OIL SPILL RESPONSE PLAN

Hawthorn Oil Transportation (Oklahoma) Inc.

June 2012

Prepared for:

Hawthorn Oil Transportation (Oklahoma) Inc.
421 West 3rd Street, Suite 150
Ft. Worth, TX 76102

Prepared by:

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ACKNOWLEDGMENT AND PLAN APPROVAL

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

The information and procedures contained herein are considered to be accurate as of this date and are consistent with the National Contingency Plan (NCP) and applicable Area Contingency Plans (ACP) as detailed in Section 1.5.

CERTIFICATION OF QUALIFIED INDIVIDUAL AND ALTERNATE QUALIFIED INDIVIDUAL

Hawthorn Oil Transportation (Oklahoma) Inc. hereby certifies that the individuals identified as Qualified Individual and Alternate Qualified Individual in this Plan have the full authority in accordance with the applicable federal and state regulations and as detailed in this Plan to:

1. Activate and engage in contracting with oil spill removal organizations.
2. Act as a liaison with the pre-designated Federal On-Scene Coordinate (OSC), and
3. Obligate funds required to carry out response activities.

Plan Approved:

Signature

Operations Manager
Title

Greg Thornton
Name

8/15/12
Date

NOTE: O'Brien's Response Management Inc. (O'BRIEN'SRM) provided consulting and plan development services in the preparation of this Plan utilizing data provided by the owner/operator. O'BRIEN'SRM assumes no liability for injury, loss, or damage of any kind resulting directly or indirectly from the use of the regulatory interpretation, response planning, or information contained in this plan.

OPERATOR'S STATEMENT – SIGNIFICANT AND SUBSTANTIAL HARM AND CERTIFICATION OF RESPONSE RESOURCES

FACILITY NAME: Hawthorn Oil Transportation (Oklahoma) Inc.
FACILITY ADDRESS: 421 West 3rd Street, Suite 150
Ft. Worth, TX 76102

Is the pipeline greater than 6 and 5/8 inches (168 mm) in outside nominal diameter, greater than 10 miles (16 km) in length? and

YES X NO

1. Has any line section experienced a release greater than 1,000 barrels (159 cu. Bbl) within the previous five years? or

YES NO X

2. Has any line section experienced two or more reportable releases, as defined in Sec. 195.50, within the previous five years? or

YES NO X

3. Does any line section contain any electric resistance welded pipe, manufactured prior to 1970 and operates at a maximum operating pressure established under Sec. 195.406 that corresponds to a stress level greater than 50 percent of the specified minimum yield strength of the pipe? or

YES NO X

4. Is any line located within a 5-mile (8 km) radius of potentially affected public drinking water intakes and could reasonably be expected to reach public drinking water intakes? or

YES X NO

5. Is any line located within a 1-mile (8 km) radius of potentially affected environmentally sensitive areas and could reasonably be expected to reach these areas?

YES X NO

The Hawthorn Oil Transportation (Oklahoma) Inc. hereby certifies to the Pipeline and Hazardous Materials Safety Administration of the Department of Transportation that we have identified and ensured, by contract or by other means, the availability of personnel and equipment to respond, to the maximum extent practicable, to a worst case discharge.

Signature

Operations Manager
Title

Greg Thornton
Name (please type or print)

8/15/12
Date

REVISION RECORD			
CHANGE DATE	REMOVE	INSERT	DESCRIPTION OF CHANGE(S)
	PAGE NUMBER(S)		
December 2010	New Plan	New Plan	
November 2011			Review – Changed Date To Reflect Review
June 2012	See change log at end of this section for specific updates	Revised Plan provided as replacement of previous December 2010 and November 2011 revisions.	Contact Updates and Annual Review

NOTE: It is the responsibility of the holder of this Plan to ensure that all changes and updates are made. The Plan holder must:

- Remove and discard obsolete pages.
- Replace obsolete pages with the updated pages.

Oil Spill RESPONSE PLAN - Change Log

DATE	SECTION	CHANGE BY	BRIEF DESCRIPTION OF CHANGE
6/28/2012	Cover Sheet	K. Elliott	Update Plan Date from November 2011 to June 2012
6/28/2012	Forward	K. Elliott	Update Operations Manager from Wernicke to Thornton Pages ii and iii
6/28/2012	Forward	K.. Elliott	Update Revision Record to note change log location, Page iv
6/28/2012	Forward	K. Elliott	Update O'Brien's Address on Cover Page and on Page v
6/28/2012	Section 1	K. Elliott	Update Lance Sellers Contact Information and Greg Thornton's title, Page 1-4
6/28/2012	Section 2	K. Elliott	Fig. 2.2 – Update all Contact Numbers Page 2-3, 2-4
6/28/2012	Section 2	K. Elliott	Fig. 2.4 – Add Oklahoma Corporation Commission to Flowchart, Page 2-6
6/28/2012	Section 2	K. Elliott	Fig. 2.5 – Add Oklahoma Corporation Commission to Reporting Requirements, Page 2-8
6/28/2012	Section 2	K. Elliott	Updated Contact Phone Numbers, Page 2-11
6/28/2012	Section 2	K. Elliott	Fig. 2.6 - Removed TAS as OSRO and Added Alternate Contact Number for Orr Construction, Page 2-12
6/28/2012	Section 3	K. Elliott	Page 3-6, Added clarification to type of Combustible Gas Indicator
6/28/2012	Section 3	K. Elliott	Page 3-7, Added reference to Section 3 for Abnormal Operating Conditions
6/28/2012	Section 3	K. Elliott	Page 3-11, 3-12, Updated Guide 128 with ERG 2012 Data
6/28/2012	Section 4	K. Elliott	Page 4-5, Removed "… during contract negotiations and often specifically spells out this requirement in its contracts."
6/28/2012	Section 5	K. Elliott	Updated revision date June 2012 to be consistent with whole plan. No other changes to this Section.
6/28/2012	Section 6	K. Elliott	Page 6-14, Updated Figure 6.1
6/28/2012	Regulatory Cross Reference	K. Elliott	Updated Revision Date to June 2012
6/28/2012	Glossary of Terms	K. Elliott	Updated Revision Date to June 2012
6/28/2012	Evacuation Plan	K. Elliott	Updated Revision Date to June 2012
6/28/2012	Emergency Pre-Planning	K. Elliott	Updated Revision Date to June 2012
6/28/2012	Worst Case Discharge Analysis and Scenarios	K. Elliott	Updated Revision Date to June 2012
6/28/2012	Response Resources	K. Elliott	Removed TAS and Updated Revision Date to June 2012
6/28/2012	Regulatory Agency Correspondence & Other Agency Requirements	K. Elliott	Updated Revision date to June 2012

DISTRIBUTION LIST

COPY NUMBER	PLAN HOLDER (Hard Copies)
1, 2	Hawthorn Oil Transportation (Oklahoma) Inc. 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102 Attn: Pipeline Foreman – Copy 1 Attn: Operations Superintendent – Copy 2
3 (electronic)	Hawthorn Oil Transportation (Oklahoma) Inc. 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102 Attn: Mgr. of Safety & Environmental
5, 5a (electronic)	Melanie Barber Response Plans Officer Pipeline and Hazardous Materials Safety Administration U.S. DOT Office of Pipeline Safety 1200 New Jersey Avenue SE – E – 22 – 321 Washington, DC 20590
6	O'Brien's Response Management Inc. 818 Town & Country Blvd. Suite 200 Houston, TX 77024

NOTE: The Distribution of this Plan is controlled by the Copy Number located on the front cover. The Plan Distribution Procedures provided in Section 1.3 and the Plan Review and Update Procedures provided in Section 1.4 should be followed when making any and all changes.

OIL SPILL RESPONSE PLAN - CHANGE LOG

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1.0 INTRODUCTION AND PLAN CONTENT

1.1 PLAN PURPOSE/OBJECTIVES

The purpose of this Oil Spill Response Plan (Plan) is to assist Hawthorn Oil Transportation (Oklahoma) Inc. to prepare for and respond quickly and safely to a discharge originating from the pipelines and associated facilities. The Plan provides techniques and guidelines for achieving an efficient, coordinated, and effective response to a discharge incident, which may occur at the Facility, or along the pipeline right-of-way.

The specific objectives of the Plan are to:

- Establish Response Teams, assign individuals to fill the positions on the teams, and define the roles and responsibilities of team members.
- Define notification, activation, and mobilization procedures to be followed when a discharge occurs.
- Define organizational lines of responsibility to be adhered to during a response operation.
- Document equipment, manpower, and other resources available to assist with the response.
- Ensure compliance with the federal, state, and local oil pollution regulations.
- Ensure consistency with the National Contingency Plan and Area Contingency Plan(s) for the area of operation.

1.2 SCOPE OF PLAN

This Plan has been developed in accordance with the regulation published in 49 CFR Part 194. It contains prioritized procedures for Company personnel to mitigate or prevent any discharge resulting from the operation of the pipeline. A description of the pipeline's details is detailed in Figure 1.1 with additional information provided in the sections and the appendices.

1.3 PLAN DISTRIBUTION PROCEDURES

The Operations Superintendent is responsible for maintenance and distribution of the Plan. Distribution will be handled in the following manner:

- Distribution of the Plan is controlled by the number on the cover page. A distribution list is included in the Foreword to facilitate control.
- Company personnel who may be called upon to provide assistance during discharge response activities will have access to a copy of the plan for their use and training.
- Any person holding a copy of the Plan shall ensure that the copy is transferred to their replacement in the event of reassignment or change in responsibility.

1.4 PLAN REVIEW AND UPDATE PROCEDURES

Annual Review/Update

The Operations Superintendent will coordinate the following plan review and update procedures:

- At least once each year, review and make appropriate revisions as required by operational or organizational changes.
- At least once each year, review and make appropriate revisions as required by changes in the names and telephone numbers detailed in Section 2.0.
- Review and make appropriate revisions as required by improved procedures or deficiencies identified during response team tabletop exercises or actual emergency responses.
- Coordinate the word processing, publication, and distribution efforts to complete the revisions and maintain the Plan.

Incorporation of Plan Revisions

Upon receipt of any revisions, the **Plan Holder** shall:

- Review and insert the revised pages into the Plan.
- Discard the obsolete pages.
- Record this action on the "Revision Record" page in the Foreword.

Agency Revision Requirements

The Company shall revise and resubmit changes to the DOT/PHMSA Pipeline Response Plans Officer within 30 days of each change that would substantially affect the implementation of the response plan. Examples of changes in operating conditions that would cause a significant change to the Plan include:

Conditions Requiring Changes

- An extension of the existing pipeline or construction of a new pipeline in a response zone not covered by the previously approved plan.
- Relocation or replacement of portions of the pipeline which in any way substantially affect the information included in this Plan, such as a change in the Worst Case Discharge volume.
- A change in the type of oil handled, stored, or transferred that materially alters the required response resources.
- A change in the name of the Oil Spill Removal Organization (OSRO).

1.4 PLAN REVIEW AND UPDATE PROCEDURES (Cont'd)

Conditions Requiring Changes (Cont'd)

- A material change in capabilities of the Oil Spill Removal Organization(s) (OSROs) that provide equipment and personnel.
- A change in emergency response procedures.
- A change in the Qualified Individual.
- A change in the NCP or an ACP that has significant impact on the equipment appropriate for response activities.
- Any other changes that materially affect the implementation of the Plan.
- As a result of post incident or drill evaluations.

DOT/PHMSA must be provided with two copies of such revisions. The Company must submit the DOT/PHMSA issued Facility Control Number with the changes (the PHMSA Control Number is listed in Figure 1.1). In addition to periodic updates, when applicable, the Facility will resubmit the response plan to DOT/PHMSA every five years from the last approval date of the Plan.

Except as provided above, amendments to the following do not require approval by DOT/PHMSA:

- Personnel and telephone number lists included in the Plan.
- OSRO(s) change which does not result in a material change in support capabilities.

1.5 REGULATORY COMPLIANCE

The development, maintenance, and use of this Plan implements company policy and addresses the following regulatory requirements and guidelines:

- Federal Oil Pollution Act of 1990: U.S. DOT Final Rule for Transportation Related On-shore Facilities (49 CFR Part 194).

The response zone has been reviewed for consistency with the following plans:

- National Contingency Plan (NCP)
- EPA Region 6 Regional Integrated Contingency Plan

FIGURE 1.1

INFORMATION SUMMARY

GENERAL INFORMATION		
Pipeline Name:	Hawthorn Oil Transportation (Oklahoma) Inc.	
OPS Sequence Number:	**HOK0**	
Owner Name:	***Physical Address*** Hawthorn Oil Transportation (Oklahoma) Inc. 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102	***Mailing Address*** Hawthorn Oil Transportation (Oklahoma) Inc. 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102
24 Hour Emergency Contact Phone Numbers:	(888) 814-0188	
Qualified Individual:	Alan Fletcher / Pipeline Foreman (918) 968-0105 x70113 (Office) (817) 692-3961 (Cell) (b) (6) (Home)	
Alt. Qualified Individual:	Lance Sellers / Pipeline Technician (918) 968-0105 x70114 (Office) (817) 692-0132 (Cell) (b) (6) (Home)	
Alt. Qualified Individual:	Greg Thornton / Operations Manager (817) 344-1370 (Office) (817) 319-4591 (Cell) (b) (6) (Home)	
Telephone/FAX:	Additional telephone references, including 24 hour numbers for the Facility Owner/Operator are provided in Figure 2.2.	

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

GENERAL INFORMATION (Cont'd)	
Determination of Significant and Substantial Harm (DOT/PHMSA):	The single response zone identified in this plan contains line sections that are greater than 6 5/8" in nominal outside diameter, greater than 10 miles in length and either are located within a 5 mile radius of a public drinking water intake or are located within a 1 mile radius of an environmentally sensitive area. Therefore, the response zone is treated as if it is expected to cause significant and substantial harm
Operator Statement of "Significant and Substantial Harm":	The Company's goal is to respond as quickly as possible to all uncontrolled releases of petroleum product, regardless of the source point location along the system. Based upon this goal, and the definitions provided in 49 CFR 194.103 (c)(4) & (5), the Company is compelled to consider all the active line sections listed in this section as capable of a release potentially causing "significant and substantial harm".
PIPELINE LOCATION	
States Traversed:	Oklahoma
Response Zones:	Detailed later in this Figure. Also see Figure 1.2
PHYSICAL DESCRIPTION - PIPELINE	
General:	
● The pipeline originates at EOG Resources Railyard (Oklahoma), Inc.'s Stroud Rail Facility (which is not operated by Hawthorn Oil Transportation) to a facility on Enbridge property near Cushing, Oklahoma.	
● This Plan is written in English and understood by personnel responsible for carrying out the plan.	

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

PHYSICAL DESCRIPTION - PIPELINE (Cont'd)

Pipeline Specifications:

The basic specifications of the pipeline is as follows:

- **Product Types:** Crude Oil
- **Pipe Detail:** 12.75"

Response Resources:

Facility spill mitigation procedures and response guidelines are provided in Section 3.0 for discharges that could result from any of the following scenarios:

- Pipeline rupture/leak
- Explosion and/or fire
- Failure of facility piping
- Equipment failure (e.g. pumping system failure, relief valve failure, etc.)

These scenarios could result in the following discharge volume:

Response Zone	Discharge Scenario	Potential Oil Group	DOT/PHMSA Planning Volume
1 - Lincoln County	WCD	3	(b) (7)(F)

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

PHYSICAL DESCRIPTION - PIPELINE (Cont'd)
Response Resources (Cont'd): The worst case discharge volume is utilized in calculating the planning volume for response resources. The planning volume is used to determine the necessary on-water recovery capacity to respond within the three tiered response times. The identified oil spill recovery devices should be capable of arriving at the scene of a discharge within the time specified for the applicable response tier. The tier requirements for high volume areas are for response in 6 hours (Tier 1), 30 hours (Tier 2), and 54 hours (Tier 3). High volume areas are listed in 49 CFR 194. The tier requirements for all other areas are for response in 12 hours (Tier 1), 36 hours (Tier 2), and 60 hours (Tier 3). Appendix C of this Plan demonstrates a series of calculations and planning volume determinations based on guidance provided by the U. S. Environmental Protection Agency (EPA) in 40 CFR Part 112 and the Department of Transportation (DOT) PHMSA regulations in 49 CFR 194.105. The inclusion of these calculations is for demonstration of the response planning volumes and response capability necessary for on-water and on-shore recovery requirements as the result of the discharge scenarios outlined in the table above.

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

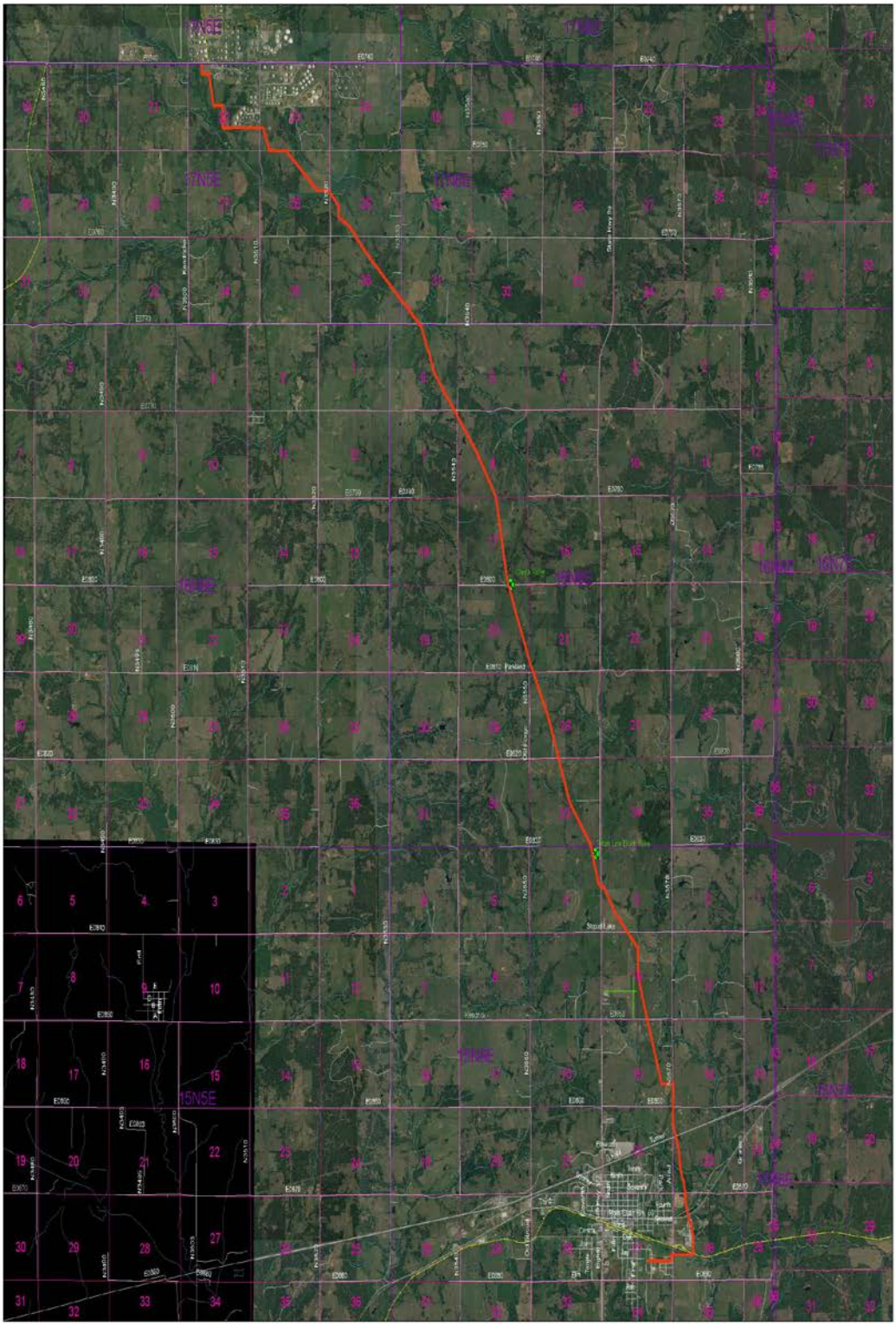
RESPONSE ZONE INFORMATION

General:

- The Response Zone includes the following:

RESPONSE ZONE			
Name of Pipeline	**Type of Oil**	**Counties**	**State**
Hawthorn Oil Transportation	Crude Oil	Lincoln County	OK

FIGURE 1.2
AREA MAP



2.0 NOTIFICATION PROCEDURES

This section is a guide for notification procedures that should be implemented immediately after discovering a discharge incident and if possible, securing the source. Internal and external notifications are described separately for clarification purposes only. All notifications are of extreme importance and must be completed in a timely manner. Internal Notification References are included in Figure 2.2.

2.1 INTERNAL NOTIFICATION

The following internal notifications should be made for each emergency incident to the extent that the incident demands (telephone reference is provided in Figure 2.2). In no event shall notification be delayed because the immediate supervisor is inaccessible. Authorization is given to bypass management levels if necessary to provide timely notification to appropriate management. The typical internal notification responsibilities for each person potentially involved in the initial response are as follows:

Person Discovering the Discharge

☐ Notify **Immediate Supervisor**

☐ Notify **Pipeline Foreman**

Pipeline Foreman

☐ Notify **Operations Superintendent**

☐ Notify **Spill Management Team**

Operations Superintendent

☐ Notify Division Office **Operations Manager**

☐ Notify Division Office **Safety and Environmental Manager**

Operations Manager

☐ Notify Corporate

FIGURE 2.1

INTERNAL NOTIFICATION SEQUENCE

(Phone references are provided in Figures 2.2 and 2.4)

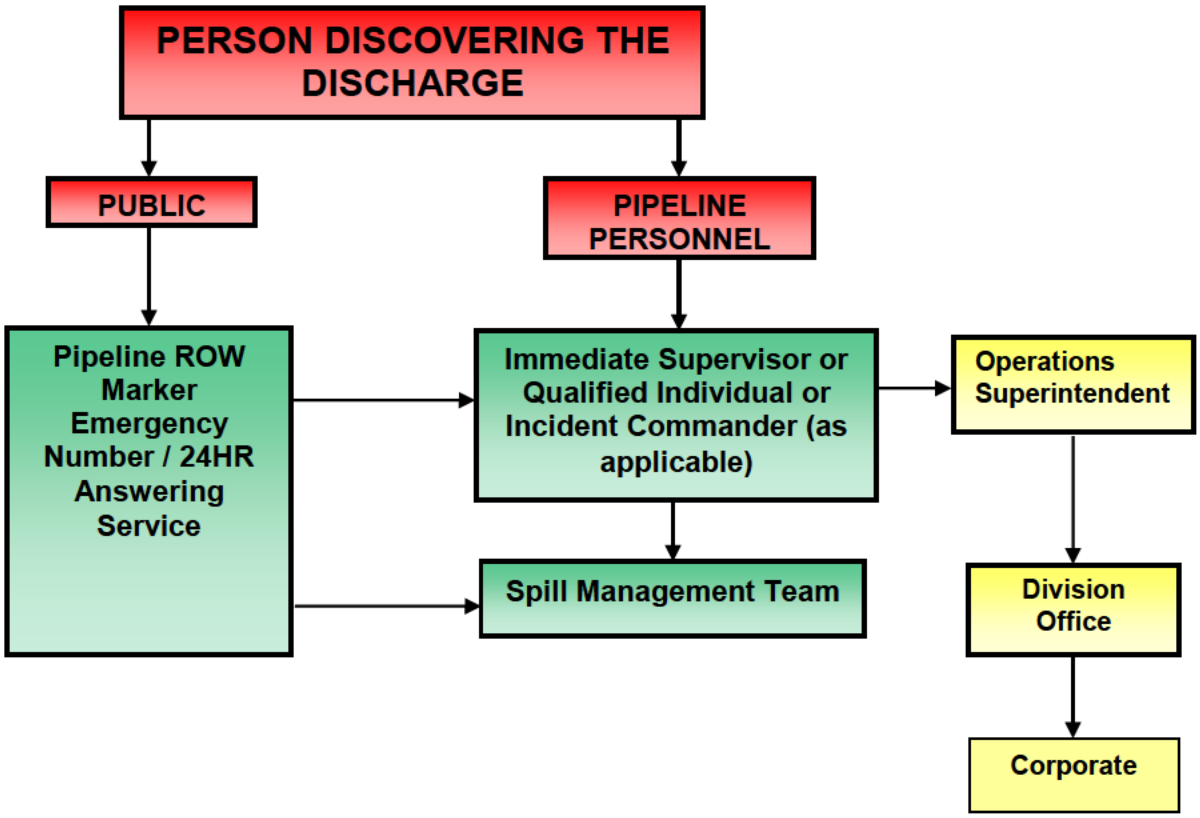


FIGURE 2.2

INTERNAL NOTIFICATION REFERENCES

INTERNAL NOTIFICATIONS					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
Qualified Individual/Pipeline Foreman	Alan Fletcher	Edmond, OK	(918) 968-0105 ext. 70113	(b) (6)	(817) 692-3961 MBL
Alternate Qualified Individual/Pipeline Technician	Lance Sellers	Stroud, OK	(918) 968-0105 ext. 70114		(817) 692-0132 MBL
Incident Commander/Alternate Qualified Individual/ Operations Manager	Greg Thornton	Keller, TX	(817) 344-1370		(817) 319-4591 MBL

SPILL MANAGEMENT TEAM					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
Information Officer	K. Leonard	Houston, TX	(713) 571-3870	(b) (6)	(281) 460-6373 MBL
Safety Officer	Steve Thompson	Jacksboro, TX	(817) 694-6702		(817) 694-6702 MBL
Planning Chief	O'Brien's Response Management	Houston, TX	(281) 320-9796		(713) 501-5620 MBL Joe Montague – Sales Manager
Operations Chief	Mark Richeson	Mansfield, TX	(817) 806-0468		(903) 245-8575 MBL
Liaison Officer/Operations Superintendent	Keith Elliott	Godley, TX	(817) 806-0472		(817) 734-4974 MBL
Logistics Chief	Mike Cayard	Fort Worth, TX	(817) 806-0406		(682) 225-4267 MBL
Finance Chief	Steve Smith	Keller, TX	(817) 344-1372		(682) 551-9710 MBL
Support/Alt.	Corey Windham	Fort Worth, TX	(817) 344-1090		(817) 240-7046 MBL
Support/Alt.	Henry Kindschi	Fort Worth, TX	(817) 344-1260		(817) 269-0574 MBL
Support/Alt.	Cary Lougham	Houston, TX	(713) 571-3918		(832) 274-8763 MBL

FIGURE 2.2

INTERNAL NOTIFICATION REFERENCES (Cont'd)

CORPORATE					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
President	Ray Ingle	Houston, TX	(713) 651-6920		(832) 228-4589 MBL
Mgr. of Safety & Environment	CeeCee Candler	Fort Worth, TX	(817) 344-1150		(817) 507-7865 MBL

RESOURCE PERSONNEL					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
INSURANCE					
Insurance / Risk Management	James Bouillion	Houston, TX	(713) 651-7158		(713) 499-0585 MBL

FIGURE 2.3

NOTIFICATION DATA SHEET

Date: _____ ***Time:*** _____

INCIDENT DESCRIPTION

Reporter's Full Name: _____ ***Position:*** _____
Day Phone Number: _____ ***Evening Phone Number:*** _____
Company: Hawthorn Oil Transportation (Oklahoma) Inc ***Organization Type:*** _____
Company Address: 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102 ***Owner's Address:*** Hawthorn Oil Transportation 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102
Incident Latitude: _____ ***Incident Longitude:*** _____
Spill Location: _____
Responsible Party's Name: _____ ***Phone Number:*** _____
Responsible Party's Address: _____
Source and/or cause of discharge: _____
Present Weather Conditions: _____
Nearest City: _____
County: _____ ***State:*** _____ ***Zip code:*** _____
Section: _____ ***Township:*** _____ ***Range:*** _____ ***Borough:*** _____
Distance from City: _____ ***Direction from City:*** _____
Container Type(if applicable): _____ ***Container Storage Capacity (if applicable):*** _____
Facility Oil Storage Capacity (if applicable): _____
Material:

Total Quantity Released	Water Impact (*YES or NO*)	Quantity into Water

RESPONSE ACTION(S)

Action(s) taken to Correct, Control, or Mitigate Incident: _____
Number of Injuries: _____ ***Number of Deaths:*** _____
Evacuation(s): _____ ***Number Evacuated:*** _____
Damage Estimate: _____
More information about impacted medium: _____

CALLER NOTIFICATIONS

National Response Center (NRC): 1-800-424-8802 or 202-267-2675
Additional Notifications (Circle all applicable): ***USCG*** ***EPA*** ***State*** ***Other***

ADDITIONAL INFORMATION

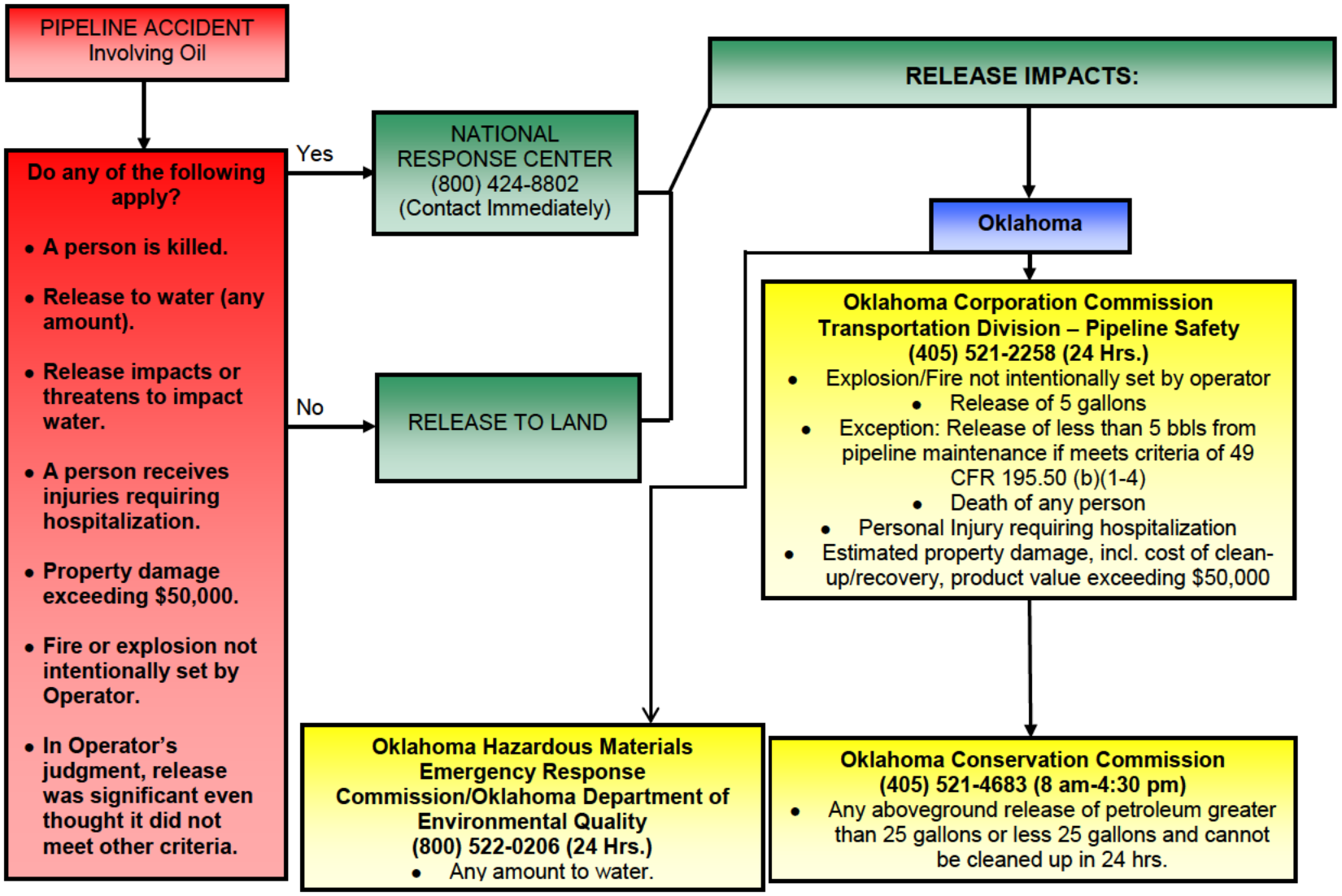
Any information about the incident not recorded elsewhere in this report: _____

NOTE: DO NOT DELAY NOTIFICATION PENDING COLLECTION OF ALL INFORMATION.

FIGURE 2.4

EXTERNAL NOTIFICATION FLOWCHART

(See Fig. 2.5 for more details on Agency Notification Requirements)



2.2 EXTERNAL NOTIFICATIONS

External notifications are those made to entities outside of the Company including federal, state and local regulatory agencies, as well as, railroad and utility companies. These notifications will be made as follows:

- ***Operations Superintendent (Alt. QI)***

    - National Response Center (NRC)
    - Appropriate state agency
    - Local agencies

The Notification Data Sheet (see Figure 2.3) should be used to begin the external notification process, keeping in mind that there are some strict time limits for making certain calls.

The following are guidelines to be considered when initiating external notifications:

- Do not report information that has not been verified or confirmed, usually by field personnel.

