

**IDAHO PIPELINE CORPORATION**

**Boise, Idaho**

**FACILITY RESPONSE PLAN**

**RSPA Sequence number 1581 (Boise Terminal)**

**CHANGE 3, AUG 1 2014**

Prepared By:  
Ancira Engineering Services  
1219 Matamoros St. – Suite 306  
Laredo, Texas 78042

August 2003

## **Acknowledgment**

This FACILITY RESPONSE PLAN

has been prepared by:

Ancira Engineering Services  
1219 Matamoros St. – Suite 306  
Laredo, Texas 78042

The information and procedures contained in this Plan must be treated as guidelines only. The user should decide to what extent it is practical and advisable to follow them. This decision will often involve considerations not discussed in the Plan.

The information and procedures contained herein are considered by the writers to be accurate as of August 31, 2003. Ancira Engineering Services assumes no liability for injury, loss, or damage of any kind resulting directly or indirectly from the use of the information contained herein.

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## RECORD OF CHANGES

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Manual No. \_\_\_\_\_

CHANGE NUMBER	DATE OF CHANGE	INITIALS OF ENTERER	DESCRIPTION OF CHANGE
1	20 Sep 2004	jal	Revised environmental harm statement pages 1-4, 1-6, and 1-7
2	Sep 2012	wja	Revised contact information on pages 1-1, 5-1, C-1 due to personnel changes over the last few years. Replaced Thermo Fluids Inc with Master Environmental as an OSRC on pages 5-1, C-2 & D-2
3	1 Aug 2014	wja	Pg 1-1 changed Alternate QI contact Pg 1-5 added review of several local area plans to determine environmental/economic impact areas Pg 1-6 Revised response resource information Appendix D Revised list of resources and equipment Pg 2-7, 8 Changed wording in State Reporting to be more specific Pg 3-4 Added specific Leak detection methods and procedures Pg 6-1 added IDPC will follow Prep Guidelines
3		wja	Pg 1-5 added statement: that no environmentally or economically sensitive areas will be impacted by IDPC spill Pg 2-6, 7 Included statement, IDPC has no plans to use Alternate Response Strategies

**Facility Response Plan  
CHANGE OF CUSTODY**

Please send this form to:

Ancira Engineering Services  
1219 Matamoros St. – Suite 306  
Laredo, Texas 78042

I have been reassigned to a new position and wish to inform you of the following change in this Plan’s custody.

PLAN COPY NUMBER: \_\_\_\_\_

New Holder: \_\_\_\_\_

Position: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Telephone: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Previous Holder: \_\_\_\_\_

Position: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

## FORWARD

The Idaho Pipeline Corporation (IDPC) facility, located in Boise, Idaho, was originally constructed, owned, and operated by Kinley Construction Corporation in 1987. The sole function of this facility was to supply government procured jet fuel, (JP-4), to the Idaho Air National Guard, (IANG), located at Gowen Field.

Kinely Corporation of Olean, New York, was the original contractor on this project and Ancira Engineering Services Inc. of Laredo, Texas, designed this project. The storage facility, consisting of two-12,000 and two-15000 barrel aboveground storage tanks, was constructed on a 2.9-acre parcel of land adjacent to the north side of Gowen Road approximately two-miles east of Gowen Field.

A “Tie-In” connection was established to the Chevron Pipeline, and a transfer pipeline was installed that connected the IDPC facility directly to the IANG fuel storage receipt header. Total length of the pipeline from the Chevron pipeline “Tie-In” connection to the IANG receipt header is 2.69 miles.

During the early 90’s, the Department of Defense Fuels Division completed a worldwide conversion project that phased out the use of JP-4 jet fuel and replaced all stocks with JP-8; a safer, less volatile jet fuel. Kinely Corporation storage tanks were converted to JP-8 in 1993.

Robert L. Rose, owner and president of Idaho Pipeline Corporation, purchased the facility from Kinely Corporation in May of 1999.

The sole function of the Idaho Pipeline Corporation remains the same: supply government procured jet fuel, (JP-8), to the Idaho Air National Guard, (IANG), located at Gowen Field. No other type of fuel is transported through the system.

## PREFACE

This Facility Response Plan outlines and investigates the various methods and procedures to be implemented in case of any unforeseen spill or leaks along the Idaho Pipeline Corporation (IDPC) facility and pipeline system. The IDPC Response Zone extends 2.69 miles from the Chevron Pipeline connection to the Idaho Air National Guard (IANG) fuel storage receipt header.

Government procured JP-8 jet fuel, produced at Chevron refineries in Salt Lake City, Utah, is transported via the Chevron Pipe Line to Boise, Idaho. Idaho Pipeline Corporation assumes custody upon receipt at the IDPC tie-in, located in Boise Idaho and subsequently supplies product to the Idaho Air National Guard.

The pipeline has been in operation since 1987, originally owned and operated by Kinely Corporation and purchased by Idaho Pipeline Corporation in May of 1999. The Idaho Pipeline terminal and facilities has not experienced any product releases.

This plan has been compiled to provide operational personnel with written instructions to ensure the safe, efficient operation and maintenance of the company pipeline system. The procedures comply with rules and regulations of the Department of Transportation as stated in Part 194, Title 49, Code of Federal Regulations.

Idaho Pipeline Corporation (IDPC) owns and operates a JP-8 fuel pipeline located in Boise, Idaho, which spans a distance of 2.69 miles from the Chevron pipeline connection to the Idaho Air National Guard fuel storage receipt header at Gowen Field. The goal of IDPC is to provide efficient pipeline service to our customers in an efficient manner without compromising the health or safety of any person, damage to the environment, or property.

In addition, IDPC has made an effort to reduce the possibility of a major incident by installing numerous safety devices throughout the pipeline system, that automatically shuts down the system or warns the pipeline operator of a malfunction incident instantaneously. These engineering controls, combined with an in-depth routine maintenance program, and close observation by qualified operators during system operation have proven paramount in maintaining the operational integrity of our system.

Idaho Pipeline Corp. (IDPC) operators have reviewed the current National Contingency Plan (NCP) and Area Contingency Plans (ACP). The IDPC Facility Response Plan is consistent with the NCP.

The primary means of communications for all notifications is by telephone. Secondary means of communication is two-way radios and/or cell phone.

**Abbreviations:**

AC	Area Committee
ACP	Area Contingency Plan
API	American Petroleum Institute
ARARs	Applicable or Relevant & Appropriate Requirements
ASME	American Standard – Mechanical
ATSDR	Agency for Toxic Substances and Disease Registry
BBL	Barrel, (42 Gallons)
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CRC	Community Relations Coordinator
CRP	Community Relations Plan
CWA	Clean Water Act (Federal Water Pollution Control Act)
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-To- Know Act
ERT	Environmental Response Team
FEMA	Federal Emergency Management Agency
FOSC	Federal On-Scene Coordinator
FWPCA	Federal Water Pollution Control Act
GPM	Gallons per Minute
GRP	General Response Plan
GSA	General Services Administration
HAZCOM	Hazardous Communication
HAZMAT	Hazardous Materials
HHS	Department of Health and Human Services
IAG	Interagency Agreement
ICP	Integrated Contingency Plan
ICS	Incident Command System
IDEQ	Idaho Division of Environmental Quality
IDPC	Idaho Pipeline Corporation
IFR	Interim Final Rule
JP-8	Jet Fuel, Military Grade
LEPC	Local Emergency Planning Committee
LOSC	Local On-Scene Coordinator
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NBFU	National Bureau of Fire Emergency Underwriter

NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NIOSH	National Institute for Occupational Safety & Health
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRT	National Response Team
NSF	National Strike Force
O&M	Operations and Maintenance
OPS	Office of Pipeline Safety
OSC	On-Scene Coordinator
OSRO	Oil Spill Response Organization
OSLTF	Oil Spill Liability Trust Fund
PIAT	Public Information Assist Team
PREP	National Preparedness for Response Exercise Program
PRP	Potentially Response Party
PSI	Pounds per Square Inch
QI	Qualified Individual
RA	Remedial Action
RCP	Regional Contingency Plan
RPE	Representative
RRC	Regional Response Team
RSPA	Research and Special Programs Administration
SAC	Support Agency Coordinator
SERC	State Emergency Response Commission
SOSC	Site On-Scene Coordinator
SSC	Scientific Support Coordinator
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Services
WCD	Worst Case Discharge

# Idaho Pipeline Corporation

## Facility Response Plan

RSPA Sequence Number 1581 (Boise Terminal)

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### Section 1: Information Summary:

**Facility Name and Address:** Idaho Pipeline Corporation  
1220 West Gowen Rd.  
Boise, ID 83705

**Owner/Operator:** Robert Rose  
P.O Box 35236  
Sarasota, FL 34242

<b>Regional Manager:</b> Robert Wood 5802 Hartford St. Tampa, FL 33619 (813) 623 – 2431	<b>Terminal Manager:</b> William Adams P.O. Box 15653 Boise, ID 83715 (208) 344-0078	<b>Asst. Terminal Manager</b> Rick Andrews P.O. Box 15653 Boise, ID 83715 (208) 344-0078
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### Qualified Individual(s) (QI) (available on a 24-hour basis)

<b>Primary:</b> William Adams, Terminal Mgr 1825 Stonetree Dr. Mountain Home, ID 83647 Home: (b) (6) Cell: (b) (6)	<b>Alternate:</b> Rick Andrews, Asst. Mgr 1265 Eric Pl Mountain Home, ID 83647 Home: (b) (6) Cell: (b) (6)	<b>Alternate:</b> Terry Stiles, Geeding Construction 600 Hwy H. Troy, MO 63379 Office: (636) 528-5863 Cell: (b) (6)
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### Scope:

The planning factors and guidance incorporated into this Facility Response Plan were designed to identify procedures, resources, personnel, and equipment necessary to respond to a Worse Case Discharge (WCD), and to a substantial threat of such a discharge. This plan establishes an Incident Command structured approach to spill response procedures for Idaho Pipeline Corporation personnel to identify and manage logistic, financial, safety, and communication resources. This plan delineates the responsibilities assigned to terminal personnel for response coordination and notification activities, and provides procedures to ensure the accomplishment of each assigned task.

### Implementation:

This facility response will be implemented and effective immediately upon the observance of an oil or hazardous substance spill or upon notification of such spill from an outside party.

### Facility and Pipeline Description:

The IDPC Boise Terminal, located at 1220 West Gowen Rd, Boise, Ada County, ID, consists of a 2.9-acre jet fuel storage facility interconnected by a buried, carbon-steel pipeline. The IDPC terminal receives fuel from a tie-in connection to the Chevron pipeline system via a 0.37-mile, 8-inch pipeline; stores product in two-12,000 barrel, aboveground tanks; and transfers product, as required, to the Idaho Air National Guard (IANG) via a 2.32-mile, 4-inch pipeline. Based on the minimal size and physical extent

(2.69 miles) of IDPC's fuel storage facility and pipeline, the entire system will be considered as a single response zone. (See Appendix B: IDPC Pipeline Trajectory and Response Zone Map.

#### **Storage Terminal:**

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

#### **Pipeline System:**

The IDPC facility receives aviation jet fuel (JP-8) via a 0.37mile, eight-inch carbon steel buried pipeline from the Chevron Pipeline main product line. This receipt line is identified as Line Section #1 (Chevron Tie-In to IDPC), (b) (3), (b) (7)(F) the maximum receipt rate is 875 GPM with a maximum operating pressure of 150 psi. This receipt line is routed within a leased Right-of Way on the Boise Municipal Airport property. The pipeline does not cross, run adjacent to, or otherwise pose a potential of release to any streams or waterways.

Aviation jet fuel, (JP-8) is injected with three additives during receipt operations. The additives injected are Fuel System Icing Inhibitor (FSII), Corrosion Inhibitor, and Static Dissipator.

The JP-8 fuel is shipped to the Idaho Air National Guard (IANG) storage system via a 2.32-mile, four-inch buried carbon steel pipeline. (b) (3), (b) (7)(F)

Fuel is transferred to the IANG at a maximum rate of 350 GPM with a maximum operating pressure of 250 psi.

The four-inch transfer pipeline follows an easement along Gowen Road. The pipeline does not cross, run adjacent to, or otherwise pose a potential release to any streams or waterways.

#### **Area of Responsibility:**

This Plan covers oil spills that could occur from IDPC pipeline system and storage terminal. The area of responsibility includes all Idaho Pipeline Corporation (IDPC) owned facilities, pipelines, and structures that extend from upstream connection at the Chevron pipeline Tie-In facility and terminate at the header connection located in the Idaho Air National Guard (IANG) fuel storage yard.

**Operator's Statement of Language:**

Idaho Pipeline Corporation's Facility Response Plan (FRP) is written in English only since there is not occasion when the responder would not be English speaking. Operators have important and responsible positions, which require that they are fluent in the English language. Operators must maintain frequent contact during receipt operations with the Chevron pipeline dispatcher and during transfer operations, with Idaho Air National Guard fuels personnel. In the event of an emergency, fluency of the English language would be paramount.

**Purpose/Objectives:**

Except for the required notifications, this Plan does not provide a "how to" approach. That is, it does not provide rigid step-by-step actions to be taken or procedures to be followed. Experience shows that each spill is different, calling for varying responses. The purposes of this Plan are the following.

- Help IDPC personnel prepare for spills.
- Ensure an effective, comprehensive response.
- Prevent injury or damage to company employees, contractors, the public, and the environment.
- Define alert and notification procedures to be followed when a spill occurs.
- List location and amount of equipment, personnel, and other resources available to assist with the spill response.
- Establish a response team, assign individuals to fill the positions on the team, and define the team members' roles and responsibilities.
- Define organizational line of responsibilities to be followed during a response.
- Outline response procedures and techniques for combating the spill.
- Satisfy the requirements of regulatory agencies.

Note: The guidance contained in this Facility Response Plan must be applied with sound judgment and prudent operating practices.

This Facility Response Plan is a planning document to demonstrate the potential response capability available to respond to an oil spill from Idaho Pipeline Corporation's facilities. It is not a guarantee of what will occur or the equipment and resources deployment sequencing that will be used in an actual spill event. Nothing in this Plan is intended to limit responders' actions or decisions. This Plan represents a planning standard but is not a performance guarantee. Response operations in any spill event will be tailored to meet the actual circumstances of the event.

**Company Policy / Philosophy:**

The fundamental objectives of Idaho Pipeline Corporation's company policy emphasize respect for public safety and protection of the environment wherever business activities are conducted. IDPC's business philosophy reflects this commitment to environmental awareness and protection by communicating and reinforcing the following:

- All unintentional releases can be prevented.
- It is the responsibility of every IDPC employee and contractor to consider environmental protection in day-to-day decision-making and long-term planning and to ensure that all operations are conducted at all times in a safe and environmentally sound manner.
- Continuous education is essential and will be provided to ensure all IDPC employees, contractors, and the public understand their responsibilities and IDPC's commitment to environmental protection.
- IDPC will continuously evaluate its processes and strive for continuous improvement of its operations to minimize adverse environmental effects.
- Waste minimization and reduction of hazardous emissions to air, water, and land will be an integral part of our operations and planning.
- IDPC will respond promptly and effectively to any IDPC emergency, which threatens or adversely affects the environment. Minimization of environmental impact will always be a top priority in any emergency response.
- All IDPC employees will observe the spirit and letter of all applicable environmental laws and regulations.
- IDPC will participate with government and others in creating sensible, responsible environmental laws and regulations.

**Regulatory Mandate:**

This Plan has been prepared to meet the federally mandated requirements of the Oil Pollution Act of 1990 (OPA 90).

A major objective of OPA 90 is to use effective response planning to reduce the likelihood that an oil discharge would reach navigable waters. The Research and Special Programs Administration (RSPA) and United States Coast Guard require operators to prepare and submit a response plan for onshore pipelines that, because of location, could reasonably be expected to cause substantial harm, or significant and substantial harm to the environment by discharging oil into or on any navigable waters of the United States or adjoining shorelines.

IDPC has concluded that, based on pipeline length, (not greater than 10 miles), and pipeline diameter, (not greater than 6-5/8 inches), a Worst Case Discharge (WCD) would not be reasonably expected to cause significant and substantial harm to the environment as defined in 49 CFR 194, §194.103. IDPC does recognize that, under the most extreme and adverse conditions, a WCD may have the potential for causing substantial harm to the environment. Accordingly, IPC will plan for the effective and timely deployment of necessary resources to any accidental release to minimize any impact to public safety and the environment.

The required key elements of the Plan include the following:

- Facility information summary including a list and description of response zones.
- Internal and external notification procedures, and a list of contacts including qualified response personnel.
- Spill detection, control, containment, and mitigation procedure.
- Response activities detailing responsibilities, authority, and actions.
- Training and exercise procedures.
- Facility Response Plan review and update procedures.

Consistency with National Contingency Plan and Area Contingency Plans:

This Plan was prepared according to the policies and information contained in the current Area Contingency Plans (ACP) applicable to each response zone and the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). They were reviewed to ensure consistency with the information presented in this Plan regarding:

- Identification of environmentally and economically sensitive areas that would be potentially impacted by spill,
- Description of IDPC response strategies and responsibilities, and
- Integration of IDPC response efforts with those of the federal, state and local agencies

IDPC reviewed the EPA, Region X Plan ACP, North West ACP and the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

- There are no environmentally or economically sensitive areas that would be potentially impacted by an IDPC spill.

#### **Interface with Other Plans:**

Many other response plans exist besides the above-mentioned NCP and ACP that apply to the oil spills within the geographic area of this Plan. These include:

- Federal Region – RRT Contingency Plan
- State spill contingency plans for Idaho
- LEPC plans.
- IDPC plans
- The IDPC Emergency Response plans
- IDPC SPCC Plan

This Plan is designed for bridging to and being consistent with the above listed plans. Their priority will be per federal, state, and local laws and regulations. The IDPC Incident Commander, working through team members who act as regulatory liaison, will coordinate with the Federal and State On-Scene Coordinators about this and other matters.

Change 3 – Aug 1, 2014

**Operator's certifications:**

- Consistency with National Contingency Plan and Area Contingency Plans:  
IDPC has reviewed and ensured this FRP is consistent with guidance and information contained in the National Contingency Plan (NCP) 40CFR 300 and applicable Area Contingency Plans (ACP).
- Availability of Necessary Response Resources: (IDPC is not per definition a high volume area and response time to a WCD is 12 hours)  
IDPC has obtained, through contract or other approved means, the necessary private personnel and equipment to respond, to the maximum extent practicable, (not to exceed 12 hrs) to a worst case discharge or a substantial threat of such a discharge. (See appendix D for a specific listing of the equipment and resources available for each response organization.) These organizations include:
  - IDPC, (personnel, temp-storage, spill response kit), located at IDPC site.
  - T.J Construction, (heavy equipment/operators), Meridian, ID.
  - Master Environmental, (vac-trucks, operators, temporary storage), Meridian, ID.
  - Geeding Construction, (OSRO), Troy, MO.

In addition, the following organizations are available to provide support spill response materials and equipment resources, however no formal agreements are in place.

- United Rentals, (equipment, pumps, hoses, supplies) located in Boise, ID.
- NORCO, (absorbent material, safety equipment, supplies), located in Boise, ID.
- Leonard's Petroleum, (pumps, hoses, personnel, absorbents) Boise, ID.
- Dales Service, (pumps, hoses, personnel, temp-storage, absorbents) Boise, ID.
- IDANG, (personnel, vac-truck, bowsers) Gowen Field, ID

Note: The person-in-charge, such as the QI or Incident Commander, will determine which response organizations and resources are required based on specific threat circumstances and extent of the release.

**Operators Statement: Basis for determining Significant and Substantial Harm**

In accordance with the criteria outlined in 49 CFR 194, §194.103, it has been determined that releases or the potential threat of a release from the pipeline facility Response Zone would not be reasonably expected to cause Significant and Substantial Harm to the environment. This determination is based on the following:

1. IDPC has NOT experienced ANY release.
2. IDPC system does NOT contain any electric resistant welded (ERW) pipe manufactured prior to 1970.
3. IDPC pipeline is NOT greater than 10 miles in length
4. IDPC pipeline is NOT greater than 6-5/8 inches in diameter

Change 3 – Aug 1, 2014

IDPC does recognize that, under the most extreme and adverse conditions, a WCD may have the potential for causing substantial harm to the environment. Accordingly, IPC will plan for the effective and timely deployment of necessary resources to any accidental release to minimize any impact to public safety and the environment.

