customer will incur charges for subsistence/per diem for all employees performing work at the rate of \$15.00 per hour, per person, or at the minimum rate of \$200.00 per person when the work is performed 75 miles and more from the employee's normally assigned Garner Environmental Services, Inc. office in Williston, ND. Customer will incur charges for employee travel to and from the work site on the basis of Garner Environmental Services, Inc.'s incurred costs plus 20% for all commercial transportation. When working in high cost areas as defined by U.S. Government Travel Regulations, travel, lodging and per diem rates may increase. When work is performed in an area that has unusually high lodging/meal rates due to outside issues or governmental regulations GESI reserves the right to increase the daily per diem to a fair and reasonable rate in order to cover lodging and meals.

SAFETY GESI reserves the right to mobilize one or more qualified safety officers to any response project to oversee the safety of GESI's work. The quantity of safety officers mobilized to a particular project will depend on the scope of work to be performed and the necessity for safety personnel in each work location or zone. Safety officers will remain on the job to work with GESI response personnel for the duration of the project, or until it is mutually agreed upon by GESI management and authorized Customer representatives that these services are no longer required.

MISCELLANEOUS SUPPORT SERVICES In the event Garner Environmental Services, Inc. responds to a request from a governmental agency and/or third party and/or Customer and/or on behalf of Customer for record gathering and/or audit and/or litigation support services, including but not limited to testifying at any proceeding, deposition, hearing or trial, and whether during the performance of services or any time after, Customer will incur charges for the time and labor of personnel provided and/or requested and/or required, payable to GESI in accordance with the payment terms herein, in the amount(s) corresponding to the personnel designation in this rate sheet as well as for reasonable expenses incurred as a result, including for transportation, parking and/or lodging, if necessary. Additional PPE not listed site specific or specialty training may be billed to Customer at GESI's cost plus 20% when required for scope of work at Customer's request.

PERSONNEL	Hourly Rate	
	Regular	Overtime
Project/Operations Manager	\$ 150.00	\$ 225.00
Health & Safety Manager	\$ 118.75	\$ 178.13
Site Manager/Superintendent	\$ 110.00	\$ 165.00
Site Safety Officer	\$ 79.00	\$ 118.50
Zone Manager	\$ 100.00	\$ 150.00
Project Accountant	\$ 80.00	\$ 120.00
Disposal Coordinator	\$ 80.00	\$ 120.00
Resource Coordinator	\$ 75.00	\$ 112.50
Clerk	\$ 55.00	\$ 82.50
Supervisor	\$ 87.00	\$ 130.50
Foreman	\$ 74.00	\$ 111.00
Technician	\$ 55.00	\$ 82.50
Operator, Equipment	\$ 66.00	\$ 99.00
Operator, Response Equipment	\$ 66.00	\$ 99.00
Mechanic	\$ 105.00	\$ 157.50
Per Diem/Subsistence within 74 miles of response office	\$ 15.00	\$ 15.00
Per Diem/Subsistence 75 or more miles from response office - minimum	\$ 200.00 Per Day	

HAZ-MAT	Regular		Overtime	
	Haz-Mat Surcharge: Haz-Mat surcharge applies per each person on job per each hour on job in addition to base hourly rate (whether regular or overtime, as applicable) when the material being dealt with has a hazard rating of two or greater on the NFPA 704 labeling system or hazardous material identifying system, or if a job requires the use of respiratory protection, regardless of whether or not the personnel are actually working in the exclusion zone.	\$ 25.00	\$ 25.00	

RESCUE	Regular		Overtime	
	Rescue Supervisor	\$ 114.00	\$ 171.00	
Rescue Technician	\$ 78.00	\$ 117.00		

MOTORIZED/AUTOMOTIVE EQUIPMENT

Motorized/Automotive Equipment Rates Do Not Include Personnel Charges. GESI will provide automotive equipment to transport personnel, equipment and materials as needed for the duration of the project. Motorized/Automotive equipment hourly rates are charged portal to portal (from mobilization through demobilization and decontamination), with a minimum charge of four (4) hours per item on all call-outs, through decontamination and/or washout of any and all equipment. Daily rates are not prorated. Motorized/Automotive equipment rates do not include toll charges traveling to and from job (decon, etc), which charges Customer will incur at GESI's cost plus 20%. Vehicle mileage, not exceeding 100 miles per day, is included in the day rate price for each vehicle. For vehicle mileage in excess of 100 miles per day, Customer will incur charges in the amount of \$1.00 per mile for pickups and cars, and \$2.00 per mile for all others, including DOT vehicles. Motorized Equipment rates, (i.e., other than pickups, cars and DOT vehicles) do not include fuel and Customer will incur fuel charges. A fuel surcharge will be added for all Motorized and Automotive Equipment based on the Hourly/Daily Equipment/Vehicle rate pursuant to the index on diesel cost per gallon as reported by the Department of Energy EIA Retail On-Highway Diesel Prices at www.eia.gov/petroleum/gasdiesel (GESI is not responsible for the information provided). "Daily" rate means a shift or period not exceeding twelve (12) hours. During extreme temperatures, to prevent stationary equipment from freezing, Customer will incur "idling" charges at half the hourly or daily rate, as applicable. Fuel surcharge(s) will be invoiced as a separate line item.** The fuel surcharge percentage is adjusted every Monday of each week based upon the weekly U.S. National Average. The fuel surcharge chart provided (up to \$7.00) shows how surcharges are calculated based on fuel price range, i.e., if fuel rises above \$7.00, the fuel surcharge continues to increase 0.5% for every \$0.05 increase in fuel price.

Fuel Surcharge Table (prices per gallon)

At Least	But Less Than	Surcharge
\$2.95	\$3.00	18.50%
\$3.00	\$3.05	19.00%
\$3.05	\$3.10	19.50%
\$3.10	\$3.15	20.00%
\$3.15	\$3.20	20.50%
\$3.20	\$3.25	21.00%
\$3.25	\$3.30	21.50%
\$3.30	\$3.35	22.00%
\$3.35	\$3.40	22.50%
\$3.40	\$3.45	23.00%
\$3.45	\$3.50	23.50%
\$3.50	\$3.55	24.00%
\$3.55	\$3.60	24.50%
\$3.60	\$3.65	25.00%
\$3.65	\$3.70	25.50%
\$3.70	\$3.75	26.00%
\$3.75	\$3.80	26.50%
\$3.80	\$3.85	27.00%
\$3.85	\$3.90	27.50%
\$3.90	\$3.95	28.00%
\$3.95	\$4.00	28.50%
\$4.00	\$4.05	29.00%
\$4.05	\$4.10	29.50%
\$4.10	\$4.15	30.00%
\$4.15	\$4.20	30.50%
\$4.20	\$4.25	31.00%
\$4.25	\$4.30	31.50%
\$4.30	\$4.35	32.00%
\$4.35	\$4.40	32.50%
\$4.40	\$4.45	33.00%
\$4.45	\$4.50	33.50%
\$4.50	\$4.55	34.00%
\$4.55	\$4.60	34.50%
\$4.60	\$4.65	35.00%
\$4.65	\$4.70	35.50%
\$4.70	\$4.75	36.00%
\$4.75	\$4.80	36.50%
\$4.80	\$4.85	37.00%
\$4.85	\$4.90	37.50%
\$4.90	\$4.95	38.00%
\$4.95	\$5.00	38.50%

At Least	But Less Than	Surcharge
\$5.00	\$5.05	39.00%
\$5.05	\$5.10	39.50%
\$5.10	\$5.15	40.00%
\$5.15	\$5.20	40.50%
\$5.20	\$5.25	41.00%
\$5.25	\$5.30	41.50%
\$5.30	\$5.35	42.00%
\$5.35	\$5.40	42.50%
\$5.40	\$5.45	43.00%
\$5.45	\$5.50	43.50%
\$5.50	\$5.55	44.00%
\$5.55	\$5.60	44.50%
\$5.60	\$5.65	45.00%
\$5.65	\$5.70	45.50%
\$5.70	\$5.75	46.00%
\$5.75	\$5.80	46.50%
\$5.80	\$5.85	47.00%
\$5.85	\$5.90	47.50%
\$5.90	\$5.95	48.00%
\$5.95	\$6.00	48.50%
\$6.00	\$6.05	49.00%
\$6.05	\$6.10	49.50%
\$6.10	\$6.15	50.00%
\$6.15	\$6.20	50.50%
\$6.20	\$6.25	51.00%
\$6.25	\$6.30	51.50%
\$6.30	\$6.35	52.00%
\$6.35	\$6.40	52.50%
\$6.40	\$6.45	53.00%
\$6.45	\$6.50	53.50%
\$6.50	\$6.55	54.00%
\$6.55	\$6.60	54.50%
\$6.60	\$6.65	55.00%
\$6.65	\$6.70	55.50%
\$6.70	\$6.75	56.00%
\$6.75	\$6.80	56.50%
\$6.80	\$6.85	57.00%
\$6.85	\$6.90	57.50%
\$6.90	\$6.95	58.00%
\$6.95	\$7.00	58.50%

**At GESI's discretion, in the alternative to a fuel surcharge, Customer will incur flat-rate fuel charges at GESI's cost plus 20%.

MOTORIZED / AUTOMOTIVE EQUIPMENT**Hourly Rate**

Hydro Excavator	\$	200.00
Roll Off Truck, Straight Truck	\$	100.00
Vacuum Tank, 70 bbl self contained, demountable system	\$	90.00
Vacuum Truck, 70 bbl Capacity (Includes 100 ft of hose)	\$	100.00
Vacuum Truck, 70 bbl Capacity, (Haz-Mat) (Includes 100 ft hose)	\$	155.00

Daily Rate

15 Passenger Van	\$	425.00
ATV Utility Trailer	\$	75.00
ATV, 4-Wheel	\$	400.00
Backhoe / Loader	\$	600.00
Garner Master Command Trailer, 48' (separate generator and fuel charges apply)	\$	1,800.00
MCC #1 Mobile Command Trailer (separate generator and fuel charges apply)	\$	300.00
Pick-Up Truck, 2 ton with Heavy Haul Gooseneck Trailer	\$	425.00
Pick-Up Truck, 4x4	\$	275.00
Skid-Steer Loader	\$	450.00
Skid-Steer Snow Blade Attachent	\$	250.00
Trailer, Box 48'	\$	200.00
Trailer, Box 53'	\$	300.00
Trailer, Haz-Mat Response	\$	400.00
Trailer, Non Haz-Mat Response	\$	300.00
Trailer, Rescue/Emergency Response	\$	250.00
Trailer, Utility	\$	75.00
UTV, 4-Wheel Utility Vehicle (Side by Side)	\$	400.00

MARINE EQUIPMENT**Daily Rate**

18'-22' Single engine boat	\$	450.00
Barge Boat, 24'-28'	\$	950.00
Flat Boat, 14' to 16' w/motor	\$	300.00
Flat Boat, 14' to 16' w/o motor	\$	150.00
Pontoon Boat w/motor	\$	400.00
Response Boat, 24' - 27'	\$	1,350.00
Response Boat, 28' -30'	\$	1,450.00

CONTAINMENT BOOM**Daily Rate**

Anchor buoys/markers	\$	20.00
Boom Anchor, 18 b.	\$	55.00
Boom Anchor, 22 b.	\$	60.00
Boom Anchor, 40 b.	\$	175.00
Boom Anchor, 65 b.	\$	275.00
Boom Anchor, 85 b.	\$	400.00
Boom Lights	\$	20.00
Containment Boom, 18", Per foot	\$	2.50
Mini-Boom, Per foot	\$	1.10

SKIMMERS**Daily Rate**

Disk Oil Skimmer (Includes power pack)	\$	3,250.00
Drum Skimmer Double 36" Drum (includes Compressor)	\$	985.00
Drum Skimmer, 24" Drum (Includes Compressor)	\$	635.00
Drum Skimmer, 36" Drum (Includes Compressor)	\$	785.00
Drum Skimmer, 36" Drum (includes Hydraulic Power Pack)	\$	1,100.00
Oleophilic Pad Replacement, Marco Skimmer		Cost Plus 20%
Weir Skimmer	\$	150.00
Skimmer, Acme Mdl 39-T, Vacuum / or Douglas Engineering Skim Pak	\$	150.00
Skimmer, Marco, "Harbor 28"	\$	5,000.00
Skimmer, Marco, "Sidewinder 14" (Includes power pack)	\$	4,200.00
VSP Screw Pump Skimmer	\$	2,700.00

SORBENT MATERIAL	Unit Rate
Boom, Sorbent, 5"	\$ 145.00
Boom, Sorbent, 8"	\$ 210.00
Clean B	\$ 45.00
Floor Dry Clay Based Absorbent	\$ 20.00
Floor Gator, Granular, 50 lb bag	\$ 55.00
Industrial Rug, Sorbent, 36" x 150'	\$ 288.30
Oil Gator, 30 lb bag	\$ 58.00
Oil Hawg	\$ 45.00
Pad, Sorbent, 100 pad bale	\$ 110.00
Pad, Sorbent, Universal, Gray, 17" x 19" x 3/8", 100 pad bale	\$ 148.00
Peat Moss Sorbent, 2 cf x 20 lb bag	\$ 47.00
Roll, Sorbent, 1 roll bale	\$ 154.30
Snare Boom, Viscous Oil, 100'	\$ 186.50
Snare Boom, Viscous Oil, 50'	\$ 73.75
Snare, Viscous Oil	\$ 60.00
Sorbent, All-Purpose, Oil-Dry	\$ 22.90
Sphag Sorb, 2 cf x 24 lb bag	\$ 52.25
Stardust	\$ 95.00
Sweep, Sorbent, 1 sweep bale	\$ 130.60
Zorbent, Absorbent Material	\$ 72.50

HAZ-MAT EQUIPMENT	Daily Rate
Betz Emergency Off-Loading Valve	\$ 650.00
Cylinder Refill, Nitrogen, Each	\$ 60.00
Decontamination Kit (Pool, Brush, Bucket, Soap), Each	\$ 65.00
Dome Lid Clamps	\$ 100.00
Vacuum Cleaner, Stainless Steel, Mercury, HEPA	\$ 250.00

PUMPS AND HOSES	Daily Rate
ADS Hose	\$ 3.50 Per Foot
Compressor, Air, 11.8 cfm, 90 psi output + fuel (GES Owned)	\$ 185.00
DC Pump, on Dolly	\$ 200.00
Hose, Air ¾ x 50'	\$ 65.00
Hose, Air 1" x 50'	\$ 50.00
Hose, Chemical Resistant, 2"	\$ 10.00 Per Foot
Hose, Chemical Resistant, 3"	\$ 2.00 Per Foot
Hose, Chemical Resistant, 4"	\$ 3.00 Per Foot
Hose, Fire, 50' section	\$ 75.00
Hose, Industrial/water	\$ 50.00
Hose, Suction/Discharge, 2"	\$ 2.25 Per Foot
Hose, Suction/Discharge, 3"	\$ 2.50 Per Foot
Power Pack, Hydraulic, 50 hp or less	\$ 500.00
Pump, 1" Poly Diaphragm/Stainless	\$ 200.00
Pump, 2" Blackmere Vane, (Hydraulic)	\$ 400.00
Pump, 2" Diaphragm	\$ 225.00
Pump, 2" Stainless Steel Diaphragm	\$ 300.00
Pump, 3" Diaphragm	\$ 350.00
Pump, 3" Diaphragm, Diesel	\$ 425.00
Pump, 3" Diaphragm, Stainless	\$ 450.00
Pump, Hand Plastic, Each	\$ 35.00
Pump, Wash (with suction & discharge hose & nozzle)	\$ 150.00
Rebuild Kit, Diaphragm Pump, Each	\$ 550.00
SP-30, 3"/6" Submersible Pump with Crane and Jetter Head, per Hour	\$ 400.00

MONITORING EQUIPMENT**Daily Rate**

		Daily Rate
4-Gas Meters	\$	125.00
5-Gas Meters	\$	125.00
Benzene Tubes, Each	\$	11.00
Black Light, Mercury Detection	\$	40.00
Chemsticks	\$	15.00
Coconut Charcoal VOC Sampling Tubes	\$	5.00
Colorimetric Tube Hand Pump	\$	30.00
Crowcon Monitor, 5 gas	\$	150.00
Drager CMS Unit	\$	300.00
FID Detector Hydrogen Refill	\$	100.00
FID Detector, Handheld	\$	200.00
Hamby Soil Sampling Test, Each	\$	45.00
HCL Monitor	\$	150.00
Infrared Thermometer	\$	50.00
Intrinsically Safe Thermometer (laser)	\$	15.00
Jerome Mercury Vapor Analyzer	\$	225.00
Personal H2s Monitor	\$	25.00
ph Meter	\$	50.00
ph Strips Box	\$	25.00
Photoionization Detector (PID), MiniRae	\$	110.00
Photoionization Detector, Ultra (PID), Ultra MiniRae	\$	110.00
Quad Gas Calibration Gas – One (1) Calibration	\$	30.00
Radiation Monitor	\$	110.00
Single Calibration Gas – One (1) Calibration	\$	20.00
Smart Strips	\$	35.00
Tedlar Bag w/Stainless Fittings – 1 Liter	\$	26.00
Tedlar Bag w/Stainless Fittings – 5 Liter	\$	40.00
VOC Tubes, Each	\$	11.00

RESCUE EQUIPMENT**Daily Rate**

		Daily Rate
Air Horn 6"	\$	25.00
Confined Space Rescue Kit	\$	375.00
Coppus Blower	\$	75.00
Harness, Safety, w/lanyard	\$	90.00
Replacement of Equipment		Cost Plus 20%
Retrieval, System Tripod	\$	175.00
Safety Lifeline	\$	45.00

RESPIRATORY PROTECTION**Unit Rate**

		Unit Rate
Air Regulator, Daily	\$	60.00
Breathing Air Cylinder, Daily	\$	30.00
Breathing Air Cylinder Refill		Cost Plus 20%
Breathing Air Hose, 50' Section	\$	65.00
Cart, Air w/two Air Cylinder	\$	95.00
Escape Mask, Daily	\$	60.00
Escape Pack, Daily	\$	155.00
Full-Face Respirator (includes first Cartridge set), Daily	\$	60.00
Half-Face Respirator (Organic Mask, Disposable), Each	\$	38.00
Half-Face Respirator w/o cartridges, Each	\$	25.00
Respirator Cartridge, HEPA, Each	\$	25.00
Respirator Cartridge, HEPA/OV/AG, Pair	\$	50.00
Respirator Cartridge, Mercury Vapor, Pair	\$	50.00
Self-Contained Breathing Apparatus (SCBA), Daily	\$	225.00
Self-Contained Breathing Apparatus (SCBA) Refill	\$	35.00

PERSONAL PROTECTIVE EQUIPMENT**Unit / Daily Rate**

Boot, Chemical, NFPA Approved, Pair	\$	90.00
Boot, Rubber, Steel-toe, Pair	\$	45.00
Boot, Tingley, Pair	\$	135.00
Booties, Latex, Pair	\$	7.00
Boots, Insulated Cold Weather, Daily	\$	35.00
Bunker Gear (Pants, Coat, Gloves, Helmet, Boots), Daily	\$	300.00
Chest Waders, Daily	\$	75.00
Cool Vest, Daily	\$	50.00
Glove, "Black Knight", (PVC) Pair	\$	5.00
Glove, Butyl, Pair	\$	25.00
Glove, Insulated Leather, Pair	\$	25.00
Glove, Insulated Nitrile Outer, Pair	\$	25.00
Glove, Latex, Sample, Pair	\$	1.00
Glove, Leather, Pair	\$	15.00
Glove, Liner, Cotton, Pair	\$	1.50
Glove, Natural Rubber, Pair	\$	8.00
Glove, Neoprene, Pair	\$	9.00
Glove, Nitrile, Inner, Pair	\$	1.00
Glove, Nitrile, Outer, Pair	\$	8.00
Glove, Viton, Pair	\$	75.00
Level B, Fully Encapsulated CPF 4 Types, Each	\$	200.00
Level B w/ CPF 4	\$	300.00
Level C w/ CPF 3	\$	75.00
Level C w/ CPF 4	\$	120.00
Level C, w/ CPF 1,2	\$	60.00
Level D (hardhat, gloves, boots, safety glasses & hard hat)	\$	45.00
Level D, Cold Weather (boots, gloves, jacket and pants)	\$	75.00
Life Jacket, Daily	\$	15.00
Road Safety Vest, Daily	\$	5.00
Safety Goggles/Glasses, Each	\$	8.00
Slicker Suit, Rain, Each	\$	25.00
Suit, Acid, Each	\$	75.00

CHEMICALS**Unit Rate**

A+ Microbes, 1 lb	\$	57.50
B Microbes, 1 lb	\$	57.50
Biodegradable Degreaser, per gallon	\$	65.00
Degreaser/Solvent, 1 gl container	\$	46.35
Dry Booster, 1 lb	\$	57.50
Eco-Bionic, Spill Control Liquid, per gallon	\$	150.00
Micro-Blaze Out, Firefighting Agent, 5 gl pail	\$	230.00
Micro-Blaze, Emergency Liquid Spill Control, 250 gl tote	\$	11,800.00
Micro-Blaze, Emergency Liquid Spill Control, 5 gl bucket	\$	190.00
PES-51, Organic Bio-Cleanser, Oil Release Agent, 1gal container	\$	84.00
PES-51, Organic Bio-Cleanser, Oil Release Agent, 5 gal bucket	\$	420.00
PES-51, Organic Bio-Cleanser, Oil Release Agent, 55 gal drum	\$	4,470.50
Petro-Clean, Spill Control Liquid, 250 gl tote	\$	9,875.00
Petro-Clean, Spill Control Liquid, 300 gl tote	\$	11,990.00
Petro-Clean, Spill Control Liquid, 5 gl pail	\$	250.65
Petro-Clean, Spill Control Liquid, 55 gl drum	\$	2,562.50
Soda Ash, Dense, 50 lb bag	\$	42.80
Sodium Bicarbonate, 50 lb bag	\$	39.20
Sodium Hypochlorite, Liquid, 1 gl	\$	4.10
Z Microbes, 1 lb	\$	57.50

STORAGE	Unit / Daily Rate
20 Yard Roll-Off Vacuum Box, Daily	\$ 125.00
20-25 Yard Roll-Off Box with splash guard and water tight seal, Daily	\$ 25.00
Box Liner, Roll-Off Box , Each	\$ 77.00
Drum Labels, Each	\$ 1.00
Drum Liner, Plastic Bag, 55 gl x 6 ml, 50 per roll, Each	\$ 105.00
Drum Liner, Plastic Bag, 55 gl x 6 ml, Each	\$ 3.00
Drum, Poly, 5 gl, w/lid, Each	\$ 16.10
Drum, Poly, O/H, Nestable, w/fittings, 55 gl, Each	\$ 85.00
Drum, Poly, O/H, w/fittings, 55 gl, Each	\$ 85.00
Drum, Poly, Overpack, 110 gl, Each	\$ 350.00
Drum, Poly, Overpack, 95 gl, Each	\$ 250.00
Drum, Poly, Overpack, 95 gl, Metric, Each	\$ 327.50
Drum, Poly, T/H, w/bungs, 55 gl, Each	\$ 85.00
Drum, Steel, O/H, 55 gl, Each	\$ 85.00
Drum, Steel, Overpack, 110 gl, Each	\$ 670.30
Drum, Steel, Overpack, 85 gl, Each	\$ 225.00
Drum, Steel, T/H, 55 gl, Each	\$ 85.00
Secondary Containment Pool, 20' x 40' each	\$ 110.00
Secondary Containment Pool, 70' x 30' each	\$ 210.00
Snow Melt Roll-Off Box	\$ 75.00
Tote, Poly, 300 gl Replacement Each	\$ 370.00
Tote, Poly, 300 gl, Daily	\$ 45.00

SAMPLING AND TESTING EQUIPMENT AND SUPPLIES	Unit Rate
Drum Thief Sampling Tubes	\$ 22.00
Haz-Cat Sampling Kit, per test	\$ 45.00
Hydrocarbon Test Kit	\$ 53.00
Lab Analysis, Accredited Third Party	Cost Plus 20%
Mercury Test Kit	\$ 245.00
PCB Wipe Test Kit	\$ 40.00
pH Paper (Roll or Box)	\$ 25.00
Pipettes, Glass	\$ 2.50
Sample Bomb	\$ 130.00
Sample Jars	\$ 7.00
Sample Storage	\$ 18.00
Shippers, Sample Jar (plus postage)	\$ 55.00
Soil Sampling Kit	\$ 45.00

MISCELLANEOUS EQUIPMENT**Daily Rate**

Antiviral Disinfectant Fogger	\$	150.00
Back-Pack Blower	\$	85.00
Camera, Digital	\$	50.00
Chain Saw	\$	95.00
Chemical, Tape Roll	\$	35.00
Communications Package (cell phone & computer) per 10 people	\$	50.00
GPS, Hand Held, Per Unit	\$	25.00
Drum Crusher	\$	350.00
Drum Dolly	\$	35.00
Drum Pump, Poly	\$	25.00
Drum Sling	\$	25.00
Drum, Grabber Forklift Attachment	\$	150.00
Eye Wash Station	\$	40.00
Formal Job Report with photos (max. 27 exposures)	\$	350.00
Photo-Processing, Each Frame	\$	2.50
Generator, 4 kw	\$	150.00
Hand Tool (Pitch Fork, Rake, Shovel, Squeegee, etc)	\$	17.00
Ladder (Extension)	\$	55.00
Ladder (straight, Rope, Folding)	\$	45.00
Pallet Jack	\$	60.00
Pressure Washer, Hot water, 3000 PSI	\$	350.00
Saw, Air Powered	\$	75.00
Saw, Portable	\$	75.00
Scare Cannon plus Fuel	\$	60.00
Sewer Plug	\$	100.00
Sprayer, Pump, Hand-Held	\$	30.00
Stainless Steel Stinger, 2"	\$	50.00
Vacuum Cleaner, Wet/Dry	\$	50.00
Weed Eater, Commercial	\$	120.00
Whee barrow	\$	25.00

MISCELLANEOUS MATERIAL**Unit Rate**

Air Tools, each per day	\$	50.00
Barricade Tape, Roll each	\$	23.10
Break Area (tent, bench, chairs, ice chest) Day per break area	\$	150.00
Duct Tape, 2" x 60 yd each	\$	11.10
Epoxy Stick, Sealant each	\$	12.00
Face Shield with Bracket	\$	35.00
Grounding Kit	\$	50.00
Portable Heaters, Each (plus fuel)	\$	35.00
Rags/Wipes, Colored, 50 b box each	\$	52.50
Rope, Cotton, 1/4" x 100' each	\$	28.00
Rope, Polypro, 1/2" x 600' each	\$	79.00
Rope, Polypro, 1/4" x 600' each	\$	40.00
Traffic Safety Cone (Each)	\$	8.50
Visquine Sheeting, 20' x 100' x 6 ml each	\$	110.00



ALLIED INTERNATIONAL EMERGENCY, LLC.

ENVIRONMENTAL SERVICES CONTRACT

This Contract ("Contract") is effective as of the June 30, 2012, by and between Allied International Emergency, LLC., ("Contractor" or "AIE") and Sinclair Transportation Company, ("Customer").

WHEREAS, Customer desires to establish procedures by which it may expeditiously engage the services of AIE to perform hazardous materials emergency response services, oil spill response, engineering, consulting, and remediation services; and

WHEREAS, AIE desires to establish procedures by which it may expeditiously engage to perform hazardous materials emergency response services, oil spill response, engineering, consulting, and remediation services for Customer. The undersigned parties hereby agree as follows:

1. **Contract Term.** This Contract shall apply for the applicable term indicated below:
- Single project as specified in the attached work order.
 - Through period ending on the 20th day of June, 2015.

When no option is selected above, the contract will remain in effect for one (1) year from the date hereof and shall continue on a year to year basis unless either Party cancels it prior to that time by written notice to the other; provided, however, the cancellation or expiration of the term of this Contract shall not affect either Party's obligations under any Orders issued and accepted prior to such expiration or cancellation.

2. **Ordering.**

- a. In the event Customer desires AIE to perform emergency work, Customer shall initiate an Order by calling AIE's 24-hour emergency response telephone number or local office and identify the general scope, location and nature of the services requested. After receipt of such telephone call, a AIE on-call supervisor will be contacted and will call the Customer back and advise Customer of AIE's response schedule.
- b. For emergency and non-emergency work, as soon after telephone notification as possible, and no later than 24 hours thereafter, Customer shall deliver the attached, executed Work Order to AIE either in person or by telephone facsimile transmission.
- c. Customer may utilize its own Purchase Order form in lieu of the AIE Work Order if the form used by Customer contains the same information as the AIE Work Order, the form specifically incorporates all of the terms and conditions of this contract by reference and the form provides that the terms of this contract will be incorporated therein and will supersede any conflicting terms or conditions printed on the Purchase Order.
- d. Failure by the customer to submit a written Work Order in accordance with sections 2. b. or 2. c. will not alter the obligation of any party under the terms and conditions of this contract.

3. **Price.** Unless otherwise indicated on the Work Order, all work performed hereunder shall be priced on a time and material basis in accordance with the AIE Time and Material Rate Schedule ("Rate Schedule") applicable to the Work Order AIE's current Rate Schedule is attached hereto as Exhibit A and incorporated herein. AIE may from time to time amend its Rate Schedules or Work Tickets; provided, however, no amended Rate Schedule shall be effective with respect to work performed under any Work Order accepted by AIE prior to AIE's notification to Customer or Customer's review of such amended Rate Schedule or Work Ticket.

4. **Invoicing and Payment.**

- a. **Progress payments.** AIE may at its option submit periodic itemized invoices for charges accrued for work performed under any Order, less prior payments received; provided, however, it shall not submit such invoices more frequently than daily. For Lump Sum Work, the amount due under each Progress or Final invoice shall be the percentage of such work completed times the lump sum price.
- b. **Final Invoice.** After the work under an order is completed and all charges for the associated subcontracts, vendor, and reimbursable items have been received by AIE, AIE shall issue a final invoice setting forth the total amount due for the work less prior payments received.
- c. **Payment.** Payment is due under each progress or final invoice within 30 days after the date of the invoice unless otherwise specified by AIE. Interest shall accrue on payments not received within thirty (30) days at the lesser of (i) the maximum lawful interest rate or (ii) one and one-half percent (1½%) per month, or eighteen percent (18%) per annum. AIE reserves the right to withhold delivery of reports and other project documentation pending receipt of payment, except payments subject to good faith disputes by customer.



ALLIED INTERNATIONAL EMERGENCY, LLC.

5. **Responsibility for Payment.** Customer agrees to make payment to AIE for services rendered in the amounts and on the terms specified above, regardless of whether Customer or another person or entity is legally responsible for remediation or abatement of the environmental conditions involved, and regardless of whether Customer is entitled to reimbursement for such costs from his or from some other person's or entity's insurance carrier.
6. **Termination for Non-Payment.** In the event Customer fails to make any undisputed payment when due under this Contract, AIE may stop work under any Work Orders issued and accepted and may terminate this Contract and/or any or all Work Orders for non-payment and seek recovery of its damages from Customer.
7. **Information and Authorization.** For each Work Order issued and accepted hereunder, Customer shall furnish to AIE all pertinent data and information concerning the work to be performed; the nature of Customer's premises or site and the nature of the conditions to be remediated, including any special hazards or risks involved with such work, premises, site or conditions. Such information shall be included on the Work Order. Customer shall procure any and all applicable federal, state or local approvals, consents, permits, licenses and Orders required to enable AIE to perform the work contemplated hereby.
8. **Compliance With Environmental Laws.**
 - a. Customer hereby warrants that all material, substances, or waste to be stored, treated and/or disposed of under this Contract is the sole and exclusive property of Customer or other third party. Customer further warrants that it is not subject to any legal or equitable restraint or Order that prohibits the treatment, storage and/or disposal of such waste by any transporter or disposal facility.
 - b. Customer shall be solely responsible for the storage, handling, transportation, treatment, processing, and disposal of any wastes, pollutants, or contaminants that are the subject of this Contract and for full compliance with provisions of the Resource Conservation and Recovery Act, as amended ("RCRA") and all other applicable federal, state, or local laws, statutes, or regulations governing the treatment, transportation, storage, or disposal of waste or material.
 - c. To the extent allowed by law, the parties hereto agree that AIE is not and shall not be considered (i) the owner of material, substances, or wastes noted in the Scope of Work; (ii) the operator of a waste management facility; (iii) the generator, storer, or disposer of hazardous or solid waste; (iv) to have arranged for the transportation or disposal of any wastes, pollutants, or contaminants by virtue of the performance of this Contract or anything contained herein, as those terms are used in RCRA, the Comprehensive Environmental Response, Compensation and Liability Act, as amended, or any other federal or state statute or regulation governing the treatment, transportation, storage, or disposal of materials or wastes.
 - d. In the event that Customer requests AIE's assistance in meeting Customer's obligations as set forth herein, AIE as requested by Customer may (i) collect samples and perform analytical testing to assist Customer in the characterization of waste for the purpose of Customer's manifests; (ii) identify a number of potential transporters and disposal facilities from which Customer may select in accomplishing the transportation and disposal of collected waste; (iii) draft the technical provisions of contracts or purchase Orders and prepare manifests implementing Customer's selection of a transporter and/or disposal facility for review and execution solely by Customer.
9. **Access to Work Site.** Customer shall secure all approvals, easements, licenses, and rights-of-way necessary for AIE to access the work site under any Work Order issued and accepted hereunder. Customer warrants that any access on Customer's real property provided to or from any work site shall be suitable for the size and weight of vehicles employed by AIE to perform the work. Customer agrees to bear the costs of all construction, modification, repair, or restoration of any right-of-way necessary to perform the work.
10. **Indemnity.**
 - a. Each party hereto agrees to indemnify, defend and hold harmless the other party hereto and the other party's shareholders, directors, officers, employees and agents, from and against any and all claims, demands, causes of action and liabilities of any nature, whether for damages to property, business interests, or persons or for death, arising out of or related to the performance of this Contract and/or the conditions to which this Contract pertains, to the extent that any such claim, demand, cause of action and/or liability is attributable to the breach of contract, negligence, or other fault of the indemnifying party.
 - b. **Consequential Damages.** Notwithstanding anything to the contrary contained in this Agreement, neither AIE nor Customer will be liable under any circumstances to the other for any special, consequential, incidental, indirect or punitive damages of any kind or character, including, but not limited to, loss of use, loss of profit, loss of revenue, and



ALLIED INTERNATIONAL EMERGENCY, LLC.

loss of product or production, whether arising under this Agreement or as a result of, relating to or in connection with the Work under this Agreement or any Work Order, and neither AIE nor Customer will ever make a claim for such damages against the other or the other's related entities, their officers, directors, shareholders, employees, servants, agents or insurers whether such claim is based or claimed to be based on negligence, unseaworthiness, fault, breach of warranty, breach of agreement, statute, strict liability or otherwise.

11. **Insurance.** From the time of commencement of the work under and Order until completion thereof and removal of all remaining materials and personnel from the premises of the work, Contractor shall provide and maintain in effect the following types and amounts of insurance; (a) workman's compensation and employer's liability insurance which shall comply with the statutory requirements of the place at which the Work is performed; (b) Endorsement CG 2503 Amending aggregate limits of Commercial general liability or Comprehensive general liability insurance to not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate per project; (c) business automobile liability insurance for all operations of the Contractor including owned, non-owned and hired vehicles with limits of liability of not less than: bodily injury \$500,000 each person, \$500,000 each accident; property damage \$500,000, or a combined single limit of \$1,000,000 for bodily injury and property damage, such policies to be endorsed with MCS-90 when material transportation is involved. AIE shall have in effect an agreement with its insurance provider that, immediately upon customer's request for a response, AIE shall have in effect the following type and amounts of insurance: (a) excess liability insurance over coverages afforded by the primary policies described above, with a minimum limit of \$5,000,000 each occurrence and \$10,000,000 aggregate. AIE shall demonstrate to customer its agreement with insurance provider for such excess liability coverage and shall provide certificate of such insurance within a reasonable time of customer's request for response.

Prior to beginning work under an Order, (or, if a subcontractor performs any part of the work, prior to the time when the subcontractor begins the work) Contractor shall furnish Customer insurance certificates showing the Contractor or the subcontractor is carrying at Contractor's or subcontractor's expense, in reliable insurance companies satisfactory to Customer, insurance coverage, on contract forms acceptable to Customer, as required hereunder. Such certificate must contain a statement obligating the insurer to give Customer written notice of cancellation not less than ten (10) days prior to the proposed cancellation provide a Waiver of Subrogation, name Customer as an additional insured, and state that coverage is primary to any other valid insurance available to Customer.

Notices. All Work Orders acceptances or rejections of Work Orders, notices, communications or statements required to be given hereunder shall be delivered to the Parties as indicated below:

Allied International Emergency, LLC.
2333 Delante Avenue
Fort Worth, TX 76117
Telephone: 817-595-0100
Facsimile: 817-595-0125
Contact: Ty McKee

Customer Name: Sinclair Transportation
Street Address: Post Office Box 185
City, State ZIP: Sinclair, Wyoming 82334
Telephone: 307-324-7580
Email: Jbrown@sinclairoil.com
Contact: Jon Brown

12. **Entire Agreement.** This Contract and the Exhibits hereto comprise the complete agreement of the parties respecting the services to be performed. No engagements, promises, representations, or warranties have been made by either party except as is expressly stated in this Contract and Exhibits, and the parties hereby expressly disclaim all implied warranties. All modifications to this Contract shall be in writing, signed by both parties hereto.
13. **Venue.** The parties stipulate and agree that this Contract and all Work Orders issued and accepted hereunder are entered into in Tarrant County, Texas, and all payments due hereunder are due in Tarrant County, Texas, and that venue to bring any proceeding for the enforcement hereof is proper in State in which the emergency occurs.
14. **Breach.** Any controversy or claim arising out of or relating to this Contract, to any Work Order issued and accepted hereunder, or the breach of either shall be settled under the laws of the State in which the emergency occurs.
15. **Attorney's Fees.** The prevailing party in any legal proceeding brought to enforce the provisions of this contract or any Work Order issued and accepted hereunder shall, in addition to such other relief as may be awarded, be entitled to recover its reasonable attorney's fees and costs of suit from the non-prevailing party.



ALLIED INTERNATIONAL EMERGENCY, LLC.

THIS CONTRACT INCLUDES THE FOLLOWING DOCUMENTS: *(check as applicable)*

- Environmental Services Contract, three (4) pages.
- Work Order, two (2) pages.
- AIE Time and Materials Rate Sheet, dated March 2011, ten (10) pages.
- Modification of Order, one (1) pages.
- Credit Card Payment Guarantee
- Others *(specify)* _____

Agreed to and Accepted this _____ day of _____, 20__.

ALLIED INTERNATIONAL EMERGENCY, LLC.

BY: [Signature]
(Signature)

NAME: Ty McCre

TITLE: Managing Member

CUSTOMER:

BY: [Signature]
(Signature)

NAME: Mark A. Petrasa

TITLE: VP

Allied International Emergency Nationwide Rate Sheet

ENVIRONMENTAL/EMERGENCY RESPONSE SERVICES

Time and Materials Rate Schedule

Effective: March 2011

I. LABOR**1000 A. Operations and Administrative Personnel Rates**

All labor rates apply to personnel performing labor in support of the contract work (*whether performed on or off site*). A four-hour minimum will apply.

<u>Classification</u>	<u>Hourly Rate</u>
1010 Clerical/Secretarial	\$45.00
1015 Fire Fighter	\$175.00
1020 Fire Fighter, Pump Operator	\$150.00
1030 Fire Fighter, Senior	\$200.00
1035 Fire Fighter, Project Manager	\$275.00
1040 Foreman	\$70.00
1050 Coordinator, Resource	\$75.00
1055 Officer, Site Safety	\$65.00
1060 Operator (Equipment)	\$65.00
1070 Paramedic/EMT	\$85.00
1075 Supervisor	\$90.00
1085 Supervisor, Senior	\$100.00
1090 Technician	\$60.00
1105 Technician, Industrial Hygiene/Rescue	\$75.00
1110 Waste Disposal Coordinator	\$70.00
1115 Supervisor, Oil Spill	\$65.00
1120 Foreman, Oil Spill	\$55.00
1135 Laborer, Oil Spill	\$45.00

B. Technical, Professional, Supervisory and Other Labor Rates

<u>Classification</u>	<u>Hourly Rate</u>
1145 Certified Safety Professional (CSP)	\$140.00
1160 Engineer, Senior	\$170.00
1165 Engineer, Registered Professional	\$220.00
1170 Geologist	\$90.00
1175 Hydrogeologist	\$120.00
1185 Hygienist, Certified Industrial	\$160.00
1190 Hygienist, Senior Industrial	\$120.00
1195 Manager, Project/Operations	\$140.00
1205 Physician, Toxicologist/Occupational	\$300.00
1210 Principal, Oversight and Technical	\$220.00
1220 Project Accountant, Senior	\$75.00
1225 Project Coordinator	\$85.00
1240 Scientist, Senior	\$150.00
1245 Specialist, High Hazard	\$200.00
1260 Trainer, Senior	\$90.00
1265 Consultant, Safety	\$220.00

Allied International Emergency Nationwide Rate Sheet

Section I Notes

1. Standard Hours - All labor rates are for "Standard Hours". For purposes of this Rate Schedule "Standard Hours" is defined as the first forty (40) hours worked by the employee on this project during any calendar week between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, exclusive of AIE Holidays. A calendar week is Monday through Sunday.
2. Non-Standard Hours - For purposes of this Rate Schedule "Non-Standard Hours" is defined as: (i) all hours worked before 8:00 a.m. and/or after 4:00 p.m. Monday through Friday; (ii) all hours worked on this project between 8:00 a.m. and 4:00 p.m., Monday through Friday which are also in excess of either eight (8) hours worked in any calendar day or forty (40) hours worked in any calendar week; and (iii) all hours worked on Saturdays and/or Sundays. Non-Standard Hours will be billed at 1½ times the normal billing rate.
3. Holiday Hours - The rates for labor performed on AIE Holidays will be 2 times the billing rates. AIE Holidays include Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, Easter Sunday, Memorial Day, Independence Day, and Labor Day. If any work performed is subject to a collective bargaining agreement or is performed by union employees, AIE shall include any additional holidays provided for in the applicable collective bargaining agreement.
4. AIE personnel will be billed to the contract for the time required to mobilize, service, repair and restock all vehicles and equipment used in the performance of the contract.
5. In the event that Allied International Emergency is requested to engage in performing work located more than sixty (60) miles outside any of their field offices and/or corporate office for a period in excess of thirty (30) days, the customer shall be responsible for all expenses. These expenses shall include but are not limited to the following: travel, lodging, per diem, and associated labor cost for the return of each Allied International Emergency's employees to their home office and shall also include all cost associated with remobilizing to the project site. Therefore, the customer will be responsible for these charges for each employee that performs work in excess of thirty (30) days and for each thirty (30) day interval thereafter.
6. In the event any personnel scheduled above are engaged to provide testimony in any court or administrative proceeding the rate for such person while testifying either at a deposition or hearing shall be two (2) times the hourly rate scheduled above. Client shall be responsible for all charges related to any such testimony whether requested by customer or required by subpoena by client or any third party when such testimony relates to the project for which customer engaged Allied International Emergency, LLC.
7. Travel time for personnel shall be billed at the corresponding rate stated above.
8. Operator rates will be charged for CDL and Non CDL drivers moving materials and/or equipment to job sites.
9. High hazard rates apply to all work with chemicals that are compressed gas, reactive, explosive, contained in cylinders or that present an equally hazardous condition. When travel is billed at this rate, a maximum of eight (8) hours will be charged from home to the destination and a maximum of eight (8) hours will be charged for the return trip.

2000 II. EQUIPMENT

A. Vehicles and Trailers

	<u>Description</u>	<u>Rate</u>
2005	Light Truck / Sedan / Utility	\$25.00/hour
2010	Trailer, 48' Emergency Response / Incident Command Unit	\$135.00/hour
2015	Trailer, Emergency Response	\$500.00/day
2017	Trailer, Industrial Hygiene / Mobile Laboratory	\$1,400.00
2020	Trailer, Oil Spill Boom	\$275.00
2022	Trailer, Transfer	\$825.00

Allied International Emergency Nationwide Rate Sheet

2030	Truck, Crew Cab	\$30.00/hour
2030	Mileage, All Rolling Stock will be charged according to the cost per gallon of diesel fuel in accordance with the following schedule:	
	Diesel ≤ \$2.75/ gallon	\$0.75 / mile
	Diesel = \$2.76 -\$3.00/ gallon	\$0.85 / mile
	Diesel = \$3.01 -\$3.50/ gallon	\$1.00 / mile
	Diesel = \$3.51 -\$4.00/ gallon	\$1.10 / mile

Fuel cost in excess of \$4.00 per gallon will be invoiced at \$1.10/mile in addition to a \$.05 increment for every \$.25 of additional fuel cost.

2105	ATV, 4 Wheel	\$330.00 + fuel / day
2115	Hydroblaster 10,000 PSI 40 GPM (Cold – Trailer Mounted)	\$800.00 / day
2125	Light Plant, 4000 Watt (Trailer Mounted)	\$275.00 / day
2135	Pressure Washers - 5,000 PSI or less (Cold or Heated – Trailer Mounted)	\$385.00 / day
2136	Supersucker/Airmover	\$175.00 / hour
2137	Tractor Diesel (Over the Road)	\$75.00 / hour
2138	Trailer, Portable Dock	\$65.00 / hour
2145	Trailer, Utility, 16 ft. w/4K winch	\$220.00 / day
2157	Trailer, Water	\$175.00 / day
2170	Truck, Bobtail with Lift Gate	\$500.00 / day
2180	Vacuum Truck, 60-70 Barrel	\$70.00 / hour + cleanout
2181	Vacuum Truck, 70 Barrel Stainless Steel	\$75.00 / hour + cleanout
2182	Vacuum Truck, 10 CY Dry Vac 5,000 CFM	\$175.00 / hour + cleanout
2190	Water Jet Drain / Plumbing Cleaning System	\$110.00 / hour

B. Heavy Equipment

<u>Description</u>	<u>Daily Rate</u>
2205 Bobcat 743 (skidsteer) or equivalent	\$400.00
2210 Case 580 Backhoe or equivalent	\$425.00
2215 CAT 215 Excavator or equivalent	\$1,050.00
2220 CAT 950 Rubber Tire Loader or equivalent	\$1,000.00
2225 CAT 963 Track Loader or equivalent	\$1,200.00
2230 CAT D4H Dozer or equivalent	\$900.00
2235 CAT D6 Dozer or equivalent	\$1,450.00
2240 Dump Truck (6 CY)	\$500.00
2245 Forklift	\$450.00
2255 Tractor, 40-60 HP	\$275.00

C. Pumps and Accessories

<u>Description</u>	<u>Daily Rate</u>
Compressors:	
2310 Air (185 CFM)	\$165.00 + fuel
2315 Air (375 CFM)	\$330.00 + fuel
2320 Corken Compressor (491T/Corrosive Compatible)	\$1,320.00 + rebuild
Hoses:	
2405 Air Hose	\$.40 / foot
2410 Discharge / Suction, General Purpose (1"-4")	\$1.00 / foot
2430 Discharge / Suction, General Purpose (6")	\$1.95 / foot

Allied International Emergency Nationwide Rate Sheet

2435	High Pressure for Hydroblaster (1/4")	\$1.10 / foot
2437	LP / Anhydrous Ammonia Transfer Hose	\$27.50 / foot or replacement
2440	Monel	\$44.00 / foot or replacement
2445	Teflon, Rubber Jacketed (2")	\$33.00 / foot or replacement
2450	Teflon, Stainless Steel Wrapped	\$38.50 / foot or replacement
2455	Stainless Steel Transfer Hose (2")	\$5.50 / foot or replacement
2460	Chemical Transfer Hose	\$3.75 / foot or replacement

Pumps:

2505	Centrifugal – Stainless Steel (2")	\$275.00
2510	Corken (3")	\$900.00 + rebuild
2515	Double Diaphragm, Aluminum (2")	\$220.00 + rebuild
2520	Double Diaphragm, Kynar (2")	\$325.00 + rebuild
2525	Double Diaphragm, Stainless Steel or Poly (1")	\$175.00 + rebuild
2530	Double Diaphragm, Stainless Steel or Poly(2")	\$375.00 + rebuild
2532	Double Diaphragm, (3")	\$495.00 + rebuild
2535	Drum Pump, Chemical Resistant	\$100.00
2540	Hydraulic Piston (4")	\$1,320.00
2541	Hydraulic Power Pack, 75 hp	\$900.00
2542	Hydraulic Power Pack, 50 hp or less	\$550.00
2545	Submersible (2")	\$330.00
2550	Trash (2")	\$110.00
2557	Diesel Pump (2")	\$125.00
2560	Diesel Pump (3")	\$150.00

D. Marine Equipment

Description

Daily Rate

Boats:

2610	Airboat (20')	\$605.00 + fuel
2615	Fast Response Boat (26' – 28')	\$550.00 + fuel
2625	Work Barge (26' – 28')	\$700.00 + fuel
2630	Work Boat with Outboard Motor (14' – 16')	\$275.00 + fuel
2635	Work Boat without Outboard Motor (14' – 16')	\$175.00

Boom:

2645	Mini and 10" Containment	\$1.20 / foot
2650	18" Containment	\$1.35 / foot
2655	24" Containment	\$1.90 / foot

Skimmers and Recovery Equipment:

2663	Acme 34T, Vacuum or Douglas Skim Pack	\$165.00
2665	Diesel / Gasoline Powered	\$230.00
2667	Folex Skimmer	\$770.00
2670	Mobile Vacuum Unit	\$385.00
2672	Marco Skimmer	\$1,925.00
2675	Vacuum Operated Skimmer	\$154.00
2680	Drum Skimmer	\$550.00

E. Sampling Equipment

Description

Daily Rate

2715	Haz-Cat Analysis	\$55.00 / sample
2730	Slim Tube / Split Spoon Sampler	\$110.00

Allied International Emergency Nationwide Rate Sheet

F. Industrial Fire Fighting Equipment and Supplies

<u>Description</u>	<u>Daily Rate</u>
2750 AFFF Foam	\$40.00 / gallon
2755 Complete Turnout/Bunker Gear	\$275.00/man + cleaning
2760 Fire Hose (1½")	\$.55 / foot
2761 Fire Hose (3")	\$.70 / foot
2762 Fire Hose (5" and 6")	\$1.10 / foot
2765 Flash Suit	\$275.00 / each
2770 Monitor Nozzle, 2 ½" Inlet Grandset	\$375.00 / each
2775 Nozzle	\$220.00 / each
2780 Terminator Nozzle, 2000 gpm	\$1,650.00 / each
2782 Terminator Nozzle, 3000 gpm	\$2,200.00 / each
2783 Compressed Air Foam Unit – 2,000 – 4,000 gpm	\$2,500.00/each
2785 Pump, Fire 500 gpm	\$900.00 / each
2790 Pump, Fire 2000 gpm	\$1,100.00 / each
2791 Pump, Fire 4000 gpm	\$2,200.00 / each

G. Other Equipment

<u>Description</u>	<u>Daily Rate</u>
2825 Blower, Gas Powered	\$85.00 / each
2835 Chlorine Kit (A, B or C)	\$1,000.00 + repairs
2850 Cutter, Brush	\$85.00 / each
2855 Cylinder Containment Device	\$1,000.00
2860 Cylinder Tapping Device	\$1,000.00
2875 Drum Opener, Remote	\$550.00
2890 Frac Tank / Vacuum Box Delivery	\$75.00 / hour
2895 Frac Tank	\$65.00 / day plus cleanout
2900 Generator, 10 Kilowatt or less	\$150.00 / each
2902 GPS Unit	\$55.00 / each
2905 Heater, Propane	\$55.00 / each
2907 Hydraulic Shears (Hand Held)	\$550.00 / each
2915 Lights, Quartz Demolition	\$55.00 / each
2920 Phone, Mobile	\$75.00 / each
2925 Radio, Hand Held	\$50.00 / each
2930 Roll Off Box Delivery	\$65.00 / hour
2935 Roll Off Box	\$22.00 / each
2937 Safety Fence	\$2.00 / foot
2947 Soil Oxidation Unit (Injector, Hoses, Pump, etc.)	\$550.00 / each
2950 Tank, Poly Storage (500 gallon)	\$33.00 / each
2955 Tool Kit, Non Sparking	\$220.00 / each
2959 Vacuum Box	\$55.00 / each
2960 Vacuum, HEPA	\$100.00 / each
2965 Vacuum, Mercury	\$300.00 / each + HEPA filter
2970 Vettor Bag System (Tank Bandage)	\$350.00 / each
2975 Field Computer / Printer / Copier	\$100.00

Allied International Emergency Nationwide Rate Sheet

Section II Notes

1. The rental period begins when an item of equipment is first made available for use on the Work Site and continues until such equipment is returned to AIE for use on other projects or is returned to a third party supplier.
2. Hourly rates are portal to portal. A four-hour minimum applies to all hourly equipment usage.
3. The rates scheduled above apply to equipment utilized by AIE in the performance of the work. Rental shall be charged for all hours the equipment is in the possession of AIE employees performing work at the work site, whether or not such equipment is in constant use.
4. For purpose of computing daily rate charges, the term "daily" denotes eight (8) hours and includes maintenance and insurance. The minimum rental period for daily equipment is one (1) eight (8) hour day. Otherwise, any daily rental rate that exceeds eight (8) hours will be billed at 1/8th of the daily rate for each additional hour utilized.
5. Equipment rental rates shall be applied to all items utilized in the performance of the work, whether supplied from AIE inventory, specially purchased by AIE for performance of the work, procured from a AIE affiliate, or rented by AIE from a non-affiliated entity. At the option of AIE, subcontracted items may be supplied at cost plus 20%.
6. Charges for equipment operation are not included in equipment rental rates and will be charged using the appropriate labor category in Section I.
7. The rates in Section II do not include pick-up, delivery, fuel, oil and grease, tarps, and/or demurrage which will be charged at cost plus twenty percent (20%) AIE mark-up on such costs.
8. During the course of performance of the work, AIE may add additional equipment items to the schedules above at rates to be determined by AIE and approved by Customer.
9. In the event that any item of rental equipment is damaged at the work site, AIE shall be entitled, at its option, in lieu of rental, to charge the replacement or repair cost of such item of equipment. Repair or replacement cost will be billed at costs plus twenty percent (20%).
10. Decontamination charges for hose, boom, etc. will be charged according to the applicable labor and equipment rates identified in this schedule.
11. Rebuild fees will be charged when the pump is damaged during operation. Repair parts and labor may be charged in lieu of rebuild fees when minor damage occurs.

3000 III. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

A. Disposable Protective Clothing and Respiratory Items

<u>Description</u>	<u>Daily Rate</u>
Boots:	
3005 Chemical (Bata) Boot	\$60.00 / each
3010 Latex - XL Overshoe	\$8.00 / each
3015 Rubber S/T Boot	\$46.00 / each
3020 Saranex Overshoe	\$5.00 / each
3025 Tyvek Overshoe	\$2.00 / each

Allied International Emergency Nationwide Rate Sheet

Breathing Cartridge (MSA):		
3170	Mersorb, P-100	\$52.00 / pair
3180	Respirator Cartridges	\$35.00 / pair
Gloves:		
3205	4H	\$15.00 / pair
3215	Butyl Rubber (11")	\$60.00 / pair
3230	Neoprene	\$20.00 / pair
3235	Nitrile	\$12.00 / pair
3240	Petroflex	\$10.00 / pair
Suits:		
3305	Responder (encapsulated), Level A	\$1,200.00 / each
3310	CPF4 (encapsulated), Level B	\$275.00 / each
3315	CPF3 (with feet), Level C	\$100.00 / each
3320	CPF2 (with feet), Level C	\$45.00 / each
3325	CPF1 (without feet), Level C	\$30.00 / each
3330	Level D	\$35.00 each / day
3335	Splash (PVC 500)	\$20.00 / each
3340	Tyvek	\$15.00 / each
B. Sampling / Monitoring Equipment		
3405	Area / Personal Air Sampling Pump(5 pumps)	\$175.00 / day
3417	SappIre	\$550.00 / day
3432	Thermo Eberline Radiation Monitor	\$225.00 / day
3434	Direct Reading Toxic Gas Detector	\$325.00 / each
3435	Flame Ionization Detector (FID)	\$250.00 / day
3440	Noise Dosimeter	\$85.00 / day
3542	Mercury Vapor Meter (Jerome)	\$325.00/day
3450	Multi Rae PID, LEL, O ₂ , CO, H ₂ S.	\$200.00 / day
3451	PID, Personnel	\$85.00 / day
3452	Portable Gas Chromatograph / Mass Spectrometer	\$2,000.00 + cal. gas
3453	Met Station	\$150.00 / day
3454	Area Rae, Remote 5 Gas System	\$550.00 / day + monitor
3470	Tedlar Bag	\$30.00 / each
3475	Colormetric Tubes	\$15.00 / each
3476	Hand Pump (Gastec)	\$20.00 / day
C. Additional Items		
	<u>Description</u>	<u>Daily Rate</u>
3605	Breathing Air Line (50' section)	\$20.00
3610	Breathing Air Refill (high-pressure)	\$25.00 each
3615	Confined Space Equipment (1 Tripod and 5 Harnesses and lifelines)	\$350.00
3620	Escape Pack (5 Minute)	\$55.00
3630	Respirator (Full Mask)	\$35.00
3635	SCBA (45-60 Minute)	\$250.00
3640	Supplied Air System (Manifold, Regulator and Six Cylinders of Air)	\$350.00
4000	IV. MATERIALS	
	<u>Description</u>	<u>Rate</u>
A. Absorbents / Granular Material		
4002	Boom, 8' x 20' (2 per bale)	\$200.00 / bale

Allied International Emergency Nationwide Rate Sheet

4005	Boom, 8" x 10' (4 per bale)	\$200.00 / bale
4010	Dri-Zorb (High-BTU)	\$20.00 / each
4015	Granular, Clay	\$15.00 / each
4020	Mersorb (2,500 grams)	\$140.00 / each
4025	Pads, 18" x 18" (oil or chemical)	\$100.00 / bale
4030	Sorbent Sweep, 17" x 100' (1 sweep/bale)	\$140.00 / each
4035	Sorbent Particulate	\$100.00 / bag
4040	Vermiculite (6 cubic foot bag)	\$35.00 / each
4045	Oil Gator (30 lb. bag)	\$55.00 / each
4050	Acid Gator (25 lb. bag)	\$55.00 / each
4055	Floor Gator (30 lb. bag)	\$35.00 / each
4060	Cell-U- Sorb (20 lb. bag)	\$50.00 / each
B. Chemicals		
4105	Citric Acid (50 lb.)	\$110.00 / bag
4110	Degreaser (Mixed Solution)	\$3.50 / gallon
4115	Hydrochloric Acid	\$4.50 / gallon
4120	Hydrogen Peroxide (35%)	\$0.70 / lb.
4125	Lime (50 lb.)	\$13.00 / bag
4130	MicroBlaze, Surfactant and Nutrient (Concentrate)	\$50.00 / gallon
4135	Soda Ash (50 lb.)	\$42.00 / bag
4140	Sodium Hypochlorite	\$5.50 / gallon
4145	Sulfamic Acid (50 lb. Bag)	\$55.00 / bag
4150	Gator Wash	\$44.00 / gallon
C. Drums (Open or Closed Top)		
4210	5 to 10 Gallon Poly, Steel or D.O.T.	\$25.00 / each
4215	16 to 20 Gallon Poly or Steel	\$55.00 / each
4220	30 Gallon Poly or Steel	\$70.00 / each
4225	55 Gallon Poly	\$70.00 / each
4230	55 Gallon Steel	\$70.00 / each
4235	85 Gallon Poly	\$250.00 / each
4240	85 Gallon Steel	\$200.00 / each
D. Miscellaneous		
4305	Bag (Unmarked), 6 mm	\$3.00 / each
4310	Box, DOT Shipping	\$50.00 / each
4315	Box, Gaylord (1 Cubic Yard)	\$150.00 / each
4325	Broom, Street	\$30.00 / each
4357	Kolorsafe pH Adjuster	\$45.00 / gallon
4359	Hand Tools (Rake, Shovel, Pitch Fork, etc)	\$25.00 / man / day
4367	Photographs (Camera, Roll of Film and Development)	\$35.00 / each
4370	Polyethylene Sheeting (20' x 100' roll) 6 mil	\$120.00 / each
4390	Rope	\$0.55 / foot
4410	Shrink Wrap	\$35.00 / roll
4415	Tape, Caution or Hazmat	\$44.00 / roll
4430	Tubes, Colliwasa	\$35.00 each
4435	Wipes	\$15.00 / pound

Allied International Emergency Nationwide Rate Sheet

Section III and IV Notes

1. The foregoing prices shall be applied to all materials which are utilized in the performance of the work, whether shipped to the site from AIE inventory, shipped directly to the site from AIE's sources, or purchased locally by AIE from an affiliated or non affiliated entity.
2. During the course of performance of the work, AIE may add additional materials to the schedules above at rates to be determined by AIE and approved by Customer.
3. The above rates for gloves, boots and respirator cartridges are per pair except where noted otherwise.

A. Subcontract Services

The compensation paid AIE for all laboratory services, testing services, and/or other services which are not performed by individuals scheduled in Section I or II above working under the direct supervision of AIE; but, rather, are subcontracted by AIE, shall be AIE's cost for such subcontract service plus twenty percent (20%) or at AIE's rate identified in Section I or II of this schedule.

B. Non-Scheduled Equipment

The compensation paid AIE for any equipment utilized by AIE in performance of the work, which is not listed in schedules above, shall be as follows:

1. For such unscheduled equipment, which is rented by AIE for performance of the work, the price shall be AIE's cost of such equipment plus twenty five percent (25%) AIE mark-up on such costs.
2. For such unscheduled equipment which is provided from AIE inventory or purchased by AIE specifically for performance of the work, the price shall be the reduction in value of such equipment plus twenty percent (20%) AIE mark-up on such reduction in value. The reduction in value shall be the acquisition cost of the equipment times the proportion which the use of the equipment in this work (time or hours of use) bears to the total useful life (in time or hours of use) of such equipment.

C. Non-Scheduled Materials

The compensation paid to AIE for any materials utilized by AIE in performance of the work which are not listed in schedules above shall be equal to AIE's cost of such materials plus twenty percent (20%) AIE mark-up on such costs.

D. Level D Minimum Protective Equipment

Level D includes minimum protective equipment such as hard hats, safety goggles, safety shields, steel toe boots, and AIE's standard coveralls. Additional charges for these items may be invoiced when the standard minimum protective equipment items are broken or damaged on a project or when they must be replaced due to contamination or damage.

E. Travel, Lodging and Per Diem

For all employees who do not reside in the local commuting area for the site of the work, AIE shall be reimbursed for costs incurred for employee travel to and from the work site on the basis of AIE's costs incurred plus twenty percent (20%) mark-up on such costs. For all employees who do not reside in the local commuting area for the site of the work, a lodging and per diem charge of \$150.00 per day shall be due for each day that such employee is present at the locale of the work.

To ensure proper hydration, ice, water and sports drinks will be provided to onsite personnel at a charge of \$10.00/man/day.

Allied International Emergency Nationwide Rate Sheet

F. Freight/Transportation Charges

AIE shall be compensated for costs incurred for the transportation of equipment and materials to the site of the work and for the transportation back of equipment and any remaining supplies and materials, upon completion of the work, on the basis of AIE's cost plus twenty percent (20%) AIE mark-up thereon except where those items are covered by unit prices listed in the above schedule.

G. Taxes and Permits

The rates contained in this schedule does not include applicable federal, state and local taxes. AIE shall be compensated for all costs incurred for any necessary permits on the basis of AIE's actual cost incurred for such items.

H. Licenses, Easements and Rights of Way

In the event AIE is required to purchase any licenses, easements, or rights of ingress or egress to obtain access or right-of-way to property necessary to perform the work, AIE shall be compensated for all costs incurred for such licenses, easements or rights on the basis of AIE's actual cost incurred. In the event AIE is required to construct any rights-of-way and /or pavements or other property as a result of the work, AIE shall be compensated for all such work performed on the basis of AIE's actual cost plus twenty percent (20%) AIE mark-up thereon.

I. Invoicing

Client shall make payments in Tarrant County, Texas due under each invoice within ten (10) days of the invoice date. Interest shall begin to accrue on the on the invoice due date for payments not received by such date at the smaller of (i) the maximum lawful interest rate or (ii) one and one-half (1 ½) percent per month. The individual authorizing work hereunder personally guarantees payment of any charges incurred hereunder.

SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 1

BAIROIL CRUDE SYSTEM APPENDIX

Response Zone 1 Bairoil Crude System

(a) This response zone is located in central Wyoming and includes Sweetwater and Carbon counties. This zone includes the 8" segments of line between the Lost Soldier scraper trap and Bairoil Station (3.5 miles) and the 8" Bairoil to Sinclair line (41.4 miles).

(b) The pipeline crosses open prairie land.

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

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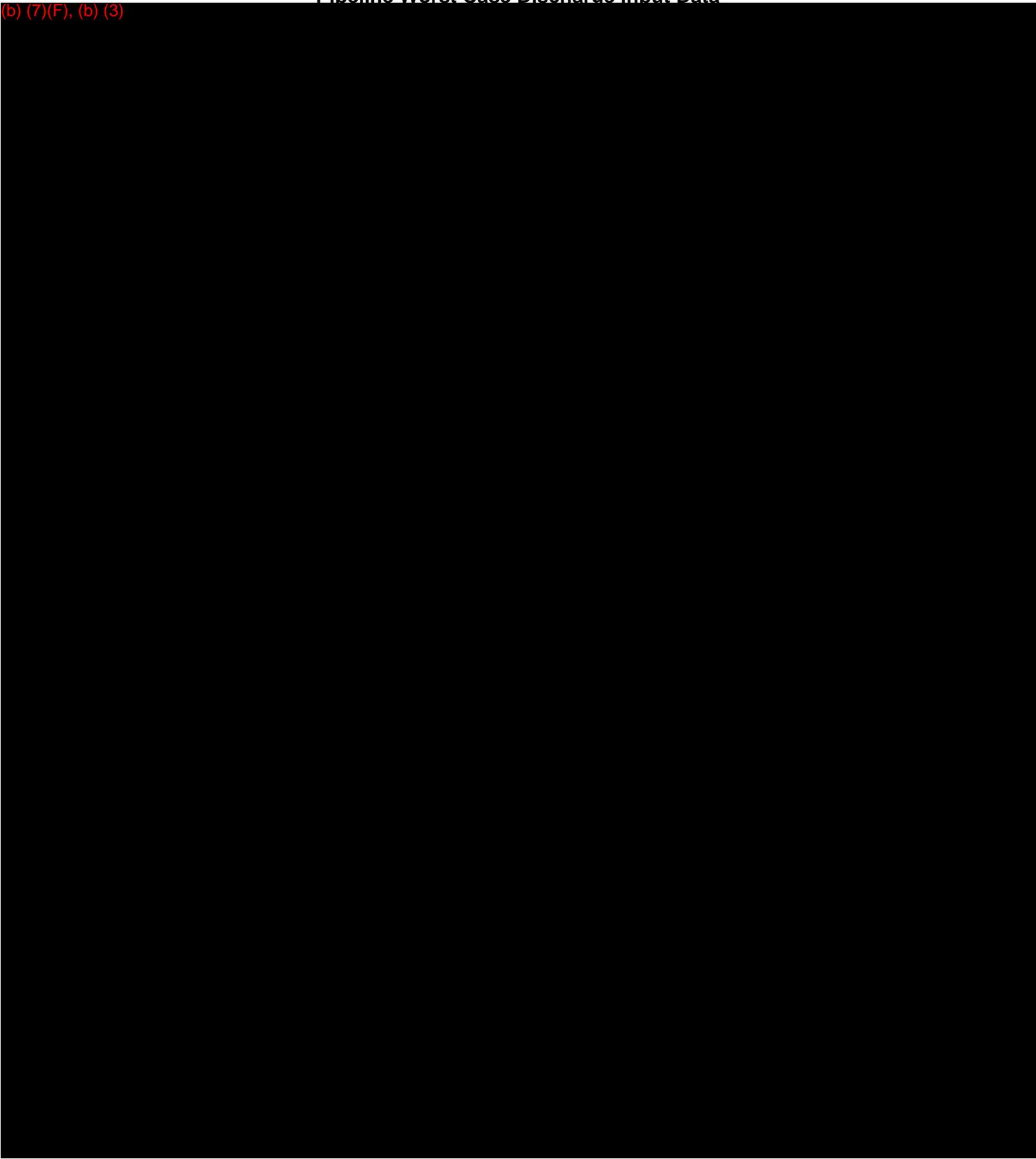
(d) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- A line section directly intersects an NPMS USA-ECO attribute east of WY HWY 287.
- A line section directly intersects an NPMS USA-DW attribute 4 miles north of Sinclair.

Zone 1 Bairoil Crude System

Pipeline Worst Case Discharge Input Data

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



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

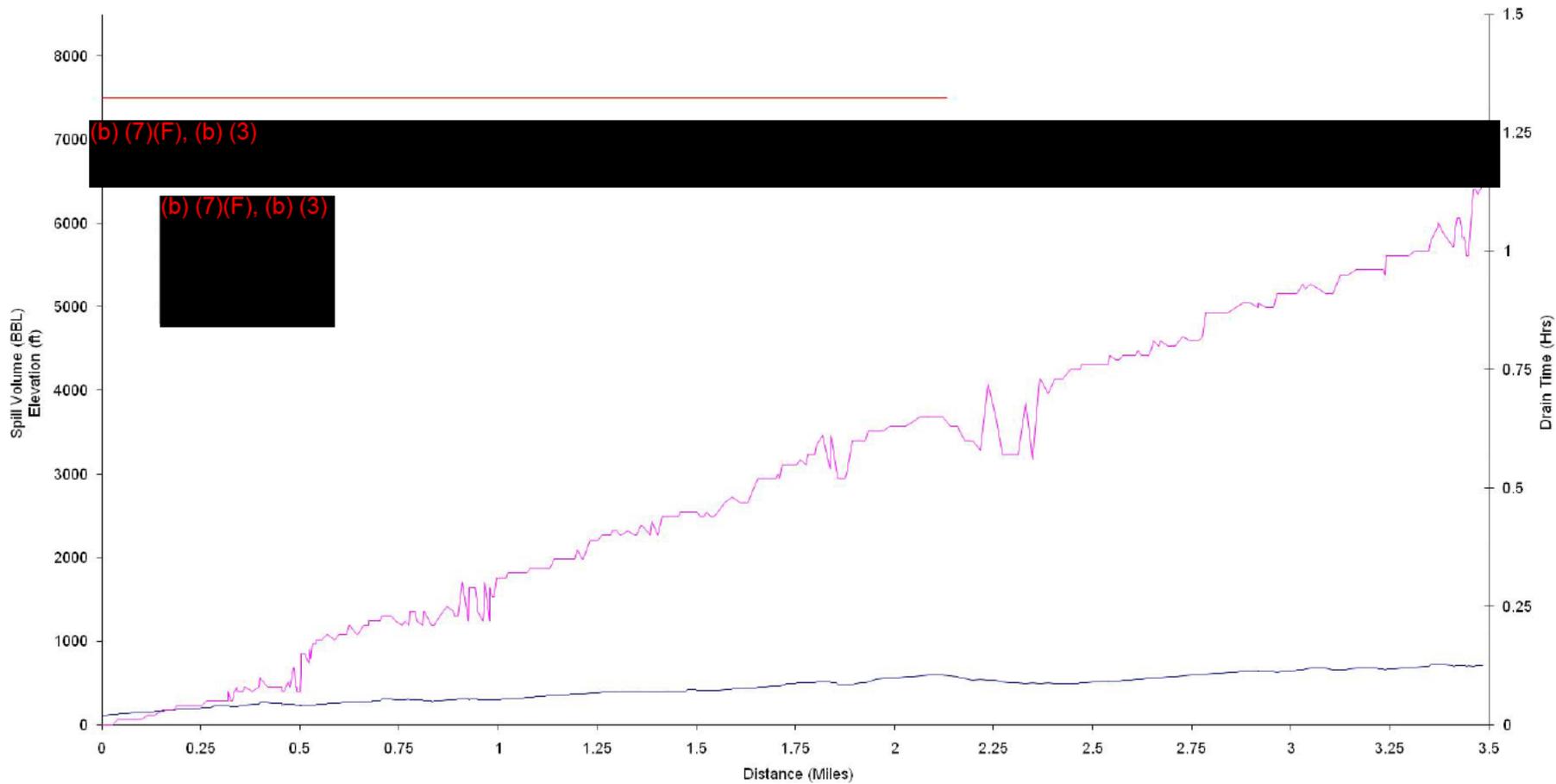
12/18/2013

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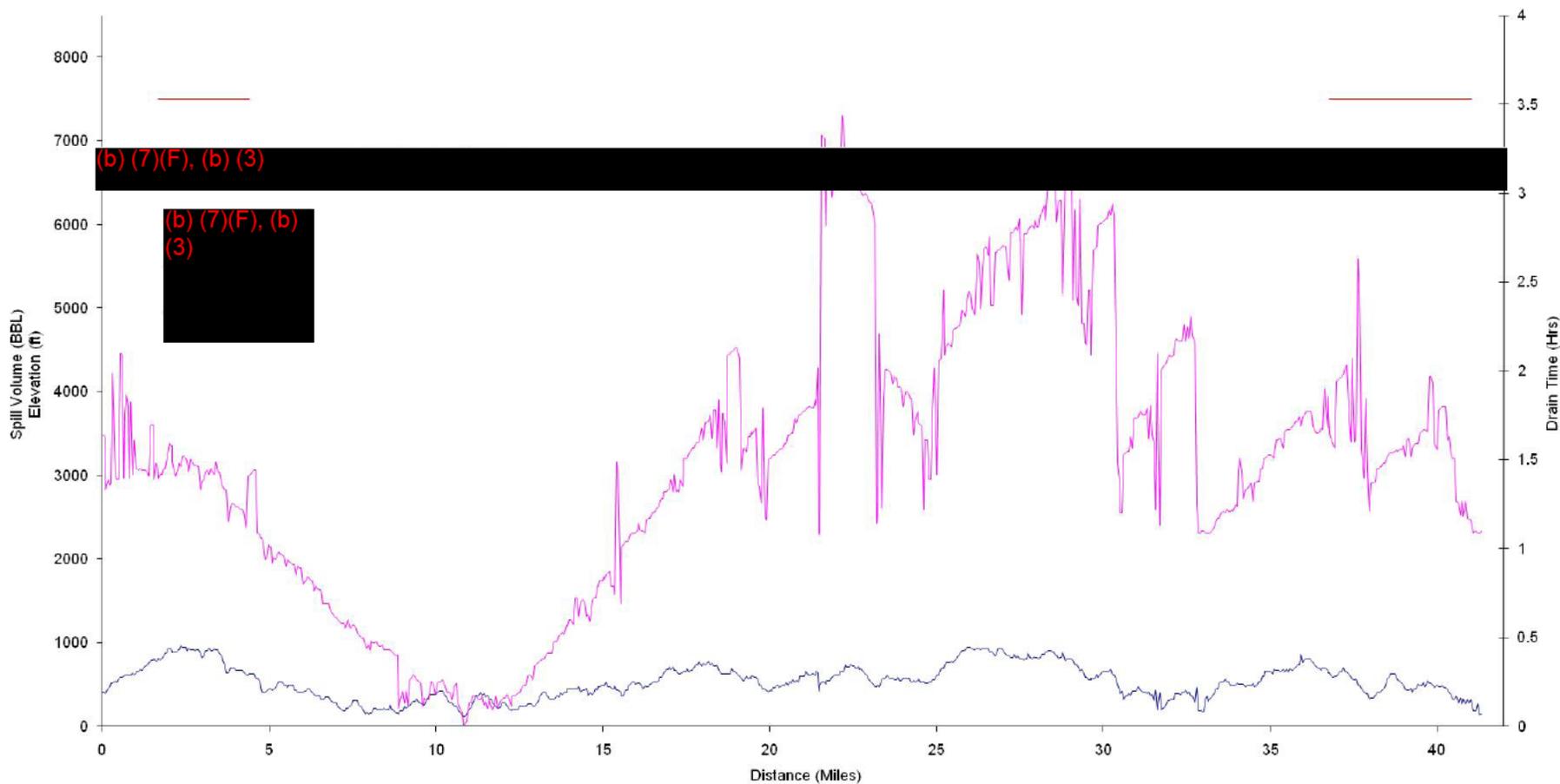
Sinclair Transportation Company – Emergency Response & Management Manual

LSU-Bairoil Release Profile
700 BPH/ 10 min Response



Sinclair Transportation Company – Emergency Response & Management Manual

Bairoil-Sinclair Release Profile
490 BPH/10 min Response
(Post 2002)



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 2

CRUDE TRUNK LINES SYSTEM APPENDIX

Response Zone 2 Crude Trunk Line System

(a) This response zone is located in central and south central Wyoming in Carbon and Natrona counties and includes the following line segments:

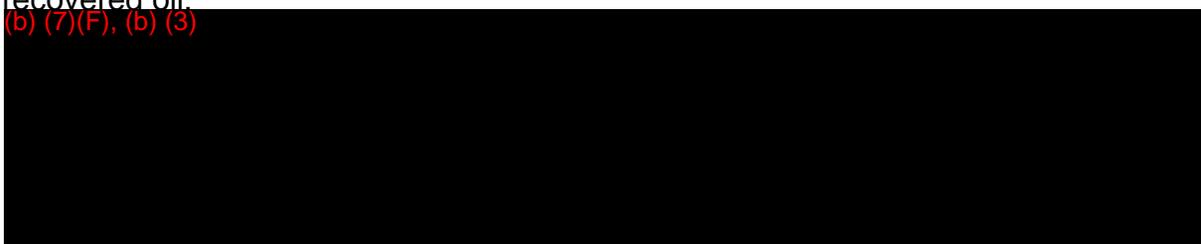
Casper to Sinclair 8" / 12"	Bi-directional refined products line delivers up to 21,600 bpd.
Casper to Sinclair 10"	Delivers up to 54,000 bpd sweet and sour to Sinclair
Casper to Sinclair 16"	Delivers up to 72,000 bpd sweet and sour to Sinclair
RMPL to Casper Station	Delivers up to 22,800 bpd

(b) The Casper to Sinclair pipelines cross open prairie land and cross Poison Spider Creek, Horse Creek, Sweetwater River, Sand Creek and other tributaries that flow into the North Platte River.