- Do not speculate as to the cause on an incident or make any statements about liability.

- Do not delay notifications because of incomplete information.

- When making notifications, document:

    - Agency notified, including telephone number
    - Date and time of notification
    - Person notified
    - Content of message
    - Incident number, if applicable

External required agency notifications contact numbers are provided in Figure 2.4.

Periodic Follow-up Notification during Emergency Response

Periodic follow-up notification must be made within the Company as well as to federal, state, and local agencies. Responsibility for periodic follow-up notifications remains with each individual as initially assigned, unless that responsibility has been transferred based on the magnitude of the response.

FEDERAL

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES

REQUIRED NOTIFICATIONS (FOR ALL FACILITIES)		
NATIONAL RESPONSE CENTER (40 CFR 110.6 (OIL) AND 40CFR 116 (HAZARDOUS SUBSTANCES))		
National Response Center c/o United States Coast Guard (G-OPF) 2100 2nd Street Southwest Room 2611 Washington, D.C. 20593-0001	(800) 424-8802 * (202) 267-2675 *	**REPORTING REQUIREMENTS** TYPE: For all spills that impact or threaten to impact navigable water or for any failure in a pipeline system that: 1. Caused a death or a personal injury requiring hospitalization 2. Resulted in either a fire or explosion not intentionally set by the carrier. 3. Caused estimated damage to the property of the carrier or others, or both, of a total of $50,000 or more. 4. Resulted in the pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water or adjoining shoreline, causing a discoloration or emulsion beneath the surface of the water or upon adjoining shorelines. 5. In the judgment of the carrier, was significant even though it did not meet the criteria of any other subparagraph of this paragraph. NOTE: A call to the NRC must also be made for spills or releases of hazardous substances that meet or exceed their RQ. VERBAL: Immediate notification required (within 2 hours). WRITTEN: Not required
Oklahoma Corporation Commission **Transportation Division – Pipeline Safety**	(405) 521-2258	

* 24-Hour Number

FEDERAL

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

REQUIRED NOTIFICATIONS (FOR DOT REGULATED FACILITIES)		
DEPARTMENT OF TRANSPORTATION (49CFR 195.52 (b))		
US Dept. of Transportation Environmental Planning Officer Office of Pipeline Safety Pipeline and Hazardous Materials Safety Administration Room E22-210, 1200 New Jersey Avenue, S.E. Washington, DC 20590 Fax Filing: (202) 366-4566	(800) 424-8802* (202) 267-2675* (202) 267-2165 (Fax)	**REPORTING REQUIREMENTS** TYPE: In addition to the reporting of accidents to the NRC, a written accident report (Form PHMSA F7000-1, provided in Appendix C) must be submitted for releases resulting in any of the following: 1. Explosion or fire not intentionally set by the operator. 2. Release of 5 gallons or more of hazardous liquid or carbon dioxide, except that no report is required for a release of less than 5 barrels resulting from a pipeline maintenance activity if the release is: a. Not one described under the NRC's reporting conditions. b. Confined to Company property or pipeline right-of-way; and c. Cleaned up promptly. 3. Death of any person. 4. Personal injury necessitating hospitalization. 5. Estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding $50,000. VERBAL: Call to the NRC meets the required verbal notification under DOT reporting requirement. WRITTEN: As soon as practicable, an accident meeting any of the above criteria must be reported on DOT Form 7000-1 (included in this Figure). The report must be sent to DOT no later than 30 days after the release. Changes or additions to the original report (DOT Form 7000-1) must file a supplemental report within 30 days.

* 24-Hour Number

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

STATE REQUIRED REPORTING REQUIREMENTS		
OKLAHOMA CONSERVATION COMMISSION (OAC 165.26-3-77)		
OKLAHOMA CONSERVATION COMMISSION **2101 NORTH LINCOLN BLVD.** **OKLAHOMA CITY, OK 73105** **Oklahoma Corporation Commission** **Transportation Division – Pipeline Safety**	In state: (405) 521-4683 (8 a.m. – 4:30 p.m. M-F) (800) 522-0206 (after hours) See Page 2-8 For Contact Number and Reporting Requirements.	**REPORTING REQUIREMENTS** Immediately report: • Any discharge of ***oil or petroleum products*** that enters the water. • All spills of oil or petroleum products into water or exceed SARA/EPCRA reportable quantities. • Any aboveground release of petroleum greater than 25 gallons or less than 25 gallons and cannot be cleaned up in 24 hours or SARA/EPCRA report notices.
OKLAHOMA HAZARDOUS MATERIALS EMERGENCY RESPONSE COMMISSION (OHMERC)/OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY (ODEQ) (OAC 252.2-1-3)		
707 N. Robinson **Oklahoma City, OK 73102**	(800) 522-0206 (24 Hrs.)	All spill of oil or petroleum products into water or exceed SARA/EPCRA reportable quantities.
OTHER POTENTIAL REQUIRED NOTIFICATIONS		
LOCAL EMERGENCY PLANNING COMMITTEES (LEPC) (OAC 165.26-3-77)		
Lincoln County	911 (Emergency) (405) 258-9996 (405) 258-1135 (Fax)	TYPE: Any spill reportable to the NRC. VERBAL: Immediately WRITTEN: As requested by the agency.

* 24-Hour Number

OKLAHOMA

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

NON REQUIRED ASSISTANCE/ADVISORY NOTIFICATIONS (outside resources)		
AGENCY	**LOCATION**	**OFFICE/ ALTERNATE**
FEDERAL		
US EPA Region 6	Fountain Place, 12th Floor, Suite 1200 1445 Ross Avenue Dallas, TX 75202-2733	(800) 887-6063 (24 Hrs.)
OKLAHOMA		
FIRE DEPARTMENTS		
Stroud Fire Department	200 W. 2nd St. Stroud, OK 74079	(918) 968-2733 (918) 968-3595-After Hours
Cushing Fire Department	323 N. Harrison Ave. Cushing, OK 74023	(918) 225-3361
POLICE DEPARTMENTS		
Stroud, OK	220 W. 2nd St. Stroud, OK 74079	(918) 968-2733
Cushing, OK	100 Judy Adams Blvd. Cushing, OK 74023	(918) 225-1212
SHERIFF'S DEPARTMENT		
Lincoln County, OK	811 Manvel, Suite 14 Chandler, OK 74834	(405) 258-1191
HOSPITALS		
Stroud Regional Medical Center	2308 Hwy 66 West Stroud, OK 74079	(918) 968-3571
Cushing Regional Medical Center	1027 East Cherry Cushing, OK 74023	(918) 225-2915
St. Francis Hospital	6161 South Yale Avenue Tulsa, OK 74136	(918) 494-2200
Drumright Memorial Hospital Drumright Regional Hospital	501 Lou S. Allard Drive Drumright, OK 74030 601 W Truck Bypass Drumright, OK 74030	(918) 352-2525 (918) 382-2300
OTHER		
Oklahoma DOT, Lincoln County Division 3	608 S. Jackson St. Altus, OK 73521	(580) 332-1526

FIGURE 2.6

EMERGENCY RESPONSE CONTRACTORS

USCG – CLASSIFIED OIL SPILL REMOVAL ORGANIZATIONS (UNDER CONTRACT/AGREEMENT)		
Acme Environmental	2666 North Darlington Ave. Tulsa, OK 74115	(918) 836-7184 (24 Hr.)
OIL SPILL REMOVAL ORGANIZATIONS (UNDER CONTRACT/AGREEMENT)		
Conestoga – Rovers & Associates (CRA) Kevin Howard	11004 East 51st St. Tulsa, OK 74146	(866) 812-9565 (24 Hr.) (918) 828-2424 (918) 828-0202 (Fax) (918) 691-5142 (MBL)
A Clean Environment	2801 S. 25th West Ave. Tulsa, OK 74107	(800) 259-8347 (24 Hr.) (580) 668-2960 (Fax) (580) 221-3872
Dillon Environmental Services Scott Dillon Mike King	780 Rickets Ln. Ardmore, OK 73401	(580) 490-1718 (24 Hr.) (580) 226-5303 (580) 226-5372 (Fax) (580) 490-1718 (580) 490-1393
IDENTIFIED RESOURCES		
CONTRACTOR	**RESOURCE**	**OFFICE/ ALTERNATE**
O'Brien's Response Management Inc.	Spill Management Team	(985) 781-0804 (24 Hr.)
ORR Construction	Construction	(918) 377-4362 (405) 258-8056

3.0 RESPONSE ACTIONS

3.1 INITIAL RESPONSE ACTIONS

Initial response actions are those taken by local personnel immediately upon becoming aware of a discharge or emergency incident, before the Local Response Team (described in Section 4.0) is formed and functioning. Timely implementation of these initial steps is of the utmost importance because they can greatly affect the overall response operation.

The pages that follow discuss initial response actions for a variety of emergencies that have the possibility of occurring. These emergencies are discussed in the order listed below:

- Fire/Explosions
- Spills
- Tornado
- Flood
- (b) (7)(F)

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

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

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

INITIAL RESPONSE ACTIONS - SUMMARY

- Personnel and public safety is first priority
- Eliminate sources of ignition
- Isolate the source of the discharge, minimize further flow
- Make internal notifications
- Make external notifications
- Activate the Local Response Team as necessary
- Activate response contractors and other external resources as necessary
- Monitor and control the containment and clean-up effort

In addition to the potential emergency events outlined in this section, the Company has identified several “abnormal operations” that could be expected in the pipeline. The pipeline has defined the events and established procedures to identify, eliminate or mitigate the threat of worst case discharge due to these events.

3.1 INITIAL RESPONSE ACTIONS (Cont'd)

FIRST RESPONDER

Before taking ANY action (other than calling for assistance), if the emergency may involve the release of a hazardous material, you MUST also be trained and familiar with the appropriate considerations and processes.

As a first responder to the site of an apparent emergency, your initial objective is **site management**. Don't become part of the problem; set the foundation for proper ongoing site management.

- _____ **Isolate the area; deny entry**.
- _____ **If the integrity of the line is in question, contact your supervisor immediately.**
- _____ Follow the appropriate *"Specific Incident Response Checklist"* in Figure 3.1 and *"Product Specific Response Considerations"* in Figure 3.2.

PIPELINE SUPERVISORY PERSONNEL

- _____ Initiate appropriate shutdown/emergency response actions.
- _____ Notify Pipeline Foreman/QI or Alternate QI(s).

QUALIFIED INDIVIDUAL (QI)

- _____ Evaluate the severity, potential impact, safety concerns, and response requirements based on the initial data provided by the first person on scene.
- _____ Ensure Operations Superintendent (Alt. QI) has assumed role of Incident Commander.

INCIDENT COMMANDER (IC)

- _____ Confirm safety aspects at site, including need for personal protective equipment, sources of ignition, and potential need for evacuation.
- _____ Proceed to spill site and coordinate response and clean-up operations.
- _____ Direct containment and/or clean-up operations in accordance with the *"Product Specific Response Considerations"* provided in Figure 3.2.

LOCAL RESPONSE TEAM

- _____ Assigned personnel will immediately respond to a discharge, as the situation demands.
- _____ Perform response/clean-up operations as directed or coordinated by the Incident Commander (see Section 4.0 for roles and responsibilities of each team member).
- _____ Assist as directed at the spill site.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST

Remember: Without Exception, Personnel Safety Is The First Priority. Excessive Exposure To The Vapor And Liquid Stages Of The Spilled Product Should Be Avoided.

INITIAL RESPONSE

Priorities:

- _____ Take appropriate action to protect life and ensure the safety of personnel.

The success or failure of an operation often depends on the first arriving employee's ability to take command of the situation and implement the *Oil Spill Response Plan*.

Before taking ANY action (other than calling for assistance), if the emergency may involve the release of a hazardous material, you MUST also be trained and familiar with the appropriate considerations and processes.

As a first responder to the site of an apparent emergency, your initial objective is **site management**. Don't become part of the problem; set the foundation for proper ongoing site management.

Isolate the area; deny entry.

If the integrity of the line is in question, contact your supervisor and implement the *Oil Spill Response Plan*.

- _____ Take appropriate action to protect life and ensure the safety of personnel.

- _____ Rescue in the HOT Zone: Attempt **only** if you are trained to the Haz Mat Tech level and these three conditions are met:
  a. adequate personal protective equipment is available, **and**
  b. sufficient time apparently exists to complete without endangering your own life, **and**
  c. there is an adequate number of emergency response personnel present.

If possible, it is best to have professional emergency response personnel perform rescue.

- _____ Evacuation involves three steps:
  a. notify evacuees to gather in a safe, central area, moving uphill and/or at a right angle to any migrating liquid or vapor, and if possible, upwind.
  b. if needed, provide transportation to move evacuees to a reasonably safe area.
  c. care for evacuees: provide water, food, clothing, shelter, and information.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

INITIAL RESPONSE (Cont'd)

Emergency response agencies will generally perform evacuation.

- _____ Administer first aid.

- _____ Rescue in the HOT Zone: Attempt **only** if you are trained to the Haz Mat Tech level and these three conditions are met:
  a. adequate personal protective equipment is available, **and**
  b. sufficient time apparently exists to complete without endangering your own life, **and**
  c. there is an adequate number of emergency response personnel present.

Perform other First Aware/First Responder activities:

- _____ Emergency alarms/signals must be distinctive, timely and appropriate to the site; personnel must be trained in the recognition and response to the alarms/signals.

- _____ Take authorized action to protect property, including prevention of environmental damage, especially the contamination of water.
  a. stop ongoing leaks
  b. stabilize and contain the situation

- _____ Collect information and notify Pipeline Operator.

- _____ If roads or railroads are present in the affected area, assist the Sheriff or local emergency officials with halting traffic.

<u>All personnel are reminded that outsiders other than emergency services will not be allowed in the response zone during the time of an emergency, and that no statements will be issued to the media or other interested parties except by designated Company Management. Be courteous with media representatives and direct them to the designated spokesman.</u>

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

EXPLOSIONS AND/OR FIRE, SPECIFIC RESPONSE

Pipeline Right of Way

- _____ In the event of fire in the absence of a supervisor or the designated Qualified Individual(s), any Company employee on duty may be designated as the individual in charge.
- _____ The individual discovering the fire will adhere to the instructions above:
  - Ensure that the fire department has been notified.
  - Alert pipeline personnel of the exact location and extent of the fire.
  - Ensure supervisor is notified by telephone (refer to Figures 2.1 and 2.2).
- _____ Prior to the arrival of a supervisor, the individual will remain in charge and will direct the fire department to the scene of the fire.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

LINE BREAK OR LEAK, SPECIFIC RESPONSE

- _____ Notify Pipeline Foreman.
- _____ Initiate shut down procedures outlined in the Company's Standard Operating Procedures.
- _____ Obtain all the necessary information to complete the leak report.
- _____ Qualified personnel should use Combustible Gas Indicator w/appropriate sensors to detect hydrocarbon vapors, O_2 meter, proper colormetric indicator and/or other air sampling measurements to ensure that areas are safe to enter for continued response operations.
    - Mitigate spreading of the product, as the situation demands. Potential containment strategies include:
        - Earthen dike/berm
        - Ditching
        - Spreading sorbent material over the spill
    - Prevent the spill from entering the waterways, sewer, etc. to the greatest extent possible.
- _____ Inform local operators (e.g. utilities, telephone company, railway, etc) as applicable.
- _____ Review the location of socio-economic and environmentally sensitive areas identified in Figure 6.3. Determine which of these may be threatened by the spill and direct the response operation to these locations. Initiate protection and recovery actions.
- _____ Determine the direction and expected duration of spill movement.
- _____ Make all necessary repairs.
- _____ Clean up spilled product to eliminate any possible environmental problems. Be alert for underground cables.
- _____ Return the line to service when repairs are complete.
- _____ Complete follow-up and written reporting, as the situation demands.

SPILLS

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

ABNORMAL PIPELINE OPERATIONS

- _____ If operating design limits have been exceeded (increase or decrease pressure or flow) and no emergency condition exists, stop operations and immediately investigate the pipeline.
- _____ Verify whether a true safety problem, equipment malfunction, or operator error is present.
- _____ If the situation is due to malfunctioning equipment, can transfer operations continue safely? If yes, then bypass the faulty equipment until the completion of the transfer and make appropriate repairs. **Note: In all cases, safety to operations, the general public, and property will govern actions taken**.
- _____ If the transfer can not continue safely, make appropriate repairs before continuing operations. **Note: Corrective action will only be done by qualified personnel to perform the type of work involved.**
- _____ Monitor affected systems until normal operations are resumed.
- _____ Inform local operators such as utilities, telephone, and/or railway.
- _____ Complete follow-up and written reporting, as the situation demands.

Note: For more specific details, refer to Company's Operations and Maintenance (O & M) Manual, Section 3 – Abnormal Operations.

FIGURE 3.1

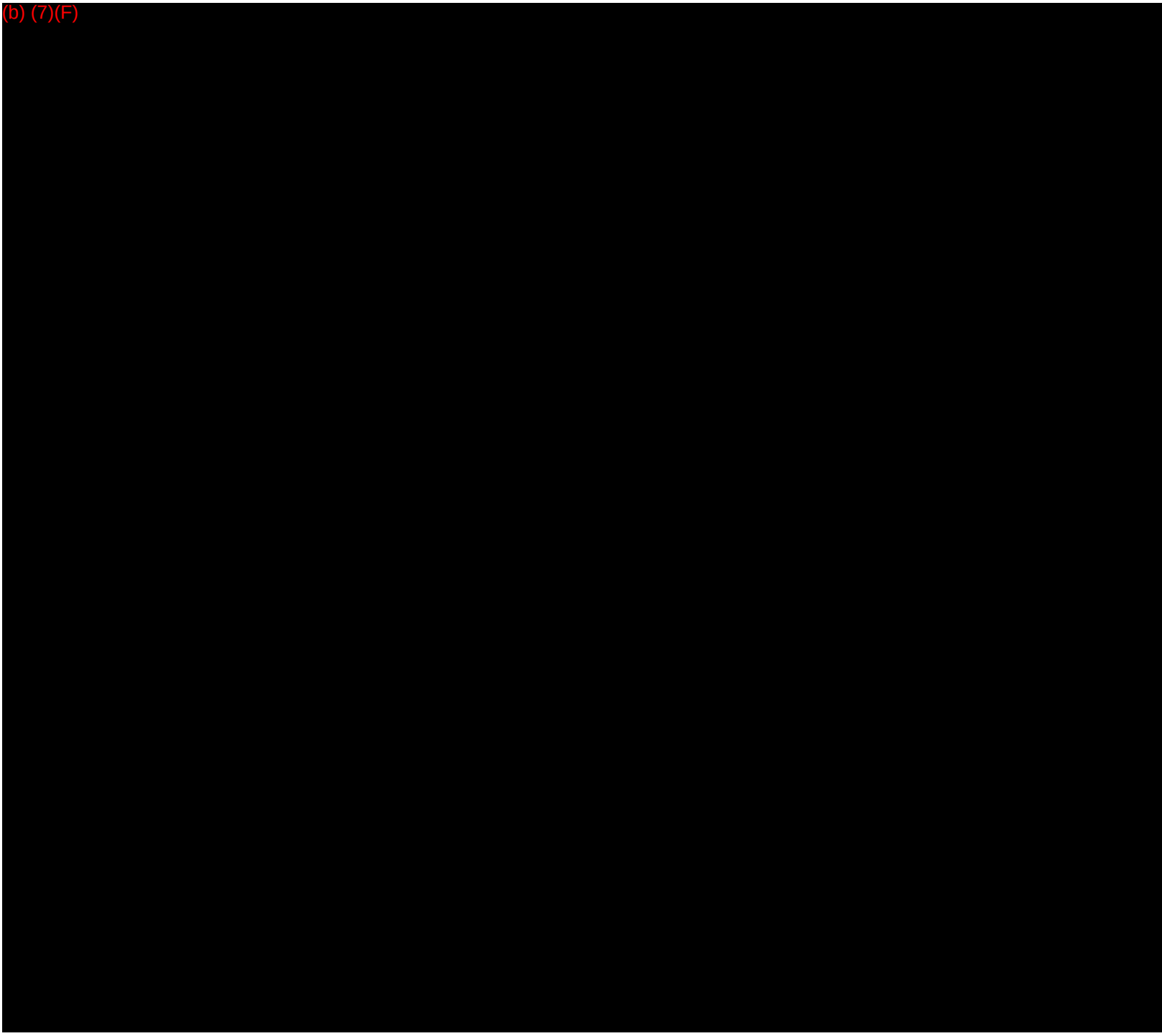


FIGURE 3.1

(b) (7)(F)

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

MEDICAL EMERGENCY, SPECIFIC RESPONSE

- _____ Apply appropriate first aid for both injury and shock, exercising care not to cause further injury.
- _____ If victim is unconscious and not breathing, immediately apply artificial respiration (if trained in CPR) and continue without interruption until natural breathing is restored or until relieved by another CPR-trained individual or other qualified medical personnel.
- _____ Call for ambulance or other medical evacuation resources, if appropriate.
- _____ Notify hospital of patient arrival and extent of injury.
- _____ Notify victim's immediate family.
- _____ Complete follow-up and written reporting, as the situation demands.
- _____ Reference EOG Resources Policy, as applicable.

FIGURE 3.2

FLAMMABLE LIQUIDS (Non-Polar/Water-Immiscible)

The following information is intended to provide the initial responder(s) with data that may be useful in making quick decisions and executing prompt response actions. The information is intended for guideline purposes only.

PRODUCTS **Crude Oil**

HAZARD IDENTIFICATION / RECOGNITION

GUIDE NO. 128

DANGERS

- HIGHLY FLAMMABLE: Will be easily ignited by heat, sparks or flames.
- Vapors may form explosive mixtures with air.
- Vapors may travel to source of ignition and flash back.
- Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).
- Vapor explosion hazard indoors, outdoors or in sewers.
- Those substances designated with a "P" may polymerize explosively when heated or involved in a fire.
- Runoff to sewer may create fire or explosion hazard.
- Containers may explode when heated.
- Many liquids are lighter than water.
- Substance may be transported hot.
- For UN3166, if Lithium ion batteries are involved, also consult GUIDE 147
- **If molten aluminum is involved, refer to GUIDE 169**

HEALTH

- Move victim to fresh air. Call 911 or emergency medical service.
- Apply artificial respiration if victim is not breathing. Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
- Wash skin with soap and water.
- Keep victim warm and quiet.
- Ensure that medical personnel are aware of the material(s) involved, and take precautions.

PUBLIC SAFETY

- CALL EMERGENCY RESPONSE Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover of ERG.
- Isolate spill or leak area immediately for at least 50 meters (150 feet) in all directions.
- Keep unauthorized personnel away.
- Stay upwind.
- Keep out of low areas.
- Ventilate closed spaces before entering.

FIGURE 3.2 (Cont'd)

FLAMMABLE LIQUIDS (Non-Polar/Water-Immiscible)	
EVACUATION	**Large Spill** ● Consider initial downwind evacuation for at least 300 meters (1,000 feet). **Fire** ● If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.
FIRE	● CAUTION: All these products have a very low flash point: Use of water spray when fighting fire may be inefficient. ● CAUTION: For mixtures containing alcohol or polar solvent, alcohol-resistant foam may be more effective ● Small Fire: dry Chemical, CO_2, water spray or regular foam ● Large Fire: Water spray, fog or regular foam. DO not use straight streams. Move containers from fire area if you can do it without risks ● Fire involving Tanks or Car/Trailer Loads: Fight fire from maximum distance or use unmanned hose holders or monitor nozzles. Cool containers with flooding quantities of water until well after fire is out. Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. ALWAYS stay away from tanks engulfed in fire. For massive fire, use unmanned hose holders or monitor nozzles, if this is impossible, withdraw from area and let fire burn ●
Information provided by the Emergency Response Guidebook 2012.	

3.2 SAFETY AWARENESS

Personal Protective Equipment (PPE)

The following represents OSHA/EPA designated PPE levels for responding to emergencies, post emergency cleanup sites, and/or Temporary Storage and Disposal (TSD) sites. The responder's PPE should be chosen based on his/her level of training and assigned job duties.

Personal Protective Equipment (PPE)	
LEVEL A ● Self Contained Breathing Apparatus (SCBA) (worn inside suit) ● Encapsulated Chemical Protective Suit ● Chemical Protective Gloves ● Chemical Protective Boots ● Hard Hat	**LEVEL B** ● SCBA (worn outside suit) ● Chemical Protective Suit w/Hood ● Chemical Protective Boots ● Chemical Protective Gloves ● Hard Hat
LEVEL C ● Air Purifying Respirator (APR) ● APR ½ Face / Full Face ● Hard Hat ● Glasses (worn with ½ face APR) ● Chemical Protective Boots ● Chemical Protective Gloves ● Chemical Protective Suit/Tyvek	**LEVEL D** ● Hard Hat ● Safety Glasses ● Work Uniform / Clothes ● Leather Gloves ● Safety Boots
MODIFIED LEVEL C Same as Level C except no APR requirements.	

3.3 EMERGENCY MEDICAL TREATMENT AND FIRST AID

On-site emergency medical response requires the same rapid assessment of the patient as any other situation, but requires the responders to be aware of other considerations that may affect the way they handle the patient. These considerations include the following:

- The potential for contamination of the patient, responders, and equipment should be addressed. Responders should arrange to treat all patients **AFTER** the injured party has been decontaminated according to the Site Safety and Health Plan.

- Site personnel should make the initial assessment of the patient and determine the severity of the injury/illness.

- If the treatment needed is critical care or "life saving" treatment, rapid decontamination of the injured/ill party should be started. Refer to the Site Safety and Health Plan for steps to be taken in an "abbreviated" decontamination for medical treatment.

3.3 EMERGENCY MEDICAL TREATMENT AND FIRST AID (Cont'd)

- **The need for full decontamination should be carefully weighed against the need for prompt medical treatment.**

- The ambulance responding to medical emergencies shall be contacted as soon as possible and instructed exactly where to respond when needed and the nature of the contaminant. Telephone reference is provided in Figure 2.5.

- MSDS information will be available from the Incident Commander and should be provided to medical personnel to alert them of decontamination requirements.

- If emergency medical treatment is needed, the Incident Commander, or his designated representatives, will request assistance from trained medical personnel.

4.0 RESPONSE TEAMS

4.1 INTRODUCTION

The Company utilizes the Incident Command System (ICS) to manage emergency response activities. The ICS is a management tool that is readily adaptable to very small incidents as well as those of considerable significance. ICS shall be implemented for all discharge incidents. The staffing levels required to meet the specific needs of the incident will be based on its size and severity.

The first response to a discharge originating from this operation will be provided by the local responders. In the event that the response operation is beyond the capability of the local responders (Local Response Team), the Incident Commander/Qualified Individual will activate the Spill Management Team.

A detailed explanation of the Incident Command System and the roles and responsibilities for primary members of the Spill Management Team are provided in this Section.

4.2 QUALIFIED INDIVIDUAL

Vital duties of the Qualified Individual (QI) include:

- Activate internal alarms and hazard communication systems to notify all Facility personnel.
- Notify all response personnel, as needed.
- Identify the character, exact source, amount, and extent of the release, as well as the other items needed for notification.
- Notify and provide necessary information to the appropriate federal, state, and local authorities with designated response roles, including the National Response Center (NRC), State Emergency Response Commission (SERC), and local response agencies.
- Serve as liaison with the On-Scene Coordinator.
- Assess the interaction of the spilled substance with water and/or other substances stored at the Facility and notify response personnel at the scene of that assessment.
- Assess the possible hazards to human health and the environment due to the release. This assessment must consider both the direct and indirect effects of the release (i.e., the effects of any toxic, irritating, or asphyxiating gases that may be generated, or the effects of any hazardous surface water runoffs from water or chemical agents used to control fire and heat-induced explosion).
- Assess and implement prompt removal actions to contain and remove the substance released.

4.2 QUALIFIED INDIVIDUAL (Cont'd)

- Coordinate rescue and response actions as previously arranged with all response personnel.

- Access Company funding to initiate clean-up activities.

- Direct clean-up activities until properly relieved of this responsibility.

Arrangements will be made between the QI and the Alternate Qualified Individual (AQI) to ensure that either one or the other is available on a 24-hour basis and is able to arrive at the Facility, or along pipeline right-of-way, in a reasonable amount of time. The AQI shall replace the QI in the event of his absence and have the same responsibilities and authority.

4.3 LOCAL RESPONSE TEAM

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

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

A complete functional ICS organization is shown in Figure 4.1. The LRT should try to fill the necessary positions and request additional support from the Spill Management Team to fill/back up all the positions as the incident may dictate.

4.4 SPILL MANAGEMENT TEAM

For spill response operations outside the capabilities of the LRT, the QI or IC will determine the need for mobilization of the Spill Management Team (SMT). The SMT, once fully staffed, is designed to cover all aspects of a comprehensive and prolonged incident response. The number of positions/personnel required to staff the SMT will depend on the size and complexity of the incident. During a prolonged response, additional contracted personnel may be transferred in, and more than one level within the Team may be involved to sustain 24-hour operations.

4.4 SPILL MANAGEMENT TEAM (Cont'd)

Led by the Incident Commander, the SMT is composed of the following principal components:

- Command
- Logistics
- Planning
- Finance
- Operations

The SMT is staffed by specially trained personnel from various corporate locations and various contract resources as the situation requires. The SMT organization chart is provided in Figure 4.1; telephone reference is provided in Figure 2.2. Command and Unit Leader responsibilities are described in Section 4.8.

4.5 RESPONSE TEAM TRAINING

The Company provides training related to discharge prevention, testing, and response, including measures to repair pipeline ruptures and mitigate discharges. The training methods address oil discharges from the pipeline from several perspectives: human health and safety, rupture control and repair operations, pollution control, and overall (crisis) management of the emergency. Division Office is responsible for implementation and records maintenance of the emergency response training program. The coordination of employee schedules and location of the training sessions throughout the year is administered by Division.

The competency of each training program is closely monitored by Division through observation of and/or participation in actual training sessions.

Through the various training methods described below the Company's program is intended to ensure the following results:

That all personnel know:

- Their responsibilities under the Plan.
- The name, address and procedures for contacting the operator on a 24-hour basis.
- The name of, and procedures for contacting the Qualified Individual on a 24-hour basis.

That all reporting personnel know:

- The pipelines and response zone details for the affected area (Figure 1.3).
- The telephone number of the National Response Center and other required notifications (Section 2.0).
- The notification process (Section 2.0).

That all response personnel know:

- The characteristics and hazards of the oil discharged.
- The conditions that are likely to worsen emergencies, including the consequences of facility malfunctions, and the appropriate corrective actions.

4.5 RESPONSE TEAM TRAINING (Cont'd)

That all response personnel know: (Cont'd)

- The steps necessary to control and accidental discharge of oil and to minimize the potential for fire, explosion, toxicity or environmental damage (Section 3.0).

- Proper use of personal protective equipment and fire-fighting procedures commensurate with their job description and level of training (Section 4.0).

The Company requires that all response personnel, including contractors and casual labor, have the appropriate training necessary to serve on a response team during an emergency. Team members will receive training in the following:

Facility Response Plan Review

- All Response Team Members should review their Oil Spill Response Plan whenever their job position or responsibilities change under the Plan. A copy of this Plan will be available at all times to Team Members.

HAZWOPER (29 CFR 1910.120)

OSHA HAZWOPER training requirements are shown in the table below.

OSHA HAZWOPER TRAINING REQUIREMENTS

Responder Classification	Required Training Hours	Refresher
29 CFR 1910.120(q) Emergency Response		
First Responder – Employee Awareness Level	2 – 4 hrs demonstration of competency	Same
First Responder – Operations Level	24 hrs plus competency	8 hrs*
Incident Commander	24 hrs plus competency	8 hrs*

* Or sufficient content and duration to maintain competency.

All personnel responding to an incident must satisfy the applicable HAZWOPER training requirements of 29 CFR 1910.120. Personnel are trained to the level of HAZWOPER necessary to perform their emergency response duties. Team members are required under state and federal regulations to have appropriate up-to-date HAZWOPER training necessary to function in their assigned positions. Refresher training or a demonstration of competency is required annually to maintain HAZWOPER qualifications.

Incident Command System

- Response team members will receive ICS training and may also receive supplemental training in other, related general topics.

Volunteers

- The Company will not use volunteers for emergency incident response and no Company provisions exist to train them. Volunteers may be used by government response entities, as allowed by applicable policies/procedures.

4.5 RESPONSE TEAM TRAINING (Cont'd)

Training Records Maintenance

- Emergency response training records are maintained at Division Office. Training records for response personnel will be maintained for as long as personnel have duties in this response plan.

Contractor Training

- The Company also recognizes that contract personnel must also have sufficient training to response to emergency response situations. The Company communicates this training need to its key contractors. The Company also tends to use well-known spill response contractors whose reputation and experience levels help ensure personnel who respond will be trained to appropriate levels.

Training Qualifications

- As no formalized method of certifying training instructors has been provided by OSHA, The Company ensures the competency of its instructors and training organizations by selecting trainers and/or organizations with professional reputations and extensive hands-on and classroom experience in their subject matter. Company personnel with responsibility to coordinate the training program also conduct periodic informal audits of training courses selected for the Company's training program to ensure their suitability for the program.