### Response Zone Description:

The Response Zone consists of a buried carbon steel pipeline, approximately 2.69 miles in total length extends from the Chevron Pipeline tie-in connection to the IDPC storage facility and terminates at the Idaho Air National Guard (ANG) receipt header. This response zone includes a 0.37 mile section of 8" receipt pipeline, the IDPC storage facility, and a 2.32 mile, 4" transfer line. The IDPC facility and pipeline system will be considered as one response zone. (See Attachment 1)

The pipeline elevation, starting at the Chevron tie-in connection, slopes slightly downward from East to West toward the IDPC storage facility. The 4" transfer pipeline slopes at a slight upward direction from the IDPC storage facility and moving west approximately 1-mile along the Gowen Road easement. From that point, the remainder of pipeline follows a relative level trajectory to the Gowen Field ANG tank farm header.

Based on the pipeline elevation description from the previous paragraph, the IDPC Gowen Road storage facility is identified as the lowest overall point in the response zone.

IDPC RESPONSE ZONE SUMMARY					
Line Section	Description	Length		Volume	
		Miles	Feet	Gallons	Barrels
# 1	8" Pipe (Chevron Tie-In to IDPC)	0.37	1,953.6	5,103	121
# 2	4" Pipe (IDPC to (b) (3), (b) (7)(F))	2.00	10,560.0	6,896	164
# 3	4" Pipe ((b) (3), (b) (7)(F) to (b) (3), (b) (7) )	0.32	1,689.6	1,103	26
TOTAL LENGTH and VOLUME		2.69	14,203.2	13,102	312
<p>The pipeline volume capacities shown in Figure A-1.1 above are based on the following:            Volume of an 8" diameter pipe = 2.612 gallons per linear foot            Volume of a 4" diameter pipe = 0.653 gallons per linear foot</p>					

Figure 1.1

### Worse Case Discharge (WCD):

IDPC has not experienced any release of product to date. Determination of the Worst Case Discharge (WCD) volume (see figure 1.2 below) is based on estimates of maximum

release times, maximum shutdown time, maximum flow rate, plus the maximum line drainage volume using the computations from 49 CFR, Section 194.105 (b) (1).

The WCD potential identified in this plan would not reasonably be expected to cause Significant and Substantial harm to the environment by discharging oil into or on any navigable waters of the United States or adjoining shorelines.

## Worst Case Discharge (WCD) Calculations

**Type of product: JP-8 Jet Fuel**

[Ref: 49 CFR Section 194.105 (b)(1)]

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

**Figure 1.2**

### Conclusion:

Line Section # 2 is the Worst Case Discharge potential within the Response Zone by applying the following formula:  $WCD = MAX\ BPH \times (MRT + MRST) + MDV$  (This volume is the largest figure calculated for using the three methods specified in 49 CFR §194.105. Although the entire liquid volume of pipe was used to determine MDV, a smaller percentage of line drainage would reasonably be expected to actually occur.)

**Note:** The Maximum Release Time (MRT) and Maximum Response Shutdown Time (MRST) used in the WCD calculations shown in Figure 1.2 above were determined using the following factors:

- ✓ Line Section # 1 is equipped with a pressure sensing device and a snap switch located at the Chevron Tie -In connection. Any sudden loss of pressure (characteristic of a line rupture) will cause the valve to automatically close within one (1) minute, which equals 0.02 hrs. In this case, MRT and MRST occur simultaneously.
- ✓ Line Sections # 2, and # 3 are constantly monitored by IDPC operators and IANG personnel during transfer operations. Pressure gages are observed continuously to identify any sudden pressure drop that indicates a possible line rupture. Based on this close observation, IDPC has estimated a MRT of five (5) minutes, or 0.083 hrs, and a MRST of one (1) minute, or 0.017 hrs. This equates to a combined time (MRT + MRST) of six (6) minutes, or 0.1 hrs.

## Section 2: Notification Procedures

### Initial Notification:

This section is a guide for notification procedures to be taken when a spill, potential spill, or any other emergency, is first reported or observed. These notification procedures can be made 24 hours a day, 7 days per week and should be initiated immediately to meet regulatory guidelines.

Note: Many notifications and initial response actions should occur simultaneously. Refer to the initial response actions contained in this section.

The first Idaho Pipeline Corporation (IDPC) employee or representative who discovers an emergency or is notified of an emergency will be responsible for initiating notification procedures. Refer to the discharge assessment guide for IDPC. Telephone numbers located in appropriate Appendix.

### IDPC Emergency Response Team:

The IDPC Emergency Response Team is composed of IDPC personal and representatives from spill response organizations identified in this plan. All individuals are trained to respond to various levels of emergencies according to the requirements outlined in 29 CFR 1910, OSHA Hazardous Waste Operations and Emergency Response.

Initially, the IDPC QI will determine team composition based on extent of incident and specific spill response resource requirements. If a spill or incident involving IDPC facilities is identified by other than IDPC personnel, and notification has already been made to local emergency responders, the IDPC emergency response team will partner with the On-Scene Incident Command.

When responding to an emergency, Response Team members will fill Incident Command System positions, as necessary, as defined in Section 2.

All team members should use the detailed job descriptions and checklist in this section to ensure effective and efficient response efforts.

Each incident is unique. Establishing precise directions and instructions to be followed by team members for every step of the response process is not possible. Each team member in determining what actions are appropriate in a given situation must use sound judgement, based on experience and effective training.

### Call-Out Procedures:

The Qualified Individual (or an Alternate), Emergency Response Contractors and company response personnel can be contacted on a 24-hour basis. There are multiple means, (i.e., business phone, home phone, pagers, cell phone, etc.), for contacting key personnel in Appendix C, Emergency Response Telephone Numbers. ( In addition, IDPC maintains a Communications Directory that includes numbers for all employees.

The on-duty operator will make all attempts to contact a qualified individual (QI) by telephone, mobile phone, or pager. If all previous methods of notification fail, a runner

may be used to notify a qualified individual. The QI, or through coordination with the QI, the on-duty operator will complete prioritized notifications.

A QI will ensure procedures are implemented for immediate control and begin clean up to minimize potential damage, liability and possible hazard such as fire or explosion. Initial efforts should be directed towards the containment and remediation.

Emergency response contractors have multiple or 24-hour phone numbers listed in the Appendix C.

The call-out procedure and responsibilities of IDPC personnel are noted below.

- The Emergency Witness/Observer/First Responder/Person-In-Charge will notify the Terminal Manager, or IDPC operator on duty. Emergency notification signs are strategically positioned along the IDP pipeline right-of-way easement.
- The Terminal Manager will undertake the following.
  - Activate the IDPC Local Emergency Response Team to the extent determined by the nature of the incident.
  - Activate local emergency response contractors, as required.
  - Notifications should be made to the Regional Manager as soon as practical, but not later than two hours after discovery.
  - Notify the local emergency agencies (Fire, Police, and LEPC) as required. Consideration should be given to notifying local agencies to inform them of a potential release and that IDPC personnel are investigating the potential problem.

NOTE: Request assistance from local emergency agencies if they received public notification of the incident and ask that their personnel assist in looking for the release if they are properly trained and equipped.

- When spills occur on land that is less than reportable quantities, and do not impact water or the public, notify the Regional Manager as soon as possible.
- Notify other related operations.
- The Terminal Manager (QI) will also undertake the following.
  - Organize an Incident Command Team and delegate areas of responsibilities to IDPC personnel and contractor personnel as required.
  - When a spill is of reportable quantity, or spills with particular sensitive consequences, notifications will proceed through the IDPC Regional Manager, as quickly as the event warrants.
- The Terminal Manager (QI) or designated representative will;
  - Notify IDPC Pipeline Regional Manager and provide specifics of incident.
  - Notify regional emergency response contractors, as required.
  - Notify local, state, and federal regulatory agencies, as required.
- The Regional Manager, or designated representative will undertake the following,
  - Notify IDPC Executive Management

- Provide additional emergency response resources or assistance as required
- Corporate Emergency Response Team (CERT) will undertake the following.
  - Notify and activate Insurance Representative, as required.

The responding QI will ensure procedures are implemented for immediate control and clean up as soon as possible to minimize potential damage, liability and possible hazard such as fire or explosion. Initial efforts should be directed towards the containment and remediation.

**Regulatory Reporting:**

Figures 2.1 through 2.3 contain decision trees illustrating regulator notifications for emergencies. Figure 2.4, Oil and Hazardous Substance Release Report, tabulates basic information concerning the spill. It should be used to collect necessary information and to provide consistency of content for making notifications.

Notifications should record the data and time they make notifications along with the name of the person they contact and (if applicable) case numbers.

The Terminal Manager will provide follow-up reports to all appropriate federal, state and local agencies whenever significant changes have occurred which alter planned response actions, the location of the spill has changed, a change in health risk has been identified, a mutually agreed upon period has passed, or additional information is requested by a bona fide agency representative. Figure 2.4, Oil and Hazardous Substance Release Report (Form OHSRR), should be used to document follow-up notifications.

The Terminal Manager (for Levels 1, 2 and 3) is responsible for the preparation of any written reports to state and federal agencies. Federal, State, and company reports will be reviewed and/or submitted by the Incident Commander and Terminal Manager.

As required by local, state and federal regulations, in the event of an emergency, IDPC will notify, as necessary, the following.

- Local Fire Department
- National Response Center (NRC)
- EPA Region X
- Idaho Division of Environmental Quality
- State Emergency Response Commission
- Local Emergency Planning Committee (LEPC)

The above notifications will be made as soon as practical after the necessary information has been gathered. In the event of an emergency that may endanger public health, IDPC will immediately notify the following agencies:

- Local Police Department (911)
- Local Emergency Services Organization

The need for assistance from different public emergency response agencies will vary by emergency and cannot be strictly categorized by type of emergency, such as a spill, fire, etc.

However, whenever an emergency threatens the public at large or property not owned by the Company (IDPC), one or more emergency response agencies should be notified. Procedures for contacting emergency response agencies (i.e., fire, police, sheriff, highway patrol, hospital, ambulance service, and state environmental agencies) are provided later in this section.

Besides for obvious roles as fire fighting, blocking roads, medical care, transportation of injured persons, and crowd control, local emergency agencies can provide additional labor and communications and considerable knowledge of the area. The latter includes the transportation systems, watercourses, industrial facilities, and supplies of needed materials and equipment. Though the Terminal Manager (QM) should determine which emergency response agencies to be contacted, these responsibilities maybe delegated to other IDPC personnel to place the calls to allow the Terminal Manager (QM) to focus on overall control and containment of the emergency.

Frequently, a police or sheriff office dispatcher in a community also dispatches the other law enforcement agencies, fire departments, and ambulance services for the community and the surrounding area. If there is any doubt that all the intended agencies have been notified, the caller should call those in question directly.

If an adjoining facility is threatened, the QM (or designee) is to alert the owner or operator of that facility.

A list of local emergency numbers is included in Appendix C. of this plan.

### **Federal Reporting:**

The Federal agencies that require accident/oil spill reporting are the Environmental Protection Agency, the Department of Transportation, and Bureau of Land Management. Additionally, OSHA requires telephonic reporting of any employee deaths or multiple hospitalizations resulting from work-related incidents.

- **Environmental Protection Agency (EPA) Reporting:** Section 311 of the Clean Water Act requires the reporting of any discharge of hydrocarbons which:
  - ✓ Emanates from a company facility, or is observed by an employee while on duty, and
  - ✓ Reaches the water of the United States, and
  - ✓ Causes a film or sheen upon the surface of the water, or causes a sludge or emulsion to be deposited beneath the surface of the water or the adjoining shoreline.

Procedures: Such discharges must be reported immediately to the National Response Center. “Immediately” is interpreted to mean as soon as practical under the circumstances after information gathering, but no later than the same day.

- **DOT Office of Pipeline Safety:** Requirements: 49 CFR 195.50 prescribes the rules governing the reporting of any failure in a pipeline system in which there is a release of hazardous liquid transported resulting in any of the following:
  - ✓ Explosion or fire not intentionally set by the operator.
  - ✓ Loss of 5 or more barrels of liquid
  - ✓ Hospitalization or death of any person.

- ✓ Body harm to any person resulting in one or more of the following:
  - Loss of consciousness.
  - Necessity to carry the person from the scene.
  - Necessity for medical treatment.
  - Disability, which prevents the discharge of normal duties or the pursuit of normal activities beyond the day of the accident.
- ✓ Estimated property damage, including cost of cleanup and recover, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000.

In addition, at the earliest practical moment following the discovery of a release of a hazardous liquid being transported resulting in an event described above, the operator of the system shall give notice immediately via telephone to the National Response Center of any failure within two (2) hours of discovery that:

- ✓ Caused a death or personal injury requiring hospitalization.
- ✓ Resulted in either a fire or explosion not intentionally set by the operator.
- ✓ Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or other, 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 adjoining shoreline, or deposited a sludge or emulsion beneath the surface or upon the adjoining shorelines; or
- ✓ In the judgment of the operator, was significant, even though it did not meet the criteria of any other paragraph of this section.

Procedures: Each carrier that experiences an accident that is required to be reported as described above, shall, as soon as practical 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 with the Information System Manager, Materials Transportation Bureau, Department of Transportation, Washington D.C. 20590. The operator shall file two copies of each report and shall retain one copy at its principal place of business.

NOTE: If there are any changes to the original DOT Form 7000-1 a supplement must be submitted within 30 days of the change.

Telephonic notices are required in certain cases as described above. This notice is to be given to the National Response Center.

- **Occupational Safety and Health Administration (OSHA):** 29 CFR 1904.8 prescribes rules governing the reporting of fatalities or multiple hospitalizations of employees as a result of work-related incidents. More particularly,
  - a. Within eight hours after any of the following occur, an employer is required to notify OSHA by telephone of,
    - 1. the death of an employee from a work-related incident, if death occurs within 30 days of the incident,

2. the in-patient hospitalization of three or more employees as the result of a work-related incident, if hospitalization occurs within 30 days of the incident.
- b. If the employer does not learn of any of the above reportable incidents at the time it occurs, the employer is responsible to telephonically notify OSHA within eight hours of the time the incident is reported to any agent or employee of the employer.
  - c. Each above required reports shall relate the following information:
    1. establishment time (time when the employer became aware of incident),
    2. location of incident,
    3. time of incident,
    4. number of fatalities and/or hospitalizations
    5. contact person,
    6. phone number, and
    7. a brief description of the accident.

### **State Reporting (General Information):**

The State of Idaho has developed a response plan known as the Idaho Hazardous Materials/Weapons of Mass Destruction (WMD) Incident Command and Response Support Plan. This plan will be initiated when StateComm (1-800-632-8000 or 208-846-7610) is notified of an incident involving hazardous chemical(s), biological agents, explosive devices, or radioactive materials. It allows federal, state, and private entities to be integrated with local command authority.

The plan is premised on the Incident Command System (ICS). The ICS is a management tool that provides a structure for response to emergency situations; in this case, hazardous materials or WMD

The decision to notify StateComm and initiate the request for assistance provided in the Idaho response plan should be made by the Incident Command. StateComm will notify appropriate response and support agencies.

A reference copy of the Idaho Response Plan is maintained on file at the IDPC facility office.

Releases of water contained on IDPC property, which cannot connect to navigable waterways, are not reportable. Releases to land are reportable only if reportable quantity of a hazardous substance is released within 24 hours, or there is an injury, evacuation, or a motor vehicle has overturned.

Releases of reportable quantity of hazardous substances must also be reported to the LEPC, with a written follow-up report to the LEPC and IDEQ. Releases on land, which do not leave IDPC, owned or controlled property is not reportable to IEMA or LEPC. Releases to land greater than 5 barrels (whether or not on IDPC property and whether or not part of the release is subsequently recovered) are reportable to the NRC, so these should be reported to IDEQ also (generally anything reported to the NRC should be reported to IDEQ. IDPC does not plan nor intend to use alternate techniques of using

dispersant or other chemical countermeasures, or in-situ burning and bioremediation techniques.

When calling IDEQ or LEPC, the information on the “Oil and Hazardous Substance Release Report” form will be required.

In addition to the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan IDPC will refer to the EPA, Region X ACP, and the North West ACP.

The State of Idaho recognizes the wide variation in local hazardous materials response capabilities throughout the state. It is important, therefore, to emphasize that the state’s intent is to SUPPLEMENT, not supplant local activity.

## **EMERGENCY REPORTING GUIDELINES**

- Never include information that has not been verified.
- Never speculate as to the cause of an incident or any potential liability.
- Gather as much information as possible contained in Figure 2.4., Oil and Hazardous Substance Release Report.
- Initial and follow-up information
  - Name of Pipeline: Idaho Pipeline Corporation
  - Date and Time of Discharge
  - Location of Discharge: may include location map by fax
  - Name of oil involved: JP-8
  - Reason for Discharge: (material failure, excavation damage, corrosion)
  - Estimated volume of oil discharged:
  - Weather conditions on-scene:
  - Actions taken or planned action by persons on scene: (i.e., Terminal Manager, Qualified Individual or On-Scene Coordinator (OSC))
- Document:
  - Agency notified;
  - Date and time agency notified;
  - Person notified;
  - Case number(s) (if appropriate); and content of message given.

### **Incident Command System (ICS) Overview:**

The on-scene coordinator and/or QI will take necessary action establishing a command and control organization as quickly as possible. However, an actual organization will be event specific. Not all positions need be filled.

The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary. Personnel with specialized skills (technical specialists), not specifically identified within the ICS, have the flexibility to integrate anywhere within the organization to meet the needs of the Incident Command. This feature allows the greatest compatibility with other existing response management systems.

Incident commander, whenever possible and practical, be organized under the Unified Command Structure to include the following;

- Pre-designated Federal On Scene Coordinator (OSC)
- Pre-designated State Incident Commander (State IC)
- IDPC representative (QI)

Unified Command is responsible for the overall management of the incident. The Unified Command directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources.

The Unified Command may assign Deputy Incident Commanders to assist in carrying out Incident Command responsibilities. These responsibilities include;

- Assess the situation and/or obtain incident briefing from prior Incident Commander
- Determine incident objectives and strategies
- Establish the immediate priorities
- Establish an Incident Command Post
- Establish an appropriate organization
- Brief Command Staff and Section Chiefs
- Ensure planning meetings are scheduled as required
- Approve and authorize the implementation of an Incident Action Plan
- Determine information needs and advise Command and General Staff
- Coordinate activity for all Command and General Staff
- Manage incident operations
- Approve request for additional resources and request release of resources
- Approve the use of trainees, volunteers, and auxiliary personnel
- Authorize release of information to news media
- Ensure incident funding is available
- Notify natural resource authorities and coordinate with a NRDA Representative(s)
- Coordinate incident investigation responsibilities
- Seek appropriate legal counsel
- Order the demobilization of the incident when appropriate.

The structure of a Unified Command is dependent on the extent of the emergency or incident involved. The following information identifies the various roles and positions of responsibility that could possibly be considered for incorporated into the overall Incident Command operation:

- **Information Officer:** The Terminal Manager is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.
- **Safety Officer:** The Terminal Manager is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety messages in each Incident Action Plan.