(c) The Rocky Mountain Pipeline (RMPL) to Casper Station segment crosses the Casper Creek.

(d) Temporary storage capacity in the following amounts is available for recovered oil:

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



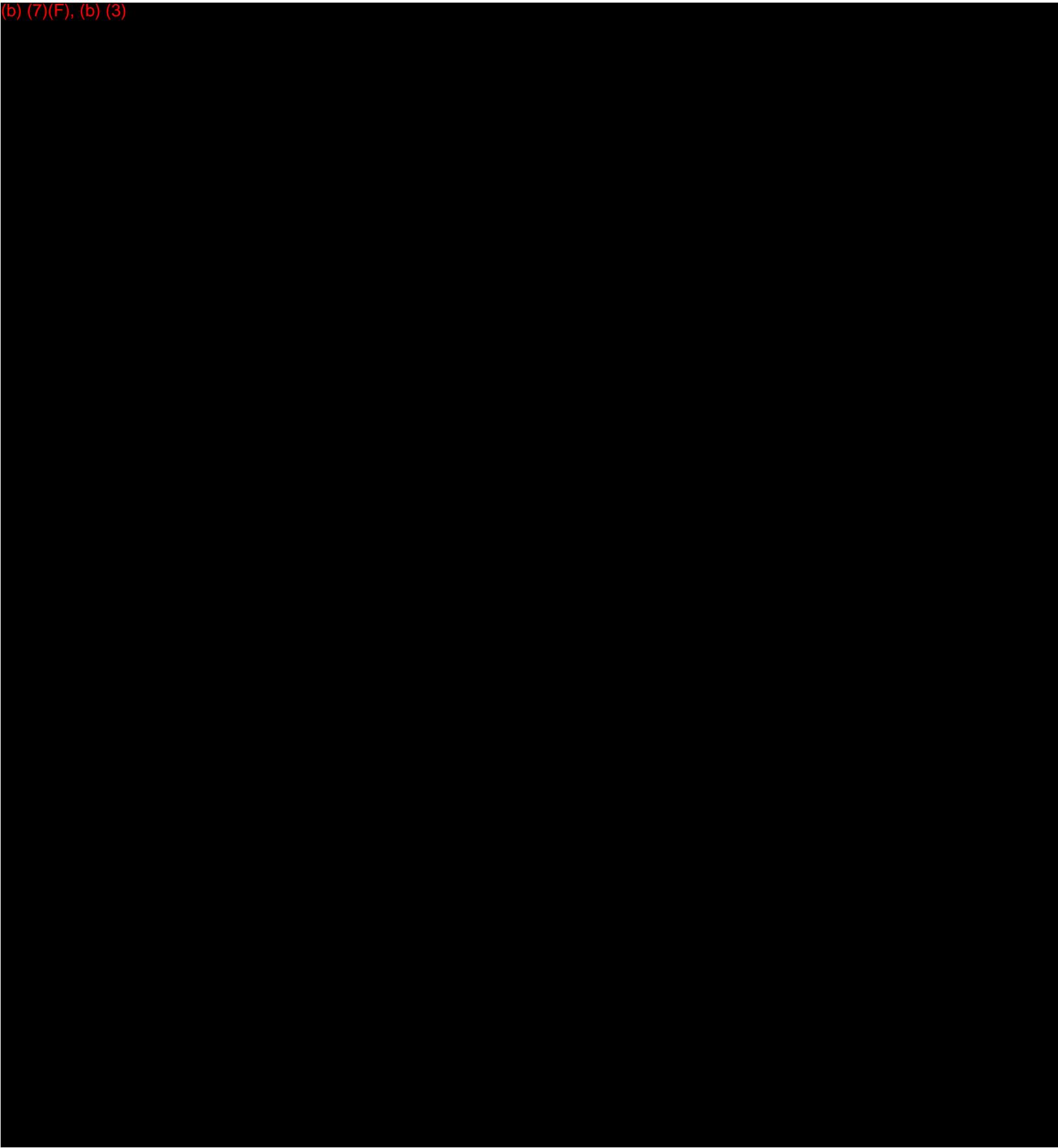
(e) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- Some line sections directly intersect NPMS USA-DW attributes
- Some line sections are in a buffer zone to an NPMS USA-ECO in the vicinity of the Pathfinder Reservoir
- Some line sections intersect the Pathfinder National Wildlife Refuge that Sinclair has determined to be an environmentally sensitive area.

Zone 2 Crude Trunk Line System

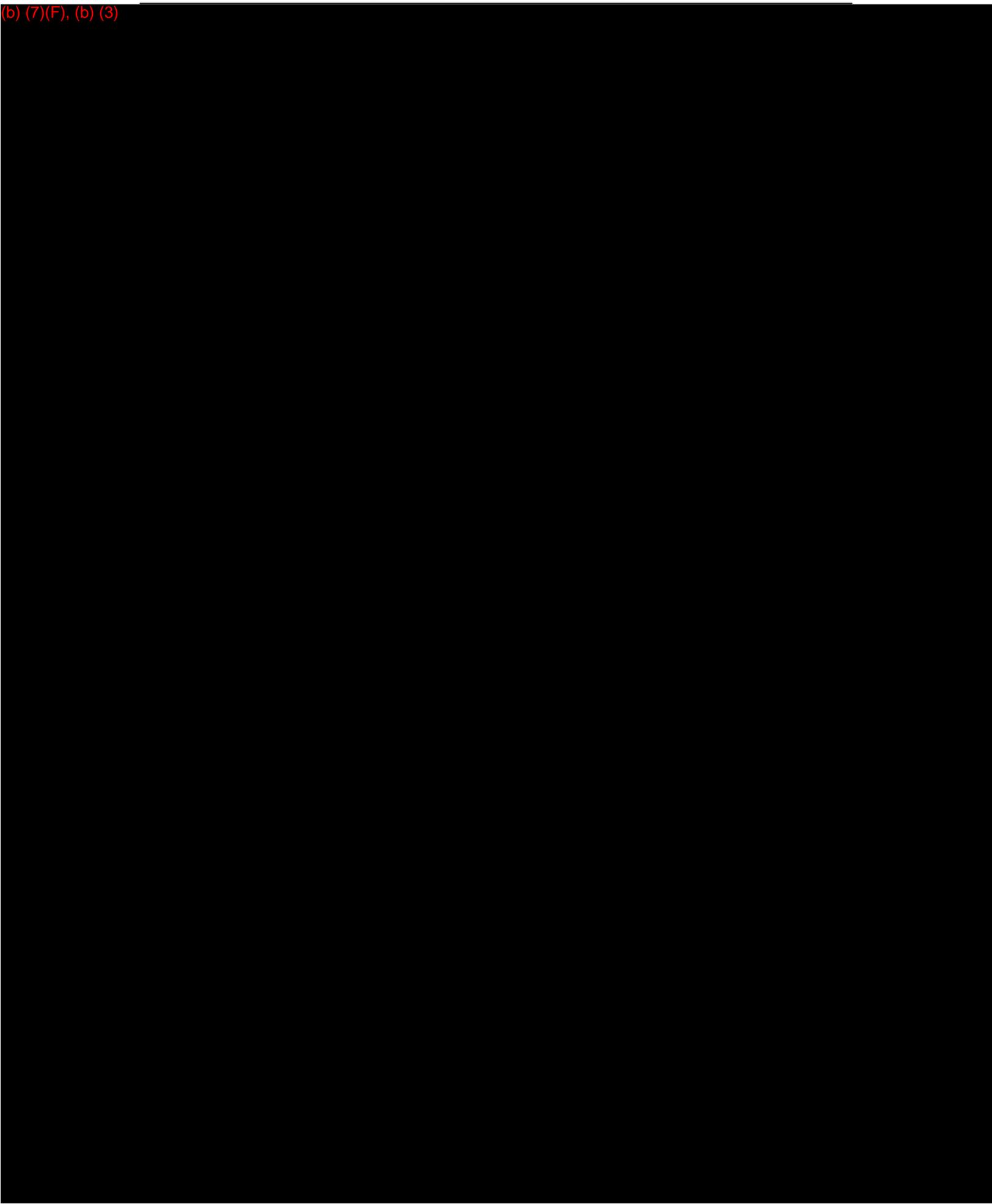
Pipeline Worst Case Discharge Input Data

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



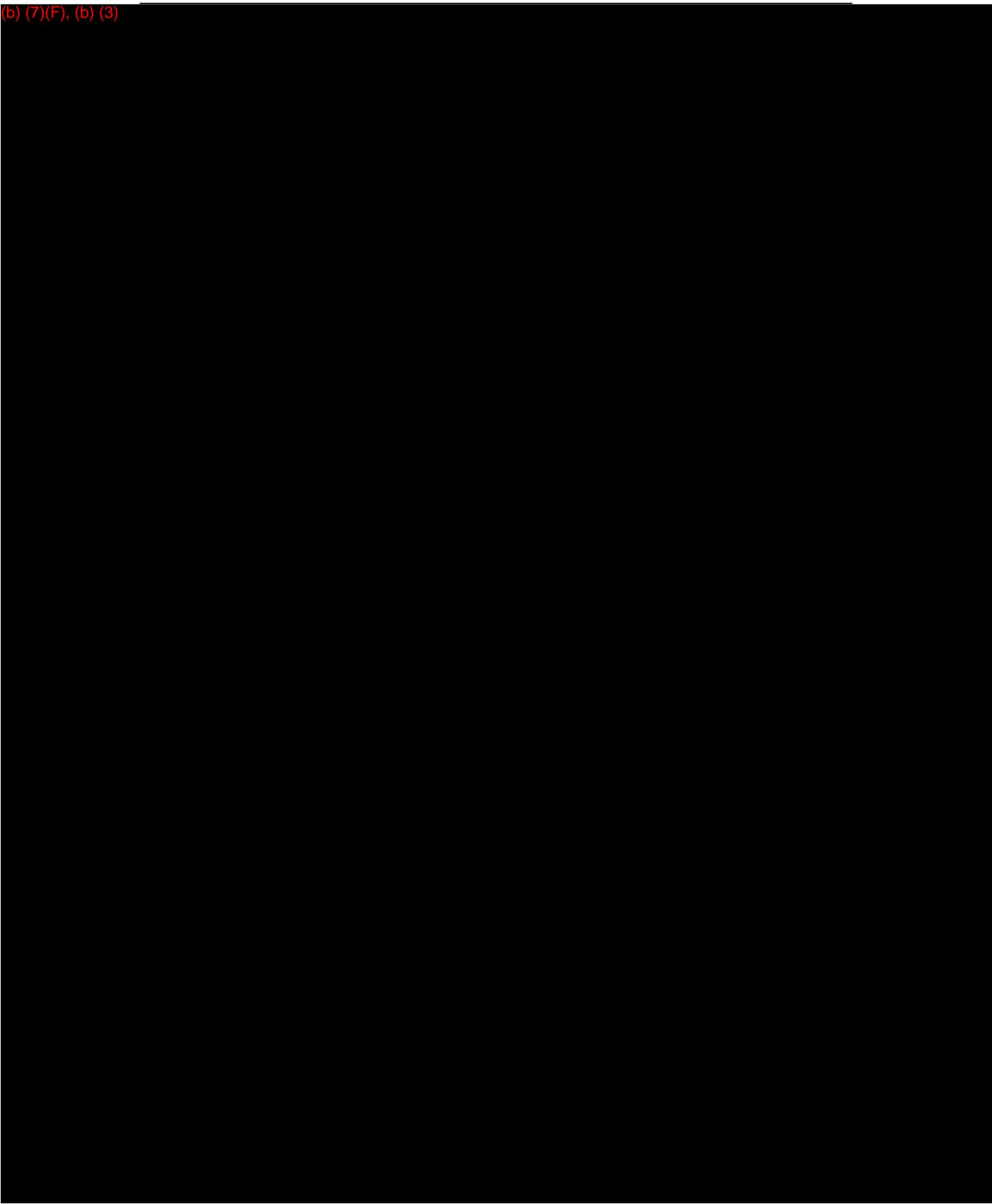
Sinclair Transportation Company – Emergency Response & Management Manual

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



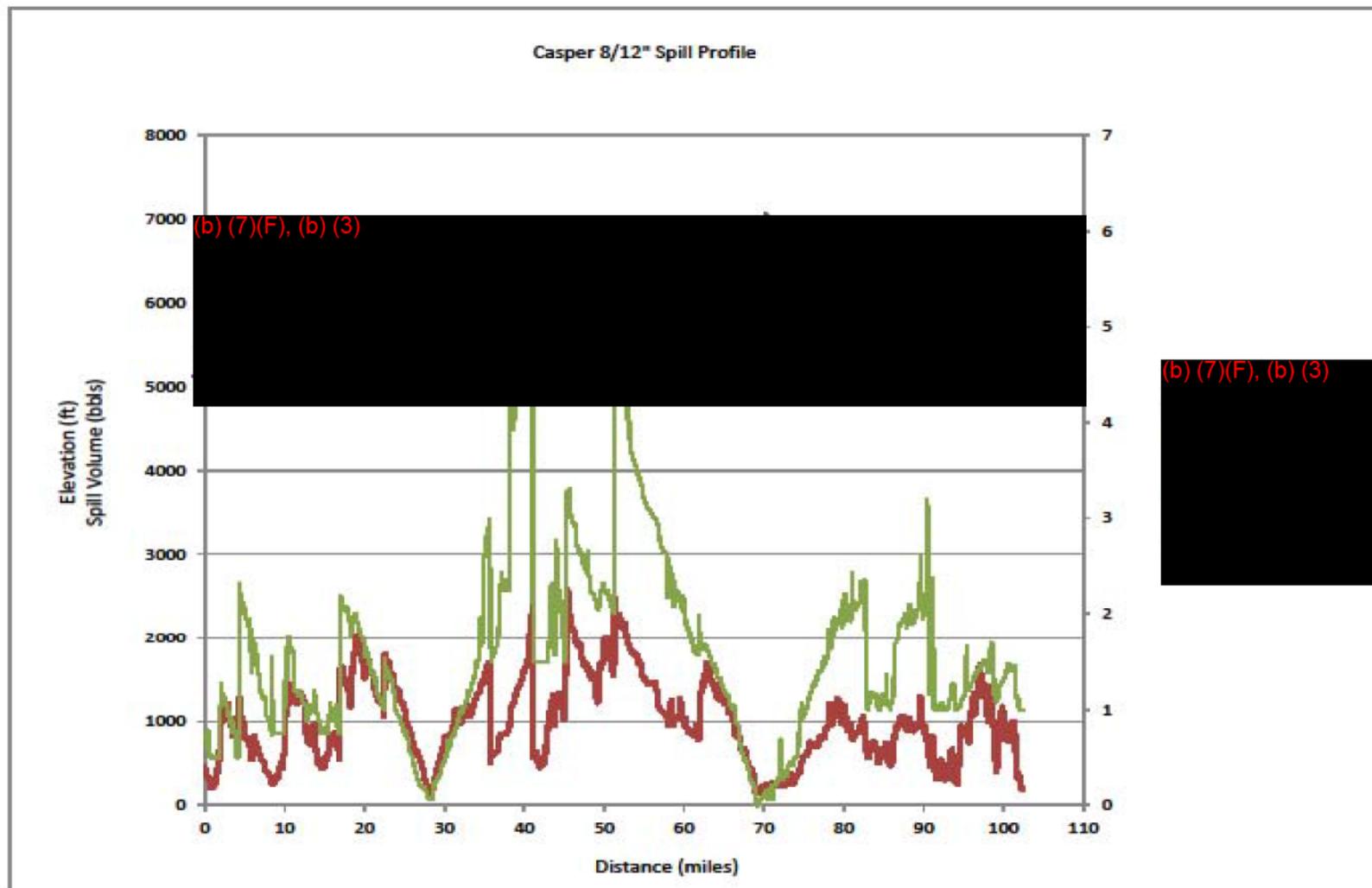
Sinclair Transportation Company – Emergency Response & Management Manual

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



Tank Worst Case Discharge Input Data

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

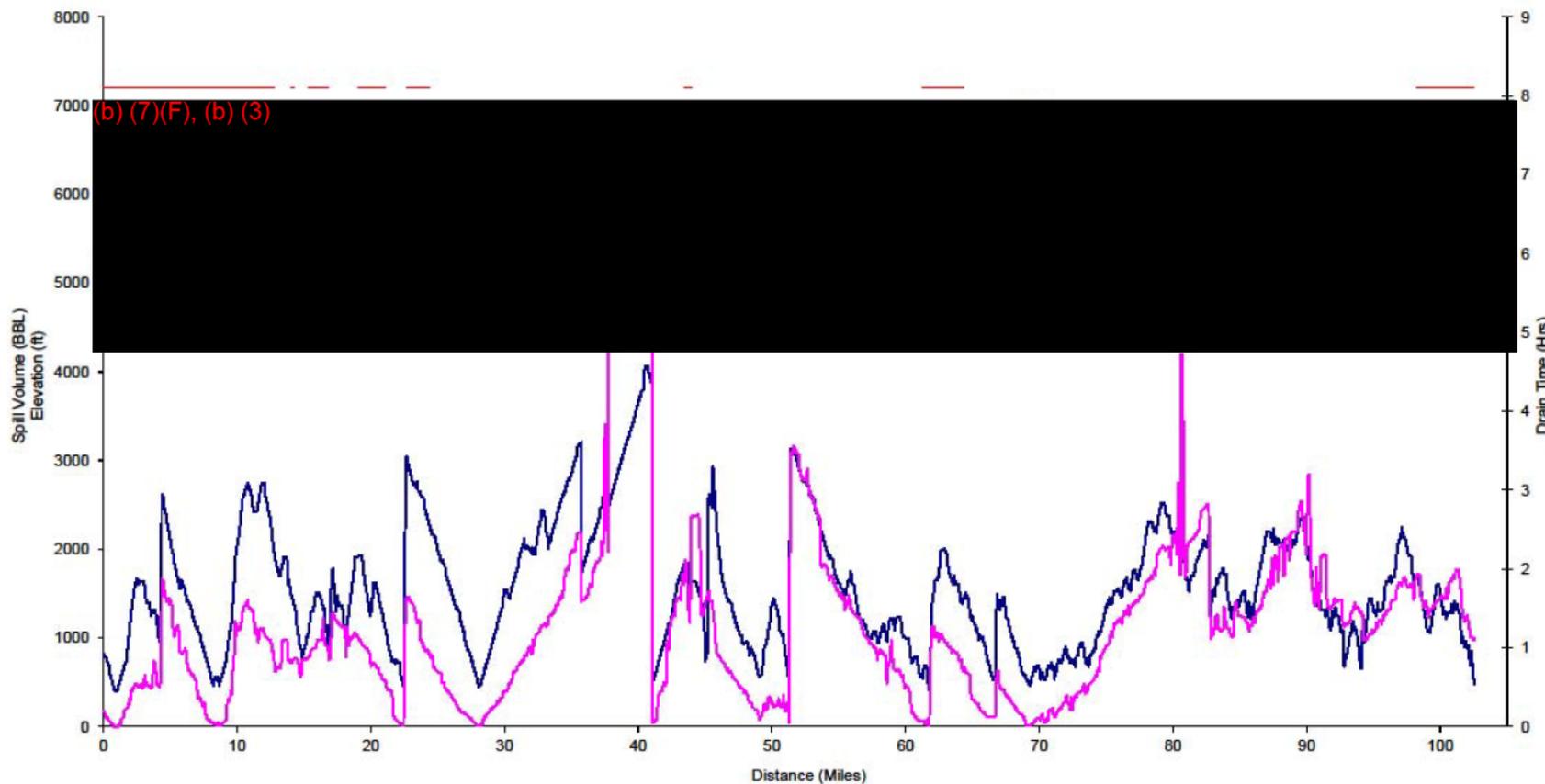


Sinclair Transportation Company – Emergency Response & Management Manual

Sinclair Pipeline Co

12/19/2013

Casper-Sinclair 10-in Release Profile
2,250 BPH/ 10 min Response
(Post 2002)



Campos EPC, LLC

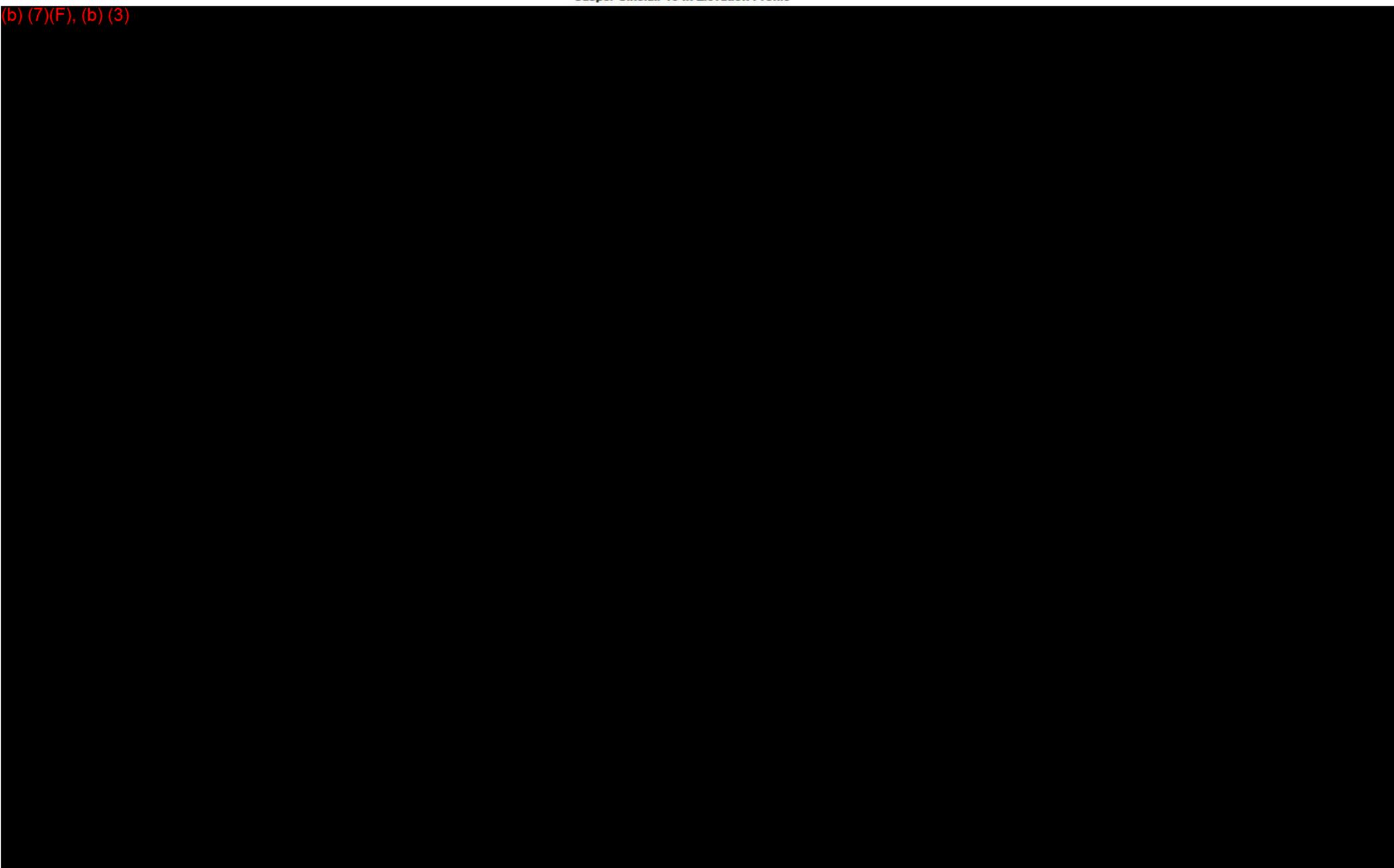
Sinclair Transportation Company – Emergency Response & Management Manual

Sinclair Pipeline Co

12/19/2013

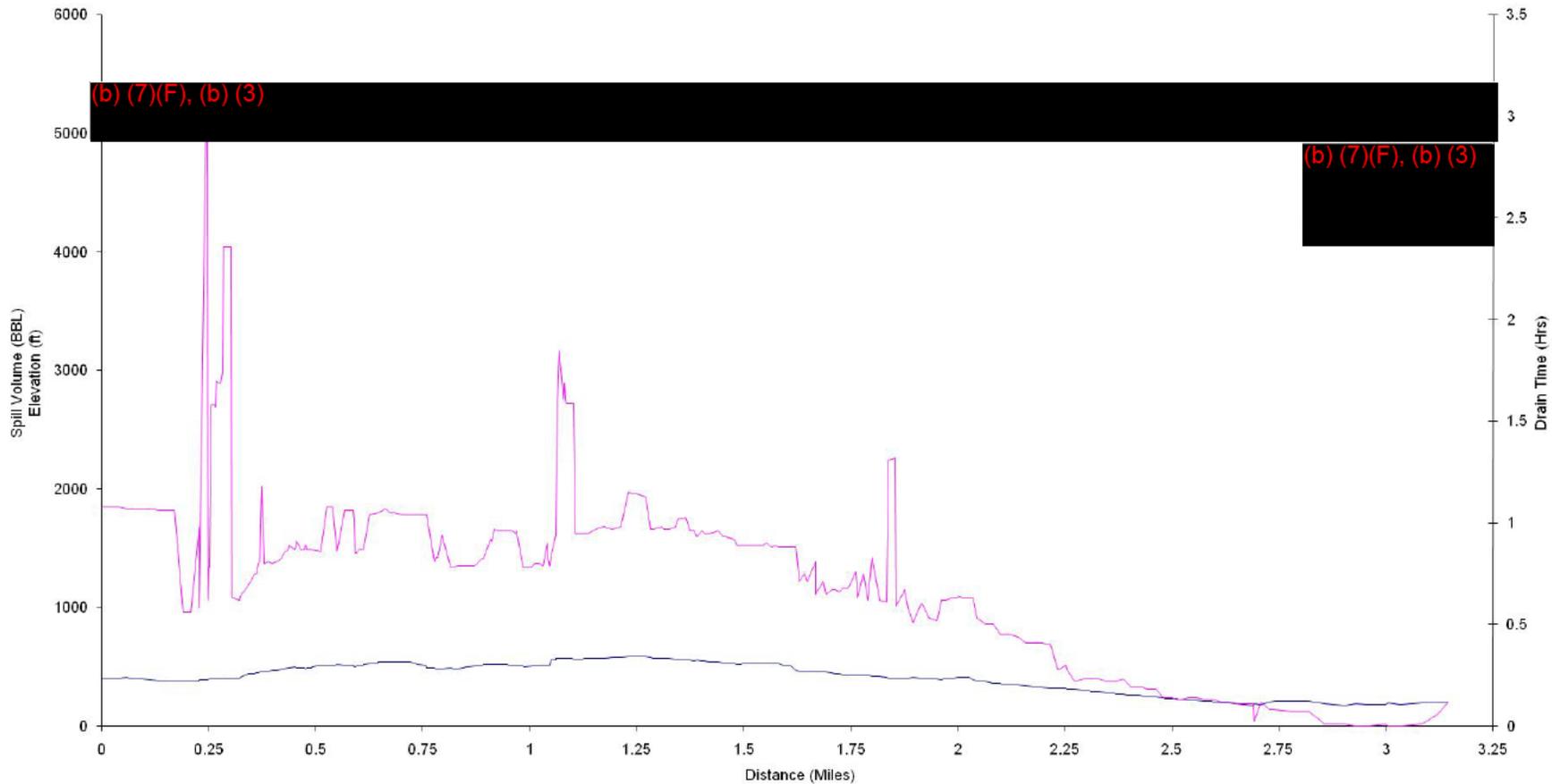
Casper-Sinclair 16-in Elevation Profile

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



Sinclair Transportation Company – Emergency Response & Management Manual

RMPL Connection Release Profile
100% HCA
950 BPH/ 10 min Response



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

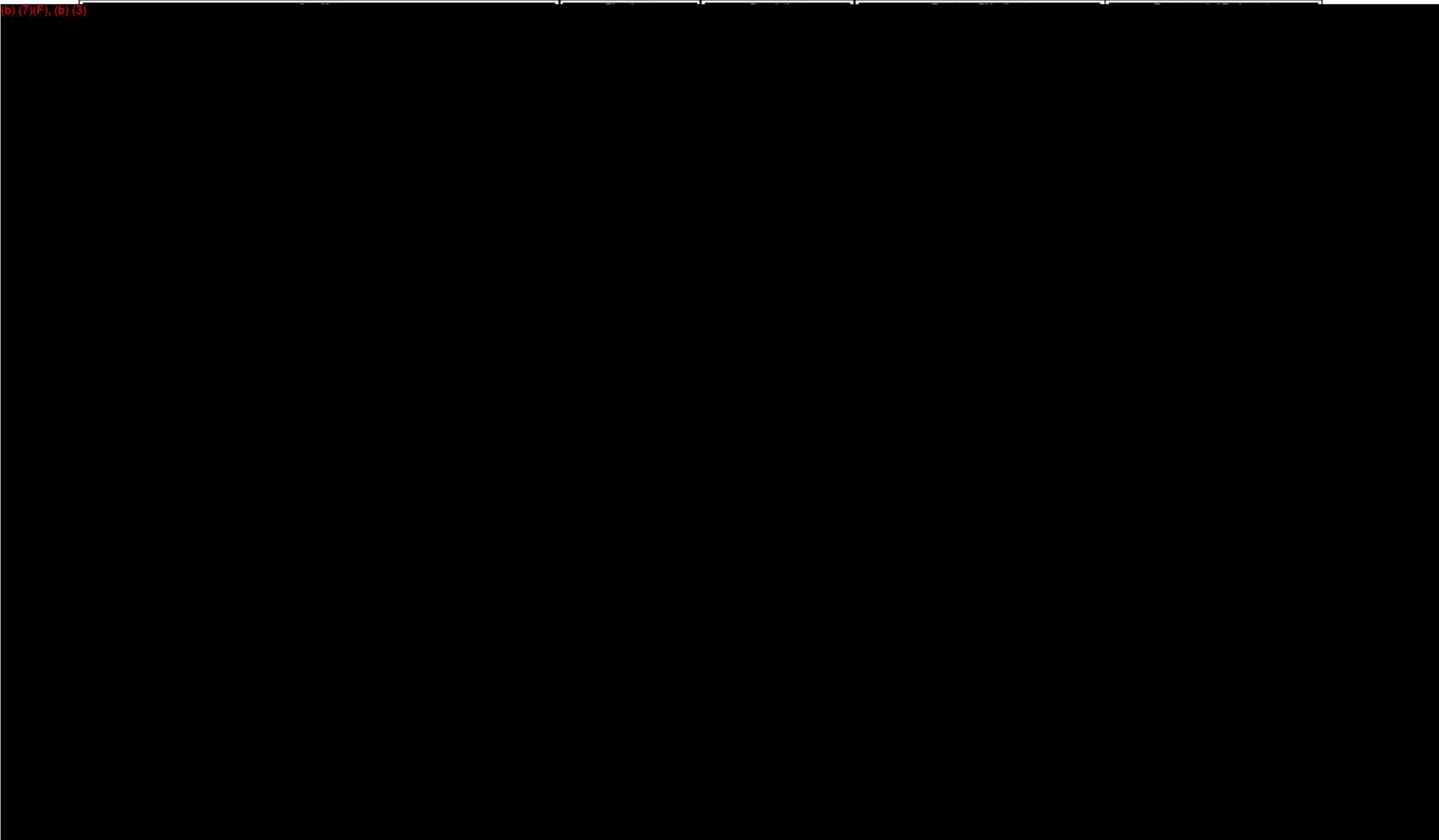
SINCLAIR PIPELINE COMPANY

TACTICAL OIL SPILL RESPONSE PLAN

SITE: SAND CREEK

PIPELINES: CASPER TO SINCLAIR 8", CASPER TO SINCLAIR 10" AND PATHFINDER 16"

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



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 3

GUERNSEY PIPELINE SYSTEM APPENDIX

Response Zone 3 Guernsey Pipeline System

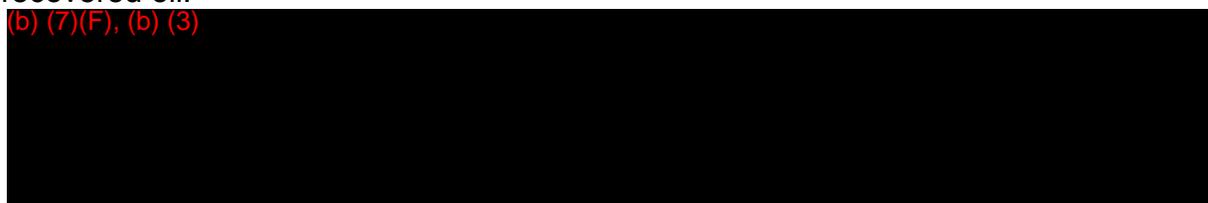
(a) This response zone is located in eastern and central Wyoming in Natrona, Converse, Platte and Laramie counties and includes the following line segments:

Guernsey to Stroud	Delivers up to 37,200 bpd into the system
Stroud to Casper Station	A bi-directional line that delivers up to 44,400 bpd to Casper Refinery and Casper Station
Cheyenne to Guernsey Station	Delivers up to 45,000 bpd into the system
Big Muddy	Delivers up to 200 bpd into the system.

(b) The pipeline system crosses open prairie land and crosses the Laramie River, North Platte River, and tributaries that flow into the North Platte River.

(c) Temporary storage capacity is available in the following amounts for recovered oil:

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



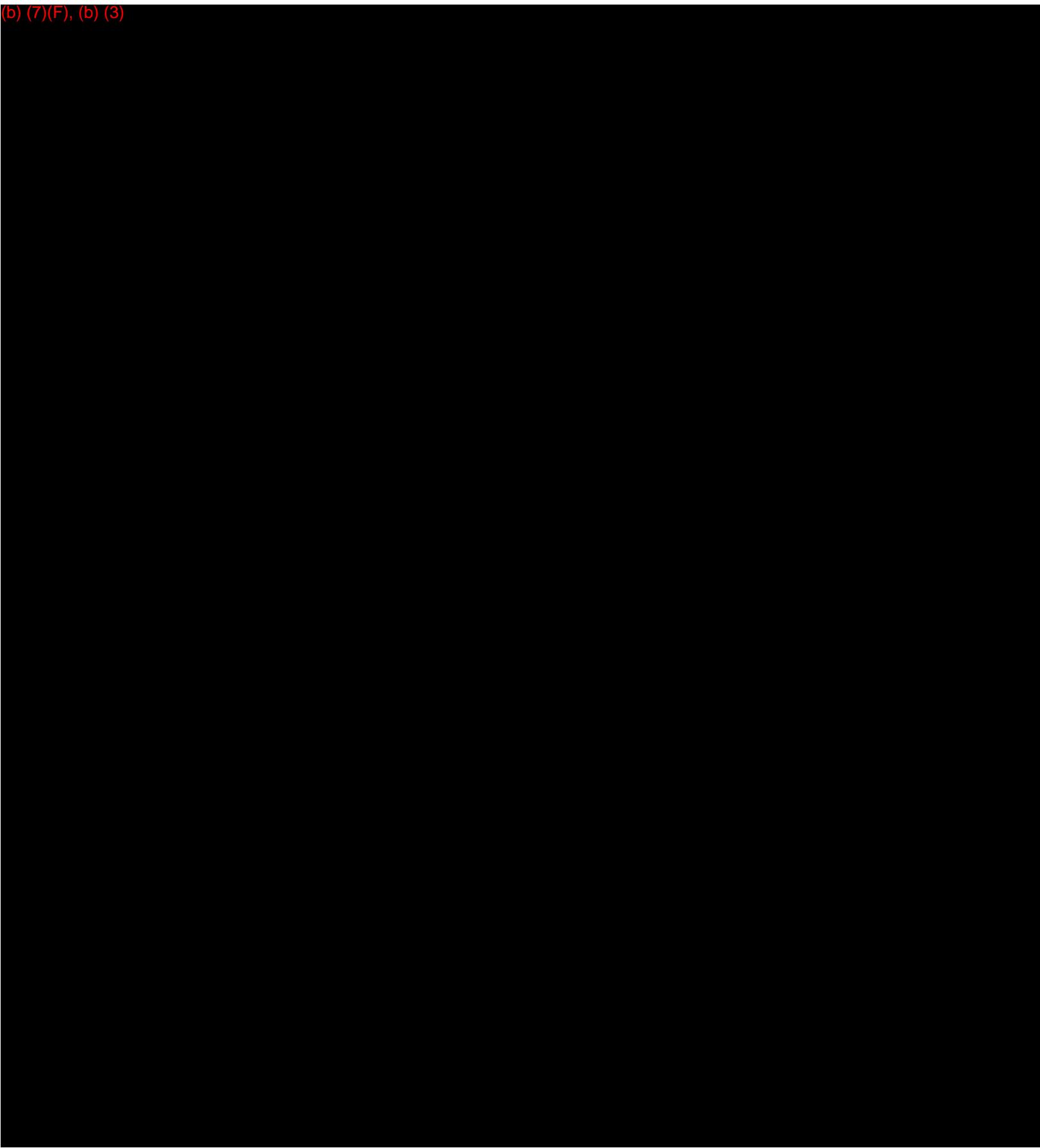
(d) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- Some line sections directly intersect NPMS USA-DW attributes
- Some line sections directly intersect NPMS USA-ECO attributes
- Some line sections are in a buffer zone to a Sinclair determined environmentally sensitive area – The North Platte River.

Zone 3 Guernsey Pipeline System

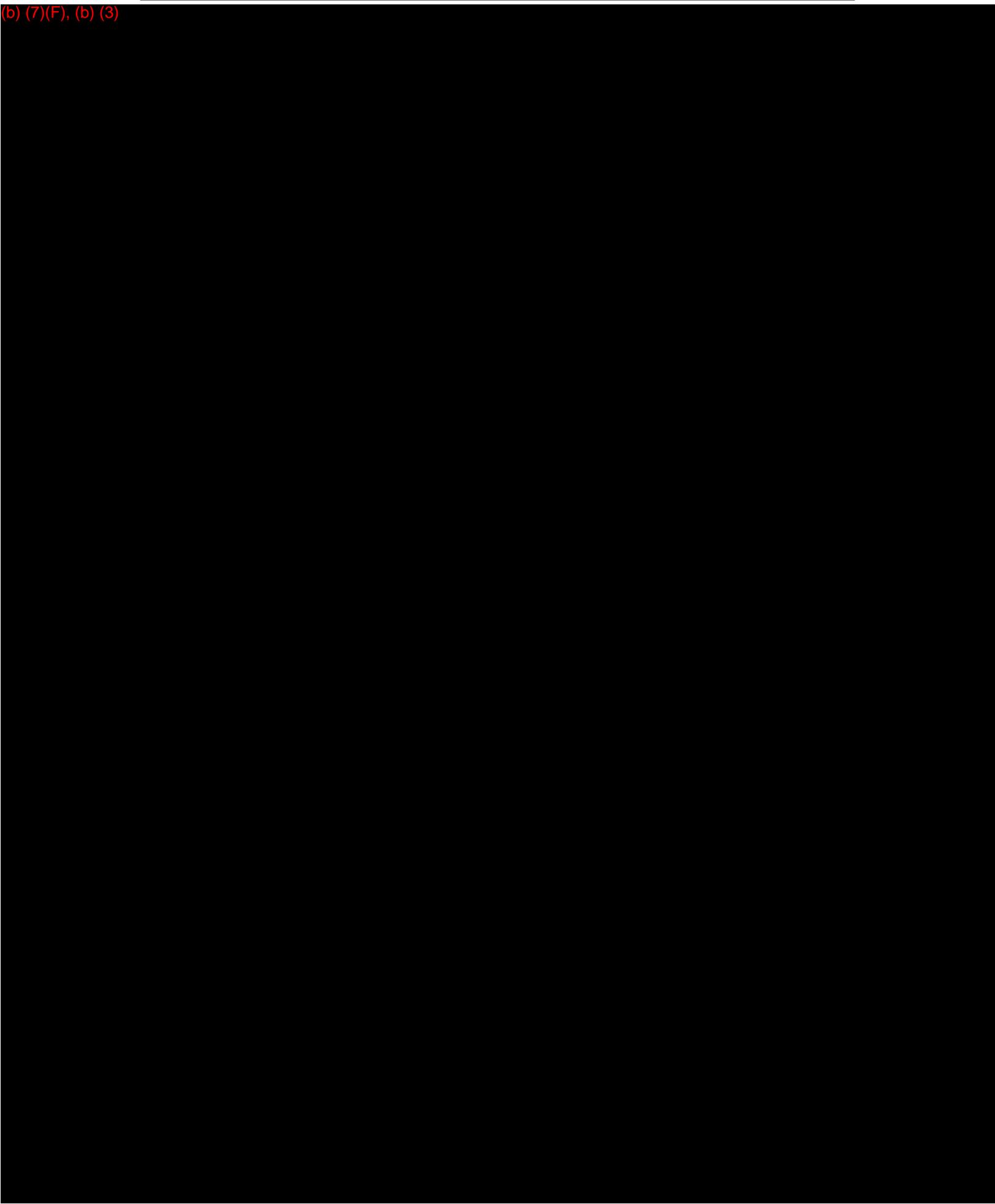
Pipeline Worst Case Discharge Input Data

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



Sinclair Transportation Company – Emergency Response & Management Manual

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



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

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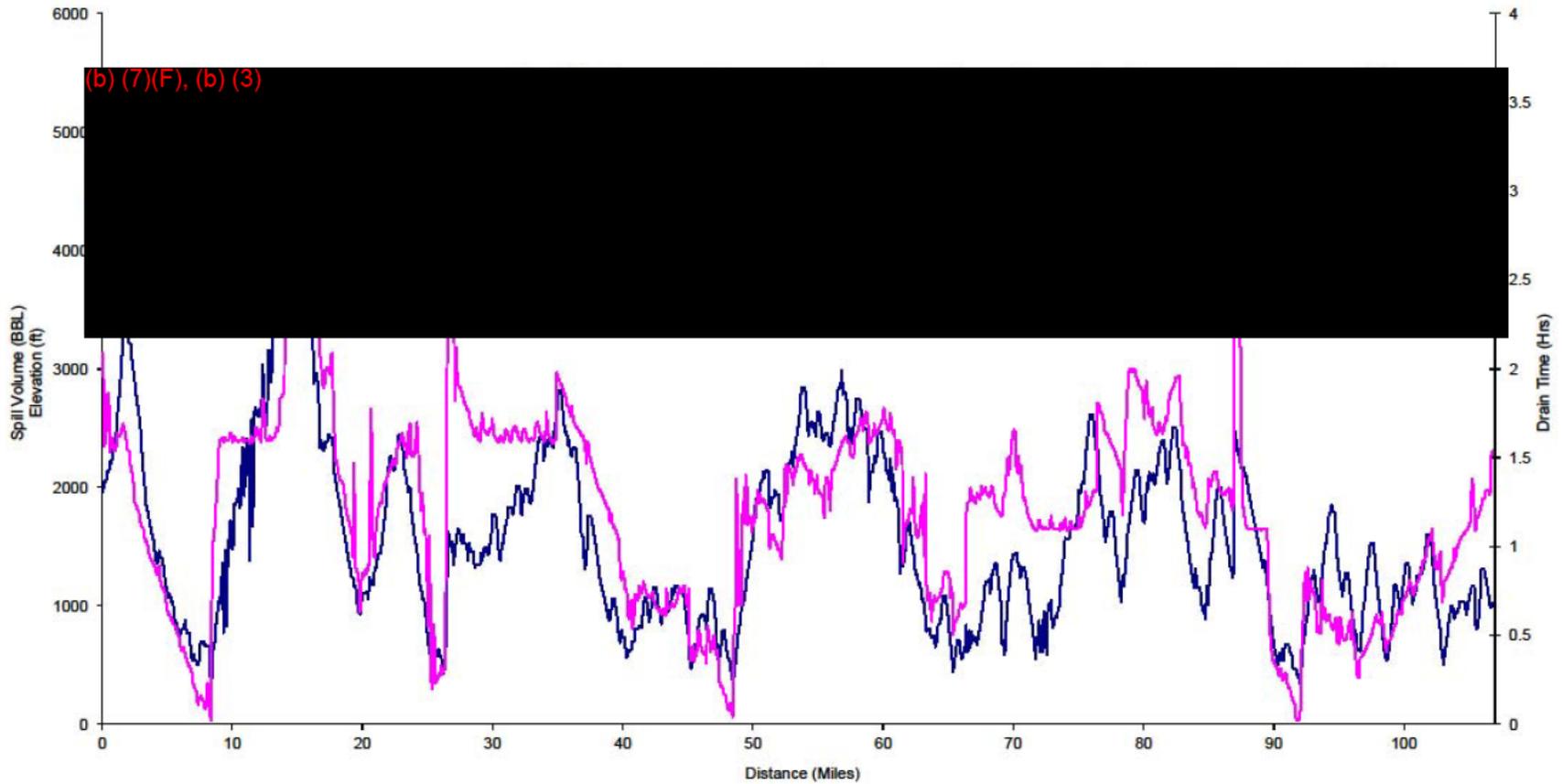
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Sinclair Transportation Company – Emergency Response & Management Manual

Sinclair Pipeline Co

12/19/2013

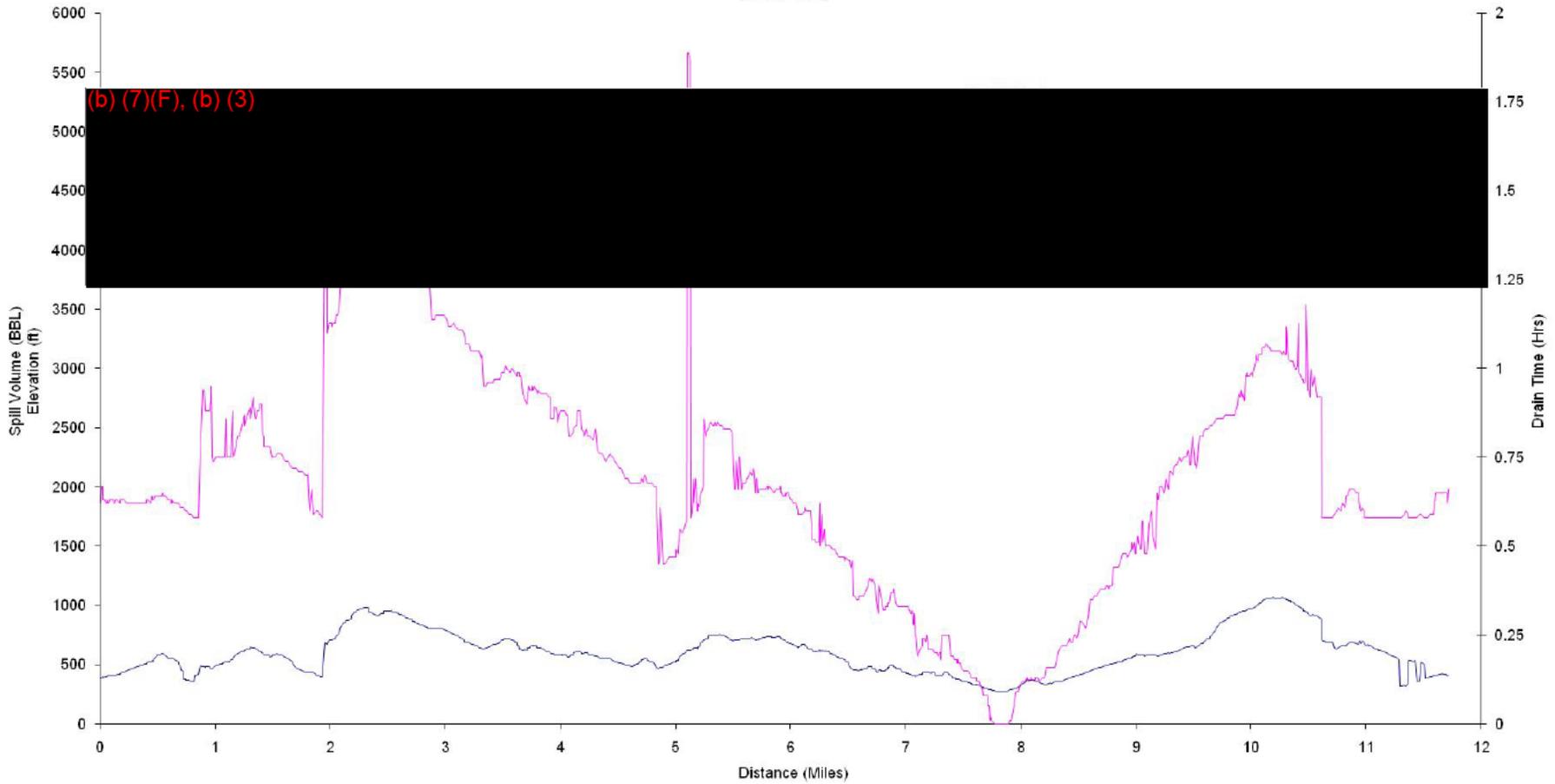
Guernsey-Stroud Release Profile
1,550 BPH/ 10 min Response
(Post 2002)



Campos EPC, LLC

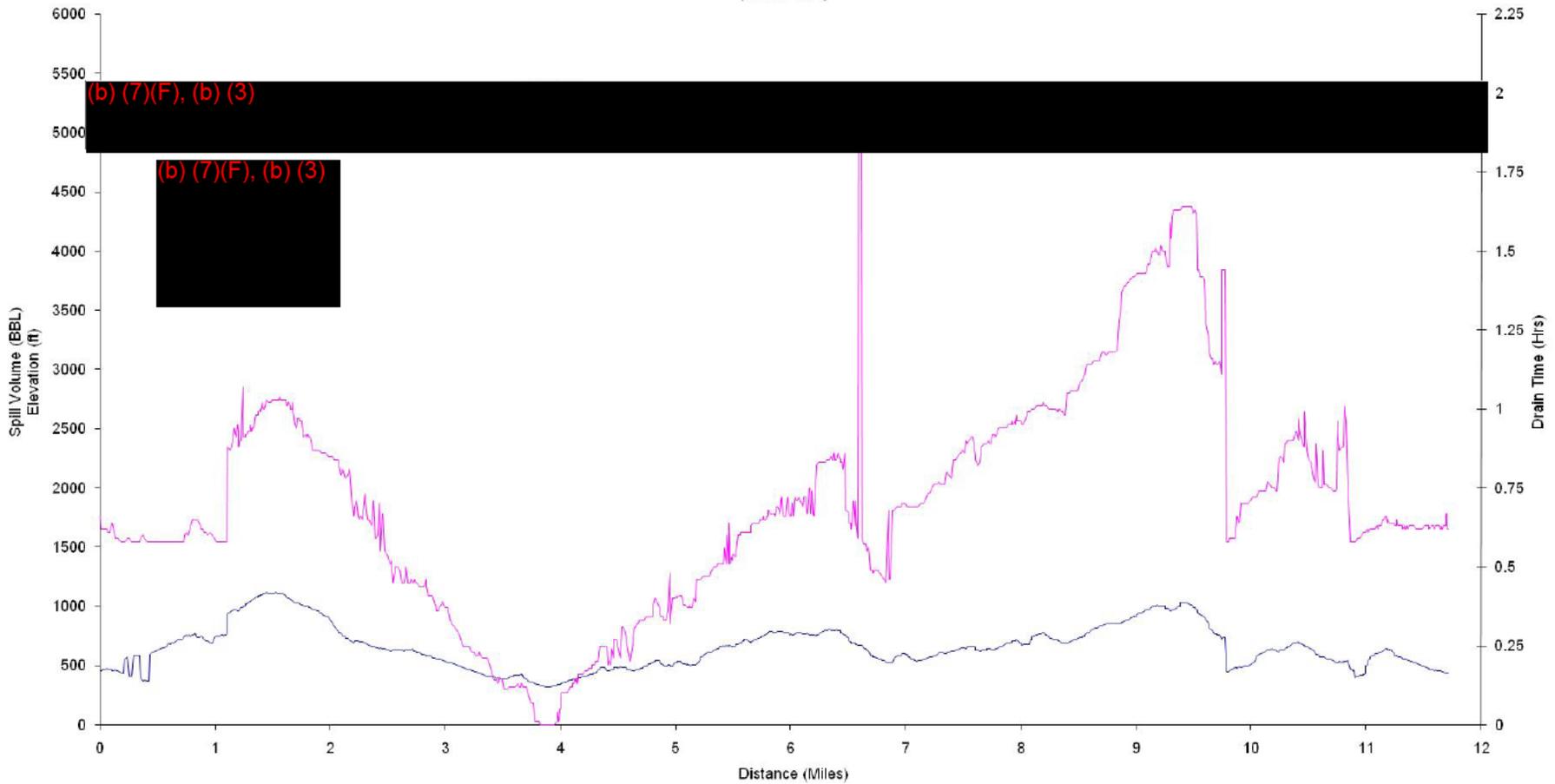
Sinclair Transportation Company – Emergency Response & Management Manual

Stroud-Casper Release Profile
100% HCA
1,550 BPH/ 10 min Response
(Post 2002)



Sinclair Transportation Company – Emergency Response & Management Manual

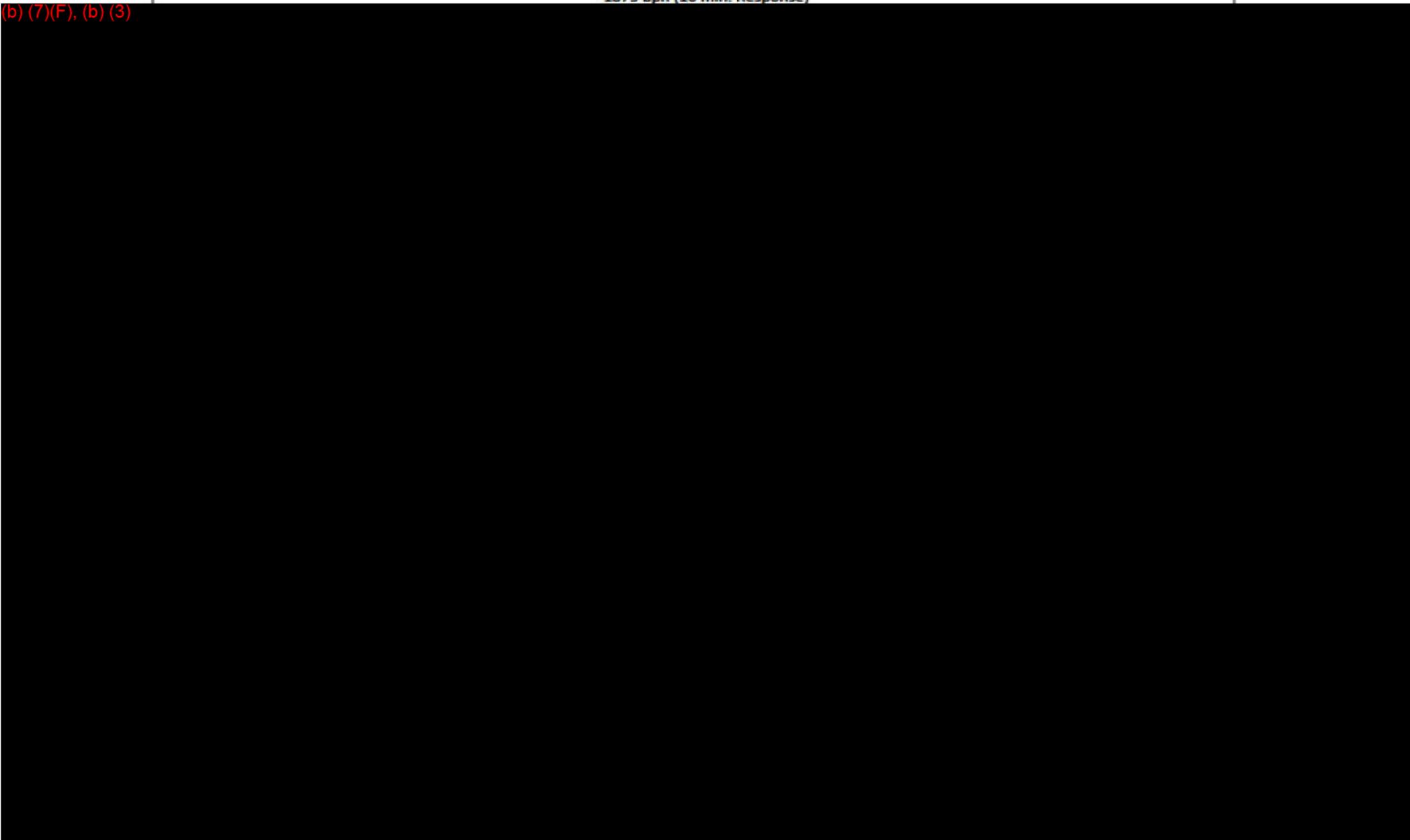
Casper-Stroud Release Profile
100% HCA
1,850 BPH/ 10 min Response
(Post 2002)



Sinclair Transportation Company – Emergency Response & Management Manual

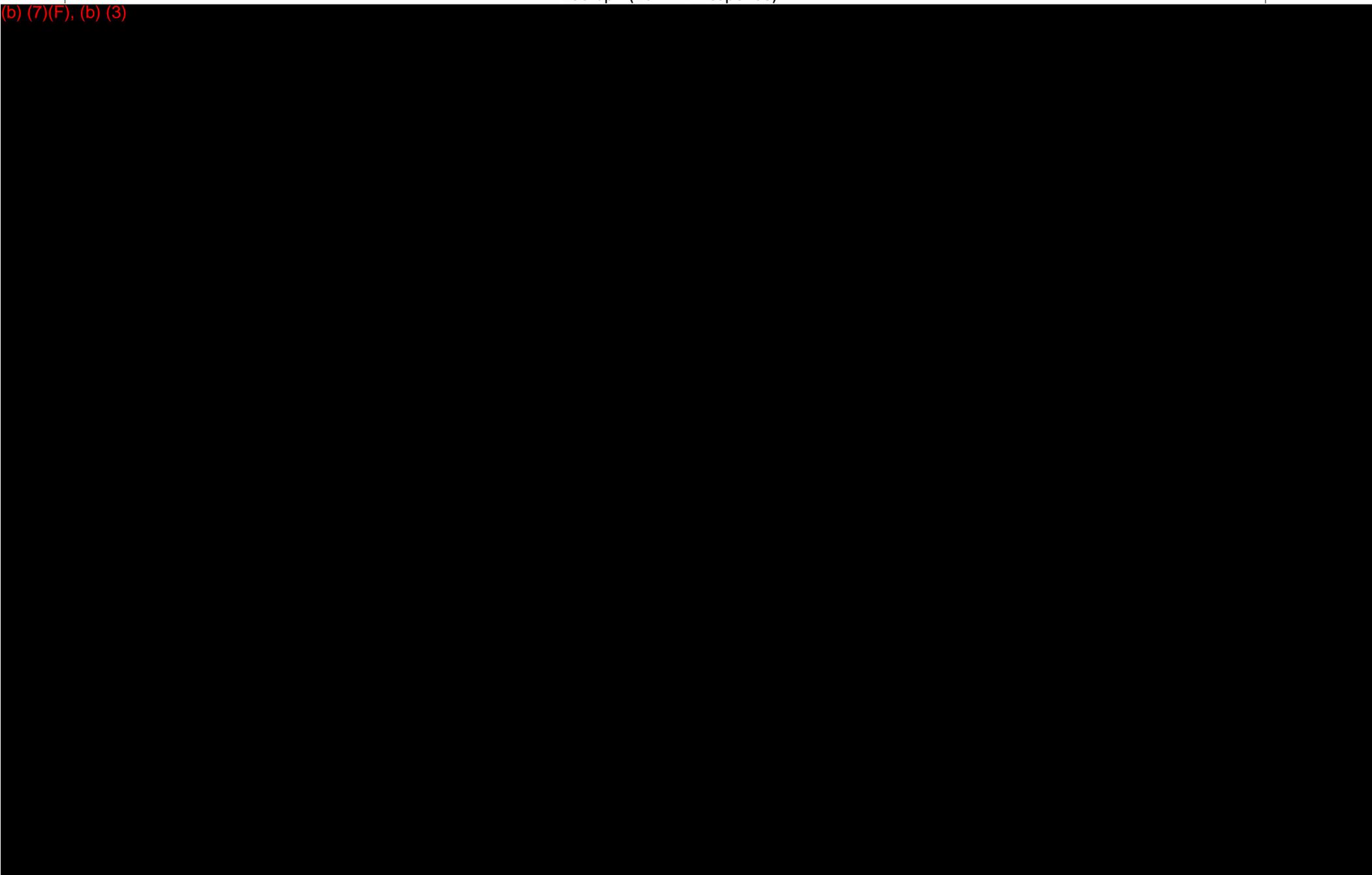
Cheyenne to Guernsey Release Profile
1875 bph (10 min. Response)

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



Big Muddy Release Profile
200 bph (10 Min. Response)

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



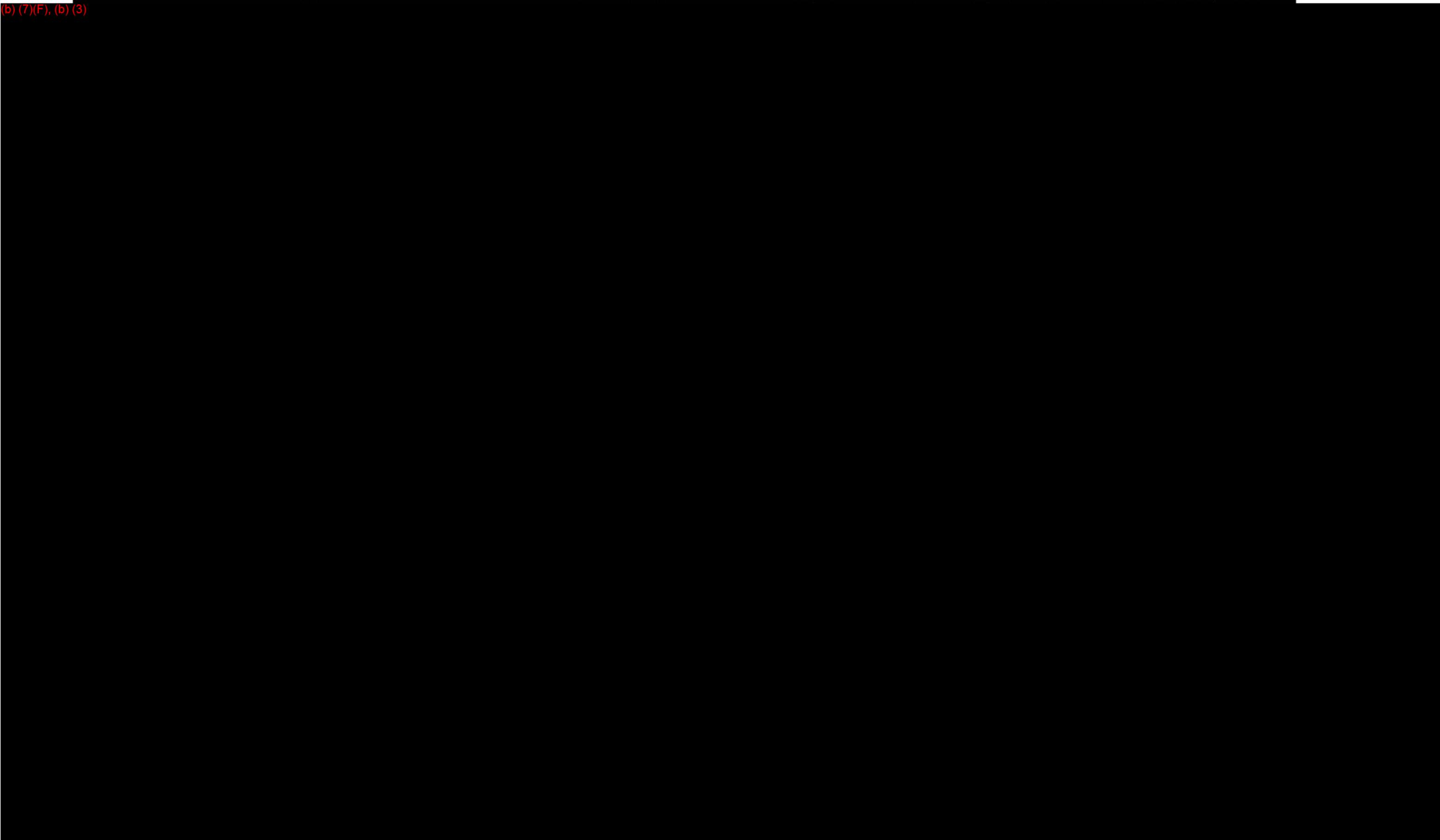
SINCLAIR PIPELINE COMPANY

TACTICAL OIL SPILL RESPONSE PLAN

SITE: NORTH PLATTE

PIPELINES: STROUD 8", CENTERLINE

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



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 4 MEDICINE BOW PIPELINE SYSTEM APPENDIX

Response Zone 4 Medicine Bow Pipeline System

(a) This response zone is located in south central and southeastern Wyoming and continues along the Front Range area of Colorado to STC's Denver Products Terminal located in Henderson, CO. This zone passes through Laramie, Albany and Carbon Counties in Wyoming and Larimer, Weld and Adams counties in Colorado. The pipeline is capable of delivering 27,600 bpd of refined products.

(b) The pipeline crosses open prairie land until reaching an area south of the Wyoming/Colorado state line where the terrain changes to agricultural.

(b) The pipeline crosses the North Platte River, Medicine Bow River, Little Laramie River, Laramie River, Cache LaPoudre River, Big Thompson River, Little Thompson River, St. Vrain River and the South Platte River.

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

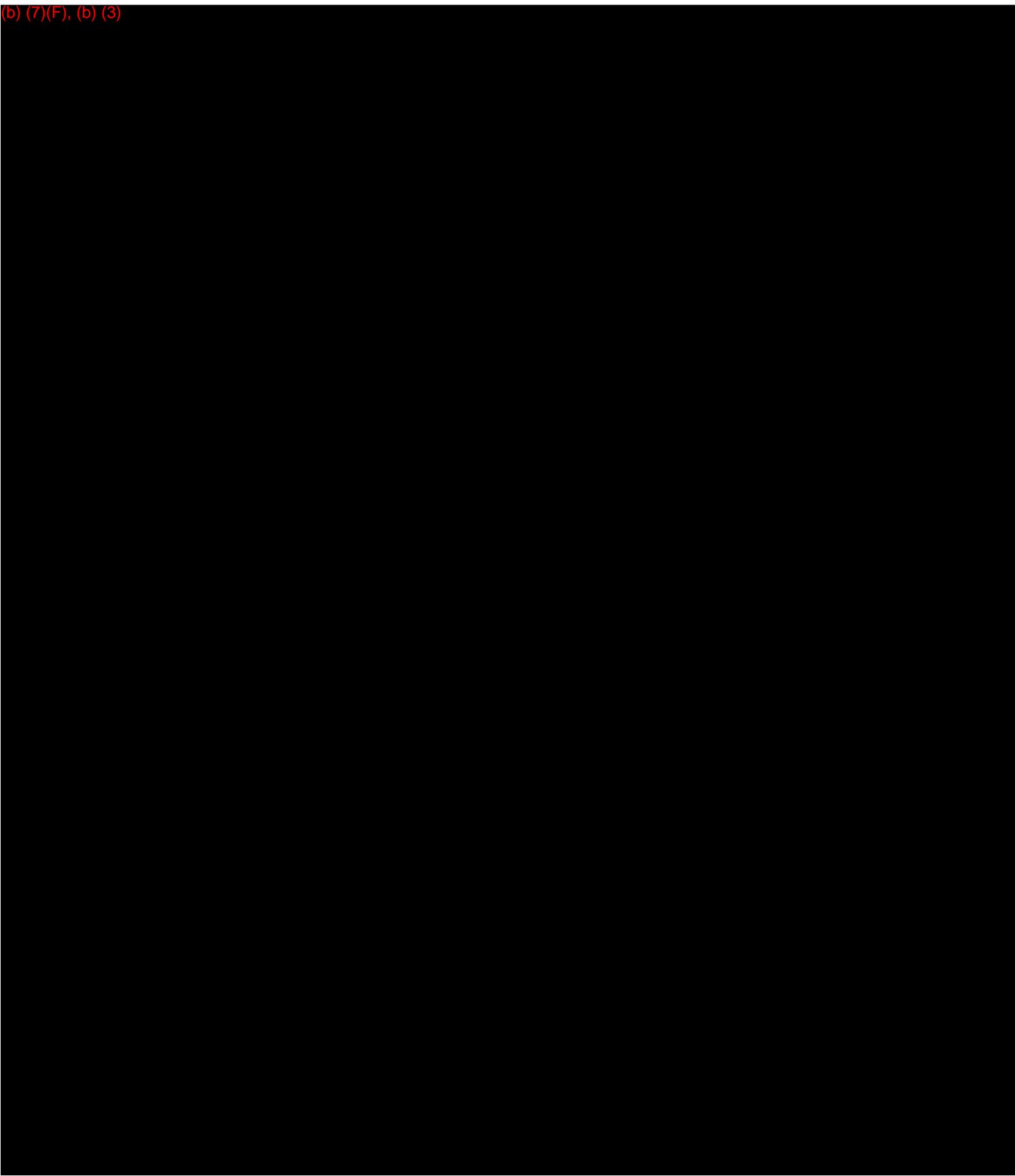


(d) Although portions of this pipeline system are not greater than 6 5/8" OD, it has been determined that it can be expected to cause significant and substantial harm to the environment in the event of a discharge of refined products. The basis for this determination is:

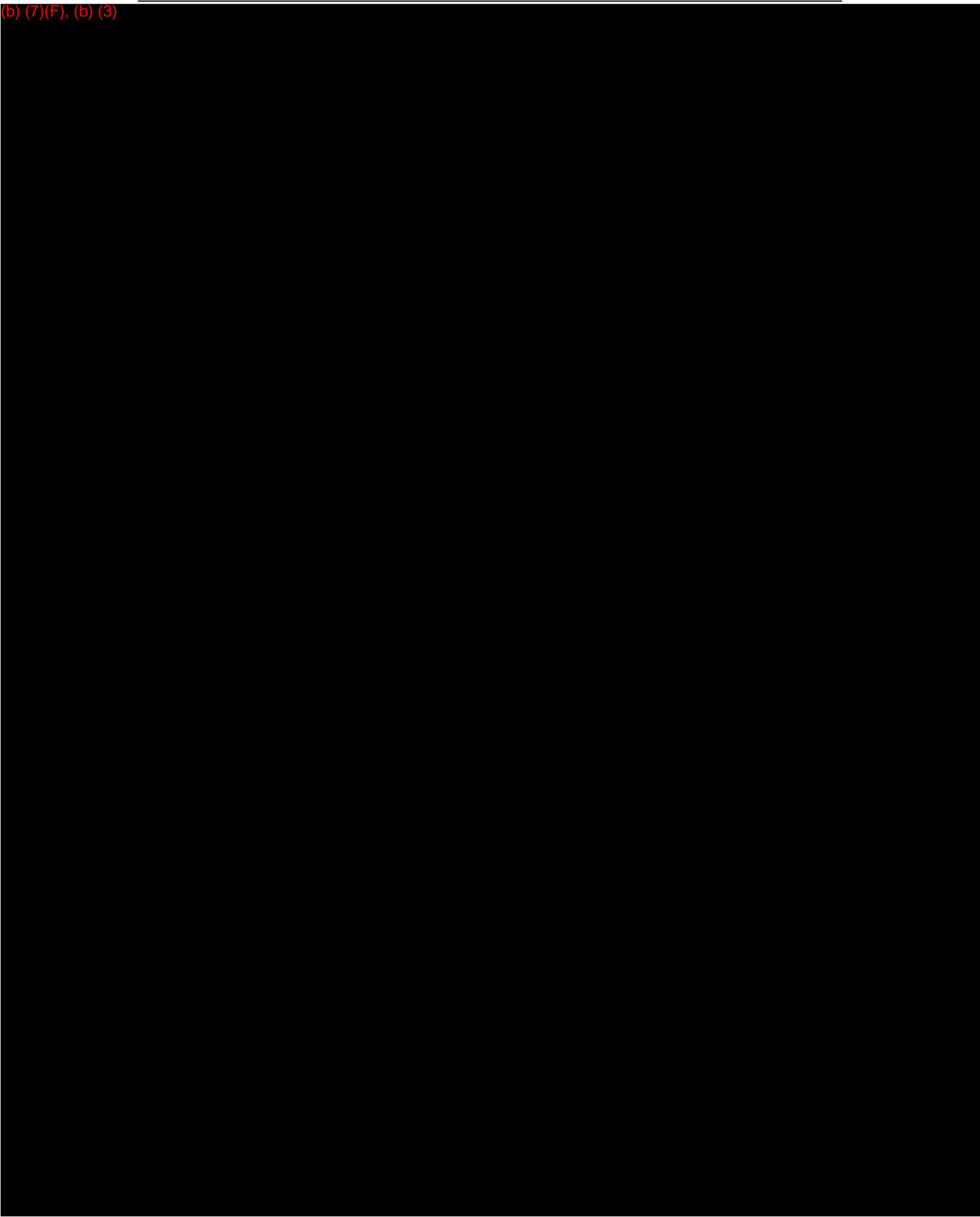
- Some line sections directly intersect NPMS USA-DW attributes
- Some line sections are in a buffer zone to an NPMS USA-ECO

Zone 4 Medicine Bow Pipeline System

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



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

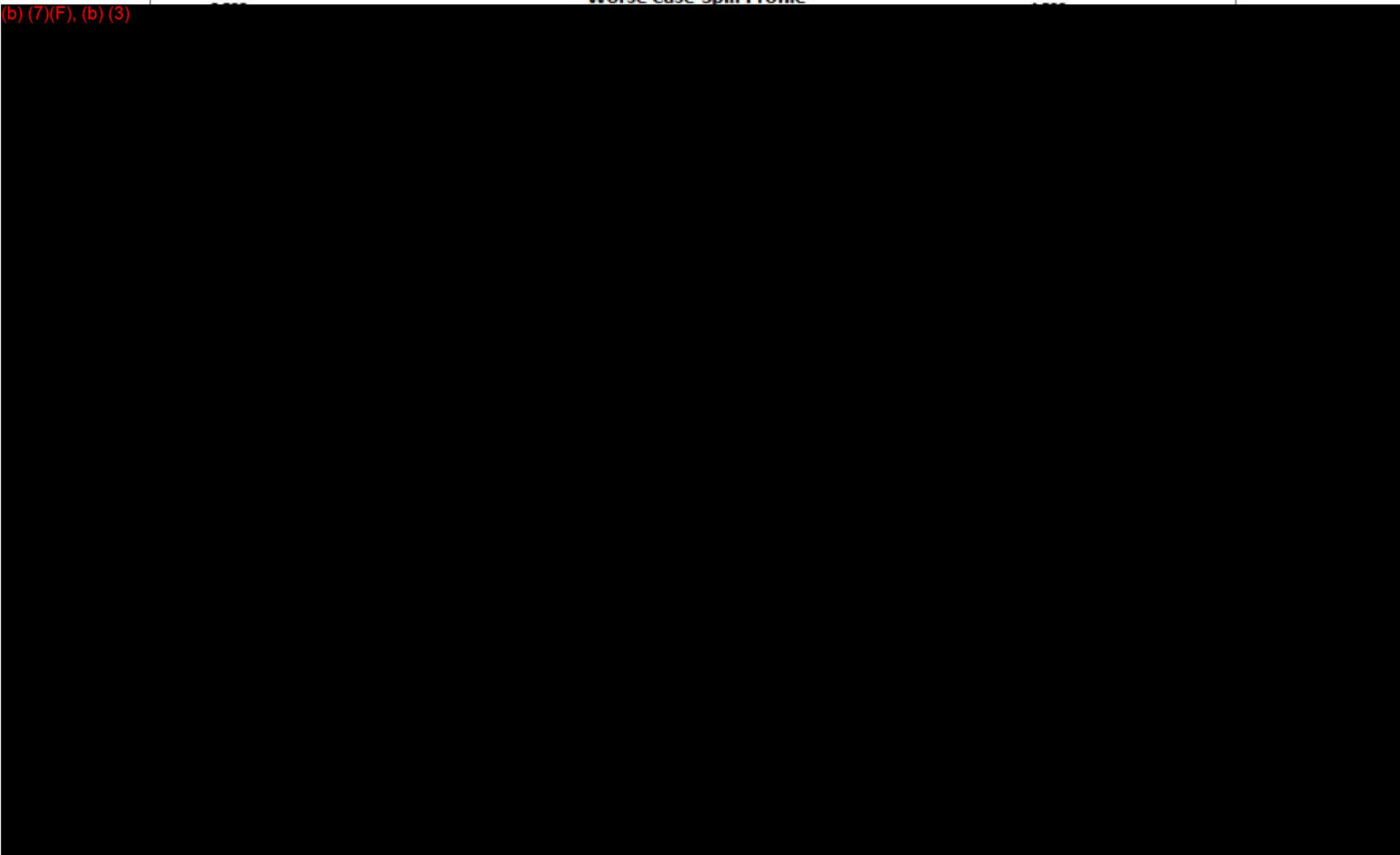


Tank Worst Case Discharge Input Data

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

**Medicine Bow Pipeline
Worse Case-Spill Profile**

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



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 5

DENVER AREA PIPELINES APPENDIX

Response Zone 5 Denver Area Pipelines

(a) This response zone is located in central Colorado in Denver in Adams and Denver Counties and includes the following systems:

Kaneb Connection Pipeline	Delivers up to 28,000 bpd of refined products to Denver Products Terminal
Chase Connection Pipeline	Delivers up to 28,000 bpd of refined products to Denver Products Terminal

(b) The Kaneb Connection Pipeline crosses agricultural and commercial land.