4.6 RESPONSE TEAM EXERCISES

Response Team members, government agencies, contractors, and other resources must participate in response exercises required by Federal, state, or local regulations and as detailed in the "National Preparedness for Response Exercise Program (PREP) Guidelines". The Company will conduct announced and unannounced drills to maintain compliance, and each plan-holder must conduct at least one exercise annually. The Senior Emergency Response Specialist will be responsible for the planning, carrying out and monitoring of the drill exercises. The following table lists the triennial exercise cycle for facilities (see PREP Guidelines for full details).

Triennial Cycle		
Total Number	**Frequency**	**Exercise Type/Description**
12	Quarterly	QI Notification Exercise
3	Annual	Equipment Deployment Exercise *(May consist entirely of operator owned equipment, or a combination of OSRO and operator equipment).*
3	Annual	Response Team Tabletop Exercise
3	Not more than Tri-annually	Unannounced Exercise *(not a separate exercise)* Actual response can be considered as an unannounced exercise.
NOTE: All response plan components must be exercised at least once in the Cycle.		

- **Scope:** Exercise notification process between key facility personnel and the qualified individual to demonstrate the accessibility of the Qualified Individual.

- **Objective:** Contact by telephone, radio, message-pager, or facsimile and confirmation established as indicated in Response Plan.

- **General:** All personnel receiving notification shall respond to the notification and verify their receipt of the notification. Personnel who do not respond should be contacted to determine whether or not they received the notification.

Annual Equipment Deployment Exercise (for facilities with equipment)

- **Scope:** Demonstrate ability to deploy spill response equipment identified in the ICP.
  - May consist entirely of operator owned equipment, or a combination of OSRO and operator equipment.
  - The number of equipment deployment exercises conducted should be such that equipment and personnel assigned to each response zone are exercised at least one a year. If the same personnel and equipment respond to multiple zones, they need only exercise once per year. If different personnel and equipment response to various response zones, each must participate in an annual equipment deployment exercise.

4.6 RESPONSE TEAM EXERCISES (Cont'd)

***Annual Equipment Deployment Exercise (for facilities with equipment)* (Cont'd)**

- **Objective:** Demonstrate personnel's ability to deploy and operate response equipment. Ensure that the response equipment is in proper working order.

- **General:** The Facility may take credit for actual equipment deployment to a spill, or for training sessions, as long as the activities are properly documented.

Annual Response Team Tabletop Exercise

- **Scope:** Demonstration of the response team's ability to organize, communication, and make strategic decisions regarding population and environmental protection during a spill event.

- **Objective:** Designated Emergency Response Team members should demonstrate the following:

  - Knowledge of the Plan.
  - Ability to organize team members effectively.
  - Communications system.
  - Interface with a unified command.
  - Coordination for response capability as outlined in Response Plan.

- **General:** Credit should be taken for an actual spill response when these objectives are met, the response is evaluated and, a proper record is generated.

Government-Initiated Unannounced Exercise

- **Scope:** Demonstrate ability to respond to a worst case discharge spill event.

- **Objectives:** Designated emergency response team members should demonstrate adequate knowledge of their Response Plan and the ability to organize, communicate, coordinate, and respond in accordance with that plan.

- **General:** Maximum of 20 unannounced PHMSA exercises conducted annually for the pipeline industry as a whole. A single owner or operator will not be required to participate in a PHMSA-initiated unannounced exercise, if they have already participated in one within the previous 36 months.

Exercise Documentation

- The documentation for drill exercises will be maintained at least 3 years and located at Division Office; documentation should specify:
  - The type of exercise;
  - Date and time of the exercise;
  - A description of the exercise;
  - The objectives met in the exercise;
  - The components of the response plan exercised; and
  - Lessons learned.

4.7 INCIDENT COMMAND SYSTEM

The Incident Command System is intended to be used as a management tool to aid in mitigating all types of emergency incidents. This system is readily adaptable to very small emergency incidents as well as more significant or complex emergencies. The Incident Command System (ICS) utilizes the following criteria as key operational factors:

- Assigns overall authority to one individual
- Provides structured authority, roles and responsibilities during emergencies
- Is simple and familiar, and is used routinely at all incidents
- Allows structured communication
- Is a structured system for response and assignment of resources
- Provides for expansion, escalation, and transfer/transition of roles and responsibilities
- Allows for "Unified Command" where outside agency involvement at the command level is required

Effective establishment and utilization of the ICS during response to all types of emergencies can:

- Provide for increased safety
- Shorten emergency mitigation time by providing more effective and organized mitigation
- Cause increased confidence and support from local, state, and federal emergency response personnel
- Provide a solid cornerstone for emergency planning efforts

Section 4.8 provides a comprehensive list of every response team member's duty assignment.

4.8 UNIFIED COMMAND

As a component of an ICS, the Unified Command (UC) is a structure that brings together the Incident Commanders of all major organizations involved in the incident to coordinate an effective response while still meeting their own responsibilities. The Unified Command (UC) system links the organizations responding to the incident and provides a forum for the Responsible Party and responding agencies to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and responders may blend together throughout the organization to create an integrated response team. The UC process requires the UC to set clear objectives to guide the on-scene response resources.

4.8 UNIFIED COMMAND (Cont'd)

Multiple jurisdictions may be involved in a response effort utilizing the Unified Command of the Incident Command System. These jurisdictions could be represented by any combination of:

- Geographic boundaries
- Government levels
- Functional responsibilities
- Statutory responsibilities

The participants of the UC for a specific incident will be determined by taking into account the specifics of the incident and existing response plans and/or decisions reached during the initial meeting of the UC. The UC may change as an incident progresses, in order to account for changes in the situation.

The UC is responsible for overall management of an incident. The UC directs incident activities and approves appropriation and release of resources. The UC structure is a vehicle for coordination, cooperation and communication which is essential to an effective response.

UC representatives must be able to:

- Agree on common incident objectives and priorities
- Have the capability to sustain a 24-hour-7-day-a-week commitment to the incident
- Have the authority to commit agency or company resources to the incident
- Have the authority to spend agency or company funds
- Agree on an incident response organization
- Agree on the appropriate Command and General Staff assignments
- Commit to speak with "one voice" through the Information Officer or Joint Information Center
- Agree on logistical support procedures
- Agree on cost-sharing procedures

4.9 DISCHARGE CLASSIFICATION

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

TIER I EVENT
Incident Command will normally be assumed by Facility Management. Regional and Head Office support will be utilized on an as needed basis.
Exposure
The potential public and environmental exposure is moderate. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have moderate impact on the public and/or the environment.
Degree of Control
The incident can be controlled in a short period of time through implementation of the local resources available to the Facility (including contract resources).
Governmental Involvement
Government involvement will be moderate and generally restricted to state and local levels.
Media Involvement
Media interest will be moderate and generally restricted to state and local levels.

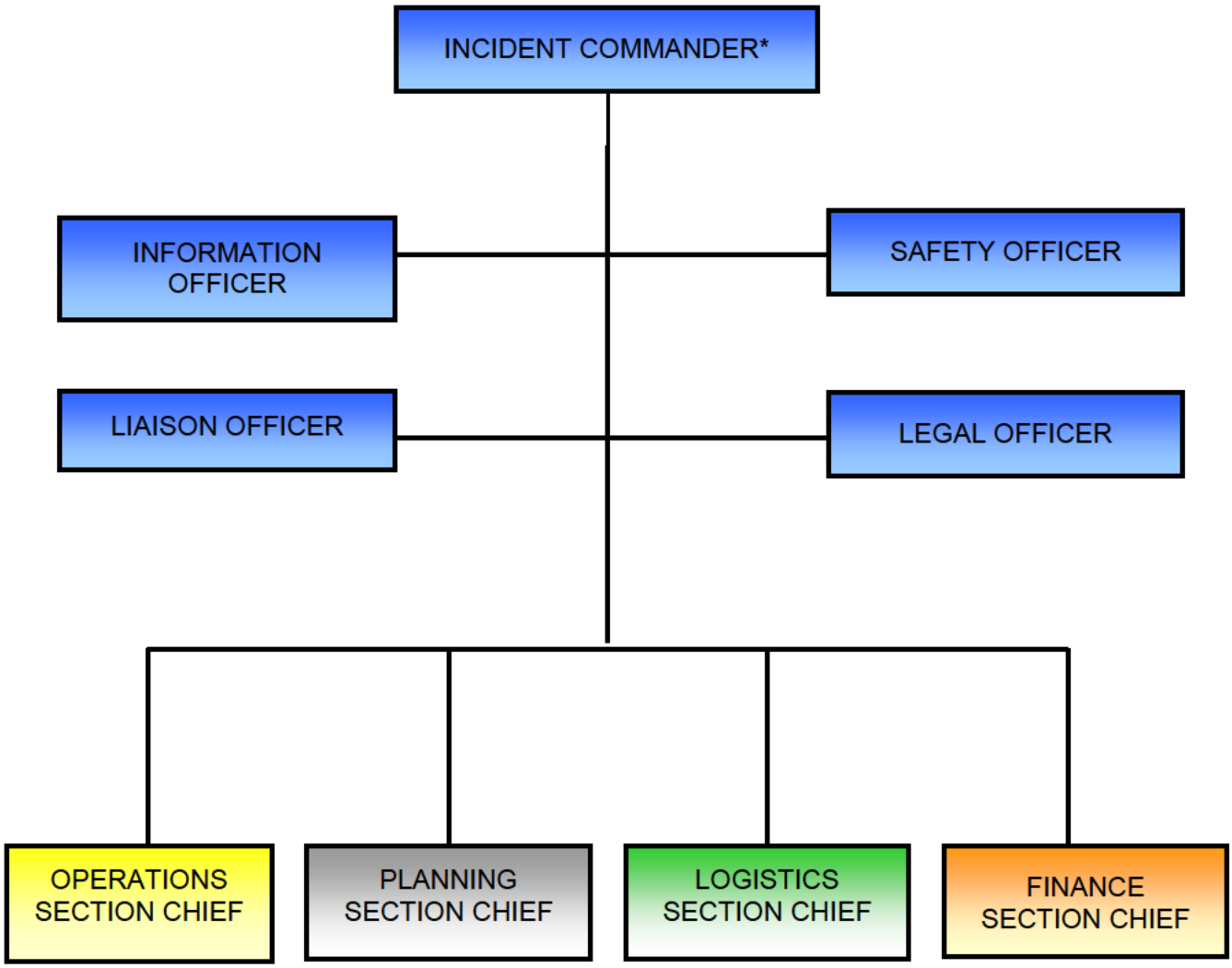
TIER II EVENT
Local Company resources may have to be supplemented with Head Office and external resources to manage the spill incident.
Exposure
The potential public and environmental exposure is moderately high. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have moderately high impact on the public and/or the environment.
Degree of Control
The incident can be brought under control in a moderate period of time through implementation of local resources available to the Facility (including contract resources) with possible implementation of regional resources.
Governmental Involvement
Government involvement will be moderately high and generally restricted to regional levels.
Media Involvement
Media interest will be moderately high and generally restricted to regional levels.

4.9 DISCHARGE CLASSIFICATION (Cont'd)

TIER III EVENT
Maximum Company and external resources must be implemented to respond to the spill incident. Activation of the Crisis Management Team would be anticipated during a Tier III incident.
Exposure
The potential public and environmental exposure is significant. The type and quantity of material released, while considering the overall nature of the incident (e.g. fire, proximity to private dwellings, etc.), will have significant impact on the public and/or the environment.
Degree of Control
Maximum Company and third party resources must be implemented in order to gain control of the incident.
Governmental Involvement
Government involvement will be high.
Media Involvement
Media interest will be high.

FIGURE 4.1

RESPONSE TEAM ORGANIZATION



4.10 ICS ROLES AND RESPONSIBILITIES

COMMON RESPONSIBILITIES

The following is a checklist applicable to all personnel in an ICS organization:

- Receive assignment, including:
  - Job assignment
  - Resource order number and request number
  - Reporting location
  - Reporting time
  - Travel instructions
  - Special communications instructions
- Upon arrival, check-in at designated check-in location.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Supervisors maintain accountability for assigned personnel.
- Organize and brief subordinates.
- Know your assigned radio frequency(s) and ensure communications equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all communications.
- Complete forms and reports required of the assigned position and send to Documentation Unit.
- Maintain unit records, including Unit/Activity Log (Figure 5.10).
- Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

In ICS, a Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below.

- Review common responsibilities.
- Receive briefing from Incident Commander, Section Chief or Branch Director, as appropriate.
- Participate in incident planning meetings, as required.
- Determine current status of unit activities.
- Order additional unit staff, as appropriate.
- Determine resource needs.
- Confirm dispatch and estimated time of arrival of staff and supplies.
- Assign specific duties to staff; supervise staff.
- Develop and implement accountability, safety and security measures for personnel and resources.
- Supervise demobilization of unit, including storage of supplies.
- Provide Supply Unit Leader with a list of supplies to be replenished.
- Maintain unit records, including Unit/Activity Log (Figure 5.10).

INCIDENT COMMANDER

- Assess the situation and/or obtain a briefing from the prior IC.
- Determine Incident Objectives and strategy.
  - Keep the public informed of response activities.
  - Manage a coordinated response effort.
  - Maximize protection of environmentally sensitive areas.
  - Contain and recover spilled material.
  - Recover and rehabilitate injured wildlife.
  - Remove oil from impacted areas.
  - Minimize economic impacts.
  - Keep stakeholders informed of response activities.
- Establish the immediate priorities.
  - Ensure the safety of citizens and response personnel.
  - Control the source of the spill.
- Establish an Incident Command Post (ICP).
- Brief Command Staff and Section Chiefs.
- Review meetings and briefings.
- Establish an appropriate organization.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan (IAP).
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep Company administrator(s) informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Ensure incident Status Summary (Figure 5.9) is completed and forwarded to appropriate higher authority.
- Order the demobilization of the incident when appropriate.

INFORMATION OFFICER

- Determine from the IC if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain IC approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.

LIAISON OFFICER

- Be a contact point for agency representatives.
- Maintain a list of assisting and cooperating agencies and agency representatives. Monitor check-in sheets daily to ensure that all agency representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Coordinate response resource needs for Natural Resource Damage Assessment and NRDAR activities with the Operations Section during oil and HAZMAT responses.
- Coordinate response resource needs for incident investigation activities with the Operations Section.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Have debriefing session with IC prior to departure.
- Coordinate activities of visiting dignitaries.

SAFETY OFFICER

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the IAP for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants, as needed.
- Review and approve the medical plan.
- Develop the Site Safety Plan and publish Site Safety Plan summary (Figure 5.14) as required.

LEGAL OFFICER

- Participate in planning meetings, if requested.
- Advise on legal issues relating to in-situ burning, use of dispersants, and other alternative response technologies.
- Advise on legal issues relating to differences between NRDAR and response activities.
- Advise on legal issues relating to investigations.
- Advise on legal issues relating to finance and claims.
- Advise on legal issues relating to response.

OPERATIONS SECTION CHIEF

- Develop operations portion of IAP.
- Brief and assign Operations Section personnel in accordance with the IAP.
- Attend planning meetings.
- Supervise Operations Section.
- Determine need for and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble Strike Teams assigned to the Operations Section.
- Report information about special activities, events, and occurrences to the IC.
- Respond to resource requests in support of NRDAR activities.
- Resolve logistic problems reported by subordinates.
- Approve accident and medical reports originating within the Branch.

PLANNING SECTION CHIEF

- Collect and process situation information about the incident.
- Supervise preparation of the IAP.
- Provide input to the IC and the Operations Section in preparing the IAP.
- Chair planning meetings and participate in other meetings as required.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation Units).
- Determine the need for any specialized resources in support of the incident.
- If requested, assemble and disassemble Strike Teams and Task Forces not assigned to Operations.
- Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc.).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Incorporate plans (e.g., Traffic, Medical, Communications, Site Safety) into the IAP.

LOGISTICS SECTION CHIEF

- Plan the organization of the Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify the Resources Unit of the Logistics Section units activated including names and locations of assigned personnel.
- Assemble and brief Branch Directors and Unit Leaders.
- Participate in preparation of the IAP.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
- Coordinate and process requests for additional resources.
- Review the IAP and estimate Section needs for the next operational period.
- Advise on current service and support capabilities.
- Prepare service and support elements of the IAP.
- Estimate future service and support requirements.
- Receive Incident Demobilization Plan from Planning Section.
- Recommend release of Unit resources in conformity with Incident Demobilization Plan.
- Ensure the general welfare and safety of Logistics Section personnel.

FINANCE/ADMINISTRATION SECTION CHIEF

- Attend planning meetings, as required.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information, as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives, as needed.
- Maintain daily contact with Company administrative headquarters on finance/ administration matters.
- Ensure that all personnel time records are accurately completed and transmitted, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.

5.0 RESPONSE PLANNING

5.1 INCIDENT ACTION PLAN

Emergency response activities are planned and coordinated through the use of an Incident Action Plan (IAP) which is developed for each Operational Period of a response by the Incident Management Team. For small responses, an ICS 201 (Incident Briefing Form provided in this Section), may be used as the IAP and, for all incidents, the ICS 201 will serve as the initial IAP.

For larger or more complex incidents a more complete IAP will be necessary. These IAP's are generally created through the completion and compilation of several standard ICS forms. These forms include, but are not limited to:

ICS FORM NUMBER	FORM TITLE	PREPARED BY*
201	Incident Briefing	Initial Response IC
None	ICS IAP Cover	Situation Unit Leader
202	Incident Objectives	Planning Section Chief
203	Organization Assignment List	Resources Unit Leader
204	Assignment List	Operations Section Chief & Resources Unit Leader
205	Incident Radio Communications Plan	Communications Unit Leader
206	Medical Plan	Medical Unit Leader
207	Incident Organization	Resources Unit Leader
209	Incident Status Summary	Incident Commander
214	Unit Log	Situation Unit Leader
218	Support Vehicle Inventory	Ground Support Unit Leader
220	Air Operations Summary	Air Operations Branch Director
232	Resources at Risk Summary	Situation Unit Leader
SSP	Site Safety Plan	Safety Officer

* The Planning Section Chief may assign preparation of forms to other personnel on the Incident Management Team if identified position is unassigned or vacant when the IAP is produced.

5.1 INCIDENT ACTION PLAN (Cont'd)

Depending on the nature and severity of the emergency, additional documents may be included in the IAP. These may include:

- Sensitivity Maps (Provided in Section 6)
- Waste Management & Disposal Plans (Provided in Appendix B)
- Plans for use of Alternative Technologies (Dispersant/In-situ Burning/ Bioremediation)
- (b) (7)(F)
- Decontamination Plans
- Traffic Plans

5.2 SITE SAFETY PLAN

Site Safety Plans (SSP) are required by OSHA (29CFR1910.120(b)(4)) for all hazardous waste operations. The SSP should address all on-site operations and hazardous as well as on-site emergency procedures. A template for use in producing an SSP is provided in this Section.

The SSP is typically prepared by the Safety Officer and approved by the Incident Commander. All personnel must be familiar with the contents of the SSP and the SSP must be updated as conditions, operations and hazards associated with the response change.

ICS FORMS

NRC Incident No. #_____

1. Incident Name	**2. Prepared by:** (name) Date: Time:	INCIDENT BRIEFING ICS 201-CG

3. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)

4. Current Situation:

NRC Incident No. #_____

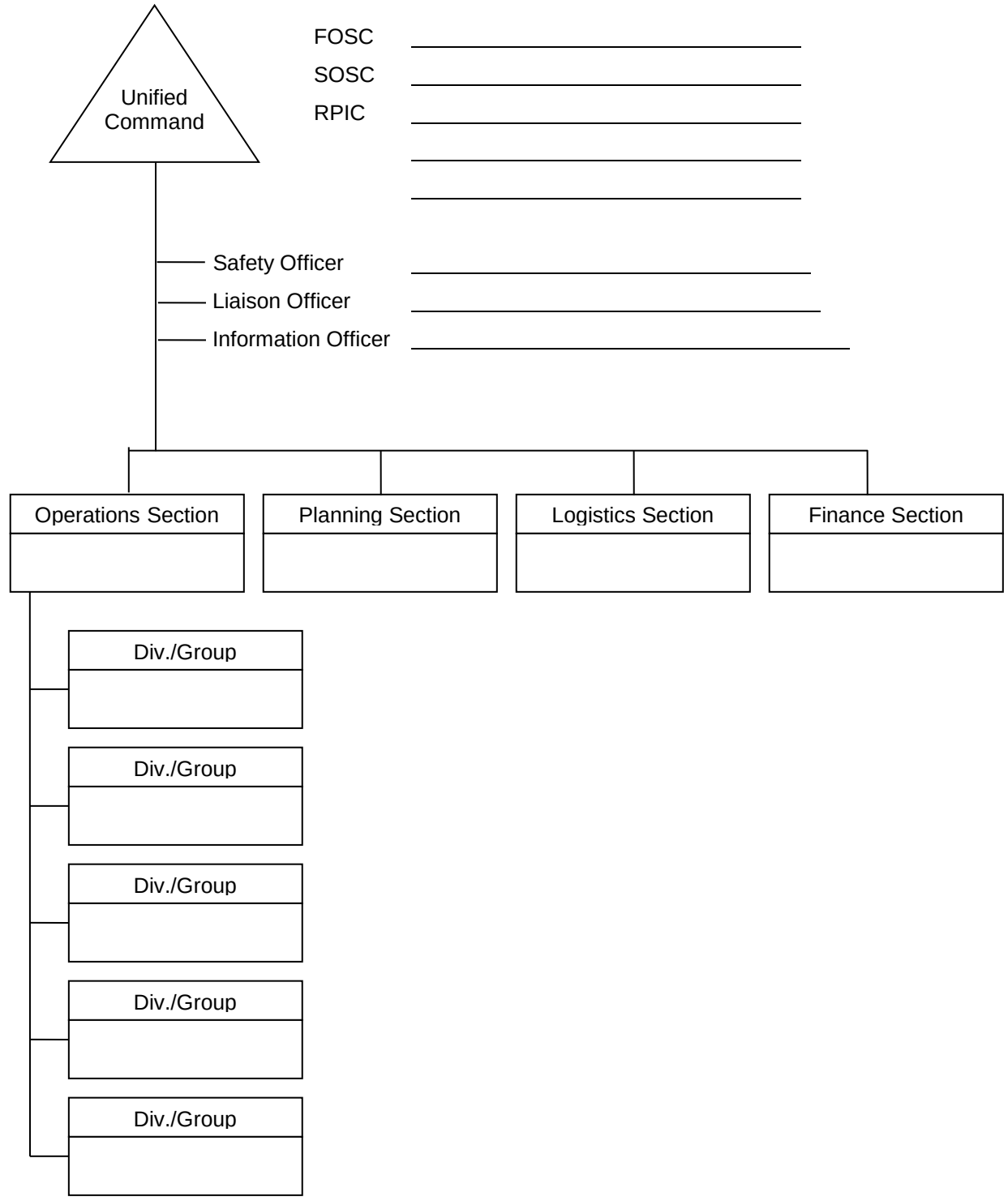
1. Incident Name	**2. Prepared by:** (name) Date: Time:	INCIDENT BRIEFING ICS 201-CG

5. Initial Response Objectives, Current Actions, Planned Actions

NRC Incident No. #_____

1. Incident Name	**2. Prepared by:** (name) Date: Time:	INCIDENT BRIEFING ICS 201-CG

6. Current Organization



NRC Incident No. #______________________________

1. Incident Name	**2. Prepared by:** (name) Date: Time:	INCIDENT BRIEFING ICS 201-CG

7. Resources Summary

Resource	Resource Identifier	Date Time Ordered	ETA	On-Scene (X)	NOTES: (Location/Assignment/Status)

NRC Incident No. #_____

1. Incident Name	**2. Operational Period to be covered by IAP (Date/Time)** From: To:	**CG IAP COVER SHEET**

3. Approved by Incident Commander(s):

ORG	NAME

INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

- ☐ ICS 202-CG (Response Objectives)
- ☐ ICS 203-CG (Organization List) – OR – ICS 207-CG (Organization Chart)
- ☐ ICS 204-CGs (Assignment Lists)
  One Copy each of any ICS 204-CG attachments:
- ☐ ICS 205-CG (Communications Plan)
- ☐ ICS 206-CG (Medical Plan)
- ☐ ICS 208-CG (Site Safety Plan) or Note SSP Location _____
- ☐ Map/Chart
- ☐ Weather forecast / Tides/Currents

Other Attachments

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

4. Prepared by: **Date/Time**

NRC Incident No. #_____

1. Incident Name	2. Operational Period (Date/Time) From: To:	INCIDENT OBJECTIVES ICS 202-CG

3. Objective(s)

4. Operational Period Command Emphasis (Safety Message, Priorities, Key Decisions/Directions)

Approved Site Safety Plan Located at:

5. Prepared by: (Planning Section Chief) **Date/Time**

NRC Incident No. #_____

1. Incident Name	2. Operational Period (Date/Time) From: To:	ORGANIZATION ASSIGNMENT LIST ICS 203-CG

3. Incident Commander(s) and Staff

Agency	IC	Deputy

Safety Officer:	
Information Officer:	
Liaison Officer:	

4. Agency Representatives

Agency	Name

5. PLANNING/INTEL SECTION

Chief	
Deputy	
Resources Unit	
Situation Unit	
Environmental Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. LOGISTICS SECTION

Chief	
Deputy	
a. Support Branch	
Director	
Supply Unit	
Facilities Unit	
Vessel Support Unit	
Ground Support Unit	
b. Service Branch	
Director	
Communications Unit	
Medical Unit	
Food Unit	

7. OPERATION SECTION

Chief		
Deputy		
Deputy		
Staging Area Manager		
Staging Area Manager		
Staging Area Manager		
a. Branch – Division Groups		
Branch Director		
Deputy		
Division Group	□	
Division Group	□	
Division Group		
Division/Group		
Division/Group		
b. Branch – Division/Groups		
Branch Director		
Deputy		
Division/Group	□	
Division/Group	□	
Division/Group	□	
Division/Group		
Division/Group		
c. Branch – Division/Groups		
Branch Director		
Deputy		
Division/Group		
Division/Group	□	
Division/Group		
Division/Group		
Division/Group		
d. Air Operations Branch		
Air Operations Br. Dir		
Helicopter Coordinator		

8. FINANCE/ADMINISTRATION SECTION

Chief	
Deputy	
Time Unit	
Procurement Unit	
Compensation/Claims Unit	
Cost Unit	

9. Prepared By: (Resources Unit) **Date/Time**

NRC Incident No. #_____

1. Incident Name	**2. Operational Period (Date/Time)** From: To:	**ORGANIZATION ASSIGNMENT LIST ICS 203-CG**

3. Incident Commander(s) and Staff

Agency	IC	Deputy

Safety Officer:	
Information Officer:	
Liaison Officer:	

4. Agency Representatives

Agency	Name

5. PLANNING/INTEL SECTION

Chief	
Deputy	
Resources Unit	
Situation Unit	
Environmental Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. LOGISTICS SECTION

Chief	
Deputy	
a. Support Branch	
Director	
Supply Unit	
Facilities Unit	
Vessel Support Unit	
Ground Support Unit	
b. Service Branch	
Director	
Communications Unit	
Medical Unit	
Food Unit	

7. OPERATION SECTION

Chief		
Deputy		
Deputy		
Staging Area Manager		
Staging Area Manager		
Staging Area Manager		
a. Branch – Division Groups		
Branch Director		
Deputy		
Division Group	□	
Division Group	□	
Division Group		
Division/Group		
Division/Group		
b. Branch – Division/Groups		
Branch Director		
Deputy		
Division/Group	□	
Division/Group	□	
Division/Group	□	
Division/Group		
Division/Group		
c. Branch – Division/Groups		
Branch Director		
Deputy		
Division/Group		
Division/Group	□	
Division/Group		
Division/Group		
Division/Group		
d. Air Operations Branch		
Air Operations Br. Dir		
Helicopter Coordinator		

8. FINANCE/ADMINISTRATION SECTION

Chief	
Deputy	
Time Unit	
Procurement Unit	
Compensation/Claims Unit	
Cost Unit	

9. Prepared By: (Resources Unit) **Date/Time**

NRC Incident No. # _____

1. Incident Name	2. Operational Period (Date/Time) From: To:	Assignment List ICS 204-CG
3. Branch	4. Division/Group/Staging	

5. Operations Personnel Name Affiliation Contact # (s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor/STAM: _____

6. Resources Assigned "X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# Of Persons	Reporting Info/Notes/Remarks	☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

7. Work Assignments

8. Special Instructions

9. Communications (radio and/or phone contact numbers needed for this assignment)

Name/Function	Radio: Freq./System/Channel	Phone	Cell/Pager	

Emergency Communications

Medical _____ Evacuation _____ Other _____

10. Prepared by: Date/Time	11. Reviewed by (PSC): Date/Time	12. Reviewed by (OSC): Date/Time

NRC Incident No. #_____

1. Incident Name	**2. Operational Period (Date/Time)** From: To:	**ASSIGNMENT LIST ATTACHMENT** **ICS 204a-CG**
3. Branch	**4. Division/Group**	
5. Strike Team/Task Force/Resource (Identifier)	**6. Leader**	**7. Assignment Location**

8. Work Assignment Special Instructions, Special Equipment/Supplies Needed for Assignment, Special Environmental Considerations, Special Site Specific Safety Considerations

Approved Site Safety Plan Located at:

9. Other Attachments (as needed)

☐ **Map/Chart** ☐ **Weather Forecast/Tides/Currents** ☐ _____

☐ _____ ☐ _____ ☐ _____

10. Prepared by: **Date/Time**	**11. Reviewed by (PSC):** **Date/Time**	**12. Reviewed by (OSC):** **Date/Time**

NRC Incident No. #_____

1. Incident Name	2. Operational Period (Date / Time) From: To:	INCIDENT RADIO COMMUNICATIONS PLAN ICS 205-CG

3. BASIC RADIO CHANNEL USE

SYSTEM / CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS

4. Prepared by: (Communications Unit) **Date / Time**

INCIDENT RADIO COMMUNICATIONS PLAN

NRC Incident No. #_____

1. Incident Name	**2. Operational Period (Date / Time)** From: To:	**COMMUNICATIONS LIST** **ICS 205A-CG**

3. Basic Local Communications Information

Assignment	Name	Method(s) of contact (radio frequency, phone, pager, cell #(s), etc.)