- **Liaison Officer:** Incidents that are multi-jurisdiction, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.
- **Agency Representatives:** In incidents involving multiple jurisdictions, an agency or jurisdiction will send a representative to assist in coordination efforts. An agency representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency representatives report to the Terminal Manager or to the Incident Commander in the absence of the Terminal Manager.
- **NRDA Representative:** The Natural Resource Damage Assessment (NRDA) Representative is responsible for coordinating NRDA needs and activities of the Natural Resource Trustee team within the ICS spill response operations. This includes close coordination with the Liaison Officer for obtaining timely information on the spill and damage to natural resources. The representative will coordinate NRDA or injury determination activities.
- **Operations Section Chief:** The Terminal Manager (QI) is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plans as necessary, and reports such to the Incident Commander.
- **Staging Area Manager:** Under the Operations Section Chief, the Operations Manager is responsible for managing all activities within the designated staging area.
- **IDPC Emergency Response Team Leader (QI):** Responsible for performing tactical assignments assigned to the IDPC Emergency response Team. The QI will prepare reports concerning work progress, resources status, and also maintains work records on assigned personnel.
- **Single Resource Manager:** The Terminal Manager or designee will oversee the following activities:
  - ✓ Review assignments
  - ✓ Obtain necessary equipment/supplies
  - ✓ Review weather/environmental conditions for assignment area
  - ✓ Brief subordinates on safety measures
  - ✓ Monitor work progress
  - ✓ Ensure adequate communications with supervisor and subordinates
  - ✓ Keep supervisor informed of progress and any changes
  - ✓ Inform supervisor of problems with assigned resources
  - ✓ Brief relief personnel, and advise them of any change in conditions
  - ✓ Return equipment and supplies to appropriate unit
  - ✓ Complete and turn in all time and use records on personnel and equipment

- **Recovery and Protection Branch Director:** The QI is responsible for overseeing and implementing the protection, containment and cleanup activities established in the Incident Action Plan. The Recovery and Protection Branch Director reports to the Operations Section Chief.
- **Disposal Group Supervisor:** The Terminal Manager is responsible for coordinating the on site activities of personnel engaged in collecting, storing, transporting, and disposing of waste materials. Depending on the size and location of the spill, the disposal groups may be further divided into teams, task forces, and single resources.
- **Decontamination Group Supervisor:** The QI is responsible for decontamination of personnel and response equipment in compliance with approved status.
- **Emergency Response Branch Director:** The Terminal Manager is primarily responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment, and stabilize the situation.
- **Fire Suppression Group Supervisor:** Under the direction of the Emergency Response Branch Director, the Fire Suppression Group Supervisor is responsible for coordinating and directing all fire fighting activities related to the incident.
- **Hazardous Materials Group Supervisor:** The QI is responsible for coordinating and directing all hazardous materials activities related to the incident.
- **Medical Group (EMS) Supervisor:** Under the direction of the Emergency Response Branch Director, the supervisor is responsible for coordinating and directing all emergency medical services related to the incident.
- **Law Enforcement Group Supervisor:** Under the direction of the Emergency Response Branch Director, the supervisor is responsible for coordinating and directing all law enforcement activities, related to the incident, which may include, but not limited to isolating the incident, crowd control, traffic control, evacuations, and perimeter security.
- **Wildlife Branch Director:** The Wildlife Branch Director is responsible for minimizing wildlife losses during spill responses; coordinating aerial and ground reconnaissance of the wildlife at the spill site and reporting results to the Situation Unit Leader; employing wildlife hazing measures as authorized; and recovering and rehabilitating impacted wildlife. A central wildlife-processing center should be identified and maintained for: evidence tagging, transportation, veterinary services, treatment and rehabilitation storage and other support needs. The activities of private wildlife care groups, including those employed by the responsible party, will be overseen and coordinated by the Wildlife Branch Director.
- **Planning Section Chief:** The QI is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to, understand the current situation, predict probable course of incident events and prepare alternative strategies for the incident.
- **Logistics Section Chief:** The Terminal Manager is responsible for providing facilities, services, and material in support of the incident. The Logistics Section

Chief participates in development and implementation of the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

- **Finance/Administration Section Chief:** The Terminal Manager is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

The positions described above are “typical” positions that could be included in a Unified Command structure. IDPC will tailor requirements based on the extent of the incident. Also, IDPC personnel will be mutli-tasked to fulfill the duties of those positions required for the specific incident. For example, the Terminal Manager may fill the roles of Incident Commander, QI, Financial, and Safety Officer.

**Notification Matrix:** Agencies and Organizations notified shall be based on actual or potential size of spill, and the threat posed as outlined in the following guide:

<b>DISCHARGE ASSESSMENT GUIDE (Figure 2.1)</b>			
TYPE OF SPILL	OIL	HAZARDOUS SUBSTANCE	REQUIRED NOTIFICATION ACTIONS
Minor	Less Than 1,000 Gal	<Reportable Quantity	Regional Response Team
Medium	1,000-10,000	>Reportable Quantity but does not meet criteria for a major or minor release	Same as for minor spills, except with response requirements exceed capabilities of OSC and Local contractors, or when a potential exists for major environmental damage. Under these circumstances, initiate the notifications required for a major spill.
Major	Greater Than 10,000 Gal	Amount that poses a substantial threat welfare, or the environment	NRC/ EPA REGION X/ IDEQ
Worst Case	A worst case involves ANY discharge or threat of a discharge, in significant quantities to impact public health, welfare or the environment, where the parties responsible for the threat or discharge are unwilling or unable to perform the required response actions.		

**Figure 2.1**

### **Incident Levels:**

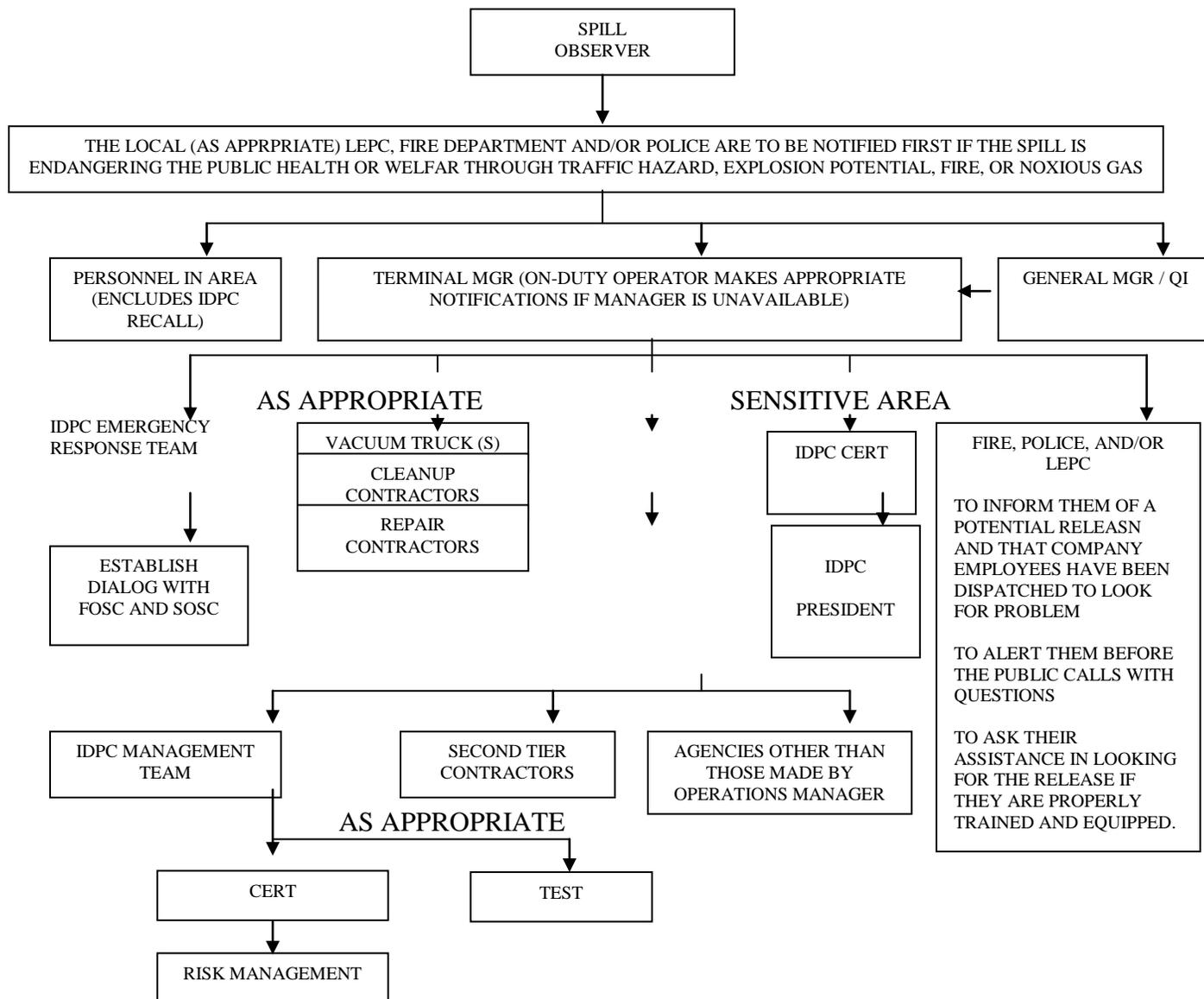
The State of Idaho has classified incidents into four response action levels and appropriate notification requirements as follows;

- **Regulatory:** A release of a Reportable Quantity or less of regulated hazardous materials that does not require an emergency response. Notification to agencies on the regulatory call down list is made by fax or email the following business day.
- **Level 1:** An incident involving **any**, public or private sector, response to hazardous materials that can be contained, extinguished, and/or abated using resources immediately available to the responders having jurisdiction. A Level 1 incident presents little risk to the environment and/or public health with containment and clean-up.
- **Level 2:** An incident involving hazardous materials that is beyond the capabilities of the first responders on the scene, and may be beyond the capabilities of the public sector response agency having jurisdiction. Level 2 incidents may require the

services of a State of Idaho Regional Response Team (RRT), or other state/federal assistance. This level may pose immediate and/or long-term risk to the environment and/or public health and could result in a local declaration of disaster.

- **Level 3:** An incident involving hazardous materials that will require multiple resources that do not exist within the State of Idaho. Level 3 incidents generally pose extreme, immediate, and/or long –term risk to the environment and/or public health.

## NOTIFICATION FLOWCHART



- Many of the notifications and initial response actions should occur simultaneously
- Sequence of notifications: top to bottom and left to right.
- If someone is not available, make his or her calls. For example, the IDPC Operator should notify the Regional Manager if the Terminal Manager is not available
- Make notifications immediately, or as soon as possible. It is not necessary to wait for gathering all information before calling regulatory agencies.
- All releases, including those that need not be reported to regulatory agencies, must be cleaned up to pre-spill conditions.

Figure 2.2

## TELEPHONIC NOTIFICATIONS TO REGULATORY AGENCIES

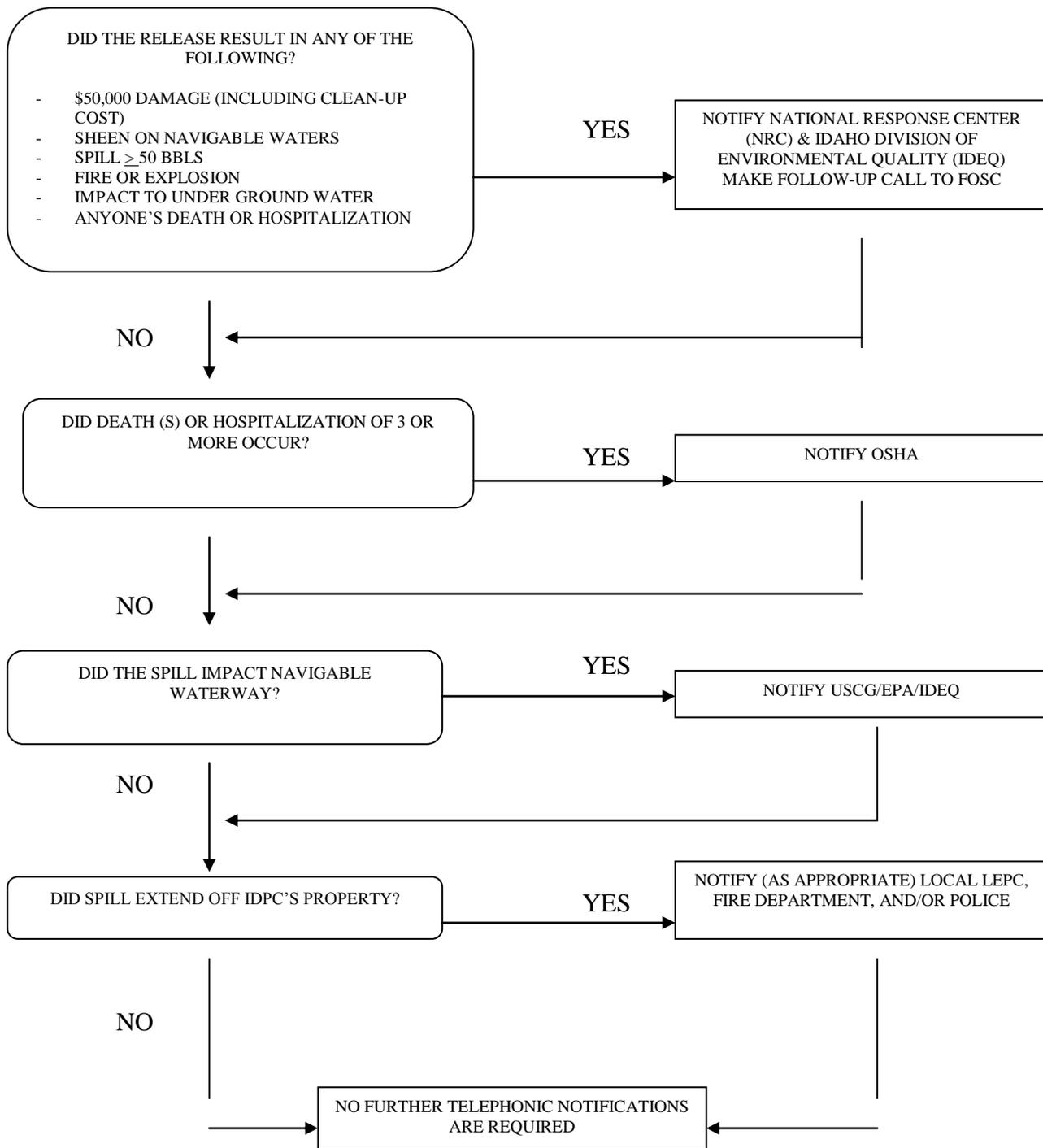


Figure 2.3

**OIL AND HAZARDOUS SUBSTANCE RLELEASE REPORT**

New  Update \_\_\_\_\_ Report Number

DISTRICT  Central  Eastern  Gulf Coast  Rocky Mtn  Western RESPONSE ZONE: \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

E & S Representative \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reported by / Responsible Person

DATE MO DAY YR	EST. TIME	AM PM	ESTIMATED VOLUME	TYPE OF MATERIAL	SIGHTED BY	VOLUME RECOVERED

LOCATION \_\_\_\_\_  
Line/System Name Size Station Number Right of Way

Gathering Field/Lease Name \_\_\_\_\_ Station Name \_\_\_\_\_

Nearest City \_\_\_\_\_ Address \_\_\_\_\_

State \_\_\_\_\_ County/Parish \_\_\_\_\_ Township (name) \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Offshore OCS-G-No \_\_\_\_\_ Latitude \_\_\_\_\_ Longitude \_\_\_\_\_ Quarter Section \_\_\_\_\_

DESCRIPTION OF SPILL AREA, LOCATION & DIRECTION OF MOVEMENT

WATER/GROUNDWATER AFFECTED  Yes  No \_\_\_\_\_  
 If Yes, Name of larger water body \_\_\_\_\_

Sheen/Slick Appearance (Color: silvery, barely visible, rainbow, dark black, etc.)

Is this a tributary or a larger water body?  Yes  No \_\_\_\_\_  
 If Yes, Name of larger water body \_\_\_\_\_

Estimated amount of material in water \_\_\_\_\_

WEATHER \_\_\_\_\_  
Clear Cloudy Fog Rain Snow Ice Temperature (F)

Wind \_\_\_\_\_ Waves \_\_\_\_\_  
Velocity (mph) Direction from (N, SE, etc.) Height (ft) Direction to (N, SE, etc.)

Current \_\_\_\_\_ Tides \_\_\_\_\_  
Velocity (mph) Direction to (N, SE, etc) (ebb, flood, high, low, direction, velocity, etc)

RESPONSE PROCEDURES IN PROCESS (Control, Containment & Recovery procedures)

PLANNED ACTIONS (Repair & Clean-up procedures)

**Figure 2.4**

CAUSE OF RELEASE (Facts only, no opinion or speculation)

STEPS TAKEN TO PREVENT RECURRENCE

BURN PERMIT

Agency \_\_\_\_\_ Requested Date \_\_\_\_\_ Time \_\_\_\_\_  
 Nearest intersecting roadways \_\_\_\_\_ Nearest Home \_\_\_\_\_  
 Landowner/Tenant Permission \_\_\_ Yes \_\_\_ No \_\_\_\_\_  
 Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Weather at Scene \_\_\_\_\_

Reason for Burn \_\_\_\_\_

FACILITY DAMAGE OR INJURIES

APPARARENT HAZARD TO LIFE and/or PROPERTY

NOTIFICATION OF REGULATORY AGENCIES

National Response Center: 1-800-424-8802 \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_ Person Contacted \_\_\_\_\_ by \_\_\_\_\_

Incident # \_\_\_\_\_ Comments \_\_\_\_\_

A.

Agency \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Person Contacted \_\_\_\_\_ by \_\_\_\_\_

Incident # \_\_\_\_\_ Comments \_\_\_\_\_

B.

Agency \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Person Contacted \_\_\_\_\_ by \_\_\_\_\_

Incident # \_\_\_\_\_ Comments \_\_\_\_\_

C.

Agency \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Person Contacted \_\_\_\_\_ by \_\_\_\_\_

Incident # \_\_\_\_\_ Comments \_\_\_\_\_

D.

Agency \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Person Contacted \_\_\_\_\_ by \_\_\_\_\_

Incident # \_\_\_\_\_ Comments \_\_\_\_\_

E.

Agency \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Person Contacted \_\_\_\_\_ by \_\_\_\_\_

Incident # \_\_\_\_\_ Comments \_\_\_\_\_

QUALIFIED INDIVIDUAL NOTIFIED \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_

Fig 2.4 (Cont.)

## SECTION 3: Spill Detection and On-Scene Mitigation Procedures

### System Operation and Maintenance Procedures:

To ensure the safe and efficient operation and maintenance of the company's pipeline facilities, IDPC's "Operations and Maintenance Procedures (O&M)" manual has been compiled to provide IDPC personnel with written instruction. IDPC's primary objectives include the following:

- Complying with Federal, State, and Local regulations and laws
- Operating its facilities and pipeline system in a safe and efficient manner
- Preventing accidental releases into the environment
- Providing uninterrupted fuel support for the Idaho Air National Guard, (IANG)

In order for IDPC to accomplish the above objectives, the O&M manual provides system operators with the necessary written guidance and instructions. Checklists developed for specific operational, maintenance, inspection, and emergency procedures have been incorporated into the O&M manual.

Note: Only qualified IDPC personnel shall perform any operation unsupervised. Qualified individuals must demonstrate knowledge of all written procedures and observed competency through "hands-on" performance.

The O&M manual checklists provide operators specific guidance for normal, abnormal, and emergency procedures.

- **Normal operations** include routine inspection, maintenance, product movement, and documentation. Normal operations also include procedures for system security and safety requirements.
- **Abnormal operations** are those specific operations and procedures involving other-than-routine inspections, maintenance, product movement, and documentation. Abnormal operations are not necessarily emergencies, but are typically performed after system malfunctions. Abnormal operations are more investigative in nature and performed to identify, correct, and eliminate system discrepancies and malfunctions that pose a substantial threat of accidental release. Abnormal operations identify the actions necessary to mitigate or prevent the potential worst-case discharge.
- **Emergency operations** are those procedures employed to provide immediate response to accidental releases, or other situations that require immediate response such as fires, explosions, and/ or injuries.

### Spill Prevention, Control, and Countermeasures (SPCC) Plan:

IDPC has also developed a site specific SPCC Plan that satisfies the requirements of 40 CFR, Section 112.7. This plan was developed to outline procedures for spill prevention, control, and countermeasures for the fuel storage terminal, but also incorporates response actions for the entire pipeline system. All IDPC operators are required to understand and adhere to the procedures and requirements of the SPCC.

### **Response to a Substantial Threat of a Worse Case Discharge:**

Spill prevention, a primary concern and a major objective of IDPC, is achieved through strict adherence to system inspection, maintenance, and operational guidance contained in IDPC's O&M manual, SPCC Plan, and various checklists. Abnormal operations are those that present a substantial threat of a spill or Worse Case Discharge (WCD).

Substantial threats of a WCD can occur from a various abnormal operations or situations. The following identifies abnormal situations and the required response necessary to eliminate potential threats.