(c) The Chase Connection Pipeline crosses agricultural, residential, open prairie and commercial land. Between the I-70 crossing and 88th Avenue in Denver and Adams Counties respectively, the pipeline is on Denver International Airport (DIA) property. **Should a release occur on DIA property (MP 2 – MP 7) contact the airport immediately at (303) 342-4200.**

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

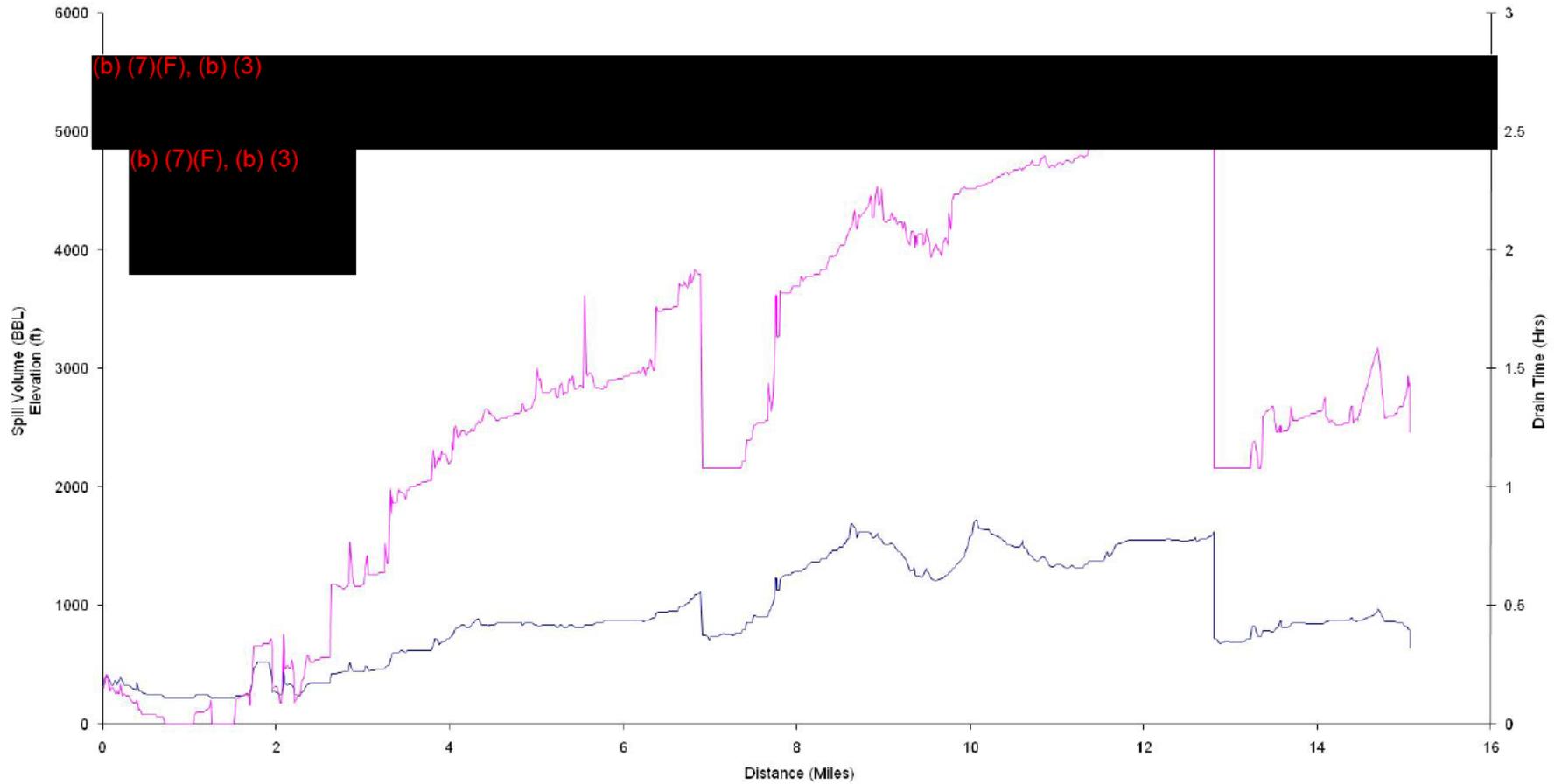
(e) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- The Kaneb Connection line section directly intersects two NPMS USA-DW attributes.

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

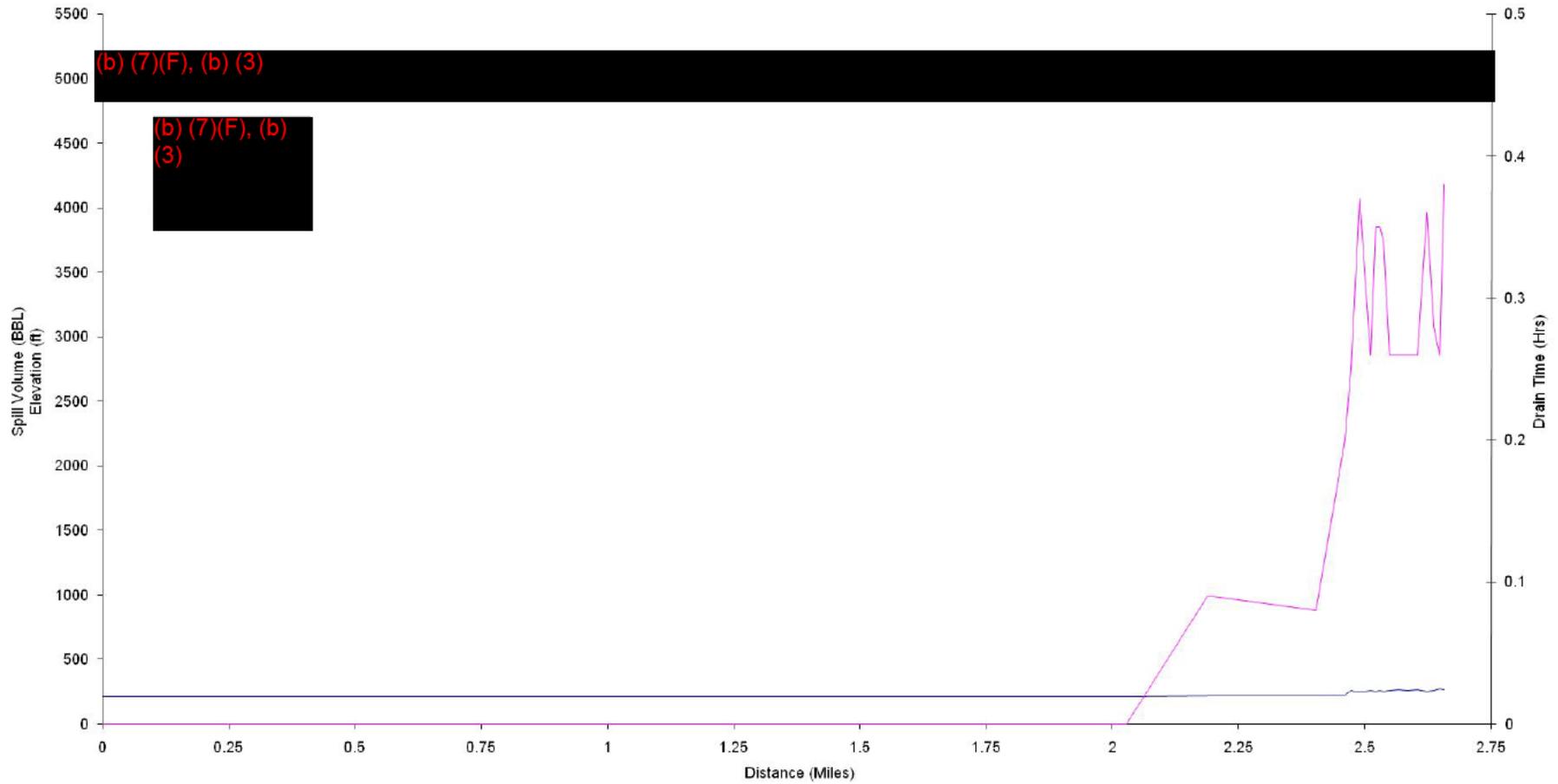
Sinclair Transportation Company – Emergency Response & Management Manual

Chase Connection Release Profile
100% HCA
1,300 BPH/ 10 min Response



Sinclair Transportation Company – Emergency Response & Management Manual

Kaneb Connection Release Profile
100% HCA
1,300 BPH/ 10 min Response



SINCLAIR TRANSPORTATION COMPANY



RESPONSE ZONE 6 MID-CONTINENT PIPELINE SYSTEM APPENDIX

Response Zone 6 Mid-Continent Pipeline System

(a) This response zone is located in central Missouri and southeastern Iowa. This response zone includes refined products storage facilities at Carrollton Station near Carrollton, MO. The pipeline is currently transporting 15,600 BPD from Olathe to Carrollton, 9,600 BPD from Carrollton to Montrose.

(b) The pipeline crosses residential and suburban areas of Kansas City, MO/Olathe, KS, agricultural areas and through several small towns along its route.

(c) The pipeline crosses the Missouri River and tributaries to the Missouri River and the Mississippi River.

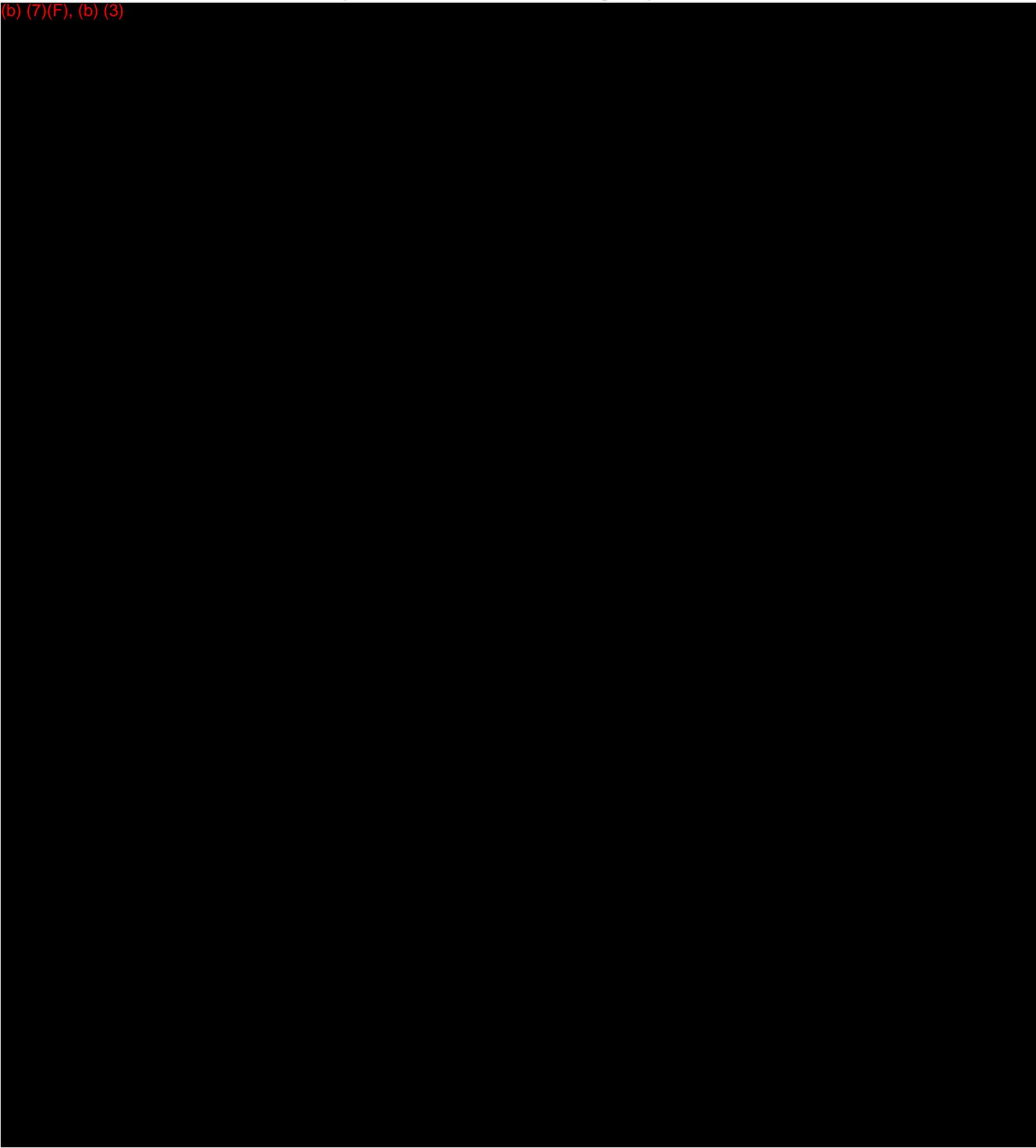
(d) Sinclair has determined that this response zone contains sections that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil. The basis for this determination is:

- Some line sections directly intersect NPMS USA-DW attributes
- Some line sections are in a buffer zone to an NPMS USA-ECO
- Some line sections are in a buffer zone to a Sinclair determined environmentally sensitive area – the Swan Lake National Wildlife Refuge

Zone 6 Mid-Continent Pipeline System

Pipeline Worst Case Discharge Input Data

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



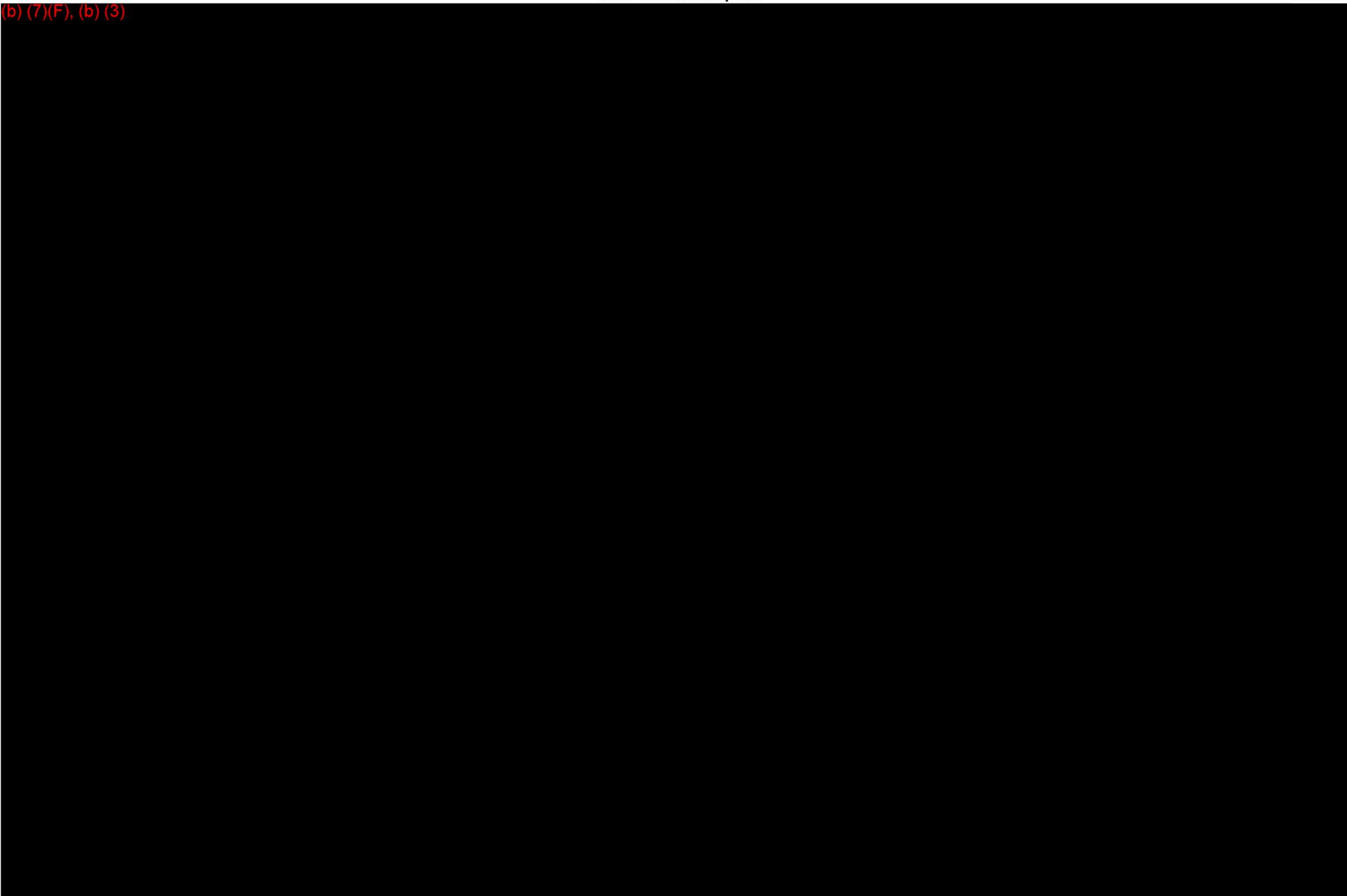
Tank Worst Case Discharge Input Data

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

Sinclair Transportation Company – Emergency Response & Management Manual

Olathe-Carrollton Release Profile
525 BPH/ 10 min Response

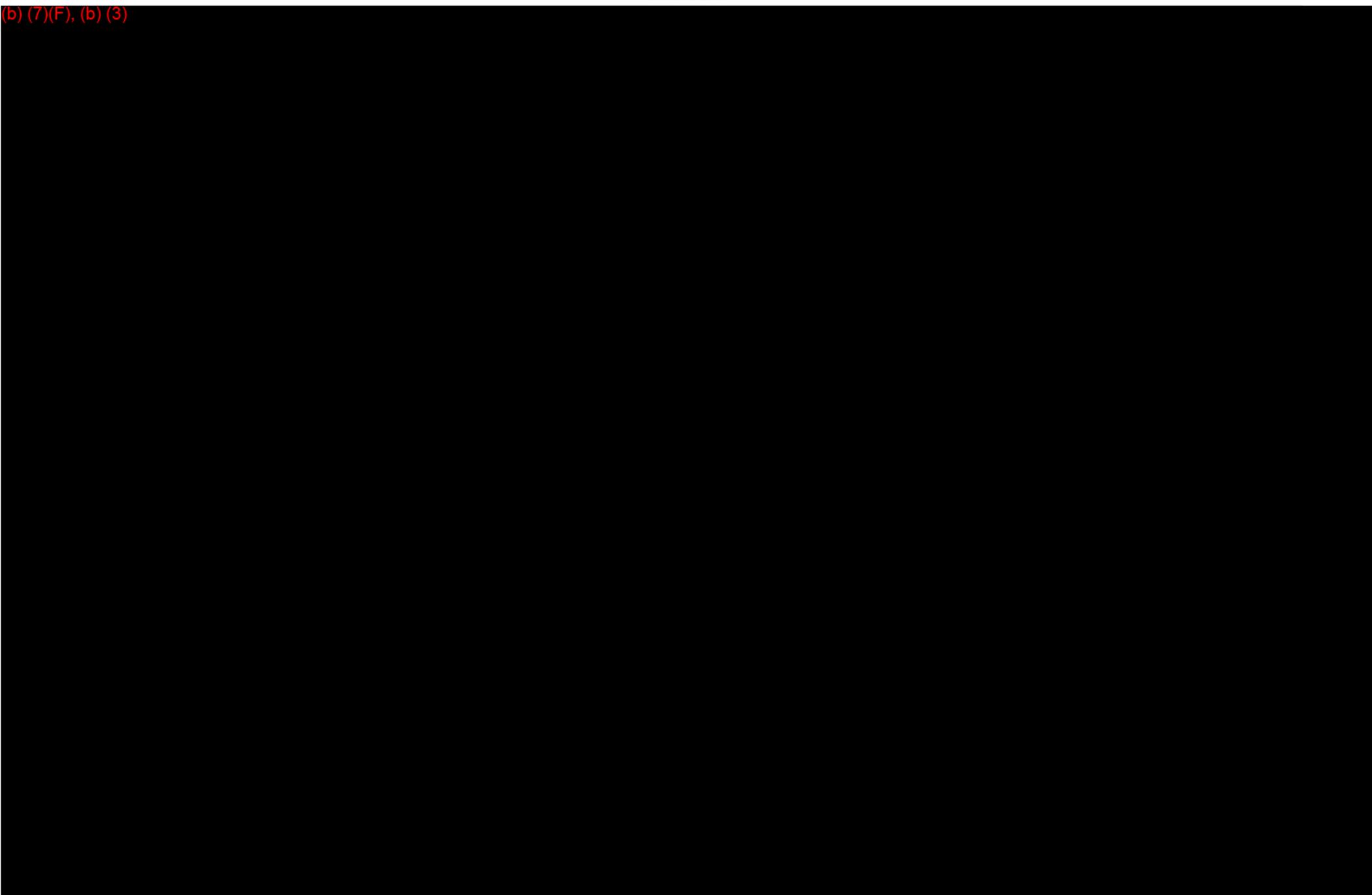
(b) (7)(F), (b) (3)



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Carrollton-Gibbs Release Profile
425 BPH/ 10 min Response
(Post 2002)

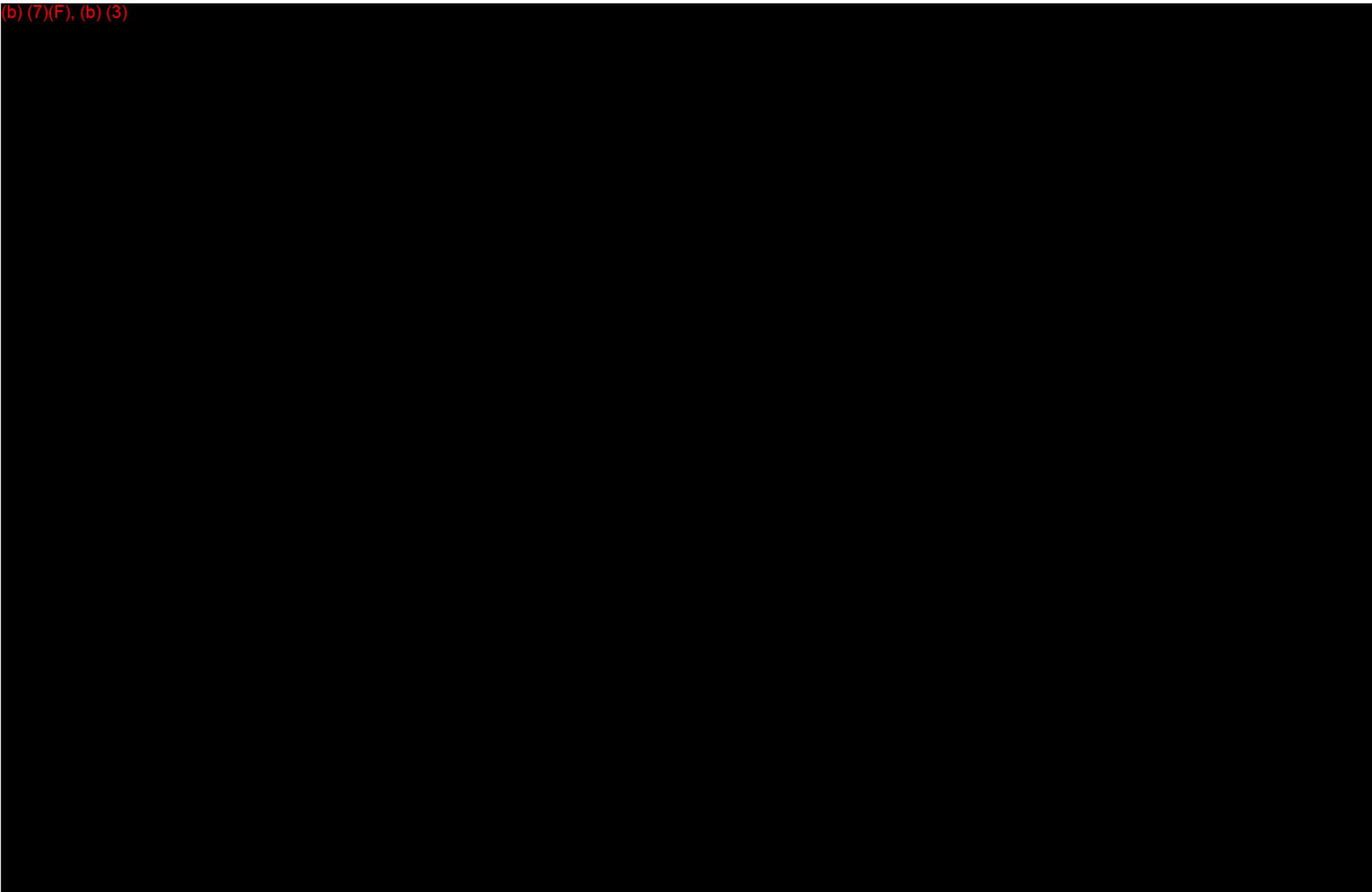
(b) (7)(F), (b) (3)



Sinclair Transportation Company – Emergency Response & Management Manual

Gibbs-Montrose Release Profile
425 BPH/ 10 min Response
(Post 2002)

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



Sinclair Transportation Company
Emergency Response & Management Manual

Sequence Numbers 0422, 0423, 0424, 1121, 1183 and 1493

Revision Log

Date	Revision
May 30, 2001	Complete revision. This manual replaces and combines Core Plan and Response Zone information into one manual.
November 12, 2001	Revised Distribution List and Section 800 to recalculate breakout tank worst case discharge volumes based on latest RSPA criteria.
February 5, 2002	Revised Table of Contents and Section 200 for new RSPA written reporting requirements.
November 22, 2002	Added telephone list to Front Pocket.
December 23, 2003	Annual review and update. Updated Distribution List; Table of Contents; Section 100; Section 200; Section 300; Section 500; Section 800; and Section 1000. Revised Telephone Numbers in Front Pocket of Manual.
December 17, 2004	Annual review and update. Revised Emergency Telephone Number list in front pocket of manual, distribution list and Section 500.
July 21, 2005	Annual review and update. Revised Emergency Telephone Number list in front pocket of manual. Revised Distribution List and Table of Contents. Revised Sections 120, 230.1.3, 520, 531, 560, 645, 800, 850, and Figure 201-7 C.
January 9, 2006	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Sections 100, 200, 500, 600, and 800.
April 9, 2007	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Sections 100, 200, 500, and 800.
July 9, 2008	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Revised Sections 110(d), 140(e), 230.1.2(c), 240, 260.1(b), 260.2(b), 520, 551, 552, 553, 560, 820, 830, 870, and 880(b). Added Section 110(f)9). Revised Figures 201-5, 870-1, and 900-1.

Sinclair Transportation Company – Emergency Response & Management Manual

July 28, 2009	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Revised Sections 110, 150(a), 160, 200.1, Figure 201-6, 210, 220(b), 230, 260, 320, 335, 337(b), 340(e), Figure 400-1, 430, 431, 431(c), 432, 433, 442, 510, 520, 525, 530(a)(c), 540, 551, 552, 553, 561, 562, 800(b), 810(a), 810(d), 820(e), 830(d), 840(a)(d)(e), 850(e)(f), 860(a)(d), 880(a)(b), 950(e), 1010(a), 1030(a)(b), 1200(c). Added Sections 554, 555, 563, 570, 571, 572, Form Descriptions in Appendix 700A, 800.1, 870(b), 961, 962, 963, 964, 965,. Replaced MSDS sheets in Section 1200.
October 19, 2010	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Table of Contents, Revised Sections 140(e), 160, Table 520, 525, Table 540. Deleted Section 140(f).
September 28, 2011	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, Footer on all Sections, and Table of Contents. Revised footer in all sections. Revised Sections 120, 140(a)(d), 150(d). Revised Sections 200.1, 220(b), 230.2.2, 230.3(a)(b), all of Section 260. Added Figure 201-7 F, 260-1. Replaced Figure 400-6 in Section 400. Revised Section 510, 520, 525(c), 540, 551(a)(b), 552(b), 553, 554, 562, 563. Revised Sections 730(c), 740(b), 750(e), 760(c), 770(b), 785(b)(c)(d). Added Figures 730-1, 730-2, 730-3, 730-4, 740-1, 750-2, 750-3, 750-4, 760-2, 770-1. Added ICS 208 form to Appendix 700A. Revised Sections 800(b)(c), 820(a), 830(a), 860(b), 872, Zone 1 Bairoil Station tanks, Zone 2 (Purged), Zone 3, added Cheyenne to BN Jct table, 880(b), Revised Section 920(b), Revised Sections 1020(d), 1030(b), Revised Section 1200(c)
December 3, 2012	Annual review and update. Revised Front Pocket Telephone Numbers, Distribution List, and Table of Contents. Revised Sections 110(d)(f), 140(e), 220(a), 230.2(a), 230.2.1(a)(b), 230.2.2(a)(c), 337(b), 442, 520, 525(c), 530(c), 540, 551, 552, 553, 561, 562, 563, 621.5, 800(b), 880(b), 920.3(b)1(d), 920.4(c)(d), 920.5(d), 930(d), 940, 950(d). Revised Figure 201-7, 201-7G. Added Section 230.2.1(d), 920.1(d), 920.2(e), 920.3(e), 960, 961, 962, 963. Added Figure 960-1. Deleted Section 270 and Figure 201-10.
July 9, 2013	Revised Telephone Numbers for Sinclair Personnel (Both Districts) in Front Cover Packet, Revised Distribution List, Revised Sections 520, 525 Terminal Table, 540, 551(c), 552(c), 553(c), Sections 820 Table & (d), 830 Table & (c), 840(a)(e), 872(a), Zone 2 8", 8"/12" Table, Zone 3 Cheyenne to Guernsey Table, Casper 8", Guernsey-Stroud, Stroud-Casper Spill Profiles. Zone 4 Sinclair to Denver, Denver to Sinclair Table, Figure 870-1.

Sinclair Transportation Company – Emergency Response & Management Manual

	<p>Added: Casper 8/12" Spill Profile, Added Guernsey, 880(b) Table, Cheyenne to Guernsey Release Profile, Big Muddy Release Profile & Table, MBPL Worse Case Spill Profile, Montrose breakout tank to Zone 6 and Figure 870-1.</p> <p>Removed: Casper-Transition 8" Release Profile Note: This System is Purged and Out of Service</p>
August 30, 2013	Revised Figure 201-4 Incident Event Log
December 20, 2013	<p>Annual review and update. Revised Distribution List, Revised Certification of Response Preparedness, Renamed Section 100 to Core Plan Information Summary, Section 200 to Incident Notification Procedure, Section 400 to Qualified Individuals/Response Resources, Section 500 to Spill Impact and Cleanup Procedures, Section 600 to Incident Command System, Section 700 to Training, Section 800 to Drill Program, Section 900 to Communications, Section 1000 to Federal Response, Section 1100 to Site Safety and Health Plan, Section 1200 to Media Relations. Revised Sections 110(b)(c). Section 110(e) moved to Section 120, Revised Section 120(b), Moved Section 120 addresses to Section 130, Revised Section 130(c), Moved Section 130 to 140, Moved Section 140 to 150, Revised Section 120(d)3)4)5)6)7)9), 140(e), Moved Section 150 to 160, Moved Section 160 to 170, Moved Section 170 to 180. Revised Section 170(a) EPA Regions, Revised 210(d)(e), 220(a)(c), 230(c), 230.1(c), 230.2.2(b)(d), 230.0(c)(d), 230.4(d), Figure 201-7B, 201-7G, 240. Moved Section 250 to Section 520. Revised Sections 310(b), 320, 332, 334, 340(a)(f)(g), 350(b), 410, 420. Moved Section 870, 871 & 872 to Section 430, 431 & 432. Moved Section 450 to Section 681. Revised Section 460, 471, 472 & 473 trailer inventories. Revised 474 contact person. Moved Section 560, 561, 562, 563 to Response Zone 6 Appendix. Moved Section 800.1 to Section 510, Moved Sections 430, 431, 432, 433, Figure 400-5 to Sections 520, 521, 522, 523, Figure 500-4. Moved Section 460 to Section 525. Moved Sections 610, 611, 612, 620, 621, 622, 623, 630, 631, 632, 633, 641, 642, 643, 644, 645 to Sections 530, 531, 532, 540, 541, 550, 560, 570, 571, 572, 580, 582, 583, 584, 585, 586, 587. Revised Section 540(a). Renamed Sections 700, 710, 720, 730, 740, 750, 760, 770, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789 to Sections 600, 610, 620, 630, 640, 650, 660, 670, 680, 681, 682, 683, 684, 685, 686, 687, 688, and 689. Revised Sections 700(c)(d), 740(a), 742, 747. Changed Appendix 700A to ICS Forms Appendix. Revised 800(h)(i) EPA Regions, Zones 1 through 6 Breakout tank worst case discharge volume & maximum historic discharge, Figure 870-1, 880(b) table, 840(a) changed RSPA to PHMSA, Section 930(b), Several phone numbers in Media</p>

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	<p>Contact List.</p> <p>Added: Section 120(c), Table 100-1, Figure 100-1, Figure 100-2, Section 310(c)(d), Section 510(g), Garner & Allied OSRO Response Time Tables in Section 524, 740(b), 741</p> <p>Removed: Section 110(d), All forms from Section 200 to a Forms Appendix, Section 337, Figure 300-1, Section 700(e), 746(e), Response Zone Section and replaced with Response Zone Appendices, Section 1200 Site Safety & Health Plan and added to Section 525</p>
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SINCLAIR TRANSPORTATION COMPANY



SECTION 100 INFORMATION SUMMARY

13

100 Core Plan Information Summary

110 Manual Structure

(a) This manual is Sinclair Transportation Company's (STC) response plan (Plan) as required by 49 CFR Part 194 – "Response Plans for Onshore Oil Pipelines". The procedures in this manual shall be used to reduce the environmental impact discharged from onshore oil pipelines.

13

(b) Sections 100 – 1200 include the information required for the core plan as defined by Part 194.107. The majority of the response zone core plan requirements are the same or similar to the following core plan sections. Where there are variations to the core plan for a given response zone, those variances are noted in the respective response zone appendix. The core plan consists of the following:

- Section 100 – Information Summary
- Section 200 – Incident Notification Procedures
- Section 300 – Spill Detection and Mitigation Procedures
- Section 400 - Qualified Individuals Response Resources
- Section 500 - Spill Impact and Cleanup Procedures
- Section 600 – Incident Command System
- Section 700 – Training
- Section 800 – Drill Program
- Section 900 – Communications
- Section 1000 – Federal Response
- Section 1100 – Site Safety and Health Plan
- Section 1200 – Media Relations

(c) Appendices to The Plan include:

- An Appendix for each of 6 Response Zones
- Incident Reporting Forms
- Incident Command System Forms
- Phone List
- Response Zone Maps

120 Purpose and Scope

(a) The specific objectives of the Plan are to:

- Define organizational lines of responsibility to be adhered to during a response operation.
- Establish regional (Sustained) and local (Immediate) response teams, assign individuals to fill the positions on the team, and define the roles and responsibilities of team members.

- Define notification, activation, and mobilization procedures to be followed when a discharge occurs.
- Define the interrelationship between the Immediate, Sustained, and Major response teams.
- Document equipment, manpower and other resources available to assist with the response.
- Provide information on environmental and socio-economic sensitivities and the strategies for dealing with discharges that may affect these areas.
- Define response management techniques, methods, approaches, and guidelines for specific response situations.

13

(b) STC operates the following pipeline systems See Figures 100-1 and 100-2 for system maps.

- Crude oil pipelines in Wyoming
- A refined products pipeline that originates in Wyoming and terminates at Sinclair's Denver Products Terminal (DPT)
- Two refined products pipelines that originate at the Kaneb Terminal and the Chase Terminal in Denver and terminate at DPT
- A refined products pipeline that originates in Olathe, Kansas and terminates at Sinclair's Montrose, Iowa Terminal and includes a breakout tank facility in Carrollton, Missouri

(c) These systems are divided into 6 response zones based on products transported and geographic locations. All response zones contain at least one line section in which a worst case discharge could cause substantial harm to the environment. Table 100-1 summarizes STC's operations according to response zones. Further detail for each response zone is in the response zone appendices.

(d) This manual includes procedures for the following to provide safety when an emergency condition occurs:

- 1) Receiving, identifying, and classifying notices of events which need immediate response by STC personnel or notice to fire, police, or other appropriate public officials and communicating this information to appropriate STC personnel for corrective action. (See Section 210).
- 2) Prompt and effective response to a notice of each type emergency, including fire or explosion occurring near or directly involving a pipeline facility, accidental release of hazardous liquid from a pipeline facility, operational failure causing a hazardous condition, and natural disaster affecting pipeline facilities. (See Section 220).
- 3) Having personnel, equipment, instruments, tools, and material available as needed at the scene of an emergency. (See Section 530).

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- 4) Taking necessary action, such as emergency shutdown or pressure reduction, to minimize the volume of hazardous liquid that is released from any section of a pipeline system in the event of a failure. (See Section 325 of the Operations Manuals).
- 5) Control of released hazardous liquid at an accident scene to minimize the hazards. (See Section 300).
- 6) Minimization of public exposure to injury and probability of accidental ignition by assisting with evacuation of residents and assisting with halting traffic on roads and railroads in the affected area, or taking other appropriate action. (See Section 300 and 600).
- 7) Notifying fire, police, and other appropriate public officials of hazardous liquid pipeline emergencies and coordinating with them preplanned and actual response during an emergency. (See Section 200, 700 and 900).
- 8) Providing for a post accident review of employee activities to determine whether the procedures were effective in each emergency and taking corrective action where deficiencies are found. (See Section 260).
- 9) Actions required to be taken by a controller during an emergency. (See CRM Section 240).

(d) This manual serves as supplemental material for the Spill Prevention Control and Countermeasure (SPCC) Plans for STC non-jurisdictional facilities (facilities not subject to 49 CFR Part 195 or Part 194)

Sinclair Transportation Company – Emergency Response & Management Manual

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Table 100-1

PHMSA Sequence Number	Response Zone	System	County(s)	State(s)	Line Segments
424	Zone 1	Bairoil Crude System	Sweetwater and Carbon	Wyoming	<ul style="list-style-type: none"> 8" Lost Solider to Bairoil 8" Bairoil to Sinclair
423	Zone 2	Crude Trunk Pipelines	Carbon and Natrona	Wyoming	<ul style="list-style-type: none"> 8"/12" Casper to Sinclair 10" Casper to Sinclair 16" Pathfinder Pipeline 8" RMPL to Casper Station
1121	Zone 3	Guernsey Pipeline System	Natrona, Converse, Platte, and Laramie	Wyoming	<ul style="list-style-type: none"> 10" Cheyenne to Guernsey 10" Guernsey to Stroud 8" Stroud to Casper Station 6" Big Muddy Pipeline
422	Zone 4	Medicine Bow Pipeline System	Laramie, Albany, and Carbon Larimer, Weld and Adams	Wyoming Colorado	<ul style="list-style-type: none"> 6"/10" Medicine Bow Pipeline
1493	Zone 5	Denver Area Pipelines	Adams and Denver	Colorado	<ul style="list-style-type: none"> 8" Kaneb Connection Pipeline 10" Chase Connection Pipeline
1183	Zone 6	Mid-Continent Pipeline System	Jackson, Ray, Carroll, Chariton, Linn, Macon, Adair, Knox, Scotland, Audrain, Boone, Randolph, and Clark	Missouri	<ul style="list-style-type: none"> 8" Olathe, Kansas to Carrolton, Missouri 8" Carrolton to Montrose, Iowa

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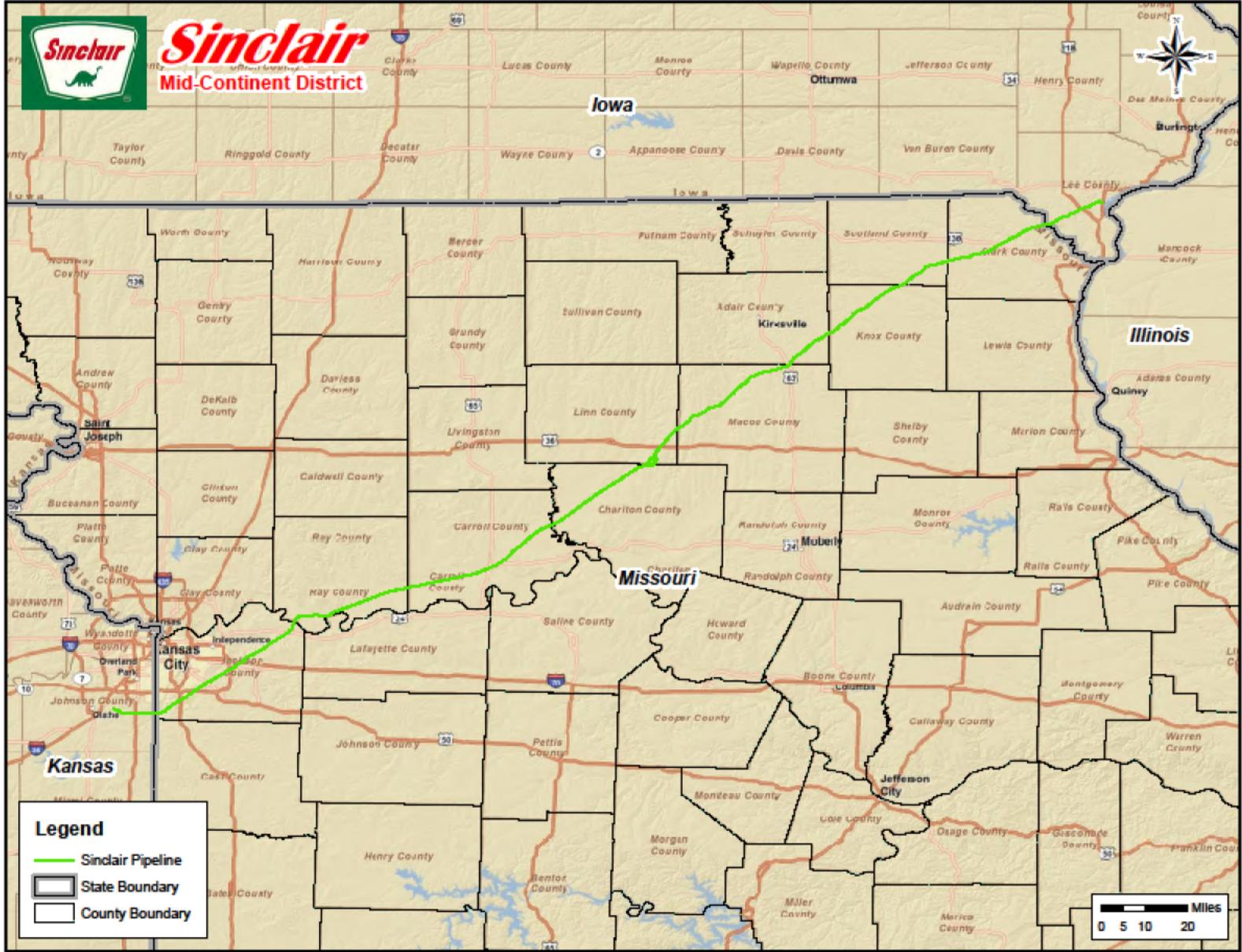
Figure 100-1 Rocky Mountain District Map

13



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

13 Figure 100-2 Mid-Continent District Map



130 Official Addresses

(a) Official addresses of all zones and 24-hour telephone numbers are as follows:

Home Office	Rocky Mountain District	Mid-Continent District
Sinclair Transportation Company 550 East South Temple P.O. Box 30825 Salt Lake City, Utah 84102 Phone – 801.524.2700	Sinclair Transportation Company 100 East Washington P.O. Box 185 Sinclair, Wyoming 82334 Phone – 307.324.2636	Sinclair Transportation Company 26036 Old Highway 24 Carrollton, Missouri 64633 Phone – 660.542.0206

STC's Pipeline Control Center 24-Hour Telephone Number
(800) 321-3994

140 Company Policy

(a) Preservation of the natural environment is of utmost importance. STC supports and practices policies that will prevent oil spills from occurring.

(b) Specifically STC will support and practice positive conservation measures by:

- Taking precautions reasonably necessary to provide environmental protection of the surroundings in all areas where STC operates pipelines.
- Take action to minimize release of liquid at failure site.
- Designing, operating and maintaining all of its pipeline systems to minimize the risk of, and prevent discharge of oil or hazardous substances to public waters and land.
- Taking all necessary steps to cleanup any oil or hazardous substance spilled quickly, efficiently and with minimum impact on the surrounding environment.
- Complying with all applicable environmental and toxic substance laws and regulations.

(c) The District Manager shall operate and maintain STC systems in conformity with these laws and regulations, except when prevented by unforeseeable or uncontrollable events. This will be done without regard to degree of enforcement.

(d) The District Manager shall be responsible for conformity with this policy within the area of operation. The District Manager shall direct employees to perform their functions in such a manner as to protect the environment and to contribute to early identification and solution of environmental and toxic substance problems.

(e) Every employee is required to uphold this policy.

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150 Plan Distribution

(a) A copy of the Plan will be maintained at STC's home office; at all pump stations that may affect the operating pressure of identified line segments and at locations where response activities may be conducted.

(b) It is the responsibility of any person holding a copy of the Plan or the person responsible for locations where the Plans are kept to make sure that the Plan is transferred to his/her replacement in case of reassignment or change in responsibility.

(c) A distribution list is contained in the front of the Plan showing Plan distribution by copy number and individual to whom the copy is assigned to. It is the responsibility of each person holding a copy of the Plan to advise their supervisor of any changes that need to be made to the Plan.

(d) If PHMSA receives a request from a Federal On Scene Coordinator (FOSC) to review the response plan, PHMSA may require STC to submit a copy of the plan to the FOSC.

(e) An electronic copy of the Response Plan shall be submitted to:

Office of Pipeline Safety
Pipeline Hazardous Materials Safety Administration
Department of Transportation
PHP 80
1200 New Jersey Avenue, SE
Washington, DC 20590-0001

Or

By email to: PHMSA.OPA90@dot.gov

160 Plan Update Procedures

(a) This manual shall be reviewed at intervals not exceeding 15 months, but at least once each calendar year, and appropriate changes made as necessary to insure that the manual is effective.

(b) For *substantial harm* plans, an operator shall resubmit its response plan to OPS every 5 years from the last submission date.

(c) If the plan covers facilities designated as "*significant and substantial harm*", the operator shall resubmit the plan every five years from the last approval date. The plan must be updated more frequently if any of the following conditions occur:

- At least once each year, as part of a tabletop drill, STC operations personnel will review the details of this plan and make appropriate revisions as required by operational or organizational changes.
- At the end of each hypothetical drill, operations personnel will review those portions of this plan which were tested by the drill, and make changes as appropriate.
- As Area Contingency Plans are developed, this plan will be revised to meet the requirements of those plans by the STC Headquarters Group.

(d) Other factors that may require the plan to be updated include the following:

- New pipeline construction or purchase
- Change in worst case discharge volume
- Change in material transported
- Change in Oil Spill Response Organization(s)
- Change in Qualified Individuals or their telephone numbers
- Change in NCP/ACP that will have a significant impact on the appropriateness of response equipment or response strategies
- Change in response procedures
- Change in ownership
- Post-drill evaluation results
- Post-incident evaluation results
- At least once each calendar year at intervals not exceeding 15 months, the names and telephone numbers in this plan will be reviewed by operations personnel, and revisions made accordingly.
- When revisions are received by a plan holder, the revisions should be immediately reviewed and inserted into the Plan and the obsolete pages discarded. This action should then be recorded on the "Revision Log" page included in the front of the Plan.

(e) The Plan will be reviewed after a worst case discharge to evaluate and record the Plan's effectiveness.

170 Submission of Revisions

When a new or different operating condition or information would substantially affect the implementation of the plan, STC shall immediately modify its response plan to address such a change and, within 30 days of making such a change, submit the change to PHMSA. Refer to 140 (e) for the address for submitting the plan. Refer to 150 (b) and (c).

180 National and Area Contingency Plans

(a) This response plan is consistent with the National Contingency Plans (NCP) and all Area Contingency Plans (ACP) currently available in areas where STC operates pipelines. Copies of the Area Contingency Plans and the National Contingency Plans are maintained at the appropriate District Offices. The plans are:

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U.S. EPA Region 7 Integrated Contingency Plan
U.S. EPA Region 8 Regional Contingency Plan

(b) See Section 1100 for procedures for coordinating with the Federal response structure and coordination with the Federal On-Scene Coordinator. See Section 700 for information on the Incident Command System used by STC.

(c) Approval must be obtained from the OSC before using chemical or collecting biological collecting agents. Sinking agents **will not** be used for spill control or cleanup activities.

SINCLAIR TRANSPORTATION COMPANY



SECTION 1000 FEDERAL RESPONSE

1000 Federal Response Organization

1010 National Contingency Plan

(a) In 1968, the National Oil and Hazardous Substance Pollution Contingency Plan (NCP) was established to coordinate Federal activities for preventing oil spills and mitigating environmental damages when spills occur. During June 1970, this plan was incorporated as part of the Code of Federal Regulations and applied to all navigable waters and adjoining shorelines of the United States.

(b) To ensure adequate preplanning and provisions for responding to oil spills, the National Contingency Plan established the National Response Center, the National Response Team, the Regional Response Center, Regional Response Teams and the On Scene Coordinator (Figure 1000-1).

1020 National Response Team (NRT)

(a) National planning and coordination for oil spill response is the responsibility of the National Response Team (NRT). The NRT is responsible for evaluating methods for responding to oil spills and hazardous substances spills, and recommending changes to the National Contingency Plan. The NRT also develops procedures to coordinate activities for federal, state and local governments, and private response organizations.

(b) The NRT consists of representatives from each of the agencies shown in Figure 1000-2. Normally, the NRT is chaired by the EPA representative while the USCG representative serves as the vice chairman. If it is activated for spills within the coastal zone of the United States, the USCG representative will hold the chair.

(c) The NRT can be activated when an oil spill exceeds the capability of the Regional Response Team in which it occurs, crosses national boundaries, or presents a significant threat to a population, national policy, property, or national resources.

(d) Once activated the NRT may:

1. Monitor the spill, evaluate reports from the On-Scene Coordinator (OSC), and recommend appropriate actions for abating the spill.
2. Request oil spill response resources from federal, state, local, or private organizations.
3. Coordinate other activities as may be required to ensure that an effective oil spill response plan is in operation.

FIGURE 1000-1 FEDERAL RESPONSE ORGANIZATION

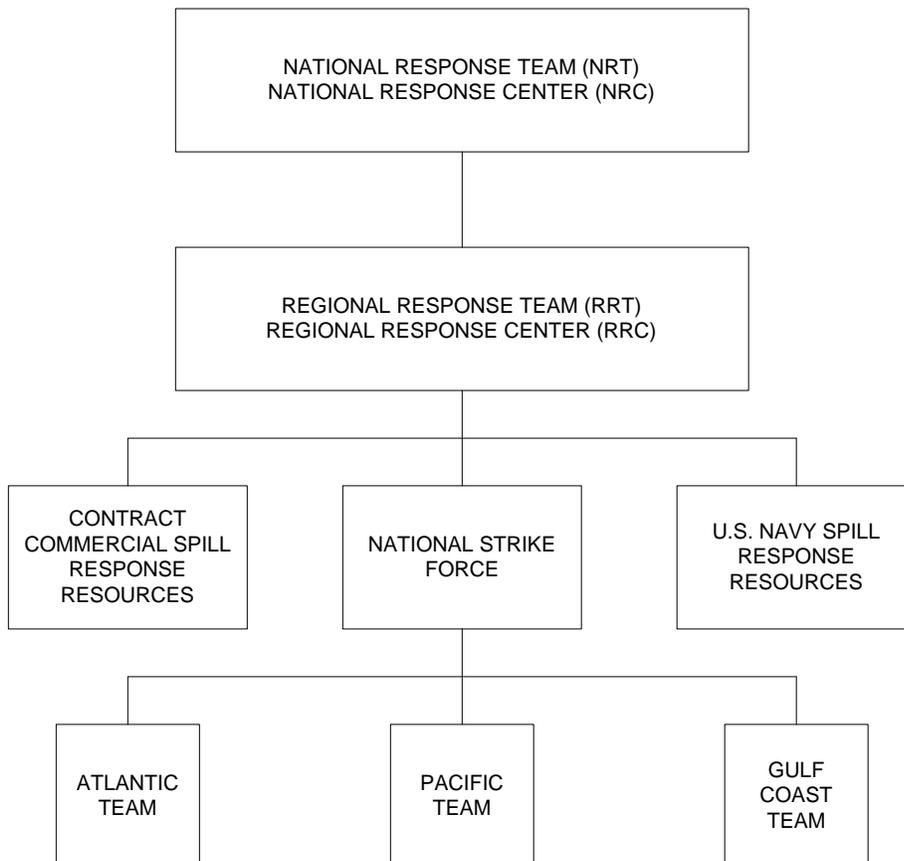
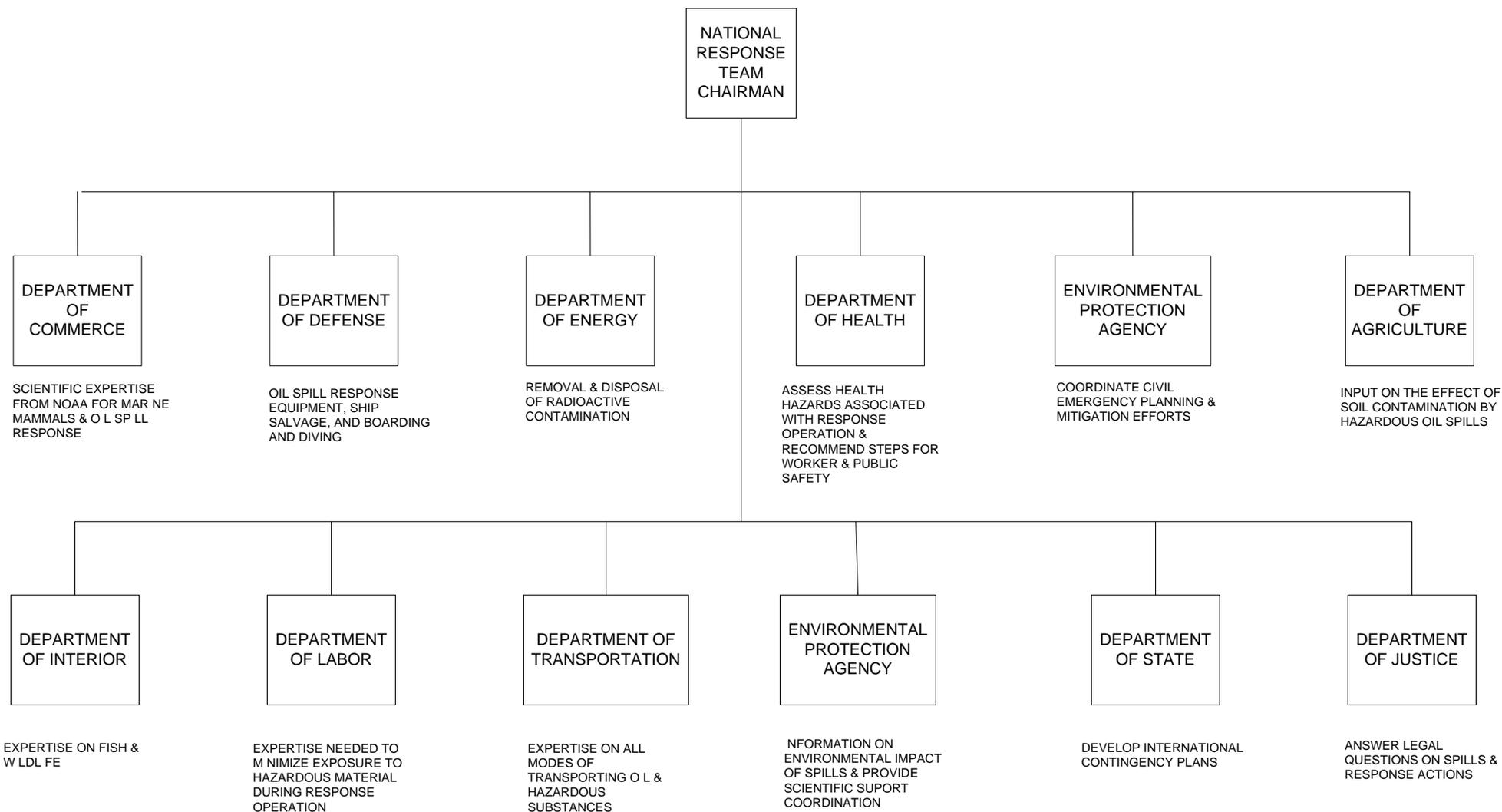


FIGURE 1000-2 FEDERAL REPRESENTATION ON NATIONAL RESPONSE TEAM



1030 National Response Center (NRC)

(a) The National Response Center (NRC) receives and distributes reports regarding oil and hazardous substances spills. It is located at the USCG Headquarters in Washington, D.C., and can be contacted by dialing 1-800-424-8802.

(b) All oil spills must be reported to the National Response Center. If a direct report to the National Response Center is not practical, reports may be made to the USCG or EPA pre-designated OSC for the geographic area where the spill occurs. If it is not possible to immediately notify the National Response Center or the pre-designated OSC, reports may be made immediately to the nearest USCG unit provided that the spiller notifies the NRC as soon as possible. Once the NRC receives notification of a spill, it will promptly notify the appropriate OSC and authorize him to proceed with the appropriate response actions as outlined in the National Contingency Plan.

1040 Regional Response Team (RRT)

(a) The Regional Response Team (RRT) develops oil spill response contingency plans for specific regions of the United States. This team is staffed by representatives from the agencies shown in Figure 1000-2 and may include representative of local governments as agreed upon by the specific state in which the RRT is operative.

(b) The RRT is jointly chaired by the EPA and USCG representative. See 1000-3 for EPA Regional Offices and Boundaries. When activated for inland spills, the EPA representative will be the chairperson. If activated for offshore spills, the USCG representative shall be the chairperson.

(c) The RRT includes two components; a standing team and an incident-specific team. The standing team:

1. Reviews regional and local responses to various spills, recommends revisions to the National Contingency Plan, encourages state and local communities to improve their preparedness for oil spill response activities, and reviews actions performed by the On Scene Coordinator.
2. Performs advanced planning for dispersants, surface collection agents, burning agents, biological additives, or other chemical agents that are authorized by the National Contingency Plan.

(d) The incident specific response team can be activated if an oil spill exceeds the response capability available to the On Scene Coordinator, if the spill crosses regional boundaries, or if a spill presents a substantial threat to human health and welfare, the environment, or significant amounts of property. It can be

activated during a pollution emergency when requested by the Federal On-Scene Coordinator.

(e) The incident specific response team may:

1. Monitor and evaluate reports from the On-Scene Coordinator and recommend specific actions for improving the response operation.
2. Request federal, state or local governments, or private organizations to provide resources for responding to the spill.
3. Help the On Scene Coordinator prepare information releases for the public.
4. Recommend that a different OSC be designated for the response operation.
5. Provide information that will assist the OSC to make timely and appropriate decisions for the response operations.

1050 On Scene Coordinators

(a) On Scene Coordinators (OSC) are pre-designated by the U.S. Coast Guard or Environmental Protection Agency. The OSC collects pertinent facts about the spill, its source and cause, and the parties responsible for the spill. The OSC also determines the potential impact the spill could have on human health and welfare, and whether it presents a significant threat to the environment. In addition, the OSC establishes priorities for minimizing the impact of oil spills.

(b) If the spiller assumes responsibility for the spill, the OSC will monitor the clean-up activity. Otherwise, the OSC will initiate the response operation and hire commercial contractors as required to clean up the spill as quickly as possible. If commercial resources are not available, the OSC will deploy federal resources. Federal personnel and equipment can be obtained from the National Strike Force and the U.S. Navy.

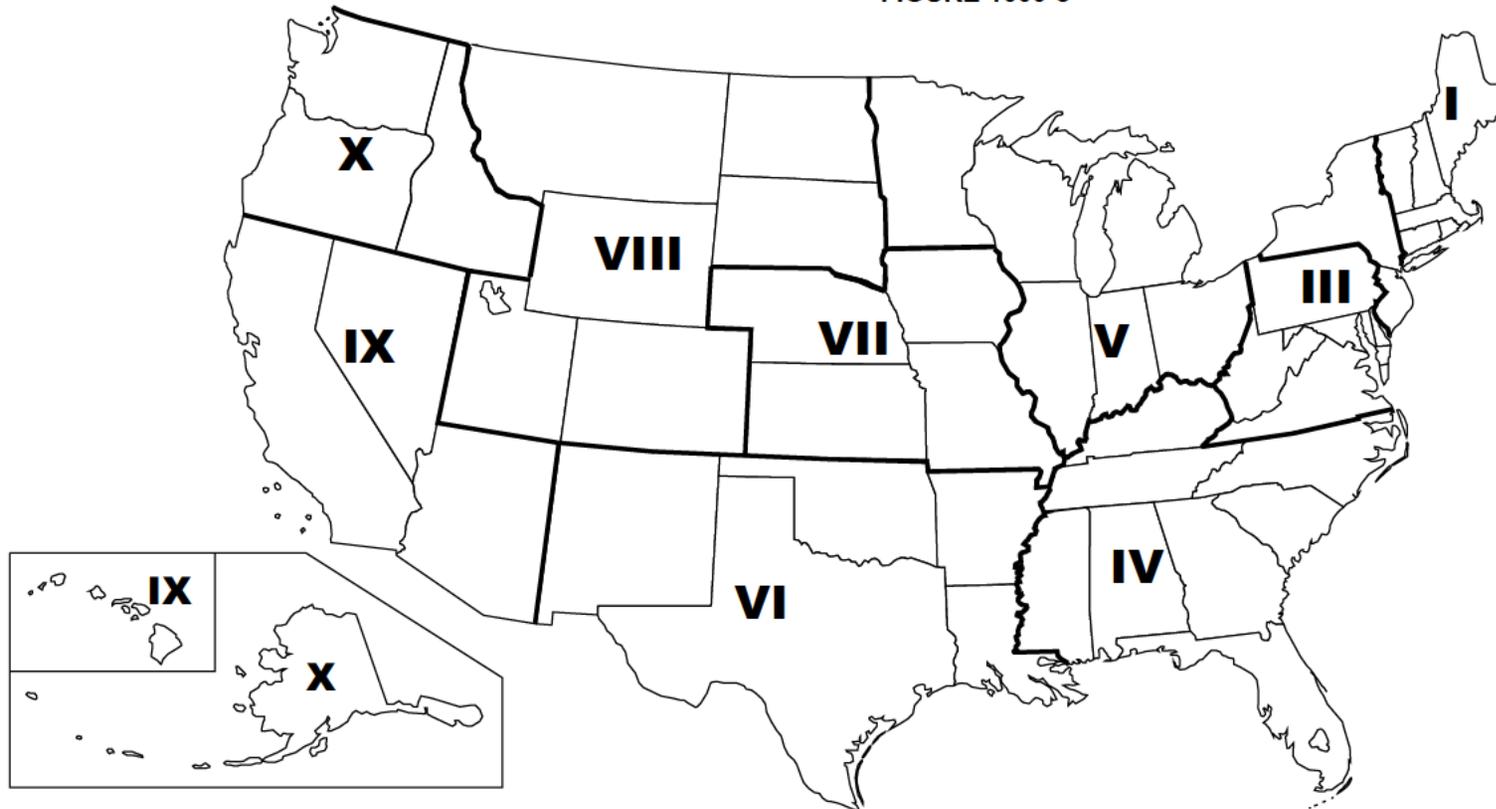
(c) When a spill report is received, the OSC will:

1. Notify the Regional Response Team and National Response Center.
2. Investigate the report to determine pertinent information such as the threat posed to public health and welfare, or the environment.
3. Officially classify the size of the discharge and determine the course of action to be followed.

4. Determine whether the spiller is properly carrying out the clean-up operation.
 5. Determine whether the state or local government has the capability to carry out response actions and if a contract or cooperative agreement has been established with the appropriate Fund Administrator for this purpose.
 6. Notify the Regional Response Team and the trustees of the affected natural resources in accordance with the applicable regional plan.
- (d) Within 60 days after a major oil spill, the OSC shall submit to the RRT a complete report on the response operation and the actions taken. A copy of this report will be submitted to the National Response Team. The format for this report is provided in the National Contingency Plan.
- (e) Each OSC is responsible for developing and updating local contingency plans. Each plan should be a multi-agency effort involving all agencies that would have a role in the local response effort.

1060 National Strike Force (NSF)

- (a) The National Strike Force (NSF) was formed in 1973 after the U.S. Coast Guard was charged with oversight and responsibilities for offshore oil spills under the Federal Water Pollution Control Act. The NSF consists of the Pacific, and the Atlantic Area Strike Teams. These teams provide experienced personnel and equipment necessary for assisting the OSC in responding to spills in U.S. waters.
- (b) The NSF is always on call and maintains a stock of specialized equipment for deployment anywhere in the nation and, in some cases, overseas. This equipment includes open water oil containment and recovery systems, high capacity pumps for transferring oil and chemicals, and protective clothing for working with hazardous materials. Most of this equipment is designed to fit into Coast Guard C-130 cargo planes or load onto flatbed trucks for fast response.

STANDARD REGIONAL BOUNDARIES FOR TEN EPA REGIONS**FIGURE 1000-3**

REGION I
1 CONGRESS ST. STE 110
BOSTON, MA 02114-2023
617-918-1111
FAX 617-565-3660

REGION III
1650 ARCH STREET
PHILADELPHIA, PA 19103-2029
215-814-5000
FAX 215-814-5103

REGION V
77 WEST JACKSON BLVD
CHICAGO, IL 60604-3507
312-353-2000
FAX 312-353-4135

REGION VII
901 NORTH 5TH STREET
KANSAS CITY, KS 66101
913-551-7003

REGION IX
75 HAWTHORNE STREET
SAN FRANCISCO, CA 94105
415-744-1305
FAX 415-744-2499

REGION II
290 BROADWAY
NEW YORK, NY 10007-186
212-637-3000
FAX 212 637-3526

REGION IV
ATLANTA FEDERAL CENTER
61 FORSYTH STREET, SW
ATLANTA, GA 30303-3104
404-562-9900
FAX 404-562-8174

REGION VI
FOUNTAIN PLACE 12TH FLOOR
SUITE 1200
1445 ROSS AVENUE
DALLAS, TX 75202-2733
214-665-2200
FAX 214-665-7113

REGION VIII
999 18TH STREET SUITE 500
DENVER, CO 80202-2466
303-312-6312
FAX 303-312-6339

REGION X
1200 SIXTH AVENUE
SEATTLE, WA 98101
206-553-1200
FAX 206-553-0149

SINCLAIR TRANSPORTATION COMPANY



SECTION 1100 MEDIA RELATIONS

1100 Media Relations

(a) Public Relations has always been an important facet in crisis management. In recent years its importance has increased to the point that the handling of public relations and media coverage often shapes public and agency opinions and reactions more than the physical containment and cleanup of a spill.

(b) A spill from an STC facility has the potential to seriously impact areas of high density population, sensitive recreational areas, sensitive public and commercial assembly areas, and sensitive wildlife and botanical area. Local news coverage is certain; nationwide coverage is likely.

1110 Media Coverage

In any large incident it is necessary to mobilize STC's Public Affairs professionals who have extensive training in the field and are experienced in working with the media. Whenever possible, media contacts should be referred to this group or the Incident Commander.

1120 Team Member Response Guide

(a) During a significant or major event, almost every member of the Response Team may be, at one time or another, and the senior STC representative at a particular location, may be approached by the media. All members of the Response Team should cooperate with the media to the maximum extent possible, consistent with the need to give top priority to controlling immediate hazards and concern for safety of the public.

(b) If the media approaches you, you should be guided by the following:

- Statements concerning an oil spill should be avoided since they can be misinterpreted or misunderstood. A complete investigation should be made before any statement is released by the Incident Commander. No statement regarding a spill will be made by any Company employee. (Mandatory)
- The District Manager, in consultation with the Home Office, will be the single official spokesperson for STC regarding spills.
- The District Manager will transmit all written and verbal statements to the Home Office.

1120.1 Guidelines for Response to Media

You will be considered to be a STC representative in the eyes of the media audience. As such, you should consider any contact with the media as important.

- It is important to communicate that STC has an Oil Spill Response Plan and a trained organization to deal with the incident, and that the team is taking measures to contain the spill and mitigate the impacts.
- You should not withhold information regarding the extent of the incident that you know. It is also important that you do not speculate about anything that you do not know.
- You should not indicate, unless it has been determined, that the spill belongs to STC. You may say: “We are not sure, but we are responding as if it were a STC spill until it is determined otherwise and others take over.”
- You should not speculate on the cause of the incident; instead, you should indicate that the cause is under investigation. An exception should be made if the cause is evident, such as outside third party damage.
- You should not make statements or speculate in manner that can be considered as commitments by STC, or assumptions of responsibility. Such questions should be referred to the Incident Commander or the District Manager.
- Try to show STC’s concern regarding the impacts of the incident. The media will ask questions to gain your response. Many questions are designed to be difficult to answer in a positive manner. If you feel “trapped” by a question you can resort to stating what is being done by STC in a positive manner. A list of possible questions is listed below.
- The best rule is to respond truthfully, show concern and exhibit confidence in STC’s ability to control and handle the problem.

1120.2 Sample Media Questions

- How big is the oil spill?
- Is it bigger than (another incident)?
- How and when did it occur?

- Whose fault is it?
- Why hasn't STC done something to keep this from occurring? Why didn't it work?
- What are you doing? What are these men doing?
- Why aren't you doing (whatever)?
- Is this spill dangerous to the people living here?
- Has there been loss of life? Injured?
- Will it explode? Catch fire?
- Will it go into the ocean?
- What's being done to protect wildlife and birds?
- Is this going to worsen?
- Has the leak stopped? Why not?
- When will it be?
- Is the spilled material toxic
- Will STC return everything like it was before the spill?
- Does STC take total responsibility for this spill?
- How long will STC work to clean up the spill?
- Why is the terminal located?
- Is STC prepared and trained to handle this?
- How old is this facility?
- Have you had leaks before? How many.?
- Is this a routine leak?
- Is this going to be another Valdez?
- I thought STC was environmentally concerned? What happened?
- How can a responsible company let this happen?
- (Organization or agency) says you're doing nothing to prevent (occurrence). Why are you ignoring their concerns?
- Is this under control?
- What are your objectives at this time?
- Has this facility been safety-checked? When?
- Will STC accept volunteers to help?
- Is this all the people and equipment that STC intends to use?
- Does STC have more resources, or is this all? If more, why aren't you using them?
- What is STC going to do about (some impact)?

1130 Managing the Media

(a) Immediate steps are to be taken to deal with newspaper, television or radio representatives.

(b) STC policy requires dealing with media in a positive, cooperative manner. The media is to be provided with pertinent factual information that reports of the incident are not distorted or exaggerated. Initial statements must be confined to

facts that will not be subject to dispute. The release should be consistent with the following criteria:

- Identification of the location or name of the facility.
- Time of the incident.
- Type oil, gas or product involved.
- Action being taken to control, cleanup or handle.
- Who is involved in cleanup or correction.
- Amount of material spilled (IF CLEARLY ESTABLISHED).
- Cause (ONLY IF DETERMINED).
- Duration of fire or cleanup (IF KNOWN).

(c) Public Affairs personnel, as well as all others directly involved in incident operations, should observe the following rules:

- Speculation on any aspects of the incident should be strictly avoided.
- Names of persons seriously injured or killed shall be withheld pending notification of their next of kin.
- Do not attempt to bar photographs or video filming of a spill or fire.
- Guide photographers, video cameramen or reporters to safe vantage points, and advise them of personal hazard areas to avoid.

(d) Public Affairs personnel are specifically charged with following duties:

- Inform the **STC Public Affairs Representative**, or his alternate, of any incident occurring in their area of responsibility.
- Establish a news media facility with work tables, telephones and facsimile machines for media personnel assigned and coordinate media coverage of an incident. Hot and cold beverages, sandwiches, snacks and other amenities should be provided.
- Coordinate media coverage, such as creating **pool photographers**, reporters, video crews, etc. to satisfy the media without overtaxing resources that are required for other operations.
- Provide photographs and videotape illustrating STC's efforts in the incident.

- Provide statistical data regarding the numbers of STC employees, contractors, consultants and others involved in containment and/or cleanup and restoration.
- Arrange for upper management interviews and statement releases.

1140 Large and Sustained Incidents

Media relations should be an important consideration for any sustained incident (significant or major). The **Public Affairs Representatives(s)** will become advisors' to the **Incident Commander**, and will consider the value of any or all of the following:

- Establishing a new update hot-line for the media.
- Establishing a news update hot line for STC employees and families of the **Response Teams**.
- Providing periodic new releases to the media.
- Providing facilities and conducting periodic new conferences.
- Providing scheduled interviews of the **Incident Commander, On-Scene Corporate Managers**, or other selected **Response Team Members**.
- Establish a news media facility with worktables, telephones and facsimile machines for media personnel assigned to an incident. This facility would serve as a site to make news releases, conduct press conferences and interviews, and coordinate media coverage of an incident. Hot and cold beverages, sandwiches, snacks and other amenities should be provided.
- Coordinate media coverage, such as creating **pool** photographers, reporters, video crews, etc. to satisfy the media without overtaxing resources that are required for other operations.
- Provide photographs and videotape illustrating STC's efforts in the incident.
- Provide statistical data regarding the numbers of STC employees, contractors, consultants and others involved in containment and/or cleanup and restoration.
- Arrange for upper management interviews and statement releases.

1150 Advantages of Setting up a News Center

(a) In a large and newsworthy incident, considerable control can be exercised by setting up a large conference room in a nearby hotel as a news center. This will provide a focal point for assigned reporters and camera crews, and will provide a point for news released by STC. It will also provide a setting for interviews and news conferences that will depict a business-like and organized atmosphere, and convey STC's emphasis and concern.

(b) By maintaining such a center, the responsibility of receiving news releases, etc. passes to the media representatives. Advance notices of releases, and particularly news conferences, should be made early enough to allow camera crews to set up and reporters to arrive at the center.

1160 Selecting the News Center Location

The hotel selected for the news center should be a moderate and conservative facility. Appearances of undue economy or opulence (large and elaborate chandeliers, etc.) should be avoided. The hotel should be conveniently located near the incident scene. It is better to use a facility separate from the hotels used to quarter either STC personnel or evacuees.

1160.1 News Center Equipment List

- Public address system with lavalier, podium and table microphones
- Remote boom directional microphone
- Projector with stand
- 8' x 10' projection screen
- 30" video monitor with stand
- Digital camera with video capacity
- Podium and speaker tables on raised platform
- Reporter tables with three chairs/table (six tables suggested)
- Additional folding chairs for others
- Large scale map
- Supplemental portable light stands
- Pointer

1170 News Media Parity

(a) In all fairness, news releases and invitations to news conferences should include, or offer to include, each of the media in the area. Omissions can offend the media representatives and result in bad media relations. It is acceptable to

limit participation to local media, who will provide coverage to their affiliates and networks. If a national network or wire service elects to directly participate, it is usually a good idea to include the other competing services.

(b) It is not necessary to include others for individually requested interviews or coverage, but you must be prepared to provide the same privileges to all groups. Pooling arrangements should be encouraged, particularly for tours conducted by STC or when STC provides vessels, aircraft or helicopters for news and film coverage.

1180 Coordination with Agencies

(a) All news releases and news conferences, and their content, should be announced to participating agencies prior to their actual release. Coordination with the agencies should be directed toward eliminating surprise and to avert subsequent interviews with agency personnel with opposing opinions or discrediting viewpoints.

(b) The news center should be made available for interview with authorities unless it is a distinctly hostile representative. Joint news conferences with federal, state or local authorities should be considered.

1190 Dealing With Special Interest Groups

(a) In a significant or major event, real or imagined impacts to special interest groups are likely. These groups of citizens can be informed groups of residents in an area, boat owners in a marina, fishermen or others who consider that they have been individually or collectively impacted by the incident.

(b) Other vocal and highly organized groups of environmentalists, anti-growth advocates, wildlife protection and anti-oil industry organizations may become involved. Their participation may include active picketing, crashing news conferences, participating in critical news interviews, or other activities that will produce negative news coverage.

(c) It is important that STC identify these groups, if possible before their reaction, and meet with them to hear and address their concerns. Although it will probably not be possible to prevent all negative press, some groups will be less vocal if they have been truthfully informed, and feel that STC is addressing their grievances. Also, positive press can be achieved when it is announced that STC has met with the critical groups(s), and is addressing the issues and their concerns (or at least indicates a willingness to meet with the group(s) for that purpose.)