4. Prepared by: (Communications Unit) **Date / Time**

NRC Incident No. #_____

1. Incident Name	**2. Operational Period (Date / Time)** From: To:	**MEDICAL PLAN** **ICS 206-CG**

3. Medical Aid Stations

Name	Location	Contact #	Paramedics On site (Y/N)

4. Transportation

Ambulance Service	Address	Contact #	Paramedics On board (Y/N)

5. Hospitals

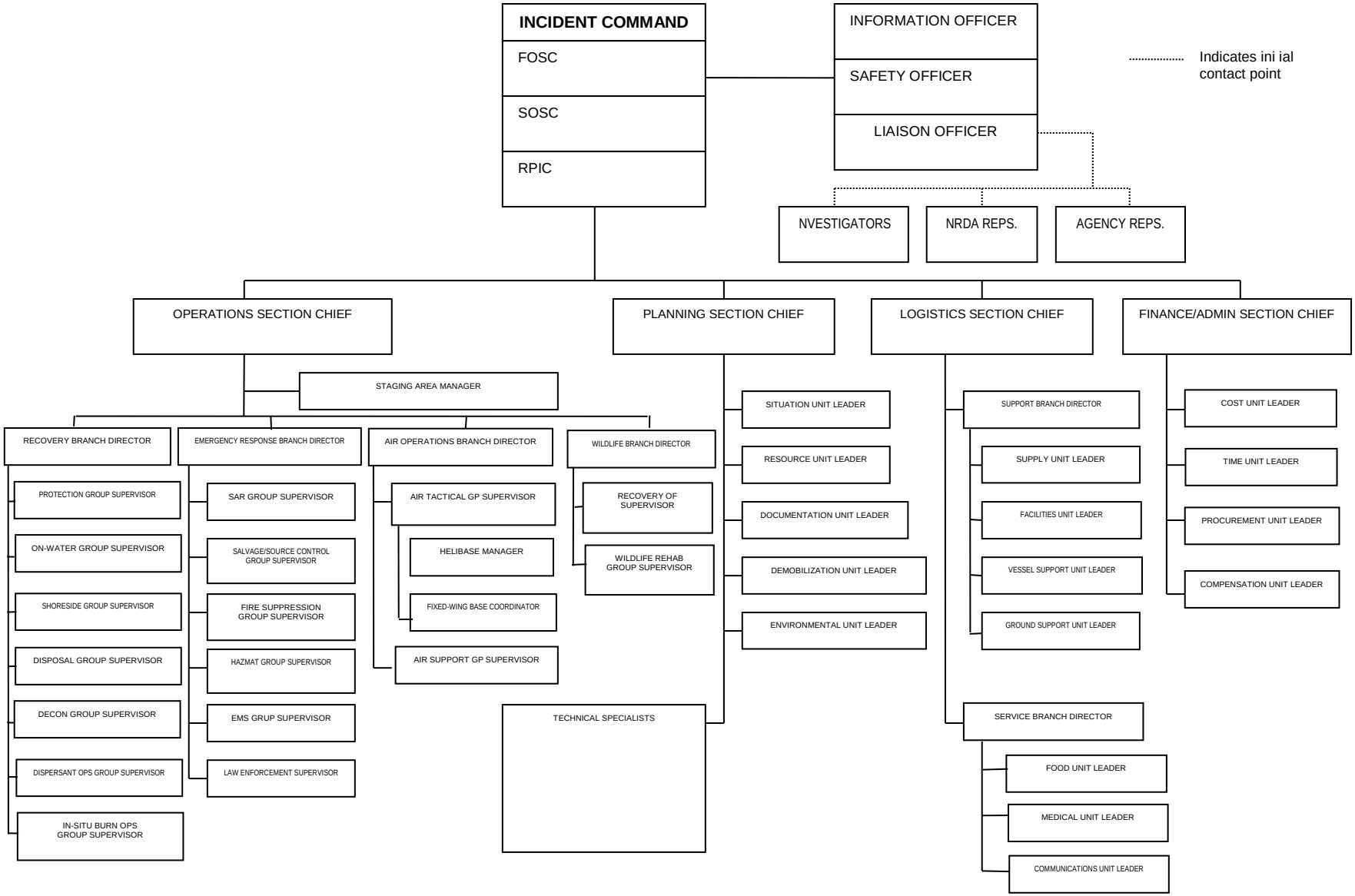
Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Heli-Pad?
			Air	Ground		

6. Special Medical Emergency Procedures

7. Prepared by: (Medical Unit Leader) **Date/Time**	**8. Reviewed by: (Safety Officer)** **Date/Time**

NRC Incident No. #_____

1. Incident Name	2. Operational Period (Date/Time) From: To:	INCIDENT ORGANIZATION CHART ICS 207-CG



INCIDENT ORGANIZATION CHART **ICS 207-CG (Rev 03/05)**

NRC Incident No. #_____

1. Incident Name	2. Operational Period (Date / Time) From: To: Time of Report	INCIDENT STATUS SUMMARY ICS 209-CG

3. Type of Incident

☐	Oil Spill	☐	HAZMAT	☐	AMIO
☐	SAR/Major SART	☐	SI/Terrorism	☐	Natural Disaster
☐	Marine Disaster	☐	Civil Disturbance	☐	Military Outload
☐	Planned Event	☐	Maritime HLS/Prevention	☐	

4. Situation Summary as of Time of Report:

5. Future Outlook/Goals/Needs/Issues:

6. Safety Status/Personnel Casualty Summary

	Since Last Report	Adjustments To Previous Op Period	Total
Responder Injury			
Responder Death			
Public Missing (Active Search)			
Public Missing (Presumed Lost)			
Public Uninjured			
Public Injured			
Public Dead			
Total Public Involved			

7. Property Damage Summary

Vessel	$
Cargo	$
Facility	$
Other	$

8. Attachments with clarifying information

☐	Oil/HAZMAT	☐	SAR/LE	☐	
☐		☐		☐	
☐	Marine Disaster	☐	Civil Disturbance	☐	Military Outload

NRC Incident No. #_____

9. Equipment Resources					
Kind	Notes	# Ordered	# Available	# Assigned	# Out of Service
USCG Assets					
Aircraft – Helo					
Aircraft – Fixed Wing					
Vessels – USCG Cutter					
Vessels – Boat					
Vehicles – Car					
Vehicles – Truck					
Pollution Equip – VOSS/SORS					
Pollution Equip – Portable Storage					
Pollution Equip – Boom					
Non-CG/Other Assets					
Aircraft – Helo					
Aircraft – Fixed Wing					
Vessels – SAR/LE Boat					
Vessels – Work/Crew Boat					
Vessels – Tug/Tow Boat					
Vessels – Pilot Boat					
Vessels – Deck Barge					
Vessels –					
Vehicles – Car					
Vehicles – Ambulance					
Vehicles – Truck					
Vehicles – Fire/Rescue/HAZMAT					
Vehicles – Vac/Tank Truck					
Vehicles –					
Pollution Equip – Skimmers					
Pollution Equip – Tank Vsl/ Barge					
Pollution Equip – Portable Storage					
Pollution Equip – OSRV					
Pollution Equip – Boom					
Pollution Equip –					

10. Personnel Resources	
Agency	**Total # of People**
USCG	
DHS (other than USCG)	
NOAA	
FBI	
DOD (USN Supsalv, CST, etc.)	
DOI (US Fish & Wildlife, Nat Parks, BLM, etc.)	
RP	
State	
Local	
Total Personnel Resources Used From all Organizations:	

11. Prepared by:	**Date/Time Prepared:**

NRC Incident No. #_____

1. Incident Name	**2. Operational Period (Date / Time)** From: To: Time of Report	**ICS 209-CG OIL/HAZMAT ATTACHMENT**

3. HAZMAT/Oil Spill Status (Estimated, in gallons)

Common Name(s):

UN Number:	☐ Secured ☐ Unsecured
CAS Number:	Remaining Potential (bbl):
	Rate of Spillage (bbl/hr):

	Adjustments To Previous Operational Period	Since Last Report	Total
Volume Spilled/Released			
Mass Balance - HAZMAT/Oil Budget			
Recovered HAZMAT/Oil			
Evaporation/Airborne			
Natural Dispersion			
Chemical Dispersion			
Burned			
Floating, Contained			
Floating, Uncontained			
Onshore			
Total HAZMAT/Oil accounted for:	N/A	N/A	

Comments:

4. HAZMAT/Oil Waste Management (Estimated, Since Last Report)

	Recovered	Disposed	Stored
HAZMAT/Oil (bbl)			
Oily Liquids (bbl)			
Liquids (bbl)			
Oily Solids (tons)			
Solids (tons)			

Comments:

5. HAZMAT/Oil Shoreline Impacts (Estimated in miles)

Degree of Impact	Affected	Cleaned	To Be Cleaned
Light			
Medium			
Heavy			
Total			

Comments:

6. HAZMAT/Oil Wildlife Impacts (Since Last Report)

					Died in Facility	
Type of Wildlife	Captured	Cleaned	Released	DOA	Euthanized	Other
Birds						
Mammals						
Reptiles						
Fish						
Total						

Comments:

7. Prepared by:	**Date/Time Prepared:**

NRC Incident No. #_____

1. Incident Name	**2. Operational Period (Date / Time)** From: To: Time of Report	**ICS 209-CG** **SAR/LE ATTACHMENT**

3. Evacuation Status

	Since Last Report	Adjustments To Previous Operational Period	Total
Total to be Evacuated			
Number Evacuated			

4. Migrant Interdiction Status

	Since Last Report	Adjustments To Previous Op Period	Total
Vessels Interdicted			
Migrants Interdicted at Sea			
Migrants Interdicted Ashore			
Injured			
MEDEVAC'd			
Deaths			
Migrants Repatriated			

5. Sorties/Patrols Summary (List of Sorties Since Last Report)

Air	Since Last Report	Total
Number of Sorties/Patrols		
Area Covered (square miles)		
Total Time On-Scene (In Hours)		
Surface	Since Last Report	Total
Number of Sorties/Patrols		
Area Covered (square miles)		
Total Time On-Scene (In Hours)		

6. Use of Force Summary

Category	Since Last Report	Total
III - Soft Empty Hand Control		
IV - Hard Empty Hand Control		
V - Intermediate Weapons		
VI - Deadly Force		
VSL - Force to Stop Vessel from Cutter/Boat		
A/C - Force to Stop Vessel From Aircraft		
Arrests		
Seizures		
Deaths		

7. Operational Controls Summary

Currently In Force

Type	Initiating Unit	Initiated Date	Activity #

Removed Since Last Report

Type	Initiating Unit	Initiated Date	Date Removed	Activity #

18. Prepared by:	**Date/Time Prepared:**

1. Incident Name	2. Operational Period (Date/Time) From: To:	UNIT LOG ICS 214-CG
3. Unit Name/Designators	4. Unit Leader (Name and ICS Position)	

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS

7. Prepared by: **Date/Time**

1. Incident Name	**2. Operational Period (Date/Time)** From: To:	**UNIT LOG (CONT.)** **ICS 214-CG**

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS

7. Prepared by: **Date/Time:**

SUPPORT VEHICLE INVENTORY ICS 218	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

VEHICLE INFORMATION

a. TYPE	b. MAKE	c. CAPACITY/SIZE	d. AGENCY/OWNER	e. I.D. NO.	f. LOCATION	g. RELEASE TIME

ICS 218	PAGE	5. PREPARED BY (GROUND SUPPORT UNIT)

1. Incident Name	2. Operational Period (Date / Time) From: To:	AIR OPERATIONS SUMMARY ICS 220-CG

3. Distribution

☐ Fixed-Wing Bases _____ ☐ Helibase _____

4. Personnel and Communications

	Air Operations Director	Air / Air Frequency	Air / Ground Frequency
Air Operations Director			
Air Tactical Supervisor			
Air Support Supervisor			
Helicopter Coordinator			
Fixed-Wing Coordinator			
____ ____		____	____

5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)

6. Location / Function	7. Assignment	8. Fixed-Wing		9. Helicopter		10. Time		11. Aircraft Assigned	12. Operating Base
		NO.	TYPE	NO.	TYPE	Available	Commence		
	13. TOTALS								

14. Air Operation Support Equipment	15. Prepared by	Date / Time

NRC Incident No. #_____

1. Incident Name	**2. Operational Period (Date/Time)** From: To:	**RESOURCES AT RISK SUMMARY ICS 232-CG**

3. Environmentally-Sensitive Areas and Wildlife Issues

Site #	Priority	Site Name and/or Physical Location	Site Issues

Narrative

4. Archaeo-cultural and Socio-economic Issues

Site #	Priority	Site Name and/or Physical Location	Site Issues

Narrative

5. Prepared by: (Environmental Unit Leader) **Date/Time**

NRC Incident No. #_____

SITE SAFETY PLAN

I. General - Spill / Release

☐ Land ☐ Air ☐ Water ☐ HAZMAT ☐ Other: _____

Facility: _____

Location: _____

Objectives: _____

Operational Period: **Date** _____ **Time**: _____ **to** _____

II. Hazards to be Evaluated

Y	N		Y	N	
☐	☐	Oxygen Deficient/Enriched	☐	☐	Chemical/MSDS # _____
☐	☐	Flammable Atmosphere	☐	☐	Physical Site Hazard _____
☐	☐	Toxic Atmosphere: _____	☐	☐	Traffic _____
☐	☐	Boat Operations	☐	☐	Other* (see comments) _____

III. Weather

Skies: _____ Tide: _____ Water Temperature: _____

Temperature: _____ Current: _____ Kts. Current Direction: _____

Wind Velocity: _____ Wind Direction: _____

IV. Control Measures

Isolation & Lockout (Identify items to be locked out): _____

Decon: _____

Ventilation: ☐ Natural ☐ Mechanical: _____ Continuous: ☐ No ☐ Yes

Flagman/Watchman: _____

V. Testing & Monitoring (Check required items)

Tests are to be performed in the order listed.

Y	N		Continuous		Frequency
☐	☐	Oxygen Level	☐Y	☐N	___ every ___
☐	☐	LEL	☐Y	☐N	___ every ___
☐	☐	Hydrogen Sulfide	☐Y	☐N	___ every ___
☐	☐	Benzene	☐Y	☐N	___ every ___
☐	☐	VOC: _____	☐Y	☐N	___ every ___
☐	☐	Other: _____	☐Y	☐N	___ every ___

ACCEPTABLE ENTRY CONDITIONS

SPECIAL WORK PRACTICES OR PPE REQUIRED	WORK EFFORTS SHOULD BE DIRECTED AT REDUCING CONCENTRATIONS	
19.5 – 22.0% in air*	< 19.5% or 22.0% in air*	<16.0 or ≥ 23.5% in air
< 10% in air	≥ 10.0 but < 20.0% in air†	≥ 20.0% in air
< 10 ppm	≥ 10 but < 100 ppm	≥ 100 ppm
< 1 ppm	≥ 1 but < 3000 ppm	≥ 3000 ppm

As allowed by applicable standard(s) *Acceptable for 5325 feet of elevation and below.

†Hot work is not permitted when LEL is greater than 10% in air.

VI. Required Personal Protective Equipment (Check for required use)

General	Eye Prot.	Respiratory Prot.	Hearing Prot.	Gloves	Footwear	Clothing
☐ Hard Hat	☐ Safety Glasses	☐ SCBA/Air Line w/Escape	☐ Ear Plugs	☐ Leather	☐ Steel-toes	☐ FR Coveralls
☐ Safety Harness	☐ Goggles	☐ Air Line	☐ Ear Muffs	☐ Rubber	☐ Rubber	☐ Level A
☐ PFD	☐ Face-shield	☐ Air Purifying (Full Mask)	☐ Combination	☐ Nitrile	☐ Hip-boots	☐ Level B
	☐ Tinted Lens	Cartridge Type: ☐ OV ☐ Hepa-OVV		☐ PVC	☐ Chemical Resistant	☐ Level C
				☐ _____	☐ _____	☐ Level D

Any other special PPE: _____

VII. Emergency Information and Rescue Services

Emergency Contact Person: _____ Contact by: _____

Fire Department: _____ Contact by: _____

Ambulance: _____ Contact by: _____

Hospital: _____ Contact by: _____

Rescue Services: _____ Contact by: _____

(if not provided by above)

VIII. Required Safety & Rescue Equipment (on site)

☐ Lights ☐ Fall Protection ☐ First Aid Kit ☐ Drinking Water ☐ Fire Extinguisher ☐ Tripod ☐ *Other:* _____

☐ Ladder ☐ Retrieval Lines ☐ Defibrillator ☐ *Communication Method* _____

NRC Incident No. #_____

IX. Comments or Special Work Procedures

_____

_____

_____

_____

X. Report All Injuries Immediately - "Notify Site Safety Officer"

Radio Channel: _____ Radio Frequency: _____ Telephone No. _____

Call 911 if life threatening

XI. Monitoring Results	Zone													
Oxygen	Time													
	Level													
	By													
LEL	Time													
	Level													
	By													
Hydrogen Sulfide	Time													
	Level													
	By													
Benzene	Time													
	Level													
	By													
VOC	Time													
	Level													
	By													
	Time													
	Level													
	By													
	Time													
	Level													
	By													
	Time													
	Level													
	By													
	Time													
	Level													
	By													

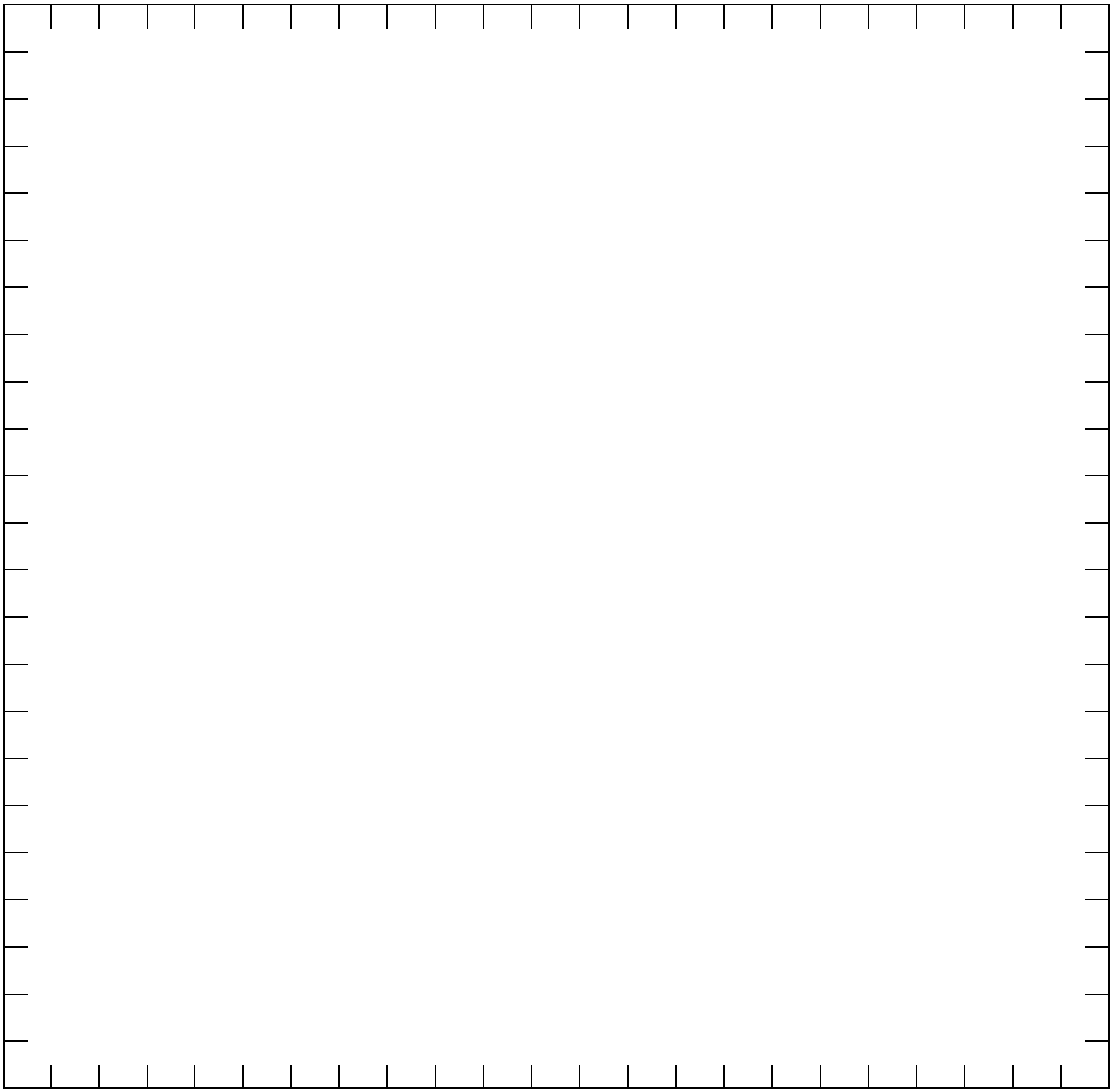
Equipment: Type: _____ Mnfter: _____ Calibration / Expiration: _____

Type: _____ Mnfter: _____ Calibration / Expiration: _____

NRC Incident No. #_____

XII. Work Area Diagram

Please include wind direction, exclusion zone, support zone, decon area and significant landmarks.



NRC Incident No. #______________________________

XIII. Crew Signatures from Specific Location: ____________________________

Print Name	Signature	Time In	Time Out	Reviewed SSP	
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
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				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*
				☐ *Yes*	*Initial:*

XIV. Authorizing Signature

Site Manager: **Printed Name**: __________________________________ **Signature**: ________________________

I hereby acknowledge and authorize the above work to be performed in accordance with the conditions outlined on this permit. If the work procedures or conditions change creating any unsafe conditions, then this permit is void and work is to be suspended. I understand and affirm that the conditions of this work permit will be followed prior to and during entry into a confined space. I also agree to order the work to be stopped and the confined space evacuated in the event that conditions of the permitted work area fail to meet the permit requirements.

6.0 SPILL IMPACT CONSIDERATIONS

6.1 CRITICAL AREAS TO PROTECT

The critical areas to protect are classified as high, moderate, and low sensitivity to oil for non-coastal/inland environments. The Federal, State, and Local authorities will further clarify these categories at the time of the response. The categories are defined as follows:

HIGH SENSITIVITY
● Areas which are high in productivity, abundant in many species, extremely sensitive, difficult to rehabilitate, or inhabited by threatened/endangered species. ● Areas which consist of forested areas, brush/grassy areas, wooded lake areas, freshwater marshes, wildlife sanctuaries/refuges, and vegetated river/stream banks.

MODERATE SENSITIVITY
● Areas of moderate productivity, somewhat resistant to the effects of oiling. ● Areas which consist of degraded marsh habitat, clay/silt banks with vegetated margins, and gravel/cobble beaches.

LOW SENSITIVITY
● Areas of low productivity, man-made structures, and/or high energy. ● Areas which consist of gravel, sand, or clay material, barren/rocky riverbanks and lake edges, man-made structures, and concrete/compacted earthen drainage ditches.

6.2 ENVIRONMENTAL/SOCIO-ECONOMIC SENSITIVITIES

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

All environmental/socio-economic sensitivities are worthy of protection, but must be prioritized during a response effort. When making decisions on which areas to designate as collection areas and which to protect, the following sources may be consulted:

- U.S. Fish and Wildlife Service and related State agencies
- Applicable Area Contingency Plans
- Other industry and private experts

6.2 ENVIRONMENTAL/SOCIO-ECONOMIC SENSITIVITIES (Cont'd)

The environmental and socio-economic sensitivities in the vicinity of the Pipeline have been broken down into specific categories and identified in this Section. To further clarify the location of the sensitive areas of concern references to published Area Contingency Plans and Environmental Sensitivity Maps are also provided in this section.

6.3 WILDLIFE PROTECTION AND REHABILITATION

The Company will work with Federal, State, and local agency personnel to provide labor and transportation to retrieve, clean, and rehabilitate birds and wildlife affected by an oil spill, as necessary. Oversight of the Company's wildlife preservation activities and coordination with Federal, State, and Local agencies during an oil spill is the responsibility of the Incident Commander.

Special consideration should be given to the protection and rehabilitation of endangered species and other wildlife and their habitat in the event of an oil spill and subsequent response. Jurisdictional authorities should be notified and worked with closely on all response/clean-up actions related to wildlife protection and rehabilitation. Laws with significant penalties are in place to ensure appropriate protection of these species.

6.3.1 Endangered/Threatened Species

The U.S. Fish and Wildlife Service (USFWS) and related state agencies classify the status of various wildlife species in the potentially effected states. A summary of endangered/threatened species as related to the Pipeline's operating areas (area of highest oil spill potential) is presented in Figure 6.1.

6.3.2 Wildlife Rescue

The Company will work with Federal, State, and Local agency personnel to provide labor and transportation to retrieve, clean, and rehabilitate wildlife affected by an oil spill, as the situation demands.

The following are items which should be considered for wildlife rescue and rehabilitation during a spill response:

- Bird relocation can be accomplished using a variety of deterrents, encouraging birds to avoid areas of spilled oil. Bird relocation can be accomplished by utilizing deterrent methods including:
  - Use of visual stimuli, such as inflatable bodies, owls, stationary figures, or helium balloons, etc.
  - Use of auditory stimuli, such as propane cannons, recorded sounds, or shell crackers.
  - Use of herding with aircraft, boats, vehicles, or people (as appropriate).
  - Use of capture and relocation.

6.3 WILDLIFE PROTECTION AND REHABILITATION (Cont'd)

6.3.3 Search and Rescue - Points to Consider

- **The Company's involvement should be limited to offering assistance as needed or requested by the agencies.**

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

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

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

- The regulatory agencies and response personnel should be provided the name and location of a qualified rehabilitator in the event contaminated wildlife is captured.

- Resources and contacts that can assist with wildlife rescue and rehabilitation are provided in Section 2.0. This list includes:

  - Outside rehabilitation organizations
  - Local regulatory agencies
  - Other resources

6.4 STAGING AREAS

When establishing personnel and equipment staging areas for a response to a Pipeline discharge, the following criteria should be evaluated:

- Access to waterborne equipment launching facilities and/or land equipment.

- Access to open space for staging/deployment of heavy equipment and personnel.

- Access to public services utilities (electricity, potable water, public phone, restroom and washroom facilities, etc.)

- Access to the environmental and socio-economically sensitive areas which are projected for impact.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT

General descriptions of various specific response techniques that may be applied during a response effort are discussed below. Company responders are free to use all or any combination of these methods as incident conditions require, provided they meet the appropriate safety standards and other requirements relative to the situation encountered. Data was obtained from reports, manuals and pamphlets prepared by the American Petroleum Institute, Environmental Protection Agency and the United States Coast Guard. The most effective cleanup of a product spill will result from an integrated combination of clean-up methods. Each operation should complement and assist related operations and not merely transfer spillage problems to areas where they could be more difficult to handle.

The spill should be assessed as soon as possible to determine the source, extent and location of travel. Terrain and other physical conditions downgradient of the spill site will determine the methods of control at a point in advance of the moving product. Often, the bulk of a spill can be contained at a single location or a few key locations in the immediate vicinity of the source point. When possible the execution of this type of initial containment strategy helps confine a spill to a relatively limited area.

6.5.1 Spill on Land (Soil Surfaces)

- **Confinement Methods**

  Product can be trapped in ditches and gullies by earth dams. Where excavating machinery is available, dams can be bulldozed to contain lakes of product. Dams, small and large, should be effectively employed to protect priority areas such as inlets to drains, sewers, ducts and watercourses. These can be constructed of earth, sandbags, absorbents, planks or any other effective method. If time does not permit a large dam, many small ones can be made, each one holding a portion of the spill as it advances. The terrain will dictate the placement of the dams. If the spill is minor, natural dams or earth absorption will usually stop the product before it advances a significant distance. Cleanup is the main concern in such situations.

  In situations where vapors from a spill present a clear and present danger to property or life (possible ignition because of passing automobiles, nearby houses, or work vehicles approaching the area), spraying the surface of the spill with dispersant will greatly reduce the release of additional vapors from the product. This method is especially adapted to gasoline spills on soil surfaces.

- **Removal Methods**

  The recovery and removal of free product from soil surfaces is a difficult job. The best approaches at present seem to be:

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.1 Spill on Land (Soil Surfaces) (Cont'd)

- Removal with suction equipment to tank truck if concentrated in volumes large enough to be picked up. Channels can be formed to drain pools of product into storage pits. The suction equipment can then be used.

- Small pockets may have to be dipped up by hand.

- If practicable after removal of the bulk of the spill, controlled burning presents the possibility of a fast, simple, and inexpensive method of destruction of the remainder of the product. If all other options have been executed and the site is still unsafe for further activity because explosive vapors persist, the vapors may need to be intentionally ignited to prevent an accumulation sufficient to become an explosive mixture, provided the other requirements of these guidelines for controlled burning are met.

Intentional ignition to remove released product should be utilized only if all of the following conditions are met:

- Other steps and procedures have been executed and a determination has been made that this is the safest remaining method of control.

- Intentional burning will not unduly damage the pipeline, adjacent property, or the environment.

- Controlled burning is permitted by government authorities. Local government authorities to be contacted may include city council, county board of commissioners, city or county fire chiefs, the county forestry commission or firetower, and the local environmental protection agency. In seeking permission from these authorities, be prepared to convince them that adequate safety precautions have been and will be taken during the operation.

- Controlled burning is conducted with the consent of local landowners.

- Safety must always be a prime consideration when considering controlled burning of product. Sparks and heat radiation from large fires can start secondary fires and strong winds make fire control difficult. There must be no danger of the fire spreading beyond control limits. All persons must be at a safe distance from the edge of the inflammable area. Remember that all burning must be controlled burning.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.2 Spill on Lake or Pond (calm or slow-moving water)

- **Confinement Methods**

  A lake or pond offers the best conditions for removal of product from water. Although the removal is no easy task, the lake or pond presents the favorable conditions of low or no current and low or no waves.

  The movement of product on a lake or pond is influenced mainly by wind. The product will tend to concentrate on one shore, bank or inlet. Booms should be set up immediately to hold the product in the confined area in the event of a change in wind direction.

  If the spill does not concentrate itself on or near a shore (no wind effect), then a sweeping action using boats and floating booms will be necessary. The essential requirement for this operation is that it be done very slowly. The booms should be moved at not more than 40 feet per minute. Once the slick is moved to a more convenient location (near shore), the normal operations of removal should begin.

  If the slick is small and thin (rainbow effect) and not near the shoreline, an absorbent boom instead of a regular boom should be used to sweep the area very slowly and absorb the slick. The product may not have to be moved to the shoreline.

- **Removal Methods**

  If the confined slick is thick enough, regular suction equipment may be used first; however, in most instances, a floating skimmer should be removed. If judged appropriate or useful, a surface collecting agent should be applied once the slick is isolated to facilitate the removal. The surface collecting agent will concentrate the product into a smaller area and make the floating skimmer work more efficiently. If the floating skimmer starts picking up excess water (slick becomes thin), do not stop using it if it is not removing any appreciable amount of product.

  Additions of more surface collecting agent from time to time may improve the skimming efficiency of the skimmer. It will continue to concentrate the slick into a smaller area, thus making the film thickness greater. Drawing the boom closer to the bank as product is removed will also keep film of product thicker. However, when the slick becomes too thin, the skimmer should be stopped and an absorbent applied (with a boat if necessary) to remove the final amounts.

  The floating skimmer (if speed is a must) or hand skimmers (if water is shallow enough) or both can be used to pick up the product-soaked absorbent. Before pumping the product-soaked absorbent with a floating skimmer, insure that the absorbent in question can be pumped and will not harm the pump.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.2 Spill on Lake or Pond (calm or slow-moving water) (Cont'd)

Several types are nonabrasive to pump internals. If the floating skimmer is used first, the product-soaked absorbent/water mixture should be pumped into a tank truck.

A better method of retrieving the product-soaked absorbent is to draw it in as close to the shore as possible with the booms used to confine the product initially. The absorbent can then be hand skimmed from the water surface and placed in drums, on plastic sheets or in lined roll-off boxes. It should then be disposed of by acceptable means.

The final rainbow on the surface can be removed with additions of more absorbent.

6.5.3 Spill on Small to Medium Size Streams (relatively fast-flowing creeks)

- **Confinement Methods**

The techniques used for product containment on fast-flowing shallow streams are quite different from the ones used on lakes, ponds, or other still bodies of water. The containment and removal processes require a calm stretch of water to allow the product to separate onto the surface of the water. If a calm stretch of water does not exist naturally, a deep slow-moving area should be created by damming. The dam can be constructed by using sandbags, planks or earth. If a dam is required, it should be situated at an accessible point where the stream has high enough banks. The dam should be constructed soundly and reinforced to support the product and water pressure.

- Underflow dam - The underflow dam is one method that can be used, especially on small creeks. The water is released at the bottom, of the dam using a pipe or pipes which are laid during construction of the dam. The flow rate through the pipe must be sufficient to keep the dam from overflowing. One method is to lay the pipe at an angle through the dam (while dam is being constructed) so that the height of the downstream end of the pipe will determine the height the water will rise behind the dam.

- Overflow dam – Another method of containment is the overflow type dam. The dam is constructed so that water flows over the dam, but a deep pool is created which slows the surface velocity of the water. Therefore, the condition of a calm stretch of water is met. The overflow dam may be used where larger flow rates (medium size creeks) of water are involved. With this type dam, a separate barrier (floating or stationary boom) must be placed across the pool created by the dam. The separate barrier arrests the surface layer of product.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.3 Spill on Small to Medium Size Streams (relatively fast-flowing creeks) (Cont'd)

At the same time, the water is flowing under the barrier and over the top of the dam. The barrier should be placed at an angle of 45 % across the pool to decrease the effective water velocity beneath it. Also, it helps to concentrate the product at the bank and not all along the barrier. A second barrier should be placed approximately 10 to 15 feet downstream of the first one as a secondary back-up.

The stationary boom type barrier should be made of wood planks or other suitable material. The stationary boom should be soundly constructed and sealed against the bank. The ends of the planks can be buried in the banks of the stream and timber stakes driven into the stream bed for support as needed. The necessary length of the boom will be approximately 1-1/2 times the width of the waterway. The plank boom should extend six to eight inches deep into the water and about two inches or higher above the water level. If the increase in velocity under the stationary boom is causing release of trapped product, it should be moved upward slightly. At no time should barrier be immersed more than 20% of the depth of the pool at the barrier location; that is, if the pool created by damming is three feet deep, do not exceed an immersion depth of seven inches with the barrier at the position the barrier is installed.

Another method used with the underflow dam is having the pipe or pipes sized to carry only a portion of the flow needed. The pipe would be placed at the bottom of the dam and level with the creek bed. The remaining flow of the creek could be siphoned or preferably pumped around the dam from a point away from the dam and from the deepest portion of the pool. The pumping or siphoning can be controlled to maintain the desired water level at the dam. The key is the removal of water through or around the dam at the lowest point in the basin. This prevents the oil from escaping with the released water.

A floating boom can be used in place of the stationary type if the created pool's size (bank to bank) and depth will permit. Since changing the depth and/or length of a standard floating boom in a small stream is difficult, the use of the separation of product and water. The advantages of using a floating boom are the speed of deployment and the fact that there is no need for additional support as with the stationary boom.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.3 Spill on Small to Medium Size Streams (relatively fast-flowing creeks) (Cont'd)

- Multiple Impoundments – Since emergency built dams (either underflow or overflow) are seldom perfect, a series of dams is usually required. The first one or two will trap the bulk and the ones that are downstream will trap the last traces of product. Precautions should be taken to ensure that the foundations of emergency dams are not washed away by the released water. If earth is used to construct an overflow dam, a layer of earth-filled bags should be placed on top of the dam so erosion will not take place.

- **Removal Methods**

  Once the containment dams are constructed, the problem or removal of the product from the water surface should be the prime consideration. The removal must be continuous or else build-up of product behind the dams or booms might lead to product escaping the traps.

  The type of removal procedures used depends largely on the amount of product being trapped in a given span of time, if the amount of product moving down the stream is of sufficient quantity, the first dam or fixed boom would quite possibly trap enough for the floating skimmer to work efficiently. The skimmer will pump the product and possibly some water to a tank truck or other holding tank. Separated water may be released from the bottom of the tank truck if it becomes necessary. The absorbents (straw, ground corncobs, or other stocked absorbent) could then be used at downstream dams or booms. It is inadvisable to place an absorbent in the stream prior to or at the first dam in anticipation of the arriving product. Let the product accumulate at the first dam and use the floating skimmer to recover the product.