- Malfunctioning of system components: Routine inspection and maintenance are not 100 -percent guarantees that a component will not malfunction. The IDPC facility is manned whenever fuel movement operations are in-progress. Operators closely monitor system operations and can quickly respond to system malfunctions. When a malfunction occurs, operators will initiate emergency shutdown procedures and isolate the affected area. A complete investigation, assessment, and repairs are made to the malfunctioning component.
- Pipeline pressure surges: Excessive surges can damage pipelines and related components. Operators must ensure proper configuration of valves prior to starting pumps. Close coordination with IANG personnel is necessary to confirm all necessary vales are properly positioned. Although IDPC's pipeline has pressure release valves installed throughout it's system, and a pump surge shut-off switch installed, surges can still cause damage. When a surge occurs, operators must shutdown all operations, isolate components, and investigate cause. Prior to resuming operation, operators will inspect those sections of pipeline affected by the surge. Once operation resumes, another inspection will be performed while the system is under pressure.
- System Repairs and Maintenance (other than routine): Major repairs and maintenance are those situations that prevent the operation of portions of the pipeline or the entire system. These repairs and maintenance may include pump replacement, pipeline drain-down, tank cleaning, or main-line valve repair. Prior to placing system back into service, a complete inspection will be performed to ensure maintenance or repair operations are completed and all portions of the affected system are properly re-installed.
- Line crossing: Line crossings occur whenever there is a need to cross over, under, or close to buried pipeline with additional utilities. Only authorized crossings will be approved and no closer than a minimum established clearance, (generally 18-inches). Any organization or agency that has an approved digging permit must first notify the local one-call service DIGLINE. DIGLINE personnel notify the owners of buried utilities within the affected zone. IDPC will provide contractor with specific depth and location of pipeline. In addition, IDPC personnel will observe the excavation operation. Upon completion, IDPC personnel will record all information on a *Line Crossing Report* form, which will be on permanent filed at the IDPC office.

- Fuel transfer (other than routine): Certain maintenance or repair operations may require the use of portable pumps, hoses, and equipment to drain tanks, pipelines, or other system components. Operators and contractors must ensure proper connection and disconnection of ancillary equipment. Upon completion of such operations, operators will perform a system inspection prior to placing back into normal operation.
- Unauthorized excavation: Under no condition will any excavation be performed unless contractor has obtained proper permitting. DIGLINE must be notified prior to any excavation...it's the law. IDPC has placed pipeline identification warning signs along the easement ROW to show location of pipeline. Signs indicate a buried JP-8 pipeline, and emergency notification phone numbers. In addition to the required bi-weekly inspections of the pipeline ROW, IDPC operators remain vigilant for any suspicious activity along the ROW.
- Construction: Construction qualified personnel must operate heavy equipment working near these facilities. In addition, IDPC personnel will provide site safety briefing to all contractors to identify specific safety concerns.
- Improper System Lock-Out & Tag-Out Procedures: Proper Lock-Out and Tag-Out procedures must be strictly enforced during any maintenance or repair operation where the inadvertent start-up of a pump, opening of a valve, or energizing of a system would cause damage to facilities, or endanger personnel. System operators, contractors, and others must coordinate all activities and ensure necessary isolation of components. The proper use of gang locks placed on specific locations to isolate use of system and other positive means of control must be established prior to any performance of work. Upon completion, a complete system inspection will be required to ensure that all locks have been removed and that the system can be safely operated.

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

### **Engineering Controls:**

The IDPC pipeline system incorporates numerous engineering controls designed to prevent damage to pumps, filters, meters and pipe manifolds. (b) (3), (b) (7)(F)

Routine inspection and maintenance of these components are incorporated in the O&M manual.

Note: This section is a guide for response actions to be taken when a spill is first reported or observed. As mention previously, nothing contained herein replaces good judgment or prudent operating practices.

### Methods of Initial Discharge Detection:

Line Section # 1 is equipped with a pressure sensing device and a snap switch located at the Chevron Tie -In connection. (b) (3), (b) (7)(F)

In this case, MRT and MRST occur simultaneously.

Line Sections # 2, and # 3 are constantly monitored by IDPC operators and IANG personnel during transfer operations. (b) (3), (b) (7)(F)

The first IDPC individual who suspects a spill has occurred will be responsible for initiating response procedures. See Figures 4.1 and 4.2 for spill response checklist and flowchart.

### Initial Response Steps:

The following are initial response steps to be taken by the on-scene personnel.

Note: Many notifications and initial response actions should occur simultaneously. The actual circumstances for each response determine priority of actions.

Make a preliminary assessment of the situation using the following as guidance.

### Cautions:

- ❑ Approach the spill area from an upwind and uphill direction if possible, using personal protective equipment appropriate for the situation.
- ❑ Until confirmed otherwise, the spill environment must be presumed to be hazardous. That presumption remains until the characteristics of the spilled material have been determined and the area has been monitored and evaluated.
- ❑ If the first IDPC person at the site of a spill does not have information and equipment to make the determination, an immediate request for assistance should be made.

### Objectives:

- ❑ Account for all personnel and their condition.
- ❑ Medical assistance if necessary
- ❑ Perform a site characterization and analysis to ensure personnel safety.
- ❑ Gather information.
- ❑ Determine pipeline's/facility's condition.
- ❑ Report information.

### Other Factors to be Considered:

- ❑ Location of personnel and their condition.
- ❑ Location of incident/source.
- ❑ Nature of incident/source
- ❑ Size of incident
- ❑ Type (s) of oil or product involved

- ❑ Threat of fire and explosion
- ❑ Availability of personal protective equipment
- ❑ Availability of monitoring equipment
- ❑ Location of safe briefing area (s)
- ❑ Source control options
- ❑ Proximity of surrounding population to incident
- ❑ Response options
- ❑ Sources of equipment and labor
- ❑ Reporting requirements
- ❑ Eliminate sources of ignition. Shut off motors, electric pumps, electrical power, open flames, etc. in the area.
- ❑ Notify personnel in the area. Area Supervisor, and IDPC Operations Center. If the Area Supervisor is not available, notify the Terminal Manager.
- ❑ Secure the source if it is safe to do so using the following as guidance.

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### **Pipe Rupture:**

- ❑ If the source originates from a low-pressure pipeline; shut down pumps, close pipeline block valves on both sides of the spill, and drain blocked section of line.

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### **Transfer Equipment:**

- ❑ If manifold fails, shut down upstream pumps, close upstream valves
- ❑ If a hose fails, shut down upstream pumps, close upstream valves and drain hose in catch basin, if feasible.

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### **Explosion or Fire:**

- ❑ Liquids –
  - ✓ Control or disperse vapors
  - ✓ Cool heated structures.
  - ✓ Divert/Control runoff.
  - ✓ Recover products.

NOTE: It is IDPC's policy that IDPC personnel do not fight fires beyond the incipient stage; rather the Person-In-Charge should proceed to have the facility evacuated by all personnel in accordance with the proper emergency procedures.

“Incipient Stage Fire” means a fire that is in the initial or beginning stage that can be controlled or extinguished by portable fire extinguishers or small hose systems without the need for protective clothing or breathing apparatus.

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### **Equipment Failure**

- ❑ For all equipment failures, upstream valves will be closed and the appropriate lines will be drained or, if pressurized, will be bled down into containment structures.
  - ❑ For land spills, try to contain the spill so as to limit the affected area.
-

**General Spill Response Considerations:**

The following are general considerations that should be kept in mind when responding to an oil spill:

- Determination of the safety level for impacted areas is important, including monitoring for presence of unsafe conditions. Examples include, explosive atmospheres, and inadequate oxygen levels.
- Fire and explosion potentials always exist.
- If uncertain about the safety of an area, approach the area wearing protective gear, including breathing apparatus.
- Approach spilled material from an upwind direction, if possible.
- Keep unauthorized personnel away from the scene.
- Do not walk into or touch any spilled material. Avoid inhaling fumes, smoke, and vapors, even if no hazardous materials are involved.
- Do not assume that gases or vapors are harmless because of lack of an odor.
- Check the MSDS to determine the flammable and toxic characteristics of the spilled material.
- Speed is essential in recovery efforts, especially during the initial response.
- Determine strategic objectives at the beginning of a spill.

**Determination of Spill Volume and Extent:**

The volume of spilled oil should be determined as soon as possible to facilitate planning and initiate response operations. Use meter or gauging comparisons between transfer and receiving stations, pumping rates, or other possible means to determine the reportable volume of spilled oil. Additional guidance for determining spilled volume is given below.

NOTE: Spill volume, when determined, will be reported by IDPC Management.

**Equipment Required for Response Activities:**

Specific response equipment necessary depends on the extent and location of the release. IDPC's main objective is to immediately control and prevent the release from any threat, or potential threat to the public and/or environment.

During the initial response, the person-in-charge, will utilize the response checklist included in this section to assess immediate threats and determine required equipment and resources. This will be the focus of initial response activities. Response equipment, personnel, and other resources will be utilized to the maximum extent practicable to remove any immediate threat to the public and/or environment. IDPC maintains an initial response spill kit on site to immediately respond to emergency releases. Depending on the seriousness of the release, the following list identifies response equipment and resources, which may be required and are available from the oil spill response organizations listed in the appropriate appendix of this plan:

<i>Backhoe</i>	<i>Pumps</i>	<i>Safety Cones</i>
<i>Vac-Truck</i>	<i>Hoses</i>	<i>Safety Gear (PPE)</i>
<i>Drums</i>	<i>Hose Connections</i>	<i>Dump Truck</i>
<i>Shovels</i>	<i>Wrenches/Tools</i>	
<i>Absorbent materials</i>	<i>Lights</i>	

**CAUTION:** Persons responding to any release will not enter hazardous, or potentially hazardous, areas unless properly equipped with proper Personal Protective Equipment (PPE), properly trained and qualified to enter hazardous environments. First responders will attempt to stop and control a release from a reasonably safe distance. In addition, first responders will isolate the area by means of barrier tape, signs, or any other means necessary to cordon-off and prevent unauthorized entry onto the site.

A single-point of entry/exit will be established at a safe distance upwind of the spill. This entry/exit point is also where the Field Command Center/Post will be established. Only authorized equipment and personnel shall be allowed entry into the site, and only from the single point of entry location.

Additional precautions must be established to ensure equipment and personnel are properly decontaminated, as required, when exiting the control site.

### Definitions:

The following definitions provide additional guidance for reporting spill volumes.

<b>Drain-down</b>	The intentional release associated with planned construction or maintenance activities, or a repair following a failure. A drain-down will only be done in a manner that will prohibit all hazardous liquid from contacting the earth.
<b>Failure</b>	Unintentional release associated with the rupture of a pipeline system, or any component of the system subject to line pressure.
<b>Pipeline System</b>	All parts of a pipeline facility through which a hazardous liquid or carbon dioxide moves in transportation. This Includes, but is not limited to, line pipe, valves, and other appurtenances connected to line pipe, pumping units, fabricated assemblies therein and breakout tanks.
<b>Recovery</b>	The retrieval of a liquid either intentionally or unintentionally discharged from a pipeline system.
<b>Release</b>	The escape of a hazardous liquid or carbon dioxide (CO <sub>2</sub> ) from the pipeline system through which it is being transported.
<b>Releases Due to a Pipeline System Failure</b>	Accounting for the volume of hazardous liquid or carbon dioxide released from a pipeline system due to a failure.
<b>Releases Due to Construction or Maintenance</b>	Accounting for the volume of hazardous liquid or carbon dioxide released from a pipeline system due to construction or maintenance activities.

When a pipeline system is drained-down, in a controlled manner, in preparation for construction or maintenance activities and the hazardous liquid is not subject to the DOT 7000-1 reporting requirements. However, if during the process of drain-down a hazardous liquid or carbon dioxide is released to the ground then the release would be subject to the reporting requirements of 195.50.

#### **Volumes reported on the DOT 7000-1 Report:**

- Spilled – The total volume of hazardous liquid, or carbon dioxide, released from a pipeline system in an uncontrolled manner.
- Recovered – The portion of the spill that was subsequently recovered and returned to the pipeline system.

Volumes *not* reported on the DOT Form 7000-1 report:

- Drain-down – The volume of hazardous liquid released in a controlled manner, so as not to contact the earth, which is subsequently returned to the pipeline system. The drain-down volume is not included in either the “spilled” or “recovered” volumes of the DOT report.

#### **Flow of Spill Response Events:**

The following provides a list of spill response activities and flow of events that needs to be considered throughout the incident:

#### **Step 1: Emergency Response**

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First Priority: - Safely respond to the incident

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Field Objectives: - Assess the situation  
- Protect personnel, property, and environment  
- Respond to the situation rapidly and decisively

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Command Center/Post - Gather facts  
- Support field  
- Restore normal operations  
- Handle press/public relations  
- Establish agency contacts

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Field Activities - Initial incident assessment  
- Account for personnel  
- First aid, where required  
- Perform site characterization and analysis  
- Set up site security  
- Notify appropriate parties  
- Initiate slick surveillance  
- Identify/isolate/control the source  
- Activate/deploy response resources  
- Provide regular situations status reports

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Command Center/Post - Gather information

- Notify and activate response personnel
  - Notify the interact with government agencies
  - Ensure adequacy of initial field response activities
  - Support field operations
  - Interact with media
- 

### **Step 2: Plan Development**

First Priority	- Moving from reactive to proactive mode of operations
Field Objectives	<ul style="list-style-type: none"> <li>- Protect personnel, property, and environment</li> <li>- Continue to respond to the situation in a decisive manner</li> <li>- Provide information to assessment team/Command Post</li> <li>- Request resources</li> </ul>
Command Center/Post	<ul style="list-style-type: none"> <li>- Support field</li> <li>- Identify activities for Incident Action Plan</li> <li>- Identify milestones for Incident Action Plan</li> <li>- Identify resources for Incident Action Plan</li> <li>- Prepare Incident Action Plan</li> <li>- Organize field operations</li> <li>- Provide resources for anticipated response</li> </ul>

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### **Step 3: Plan Implementation**

First Priority	- Maintaining proactive response mode
Field Objectives	<ul style="list-style-type: none"> <li>- Protect Personnel</li> <li>- Maintain proactive mode of operation</li> <li>- Provide Command Post regular situation status reports</li> <li>- Implement Incident Action Plan</li> <li>- Request resources</li> </ul>
Command Center/Post	<ul style="list-style-type: none"> <li>- Focus on the situation in the field</li> <li>- Support operations in the field</li> <li>- Define daily strategic objectives for the next operational period</li> <li>- Develop tactical plans to meet objectives</li> <li>- Provide necessary support to implement tactical plans</li> <li>- Quickly transmit plans to field.</li> </ul>

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#### **Waste Management:**

Spill recovery and cleanup operations will generate large quantities of recovered oil or product, oily debris and other materials that will require proper handling, storage and transportation for recycling or disposal. The management of recovered oil and oily wastes generally includes:

- Waste handling
- Interim storage.
- Waste characterization
- Transportation
- Treatment/disposal/recycling

The Waste Management Unit Leader is responsible for all waste management activities and will ensure compliance with standards set forth in relevant state and federal regulations. To ensure pertinent regulatory standards and IDPC expectations are met, all activities dealing with recovered oil/product or waste will be conducted as per the following policy and procedure:

Waste management must also be conducted with the overall objective of ensuring:

- Worker safety.
- Waste minimization.
- Cost-effectiveness.
- Minimization of environmental impacts
- Proper treatment/recycling/disposal.
- Minimization of present and future environmental liability.

#### **Guidelines for Meeting the Press/Media:**

##### **1. BE PREPARED**

- Before the interview, develop the points (3-4) you want to make.
- Anticipate reporters' questions.
- Rehearse with co-workers (if time permits).

##### **2. TAKE/KEEP CONTROL**

- You decide where to be interviewed.
- "Bridge" to your points as often as possible.
- Turn negative questions into positive responses.
- Do not repeat negatives.
- Know when to exit the interview

##### **3. MAKE YOUR POINTS**

- Bring your own agenda to the interview.
- Stress positive aspects of your operation (safety, record, programs, precautions, etc.)

##### **4. KEEP YOUR COMPOSURE/WATCH BODY LANGUAGE**

- Look/sound like you "want to be there"
- Be cooperative, not combative

- Avoid defensive appearance.
5. DO NOT SPECULATE
    - If you do not have an answer, say so.
    - Do not answer hypothetical (what if) questions.
    - Keep in mind that all questions need not be answered immediately.
  6. NEVER SAY “NO COMMENT”
    - Give sound reasons why you will not or cannot answer a question (e.g., proprietary information, lack of authority, etc.)
  7. NEVER GO “OFF THE RECORD”
    - Remember that everything you say may be reported.
  8. Do not be tricked into answering questions when a reporter says he has turned off the microphone or camera
  9. Adopt a helpful, forthright and honest attitude. Do not cover up the fact that injuries or damages may have occurred or to minimize the situation. Above all, do not speculate – give only the facts. Avoid using spectacular terms to describe what happened.
  10. Make no statements regarding theories of what caused the spill or IDPC’s liability, if any, in the incident.
  11. Tell reporters, in laymen’s terms, the key facts surrounding the incident – WHO, WHAT, WHERE, WHEN, WHY and HOW. Report only information that has been verified by the team members and/or representatives of government agencies.
  12. Make sure news media representatives remain at the designated location until the emergency is determined to be over and a decision made about whether they will be allowed in the emergency area. If possible, allow photographers to take photos of on-scene activities.

### **Community Relations:**

The company may want to contact key community leaders by telephone as quickly as possible so they can have the facts. Company personnel designated by the facility supervisor should do communications with persons in the community, who are affected by the spill, on an individual basis. Depending on the severity of the problem, community leaders should receive follow-up material through the mail. They will thus be kept apprized of the situation

### **Response Termination:**

The Incident Commander and/or other competent authority, as outlined in this plan, will determine when response activities have, as nearly as possible, returned the environment to its pre-spill condition. Once oiled areas have been cleaned, a joint evaluation of the same will be made by a Sign Off Team (SOT) who have the final determination of how “clean is clean.” This team may be composed of representatives of the FOSC, SOSC, IDEQ, Trustees, and IDPC.

During this joint final evaluation, any concerns as to the overall cleanliness of the impacted area will be addressed. Once a consensus has been achieved among the SOT, the area will be declared clean and no further operations will be undertaken unless the area is re-impacted. Areas requiring long-term remediation will be specified and further response actions identified.

This process should begin when an area is believed to be clean. In this manner, the company can demobilize resources sooner than if they waited for oiled areas to be checked into.

IDPC personnel should keep the following in mind during the response/incident termination phase:

- Demobilization should begin as early as possible. For example, returning resources called out early in the response but not used may be possible.
- Equipment may need both maintenance and decontamination before being demobilized.
- A careful analysis should be made to determine which resources have the best benefit/cost ration. Those with the lower rating should be released first. For example, berthing expenses can be curtailed by releasing outlying contractors before local ones.
- Need to determine what documentation should be maintained, where, and for how long.
- The company should notify the local citizenry about how they can contact IDPC regarding spill matters after the response has ended.
- The Command Center, Command Post (s), and staging areas must be returned to their pre-spill state before stopping operations.
- Demobilization plans must provide methodology for ensuring lent assets are returned and accounted for.
- As contract personnel approach termination, they may be more susceptible to “suffering” slips, trips, and falls.
- Some activities will continue after the cleanup ends. Examples include NRDA studies, bio-remediation, claims, legal actions, and a post spill debriefing.
- Consideration should be given to revising this Plan based upon lessons learned during the response.
- The media reporting on the spill may not stop with the end of the company’s response. One of the most important opportunities for company public relations comes after the crisis is over. Release to the news media, as soon as possible, company decisions relating to special employee or community relief, facility reconstruction, etc. Also express gratitude to the community, police, fire, departments, emergency crews, and employees for their help.

#### **Documentation of Response Actions:**

An important task during clean-up operations is to record accurately the oil spill’s history. The purpose of documentation is to record events, monitor expenses, and create a log that may be used for critiquing the response. Documenting the extent of the spill is important, orders that were received from the Government On-Scene Coordinators, major orders given to others, and an assessment of the clean-up activities. Taking many

pictures, pulling several samples, and keeping copious notes is necessary as one does not know what will be important later.

The spilled oil should be documented by taking comparative samples of un-spilled and spilled oil. The former for reference, the latter for comparison. The sampling program and arrangements for both sample shipment and chemical analysis should be planned before a spill occurs.

### **Daily Log:**

Keep a daily log showing the history of the events and communications that occur during a spill response. When recording information, remember it may be used in legal proceedings.

Any information that could be important should be recorded while the spill is in progress. Small, portable tape recorders allow one to document operations easily. Tapes should be transcribed daily. Entries from each responder's logs should be consolidated and recorded in the main log. Information should be as complete as possible.