(d) If extremely hostile and militant groups surface and appear likely to interfere with STC activities, security measures may be required to restrict attendance and/or interference. Local law enforcement agencies may be requested to provide assistance or private security personnel may be employed. Any observed indications of such activities should be reported immediately to the Security Coordinator.

Media Contact List

Newspaper

Location	Name	Phone No.
Casper, WY	Casper Star Tribune	307-266-0500
Wheatland, WY	Platte County Record Times	307-322-2268
Cheyenne, WY	Wyoming Eagle	307-634-3361
Laramie, WY	Laramie Boomerang	307-742-2176
Rawlins, WY	Daily Times	307-324-3411
Riverton, WY	Riverton Ranger	307-856-2244
Ft. Collins, CO	Coloradoan Newspaper	970-224-7755
Loveland, CO	Loveland Reporter-Herald	970-669-5050
Denver, CO	The Rocky Mountain News	303-954-5000

Radio

Location	Name	Phone No.
Laramie, WY	Wyoming Public Radio	307-766-4240
Casper, WY	KTWO	307-266-5252
Wheatland, WY	KYCN	307-322-5926
Cheyenne, WY	KFBC	307-634-4462
Laramie, WY	KHAT	307-745-5208
Laramie, WY	KOWB	307-745-4888
Ft. Collins, CO	KCOL	970-461-2560
Denver, CO	KHOW	303-713-8000
Denver, CO	KOA	303-713-8000

Television

Location	Name	Phone No.
Casper, WY	KTWO	307-237-3711
Cheyenne, WY	KGWN	307-634-7755
Denver, CO	KMGH	303-832-0177
Denver, CO	KCNC	303-830-6464
Denver, CO	KUSA	303-871-1499

Newspaper

Location	Name	Phone No.
Kansas City, MO	Kansas City Star	816-234-4144
Lee's Summit, MO	Lee's Summit Journal	816-524-2345
Richmond, MO	Richmond Daily News	816-776-5454
Carrollton, MO	Carrollton Democrat	660-542-0881
Moberly, MO	Moberly Monitor-Index	660-263-4123
Mexico, MO	Mexico Ledger	573-581-1111
Macon, MO	Macon Daily Chronicle-Herald	660-385-3121
Marceline, MO	Marceline Press	660-376-3508
Ft. Madison, IA	The Daily Democrat	319-372-6421

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Radio

Location	Name	Phone No.
Chanute, KS	KKOY	316-431-3700
Kansas City, MO	WHB	660-542-0404
Kansas City, MO	WDAF	913-576-7000
Carrollton, MO	KAOL & KMZU	660-542-0404
Moberly, MO	KWIX & KRES	660-385-2929
Mexico, MO	KXEQ	573-581-2340
Mexico, MO	KWWR	573-581-5500
Kirksville, MO	KRXL	660-665-9828
Ft. Madison, IA	KBKB	319-372-1241

Television

Location	Name	Phone No.
Kansas City, KS	KCTV	913-677-5555
Kansas City, MO	KMBC	816-221-9999
Kansas City, MO	KSHB	816-932-4141
Kansas City, MO	WDAF	816-753-4567
Columbia, MO	KOMU	573-882-8888
Columbia, MO	KMIZ	573-449-1700
Kirksville, MO	KTVO	660-627-3333
Keokuk, IA	KHQA	319-524-8218

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Figure 1100-1 Media Contact Report

INCIDENT:	Time _____ By _____
------------------	---------------------

MEDIA ORGANIZATION:	Time of Contact	Key Questions:
REPORTER:		
Phone:	Reply Deadline:	Response:
Spokesperson:		Follow-up:

MEDIA ORGANIZATION:	Time of Contact	Key Questions:
REPORTER:		
Phone:	Reply Deadline:	Response:
Spokesperson:		Follow-up:

MEDIA ORGANIZATION:	Time of Contact	Key Questions:
REPORTER:		
Phone:	Reply Deadline:	Response:
Spokesperson:		Follow-up:

MEDIA ORGANIZATION:	Time of Contact	Key Questions:
REPORTER:		
Phone:	Reply Deadline:	Response:
Spokesperson:		Follow-up:

12/19/2013

11

This document supersedes all previous versions. When using printed procedures, you should verify it is the most current version posted on the Sinclair Intranet

SINCLAIR TRANSPORTATION COMPANY



SECTION 200

INCIDENT NOTIFICATION PROCEDURES

200 Incident Notification Procedure

200.1 Scope and Purpose

This section describes the policies and procedures used to receive notice of emergencies, determine what level of reporting and report incidents. For the purpose of this procedure an incident is defined as a failure in a pipeline system in which there is a release of a hazardous liquid resulting in any of the following:

- Fire or explosion not intentionally set by Sinclair
- Death of any person
- Personal injury necessitating hospitalization
- Release of five (5) gallons or more of a hazardous liquid

210 Receipt of Emergency Notices

(a) Most reports of pipeline incidents will be received by the Control Center. However, notice of emergencies may be received by a variety of Sinclair personnel, the public and public authorities.

(b) Any company or contract employee who observes or discovers an incident or conditions within the pipeline system, which may affect the operation and integrity of the pipeline, will immediately notify the Control Center of the incident or condition.

**The Sinclair Control Center is staffed 24 hours a day
The telephone number is 800-321-3994 and 307-324-2636**

(c) Initial information regarding an incident is critical. Leak/spill reports are often received from an outsider who is not familiar with pipeline terminology. The report is often vague when describing the leak location. It is extremely important that you question the reporter thoroughly to obtain as much information as possible. Try to determine the location with respect to a known landmark. Answers to some questions may be unknown by the person reporting the incident, but it is important to gather as much information as possible regarding the nature of the leak/spill and the conditions at the leak/spill site. One of the most important pieces of information to obtain is a call back number.

(d) A form that may be used for receiving essential information is shown in Form 201-1 – Pipeline Leak/Spill Data or Form 201-2 Pipeline Fire/Explosion/Accident Involving Injury Data. All incident reporting forms are located in the ERMM Forms Appendix.

(e) When an incident is reported, a written log should be maintained by the Control Center (CC) for recording the occurrence of key events. This will facilitate post-incident review and preparation of reports. See Form 201-4 for a sample form that may be used to record incident events.

220 Initial Response to Emergency Notices

13 | (a) Using information from the Pipeline Leak/Spill Data Form 201-1 or Pipeline Fire/Explosion/Accident Involving Injury Form 201-2 and Figure 201-3, the CC will determine the appropriate immediate response.

(b) See Figure 201-3 for a flow chart that will aid in this decision process and shows the response procedures that should be followed. In all cases, a notice of a release from a hazardous liquid pipeline system requires immediate shutdown of that pipeline system.

13 | (c) For a fire, explosion or an accident involving personnel injury, notify the appropriate response agency such as police, fire, or ambulance. Refer to telephone list in the front pocket for a listing of emergency responder telephone numbers. Before making the call to an emergency responder, complete the form shown in Form 201-5 or 201-6 depending on the type of incident. A call to a responding agency should include, at a minimum, the following information:

- Name of the STC Control Center Controller and telephone number
- Nature of incident being reported
- Type of help requested of the responder
- Approximate arrival time of Sinclair's responding personnel if not already on the scene
- Identity of other responders notified
- Other information which may assist the responder

(d) If the person reporting the incident has made a call to local emergency responders, make a verification call.

(e) Request the local emergency responder keep you advised as to actions taken locally so that responding pipeline personnel may be kept current and know what to expect when they arrive on the scene.

230 Incident Reporting

230.1 Sinclair Internal Reporting

(a) A telephone report shall be made promptly to the qualified individual (QI) for the response zone, typically, area operators are the designated QI's for their area of responsibility.

(b) Contact the District Manager, Operations Supervisor, and Maintenance Supervisor. Additional internal notifications shall be made, as necessary, by STC management including notification of Vice President Transportation.

(c) A STC Break and Leak Report (See Form 201-8) will be completed for spills which meet the following criteria:

- All spills to water
- Any spill of five (5) gallons or more regardless of whether it is confined to company property or ROW or is as a result of pipeline maintenance activity
- Any spill reported to a government agency

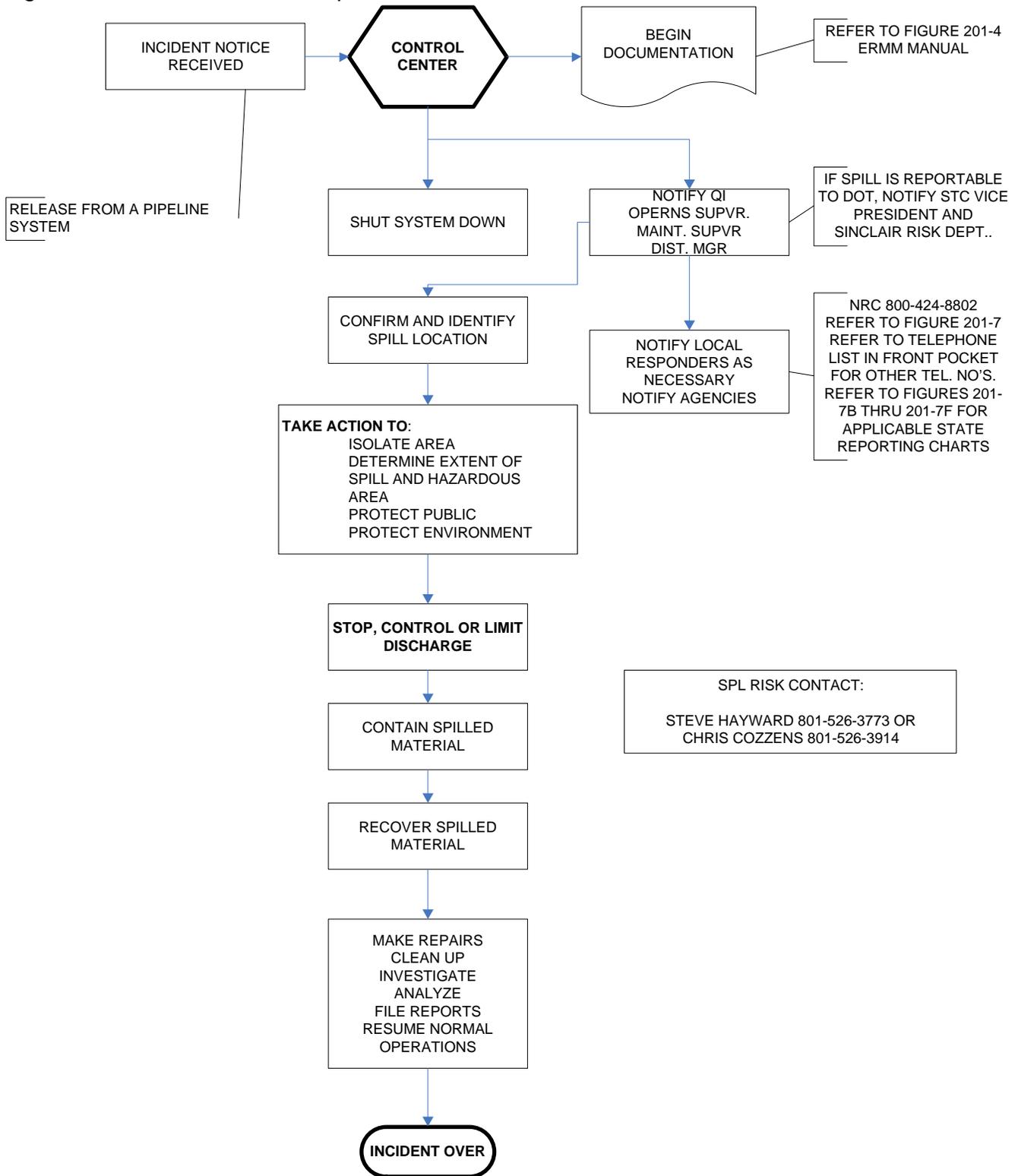
230.2 PHMSA Accident Reporting

(a) An accident report is required for each failure in a pipeline system in which there is a release of the hazardous liquid transported resulting in any of the following:

- Explosion or fire not intentionally set by STC.
- Release of 5 gallons or more of hazardous liquid, except that no report is required for a release of less than 5 barrels resulting from a pipeline maintenance activity if the release is:
 - Not otherwise reportable under this section;
 - Not one to any body of water;
 - Confined to company property or pipeline right-of-way; and
 - Cleaned up promptly;
- Death of any person;
- Personal injury necessitating hospitalization;
- 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.

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Figure 201-3 STC Incident Response Plan



230.2.1 PHMSA Telephonic Reporting

(a) At the earliest practicable moment, but not more than 2 hours, following discovery of a release of the hazardous liquid transported resulting in an event described in Section 230.2. STC shall telephonically report or electronically report at <http://www.nrc.uscg.mil> the event to the National Response Center (NRC) if the release;

- Caused a death or a personal injury requiring hospitalization;
- Resulted in either a fire or explosion not intentionally set by STC;
- Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to STC property or others, or both, exceeding \$50,000;
- Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or
- If, in Sinclair's judgment, the incident was significant even though it did not meet the criteria of any other paragraph of this section.

(b) The telephonic report to NRC is made to 800-424-8802 and must include the following information:

- Name and address and identification number (15156) of STC.
- Name and telephone number of the reporter.
- The location of the failure.
- The time of the failure.
- The fatalities and personal injuries, if any.
- Initial estimate of amount of product released. See Section 630 and 631.
- All other significant facts known that are relevant to the cause of the failure or extent of the damages.

(c) Refer to Figure 201-7 for the flow diagram of the Federal Telephonic Reporting Requirements.

(d) An additional telephonic report to NRC should be made if significant new information becomes available during the emergency response phase of a reported event at the earliest practicable moment after such additional information becomes known.

230.2.2 PHMSA Written Reporting

(a) An accident that is required to be reported under Section 230.2 shall as soon as practicable, but not later than 30 days after discovery of the accident, prepare and file an accident report on DOT Form 7000-1. Refer to Figure 201-7G for the flow diagram of the Federal Written Reporting Requirements.

13

(b) Whenever STC receives any changes in the information reported or additions to the original report on DOT Form 7000-1, it shall file a supplemental report within 30 days (See Section 230.4). Refer to Form 201-9 for a copy of the DOT Form 7000-1 and Section 240 for instructions for completing DOT Form 7000-1.

(c) If the Department of Transportation investigates an accident, STC shall make available to the representative of the Department all records and information that in any way pertain to the accident and shall afford all reasonable assistance in the investigation of the accident.

13

(d) Federal DOT 7000-1 forms shall submitted online using the Online Data Entry at: <http://www.phmsa.dot.gov/resources/e-forms>. Submissions require the operator ID number and a password. Sinclair’s operator ID number is 15156. Contact the Regulatory Compliance Office to obtain the latest password.

230.3 State Agency Accident Reporting

(a) A spill to waters of any state should be reported to that state immediately. Refer to the telephone numbers for each state in Figure 201-7B thru 201-7F and the telephone list.

(b) Different states have different telephonic reporting requirements for spills to land and other types of incidents. Refer to Figures 201-7 B thru 201-7F for state reporting requirements.

13

(c) When reporting a pipeline leak/spill to a local or state agency by telephone, complete the form “Information for Telephonic Reporting” Form 201-5 prior to the call. This will aid in the transfer of facts to the agency.

13

(d) When reporting a pipeline fire, explosion, or pipeline accident involving injury to personnel to a local or state agency by telephone, complete the form “Information for Telephonic Reporting of Pipeline Incidents” Form 201-6 prior to the call. This will aid in the transfer of facts to the agency.

13

230.4 Supplemental Accident Reports (PHMSA F 7000-1 12-2012)

(a) A supplemental report should be used to report any information relative to an incident that was not reported on the initial report. An example would be to

update damage costs. All relevant costs must be included in the estimated property damage total. This includes but is not limited to:

Property damage (both operator and others)
Cost of commodity/product not recovered
Cost of facility repair/replacement
Right-of-way cleanup
Environmental clean-up
Environmental damage

(b) Facility repair, replacement or change that is not related to the incident but is done by the operator as a matter of convenience, i.e., to take advantage of access to facilities unearthed because of the incident should not be included.

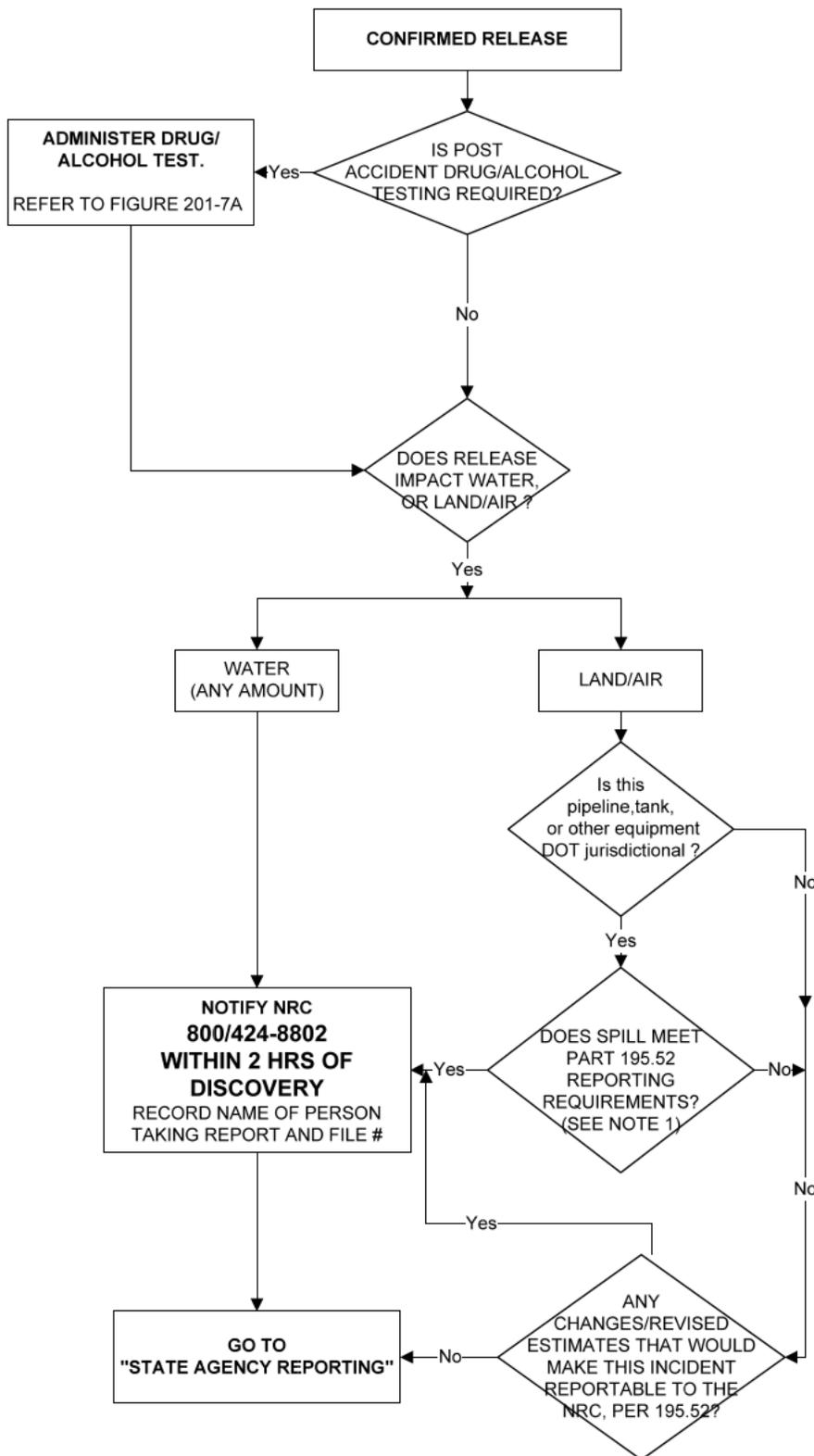
(c) The form to be used for a supplemental report is the same form used for making the initial report.

(d) A supplemental report must be made within 30 days of any changes in the information reported or additions to the original report. The District Manager or designee is responsible for filing supplemental reports.

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Sinclair Transportation Company – Emergency Response & Management Manual

Figure 201-7 Federal Telephonic Reporting Requirements

**NOTE 1:****DOT TELEPHONIC REPORTING REQUIREMENTS PART 195.52**

1. CAUSED A DEATH OR PERSONAL INJURY REQUIRING HOSPITALIZATION.
2. RESULTED IN A FIRE OR EXPLOSION NOT INTENTIONALLY SET BY THE OPERATOR.
3. CAUSED ESTIMATED PROPERTY DAMAGE INCLUDING COST OF CLEAN-UP AND RECOVERY, VALUE OF LOST PRODUCT, AND DAMAGE TO THE PROPERTY OF THE OPERATOR OR OTHERS, OR BOTH EXCEEDING \$50,000;
4. RESULTED IN POLLUTION OF ANY STREAM, RIVER, LAKE RESERVOIR OR OTHER SIMILAR BODY OF WATER THAT VIOLATED APPLICABLE WATER QUALITY STANDARDS OR CAUSED A DISCOLORATION OF THE SURFACE OF THE WATER OR UPON ADJOINING SHORELINES; OR
5. WAS OTHERWISE SIGNIFICANT IN THE OPERATORS JUDGEMENT EVEN THOUGH IT DID NOT MEET THE CRITERIA OF ANY OTHER PART OF 195.

TELEPHONIC REPORT MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME, ADDRESS & ID NUMBER (15156) OF THE OPERATOR.
- (2) NAME AND TELEPHONE NUMBER OF THE REPORTER.
- (3) THE LOCATION OF THE FAILURE.
- (4) THE TIME OF THE FAILURE.
- (5) THE FATALITIES AND PERSONAL INJURIES, IF ANY.
- (6) INITIAL ESTIMATE OF AMOUNT OF PRODUCT
- (7) ALL OTHER SIGNIFICANT FACTS KNOWN BY THE OPERATOR THAT ARE RELEVANT TO THE CAUSE OF THE FAILURE OR EXTENT OF THE DAMAGES.

12/16/2013

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This document supersedes all previous versions. When using printed procedures, you should verify it is the most current version posted on the Sinclair Intranet

Sinclair Transportation Company – Emergency Response & Management Manual

Figure 201-7 A Post Accident Drug and Alcohol Testing

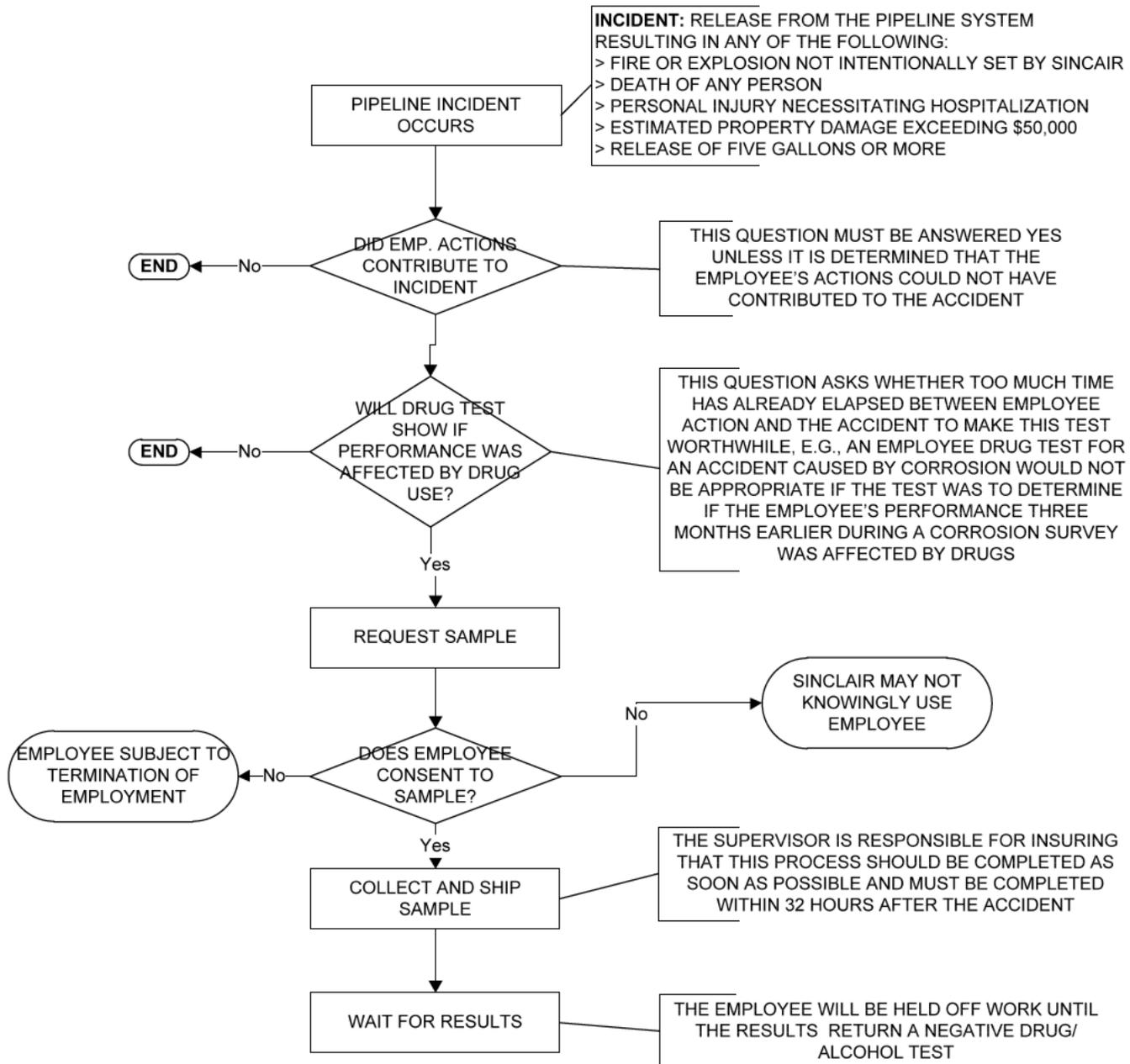


Figure 201-7B Wyoming Reporting Requirements

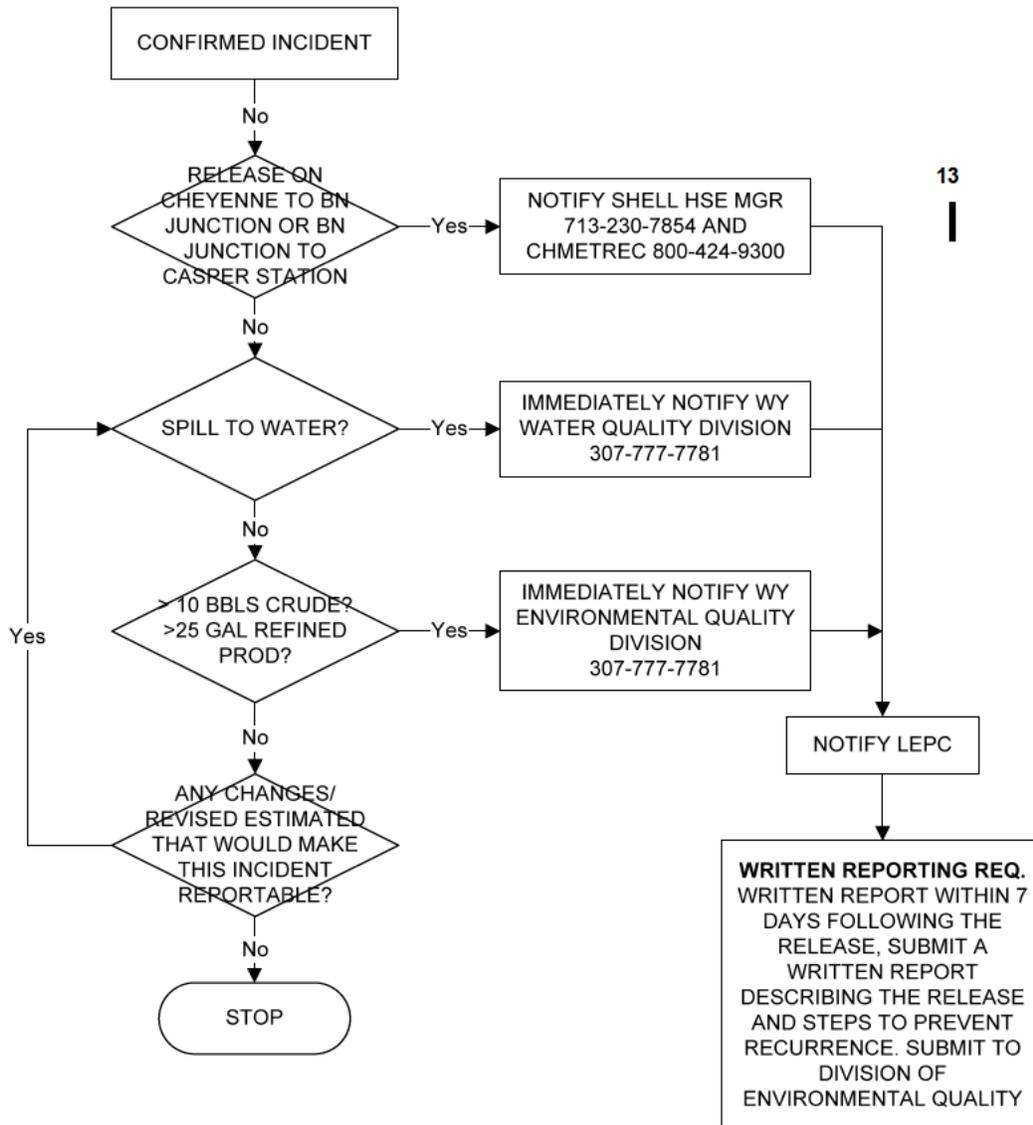
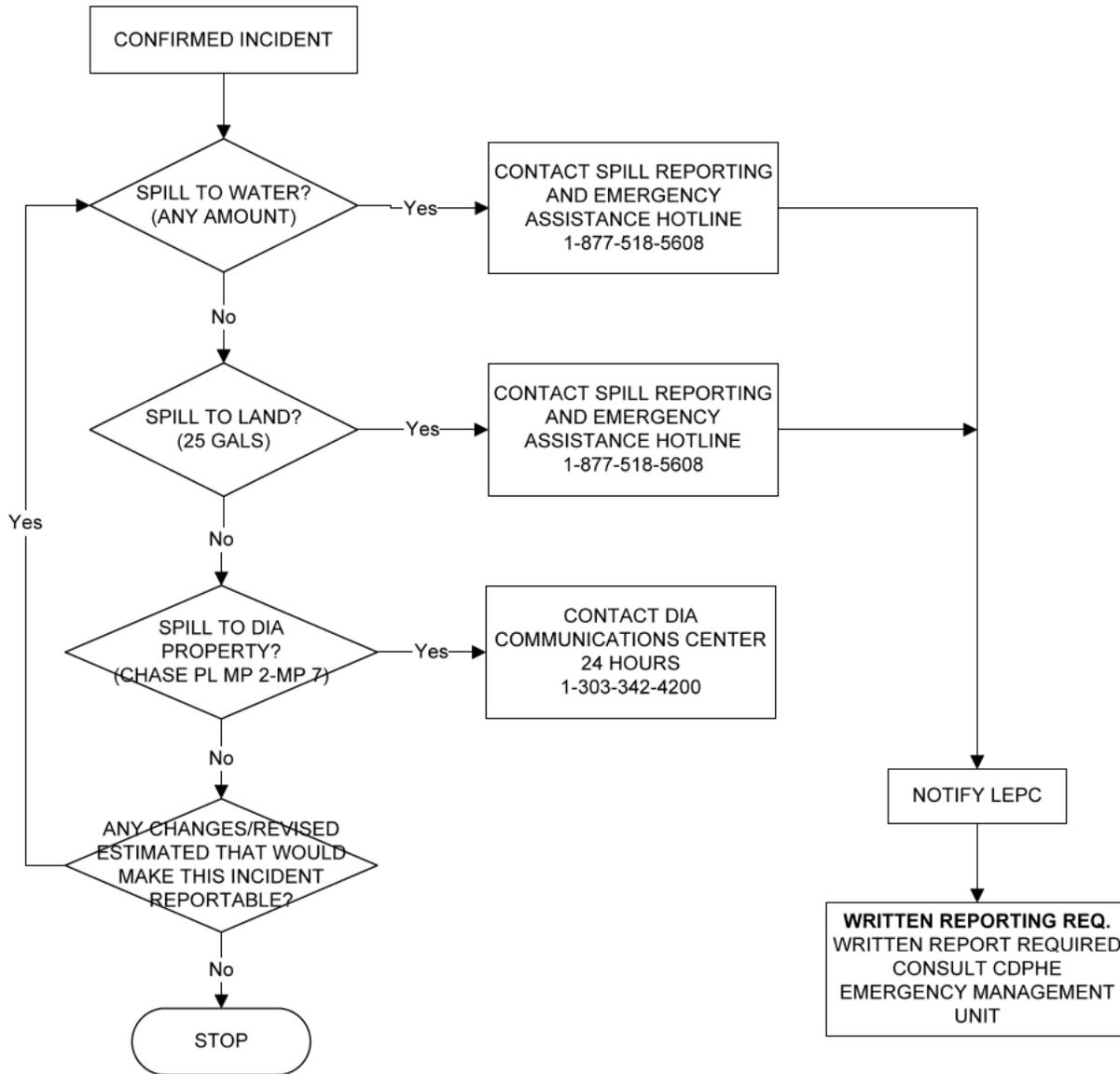


Figure 201-7C Colorado Reporting Requirements



COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT
 4300 CHERRY CREEK DRIVE SOUTH
 DENVER, CO 80222-1530

Figure 201-7 D Iowa Reporting Requirements

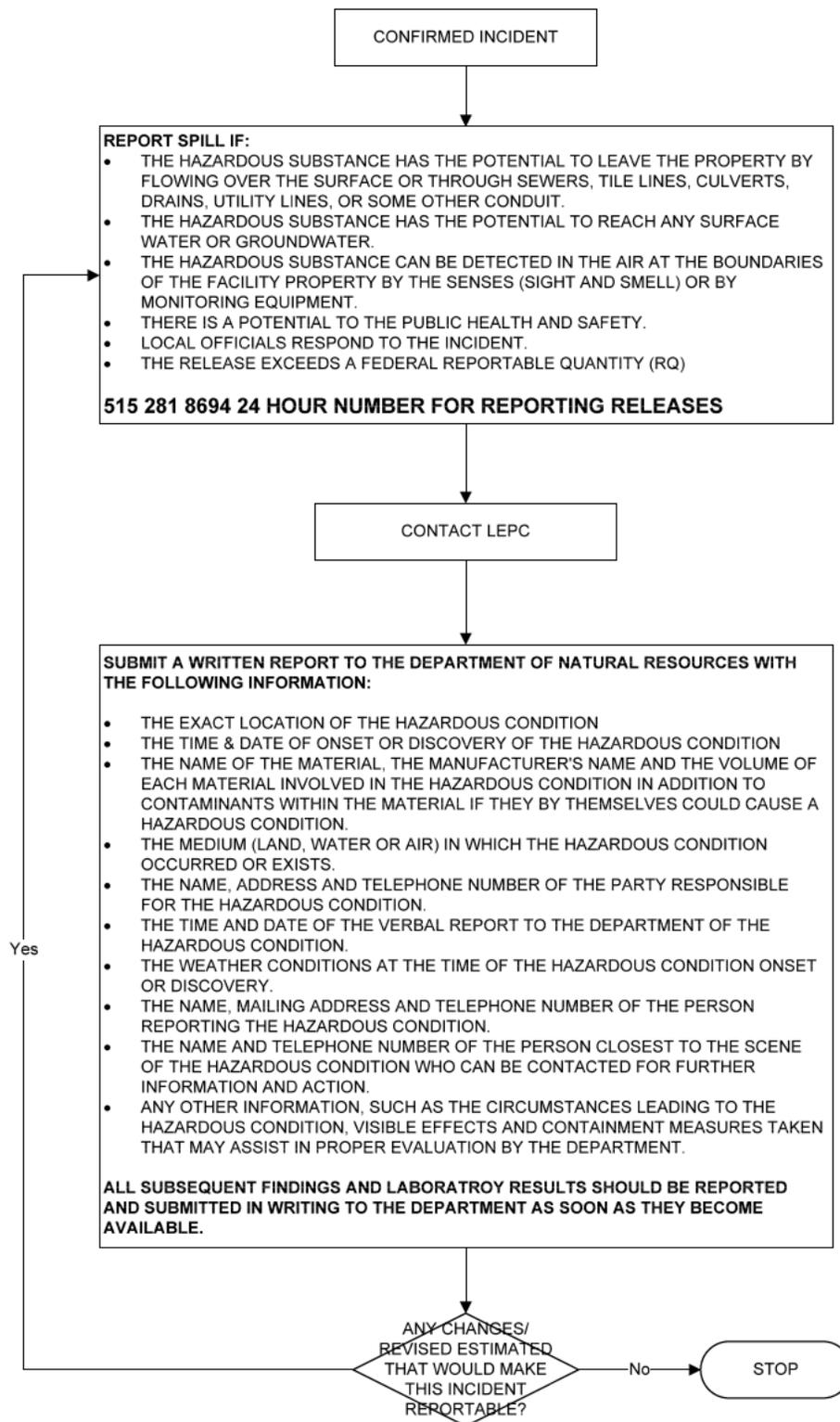


Figure 201-7 E Missouri Reporting Requirements

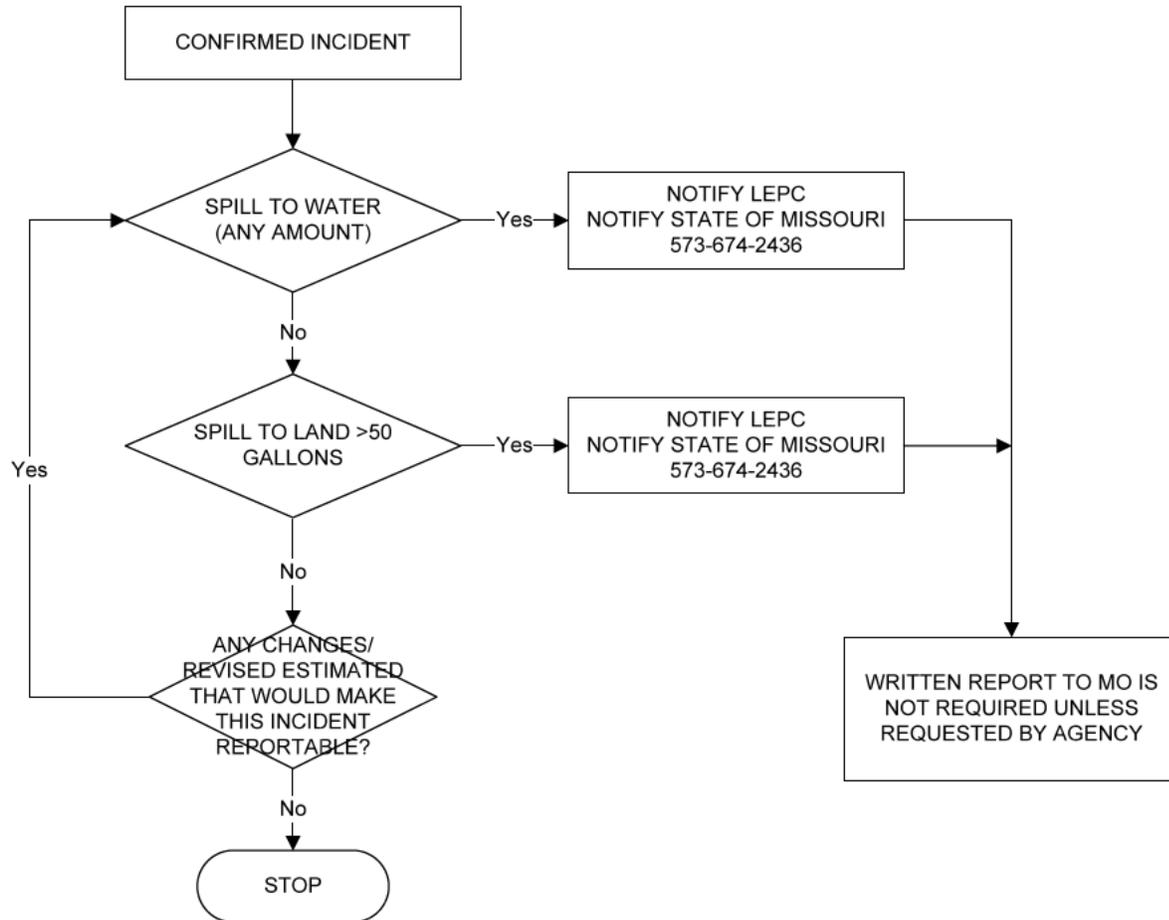
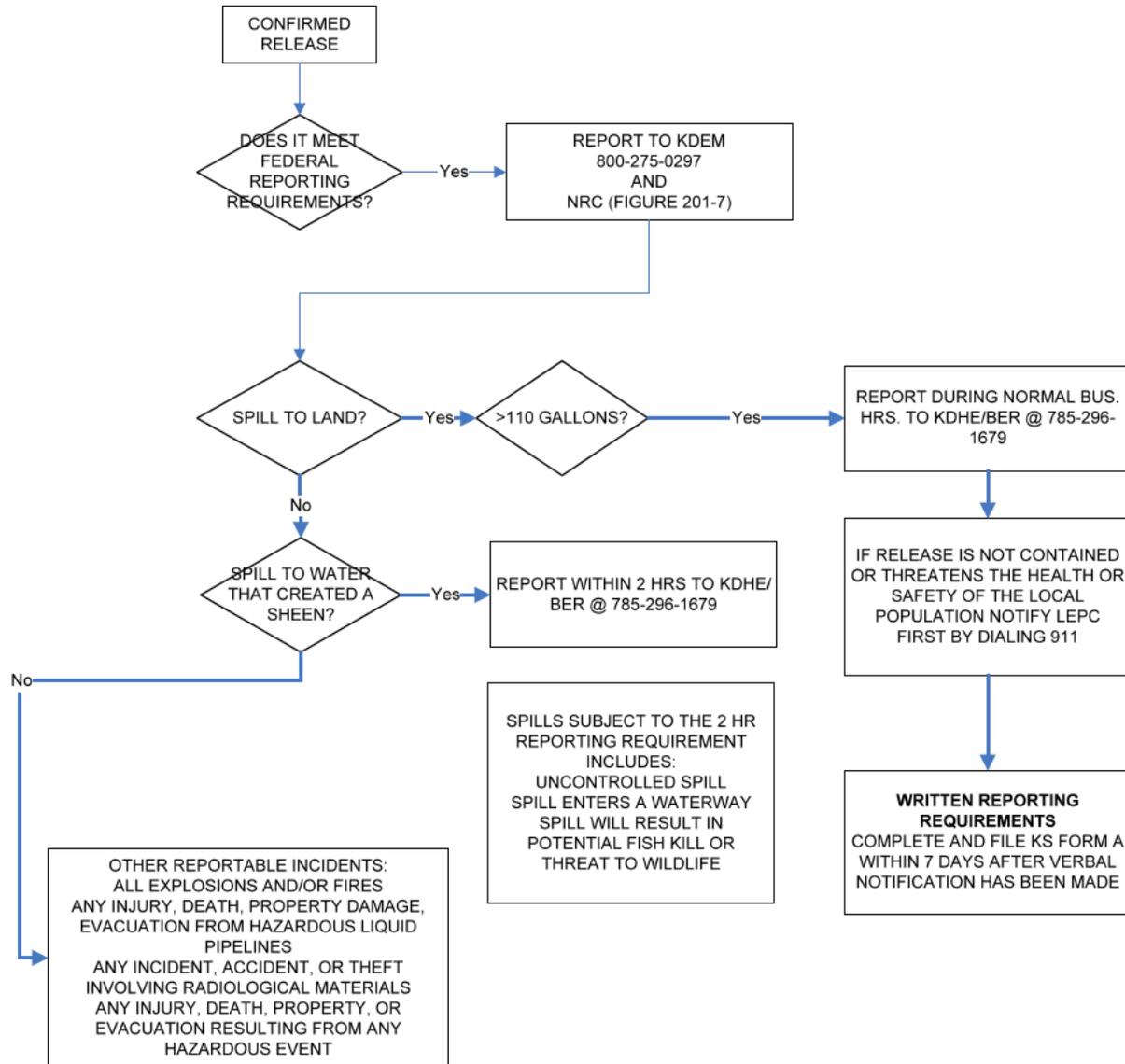
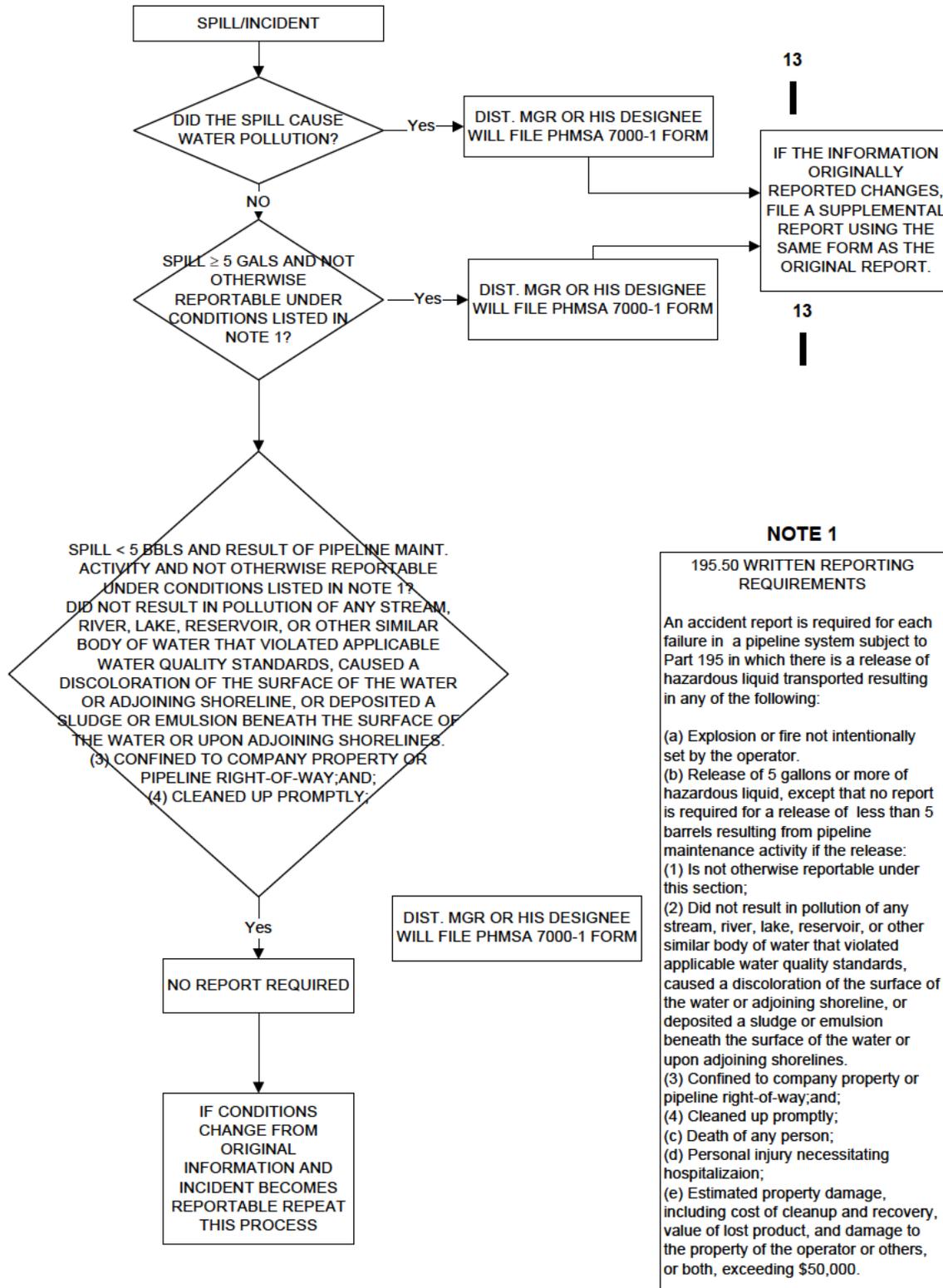


Figure 201-7 F Kansas Reporting Requirements



[KS Form A Revised 06-09-10\[1\].pdf](#)

Figure 201-7G Federal Written Reporting Requirements



240 Instructions for Form PHMSA F 7000-1 (12-2012)

Refer to Form 201-9 PHMSA F 7000-1 'Accident Report-Hazardous Liquid Pipeline'. The report should be completed fully and accurately based on the information available to the operator at the time the report is filed.

*INSTRUCTIONS FOR FORM PHMSA F 7000-1 (Rev. 01-2010)
ACCIDENT REPORT - HAZARDOUS LIQUID PIPELINE SYSTEMS
Revised (11/2010)*

GENERAL INSTRUCTIONS

Each hazardous liquid pipeline operator shall file a written report for an accident that meets the criteria in 49 CFR §195.50 as soon as practicable but not more than 30 days after discovery of the accident, using the appropriate form. Hazardous liquid releases during maintenance activities need not be reported if the spill was less than 5 barrels, not otherwise reportable under 49 CFR §195.50, did not result in water pollution as described by 49 CFR §195.52(a)(4), was confined to company property or pipeline right-of-way, and was cleaned up promptly. Any spill of 5 gallons or more to water shall be reported.

If you need copies of the Form PHMSA F 7000-1 and/or instructions they can be found on the Pipeline Safety Community main page, <http://phmsa.dot.gov/pipeline>, by clicking the Library hyperlink and then the Forms hyperlink under the "Mini Menu" on the right of the web page. The applicable forms are listed in the section titled Accidents/Incidents/Annual Reporting Forms. If you have questions about this report or these instructions, please call (202) 366-8075. Please type or print all entries when submitting forms by mail or Fax.

195.50 Reporting accidents.

An accident report is required for each failure in a pipeline system subject to this part in which there is a release of the hazardous liquid or carbon dioxide transported resulting in any of the following:

- (a) Explosion or fire not intentionally set by the operator.
- (b) Release of 5 gallons (19 liters) or more of hazardous liquid or carbon dioxide, except that no report is required for a release of less than 5 barrels (0.8 cubic meters) resulting from a pipeline maintenance activity if the release is:
 - (1) Not otherwise reportable under this section;
 - (2) Not one described in §195.52(a)(4);
 - (3) Confined to company property or pipeline right-of-way; and
 - (4) Cleaned up promptly;
- (c) Death of any person;
- (d) Personal injury necessitating hospitalization;

- (e) 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.

195.52 Telephonic Notice of Certain Accidents.

(a) At the earliest practicable moment following discovery of a release of the hazardous liquid or carbon dioxide transported resulting in an event described in §195.50, the operator of the system shall give notice, in accordance with paragraph (b) of this section, of any failure that:

- (1) Caused a death or a personal injury requiring hospitalization;
- (2) Resulted in either a fire or explosion not intentionally set by the operator;
- (3) Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;
- (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; or
- (5) In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

(b) Reports made under paragraph (a) of this section are made by telephone to 800-424-8802 (for those without 800 access: 202-267-2675) and must include the following information:

- (1) Name and address of the operator.
- (2) Name and telephone number of the reporter.
- (3) The location of the failure.
- (4) The time of the failure.
- (5) The fatalities and personal injuries, if any.
- (6) All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

Telephonic reports are assigned an NRC number, which operators should note. When applicable, National Response Center call information must be reported in Question 6 of the Form PHMSA F 7000-1.

195.54 Accident reports.

(a) Each operator that experiences an accident that is required to be reported under §195.50 shall as soon as practicable, but not later than 30 days after

discovery of the accident, prepare and file an accident report on DOT Form 7000–1, or a facsimile.

(b) Whenever an operator receives any changes in the information reported or additions to the original report on DOT Form 7000–1, it shall file a supplemental report within 30 days.

REPORTING METHODS

Use one of the following methods to submit your report. We strongly encourage online reporting over hardcopy submissions. If you prefer, you can mail or fax your completed reports to DOT/PHMSA.

1. Online

a. Navigate to the new **Electronic Incident Accident (EIA) System** at the following URL <http://pipelineonlinereporting.phmsa.dot.gov/>.

b. Enter Operator ID and PIN (*the name that appears is the operator name assigned to the operator ID and PIN and is automatically populated by our database and cannot be changed by the operator at the time of filing*).

c. Under “**Create Reports**” on the left side of the screen, select the type of report you would like to create (i.e., gas transmission or gas distribution incident, or hazardous liquid accident) and proceed with entering your data. **Note:** *Data fields marked with a single asterisk are considered required fields that must be completed before the system will accept your initial filing.*

d. Click “**Submit**” when finished with your filing to have your report uploaded to our database; or click “**Save**” which doesn’t submit the report to PHMSA but stores it in a draft status to allow you to come back to complete your filing at a later time. **Note:** *The “Save” feature will allow you to start a report and save a draft of it which you can print out to gather additional information and then come back to accurately complete your data entry before submitting it to PHMSA.*

e. Once you hit [Submit], the system will return you to the initial view of the screen that lists your [Saved Incident/Accident Reports] in the top portion of the screen and your [Submitted Incident/Accident Reports] in the bottom portion of the screen. **Note:** *To confirm that your report was successfully submitted to PHMSA, look for it in the bottom portion of the screen where you can also view a PDF of what you submitted.*

Note: Supplemental Report Filing – follow steps 1.a and 1.b above and then select a report from the [Submitted Incident/Accident Reports] lists as described in step 1.e. The report will default to supplemental and pre-populate data fields with data you previously submitted. At this point, you can amend your data and re-submit the report to PHMSA.

If you submit your report online, PLEASE DO NOT MAIL OR FAX the completed report to DOT as this may result in duplicate entries.

2. Mail to:

DOT/PHMSA Office of Pipeline Safety
Information Resources Manager,
1200 New Jersey Ave., SE
East Building, 2nd Floor, (PHP-20)
Room Number E22-321
Washington, DC 20590

3. Fax to: Information Resources Manager at (202) 366-4566.

30-DAY WRITTEN REPORT RETRACTION

An operator who submits a 30-day written report for an accident and upon subsequent investigation determines the accident did not meet the criteria in 49 CFR 195.50 should request to have the report retracted. Requests to retract a 30-day written report should be submitted on operator letterhead and mailed or faxed to the Information Resources Manager at the address/fax number above. Letters to request retraction may also be submitted as email attachments to InformationResourcesManager@dot.gov. Requests should include the following information:

- a: The Report ID, the unique 8-digit identifier assigned by PHMSA,
- b: Operator name,
- c: PHMSA-issued operator ID number,
- d: Date of the accident,
- e: Location of the accident (e.g., for onshore accidents: city, county, state), and
- f: A brief statement as to why the 30-day written report should be retracted.

SPECIAL INSTRUCTIONS

1. Certain data fields must be completed before an Original Report will be accepted. The data fields that must be completed for an Original Report to be accepted are indicated on the form by a single asterisk (*). If filing a hardcopy of this report, the report will not be accepted by PHMSA unless all of these fields have been completed. If filing on-line, your Original Report will not be able to be submitted until the required information has been provided, although your partially completed form can be saved on-line so that you can return at a later time to provide the missing information.
2. An entry should be made in each applicable space or check box, unless otherwise directed by the section instructions.
3. If the data is unavailable, enter “unknown” for text fields and leave numeric fields and fields using check boxes or “radio” buttons blank.

4. If possible, provide an **estimate** in lieu of answering a question with “unknown” or leaving the field blank. Estimates should be based on best-available information and reasonable effort.
5. For unknown or estimated data entries, the operator should file a supplemental report when additional information becomes available to finalize the report.
6. If the question is not applicable, please enter “N/A” for text fields and leave numeric fields and fields using check boxes or “radio” buttons blank.
7. For questions requiring numeric answers, all data fields should be filled in using zeroes when appropriate. When decimal points are required, **the decimal point should be placed in a separate block** in the data field.

Examples:

(Part C, item 3.a,) Nominal diameter of pipe (in): /0/0/2/4/ (24 inches)

/3/.5/ (3.5 inches)

(Part C, item 3.b), Wall thickness (in) /0/.3/1/2/ (0.312 inches)

(Part C, item 3.c), SMYS /0/5/2/,/0/0/0/ (52,000 psi)

8. If **OTHER** is checked for any answer to a question, please include an explanation or description on the line provided next to the item checked.
 9. Pay close attention to each question for the phrase: a. **(select all that apply)** b. **(select only one)** If the phrase does not exist for a given question, then “select only one” is the default instruction. “Select all that apply” means that you should choose all answers that are applicable. “Select only one” means that you should select the single, primary or most applicable answer. **DO NOT SELECT MORE ANSWERS THAN REQUESTED.**
 10. **Date format** = mm/dd/yy or for year = /yyyy/
 11. **Time format:** All times are reported as a 24-hour clock: **Time format**
- Examples:**
- a. (0000) = midnight = /0/0/0/0/ b. (0800) = 8:00 a.m. = /0/8/0/0/ c. (1200) = Noon = /1/2/0/0/ d. (1715) = 5:15 p.m. = /1/7/1/5/ e. (2200) = 10:00 p.m. = /2/2/0/0/
12. **Local time** always refers to time at the site of the accident.

SPECIFIC INSTRUCTIONS

PART A – GENERAL REPORT INFORMATION

Report Type: (select all that apply)

Check the appropriate report box or boxes to indicate the type of report being filed. Depending on the descriptions below, the following combinations of boxes may be selected:

- Original Report only
- Original Report plus Final Report
- Supplemental Report only
- Supplemental Report plus Final Report

Original Report

Select this type of report if this is the FIRST report filed for this accident.

If all of the information requested is known and provided at the time the initial report is filed, including final property damages and accident cause information, check the box for “Final Report” as well as the box for “Original Report,” indicating that no further information will be forthcoming.

 Supplemental Report

Select this type of report only if you have already filed an “Original Report” AND you are now providing new, updated, and/or corrected information. Multiple supplements are to be submitted as needed in order to provide new, updated, and/or corrected information as it becomes available. In cases where an incident results in long-term remediation, an operator may cease filing Supplemental Reports in the following situations and, instead, file a Final Report even when additional remediation costs and recovery of released commodity are still occurring:

1. When the incident response consists only of long-term remediation and/or monitoring which is being conducted under the auspices of an authorized governmental agency or entity.
2. When the estimated final costs and volume of commodity recovered can be predicted with a reasonable degree of certainty.
3. When the volume of commodity recovered over time is consistently decreasing to the point where an estimated total volume of commodity recovered can be predicted with a reasonable degree of accuracy.
4. When the operator can justify (and explain in the Part H – Narrative) that the continuation of Supplemental Report filings in the future will not provide any essential information which will be critically different than that contained in a Final Report filed currently.

In any of these cases, though, if the reported total volume of commodity released or other previously reported data other than “Estimated cost of Operator’s environmental remediation” or “Estimated volume of commodity recovered” is found to be inaccurate, a Supplemental Report is still required.

For Supplemental Reports filed by fax or mail, please check the **Supplemental Report** box, complete Part A, Items 1 through 6, and then enter information that has changed or is being added. Please do not enter previously submitted information that has not changed other than Items 1-6, which are needed to provide a way to identify previously filed reports.

For Supplemental Reports filed online, all data previously submitted will automatically populate in the form. Page through the form to make edits and additions where needed.

Operators are encouraged to file supplemental reports within one year in those instances where the supplemental report is used to update information from investigations that were still ongoing when the prior report was filed.

Final Report

Select this type of report if you are filing an “Original Report” for which no further information will be forthcoming (as described under “Original Report” above) or if you have already filed an “Original Report” AND you are now providing new, updated, and/or corrected information via a “Supplemental Report” AND you are reasonably certain that no further information will be forthcoming. (Note: If an Operator files one of the two types of “Final” Reports and then subsequently finds that new information needs to be provided, it should submit another “Supplemental Report” and select the appropriate box or boxes – “Supplemental + Final” (if appropriate) – for the newly submitted report and include an explanation in the PART H Narrative.)

Supplemental reports must be filed within 30 days following the Operator’s awareness of new, additional, or updated information. Failure to comply with these requirements can result in enforcement actions, including the assessment of civil penalties not to exceed \$100,000 for each violation for each day that such violation persists up to a maximum of \$1,000,000

Required Fields for Small Releases:

If the release is at least 5 gallons but is less than 5 barrels with no additional consequences (see below), complete only the fields indicated by light-grey shading. If the spill is to water as described in 49 CFR §195.52(a)(4) or is otherwise reportable under §195.50, then the entire Form F 7000-1 must be completed.

The entire form must be completed for any releases that

- Involve death or personal injury requiring hospitalization; or
- Involve fire or explosion; or
- Are 5 barrels or more; or
- Have property damage greater than \$50,000: or
- Result in pollution of a body of water.

If any of these events occurred, complete the entire Form F 7000-1.

In Part A, answer questions from 1 thru 18 by providing the requested information or by checking the appropriate box.

1. Operator’s OPS -Issued Operator Identification Number (OPID):

The Pipeline and Hazardous Materials Safety Administration (PHMSA) assigns the operator’s identification number. Most OPIDs are 5 digits. Older OPIDs may

contain fewer digits. If your OPID contains fewer than 5 digits, insert leading zeros to fill all blanks. Contact us at (202) 366-8075 if you need assistance with an identification number during our business hours of 8:30 AM to 5:00 PM Eastern Time.

2. Name of Operator

This is the company name used when registering for an Operator ID and PIN in the Online Data Entry System. For online entries, the Name of Operator should be automatically filled in based on the Operator Identification Number entered in question 1. If the name that appears does not coincide with the Operator ID, contact PHMSA at the number provided in Question 1.

3. Address of Operator

Enter the address of the operator's business office to which any correspondence related to the accident report should be sent.

4. Local time (24-hour clock) and date of the Accident.

For pipeline systems crossing multiple time zones, enter the time at the location of the accident.

See page 5 for examples of Date format and Time format expressed as a 24-hour clock

5. Location of Accident:

The latitude and longitude of the accident are to be reported as Decimal Degrees with a minimum of 5 decimal places (e.g. Lat: 38.89664 Long: -77.04327), using the NAD83 or WGS84 datum.

If you have coordinates in degrees/minutes or degrees/minutes/seconds use the formula below to convert to decimal degrees:

$$\text{degrees} + (\text{minutes}/60) + (\text{seconds}/3600) = \text{decimal degrees}$$

e.g. $38^{\circ} 53' 47.904'' = 38 + (53/60) + (47.904/3600) = 38.89664^{\circ}$

All locations in the United States will have a negative longitude coordinate, **which has already been printed on the form.**

If you cannot locate the accident with a GPS or some other means, the U.S. Census Bureau provides a tool for determining latitude and longitude, (<http://tiger.census.gov/cgi-bin/mapbrowse-tbl>). You can use the online tool to identify the geographic location of the accident. The tool displays the latitude and longitude in decimal degrees below the map. Any questions regarding the

required format, conversion or how to use the tool noted above can be directed to Amy Nelson (202.493.0591 or amy.nelson@dot.gov).

6. National Response Center (NRC) Report Number

Accidents meeting the criteria outlined in §195.52 are to be reported directly to the 24-hour National Response Center (NRC): at 1-800-424-8802 at the earliest practicable moment (generally within 2 hours). The number of that telephonic report is to be entered in Question 6.

7. Local time (24-hr clock) and date of initial telephonic report to the National Response Center:

Enter the time (local time at site of the accident) and date of the telephonic report of accident. The time should be shown by 24-hour clock notation (see page 5 for examples).

8. Commodity Released

Select only one primary description of the commodity and then, where applicable, the secondary description of the commodity, based on the predominant volume released. Only releases of transported commodities are reportable.

Crude Oil

Refined and/or Petroleum Product (non-HVL) which is a Liquid at Ambient Conditions

Refined and/or Petroleum Product includes gasoline, diesel, jet fuel, kerosene, fuel oils, or other refined or petroleum products which are a liquid at ambient conditions. They are flammable, toxic, or corrosive products obtained from distilling or processing of crude oil, unfinished oils, natural gas liquids, blend stocks, and other miscellaneous hydrocarbon compounds. For a non-HVL petrochemical feedstock, such as propylene, report as “other” and specify the name of the commodity (e.g., “propylene”) in the space provided.

HVL or Other Flammable or Toxic Fluid which is a Gas at Ambient Conditions

Highly Volatile Liquids (HVLs) are hazardous liquids or liquid mixtures which will form a vapor cloud when released to the atmosphere and have a vapor pressure exceeding 276 kPa at 37.8 C.

Other Flammable or Toxic Fluids are those defined under 49 CFR 173.120 Class 3—Definitions

Other flammable or toxic fluids which fall under this category include gases at ambient conditions, such as anhydrous ammonia (NH₃) and propane. For a petrochemical feedstock, such as ethane or ethylene, which is also classified as

a highly volatile liquid, report as “Other HVL” and specify the appropriate name (e.g., “ethane” or “ethylene”) in the space provided.

CO₂ (Carbon Dioxide)

Biofuel/Alternate Fuel (including ethanol blends)

Fuel Grade Ethanol is denatured ethanol before it has been mixed with a petroleum product or other hydrocarbon; sometimes also referred to as neat ethanol.

Ethanol Blend is ethanol plus a petroleum product such as gasoline. Such mixtures may be referred to as E10 or E85, for example, representing a 10% or 85% blend respectively. In the space provided, specify the percentage of ethanol in the mixture. Blends greater than 95% ethanol should be reported as Fuel Grade Ethanol.

Biodiesel is a diesel liquid distilled from biological feedstocks vs. crude oil. Biodiesel is typically shipped as a blend mixed with a petroleum product. Report the percentage biodiesel in the blend as shown. For pure biodiesel, report 100.

9. Estimated volume of commodity released unintentionally:

An estimate of the volume released may be based on a variety and/or combination of inputs, including

- calculations made by hydraulic engineers
- volume added to the pipeline segment to repack the line when the line is placed back in service
- measured volume of free phase commodity recovered, with allowances for commodity that is not recovered.
- volume calculated to be absorbed by soil or water
- volume calculated to have been lost to evaporation (e.g., for gasoline spills)

Report all estimated volumes in BARRELS. Barrel means a unit of measurement equal to 42 U.S. standard gallons. The table below converts gallons to barrels.

If
estimated
volume is

Report

If
estimated
volume is

Report

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

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



10. Estimated volume of intentional and/or controlled release/blowdown:

Estimate the amount of commodity that was released during any intentional release or controlled blowdown conducted as part of responding to or recovering from the incident. Intentional and controlled blowdown implies a level of control of the site and situation by the Operator such that the area and the public are protected during the controlled release.

11. Estimated volume of commodity recovered:

Recovered means the commodity is no longer in the environment. The commodity could have been removed by: absorbent pads or similar mechanisms; transferring to temporary storage such as a vacuum truck, a frac tank, or similar vessel; soil removal; bio-remediation; or other similar means of removal or recovery. The volume can be estimated based on a variety or combination of the measurement of free phase commodity recovered, the amount calculated to be absorbed by soil or water that was removed from the environment, measurement of oil extracted from absorbent pads, etc. For special considerations related to long-term remediation, see the instructions accompanying Supplemental Report under Part A – General Report Information.

Report all estimated volumes in BARRELS. See conversion table above to convert from gallons to barrels.

12. Were there fatalities?

If a person dies at the time of the accident or within 30 days of the initial accident date due to injuries sustained as a result of the accident, report as a fatality. If a person dies subsequent to an injury more than 30 days past the accident date, report as an injury. This aligns with the Department of Transportation's general guidelines for all modes for reporting deaths and injuries.

Contractor employees working for the operator means people hired to work for or on behalf of the operator of the pipeline.

Non-operator emergency responders means people responding to render professional aid at the accident scene including on-duty fire fighters, rescue

workers, EMTs, police officers, etc. “Good Samaritans” that stop to assist should be reported as “General public.”

Workers Working on the Right of Way, but NOT Associated with this Operator means people authorized to work in or near the right-of-way, but not hired by or working on behalf of the operator of the pipeline. This includes all work conducted within the right of way including work associated with other underground facilities sharing the right of way, building/road construction in or across the right of way, or farming. This category most often includes employees of other pipelines or underground facilities operators, or their contractors, working in or near a shared right-of-way. Workers performing work near, but not on, the right of way and who are affected should be reported as general public.

13. Were there injuries requiring inpatient hospitalization?

Injuries requiring inpatient hospitalization mean injuries sustained as a result of the accident which require both hospital admission *and* at least one overnight stay.

14. Was the pipeline/facility shut down due to the Accident?

Report any shutdowns that occur as a result of the accident (including but not limited to those required for damage assessment, repair, and clean-up). Instances in which an accident was caused by a release that did not involve damage to the pipeline (e.g., incorrect operations) and in which no need for repairs resulted need not be reported as being shutdown, even though the pipeline may have been shutdown as a precautionary measure to inspect for damages.

If No is selected, explain the reason that no shutdown was needed in the blank provided.

If Yes is selected, complete questions 14.a and 14.b.

14.a. Local time (24hr clock) and date of shutdown

For pipeline systems crossing multiple time zones, enter the time at the location of the accident.

14.b. Local time pipeline/facility restarted

Report the time the pipeline/facility was restarted (if applicable). If the pipeline or facility has not been restarted at the time of reporting, check “Still shut down” and then include the restart time in a future Supplemental Report.

15. Did the Commodity Ignite?

Ignite means the commodity caught fire.

16. Did the Commodity Explode?

Explode means the release of the transported commodity resulted in a sudden and violent release of energy, whether accompanied by a fire involving the released commodity or not.

17. Number of General Public Evacuated:

The number of people evacuated should be estimated based on operator knowledge, or police, fire or other emergency responder reports or estimates. If there was no evacuation involving the general public, report “0.” If an estimate is not possible for some reason, leave blank but include an explanation of why it was not possible in the Part H Narrative.

18. Time sequence (use local time, 24-hour clock)

Enter the time the operator became aware that an event constituted an accident (i.e., identified the accident) and the time operator personnel or contract resources (i.e., personnel and/or equipment) arrived on site. All times should be local times at the location of the accident.

PART B – ADDITIONAL LOCATION INFORMATION**1. Was the origin of the Accident onshore?**

Answer Yes or No as appropriate and complete only the designated questions.

For onshore pipelines

2 – 5. Accident Location

Provide the state, zip code, city, and county/parish in which the accident occurred.

6. Operator-Designated Location:

This is intended to be the designation that the operator would use to identify the location of the accident on its pipeline system. Enter the appropriate milepost/valve station or survey station number. This designator is intended to allow PHMSA personnel to both return to the physical location of the accident using the operator’s own maps and identification systems as well as to identify the “paper” location of the accident when reviewing operator maps and records.

7. Pipeline/Facility Name

Multiple pipeline systems and/or facilities are often operated by a single operator. This information identifies the particular pipeline system or pipeline facility name commonly used by the operator on which the accident occurred, for example, the “West Line 24” Pipeline”, or “Gulf Coast Pipeline”, or “Wooster Terminal”.

8. Segment name/ID

Within a given pipeline system and/or facility, there are typically multiple segment or station identifiers, names, or ID's which are commonly used by the operator. The information reported here helps locate and/or record the more precise accident location, for example, "Segment 4-32", or "MP 4.5 to Wayne County Line", or "Dublin Pump Station", or "Witte Meter Station".

9. Was the Accident on Federal Lands other than Outer Continental Shelf?

Federal Lands other than Outer Continental Shelf means all lands the United States owns, including military reservations, except lands in National Parks and lands held in trust for Native Americans. Accidents at Federal buildings, such as Federal Court Houses, Custom Houses, and other Federal office buildings and warehouses, are NOT to be reported as being on Federal Lands.

10. Location of Accident

Operator-controlled Property would normally apply to an operator's facility, which may or may not have controlled access, but which is often fenced or otherwise marked with discernible boundaries. This "operator-controlled property" does not refer to the pipeline right-of-way, which is a separate choice for this question.

11. Area of Accident (as found)

Underground means pipe, components or other facilities installed below the natural ground level, road bed, or below the underwater natural bottom.

Under pavement includes under streets, sidewalks, paved roads, driveways and parking lots.

Exposed due to Excavation means that a normally buried pipeline had been exposed by any party (operator, operator's contractor, or third party) preparatory to or as a result of excavation. The cause of the release, however, may or may not necessarily be related to excavation damage. This category could include a corrosion leak not previously evidenced by stained vegetation, but found during an ILI dig, or a release caused by a non-excavation vehicle where contact happened to occur while the pipeline was exposed for a repair or examination. Natural forces might also damage a pipeline that happened to be temporarily exposed. In each case, the cause should be appropriately reported in section G of this form.

Aboveground means pipe, components or other facilities that are above the natural grade.

Typical aboveground facility piping includes any pipe or components installed aboveground such as those at pump stations, valve sites, and breakout tank farms.

Transition area means the junction of differing material or media between pipes, components, or facilities such as those installed at a belowground-aboveground junction (soil/air interface), another environmental interface, or in close contact to supporting elements such as those at water crossings, pump stations and breakout tank farms.

12. Did Accident occur in a crossing?

Use Bridge Crossing if the pipeline is suspended above a body of water or roadway, railroad right-of-way, etc., either on a separately designed pipeline bridge or as a part of or connected to a road, railroad, or passenger bridge.

Use Railroad Crossing or Road Crossing, as appropriate, if the pipeline is buried beneath rail bed or road bed.

Use Water Crossing if the pipeline is in the water, beneath the water, in contact with the natural ground of the lake bed, etc., or buried beneath the bed of a lake, reservoir, stream or creek, whether the crossing happens to be flowing water at the time of the accident or not. The name of the body of water should be provided if it is commonly known and understood among the local population. (The purpose of this information is to allow persons familiar with the area in which the accident occurred to identify the location and understand it in its local context. Research to identify names that are not commonly used is not necessary since such names would not fulfill the intended purpose. If a body of water does not have a name that is commonly used and understood in the local area, this field should be left blank).

For Approximate Water Depth (ft) of the lake, reservoir, etc., estimate the typical water depth at the location of the accident, allowing for seasonal, weather-related and other factors which may affect the water depth from time to time.

For offshore pipelines

13. Approximate Water Depth (ft.), at the point of the Accident:

This should be the estimated depth from the surface of the water to the seabed at the point of the accident regardless of whether the pipeline is below/on the bottom, underwater but suspended above the bottom, or above the surface (e.g., on a platform).

14. Origin of the Accident Area and Tract/Block numbers should be provided for either State or OCS waters, whichever is applicable.

For Nearest County/Parish, as with the name of an onshore body of water (see question 12 above), the data collected is intended to allow persons familiar with the area in which the accident occurred to identify the location and understand it in its local context. Accordingly, it is not necessary to take measurements to determine which county/parish is “nearest” in cases where the accident location is approximately equidistant from two (or more). In such cases, the name of one of the nearby counties/parishes should be provided.

PART C – ADDITIONAL FACILITY INFORMATION

1. Is the pipeline or facility [Interstate or Intrastate]?

As defined in section 195.2, “**Interstate pipeline** means a pipeline or that part of a pipeline that is used in transportation of hazardous liquids or carbon dioxide in interstate or foreign commerce.”

As defined in section 195.2, “**Intrastate pipeline** means a pipeline or that part of a pipeline to which [part 195] applies that is not an interstate pipeline.

Operators may refer to Appendix A of Part 195 for further guidance.

3. Item involved in Accident

Pipe (whether pipe body or pipe seam) means the pipe through which the commodity is transported, not including auxiliary piping, tubing or instrumentation.

Nominal diameter of pipe is also called **Nominal pipe size**. It is the diameter in whole number inches (except for pipe less than 4”) used to describe the pipe size; for example, 8-5/8 pipe has a nominal pipe size of 8”. Decimals are unnecessary for this measure (except for pipe less than 4”).

Enter **pipe wall thickness** in inches. Wall thickness is typically less than one inch, and is standard among different pipeline types and manufacturers. Accordingly, use three decimal places to report wall thickness: 0.312, 0.281, etc.

SMYS means specified minimum yield strength and is the yield strength prescribed by the specification under which the material is purchased from the manufacturer.

Pipe Specification is the specification to which the pipe was manufactured, such as API 5L or ASTM A106.

Pipe seam means the longitudinal seam (longitudinal weld) created during manufacture of the joint of pipe.

Pipe Seam Type Abbreviations**SAW** means submerged arc weld**ERW** means electric-resistance weld**DSAW** means double submerged arc weld

Auxiliary piping means piping, usually small in diameter that supports the operation of the mainline or facility piping and does not include tubing. Examples of auxiliary piping include discharge and drain lines, sample lines, etc.

If the accident occurred on an item not provided in this section, check the OTHER box and specify in the space provided the item that failed.

6. Type of Accident involved (select only one):

Mechanical puncture means a puncture of the pipeline, typically by a piece of equipment such as would occur if the pipeline were pierced by directional drilling or a backhoe bucket tooth. Not all excavation-related damage will be a “mechanical puncture.” (Precise measurement of size – e.g., micrometer – is not needed. Approximate measurements can be provided in inches and one decimal.)

Leak means a failure resulting in an unintentional release of the transported commodity that is often small in size, usually resulting in a low flow release of low volume, although large volume leaks can and do occur on occasion.

Rupture means a loss of containment that immediately impairs the operation of the pipeline. Pipeline ruptures often result in a higher flow release of larger volume. The terms “circumferential” and “longitudinal” refer to the general direction or orientation of the rupture relative the pipe’s axis. They do not exclusively refer to a failure involving a circumferential weld such as a girth weld, or to a failure involving a longitudinal weld such as a pipe seam. (Precise measurement of size – e.g., micrometer – is not needed. Approximate measurements can be provided in inches and one decimal.)