  Disposal of gross amount of product-soaked absorbent would not then be a problem. Follow directions on use of each absorbent. Some are designed to be placed on water before product arrives (straw and other new types); others are intended only to be placed on the product after it accumulates on the water (ground corncobs and others). Plastic sheets should be used to place the product-soaked absorbent on as it is hand skimmed from the water. Alternatively, the material may be placed in drums or lined roll-off boxes.

  If the amount of product in the stream is minor, a straw-bale may be constructed to filter out the product. The slowing of the water would not be necessary, but several dams might be necessary to ensure complete removal. The downstream dams would also offer protection when the upstream bales are removed, releasing traces of product. Straw-bale dams can also be used downstream from underflow and overflow dams for added protection.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.3 Spill on Small to Medium Size Streams (relatively fast-flowing creeks) (Cont'd)

Thus, the containment and removal of spilled product on small to medium fast-flowing streams might require a combination of underflow or overflow dams, fixed booms, skimmers, absorbents, and straw-bale dams to ensure a complete cleanup.

6.5.4 Spill on Large Streams and Rivers

- **Confinement Methods**

The containment techniques differ considerably on large streams and rivers versus small streams. First, the smooth calm area of water necessary for product-water separation must be found along the stream or river rather than making one as with small streams. Floating booms (rather than fixed booms or dams) must be used to trap the surfaced product.

Local conditions of current and wind must be considered when selecting the site for the boom. A point with a low water velocity near the bank, sufficient depth to operate the product removal equipment, and good access are required. The fact that wind may tend to concentrate the product against one bank must be considered. A smooth, undisturbed area of water is required immediately upstream of the boom to ensure that the product has opportunity to separate out onto the surface. The boom should be positioned where the current is at a minimum. It is more effective to boom at a wide, slow position than on a narrow, fast stretch of water.

If the boom are positioned straight across a river or stream, at right angles to the flow, surface water tends to dive beneath the barrier (boom) when current velocities exceed about ½ knot (0.8 ft./sec.). However, if the current of the entire river is ½ knot or less, then a boom can be positioned straight across the river or large stream, but angled slightly in relation of the banks. By placing the boom at an angle to the banks, product on the surface is diverted along the boom to the side of the river.

The current velocity is usually much slower near the river bank than in the center and the product will move along the boom toward the bank for removal. A water-tight seal between the bank and the boom is essential. A secondary boom should be set up immediately downstream of the first one to capture the amounts that escape the upstream boom. A boom can be employed parallel to the river flow at the bank to form the seal with the booms used to trap the product.

Where the current velocity of the chosen site exceeds ½ knot, the boom should be positioned in two smooth curves from a point of maximum velocity (usually the center of the river) to both banks.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.4 Spill on Large Streams and Rivers (Cont'd)

However, this double-boom required product to be removed from both sides of the river. To determine the appropriate angle of boom placement and support (mooring) needed to hold the booms in position, the current velocity should be measured by timing a floating object which is 80% submerged over a distance of 100 feet. A time of 60 seconds over this distance indicates a water current of approximately 1 knot. For currents from 1 to 2.5 knots (1.7 to 4.2 ft./sec.), the more the boom will have to be angled acute to the bank. The length of the boom will have to be such to reach the center of the river. For currents between ½ and 1 knot (0.8 and 1.7 ft./sec.), the angle of employment can be enlarged.

The major load on the boom is taken by the terminal moorings, particularly the one in the center of the river. However, intermediate moorings are also required both to maintain the smooth curve of the boom to prevent breaking of the boom and to assist with preventing skirt deflection. The intermediate moorings are preferably positioned every 25 feet and must be adjusted to avoid the formation of indentations in the boom profile. These trap product in pockets, prevent its deflection to the bank, and also encourage diving currents. The moorings' ropes should be five times the water depth.

In certain situations, it might be advantageous to position booms to deflect the approaching spilled product to a slower moving area. Naturally, additional booms would have to be positioned around this slower moving area prior to deflecting the product to the area. This approach has been used along river which have lagoons, etc., with a very low current action. The recovery would take place in the lagoons and not along the river bank.

- **Removal Methods**

The product collected upstream of the floating booms in a large stream or river should be removed from the water surface as it accumulates. Regular suction equipment, a floating skimmer, and/or absorbents (including absorbent booms) should be used to remove the product as appropriate to the quantity being trapped in a given span of time. If the amount moving down the stream is of sufficient quantity, the primary floating boom would possibly trap enough for the floating skimmer to work efficiently. The skimmer will pump the product and some water to a tank truck or other holing tank.

The absorbents (type that can be placed on water before product arrival straw is an example) would then be used upstream of the secondary boom to absorb the underflow from the primary boom.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.4 Spill on Large Streams and Rivers (Cont'd)

An absorbent boom (Sea-Serpent) or other stocked absorbent boom can also be placed between the primary and secondary booms to help the other absorbents control the underflow from the primary boom. If the underflow from the primary boom is significant, then the type absorbent which can be placed on the water only after product is collected may be used. An example of this type of absorbent is ground corncobs. It is best to hand skim the saturated absorbents and place on plastic sheets. However, if the absorbent used can be pumped after product absorption and speed of removal is a necessity, the floating skimmer can be used to remove the product-soaked absorbent.

The disadvantage of pumping the product-soaked absorbent to a truck is the volume that will accumulate (skimmer will pump excess water) and the disposal problems associated with the large water/product-soaked absorbent mixture.

If the volume of product moving toward the boomed area is expected to be small, an absorbent (straw) should be placed in the river upstream of the primary and secondary booms. If regular booms are not necessary, a screen filter could be stretched across the river to contain the straw, or an absorbent boom could be constructed by tightly fastening hay bales together, forming a chain. Boats (either rented or furnished by contractors) would be necessary to retrieve the product-soaked absorbents.

6.5.5 Spill on Stream which Flows into Lake or Pond

There are certain locations along the pipeline where streams (small and large ones) flow into lakes or ponds at relatively short distances from the pipeline. It is conceivable that a spill that reached the streams in question could reach or almost reach the lakes before containment and recovery operations could be set up. If time permits for containment operations to be set up on the stream in question, it then would be handled as described above depending upon the stream size involved.

However, if product in the stream is near the lake site or if product is flowing into the lake with a significant amount yet to arrive, a different containment should be employed.

- **Confinement Methods**

  Product on a stream flowing into a lake should be boomed as close to the entrance as possible. The boom should be positioned on the lake at an angle to the residential stream current so as to direct the surface water to a slower moving area. The area where the product is being deflected should be enclosed by booms to contain it.

6.5 CONTAINMENT AND RECOVERY OF SPILLED PRODUCT (Cont'd)

6.5.5 Spill on Stream which Flows into Lake or Pond (Cont'd)

An additional boom for sweeping the product to the bank will be required. This area of containment should not have a current velocity of more than 1/2 knot (0.8 ft./sec.), preferably less.

- **Removal Methods**

  The removal of product from the lake or pond's surface would be handled as described earlier.

  For sizable releases, collected product will usually be pumped into tank trucks and transported to a storage facility. Tank trucks are available at several locations throughout.

6.6 ALTERNATIVE RESPONSE STRATEGIES

There are no pre-approved response options for inland spills within the United States. Any plans to use dispersants or in situ burn by the Company will be submitted to the Federal On-Scene Coordinator for Regional Response Team approval prior to such action being taken.

FIGURE 6.1

ENDANGERED/THREATENED SPECIES LISTING

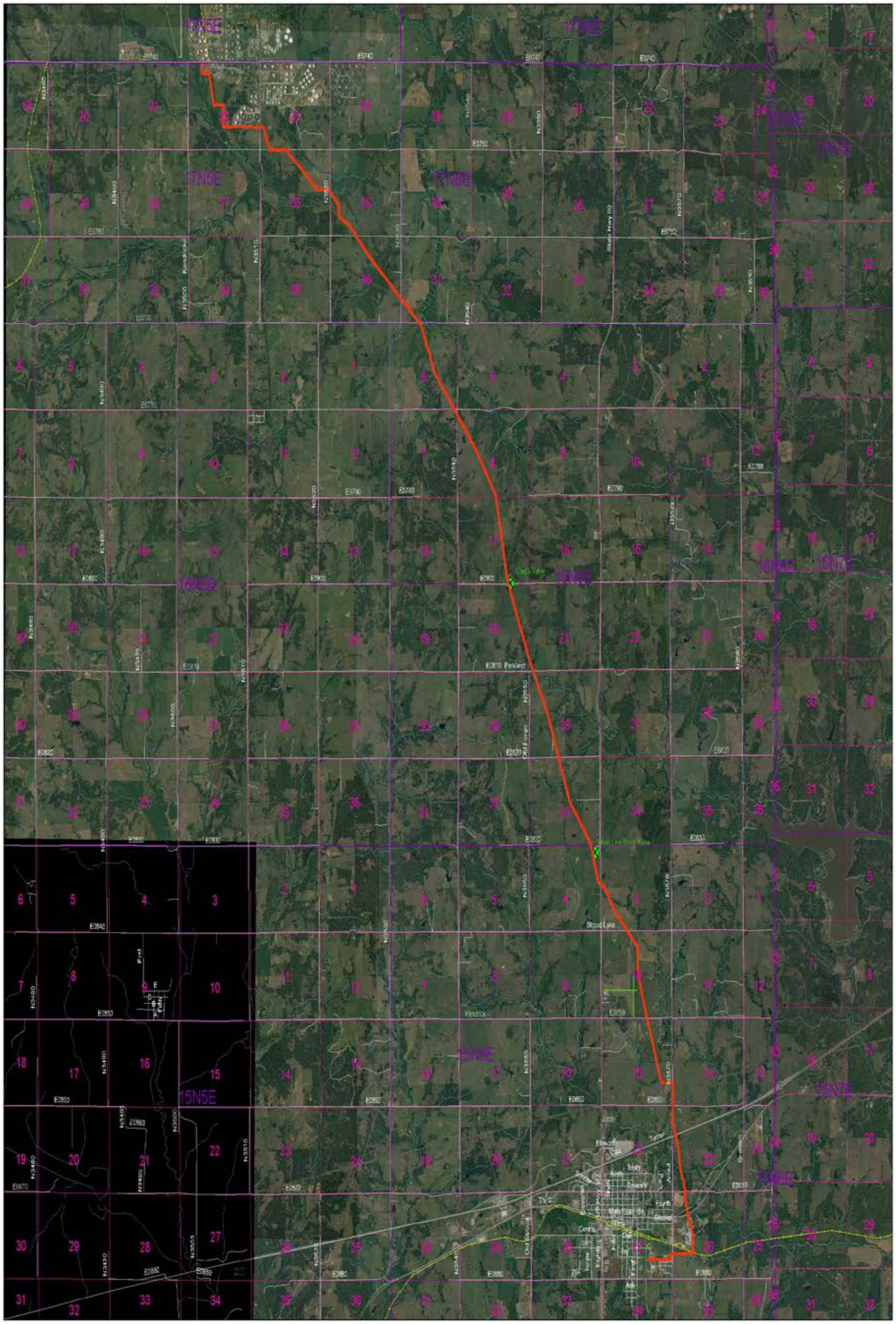
The following is a listing of the endangered/threatened species of special concern in Lincoln County, Oklahoma.

OKLAHOMA – LINCOLN COUNTY	
Common Name	**Scientific Name**
Bald eagle	*Haliaeetus leucocephalus - Threatened*
Piping Plover	*Charadrius melodus - Threatened*
Interior Least Tern	*Sterna Antillarum - Endangered*

FIGURE 6.2

LOCATION MAPS

HAWTHORN OIL TRANSPORTATION (OKLAHOMA), INC.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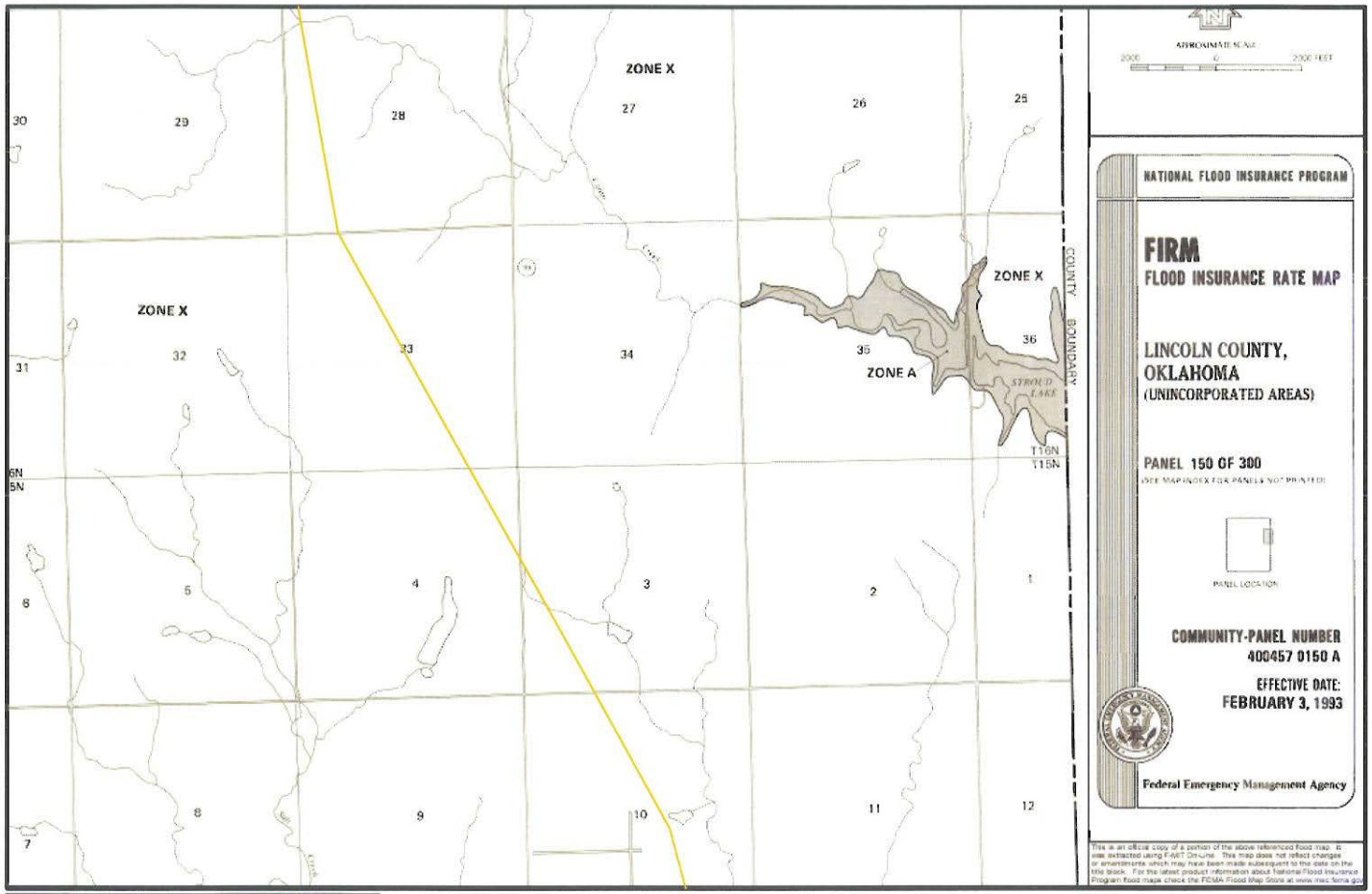
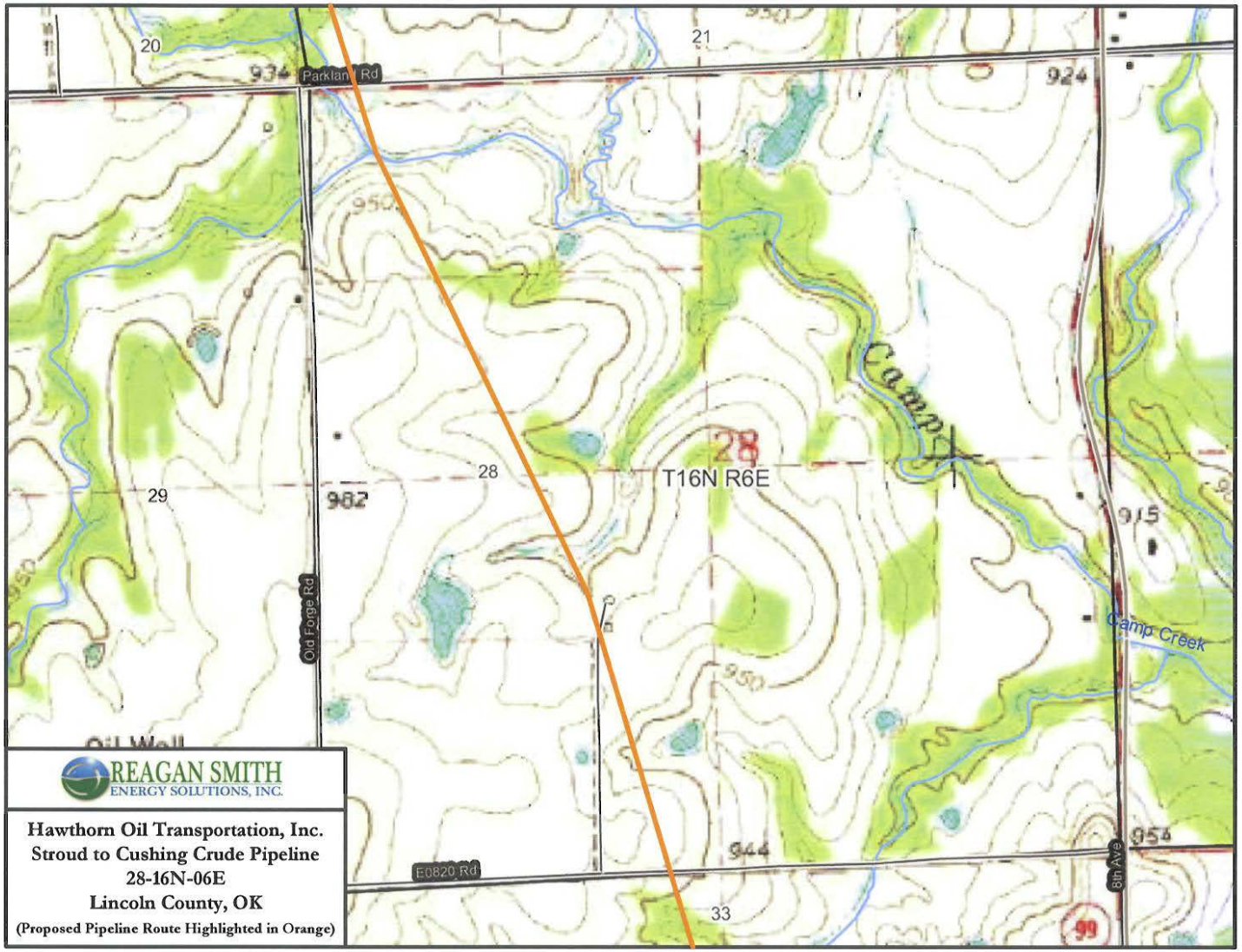
17N6E
16N6E
15N5E
15N6E
15N7E
E0740
E0750
E0790
E0800
E0810 Parkland
E0820
E0830
E0840
E0850
E0860
E0870
E0880
Stroud Lake



REAGAN SMITH
ENERGY SOLUTIONS, INC.

Hawthorn Oil Transportation, Inc.
Stroud to Cushing Crude Pipeline
Lincoln County, OK
(Proposed Pipeline Route Highlighted in Orange)



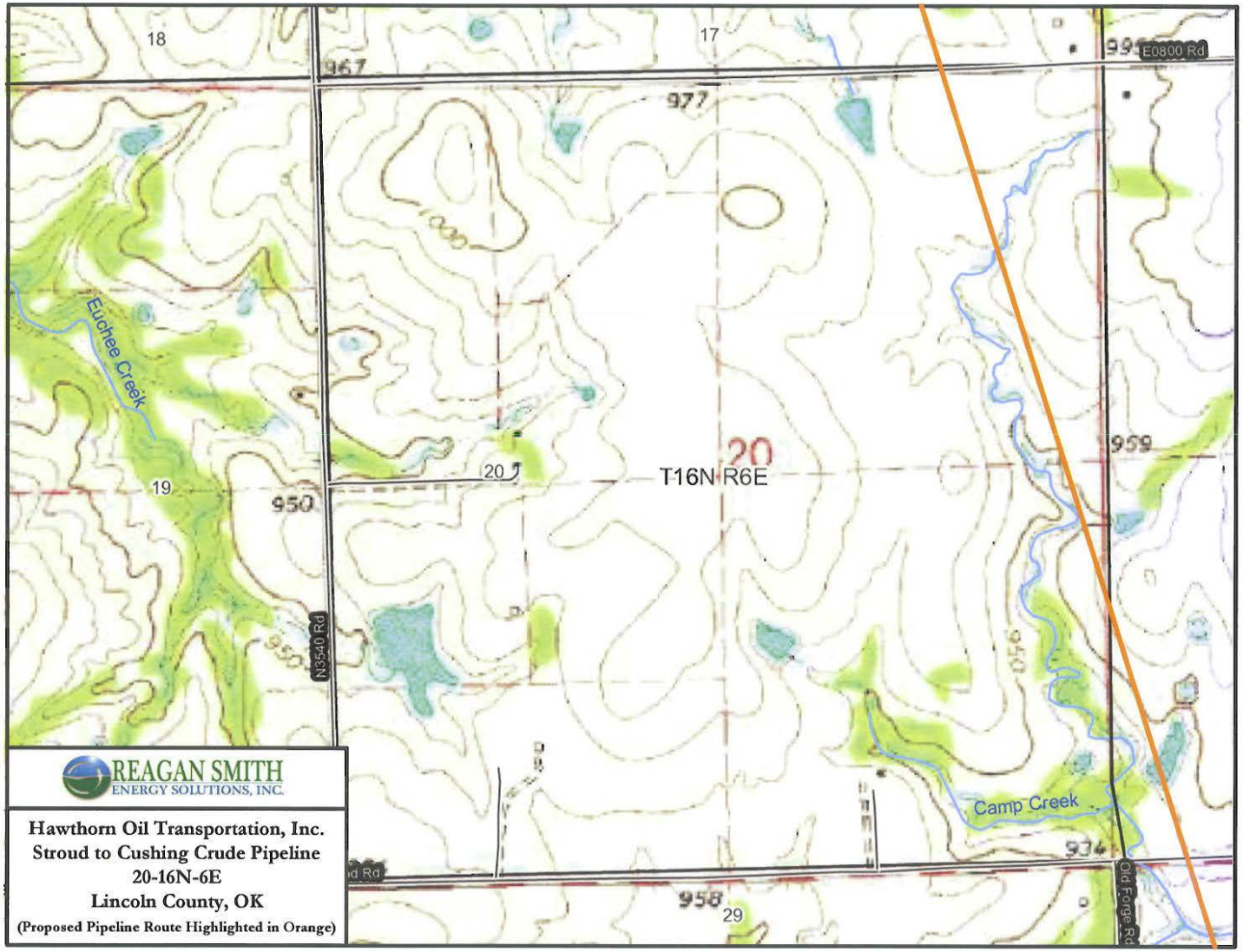


FIGURE 6.3

PIPELINE TACTICAL RESPONSE PLAN

APPENDIX A

RESPONSE RESOURCES

USCG CLASSIFIED OIL SPILL ORGANIZATIONS (OSROs)

Acme Environmental A-2

COMPANY OWNED EQUIPMENT

Company Owned Spill Response Equipment A-3

OSRO/CONTRACTOR CONTRACTS

Acme Environmental A-6

The Company has identified sufficient response resources, by contract or other approved means, to respond to a worst case discharge in each Response Zone identified in this Plan.

The following U.S. Coast Guard listed OSROs have been contracted to respond to spills originating from Company pipelines:

USCG Classified Oil Spill Removal Organization (OSRO) – Lower Mississippi COTP							
OSRO Name	Environment Type	Facility Classification Level				High Volume Port	Contract Responsibility
		MM	W1	W2	W3		
Acme Environmental 2666 North Darlington Ave. Tulsa, OK 74115 (918) 836-7184 (24 hr.)	Rivers/Canals (Lower Mississippi COTP)	X				No	This contractor is to provide the properly trained manpower and equipment to perform containment, clean up and proper disposal of spill material per the instructions of the QI.
	Inland (Lower Mississippi COTP)	X					

COMPANY OWNED SPILL RESPONSE EQUIPMENT

The pipeline system does not maintain spill response equipment. The Company will use one of the identified oil spill removal organizations listed in App. A as appropriate.

FACILITY RESPONSE EQUIPMENT

Date of Last Update:	**Last Inspection or Response Equipment Test Date:**
Inspected By:	**Last Deployment Drill Date:**
Inspection Frequency:	**Deployment Frequency:**

SKIMMERS/PUMPS

Type/Model/ Year	Operational Status	Quantity	Capacity gal./min.	Daily Effective Recovery Rate	Storage Location(s)	Date Fuel Last Changed
		NONE				

BOOM

Type/Model/ Year	Operational Status	Number	Size (Length)	Containment Area	Storage Location(s)
		NONE			

CHEMICAL DISPERSANTS

Type	Operational Status	Amount	Date Purchased	Treatment Capacity	Storage Location(s)	Date Changed
		NONE				

COMPANY OWNED SPILL RESPONSE EQUIPMENT (Cont'd)

FACILITY RESPONSE EQUIPMENT (Cont'd)

Date of Last Update:	**Last Inspection or Response Equipment Test Date:**
Inspected By:	**Last Deployment Drill Date:**
Inspection Frequency:	**Deployment Frequency:**

DISPERSANT DISPENSING EQUIPMENT

Type/Year	Operational Status	Capacity	Storage Location(s)	Response Time
	NONE			

SORBENTS

Type/Year Purchased	Operational Status	Amount	Absorption Capacity gal.	Shelf Life	Storage Location(s)
	NONE				

HAND TOOLS

Type/Year	Operational Status	Quantity	Storage Location(s)
	NONE		

COMPANY OWNED SPILL RESPONSE EQUIPMENT (Cont'd)

FACILITY RESPONSE EQUIPMENT (Cont'd)	
Date of Last Update:	**Last Inspection or Response Equipment Test Date:**
Inspected By:	**Last Deployment Drill Date:**
Inspection Frequency:	**Deployment Frequency:**

COMMUNICATION EQUIPMENT			
Type/Year	**Operational Status**	**Quantity**	**Storage Location(s)/Number**
	NONE		

FIRE FIGHTING AND PERSONNEL PROTECTIVE EQUIPMENT			
Type/Year	**Operational Status**	**Quantity**	**Storage Location(s)**
	NONE		

OTHER EQUIPMENT			
Type/Year	**Operational Status**	**Quantity**	**Storage Location(s)**
	NONE		

ACME ENVIRONMENTAL

Vend# 278320

MASTER SERVICE CONTRACT

THIS AGREEMENT entered into the 3rd day of November, 20 09 by and between **EOG RESOURCES, INC.**, P.O. Box 4362, Houston, Texas 77210-4362, hereinafter referred to as "Company," and Acme Environmental Inc. PO Box 582015, Tulsa, OK 74158, hereinafter referred to as "Contractor."

WHEREAS, Company is engaged in the business of exploring for and producing oil, gas and other hydrocarbons in the onshore and offshore areas of the Continental United States for its own account, and for the joint account of itself and others, and in the course of such operations, regularly and customarily enters into contracts with independent contractors for the performance of services relating thereto; and

WHEREAS, Company desires, as a matter of company policy, to establish and maintain an approved list of service contractors and to offer work or contracts only to those contractors who are included on such list; and

WHEREAS, Contractor is a service contractor engaged in the business of oil spill recovery and desires to perform work as an independent contractor for the Company from time to time;

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, the sufficiency of which is hereby acknowledged, the parties hereto mutually agree as follows:

1. Upon the execution of this Agreement, Company agrees that the name of Contractor shall be added to the Company's approved list of contractors and this Agreement shall thereupon remain in force and effect until terminated by either party by giving the other party thirty (30) days notice in writing in the manner required under this Agreement; provided, however, that the terms and conditions of this Agreement will govern any work agreed to be performed or work in progress at the time of termination, and will continue to govern such work until it has been completed by Contractor and accepted by Company. This Agreement shall control and govern all work performed by Contractor for the Company, under subsequent verbal and/or regular work orders, and any agreements or stipulations in any such work order, delivery ticket, or other instrument used by Contractor not in conformity with the terms and provisions hereof shall be null and void. No waiver by Company of any of the terms, provisions or conditions hereof shall be affected unless said waiver shall be in writing and signed by an authorized representative of the Company. Contractor may not assign or sublet this contract, or any part thereof without the written consent of Company; any assignment or subletting permitted by Company shall not relieve Contractor of the obligations herein.

2. This Agreement does not obligate the Company to order work from the Contractor, nor does it obligate Contractor to accept orders for work from Company, but it, together with any applicable work order or similar document shall control and govern all work accepted by Contractor and shall define the rights and obligations of Company and Contractor during the term hereof.

3. The amount of compensation payable to Contractor, unless otherwise provided by law, rule or regulation, shall be that agreed to by Company and Contractor at the time the work order is given and shall be payable after the full and final completion of the work or service by Contractor, submission of a proper invoice and the acceptance of the work or service by Company.

Contractor, unless otherwise directed, shall submit for approval invoices to the Company Division office which requests the work or service, and Company shall, unless otherwise provided for herein, pay Contractor for the work or services rendered within thirty (30) days after receipt of approved invoices covering such work or service, unless a prepayment is required by law, rule or regulation of governmental authority. Company may withhold payment for all or such portion of any invoice which it deems necessary to protect itself under applicable mechanics or materialmens lien statutes or about which there is a bona fide dispute, but shall pay all other amounts as above prescribed. Contractor shall maintain during the course of the work and retain not less than two years after the completion thereof, complete and accurate records of all Contractor's costs which are chargeable to the Company under this Agreement. The Company shall have the right, at reasonable times, to inspect and audit those records by authorized representatives of its own or any public accounting firm selected by it. The records to be maintained and retained by Contractor shall include (without limitation): (a) payroll records accounting for total time distribution of Contractor's employees working full or part time on the work (to permit tracing to payroll records and related tax returns), as well as canceled payroll checks, or signed receipts for payroll payments in cash; (b) invoices for purchases, receiving and issuing documents, and all other unit inventory records for Contractor's stores stock or capital items; (c) paid invoices and canceled checks for materials purchased and for subcontractors' and any other third parties' charges (including, but not limited to, equipment rental); and (d) travel and entertainment documentation (including, but not limited to, employee expense reports and Contractor facility usage reports).

4. Contractor warrants that it is an expert in its field; that all work or services will be performed or rendered safely and in a good and workmanlike manner; that Contractor has adequate equipment in good working order and fully trained personnel capable of efficiently and safely operating such equipment and performing services for Company; that Contractor regularly conducts training and safety programs; that all materials, equipment, goods, supplies or manufactured articles furnished by Contractor in the performance of the work or services shall be of suitable quality and workmanship for their intended purposes, in accordance with specifications, and shall be free from defects; and that Contractor will not employ in any work for Company any employee whose employment violates applicable labor laws. Contractor further covenants, warrants and represents that all work performed by it hereunder shall be conducted in accordance with the most stringent safety regulations, precautions and procedures and by employing all necessary or desirable protective equipment and devices, whether suggested or required by safety associations, government agencies, municipalities, or otherwise. Any breach of this safety covenant shall be grounds for immediate termination of this Agreement. Contractor will replace, at its sole expense, any of its employees whose replacement is requested by Company. Contractor agrees to inspect all materials and equipment furnished by Company which are directly employed in the course of operations conducted hereunder and shall notify Company of any defects therein before using such material and equipment. Should Contractor use materials and equipment without notifying the Company of any defect, Contractor shall be deemed to have assumed all risks and liability for any mishap which may occur in operations conducted hereunder by reason or failure of defects in such materials and equipment except for failures due solely to latent defects unless such defects could have been discovered by Contractor using reasonable diligence at the time of Contractor's inspection of such materials and equipment. Without limiting Company's remedies, Contractor agrees that any portion of the work or goods found to be defective or unsuitable shall be removed,

replaced, or corrected by Contractor without additional cost or risk to Company, and Contractor agrees to indemnify Company from and against any damages, losses, claims, adjustments, suits, penalties, demands, expenses (including reasonable attorneys' fees or other expenses) or causes of action directly or indirectly resulting from any breach of these warranties.

5. In the performance of any work by Contractor for Company, Contractor conclusively shall be deemed an independent contractor, with the authority and right to direct and control all of the details of the work, Company being interested only in the result obtained. However, all work contemplated shall meet the approval of Company and shall be subject to the general right of inspection. Company shall have no right or authority to supervise or give instructions to the employees, agents or representatives of Contractor, but such employees, agents or representatives at all times shall be under the direct and sole supervision and control of Contractor. Any suggestions or directions which may be given by Company or its employees shall be given only to the superintendent or to the other person in charge of Contractor's crew; it is the understanding and intention of the parties hereto that no relationship of master and servant or principal and agent shall exist between Company and the employees, agents or representatives of Contractor.