Responders should record all orders and directions from the representatives of regulatory agencies, along with any actions taken by the same, in the log. This can be particularly important when a representative of regulatory agencies approves a clean-up area but another overrides the subordinate's decision.

Contractors and IDPC personnel are required to submit time sheets each day to reflect work hours performed. Representatives of IDPC and the contractors should sign documents for equipment and materials used after the close of each working day. The contractors should understand that only charges verified and authorized would be accepted for payment. This helps avoid disagreements at the job's completion.

### **Photographic Documentation:**

Photographs should be taken to record the source and the extent of the spill and clean-up effort. The following information should be recorded at the time each picture is taken.

- Name and location of the facility or site
- Date and time the photograph was taken
- Names of the photographer and witnesses.
- Description of what is photographed.
- Reference of outstanding landmarks

In addition, lawyers often want information on shutter speed, f-stop, type of film used, and details of film processing.

### **Oil Sampling:**

Oil sampling is an important part of documenting a spill. The Federal On-Scene Coordinator (FOSC) or State On-Scene Coordinator (SOSC) will sample the oil. The party presumed responsible for the spill will want to verify the analysis by also taking samples. An oil spill can result in a lawsuit, so all the facts relating thereto should be available.

At the present, no standard procedures for oil sampling exist. However, the EPA, Coast Guard, and ASTM are expected to publish methods soon. Until then, the objectives of oil sampling are to:

- Obtain a quantity of oil that makes identification possible (one pint sample, or more if possible).
- Obtain a true representation of the oil.
- Handle the sample properly so that it is not contaminated or altered in any way.
- Protect the legal validity of the sample identity and subsequent analyzes.

Duplicate samples should be taken from each area so that one bottle can be sent to the laboratory for analysis and the other retained as a reference. Glass and Teflon are the only two types of containers recommended for oil spill sampling. Unused containers are preferred, although previously used containers cleaned with a strong detergent and thoroughly rinsed are acceptable.

Sampling a slick is a simple procedure, but care must be taken to get a true representation of the spill. When the oil is several inches thick the person taking the sample can skim a sufficient amount from the top. However, when the oil is thin, this is not possible. If a sufficient quantity exists, several samples should be taken and the excess should be stored as duplicates. Keeping samples cold to prevent biological and chemical degradation is best.

To obtain a large enough sample from a thin layer of oil, first skim as much oil into a jar as possible. Then turn the bottle upside-down (with the cap screwed on) and slowly unscrew the cap. Let the water run from the jar but tighten the cap before the oil escapes. Repeat the procedures several times until a reasonable oil sample size is obtained.

When oil layers are so thin (rainbow/sheen) that a sample cannot be obtained using the upside-down method, absorbent pads may be used. Oil on rocks or debris can be scraped into containers with a spatula or scraper.

Reference samples are taken to determine the spill's source. They are important because oil identification is accomplished by matching the oil sample with the reference to determine the oil's origin. Reference samples should be taken from every possible spill source in the area even though some are not involved with the spill.

As part of the oil spill clean-up preparation, arrangements should be made with an analytical laboratory to analyze oil samples. The persons-in-charge should state in a letter personal observation of the samples being packaged. Also, that they took the package to the carrier, who received it and marked it in some distinctive way (for example, adhering a numbered form to it). The individual should also state that they requested return receipt for the addressee from the carrier.

## Section 4: Response Activities

### Overview:

This section outlines the responsibilities and actions to be taken by operating personnel to initiate and supervise response actions pending the arrival of Qualified Individuals (QI) or other response resources identified in the response plan.

IDPC operators, upon the notification of a possible spill, will take any actions necessary to stop and control the release within their level of training and qualification. The checklists and flow charts provided in this section are provided for guidance in ensuring certain tasks are accomplished as expeditiously as possible.

IDPC operators will immediately respond to the location of the suspected release, and take the appropriate emergency actions to stop, control, and prevent any threat to the public and/ or environment. Call-out procedures will start as soon as possible. Depending on the location and potential threat of the spill, a call to local emergency response agencies, such as police, fire, and ambulance services (dial 911) may be warranted to administer first-aid, extinguish a fire, and/or otherwise secure public safety.

Upon arrival, the QI will be fully briefed by the IDPC operator and assess the situation for further resource requirements. A log sheet will be used and maintained to document all events and actions. The QI, or designee, will make additional necessary internal and external notifications.

### Command and Control:

The QI, or agent, will assess the situation and activate the IDPC Emergency Response Team as appropriate. The composition of the team will be dependent on the specific resources and personnel needed to effectively respond and mitigate the release.

Additionally, if warranted by the response escalation of the release, the QI will assign Unified Command responsibilities, as identified in this plan, to IDPC personnel. The IDPC Unified Command will fold into command structure overseen by local or higher authorities whom have assumed Command and Control responsibilities.

### Spill Response Procedures:

The following spill response checklists and flow charts are provided within this section to provide guidance for activities, procedures, and other response actions for personnel responding to an accidental release:

- ✓ Spill Response Checklist: (Figure 4.1)
- ✓ Spill Response Activities Flow Chart (Figure 4.2)
- ✓ Daily Flow of Events (Figure 4.3)

NOTE: Nothing in this plan replaces good judgment or common sense. This plan is designed as an immediate, single-source reference, which provides procedural guidance for responding to unintentional releases and the potential threat of such releases.

## SPILL RESPONSE CHECKLIST

**Figure 4.1**

<b>Response Action</b>	Person Taking Action (Initials)	Date/Time Action Taken
Position does not represent priority of response actions. They vary depending on the circumstances of the spill.		
<b>Initial Response Steps – Do concurrent with notifications</b>		
Ensure personnel safety – Sound alarm, evacuate if necessary, account for all personnel, secure release area, and call for medical assistance if injury occurred.		
Quickly assess incident and safety hazard – Size, rate, type, cause, movements, fire/explosion hazard, and health risk		
Eliminate ignition sources – Shut off motors, electrical pumps, electrical power, open flames, etc. in release area		
Establish hot zones – If spill is in navigable waters, request USCG establish vessel traffic control and appropriate advisory.		
If safe, control source – Shut down pumps, close valves, etc.		
Initiate spill control (land) – Block storm drains (if present), construct containment/diversion berms, apply sorbents, etc. For low flash oil (< 100oF): (1) use non-sparking systems, (2) have fire trucks and/or fire fighting equipment ready, (3) warn all involved of the oil’s flammability, and (4) consider putting protective foam over it.		
<b>Notifications/Documentation – Do concurrent with initial response steps</b>		
Notify personnel in area, Area Supervisor, and IDPC Control Center		
Notify appropriate company personnel, neighbors, other operators, etc.		
Notify appropriate regulatory agencies – National Response Center, state environmental/emergency response and others as necessary. Establish dialog with FOOSC and SOOSC		
Notify downstream threatened sensitive areas (Uncontained water spills only)		
Notify/activate response contractors. (It is better to over react when ordering resources.)		
Activate natural resources damage assessment (NRDA) studies, if required.		
Initiate documentation and sampling procedures – Document all response actions taken, including notifications.		
<b>Supplemental Response Actions</b>		
Re-assess incident parameters and response – Estimate discharge volume/ rate, effectiveness of source/spill control operations, movements, safety/ environmental concerns, weather/hydrographic conditions, etc. Consider requesting FAA (via FOOSC) to restrict air space over response area.		
Establish communications among company, contractor, and government personnel.		
Determine ownership of property impacted by oil and property through which responders will transit. Secure same permission for IDPC to conduct activities therein.		
Continue containment actions; initiate recovery and disposal actions.		

<b>Major Spill Response Actions</b>		
Establish (as appropriate) Command Post (s), Command Center, and staging area (s).		
Initiate tracking and surveillance operations – vehicle or vessel (if safe).		
Identify protection measures for threatened downstream sensitive areas.		
Identify equipment, personnel, and logistical support requirements for spill operations – Containment, protection, recovery, and cleanup. (Determine means to give personnel adequate relief.)		
Develop an “Incident Action Plan” – Maximize utilization of available equipment, personnel, and logistics to limit the area affected by the spill and the associated impacts. Prioritize actions. Plan for the effective utilization of additional equipment and supplies as they arrive.		
Implement “Incident Action Plan” – In order of priority.		
Recover oil and affected land if not low flash – If on land, be careful for underground cables and water bearing formations. If ground is permeable, line and dike a temporary stage location		
Estimate waste handling and interim storage requirements – Based on quantity released, recovery capacity, areas affected, and degree of impact, etc.		
Arrange for interim solid and liquid waste handling and storage – Pumps, barges, portable tanks, available tankage at facility, debris boxes, interim waste storage cells, heavy equipment, permits, etc.		
Initiate logistical support for response operations – Transportation, lodging, meals, supplies, portable toilets, communications equipment, additional office space, etc.		
If appropriate, arrange for wildlife rehabilitation.		
Arrange for transportation, treatment, and/or disposal of recovered oil and oily wastes – Determine characterization, and transportation requirements for the candidate treatment/disposal facilities.		
Complete cleanup operations and obtain clearance from regulatory agencies – Obtain written agency clearance for each section as cleanup is completed.		
Terminated response		

**Figure 4.1 (Continued)**

### SPILL RESPONSE ACTIVITIES FLOWCHART

Figure 4.2

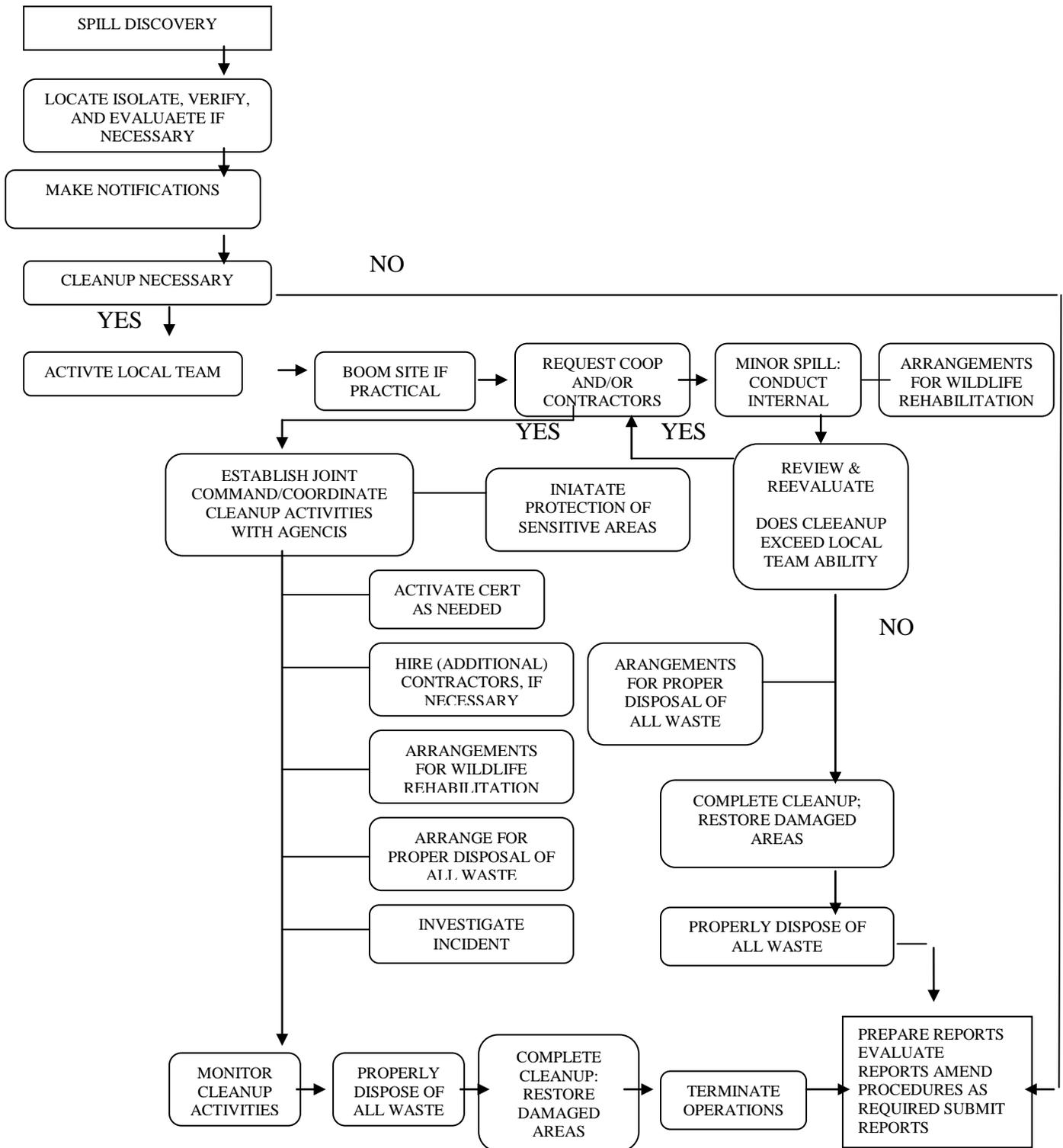
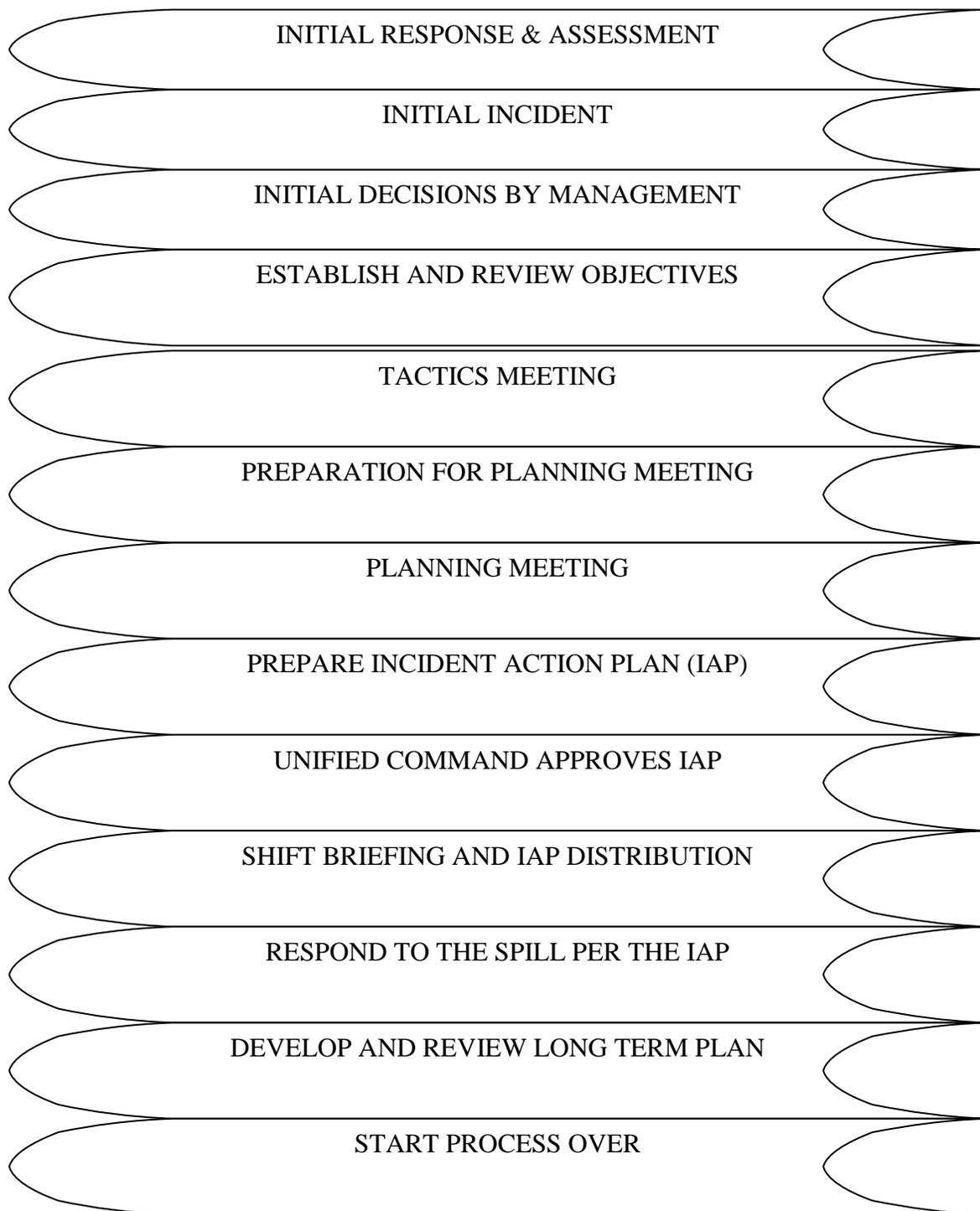


Figure 4.2

**DAILY FLOW OF EVENTS****Figure 4.3****Figure 4.3**

**Personnel Training:**

IDPC and Oil Spill Response Organization's (OSRO) personnel must be trained and qualified to the level of response duties performed. IDPC requests that all OSRO manager's provide Hazardous Waste and Emergency Response training to their personnel in accordance with the requirements of current OSHA standards, as outlined in 29 CFR, Part 1910. Training programs for IDPC personnel and OSRO personnel will provide initial and recurring training in hazardous waste operations and emergency response, (HAZWOPER), response operations, hazardous communication, (HAZCOM), and site safety.

In addition, OSRO's must have the ability to provide trained personnel necessary to continue operation and staff the OSRO for the first 7 days of the response. The OSRO manager, or agent, will maintain a listing of qualified personnel for IDPC that are readily available to support any response operation.

**Response Equipment and Material Inspection:**

IDPC maintains an emergency spill response kit to provide operator response to accidental releases. This kit includes an assortment of absorbent pillows, socks, and pads; drums, shovels, and additional tools; safety gear (PPE) and equipment; and additional materials for initial response. IDPC inspects the emergency response kit on a monthly basis, and performs an inventory of all items annually. If deployed, contents used for response, will be immediately re-supplied.

OSRO's perform periodic inspection, testing, and maintenance of response equipment necessary to ensure immediate 24-hour availability and deployment of response equipment and materials. A complete list of available response equipment is provided in Appendix D.

## Section 5: List of Contacts

This section provides 24-hour contact information for the following individuals and organizations: (See Appendix C for a full listing of all contacts.)

- A list of persons the plan requires the operator to contact.
- Qualified Individuals for the operator's area of responsibility.
- Applicable insurance representative.
- Persons or organizations to notify for activation of response resources.

### Qualified Individuals:

Primary:	Alternate:	Alternate:
William Adams, Terminal Mgr 1825 Stonetree Dr. Mountain Home, ID 83647 Home: (b) (6) Cell: (b) (6)	Rick Andrews, Asst. Mgr 1265 Eric Pl Mountain Home, ID 83647 Home: (b) (6) Cell: (b) (6)	Terry Stiles Geeding Construction 600 Hwy H. Troy, MO 63379 Office: (636) 528-5863 Cell: (b) (6)

- Local Emergency Responders:  
If situation poses an immediate threat to public welfare, operator should call local first responder officials by dialing 911.

### Contractor Contacts:

- Appropriate spill response contractor(s) identified below:

T.J. Construction 2115 N. Astaire Meridian, ID 83642 Office: (208) 870 - 4181 Cell: (b) (6)	Dales Service, INC. 4111 Overland Rd Boise, ID 83705 (208) 344 - 8607	Master Environmental 208 N. Baltic Pl, Suite A Meridian, ID83642 (208) 888 - 7979
Geeding Construction 600 Hwy H Troy, MO 63379 (636) 528 - 5863	IANG/Fuels Gowen Field Boise, ID 83705 (208) 422-5582	

### Internal Company Notification:

Regional Manager  
Robert Wood  
5802 Hartford St  
Tampa, FL 33619  
(813) 623 - 2431

### External Organizations:

The QI or Terminal Manager will make appropriate calls to local, state, and federal regulatory agencies as required. These agencies include the following:

- Idaho Division of Environmental Quality.....1-800-632-8000
- Defense Energy West QAR.....(801)-777- 0081
- National Response Center..... 1-800-424-8802

## Section 6: Training Procedures

### Requirements:

The Oil Pollution Act of 1990 (OPA 90) requires specific response training and exercises for all personnel involved in an oil spill response operation. Additional response training requirements must be followed.