PART D – ADDITIONAL CONSEQUENCE INFORMATION

Per 195.450, High Consequence Area means:

1. A *commercially navigable waterway*, which means a waterway where a substantial likelihood of commercial navigation exists;
2. A *high population area*, which means an urbanized area as defined and delineated by the Census Bureau that contains 50,000 or more people and has a population density of at least 1,000 people per square mile;
3. An *other populated area*, which means a place as defined and delineated by the Census Bureau that contains a concentrated population, such as an incorporated or unincorporated city, town, village, or other designated residential or commercial area;

4. An *unusually sensitive area*, as defined in § 195.6

5.b Estimated amount released in or reaching water

An estimate of the volume released in or reaching water may be based on a variety and/or combination of inputs, including those mentioned above for Part A, Questions 9 and 10.

5.c Name of body of water, if commonly known:

The name of the body of water should be provided if it is commonly known and understood among the local population. (The purpose of this information is to allow persons familiar with the area in which the accident occurred to identify the location and understand it in its local context. Research to identify names that are not commonly used is not necessary since such names would not fulfill the intended purpose. If a body of water does not have a name that is commonly used and understood in the local area, this field should be left blank).

6. At the location of this Accident, had the pipeline segment or facility been identified as one that “could affect” a High Consequence Area (HCA) as determined in the Operator’s Integrity Management Program?

This question should be answered based on the classification of the involved segment in the operator’s integrity management (IM) program at the time of the accident, whether or not consequences to an HCA ensued. It is possible that a release on a pipeline segment that “could affect” an HCA might not actually affect an HCA. It is also possible that releases from segments thought not able to affect an HCA might have such an affect. This could indicate a deficiency in the operator’s IM program for identifying segments that can affect HCAs, and all of this information is useful for PHMSA’s overall evaluations concerning the efficacy of IM regulation.

7. Did the released commodity reach or occur in one or more High Consequence Area (HCA)?

Guidance available from the pipeline industry for its own spill reporting system is pertinent here. Please see <http://committees.api.org/pipeline/ppts/docs/Advisories/2004-1AdvisoryHCAReporting.pdf>

Generally, a spilled commodity will have “reached” an HCA if the spill zone intersects the boundaries of the HCA polygon as mapped by the National Pipeline Mapping System. The HCA maps should be available as a part of each operator’s Integrity Management Program as per Part 195.452.

7.a. HCA Type (select all that apply)

Refer to the definitions in 195.450, reproduced above. Leave this question blank if the released commodity did not reach or occur in a High Consequence Area.

8. Estimated cost to Operator:

All relevant costs to the operator must be included on the initial written accident report as well as supplemental reports. This includes (but is not limited to) costs due to property damage to the operator's facilities and to the property of others, commodity lost, facility repair and replacement, and environmental cleanup and damage. Do not report costs incurred for facility repair, replacement, or change that is not related to the accident and done solely for convenience. An example of doing work solely for convenience is working on non-leaking facilities unearthed because of the accident. Litigation and other legal expenses related to the accident are not reportable.

Operators should report costs based on the best estimate available at the time a report is submitted. It is likely that an estimate of final repair costs may not be available when the initial report must be submitted (30 days, per Section 195.54). The best available estimate of these costs should be included in the initial report. For convenience, this estimate can be revised, if needed, when supplemental reports are filed for other reasons, however, when no other changes are forthcoming, supplemental reports should be filed as new cost information becomes available. If supplemental reports are not submitted for other reasons, a supplemental report should be filed for the purpose of correcting the estimated cost if these costs differ from those already reported by 20 percent or \$20,000, whichever is greater.

Public and Non-operator private property damage estimates generally include physical damage to the property of others, the cost of environmental investigation and remediation of a site not owned or operated by the Operator, laboratory costs, third party expenses such as engineers or scientists, and other reasonable costs, excluding litigation and other legal expenses related to the accident.

Paid/reimbursed means that the entity experiencing the property damage was compensated by the operator or operator's representative for the damage or the cost to repair the damage.

Cost of commodity lost includes the cost of the commodity not recovered and/or the cost of recovered commodity downgraded to a lower value or re-processed, and should be based on the volume reported in Part A, Questions 9 and 10.

Operator's property damage estimates generally include physical damage to the property of Operator or Owner Company such as the estimated installed value of the damaged pipe, coating, component, materials or equipment due to the accident, excluding litigation and other legal expenses related to the accident.

When estimating the **Cost of repairs** to company facilities, the standard shall be the cost necessary to safely restore property to its predefined level of service. These costs may include the cost of repair sleeves or clamps, re-routing of piping, or the removal from service of an appurtenance, tank, or pipeline component. When more comprehensive repairs or improvements are justified but not required for continued operation, the cost of such repairs or replacement is not attributable to the accident. Costs associated with improvements to the pipeline to mitigate the risk of future failures are not included.

The following examples are provided for clarity and guidance:

Tank accident - Property damage estimates would include the cost to remove the tank from service, sufficiently clean the tank, repair the tank to a standard operating capability, and then return the tank to service. Costs associated with improvements to the tank to mitigate the risk of future failures are not included.

Pipeline accident - Property damage estimates include the cost to access, excavate and repair the pipeline using methods, materials, and labor necessary to re-establish operations at a predetermined level. Costs associated with improvements to the pipeline to mitigate the risk of future failures are not included.

Estimated costs of **Operator's emergency response** include emergency response operations necessary to return the accident site to a safe state, actions to minimize the volume of commodity released and conduct reconnaissance, and actions to identify the extent of accident impacts and contain, control, mitigate, recover, and remove the commodity from the environment, to the maximum extent practicable. They include materials, supplies, labor, and benefits. Costs related to stakeholder outreach, media response, etc. should not be included. The estimated costs of long-term remediation activities should be included in Environmental Remediation estimates.

Environmental remediation includes the estimated cost to remediate a site such as those associated with engineering, scientists, laboratory costs, installation of long-term recovery systems, etc. For special considerations related to long-term remediation, see the instructions accompanying Supplemental Report under Part A – General Report Information.

Other costs should not include estimated cost categories separately listed above.

Costs should be reported in only one category and should not be double-counted. Costs can be split between two or more categories when they overlap more than one reporting category.

PART E – ADDITIONAL OPERATING INFORMATION

4. Not including pressure reductions required by PHMSA regulations (such as for repairs and pipe movement), was the system or facility relating to the Accident operating under an established pressure restriction with pressure limits below those normally allowed by the MOP?

Consider both voluntary and mandated pressure restrictions. A pressure restriction should be considered mandated by PHMSA or a state regulator if it was directed by an order or other formal correspondence. Pressure reductions imposed by the operator as a result of regulatory requirements, e.g., a pressure reduction taken because an anomaly identified during an IM assessment could not be repaired within the required schedule (195.452(h)(3)), should not be considered mandated by PHMSA.

5.a. Type of upstream valve used to initially isolate release source
Identify the type of valve used to initially isolate the release on the upstream side. In general, this will be the first upstream valve selected by the Operator to minimize the release volume but may not be the closest to the accident site.

5.b. Type of downstream valve used to initially isolate release source
Identify the type of valve used to initially isolate the release on the downstream side. In general, this will be the first downstream valve selected by the Operator to minimize the release volume but may not be the closest to the accident site.

5.c. Length of segment isolated between valves (ft):
Identify the length in feet between the valves identified in item 5.a and 5.b that were initially used to isolate the spill area.

5.f. Function of pipeline system

Gathering means a crude oil pipeline 8 5/8 inches or less nominal outside diameter that transports petroleum from a production facility.

Trunkline/Transmission means all other pipeline assets not meeting the gathering definition.

SMYS means specified minimum yield strength and is the yield strength prescribed by the specification under which the material is purchased from the manufacturer.

Not all rural pipelines or gathering lines operating at less than 20% of SMYS are subject to part 195 safety requirements. Reporting requirements in part 195 subpart B, however, are applicable to all rural low-stress pipelines beginning January 5, 2009 (rule change published in the Federal Register June 3, 2008, 73FR31646). The purpose of this rule change was to allow PHMSA to collect data that might be used to determine whether rural low-stress pipelines and

gathering lines not now subject to other regulations should be made subject to them. Low-stress rural pipelines and low-stress rural gathering lines that are not subject to the safety requirements of part 195 are considered unregulated, for purposes of this question, even though accidents on these pipelines are required to be reported.

Accidents reported on “UNregulated” rural low-stress pipelines and “Unregulated” rural low-stress gathering lines must be identified so that the data may be separated out to be used for the purpose intended. Accordingly, for accidents occurring on pipelines operating at less than or equal to 20% SMYS, Operators should indicate whether that pipe is “Regulated” (i.e., subject to all part 195 requirements; this includes pipe in non-rural areas and regulated rural pipelines) or “UNregulated.”

6. Was a Supervisory Control and Data Acquisition (SCADA)-based system in place on the pipeline or facility involved in the Accident?

This does not mean a system exclusively for leak detection.

6.a. Was it operating at the time of the Accident?

Was the SCADA system in operation at the time of the accident?

6.b. Was it fully functional at the time of the Accident?

Was the SCADA system capable of performing all of its functions, whether or not it was actually in operation at the time of the accident? If no, describe functions that were not operational in the Narrative Part H

6.c and d. Did SCADA-based information (such as alarm(s), alert(s), event(s), and/or volume calculations) assist with the detection (or confirmation) of the Accident?

Check yes if SCADA-based information was used to confirm the accident even if the initial report or identification may have come from other sources. Use of SCADA data for subsequent estimation of amount of commodity lost, etc. is not considered use to confirm the accident.

Check No if data from SCADA was not used to assist with identification of the accident.

7. Was a CPM leak detection system in place on the pipeline or facility involved in the Accident?

This means a system exclusively for leak detection.

Follow instructions for question 6 (SCADA) above,

8. How was the Accident initially identified for the Operator? (select only one)

Controller per the definition in API RP 1168 means a qualified individual whose function within a shift is to remotely monitor and/or control the operations of entire or multiple sections of pipeline systems via a SCADA system from a pipeline control room, and who has operational authority and accountability for the daily remote operational functions of pipeline systems.

Local Operating Personnel including contractors means employees or contractors working on behalf of the operator outside the control room.

9. Was an investigation initiated into whether or not the controller(s) or control room issues were the cause of or a contributing factor to the Accident?

Check only one of the boxes to indicate whether an investigation was/is being conducted (Yes) or was not conducted (No). If an investigation has been completed, select all the factors that apply in describing the results of the investigation.

Cause means an action or lack of action that directly led to or resulted in the pipeline accident.

Contributing factor means an action or lack of action that when added to the existing pipeline circumstances heightened the likelihood of the release and/or added to the impact of the release.

Controller Error means that the controller failed to identify a circumstance indicative of a release event, such as an abnormal operating condition, alarm, pressure drop, change in flow rate, or other similar event.

Incorrect Controller action means that the controller errantly operated the means for controlling an event. Examples include opening or closing the wrong valve, or hitting the wrong switch or button.

PART F – DRUG & ALCOHOL TESTING INFORMATION

Requirements for post-accident drug and alcohol tests are in 49 CFR 199.105 and 225 respectively. If the accident circumstances were such that tests were not required by these sections, and if no tests were conducted, check no. If tests were administered, check yes and report separately the number of operator employees and contractors working for the operator who were tested and who failed.

PART G – APPARENT CAUSE

In PART G – Apparent Cause

Complete only one of the eight sections listed under G1 thru G8

After identifying the main cause category as designated by G1 thru G8, select the one, single sub-cause that best describes the apparent cause of the accident in the shaded column on the left. Answer the corresponding questions that accompany your selected sub-cause, and describe any secondary, contributing, or root causes of the accident in the narrative (PART H).

G1 – Corrosion Failure

Corrosion includes a leak or failure caused by galvanic, atmospheric, stray current, microbiological, or other corrosive action, and, for the purposes of this reporting, includes selective seam corrosion. A corrosion leak is not limited to a hole in the pipe. If the bonnet or packing gland on a valve or flange on piping deteriorates or becomes loose and leaks due to corrosion or failure of bolts, it is classified as Corrosion. (If the bonnet, packing, or other gasket has deteriorated to failure before the end of its expected life but not due to corrosive action, it is classified as an Equipment Failure – G6.)

External Corrosion

4.a. Under cathodic protection means cathodic protection in accordance with Paragraphs 195.563 or 195.573(b). Recognizing that older pipelines may have had cathodic protection added over a number of years, provide an estimate if the exact year cathodic protection started is unknown.

Internal Corrosion

9. Location of corrosion

A low point in pipe includes portions of the pipe contour in which water might settle out. This includes, but is not limited to, the low point of vertical bends at a crossing of a foreign line or road/railroad, etc., an elbow, a drop out or low point drain.

10. Was the commodity treated with corrosion inhibitors or biocides?

Answer yes if corrosion inhibitors or biocides were included in the commodities transported.

12. Were cleaning/dewatering pigs (or other operations) routinely utilized?

13. Were corrosion coupons routinely utilized?

For purposes of these questions, “routinely” refers to an action that is performed on more than a sporadic or one-time basis as part of a regular program with the

intent to ensure that water build-up and/or settling and internal corrosion do not occur.

Either External or Internal Corrosion

14. List the year of the most recent inspections:

Complete this question only when any corrosion failure sub-cause is selected and the item involved in the accident (as reported in Part C, Question 3) is tank/vessel. Do not complete if the item involved is pipe or weld.

15.a. If Yes, for each tool used, select type of internal inspection tool and indicate most recent year run:

Magnetic Flux Leakage Tool is an in-line inspection tool using an imposed magnetic flux to detect instances of pipe wall loss from corrosion. Includes low- and high-resolution MFL tools. Does not include transverse flux MFL tools, which are a separate choice in this question.

Ultrasonic refers to an in-line inspection tool that uses ultrasonic technology to measure wall thickness and detect instances of wall loss.

Transverse Field/Triaxial tools are specialized magnetic flux leakage tools that use a flux oriented to improve ability to detect crack anomalies.

Combination Tool refers to any in-line inspection tool that uses a combination of these inspection technologies in a single tool.

16. Has one or more hydrotest or other pressure test been conducted since original construction at the point of the Accident?

Information from the initial post-construction hydrostatic test need not be reported.

17. Has one or more Direct Assessment been conducted on this segment?

This refers to direct assessment as defined in 49 CFR 195.553. Instances in which one or more indirect monitoring tools (e.g., close interval survey, DCVG) have been used that might be used as part of direct assessment but which were not used as part of the direct assessment process defined in 195.553 do not constitute a Direct Assessment for purposes of this question.

G2 – Natural Force Damage

This category includes all outside forces attributable to causes NOT involving humans.

Earth Movement, NOT due to Heavy Rains/Floods refers to accidents caused by land shifts such as earthquakes, subsidence, or landslides, but not mudslides which are presumed to be initiated by heavy rains or floods.

Heavy Rains/Floods refer to all water-related accident causes. While mudslides involve earth movement, report them here since typically they are an effect of heavy rains or floods.

Lightning includes both damage and/or fire caused by a direct lightning strike and damage and/or fire as a secondary effect from a lightning strike in the area. An example of such a secondary effect would be a forest fire started by lightning that results in damage to a pipeline system asset which results in an accident.

Temperature refers to those causes that are related to ambient temperature effects, either heat or cold, where temperature was the initial cause.

Thermal stress refers to mechanical stress induced in a pipe or component when some or all of its parts are not free to expand or contract in response to changes in temperature.

Frozen components would include accidents where components are inoperable because of freezing and those due to cracking of a piece of equipment due to expansion of water during a freeze cycle.

High Winds includes damage caused by wind-induced forces. Select this category if the damage is due to the force of the wind itself. Damage caused by impact from objects blown by wind would be reported as Section G4, “Other Outside Force Damage.”

G3 – Excavation Damage

This section covers damage caused by the operator, operator’s contractor, or entities unrelated to the operator during excavation and which results in an immediate release of the transported commodity. For damage from forces OTHER than excavation which results in an immediate release, use “Natural Force Damage”, Section G2, or “Other Outside Force Damage”, Section G4, as appropriate. For a strike or other damage to a pipeline or facility that results in a later release, report the accident in Section G4 as “Rupture or Failure Due to Previous Mechanical Damage.”

Excavation Damage by Operator (First Party)

Check this item if the accident was caused as a result of excavation by a direct employee of the operator.

Excavation Damage by Operator’s Contractor (Second Party)

Check this item if the accident was caused as a result of excavation by the operator’s contractor or agent or other party working for the operator.

Excavation Damage by Third Party

Check this item if the accident was caused by excavation damage resulting from actions by personnel or other third parties not working for or acting on behalf of the operator or its agent.

Previous Damage due to Excavation Activity

1.a. If Yes, for each tool used, select type of internal inspection tool and indicate most recent year run:

Magnetic Flux Leakage Tool is an in-line inspection tool using an imposed magnetic flux to detect instances of pipe wall loss from corrosion. Includes low- and high-resolution MFL tools. Does not include transverse flux MFL tools, which are a separate choice in this question.

Ultrasonic refers to an in-line inspection tool that uses ultrasonic technology to measure wall thickness and detect instances of wall loss.

Transverse Field/Triaxial tools are specialized magnetic flux leakage tools that use a flux oriented to improve ability to detect crack anomalies.

Combination Tool refers to any in-line inspection tool that uses a combination of these inspection technologies in a single tool.

3. Has one or more hydrotest or other pressure test been conducted since original construction at the point of the Accident?

Information from the initial post-construction hydrostatic test need not be reported.

4. Has one or more Direct Assessment been conducted on this segment?

This refers to direct assessment as defined in 49 CFR 195.553. Instances in which one or more indirect monitoring tools (e.g., close interval survey, DCVG) have been used that might be used as part of direct assessment but which were not used as part of the direct assessment process defined in 195.553 do not constitute a Direct Assessment for purposes of this question.

7. – 17. Complete these questions for any excavation damage sub-cause. Instructions for answering these questions can be found at CGA's web site, <https://www.damagereporting.org/dr/control/userGuide.do>.

G4 – Other Outside Force Damage

This section covers accidents caused by outside force damage, other than excavation damage or natural forces. Check the most appropriate one sub-cause in this section that applies and answer any accompanying questions.

Nearby Industrial, Man-made or other Fire/Explosion as Primary Cause of Accident applies to situations where the fire occurred before and caused the release. An example of such an accident would be an explosion or fire at a neighboring facility or installation (chemical plant, tank farm, other industrial facility) that results in a release at the operator's facility. (Note that an accident report is required only if the release resulted in reportable consequences, per 195.50). This section should not be used if the release occurred first and then the hydrocarbon ignited. If the fire is known to have been started as a result of a lightning strike, the accident's cause should be classified under Section G2, "Natural Force Damage." Arson events directed at harming the pipeline or the operator should be reported as "Intentional Damage" in this section. Forest fires that are caused by human activity and result in a release should be reported in this section.

Damage by Car, Truck, or Other Motorized Vehicle/Equipment NOT Engaged in Excavation. An example of this sub-cause would be a stopple tee that releases commodity when damaged by a pickup truck maneuvering near the pipeline. Other motorized vehicles or equipment include tractors, backhoes, bulldozers and other tracked vehicles, and heavy equipment that can move. Include under this sub-cause accidents caused by vehicles operated by the pipeline operator, the pipeline operator's contractor, or a third party, and specify the vehicle/equipment operator's affiliation. Pipeline accidents resulting from vehicular traffic loading or other contact should also be reported in this category. If the activity that caused the release involved digging, drilling, boring, grading, cultivation or similar activities, report in Section G3, "Excavation Damage".

Damage by Boats, Barges, Drilling Rigs, or Other Maritime Equipment or Vessels Set Adrift or Which Have Otherwise Lost Their Mooring. This sub-cause includes impacts by maritime equipment or vessels (including their anchors or anchor chains or other attached equipment) that have lost their moorings and are carried into the pipeline facility by the current. This sub-cause also includes maritime equipment or vessels set adrift as a result of severe weather events and carried into the pipeline facility by waves, currents, or high winds. In such cases, also indicate the type of severe weather event. Do not report in this sub-cause accidents which are caused by the impact of maritime equipment or vessels while they are engaged in their normal or routine activities; such accidents should be reported as "Routine or Normal Fishing or Other Maritime Activity NOT Engaged in Excavation" so long as those activities are not excavation activities. If those activities are excavation activities such as dredging or bank stabilization or renewal, the accident should be reported in Section G3, "Excavation Damage".

Routine or Normal Fishing or Other Maritime Activity NOT Engaged in Excavation. This sub-cause includes accidents due to shrimping, purseining, oil drilling, or oilfield workover rigs, including anchor strikes, and other routine or normal maritime-related activities UNLESS the movement of the maritime asset

was due to a severe weather event (this type of accident should be reported under “Damage by Boats, Barges, Drilling Rigs, or Other Maritime Equipment or Vessels Set Adrift or Which Have Otherwise Lost Their Mooring”) or the accident was caused by excavation activity such as the **dredging** of waterways or bodies of water (this type of accident should be reported under Section G3, “Excavation Damage”).

Previous Mechanical Damage NOT Related to Excavation. This sub-cause covers accidents where damage occurred at some time prior to the release, and would include prior excavation damage, prior outside force damage of an unknown nature, prior natural force damage, and prior damage from other outside forces. Accidents resulting from damage sustained during construction, installation, or fabrication of the pipe or a weld should be reported under Section G5, “Material Failure of Pipe or Weld.”

Is there reason to believe that the damage resulted from excavation activity? The answer to this question might come from the condition of the pipe when it is examined or from records of excavation at the site. Dents and gouges in the 10:00-to-2:00 o’clock positions on the pipe, for instance, may indicate an earlier strike, as might marks from the bucket or tracks of an earth moving machine or similar pieces of equipment.

Intentional Damage

Vandalism means willful or malicious destruction of the operator’s pipeline facility or equipment. This category would include pranks, systematic damage inflicted to harass the operator, motor vehicle damage that was inflicted intentionally, and a variety of other intentional acts.

Terrorism, per 28 C.F.R. § 0.85 General Functions, includes the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Operators selecting this item are encouraged to also notify the FBI.

Theft means damage by any individual or entity, by any mechanism, specifically to steal, or attempt to steal, the transported commodity or pipeline equipment.

Other

Describe in the space provided and, if necessary, provide additional explanation in Part H.

G5 – Material Failure of Pipe or Weld

Use this section to report material failures only if “Item Involved in accident” (Part C, Question 3) is **“Pipe”** (whether pipe body or pipe seam) or **“Weld.”**

This section includes leaks, ruptures or other failures from defects within the material of the pipe body or within the pipe seam or other weld due to faulty manufacturing procedures, defects resulting from poor construction/installation/fabrication practices, and in-service stresses such as vibration, fatigue and environmental cracking.

Construction-, Installation-, or Fabrication-related includes leaks in or failures of originally sound material due to force being applied during construction or installation that caused a dent, gouge, excessive stress, or some other defect that eventually failed resulting in an accident. Included are leaks in or failures of wrinkle bends, field welds, and damage sustained in transportation to the construction or fabrication site. Not included are failures due to seam defects.

Original Manufacturing-related (NOT girth weld or other welds formed in the field) means an inherent flaw in the material or weld that occurred in the manufacture or at a point prior to construction, fabrication or installation. Therefore, this option is not appropriate for wrinkle bends, field welds, girth welds, or other joints fabricated in the field. Use this option for failures such as those due to defects of the longitudinal weld or inclusions in the pipe body.

If **Construction, Installation, Fabrication-related** or **Original Manufacturing-related** is selected, then select the failure mechanism.

Examples of Mechanical Stress include failures related to overburden or loss of support.

G6 – Equipment Failure

This section applies to failures of items **other than** Pipe Body, Pipe Seam, or Welds.

Malfunction of Control/Relief Equipment

Examples of this type of accident cause include: overpressurization resulting from malfunction of a control or alarm device; relief valve malfunction; valves failing to open or close on command; or valves which opened or closed when not commanded to do so. If overpressurization or some other aspect of this accident was caused by incorrect operation, the accident should be reported under Section G7, “Incorrect Operation.”

ESD System Failure means failure of an emergency shutdown system.

G7 – Incorrect Operation

These types of accidents most often occur during operating, maintenance, or repair activities. Some examples of this type of accident are tank overfills, improper valve selection or operation, inadvertent overpressurization, or

improper selection or installation of equipment. The unintentional ignition of the transported commodity during a welding or maintenance activity would also be included in this sub-cause. These types of accidents often involve training or judgment errors.

G8 – Other Accident Cause

This section is provided for accident causes that do not fit in any of the main cause categories listed in Sections G1 through G7.

If the accident cause is known but doesn't fit in any category in Sections G1 through G7, check the **Miscellaneous** box and enter a description of the accident and continue in Part H - Narrative Description of the Accident, if more space is needed.

If the accident cause is unknown at the time of filing this report, check the **Unknown** box in this section and select one reason from the accompanying two choices. If the investigation is not completed and the cause of the incident is thus still to be determined, file a supplemental report once the investigation is completed to report the apparent cause.

PART H – NARRATIVE DESCRIPTION OF THE ACCIDENT

(Attach additional sheets as necessary)

Concisely describe the accident, including the facts, circumstances, and conditions that may have contributed directly or indirectly to causing the accident. Include secondary and contributing causes when possible, or any other factors associated with the cause that are deemed pertinent. Use this section to clarify or explain unusual conditions, to provide sketches or drawings, and to explain any estimated data. Operators submitting reports on-line will be afforded the opportunity to attach/upload files containing sketches, drawings, or additional data.

If you checked the Miscellaneous block in Section G8, the narrative should describe the accident in detail, including all known or suspected causes and possible contributing factors.

Operators should use the narrative to describe any secondary causes that they consider important but which could not be reported in section G since only the primary cause is reported there.

PART I – PREPARER AND AUTHORIZED SIGNATURE

The Preparer is the person who compiled the data and prepared the responses to the report and who is to be contacted for more information (preferably the person most knowledgeable about the information in the report or who knows

how to contact the person most knowledgeable). Please enter the Preparer's e-mail address if the Preparer has one, and the phone and fax numbers used by the Preparer. An Authorized Signature must be obtained from an officer, manager, or other person whom the operator has designated to review and approve (and sign and date) the report. This individual is responsible for assuring the accuracy and completeness of the reported data. In addition to their title, a phone number and email address are to be provided for the individual signing as the Authorized Signature.

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260 Incident Analysis

260.1 Purpose

(a) The purpose of the incident investigation is to identify the cause(s), evaluate the response, and make changes to STC procedures and policies, as necessary, to achieve the goal of no releases from its pipeline systems.

(b) The experience gained from each incident/accident provides the best guidelines for the formulation, establishment, and revision of sound and realistic plans of action for dealing with future incidents.

(c) Follow-up actions are extremely important and may include training of personnel, assessment of emergency tools and equipment, and evaluation of STC policies and procedures.

260.2 Scope

(a) The scope of this procedure includes the incidents that occur on the regulated pipeline systems operated by STC.

(b) It is the responsibility of the District Manager or his designee to analyze incidents/accidents in accordance with the procedures in this Section. The District Manager will also be responsible for arranging metallurgical analysis of failed pipe/components when required.

(c) Generally, the determination of the level of incident investigation is driven using the Sinclair Risk Matrix in Section 826 of the General Procedures Manual.

260.3 Incident Investigation

(a) All incidents, within the scope of this procedure, must be reported and investigated. The investigation must strive to identify underlying (root) causes, in addition to contributing factors. The investigation must also strive to identify meaningful corrective measures that will minimize the potential for recurrence of similar events.

(b) Causes and corrective measures that may have value beyond the individuals involved in the specific event should be communicated widely.

(c) A root cause analysis (RCA) shall be conducted for the following accidents/incidents:

- DOT reportable releases
- Fatal accidents of Sinclair employees or its contractors (See GP Manual Section 824)
- Other incident/accidents determined by a District Manager or Vice President Transportation

(d) See Figure 260-1 RCA investigation procedures.

(e) The incident investigation should include an assessment of the following information:

- Did the system pressure exceed design pressure?
- Was there a recent survey (ILI) of pipe condition?
- What is the leak history of the segment?
- Was there recent outside construction activity?

(f) The information that can contribute to an understanding of the apparent cause of the incident include:

- Interviews with personnel
- Collect physical evidence for analysis:
 - Take photographs
 - Failed components
 - Forensic evidence
- Laboratory analysis
 - Metallurgical
 - Chemical

260.4 Post-Incident Debriefing

(a) In order to continue to improve the Pipeline Emergency Response Procedures and to profit from the experience gained in actual incidents and drills, all STC personnel and contract employees will meet to critique the incident response. They are asked to describe their participation in the incident and to suggest improvements for their function. New suggestions will be recorded for further consideration.

(b) The District Manager or his designee shall conduct a post accident review of employee activities, as soon as possible after an incident has occurred, to determine if the operating procedures are effective and take corrective action where deficiencies are found. Operator response and emergency procedures are reviewed using the following guidelines.

Was the condition analyzed properly and decisive actions taken?
Were the proper company personnel and public authorities notified of the emergency conditions?

(c) Were operating personnel thoroughly instructed in the functions they were to perform?

(d) Were the operations/maintenance procedures adequately described and understood by personnel performing work?

(e) Were the procedures, equipment and supplies necessary for emergency conditions available?

(f) Do the procedures need revising?

(g) Once the response and procedures have been analyzed, the District Manager shall be responsible to take whatever actions are necessary to correct any problems found. Recommendations from the RCA may include, but are not be limited to; rewriting the procedures, retraining the operating personnel, change of equipment.

Figure 260-1

*Investigation Report***CAUSE & EFFECT SUMMARY**

Assess causal factors – Causal factors include Equipment Performance Gaps (EPGs) and Front Line Personnel Performance Gaps (FLPPGs). A performance gap is the difference between the desired performance of the equipment or human and the actual performance of the equipment or human. For a typical incident there may be multiple causal factors. Each causal factor is an event or condition that we never want to occur again.

Assess root causes - A root cause is a deficiency of **management systems** that allow the causal factors to occur or exist. Examples of management systems include policies, procedures, training, communication protocols, acceptance testing requirements, incident investigation processes, design methods, and applications of codes and standards.

First define the **primary effect or “the problem”** and then identify the causes (actions and conditions) that lead to the effect. For example, starting with the problem “crude oil release” causes may include “pump seal leak” (action). Then continue to ask “why” or state, “caused by” until the investigator or investigation team in their judgment has drilled down to root causes for which specific and effective actions to prevent recurrence can be developed.

1. **Define Incident** – Identify the facts of the incident.
2. **Define the Investigation Team** – For small incidents a team approach may not be necessary.
3. **Conduct the RCA/incident investigation** – Once confirmed, begin the analysis process: Secure the incident site as practical, interview witnesses and affected personnel, document site conditions.
4. **Gather information** – Such as; Preliminary report, witness statements, maps, drawings, photographs, interviews, phone logs, SCADA records, hourly logs, manufacturer specifications and procedures, company procedures, other test results, etc.
5. **Operator Qualification consideration** – If the performance of a covered task contributed to the incident refer to Sinclair’s Operator Qualification Plan.
6. **Control Room Management consideration** – If the actions of the Control Center was a contributing factor to the incident, including limiting the extent of the release, refer to Sinclair’s Control Room Management Plan.
7. **Develop recommendations** – Identify causal factors and root cause. Provide the recommended actions to prevent recurrence to management for evaluation and approval.

Incident:

Briefly describe the incident: where, what happened, what was spilled, when, etc.

Incident report:

Describe how the incident was discovered and what initial reporting occurred.

Incident response:

Describe the response to the incident including what Sinclair and outside resources were used in the response. Include details about:

- > How the area was isolated
- > Actions taken to stop, control, or limit the extent of the release
- > Actions taken to protect the public and personnel on site
- > Determination of spill size and hazardous areas
- > Actions taken to contain spilled material
- > Actions taken to recover spilled material
- > Timeline of events

Events leading up to the spill:

Describe any relevant information the investigation team found to explain how the spill occurred. Include details about:

- > Recent operations on the system including any changes
- > Previous integrity assessments such as In-Line-Inspections or facility inspections
- > Previous maintenance inspections

Sinclair Investigation Team:

Include all personnel who contributed to the investigation and identify who was the investigation lead.

Investigation:

Describe the steps taken during the investigation process including but not limited to:

- ◆ What interviews were conducted with responders and affected personnel
- ◆ Operation logs that substantiate recent operations
- ◆ Descriptions of what type of inspections (i.e. visual, NDE, metallurgical, failure testing) were performed on failed components
- ◆ Reference to manufacturers' specifications of relevant components
- ◆ Construction and maintenance records as applicable

Include any photographs, diagrams or drawings that aid in the explanation of what the investigation revealed.

The result of the investigation should make some conclusions as to apparent contributing causes.

Operator Qualification:

The investigation must address whether the following elements of Operator Qualification are relevant to the incident:

- ◆ If the performance of work performed by an STC employee or its contractor was a contributing/causal factor to the incident, was this work identified as a covered task under STC's OQ plan?
- ◆ Was the improper performance of a covered task a contributing/causal factor to the incident?
- ◆ Was the written procedure for a covered task found to be less than adequate and a contributing/causal factor to the incident?
- ◆ If the improper performance of a covered task led to abnormal operating condition (AOC) was the AOC identified as a task specific AOC for that task in STC's OQ plan?
- ◆ Was the improper recognition or response to an AOC encountered during the performance of a covered task a contributing/causal factor to incident?
- ◆ If the improper performance of a covered task was a contributing/causal factor to the incident was the individual suspended from performing that task?
- ◆ Although not part of the OQ program – If an individual's actions were a contributing/causal factor to an incident was that individual subjected to the requirements of STC's drug and alcohol testing program?

Control Room Management:

The investigation must address whether the following elements of Control Room Management are relevant to the incident;

- ◆ Fatigue – Were the hours of service limits exceeded? As a result of the interview with the controller was fatigue identified as a contributing factor? Did the results of the study of the controller workload prior to and during the incident contribute in the controller's reaction to the incident?
- ◆ Field Equipment – How well did the protective devices (i.e. shutdown switches, pressure transmitters, flow switches, valve limit switches, relief devices, etc.) perform? When did previous inspection/calibration of devices occur? Was post-incident testing of the devices performed? Did the discovery of a manual valve status not previously communicated to Control Room contribute to the incident?
- ◆ Procedures - Was the improper performance of a Control Room procedure a contributing/causal factor to the incident? Was the written procedure for a Control Room procedure found to be less than adequate and a contributing/causal factor to the incident? Were the actions of field personnel a contributing factor? Was inadequate training of controllers identified as a contributing factor?
- ◆ SCADA System – Was the configuration of a SCADA display found to be less than adequate and a contributing factor to the incident? Did the configuration of a SCADA display accurately depict relevant information of the incident? Did the SCADA perform as expected prior to and during the incident (i.e. refresh rates, events and alarms shown on SCADA display, were controller commands executed, etc.)?

Conclusion of the Root Cause Analysis:

The results of the investigation will identify causal factors. Causal factors are equipment performance gaps or front line personnel performance gaps that caused an incident, allowed an incident to occur, or allowed the consequences of the incident to be worse than they might have been. For a typical incident there are multiple causal factors.

Root causes are deficiencies of management systems that allow the causal factors to occur or exist.

Recommendations:

Recommendations are the most important product of the analysis. Recommendations are formulated to change the organization's behavior and prevent recurrence of the incident or to minimize the consequences.

Once the causal factors and root causes have been identified, recommendations can be made to address them.

Recommendations are actions that should be taken or considered based on the incident investigation. Recommendations could include such things as; policies, procedures, training, communication protocols, new equipment. The recommendations shall be tracked to implementation or, if the recommendation is not implemented, a justification why it was not implemented including alternative mitigation to address the issue shall be documented.

SINCLAIR TRANSPORTATION COMPANY



SECTION 300

SPILL DETECTION AND MITIGATION PROCEDURES

300 Spill Detection and Mitigation Procedures

310 General

(a) STC believes that spill prevention is the best method to protect the environment and the public. This is achieved through personnel training, maintenance and following sound operational procedures.

(b) It is the responsibility of the District Manager or his designee to administer STC's leak detection and spill mitigation program.

(c) The leak detection system is evaluated in accordance with STC's Pipeline Integrity Management Program Procedure IM-1200. Leak detection practices and procedures are located in the Control Room Management Manual.

(d) STC's pipelines are routinely monitored by aerial patrol and continuously by a SCADA system. Operating personnel perform visual inspection of facilities as a part of their routine work assignments.

320 Training

See Section 700 of this Manual. Additional training information is contained in the STC General Procedures Manual and the Operator Qualification Manual (OQ Manual).

330 Maintenance and Operating Procedures

331 Maintenance

STC follows maintenance procedures that meet the requirements of Part 195. See the STC Pipeline General Procedures Manual.

332 Operating Procedures

STC follows operating procedures that meet the requirements of Part 195. Refer to the Pipeline Operating Procedures Manual for the Crude System, the Rocky Mountain Products System, the Mid Continent Products System and the Control Room Management Manual.

333 Pipeline Surveillance

All pipelines are patrolled either by aerial patrol or foot patrol at intervals not exceeding three weeks but at least 26 times per calendar year. The detailed procedures for right-of-way inspection are covered in Section 207 of the STC Pipeline General Procedures Manual.

334 Pipeline Cathodic Protection

All of the pipeline segments are coated and cathodically protected. Cathodic protection inspections are performed as follows:

- Impressed current sources (rectifiers) - six times per calendar year but at intervals not exceeding 2.5 months.
- Pipe-to-soil Potential Surveys - Once per calendar year but at intervals not exceeding 15 months.
- Interference bonds - Critical bonds six times per calendar year but at intervals not exceeding 2.5 months., others at least once per year.
- Cased pipeline crossings - Inspected for shorted casing when the pipe-to-soil potential survey is made.
- External Corrosion Control - When the pipe is exposed for any reason, the pipe is inspected for evidence of external corrosion, coating deterioration. If corrosion is found, the inspection continues until the extent of the corrosion is identified.
- Internal Corrosion Control - When the pipe is cut, the interior of the pipe is inspected for evidence of internal corrosion.

Refer to Section 400 in the STC Pipeline General Procedures Manual for more information on corrosion control.

335 Valve Maintenance

- a) Each valve that is necessary for the safe operation of a system is to be maintained in good working order at all times. Refer to Section 524 of the STC Pipeline General Procedures Manual for more information on valve maintenance.
- b) STC shall, at intervals not exceeding 7.5 months, but at least twice each calendar year, inspect each mainline valve to determine that it is functioning properly.
- c) Each valve should be protected from unauthorized operation and vandalism by chain link fences and/or chains and locks on the valve.

336 STC Anti-Drug Policy

STC maintains an anti-drug plan that complies with Part 199. A copy of the anti-drug plan is located at each manned station.

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338 Spill Location

When it is suspected that a spill has occurred, weather permitting, an aerial patrol of the system will be made. In adverse weather, other means, such as vehicle or foot patrol, will be utilized to locate the source of the spill. Block valves will be closed and system pressures will be monitored to identify the failed segment of the system.

340 Response Actions

13

(a) Initial response actions are those taken by local personnel immediately upon becoming aware of the spill, before the formal Immediate Response Team, as described in Section 500 of this manual, is formed and functional. Timely implementation of these initial steps is of the utmost importance because they can greatly affect the overall response operation. Refer to Figure 201-3 of this manual.

(b) It is important to note that these actions are intended only as guidelines. The appropriate response to a particular incident may vary depending on the nature and severity of the incident and on other factors that are not readily addressed. **Note that, without exception, personnel and public safety is first priority.**

(c) The first STC person on scene of the incident will function as Incident Commander (IC). That person continues to function as IC until relieved by higher supervision or until the formal Immediate Response Team is established.

(d) The person functioning as QI/IC during the initial response period has the authority to take the steps necessary to control the situation and must not be constrained by these general guidelines.

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

- Take appropriate personal protective measures to protect public safety.
- Minimize public exposure to injury and probability of accidental ignition by assisting with evacuation of residents and assisting with halting traffic on roads and railroads in the affected area, or taking other appropriate action.
- Begin incident event log. (See Figure 201-4 of this manual)
- Restrict access to the spill and the adjacent area as the situation demands.
- Eliminate possible sources of ignition in the near vicinity of the release.
- Eliminate the source of the spill to the greatest extent possible.
- Isolate the source to control the released hazardous liquid at an accident scene to minimize the hazards (for example, close upstream block valves—let downstream pump stations run until shut down by low suction pressure to evacuate as much product

downstream of failed section as possible. Consult the pipeline elevation profile before making this decision)

- Make internal notifications
- Make external notifications such as notifying fire, police, and other appropriate public officials of hazardous liquid emergencies and coordinating with them preplanned and actual responses during an emergency.
- Initiate steps to activate response personnel and resources including contractors.
- Verify the type of product and estimate the quantity released.
- Use appropriate testing and sampling equipment to determine potential safety hazards.
- Maintain control of the site until relieved by formal Immediate Response Team personnel.

13
█ (f) Continuing spill response actions beyond the above-described initial response will depend on the severity of the incident and expected duration of the response. If the incident cannot be contained and controlled with this initial response, implementation of the higher levels of response will be implemented as described in Section 500 of this manual.

13
█ (g) Be sure to document all conversations (telephone or personal) with government/regulatory authorities. Request that government/regulatory authorities document and sign their recommendations or orders—especially if you do not agree with the suggestions, instructions or actions. Refer to Forms 201-5 and 201-6 and complete the appropriate form, depending on the type of incident, before making the call.

350 Specific Spill Response Actions—Line Break

(a) Initial response steps that should be considered at the incident site to control the spill after shutdown, protect public and property, and minimize the severity of the incident include:

- Take appropriate personal protective measures.
- Restrict access to the spill and the adjacent area as the situation demands.
- Eliminate the source of the spill to the greatest extent possible (for example, notify Control Center).
- Isolate the source (for example, close block valves).
- Eliminate possible sources of ignition in the near vicinity of the release.
- Initiate steps to notify response personnel and resources (for example, notify Field Team Leader).
- Verify the type of product and estimate the quantity released.
- Use appropriate testing and sampling equipment to determine potential safety hazards.

- Maintain control of the site until relieved by formal Immediate Response Team personnel.

13

(b) Document the layout of the leak site including wind and grade directions. This can be used in conjunction with the pipeline alignment sheets or the emergency response maps to predict the potential of threatening sensitive areas.

360 Final Response

- ___ Make area safe to work in
- ___ Make repairs
- ___ Restore area
- ___ Prepare or complete written reports and other documentation as required.

SINCLAIR TRANSPORTATION COMPANY



SECTION 400 QUALIFIED INDIVIDUALS RESPONSE RESOURCES

400 Qualified Individual/Response Resources

(a) Sinclair Transportation Company (STC) is authorizing the personnel listed in Sections 420 and 450 to be the Qualified Individual/Incident Commander (QI/IC) for the purpose of spill response and control for the designated response zone or terminal. Other personnel have been identified as QI and may also function as Alternate Qualified Individual (AQI) as required.

(b) The QI and AQI must meet the following requirements:

- Speak fluent English;
- Be available on a 24-hour basis and should be available to arrive at the facility in a reasonable time;
- Be familiar with the implementation of the spill response plan; and
- Be trained in the responsibilities of the QI under the response plan.

(c) STC Management authorizes the QI/AQI to:

- Activate and engage in contracting with OSRO;
- Act as liaison with the pre-designated Federal On-Scene Coordinator (OSC);
and
- Obligate funds required to carry out all necessary or directed response activities.

(This financial authority is unique to spills and emergency releases and is not part of STC's routine delegation of authority guidelines.)

410 Response Zone Summary

The pipelines covered by this plan have been divided into six response zones as follows:

13

PHMSA Sequence Number	Response Zone	System	County(s)	State(s)	Line Segments
424	Zone 1	Bairoil Crude System	Sweetwater and Carbon	Wyoming	<ul style="list-style-type: none"> 8" Lost Solider to Bairoil 8" Bairoil to Sinclair
423	Zone 2	Crude Trunk Pipelines	Carbon and Natrona	Wyoming	<ul style="list-style-type: none"> 8"/12" Casper to Sinclair 10" Casper to Sinclair 16" Pathfinder Pipeline 8" RMPL to Casper Station
1121	Zone 3	Guernsey Pipeline System	Natrona, Converse, Platte, and Laramie	Wyoming	<ul style="list-style-type: none"> 10" Cheyenne to Guernsey 10" Guernsey to Stroud 8" Stroud to Casper Station 6" Big Muddy Pipeline
422	Zone 4	Medicine Bow Pipeline System	Laramie, Albany, and Carbon Larimer, Weld and Adams	Wyoming Colorado	<ul style="list-style-type: none"> 6" Medicine Bow Pipeline
1493	Zone 5	Denver Area Pipelines	Adams and Denver	Colorado	<ul style="list-style-type: none"> 8" Kaneb Connection Pipeline 10" Chase Connection Pipeline
1183	Zone 6	Mid-Continent Pipeline System	Jackson, Ray, Carroll, Chariton, Linn, Macon, Adair, Knox, Scotland, Audrain, Boone, Randolph, and Clark	Missouri	<ul style="list-style-type: none"> 8" Olathe, Kansas to Carrolton, Missouri 8" Carrolton to Montrose, Iowa

Piping diagrams and profile maps for pipelines in the Rocky Mountain District are maintained on file at STC's District Office in Sinclair, WY. Piping diagrams and profile maps for pipelines in the Mid Continent Pipeline System are maintained on file at STC's District Office in Carrollton, MO.

Sinclair Transportation Company – Emergency Response & Management Manual

420 Qualified Individual List

Name	Telephone Number			Zone					
	Work	Cell	Home	1	2	3	4	5	6
Mark Petersen	801-524-2852	(b) (6)		X	X	X	X	X	X
Barry Bluth	307-328-3549			X	X	X	X	X	
Jon Brown	307-328-3643			X	X	X	X	X	
Randy Chamberlain	307-328-1638			X	X	X	X	X	
Chris Flack	307-328-3669			X	X	X	X	X	
Aron Moeller	307-324-2636			X	X	X	X	X	X
Alan Dean	307-324-2636			X	X	X	X	X	
Kelly Johansson	307-324-2636			X	X	X	X	X	
Rex Wells	303-287-0268							X	
Tony Johnson	303-288-0927						X	X	
Jerry Weber	303-287-0268							X	
Dan Rutherford	303-287-0268					X	X	X	
James Lowder	303-287-0268							X	
Frank Lucero	307-324-2636			X	X	X	X		
Jeremy Hanser	307-473-2637				X	X			
Mike Alvey	307-473-2637				X	X			
John Russell	307-634-2407					X	X	X	
Mike Pettigrew	307-836-2705					X	X		
Randy Danielson	660-542-0206								X
Mike Pickett	660-542-3135								X
Ryan Miller	660-542-0206								X
Mark England	660-542-0206								X
Kevin Schneider	319-463-7000								X
Dave Burch	913-233-7357								X
Lloyd Vandeventer	660-542-0206								X
Phil Burch	913-233-7352								X
Kenny Kerby	660-542-0206								X
Reinhardt List	660-542-0206								X
Dwayne McWilliams	660-542-0206								X
Randy Link	660-542-0206								X
Brett Ponting	660-542-0206								X
Randy Sanders	660-542-0206								X
Clarence Harris III	913-233-7350								X
Curtis Dieckmann	913-233-7350								X
Chad Shull	319-463-7000								X

STC's Pipeline control center is located at Sinclair, WY and is attended 24 hours daily. Telephone numbers are 307-324-2636 or 800-321-3994.

430 Worst Case Discharge

(a) This section describes how Sinclair determines the worst case discharge for each of its response zones as required by §194.105.

(b) As part of Sinclair's Integrity Management Plan the Volume Release and HCA Impact (IM-100), Leak Detection and Emergency Flow Restricting Device (IM-1200), and Data Integration (IM-1300) procedures are used to evaluate actual response times and release volumes to validate the calculations made in this process.

431 Methodology

(a) Sinclair has developed worst case spill volumes through the Integrity Management Program. Those results have been incorporated into this section.

(b) The following data was used to arrive at the spill volumes for each segment of line:

- **Maximum flow rate**
- **Valve type** – check, manually operated block, or remotely controlled motor operated valve (MOV).
- **Detection time** – based on historical control center detection of catastrophic spills and control center procedures. 10 minutes was used for all systems.
- **Response time** – time it takes for operators to travel to manually operated block valves. Time estimates are conservative, taking into account adverse weather conditions and off-duty work hours.
- **Valve closure time** – For check valves this is zero.
- **Valve location**
- **Line profile** - the centerline shapefiles were draped over a digital elevation model (DEM) or, in some cases; the line had been surveyed for elevation.
- **Product Viscosity** – conservative viscosities were used for batched system lines.
- **Bi-directional lines** – for bi-directional lines the modeling was performed for both operations.

(c) The worst case discharge volume was determined by adding the detection time, response time, and valve closure time and multiplying that sum by the maximum flow rate. This result was then added to the drain volume. The drain volume was calculated using a model that takes into account line size, product viscosity and elevation of section. The result is the worst case discharge volume. This was done for every 500' of line.

(d) For response zones with breakout tanks the methodology for worst case discharge is guided by §194.105(b)(3) and (4) which states'

“(3) If the response zone contains one or more breakout tanks, the capacity of the single largest tank or battery of tanks within a single secondary containment system, adjusted for the capacity or size of the secondary containment system, expressed in barrels.

(4) Operators may claim prevention credits for breakout tank secondary containment and other specific spill prevention measures as follows:”

<i>Prevention Measure</i>	<i>Standard</i>	<i>Credit</i>
<i>Secondary containment >100%</i>	<i>NFPA 30</i>	<i>50%</i>
<i>Built/repaired to API Standards</i>	<i>API 620, 650, 653</i>	<i>10%</i>
<i>Overfill Protection Standards</i>	<i>API RP 2350</i>	<i>5%</i>
<i>Testing /cathodic protection</i>	<i>API 650, 651, 653</i>	<i>5%</i>
<i>Tertiary containment/drainage/treatment</i>	<i>NFPA 30</i>	<i>5%</i>
<i>Maximum allowable credit</i>		<i>75%</i>

(e) See each response zone appendix for the results of the worst case discharge calculations.

432 Release Profiles

(a) The spill modeling program produced spill volume profiles that represent a summary of the spill model. The profile graphic contains an elevation profile, valve location and type, spill volume, and drain time as defined in STC Integrity Management Plan.

440 Response Resources

(a) STC shall ensure, by contract or other approved means, the resources necessary to remove, to the maximum extent practicable, a worst case discharge and to mitigate or prevent a substantial threat of a worst case discharge.

(b) STC has the capability to deal with small (Tier 1) and medium size spills using STC resources, other Sinclair assets, and local contractors. The local contractors listed in Section 460 are listed as a tool for responding personnel that may require additional resources.

(c) STC has Master Service Agreements with two Oil Spill Removal Organizations (OSRO). See OSRO Contract Appendix for the current agreements:

- Garner Environmental Services Inc., 1717 West 13th Street, Deer Park, Texas 77536, **1-800-424-1716**, 281-930-1200, FAX 281-478-0296. Garner Environmental Services is USCG approved.

- Allied International Emergency, LLC 2333 Delante Street, Ft. Worth TX 76117, **1-800-980-7911**, 817-595-0100, FAX 817-595-0125

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(d) Both of these OSRO's have a network of subcontractors that are available locally for immediate response (Tier 1) when necessary and can also provide response resources from their headquarters for sustained (Tier 2) and major (Tier 3) incidents. See Section 500 for OSRO response times for the three oil spill types.

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(e) In the event of a discharge beyond the capability of available STC resources, the QI/Incident Commander has the authority to activate private spill cleanup contractors, other experts, and consultants. See Section 500 for spill impact and cleanup procedures.

(f) STC will not normally hire and/or train volunteers for spill response activities. STC will refer volunteers to the appropriate state and/or local agencies or organizations that are set up to handle volunteers.

(g) Other agencies have stockpiles of equipment available to the private sector, generally after sources of equipment provided by private contractors have been exhausted. Requests for federal equipment can be expedited when made through the Federal On Scene Commander.

450 Non - DOT (Part 195) Jurisdictional Terminals

(a) This manual serves as part of the Spill Prevention Control and Countermeasure (SPCC) Plan and Facility Response Plan (FRP) for terminals that are **not** regulated by 49 CFR Part 195.

(b) The qualified individual requirements and response resources listed in this section are applicable for the terminal managers and operators for each of these terminals.

(c) The STC control center either monitors tank levels and other alarms or is contacted through auto-dialer equipment to respond to alarm conditions at these terminals.

TERMINAL	QI / IC	WORK	CELL	HOME
Boise, Idaho			(b) (6)	
	Rex Hauser	208-375-3931		
Burley, Idaho	Dave Cole	208-678-7363		
	Craig Thompson	208-678-7363		
Kansas City , Kansas	Curtis Dieckmann	913-233-7350		
	Clarence Harris III	913-233-7350		
	Phil Burch	913-233-7350		
Casper, Wyoming	Rob Butler	307-472-1284		
	John Murray	307-472-1284		
	On Call Cell			

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Sinclair, Wyoming	Ben Alvey	307-328-3569	(b) (6)
	Daniel Moore	307-328-3569	
	On Call Cell		
Terminal Manager is listed first for each terminal			

460 Contractor List

OSRO			
Contractor/Company	Location	Telephone	Service Available
Garner Environmental Services	24-hour # Deer Park, TX	800-424-1716 281-930-1200	OSRO
Allied International Emergency, LLC Ty McKee	24-hour # Ft. Worth, TX	800-980-7911 817-595-0100	OSRO
Nationwide Contractors			
United Rentals	Casper, WY Ft. Collins, CO Commerce City, CO Olathe, KS Kansas City, MO	307-237-3771 970-482-9999 800-877-3687 913-338-3363 816-921-4141	Equipment rental national contract
ATC Associates, Inc.	Denver, CO Lenexa, KS	303-799-6100 720-382-9865 913-438-2800	Emergency Response
Rocky Mountain District – Response Zones 1-5			
Transportation & Industrial Services	24-hour # Denver, CO	888-745-9197 303-833-1111	HAZ MAT trailer, pumps, river boom, absorbents
Cavalry Water Service	Casper, WY	307-277-1280	Vacuum truck
Wyoming Power Wash	Casper, WY	307-235-4838	Portable Hotsy
Tomahawk Construction	Sheridan, WY	307-751-6671	Track hoe, Front end loader, bull dozer, side boom
Mel's Water Service	Casper, WY	307-234-6660	Vac trucks
Resource Environmental Group	Commerce City, CO	303-295-6297	Vacuum trucks, roll-off containers, frac tanks

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Contractor/Company	Location	Telephone	Service Available
Bartlett Oil Field Service	Bairoil, WY	307-328-1015 307-320-7680	Portable hotsy, back hoe, track hoe, front end loader, dump truck, vacuum truck, transport
Totem Construction	Casper, WY	307-237-3615	Back hoe, track hoe, side boom, vacuum truck, transport
Platinum Environmental	Loveland, CO	970-669-2277	Track hoe, dump truck, front end loader, bull dozer, transport
Key Energy Services	Ft. Lupton, CO	303-659-2062	Vacuum trucks
A&W Water	Ft. Lupton, CO Douglas, WY	303-659-6523 307-358-5239	Vacuum trucks, tanker trucks
Mid-Continent District Response Zone 6			
Haz Mat Response	24-hour # Olathe, KS	800-229-5252 913-747-2265	Frac tank, track hoe, back hoe, vacuum truck
Environmental Specialists, Inc.	Kansas City, MO	888-331-3443 816-523-5081	HAZ MAT trailer, pumps, river boom, absorbents vacuum truck, dump truck, tanker truck, roll-off boxes, frac tanks, site remediation
Foltz Welding dba: Continental Pipeline Services, Inc.	Carrollton, MO	660-542-1516	Back hoe, track hoe, side boom, front end loader, bull dozer, dump truck
Philip Services Corp.	Kansas City, MO	816-474-1391	Vacuum truck, emergency response services

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470 STC Response Equipment Zones 1 thru 5

471 Southeast Wyoming Oil Spill Response Cooperative Trailer #1

(a) The following equipment is located at the Sinclair Refinery in Evansville, WY. 5700 East Highway 20-26, Evansville, WY. Two trailers are located there and can be accessed 24-hours per day. They are located in the parking lot of the refinery.

(b) Trailer #1 can be pulled with a pickup equipped with a 2⁵/₁₆" ball. Trailer #2 is for storage only. Notify Sinclair Trucking at 307-235-5919 or the refinery at 307-265-2800 prior to taking the trailer.

(c) Contact SEWOSA members within 24 hours - email all members or contact President – Chris Murray at 307-233-6181 or (b) (6) (cell).

(d) When trailer is returned contact Brian King at 307-262-1514 to conduct inventory.

(e) The combination on all SEWOSA trailers locks is **6482**

Casper SEWOSA Trailer #1			
Quantity	Description	Quantity	Description
1	14 ft. Rover Jon boats	2	Medical first aid kit
2	Mercury boat motors with gas tank and hose	5	Brooms
4	HD cable tow bridles for boom	16	Orange safety vests
5	Bales of 3M type 151 oil sorbent sheets	1	Box of white plastic sheeting
2	Bales of 3M type 156 oil sorbent sheets	37	6 ft. steel drive posts w/clips
8	18# Hooker River anchors with 75 ft x 1/2" rope	3	Flood lights on posts
7	Life jackets, commercial type	2	Rolls of barricade tape
1	1,000 ft. fast water deflection boom	1	Funnel
10	18 lb. bags of Oclansorb oil absorbent	1	Package gloves
5	Bags of 8" x 10' oil absorbent boom 4 per bag	6	Safety goggles
1	Bags of 8" x 10' oil absorbent boom 2 per bag	1	Centrifugal trash pump
1	Portable generator	4	Plastic swim pools
1	10 ft. 2" super-vac suction hose	2	Post drivers
1	2" strainer for suction hose	4	Tarps - blue
1	20 ft. water discharge hose	3	Tarps - yellow
1	Brass wash down jet nozzle	4	Spools yellow 1/2" rope
4	Pitchforks	1 box	Plastic sheeting
5	50 ft. electrical cord	3 boxes	1/2" eye spring snaps (10/box)
4	100 ft. electrical cord	1 pr	Rubber gloves
1	25 ft. electrical cord	1 pr	Rubber boots
1	Extension cord splitter - orange	2	Boxes of garbage bags
1	8 oz sledge hammer	2	Boat oars
1	12 oz sledge hammer	2	Meta 1/2" tubular steel stands
2	Roll of 40' x 100' 6 mil plastic	4	Shovels (3 square, 1 spade)
3	Rolls of 4" x 2" x 36" wire mesh		
Casper SEWOSA Trailer #2 – Storage Only			
Quantity	Description	Quantity	Description
1	14' river Jon boat	6	Rolls steel cable
4	Boat oars	10	Large white fabric bags
	Assorted steel culverts (flumes)		

472 Southeast Wyoming Oil Spill Response Cooperative Trailer #2

(a) The following equipment is located at Rocky Mountain Pipeline's facility in Ft. Laramie, WY. The facility is located on South Street off of WY Highway 26. One trailer is there and can be accessed 24-hours per day from the north through a locked gate. Both the gate and the trailer have a combination lock - 6482.

(b) The trailer can be transported by truck with a 2-5/16" ball. Semi trailer is for storage only.

(c) Contact SEWOSA members within 24 hours - email all members or contact President – Chris Murray at 307-233-6181 or (b) (6) (cell).

(d) When trailer is returned contact Brian King at 307-262-1514 to conduct inventory.

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Quantity	Description	Quantity	Description
1	14 ft. Rover Jon boats	2	Rakes
2	Mercury outboard motors with gas tank & hose	2	Pitchforks
10	HD cable tow bridles for boom with top tension cable	5	50 ft. electrical cord
3	Bales of 3M type 151 oil sorbent sheets	1	100 ft. electrical cord
2	Bales of 3M type 156 oil sorbent sheets	4	Shovels
4	18# Hooker River anchors with 75' ½" rope	1	Post driver
6	Life jackets, commercial type	1	Ax
1	1,000 ft. fast water deflection boom	1	8 oz sledge hammer
10	18 lb. bags of Oclansorb Oil Absorbent	1	12 oz sledge hammer
2	Boxes of Oil Absorbent 4" x 4' Sox (15 per box)	1	Medical first aid kit
2	Boxes of Oil Absorbent 4" x 8' Sox (6 per box)	50	6 ft. steel drive posts
1	10 ft. 2" super-vac suction hose	6	Traffic cones
1	20 ft. 2" super-vac suction hose	8	Boat Oars
1	20 ft. water discharge hose	2	Rolls of barricade tape
1	Brass wash down jet nozzle	1	Portable generator
1	Plastic spiraflex nozzle	1	5 gallon can of gasoline
1	2" strainer for suction hose	2	Personal floatation devices
1	Roll of 40 ft x 100 ft 6 mil plastic	11	Rolls of rope
4	Rolls of 4" x 2" x 36" wire mesh		
Semi Trailer – Ft. Laramie – Storage Only			
1	Jon boat		Assorted steel culverts

473 Southeast Wyoming Oil Spill Response Cooperative Trailer #3

(a) The following equipment is located at STC's District Office in Sinclair, WY. One trailer is there and can be accessed 24-hours per day from the north through a locked gate. The trailer has a combination lock - **6482**.

(b) The trailer can be pulled with a pickup equipped with a 2" ball.

(c) Contact SEWOSA members within 24 hours - email all members or contact President – Chris Murray at 307-233-6181 or (b) (6) (cell).

(d) When trailer is returned contact Brian King at 307-262-1514 to conduct inventory.

Quantity	Description		
1	14' river Jon boat		
1	20 HP Evinrude outboard motor		
1	Boat gas tank		
Command Center Contents			
Quantity	Description	Quantity	Description
5	Handheld radios	1	White boards
1	Cordless drill	1	Sway bar hitch
1	Radio base set with antenna	1	Star wrench
1	Wind sock	1	Table
1	50' extension cord	1	Power strip
Response Trailer Contents			
Quantity	Description	Quantity	Description
10	4" X 6" X 50' floating river boom	20	Tent stakes
6	Boom bumpers	2	5-gallon gas tanks
4	Anchors	40	Trash bags
10	Boom bridles and cables	1	Box of rags
1	Honda 3" centrifugal pump	1	2 gallon drinking water cooler
1	75' 2½" pump suction hose	20	Snap links
1	50' 3" pump suction hose	2	Traffic barricades
	Various pump hose parts	1	Trash barrel
1	Hale FYR-FLOTE skimmer	12	Safety cones
1	100' skimmer suction hose	4	Flashlights
4	1½" X 50' discharge hose	1	Flood lamp
1	Tool box with hand tools	2	pointed shovels
2	12 cups cycle oil	2	flat shovels
1	Spare tire	2	witches brooms
23	T-posts	2	push brooms
1	First aid kit	1	50' garden hose
2	Axes	1	160' 5" absorbent boom
5	Hard hats	1800'	1/2" poly rope
6	Slicker suits	2	Polyethylene sheeting
10	HAZMAT team vests	25	Rolls yellow webbing
5	Pair rubber boots	2	Bags of diapers
4	Respirators with cartridges	1	12 pound sledge hammer
4	Goggles	2	Hand sprayers
4	Life vests	2	3 pound sledge hammers
20	Rubber gloves	1	Propane torch kit

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Quantity	Description	Quantity	Description
1	Hydraulic jack	6	Bags absorbent sheet boom
1	Bolt cutter	2	100' adsorbent boom (Alden wringer)
1	24" pipe wrench	1	Alden Industries electric wringer
2	Pitch forks	1	Tail pulley for Alden wringer
2	Rakes	1	Fire blanket
4	Pints liquid detergent	2	Fishing nets
4	Rolls of tape	2	Oars

474 STC Spill Trailer – Denver Products Terminal

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The following equipment is located at STC's Denver Terminal, 8581 East 96th Avenue, Henderson, CO. The contact person is Bill Halterman, 303-287-0268 (or 0267).

Quantity	Description	Quantity	Description
Absorbent Material			
8	Bags sorbent pads	5	Bags pom-poms
1	Box economizer wipes	2	Bags shredded oil sorbent
2	Bags oil boom	1	Bag oil socks
6	6" x 6" 50' containment boom	12	Containment boom bridles
Personnel Protection Equipment			
Quantity	Description	Quantity	Description
9	Knee high Tingley boots	4	Cotton gloves
4	Hip waders	2	Boxes vinyl gloves
1	Heavy knee boots	8	Face shields
12	Rubber rain suits	12	Safety glasses
4	Boxes Tyvek suits	1	Box ear plugs
16	Long rubber gloves	8	Safety goggles
16	Medium rubber gloves	3	Respirator facemasks & cartridges
3	Life vests	2	Boxes cotton masks
Equipment			
Quantity	Description	Quantity	Description
5	Blue tarps	3	Assorted length power cords
1	Bag tarp straps	6	Brass Master locks
2	Box visquene	3	50 ft. bundles of hemp rope
1	Bag assorted rubber bungees	4	Rolls 100' poly rope
1	Roll caution tape	3	Rolls of duct tape
4	Rolls orange flagging tape		
Tools			
Quantity	Description	Quantity	Description
2	Scoop shovels	3	Welder striker
1	Round point shovel	4	Portable lights
3	Square nose shovels	7	Weed burners
3	Picks	1	Push broom
2	Axes	2	Single infrared gas heaters
3	Rakes	2	Squeegee and broom handles
2	Squeegees	2	10" draw knives
5	Pitch forks	2	5000 watt Coleman generators

Quantity	Description	Quantity	Description
3	Ice choppers	2	25 lb propane bottles
1	Digging bar	2	40 lb propane bottles
1	12# sledge hammer	1	Homelite grass blowers
1	Sweep broom	1	Post hole digger
Other items			
Quantity	Description	Quantity	Description
2	Bug and Tick spray	2	1 gal cans
2	Paper towels	2	Quart cans
2	Hand wipes	1	Box trash can liners
1	Orange hand soap	4	5 gal buckets with 3 lids

475 Rocky Mountain District Response Equipment

The following is a list of STC owned equipment available for emergency response;

- 430D Caterpillar backhoe
- 426 Caterpillar backhoe (DPT)
- 561M Caterpillar side boom
- 322BL Caterpillar track hoe
- TH103 Caterpillar Telehandler (forklift)
- Freightliner semi-tractor with lowboy and flat bed trailers
- 2 - Yamaha Rhino ATV's
- 20 - ¾ ton pickup trucks
- 1 - 1 ton mechanic truck
- 1 – 1 ton welding truck
- 6 – ½ ton pickup trucks

480 Response Equipment Maintenance

481 Spill Cooperative Response Equipment

Any spill cooperative that STC belongs to shall have, as part of its by-laws or agreement, a process to maintain all cooperative equipment at least annually.

482 STC Owned Response Equipment

(a) The District Managers and Terminal Managers are responsible for the maintenance of the respective response equipment listed in this manual.

(b) Trailer and equipment inventories shall be done, at least, annually.

(c) All powered equipment, i.e. generators, pumps, boat motors, shall be run and have their fluids changed according to the manufacturer recommendations at least once annually.

(d) All completed inventories and maintenance checks shall be documented and the Regulator Compliance Coordinator shall be notified upon completion.

SINCLAIR TRANSPORTATION COMPANY



SECTION 500 SPILL IMPACT AND CLEANUP PROCEDURES

Section 500 – Spill Impact and Cleanup Procedures

510 Significant and Substantial Harm

(a) Sinclair shall determine which line sections in a response zone can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil.

(b) Sinclair has incorporated the information acquired through its Integrity Management Program to aid in determining whether a line section can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil.

(c) If a line section directly intersects either an Unusually Sensitive Area Ecological (USA-ECO) or Drinking Water (USA-DW) attribute, as provided by the National Pipeline Mapping System (NPMS), or other environmentally areas, determined by Sinclair, then that section is determined to be one that could cause significant and substantial harm.

(d) Other factors are then taken into account including:

- Line diameter and length – lines greater than 6⁵/₈" in diameter and greater than 10 miles in length and the line section:
 - Has experienced a release greater than 1,000 barrels within the previous five years,
 - Has experienced two or more reportable releases, as defined in Section 230.2, within the previous five years,
 - Contains any ERW pipe, manufactured prior to 1970, operates at a MOP established per Sinclair's General Procedures Manual Section 533.1 that corresponds to a stress level greater than 50 percent of the specified minimum yield strength of the pipe,
 - Is located within a 5 mile radius of potentially affected public drinking water intakes and could reasonably be expected to reach public drinking water intakes, **or**
 - Is located within a 1 mile radius of potentially sensitive areas, and could reasonably be expected to reach those areas.

(e) Sinclair uses a buffer zone approach to determine whether a release could reasonably be expected to reach a USA-ECO or USA-DW, for sections of line that do not intersect with these NPMS attributes, to determine High Consequence Areas (HCA) under it's IM program. Sinclair shall use the results of

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its HCA determination to determine whether the last two criteria in 510(d) are met.

(f) As spill modeling is used to further its HCA determination process Sinclair will use this method to determine if the last two criteria in 510(d) are met.

(g) The results of the significant and substantial harm determination are detailed in each of the six response zone appendices.

520 Response Team Organization

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520.1 Discharge Classification

(a) The severity of a discharge will have a bearing on the level of management involvement necessary and the extent of mobilization. The following definitions provide guidance in the early classification of discharges.

(b) STC utilizes a three-tier oil spill response organization:

- Immediate Incident (Tier 1) Response Team - Made up of the local personnel from the system where the incident occurs and will be the initial responders to the spill incident.
- Sustained Incident (Tier 2) Response Team - Made up of Immediate Response Team members from other systems and specifically trained employees from throughout STC and will be activated to supplement local System Team when the magnitude of the spill incident indicates the need for additional manpower, or where it is anticipated that the response effort will be sustained.
- Major Incident (Tier 3) Response Team - This Team draws on specialists and specifically trained employees from throughout STC's organization supplemented by contractors (OSRO) specializing in spill response and clean up. As supplemental help is brought into the response activity, they do not replace the active team but rather support and add to the team organization.

STC Emergency Response Matrix

Level of Incident	Response by: (all or part of)	Augmentative Resources
Immediate (Tier 1)	Immediate Response Team	Sustained Response Team Spill clean up specialist contractors OSRO – if needed
Sustained (Tier 2)	Immediate Response Team Sustained Response Team OSRO	Spill clean up specialist contractors Personnel from other Sinclair operations – may include oil tankers from trucking fleet (90 trucks), vac trucks from refinery operations, or corporate aircraft
Major (Tier 3)	Immediate Response Team Sustained Response Team OSRO Mutual aid manpower pool	Spill clean up specialist contractors Mutual aid teams Local contractors Personnel from other Sinclair operations - may include oil tankers from trucking fleet (90 trucks), vac trucks from refinery operations, or corporate aircraft

521 Immediate (Tier 1) Response Team

(a) The first STC employee on scene will implement the Incident Command System (ICS) and initially assume the role of Incident Commander (hereinafter referred to as IC). Transfer of command will take place as more senior supervisors respond to the incident, with the IC role typically being filled by the District Manager or designee. Headquarters support will be utilized on an as needed basis.

(b) For spill incidents capable of being managed by the local team, the District Manager will function as IC throughout the incident. The command structure for such spills will typically be as shown in Figure 500-2.

(c) The number of positions needed to staff this minimum organization will depend on the size and complexity of the spill. The duties of each position must be performed, but may be performed by the IC directly or delegated to fewer people filling more than one position.

(d) The IC is always responsible for directing all response activities, and will assume the duties of all positions in Figure 500-2 until the duties can be delegated to other qualified personnel.

(e) Immediate responsibilities that must be addressed at the outset include:

- Site safety assessment. Complete “Job Safety Analysis”
- Establishing a command post.
- Establishing communications with the Control Center.
- Initiating cleanup and recovery activities.
- Insuring regulatory and legal compliance.
- Providing liaison with local emergency response agencies.
- Interfacing with the public and media.

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521.1 Exposure

(a) The potential public and environmental exposure is moderate. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have moderate impact on the public and/or the environment.

521.2 Degree of Control

The incident can be controlled in a short period of time through implementation of the local resources available to the facility (including cooperatives and contractors).

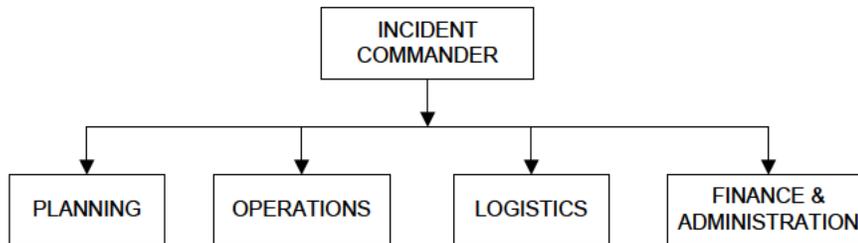
521.3 Agency/Governmental Involvement

Government involvement will be moderate and generally restricted to state and local levels.

521.4 Media Involvement

Media interest will be moderate and generally restricted to state and local levels.

Figure 500-2 Command Structure for Immediate Response Team



522 Sustained (Tier 2) Response Team

(a) This second level of response is utilized when the magnitude of the incident or its impact indicates the need for additional personnel, or where it is anticipated that the response effort will be sustained.

(b) Local STC resources may have to be supplemented with other STC and external resources to manage the spill incident. Activation of the Sustained Response Team would be anticipated during a Tier 2 incident.

(c) Positions may be filled by more than one person, to provide adequate relief for twenty-four hour response operations, with each filling alternating twelve hour shifts. Some positions may require Assistants, such as Assistant Incident Commander, to reduce the span of control.

(d) Some groups may need to be divided into two or more geographic segments as the scope of the incident expands. An example is shown in Figure 500-3, where the spill has impacted three diverse areas requiring differing recovery and cleanup techniques.

522.1 Exposure

(a) The potential public and environmental exposure is moderately high. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have moderately high impact on the public and/or the environment.

522.2 Degree of Control

(a) The incident can be brought under control in a moderate period of time through implementation of local resources available to the facility (including

cooperatives and contractors) with possible implementation of regional resources.

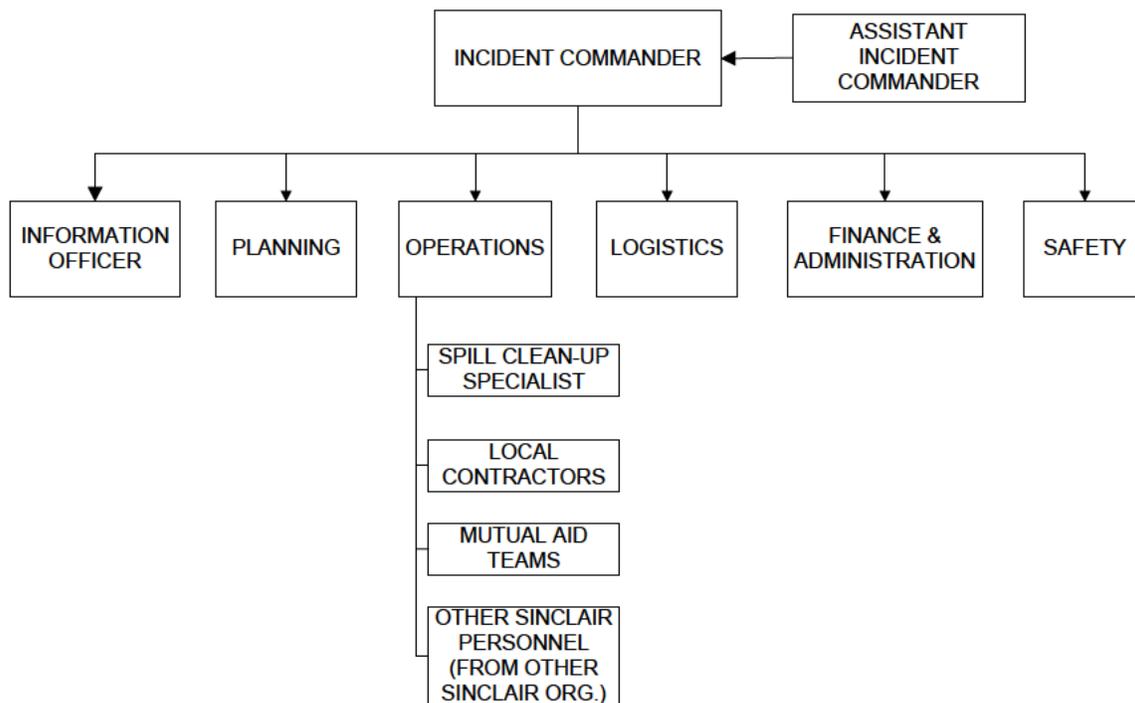
522.3 Agency/Governmental Involvement

(a) Government involvement will be moderately high and generally restricted to Regional levels.

522.4 Media Involvement

(a) Media interest will be moderately high and generally restricted to Regional levels.

Figure 500-3 Command Structure for Sustained Response Team



523 Major (Tier 3) Incident Response Team

13 (a) This team is organized to manage very large incidents with widespread impacts, requiring personnel resources from contractors specializing in spill response and clean up.

(b) Maximum STC and external resources must be brought to bear to respond to the spill incident. Activation of the Major Incident Response Team would be anticipated during a Tier 3 incident.

(c) When implemented, this team will augment the Sustained Response Team, applying additional manpower and expertise to all of the functional areas as required. The organization is designed to accommodate the strength of the organization by utilizing the best specialists and professionals available.

(d) A typical organizational structure for a fully staffed Major Incident Response Team is shown in Figure 500-4.

13 523.1 Exposure

(a) The potential public and environmental exposure is significant. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have significant impact on the public and/or the environment.

523.2 Degree of Control

(a) Maximum STC and third party resources must be implemented in order to gain control of the incident.