6A. CONTRACTOR AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD COMPANY, ITS PARENT, SUBSIDIARY AND AFFILIATED COMPANIES AND ITS AND THEIR CO-LESSEES, PARTNERS, JOINT VENTURERS, CO-OWNERS, AGENTS, OFFICERS, DIRECTORS AND EMPLOYEES (HEREINAFTER COLLECTIVELY REFERRED TO AS "COMPANY GROUP") HARMLESS FROM AND AGAINST ALL DAMAGE, LOSS, LIABILITY, CLAIMS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, INCLUDING COSTS OF LITIGATION, ATTORNEYS' FEES AND REASONABLE EXPENSES IN CONNECTION THEREWITH, WITHOUT LIMIT AND WITHOUT REGARD TO THE CAUSE OR CAUSES THEREOF, INCLUDING BUT NOT LIMITED TO STRICT LIABILITY OR THE UNSEAWORTHINESS OR UNAIRWORTHINESS OF ANY VESSEL OR CRAFT, OR THE NEGLIGENCE OF ANY PARTY, INCLUDING BUT NOT LIMITED TO THE SOLE OR CONCURRENT NEGLIGENCE OF THE COMPANY GROUP, ARISING IN CONNECTION HEREWITH IN FAVOR OF CONTRACTOR'S AGENTS, INVITEES AND EMPLOYEES, AND CONTRACTOR'S SUBCONTRACTORS AND THEIR AGENTS, INVITEES AND EMPLOYEES ON ACCOUNT OF DAMAGE TO THEIR PROPERTY OR ON ACCOUNT OF BODILY INJURY OR DEATH.

6B. COMPANY AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD CONTRACTOR, ITS AGENTS, OFFICERS, DIRECTORS AND EMPLOYEES (HEREINAFTER COLLECTIVELY REFERRED TO AS "CONTRACTOR GROUP") HARMLESS FROM AND AGAINST ALL DAMAGE, LOSS, LIABILITY, CLAIMS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, INCLUDING COSTS OF LITIGATION, ATTORNEYS' FEES AND REASONABLE EXPENSES IN CONNECTION THEREWITH, WITHOUT LIMIT AND WITHOUT REGARD TO THE CAUSE OR CAUSES THEREOF, INCLUDING BUT NOT LIMITED TO STRICT LIABILITY OR THE UNSEAWORTHINESS OR UNAIRWORTHINESS OF ANY VESSEL OR CRAFT, OR THE NEGLIGENCE OF ANY PARTY, INCLUDING BUT NOT LIMITED TO THE SOLE OR CONCURRENT NEGLIGENCE OF THE CONTRACTOR GROUP, ARISING IN CONNECTION HEREWITH IN FAVOR OF COMPANY'S AGENTS, INVITEES AND EMPLOYEES, COMPANY'S CONTRACTORS (OTHER THAN CONTRACTOR) AND

THEIR AGENTS, INVITEES AND EMPLOYEES, AND SUCH CONTRACTORS' SUBCONTRACTORS, OR THEIR AGENTS, INVITEES OR EMPLOYEES ON ACCOUNT OF DAMAGE TO THEIR PROPERTY OR ON ACCOUNT OF BODILY INJURY OR DEATH.

6C. The indemnity obligations set forth in Paragraphs 6A and 6B above shall, where applicable, be limited as follows:

1. In the event the indemnity obligation arises from work performed or in connection with any oil, gas or water well or from such services which are otherwise subject to the laws of the state of Wyoming, the indemnity obligations set forth herein shall not apply to the extent that the loss or liability is caused by or results from the sole or concurrent negligence of, or attributable to, the applicable indemnitee.

2. In the event the indemnity obligation arises from work performed for or in connection with oil, gas or water well or from such services which are otherwise subject to the laws of the state of Louisiana, the indemnity obligations set forth herein shall not apply to the extent that the loss or liability is caused by or results from the sole or concurrent negligence or fault (strict liability) of, or attributable to, the applicable indemnitee.

3. In the event the indemnity obligation arises from work performed or in connection with any oil, gas or water well or from such services which are otherwise subject to the laws of the state of New Mexico, the indemnity obligations set forth herein shall not apply to the extent that the loss or liability is caused by or results from the sole or concurrent negligence of, or attributable to, the applicable indemnitee.

6D. The indemnifications provided for in Paragraph 6 shall be given effect even if the cause and/or defect existed prior to the date of this Agreement. In the event of loss or damage sustained by third parties other than parties identified above in Paragraph 6A and 6B, such loss and/or damages shall be solely for the account of the negligent party. For the purpose of this Paragraph 6, the term "employee" shall include the Contractor where the Contractor is a self employed individual performing the services contemplated hereunder. The parties agree that the indemnities provided for by Company and Contractor under this Agreement shall be supported either by available insurance or voluntarily self-insured, in whole or part. The indemnities provided for herein shall be limited to the extent necessary for compliance with applicable state and federal laws, and to the extent any state or federal laws are at variance with the indemnities provided herein, this paragraph shall be deemed to be amended so as to comply with such state and federal laws.

6E. The terms and provisions of this Paragraph 6 shall have no application to claims or causes of action asserted against Company or Contractor by reason of any agreement of indemnity with a person or entity not a party to this Agreement in those instances where such contractual indemnities are not related to or ancillary to the performance of the work contemplated under the Agreement or are indemnities uncommon to the industry. The terms and provisions of this Paragraph 6 shall expressly apply to claims or causes of action asserted against Company or Contractor by reason of any agreement of indemnity with a person or entity not a party to this Contract where such contractual indemnities are related to or ancillary to the performance of the work contemplated under the Agreement and or Company's project and are indemnities not uncommon in the industry.

7. Contractor shall at all times during the progress of any work performed hereunder carry and maintain insurance of such type and with such limits as set out in Exhibit "A-I" attached hereto. Before performing any work hereunder, Contractor (and each subcontractor) shall furnish Company certificates evidencing coverage as specified and containing the unequivocable agreement on the part of the insurer to notify Company of the cancellation or any material changes of such coverage at least thirty (30) days before the effective date of such cancellation or change. The minimum insurance requirements set forth in Exhibit "A-1" attached hereto are not intended in any way to limit the extent of Contractor's indemnity obligation provided for in Paragraph 6 above.

8. Contractor shall report to Company as soon as practicable all accidents or occurrences resulting in injury to Contractor's employees, subcontractors or their employees, or third parties or damage to property of third parties arising out of or during the course of services for Company by Contractor or of any subcontractor of Contractor and when requested shall furnish Company with a copy of reports made by Contractor to Contractor's insurer or to others of such accidents and occurrences.

9. In the performance of work for Company, Contractor agrees to comply with all laws, rules, regulations and orders, be they federal, state or local, which are now or may hereafter become applicable to Contractor's business, equipment or personnel engaged in operations covered by this Contract. Contractor expressly agrees to indemnify Company from and against any fines, penalties, damages, environmental cleanup and remediation costs, demands, losses, claims, suits, judgements, expenses (including reasonable attorneys' fees or any other expenses) or causes of action resulting from its failure to comply with all applicable laws, rules, regulations and orders, whether federal, state or local, as now or at any time hereinafter in effect. If any of the terms hereof are in conflict with any applicable rule, regulation, order or law of any state or federal regulatory body, the terms of this Contract so in conflict shall not apply and the applicable state or federal rule, regulation, order or law shall prevail.

10. Contractor agrees and shall cause each subcontractor to pay all taxes, licenses and fees levied or assessed on Contractor or subcontractor in connection with or incident to the performance of this Contract or any related subcontract by any governmental agency and unemployment compensation insurance, old age benefits, social security or any other taxes upon the wages of Contractor or any subcontractor its agents, employees and representatives. Contractor agrees to reimburse Company on demand for all of such taxes or governmental charges, state or federal, which Company may be required or deem it necessary to pay on account of employees of Contractor or its subcontractors. Contractor agrees to furnish Company with the information required to enable Company to make such necessary reports and to pay such taxes or governmental charges. At its election, Company is authorized to deduct all sums so paid by Company for such taxes and governmental charges from such amounts as may be or become due to Contractor hereunder.

11. In connection with the work or services performed by Contractor for Company, Contractor shall pay all legal claims for labor, services and materials and will not permit any liens of any kind to be affixed against the property of Company or the lease or property of others arising out of claims of anyone who furnishes labor, services or materials to Contractor, and upon the completion of the work, Contractor shall, if requested, furnish Company with satisfactory evidence of the payment of all such claims. Contractor agrees to indemnify Company from and against all such claims or liens, and further agrees that any sums due to Contractor by Company may be withheld and applied toward this charge in payment of any such claims or liens.

12. Neither Company nor Contractor shall be liable to the other for any delays or damage or failure to act due, occasioned or caused by reason of state or federal laws, or rules, regulations, or orders of any public bodies or official purporting to exercise authority or control respecting the operations covered hereby, including the use of tools and equipment, or due, occasioned or caused by strikes, actions of the elements, or causes beyond the control of the parties affected hereby, and delays due to the above cause or any of them shall not be deemed to be a breach or a failure to perform under this Agreement.

13. Contractor agrees to indemnify and hold Company harmless from any and all claims, demands and causes of action which may be based upon the infringement of any issued patent in connection with the performance of the work hereunder, or the use of materials or equipment furnished hereunder.

14. Contractor shall be liable at all times for damage to or destruction of Contractor's surface equipment and materials regardless of how such damage or destruction occurs and Company shall be under no liability to reimburse Contractor for any such loss or damage.

15. Contractor agrees to comply with the requirements and statements found in the Equal Employment Opportunity Certificate attached hereto and incorporated herein as Exhibit "A-2."

16. This Agreement shall be binding upon the parties hereto and their respective heirs, successors or assigns; provided, however, this Contract or the work or services provided hereunder shall not be assigned nor subcontracted by Contractor without the written consent of Company; provided, further, any assignment or subcontract shall not relieve Contractor of its obligations hereunder.

17A. It is understood and agreed by Contractor and Company that, notwithstanding anything to the contrary, the term "Company" as used herein shall mean and include EOG RESOURCES, INC., its subsidiaries and affiliated companies, its co-owners and joint venturers.

17B. It is understood and agreed by Contractor and Company that, notwithstanding anything herein to the contrary, the term "Contractor" as used herein shall include Contractor's subsidiaries and affiliated companies unless expressly excluded by written agreement by and between Company and Contractor.

18. Any notices provided for herein shall be in writing and sent by prepaid mail to the respective parties at their addresses stated below:

CONTRACTOR:

Acme Environmental Inc.
PO Box 582015
Tulsa, OK 74158
Attn: Andrew Altendorf

COMPANY:

EOG RESOURCES, INC.
P.O. Box 4362
Houston, Texas 77210-4362
Attn: Purchasing

Notices shall be deemed received when actually received.

19. THIS CONTRACT SHALL BE CONSTRUED AND INTERPRETED IN ACCORDANCE WITH THE GENERAL MARITIME LAWS OF THE UNITED STATES, WHERE APPLICABLE, AND WHERE NOT APPLICABLE, THE LAWS OF THE STATE OF TEXAS SHALL APPLY, EXCLUDING ANY CHOICE-OF-LAW RULE WHICH WOULD REFER THE MATTER TO ANOTHER JURISDICTION.

20. Notwithstanding any provisions herein to the contrary, upon the termination of this Agreement for any reason whatsoever, the provisions of Paragraphs 3,4,6,9, 10, 11, 12, 13, 14, 16, 19 and 20 shall survive such termination and be binding until any actions, obligations and/or rights therein provided have been satisfied or released.

21. SPECIAL PROVISIONS: none

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first hereinabove written.

ATTEST:
Joan C. Altendorf
Assistant Secretary

CONTRACTOR:
Acme Environmnetal Inc.
By: A B Altendorf
Name: Andrew B. Altendorf
Title: President

ATTEST:

Assistant Secretary

COMPANY:
EOG RESOURCES, INC.
By:
Name: J Pat Woods
Title: VP P&CM

EXHIBIT "A-I"
Master Service Contract
Minimum Insurance Requirements
Land Only Operations

EACH INSURANCE POLICY maintained by Contractor, for work performed under this Agreement, must be endorsed as follows:

1. "Underwriters waive their rights of subrogation (whether by loan receipts, equitable assignment, or otherwise) against Company, its subsidiaries and affiliated companies and the owners, co-owners and joint venturers, if any, and their employees, officers and agents."

2. To provide adequate territorial limits.

3. Except for Worker's Compensation Insurance, all policies shall name Company as Additional Insured.

FAILURE TO SECURE the insurance coverages, or the failure to comply fully with any of the insurance provisions of this Agreement, or the failure to secure such endorsements on the policies as may be necessary to carry out the terms and provisions of this Agreement shall in no way act to relieve Contractor from the obligations of this Agreement, any provisions hereof to the contrary notwithstanding. In the event that liability for loss or damage be denied by the underwriter(s), in all or in part, because of breach of said insurance by Contractor or for any other reason, or if Contractor fails to maintain any of the insurance herein required, Contractor shall hold harmless and indemnify Company, its joint interest owners, its subsidiaries and affiliated companies, their agents, employees, directors, officers, servants and insurers against all claims, demands, costs and expenses, including attorney's fees, which would otherwise be covered by said insurance. Notwithstanding anything to the contrary herein, Contractor's indemnification obligations under this Agreement (express or implied) shall not be limited to the amounts or to the scope of coverage provided by insurance which is required of Contractor under the terms hereof.

TO PROTECT Company against liability, loss, or expense arising from the damage to property or injury to any person arising out of, in connection with or resulting from the work provided for hereunder Contractor shall, during the progress of the work, carry, at its own expense, on forms and with reliable insurance companies authorized to do business in the state or area in which the work is to be performed hereunder, the following minimum insurance coverages:

A. WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE in accordance with the statutory requirements of the state in which work is to be performed and endorsed specifically to include the following:

1. Employers' Liability, including Occupational Disease, subject to a limit of liability of not less than:
   $1,000,000 Each Accident (Minimum)
   $1,000,000 Disease Each Employee (Minimum)

2. "Borrowed Servant" endorsement, stating that a claim brought against Company as a "borrowed servant" by an employee of Contractor will be treated as a claim against Contractor.

B. COMPREHENSIVE GENERAL LIABILITY INSURANCE with limits of liability of not less than the following:

Bodily Injury	- Any one occurrence	$1,000,000 (Minimum)
Property Damage	- Any one occurrence	$1,000,000 (Minimum)
or		
Bodily Injury and Property Damage	- Combined Single Limit Each Occurrence $1,000,0000 (Minimum)	

Such insurance shall include the following:

1. Premises and Operation's Coverage.

2. Products and Completed Operations (for a minimum of two years after acceptance of the work).

3. Contractual Liability covering the liabilities assumed under this Agreement.

4. Broad Form Property Damage Liability Endorsement.

5. Contractor's Protective Liability (if subcontracting is authorized).

C. COMPREHENSIVE AUTOMOBILE INSURANCE with limits of liability of not less than the following:

Bodily Injury	- Any one person	$1,000,000 (Minimum)
	- Any one occurrence	$1,000,000 (Minimum)
Property Damage	- Any one occurrence	$1,000,000 (Minimum)
or		
Bodily Injury and Property Damage	- Combined Single Limit Each Occurrence	$1,000,000 (Minimum)

Such coverage shall include owned, hired, and non-owned vehicles.

D. AIRCRAFT LIABILITY INSURANCE: - In any operations requiring the use of aircraft and/or helicopter (unless provided by Company), combined single limit insurance shall be maintained for public liability, passenger liability and property damage liability in an amount of not less than $5,000,000; this insurance shall cover all owned and non-owned aircraft, including helicopters, used by Contractor in connection with the performance of the work set forth in this Agreement.

E. PHYSICAL DAMAGE INSURANCE: - Covering loss of or damage to equipment and machinery, used in the performance of work set forth in this Agreement, including loss or damage during loading, unloading, and while in transit. Such coverage shall be on an all-risk basis or its equivalent subject to a limit of not less than ninety percent (90%) of the actual cash value at the time of loss with any and all deductibles to be assumed by, for the amount of, and at Contractor's sole risk.

EXHIBIT "A-I"
Master Service Contract
Minimum Insurance Requirements
Marine Operations Insurance

EACH INSURANCE POLICY maintained by Contractor, for work performed under this Agreement, must be endorsed as follows:

1. "Underwriters waive their rights of subrogation (whether by loan receipts, equitable assignment, or otherwise) against Company, its subsidiaries and affiliated companies and the owners, co-owners and joint venturers, if any, and their employees, officers and agents."

2. To provide adequate territorial and navigation limits and comply with all laws or regulations of state or county of jurisdiction.

3. Except for Worker's Compensation insurance, all policies shall name Company as Additional Insured.

FAILURE TO SECURE the insurance coverages, or the failure to comply fully with any of the insurance provisions of this Agreement, or the failure to secure such endorsements on the policies as may be necessary to carry out the terms and provisions of this Agreement, shall in no way act to relieve Contractor from the obligations of this Agreement, any provisions hereof to the contrary notwithstanding. In the event that liability for loss or damage be denied by the underwriter(s), in all or in part, because of breach of said insurance by Contractor, or for any other reason, or if Contractor fails to maintain any of the insurance herein required, Contractor shall hold harmless and indemnify Company, its joint interest owners, its subsidiaries and affiliated companies, their agents, employees, directors, officers, servants and insurers against all claims, demands, costs and expenses, including attorney's fees, which would otherwise be covered by said insurance. Notwithstanding anything to the contrary herein, Contractor's indemnification obligations under this Agreement (express or implied) shall not be limited to the amounts or to the scope of coverage provided by insurance which is required of Contractor under the terms hereof.

TO PROTECT Company, against liability, loss or expense arising from damage to property or injury to any person arising out of, in connection with or resulting from the work provided for hereunder, Contractor shall, during the progress of the work, carry, at its own expense, on forms and with reliable insurance companies authorized to do business in the state or area in which the work is to be performed hereunder, the following minimum insurance coverages:

A. **Worker's Compensation and Occupational Disease Insurance** in accordance with the statutory requirements of the state in which work is to be performed, the states in which the Contractor's employees reside and the states in which the Contractor is domiciled; **Employer's Liability Insurance** with limits of not less than $1,000,000 and specifically including:

1. Protection for liabilities under the Federal Longshoremen's and Harbor Worker's Compensation Act and the Outer Continental Shelf Lands Act.

2. Coverage for liability under the Merchant Marine Act of 1920, commonly known as the Jones Act; the Admiralty Act; and the Death on the High Seas Act with limits of not less than $1,000,000 per accident.

3. Protection against liability of employer to provide transportation, wages, maintenance and cure to maritime employees and a Voluntary Compensation Endorsement.

4. Coverage amended to provide that a claim "In Rem" shall be treated as a claim "In Personam" against the employer.

5. "Borrowed Servant" endorsement as follows:

> "It is agreed that a claim against Company, its subsidiaries and affiliated companies, and the owners, co-owners, and joint venturers, if any, and their respective underwriters by an employee of the Contractor based on the doctrine of "Borrowed Servant" shall as respects this insurance be treated as a claim arising under this policy against the Contractor hereunder; and Company, its subsidiaries and affiliated companies, and the owners, co-owners, and joint venturers, if any, and their respective underwriters shall receive benefit of this insurance with respect to such claims."

B. **Comprehensive General Liability Insurance** with limits of not less than $1,000,000 per occurrence Bodily Injury and $1,000,000 per occurrence Property Damage, including the following coverage:

1. Premises and Operations Coverage

2. Contractual Liability covering liabilities assumed under this Agreement.

3. Broad Form Property Damage Liability Endorsement

4. "In Rem" Endorsement

5. Products and Completed Operations (for a minimum of two years after acceptance of the work).

6. Contractor's Protective Liability (if subcontracting is authorized).

C. **Automobile Liability Insurance** covering owned, hired, and non-owned vehicles with limits of not less than $1,000,000 per person and $1,000,000 per occurrence Bodily Injury and $1,000,000 Property Damage.

D. **Physical Damage Insurance** - Covering loss of or damage to equipment and machinery used in the performance of work set forth in this Agreement, including loss or damage during loading, unloading, and while in transit. Such coverage shall be on an all-risk basis or its equivalent subject to a limit of not less than ninety percent (90%) of the actual cash value at the time of loss with any and all deductibles to be assumed by, for the account of, and at Contractor's sole risk.

E. **Excess Liability Insurance** - Provide excess liability insurance for categories A, B, C and D above for $5 million per occurrence which coverage shall be in a form satisfactory to the Company.

F. **Marine Equipment** - Where the work described by this Agreement involves the use of the marine equipment owned or chartered by the Contractor, the Contractor shall provide the following insurance as applicable:

1. **Hull & Machinery Insurance** - Full Form Hull & Machinery Insurance, including collision liability, with the sistership clause unamended, with limits of liability at least equal to the full value of the vessel. If any vessel engages in towing operations, said insurance shall include full Tower's Liability with the sistership clause unamended.

2. **Standard Protection & Indemnity Insurance** - Coverage with limits at least equal to the full value of each vessel including coverage for Masters and Members of the Crews of Vessels if coverage for maritime employees is not provided under Paragraph A.

3. **Excess Protection & Indemnity Insurance** - Excess Protection and Indemnity, including Collision and Tower's Liability in an amount at least equal to the value of each vessel covered or the difference between the full value of each vessel and $1,000,000, whichever is greater.

4. **Voluntary Removal of Wreck/Debris Insurance** - Covering Contractor's operations in an amount of not less than $1,000,000 per occurrence.

G. **Aircraft Liability Insurance** - In any operations requiring the use of aircraft and/or helicopter (unless provided by Company), combined single limit insurance shall be maintained for public liability, passenger liability and property damage liability in an amount of not less than $5,000,000; this insurance shall cover all owned and non-owned aircraft, including helicopters, used by Contractor in connection with the performance of work set forth in this Agreement.

EXHIBIT "A-2"
CONTRACTOR'S CERTIFICATION

A. EQUAL EMPLOYMENT OPPORTUNITY

It is hereby agreed that the following provisions which are also set forth in Section 202 of Executive Order No. 11246 of September 24,1965, are made a part of each agreement and purchase order presently existing or which may be entered into hereafter, between Contractor and Company.

1. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants of employment, notices to be provided by the contracting officer, setting forth the provisions of this nondiscrimination clause.

2. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

3. Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representatives of the Operator's commitments under Section 202 of Executive Order No. 11246 of September 24,1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. Contractor will comply with all provisions of Executive Order No. 11246 of September 24,1965, and of all the rules, regulations and relevant orders of the Secretary of Labor.

5. Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

6. In the event of Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in said Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

7. Contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24,1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided; however, that in the event Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

B. EQUAL EMPLOYMENT OPPORTUNITY REPORTING

Contractor agrees to file with the appropriate federal agency a complete and accurate report on Standard Form 100 (EEO-1) within thirty (30) days after the signing of its agreement or the award of any such purchase order, as the case may be (unless such a report has been filed in the last twelve (12) months), and agrees to continue to file such reports annually, on or before March 31. (41 CFR 60-1.7[a])

C. AFFIRMATIVE ACTION COMPLIANCE PROGRAM

Contractor agrees to develop and maintain a current written affirmative action compliance program for each of its establishments in accordance with the regulations of the Secretary of Labor promulgated under Executive Order No. 11246, as amended (41 CFR 60-1.40).

Contractor, by entering into this Agreement, certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this Contract. As used in this certification, the term "segregated facilities" means, but is not limited to, any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. It further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods), it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that it will retain such certifications in its files; and that it will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS
OF REQUIREMENT FOR CERTIFICATIONS
OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities, as required by the May 9,1967 Order (32 F.R. 7439, May 19,1967) on Elimination of Segregated Facilities, by the Secretary of Labor must be submitted prior to the award of a subcontract exceeding $10,000 which is not exempt from the provisions of the Equal Opportunity Clause. The certification may be submitted either for each subcontractor or for all subcontracts during a period (i.e. quarterly, semi-annually, or annually).

D. EMPLOYMENT OF VETERANS

1. The Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era Clause set forth at Section 60-250.4 of Title 41 Code of Federal Regulations is hereby incorporated herein by reference. (This clause is applicable to all contracts or purchase orders for $10,000 or more.)

2. Contractor agrees further to place the above provisions in any subcontract nonexempt under the rules and regulations promulgated by the Secretary of Labor under the Vietnam Era Veterans Readjustment Assistance Act of 1974.

E. EMPLOYMENT OF HANDICAPPED PERSONS

1. The Affirmative Action for Handicapped Workers Clause set forth in Section 60-741.41 of Title 41 Code of Federal Regulations is hereby incorporated herein by reference. (This clause is applicable to all contracts or purchase orders for $2,500 or more.)

2. Contractor agrees further to place the above provision in any subcontract nonexempt under the rules and regulations promulgated by the Secretary of Labor under the Rehabilitation Act of 1973.

NOTICE TO PROSPECTIVE SUBCONTRACTORS
OF REQUIREMENT FOR CERTIFICATIONS
OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities, as required by the May 9,1967 Order (32 F.R. 7439, May 19,1967) on Elimination of Segregated Facilities, by the Secretary of Labor must be submitted prior to the award of a subcontract exceeding $10,000 which is not exempt from the provisions of the Equal Opportunity Clause. The certification may be submitted either for each subcontractor or for all subcontracts during a period (i.e. quarterly, semi-annually, or annually).

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APPENDIX B

WORST CASE DISCHARGE ANALYSIS AND SCENARIO

Page

Introduction B-2

Worst Case Discharge B-3

INTRODUCTION

This appendix identifies potential causes for oil discharges and discusses the response efforts that are necessary for successful mitigation. Included in this appendix are hypothetical scenarios for various types of spills that have the potential to occur along the system. It is anticipated that The Company will respond to spills in a consistent manner regardless of the location. Therefore, the guidelines discussed in this appendix will apply to all spills whenever possible.

DOT/PHMSA requires that pipeline operators calculate a worst case discharge amount for each response zone. The calculations and descriptions are as follows:

DOT/PHMSA Discharge Volume Calculation
● **Worst Case Discharge** *The largest volume (Bbls) of the following:* ■ *Pipeline's maximum release time (hrs), plus the maximum shutdown response time (hrs), multiplied by the maximum flow rate (bph), plus the largest line drainage volume after shutdown of the line section.* ***-- OR --*** ■ *Largest foreseeable discharge for the line section is based on the maximum historic discharge, if one exists, adjusted for any subsequent corrective action or preventive action taken.* ***-- OR --*** ■ *Capacity of the single largest breakout tank or battery of tanks within a single secondary containment system, adjusted for the capacity or size of the secondary containment system.*

Scenario Types

The occurrence of a Worst Case Discharge (WCD) could be the result of any number of scenarios along the pipeline system including:

- Piping rupture.
- Piping leak, under pressure and not under pressure.
- Explosion or fire.
- Equipment failure (e.g. pumping system failure, relief valve failure, or other general equipment relevant to operational activities associated with internal or external facility transfers).

The response actions to each of these scenarios are outlined in Section 3.1 and Figure 3.1. The response resources are identified in a quick reference format in Figure 2.6. Pipeline response personnel list/telephone numbers and other internal/external resources telephone numbers are detailed in Figures 2.2 and 2.5.

RESPONSE CAPABILITY SCENARIOS

PIPELINE WORST CASE DISCHARGE ((b) (7)(F))

The worst case discharge in this Pipeline is (b) (7)(F)

Description

The worst case scenario is calculated by determining the largest foreseeable discharge in an environmentally sensitive area. For pipeline segments, the amount of the discharge is the sum of the maximum release time plus the maximum response time multiplied by the maximum flow rate, plus the largest line drainage volume after shutdown occurs.

The area traversed by the Hawthorn Oil Transportation (Oklahoma), Inc. pipeline is relatively arid and contains no areas of continuously flowing streams. However, for purposes of this Plan, the worst case scenario is determined to be a spill from the Hawthorn Oil Transportation (Oklahoma), Inc. pipeline which occurs within the area located adjacent to unnamed creeks that flow into Camp Creek and ultimately into Stroud Lake.

(b) (7)(F)

Volume ***Normal Operations***

(b) (7)(F)

Pipeline maximum release time[1]
Maximum shutdown time[2]
Maximum flow rate[3]
Largest line drainage volume[4]
Worst case discharge

Volume

Pipeline maximum release time[1]
Maximum shutdown time[2]
Maximum flow rate[3]
Largest line drainage volume[4]
Worst case discharge

RESPONSE CAPABILITY SCENARIOS (Cont'd)

PIPELINE WORST CASE DISCHARGE ((b) (7)(F)) (Cont'd)

Description (Cont'd)

This WCD scenario does not involve breakout tankage. Therefore single largest volume breakout tank adjustments/calculations are not considered in this WCD.

1. Maximum release time is based on the capabilities of the Automated System.

2. The maximum shutdown time is an estimate based on the capabilities of the Automated System.

3. The maximum pumping rate of the pipeline.

Note: Adverse weather will not affect detection or shut down times.

Response Requirement

The Company has identified sufficient response resources, by contract or other approved means, to respond to a worst case discharge to the maximum extent practicable. These response resources include:

- Resources capable of arriving at the staging area within the applicable response tier requirements for non-high volume areas (Tier 1 = 12 hours; Tier 2 = 36 hours; Tier 3 = 60 hours).
- Resources capable of oil recovery in inclement weather conditions (i.e. heavy rain, snow, ice).

Notes:

- Contracted and Company owned equipment and manpower resources are detailed in Figure 2.6 (USCG Classified OSRO) and Appendix A.
- Telephone references are provided in Figures 2.2 and 2.5.

APPENDIX C

EMERGENCY PREPLANNING

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C.2 Pipeline Leak Inspection Systems C-2

EMERGENCY PREPLANNING

C.1 PIPELINE LEAK DETECTION SYSTEMS

Leak detection is accomplished by personnel surveillance, and by Computational Leak Detection through Real Time Mass Balance Protocols. All pipelines are inspected periodically during field surveillance. Any leak will be repaired immediately.

C.2 PIPELINE LEAK INSPECTION SYSTEMS

Visual observations during normal routine operations are made of the exposed portions of pipelines to locate signs of corrosion leaks, coating loss or excessive wear. In cases of small leaks, pipeline clamps are used for temporary repair until a more permanent repair can be made. Records on all pipeline failures are kept maintained and are available to DOT/PHMSA upon request.

Based on sound engineering judgment the pipeline is replaced or repaired as necessary.

C.2.A Visual Inspection

The pipeline and adjacent areas are visually inspected for leaking oil by either aerial observation or ground patrol with special attention given to locations where the pipeline crosses highways, railroad tracks, and bodies of water. These inspections are conducted at intervals not exceeding 3 weeks, but at least 26 times each calendar year, per 49 CFR 195.412.

C.2.B Cathodic Protection

All pipelines are coated and have cathodic protection. These pipelines are subject to periodic cathodic protection inspections.

C.2.C External Corrosion Control

Whenever buried portions of the pipeline are exposed for any reason, the pipe will be examined for evidence of external corrosion, coating deterioration, and cathodic protection effectiveness. If corrosion is found, a detailed evaluation will be performed to determine the extent of corrosion.

Exposed portions of the pipeline are painted and/or coated for corrosion protection.

C.2.D Valve Maintenance

All valves are inspected at intervals not exceeding 7-1/2 months, but at least twice each calendar year, per 49 CFR 195.420 to ensure proper working condition.

APPENDIX D

DISPOSAL PLAN

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Table D-1 Comparative Evaluation of Oil Spill Transfer Systems....D-8

Table D-2 Temporary Storage Methods....D-9

Table D-3 Oily Waste Separation and Disposal Methods....D-10

OVERVIEW

A major oil spill response would generate significant quantities of waste materials ranging from oily debris and sorbent materials to sanitation water and used batteries. All these wastes need to be classified and separated (i.e., oily, liquid, etc.), transported from the site, and treated and/or disposed of at approved disposal sites. Each of these activities demands that certain health and safety precautions be taken, which are strictly controlled by federal and state laws and regulations. This section provides an overview of the applicable state regulations governing waste disposal, and a discussion of various waste classification, handling, transfer, storage, and disposal techniques. It is the responsibility of the Company's Disposal Specialist to manage waste disposal needs during an oil spill cleanup.

WASTE CLASSIFICATION

Oily - Liquid Wastes

Oily liquid wastes (i.e., oily water and emulsions) that would be handled, stored, and disposed of during response operations are very similar to those handled during routine storage and transfer operations. The largest volume of oily liquid wastes would be produced by recovery operations (e.g., through the use of vacuum devices or skimmers). In addition, oily water and emulsions would be generated by vehicle operations (e.g., spent motor oils, lubricants, etc.), and equipment cleaning operations.

Non-Oily - Liquid Wastes

Response operations would also produce considerable quantities of non-oily liquid wastes. Water and other non-oily liquid wastes would be generated by the storage area and stormwater collection systems, vessel and equipment cleaning (i.e., water contaminated with cleaning agents), and office and field operations (i.e., sewage, construction activities).

Oily - Solid/Semi-Solid Wastes

Oily solid/semi-solid wastes that would be generated by containment and recovery operations include damaged or worn-out booms, disposable/soiled equipment, used sorbent materials, saturated soils, contaminated beach sediments, driftwood, and other debris.