Facility owners or operators are responsible for ensuring that personnel are trained to meet all Occupational Safety and Health Administration (OSHA) Safety Requirements, including Hazardous Waste Operations Standard (29 CFR 1910.120). The latter requirements, commonly called the HAZWOPPER regulations, were established to ensure the health and safety of personnel engaged in hazardous substance response and clean-up operations. Besides HAZWOPPER regulations, employers must comply with federal regulations contained in 49 CFR Parts 172 and 176 to train employees handling hazardous materials.

### National Preparedness for Response Exercise Program:

The National Preparedness for Response Exercise Program (PREP) was developed to establish a workable exercise and training program (Figure 9.1) that meets the intent of OPA 90.

The PREP is a unified federal effort. It satisfies the exercise requirement of the U.S. Coast Guard, the Environmental Protection Agency (EPA), the Research and Special Programs Administration (RSPA) Office of Pipeline Safety, and the Minerals Management Service (MMS)

PREP exercises should be viewed as an opportunity for continuous improvement of the response plans and the response system. Plan holders are responsible for addressing any issues that arise from evaluation of the exercises, and for making changes to the response plans necessary to ensure the highest level of preparedness.

All plan holders, whether participating in the PREP or following the exercise mandates of relevant agency regulations, will be subject to government initiated unannounced exercises. OPA 90 mandates unannounced exercises.

The PREP guidelines became effective January 1, 1994 and follow the calendar year. The exercise year is therefore January 1 to December 31. IDPC will follow the PREP guidelines.

### Training Program:

IDPC provides a continuous and comprehensive employee training program to address the needs of both emergency response activities and normal pipeline operations. This training program includes the use of: employee safety meeting, formalized classroom instruction, on-the-job training and contractor/vendor provided training. In addition, key personnel receive specialized in-house training to deal with a variety of topics.

The training program integrates industry practices, company policies, regulatory requirements and experiences by using experienced personnel, company documents and manuals, and the Code of Federal Regulations for developing training topics.

### **New Employee Safety / Operational Training:**

Employee training begins with the start of employment. All new employees are provided with New Employee Safety/Operational Awareness Training that provides information on: responsibilities of both the company and employees, pipeline operations, safety practices and policies, use of personal protective equipment, environmental concerns, and training practices. Upon completing this training, the employee has been introduced to the major environmental and safety issues and provided the details on how and where to obtain additional information.

- **Fire Training:**

IDPC provides hands-on fire training to all employees. The training includes information on; fire prevention, alarms and notification procedures, chemistry of fire, properties of flammable liquids and gases, and the use and maintenance of portable extinguishers. In addition to initial training, employees receive annual refresher training.

- **HAZWOPPER Training:**

Training to meet the requirements of 29 CFR 1910.120 is provided to all employees. Training is provided that permits flexibility in training while ensuring consistency of the information presented.

- **Refresher / Retraining:**

IDPC believes that an effective training program must be a continuous and ongoing process. However, several regulations that have been identified required “refresher / retraining” to be conducted during defined periods. Tracking of required refresher / retraining dates is accomplished through the use of individual employee training records.

- **Training Documentation:**

Training records will be maintained for all IDPC employees. Training records related to emergency response will be maintained for all individuals assigned duties for the duration for which those duties are assigned.

### **Purpose:**

Provide training to Idaho Pipeline, Corp., (IDPC) employee’s and contractor personnel in the implementation of the IDPC Spill Prevention Program. This training will be comprehensive and of a continuing nature.. Contract personnel will be required to review this program prior to commencement of any work. Any additional training or certification required to accomplish any task within the pipeline system will be the responsibility of the contractor. The contractor will be required to provide IDPC a copy of all certification and training completed by their employee’s necessary to complete the prescribed work, on our pipeline system and equipment. The Certification and Training of IDPC Emergency Response Team will be documented and maintained on file at IDPC Transfer Station, and updated as certification and training is completed or updated. This program consists of several training methods from task demonstration to periodic reviews. All training will be documented and review at least annually. This training will be maintained in the employee’s training record for the period of employment.

**Desired Training Goal:**

Provide the IDPC employees with the proper training and tools to identify and react to an emergency situation. Employees will be trained on the contents and be able to summarize the Response Plan, locate and be able to initiate the notification process using the Emergency Telephone Numbers, and provide the national Response Center with the required information to begin the Emergency Response process. All IDPC employees will be trained and have the knowledge to demonstrate the following areas of responsibility. Characteristics and hazards of JP-8, and conditions of a continuing nature. Consequences of a system malfunction, corrective action, procedures to minimize the possibility of a fire, explosion, toxicity and environmental damage. In addition, all employees will be trained on fire fighting procedures within their capability, and directing Emergency Response Personnel into the affected area.

**Personnel Training:**

IDPC and Oil Spill Response Organization's (OSRO) personnel must be trained and qualified to the level of response duties performed. IDPC requests that all OSRO manager's provide Hazardous Waste and Emergency Response training to their personnel in accordance with the requirements of current OSHA standards, as outlined in 29 CFR, Part 1910. Training programs for IDPC personnel and OSRO personnel will provide initial and recurring training in hazardous waste operations and emergency response, (HAZWOPER), response operations, hazardous communication, (HAZCOM), and site safety.

In addition, OSRO's must have the ability to provide trained personnel necessary to continue operation and staff the OSRO for the first 7 days of the response. The OSRO manager, or agent, will maintain a listing of qualified personnel for IDPC that are readily available to support any response operation.

Figure 6.1 below provides suggested training requirements for Qualified Individuals and response Team Members.

<b>SUGGESTED TRAINING ELEMENTS</b>		
Figure 6.1		
Training Element	Qualified Individual (QI)	Response Team Members
Available response resources.	X	
Communication system used for the notifications	X	X
Conditions likely to worsen situation and corrective actions.	X	X
Contracting and ordering procedures to acquire oil spill removal organization resources identified in the response plan.	X	
Crisis management.	X	
Facility personnel responsibilities and procedures for use of facility equipment which may be available to mitigate or prevent an oil discharge.	X	X
Incident Command System/Unified Command System.	X	
Information on the products stored, used, or transferred, by the facility. This includes familiarity with the material safety data sheets, special handling procedures, health and safety hazards, and spill and fire fighting procedures.	X	X

Name of the QI and how to contact same.		X
Notification procedures and requirements for facility owners or operators; internal response organization; federal and state agencies; and contracted oil spill removal organization (OSROs) and the information required for those organizations	X	X
Oil spill trajectory analyses.	X	
Operational capabilities of the contracted OSROs to respond to the following: <ul style="list-style-type: none"> <li>- Small discharge</li> <li>- Medium discharge</li> <li>- Worst case discharge</li> </ul>	X	X
OSHA requirements for worker health and safety (29 CFR 1910.120)	X	X
Plan's contents	X	X
Procedures for contacting pipeline operator on a 24-hour basis	X	X
Procedures for reporting spill to regulatory agencies including NRC.	X	X
Procedures the facility personnel may use to mitigate or prevent any discharge or a substantial threat of a discharge of oil resulting from facility operational activities.	X	
Procedures to follow in the event of discharge, potential discharge, or emergency involving the following equipment or scenarios. <ul style="list-style-type: none"> <li>- Piping or pipeline rupture.</li> <li>- Piping or pipeline leak, both under pressure and not under pressure, if applicable.</li> <li>- Explosion or fire.</li> <li>- Equipment failure.</li> <li>- Failure of secondary containment system.</li> </ul>		X
Proper PPE.	X	X
Public affairs.	X	
Responsibilities and authority of the Qualified Individual	X	X
Sensitive biological areas.	X	
Specific procedures to shut down affected operations.		X
The applicable Area Contingency Plans.	X	X
The drill and exercise program to meet federal and state regulations as required under OPA	X	X
The National Contingency Plan (NCP)	X	X
The organizational structure that will be used to manage the response actions, including: <ul style="list-style-type: none"> <li>- command and control;</li> <li>- public information;</li> <li>- safety;</li> <li>- liaison with government agencies;</li> <li>- spill response operations;</li> <li>- planning;</li> <li>- logistics support, and</li> <li>- finance</li> </ul>	X	X
The responsibilities and duties of each team member within the organizational structure.	X	
The role of the QI in the post discharge review of the plan to evaluate and validate its effectiveness	X	

Figure 6.1 (Continued)

**Classification of Response Personnel:**

Emergency response personnel are qualified to various levels of responsibility. These levels, (See figures 6.2 – 6.5 below), fall into one of the four categories as follows:

- ✓ First Responder/ Awareness Level
- ✓ First Responder/ Operational Level
- ✓ Technical Level
- ✓ On Scene Incident Commander

**IDAHO PIPELINE CORPORATION  
FIRST RESPONDER AWARENESS LEVEL**

<p><b>WHO THEY ARE:</b></p> <p>The first responder awareness level are people who are likely to witness or discover a spill or leak</p>
<p><b>ACTION:</b></p> <p>Recognize the problem</p> <p>Identify Hazardous Materials (if possible)</p> <p>Notify more qualified responders</p>
<p><b>TRAINING REQUIREMENTS:</b></p> <p>Sufficient training or experience to objectively demonstrate competency in items below.</p>
<p><b>COMPETENT IN:</b></p> <p>Understanding what Hazardous Materials is and the risk associated with them.</p> <p>Understanding potential outcome of a Hazardous Materials emergency.</p> <p>Recognize the presence of Hazardous Materials in an emergency.</p> <p>Identify the hazardous material (if possible).</p> <p>Understanding the 1<sup>st</sup> Responder's role in response plan (including site security and control and U.S. DOT Emergency Response Guide</p> <p>Make the appropriate notifications to the Communications Center 24-hour number.</p>
<p><b>LIMITATIONS:</b></p> <p>No action allowed beyond notification.</p>
<p><b>SUGGESTED TRAINING REQUIREMENTS:</b></p> <p>Introduction to HAZWOPPER</p> <p>Hazard Communications</p> <p>Sources of Information</p> <p>Notification Procedures</p> <p>Responding to an Emergency</p>

Figure 6.2

**IDAHO PIPELINE CORPORATION  
FIRST RESPONDER OPERATIONAL LEVEL**

<p><b>WHO THEY ARE:</b></p> <p>Persons who respond to spills or leaks for the purpose of protecting persons, property, or the environment.</p>
<p><b>ACTION:</b></p> <p>Contain spill (diking)</p> <p>Minimize harm (evacuations, water fogs, protection in place)</p>
<p><b>TRAINING REQUIREMENTS:</b></p> <p>At least 8 hours of training or sufficient experience to objectively demonstrate competency in the following (in addition to those listed in the Awareness Level).</p>
<p><b>COMPETENT IN:</b></p> <p>Basic Hazard and Risk Assessment</p> <p>How to select and use PPE</p> <p>Understanding Basic Hazardous Material Terms</p> <p>Perform basic control, containment and/or confinement</p> <p>Basic decontamination procedures</p> <p>Relevant Standard Operating Procedures</p> <p>Termination Procedures</p>
<p><b>LIMITATIONS:</b></p> <p>Not allowed to actually try and stop release.</p>
<p><b>SUGGESTED TRAINING REQUIREMENTS:</b></p> <p>Introduction to HAZWOPPER</p> <p>Hazardous Communications</p> <p>Sources of Information</p> <p>Personal Protective Equipment</p> <p>Notification Procedures</p> <p>Responding to an Emergency</p> <p>Controlling Spills and Clean-up</p> <p>Decontamination Procedures</p>

Figure 6.3

## IDAHO PIPELINE CORPORATION TECHNICIAN LEVEL

<p><b>WHO THEY ARE:</b></p> <p>Persons who respond to spills or leaks for the purpose of stopping the release. They approach the point of release to patch, plug, or otherwise stop the release of a hazardous substance.</p>
<p><b>ACTION:</b></p> <p>Control the spill</p> <p>Stop the release (plugging and patching)</p>
<p><b>TRAINING REQUIREMENTS:</b></p> <p>At least 24 hours of training equal to the First Responder Operations Level PLUS competency in the items below.</p>
<p><b>COMPETENT IN:</b></p> <p>Implementing employers emergency response plan</p> <p>Use instruments to classify, identify, and verify.</p> <p>Hazardous Materials</p> <p>Function in assigned role under Incident Command System.</p> <p>Understand hazard and risk assessment.</p> <p>Perform advanced control, containment, and confinement.</p> <p>Understand and implement decontamination procedures.</p> <p>Understand termination procedures.</p> <p>Understand basic chemical and toxicological terminology.</p>
<p><b>LIMITATIONS:</b></p> <p>Not used for post emergency cleanup if not part of initial response.</p>
<p><b>SUGGESTED TRAINING REQUIREMENTS</b></p> <p>Introduction to HAZWOPPER</p> <p>Hazard Communications</p> <p>Sources of Information</p> <p>Notification Procedures</p> <p>Site Risk Assessment</p> <p>Monitoring Equipment and Methods</p> <p>Personal Protective Equipment</p> <p>Respiratory Protection</p> <p>Controlling Spills &amp; Clean-up</p> <p>Decontamination Procedures</p> <p>Incident Command System</p>

Figure 6.4

## IDAHO PIPELINE CORPORATION ON SCENE – INCIDENT COMMANDER

<p><b>WHO THEY ARE:</b></p> <p>Persons who assume control of the incident beyond the First Responder Awareness Level.</p>
<p><b>ACTION:</b></p> <p>Directs operations at the scene.</p>
<p><b>TRAINING REQUIREMENTS:</b></p> <p>Required 24 hours of training equal to the Technician Level PLUS have competency in the following areas.</p>
<p><b>COMPETENT IN:</b></p> <p>Know and be able to implement employer's Incident Command System</p> <p>Know how to implement the employer's emergency response plan</p> <p>Understand hazards and risk with employees working in chemical protective clothing.</p> <p>Know how to implement local emergency response plan.</p> <p>Know the state emergency response plan and the Federal Regional Response Team.</p> <p>Know and understand the importance of decontamination procedures.</p>
<p><b>LIMITATIONS:</b></p> <p>Would not typically perform duties; would supervise only.</p>
<p><b>SUGGESTED TRAINING REQUIREMENTS:</b></p> <p>Introduction to HAZWOPPER</p> <p>Hazard Communications</p> <p>Source of Information</p> <p>Notification Procedures</p> <p>Responding to an Emergency</p> <p>Site Risk Assessment</p> <p>Personal Protective Equipment</p> <p>Controlling Spills and Clean-up</p> <p>Decontamination Procedures</p> <p>Incident Command System</p> <p>Federal/State/Local Emergency Plans</p>

Figure 6.5

## Section 7: Drill Procedures

### **Announced and unannounced Drills:**

The Terminal Manager, or designated representative, shall implement drill procedures to be adhered to in case of emergency, during the drill procedures, the Terminal Manager shall assess whether the response plan will function as planned or modifications need to be implemented to improve efficiency.

Each component of the response plan must be exercised at least once in the triennial cycle. The type of drill and frequency shall be based on the following:

- Notification emergency procedures and qualified individual notification drills conducted quarterly
- Drills involving emergency actions by assigned operating or maintenance personnel and notification of the qualified individual shall be conducted quarterly
- All management team, spill personnel conducted tabletop drill yearly
- Oil spill response organization field equipment deployment drills conducted yearly
- Drill that exercises the entire response plan for each response zone would be conducted at least once every 3 years.

### **Drill documentation and report retention:**

IDPC drills shall be properly documented and filed for future reference. This documentation includes the following:

- Qualified individual notification exercises; drill documented and maintained in individual operator training folder.
- Spill management team tabletop exercises; must involve a worst case discharge scenario
- Unannounced exercises; any exercise, with exception of the qualified individual notification exercise, if conducted unannounced, will satisfy this requirement
- Equipment deployment exercises as described below:
  - Facility owned and operated equipment (no facility owned and operated equipment identified in response plan)
  - Pipeline equipment deployment exercises (using Oil Spill Response Organization (OSRO) owned equipment)
  - All drill documentation and reports will be placed in file to be maintained for at least 3 years insuring availability to RSPA

## Section 8: Response Plan Review and Update Procedures

In accordance with 49CFR, 194.121: Idaho Pipeline Corp. will review this plan at least every five years, from the original date of submission (October 2002), to the Pipeline Response Plans Officer, Research and Special Programs Administration, Department of Transportation, 400 Seventh Street, SW., Washington, DC 20590-0001.

If the IDPC system is modified or different operating conditions exist that would *substantially* affect the implementation of this plan, IDPC will immediately modify the response plan and submit changes within 30 days, and submit the revised plan to the Research and Special Programs Administration, (RSPA) office identified above. The following are examples that would require a revision to be submitted but are not considered to be inclusive:

- An extension of the existing pipeline or construction of a new pipeline in a response zone not previously covered by the approved plan. See response zone, 49CFR Ch.1. subpart 194.5
- Relocation or replacement of the pipeline in a way that substantially affects the information included in the response plan. Example: A change to the worst case discharge (WCD) volume.
- The type of Oil transported, if the type affects the required response resources
- A change in the Oil Spill Removal Organizations identified in this plan.
- Changes to Emergency Response Procedures
- Change in Qualified Individuals
- A change in the National Contingency Plan (NCP), or Area Contingency Plan (ACP) that is significant impact on equipment appropriate for response activities
- Any other change that would relate to circumstances that may affect full implementation of this plan

If RSPA determines that the response plan no longer meet the requirements of this part, RSPA will notify the operator of any alleged deficiencies and provide the operator an opportunity to an informed conference, to any proposed plan revision and an opportunity to correct any deficiencies.

An operator who disagrees with a determination that proposed revisions to the plan are deficient may petition RSPA for reconsideration, within 30 days from the date of receipt of notice. After considering all relevant material presented in writing or at the conference, RSPA will notify the operator of its final decision. The operator must comply with the final decision within 30 days of issuance unless RSPA allows additional time.

Each employee will review this plan, sign and date the cover letter annually. If there is any revision to this plan, each employee will review the revision before implementation is initiated.

IDPC will review and/or submit revisions to this plan when any of the following occur:

- Change in ownership
- Post drill evaluation results
- Post incident evaluation results

## APPENDIX A: Management Approval and CE Certification

### MANAGEMENT APPROVAL

IDPC Management has reviewed this Facility Response Plan (FRP) dated August 2003 and concurs and supports the programs and procedures which are to be implemented, periodically reviewed, and updated in accordance with 49 Code of Federal Regulations (CFR) 194. Management approval has been extended at a level with authority to commit the necessary resources for the complete employment of this plan in the event of a spill response.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: Donald Hopgood  
 Title: General Manager

### PROFESSIONAL ENGINEER CERTIFICATION

I hereby certify that I have examined the Idaho Pipeline Corporation facilities and being familiar with the provision of 40CFR & 49CFR, attest this Facility Plan has been prepared in accordance with good engineering practice.