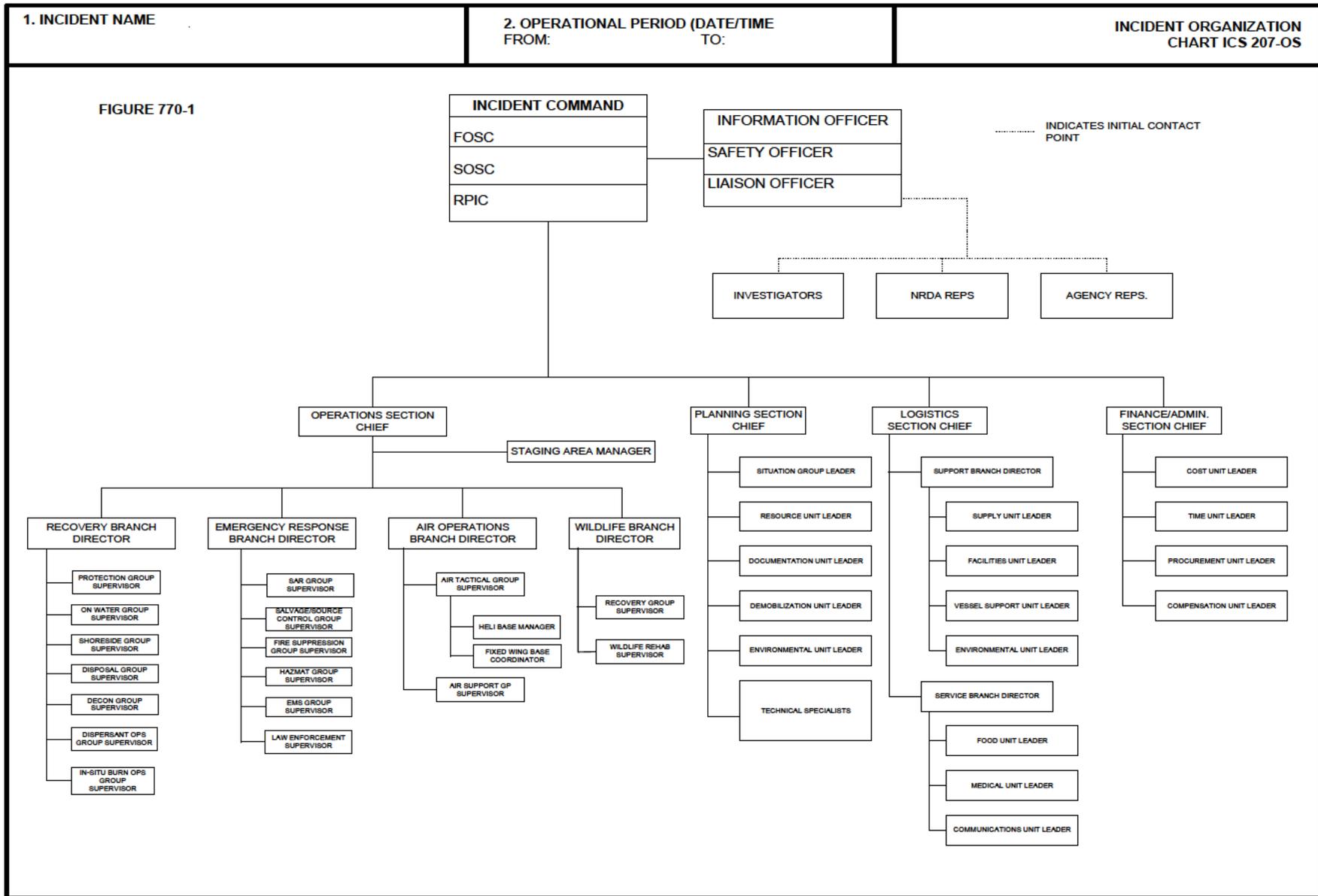
523.3 Agency/Governmental Involvement

(a) Government involvement will be intense.

523.4 Media Involvement

(a) Media interest will be intense.

Figure 500-4 Major Incident Response Team



524 Response Activities – Worst Case Discharge

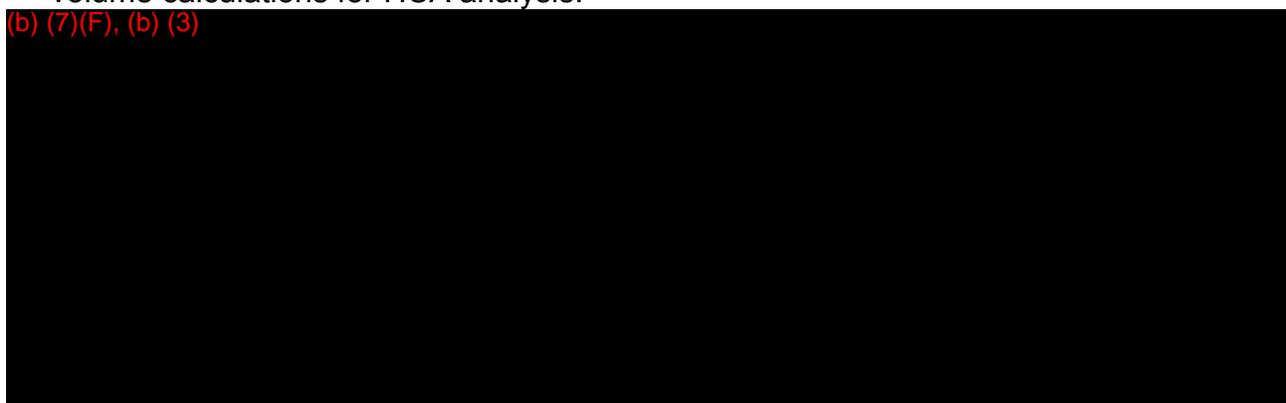
(a) The response resources (OSRO's Garner and Allied) in Section 400 are available and have ensured through their agreements to respond within the time specified in Figure 524-1 and 524-2, after discovery of a worst case discharge, or to mitigate the substantial threat of such a discharge. At no time shall STC contract with an OSRO that cannot respond Within the following time specified, after discovery of a worst case discharge, or to mitigate the substantial threat of such a discharge:

- Tier 1 12 hours
- Tier 2 36 hours
- Tier 3 60 hours

(b) These response times are in accordance with 194.115(b) due to the determination that none of the response zones fall in a High Volume Area (must be a pipeline with a nominal outside diameter of 20 inches or more) and therefore fall into the all other areas category.

(b) Detection time, time to shutdown and close block valves (includes manually operated), and pipeline worst case discharge volumes are based on data from STC's Integrity Management Program leak detection and worst case discharge volume calculations for HCA analysis:

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



(c) All initial response times are within the time specified for Tier 1. The spill location would be confirmed and external (agency) and internal notifications made. The QI/AQI will mobilize spill response resources, mobilize OSRO and Cooperative resources as needed, establish Incident Command Center as necessary, and respond to the spill site and take action to contain the spill and protect public safety. QI/AQI will assess site and begin development of site safety plan. Assistance will be requested from local emergency services as needed.

(d) Within the specified Tier 2 time, the leak would be isolated, the spill contained and recovery operations nearing completion. Clean up activities would be underway and coordinated with the appropriate agencies. Pipeline repairs would be underway and nearing completion.

12/17/2013

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(e) Within the Tier 3 time, almost all free oil is recovered and environmental damage assessment made and resources would be activated to restore/repair the environment. In most cases, repairs would be complete at the end of Tier 3 time and the pipeline restored to operations. The line would continue to be monitored at the repair site until operations are restored to normal. Final clean up would continue in coordination with agencies. Incident documentation would be accumulated in preparation for making the final report.

Sinclair Pipe Line Company – Emergency Response & Management Manual

Figure 524-1



CORPORATE OFFICE: 1717 W. 13TH STREET, DEER PARK, TX 77536 • 281-930-1200 • 800-424-1716

EXHIBIT A

Garner Response Facility Williston, ND (701) 577-1200 or (855) 774-1200				Garner's Subcontractor Approximate Response Times		
Response Location	Mileage	Tier Level	Response Time	Mileage	Tier Level	Response Time
Bairoil Crude System Sinclair, Wyoming	584	2	16.69 Hour(s)	218	1	6.23 Hour(s)
				223	1	6.37 Hour(s)
				275	2	7.86 Hour(s)
Crude Tank Line System Casper, Wyoming	459	2	13.11 Hour(s)	326	2	9.31 Hour(s)
				144	1	4.11 Hour(s)
				149	1	4.26 Hour(s)
Guernsey Pipeline System Casper, Wyoming	459	2	13.11 Hour(s)	326	2	9.31 Hour(s)
				144	1	4.11 Hour(s)
				149	1	4.26 Hour(s)
Guernsey Pipeline System Cheyenne, Wyoming	577	2	16.49 Hour(s)	357	2	10.20 Hour(s)
				84	1	2.40 Hour(s)
				326	2	9.31 Hour(s)
Medicine Bow Pipeline System Sinclair, Wyoming	584	2	16.69 Hour(s)	215	1	6.14 Hour(s)
				226	2	6.46 Hour(s)
				270	2	7.71 Hour(s)
Medicine Bow Pipeline System Denver, Colorado	678	2	19.37 Hour(s)	10	1	1 Hour(s)
				66	1	1.89 Hour(s)
				7	1	1 Hour(s)
				14	1	1 Hour(s)
Denver Area Pipelines Denver, Colorado	678	2	19.37 Hour(s)	10	1	1 Hour(s)
				66	1	1.89 Hour(s)
				7	1	1 Hour(s)
				14	1	1 Hour(s)
Mid-Continent Pipeline System Fort Madison, Iowa	1,031	2	29.46 Hour(s)	140	1	4 Hour(s)
				101	1	2.89 Hour(s)

Garner Response Facility Port Arthur, TX (409) 983-5646 or (800) 983-7634				Garner's Subcontractor Approximate Response Times		
Response Location	Mileage	Tier Level	Response Time	Mileage	Tier Level	Response Time
Mid-Continent Pipeline System Carrollton, Missouri	790	2	22.57 Hour(s)	70	1	2 Hour(s)
				217	1	6.2 Hour(s)
Mid-Continent Pipeline System Kansas City, Kansas	743	2	21.23 Hour(s)	16	1	1 Hour(s)
				5	1	2 Hour(s)

OFFICES

DEER PARK, TX
(OPERATIONS & TRAINING)
281-930-1200

PORT ARTHUR, TX
(OPERATIONS)
409-983-5646

PORT ARTHUR,
TX
(TRAINING)
409-984-9836

LA MARQUE, TX
(OPERATIONS)
409-935-0308

WILLISTON, ND
(OPERATIONS)
701-577-1200

Rev. 062712

12/17/2013

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This document supersedes all previous versions. When using printed procedures, you should verify it is the most current version posted on the Sinclair Intranet

Figure 524-2



OSRO TIER RESPONSE TABLE



Response Location	AIE Approximate Response Times	Distance (Miles)	AIE Subcontractor Approximate Response Times	Distance (Miles)	Mobile Storage Capacity (Gallons)
Bairoil Crude Sinclair, Wyoming	13.12 Hours Tier 2	883	3.24 Hours Tier 1	213	50,000 + BBL's
Crude Tank Line Casper, Wyoming	13.56 Hours Tier 2	938	2.13 Hours Tier 1	143	50,000 + BBL's
Guernsey Pipeline Casper, Wyoming	13.56 Hours Tier 2	938	2.13 Hours Tier 1	143	50,000 + BBL's
Guernsey Pipeline Cheyenne, Wyoming	11.09 Hours Tier 1	759	1.31 Hours Tier 1	93	50,000 + BBL's
Medicine Bow Pipeline Sinclair, Wyoming	13.12 Hours Tier 2	883	3.24 Hours Tier 1	213	50,000 + BBL's
Medicine Bow Pipeline Denver, Colorado	9.83 Hours Tier 1	660	0.5 Hours Tier 1	16	50,000 + BBL's
Denver Area Pipelines Denver, Colorado	9.83 Hours Tier 1	660	0.5 Hours Tier 1	16	50,000 + BBL's
Mid-Continent Pipeline System Kansas City, Kansas	7.66 Hours Tier 1	547	0.5 Hours Tier 1	21	30,000 + BBL's
Mid-Continent Pipeline Fort Madison, Iowa	11.83 Hours Tier 1	757	1.75 Hours Tier 1	96	30,000 + BBL's
Mid-Continent Pipeline Carrolton, Missouri	9.09 Hours Tier 1	618	1.5 Hours Tier	91	30,000 + BBL's

*** Mobilization times are based upon vehicle travel, AIE can facilitate response personnel onsite within four (4) hours anywhere in the continental U.S. through chartered aircraft.

"Your Problem is Our Priority"

525 Site Safety Plan Development

(a) The Incident Commander or Safety Representative will be responsible for preparing a Site Safety Plan that will establish site specific policies, practices, and procedures to protect workers and the public from coming into contact with potential, incident-specific chemical and/or physical hazards. A Site Safety Plan will contain the following information:

1. Guidance on who is responsible for monitoring site safety.
2. A characterization of the risks associated with each operation that will be conducted in the area covered by the plan.
3. A description of known chemical and physical hazards, and the measures that have been instituted to eliminate the hazards or reduce them to an acceptable level.
4. Guidance on the level of HAZWOPER training required for workers commensurate with their job responsibilities.
5. A definition of site control measures, including a site map.
6. A description of decontamination procedures for personnel and equipment.

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

(c) This plan applies to all personnel, company and contractor, working in or on Sinclair Transportation Company owned or operated facilities. Use of the Site Safety Plan is required for any spill and leak response and for site remediation projects.

530 Environmental and Socioeconomic Sensitivities

(a) Environmental and socioeconomic sensitivities are of extreme importance when planning a response effort. The health and safety of the public and the environment, as well as the protection of the various socioeconomic sensitivities, must be addressed in order to mitigate the extent of damage and minimize the cost of the clean-up effort.

(b) All environmental and socioeconomic sensitivities are worthy of protection, but must be prioritized during a response effort.

(c) The response maps provide details of the location of the environmental and socioeconomic sensitivities in the plan area. The following describes some of the types of sensitivities that may be impacted by a spill and should be addressed in the response.

- **Water intake points**
 - Commercial, industrial, municipal, and private water intakes are subject to impact.
 - These areas may need to be boomed off or otherwise protected to minimize impact.
 - Claims due to safety/health , loss of use, and damage may occur from these points.

- **Major recreation areas**
 - A discharge affecting these areas may pose a public safety/health risk during a response effort.
 - Shoreline access for personnel and equipment deployment (boats, booms, etc.) is typically available in these areas.

- **Environmental**
 - Environmentally sensitive areas are prevalent throughout any aquatic and/or terrestrial environment and may be affected by any spill incident.
 - Environmentally sensitive areas subjected to stress and sudden change can be severely damaging. All means of exclusion/diversion should be utilized during a response effort to minimize the impact on these areas.
 - Critical areas to be protected will be identified on the response maps.
 - Areas that are near streams, lakes, and/or rivers are of special concern. Waterborne oil can be spread over a large area. Recovery and cleanup of spilled oil is more difficult. Also larger populations of flora and fauna are present in, or near, an aquatic environment.

- **Residential Areas**
 - These are areas of high public impact and may warrant evacuation in extreme cases.
 - Cleanup must be performed with extreme caution due to extensive public exposure.
 - These areas can result in claims due to safety/health, loss of use, and damage.
- **State and National Wildlife Management Areas and Refuges**
 - These areas have a high degree of exposure to threatened/endangered species and many other types of wildlife.
 - Cleanup efforts are delicate and of very high priority in these areas.

531 Wildlife Protection

(a) Sinclair Transportation will work, as necessary, with federal, state, and local agency personnel to provide labor and transportation to retrieve, clean, and rehabilitate birds and wildlife affected by an oil spill. Oversight of STC's wildlife preservation activities and coordination with federal, state, and local agencies during an oil spill is the responsibility of the IC.

(b) Special consideration should be given to the protection and rehabilitation of endangered species and other wildlife and their habitat in the event of an oil spill and subsequent response. Jurisdictional authorities should be notified and STC should work closely with them on all decisions and actions related to wildlife protection and rehabilitation. Laws with significant penalties are in place to ensure appropriate protection of these species.

(c) There are several methods utilized to reduce the impact on animals and birds. Some of the more common wildlife protection techniques are as follows:

- Use of visual stimuli, such as inflatable bodies, owls, stationary figures, or helium balloons, etc.
- Use of auditory stimuli, such as propane canons, recorded sounds, or shell crackers.
- Use of herding with aircraft, boats or people.
- Use of capture and relocation.

532 Search and Rescue of Affected Wildlife

(a) STC's involvement should be limited to offering assistance as needed or requested by the agencies.

(b) Prior to initiating any organized search and rescue plan, authorization must be obtained from the appropriate federal/state agency.

(c) Initial search and rescue efforts, if needed, should be left up to the appropriate agencies. They have personnel, equipment, and training to immediately begin capturing contaminated wildlife.

(d) With or without authorization, it must be anticipated that volunteer citizens will aid distressed/contaminated wildlife on their own. It is important to communicate that it may be illegal to handle wildlife without express authority from appropriate agencies. Provisions should be made to support an appropriate rehabilitator, however, no support should be given to any unauthorized volunteer rescue efforts.

540 Containment Strategies

13

(a) Before starting any response to control and cleanup a spill, personnel must be instructed adequately about their duties and about the associated potential health and safety risks. A “Job Safety Analysis” shall be completed. (See General Procedures Manual Section 800). Also a site safety plan will be developed. See Section 1100 for site safety plan format.

(b) Once the discharge has been stopped and controlled, containment and/or diversion of the spilled material should be the next objective. Containment strategies will differ depending on the circumstances of the spill.

541 Spills to Water

Certainly the most serious spill scenario is the one involving a spill to water. Because of the ability of the spilled material to travel on moving water, quick containment of waterborne oil is critical in reducing the impact of the spill.

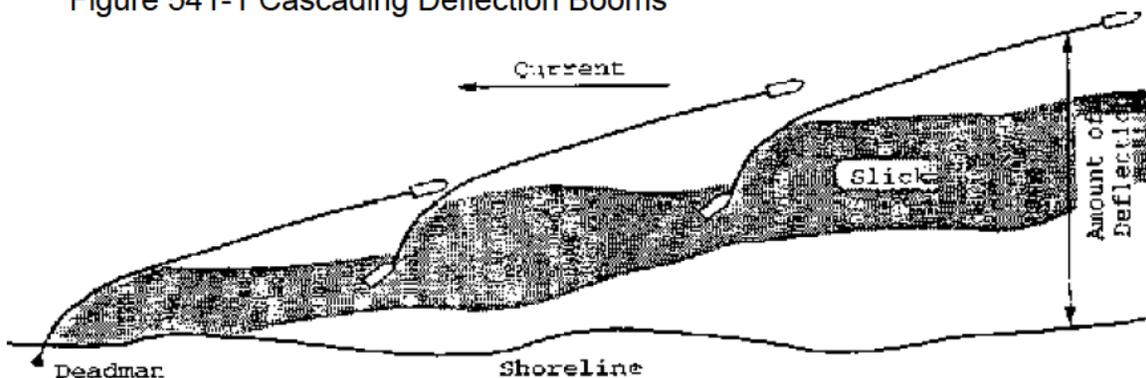
541.1 Absorbent Barrier

For oil spills that cause a chronic release of oil into a body of water, a barrier can be constructed of cyclone fence and absorbent material. The absorbent material will contain and collect the oil and can be exchanged with fresh material as needed. Because of the labor and time required to construct and maintain such a barrier, it can only be justified for chronic releases.

541.2 Cascading Boom Containment

A large oil slick may be contained by using cascading boom deflection to concentrate the oil into a collection point as shown in Figure 541-1. This method of containment will require two boats on each open segment of boom deployed, as the booms must be constantly maneuvered to ensure that the oil slick stays within the containment area.

Figure 541-1 Cascading Deflection Booms

Figure 541-1
Cascading Deflection Booms

541.3 River Containment Boom

Containment booming of a narrow or shallow river channel can be accomplished without a boat. The boom can be positioned by hand or using a motor vehicle (if the shoreline allows) to position the boom as shown in Figure 541-2. Light duty boom or absorbent boom would be required for this procedure.

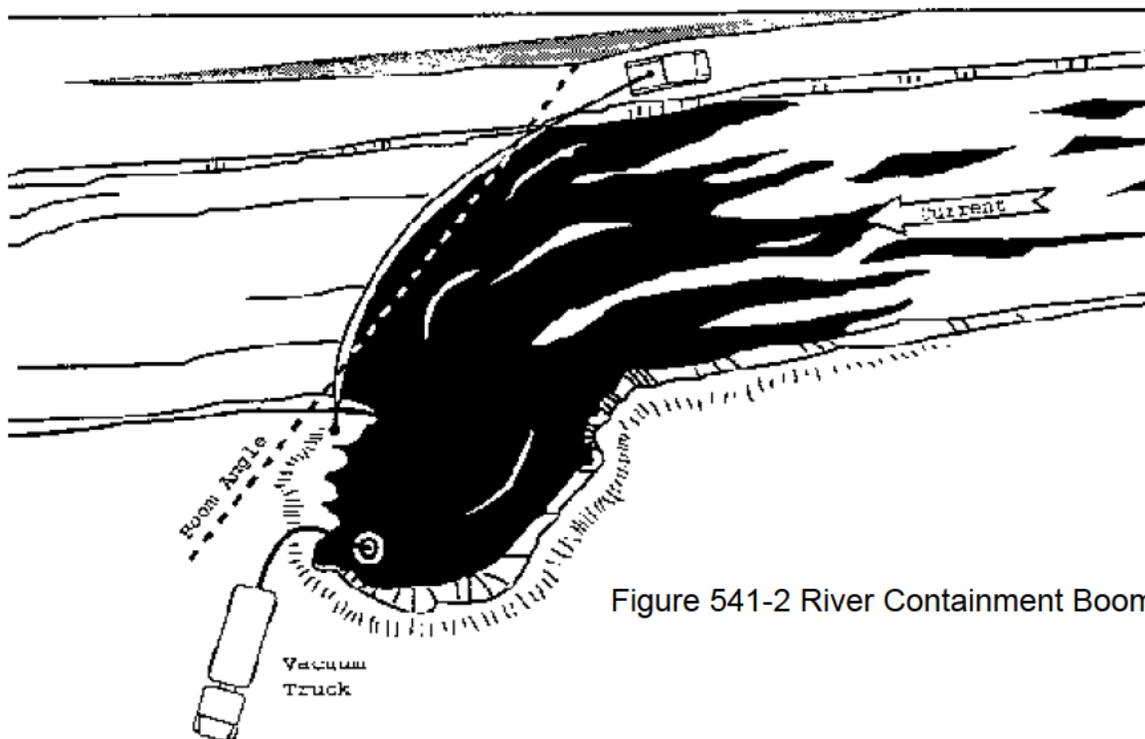


Figure 541-2 River Containment Boom

541.4 Double Booming of Narrow Channels

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

(b) An emergency sorbent boom (Figure 541-3) can be quickly constructed from readily available materials purchased locally. Hay or straw bales, placed end to end and secured with a roll of chicken wire will make an effective (although

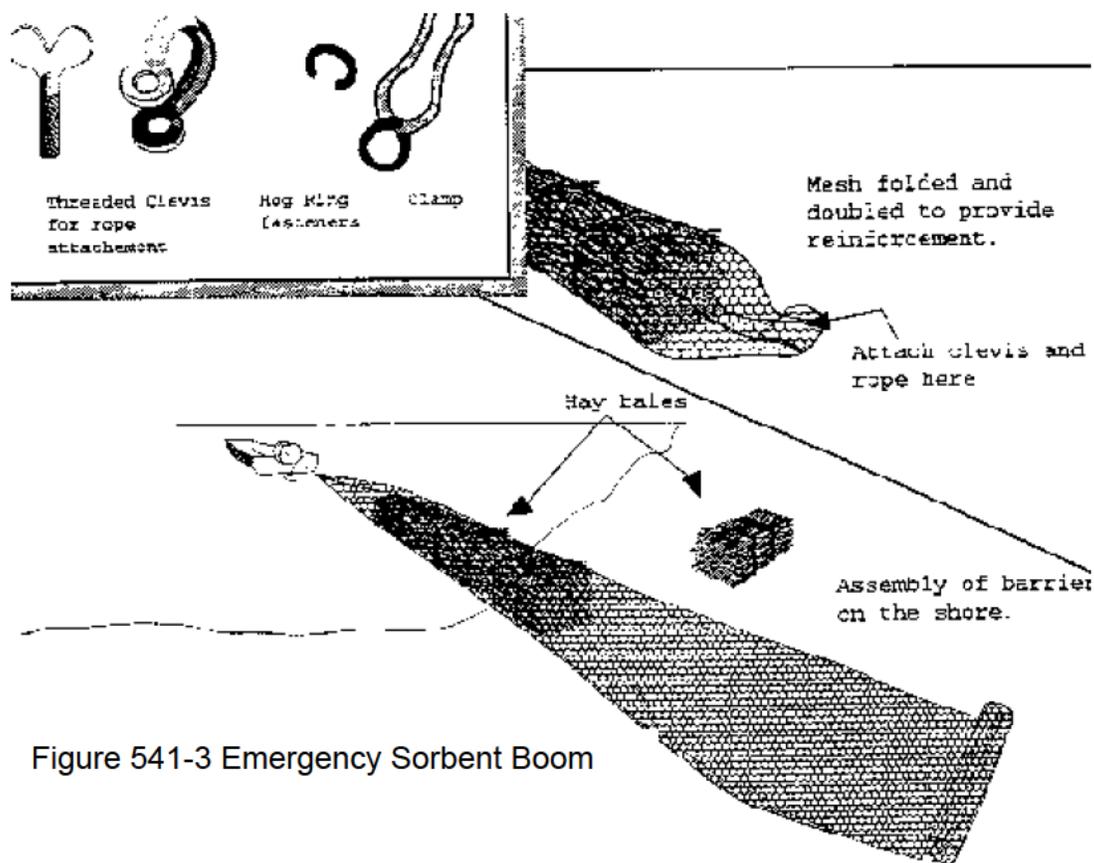


Figure 541-3 Emergency Sorbent Boom

cumbersome) sorbent boom for still or slowly running waters. This type of sorbent is cost effective and will absorb approximately five times its weight. This boom must be constructed near the water's edge, so that it can be fed into the water as it is assembled. Do not place over three bales in the mesh before feeding the boom into the water. The bales will provide flotation for a few days until they gradually absorb water and oil, and eventually will sink if not recovered. As the bales sink, they expose fresh material at the surface capable of absorbing

more oil. It is important to monitor the boom and removed it before it gets too wet and therefore too heavy to recover without using special equipment.

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

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

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

(e) Other types of sorbents include:

- Foamed plastic
- Cotton waste
- Talc
- Dried volcanic rock.

(f) When sorbents are used, plan on using a lot of manual labor to recover the sorbents.

(g) Sorbents may also be used with booms, however, if the current or wind is high, oil/sorbent will go over the top of the boom or may sweep under the boom if the current is greater than 1 fps (foot per second). The effects of the current can be countered by angling the boom to divert spillage to a quieter area. The angle becomes sharper as the current increases. See Table 541 - 1 for suggested boom angle vs current. If straw or similar type of material is used, use a mulcher to spread the material. If straw is dumped as it tends to remain in large clumps even if there is wave action.

Table 541 - 1 Placement of Booms to Offset Different Water Currents

Current, Knots	1.5	1.6	1.7	1.8	2.0	2.3	2.6	3.1	3.8
Boom angle, deg.	70	65	60	55	50	45	40	35	30

(h) Nets may be more effective than booms for containing relatively small quantities of stringy material, such as:

- bark
- hay
- shredded foam.

(i) With a 1" net, velocities of 2 to 3 fps are possible without product loss for small quantities of sorbents. For large quantities, the velocity will probably be limited to 1 to 2 fps without failure.

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

(k) Although rarely used, it may be possible to dispose of spilled material by burning. There is too much cooling effect to sustain combustion when a thin film of oil is spread on water. Little success has been achieved with the use of wicking agents and napalm-like materials, however light hydrocarbons should burn easily. If burning is used, consideration should be given to damage to vegetation around the body of water.

541.5 Under-Flow Dams

(a) In small creeks and drainage ways, an under-flow dam can be constructed to contain free floating oil and allow only uncontaminated water to pass through the dam. Factors controlling under-flow dam design may include but not limited to:

- Stream characteristics: flow rate, water volume, stream width, and depth
- Stream access
- Available time
- Available materials
- Available equipment
- Weather: current and forecasted

(b) Types of under-flow dams may include but not limited to:

- Weir dams
- Elevated straight pipe / siphon dam
- Adjustable pipe under-flow dam
- Horizontal pipe under-flow dam

541.5.1 Plywood Dam

(a) Plywood dams are a very effective, short term solution. Construction materials are easy to find.

(b) Adjust height of plywood, or place holes near the bottom to create an under-flow dam. See Figure 541-4.

Figure 541-4



541.5.2 Weir Dam

(a) Existing culverts can be utilized along a creek by placing a piece of plywood in front (upstream) of the culvert creating a dam, thereby raising the water level. By adjusting the height of the plywood allows the clean water to pass through and the oil remains on the upstream side of the weir. See Figure 541-5 & 541-6.

Figure 541-5

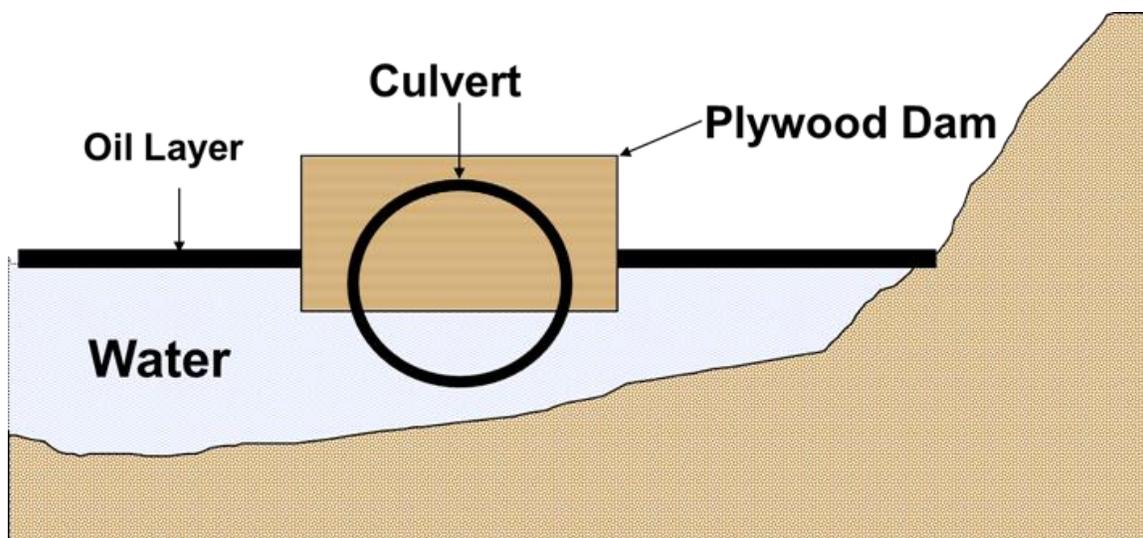
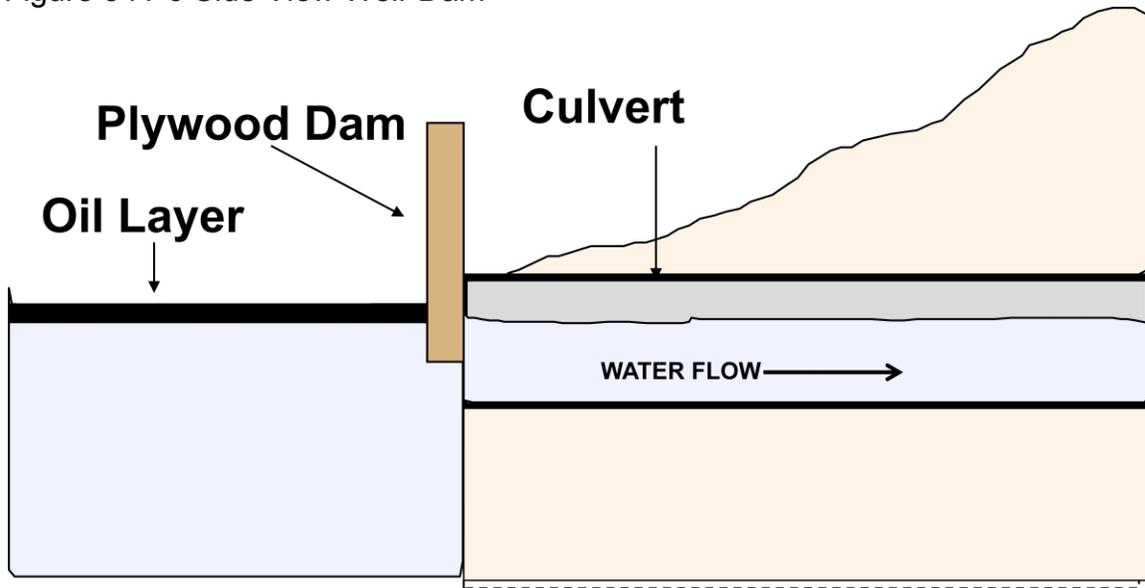


Figure 541-6 Side View Weir Dam



541.5.3 Elevated Straight Pipe / Siphon Dam

(a) A siphon dam, see Figure 541-7 is a structure designed to collect and contain a contaminate floating on small streams. A siphon dam is specially constructed to allow the water to pass through its base via an inclined release pipe. The lighter-than-water contaminate will float on the water surface and be trapped by the upper portion of the dam. This technique is most effective in fairly slow currents where the water level fluctuation is not great. The pipe must be large enough and positioned parallel to water flow to allow water to pass without backing up to a depth greater than the dam or surrounding banks. Several pipes placed side by side may be used in the dam to carry the required flow.

(b) The approximate flow of the effected stream can be determined by estimating the average cross sectional area (A) of the stream and the velocity of the stream (V). The stream flow is equal to the area multiplied by the velocity $Q = V \times A$.

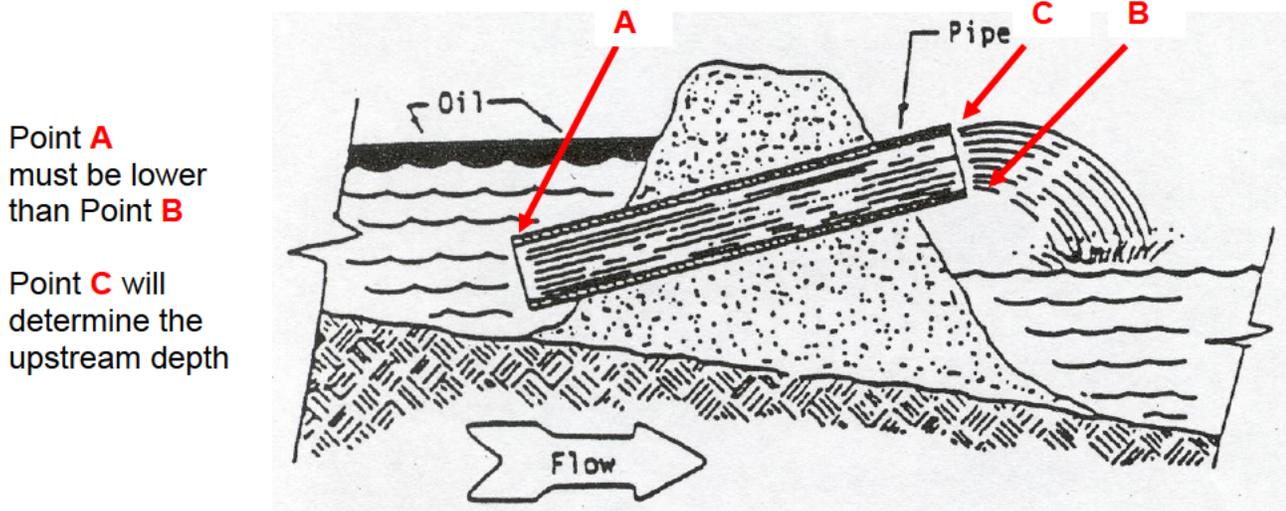
(c) The discharge capacity of the siphon dam will equal the stream flow. The resultant steady state condition (inflow = outflow) will maintain a constant elevation of product and water behind the siphon dam.

(d) The slope of the pipe should be sufficiently inclined to assure that the spilled product will remain on the surface and not be drawn into the inlet, but not inclined so severely as to restrict flow through the pipe. To estimate the size of pipe(s) required to discharge the stream flow use the following equation:

Total area of culvert opening = $Q / 10$

Where: Q = estimated stream flow.

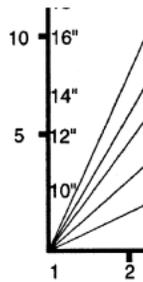
Figure 541-7 Siphon Dam



Point **A** must be lower than Point **B**

Point **C** will determine the upstream depth

Figure 541-8 Chart for Estimating Pipe Size for Siphon Dam



(e) Refer to Figure 541-8 for a chart showing cross sectional area of stream vs stream flow and minimum pipe size.

541.5.4 Flexible Pipe

(a) Similar design to the elevated straight pipe, with added benefit of easily adjusting the height at the entrance and exit end of the pipe. Adjust the entrance and exit heights to alter the flow rate and adjust the depth of the dam. See Figure 541-9.

(b) Use plastic sheeting reinforced by sand bags or natural fill material.

(c) Unless there is a lot of clay in the fill dirt, the oil will penetrate the dam.

Figure 541-9



541.5.5 Level Pipe Dam

(a) An alternate under-flow dam method is to add a valve on the downstream side or a “T” on the upstream side of a level pipe to control the water level. See Figure 541-10.

(b) “T” inlet allows for easy cleanout of debris and prevents overflow through the dam. See Figure 541-11.

Figure 541-10



Figure 541-11



550 Urban Spills

(a) If a release of any type of oil occurs in an urban area, there is a high probability that the oil can enter a storm drain system. If the oil is found to be entering a storm drain system from a curb drain inlet or street drain inlet, block the inlets as shown in Figures 550-1 and 550-2.

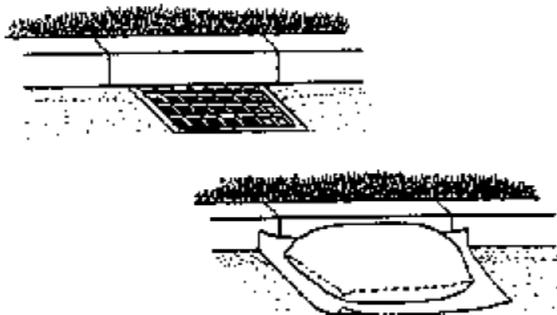


Figure 550-1 Blocking a Curb Storm Drain Inlet

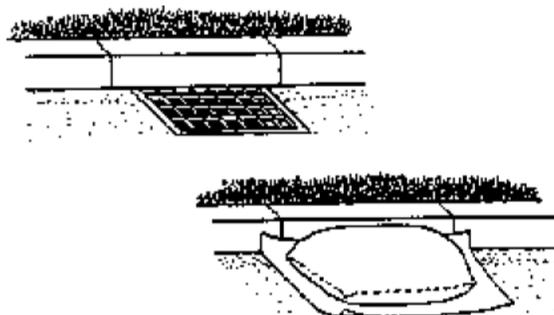


Figure 550-2 Blocking a Street Storm Drain Inlet



Figure 550-3 Typical Street Dam

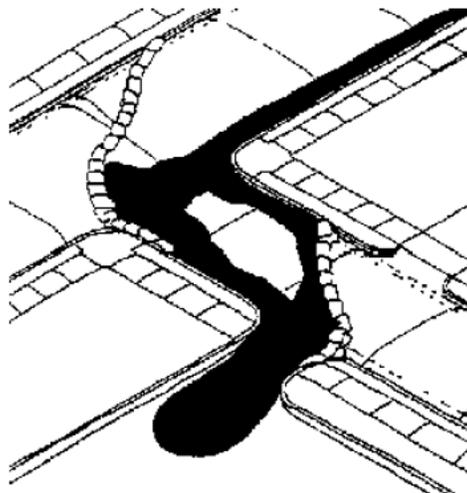


Figure 550-4 Typical Street Diversion Barrier

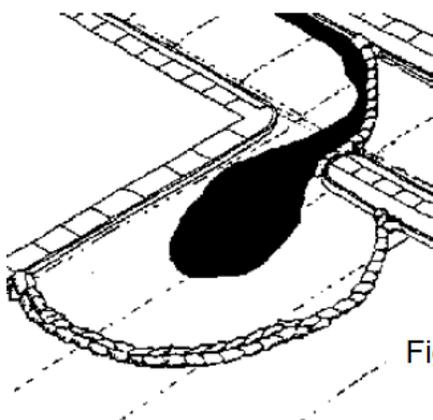


Figure 550-5 Typical Diversion Barrier

(b) Construct sandbag dams in the street as shown in Figures 550-3, 550-4, and 550-5 to keep the oil from spreading and to reduce that area that will need to be cleaned up.

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

560 Spills to Land

(a) Containment and diversion of spilled material should be done to protect environmentally and soci-economic sensitive areas.

(b) Containment and diversion are most generally done with earthen dams. However other material may be used to construct a containment structure such as hay bales or construction materials.

(c) The QI/IC has the authority to use whatever resources available to contain or divert the spilled material.

570 Estimating Volumes of Spilled Oil

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

- The equipment and personnel needed.
- The amount of oil that may reach shorelines and/or sensitive areas.
- The requirements for temporary storage and disposal of recovered materials.
- The quantity of spilled oil for reporting requirements.
- This process should be completed within 4 hours of discovery or if daylight is necessary, within 3 hours after sunrise.

571 Estimating Volumes of Onshore Spills

Oil spills on land are often as difficult to size as those offshore. A reasonably close estimate can be obtained by determining the area covered the average depth and average penetration into the soil. This process should be completed

within 4 hours of discovery or if daylight is necessary, within 3 hours after sunrise.

571.1 Classifying the Area

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

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

571.2 Converting Irregular Shapes (Simpson's Rule)

(a) An irregular shape can be converted into a series of rectangles that approximate the area of the irregular shape. There will be about the same amount of spill area outside the rectangle as there is dry area inside the rectangle. This can be done by stretching a steel tape along the ground outside the spill area. The area can then be quickly estimated by multiplying the length of the sides. In Figure 571-1, the following area is determined:

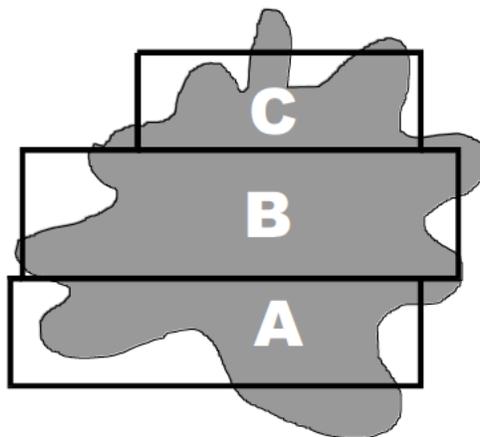


Figure 571-1 Simpson's Rule

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

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

Area C = 35' x 20' = 700 square feet

Total = 2700 square feet

(b) The more rectangles used, the more accurate the estimate becomes.

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

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

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

Area “A” 70' x 20' = 1400 square feet

Average depth = 20" / 3 = 7" or 0.6 feet

Area “A” volume = 1400 square feet x 0.6 ft = 840 cu. ft.

The total volume will be the sum of volumes for Areas “A”, “B”, and “C”.

(f) Next, convert 840 cu. Ft. to barrels. Each cubic foot is equivalent to 0.178 bbls.

Area “A” volume = 840 cu. ft. and therefore $840 \times 0.178 = 150$ bbls.

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

(h) For penetration allowance in normal sand or soil, add 5% to the total volume for every foot of average depth.

(i) In the case of Area “A”, the average depth was 0.6 foot, therefore, $0.6 \times 5\% = 3\%$ to be added. $150 \text{ bbls} \times 1.03 = 154.5$ bbls total volume spilled in Area “A”.

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

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

571.3 Walk Around Method

(a) If the pool of oil is roughly circular, you can estimate its area by pacing around the pool and counting your paces. Walk as closely to the pool edge as possible.

Try to make your paces three feet, or one yard long. If you counted 700 paces, the circumference is 700×3 or 2100 feet. The next step is to guess how much smaller the actual pool is, compared to the circle you walked. If you were pretty close, deduct 10%.

$$2100 \times 0.9 = 1890 \text{ feet adjusted circumference.}$$

(b) The diameter of a circle is related to the circumference by the following equation:

$$C = \pi D$$

Where $\pi = 3.14186$

D = diameter

C = circumference

$$D = 1890\pi = 602 \text{ ft.}$$

The radius of the pool is $D/2$ or 301 ft.

The area of the pool = πr^2

$$A = 301 \times 3.14186 \times 301 \times 301$$

$$A = 284,487 \text{ sq. ft.}$$

(c) Now you can estimate the average depth by guessing the maximum depth. Assume the depth from the exposed slope to be 12" at the deepest part, divide by four (four sloping sides) to estimate an average depth of 3" or 0.25 feet.

The volume is:

$$V = 284487 \times 0.25 = 71122 \text{ cu ft.}$$

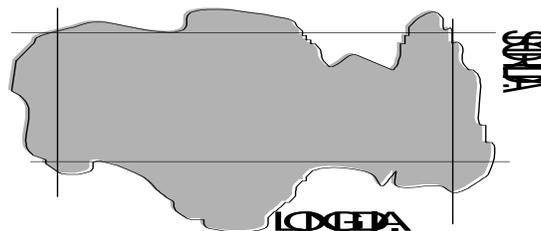
$$\text{Volume of oil} = 71122 \times 0.178 = 12660 \text{ bbls.}$$

(e) The average depth was 3" and therefore we need to add about 1% for penetration or $1.01 \times 12660 \text{ bbls} = 12,786 \text{ bbls}$.

571.4 Average Diameters

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

Pace off the short diameter, but stop short to allow for the irregular shape. Repeat the procedure for the long diameter. Add the diameters together and divide by 2 to get the average diameter.



Example:

Short diameter = 75 paces = 75 x 3 = 225 feet

Long diameter = 120 paces = 120 x 3 = 360 feet

Average diameter = $(225 + 360) / 2 = 292$ feet

Radius = $292 / 2 = 146$ feet

$A = \pi r^2 = 3.14186 \times 146 \times 146 = 66971$ sq ft.

Average depth = 3" or 0.25 ft.

Volume = $66971 \times 0.25 = 16743$ cu. ft.

Volume = 2980 bbls.

Figure 571-2 Average Diameters

571.5 Comparison Methods

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

Type of Area	Length	Width	Area
Football field	100 yds	50 yds	5000 sq. yds
Basketball court	94 ft	50 ft	3700 sq. ft.
Tennis court	78 ft	36 ft	648 sq. ft.
Baseball diamond	90 ft	90 ft	810 sq. ft.
Parking space	20 ft	10 ft	200 sq. ft.
Office	10 ft	10 ft	100 sq. ft.
Service station	700 ft	250 ft	175000 sq. ft.
Four lane intersection	55 ft	55 ft	3025 sq. ft.

572 Estimating Spill Volume on Water

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

(b) A rough estimate of spill volume can be generated from observations of the oil slick's size and thickness. Figure 572-1 and Table 572-1 relate the appearance, thickness, as well as the light conditions. For example, slick thickness greater than 0.08 inches cannot be determined by appearance alone.

(c) Since oil slick spreading is influenced by the spill volume as well as physical forces, stopping the spill at its source is critical in controlling the spread of a slick on water. The more conservative the first estimate of the spill volume, the better

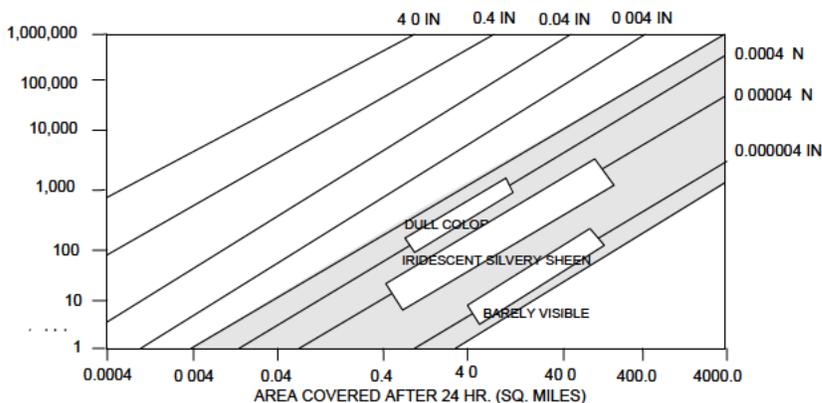


Figure 572-1

Chart for Estimating Oil Spill Volumes on Water

		Silvery Sheen	Trace of Color (Yellow, Bronze, Violet)	Bright Bands of Color (Purple, Blue to Green)	Colors Turning Dull (Brick Red, Turquoise, Pale, Yellow)
Width x Length	Sq. Ft	Gals	Gals	Gals	Gals
100x500	50,000	0.1	0.2	0.4	1.2
100x1,000	100,000	0.2	0.4	0.7	2.5
100x2,000	200,000	0.4	0.7	1.5	4.9
200x2,000	400,000	0.7	1.5	3.0	9.9
500x1,000	500,000	0.9	1.9	3.7	12.3
200x5,000	1,000,000	1.9	3.7	7.5	24.7
500x5,000	2,500,000	4.7	9.4	18.7	61.7
500x10,000	5,000,000	9.4	18.7	37.4	123.4

the chances that response forces will arrive at the spill site prepared with adequate and appropriate equipment. It is preferable to over respond early rather than under respond and risk unpreparedness. To under respond will impede the effectiveness of spill control and cleanup efforts. A slow or poorly prepared initial response can incur more operational costs and increase the risk of damage to marine and shoreline resources and environments. Therefore, properly planning the initial response is critical in a spill situation.

580 Approvals for Alternative Response Strategies

Alternative response strategies include in-situ burning and the use of dispersants. Before either of these methods is used, approval must be obtained

as provided for in the applicable ACP. Refer to the applicable ACP for the procedure for obtaining approval for the use of alternative response strategies.

581 Waste Management

Oil spill response can generate waste materials ranging from oily debris and sorbent materials to sanitary water and used batteries. These wastes must be classified, separated (i.e., oil, water, soil, etc.), transported from the site, and treated/disposed at approved sites. Each of these activities demands that certain health and safety precautions be taken, which are strictly controlled by federal and state laws and regulations. This section provides a discussion of various waste classification, handling, transfer, storage, and disposal alternatives. It is the responsibility of the Waste Management Coordinator to manage waste disposal needs during an oil spill cleanup.

582 Waste Management Strategy

(a) Initial waste handling and disposal needs may be overlooked in the emergency phase of a response, which could result in delays and interruptions of clean-up operations. Initial waste management concerns should include:

- Skimmer capacity
- Periodic recovery of contained oil
- Adequate supply of temporary storage capacity and materials

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

- Continuous tracking of oil disposition in order to better estimate amount of waste that could be generated over the short and long-term.
- Organization of waste collection, segregation, storage, transportation, and proper disposal
- Minimization of risk of any additional pollution.
- Regulatory review of applicable laws to ensure compliance.
- Documentation of all waste handling and disposal activities.
- Disposal of all waste in a safe and approved manner.

(c) The first 24-hour period is critical to any emergency response situation. Coordination between the Waste Management Coordinator, government agencies, logistics, and the waste management contractor is imperative.

(d) As soon as enough preliminary information is known, calculations will be made to estimate volumes in each of the anticipated waste streams. A determination of storage capacity will be made; estimated quantity of product currently in storage and possible need for alternate storage must be determined.

(e) Activate primary waste management contractor. The contractor will perform impact site waste segregation, analysis, profiling and manifesting, if necessary.

(f) Calls will be made to State Agencies for approval to set up temporary waste storage at a logistically appropriate site. Any permitting required for upcoming activities (storage, transportation, handling, etc.) should be coordinated at this time, as well as any emergency permits anticipated for waste storage or disposal.

(g) Secure solid waste containers based on anticipated waste estimates of quantity. Get solid waste containers en route to temporary storage facility.

(h) Coordinate with waste management contractor and Wildlife Rehabilitation Coordinator to supply waste containers for wildlife rehabilitation activities.

583 Waste Minimization

(a) Various methods will be used to reduce the amount of waste that results from an oil spill. Containment areas/barriers will be constructed as quickly as possible upon discovery of the leak to prevent the spread of contamination.

(b) Reusable slick booms will be used instead of sorbent booms whenever possible.

(c) Washing techniques will be used for any vegetation that is contaminated in an attempt to leave the vegetation in place versus removing it and disposing of it as waste.

(d) Any free oil or that is recovered will be transported to oil storage facilities.

(e) Refined product that can be transported to a production facility or refinery will be considered a product and not be subject to waste management regulations.

(f) Results of soil samples will be used to evaluate whether or not bioremediation of chemical treatment is a viable option for accelerating the degradation in place.

(g) Oil recovered from spills to water will be run through an oil water separator. Oily solid wastes can also be treated to separate free oil from solid waste. Table 583-1 lists some of the options that are available to separate oily wastes into free oil and liquid and solid components.

584 Characterization of Waste

(a) The purpose of characterizing waste is to protect employee safety and ensure the proper handling and disposal of waste according to the appropriate state and

federal laws. Each waste must be evaluated by individual analysis at an approved laboratory.

(b) The waste generated by a spill on STC's crude oil or refined product pipelines or tank storage terminals is not a listed waste by definition.

(c) A waste is considered hazardous if it exhibits one of the four following characteristics:

- Ignitable
- A liquid with a flash point of less than 140⁰ F (60⁰ C).
- Not a liquid and capable of causing fire through friction, absorption of moisture, or spontaneous chemical change.
- Ignitable compressed gas
- Corrosive
- A liquid with a pH ≤ 2 or ≥ 12.5
- A liquid which corrodes steel (SAE 1020) of greater than 0.25 inches per year (6.35 mm/year) at 130⁰ F (55⁰ C).
- Reactive
- Reacts violently with oxidizing substances.
- Detonation when exposed to strong heat or pressure.
- Explosive as defined in 49 CFR 173.
- Toxic
- A substance, which meets or exceeds threshold levels of contaminant concentrations specified in the Toxicity Characteristic Leaching Procedure (TCLP). Table 584-1 shows the toxicity threshold levels.

Table 583-1 OILY WASTE SEPARATION

TYPE OF MATERIAL	SEPARATION TECHNIQUES
LIQUIDS	
Non-emulsified oils	Gravity separation of free water
Emulsified oils	Emulsion broken to release water by: heat treatment emulsion breaking chemicals mixing with sand centrifuge filter/belt press
SOLIDS	
Oil mixed with sand	Collection of liquid oil leaching from sand during temporary storage Extraction of oil from sand by washing with water or solvent Mechanical sand cleaner Removal of solid oils by sieving
Oil mixed with cobbles, pebbles or shingle	Screening Collection of liquid oil leaching from beach material during temporary storage Mechanical sand/gravel cleaner Extraction of oil from material by washing with water or solvent
Oil mixed with wood, plastics, seaweed and sorbents	Screening Collection of liquid oil leaching from debris during temporary storage

Sinclair Pipe Line Company – Emergency Response & Management Manual

Table 584-1 TOXICITY CHARACTERISTICS AND LEVELS

TOXICITY CHARACTERISTIC CONTAMINANTS AND REGULATORY LEVELS				
EPA hazardous waste number	Contaminant	Chronic toxicity reference level (mg/L)	Basis*	Regulatory level (mg/L) ^t
D004	Arsenic	0.05	MCL	5.0
D005	Barium	1.0	MCL	100.0
D018	Benzene	0.005	MCL	0.5
D006	Cadmium	0.01	MCL	1.0
D019	Carbon tetrachloride	0.005	MCL	0.5
D020	Chlordane	0.0003	RSD	0.03
D021	Chlorobenzene	1	RFD	100.0
D022	Chloroform	0.06	RSD	6.0
D007	Chromium	0.05	MCL	5.0
D023	o-Cresol	2	RFD	200.0 ^a
D024	m-Cresol	2	RFD	200.0 ^a
D025	p-Cresol	2	RFD	200.0 ^a
D026	Cresol	2	RFD	200.0 ^a
D016	2,4-D	0.1	MCL	10.0
D027	1,4-Dichlorobenzene	0.075	MCL	7.5
D028	1,2-Dichloroethane	0.005	MCL	0.5
D029	1,1-Dichloroethylene	0.007	MCL	0.7
D030	2,4-Dinitrotoluene	0.0005	RSD	0.13 ^b
D012	Endrin	0.0002	MCL	0.02
D031	Heptachlor (and its hydroxide)	0.00008	RSD	0.008
D032	Hexachlorobenzene	0.0002	RSD	0.13 ^b
D033	Hexachloro-1,3-butadiene	0.005	RSD	0.5
D034	Hexachloroethane	0.03	RSD	3.0
D008	Lead	0.05	MCL	5.0
D013	Lindane	0.004	MCL	0.4
D009	Mercury	0.002	MCL	0.2
D014	Methoxychlor	0.1	MCL	10.0
D035	Methyl ethyl ketone	2	RFD	200.0
D036	Nitrobenzene	0.02	RFD	2.0
D037	Pentachlorophenol	1	RFD	100.0
D038	Pyridine	0.04	RFD	5.0 ^b
D010	Selenium	0.01	MCL	1.0
D011	Silver	0.05	MCL	5.0
D039	Tetrachloroethylene	0.007	RSD	0.7
D015	Toxaphene	0.005	MCL	0.5
D040	Trichloroethylene	0.005	MCL	0.5
D041	2,4,5-Trichlorophenol	4	RFD	400.0
D042	2,4,6-Trichlorophenol	0.02	RSD	2.0
D017	2,4,5-TP (Silvex)	0.01	MCL	1.0
D043	Vinyl chloride	0.002	MCL	0.2

585 Waste Handling and Storage

(a) Wastes generated during response operations may need to be separated by type (i.e., hazardous/non-hazardous) and transferred to temporary storage before treatment, incineration, or disposal. Proper handling of waste is imperative to ensure personnel and public health and safety, as well as efficient disposal.

(b) Interim storage of recovered oil, oily, and non-oily waste may be necessary until a final waste management method is selected. These materials may be considered hazardous depending on the type and concentration involved. Often, oily waste and debris generated from clean-up activities consist of recovered oil, sorbents, PPE, soil, trash, vegetation, oil/water mixtures, among other wastes. Management of these wastes requires facilities and procedures for:

- Collection/Waste Handling
- Temporary Storage
- Waste characterization
- Transport
- Processing
- Disposal

(c) The segregation of wastes according to type could facilitate the appropriate method of disposal. The storage method used depends upon the type and volume of material to be stored, storage duration, site access, and applicable regulations.

(d) Temporary storage sites should use appropriate measures to protect the environment and human health. They should be designed to prevent leakage and contact of wastes with soil or surface water. The following elements may affect the choice of a potential storage site:

- | | |
|----------------------------|--------------------------------|
| ▪ Geology | ▪ Hydrology |
| ▪ Soil characteristics | ▪ Flooding potential |
| ▪ Surface water proximity | ▪ Climatic factors |
| ▪ Surface slope | ▪ Volumetric capacity |
| ▪ Site and nearby land use | ▪ Possible toxic air emissions |
| ▪ Site security | ▪ Site access |
| ▪ Public contact | |

(e) Proper isolation and containment of wastes during storage will minimize additional associated cleanups. The waste should be secured so that uncontaminated material is not exposed to the waste.

(f) When the waste has been removed from the storage site, any ground protection (visqueen, liners, etc.) would be removed and taken to disposal. Any surrounding soil that has been contaminated will also need to be removed for treatment or disposal.

(g) The management of the wastes generated in clean up and recovery activities must be conducted with the overall objective of ensuring:

- Worker Safety
- Waste Minimization
- Cost-Effectiveness
- Minimization of Environmental Impacts
- Proper Disposal
- Minimization of present and future environmental liability

586 Waste Disposal

(a) Recovery, reuse and recycling are preferred options for spill waste management. Treatment (neutralization, land farming) is the next preferred option, but incineration and fuel blending for energy recovery are also possibilities. Landfill disposal should be the last option.

(b) There is no template or combination of waste management methods that can be used in every spill situation. Each incident should be reviewed carefully to ensure an appropriate waste management method or a combination of methods is employed.

(c) No disposal or treatment shall take place on Denver International Airport property without the approval of the Manager of Aviation

(d) The following is an outline of the available waste disposal methods. Various combinations of these methods can be analyzed for disposal of the waste generated during the response operation.

➔ LANDFILL

Landfilling large quantities of waste material should be considered after all other alternatives have been eliminated. Disposal at these types of facilities may depend on available capacity of the local landfill and governmental restrictions. In addition, it may cost more to disposal of waste at a landfill. Under the right conditions, landfilling waste may be useful in that it is a method, which can be implemented rapidly, and the landfill can take a variety of wastes. For proper disposal, the landfill must be permitted by the appropriate regulatory agencies.

➔ LAND TREATMENT OR BIO-TREATMENT

Oily waste can be disposed at these facilities when mixed with sand or sediment. It is considered to be a proven method for disposal of oily liquids and sediments. In addition, it is a method which can also be implemented fairly quickly. A large surface area is required, however, and may not be useful for large quantities of oily debris.

➔ INCINERATION (TOTAL DESTRUCTION)

Incineration is generally used only for hazardous waste disposal. It is a costly process and takes time to implement. Energy recovery facilities generally use a rotary kiln to burn oily waste and use the resulting heat for facility heating or production processes. Many of these facilities can accept items such as oil filters, sorbent pads and booms, oily rags and most other burnable material generated during cleanup operations.

➔ TREATMENT

A method by which a waste quantity and/or toxicity is reduced. Treating a waste may produce its own waste which would also require disposal. Examples of treatment are neutralization or solidification of liquids.

➔ RECYCLE/REUSE

Recycling involves the process of processing discarded materials for another use. For example, oil may be sent to a refinery or other processing plant for refining. Reuse of a material implies it can be used again for its intended purpose.

SINCLAIR TRANSPORTATION COMPANY



SECTION 600

INCIDENT COMMAND SYSTEM

Section 600 – Incident Command System

610 General

(a) The Incident Command System (ICS) is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment. ICS uses principles that have been shown to improve efficiency and effectiveness in a business setting and applies the principles to emergency response. ICS is readily adaptable to small or “mini” emergency incidents as well as more significant or complex emergencies.

(b) The Incident Command System utilizes the following criteria as key operational factors:

- Assigns overall authority to one individual
- Provides structured authority, roles and responsibilities during emergencies
- Provides for manageable span of control
- The system is used to coordinate all incident scene operations
- All those involved with the system have a relationship with the system that prevents “free-lancing” during scene operations
- The system is simple and familiar and is used routinely at all incidents
- Communications are structured
- There is a structured system for response and assignment of resources
- The system provides for expansion, escalation, and transfer and transition of roles and responsibilities
- The system prioritizes safety and health as operational priorities

(c) Effective establishment and utilization of the “Incident Command System” during response to all types of emergencies, large or small, can:

- Provide for increased safety
- Shorten emergency mitigation time by providing more effective and organized mitigation
- Cause increased confidence and support from local, state and federal public sector emergency response personnel
- Assist in complying with federal requirements under 29CFR1910.120
- Provide a solid cornerstone for emergency planning efforts
- Provide for a measurable system for preplanning, training and critique operations

(d) ICS as defined and utilized herein is compatible with local, state, and federal public emergency resource agencies.

(e) Sinclair Oil Corporation (SOC) employees will assume the role of Incident Commander. SOC will also assume the positions described in the next section as Command Staff and General Staff positions. When the incident becomes so complex that additional expertise or positions are needed contract OSRO personnel will be utilized by SOC.

620 ICS Organization

(a) All incidents, regardless of size or complexity, will have an Incident Commander. To coordinate the effective use of all of the available resources, agencies need a formalized management structure that lends consistency, fosters efficiency, and provides direction during a response.

(b) ICS organization has the capability to expand or contract to meet the needs of the incident. A basic ICS operating guideline is that the Incident Commander is responsible for on-scene management until command authority is transferred to another person, who then becomes the Incident Commander.

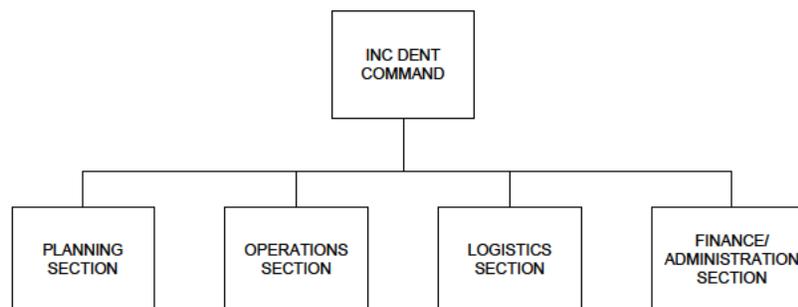
(c) Initially the Incident Commander will be the senior first-responder to arrive at the scene. As additional responders arrive, command will transfer on the basis of who has primary authority for overall control of the incident. At transfer of command, the outgoing Incident Commander must give the incoming Incident Commander a full briefing and notify all of the change in command.

(d) The ICS organization is built around five major components:

- Command
- Planning
- Operations
- Logistics
- Finance/Administration

(e) The relationship among these components is shown in Figure 620-1.

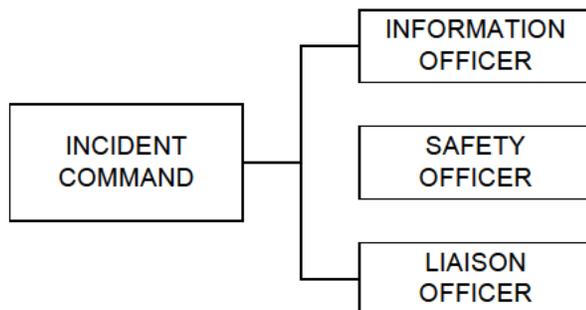
Figure 620-1



(f) In small-scale incidents one person, the Incident Commander, may manage all of the components. Large-scale incidents usually require that each component, or *section*, be set up separately. Further division into smaller functions from these primary ICS sections may be done as needed.

(g) As incidents grow, the Incident Commander may delegate authority for performing certain activities to others, as required. When expansion is required, the Incident Commander will establish the other *Command Staff* positions shown in Figure 620-2.

Figure 620-2



- The Information Officer handles all media inquiries and coordinates the release of information to the media with the Public Affairs Officer at the corporate office.
- The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
- The Liaison Officer is the on-scene contact for other agencies assigned to the incident.

(h) The Incident Commander will base the decision to expand (or contract) the ICS organization on three major priorities:

- **Life Safety.** The Incident Commander's first priority is always the life safety of the emergency responders and the public.
- **Incident Stability.** The Incident Commander is responsible for determining the strategy that will:
 - Minimize the effect that the incident may have on the surrounding area.
 - Maximize the response effort while using resources efficiently.
- The size and complexity of the command system that the Incident Commander develops should be in keeping with the complexity (i.e., the level of difficulty in the response) of the incident, not the size (which is based on geographic area or number of resources).
- **Property conservation.** The Incident Commander is responsible for minimizing damage to property while achieving the incident objectives.

(i) As Incidents become more involved, the Incident Commander can activate additional *General Staff* sections (that is, Planning, Operations, Logistics, and/or Finance/Administration), as necessary. Each Section Chief, in turn, has the authority to expand internally to meet the needs of the situation.

13

630 The Command Function

(a) The command function is directed by the Incident Commander, who is the person in charge at the incident, and who must be fully qualified to manage the response. Major responsibilities for the Incident Commander include:

- Performing command activities, such as establishing command and establishing the ICS.
- Protecting life and property.
- Controlling personnel and equipment resources.
- Maintaining accountability for responders and public safety, as well as for task accomplishment.
- Establishing and maintaining an effective liaison with outside agencies and organization, including the State On-Scene Commander (SOCS) and the Federal On-Scene Commander (FOCS), when it is activated.

(b) Incident management encompasses:

- Establishing Command.
- Ensuring responder safety.
- Assessing incident priorities.
- Determining operational objectives.
- Developing and implementing the Incident Action Plan (IAP).
- Developing an appropriate organizational structure.
- Maintaining a manageable span of control.
- Managing incident resources.
- Coordinating overall emergency activities.
- Coordinating the activities of outside agencies.
- Authorizing the release of information to the media.
- Keeping track of costs.

13

(c) Refer to Figures 630-1 Incident Commander, 630-2 Information/Media Officer, 630-3 Safety Officer, and 630-4 Liaison Officer for function checklists.

Figure 630-1

Incident Commander:**Checklist**

- Arrive on scene.
- Establish on-scene organizational structure according to the Incident Command System (ICS) and delegate tactical leadership to maintain appropriate span-of-control.
- Assess situation and/or obtain a briefing from the prior IC or reporting personnel.
- Stabilize the incident by ensuring life safety and managing resources.
- Determine incident objectives and strategy to achieve the objectives.
- Brief Staff and Section Chiefs.
- Review meetings and briefings.
- Develop Site Response Plan.
- Establish immediate priorities for the safety of responders, other emergency workers, bystanders and people involved in the incident.
- Establish priorities for other affected personnel.
- Approve the use of trainees, volunteers and auxiliary personnel.
- Authorize release of information to the news media.
- Ensure planning meetings are scheduled as required.
- Establish and monitor incident organization.
- Approve the implementation of the Site Response Plan.
- Ensure adequate safety measures are in place.
- Coordinate activity for all ICS Staff.
- Coordinate with key people and officials.
- Make determination for contacting Corporate managers and acquiring Corporate resources.
- Exercise emergency authority to stop and prevent unsafe acts.
- Approve requests for additional resources or for the release of resources.
- Keep Liaison Officer informed of incident status.
- Approve all media releases.
- Order the demobilization of the incident when appropriate.
- Maintain Activity Log.

Figure 630-2

Media Officer:**Checklist**

- Review responsibilities under Incident Command System (ICS).
- Establish a media center.
- Gather accurate details of the incident.
- Develop press releases, media briefings and other communications for approval of Incident Commander.
- Determine from the Incident Commander if there are any limits on information releases.
- Conduct media briefings.
- Monitor television, radio, internet and print media for news of coverage of incident and keep Incident Commander informed of news items.
- Escort media to a media area.
- Escort media on site visits with approval of Incident Commander.
- Coordinate activities of visiting dignitaries.
- Exercise emergency authority to stop and prevent unsafe acts.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- Debrief Incident Commander prior to leaving scene.
- Maintain Activity Log.

Figure 630-3

Safety Officer:**Checklist**

- Review responsibilities under the ICS.
- Work with emergency responders to identify personnel who are unaccounted for.
- Prepare a site-specific Safety and Health Plan and publish Site Safety Plan summary.
- Identify and mitigate or eliminate occupational safety and health hazards.
- Continuously monitor workers for exposure to hazardous conditions.
- Alter, suspend, evacuate or terminate activities that may pose imminent danger to responders.
- Take appropriate action to mitigate or eliminate unsafe conditions, operations or hazards.
- Ensure that appropriate decontamination and clean-up procedures are implemented.
- Perform assessment of engineering and administrative controls and PPE.
- Comply with Company Procedures and governmental regulations.
- Document both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and ways to improve safety on future incidents.
- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Site Response Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign staff as needed.
- Request additional medical services and medical support to emergency responders.
- Review and approve the medical plan.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

Figure 630-4

Agency Liaison Officer:**Checklist**

- Review responsibilities under the ICS.
- Be a contact point for government agencies.
- Maintain a list of assisting and cooperating agencies and their representatives. Monitor check-in sheets daily to ensure that all agency representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings and provide current resource status, including limitations and capability of assisting agency resources.
- Coordinate response resource needs with the Operations Section Chief during oil and HazMat responses. Coordinate response resource needs for incident investigation activities with the Operations Section Chief.
- Exercise emergency authority to stop and prevent unsafe acts.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

13

640 The Planning Section

(a) In smaller events, the Incident Commander is responsible for planning, but when the incident is of larger scale, the Incident Commander establishes the *Planning Section*.

13

(b) The Planning Section's function includes the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. This section's responsibilities can also include creation of the Incident Action Plan (IAP), which defines the response activities and resource utilization for a specified time period. Refer to Figure 640-1 for Planning Section function checklist.

(c) The Planning Section may be further divided into the following functions:

- Situation Unit Leader
- Resource Unit Leader
- Documentation Unit Leader
- Demobilization Unit Leader
- Environmental Unit Leader
- Technical Specialists

| Figure 640-1

Planning Section Chief:**Checklist**

- Review responsibilities under the ICS.
- Collect and process situation information about the incident.
- Supervise preparation of the Site Response Plan.
- Provide input to the IC and the Operations Section Chief in preparing the Site Response Plan.
- Chair planning meetings and participate in other meetings as required.
- Reassign out-of-service personnel already onsite to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section Units.
- Determine the need for any specialized resources in support of the incident.
- Establish special information collection activities as necessary (such as for weather, environmental activities or hazardous substances).
- Exercise emergency authority to stop and prevent unsafe acts.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of demobilization activities.
- Incorporate plans such as Traffic, Medical, Communications and/or Site Safety into the Site Response Plan.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

13

650 The Operations Section

(a) The Operations Section is responsible for carrying out the response activities described in the IAP. The Operations Section Chief coordinates Operations Section activities and has primary responsibility for receiving and implementing the IAP.

(b) The Operations Section Chief determines the required resources and organizational structure within the Operations Section.

(c) The main responsibilities of the Operations Section Chief are:

- Direct and coordinate all operations, ensuring the safety of Operations Section personnel.
- Assist the Incident Commander in developing response goals and objectives for the incident.
- Implement the IAP
- Request (or release) resources through the Incident Commander.
- Keep the Incident Commander informed of situation and resource status within operations.

13

(d) The Operations Section may be further divided into the functions described in Figure 650-1.

(e) Refer to Figures 650-2 Operations Section Chief, 650-3 Staging Area Manager, and 650-4 Security Manager for function checklists.

Figure 650-1

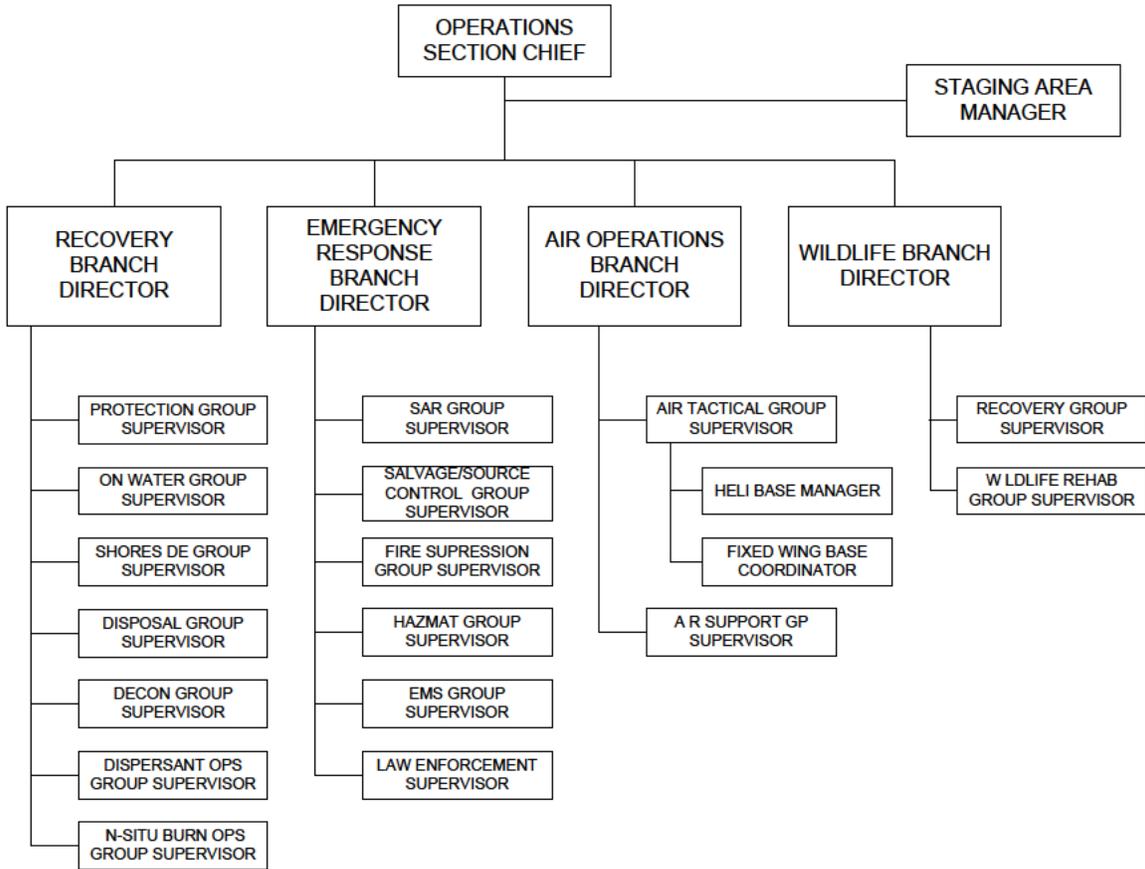


Figure 650-2

Operations Section Chief:**Checklist**

- Review responsibilities under the ICS.
- Develop and implement Operations portion of Site Response Plan.
- Establish site access control.
- Maintain an accurate accounting of all response personnel and their location.
- Brief and assign Operations Section personnel in accordance with the Site Response Plan.
- Coordinate activities of outside resources at the incident site.
- Supervise Operations Section.
- Exercise emergency authority to stop and prevent unsafe acts.
- Determine the need for and request additional resources.
- Review suggested list of resources to be released and initiate recommendations for the release of resources.
- Ensure that demobilization activities are appropriately completed.
- Report information about special activities, events and occurrences to the IC.
- Respond to resource requests.
- Ensure that emergency response equipment is returned to available status after incident mitigation.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

Figure 650-3

Staging Area Manager:**Checklist**

- Review responsibilities under the ICS.
- Establish and proceed to Staging Area.
- Establish Staging Area layout.
- Determine any support needs for equipment, feeding, sanitation and/or security.
- Establish check-in function as appropriate and maintain material control.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at Staging Area as appropriate.
- Exercise emergency authority to stop and prevent unsafe acts.
- Respond to request for resource assignments. (Note: This may be direct from the Operations Section Chief or via the Incident Communications Center.)
- Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- Determine required resource levels from the Operations Section Chief.
- Advise the Operations Section Chief when reserve levels reach minimums.
- Maintain and provide status to IC of all resources in Staging Area.
- Maintain Staging Area in orderly condition.
- Demobilize Staging Area in accordance with the demobilization activities.
- Debrief Planning Chief prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

Figure 650-4

Security Manager:**Checklist**

- Review responsibilities under the ICS.
- Prepare and publish a site-specific Security Plan. The Security Plan must include a traffic control plan for:
 - Personnel and equipment entering and leaving the facility.
 - Personnel and equipment entering and leaving the emergency site whether inside or outside refinery property.
- Liaise with local police to provide traffic control off refinery property.
- Liaise with local air traffic controllers to ensure media aircraft are kept at a safe distance from the emergency site.
- Exercise emergency authority to stop and prevent unsafe acts.
- Designate a helicopter landing zone adequately protected and in an area remote from the emergency site.
- Develop and have in place an employee access system including identification badges with photographs that indicate access to specific areas. Access must be dependent upon the appropriate level of training for the anticipated hazards that may be encountered.
- Develop and have in place a contractor's employee identification system that indicates the employee's level of training for the anticipated hazards that may be encountered. Coordinate this system with contractors so that the system is in place prior to an emergency.
- Provide security and traffic control for staging areas.
- Provide security and traffic control for the media center.
- Ensure that the equipment needed for access control is available. Examples include traffic cones, barriers and warning tape.
- Assign and brief staff as needed.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

13

660 The Logistics Section

(a) The Logistics Section is responsible for providing facilities, services, and materials, including personnel to operate the requested equipment for the incident. It is important to note that the Logistics Section functions are geared to support the incident responders. For example, the Medical Unit in the Logistics Section provides care for the incident responders not civilian victims.