Non-Oily - Solid/Semi-Solid Wastes

Non-oily solid/semi-solid wastes would be generated by emergency construction operations (e.g., scrap, wood, pipe, and wiring) and office and field operations (i.e., refuse). Vessel, vehicle, and aircraft operations also produce solid wastes.

WASTE HANDLING

A primary concern in the handling of recovered oil and oily debris is contaminating unaffected areas or recontaminating already cleaned areas. Oily wastes generated during the response operations would need to be separated by type and transferred to temporary storage areas and/or transported to incineration or disposal sites. Proper handling of oil and oily wastes is imperative to ensure personnel health and safety.

WASTE HANDLING (Cont'd)

Safety Considerations

Care should be taken to avoid or minimize direct contact with oily wastes. All personnel handling or coming into contact with oily wastes will wear protective clothing. A barrier cream can be applied prior to putting on gloves to further reduce the possibility of oily waste absorption. Safety goggles are to be worn by personnel involved in waste handling activities where splashing might occur. Any portion of the skin exposed to oily waste should be washed with soap and water as soon as possible. Decontamination zones will be set up during response operations to ensure personnel are treated for oil exposure.

Waste Transfer

During response operations, it may be necessary to transfer recovered oil and oily debris from one point to another several times before the oil and oily debris are ultimately recycled, incinerated or disposed of at an appropriate disposal site. Depending on the location of response operations, any or all of the following transfer operations may occur:

- From portable or vessel-mounted skimmers into flexible bladder tanks, storage tanks of the skimming vessel itself, or a barge.
- Directly into the storage tank of a vacuum device.
- From a tank truck to a processing system (e.g., oil/water separator).
- From a processing system to a recovery system and/or incinerator.
- Directly into impermeable bags that, in turn, are placed in impermeable containers.
- From containers to trucks.

There are four general classes of transfer systems that may be employed to affect oily waste transfer operations:

- **Pumps:** Rotary pumps, such as centrifugal pumps, may be used when transferring large volumes of oil, but they may not be appropriate for pumping mixtures of oil and water. The extreme shearing action of centrifugal pumps tends to emulsify oil and water, thereby increasing the viscosity of the mixture and causing low, inefficient transfer rates.

  The resultant emulsion would also be more difficult to separate into oil and water fractions. Lobe or "positive displacement" pumps work well on heavy, viscous oils, and do not emulsify the oil/water mixture. Double-acting piston and double acting diaphragm pumps are reciprocating pumps that may also be used to pump oily wastes.

- **Vacuum Systems**: A vacuum truck may be used to transfer viscous oils but they usually pick up a very high water/oil ratio.

- **Belt/Screw Conveyors:** Conveyors may be used to transfer oily wastes containing a large amount of debris. These systems can transfer weathered debris laden oil either horizontally or vertically for short distances (i.e., 10 feet) but are bulky and difficult to set up and operate.

WASTE HANDLING (Cont'd)

Waste Transfer (Cont'd)

- **Wheeled Vehicles:** Wheeled vehicles may be used to transfer liquid wastes or oily debris to storage or disposal sites. These vehicles have a limited transfer volume (i.e., 100 barrels) and require good site access.

Table D-1 provides a comparative evaluation of 16 types of transfer systems that could be available for transfer operations.

WASTE STORAGE

Interim storage of recovered oil, oily and non-oily waste should be considered to be an available means of holding the wastes until a final management method is selected. In addition, the segregation of wastes according to type would facilitate the appropriate method of disposal. The storage method used would depend upon:

- The type and volume of material to be stored.
- The duration of storage.
- Access.

During an oil spill incident, the volume of oil that can be recovered and dealt with effectively depends upon the available storage capacity. Typical short-term storage options are summarized in Table D-2. The majority of these options can be used either onshore or offshore. If storage containers such as bags or drums are used, the container must be clearly marked and/or color-coded to indicate the type of material/waste contained and/or the ultimate disposal option. Bladder or pillow tanks are acceptable, if the available space can support the weight of both the container and the product.

Steel or rubber tanks can be used to store oil recovered near the shoreline. To facilitate offloading, demulsifiers may be used to break emulsions prior to placing the recovered substance into the barges or storage tanks.

Use of any site for storage is dependent on the approval of the local authorities. The following elements affect the choice of a potential storage site:

- Geology.
- Ground water.
- Soil type.
- Flooding.

WASTE STORAGE (Cont'd)

- Surface water.
- Slope.
- Type of material.
- Capacity of site.
- Climatic factors.
- Land use.
- Toxic air emissions.
- Security of site.
- Access to site.
- Public accessibility.

Temporary storage sites should use the best achievable technology to protect the environment and human health. They should be set up to prevent leakage, contact, and subsequent absorption of oil by the soil. The sites should be bermed (1 to 1.5 meters high) and double lined with plastic or visqueen sheets 6-10 millimeters or greater in thickness, without joints, prior to receiving loose and bagged debris. The edges of the sheet should be weighted with stones or earth to prevent damage by wind, and the sheet should be placed on a sand layer or an underfelt thick enough to prevent piercing. A reinforced access area for vehicles at the edge of the site should be provided. In addition, the oily debris should be covered by secured visqueen or tarps and an adequate stormwater runoff collection system for the size and location of the site would be utilized. Additionally, the sites should be at least 3 meters above mean sea level.

Oily debris can be hauled to approved temporary storage sites in visqueen lined trucks or other vehicles. Burnable, non-burnable, treatable and re-usable materials can be placed in well defined separate areas at temporary storage sites.

When the last of the oily debris leaves a temporary storage site, the ground protection should be removed and disposed of with the rest of the oily debris. Any surrounding soil which has become contaminated with oil should also be removed for disposal or treatment. If the soils were removed for treatment, they may be replaced if testing proves acceptable levels have been achieved. Treatment and remediation is encouraged when feasible. The temporary storage should be returned to its original condition.

WASTE DISPOSAL

Techniques for Disposal of Recovered Oil

Recovery, reuse, and recycling are the best choices for remediation of a spill, thereby reducing the amount of oily debris to be bermed onsite or disposed of at a solid waste landfill. Treatment is the next best alternative, but incineration and burning for energy recovery have more options within the state. There are some limitations and considerations in incinerating for disposal. Environmental quality of incineration varies with the type and age of the pipeline. Therefore, when incineration becomes an option during an event, local air quality authorities would be contacted for advice about efficiency and emissions of facilities within their authority. Approval of the local air authorities is a requirement for any incineration option. Landfilling is the last option. Final disposal at a solid or dangerous waste landfill is the least environmentally sound method of dealing with a waste problem such as oily debris.

WASTE DISPOSAL (Cont'd)

During an oil spill incident, the Company representative will consult with the federal and state On Scene Coordinators (OSCs) to identify the acceptable disposal methods and sites appropriately authorized to receive such wastes. The Company maintains a list of approved disposal sites that satisfy local, state, and federal regulations and company requirements. This identification of suitable waste treatment and disposal sites will be prepared by a Disposal Specialist of the Company's Response Team in the form of an Incident Disposal Plan which must then be authorized by the U.S. Coast Guard and/or the EPA. An Incident Disposal Plan should include predesignated interim storage sites, segregation strategies, methods of treatment and disposal for various types of debris, and the locations/contacts of all treatment and disposal site selections. Onsite treatment/disposal is preferred.

In order to obtain the best overall Incident Disposal Plan, a combination of methods should be used. There is no template or combination of methods that can be used in every spill situation. Each incident should be reviewed carefully to ensure an appropriate combination of disposal methods are employed.

The different types of wastes generated during response operations will require different disposal methods. To facilitate the disposal of wastes, they should be separated by type for temporary storage, transport and disposal. Table F-3 lists some of the options that are available to segregate oily wastes. The table also depicts methods that can be employed to separate free and/or emulsified water from the oily liquid waste.

The following is a brief discussion of some disposal techniques available for recovered oil and oily debris.

Recycling

This technique entails removing water from the oil and blending the oil with uncontaminated oil. Recovered oil can be shipped to refineries provided that it is exempt from hazardous waste regulations. There it can be treated to remove water and debris, and then blended and sold as a commercial product.

The Company's designated Disposal Specialist is responsible for ensuring that all waste materials are disposed of at a Company internally approved disposal site.

Incineration

This technique entails the complete destruction of the recovered oil by high temperature incineration. There are licensed incineration facilities as well as portable incinerators that may be brought to a spill site. Incineration may require the approval of the local Air Pollution Control Authority. Factors to consider when selecting an appropriate site for onsite incineration include:

- Proximity to recovery locations.
- Access to recovery locations.
- Adequate fire control.
- Approval of the local air pollution control authorities.

WASTE DISPOSAL (Cont'd)

In Situ Burning/Open Burning

Burning techniques entail igniting oil or oiled debris and allowing it to burn under ambient conditions. These disposal techniques are subject to restrictions and permit requirements established by federal, state and local laws. They cannot be used to burn PCBs, waste oil containing more than 1,000 parts per million of halogenated solvents, or other substances regulated by the EPA. Permission for *in situ* burning may be difficult to obtain when the burn takes place near populated areas.

As a general rule, *in situ* burning is appropriate only when atmospheric conditions will allow the smoke to rise several hundred feet and rapidly dissipate. Smoke from burning oil will normally rise until its temperature drops to equal the ambient temperature. Afterwards, it will travel in a horizontal direction under the influence of prevailing winds.

Landfill Disposal

This technique entails burying the recovered oil in an approved landfill in accordance with regulatory procedures. Landfill disposal of free liquids is prohibited by federal law in the United States.

With local health department approval, non-burnable debris which consists of oiled plastics, gravel and oiled seaweed, kelp, and other organic material may be transported to a licensed, lined, approved municipal or private landfill and disposed of in accordance with the landfill guidelines and regulations. Landfill designation should be planned only for those wastes that have been found to be unacceptable by each of the other disposal options (e.g., waste reduction, recycling, energy recovery). Wastes are to be disposed of only at Company-approved disposal facilities. The Company's designated Disposal Specialist is responsible for ensuring that all waste materials are disposed of at a Company internally approved disposal site. Disposal at a non-approved facility would require approval by the Company's Disposal Specialist prior to sending any waste to such a facility.

TABLE D-1
COMPARATIVE EVALUATION OF OIL SPILL TRANSFER SYSTEMS

CHARACTERISTICS OF TRANSFER SYSTEMS	CENTRIFUGAL PUMP	LOBE PUMP	GEAR PUMP	INTERMESCHING SCREW	VALVE PUMP	FLEXIBLE IMPELLER	SCREW/AUGER PUMP	PROGRESSING CAVITY	PISTON PUMP	DIAPHRAGM PUMP	AIR CONVEYOR	VACUUM TRUCK	PORTABLE VACUUM PUMP	CONVEYOR BELT	SCREW CONVEYOR	WHEELED VEHICLES
High Viscosity Fluids	1	5	5	5	3	2	5	5	5	3	5	4	4	5	4	5
Low Viscosity Fluids	5	2	2	2	3	4	1	3	3	4	5	5	5	1	1	5
Transfer Rate	5	2	1	1	3	4	1	2	2	3	4	5	3	2	2	2
Debris Tolerance																
° Silt/Sand	5	3	1	1	1	4	5	5	3	4	5	5	5	5	5	5
° Gravel/Particulate	5	2	1	1	1	2	5	3	2	3	5	5	4	5	4	5
° Seaweed/Stringy Matter	2	3	4	3	2	2	4	4	3	3	4	4	3	5	4	5
Tendency to Emulsify Fluids	1	4	3	3	3	3	5	5	2	5	5	5	5	5	5	5
Ability to Run Dry	5	3	2	1	2	3	4	3	3	2	5	5	5	4	3	
Ability to Operate Continuously	5	3	2	2	2	3	3	3	4	4	3	3	3	3	2	4
Self Priming	1	3	2	2	2	5	1	5	4	4	5	5	5	5	5	
Suction/Head	2	3	2	2	3	4	1	5	5	2	5	4	3			
Back Pressure/Head	1	5	5	5	4	3	4	5	2	4	1	1	1	3	3	
Portability	5	3	3	2	4	4	3	2					2	1	1	
Ease of Repair	5	3	2	2	3	4	3	2	3	5	1	1	2	3	2	3
Cost	5	B	2	2	3	3	1	2	3	5	1	1	2	2	2	3
Comments	E,J	B	B	B,J		F	A	B	B,D	A,C,D	F,G,I	F,G,I	F,G			G,H,I

KEY TO RATINGS: 5 = Best; 1 = Worst

KEY TO COMMENTS:

A. Normally require remote power sources, thus are safe around flammable fluids.
B. Should have a relief valve in the outlet line to prevent bursting hoses.
C. Air powered units tend to freeze up in sub-freezing temperatures.
D. Units with work ball valves are difficult to prime.
E. Some remotely powered types are designed to fit in a tanker's butterworth hatch.
F. Can also pump air at low pressure.
G. Transfer is batch-wise rather than continuous.
H. Waste must be in separate container for efficient transfer.
I. Transportable with its own prime mover.
J. High shear action tends to emulsify oil and water mixtures.

TABLE D-2

TEMPORARY STORAGE METHODS

CONTAINER	ONSHORE	OFFSHORE	SOLIDS	LIQUIDS	NOTES
Barrels	x	x	x	x	May require handling devices. Covered and clearly marked.
Tank Trucks	x	x		x	Consider road access. Barge-mounted offshore.
Dump/Flat Bed Trucks	x		x		May require impermeable liner and cover. Consider flammability of vapors at mufflers.
Oil Storage Tanks	x	x		x	Consider problems of large volumes of water in oil.
Bladders	x	x		x	May require special hoses or pumps for oil transfer.

TABLE D-3

OILY WASTE SEPARATION AND DISPOSAL METHODS

TYPE OF MATERIAL	SEPARATION METHODS	DISPOSAL METHODS
LIQUIDS		
Non-emulsified oils	Gravity separation of free water	Incineration Use of recovered oil as refinery/ production facility feedstock
Emulsified oils	Emulsion broken to release water by: ● heat treatment ● emulsion breaking ● chemicals ● mixing with sand ● centrifuge ● filter/belt press	Use of recovered oil as refinery/ production facility feedstock
SOLIDS		
Oil mixed with sand	Collection of liquid oil leaching from sand during temporary storage Extraction of oil from sand by washing with water or solvent Removal of solid oils by sieving	Incineration Use of recovered oil as refinery/ production facility feedstock Direct disposal Stabilization with inorganic material Degradation through land farming or composting
Oil mixed with cobbles or pebbles	Screening Collection of liquid oil leaching from materials during temporary storage Extraction of oil from materials by washing with water or solvent	Incineration Direct Disposal Use of recovered oil as refinery/ production facility feedstock
Oil mixed with wood and sorbents	Screening Collection of liquid oil leaching from debris during temporary storage Flushing of oil from debris with water	Incineration Direct disposal Degradation through land farming or composting for oil mixed with natural sorbents
Tar balls	Separation from sand by sieving	Incineration Direct disposal

APPENDIX E

EVACUATION PLAN

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E.1 EMERGENCY EVACUATION PROCEDURES

Minimizing employee and public exposure to hazardous substances is the highest priority activity at a pipeline emergency site. Often this must be done by notifying and/or evacuating employees and nearby residents (or assisting local officials with this activity) and/or by halting or diverting traffic on roads and railroads from the emergency area.

This section is a general procedure for response to a vapor cloud or other hazardous vapor release situation and is intended for use in conjunction with Fire Plans, Site Specific Plans, Site Safety & Health Plans, and other plans and procedures applicable to the work area.

In the event that a hazardous vapor situation is detected, evacuation of all people affected area may be the highest priority course of action depending on the circumstances. Large-scale evacuations may require the efforts of entire Response Team and/or assistance from local emergency responders, again depending on site conditions. Phone numbers for local emergency responders are located in Section 2.0.

E.1.A Isolation of Potential Emergency Site

For all potential emergency situations, isolation of the area affected by employees and the general public will always be an immediate priority. Since each emergency is different, the size of the area to be isolated and the method of isolation will vary on a case by case basis.

In general, fenced pipeline installations such as tank farms, delivery terminals and pump stations can be isolated by controlling traffic at the installation's main gate. For situations on the pipeline right-of-way, the response team must quickly determine the size of the area potentially affected and work closely with local responders to make every effort to control all access to the area by road, rail or footpath.

In general, a potential emergency situation will be most easily isolated through the prompt enlistment of help from local responders (police, fire, etc.) to help control an area other than a fenced pipeline facility. Section 2.0 contains listings of how to contact these personnel.

E.1.B Pipeline Facility Evacuations

It is often difficult to determine when the quantity of vapors present constitute a hazard severe enough to warrant shutdown of operations and maintenance and the evacuation of the work site or pipeline, even when hazardous atmosphere detectors are in use.
Employees must ultimately use their own judgment based on the available information, in addition to previous experience and training, in making this decision. In all cases these judgments should be conservative, i.e., they should err on the side of safety and caution.

<u>The protection of human life must always take precedence over the protection of physical property or equipment.</u>

E.1 EMERGENCY EVACUATION PROCEDURES (Cont'd)

E.1.C Remote System Locations; Right-of-Way Locations

- The appropriate supervisor responsible for the remote location or line section will immediately shut down the appropriate lines and isolate the location to the extent possible by closing the appropriate remotely controlled block valves.

- The appropriate supervisor will notify the QI to start the response to the event. Dependent on the situation, the QI will send the appropriate personnel to the affected location to investigate. If an event is reported from the right-of-way, the QI will contact the appropriate pipeline operator who will be responsible for closing manual line block valves.

- Personnel responding to the affected location should always make an initial assessment of the site at a safe distance from the likely source point of the release. If the source point cannot be isolated without entering a vapor cloud or other hazardous situation, the investigating personnel should stay out of the hazardous area. A call for immediate assistance should be made to the Controller and to the QI to begin notification of the appropriate members of the SMT, who are properly equipped to approach and isolate a release of this nature.

- The QI has responsibility for contacting the appropriate local officials for assistance in evacuating and isolating all persons from the affected area and controlling traffic and spectators if needed.

E.2 EVACUATIONS INVOLVING THE GENERAL PUBLIC

E.2.A Specific Procedure

- The Company's acting On-Scene Commander first assesses the incident and determines it is necessary to evacuate the public from the immediate affected area (local officials should be included in this decision making if time permits.

- Coordination of evacuation efforts is the responsibility of the On-Scene Commander, or the person assigned as the SMT's Liaison Officer.

- If the incident involves injured persons, refer to "Medical Emergencies" of Section 3.0.

- Local authorities such as the police, highway patrol and fire departments should be pressed into service assisting an evacuation, with the Company's On-Scene Commander or Liaison Officer acting as direct liaison to these officials.

E.2 EVACUATIONS INVOLVING THE GENERAL PUBLIC (Cont'd)

E.2.A Specific Procedure (Cont'd)

- All nearby occupied dwellings should then be visited and the inhabitants informed of the dangers as soon as possible. Evacuation instructions to residents must insist that all open flames including pilot lights and gas burners be extinguished if possible.

- Conduct evacuation on foot if necessary.

- Warn all evacuees against activities such as smoking, operating motor vehicles, using spark-producing appliances, etc. The Company should attempt to render whatever assistance is necessary to the evacuees.

- Keep the QI and/or Safety Officer informed of any evacuation efforts so they may pass along the latest information regarding such actions to other support personnel.

- In the interest of safety, the media and other members of the general public may need to be utilized to quickly inform people in the immediate area of an ongoing evacuation effort.

- Members of the press should be advised that electronic equipment such as camera lights and flashes can be potential sources of ignition when explosive vapors are present.

E.2.B Traffic Control

If an incident occurs near a road or railroad, local traffic may need to be halted or diverted from the immediate area. The assistance of local authorities should be solicited to enforce any necessary detours of local traffic until the hazardous situation can be stabilized. Railroads should be notified so they can halt rail traffic.

E.2.C Notification of Public Officials

The Company must be prepared to coordinate the Company's response to emergencies with public officials as appropriate. The QI or other appointee will interface with public officials on the appropriate seniority levels who are concerned about an emergency response in progress. The QI will meet directly with onsite incident commanders from other agencies in order to best coordinate response efforts. The Liaison Officer will act as Company liaison with various local emergency responders during the incident.

APPENDIX F

MISCELLANEOUS FORMS

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Forms and Exercise Documentation File Maintenance Procedures

- Forms and exercise documentation records should be maintained in a separate file in the Pipeline owner/operator office filing system.
- These files must be available for presentation upon request by regulatory agency personnel.

REVISION RECORD			
CHANGE DATE	REMOVE	INSERT	DESCRIPTION OF CHANGE(S)
	PAGE NUMBER(S)		

NOTE: It is the responsibility of the holder of this Plan to ensure that all changes and updates are made. The Plan holder must:

- Remove and discard obsolete pages.
- Replace obsolete pages with the updated pages.

NOTIFICATION DATA SHEET

Date: _____ ***Time:*** _____

INCIDENT DESCRIPTION

Reporter's Full Name: _____ ***Position:*** _____
Day Phone Number: _____ ***Evening Phone Number:*** _____
Company: _____ ***Organization Type:*** _____
Facility Address: _____ ***Owner's Address:*** _____
_____ _____
_____ _____
Facility Latitude: _____ ***Facility Longitude:*** _____
Spill Location: _____
(if not at Facility) _____
Responsible Party's Name: _____ ***Phone Number:*** _____
Responsible Party's Address: _____
Source and/or cause of discharge: _____
_____
_____
Present Weather Conditions: _____
Nearest City: _____
County: _____ ***State:*** _____ ***Zip code:*** _____
Section: _____ ***Township:*** _____ ***Range:*** _____ ***Borough:*** _____
Distance from City: _____ ***Direction from City:*** _____
Container Type: _____ ***Container Storage Capacity:*** _____
Facility Oil Storage Capacity: _____
Material:

Total Quantity Released	Water Impact (*YES or NO*)	Quantity into Water

RESPONSE ACTION(S)

Action(s) taken to Correct, Control, or Mitigate Incident: _____
_____
_____
Number of Injuries: _____ ***Number of Deaths:*** _____
Evacuation(s): _____ ***Number Evacuated:*** _____
Damage Estimate: _____
More information about impacted medium: _____
_____

CALLER NOTIFICATIONS

National Response Center (NRC): 1-800-424-8802 or 202-267-2675
Additional Notifications (Circle all applicable): ***USCG*** ***EPA*** ***State*** ***Other***

ADDITIONAL INFORMATION

Any information about the incident not recorded elsewhere in this report: _____
_____
_____
_____

NOTE: DO NOT DELAY NOTIFICATION PENDING COLLECTION OF ALL INFORMATION.

ACCIDENT REPORT – HAZARDOUS LIQUID PIPELINE SYSTEMS

Qualified Individual (QI) Notification Exercise

Internal Exercise Documentation

1. Date performed: _____
2. Exercise or actual response: _____
3. Person initiating exercise: _____
4. Name of person notified: _____
   Is this person identified in the response plan as the: ☐ QI ☐ AQI
5. Time initiated: _____
   Time QI or AQI responded: _____
6. Method used to contact:
   ☐ Telephone ☐ Pager ☐ Radio
   ☐ Other _____
7. Description of notification procedure:

   _____

   _____

   _____

   _____

   _____
8. Identify which components of your response plan were exercised during this particular exercise:

Organizational Design

- ☐ Notifications
- ☐ Staff mobilization
- ☐ Ability to operate within the response management system described in the plan

Operational Response

- ☐ Discharge control
- ☐ Assessment of discharge
- ☐ Containment of discharge
- ☐ Recovery of spilled material
- ☐ Protection of economically and environmentally sensitive areas
- ☐ Disposal of recovered product

Response Support

- ☐ Communications
- ☐ Transportation
- ☐ Personnel support
- ☐ Equipment maintenance and support
- ☐ Procurement
- ☐ Documentation

Certifying Signature: _____ Name (Printed): _____

Date: _____

Spill Management Team Tabletop Exercise

Internal Exercise Documentation

1. Date(s) performed: _____

2. Exercise or actual response? _____ Exercise _____ Actual Response
   If an exercise, announced or unannounced? _____ Announced _____ Unannounced

3. Location of tabletop: _____

4. Time started: _____ Time completed: _____

5. Response plan scenario used (check one):

   _____ Average most probable discharge
   _____ Maximum most probable discharge
   _____ Worst case discharge

   Size of (simulated) spill _____

6. Describe how the following objectives were exercised:

   a) Spill Management Team's knowledge of oil-spill response plan:

   b) Proper notifications:

   c) Communications system:

   d) Spill Management Team's ability to access contracted oil spill removal organizations:

   e) Spill Management Team's ability to coordinate spill response with On-Scene Coordinator, state, and applicable agencies:

Spill Management Team Tabletop Exercise

Internal Exercise Documentation (Cont'd)

f) Spill Management Team's ability to access sensitive site and resource information in the Area Contingency Plan:

_____

_____

_____

_____

7. Identify which of the 15 core components of your response plan were exercised during this particular exercise.

   Organization Design:

   _____ 1. Notification
   _____ 2. Staff Mobilization
   _____ 3. Ability to operate within management system

   Operational Response:

   _____ 4. Discharge Control
   _____ 5. Assessment
   _____ 6. Containment
   _____ 7. Recovery
   _____ 8. Protection
   _____ 9. Disposal

   Response Support:

   _____ 10. Communications
   _____ 11. Transportation
   _____ 12. Personnel Support
   _____ 13. Equipment Maintenance and Support
   _____ 14. Procurement
   _____ 15. Documentation

8. Attach description of lesson(s) learned and person(s) responsible for follow up of corrective measures.

_____

Certifying Signature

Retain this form for a minimum of three (3) years (for USCG/PHMSA/BSEE) or five (5) years (for EPA).

Internal Exercise Documentation Form (Semiannual)

Equipment Deployment Exercise

1. Date(s) performed: _____

2. Exercise or actual response? _____
   If an exercise, announced or unannounced? _____

3. Deployment location(s):

   _____
   _____
   _____
   _____
   _____
   _____

4. Time started: _____
   Time completed: _____

5. Equipment deployed was:
   Facility - owned
   Oil spill removal organization - owned if so, which OSRO? _____
   Both

6. List type and amount of all equipment (e.g., boom and skimmers) deployed and number of support personnel employed:

   _____
   _____
   _____
   _____
   _____
   _____

7. Describe goals of the equipment deployment and list any Area Contingency Plan strategies tested (Attach a sketch of equipment deployments and booming strategies):

   _____
   _____
   _____
   _____
   _____

8. For deployment of facility-owned equipment, was the amount of equipment deployed <u>at least</u> the amount necessary to respond to your facility's average most probable spill?

   _____
   _____

   Was the equipment deployed in its intended operating environment?

   _____
   _____

Internal Exercise Documentation Form
(Semiannual)

Equipment Deployment Exercise (Cont'd)

9. For deployment of OSRO - owned equipment, was a representative sample (at least 1000 feet of each boom type and at least one of each skimmer type) deployed?

   Was the equipment deployed in its intended operating environment?

10. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program? _____

    If so, describe the program: _____

    Date of last equipment inspection: _____

11. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? _____

12. Was all deployed equipment operational? If not, why not?

Response Equipment Inspection Log

Inspector	Date	Comments

REGULATORY CROSS REFERENCE

PAGE

DOT/PHMSA 49 CFR Part 194 Cross Reference.....Cross Ref-2

DOT/PHMSA 49 CFR PART 194
CROSS REFERENCE

§ 194.105	BRIEF DESCRIPTION	LOCATION in PLAN
(a)	... determine the worst case discharge ... provide methodology, including calculations, used to arrive at the volume.	App. B
(b)	The worst case discharge is the largest volume, in barrels, of the following:	-----
(b)(1)	... maximum release time in hours, plus the maximum shutdown response time in hours, multiplied by the maximum flow rate expressed in barrels per hour, plus the largest line drainage volume after shutdown of the line section(s) ...; or	App. B
(b)(2)	The largest foreseeable discharge for the line section(s) within a response zone, expressed in barrels, based on the maximum historic discharge, if one exists, adjusted for any subsequent corrective or preventative action taken; or	N/A (App B)
(b)(3)	If the response zone contains one or more breakout tanks, the capacity of the single largest tank or battery of tanks within a single secondary containment system, adjusted for the capacity or size of the secondary containment system, expressed in barrels.	N.A (App B)
(b)(4)	Operators may claim prevention credits for breakout tank secondary containment and other specific spill prevention measures as follows:…	App B
§ 194.107	**BRIEF DESCRIPTION**	**LOCATION in PLAN**
(a)	Each response plan must plan for resources for responding, to the maximum extent practicable, to a worst case discharge, and to a substantial threat of such a discharge.	App A
(b)	An operator must certify in the plan … reviewed NCP and each applicable ACP…	Foreword
(b)(1)	As a minimum to be consistent with the NCP as a facility response plan must:	-----
(b)(1)(i)	Demonstrate an operator's clear understanding of the function of the Federal response structure…	§ 4
(b)(1)(ii)	Establish provisions to ensure the protection of safety at the response site; and	§ 5.2, ICS Forms § 5.0
(b)(1)(iii)	Identify the procedures to obtain any required Federal and State permissions for using alternative response strategies such as in-situ burning and dispersants…	§ 6.8
(b)(2)	As a minimum, to be consistent with the applicable ACP the plan must:	-----
(b)(2)(i)	Address the removal of a worst case discharge and the mitigation or prevention of a substantial threat of a worst case discharge;	§ 3.0, App D
(b)(2)(ii)	Identify environmentally and economically sensitive areas;	§ 6.0
(b)(2)(iii)	Describe the responsibilities of the operator and operator and of Federal, State and local agencies in removing a discharge and in mitigating or preventing a substantial threat of a discharge; and	§ 4.0
(b)(2)(iv)	Establish the procedures for obtaining an expedited decision on use of dispersants or other chemicals.	§ 6.8
(c)	Each response plan must include:	----
(c)(1)	A core plan consisting of …	----
(c)(1)(i)	An information summary as required in § 194.113,	Fig 1.1
(c)(1)(ii)	Immediate notification procedures,	§ 2.0
(c)(1)(iii)	Spill detection and mitigation procedures,	§ 3.0
(c)(1)(iv)	The name, address, and telephone number of the oil spill response organization, if appropriate,	App A
(c)(1)(v)	Response activities and response resources,	§ 3.0, App A
(c)(1)(vi)	Names and telephone numbers of Federal, state, and local agencies which the operator expects to have pollution control responsibilities or support,	Fig 2.5
(c)(1)(vii)	Training procedures,	§ 4.5

DOT/PHMSA 49 CFR PART 194
CROSS REFERENCE

§ 194.107	BRIEF DESCRIPTION	LOCATION in PLAN
(c)(1)(viii)	Equipment testing,	§ 4.6
(c)(1)(ix)	Drill program – an operator will satisfy the requirement for a drill program by following the National Preparedness for Response Exercise Program (PREP) guidelines. An operator choosing not to follow PREP guidelines must have a drill program that is equivalent to PREP. The operator must describe the drill program in the response plan and OPS will determine if the program is equivalent to PREP.	§ 4.6
(c)(1)(x)	Plan review and update procedures;	§ 1.4
(c)(2)	An appendix for each response zone that includes the information required in paragraph (c)(1)(i)-(ix) of this section and the worst case discharge calculations that are specific to that response zone. An operator submitting a response plan for a single response zone does not need to have a core plan and a response zone appendix. The operator of a single response zone onshore pipeline shall have a single summary in the plan that contains the required information in § 194.113.7; and.	N/A
(c)(3)	A description of the operator's response management system including the functional areas of finance, logistics, operations, planning, and command. The plan must demonstrate that the operator's response management system uses common terminology and has a manageable span of control, a clearly defined chain of command, and sufficient trained personnel to fill each position.	§ 4.0
§ 194.111	**BRIEF DESCRIPTION**	**LOCATION in PLAN**
(a)	Each operator shall maintain relevant portions of its response plan at the operator's headquarters and at other locations from which response activities may be conducted, for example, in field offices, supervisor's vehicles, or spill response trailers.	Foreword Distribution List
§ 194.113	**BRIEF DESCRIPTION**	**LOCATION in PLAN**
(a)	The information summary for the core plan, required by § 194.107, must include:	----
(a)(1)	The name and address of the operator.	Fig 1.1
(a)(2)	For each response zone which contains one or more line sections that meet the criteria for determining significant and substantial harm as described in § 194.103, a listing and description of the response zones, including county(s) and state(s).	Fig 1.1
(b)	The information summary for the response zone appendix, required in § 194.107, must include:	----
(b)(1)	The information summary for the core plan.	Fig 1.1
(b)(2)	The names or titles and 24-hour telephone numbers of the qualified individual(s) and at least one alternate qualified individual(s);	Fig 1.1
(b)(3)	The description of the response zone, including county(s) and state(s), for those zones in which a worst case discharge could cause substantial harm to the environment.	Fig 1.1
(b)(4)	A list of line sections for each pipeline contained in the response zone, identified by milepost or survey station number, or other operator designation.	Fig 1.1
(b)(5)	The basis for the operator's determination of significant and substantial harm.	Fig 1.1
(b)(6)	The type of oil and volume of the worst case discharge.	Fig 1.1

DOT/PHMSA 49 CFR PART 194
CROSS REFERENCE (Cont'd)

§ 194.115	BRIEF DESCRIPTION	LOCATION in PLAN
(a)	Each operator shall identify and ensure, by contract or other approved means, the resources necessary to remove, to the maximum extent practicable, a worst case discharge and to mitigate or prevent a substantial threat of a worst case discharge.	App A
(b)	An operator shall identify in the response plan the response resources which are available to respond within the time specified, after discovery of a worst case discharge, or to mitigate the substantial threat of such a discharge.	App A
§ 194.117	**BRIEF DESCRIPTION**	**LOCATION in PLAN**
(a)	Each operator shall conduct training to ensure that:	-----
(a)(1)	All personnel know --	-----
(a)(1)(I)	Their responsibilities under the response plan	§ 4.5, 4.6
(a)(1)(ii)	The name and address of, and the procedure for contacting, the operator on a 24-hour basis	§ 2.0, Fig 2.2
(a)(1)(iii)	The name of, and procedures for contacting, the qualified individual on a 24-hour basis	Fig 1.1, Fig. 2.2, § 2.0,
(a)(2)	Reporting personnel know --	-----
(a)(2)(I)	The content of the information summary of the response plan.	Fig 1.1
(a)(2)(ii)	The toll-free telephone number of the National Response Center	Fig 2.4, Fig. 2.5
(a)(2)(iii)	The notification process	§ 2.0, Fig. 2.4
(a)(3)	Personnel engaged in response activities know --	-----
(a)(3)(I)	The characteristics and hazards of the oil discharged	§ 3.0
a)(3)(ii)	The conditions that are likely to worsen emergencies, including the consequences of facility malfunctions or failures, and the appropriate corrective actions.	§ 3.0
(a)(3)(iii)	The steps necessary to control any accidental discharge of oil and to minimize the potential for fire, explosion, toxicity, or environmental damage	§ 3.0
(a)(3)(iv)	The proper firefighting procedures and use of equipment, fire suits, and breathing apparatus	§ 3.0
(b)	Each operator shall maintain a training record for each individual that has been trained as required by this section. These records must be maintained in the following manner as long as the individual is assigned duties under the response plan	-----
(b)(1)	Records for operator personnel must be maintained at the operator's headquarters	§ 4.5
(b)(2)	Records for personnel engaged in response, other than operator personnel, shall be maintained as determined by the operator.	§ 4.5
(b)(3)	Nothing in this section relieves an operator from the responsibility to ensure that all response personnel are trained to meet the OSHA standards for emergency response operations in 29 CFR 1910.120 ...	§ 4.5

DOT/PHMSA 49 CFR PART 194
CROSS REFERENCE (Cont'd)

§ 194.119	BRIEF DESCRIPTION	LOCATION in PLAN
(a)	Each owner shall submit two copies...	Distribution
(b)	...PHMSA will notify the operator of any alleged deficiencies...	-----
(c)	The operator...may petition PHMSA for reconsideration within 30 days...	-----
(d)	...PHMSA will approve the Response Plan...	-----
(e)	...The operator may submit a certification to PHMSA...that the operator has obtained, through contract or other approved means, the necessary private personnel and equipment to record, to the maximum extent practicable, to a worst case discharge...	Foreword (Operator's Statement)
(f)	...PHMSA may require an operator to provide a copy of the response plan to the OSC...	-----

GLOSSARY OF TERMS / ACRONYMS

PAGE

Glossary of Terms.....Glossary/Acronyms-2

Acronyms.....Glossary/Acronyms-12

This glossary contains definitions of terms that will be used frequently during the course of response operations.