**Gonzalo Ancira**  
**Professional Engineer**

**Registration No. 15931**

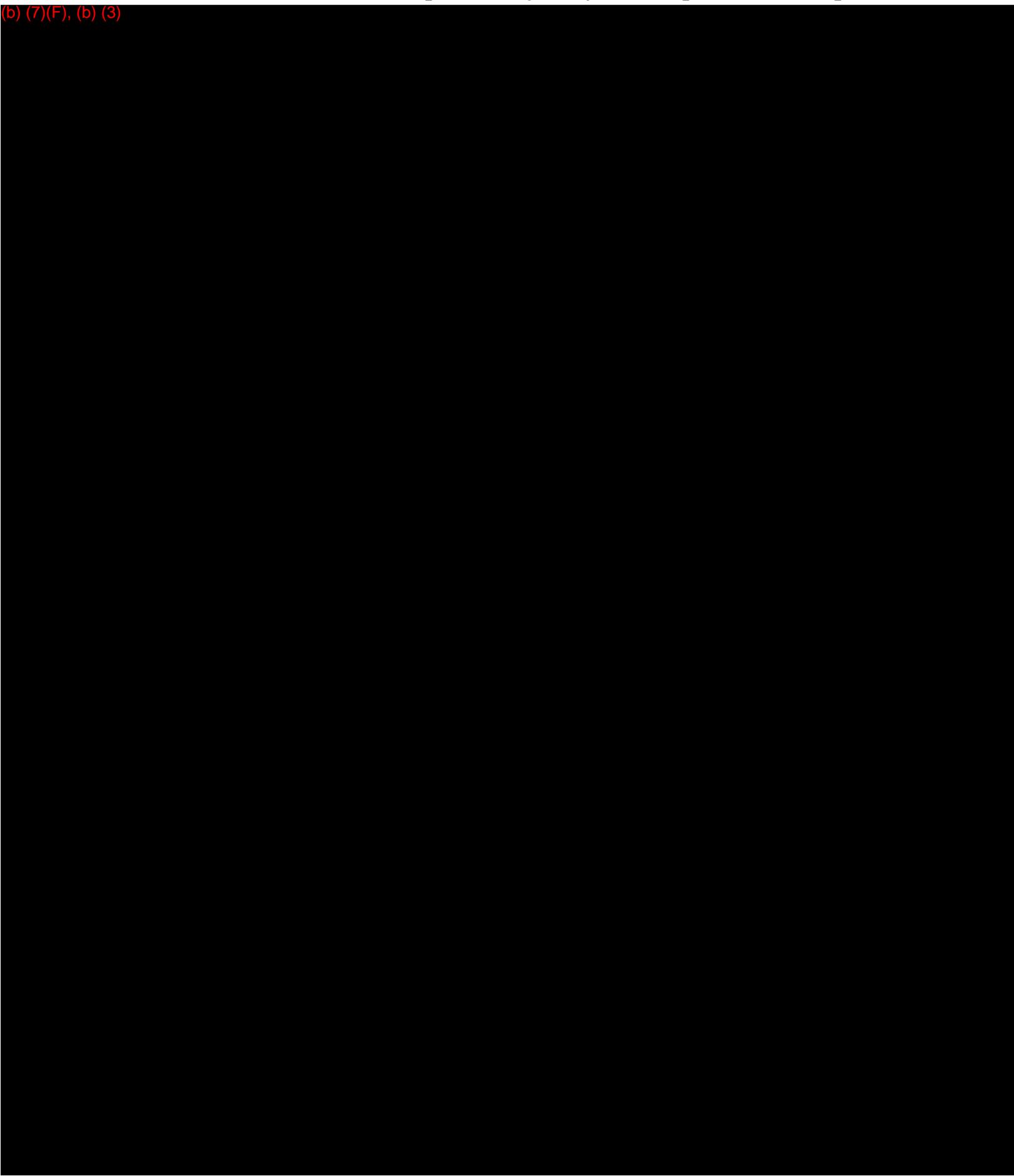
Signature \_\_\_\_\_

Seal

Date: \_\_\_\_\_

## APPENDIX B: IDPC Pipeline Trajectory and Response Zone Map

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



## APPENDIX C: Telephone Numbers

<b>IDPC</b>	<b>President</b> (Owner/Operator) Mr. Robert L. Rose	Office: Fax:	(941) 312 – 0303 (941) 312 – 2484
	<b>Regional Manager</b> Robert Wood 5802 Hartford St.. Tampa, Fl 33619	Office:  Cell:	(813) 623 – 2431  (b) (6)
	<b>Terminal Manager</b> William J. Adams 1825 Stonetree Dr. Mountain Home, ID 83647	Office: Home: Cell:	(208) 344 – 0078 (b) (6) [REDACTED]
	<b>Assistant Terminal Manager</b> Rick Andrews 1265 Eric Pl. Mountain Home, ID 83647	Office: Home: Cell:	(208) 344 – 0078 (b) (6) [REDACTED]
	<b>Insurance Representative</b> Hilb Regal & Hamilton Co.	Office: Fax:	(813) 289 – 6309 (813) 289 – 3610
	<b>Surveyor (Dennis Kahlash)</b> Fitch and Associates	Office: Fax:	(314) 528 – 6180 (314) 528 – 3900
<b>Federal Government</b>	<b>National Response Center (NRC)</b>		(800) 424 – 8802 (202) 267 – 2675
	<b>Defense Energy Support Center</b> Quality Assurance Representative Lana Burnham	Office: Fax: Cell:	(801) 777 – 0081 (801) 777 – 0082 (b) (6)
	<b>Defense Energy Support Center</b> Quality/Traffic Manager Michael Koury	Office: Fax:	(310) 241 – 2806 (310) 241 – 2835
	<b>OSHA</b>		(800) 321 – 6742
	<b>Environmental Protection Agency</b> Idaho Operations Office – Boise On-Scene Coordinator/ Greg Weigel	Pager:	(208) 378 – 5746 (208) 378 – 5773 (888) 460 – 5566

## Appendix C: (Continued) TELEPHONE NUMBERS

<b>State Government Idaho</b>	<b>Idaho State Communications Center</b>	(800) 632 – 8000 (208) 846 – 7610
	<b>Department of Environmental Quality</b>	
	State Office	(208) 373 – 0502
	Regional Office – Boise	(208) 373 – 0550
	<b>Idaho State Police</b>	
	Headquarters	(208) 884 – 7200
	Region 3 – Boise	(208) 334 – 2900
	<b>Idaho Air National Guard (IANG)</b>	
	Environmental Manager	(208) 422 – 5327
	Fuels Management Flight	(208) 422 – 5582
	<b>Local Emergency Planning Committee</b>	(208) 377 – 6645
	<b>Ada County Sheriff's Office (Non-Emergency)</b>	(208) 377 – 6790
	<b>Boise Police Department (Non-Emergency)</b>	(208) 377 – 6500
	<b>Boise Fire Department (Non-Emergency)</b>	(208) 377 - 7351
	<b>Ambulance/Fire/Police (Emergency)</b>	911
<b>OSROs</b>	<b>TJ Construction Co.</b>	
	2114 North Astaire Meridian, ID 83642	Office: (208) 870 – 4181 Cell: (b) (6)
	<b>Master Environmental</b>	
	208 N. Baltic Place, Suite A Meridian, ID 83642	Office: (208) 888 – 7979 Fax: (208) 888 – 7981 Cell: (b) (6)
	<b>Dales Service, Inc</b>	
	4111 Overland Rd. Boise, ID 83705	Office: (208) 344 – 8607 Fax: (208) 344 – 8649
<b>Cert Contractors</b>	<b>Geeding Construction</b>	
	600 Hwy H. Troy, MO 63379 Dale Geeding	Office: (636) 528 – 5863 Shop: (636) 528 – 6636

*Appendix C: (Continued)* **TELEPHONE NUMBERS**

<b>Other Contractors</b>	<b>NORCO</b> 1125 West Amity Rd. Boise, ID 83705	Office: (208) 336 – 1643
	<b>United Rentals</b> 1855 South Cole Rd. Boise, ID 83709	Office: (208) 322 – 6225 Fax: (208) 322 – 6270
	<b>Bonneville Industrial Supply Co.</b> 2815 Overland Road Boise, Id 83705	Office: (208) 345 – 5735 Fax: (208) 336 – 2512
	<b>Container &amp; Packing Supply, Inc</b> 1345 East State St. Eagle, ID 83618	Office: (208) 939 – 0291 Fax: (208) 939 – 0461

## APPENDIX D: Spill Response Equipment and Resources

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### Idaho Pipeline Corporation (IDPC).

1220 W. Gowen Road  
Boise, ID 83634  
(208) 344-0078

#### ON – SITE SPILL RESPONSE KIT

Item	Qty	Location
55 Gallon Drum Spill Kit		Oil/Water Separator Bldg
-- Pads 17" x 19"	50	
-- Socks 3" x 48"	22	
-- Pillows	10	
-- Goggles	2	
-- Nitrile Gloves	2	
-- Disposable Bags	5	
-- Emergency Response Hand Book	1	Office
Barricade Tape (Caution) 3" x 1000'	2	Oil/Water Separator Bldg
Personal Eye Wash	2	Pick up Truck
Personal Eye Wash	2	First Aid Kit
Fire Extinguisher 2.5 lbs Dry Chemical	1	Office
Safety Vests	2	Pick Up Truck
Safety Cones	6	Oil/Water Separator Bldg
Pads 17" x 19"	400	Oil/Water Separator Bldg
Neoprene Gloves	2	Oil/Water Separator Bldg
Industrial Lantern (Flashlights)	2	Pick-up Truck

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### T.J. Construction CO.

2115 N. Astaire  
Meridian, ID. 83642  
(208) 870-4181

#### EQUIPMENT LIST (Located at T.J. Construction in Meridian)

4X4 Pickup w/Tools	Roller Compactor 48" Drum
416 B Cat Backhoe	Level & Grade Rod
E 120 B Trackhoe	Sandblast Pot
320 Cat Trackhoe	185 CFM Air Compressor
SK200 Kobelco Trackhoe	Welding Rig
140 G Cat Grader	Equipment Transporter
D5 H Cat Dozer	20 yd. Belly Dump
12 yd. Dump Truck	24' Equipment Trailer
12 yd. Dump Truck w/12 yd. Pup	

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**APPENDIX D: (Continued): Spill Response Equipment and Resources****Dales Service, Inc.**

4111 Overland Rd.  
Boise, ID 83705  
(208) 344 – 8607

**EQUIPMENT LIST (Located at Dales Service in Boise)**

Double Diaphragm Pumps (various sizes)	Hose's and Couplings (various)
SCBA Equipment	Spill Kit Materials (various)
Vapor Monitoring Equipment	Drums (numerous)
Absorbant Materials (various)	Protective Clothing (PPE)
Temporary Storage Tanks (two-660gl, one-500gl, one-1000gl)	

**Master Environmental**

208 N. Baltic Place, Suite A.  
Meridian, ID 83642  
(208) 888 – 7979

**EQUIPMENT LIST (Located at Master Environmental in Meridian)**

One - 2000gl Vac-Truck	Absorbent Materials (various)
Hoses and Couplings (various)	Temporary Storage Tanks (10,000gl capacity)

**Idaho Air National Guard (IANG)**

4460 South Byrd St.  
Gowen Field  
Boise, Idaho 83705  
(208) 422 – 5582

**EQUIPMENT LIST (Located at Gowen Field)**

One – 6000gl Defuel Truck (R-11)	Absorbent Materials (various)
Two – 600gl Fuel Bowsers	Heavy Equipment (various)

**Appendix E: Material Safety Data Sheet (MSDS) for JP-8**

CHEVRON ENVIRONMENTAL HEALTH C--TURBINE FUEL, AVIATION JP-8

**MSDS Safety Information**

FSC: 9130

NIIN: 01-031-5816

MSDS Date: 07/15/1992

MSDS Num: BPGDJ

Product ID: TURBINE FUEL, AVIATION JP-8

MFN: 01

Responsible Party

Cage: OAHDI

Name: CHEVRON ENVIRONMENTAL HEALTH CENTER INC.

Address: 15299 SAN PABLO AVE.

Box: 4054

City: RICHMOND CA 94804-0054

Info Phone Number: 415-233-3737

Emergency Phone Number: 415-233-3737

Review Ind: Y

Published: Y

Contractor Summary

Cage: OAHDI

Name: CHEVRON ENVIRONMENTAL HEALTH CENTER INC

Address: 15299 SAN PABLO AVE

Box: 4054

City: RICHMOND CA 94804

Phone: 800-582-3835

Item Description Information

Item Name: TURBINE FUEL, AVIATION

Unit of Issue: OL

UI Container Qty: X

Ingredients

**Appendix E (Continued): Material Data Safety Sheet (MSDS) for JP-8**

Cas: 8008-20-6

RTECS #: 0A5500000

Name: KEROSENE

% Wt: UNKNOWN

Other REC Limits: NONE RECOMMENDED

OSHA PEL: 100 PPM

ACGIH TLV: 100 PPM 9091

Cas: 64742-80-9

Name: DISTILLATES, HYDRODESULFURIZED MIDDLE

% Wt: UNKNOWN

Other REC Limits: NONE RECOMMENDED

OSHA PEL: NOT ESTABLISHED

ACGIH TLV: NOT ESTABLISHED

Cas: 7704-34-9

RTECS #: WS4250000

Name: SULFUR

% Wt: 3%

Other REC Limits: NONE RECOMMENDED

OSHA PEL: NOT ESTABLISHED

ACGIH TLV: NOT ESTABLISHED

Health Hazards Data

LD50 LC50 Mixture: ORAL LD50 (RAT) IS > 5 ML/KG

Route Of Entry Inds - Inhalation: YES

Skin: NO

Ingestion: NO

Carcinogenicity Inds - NTP: NO

ARC: NO

OSHA: NO

**Appendix E (Continued): Material Data Safety Sheet (MSDS) for JP-8**

**Effects of Exposure:** ACUTE: MAY CAUSE CENTRAL NERVOUS SYSTEM EFFECTS IF VAPORS INHALED. MAY CAUSE IRRITATION OF SKIN ON CONTACT. SWALLOWING MAY CAUSE ASPIRATION OF MATERIAL INTO LUNGS, WHICH WILL DAMAGE THE LUNGS.

**Explanation Of Carcinogenicity:** NO INGREDIENT OF A CONCENTRATION OF 0.1% OR GREATER IS LISTED AS A CARCINOGEN OR SUSPECTED CARCINOGEN.

**Signs And Symptoms Of Overexposure:** INHALED: NAUSEA, HEADACHE, DIZZINESS, DROWSINESS, LOSS OF APPETITE, LOSS OF COORDINATION, WEAKNESS. SKIN: RASH, PAIN OR FEELING OF HEAT, SWELLING, AND BLISTERING. INGESTED: NAUSEA, VOMITING.

**Medical Cond Aggravated By Exposure:** NONE SPECIFIED BY MANUFACTURER.

First Aid: INHALED: REMOVE PERSON TO FRESH AIR. EYES: FLUSH WITH LOTS OF WATER FOR 15 MINUTES. SEE DOCTOR. SKIN: REMOVE CONTAMINATED CLOTHES.

WASH THOROUGHLY WITH SOAP AND WATER. INGESTED: DO NOT INDUCE VOMITING.

IF CONSCIOUS, GIVE WATER OR MILK TO DILUTE MATERIAL. GET IMMEDIATE MEDICAL ATTENTION.

**Handling and Disposal**

**Spill Release Procedures:** ELIMINATE ALL SOURCES OF IGNITION. CONTAIN SPILL. PUMP TO SALVAGE CONTAINERS OR ABSORB WITH INERT MATERIALS AND PLACE IN CONTAINERS FOR DISPOSAL. REPORT ALL SPILLS THAT GET INTO WATERWAYS OR SEWERS. KEEP MATERIAL FROM ENTERING SEWERS OR WATERWAYS.

**Neutralizing Agent:** NONE SPECIFIED BY MANUFACTURER.

**Waste Disposal Methods:** DISPOSE OF IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS.

**Appendix E (Continued): Material Data Safety Sheet (MSDS) for JP-8**

**Handling And Storage Precautions:** DO NOT USE OR STORE NEAR FLAME, SPARKS, HOT SURFACES, OR WELDING. KEEP CONTAINER CLOSED. USE ONLY IN A WELL VENTILATED AREA

**Other Precautions:** DO NOT WELD, DRILL, CUT OR HEAT EMPTY CONTAINER; IT MAY CONTAIN RESIDUE WHICH CAN CATCH FIRE OR EXPLODE. DO NOT USE AS PORTABLE HEATER OR APPLIANCE FUEL. TOXIC FUMES MAY ACCUMULATE AND CAUSE DEATH.

**Fire and Explosion Hazard information**

Flash Point Method: TCC

Flash Point Text: 100F,38C

Lower Limits: 0.6%

Upper Limits: 4.7%

**Extinguishing Media:** CARBON DIOXIDE, DRY CHEMICAL, FOAM, AND WATER FOG.

**Fire Fighting Procedures:** WEAR SELF-CONTAINED BREATHING APPARATUS AND BUNKER GEAR.

**Unusual Fire/Explosion Hazard:** LIQUID EVAPORATES AND FORMS VAPOR WHICH CAN CATCH FIRE AND BURN WITH EXPLOSIVE VIOLENCE. FIRE HAZARD IS GREATER AS LIQUID TEMPERATURE RISES ABOVE 85F.

**Control Measures**

**Respiratory Protection:** NONE NORMALLY REQUIRED.

**Ventilation:** USE ADEQUATE MECHANICAL VENTILATION.

**Protective Gloves:** NITRILE

**Eye Protection:** NONE NORMALLY REQUIRED.

**Other Protective Equipment:** CLOTHING TO PREVENT REPEATED OR PROLONGED CONTACT.

**Work Hygienic Practices:** WASH HANDS AFTER USE AND BEFORE EATING, DRINKING, OR SMOKING. LAUNDRY CONTAMINATED CLOTHES BEFORE REUSE.

**Appendix E (Continued): Material Data Safety Sheet (MSDS) for JP-8**

**Supplemental Safety and Health:** AVIATION FUEL SHOULD BE FILTERED DURING TRANSFER INTO FUEL TANKS.

**Physical/Chemical Properties**

HCC: F4

B.P. Text: &gt;401F, &gt;205C

M.P/F.P Text: -53F, -47C

Decomp Text: UNKNOWN

Vapor Pres: UNKNOWN

Vapor Density: UNKNOWN

Spec Gravity: 0.84 @ 15C

Viscosity: 8 CST @ -20C

Evaporation Rate &amp; Reference: UNKNOWN

Solubility in Water: INSOLUBLE

Appearance and Odor: COLORLESS TO PALE YELLOW LIQUID

Percent Volatiles by Volume: 100

Corrosion Rate: UNKNOWN

Reactivity Data

Stability Indicator: YES

**Stability Condition To Avoid:** DO NOT STORE OR USE NEAR SOURCES OF IGNITION. AVOID CONTACT WITH INCOMPATIBLE MATERIALS.

**Materials To Avoid:** STRONG OXIDIZING AGENTS

**Hazardous Decomposition Products:** NORMAL COMBUSTION FORMS CARBON DIOXIDE & WATER VAPOR; INCOMPLETE COMBUSTION FORMS CARBON MONOXIDE.

Hazardous Polymerization Indicator NO

Conditions To Avoid Polymerization: NONE

Toxicological Information

Ecological Information

MSDS Transport Information

**Appendix E (Continued): Material Data Safety Sheet (MSDS) for JP-8****Regulatory Information****Other Information****Transportation Information**

Responsible Party Cage: OAHDI

Trans ID NO: 100414

Product ID: TURBINE FUEL, AVIATION JP-8

MSDS Prepared Date: 07/15/1992

Review Date: 11/06/1992

MFN: 1

Tech Entry NOS Shipping Nm: TURBINE FUEL, AVIATION

Net Unit Weight: UNKNOWN

Multiple KIT Number: 0

Review IND: Y

Unit Of Issue: GL

Container QTY: X

**Additional Data:** MANUFACTURER SAYS MATERIAL IS DOT COMBUSTIBLE;  
FLASH POINT IS AT BREAK POINT FOR FLAMMABLE/COMBUSTIBLE FOR  
DOT/AF 71-4 (IOOF).

IATA WAS BEST GUESS BY TECHNICIAN.

## Detail DOT Information

DOT PSN Code: GJL

Symbols: G

DOT Proper Shipping Name: FLAMMABLE LIQUIDS, NO.5.

Hazard Class: 3

UN ID Num: UN1993

DOT Packaging Group: III

Label: FLAMMABLE LIQUID

Special Provision: B1, B52, T7, T30

Packaging Exception: 150

**Appendix E (Continued): Material Data Safety Sheet (MSDS) for JP-8**

Non Bulk Pack: 203

Bulk Pack: 242

Max Qty Pass: 60 L

Max Qty Cargo: 220 L

Vessel Stow Req: A

Detail IMO Information

MO PSN Code: HNV

IMO Proper Shipping Name: FUEL, AVIATION, TURBINE ENGINE

IMDG Page Number: 3271

UN Number: 1863

UN Hazard Class: 3.2

IMO Packaging Group: I/II

Subsidiary Risk Label; -

EMS Number: 3-07

MED First Aid Guide NUM: 311

Detail IATA Information

IATA PSN CA

IATA UN ID Num: 1993

IATA Proper Shipping Name: FLAMMABLE LIQUID, N.O.S. \*

IATA UN Class: 3

IATA Label: FLAMMABLE LIQUID

UN Packing Group: III

Packing Note Passenger 309

Max Quant Pass: 60L

Max Quant Cargo: 220L

Packaging Note Cargo: 310

Detail AFI Information

AFI PSN CA

AFI Symbols: \*

**Appendix E (Continued): Material Data Safety Sheet (MSDS) for JP-8**

AFI Proper Shipping Name: FLAMMABLE LIQUIDS, N.O.S.