13

(b) Refer to Figure 660-1 for the Logistics Section Chief function checklist.

Figure 660-1

Logistics Section Chief:

Checklist

- Review responsibilities under the ICS.
- Plan the organization of the Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify the Planning and Operations Section Chiefs that the Logistics Section unit is activated including names and locations of assigned personnel.
- Participate in preparation of the Site Response Plan.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review the communications, medical and other needed plans.
- Coordinate and process requests for additional resources.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Site Response Plan and estimate Section needs for the next operational period.
- Advise on current service and support capabilities.
- Prepare service and support elements of the Site Response Plan.
- Estimate future service and support requirements.
- Receive demobilization instructions from Planning Section Chief.
- Recommend release of Unit resources in conformity with Incident Demobilization Plan.
- Ensure the general welfare and safety of Logistics Section personnel.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

13

670 The Finance/Administration Section

(a) The Finance/Administration Section is responsible for tracking costs and reimbursement accounting.

13

(b) Refer to Figure 670-1 for the Finance/Administration Section Chief function checklist.

Figure 670-1

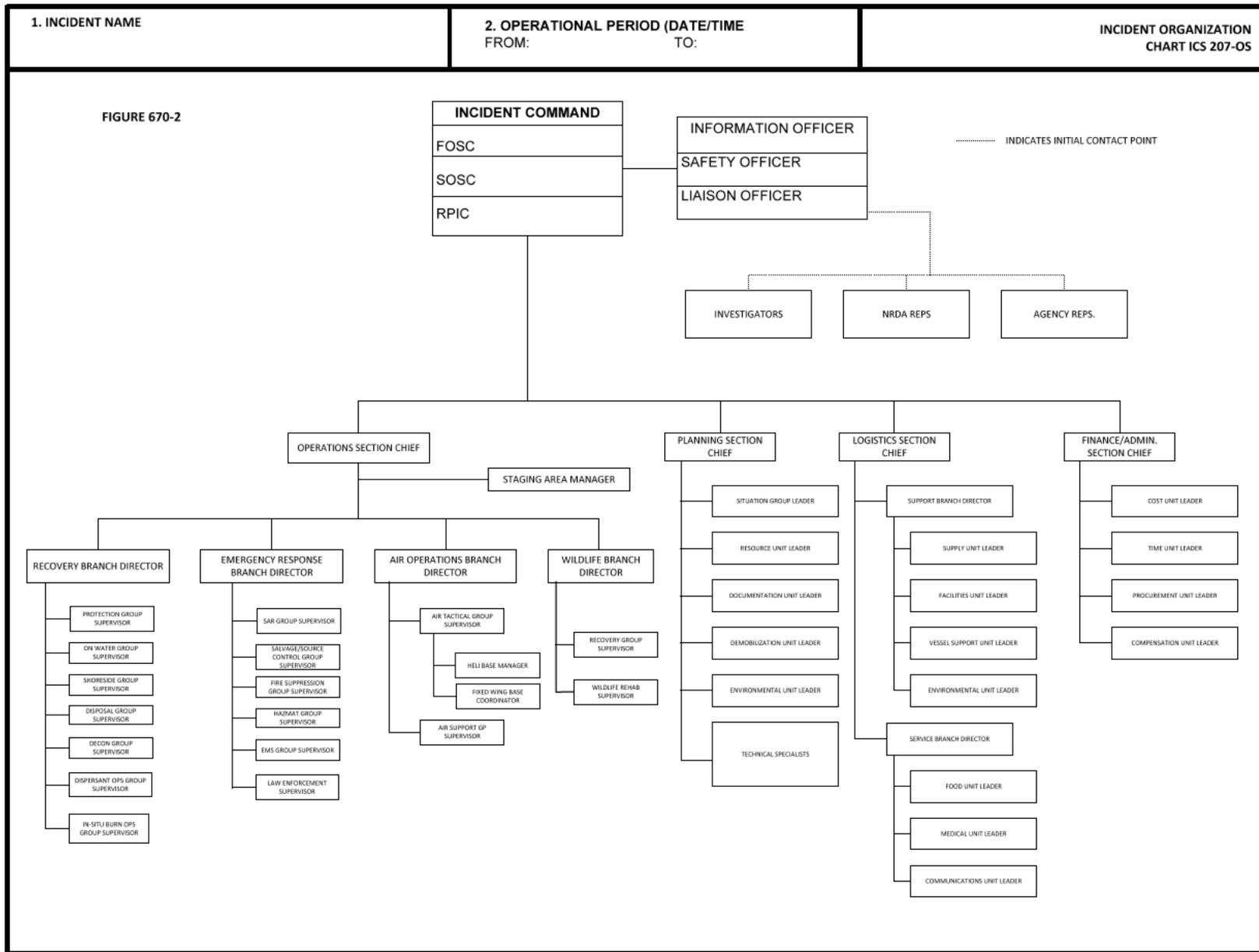
Finance / Administration Section Chief:

Checklist

- Review responsibilities under the ICS.
- Attend planning meetings as required.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section. Identify supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Exercise emergency authority to stop and prevent unsafe acts.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to appropriate Sinclair Departments and agencies according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- Debrief Incident Commander prior to leaving scene.
- Refer all media issues to Media Officer.
- Maintain Activity Log.

(c) Refer to Figure 670-2 for a complete Incident Organization Chart.

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680 ICS Concepts and Principles

(a) The adaptable ICS structure is composed of major components to ensure quick and effective resource commitment and to minimize disruption to the normal operating policies and procedures of responding organizations.

(b) Remember that ICS concepts and principles have been tested and proven over time-in business and industry and by response agencies at all governmental levels.

(c) ICS training is required to ensure that all who may become involved in an incident are familiar with ICS principles. An ICS structure should include:

- Common Terminology.
- A modular organization.
- Integrated communications.
- Unity of command.
- A unified command structure.
- Consolidated IAPs.
- A manageable span of control.
- Designated incident facilities.
- Comprehensive resource management.

681 Incident Command Logistics

(a) Effective spill response requires an efficient deployment of field personnel, supervision, and support staff. Careful consideration must be given to where the various groups will be located to insure effective job performance, communications and interaction with others involved in response activity.

(b) Incident Command Center - The need for a separate Incident Command Center depends on the severity and duration of the spill incident. A Command Center will be established for all sustained and major incidents.

(c) The Command Center for a sustained response that does not require significant numbers of support positions can be in the same location as the Field Command Post; however as the response team expands a separate center, situated away from the incident site, should be considered.

(d) This facilitates:

- Establishment of a central communications network
- Interaction between company support staffs
- Interaction between the company and agency staffs
- A central contact for media relations, claims, accounting, and other groups

- The individual response zone and terminal plans will identify potential locations for setting up a Command Center for spill incidents at those locations

(e) Field Command Post - For incidents that do not require sustained or major response team participation the Field Command Post, located at the incident site, can serve as both a Command Center for response management and as a location for coordinating on-scene response activities.

(f) It needs to be as close to the incident site as possible to assure effective coordination of response activities. It should be large enough to accommodate STC personnel directly involved in response supervision and agency personnel that may be involved in augmenting the response effort.

(g) If the response activity becomes spread out over an extended area, more than one Field Command Post may be needed. For example, a command post to accommodate those involved in shoreline cleanup activities might be located near the staging area for such activity. This would facilitate interaction between the company response group and the contractor and spill cooperative supervisors.

(h) The individual response zone and terminal plans will identify potential locations for setting up an initial Command Post for spill incidents at those locations.

682 Common Terminology

(a) Common terminology is essential in any emergency management system, especially when diverse of other than first-response agencies are involved in the response.

(b) ICS terminology is standard and consistent among all of the agencies involved. Guidelines for establishing common terminology include:

- Response personnel should use common names for all personnel and equipment resources, as well as for all facilities in an around the incident area.
- Radio transmissions should use clear text (that is, plain English, without “ten” codes or agency-specific codes).

(c) All common terminology applies to all organizational elements, position titles, and resources.

13

683 Modular Organization

(a) A modular organization develops from the top-down organizational structure at any incident.

(b) “Top-down” means that, at the very least, the Command function is established by the first arriving officer who becomes the Incident Commander.

13

(c) As the incident warrants, the Incident Commander activates other functional areas (Command and General Staff). Other layers may be activated as warranted. Refer to Figure 670-2.

684 Integrated Communications

(a) Integrated communications is a system that uses a common communications plan, standard operating procedures, clear text, common frequencies, and common terminology.

(b) Several communication networks may be established, depending on the size and complexity of the incident.

13

685 Unity of Command

Unity of command is the concept by which each person within an organization reports to only one designated person.

13

686 Unified Command

(a) A unified command allows all agencies with responsibility for the incident, either geographic or functional, to manage an incident by establishing a common set of incident objectives and strategies.

(b) When personnel responding from surrounding governmental and or municipal agencies are requested to support the emergency or if they respond based on their agency responsibilities, they will unify their efforts into a Unified Command structure. Integration of other agencies into the command system shall be done by the Liaison Officer.

(c) Members of the Unified Command are typically limited to:

- Sinclair Incident Commander
- Federal On-Scene Commander (typically member of the EPA)
- State or Local On-Scene Commander (typically the Fire Department with local jurisdiction)

(d) Many external organizations, such as OSRO's, Co-ops, and contractors may also be integrated into the ICS and they will fill roles in the ICS according to their particular area of expertise. The Unified Command will be utilized to achieve the coordination necessary to carry out an effective and efficient response.

(e) All other agencies shall be coordinated through the incident Agency Liaison Officer.

(f) Unified command does *not* mean losing or giving up agency authority, responsibility, or accountability.

(g) The concept of unified command means that all involved agencies contribute to the command process by:

- Determining overall objectives.
- Planning jointly for operational activities while conducting integrated operations.
- Maximizing the use of all assigned resources.

(h) Under unified command, the following always apply:

- The incident functions under a single coordinated IAP.
- One Operations Section Chief has responsibility for implementing the IAP.
- Maximizing the use of all assigned resources.

13

I**687 Consolidated Incident Action Plans (IAPs)**

(a) Consolidated IAPs describe response goals, operational objectives, and support activities.

(b) The decision to have a written IAP is made by the Incident Commander.

(c) ICS requires written plans whenever:

- Resources from multiple agencies are used.
- Several jurisdictions are involved.
- The incident is complex (e.g., changes in shifts of personnel or equipment are required).

(d) IAPs should cover all objectives and support activities that are needed during the entire operational period.

(e) IAPs that include the measurable goals and objectives to be achieved are always prepared around a timeframe called an *operational period*. Operational periods can be of various lengths, but should be no longer than 24 hours. Twelve-hour operational periods are common for large-scale incidents.

(f) The Incident Commander determines the length of the operational period based on the complexity and size of the incident.

13

688 Manageable Span of Control

(a) A manageable span of control is defined as the number of individuals one supervisor can manage effectively.

(b) In ICS, the span of control for any supervisor falls within a range of three to seven resources, with five being the optimum. If those numbers increase or decrease, the Incident Commander should reexamine the organizational structure.

13

689 Designated Incident Facilities

(a) Designated incident facilities include:

- An ICP at which the Incident Commander, the Command Staff, and the General Staff oversee all incident operations.
- Staging Areas at which resources are kept while awaiting incident assignment.

(b) Other incident facilities may be designated for incidents that are geographically dispersed, require large numbers of resources, or require highly specialized resources.

13

690 Comprehensive Resource Management

(a) Comprehensive resource management:

- Maximizes resource use.
- Consolidates control of single resources.
- Reduces the communications load.
- Provides accountability.
- Reduces free-lancing.
- Ensures personnel safety.

(b) All resources are assigned to a status condition.

- Assigned resources are performing active functions
- Available resources are ready for assignment.
- Out-of-service resources are not ready for assigned or available status.

(c) Any changes in resource location and status must be reported promptly to the Resource Unit by the Person making the change.

(d) Personnel accountability is provided throughout all of ICS. All personnel must check in as soon as they arrive at an incident. Resource units, assignment lists, and unit logs are all ways for personnel to be accounted for.

(e) When personnel are no longer required for the response, they must check out so that they can be removed from the response lists.

SINCLAIR TRANSPORTATION COMPANY



SECTION 700

TRAINING

13

700 Training

(a) STC has an annual training and education plan and a long-range training process, which meets the requirements of 49 CFR 195.403 and 29 CFR 1910.120. The annual plan consists of classroom and computer-based training that includes safety and environmental issues such as: characteristics and hazards of hydrocarbons, emergency response procedures, selection and use of personal protective equipment, fire fighting procedures, HAZWOPER, etc. Training includes classroom training that is highly structured and standardized across the company. The team-based training has a standard lesson plan, but is structured to be specific to the teams' operations.

(b) This annual training plan and associated training activities include both annually required and periodically required training. All employees in STC participate in this training. Field and supervisory employees receive additional safety and environmental training specific to work practices in fieldwork environment.

(c) In order to gain further practice in the application of the process learned in the classroom, and to practice their local emergency response plan, teams practice application to their local operations by conducting team-based training and hypothetical drills. See Section 800 Drill Program.

(d) The training is documented. STC utilizes an online learning management system to capture all training. To ensure the effectiveness of this training, a standardized evaluation process to determine areas of training that need clarification and check employee understanding of material has been established. See Section 209 of the General Procedures Manual.

740 Oil Spill Response Pre Planning

(a) Training is essential to insure that all members of the oil spill response team are prepared to respond according to this plan and to effectively accomplish the plan objectives. This training will be augmented with periodic oil spill response drills where team members have the opportunity to perform their job assignments under various levels of spill responses simulation exercises. See Section 800 for more details on the Drill Program.

(b) STC provides emergency responders an opportunity to pre-plan for pipeline emergencies through the Identified Site Emergency Response Planning Application through the Pipeline Association of Public Awareness. This mapping application provides emergency responders the location of STC pipeline assets and the following information:

- An evacuation distance

- The size of each line
- The products transported in each pipeline
- Emergency contact information
- Non-emergency contact information
- MSDS documents for products transported
- Basic emergency response plan and STC response capabilities information.

741 Lessons Learned Training

(a) Lessons learned training is vital to improving the response to pipeline releases. As part of the Incident Analysis process in Section 260, findings of the analysis are included in the training program.

(b) At the annual Integrity Management Information Analysis meeting Abnormal Operating Conditions are discussed. Action items generated from this meeting shall include specific training for spill prevention.

742 Training Topics

Specific training, including initial and periodic refresher training, include:

- A minimum of 24 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training. This will include training in Personal Protective Equipment (PPE), Oil Spill Containment/Removal, and other hazard specific training where appropriate such as in H₂S and Benzene.
- Use of the Oil Spill Response Plan including a review of plan content and organization, how it is utilized during response to incidents, and review of the job assignments that team members may be expected to fill, toll free number of the NRC and notification process
- Training in the Incident Command System (ICS) or National Incident Management System (NIMS).
- Training in proper fire fighting procedures.
- Conditions likely to worsen emergencies including facility malfunction or failures and appropriate corrective action.
- Steps necessary to control a spill and minimize the potential for fire, explosion, toxicity or environmental damage (See MSDS).
- Training in use and understanding of Material Safety Data Sheets (MSDS) and safety precautions to be taken when the potential for exposure to hazardous materials may exist.
- Training in the utilization of the company communications systems that may be used during a spill response.

- Familiarization with the specific facilities where the member may be required to respond, such as location of valves, location of preplanned boom sites, potential locations for Command Centers, Command Posts and staging areas.

13

742.1 Training Elements for Qualified Individual (QI)

The QI shall be trained in the following elements:

- Notification procedures and requirements for the facility owner
- Communications systems that can be used for the notifications
- Information on the products transported or stored by STC
- Fire fighting procedures, health and safety hazards, spill and fire fighting procedures
- Procedures to prevent or mitigate or prevent any discharge or a substantial threat of a discharge of oil resulting from facility operations
- Operational capabilities of the contracted OSROs to respond to the average most probable discharge (small discharge), maximum most probable discharge (medium discharge; and worst case discharge)
- Responsibilities and authorities of the QI as described in the facility response plan (FRP).
- Organizational structure that will be used to manage the response actions.
 - Command and control
 - Public information
 - Safety
 - Liaison with government agencies
 - Spill response operations
 - Planning
 - Logistics support; and
 - Finance
- The responsibilities and duties of each oil spill management team member within the organizational structure.
- The drill and exercise program to meet federal and state regulations as required by OPA 90.
- Role of the QI in the post discharge review of the plan to evaluate and validate its effectiveness.
- Area contingency plans for the areas in which the facilities are located.
- The National Contingency Plan.
- Roles and responsibilities of federal and state agencies in pollution response.
- Available resources as identified in the FRP.
- Contracting and ordering procedures to acquire OSRO resources as identified in the FRP.

- OSHA requirements for worker safety (29 CFR 1910.120).
- Incident Command System/Unified Command System
- Public affairs
- Crisis management
- Procedures for obtaining approval for dispersant use on in-situ burning of the spill.
- Oil trajectory analysis.
- Sensitive biological areas

13

743 HAZWOPER (29 CFR 1910.120) Training Levels

The minimum training requirements for various oil spill responder levels are set forth in 29 CFR Part 1910.120. There are both initial and refresher training requirements that must be met. The District Manager is responsible for insuring that all employees that may be called on to participate in spill response have met these training requirements.

13

744 Contractor Training

An employer who retains contractor or sub-contractor services for work in hazardous waste operations shall inform those contractors, sub-contractors, or their representatives of the site emergency response procedures and any potential fire, explosion, health, safety or other hazards of the hazardous waste operation that have been identified by the employer, including those identified in the employer's information program. This shall be documented and refresher training will be accomplished at least annually.

13

745 Casual Hire Training

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

- Site-specific safety plan
- Chemical hazards at the site and wearing of appropriate personal protective equipment
- Their specific role in the clean-up
- Names and contacts for the incident's Incident Command System
- Upon completing this review, the temporary personnel will sign a roster sheet indicating that they have received this training and summary of the items covered. The roster sheet is then forwarded to the Incident Commander for inclusion in the incident documentation records.

13

746 Training Records

- (a) A written record that includes the name of the instructor, person receiving training, type of training and date training was administered shall be completed and maintained on file for as long as the individual is assigned duties under the response plan.
- (b) Training records for STC employees shall be maintained at the STC District Office to which they are assigned.
- (c) Training records for contract personnel used by STC for oil spill response will be retained at the respective contractor's office.
- (d) Training records for every instructor or training organization utilized for oil spill response training will be maintained on file at STC's District office.

13

747 Drill Procedures

Refer to Section 800 of this manual.

SINCLAIR TRANSPORTATION COMPANY



SECTION 800 DRILL PROGRAM

13

800 Drilling Requirements

STC will follow National Preparedness for Response Exercise Program (PREP) guidelines in its drilling program.

13

810 Summary of Requirements

In the triennial cycle, the following internal exercises must be conducted:

- 12 qualified individual notification exercises;
- 3 spill management team tabletop exercises -- one must involve a worst case discharge scenario;
- 3 unannounced exercises -- any of the exercises, with the exception of the qualified individual notification exercise, if conducted unannounced, would satisfy this requirement; (a response to an actual spill will count if properly documented.)
- Equipment deployment exercises: 3 pipeline equipment deployment exercises (using either OSRO and/or operator owned equipment.)
- Triennial Exercise of Entire Response Plan - each component of the response plan must be exercised at least once in the triennial cycle.

13

820 Exercises/Drills

820.1 Internal Notification Drills (QI Notification)

(a) Internal notification drills will be conducted by STC at quarterly intervals (twelve per triennial cycle).

(b) At three-month intervals, it is necessary to make contact with the Qualified Individual (QI) in each response zone. Contact may be made by telephone, fax, radio, pager or other means. Confirmation of contact must be received. If a QI serves more than one response zone, it is necessary to only make contact once per quarter with the QI and not once per quarter per zone. Contact can be as simple as someone in the organization making contact with the QI. A record of the contact must be made, dated and signed and maintained on file for three years See Figure 820-1 for a form that can be used to document this requirement. Agency notification should not be made for this drill; however, drilling should be conducted in procedures to be followed when making agency notifications. See Section 200 in this manual for agency notification procedures.

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(c) At least once each year, the QI notification exercise should be conducted during non-business hours.

13

(d) QI records shall be retained for 3 years.

Figure 820-1 QI Notification

Date _____ (Month) 200 _____

QI contacted _____

Response Zones 1 2 3 4 5 6 (circle as appropriate)

Time attempt to contact initiated _____

Time contact made _____

Method of contact _____

Signed _____

Name printed _____

Date _____

13

820.2 Spill Management Team Tabletop Exercises

(a) Each STC spill management team shall conduct an annual tabletop exercise, in accordance with the PREP guidelines. The response plan must be utilized in the exercise to ensure the spill management team is familiar with the plan and is able to use it effectively to conduct a spill response. It must also demonstrate the ability to organize team members to effectively interface with a unified command; demonstrate communication capability; and coordination for response capability.

(b) At least one spill management team tabletop exercise in a triennial cycle shall involve a worst case discharge scenario. The spill emergency response team is the spill management team.

(c) The spill management team tabletop exercises should take into account shift changes to ensure that all personnel serving as part of the spill management team during an actual spill have participated in an exercise.

(d) STC should take credit for this exercise when conducted in conjunction with other exercises as long as all objectives are met, the exercise is evaluated, and a proper record is made. Credit should be taken for an actual spill response when these objectives are met, the response is evaluated, and a proper record is generated.

(e) The tabletop exercise records shall be retained for 3 years.

13



820.3 Equipment Deployment Exercises

(a) The equipment deployment exercise applies to all plan holders. It is the responsibility of the plan holder to ensure that the Equipment Deployment Exercise requirement is met.

(b) The two primary requirements for the equipment deployment exercise are:

1. The personnel that would normally operate or supervise the operation of the response equipment must participate in the exercise. The personnel must demonstrate their ability to deploy and operate the equipment, while wearing appropriate personal protective equipment. All personnel involved in equipment deployment and operation must be involved in a training program.

2. The response equipment must be in good operating condition. The equipment must be appropriate for the intended-operating environment. The equipment must operate during the exercise. All response equipment must be included in a maintenance program.

(c) The number of equipment deployment exercises conducted should be such that equipment and personnel assigned to each response zone are exercised at least once per year. If the same personnel and equipment respond to multiple zones, they need only exercise once per year. If different personnel and equipment respond to various response zones, each must participate in an annual equipment and deployment exercise. A representative sample of STC response equipment is to be deployed.

(d) The objective of an equipment deployment exercise is to validate that the equipment is appropriate for the operating environment in which it is intended to be used and that operating personnel are trained and capable of its deployment and operation. Thus it is not necessary to deploy every piece of each type of equipment as long as all equipment is included in a periodic inspection and maintenance program intended to ensure the equipment remains in good working order. However, all operating personnel must participate in exercises or responses on an annual basis in order to ensure they remain trained and qualified to operate equipment.

(e) Equipment deployment exercise records shall be retained for 3 years.

13



820.4 OSRO Involvement in Equipment Deployment Exercises

(a) The PREP guidelines identify the minimum amount of equipment that must be deployed in an equipment deployment exercise. This amount is considered to be

a representative sample of the equipment. The rationale for this approach is that if the representative sample works, then the rest of the equipment could be expected to work since it would be part of the company's maintenance program. For the personnel, if a representative sample of the OSRO's personnel are involved in the deployment exercise and handle their responsibilities effectively, the rest of the personnel could be expected to be knowledgeable and effective since they would be a part of the company's training program. When selecting the equipment and personnel *for* the exercise, the OSRO should ensure that the same equipment and personnel are not used repeatedly for each exercise. The equipment *should* be selected on a rotational basis, as with the personnel, with the ultimate goal of eventually exercising all of the OSRO's equipment and personnel.

(b) A few of the larger OSROs have small field response facilities. A field response facility is defined as a location where personnel and equipment are staged. Some of these OSROs have divided their operations into regional response facilities. In some instances, a regional facility will be responsible for several small field response facilities or equipment stockpiles. For the purpose of the equipment deployment exercises under PREP, each regional facility will be considered a separate OSRO and will be required to conduct an annual equipment deployment exercise of the minimum amount of equipment specified. In the PREP, the OSRO regional facility would be responsible for coordinating resources from all field facilities within the region for the exercise. In such instances, equipment may be drawn from one or more field facilities, but personnel from each field facility must participate in the equipment deployment exercise. If the OSRO operates using regional facilities, the OSRO will be responsible for defining its regional boundaries and providing this information to its plan holders. Generally, however, regions should be reasonable in geographic size.

(c) At a minimum, plan holders must ensure their OSRO(s) conduct annual equipment deployment exercises in each operating environment in when they expect to operate for each Regional Response Team Regions and EPA Area Contingency Planning area, or EPA sub-area (where identified), unless adjoining areas or sub-areas authorize an alternative. For example, if an OSRO is located in the First CG District, and provides response assets to the Fifth CG District as well those two might mutually agree to allow the OSRO to conduct fewer exercises due to similarity of operating environments in those areas and opportunity to observe the exercises. The OSRO should request this consideration in writing from the appropriate Contingency Planning Area and sub-area.

(d) If the OSRO is cited in a response plan outside of its normal equipment staging and operating areas (i.e. as a Tier 2 responder), the plan holder citing that OSRO must ensure that the OSRO has the local knowledge relevant to an effective, efficient response in the plan holder's operating area. The plan holder

must describe arrangements for providing the OSRO with information such as equipment launching locations, tides and currents of the local area, and any other logistical problems or information specific to the particular area.

(e) The OSRO should provide documentation of completion of the exercise requirements to each plan holder covered by that OSRO. It is the plan holder's responsibility to ensure that the OSRO has completed the equipment deployment exercise requirements and has obtained the necessary documentation. All plan holders identifying an OSRO in their response plans as providing response resources should take and document their credit for completing the equipment deployment exercise requirements once documentation is received from the OSRO. All plan holders must remember that merely citing OSRO in their response plan is not sufficient to ensure credit for the equipment deployment exercise.

13

820.5 Cooperatives (Co-ops).

(a) For co-ops that are comprised of OSROs, each separate OSRO that makes up the co-op would be required to conduct an annual equipment deployment exercise of the minimum amount of equipment listed below.

(b) For co-ops that are comprised of facility equipment and personnel pooled together, for the purpose of the PREP, this type of co-op is considered an OSRO and would be required to conduct the equipment deployment exercise as outlined in the OSRO section. This co-op, which is formed by a number of facilities pooling their response equipment and personnel together, would be required to conduct an equipment deployment exercise of the minimum amount of equipment listed below annually. Each facility and the personnel will not have to conduct the exercise individually. The co-op as a whole would conduct one equipment deployment exercise per year. Representatives from all of the facilities comprising this co-op must participate in this exercise.

(c) Co-op personnel that are responsible for deploying the response equipment must be involved in a training program, which prepares them for operating the response equipment. Likewise, the co-op must have a maintenance program for all of the response equipment.

(d) Plan holders citing both OSRO equipment and their own equipment in their response plans would be required to exercise both types of equipment at the above described intervals.

13

830 Internal Unannounced Exercises

THIS IS NOT A SEPARATE EXERCISE. THIS SECTION OUTLINES THE REQUIREMENT THAT ONE OF THE PREP EXERCISES LISTED BELOW MUST BE CONDUCTED UNANNOUNCED.

12/19/2013

5

This document supersedes all previous versions. When using printed procedures, you should verify it is the most current version posted on the Sinclair Intranet

(a) Annually, each plan holder should ensure that one of the following exercises is conducted unannounced:

- Spill management team tabletop exercise; or
- Equipment deployment exercise.

(b) An unannounced exercise is where the exercise participants do not have prior knowledge of the exercise, as the case would be the situation in an actual spill incident.

(c) To ensure that the nation maintains an adequate posture for response preparedness, and to satisfy the OPA 90 requirement for unannounced exercises, it is necessary to have an exercise program which is comprised of both announced and unannounced exercises. The requirement for the annual unannounced exercise is necessary to maintain the level of preparedness necessary to effectively respond to a spill.

(d) Response to an actual spill should be taken as credit for the unannounced exercise requirement, if the response was evaluated.

(e) The emergency procedures exercise is being offered as an option for facilities, to provide an additional exercise that may be conducted unannounced.

13

840 Government initiated Unannounced Exercises

(a) The government initiated unannounced exercises are designed to give the agency with primary regulatory oversight over a particular industry the opportunity to evaluate, on a random basis, the response preparedness of that industry. The PREP has attempted to make this requirement as reasonable as possible. For Coast Guard regulated vessels and facilities, the government initiated unannounced exercises would be limited to four per area per year. For EPA regulated facilities, the government initiated unannounced exercises are limited to 10% of the plan holders per EPA region per year. For PHMSA-regulated pipelines, the government initiated unannounced exercises would be limited to 20 annually across the nation. For MMS regulated offshore facilities, the number of government initiated unannounced exercises are determined by the Regional Supervisor and may exceed 50 per year nationally. A facility will not face an MMS unannounced exercise more than once per year, unless the results of previous exercises indicate that follow-up drills are warranted due to poor performance during a drill.

13

(b) A plan holder directed to participate in a government initiated unannounced exercise is required to participate as directed unless specific conditions exist that may result in safety hazards.

(c) The cost of the unannounced exercise will be bore by the response plan holder.

(d) For complex facilities that are regulated by two or more agencies, it is the responsibility of the exercising agency to notify and invite the participation of the other agency and the responsible On-Scene Coordinator in advance, so as to minimize the possibility of the facility being exercised multiple times during a compressed time period.

(e) A plan holder that has successfully completed a government initiated unannounced exercise would not be required to participate in another Federal government initiated unannounced exercise for at least 36 months from the time of the last exercise provided that the drill protocols and method of evaluation are equivalent. The plan holder must maintain documentation of this participation.

(f) Guidelines for determining successful completion of an exercise and for determining enforcement actions (including but not limited to civil penalties) for an unsuccessful exercise are the responsibility of the individual oversight agencies, based on application of their individual agency regulations.

13

850 Triennial Exercise of the Entire Response Plan

(a) Every 3 years all components of the entire response plan must be exercised. Rather than requiring each plan holder to conduct a major exercise every 3 years, the PREP allows for the individual components to be exercised in portions through the required exercises.

(b) The following are the basic types of plan components that must be exercised at least once every 3 years:

Organizational Design

- 1) Notifications
- 2) Staff mobilization
- 3) Ability to operate within the response management system described in the plan

Operational Response

- 4) Discharge control
- 5) Assessment of discharge
- 6) Containment of discharge
- 7) Recovery of spilled material
- 8) Protection of sensitive areas
- 9) Disposal of recovered material and contaminated debris

Response Support

- 10) Communications
- 11) Transportation
- 12) Personnel support
- 13) Equipment maintenance and support
- 14) Procurement
- 15) Documentation

(c) While not all of these components would necessarily be contained in each plan, the plan holder should identify those that are applicable from the list above, and add or delete other components as appropriate. The plan holder would then be responsible for ensuring that all components of the plan are exercised within each 3-year exercise cycle.

(d) To satisfy the requirement of the triennial exercise of the entire response plan, it is not necessary to exercise the entire plan all at one time. The plan may be exercised in segments over a period of 3 years, as long as each component of the plan is exercised at least once within the 3 year period. The required exercises should be developed to ensure that each component is addressed and exercised in the triennial cycle. (See Figure C-1)

(e) Each Pipeline District Manager, or his designee, shall be responsible for documenting the components completed in the exercises. This documentation shall be retained at the District Office for 3 years.

13

860 Credit for Spill Response

(a) Plan holders may take credit for internal exercises conducted in response to actual spills. The spill response must be evaluated (See Figure 860-1). The plan holder must determine which exercises were completed in the spill response. This determination should be based on whether the response effort would meet the objectives of the exercise as listed in the PREP guidelines. The plan holder must document the exercises completed.

(b) The NSCC is responsible for authorizing credit for area exercises, based on the recommendations of the On-Scene Coordinator. Credit should be given to a plan holder for participation in an area exercise if the following circumstances exist:

- The response plan was utilized in an actual spill response;
- The response involved the entire response community
- The objectives of the area exercise were met as outlined in the PREP guidelines;
- The response was evaluated;
- The spill response was properly documented and certified

(c) Note that actual spills must involve, at minimum, deployment of worst-case discharge tier 1 capabilities to be eligible for this credit.

861 Proper Documentation for Self-Certification

Self-certification is where the plan holder declares he or she has met the following standards:

- Completion of the exercise;
- Conducting of the exercise in accordance with the PREP guidelines, meeting all objectives listed; and
- Evaluation of the exercise using a mechanism that appraises the effectiveness of the response or contingency plan

(a) Proper documentation for self-certification should include, as a minimum, the following information:

- The type of exercise
- Date and time of the exercise
- A description of the exercise
- The objectives met in the exercise
- The components of the response plan exercised
- Lessons learned

(b) This documentation must be in writing and signed by an individual empowered by the plan holder organization.

862 Proper Documentation for Self-Evaluation

Self-evaluation means that the plan holder is responsible for carefully examining the effectiveness of the plan for response during the exercise. The plan holder may choose the mechanism for conducting this appraisal, as long as it appropriately measures the plan in the exercise that would lead to improvements in the response plan or any aspect of preparedness for spill response. The plan holder is responsible for incorporating necessary changes to the response plan as a result of the exercise.

863 LEPC Drill Credit

(a) Local Emergency Planning Committees (LEPCs) are required to conduct hazardous substance exercises periodically. Industry plan holders should coordinate their exercises with the LEPCs, whenever possible, and should take credit, as long as the PREP exercise objectives are met.

Figure C-1 Typical Triennial Cycle of Drills For PHMSA Regulated Response Zones

	20XX				20XX				20XX			
	TABLETOP				TABLETOP				TABLETOP			
	OSRO EQUIPMENT DEPLOYMENT				OSRO EQUIPMENT DEPLOYMENT				OSRO EQUIPMENT DEPLOYMENT			
	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.	QI Notif.
Elements of Plan Exercised												
Organizational Design												
Notifications												
Staff mobilization												
Ability to operate within the response management system described in the plan												
Operational Response												
Discharge control												
Assessment of discharge												
Containment of discharge												
Recovery of spilled material												
Protection of sensitive areas												
Disposal of recovered material and contaminated debris												
Response Support												
Communications												
Transportation												
Personnel support												
Equipment maintenance and support												
Procurement												
Documentation												

Figure 860-1

Sinclair Transportation Company Emergency Response and Management Manual – Evaluation Form

The following information is completed during a Tabletop Drill, Deployment Drill or actual Pipeline discharge event to evaluate the effectiveness of the objectives outlined in the National Preparedness for Response Exercise Program (PREP). The sources for this evaluation form are taken from the PREP Guidelines Response Plan Core Components, August 2002.

The purpose of the form is to document and self-certify the adequacy of the organizations ability, training and resources in support of responding to discharges from onshore oil pipelines.

Certified by: _____ Date: _____

PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
1.0	Notifications: Test the notifications procedures identified in the Area Contingency Plan and the Emergency Response and Management Manual (Plan).			
2.0	Staff Mobilization: Demonstrate the ability to assemble the spill response organization identified in the Emergency Response and Management Manual (Plan).			
3.0	Ability to operate within the response management system described in the plan.			
3.1	Unified Command: Demonstrate the ability to work within a unified command.			
3.1.1	Federal Representation: Demonstrate the ability to consolidate the concerns and interests of the other members of the unified command into a unified strategic plan with tactical operations.			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
3.1.2	State Representation: Demonstrate the ability to function within the unified command structure.			
3.1.3	Local Representation: Demonstrate the ability to function within the unified command structure.			
3.1.4	Responsible Party Representation: Demonstrate the ability to function within the unified command structure.			
3.2	Response Management System: Demonstrate the ability to operate within the framework of the Incident Command System identified in the Emergency Response and Management Manual (Plan).			
3.2.1	Operations: Demonstrate the ability to coordinate or direct operations related to the implementation of action plans contained in the respective response/contingency plans developed by the unified command.			
3.2.2	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 division.			
3.2.3	Logistics: Demonstrate the ability to provide the necessary support of both the short-term and long-term action plans.			
3.2.4	Finance: Demonstrate the ability to document the daily expenditures and provide cost estimates for continuing operations.			
3.2.5	Public Affairs: Demonstrate the ability to form a joint information center and provide the necessary interface between the unified command and the media.			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
3.2.6	Safety: Demonstrate the ability to monitor all field operations and ensure compliance with safety standards/procedures/site safety plan.			
3.2.7	Legal: Demonstrate the ability to provide the unified command with suitable legal advice and assistance.			
4.0	Source Control: Demonstrate the ability of the spill response organization to control and stop the discharge at the source.			
5.0	Assessment: Demonstrate the ability to provide an initial assessment of the discharge and provide continuing assessments of the effectiveness of the tactical operations.			
6.0	Containment: Demonstrate the ability to contain the discharge at the source or in various locations for recovery operations.			
7.0	Recovery: Demonstrate the ability to recover, mitigate, and remove the discharged product.			
7.1	On-Water Recovery: Demonstrate the ability to assemble and deploy the on-water recovery resources identified in the response plans.			
7.2	Shore-Based Recovery: Demonstrate the ability to assemble and deploy the shoreside response resources identified in the response plans.			
8.0	Protection: Demonstrate the ability to protect the environmentally and economically sensitive areas identified in the Area Contingency Plan and the respective industry response plan.			
8.1	Protective Booming: Demonstrate the ability to assemble and deploy sufficient resources to implement the protection strategies contained in the Area Contingency Plan and the Emergency Response and Management Manual (Plan).			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
8.2	Water Intake Protection: Demonstrate the ability to quickly identify water intakes and implement the proper protection procedures from the Area contingency Plan or develop a plan for use.			
8.3	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.			
8.4	Population Protection (Protect Public Health & Safety): 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.			
9.0	Disposal: Demonstrate the ability to dispose of the recovered material and contaminated debris.			
10.0	Communications: Demonstrate the ability to establish an effective communications system for the spill response organization.			
10.1	Internal Communications: Demonstrate the ability to establish an intra-organization communications system. This encompasses communications at the command post and between the command post and deployed resources.			
10.2	External Communications: Demonstrate the ability to establish communications both within the response organization and other entities (e.g., RRT, claimants, media, regional or HQ agency offices, non-governmental organizations, etc.).			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
11.0	Transportation: Demonstrate the ability to provide effective multi-mode transportation both for execution of the discharge and support functions.			
11.1	Land Transportation: Demonstrate the ability to provide effective land transportation for all elements of the response.			
11.2	Waterborne Transportation: Demonstrate the ability to provide effective waterborne transportation for all elements of the response.			
11.3	Airborne Transportation: Demonstrate the ability to provide the necessary support of all personnel associated with the response.			
12.0	Personnel Support: Demonstrate the ability to provide the necessary support of all personnel associated with the response.			
12.1	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.			
12.2	Berthing: Demonstrate the ability to provide overnight accommodations on a continuing basis for a sustained response.			
12.3	Messing: Demonstrate the ability to provide suitable feeding arrangements for personnel involved with the management of the response.			
12.4	Operational and Administrative Spaces: Demonstrate the ability to provide suitable operational and administrative spaces for personnel involved with the management of the response.			
12.5	Emergency Procedures: Demonstrate the ability to provide emergency services for personnel involved in the response.			

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PREP Element	Description	Circumstance T – Tabletop Drill D – Deployment Drill R – Discharge Event N – Not Evaluated	Results A – Adequate I – Improvement Needed D – Deficient N – Not Evaluated	Comment or Action Item #
13.0	Equipment Maintenance and Support Demonstrate the ability to maintain and support all equipment associated with the response.			
13.1	Response Equipment: Demonstrate the ability to provide effective maintenance and support for all response equipment.			
13.2	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.			
14.0	Procurement: Demonstrate the ability to establish an effective procurement system.			
14.1	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.			
14.2	Response Equipment: Demonstrate the ability to procure sufficient response equipment to mount and sustain an organized response.			
14.3	Support Equipment: Demonstrate the ability to procure sufficient support equipment to support and sustain an organized response.			
15.0	Documentation: Demonstrate the ability of the spill response organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.			

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Comment or Action Item #	Comment or Action Item	Responsible Person	Due Date

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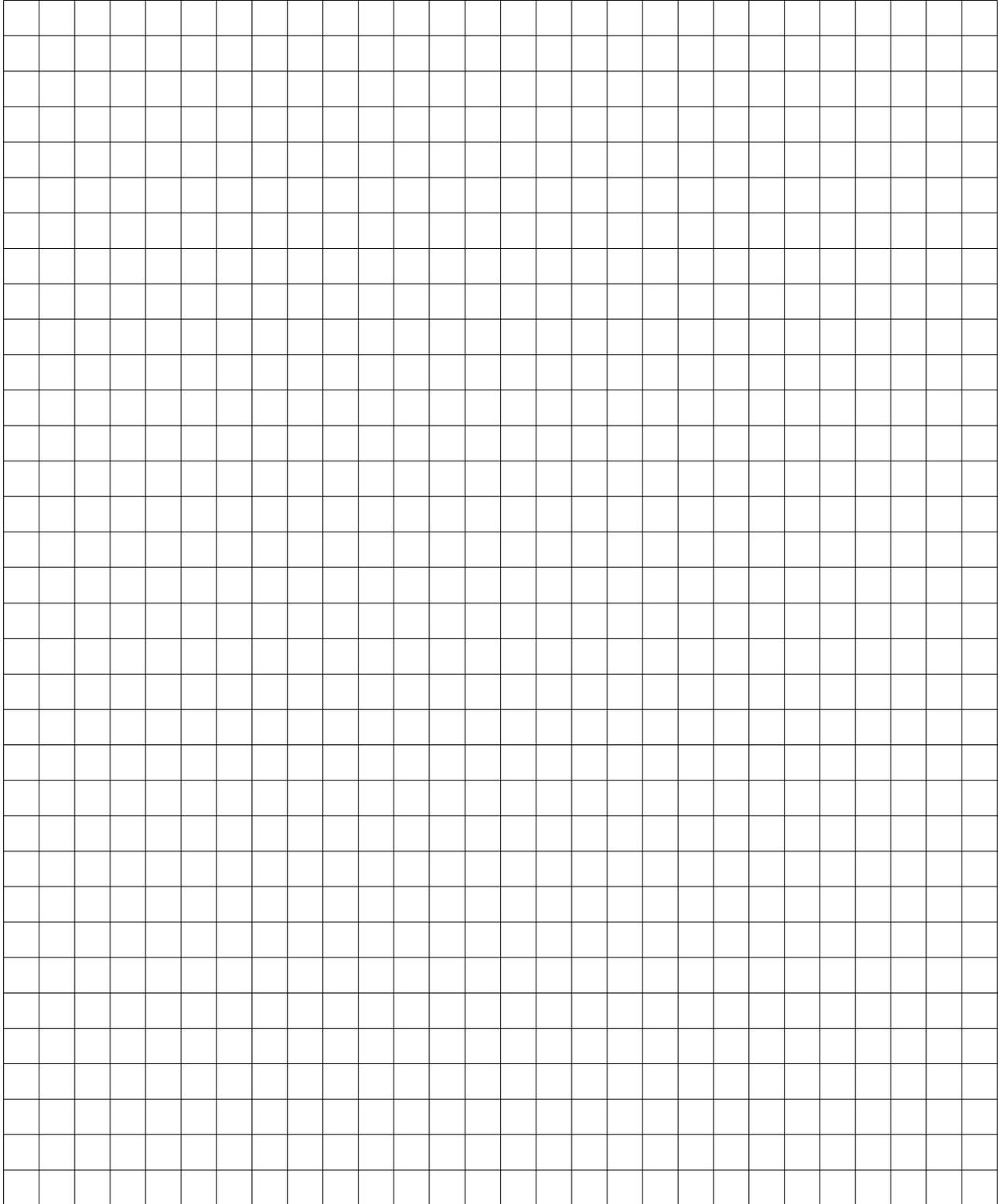


Diagram: Prepare a suitable sketch in this space Show north and the expected wind direction.

13

865 Drill Risk Analysis

(a) Describe possible repercussions from conducting this drill at this place and time, e.g., possible jeopardize permit renewals or pending projects? Disrupt critical operations?

13

866 Pre-Drill Considerations

- (a) When developing the drill use these considerations to help guide the plan:
- (a) Clearly define what the objective of the drill should be.
 - (b) Have the scenario reviewed by an insider for realism/probability.
 - (c) Keep the drill simple and specific.
 - (d) Develop contingency plans should the unexpected happen, e.g., bad weather, operational emergencies, radio transmissions picked up by unplanned participants.
 - (e) Ensure that the method of notifying expected participants is adequate, e.g., alarms, prompt distribution of instruction sheets at enough locations.
 - (f) Provide an observer(s) - not a drill participant - that can document the key parts of the drill.
 - (g) For unannounced drills, ensure that there is an element of surprise.
- (b) Ensure that safety of the participants is considered by possibly visiting the prospective drill site, evaluating actual hazards from the drill, e.g., traffic, housekeeping problems, etc.
- (c) Drills should not cause significant disruption to critical operations.

13

867 Notifications

- (a) Instruction sheets should be clear so the participants know exactly what is expected of them, e.g., should emergency calls actually be made, what level of equipment deployment is required, etc.
- (b) Define what level of internal communications the drill involves.
- (c) Consider mailing/emailing letters (not just telephone calls) to affected city, county, state and national agencies explaining the drill.
- (d) Notify affected property owners, businessmen, residents prior to the drill.

13

868 Props

- (a) Props that can safely mimic a spill can be used to demonstrate the effectiveness of the spill mitigation techniques.

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SECTION 900 COMMUNICATIONS

Section 900 – Communications

910 Incident Notification

- (a) The primary means of communications for all notifications for off duty employees will be via landline and cellular telephones.
- (b) Incident notification for on duty employees will be either by land line telephones, cell phones, or company two-way radios.

920 Company Communication Equipment

- (a) The Rocky Mountain District (RMD) utilizes a land line to a toned microwave communication network for its two-way radio system.
- (b) The Mid-Continent District (MCD) has a satellite phone / two-radio system.
- (c) The Sinclair Control Center has a base station for both radio systems. The Mid-Continent District Office also has a base station for the satellite phone system.
- (d) There are several radio-equipped vehicles in the RMD and 9 radio-equipped vehicles in the MCD. All STC employees have portable cell phones.
- (e) The RMD has 3 hand held radios that are compatible with the RMD low frequency two-way radios.

930 OSRO Communication Equipment

- (a) Many of the contractors listed in Section 540 have a limited amount of hand held two way radios that can be used in a small to medium response effort.
- (b) FirstWireless, Inc is a specialty communication firm that has portable two-way radio rentals available for large response site. First Wireless has offices in Gering, NE – 801-201-4933, Lincoln, NE - 402-466-8237, and Wichita, KS – 800-776-8189.

940 Communication Procedures

- (a) Communication during a response effort is extremely important. Different contractors, response agencies, etc. will be present and the coordination of their activities is essential to a safe and effective cleanup effort.
- (b) If the incident is large enough the Incident Commander will assign a Communications Leader. The Communications Leader will be responsible for acquiring and supplying the necessary communication equipment so that the

Incident Commander will have communication with each element of the incident command structure.

(c) Regardless of the size of the response effort, communication of all elements of the cleanup effort will go through the Incident Commander. STC will supply whatever communication equipment is required during an incident.

(d) The Incident Commander or his designee will also keep the District Office informed of all cleanup efforts.

(e) The Incident Commander or his designee will keep the Sinclair Control Center apprised of any repairs to STC's facilities. Generally, once repairs are made to STC facilities and normal operations have resumed, operation of the pipeline system should not affect the ongoing cleanup. However, communication between the cleanup site and the Sinclair Control Center will be ongoing as long as the cleanup is under way.

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12/20/2013

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This document supersedes all previous versions. When using printed procedures, you should verify it is the most current version posted on the Sinclair Intranet

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Zone #5	Denver Area Pipelines Chase 10" Kaneb 8"	

MASTER LEGEND

1 : 80,000
NAD 83, UTM
ZONE 13 N



ALL DRAWINGS

ALL DRAWINGS



Zone Number		Zone Description	
Pipeline(s):	List of Pipelines Covered By Map	County:	List of Counties Covered By Map
SCALE: 1 : 80,000		Map Number	Revision Date

ALL DRAWINGS

-  Drinking Water
-  Ecological
-  Waterway
-  5 Mile Pipeline Buffer
-  Water Intake
-  Waterway Crossing/Downstream Access
-  Block Valve

-  Reservoir
-  Pipeline
-  Worst Case Discharge



Rocky Mountain District
Emergency Response Map

810 - Response Zone 1 Baroil Pipeline System

Pipeline(s)	Baroil 8 LSU to Baroil 8	County	Fremont County, Wyoming Sweetwater County, Wyoming Carbon County, Wyoming
Downstream Access Points: Z2-183 to Z2-214			
Map Scale = 1 : 80,000	Map Number: Z1-ER-001	Revision Date: 11/2013	

<i>Legend</i>	
 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	



Sinclair Transportation Company
 Rocky Mountain District
 Emergency Response Map

810 - Response Zone 1
Baroil Pipeline System

Pipeline(s) Pathfinder 16 Casper 10 Casper 8 Baroil 8	County Carbon County, Wyoming
Downstream Access Points: Z2-243 to Z2-244	
Map Scale = 1 : 80,000	Map Number: Z1-ER-002
Revision Date: 11/2013	

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

	Sinclair Transportation Company Rocky Mountain District Emergency Response Map	
810 - Response Zone 1 Baroil Pipeline System		
Pipeline(s) Pathfinder 16 Casper 10 Casper 8 Transition 12 Baroil 8	County Carbon County, Wyoming	
Downstream Access Points: Z2-245 to Z2-251		
Map Scale = 1 : 80,000	Map Number: Z1-ER-003	Revision Date: 11/2013

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

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Zone #5	Denver Area Pipelines Chase 10" Kaneb 8"	

MASTER LEGEND

1 : 80,000
NAD 83, UTM
ZONE 13 N



ALL DRAWINGS

ALL DRAWINGS



Zone Number		Zone Description	
Pipeline(s):	List of Pipelines Covered By Map	County:	List of Counties Covered By Map
SCALE: 1 : 80,000		Map Number	Revision Date

ALL DRAWINGS

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

Legend	
 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

**Sinclair Transportation Company**
Rocky Mountain District
Emergency Response Map
820 - Response Zone 2
Crude Trunk Line System

Pipeline(s) <i>Pathfinder 16</i> <i>Casper 10</i> <i>Casper 8</i> <i>RMPL 8</i>	County <i>Natrona County, Wyoming</i>
Downstream Access Points: <i>Z2-183 to Z2-199</i>	

Map Scale = 1 : 80,000	Map Number: Z2-ER-001	Revision Date: 11/2013
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(b) (7)(F), (b) (3)

-  Drinking Water
-  Ecological
-  Waterway
-  5 Mile Pipeline Buffer
-  Water Intake
-  Waterway Crossing/Downstream Access
-  Block Valve

-  Reservoir
-  Pipeline
-  Worst Case Discharge



Rocky Mountain District
Emergency Response Map

**820 - Response Zone 2
Crude Trunk Line System**

Pipeline(s)	Pathfinder 16 Casper 10 Casper 8	County	Natrona County, Wyoming
Downstream Access Points: Z2-200 to Z2-217			
Map Scale = 1 : 80,000	Map Number: Z2-ER-002	Revision Date: 11/2013	

-  Drinking Water
-  Ecological
-  Waterway
-  5 Mile Pipeline Buffer
-  Water Intake
-  Waterway Crossing/Downstream Access
-  Block Valve

-  Reservoir
-  Pipeline
-  Worst Case Discharge



Rocky Mountain District
Emergency Response Map

**820 - Response Zone 2
Crude Trunk Line System**

Pipeline(s)	Pathfinder 16 Casper 10 Casper 8	County	Natrona County, Wyoming
Downstream Access Points: Z2-218 to Z2-223			
Map Scale = 1 : 80,000	Map Number: Z2-ER-003	Revision Date: 11/2013	

	Drinking Water		Reservoir
	Ecological		Pipeline
	Waterway		Worst Case Discharge
	5 Mile Pipeline Buffer		
	Water Intake		
	Waterway Crossing/Downstream Access		
	Block Valve		

	Sinclair Transportation Company	
	Rocky Mountain District Emergency Response Map	
820 - Response Zone 2 Crude Trunk Line System		
Pipeline(s)	Pathfinder 16 Casper 10 Casper 8	County Natrona County, Wyoming Carbon County, Wyoming
Downstream Access Points: Z2-224 to Z2-231		
Map Scale = 1 : 80,000	Map Number: Z2-ER-004	Revision Date: 11/2013

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

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

	Rocky Mountain District Emergency Response Map	
	820 - Response Zone 2 Crude Trunk Line System	
Pipeline(s) Pathfinder 16 Casper 10 Casper 8	County Carbon County, Wyoming	Downstream Access Points: Z2-232 to Z2-242
Map Scale = 1 : 80,000	Map Number: Z2-ER-005	Revision Date: 11/2013

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Rocky Mountain District <i>Emergency Response Map</i>
820 - Response Zone 2 Crude Trunk Line System	
Pipeline(s) Pathfinder 16 Casper 10 Casper 8 Baroil 8	County Carbon County, Wyoming
Downstream Access Points: Z2-243 to Z2-244	
Map Scale = 1 : 80,000	Map Number: Z2-ER-006
Revision Date: 11/2013	

		Sinclair Transportation Company	
		Rocky Mountain District	
		Emergency Response Map	
820 - Response Zone 2 Crude Trunk Line System			
Pipeline(s)	Pathfinder 16 Casper 10 Casper 8 Transition 12 Barroll 8	County	Carbon County, Wyoming
		Downstream Access Points: Z2-245 to Z2-251	
Map Scale = 1 : 80,000	Map Number: Z2-ER-007	Revision Date: 11/2013	

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

Response Zone 2

Waterway Crossing ID	POINT_X	POINT_Y	Waterway_Crossing_Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z2, Z3-183	-106.3595967	42.8434298		CASPER CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z2, Z3-184	-106.3640715	42.84738169		CASPER CREEK	DOWNSTREAM AT SALT CREEK HWY	NORTH PLATTE RIVER
Z2, Z3-185	-106.3811712	42.85763775	Casper Creek	CASPER CREEK	CROSSING	NORTH PLATTE RIVER
Z2-189	-106.5710348	42.82663504	Poison Spider Creek	POISON SPIDER CREEK	CROSSING	NORTH PLATTE RIVER
Z2-190	-106.4140872	42.82402071		NORTH PLATTE RIVER	DOWNSTREAM ADJACENT TO S. ROBERTSON RD	SEE ZONE 3
Z2-191	-106.6456193	42.8225189		CASPER CANAL	DOWNSTREAM AT W. POISON SPIDER RD	NONE
Z2-192	-106.5851185	42.8134892		POND	AT POND	POISON SPIDER CREEK
Z2-193	-106.5838351	42.81264988		NO NAME CREEK	DOWNSTREAM AT DAM	POISON SPIDER CREEK
Z2-194	-106.5643664	42.80659637		POISON SPIDER CREEK	DOWNSTREAM AT LOCAL ACCESS	NORTH PLATTE RIVER
Z2-195	-106.6098237	42.80098829		CASPER CANAL	DOWNSTREAM AT CANAL RD	NONE
Z2-196	-106.4821201	42.79825374		NORTH PLATTE RIVER	DOWNSTREAM AT RANCH RD OFF OF HWY 220	SEE ZONE 3
Z2-197	-106.4419844	42.797059		NORTH PLATTE RIVER	DOWNSTREAM ADJACENT TO HWY 220	SEE ZONE 3
Z2-198	-106.5533484	42.79548988		POISON SPIDER CREEK	DOWNSTREAM AT 12 MILE RD	NORTH PLATTE RIVER
Z2-199	-106.6135587	42.7858778	Casper Canal	CASPER CANAL	CROSSING	NONE
Z2-200	-106.5535617	42.7788019		IRON CREEK	DOWNSTREAM AT 12 MILE RD	POISON SPIDER CREEK
Z2-201	-106.527628	42.77583012		POISON SPIDER CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z2-202	-106.6234509	42.77392031		CASPER CANAL	CROSSING	NONE
Z2-203	-106.5994484	42.77040154		IRON CREEK	DOWNSTREAM AT IRON CREEK RASMUS LEE RD	POISON SPIDER CREEK
Z2-204	-106.6333122	42.76529477		CASPER CANAL	DOWNSTREAM AT CANAL RD	NONE
Z2-205	-106.6333017	42.75949354	Iron Creek	IRON CREEK	CROSSING	POISON SPIDER CREEK
Z2-206	-106.640755	42.7533629	Casper Canal	CASPER CANAL	CROSSING	NONE
Z2-207	-106.5207792	42.75052034		NORTH PLATTE RIVER	DOWNSTREAM AT BESSEMER BEND SOUTH RD	SEE ZONE 3
Z2-208	-106.6575819	42.7314837		CASPER CANAL	ADJACENT TO CASPER CANAL	NONE
Z2-209	-106.6289775	42.7310082		POISON SPRING CREEK	DOWNSTREAM AT TYE MOORE RD	NORTH PLATTE RIVER
Z2-210	-106.6289988	42.72378507		WILLOW CREEK	DOWNSTREAM AT TRAPPERS RD	POISON SPRING CREEK
Z2-211	-106.6022206	42.72337209		POISON SPRING CREEK	DOWNSTREAM AT HIGH LN	NORTH PLATTE RIVER
Z2-212	-106.5345698	42.72300254		NORTH PLATTE RIVER	DOWNSTREAM AT HWY 220	SEE ZONE 3
Z2-213	-106.6820014	42.72116947	Poison Spring Creek	POISON SPRING CREEK	CROSSING	NORTH PLATTE RIVER
Z2-214	-106.5792325	42.71554371		POISON SPRING CREEK	DOWNSTREAM AT TYE MOORE RD	NORTH PLATTE RIVER
Z2-215	-106.5752158	42.70407937		POISON SPRING CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z2-216	-106.6993849	42.6989892		WILLOW CREEK	DOWNSTREAM ADJACENT TO OREGON TRAIL RD	POISON SPRING CREEK
Z2-217	-106.7678503	42.67730195	Willow Creek	WILLOW CREEK	CROSSING	POISON SPRING CREEK
Z2-218	-106.8623682	42.63948835	Fish Creek	FISH CREEK	CROSSING	HORSE CREEK
Z2-219	-106.887131	42.6356508		MCLEARY RESEVOIR	MCLEARY RESEVOIR	NONE
Z2-220	-106.8894955	42.62677973		FISH CREEK	DOWNSTREAM AT COUNTY ROAD ACCESS	HORSE CREEK
Z2-221	-106.9531306	42.60638958	Fish Creek	FISH CREEK	CROSSING	HORSE CREEK
Z2-222	-106.9779931	42.59747085		HORSE CREEK	UPSTREAM AT EMIGRANT TRAIL RD	PATHFINDER RESEVOIR
Z2-223	-106.9988658	42.56325809	Horse Creek	HORSE CREEK	CROSSING	PATHFINDER RESEVOIR
Z2-224	-106.999268	42.5357544		HORSE CREEK	DOWNSTREAM AT PATHFINDER RESEVOIR	PATHFINDER RESEVOIR
Z2-225	-107.0386985	42.53541934	Steamboat Lakes	STEAMBOAT LAKES	CROSSING	NONE
Z2-226	-107.0493738	42.51267179	Sweetwater River	SWEETWATER RIVER	CROSSING	PATHFINDER RESEVOIR
Z2-227	-106.9991954	42.51183386		PATHFINDER RESEVOIR	PATHFINDER RESEVOIR LOCAL ACCESS	NONE
Z2-228	-106.9751629	42.49452949		ARKANSAS CREEK	DOWNSTREAM AT PATHFINDER RESEVOIR	PATHFINDER RESEVOIR
Z2-229	-106.9901932	42.48181722		ARKANSAS CREEK	DOWNSTREAM AT ANNIS TRAIL RD	PATHFINDER RESEVOIR
Z2-230	-107.0483866	42.44538504	Arkansas Creek	ARKANSAS CREEK	CROSSING	PATHFINDER RESEVOIR
Z2-231	-107.0660202	42.39625652		ARKANSAS CREEK	UPSTREAM OFF OF BUZZARD ROAD	PATHFINDER RESEVOIR
Z2-232	-107.0853482	42.35660103		EAST ARKANSAS CREEK	ADJACENT TO EAST ARKASAS CREEK	ARKANSAS CREEK
Z2-233	-106.9984186	42.35044298		SAND CREEK	DOWNSTREAM AT END OF RANCH ROAD	PATHFINDER RESEVOIR

Response Zone 2

Waterway Crossing ID	POINT_X	POINT_Y	Waterway_Crossing_Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z2-234	-107.0521937	42.31844485		SAND CREEK	DOWNSTREAM AT END OF RANCH ROAD	PATHFINDER RESEVOIR
Z2-235	-107.0897501	42.27785218		SAND CREEK	DOWNSTREAM OFF OF RANCH ROAD	PATHFINDER RESEVOIR
Z2-236	-107.1151274	42.26961098	Sand Creek	SAND CREEK	CROSSING	PATHFINDER RESEVOIR
Z2-237	-107.1178466	42.26743597	Sand Creek	SAND CREEK	CROSSING	PATHFINDER RESEVOIR
Z2-238	-107.117942	42.26472343		SAND CREEK	AT FEEDER STREAM	PATHFINDER RESEVOIR
Z2-239	-107.1153506	42.26189948		SAND CREEK	AT FEEDER STREAM	PATHFINDER RESEVOIR
Z2-240	-107.1154669	42.24513851		SAND CREEK	AT FEEDER STREAM	PATHFINDER RESEVOIR
Z2-241	-107.1151308	42.23755628		SAND CREEK	DOWNSTREAM OF CROSSING	PATHFINDER RESEVOIR
Z2-242	-107.1173139	42.23608267	Sand Creek	SAND CREEK	CROSSING	PATHFINDER RESEVOIR
Z2-243	-107.2506318	42.10953124	Stone Creek	STONE CREEK	CROSSING	NONE
Z2-244	-107.3009525	42.06905723		STONE CREEK	DOWNSTREAM AT RANCH ACCESS	NONE
Z2-245	-106.9549509	41.90184409		NORTH PLATTE RIVER	DOWNSTREAM AT RANCH RD ACCESS	SEMINOE RESEVOIR
Z2-246	-107.0190703	41.88050426		NORTH PLATTE RIVER	DOWNSTREAM AT RANCH ACCESS OFF OF SEMINOE RD	SEMINOE RESEVOIR
Z2-247	-107.0587377	41.8647267		NORTH PLATTE RIVER	DOWNSTREAM AT SEMINOE RD	SEMINOE RESEVOIR
Z2, Z4-248	-107.0321695	41.82283425		SUGAR CREEK	DOWNSTREAM AT SOUTH PLATTE RIVER	NORTH PLATTE RIVER
Z2, Z4-249	-107.0246004	41.82180915		WATER INTAKE	SINCLAIR WATER INTAKE - CITY OF SINCLAIR (307) 324-4232 cr SINCLAIR	NONE
Z2, Z4-250	-107.0216499	41.82045286		WATER INTAKE	RAWLINS WATER INTAKE - WATER PLANT (307) 328-4564 cr CITY OF RAWLINS	NONE
Z2-251	-107.1110212	41.806708	Sugar Creek	SUGAR CREEK	CROSSING	NORTH PLATTE RIVER

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Zone #4 Medicine Bow Pipeline System Medicine Bow 6" (Sinclair to Denver) Medicine Bow 10" (Loveland Station to Denver)	
Zone #5 Denver Area Pipelines Chase 10" Kaneb 8"	

MASTER LEGEND

1 : 80,000
NAD 83, UTM
ZONE 13 N



ALL DRAWINGS

ALL DRAWINGS



Zone Number		Zone Description	
Pipeline(s):	List of Pipelines Covered By Map	County:	List of Counties Covered By Map
SCALE: 1 : 80,000		Map Number	Revision Date

ALL DRAWINGS

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

 **Rocky Mountain District**
Emergency Response Map

830 - Response Zone 3
Guernsey Pipeline System

Pipeline(s) <i>Cheyenne to Guernsey 10</i>	County <i>Laramie County, Wyoming</i>
Downstream Access Points: <i>Z3-1 to Z3-17</i>	

Map Scale = 1 : 80,000	Map Number: Z3-ER-001	Revision Date: 11/2013
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<i>Legend</i>		 Sinclair Transportation Company Rocky Mountain District <i>Emergency Response Map</i>
 Drinking Water  Ecological  Waterway  5 Mile Pipeline Buffer  Water Intake  Waterway Crossing/Downstream Access  Block Valve	 Reservoir  Pipeline  N	
		830 - Response Zone 3 Guernsey Pipeline System
Pipeline(s) <i>Cheyenne to Guernsey 10</i>		County <i>Laramie County, Wyoming</i>
Map Scale = 1 : 80,000		Map Number: Z3-ER-002
		Revision Date: 11/2013

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	



Rocky Mountain District
Emergency Response Map

830 - Response Zone 3
Guernsey Pipeline System

Pipeline(s) <i>Cheyenne to Guernsey 10</i>	County <i>Laramie County, Wyoming Platte County, Wyoming</i>	
Downstream Access Points: <i>Z3-27 to Z3-43</i>		
Map Scale = 1 : 80,000	Map Number: Z3-ER-003	Revision Date: 11/2013

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Rocky Mountain District Emergency Response Map
830 - Response Zone 3 Guernsey Pipeline System	
Pipeline(s) <i>Cheyenne to Guernsey 10</i>	County <i>Platte County, Wyoming</i>
Downstream Access Points: <i>Z3-44 to Z3-50</i>	
Map Scale = 1 : 80,000	Map Number: Z3-ER-004
Revision Date: 11/2013	

-  Drinking Water
-  Ecological
-  Waterway
-  5 Mile Pipeline Buffer
-  Water Intake
-  Waterway Crossing/Downstream Access
-  Block Valve

 Reservoir

 Pipeline

N




Rocky Mountain District
Emergency Response Map

830 - Response Zone 3
Guernsey Pipeline System

Pipeline(s) <i>Cheyenne to Guernsey 10</i>	County <i>Platte County, Wyoming</i>
Downstream Access Points: <i>Z3-51 to Z3-61</i>	
Map Scale = 1 : 80,000	Map Number: Z3-ER-005
Revision Date: 11/2013	

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

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

	Sinclair Transportation Company	
	Rocky Mountain District <i>Emergency Response Map</i>	
830 - Response Zone 3 Guernsey Pipeline System		
Pipeline(s)	Cheyenne to Guernsey 10 Guernsey to Stroud 10	County Flatte County, Wyoming
Downstream Access Points: Z3-62 to Z3-69		
Map Scale = 1 : 80,000	Map Number: Z3-ER-006	Revision Date: 11/2013

	Sinclair Transportation Company Rocky Mountain District Emergency Response Map	
830 - Response Zone 3 Guernsey Pipeline System		
Pipeline(s) <i>Guernsey to Stroud 10</i>	County <i>Platte County, Wyoming</i>	
<small>Downstream Access Points: Z3-70 to Z3-84</small>		
<small>Map Scale: 1" = 80,000'</small>	<small>Map Number: Z3-ER-007</small>	<small>Revision Date: 11/2013</small>

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

-  Drinking Water
-  Ecological
-  Waterway
-  5 Mile Pipeline Buffer
-  Water Intake
-  Waterway Crossing/Downstream Access
-  Block Valve

 Reservoir

 Pipeline

N




Rocky Mountain District
Emergency Response Map

830 - Response Zone 3
Guernsey Pipeline System

Pipeline(s)	Guernsey to Stroud 10	County	Platte County, Wyoming Converse County, Wyoming
Downstream Access Points: Z3-86 to Z3-109			
Map Scale = 1 : 80,000	Map Number: Z3-ER-008	Revision Date: 11/2013	

<i>Legend</i>	
 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company Rocky Mountain District <i>Emergency Response Map</i>	
830 - Response Zone 3 Guernsey Pipeline System		
Pipeline(s) <i>Guernsey to Stroud 10</i>	County <i>Converse County, Wyoming</i>	
Downstream Access Points: <i>Z3-110 to Z3-138</i>		
Map Scale = 1 : 80,000	Map Number: <i>Z3-ER-009</i>	Revision Date: <i>11/2013</i>

-  Drinking Water
-  Ecological
-  Waterway
-  5 Mile Pipeline Buffer
-  Water Intake
-  Waterway Crossing/Downstream Access
-  Block Valve

 Reservoir
 Pipeline

N




Rocky Mountain District
Emergency Response Map

830 - Response Zone 3
Guernsey Pipeline System

Pipeline(s)	Guernsey to Stroud 10	County	Converse County, Wyoming
Downstream Access Points: Z3-139 to Z3-157			
Map Scale = 1 : 80,000	Map Number: Z3-ER-010	Revision Date: 11/2013	

 Drinking Water	 Reservoir		Sinclair Transportation Company	
 Ecological	 Pipeline		Rocky Mountain District	
 Waterway	 Worst Case Discharge	Emergency Response Map		
 5 Mile Pipeline Buffer		830 - Response Zone 3		
 Water Intake		Guernsey Pipeline System		
 Waterway Crossing/Downstream Access		Pipeline(s) Guernsey to Stroud 10 Stroud to Casper 8 Big Muddy 6	County Converse County, Wyoming Natrona County, Wyoming	
 Block Valve		Downstream Access Points: 23-189 to 23-188		
		Map Scale = 1 : 80,000	Map Number: Z3-ER-011	Revision Date: 11/2013

Response Zone 3

Waterway Crossing ID	POINT X	POINT Y	Waterway_Crossing_Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z3-1	(b) (3), (b) (7)(F)			CLEAR CREEK	CROSSING	CROW CREEK
Z3-2				CROW CREEK	CROW CREEK AT RETENTION POND	NONE
Z3-3				CLEAR CREEK	DOWNSTREAM AT I-80	CROW CREEK
Z3-4				CROW CREEK	DOWNSTREAM AT S. COLLEGE DR	NONE
Z3-5				CLEAR CREEK	DOWNSTREAM AT RR TRACK	CROW CREEK
Z3-6				CROW CREEK	DOWNSTREAM AT MORRIE AVE	NONE
Z3-7				CLEAR CREEK	CLEAR CREEK AT CROW CREEK	CROW CREEK
Z3-8				CROW CREEK	DOWNSTREAM AT I-25	NONE
Z3-9				DIAMOND CREEK	CROSSING	CROW CREEK
Z3-10				CROW CREEK	DOWNSTREAM AT OLD GLORY RD (WARREN AFB)	NONE
Z3-11				DIAMOND CREEK	DIAMOND CREEK AT CROW CREEK	CROW CREEK
Z3-12				AQUADUCT	CROSSING	NONE
Z3-13				CROW CREEK	DOWNSTREAM AT ROUNDTOP RD	NONE
Z3-14				CROW CREEK	CROSSING	NONE
Z3-15				AQUADUCT	CROSSING	NONE
Z3-16				WATER INTAKE	AQUADUCTS AT WATER FILTRATION PLANT	NONE
Z3-17				AQUADUCT	CROSSING	NONE
Z3-18				LODGEPOLE CREEK	DOWNSTREAM AT YELLOWSTONE RD	NONE
Z3-19				LODGEPOLE CREEK	DOWNSTREAM AT I-25	NONE
Z3-20				LODGEPOLE CREEK	CROSSING	NONE
Z3-21				HORSE CREEK	DOWNSTREAM AT I-25	NONE
Z3-22				HORSE CREEK	CROSSING	NONE
Z3-23				KELLIE CREEK	KELLIE CREEK AT HORSE CREEK	NONE
Z3-24				KELLIE CREEK	DOWNSTREAM AT DAM OFF OF COUNTY RD 120	HORSE CREEK
Z3-25				KELLIE CREEK	CROSSING	HORSE CREEK
Z3-26				HORSE CREEK	DOWNSTREAM AT NIMMO RD	NONE
Z3-27				LITTLE BEAR CREEK	CROSSING	NONE
Z3-28				LITTLE BEAR CREEK	DOWNSTREAM AT I-25	NONE
Z3-29				LITTLE BEAR CREEK	DOWNSTREAM AT END OF RANCH RD cr OFF OF I-25 SERVICE RD	NONE
Z3-30				LITTLE BEAR CREEK	DOWNSTREAM OFF MOFFET ROAD	NONE
Z3-31				SOUTH FORK BEAR CREEK	CROSSING	BEAR CREEK
Z3-32				BEAR CREEK	CROSSING	NONE
Z3-33				SOUTH FORK BEAR CREEK	DOWNSTREAM AT I-25	BEAR CREEK
Z3-34				SOUTH FORK BEAR CREEK	DOWNSTREAM AT COUNTY RD 123	BEAR CREEK
Z3-35				BEAR CREEK	DOWNSTREAM AT I-25	NONE
Z3-36				SOUTH FORK BEAR CREEK	DOWNSTREAM AT LITTLE BEAR ROAD/AT BEAR CREEK	BEAR CREEK
Z3-37				NORTH BEAR CREEK	CROSSING	BEAR CREEK
Z3-38				BEAR CREEK	DOWNSTREAM AT WILKERSON RD	NONE
Z3-39				NORTH BEAR CREEK	DOWNSTREAM AT I-25/BEAR CREEK RD	BEAR CREEK
Z3-40				NORTH BEAR CREEK	DOWNSTREAM AT LITTLE BEAR ROAD	BEAR CREEK
Z3-41				BEAR CREEK	DOWNSTREAM AT VOWERS RD	NONE
Z3-42				NORTH BEAR CREEK	DOWNSTREAM NORTH OF CENTER PIVOT	BEAR CREEK
Z3-43				BEAR CREEK	DOWNSTREAM AT WINDMILL RD	NONE
Z3-44				CHUGWATER CREEK	CROSSING	LARAMIE RIVER
Z3-45				CHUGWATER CREEK	DOWNSTREAM AT IRON MOUNTAIN ROAD FROM I-25	LARAMIE RIVER
Z3-46				CHUGWATER CREEK	DOWNSTREAM AT LONE TREE RD	LARAMIE RIVER
Z3-47				CHUGWATER CREEK	DOWNSTREAM AT TY BASIN RD	LARAMIE RIVER
Z3-48				RICHEAU CREEK	CROSSING	CHUGWATER CREEK