AFI Hazard Class: 3

AFI UN ID NUM: UN1993

AFI Packing Group: III

Special Provisions: P5

Back Pack Reference: A7.3

HAZCOM Label

Product ID: TURBINE FUEL, AVIATION JP-8

Cage: OAHD1

Company Name: CHEVRON ENVIRONMENTAL HEALTH CENTER INC

Street: 15299 SAN PABLO AVE

P0 Box: 4054

City: RICHMOND CA

Zipcode: 94804

Health Emergency Phone: 415-233-3737

Label Required IND: Y

Date Of Label Review: 11/06/1992

Status Code: C

Label Date: 11/06/1 992

Year Procured: 1992

Origination Code: G

Eye Protection IND: YES

Skin Protection IND: YES

Signal Word: WARNING

Health Hazard: Moderate

Contact Hazard: Slight

Fire Hazard: Moderate

Reactivity Hazard: None

**Appendix E (Continued): Material Data Safety Sheet (MSDS) for JP-8**

**Hazard And Precautions:** COMBUSTIBLE/FLAMMABLE MATERIAL. MAY CAUSE CENTRAL NERVOUS SYSTEM EFFECTS IF VAPORS INHALED. MAY CAUSE IRRITATION OF SKIN ON CONTACT. SWALLOWING MAY CAUSE ASPIRATION OF MATERIAL INTO LUNGS WHICH WILL DAMAGE THE LUNGS. DO NOT USE OR STORE NEAR FLAME, SPARKS, HOT SURFACES, OR WELDING. KEEP CONTAINER CLOSED. USE ONLY IN A WELL-VENTILATED AREA.

FIRST AID: INHALED: REMOVE PERSON TO FRESH AIR. EYES: FLUSH WITH LOTS OF WATER FOR 15 MINUTES. SEE DOCTOR. SKIN: REMOVE CONTAMINATED CLOTHING & WASH THOROUGHLY WITH SOAP AND WATER. INGESTED: DO NOT INDUCE VOMITING. IF CONSCIOUS, GIVE WATER OR MILK TO DILUTE MATERIAL. GET IMMEDIATE MEDICAL ATTENTION.

**Disclaimer (provided with this information by the compiling agencies):** This information is formulated for use by elements of the Department of Defense. The United States of America in no manner whatsoever expressly or implied warrants, states, or intends said information to have any application, use or viability by or to any person or persons outside the Department of Defense nor any person or persons contracting with any instrumentality of the United States of America and disclaims all liability for such use. Any person utilizing this instruction who is not a military or civilian employee of the United States of America should seek competent professional advice to verify and assume responsibility for the suitability of this information to their particular situation regardless of similarity to a corresponding Department of Defense or other government situation.

## **Appendix F: Emergency Actions**

### **Emergency Shutdown Procedures**

**Immediately upon notification or identification of an Emergency, the following system shutdown procedures will be taken:**

1. Turn off all operating pumps at main switch, breaker control, or emergency shut-off switch.
2. Close all valves and isolate system components.
3. During **transfer** operation:
  - a. Notify Idaho Air National Guard (IANG) fuels personnel at (208) 422-5582.
  - b. Direct IANG personnel to initiate emergency response actions and close valves.
  - c. Close all transfer valves.
4. During **receipt** operations:
  - a. Notify Chevron Pipeline control center Houston, at (281) 596-2811.
  - b. Notify Chevron Pipeline control center Boise, at (208) 375- 9923.
  - c. Close all receipt valves.
5. Secure area and make a preliminary assessment of extent and seriousness of situation.
6. Immediately deploy on-site spill response equipment and materials as appropriate.
7. Initiate notification procedures. Call 911 if appropriate.
8. Contact OSRO support organizations (if required) and identify additional equipment, materials, and personnel that may be needed.
9. Determine root cause of emergency and take appropriate measures to resolve situation.
10. Upon termination of emergency, perform system inspection prior to start-up of any operation.
11. Complete an After Action Report to record the entire emergency to include:
 

<ol style="list-style-type: none"> <li>a. Time and Date</li> <li>b. How emergency was identified</li> <li>c. Individuals contacted</li> <li>d. Individuals that responded</li> <li>e. Immediate response activities</li> </ol>	<ol style="list-style-type: none"> <li>f. Suspected or known cause(s)</li> <li>g. Actions to correct /mitigate emergency</li> <li>h. Preventative measures taken</li> <li>i. Other pertinent information</li> </ol>
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## **Appendix F: (Continued) Emergency Actions**

### **EMERGENCY ACTION TAKEN AT STAGING AREA**

The IDPC coordinator, which will be either the Terminal Manager or Assistant Terminal Manager, will brief each responding agency on the situation and actions to be taken upon their arrival. This briefing will include as a minimum, the following areas:

- a. The nature and degree of the emergency
- b. The location of the emergency, agencies notified and those that have responded
- c. Condition of the situation and precautions necessary to be taken when approaching the emergency location
- d. Whether the emergency is isolated or of a continuing nature
- e. Provide the Responding Agencies, directions and maps to the emergency location
- f. Give a quick briefing over the JP-8 Material Safety Data Sheet (MSDS) and provide a copy to each agency (see Appendix E).
- g. Each responding agency will sign-in on the IDPC Response Log

## Appendix G: Response Zone Inspection Guidance

### BI-WEEKLY RIGHT-OF-WAY INSPECTION

ORIGINAL DATE ISSUED: 31 July 2001/ REVISED: N/A

PAGE 1 OF 1

INSTRUCTIONS FOR COMPLETION OF THE BI-WEEKLY R-O-W INSPECTION REPORT (IPC FORM 05) ARE AS FOLLOWS.

EACH SPACE MUST BE COMPLETED. IF NOT APPLICABLE THE ABBREVIATION N/A MAY BE USED. UPON COMPLETION THIS FORM IS TO BE RETURNED TO THE WOOD RIVER TRANSFER STATION, WHERE THIS FORM WILL BE FILED FOR THE LIFE OF THE PIPELINE SYSTEM.

1. DATE/INSPECTOR(s) - Enter the date of the R-O-W inspection and the employee(s) performing the inspection.
2. WEATHER: SKIES/TEMP. /WIND - Enter the condition of the inspection
3. R-O-W CONDITION - List any abnormal findings and the location by section, i.e. tall weeds at isolation valve I-02
4. R-O-W ACTIVITY - List any digging, pole setting, grass mowing, cable laying etc. noticed.
5. Water Way Crossings - Note any activity that is underway in any of the waterway crossings, i.e. dredging, boats anchored, appearance of fuel sheen, etc.
6. Ground Tests - Condition and Electrical Reading taken on each ground in the system.
7. Remarks - Any condition or activity noted during the inspection. Also describe re-mediation taken to correct any discrepancy discovered or action necessary to correct the discrepancy.

*Appendix H: (Continued)* **Response Zone Inspection Guidance**

**IPC FORM 02 IDPC FOREIGN STRUCTURE CROSSING REPORT**

1. LOCATION \_\_\_\_\_
2. COUNTY \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_  
SECTION \_\_\_\_\_ PHYSICAL ADDRESS \_\_\_\_\_
3. NOTIFIED BY/DATE & TIME \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  
(DIGLINE Notification Reference Number \_\_\_\_\_)
4. STRUCTURE OWNER \_\_\_\_\_
5. INSTALLING CONTRACTOR \_\_\_\_\_
6. NAME \_\_\_\_\_ PHONE \_\_\_\_\_
7. TYPE OF STRUCTURE \_\_\_\_\_ PRODUCT \_\_\_\_\_ SIZE \_\_\_\_\_
8. CROSSING DATE \_\_\_\_\_ 7. COVER OVER SLP \_\_\_\_\_
9. PIPE TO SOIL SLP \_\_\_\_\_ PIPE TO SOIL (FOREIGN STRU) \_\_\_\_\_
10. WAS TEST STATION INSTALLED/TYPE? \_\_\_\_\_ YES \_\_\_\_\_ NO
11. FEET TO EXPOSED PIPE \_\_\_\_\_
12. TYPE OF COATING \_\_\_\_\_
13. CONDITION OF COATING \_\_\_ GOOD, \_\_\_ FAIR, \_\_\_ POOR,  
\_\_\_ N/A
14. EXTERNAL PIPE CONDITION \_\_\_ GOOD, \_\_\_ FAIR, \_\_\_ POOR, \_\_\_ N/A
15. COMMENTS: \_\_\_\_\_
16. REPORT COMPLETED BY/DATE \_\_\_\_\_ DATE \_\_\_\_\_

ATTACH SKETCH AND PHOTOS SHOWING ALL PERTINENT DETAILS OF THIS FOREIGN STRUCTURE CROSS.

*Appendix H: (Continued) Response Zone Inspection Guidance*

**IDPC SYSTEM INSPECTION GUIDE**

ORIGINAL DATE ISSUED: 31 July 2001/ DATE REVISED: N/A

PAGE 1 OF 7

**ANY DISCREPANCY NOTED DURING AN INSPECTION WILL BE WRITTEN ON THE BACK OF IPC FORM 10 AND IDENTIFIED WITH A STATUS CODE, IDENTIFIED ON THE BACK PAGE UNDER THE REMARKS SECTION**

1. **General:** This section provides guidance on inspection procedures for the Idaho Pipeline Corporation. Operational (daily), monthly (not to exceed 31 days), quarterly (not to exceed 90 days), and annual (not to exceed 365 days) inspections are made by the operator to identify deficiencies or maintenance needs which if uncorrected can compromise the safe efficient operation of the terminal. Operational inspections should be made at the beginning of each workday to include weekends and holidays when the terminal is being operated. Any equipment not in use daily must have all operational checks recorded prior to use.
2. **System Deficiency:** Any deficiency compromising quality of product, hazards to the environment, or safety of operation or personnel will justify placing effected equipment out of service. Terminal manager will be notified of any such condition as soon as possible.
3. **Records:** The IPC Form 39 provides a monthly record of system inspections and maintenance actions. The initials of the person performing the tasks or the person accepting responsibility for performance of the task is required each day of operation of the terminal and on all monthly, quarterly and annual inspections. Deficiencies will with status and corrective action will be recorded on the reverse of the IPC Form 39.
  - 3.1. A record of all Idaho Pipeline Corporation employees' names and initials will be maintained on file for review.
  - 3.2. The IPC Form 39 must indicate when equipment is taken out of service and again placed back into service.
  - 3.3. Retain Inspection Records for three (3) years. All maintenance information will be transferred to appropriate historical report and retained for life of system.
  - 3.4. Upon completion of the checks record the results using the following ratings:

Operational		Sump Samples			
✓	Satisfactory		Solids		Water
X	Unsatisfactory	1	Clear	B	Bright
N/S	Not in Service	2	Slight	C	Cloudy
N/O	Not Operated	3	Particulate	H	Hazy
	Maintenance Status	4	Dirty	W	Wet
C	Corrected				
DP	Deferred for Parts				
DM	Deferred for Maintenance				

#### 4. Operational Checks:

##### 4.1. General Condition of the Terminal:

- a. Check the general condition of the terminal area for appearance and cleanliness
- b. Report and correct any discrepancy that needs immediate attention i.e., plugged drainage, weeds, poor housekeeping, etc.
- c. Evidence of any recent fuel spill must be investigated immediately.
- d. Check dikes for deterioration; ensure exterior dike drain valves are closed and locked.

##### 4.2. Security, Fire, and Safety Deficiencies:

- a. Check facility for any security, fire or safety deficiencies or unusual conditions requiring immediate corrective actions.
- b. Ensure all gates and access doors are kept locked when area is unattended.
- c. All broken fences and gates are to be repaired or replaced immediately.
- d. Ensure lights are operational.

##### 4.3. Fuel Leaks:

- a. Check tanks, piping, valves, hoses, filters, and other fuel handling equipment for leaks
- b. Any visible leak must be reported and repaired immediately.

##### 4.4. Storage Tank Sumps:

- a. Drain fuel at maximum practical flow into white bucket. Assure sample quantity is of sufficient size to ensure displacement of sample line volume.
- b. Perform fuel appearance test of sample.
- c. Record results on IPC form 150, Fuel Sample Log.
- d. Continue draining until clean, dry fuel is obtained.
- e. Remove tank from service if unable to obtain clean, dry fuel. Report this to terminal manager.

##### 4.5. Filter Sumps:

- a. Drain fuel at maximum practical flow into white bucket. Assure sample quantity is of sufficient size to ensure displacement of sample line volume.
- b. Perform fuel appearance test of sample.
- c. Record results on IPC form 150, Fuel Sample Log.
- d. Continue draining until clean, dry fuel is obtained.
- e. Remove filter vessel from service if unable to obtain clean, dry fuel. Report this to terminal manager.

##### 4.6. Filter Separators/Differential Pressures:

- a. Ensure correct positioning of pressure relief and air eliminator valves.
- b. Ensure D/P's do not exceed 15 PSI and elements are within time criteria use limits.

- c. Ensure manual drain valves on sumps are closed.
- d. Ensure heater elements are turned on whenever temperature is below 35 degrees Fahrenheit or temperature is forecasted to fall below 35 degrees during non-operational hours.
- e. During operation under normal flow conditions, check and record differential pressures across all working filters on IPC Form 422.
- f. Check for leaks.

#### 4.7. Hoses, Nozzles, and Swivels:

- a. Check condition of all hoses, nozzles, swivels for wear, damage and leaks.
- b. Check hoses for abrasions, cuts, soft spots, carcass separation, worn covers, blisters, exposed reinforcement, cracks, twists, and sharp bends that give the appearance of pending failure.
- c. Check tightness of all swivel attachment screws and hose couplings.
- d. Check condition of face and poppet seals on nozzles for cuts, nicks, and wear.
- e. Any item that is defective or is leaking must be repaired or replaced immediately.

#### 4.8. Static reels/Cables/Clamps:

NOTE: OHM CONTINUITY CHECKS ARE REQUIRED UPON INITIAL INSTALATION, WHEN REPAIRED, OR WHENEVER CONTINUITY IS QUESTIONED.

- a. Inspect for frayed wires, damage and missing clips, plugs and ensure they are properly secured to the grounding point.
- b. Inspect for corrosion.
- c. Any defect that affects continuity must be corrected prior to use.

#### 4.9. Fire Extinguishers:

- a. Verify that extinguishers are in proper place with unobstructed access for immediate use.
- b. Inspect gauge, seal and inspection tag. If seal is broken or inspection tag is missing extinguisher must be taken out of service until recharged and/or tagged for acceptance.

#### 4.10. Pumps and Motors:

- a. Check for unusual noise or vibration during operation.
- b. Check for overheating during operation.
- c. Clean regularly at and below connections. Look for fuel residue accumulation on surfaces below connections and fittings.
- d. Check liquid levels in seal pods.

#### 4.11. Valves/Kam Lock Fittings:

- a. Ensure valves are positioned per operating instructions.

- b. Check for damage and visual functional discrepancies. Lubricate as required.

#### 4.12. Tanks:

- a. Check exterior for corrosion, settling, damage, and warping.
- b. Remove internal water when present.
- c. Check tank vents for obstructions, especially during freezing weather.
- d. Check condition of ladders, visual inspection for proper alignment, rust formation.

#### 4.13. Unloading Headers:

- a. Ensure capped.
- b. Inspect ground/bond cables for serviceability.

#### 4.14. Sampling Connections:

- a. Inspect connections for damage and ensure proper operation.
- b. Ensure dust plugs are in place.

#### 4.15. Product Recovery System:

- a. Ensure system has been drained of water and all fuel has been returned to bulk storage.
- b. Ensure system components are in good condition and operational.

#### 4.16. Additive Injector Systems:

- a. Check systems, for leaks, damage, and general condition.
- b. Under operation check for unusual noises, leaks and proper operation.

### **5. Monthly Checks**

#### 5.1. Filtration Test:

- a. Perform a color membrane and free water test down stream of all filter separator vessels. Record results and attach test membrane to IPC Form 39.

#### 5.2. Continuity Test:

- a. Perform electrical continuity checks on bonding cables and clamps.

#### 5.3. Nozzle Screens:

- a. Remove nozzles and examine screens for particles. If particles are found, investigate sources of contamination, which could be from inner hose lining, pipe rust, sand, low point sediment, equipment failure, seals, gaskets, etc.
- b. Screens are to be cleaned or replaced if damaged.

#### 5.4. Signs/Placards/Identification Markings:

- a. Verify that fueling equipment is clearly marked with the proper type of fuel being dispensed, Flammable/No Smoking, Emergency Shut-Off, and other appropriate information and instructions, signs or decals as required are posted.
- b. Verify schematics are posted and accurate.

#### 5.5. Fire Extinguishers:

- a. Check extinguishers inspection tag dates, seals and verify that extinguishers are properly charged.

#### 5.6. Valves:

- a. Ensure handles are available, valves operate freely, easily, and lubricate as required.
- b. Ensure valves are properly numbered/lettered and are legible.

#### 5.7. Electrical Equipment:

- a. Check electrical controls for proper operation, pump selector switches, lights systems etc.
- b. Ensure there is no exposed wiring.
- c. Ensure conduit piping and other explosion proof enclosures are intact.
- d. Ensure emergency switches are mechanically functional and not damaged.

#### 5.8. Gauges:

- a. Check proper operation:
- b. Ensure gauges are not overdue calibration, if applicable.
- c. Check for damage and or visual functional discrepancies.
- d. Ensure gauge face has not faded and is legible.

#### 5.9. Safety Equipment/Spill Kits:

- a. Ensure emergency shower and eye wash are operable.
- b. Ensure communication systems are operable.
- c. Ensure gloves, aprons and eye protection is available and serviceable.
- d. Inventory spill kits. Inspect to ensure proper condition of material contained in the kit.

#### 5.10. Pipelines (BI-WEEKLY):

- a. Inspect route of buried pipeline for ground discoloration, unauthorized excavation, and leaks.
- b. Inspect all above ground pipelines and related components for corrosion, damage, condition of pipe supports, flanges, weld joints and signs of leakage.
- c. Inspect ROW signs.

## 6. Quarterly Checks

### 6.1. Emergency Shutdown:

- a. Operationally check the emergency shutdown system.
- b. Coordinate shutdown with agencies affected by fuel supply.
- c. Immediately report any operational discrepancies.

### 6.2. Tank High Level Controls:

- a. Check satisfactory operation of tank high level sensing devices and automatic fuel flow shutoff valves.
- b. Inoperative controls should be adjusted or repaired immediately or have alternate operating procedures in effect that will provide positive spill prevention while tank is in service.

### 6.3. Strainers:

- a. Basket strainer housings will be drained and strainer removed. Examine for particles. If particles are found, investigate sources of contamination, which could be from pipe rust, sand, low point sediment, equipment failure, seals, gaskets, etc.
- c. Strainers are to be cleaned or replaced if damaged.

## 7. Annual Checks

### 7.1. Storage Tank Interiors for Airport Operational Tanks. (IAW ATA 103).

- a. Open fuel storage tanks and check interior for cleanliness and condition of coating.
- b. Clean as required.

### 7.2. Pressure Gauges/Pressure Relief Valve's:

- a. Check accuracy of pressure gauges monitoring fuel pressure through filter vessels. Replace or calibrate if defective.
- b. Each pressure relief valve will be checked for accuracy using calibrated gauge and nitrogen bottles. Document results on PRV Inspection Log.

### 7.3. Filter Elements:

- a. **WARNING: FILTER ELEMENT HEATERS MUST BE TURNED OFF PRIOR TO DRAINING FILTER VESSEL, AND NOT TURNED BACK ON UNTIL VESSEL IS COMPLETELY REFILLED.**
- b. Inspect filters elements after one year if the D/P has not exceeded 15 PSI or replace filter elements after two years regardless of D/P.
- c. Visually check condition of interior for cleanliness.

#### 7.4. Filter Element Heaters:

- a. Check filter separator sump and drain line heaters for proper operation per manufacturer specifications.

#### 7.5. Tank Vents:

- a. Check for cleanliness and any obstruction of tank vents and vent screens.
- b. On those tanks equipped with a spring loaded vent valve, manually operate the vent to ensure proper operation.

#### 7.6. Cathodic Protection:

- a. Confirm satisfactory operation of the cathodic protection system for underground piping and tanks.
- b. Record results on Continuity Log and maintain in permanent file for life of system.

#### 7.7. Fire Extinguishers:

- a. Have fire extinguishers inspected by an authorized inspection company.
- b. Ensure new inspection tags are placed on extinguishers.