Response Zone 3

Waterway Cross	Crossing_Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z3-49	ek	NORTH RICHAU CREEK	CROSSING	RICHAU CREEK
Z3-50		RICHAU CREEK	DOWNSTREAM AT LITTLE BEAR ROAD	CHUGWATER CREEK
Z3-51		HUNTON CREEK	CROSSING	CHUGWATER CREEK
Z3-52		RICHAU CREEK	DOWNSTREAM AT CHUGWATER CREEK	CHUGWATER CREEK
Z3-53		HUNTON CREEK	DOWNSTREAM AT NORMANDY ROAD	CHUGWATER CREEK
Z3-54		HUNTON CREEK	DOWNSTREAM AT CHUGWATER CREEK	CHUGWATER CREEK
Z3-55		ANTELOPE CREEK	ADJACENT TO ANTELOPE CREEK	CHUGWATER CREEK
Z3-56		CHUGWATER CREEK	CROSSING	LARAMIE RIVER
Z3-57		CHUGWATER CREEK	DOWNSTREAM ADJACENT TO SNOOK RD	LARAMIE RIVER
Z3-58		CHUGWATER CREEK	DOWNSTREAM ADJACENT TO RR ACCESS RD	LARAMIE RIVER
Z3-59		CHUGWATER CREEK	DOWNSTREAM AT SNOOK RD	LARAMIE RIVER
Z3-60		CHUGWATER CREEK	DOWNSTREAM AT RANCH ROAD OFF cr STATE ROAD 316	LARAMIE RIVER
Z3-61		CHUGWATER CREEK	DOWNSTREAM AT ANTELOPE GAP RD	LARAMIE RIVER
Z3-62		CHUGWATER CREEK	CROSSING	LARAMIE RIVER
Z3-63		CHUGWATER CREEK	DOWNSTREAM AT END OF FAIRVIEW RD	LARAMIE RIVER
Z3-64		LARAMIE RIVER	DOWNSTREAM AT GREYROCKS RESEVOIR	GREYROCKS RESEVOIR
Z3-65		CHUGWATER CREEK	DOWNSTREAM AT LARAMIE RIVER OFF GREY ROCKS RD	LARAMIE RIVER
Z3-66		WHEATLAND CREEK	CROSSING	LARAMIE RIVER
Z3-67	mie	WATER INTAKE	LARAMIE RIVER POWER STATION 24 HOUR EMERGENCY PHONE NUMBER 307-	NONE
Z3-68		LARAMIE RIVER	CROSSING	GREYROCKS RESEVOIR
Z3-69		LARAMIE RIVER	DOWNSTREAM AT ACCESS OFF POWER PLANT ROAD	GREYROCKS RESEVOIR
Z3-70		SPRING CREEK	CROSSING	COTTONWOOD CREEK
Z3-71	k	COTTONWOOD CREEK	CROSSING	NORTH PLATTE RIVER
Z3-72		COTTON WOOD CREEK	DOWNSTREAM AT ACCESS OF COTTONWOOD ROAD	NORTH PLATTE RIVER
Z3-73		COTTONWOOD CREEK	DOWNSTREAM AT COTTONWOOD RD	NORTH PLATTE RIVER
Z3-74		COTTONWOOD CREEK	DOWNSTREAM AT WENDOVER RD/NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-75		SOUTH BEAR CREEK	CROSSING	NORTH PLATTE RIVER
Z3-76		SOUTH BEAR CREEK	DOWNSTREAM AT ACCESS FROM ROAD 319	NORTH PLATTE RIVER
Z3-77		MIDDLE BEAR CREEK	CROSSING	NORTH PLATTE RIVER
Z3-78		MIDDLE BEAR CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-79		MIDDLE BEAR CREEK	DOWNSTREAM AT ACCESS FROM ROAD 319	NORTH PLATTE RIVER
Z3-80		MIDDdle BEAR CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-81		NORTH BEAR CREEK	DOWNSTREAM AT RANCH ROAD ACCESS	NORTH PLATTE RIVER
Z3-82		NORTH BEAR CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-83		NORTH BEAR CREEK	DOWNSTREAM AT CASSA RD/NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-84		NORTH BEAR CREEK	CROSSING	NORTH PLATTE RIVER
Z3-85		HORSESHOE CREEK	CROSSING	NORTH PLATTE RIVER
Z3-86		HORSESHOE CREEK	DOWNSTREAM AT HORSESHOE CREEK RD	NORTH PLATTE RIVER
Z3-87		HORSESHOE CREEK	DOWNSTREAM AT S. GLENDO HWY	NORTH PLATTE RIVER
Z3-88		SPRING CREEK	DOWNSTREAM AT HORSESHOE CREEK	HORSESHOE CREEK
Z3-89		SPRING CREEK	DOWNSTREAM AT HORSESHOE CREEK RD	HORSESHOE CREEK
Z3-90		HORSESHOE CREEK	DOWNSTREAM AT I-25	NORTH PLATTE RIVER
Z3-91		SPRING CREEK	CROSSING	HORSESHOE CREEK
Z3-92		ELKHORN CREEK	CROSSING	NORTH PLATTE RIVER
Z3-93		COFFEE CREEK	CROSSING	ELKHORN CREEK
Z3-94		ELKHORN CREEK	DOWNTREAM AT FOY ROAD	NORTH PLATTE RIVER
Z3-95	ek	NORTH ELKHORN CREEK	CROSSING	ELKHORN CREEK
Z3-96		NORTH ELKHORN CREEK	DOWNSTREAM AT RANCH RD	ELKHORN CREEK

Response Zone 3

Waterway Crossing ID	Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z3-97	(b) (3), (b) (7)(F)	ELKHORN CREEK	DOWNSTREAM AT ELKHORN CREEK RED	NORTH PLATTE RIVER
Z3-98	(b) (3), (b) (7)(F)	INDIAN CREEK	CROSSING	NORTH PLATTE RIVER
Z3-99	(b) (3), (b) (7)(F)	NORTH ELKHORN CREEK	DOWNSTREAM AT END OF N ELKHORN CREEK RD	ELKHORN CREEK
Z3-100	(b) (3), (b) (7)(F)	SPRING CREEK	CROSSING	NORTH PLATTE RIVER
Z3-101	(b) (3), (b) (7)(F)	INDIAN CREEK	DOWNSTREAM AT STOCK POND	NORTH PLATTE RIVER
Z3-102	(b) (3), (b) (7)(F)	ELKHORN CREEK	DOWNSTREAM AT GLENDO RESEVOIR	GLENDO RESEVOIR
Z3-103	(b) (3), (b) (7)(F)	SPRING CREEK	DOWNSTREAM AT STOCK POND	NORTH PLATTE RIVER
Z3-104	(b) (3), (b) (7)(F)	INDIAN CREEK	DOWNSTREAM AT STOCKPOND	NORTH PLATTE RIVER
Z3-105	(b) (3), (b) (7)(F)	SAND CREEK	CROSSING	NORTH PLATTE RIVER
Z3-106	(b) (3), (b) (7)(F)	SPRING CREEK	DOWNSTREAM AT RANCH ROAD	NORTH PLATTE RIVER
Z3-107	(b) (3), (b) (7)(F)	SAND CREEK	DOWNSTREAM AT RANCH RD CROSSING	NORTH PLATTE RIVER
Z3-108	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM AT RANCH RD OFF OF N. GLENDO HWY	GLENDO RESEVOIR
Z3-109	(b) (3), (b) (7)(F)	INDIAN CREEK	DOWNSTREAM AT I-25	NORTH PLATTE RIVER
Z3-110	(b) (3), (b) (7)(F)	LA BONTE CREEK	CROSSING	NORTH PLATTE RIVER
Z3-111	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM AT RANCH ACCESS	GLENDO RESEVOIR
Z3-112	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM AT IRVINE BRIDGE RD	GLENDO RESEVOIR
Z3-113	(b) (3), (b) (7)(F)	WAGON HOUND CREEK	CROSSING	NORTH PLATTE RIVER
Z3-114	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM AT I-25	GLENDO RESEVOIR
Z3-115	(b) (3), (b) (7)(F)	LA BONTE CREEK	DOWNSTREAM PAST TWO CREEK RANCH	NORTH PLATTE RIVER
Z3-116	(b) (3), (b) (7)(F)	WAGON HOUND CREEK	DOWNSTREAM AT TWO CREEK RANCH	NORTH PLATTE RIVER
Z3-117	(b) (3), (b) (7)(F)	SAND CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-118	(b) (3), (b) (7)(F)	LA BONTE CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-119	(b) (3), (b) (7)(F)	WAGON HOUND CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE IRVER
Z3-120	(b) (3), (b) (7)(F)	NO NAME CREEK	CROSSING	NORTH PLATTE RIVER
Z3-121	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	ADJACENT TO PIPELINE	NORTH PLATTE RIVER
Z3-122	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM AT COUNTY EASTERBROOK RD	GLENDO RESEVOIR
Z3-123	(b) (3), (b) (7)(F)	NO NAME CREEK	CROSSING	NORTH PLATTE RIVER
Z3-124	(b) (3), (b) (7)(F)	NO NAME CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-125	(b) (3), (b) (7)(F)	BED TICK CREEK	DOWNSTREAM OFF OF BEDTICK RD.	NORTH PLATTE RIVER
Z3-126	(b) (3), (b) (7)(F)	BED TICK CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-127	(b) (3), (b) (7)(F)	BED TICK CREEK	CROSSING	NORTH PLATTE RIVER
Z3-128	(b) (3), (b) (7)(F)	LITTLE BED TICK CREEK	DOWNSTREAM AT BED TICK CREEK	BED TICK CREEK
Z3-129	(b) (3), (b) (7)(F)	LITTLE BED TICK CREEK	DOWNSTREAM AT RANCH OFF OF BEDTICK RD.	BED TICK CREEK
Z3-130	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM AT ANDERSON DAIRY RD	GLENDO RESEVOIR
Z3-131	(b) (3), (b) (7)(F)	LITTLE BED TICK CREEK	DOWNSTREAM AT CHALK BUTTES RD	BED TICK CREEK
Z3-132	(b) (3), (b) (7)(F)	LITTLE BED TICK CREEK	CROSSING	BED TICK CREEK
Z3-133	(b) (3), (b) (7)(F)	LA PRELE CREEK	CROSSING	NORTH PLATTE RIVER
Z3-134	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM AT TWIN BRIDGES RD	GLENDO RESEVOIR
Z3-135	(b) (3), (b) (7)(F)	LA PRELE CREEK	DOWNSTREAM AT SUNFLOWER TRAIL RD.	NORTH PLATTE RIVER
Z3-136	(b) (3), (b) (7)(F)	LA PRELE CREEK	DOWNSTREAM AT CHEROKEE TRAIL RD	NORTH PLATTE RIVER
Z3-137	(b) (3), (b) (7)(F)	LA PRELE CREEK	DOWNSTREAM AT STRUCTURE	NORTH PLATTE RIVER
Z3-138	(b) (3), (b) (7)(F)	LA PRELE CREEK	DOWNSTREAM AT RANCH HOUSE	NORTH PLATTE RIVER
Z3-139	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM AT INEZ RD	GLENDO RESEVOIR
Z3-140	(b) (3), (b) (7)(F)	BOX ELDER CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-141	(b) (3), (b) (7)(F)	BOX ELDER CREEK	DOWNSTREAM AT RANCH OFF OF BIXBY RD.	NORTH PLATTE RIVER
Z3-142	(b) (3), (b) (7)(F)	BOX ELDER CREEK	DOWNSTREAM AT OLD DOUGLAS HWY	NORTH PLATTE RIVER
Z3-143	(b) (3), (b) (7)(F)	BOX ELDER CREEK	CROSSING	NORTH PLATTE RIVER
Z3-144	(b) (3), (b) (7)(F)	NORTH PLATTE RIVER	DOWNSTREAM OFF OF RUNNING DUTCHMAN DR	GLENDO RESEVOIR

Response Zone 3

Waterway Crossing ID	POINT X	POINT Y	Waterway Crossing Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z3-145	(b) (3), (b) (7)(F)			NORTH PLATTE RIVER	DOWNSTREAM AT TANK FARM RD	GLENDO RESEVOIR
Z3-146				NORTH PLATTE RIVER	DOWNSTREAM AT PLANT ENTRANCE	GLENDO RESEVOIR
Z3-147				WATER INTAKE	DAVE JOHNSON POWER PLANT (307)436-2138 (24 HOUR)	NONE
Z3-148				DRY CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-149				DRY CREEK	DOWNSTREAM AT I-25 BUISINESS RTE	NORTH PLATTE RIVER
Z3-150				DRY CREEK	CROSSING	NORTH PLATTE RIVER
Z3-151				NORTH PLATTE RIVER	DOWNSTREAM AT MEADOWLARK ST (RANCH)	GLENDO RESEVOIR
Z3-152				DEER CREEK	DOWNSTREAM AT RANCH OFF OF MORMON CANYON RD	NORTH PLATTE RIVER
Z3-153				DEER CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-154				DEER CREEK	CROSSING	NORTH PLATTE RIVER
Z3-155				NORTH PLATTE RIVER	DOWNSTREAM AT END OF BLUEGRASS RIVER CT	GLENDO RESEVOIR
Z3-156				NORTH PLATTE RIVER	DOWNSTREAM AT END OF MONKEY MOUNTAIN RD	GLENDO RESEVOIR
Z3-157				NORTH PLATTE RIVER	DOWNSTREAM AT COLE CREEK RD BRIDGE	GLENDO RESEVOIR
Z3-158				NORTH PLATTE RIVER	DOWNSTREAM AT RANCH RD ACCESS	GLENDO RESEVOIR
Z3-159				MUDDY CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-160				NORTH PLATTE RIVER	DOWNSTREAM AT COAL SHADOW RD	GLENDO RESEVOIR
Z3-161				MUDDY CREEK	DOWNSTREAM AT US HWY 20	NORTH PLATTE RIVER
Z3-162				MUDDY CREEK	CROSSING	NORTH PLATTE RIVER
Z3-163				DRY CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-164				NORTH PLATTE RIVER	DOWNSTREAM AT E. HENRIE ROAD WAY	GLENDO RESEVOIR
Z3-165				DRY CREEK	CROSSING	NORTH PLATTE RIVER
Z3-166				DRY MUDDY CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-167				NORTH PLATTE RIVER	DOWNSTREAM AT FRY RD	GLENDO RESEVOIR
Z3-168				DRY MUDDY CREEK	CROSSING	NORTH PLATTE RIVER
Z3-169				NORTH PLATTE RIVER	DOWNSTREAM AT ALEXANDER RD	GLENDO RESEVOIR
Z3-170				NO NAME CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-171				NO NAME CREEK	CROSSING	NORTH PLATTE RIVER
Z3-172				CLAUD CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z3-173	CLAUD CREEK	CROSSING	NORTH PLATTE RIVER			
Z3-174	ELKHORN CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER			
Z3-175	NORTH PLATTE RIVER	CROSSING	GLENDO RESEVOIR			
Z3-176	ELKHORN CREEK	CROSSING	NORTH PLATTE RIVER			
Z3-177	NORTH PLATTE RIVER	CROSSING	GLENDO RESEVOIR			
Z3-178	NORTH PLATTE RIVER	NORTH PLATTE RIVER AT BEVERLY STREET/BRYAN STOCK TRAIL	GLENDO RESEVOIR			
Z3-179	WATER INTAKE	EVANSVILLE WATER INTAKE	NONE			
Z3-180	NORTH PLATTE RIVER	NORTH PLATTE RIVER AT I-25/PARKWAY PLAZA HOTEL	GLENDO RESEVOIR			
Z3-181	NORTH PLATTE RIVER	NORTH PLATTE RIVER AT I-25/HOLIDAY INN HOTEL	GLENDO RESEVOIR			
Z3-182	SLOPE	ADJACENT TO NORTH PLATTE RIVER	NORTH PLATTE RIVER			
Z2, Z3-183	CASPER CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER			
Z2, Z3-184	CASPER CREEK	DOWNSTREAM AT SALT CREEK HWY	NORTH PLATTE RIVER			
Z2, Z3-185	CASPER CREEK	CROSSING	NORTH PLATTE RIVER			
Z3-186	CASPER CREEK	DOWNSTREAM AT US HWY 20	NORTH PLATTE RIVER			
Z3-187	CASPER CREEK	CROSSING	NORTH PLATTE RIVER			
Z3-188	NO NAME CREEK	CROSSING	CASPER CREEK			

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Zone #4	Medicine Bow Pipeline System Medicine Bow 6" (Sinclair to Denver) Medicine Bow 10" (Loveland Station to Denver)	
Zone #5	Denver Area Pipelines Chase 10" Kaneb 8"	

MASTER LEGEND

1 : 80,000
NAD 83, UTM
ZONE 13 N

ALL DRAWINGS



ALL DRAWINGS



Zone Number		Zone Description	
Pipeline(s):	List of Pipelines Covered By Map	County:	List of Counties Covered By Map
SCALE: 1 : 80,000		Map Number	Revision Date

ALL DRAWINGS

Legend	
 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company
	Rocky Mountain District Emergency Response Map
840 - Response Zone 4 Medicine Bow Pipeline System	
Pipeline(s) <i>Medicine Bow 6</i>	County <i>Carbon County, Wyoming</i>
Downstream Access Points: <i>Z4-248 to Z4-256</i>	
Map Scale = 1 : 80,000	Map Number: Z4-ER-001
Revision Date: 11/2013	

-  Drinking Water
-  Ecological
-  Waterway
-  5 Mile Pipeline Buffer
-  Water Intake
-  Waterway Crossing/Downstream Access
-  Block Valve

-  Reservoir
-  Pipeline
-  Worst Case Discharge



Rocky Mountain District
Emergency Response Map

840 - Response Zone 4 Medicine Bow Pipeline System

Pipeline(s)	Medicine Bow 6	County	Carbon County, Wyoming
Downstream Access Points: Z4-257 to Z4-266			
Map Scale = 1 : 80,000	Map Number: Z4-ER-002	Revision Date: 11/2013	

Legend	
	Drinking Water
	Ecological
	Waterway
	5 Mile Pipeline Buffer
	Water Intake
	Waterway Crossing/Downstream Access
	Block Valve
	Reservoir
	Pipeline
	Worst Case Discharge
	

	Sinclair Transportation Company	
	Rocky Mountain District <i>Emergency Response Map</i>	
840 - Response Zone 4 Medicine Bow Pipeline System		
Pipeline(s)	Medicine Bow 6	County
		Carbon County, Wyoming Albany County, Wyoming
Downstream Access Points: <i>Z4-267 to Z4-284</i>		
Map Scale = 1 : 80,000	Map Number: Z4-ER-003	Revision Date: 11/2013

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company
	Rocky Mountain District <i>Emergency Response Map</i>
840 - Response Zone 4 Medicine Bow Pipeline System	
Pipeline(s) <i>Medicine Bow 6</i>	County <i>Carbon County, Wyoming</i> <i>Albany County, Wyoming</i>
Downstream Access Points: <i>Z4-285 to Z4-302</i>	
Map Scale = 1 : 80,000	Map Number: <i>Z4-ER-004</i>
Revision Date: 11/2013	

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company Rocky Mountain District <i>Emergency Response Map</i>	
840 - Response Zone 4 Medicine Bow Pipeline System		
Pipeline(s) <i>Medicine Bow 6</i>	County <i>Albany County, Wyoming</i>	
<small>Downstream Access Points: <i>Z4-303 to Z4-313</i></small>		
<small>Map Scale = 1 : 80,000</small>	<small>Map Number: Z4-ER-005</small>	<small>Revision Date: 11/2013</small>

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company
	Rocky Mountain District Emergency Response Map
840 - Response Zone 4 Medicine Bow Pipeline System	
Pipeline(s) <i>Medicine Bow 6</i>	County <i>Albany County, Wyoming</i> <i>Laramie County, Wyoming</i> <i>Larimer County, Colorado</i>
Downstream Access Points: <i>Z4-314 to Z4-317</i>	
Map Scale = 1 : 80,000	Map Number: Z4-ER-006
Revision Date: 11/2013	

	Drinking Water		Reservoir
	Ecological		Pipeline
	Waterway		Worst Case Discharge
	5 Mile Pipeline Buffer		
	Water Intake		
	Waterway Crossing/Downstream Access		
	Block Valve		



Rocky Mountain District
Emergency Response Map

840 - Response Zone 4
Medicine Bow Pipeline System

Pipeline(s)	Medicine Bow 6	County	Larimer County, Colorado Weld County, Colorado
Downstream Access Points: Z4-318 to Z4-323			
Map Scale = 1 : 80,000	Map Number: Z4-ER-007	Revision Date: 11/2013	

Legend	
 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company
	Rocky Mountain District Emergency Response Map
840 - Response Zone 4 Medicine Bow Pipeline System	
Pipeline(s) <i>Medicine Bow 6</i>	County <i>Larimer County, Colorado</i> <i>Weld County, Colorado</i>
Downstream Access Points: <i>Z4-324 to Z4-341</i>	
Map Scale = 1 : 80,000	Map Number: Z4-ER-008
Revision Date: 11/2013	

	Drinking Water		Reservoir
	Ecological		Pipeline
	Waterway		Worst Case Discharge
	5 Mile Pipeline Buffer		
	Water Intake		
	Waterway Crossing/Downstream Access		
	Block Valve		

	Rocky Mountain District	
	Emergency Response Map	
840 - Response Zone 4		
Medicine Bow Pipeline System		
Pipeline(s)	Medicine Bow 6 Medicine Bow 10	County Larimer County, Colorado Weld County, Colorado
Downstream Access Points: Z4-342 to Z4-368		
Map Scale = 1 : 80,000	Map Number: Z4-ER-009	Revision Date: 11/2013

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company
	Rocky Mountain District Emergency Response Map
840 - Response Zone 4 Medicine Bow Pipeline System	
Pipeline(s) Medicine Bow 6 Medicine Bow 10	County Larimer County, Colorado Weld County, Colorado Boulder County, Colorado
Downstream Access Points: Z4-369 to Z4-405	
Map Scale = 1 : 80,000	Map Number: Z4-ER-010
Revision Date: 11/2013	

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	



	Sinclair Transportation Company Rocky Mountain District <i>Emergency Response Map</i>	
	840 - Response Zone 4 Medicine Bow Pipeline System	
Pipeline(s)	Medicine Bow 6 Medicine Bow 10	County Weld County, Colorado Broomfield County, Colorado Boulder County, Colorado
Downstream Access Points: <i>Z4-406 to Z4-436</i>		
Map Scale = 1 : 80,000	Map Number: Z4-ER-011	Revision Date: 11/2013

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Rocky Mountain District	
	<i>Emergency Response Map</i>	
840 - Response Zone 4		
Medicine Bow Pipeline System		
Pipeline(s)	Medicine Bow 6 Medicine Bow 10	County Adams County, Colorado Jefferson County, Colorado Broomfield County, Colorado Weld County, Colorado Boulder County, Colorado
Downstream Access Points: 24-437 to 24-450		
Map Scale = 1 : 80,000	Map Number: Z4-ER-012	Revision Date: 11/2013

Response Zone 4

Waterway Crossing ID	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z2, Z4-248	SUGAR CREEK	DOWNSTREAM AT SOUTH PLATTE RIVER	NORTH PLATTE RIVER
Z2, Z4-249	WATER INTAKE	SINCLAIR WATER INTAKE - CITY OF SINCLAIR (307) 324-4232 cr SINCLAIR	NONE
Z2, Z4-250	WATER INTAKE	RAWLINS WATER INTAKE - WATER PLANT (307) 328-4564 cr CITY OF RAWLINS	NONE
Z4-252	NORTH PLATTE RIVER	CROSSING	SEMINOE RESEVOIR
Z4-253	NORTH PLATTE RIVER	DOWNSTREAM AT COUNTY RD 347	SEMINOE RESEVOIR
Z4-254	PASS CREEK	DOWNSTREAM AT NORTH PLATTE RIVER	NORTH PLATTE RIVER
Z4-255	PASS CREEK	DOWNSTREAM AT HWY 130	NORTH PLATTE RIVER
Z4-256	PASS CREEK	CROSSING	NORTH PLATTE RIVER
Z4-257	PASS CREEK	DOWNSTREAM AT RANCH ROAD	NORTH PLATTE RIVER
Z4-258	PASS CREEK	CROSSING	NORTH PLATTE RIVER
Z4-259	RATTLE SNAKE CREEK	ADJACENT TO RATTLE SNAKE CREEK AT WEIDNER RANCH	PASS CREEK
Z4-260	RATTLESNAKE CREEK	ADJACENT TO RATTLESNAKE CREEK OFF OF RATTLESNAKE PASS RD	PASS CREEK
Z4-261	RATTLESNAKE CREEK	CROSSING	PASS CREEK
Z4-262	RATTLESNAKE CREEK	DOWNSTREAM AT RATTLESNAKE PASS RD	PASS CREEK
Z4-263	RATTLESNAKE CREEK	CROSSING	PASS CREEK
Z4-264	MILL CREEK	CROSSING	MEDICINE BOW RIVER
Z4-265	MILL CREEK	DOWNSTREAM AT LOCAL ACCESS OFF HWY 72	MEDICINE BOW RIVER
Z4-266	MEDICINE BOW RIVER	CROSSING	NONE
Z4-267	BEAR CREEK	DOWNSTREAM AT MEDICINE BOW RIVER	MEDICINE BOW RIVER
Z4-268	BEAR CREEK	CROSSING	MEDICINE BOW RIVER
Z4-269	WAGONHOUND CREEK	CROSSING	MEDICINE BOW RIVER
Z4-270	MEDICINE BOW RIVER	DOWNSTREAM AT ELK MOUNTAIN MEDICINE BOW ROAD AT RANCH	NONE
Z4-271	WAGONHOUND CREEK	DOWNSTREAM AT RANCH RD ACCESS	MEDICINE BOW RIVER
Z4-272	THREEMILE CREEK	DOWNSTREAM AT LOCAL ACCESS	ROCK RIVER
Z4-273	ROCK CREEK	DOWNSTREAM AT HWY 13	ROCK RIVER
Z4-274	WATER INTAKE	TOWN OF ROCK RIVER cr BRUCE JONES, WATER OPERATOR cr TOWN OF ROCK	NONE
Z4-275	THREEMILE CREEK	DOWNSTREAM AT LOCAL ACCESS	ROCK RIVER
Z4-276	ROCK RIVER	DOWNSTREAM AT LOCAL ACCESS	ROCK RIVER
Z4-277	ROCK CREEK	CROSSING	ROCK RIVER
Z4-278	DUTTON CREEK	DOWNSTREAM AT RANCH RD OFF OF COOPER COVE RD	NONE
Z4-279	JIMMIE CREEK	DOWNSTREAM AT COOPER COVE RD	DUTTON CREEK
Z4-280	THREEMILE CREEK	CROSSING	ROCK RIVER
Z4-281	DUTTON CREEK	DOWNSTREAM AT COOPER COVE RD	NONE
Z4-282	JIMMIE CREEK	DOWNSTREAM AT LOCAL ACCESS AT DAM	DUTTON CREEK
Z4-283	DUTTON CREEK	DOWNSTREAM AT RED ROOF BARN cr OFF COOPER COVE ROAD	NONE
Z4-284	JIMMIE CREEK	CROSSING	DUTTON CREEK
Z4-285	DUTTON CREEK	DOWNSTREAM AT RANCH NEAR POND	NONE
Z4-286	SHEEP CREEK	DOWNSTREAM AT I-80	DUTTON CREEK
Z4-287	DUTTON CREEK	CROSSING	NONE
Z4-288	SHEEP CREEK	CROSSING	DUTTON CREEK
Z4-289	COOPER CREEK	DOWNSTREAM AT NORTHRUP DITCH INTAKE	NONE
Z4-290	COOPER CREEK	DOWNSTREAM AT LOCAL RANCH ACCESS	NONE
Z4-291	COOPER CREEK	CROSSING	NONE
Z4-292	SOUTH FORK COOPER CREEK	CROSSING	COOPER CREEK
Z4-293	FOURMILE CREEK	DOWNSTREAM AT RANCH RD ACCESS	JAMES LAKE
Z4-294	FOURMILE CREEK	CROSSING	JAMES LAKE
Z4-295	ONEMILE CREEK	CROSSING	FOURMILE CREEK
Z4-296	SEVENMILE CREEK	DOWNSTREAM AT RANCH RD ACCESS ADJACENT TO JAMES LAKE	JAMES LAKE

Response Zone 4

Waterway Crossing I	Waterway_Crossing_Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z4-297	(b) (3), (b) (7)(F)	le Creek	SEVENMILE CREEK CROSSING	JAMES LAKE
Z4-298	(b) (3), (b) (7)(F)		SEVENMILE CREEK DOWNSTREAM AT I-80	JAMES LAKE
Z4-299	(b) (3), (b) (7)(F)		LITTLE LARAMIE RIVER DOWNSTREAM AT I-80	LARAMIE RIVER
Z4-300	(b) (3), (b) (7)(F)		SAND CREEK DOWNSTREAM AT I-80	LITTLE LARAMIE RIVER
Z4-301	(b) (3), (b) (7)(F)	amie River	LITTLE LARAMIE RIVER CROSSING	LARAMIE RIVER
Z4-302	(b) (3), (b) (7)(F)	ek	SAND CREEK CROSSING	LITTLE LARAMIE RIVER
Z4-303	(b) (3), (b) (7)(F)		LARAMIE RIVER DOWNSTREAM AT W. CURTIS ST.	NONE
Z4-304	(b) (3), (b) (7)(F)		NORTH CANAL DOWNSTREAM AT HWY 130	NONE
Z4-305	(b) (3), (b) (7)(F)		PIONEER CANAL DOWNSTREAM AT HWY 130	NONE
Z4-306	(b) (3), (b) (7)(F)		NORTH CANAL DOWNSTREAM AT UW STOCK FARM RD	NONE
Z4-307	(b) (3), (b) (7)(F)		LARAMIE RIVER DOWNSTREAM AT I-80	NONE
Z4-308	(b) (3), (b) (7)(F)		PIONEER CANAL DOWNSTREAM AT UW STOCK FARM RD	NONE
Z4-309	(b) (3), (b) (7)(F)	nal	NORTH CANAL CROSSING	NONE
Z4-310	(b) (3), (b) (7)(F)	Canal	PIONEER CANAL CROSSING	NONE
Z4-311	(b) (3), (b) (7)(F)		LARAMIE RIVER DOWNSTREAM OFF OF W. COTTONWOOD DR.	NONE
Z4-312	(b) (3), (b) (7)(F)	River	LARAMIE RIVER CROSSING	NONE
Z4-313	(b) (3), (b) (7)(F)	Creek	FIVEMILE CREEK CROSSING	LARAMIE RIVER
Z4-314	(b) (3), (b) (7)(F)	ek	DALE CREEK CROSSING	NONE
Z4-315	(b) (3), (b) (7)(F)	t	AQUADUCT CROSSING	NONE
Z4-316	(b) (3), (b) (7)(F)		DALE CREEK DOWNSTREAM AT POND	NONE
Z4-317	(b) (3), (b) (7)(F)		DALE CREEK DOWNSTREAM AT U.P.R.R. CROSSING	NONE
Z4-318	(b) (3), (b) (7)(F)	t Creek	BOXELDER CREEK CROSSING	CACHE LA POUFRE RIVER
Z4-319	(b) (3), (b) (7)(F)	ek	SAND CREEK CROSSING	BOXELDER CREEK
Z4-320	(b) (3), (b) (7)(F)		BOXELDER CREEK DOWNSTREAM AT RANCH RD cr OFF OF COUNTY RD 21	CACHE LA POUFRE RIVER
Z4-321	(b) (3), (b) (7)(F)	t Creek	BOXELDER CREEK CROSSING	CACHE LA POUFRE RIVER
Z4-322	(b) (3), (b) (7)(F)		BOXELDER CREEK DOWNSTREAM AT CENTER PIVOTS	CACHE LA POUFRE RIVER
Z4-323	(b) (3), (b) (7)(F)		BOXELDER CREEK DOWNSTREAM AT E. COUNTY RD 76	CACHE LA POUFRE RIVER
Z4-324	(b) (3), (b) (7)(F)		BOXELDER CREEK DOWNSTREAM AT COUNTY RD 11	CACHE LA POUFRE RIVER
Z4-325	(b) (3), (b) (7)(F)		BOXELDER CREEK DOWNSTREAM AT E. COUNTY RD 70	CACHE LA POUFRE RIVER
Z4-326	(b) (3), (b) (7)(F)	t Creek	BOXELDER CREEK CROSSING	CACHE LA POUFRE RIVER
Z4-327	(b) (3), (b) (7)(F)		BOXELDER CREEK DOWNSTREAM AT COUNTY RD 66	CACHE LA POUFRE RIVER
Z4-328	(b) (3), (b) (7)(F)		WINDSOR DITCH DOWNSTREAM AT NUNN RD	COBB LAKE
Z4-329	(b) (3), (b) (7)(F)		BOXELDER CREEK DOWNSTREAM AT COUNTY RD 66	CACHE LA POUFRE RIVER
Z4-330	(b) (3), (b) (7)(F)	Ditch	WINDSOR DITCH CROSSING	COBB LAKE
Z4-331	(b) (3), (b) (7)(F)		WINDSOR DITCH DOWNSTREAM AT COUNTY RD 3	COBB LAKE
Z4-332	(b) (3), (b) (7)(F)	reek	INDIAN CREEK CROSSING	BOXELDER CREEK
Z4-333	(b) (3), (b) (7)(F)		INDIAN CREEK DOWNSTREAM AT DAM	BOXELDER CREEK
Z4-334	(b) (3), (b) (7)(F)		INDIAN CREEK DOWNSTREAM AT DAM	BOXELDER CREEK
Z4-335	(b) (3), (b) (7)(F)	Ditch	WINDSOR DITCH CROSSING	COBB LAKE
Z4-336	(b) (3), (b) (7)(F)		WINDSOR DITCH DOWNSTREAM AT COUNTY RD 58	COBB LAKE
Z4-337	(b) (3), (b) (7)(F)		WINDSOR DITCH DOWNSTREAM AT COUNTY RD 56	COBB LAKE
Z4-338	(b) (3), (b) (7)(F)		WINDSOR DITCH DOWNSTREAM AT COBB LAKE	COBB LAKE
Z4-339	(b) (3), (b) (7)(F)	County Canal	LARIMER COUNTY CANAL CROSSING	BLACK HOLLOW RESEVOIR
Z4-340	(b) (3), (b) (7)(F)		LARIMER COUNTY CANAL DOWNSTREAM AT COUNTY RD 19	BLACK HOLLOW RESEVOIR
Z4-341	(b) (3), (b) (7)(F)		LARIMER COUNTY CANAL DOWNSTREAM AT COUNTY RD 15	BLACK HOLLOW RESEVOIR
Z4-342	(b) (3), (b) (7)(F)		LARIMER COUNTY CANAL DOWNSTREAM AT HWY 14	BLACK HOLLOW RESEVOIR
Z4-343	(b) (3), (b) (7)(F)		LARIMER COUNTY CANAL DOWNSTREAM AT HWY 14	BLACK HOLLOW RESEVOIR
Z4-344	(b) (3), (b) (7)(F)		LARIMER COUNTY CANAL DOWNSTREAM AT COUNTY RD 17	BLACK HOLLOW RESEVOIR

Response Zone 4

Waterway Cross	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z4-345	RIMER AND WELD CANAL	CROSSING	WINDSOR RESEVOIR
Z4-346	RIMER AND WELD CANAL	DOWNSTREAM AT COUNTY ROAD 78	WINDSOR RESEVOIR
Z4-347	RIMER AND WELD CANAL	DOWNSTREAM AT WINDSOR RESEVOIR	WINDSOR RESEVOIR
Z4-348	RIMER AND WELD CANAL	DOWNSTREAM AT LEE LAKE DIVERSION	WINDSOR RESEVOIR
Z4-349	RIMER AND WELD CANAL	DOWNSTREAM AT HWY 257	WINDSOR RESEVOIR
Z4-350	KE CANAL	CROSSING	NONE
Z4-351	KE CANAL	DOWNSTREAM AT HWY 257	NONE
Z4-352	KE CANAL	DOWNSTREAM AT END OF MEDERA WAY	NONE
Z4-353	EELEY NUMBER 2 CANAL	DOWNSTREAM AT COUNTY RD 19 (HOLLISTER LAKE RD)	NONE
Z4-354	EELEY NUMBER 2 CANAL	DOWNSTREAM AT N. 7TH ST.	NONE
Z4-355	EELEY NUMBER 2 CANAL	DOWNSTREAM AT COUNTY RD 21	NONE
Z4-356	EELEY NUMBER 2 CANAL	CROSSING	NONE
Z4-357	EELEY NUMBER 2 CANAL	DOWNSTREAM AT COUNTY RD 15	NONE
Z4-358	EELEY NUMBER 2 CANAL	DOWNSTREAM AT 11TH STREET	NONE
Z4-359	EELEY NUMBER 2 CANAL	DOWNSTREAM AT COUNTY RD 23	NONE
Z4-360	CHE LA POUUDRE RIVER	CROSSING	SOUTH PLATTE RIVER
Z4-361	CHE LA POUUDRE RIVER	DOWNSTREAM OFF OF INDIAN TRAIL DR	SOUTH PLATTE RIVER
Z4-362	CHE LA POUUDRE RIVER	DOWNSTREAM AT 7TH STREET	SOUTH PLATTE RIVER
Z4-363	CHE LA POUUDRE RIVER	DOWNSTREAM AT HWY 257	SOUTH PLATTE RIVER
Z4-364	CHE LA POUUDRE RIVER	DOWNSTREAM AT 83rd AVE	SOUTH PLATTE RIVER
Z4-365	CHE LA POUUDRE RIVER	DOWNSTREAM AT 71st AVE	SOUTH PLATTE RIVER
Z4-366	CHE LA POUUDRE RIVER	DOWNSTREAM AT COUNTY RD 25	SOUTH PLATTE RIVER
Z4-367	CHE LA POUUDRE RIVER	DOWNSTREAM AT END OF COUNTY RD 23	SOUTH PLATTE RIVER
Z4-368	CHE LA POUUDRE RIVER	DOWNSTREAM AT WATER TREATMENT PLANT cr OFF OF POUUDRE TRIAL DR.	SOUTH PLATTE RIVER
Z4-369	G THOMPSON RIVER	CROSSING	SOUTH PLATTE RIVER
Z4-370	G THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 54	SOUTH PLATTE RIVER
Z4-371	G THOMPSON RIVER	DOWNSTREAM SOUTH AT RANCH RD cr OFF OF COUNTY RD 15	SOUTH PLATTE RIVER
Z4-372	G THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 52 AND 15 1/2	SOUTH PLATTE RIVER
Z4-373	LSBORO DITCH	CROSSING	HILLSBORO RESEVOIR
Z4-374	G THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 17	SOUTH PLATTE RIVER
Z4-375	G THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 36	SOUTH PLATTE RIVER
Z4-376	LSBORO DITCH	DOWNSTREAM AT COUNTY RD 50	HILLSBORO RESEVOIR
Z4-377	G THOMPSON RIVER	DOWNSTREAM AT RANCH RD cr OFF OF COUNTY RD 48.5	SOUTH PLATTE RIVER
Z4-378	G THOMPSON RIVER	DOWNSTREAM AT N. QUENTINE AVE AND RR TRACKS	SOUTH PLATTE RIVER
Z4-379	OUTH PLATTE RIVER	DOWNSTREAM OFF OF COUNTY RD 394	NONE
Z4-380	G THOMPSON RIVER	DOWNSTREAM AT	SOUTH PLATTE RIVER
Z4-381	G THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 27.5	SOUTH PLATTE RIVER
Z4-382	G THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 25	SOUTH PLATTE RIVER
Z4-383	LSBORO DITCH	DOWNSTREAM AT HWY 60	HILLSBORO RESEVOIR
Z4-384	TLE THOMPSON RIVER	DOWNSTREAM AT HWY 60	BIG THOMPSON RIVER
Z4-385	TLE THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 19	BIG THOMPSON RIVER
Z4-386	TLE THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 46.5	BIG THOMPSON RIVER
Z4-387	LSBORO DITCH	DOWNSTREAM AT COUNTY RD 15	HILLSBORO RESEVOIR
Z4-388	LSBORO DITCH	CROSSING	HILLSBORO RESEVOIR
Z4-389	OUTH PLATTE RIVER	DOWNSTREAM AT HWY 60	NONE
Z4-390	TLE THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 17	BIG THOMPSON RIVER
Z4-391	LSBORO DITCH	DOWNSTREAM AT COUNTY RD 13	HILLSBORO RESEVOIR
Z4-392	TLE THOMPSON RIVER	DOWNSTREAM AT COUNTY RD 15	BIG THOMPSON RIVER

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

Response Zone 4

Waterway Cross	Waterway_Crossing_Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z4-393		HILLSBORO DITCH	DOWNSTREAM AT COUNTY RD 17	HILLSBORO RESEVOIR
Z4-394	Thompson River	LITTLE THOMPSON RIVER	CROSSING	BIG THOMPSON RIVER
Z4-395		HILLSBORO DITCH	DOWNSTREAM AT COUNTY RD 13	HILLSBORO RESEVOIR
Z4-396		HILLSBORO DITCH	DOWNSTREAM AT COUNTY RD 15	HILLSBORO RESEVOIR
Z4-397	oro Ditch	HILLSBORO DITCH	CROSSING	HILLSBORO RESEVOIR
Z4-398		SOUTH PLATTE RIVER	DOWNSTREAM OFF OF COUNTY RD 23	NONE
Z4-399		ST. VRAIN CREEK	DOWNSTREAM AT COUNTY RD 19.5	SOUTH PLATTE RIVER
Z4-400		WATER INTAKE	FORT ST. VRAIN POWER PLANT - XCEL ENERGY cr (303) 620-1090, (970) 785-	NONE
Z4-401		ST. VRAIN CREEK	DOWNSTREAM AT COUNTY RD 34	SOUTH PLATTE RIVER
Z4-402		SOUTH PLATTE RIVER	DOWNSTREAM AT COUNTY RD 32.5	NONE
Z4-403		ST. VRAIN CREEK	DOWNSTREAM AT END OF COUNTY RD 32	SOUTH PLATTE RIVER
Z4-404		SOUTH PLATTE RIVER	DOWNSTREAM AT JUSTIN AVE/HWY 66 NEAR HWY 85	NONE
Z4-405		ST. VRAIN CREEK	DOWNSTREAM AT HWY 66	SOUTH PLATTE RIVER
Z4-406		ST. VRAIN CREEK	DOWNSTREAM SOUTH OF FEED LOT	SOUTH PLATTE RIVER
Z4-407	Vrain Creek	ST. VRAIN CREEK	CROSSING	SOUTH PLATTE RIVER
Z4-408		SOUTH PLATTE RIVER	DOWNSTREAM BEHIND MANSION AT END OF COUNTY RD 26.5	NONE
Z4-409		SOUTH PLATTE RIVER	DOWNSTREAM AT COUNTY RD 24.5	NONE
Z4-410		COAL RIDGE DITCH	DOWNSTREAM AT COUNTY RD 19	COAL RIDGE WASTE RESEVOIR
Z4-411		SOUTH PLATTE RIVER	DOWNSTREAM AT COUNTY RD 22.5	NONE
Z4-412		COAL RIDGE DITCH	DOWNSTREAM AT COUNTY RD 22	COAL RIDGE WASTE RESEVOIR
Z4-413		COAL RIDGE DITCH	DOWNSTREAM AT COUNTY RD 22	COAL RIDGE WASTE RESEVOIR
Z4-414		COAL RIDGE DITCH	DOWNSTREAM AT COUNTY RD 20	COAL RIDGE WASTE RESEVOIR
Z4-415		COAL RIDGE DITCH	DOWNSTREAM AT COUNTY RD 20	COAL RIDGE WASTE RESEVOIR
Z4-416	Ridge Ditch	COAL RIDGE DITCH	CROSSING	COAL RIDGE WASTE RESEVOIR
Z4-417		SOUTH PLATTE RIVER	DOWNSTREAM AT COUNTY RD 18	NONE
Z4-418		LITTLE DRY CREEK	DOWNSTREAM ADJACENT TO COUNTY RD 14.5	NONE
Z4-419		SOUTH PLATTE RIVER	DOWNSTREAM AT COUNTY RD 14.5	NONE
Z4-420		LITTLE DRY CREEK	DOWNSTREAM AT COUNTY RD 14	NONE
Z4-421		SOUTH PLATTE RIVER	DOWNSTREAM AT HWY 52	NONE
Z4-422		LITTLE DRY CREEK	DOWNSTREAM AT HWY 52	NONE
Z4-423		LITTLE DRY CREEK	DOWNSTREAM AT OIL FIELD RD cr OFF OF COUNTY RD 19	NONE
Z4-424		SOUTH PLATTE RIVER	DOWNSTREAM AT RANCH ACCESS OFF OF HWY 85	NONE
Z4-425	Dry Creek	LITTLE DRY CREEK	CROSSING	NONE
Z4-426		BIG DRY CREEK	DOWNSTREAM AT END OF COUNTY RD 10	SOUTH PLATTE RIVER
Z4-427		BIG DRY CREEK	DOWNSTREAM AT COUNTY RD 23	SOUTH PLATTE RIVER
Z4-428		SOUTH PLATTE RIVER	DOWNSTREAM AT COUNTY RD 8	NONE
Z4-429		BIG DRY CREEK	DOWNSTREAM AT COUNTY RD 21	SOUTH PLATTE RIVER
Z4-430		SOUTH PLATTE RIVER	DOWNSTREAM AT COUNTY RD 6	NONE
Z4-431		BIG DRY CREEK	DOWNSTREAM AT COUNTY RD 19	SOUTH PLATTE RIVER
Z4-432		BIG DRY CREEK	DOWNSTREAM AT RANCH RD cr OFF OF COUNTY RD 6	SOUTH PLATTE RIVER
Z4-433		BIG DRY CREEK	DOWNSTREAM AT COUNTY RD 17	SOUTH PLATTE RIVER
Z4-434		SOUTH PLATTE RIVER	DOWNSTREAM OFF OF HWY 85 AND COUNTY RD 4	NONE
Z4-435		BIG DRY CREEK	DOWNSTREAM AT COUNTY RD 4	SOUTH PLATTE RIVER
Z4-436	ry Creek	BIG DRY CREEK	CROSSING	SOUTH PLATTE RIVER
Z4-437		SOUTH PLATTE RIVER	DOWNSTREAM AT E. 168th AVE	NONE
Z4-438		SOUTH PLATTE RIVER	DOWNSTREAM AT E. 160th AVE	NONE
Z4-439		TODD CREEK	DOWNSTREAM AT SMITH RESEVOIR DAM	SOUTH PLATTE RIVER
Z4-440		SOUTH PLATTE RIVER	DOWNSTREAM ADJACENT TO RIVERDALE RD.	NONE

Response Zone 4

Waterway Crossing	Waterway_Crossing_Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z4-441	(b) (3), (b) (7)(F)	TODD CREEK	DOWNSTREAM AT SMITH RESEVOIR INLET	SOUTH PLATTE RIVER
Z4-442	(b) (3), (b) (7)(F)	TODD CREEK	DOWNSTREAM AT QUEBEC ST.	SOUTH PLATTE RIVER
Z4-443	(b) (3), (b) (7)(F)	TODD CREEK	CROSSING	SOUTH PLATTE RIVER
Z4-445	(b) (3), (b) (7)(F)	SOUTH PLATTE RIVER	DOWNSTREAM AT E-470	NONE
Z4-446	(b) (3), (b) (7)(F)	SOUTH PLATTE RIVER	DOWNSTREAM AT HENDERSON RD	NONE
Z4-447	(b) (3), (b) (7)(F)	SOUTH PLATTE RIVER	DOWNSTREAM AT E. 120th AVE	NONE
Z4-448	(b) (3), (b) (7)(F)	SOUTH PLATTE RIVER	DOWNSTREAM AT RANCH ACCESS cr OFF OF RIVERDALE RD	NONE
Z4-449	(b) (3), (b) (7)(F)	SOUTH PLATTE RIVER	DOWNSTREAM AT E. 104th AVE	NONE
Z4-450	(b) (3), (b) (7)(F)	SOUTH PLATTE RIVER	CROSSING	NONE

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Zone #4 Medicine Bow Pipeline System Medicine Bow 6" (Sinclair to Denver) Medicine Bow 10" (Loveland Station to Denver)	
Zone #5 Denver Area Pipelines Chase 10" Kaneb 8"	

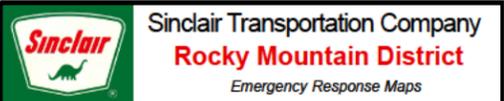
MASTER LEGEND

1 : 80,000
NAD 83, UTM
ZONE 13 N



ALL DRAWINGS

ALL DRAWINGS



Zone Number		Zone Description	
Pipeline(s):	List of Pipelines Covered By Map	County:	List of Counties Covered By Map
SCALE 1 : 80,000		Map Number	Revision Date

ALL DRAWINGS

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company Rocky Mountain District Emergency Response Map	
850 - Response Zone 5 Denver Area Pipelines		
Pipeline(s) <i>Chase 10 Kaneb 8</i>	County <i>Adams County Colorado Jefferson County Colorado Broomfield County Colorado Denver County Colorado</i>	
Downstream Access Points: <i>25-451 to 25-471</i>		
Map Scale = 1 : 80,000	Map Number: 25-ER-001	Revision Date: 11/2013

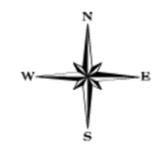
Response Zone 5

Waterway Crossing	ing_Name	FEATURE	DESCRIPTION	DOWNSTREAM_CREEK
Z5-451	O'BRIAN CANAL	O'BRIAN CANAL	DOWNSTREAM AT BARR LAKE INLET	BARR LAKE
Z5-452	O'BRIAN CANAL	O'BRIAN CANAL	DOWNSTREAM AT E-470 TOLL ROAD	BARR LAKE
Z5-453	O'BRIAN CANAL	O'BRIAN CANAL	DOWNSTREAM AT E. 120th AVE	BARR LAKE
Z5-454	O'BRIAN CANAL	O'BRIAN CANAL	DOWNSTREAM AT SABLE BLVD	BARR LAKE
Z5-455	SECOND CREEK	SECOND CREEK	DOWNSTREAM AT E. 112th AVE	SOUTH PLATTE RIVER
Z5-456	O'BRIAN CANAL	O'BRIAN CANAL	DOWNSTREAM AT PEORIA ST	BARR LAKE
Z5-457	SECOND CREEK	SECOND CREEK	DOWNSTREAM AT CHAMBERS RD	SOUTH PLATTE RIVER
Z5-458	SECOND CREEK	SECOND CREEK	CROSSING	SOUTH PLATTE RIVER
Z5-459	O'BRIAN CANAL	O'BRIAN CANAL	CROSSING	BARR LAKE
Z5-460	FIRST CREEK	FIRST CREEK	DOWNSTREAM AT HWY 2	O'BRIAN CANAL
Z5-461	O'BRIAN CANAL	O'BRIAN CANAL	DOWNSTREAM AT E. 96th AVE	BARR LAKE
Z5-462	FIRST CREEK	FIRST CREEK	DOWNSTREAM AT E. 96th AVE	O'BRIAN CANAL
Z5-463	SECOND CREEK	SECOND CREEK	CROSSING	SOUTH PLATTE RIVER
Z5-464	O'BRIAN CANAL	O'BRIAN CANAL	CROSSING	BARR LAKE
Z5-465	FIRST CREEK	FIRST CREEK	DOWNSTREAM AT E. 72nd AVE	O'BRIAN CANAL
Z5-466	FIRST CREEK	FIRST CREEK	DOWNSTREAM AT E. 64th AVE	O'BRIAN CANAL
Z5-467	FIRST CREEK	FIRST CREEK	CROSSING	O'BRIAN CANAL
Z5-468	SAND CREEK	SAND CREEK	DOWNSTREAM AT CENTRAL PARK BLVD	SOUTH PLATTE RIVER
Z5-469	SAND CREEK	SAND CREEK	DOWNSTREAM AT N. PEORIA ST	SOUTH PLATTE RIVER
Z5-470	SAND CREEK	SAND CREEK	DOWNSTREAM AT ZION ST	SOUTH PLATTE RIVER
Z5-471	SAND CREEK	SAND CREEK	SOUTH OF CHASE OUTGOING BLOCK VALVE cr OFF OF CHAMBERS RD	SOUTH PLATTE RIVER

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

MASTER LEGEND

1 : 80,000
NAD 83, UTM
ZONE 15 N



ALL DRAWINGS

ALL DRAWINGS

 Sinclair Transportation Company
Mid-Continent District
Emergency Response Maps

Zone Number		
Zone Description		
Pipeline(s): List of Pipelines Covered By Map	County: List of Counties Covered By Map	
Downstream Access Point ID's On Map		
SCALE 1 : 80,000	Map Number	Revision Date

ALL DRAWINGS



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

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

		Sinclair Transportation Company	
		Mid-Continent District Emergency Response Map	
860 - Response Zone 6 Mid-Continent Pipeline System			
Pipeline(s)	Olathe to Carrollton 8	County	Johnson County, Kansas Jackson County, Missouri
Downstream Access Points: 26-1 to 26-11			
Map Scale = 1 : 80,000	Map Number: Z6-ER-001	Revision Date: 11/2013	

Legend

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	



Sinclair Transportation Company
 Mid-Continent District
 Emergency Response Map

860 - Response Zone 6
Mid-Continent Pipeline System

Pipeline(s) Olathe to Carrollton 8	County Jackson County, Missouri Clay County, Missouri Ray County, Missouri Lafayette County, Missouri
Downstream Access Points: 26-12 to 26-24	
Map Scale = 1 : 80,000	Map Number: Z6-ER-002
Revision Date: 11/2013	

	Drinking Water		Reservoir
	Ecological		Pipeline
	Waterway		Worst Case Discharge
	5 Mile Pipeline Buffer		
	Water Intake		
	Waterway Crossing/Downstream Access		
	Block Valve		



Mid-Continent District
Emergency Response Map

860 - Response Zone 6 Mid-Continent Pipeline System

Pipeline(s)	Olathe to Carrollton 8	County	Jackson County, Missouri Ray County, Missouri Carroll County, Missouri Lafayette County, Missouri
Map Scale = 1 : 80,000		Map Number: Z6-ER-003	Revision Date: 11/2013

Downstream Access Points: ~~Z6-25 to Z6-34~~

	Sinclair Transportation Company Mid-Continent District Emergency Response Map	
860 - Response Zone 6 Mid-Continent Pipeline System		
Pipeline(s) <i>Olathe to Carrollton 8</i>	County <i>Ray County, Missouri</i> <i>Carroll County, Missouri</i>	
Downstream Access Points: <i>26-35 to 26-39</i>		
Map Scale = 1 : 80,000	Map Number: 26-ER-004	Revision Date: 11/2013

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

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

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

		Mid-Continent District <i>Emergency Response Map</i>	
860 - Response Zone 6 Mid-Continent Pipeline System			
Pipeline(s)	Olathe to Carrollton 8 Carrollton to Gibbs 8	County	Saline County, Missouri Carroll County, Missouri Chariton County, Missouri Lafayette County, Missouri
Downstream Access Points: 26-39 to 26-60			
Map Scale = 1 : 80,000	Map Number: Z6-ER-005	Revision Date: 11/2013	

 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

	Sinclair Transportation Company Mid-Continent District Emergency Response Map
860 - Response Zone 6 Mid-Continent Pipeline System	
Pipeline(s) Carrolton to Gibbs 8	County Livingston County, Missouri Carroll County, Missouri Chariton County, Missouri
<small>Downstream Access Points: 26-55 to 26-67</small>	
<small>Map Scale = 1 : 80,000</small>	<small>Map Number: Z6-ER-006</small>
<small>Revision Date: 11/2013</small>	

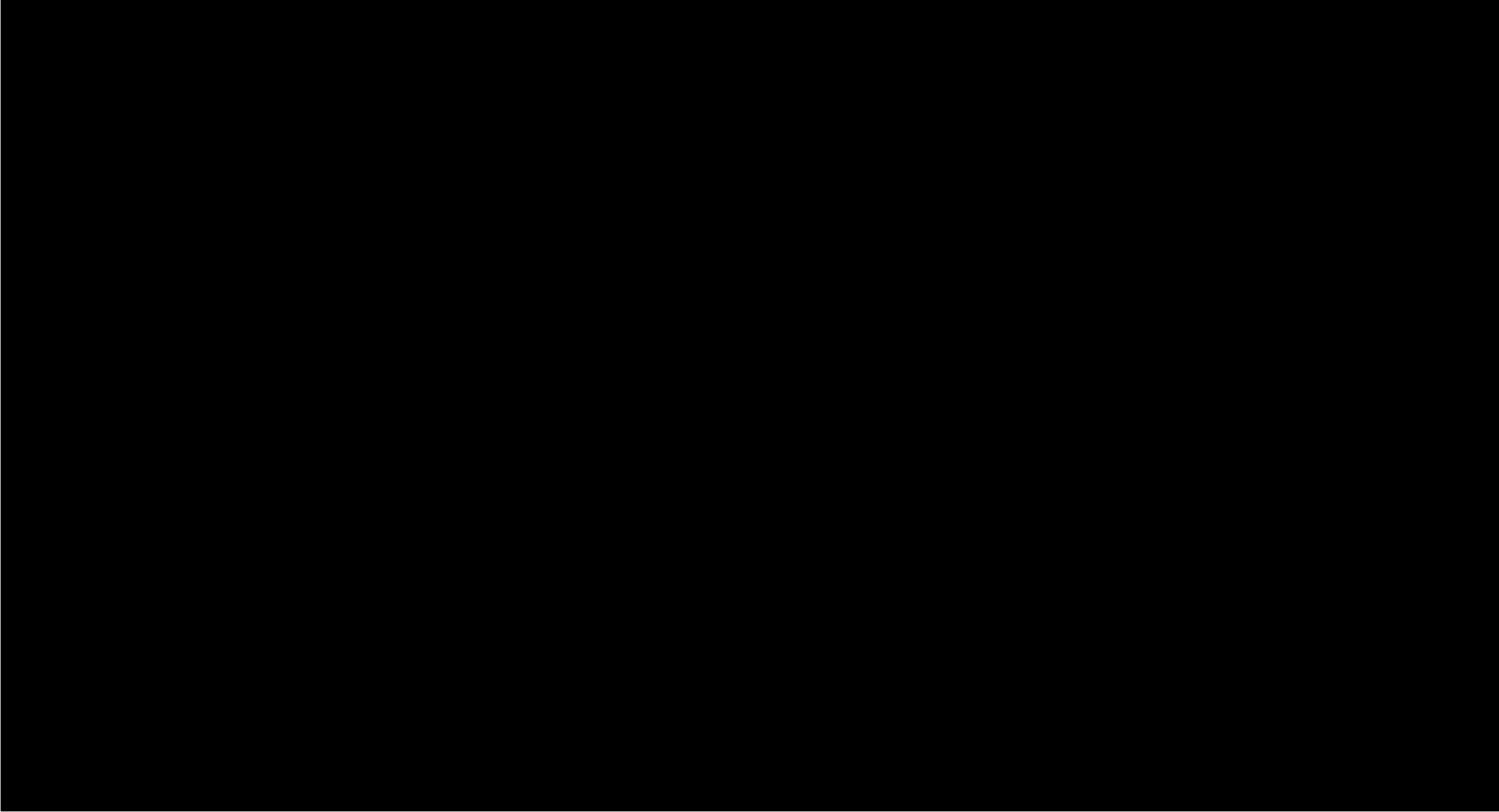
		Sinclair Transportation Company	
		Mid-Continent District	
		Emergency Response Map	
860 - Response Zone 6			
Mid-Continent Pipeline System			
Pipeline(s)	Carrollton to Gibbs 8	County	Linn County, Missouri Randolph County, Missouri Chariton County, Missouri Macon County, Missouri
<small>Downstream Access Points: Z6-68 to Z6-103</small>			
<small>Map Scale = 1 : 80,000</small>	<small>Map Number: Z6-ER-007</small>	<small>Revision Date: 11/2013</small>	

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

<i>Legend</i>	
 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

**Sinclair Transportation Company**
Mid-Continent District
Emergency Response Map
860 - Response Zone 6
Mid-Continent Pipeline System
Pipeline(s) *Carrollton to Gibbs 8* County *Linn County, Missouri*
Macon County, Missouri
Downstream Access Points: *Z6-04 to Z6-113*
Map Scale = 1 : 80,000 | Map Number: Z6-ER-008 | Revision Date: 11/2013

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



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

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

	Mid-Continent District <i>Emergency Response Map</i>	
	860 - Response Zone 6 Mid-Continent Pipeline System	
Pipeline(s) Carrolton to Gibbs 8 Gibbs to Ft. Madison 8	County Adair County, Missouri Knox County, Missouri Macon County, Missouri	Downstream Access Points: 26-114 to 26-143
Map Scale = 1 : 80,000	Map Number: Z6-ER-009	Revision Date: 11/2013

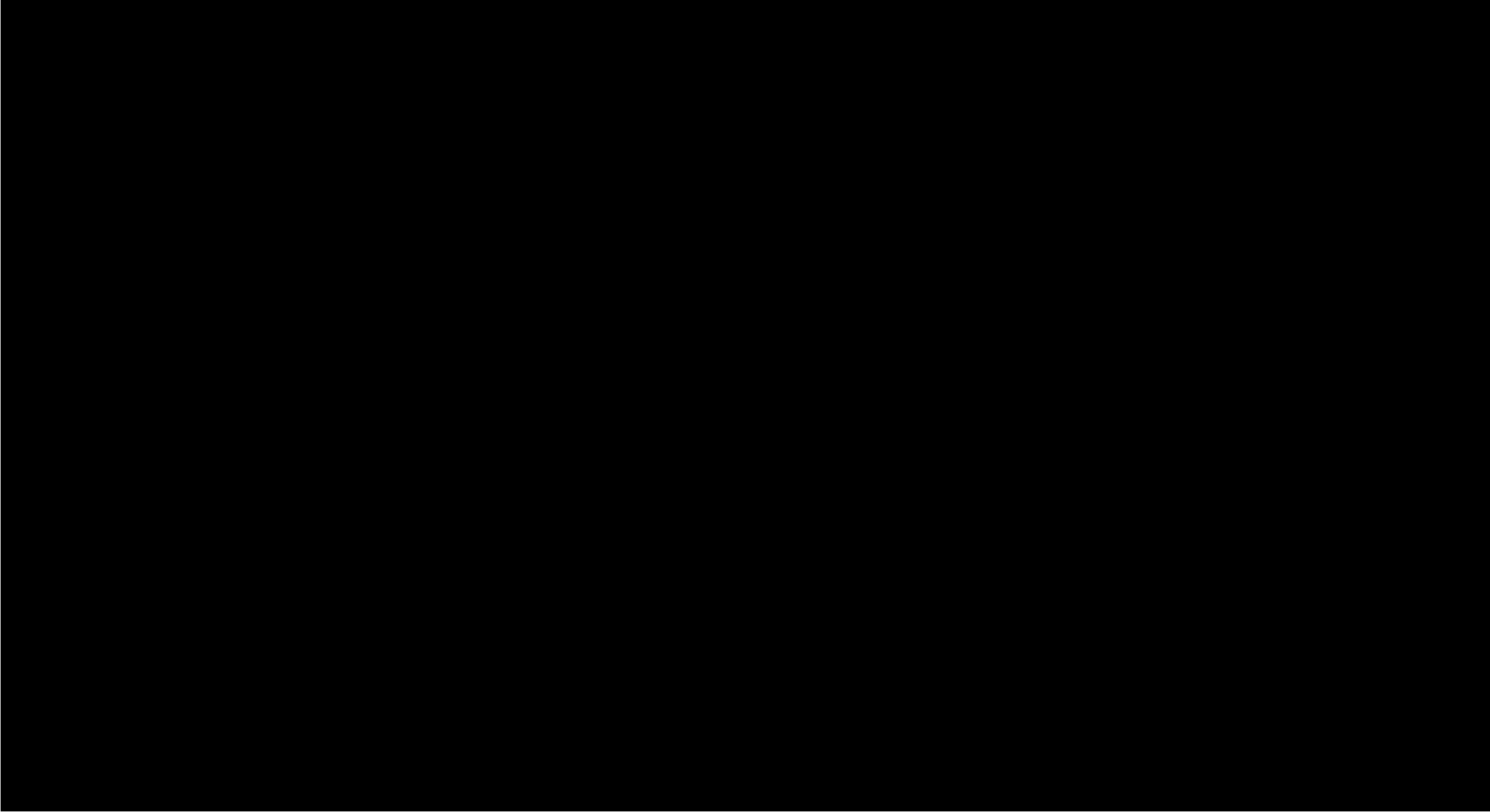
(b) (7)(F), (b) (3)

Legend	
 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

N

	Sinclair Transportation Company Mid-Continent District Emergency Response Map
860 - Response Zone 6 Mid-Continent Pipeline System	
Pipeline(s) <i>Gibbs to Ft. Madison 8</i>	County <i>Scotland County, Wyoming</i> <i>Adair County, Missouri</i> <i>Knox County, Missouri</i>
Downstream Access Points: <i>26-139 to 26-165</i> <i>26-EP-010</i>	

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



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

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

		Mid-Continent District Emergency Response Map	
860 - Response Zone 6 Mid-Continent Pipeline System			
Pipeline(s) <i>Gibbs to Ft. Madison 8</i>	County <i>Scotland County, Missouri Lewis County, Missouri Knox County, Missouri Clark County, Missouri</i>		
<small>Downstream Access Points: 26-164 to 26-203</small>			
<small>Map Scale = 1 : 80,000</small>	<small>Map Number: 26-ER-011</small>	<small>Revision Date: 11/2013</small>	

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

Legend	
 Drinking Water	 Reservoir
 Ecological	 Pipeline
 Waterway	 Worst Case Discharge
 5 Mile Pipeline Buffer	
 Water Intake	
 Waterway Crossing/Downstream Access	
 Block Valve	

N

	Sinclair Transportation Company Mid-Continent District Emergency Response Map	
860 - Response Zone 6 Mid-Continent Pipeline System		
Pipeline(s) <i>Gibbs to Ft. Madison 8</i>	County <i>Scotland County, Missouri Lee County, Iowa Clark County, Missouri</i>	
Downstream Access Points: <i>26-183 to 26-212</i>		
Map Scale = 1 : 80,000	Map Number: <i>Z6-ER-012</i>	Revision Date: <i>11/2013</i>

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

-  Drinking Water
-  Ecological
-  Waterway
-  5 Mile Pipeline Buffer
-  Water Intake
-  Waterway Crossing/Downstream Access
-  Block Valve

-  Reservoir
-  Pipeline
-  Worst Case Discharge

N


 **Sinclair Transportation Company**
Mid-Continent District
Emergency Response Map

860 - Response Zone 6
Mid-Continent Pipeline System

Pipeline(s) <i>Gibbs to Ft. Madison 8</i>	County <i>Scotland County, Missouri Lee County, Iowa Clark County, Missouri</i>
Downstream Access Points: <i>Z6-213 to Z6-225</i>	
Map Scale = 1 : 80,000	Map Number: <i>Z6-ER-013</i>
Revision Date: <i>11/2013</i>	

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

Response Zone 6

Waterway Crossing ID	FEATURE	DOWNSTREAM_CREEK
Z6-1	e Oak Creek	Little Blue River
Z6-2	e Oak Creek	Little Blue River
Z6-3	Blue River	Missouri River
Z6-4	Blue River	Missouri River
Z6-5	Cedar Creek	Little Blue River
Z6-6	Blue River	Missouri River
Z6-7	Blue River	Missouri River
Z6-8	Brook	Little Blue River
Z6-9	Blue River	Missouri River
Z6-10	Blue River	Missouri River
Z6-11	Fork Little Blue River	Little Blue River
Z6-12	Blue River	Missouri River
Z6-13	Blue River	Missouri River
Z6-14	Blue River	Missouri River
Z6-15	Blue River	Missouri River
Z6-16	Blue River	Missouri River
Z6-17	Blue River	Missouri River
Z6-18	Oak Creek	Little Blue River
Z6-19	Blue River	Missouri River
Z6-20	Blue River	Missouri River
Z6-21	Prairie Creek	Missouri River
Z6-22	Prairie Creek	Missouri River
Z6-23	ouri River	NONE
Z6-24	Prairie Creek	Missouri River
Z6-25	ns Creek	Brady Creek
Z6-26	her Creek	Brady Creek
Z6-27	y Creek	Missouri River
Z6-28	y Creek	Missouri River
Z6-29	ens Creek	Missouri River
Z6-30	ow Creek	Missouri River
Z6-31	ow Creek	Missouri River
Z6-32	ked River	Missouri River
Z6-33	ked River	Missouri River

Response Zone 6

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

Waterway Crossing	FEATURE	DOWNSTREAM_CREEK
Z6-34	oked River	Missouri River
Z6-35	ss Creek	Missouri River
Z6-36	ss Creek	Missouri River
Z6-37	ss Creek	Missouri River
Z6-38	ss Creek	Missouri River
Z6-39	ss Creek	Missouri River
Z6-40	ss Creek	Missouri River
Z6-41	kenda Creek	Missouri River
Z6-42	ndley Branch	Wakenda Creek
Z6-43	kenda Creek	Missouri River
Z6-44	kenda Creek	Missouri River
Z6-45	le Wakenda Creek	Wakenda Creek
Z6-46	le Wakenda Creek	Wakenda Creek
Z6-47	le Wakenda Creek	Wakenda Creek
Z6-48	tonwood Branch	Little Wakenda Creek
Z6-49	tonwood Branch	Little Wakenda Creek
Z6-50	kenda Creek	Missouri River
Z6-51	le Wakenda Creek	Wakenda Creek
Z6-52	Creek	Missouri River
Z6-53	Creek	Missouri River
Z6-54	kenda Creek	Missouri River
Z6-55	ker Branch	Big Creek
Z6-56	Creek	Missouri River
Z6-57	ker Branch	Big Creek
Z6-58	ker Branch	Big Creek
Z6-59	Creek	Missouri River
Z6-60	ker Branch	Big Creek
Z6-61	nd River	Missouri River
Z6-62	nd River	Missouri River
Z6-63	ow Creek	Grand River
Z6-64	ow Creek	Grand River
Z6-65	kory Branch	Yellow Creek
Z6-66	ow Creek	Grand River

Response Zone 6

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

Waterway Crossin	FEATURE	DOWNSTREAM_CREEK
Z6-67	Yellow Creek	Grand River
Z6-68	White Oak Branch	Yellow Creek
Z6-69	Slater Branch	Yellow Creek
Z6-70	Long Branch	Mussel Fork
Z6-71	Long Branch	Mussel Fork
Z6-72	Long Branch	Mussel Fork
Z6-73	Long Branch	Mussel Fork
Z6-74	Locust Branch	Clarks Creek
Z6-75	Locust Branch	Clarks Creek
Z6-76	Locust Branch	Clarks Creek
Z6-77	Locust Branch	Clarks Creek
Z6-78	Clarks Creek	Mussel Fork
Z6-79	Locust Branch	Clarks Creek
Z6-80	Locust Branch	Clarks Creek
Z6-81	Locust Branch	Clarks Creek
Z6-82	Locust Branch	Clarks Creek
Z6-83	Clarks Creek	Mussel Fork
Z6-84	Clarks Creek	Mussel Fork
Z6-85	Mussel Fork	NONE
Z6-86	Van Dorsen Creek	Mussel Fork
Z6-87	Mussel Fork	NONE
Z6-88	Van Dorsen Creek	Mussel Fork
Z6-89	Van Dorsen Creek	Mussel Fork
Z6-90	Van Dorsen Creek	Mussel Fork
Z6-91	Mussel Fork	NONE
Z6-92	Van Dorsen Creek	Mussel Fork
Z6-93	Mussel Fork	NONE
Z6-94	Van Dorsen Creek	Mussel Fork
Z6-95	Mussel Fork	NONE
Z6-96	Mussel Fork	NONE
Z6-97	Mussel Fork	NONE
Z6-98	Mussel Fork	NONE
Z6-99	Mussel Fork	NONE

Response Zone 6

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

Waterway Crossing	FEATURE	DOWNSTREAM_CREEK
Z6-100	Brush Creek	Mussel Fork
Z6-101	Mussel Fork	NONE
Z6-102	Mussel Fork	NONE
Z6-103	Brush Creek	Mussel Fork
Z6-104	Dutch Creek	Mussel Fork
Z6-105	Brush Creek	Mussel Fork
Z6-106	Brush Creek	Mussel Fork
Z6-107	Little Brush Creek	Brush Creek
Z6-108	Brush Creek	Mussel Fork
Z6-109	Brush Creek	Mussel Fork
Z6-110	Turkey Creek	Chariton River
Z6-111	Chariton River	NONE
Z6-112	Chariton River	NONE
Z6-113	Chariton River	NONE
Z6-114	Chariton River	NONE
Z6-115	Richland Creek	East Fork Little Chariton River
Z6-116	Richland Creek	East Fork Little Chariton River
Z6-117	Buck Creek	Richland Creek
Z6-118	Buck Creek	Richland Creek
Z6-119	East Fork Little Chariton River	NONE
Z6-120	Richland Creek	East Fork Little Chariton River
Z6-121	East Fork Little Chariton River	NONE
Z6-122	East Fork Little Chariton River	NONE
Z6-123	Long Branch	NONE
Z6-124	Long Branch	NONE
Z6-125	Long Branch	NONE
Z6-126	Long Branch	NONE
Z6-127	Titus Creek	Bear Creek
Z6-128	Titus Creek	Bear Creek
Z6-129	Bear Creek	NONE
Z6-130	Titus Creek	Bear Creek
Z6-131	Bear Creek	NONE
Z6-132	Surratt Creek	North Fork Salt River

Response Zone 6

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

Waterway Crossing	FEATURE	DOWNSTREAM_CREEK
Z6-133	Bear Creek	NONE
Z6-134	Bear Creek	NONE
Z6-135	Surratt Creek	North Fork Salt River
Z6-136	Surratt Creek	North Fork Salt River
Z6-137	North Fork Salt River	NONE
Z6-138	North Fork Salt River	NONE
Z6-139	Big Deer Branch	North Fork Salt River
Z6-140	Surratt Creek	North Fork Salt River
Z6-141	Big Deer Branch	North Fork Salt River
Z6-142	North Fork Salt River	NONE
Z6-143	Big Deer Branch	North Fork Salt River
Z6-144	Long Branch	South Fork South Fabius River
Z6-145	Long Branch	South Fork South Fabius River
Z6-146	Long Branch	South Fork South Fabius River
Z6-147	Long Branch	South Fork South Fabius River
Z6-148	Long Branch	South Fork South Fabius River
Z6-149	Long Branch	South Fork South Fabius River
Z6-150	Long Branch	South Fork South Fabius River
Z6-151	Long Branch	South Fork South Fabius River
Z6-152	Long Branch	South Fork South Fabius River
Z6-153	Long Branch	South Fork South Fabius River
Z6-154	South Fork South Fabius River	North Fork South Fabius River
Z6-155	South Fork South Fabius River	North Fork South Fabius River
Z6-156	North Fork South Fabius River	NONE
Z6-157	North Fork South Fabius River	NONE
Z6-158	South Fork South Fabius River	North Fork South Fabius River
Z6-159	Bridge Creek	Middle Fabius River
Z6-160	North Fork South Fabius River	NONE
Z6-161	South Fork South Fabius River	North Fork South Fabius River
Z6-162	Bridge Creek	Middle Fabius River
Z6-163	North Fork South Fabius River	NONE
Z6-164	Bridge Creek	Middle Fabius River
Z6-165	Middle Fabius River	NONE

Response Zone 6

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

Waterway Crossing	FEATURE	DOWNSTREAM_CREEK
Z6-166	nd Hill Branch	Middle Fabius River
Z6-167	idge Creek	Middle Fabius River
Z6-168	ng Branch	North Fabius River
Z6-169	iddle Fabius River	NONE
Z6-170	ng Branch	North Fabius River
Z6-171	rth Fabius River	NONE
Z6-172	idge Creek	Middle Fabius River
Z6-173	ng Branch	North Fabius River
Z6-174	rth Fabius River	NONE
Z6-175	iddle Fabius River	NONE
Z6-176	ar Creek	North Fabius River
Z6-177	idge Creek	Middle Fabius River
Z6-178	ar Creek	North Fabius River
Z6-179	iddle Fabius River	NONE
Z6-180	ar Creek	North Fabius River
Z6-181	rth Fabius River	NONE
Z6-182	ar Creek	North Fabius River
Z6-183	tle Wyaconda River	Wyaconda River
Z6-184	iddle Fabius River	NONE
Z6-185	usko Branch	Old Channel South Wyaconda River
Z6-186	usko Branch	Old Channel South Wyaconda River
Z6-187	usko Branch	Old Channel South Wyaconda River
Z6-188	tle Wyaconda River	Wyaconda River
Z6-189	ar Creek	North Fabius River
Z6-190	usko Branch	Old Channel South Wyaconda River
Z6-191	rth Fabius River	NONE
Z6-192	tle Wyaconda River	Wyaconda River
Z6-193	yaconda River	NONE
Z6-194	ar Creek	North Fabius River
Z6-195	tle Wyaconda River	Wyaconda River
Z6-196	yaconda River	NONE
Z6-197	rth Fabius River	NONE
Z6-198	tle Wyaconda River	Wyaconda River

Response Zone 6

Waterway Crossing ID	FEATURE	DOWNSTREAM_CREEK
Z6-199	Little Wyaconda River	Wyaconda River
Z6-200	Wyaconda River	NONE
Z6-201	Woney Creek	NONE
Z6-202	Woney Creek	NONE
Z6-203	Wyaconda River	NONE
Z6-204	Woney Creek	NONE
Z6-205	Wox River	NONE
Z6-206	Wade Branch	Fox River
Z6-207	Woney Creek	NONE
Z6-208	Wohnson Branch	Fox River
Z6-209	Wox River	NONE
Z6-210	Wohnson Branch	Fox River
Z6-211	Wamsey Branch	Fox River
Z6-212	Wox River	NONE
Z6-213	Wes Moines River	NONE
Z6-214	Wes Moines River	NONE
Z6-215	Wearlean Creek	Sugar Creek
Z6-216	Wearlean Creek	Sugar Creek
Z6-217	Wugar Creek	Des Moines River
Z6-218	Wugar Creek	Des Moines River
Z6-219	Wugar Creek	Des Moines River
Z6-220	Wugar Creek	Des Moines River
Z6-221	Wugar Creek	Des Moines River
Z6-222	Wack Creek	Mississippi River
Z6-223	Wack Creek	Mississippi River
Z6-224	Wack Creek	Mississippi River
Z6-225	Wack Creek	Mississippi River