Abandon Pipeline: A pipeline or pipeline segment which has met the criteria of an Out-Of-Service pipeline (purged, sealed and disconnected from an operating system) but will not be maintained to minimum USDOT inspection and maintenance standards.

Activate: The process of mobilizing personnel and/or equipment within the response organization to engage in response operations.

Activator: An individual in the response organization whose responsibilities include notifying other individuals or groups within the organization to mobilize personnel and/or equipment.

Active Pipeline: A pipeline or pipeline segment which is in service whether or not the pipeline is fully operational. This includes pipelines which may have been utilized to transport hazardous liquids but are currently static or unused.

Adverse Weather: The weather conditions that will be considered when identifying response systems and equipment in a response plan for the applicable operating environment. Factors to consider include significant wave height, ice, temperature, weather - related visibility, and currents within the Captain of the Port (COTP) zone in which the systems or equipment are intended to function.

Agency Representative: Individual assigned to an incident from an agency who has been delegated full authority to make decisions on all matters affecting that agency's participation in response operations.

Alert: Means an incident has occurred at the terminal which has the potential to affect off-site locations.

Area Committee: As defined by Sections 311(a)(18) and (j)(4) of CWA, as amended by OPA, means the entity appointed by the President consisting of members from Federal, State, and local agencies with responsibilities that include preparing an Area Contingency Plan for the area designated by the President. The Area Committee may include ex-officio (i.e., non-voting) members (e.g., industry and local interest groups).

Area Contingency Plan: As defined by Sections 311(a)(19) and (j)(4) of CWA, as amended by OPA, means the plan prepared by an Area Committee, that, in conjunction with the NCP, shall address the removal of a discharge including a worst-case discharge and the mitigation or prevention of a substantial threat of such a discharge from a vessel, offshore facility, or onshore facility operating in or near an area designated by the President.

Average Most Probable Discharge: A discharge of the lesser of 50 barrels or 1% of the volume of the worst case discharge.

Barrel (bbl): Measure of space occupied by 42 U.S. gallons at 60 degrees Fahrenheit.

Bioremediation Agents: Means microbiological cultures, enzyme additives, or nutrient additives that are deliberately introduced into an oil discharge and that will significantly increase the rate of biodegradation to mitigate the effects of the discharge.

Boom: A piece of equipment or a strategy used to either contain free floating oil to a confined area or protect an uncontaminated area from intrusion by oil.

Booming Strategies: Strategic techniques which identify the location and quantity of boom required to protect certain areas. These techniques are generated by identifying a potential spill source and assuming certain conditions which would affect spill movement on water.

Breakout Tank: Means a tank used to (a) relieve surges in a hazardous liquid pipeline system or (b) receive and store hazardous liquid transported by a pipeline for reinjection and continued transportation by pipeline.

Bulk: Material that is stored or transported in a loose, unpackaged liquid, powder, or granular form capable of being conveyed by a pipe, bucket, chute, or belt system.

Captain of the Port Zone (COTP): Means a zone specified in 33 CFR Part 3 and the seaward extension of that zone to the outer boundary of the exclusive economic zone (EEZ).

CERCLA: Means the Comprehensive Environmental Response, Compensation Liability Act regarding hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites.

Chemical Agents: Means those elements, compounds, or mixtures that coagulate, disperse, dissolve, emulsify, foam, neutralize, precipitate, reduce, solubilize, oxidize, concentrate, congeal,

entrap, fix, make the pollutant mass more rigid or viscous, or otherwise facilitate the mitigation of deleterious effects or the removal of the oil pollutant from the water. Chemical agents include biological additives, dispersants, sinking agents, miscellaneous oil spill control agents, and burning agents, but do not include solvents.

CHEMTREC: Means the Chemical Transportation Emergency Center operated by Chemical Manufacturers Association. Provides information and/or assistance to emergency responders. Can be reached 24 hours a day by calling 800-424-9300.

Clean-up Contractor: Persons contracted to undertake a response action to clean up a spill.

Cleanup: For the purposes of this document, cleanup refers to the removal and/or treatment of oil, hazardous substances, and/or the waste or contaminated materials generated by the incident. Cleanup includes restoration of the site and its natural resources.

Coastal Waters: For the purpose of classifying the size of discharges, means the waters of the coastal zone except for the Great Lakes and specified ports and harbors on inland rivers.

Coastal Zone: As defined for the purpose of the NCP, means all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, waters of the contiguous zone, other waters of the high seas subject to the NCP, and the land surface or land substrata, ground waters, and ambient air proximal to those waters. The term coastal zone delineates an area of federal responsibility for response action. Precise boundaries are determined by EPA/USCG agreements and identified in federal regional contingency plans.

Coast Guard District Response Group (DRG): As provided for by CWA sections 311(a)(20) and (j)(3), means the entity established by the Secretary of the department in which the USCG is operating within each USCG district and shall consist of: the combined USCG personnel and equipment, including firefighting equipment, of each port within the district; additional prepositioned response equipment; and a district response advisory team.

Command: The act of controlling manpower and equipment resources by virtue of explicit or delegated authority.

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

Communications Equipment: Equipment that will be utilized during response operations to maintain communication between the Company employees, contractors, Federal/State/Local agencies.
(radio/ telephone equipment and links)

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

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

Contract or Other Approved Means: For OPA 90, a written contract with a response contractor; certification by the facility owner or operator that personnel and equipment are owned, operated, or under the direct control of the facility, and available within the stipulated times; active membership in a local or regional oil spill removal organization; and/or the facility's own equipment.

Critical Areas to Monitor: Areas which if impacted by spilled oil may result in threats to public safety or health.

Cultural Resources: Current, historic, prehistoric and archaeological resources which include deposits, structures, ruins, sites, buildings, graves, artifacts, fossils, or other objects of antiquity which provide information pertaining to the historical or prehistorical culture of people in the state as well as to the natural history of the state.

Damage Assessment: The process of determining and measuring damages and injury to the human environment and natural resources, including cultural resources. Damages include differences between the conditions and use of natural resources and the human environment that would have occurred without the incident, and the conditions and use that ensued following the incident. Damage assessment includes planning for restoration and determining the costs of restoration.

Decontamination: The removal of hazardous substances from personnel and their equipment necessary to prevent adverse health effects.

Discharge: Any spilling, leaking, pumping, pouring, emitting, emptying, or dumping.

Dispersants: Means those chemical agents that emulsify, disperse, or solubilize oil into the water column or promote the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.

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

Drinking Water Supply: As defined by Section 101(7) of CERCLA, means any raw or finished water source that is or may be used by a public water system (as defined in the Safe Drinking Water Act) or as drinking water by one or more individuals.

Economically Sensitive Areas: Those areas of explicit economic importance to the public that due to their proximity to potential spill sources may require special protection and include, but are not limited to: potable and industrial water intakes; locks and dams; and public and private marinas.

Emergency Planning Zone: Means the area designated by the jurisdiction boundaries of those communities which are within a radial distance of one-half mile from the terminal.

Emergency Response: Means the response to any occurrence which results, or is likely to result, in a release of a hazardous substance due to an event.

Emergency Service: Those activities provided by state and local government to prepare for and carry out any activity to prevent, minimize, respond to, or recover from an emergency.

Emulsion: Suspension of oil in water.

Environmentally Sensitive Areas: Streams and water bodies, aquifer recharge zones, springs, wetlands, agricultural areas, bird rookeries, endangered or threatened species (flora and fauna) habitat, wildlife preserves or conservation areas, parks, beaches, dunes, or any other area protected or managed for its natural resource value.

Exclusive Economic Zone: Means the zone contiguous to the territorial sea of the United States extending to a distance up to 200 nautical miles from the baseline from which the breadth of the territorial sea is measured.

Facility (DOT): Means new and existing pipe, rights-of-way and any equipment, facility, or building used in the transportation of hazardous liquids or carbon dioxide.

Facility (EPA/USCG): Either an onshore facility or an offshore facility and includes, but is not limited to structures, equipment, and appurtenances thereto, used or capable of being used to transfer oil to or from a vessel or a public vessel. A facility includes federal, state, municipal, and private facilities.

Facility That Could Reasonably Be Expected To Cause Significant And Substantial Harm: Means any fixed MTR on-shore facility (including piping and any structures that are used for the transfer of oil between a vessel and a facility) that is capable of transferring oil, in bulk, to or from a vessel of 250
barrels or more, and a deepwater port. This also includes any facility specifically identified by the COTP.

Facility That Could Reasonably Be Expected To Cause Substantial Harm: Means any mobile MTR facility that is capable of transferring oil to or from a vessel with a capacity of 250 barrels or more. This also includes any facility specifically identified by the COTP.

Facility Operator: The person who owns, operates, or is responsible for the operation of the facility.

Federal Fund: The spill liability trust fund established under OPA.

Federal Regional Response Team (RRT): The federal response organization (consisting of representatives from selected federal and state agencies) which acts as a regional body responsible for planning and preparedness before an oil spill occurs and providing advice to the FOSC in the event of a major or substantial spill.

Federal Response Plan (FRP): Means the agreement signed by 25 federal departments and agencies in April 1987 and developed under the authorities of the Earthquake Hazards Reduction Act of 1977 and the Disaster Relief Act of 1974, as amended by the Stafford Disaster Relief Act of 1988.

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

General Emergency: Means an incident has occurred and the affected community is implementing protective actions.

Handle: To transfer, transport, pump, treat, process, store, dispose of, drill for, or produce.

Harmful Quantity Of Oil: The presence of oil from an unauthorized discharge in a quantity sufficient either to create a visible film or sheen upon or discoloration of the surface of the water or a shoreline, tidal flat, beach, or marsh, or to cause a sludge or emulsion to be deposited beneath the surface of the water or on a shoreline, tidal flat, beach, or marsh.

Hazardous Chemicals: Means all chemicals which constitute a physical hazard or a health hazard as defined by 29 CFR 1910.1200, with the exceptions listed in section 311(e). This term comprises approximately 90 percent of all chemicals.

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

Hazardous Substance: Any substance designated as such by the Administrator of the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act; regulated pursuant to Section 311 of the Federal Water Pollution Control Act, or discharged by the SERC.

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

HAZMAT: Hazardous materials or hazardous substances, exposure to which may result in adverse effects on health or safety of employees.

HAZWOPER: Hazardous Waste Operations and Emergency Response Regulations published by OSHA to cover worker safety and health aspects.

Health Hazard: Means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.

Heat Stress: Dangerous physical condition caused by over exposure to extremely high temperatures.

Hypothermia: Dangerous physical condition caused by over exposure to freezing temperatures.

Incident: Any event that results in a spill or release of oil or hazardous materials. Action by emergency service personnel may be required to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Briefing Meeting: Held to develop a comprehensive, accurate, and up-to-date understanding of the incident, nature of status of control operations, and nature and status of response operations; ensure the adequacy of control and response operations; begin to organize control and response operations; and prepare for interactions with outside world.

Incident Command Post (ICP): That location at which all primary command functions are executed.

Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources at an incident.

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

Indian Tribe: As defined in OPA section 1001, means any Indian tribe, band, nation, or other organized group or community, but not including any Alaska Native regional or village corporation, which is recognized as eligible for the special programs and services provided by the United

States to Indians because of their status as Indians and has governmental authority over lands belonging to or controlled by the Tribe.

Initial Cleanup: Remedial action at a site to eliminate acute hazards associated with a spill. An initial clean-up action is implemented at a site when a spill of material is an actual or potentially imminent threat to public health or the environment, or difficulty of cleanup increases significantly without timely remedial action. All sites must be evaluated to determine whether initial cleanup is total cleanup, however, this will not be possible in all cases due to site conditions (i.e., a site where overland transport or flooding may occur).

Initial Notification: The process of notifying the necessary Company personnel and Federal/ State/Local agencies that a spill has occurred, including all pertinent available information surrounding the incident.

Initial Response Actions: The immediate actions that are to be taken by the spill observer after detection of a spill.

Inland Area: means the area shoreward of the boundary lines defined in 46 CFR part 7; in the Gulf of Mexico, it means the area shoreward of the lines of demarcation (COLREG lines) as defined in §80.740 through 80.850 of this chapter. The inland area does not include the Great Lakes.

Inland Waters: State waters not considered coastal waters; lakes, rivers, ponds, streams, underground water, et. al.

Inland Zone: Means the environment inland of the coastal zone excluding the Great Lakes, and specified ports and harbors on inland rivers. The term inland zone delineates an area of federal responsibility for response action. Precise boundaries are determined by EPA/USCG agreements and identified in federal regional contingency plans.

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

Internally Reported Event: An incident that does not meet the reporting criteria established for notification of off-site authorities. No evacuation has occurred.

Lead Agency: The government agency that assumes the lead for directing response activities.

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

- **U.S. Coast Guard:** Oil and chemically hazardous materials incidents on navigable waters.
- **Environmental Protection Agency:** Oil and chemically hazardous materials incidents on inland waters.

Lead State Agency: The agency which coordinates state support to federal and/or local governments or assumes the lead in the absence of federal response.

Line Section: Means a continuous run of pipe between adjacent pressure pump stations, between a pressure pump station and terminal or breakout tanks, between a pressure pump station and a block valve, or between adjacent block valves.

Light Oil Terminal Operations: Means the storage and distribution of gasoline and diesel fuel to wholesale customers.

Loading: Transfer from Facility to vehicle.

Local Emergency Planning Committee (LEPC): A group of local representatives appointed by the State Emergency Response Commission (SERC) to prepare a comprehensive emergency plan for the local emergency planning district, as required by the Emergency Planning and Community Right-to-Know Act (EPCRA).

Local Response Team: Designated Facility individuals who will fulfill the roles determined in the oil spill response plan in the event of an oil or hazardous substance spill. They will supervise and control all response and clean-up operations.

Lower Explosive Limit: Air measurement utilized to determine the lowest concentration of vapors that support combustion. This measurement must be made prior to entry into a spill area.

Marinas: Small harbors with docks, services, etc. for pleasure craft.

Marine Transportation Related Facility (MTR FACILITY): Means an on-shore facility, including piping and any structure used to transfer oil to or from a vessel, subject to regulation under 33 CFR Part 154 and any deepwater port subject to

regulation under 33 CFR Part 150.

Maximum Extent Practicable: Means the planning values derived from the planning criteria used to evaluate the response described in the response plan to provide the on-water recovery capability and the shoreline protection and cleanup capability to conduct response activities for a worst case discharge from a facility in adverse weather.

Maximum Most Probable Discharge: Means a discharge of the lesser of 1,200 barrels or 10 percent of the volume of a worst case discharge.

Medium Discharge: Means a discharge greater than 2,100 gallons (50 Bbls) and less than or equal to 36,000 gallons (85+ Bbls) or 10% of the capacity of the largest tank, whichever is less and not to exceed the WCD.

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

National Pollution Funds Center (NPFC): Means the entity established by the Secretary of Transportation whose function is the administration of the Oil Spill Liability Trust Fund (OSLTF). Among the NPFC's duties are: providing appropriate access to the OSLTF for federal agencies and states for removal actions and for federal trustees to initiate the assessment of natural resource damages; providing appropriate access to the OSLTF for claims; and coordinating cost recovery efforts.

National Response System (NRS): Is the mechanism for coordinating response actions by all levels of government in support of the OSC. The NRS is composed of the NRT, RRTs, OSC, Area Committees, and Special Teams and related support entities.

National Strike Force (NSF): Is a special team established by the USCG, including the three USCG Strike Teams, the Public Information Assist Team (PIAT), and the National Strike Force Coordination Center. The NSF is available to assist OSCs in their preparedness and response duties.

National Strike Force Coordination Center (NSFCC): Authorized as the National Response Unit by CWA section 311(a)(23) and (j)(2); the entity established by the Secretary of the Department of Transportation through which the USCG, operating from Elizabeth City, North Carolina, is responsible for administration of the USCG Strike Teams, maintenance of response equipment inventories and logistic networks, and conducting a national exercise program.

Natural Resource: Land, fish, wildlife, biota, air, water, ground water, drinking water supplies, and other such resources belonging to, managed by, held in trust by, appertaining to or otherwise controlled by the state, federal government, private parties, or a municipality.

Navigable Waters: As defined by 40 CFR 110.1 means the waters of the United States, including the territorial seas. The term includes:

All waters that are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters that are subject to the ebb and flow of the tide; Interstate waters, including interstate wetlands;

All other waters such as interstate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, and wetlands, the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters;

That are or could be used by interstate or foreign travelers for recreational or other purposes;

From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; and

That are used or could be used for industrial purposes by industries in interstate commerce. All impoundments of waters otherwise defined as navigable waters under this section;

Tributaries of waters identified in paragraphs (a) through (d) of this definition, including adjacent wetlands; and

Wetlands adjacent to waters identified in paragraphs (a) through (e) of this definition: Provided, that waste treatment systems (other than cooling ponds meeting the criteria of this paragraph) are not waters of the United States.

Waters of the United States do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other federal

agency, for the purposes of the Clean Water Act jurisdiction remains with EPA.

Nearshore Area: For OPA 90, the area extending seaward 12 miles from the boundary lines defined in 46 CFR Part 7, except in the Gulf of Mexico. In the Gulf of Mexico, it means the area extending seaward 12 miles from the line of demarcation defined in §80.740 - 80.850 of title 33 of the CFR.

Non-persistent or Group I Oil: A petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions:

1. At least 50% of which by volume, distill at a temperature of 340 degrees C (645 degrees F);
2. At least 95% of which volume, distill at a temperature of 370 degrees C (700 degrees F).

Ocean: The open ocean, offshore area, and nearshore area as defined in this subpart.

Offshore area: The area up to 38 nautical miles seaward of the outer boundary of the nearshore area.

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

Oil Spill Liability Trust Fund: Means the fund established under section 9509 of the Internal Revenue Code of 1986 (26 U.S.C. 9509).

Oil Spill Removal Organization (OSRO): Means an entity that provides response resources.

Oily Waste: Product-contaminated waste resulting from a spill or spill response operations.

On-Scene Coordinator (OSC): Means the federal official predesignated by the EPA or the USCG to coordinate and direct response under subpart D.

On-site: Means the areal extent of contamination and all suitable areas in very close proximity to the contamination necessary for implementation of a response action.

Open Ocean: means the area from 38 nautical miles seaward of the outer boundary of the nearshore area, to the seaward boundary of the exclusive economic zone.

Operating Area: Refers to the rivers and canals, inland, nearshore, Great Lakes, or offshore geographic location(s) in which a facility is handling, storing, or transporting oil.

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

Out of Service (OOS) Pipeline: A pipeline or pipeline segment which has been effectively cleaned of all hazardous liquids, filled with water or inert gas and blinded or otherwise isolated from an active pipeline system.

Owner or Operator: Any person, partnership, corporation, association, governmental unit or public or private organization of any character that owns, operates pipelines, facilities, or is involved in the transportation of oil.

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

1. Group II specific gravity less than .85
2. Group III specific gravity between .85 and less than .95
3. Group IV specific gravity .95 and including 1.0
4. Group V specific gravity greater than 1.0

PHMSA: Pipeline and Hazardous Materials Safety Administration (replaced by RSPA)

Pipeline System: Means all parts of a pipeline facility through which a hazardous liquid or carbon dioxide moves in transportation, including but not limited to, line pipe, valves, and other appurtenances connected to line pipe, pumping units, fabricated assemblies associated with pumping units, metering and delivery stations and fabricated assemblies therein, and breakout tanks.

Plan Holder: The plan holder is the industry transportation related facility for which a response plan is required by federal regulation to be submitted by a vessel or facility's owner or operator.

Post Emergency Response: The phase of a response performed after the immediate threat of a release has been stabilized or eliminated and cleanup of the sites has begun.

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

Qualified Individual (QI): That person or entity who has authority to activate a spill cleanup contractor(s), act as liaison with the "On-Scene Coordinator" and obligate funds required to effectuate response activities.

Recreation Areas: Publicly accessible locations where social/sporting events take place.

Regional Response Team (RRT): The Federal response organization (consisting of representatives from selected federal and state agencies) which acts as a regional body responsible for overall planning and preparedness for oil and hazardous materials releases and for providing advice to the OSC in the event of a major or substantial spill.

Remove or Removal: As defined by section 311(a)(8) of the CWA, refers to containment and removal of oil or hazardous substances from the water and shorelines or the taking of such other actions as may be necessary to minimize or mitigate damage to the public health or welfare (including, but not limited to, fish, shellfish, wildlife, public and private property, and shorelines and beaches) or to the environment. For the purpose of the NCP, the term also includes monitoring of action to remove discharge.

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

Response Contractors: Persons/companies contracted to undertake a response action to contain and/or clean up a spill.

Response Guidelines: Guidelines for initial response that are based on the type of product involved in the spill, these guidelines are utilized to determine clean-up methods and equipment.

Response Plan: A practical manual used by industry for responding to a spill. Its features include: (1) identifying the notifications sequence, responsibilities, response techniques, etc. in a easy to use format; (2) using decision trees, flowcharts, and checklists to ensure the proper response for spills with varying characteristics; and (3) segregating information needed during the response from data required by regulatory agencies to prevent confusion during a spill incident.

Response Priorities: Mechanism used to maximize the effective use of manpower and equipment resources based upon their availability during an operational period.

Response Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

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

Restoration: The actions involved in returning a site to its former condition.

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

RSPA: Research and Special Programs Administration (replaced by PHMSA)

Securing the Source: Steps that must be taken to stop discharge of oil at the source of the spill.

Sinking Agents: Means those additives applied to oil discharges to sink floating pollutants below the water surface.

Site Characterization: An evaluation of a cleanup site to determine the appropriate safety and health procedures needed to protect employees from identified hazards.

Site Conditions: Details of the area surrounding the facility, including shoreline descriptions, typical weather conditions, socioeconomic breakdowns, etc.

Site Emergency: Means an incident has occurred and the entire terminal, with the exception of critical employees has been sheltered on-site or evacuated.

Site Safety and Health Plan: A site specific plan developed at the time of an incident that addresses:

- Safety and health hazard analysis for each operation.

- Personal protective equipment to be used.
- Training requirements for site workers.
- Medical surveillance requirements.
- Air monitoring requirements.
- Site control measures.
- Decontamination procedures.
- Emergency response procedures.
- Confined space entry procedures.

Site Security and Control: Steps that must be taken to provide safeguards needed to protect personnel and property, as well as the general public, to ensure an efficient clean-up operation.

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

Snare Boom: Oil will adhere to the material of which this boom is made of and thus collect it.

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

Spill: An unauthorized discharge of oil or hazardous substance into the waters of the state.

Spill Observer: The first Facility individual who discovers a spill. This individual must function as the first responder and person-in-charge until relieved by an authorized supervisor.

Spill of National Significance (SONS): Means a spill which due to its severity, size, location, actual or potential impact on the public health and welfare or the environment, or the necessary response effort, is so complex that it requires extraordinary coordination of federal, state, local, and responsible party resources to contain and cleanup the discharge.

Spill Management Team: The personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.

Spill Response: All actions taken in responding to spills of oil and hazardous materials, e.g.: receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities; damage assessments, report writing, enforcement investigations and actions, cost recovery, and program development.

Spill Response Personnel: Federal, state, local agency, and industry personnel responsible for participating in or otherwise involved in spill response. All spill response personnel will be pre-approved on a list maintained in each region.

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

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

Substantial Threat of a Discharge: Means any incident or condition involving a facility that may create a risk of discharge of fuel or cargo oil. Such incidents include, but are not limited to storage tank or piping failures, above ground or underground leak, fires, explosions, flooding spills contained within the facility, or other similar occurrences.

Surface Collecting Agents: Means those chemical agents that form a surface film to control the layer thickness of oil.

Surface Washing Agent: Is any product that removes oil from solid surfaces, such as beaches and rocks, through a detergency mechanism and does not involve dispersing or solubilizing the oil into the water column.

Tanker: A self-propelled tank vessel constructed or adapted primarily to carry oil or hazardous material in bulk in the cargo spaces.

Tidal Current Tables: Tables which contain the predicted times and heights of the high and low waters for each day of the year for designated areas.

Toxic Substances: Any substances which have the capacity to produce personal injury or illness to man through ingestion, inhalation, or absorption through any body surface.

Trajectory Analysis: Estimates made concerning spill size, location, and movement through aerial surveillance or computer models.

Transfer: Any movement of oil to, from, or within a vessel by means of pumping, gravitation, or displacement.

Trustee: Means an official of a federal natural resources management agency designated in subpart G of the NCP or a designated state official or Indian tribe or, in the case of discharges covered by the OPA, a foreign government official, who may pursue claims for damages under section 1006 of the OPA.

Underwriter: An insurer, a surety company, a guarantor, or any other person, other than an owner or operator of a vessel or facility, that undertakes to pay all or part of the liability of an owner or operator.

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

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

Unified or Coordinated Command Meeting: Held to obtain agreement on strategic objectives and response priorities, review tactical strategies, engage in joint planning, integrate response operations, maximize use of resources, and minimize resolve conflicts.

Unusual Event: Means an incident has occurred which is noticeable and dramatic from the Terminal perimeter; however, no outside assistance is required and no evacuation outside the incident scene has occurred.

Volunteers: An individual who donates their services or time without receiving monetary compensation.

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

Waters of the U.S. - See Navigable Waters.

Wetlands: Those areas that are inundated or saturated by surface or groundwater at a frequency or duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include playa lakes, swamps, marshes, bogs, and similar areas such as sloughs, prairie potholes, wet meadows, prairie river overflows, mudflats, and natural ponds (40 CFR 112.2(y)).

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

Worst Case Discharge: The largest foreseeable discharge under adverse weather conditions. For facilities located above the high water line of coastal waters, a worst case discharge includes those weather conditions most likely to cause oil discharged from the facility to enter coastal waters.

AC - Area Committee
ACP - Area Contingency Plan
ADAPTS - Air Deliverable Anti-Pollution Transport
AFFF - Aqueous Film Forming Foam
AGT - Any Gross Tonnage (TONS)
AOR - Area of Responsibility
API - American Petroleum Institute
AQI - Alternate Qualified Individual
ARPA - Automatic Radar Plotting Aid
AST - Aboveground Storage Tank
ASTM - American Society for Testing and Materials
AT - Airtight
ATSDR - Agency for Toxic Substances and Disease Registry
AWG - American Wire Gauge
B - Beam
BIA - Bureau of Indian Affairs
BBL - Barrel (Unit of Volume Equal to 42 Gallons)
BLM - Bureau of Land Management
BPD - Barrels Per Day
BPH - Barrels Per Hour
BOD - Biological Oxygen Demand
BOM - Bureau of Mines
C - Degrees Centigrade
C3 - Command, Control, and Communications
C & R - Cargoes and Restriction (List)
CAER - Community Awareness and Emergency Response
CERCLA - Comprehensive Environmental Response, Compensation and Liability Act
CCR - California Code of Regulations
CDB - Continuous Discharge Book
CDG - Subcommittee on the Carriage of Dangerous Goods
CEQ - Council on Environmental Quality
CFM - Cubic Feet per Minute
CFR - Code of Federal Regulations
CG or USCG - Coast Guard
CGA - Compressed Gas Association
CH - Cargo Hold
CHEMTREC - Chemical Transportation Emergency Center
CHRIS - Chemical Hazards Response Information System
CMA - Chemical Manufacturers Association
CNG - Compressed Natural Gas
CO - Commanding Officer
COA - Certificate of Adequacy
COC - Certificate of Compliance
COE - U. S. Army Corps of Engineers
COF - Certificate of Fitness
COFR - Certificate of Financial Responsibility
COI - Certificate of Inspection
COIL - Central Oil Identification Laboratory
COMDTINST - Commandant Instruction
COMDTNOTE- Commandant Notice
COMDTPUB - Commandant's Publication
CONUS - Continental United States
COPH - Cargoes of Particular Hazard
CORE - Contingency Response
COTP - Captain of the Port Zone
COW - Crude Oil Washing
CRZ - Contamination Reduction Zone
CS - General Cargo Ship
CSA - Canada Standards Association
CSC - International Convention for Safe Containers, 1972
CT - Cargo Tank
C/V - Container Vessel
CVS - Commercial Vessel Safety Program
CWA - Clean Water Act (Federal - Public Law 100-4)
CWS - Community Water System
CZM - Coastal Zone Management
DECON - Decontamination
DEQ - Department of Environmental Quality
DL - Decision Letters
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
DOSC		Deputy On-Scene Coordinator
DOT	-	Department of Transportation
DSHO	-	Designated Safety and Health Official
DWT	-	Deadweight Tons
EBS	-	Emergency Broadcast System
EEBA	-	Emergency Escape Breathing Apparatus
EEI	-	Essential Elements of Information
EERU	-	Environmental Emergency Response Unit
EG	-	Emergency Generator Room
EHS	-	Extremely Hazardous Substance
EIS	-	Environmental Impact Statement
EMA	-	Emergency Management Agency
EMS	-	Emergency Medical Service
EMT	-	Emergency Medical Technician
EO	-	Executive Order
EOC	-	Emergency Operations Center
EOD		Explosive Ordinance Disposal
EP	-	Estimated Position
EPA	-	U. S. Environmental Protection Agency
EPCRA	-	The Emergency Planning and Right-to-Know Act of 1986 (Title III of SARA)
EQ	-	Environmental Quality
ERT	-	Environmental Response Team
ESA	-	Endangered Species Act
ESD	-	Emergency Shutdown
ETA	-	Estimated Time of Arrival
ETF	-	Emergency Task Force
FAA	-	Federal Aviation Administration
FAX	-	Facsimile Machine
FCC	-	Federal Communications Commission
FCL	-	Flammable Cryogenic Liquid
FEMA	-	Federal Emergency Management Agency
FMC	-	Federal Maritime Commission
FOIA	-	Freedom of Information Act
FOIL	-	Field Oil Identification Laboratory
FOSC	-	Federal On-Scene Coordinator
FP	-	Flashpoint
FPN	-	Federal Project Number
FR	-	Federal Register
FRDA	-	Freshwater Resource Damage Assessment
FRF	-	Federal Revolving Fund
FT	-	Fuel Tank
FTJ	-	Failure to Join
FWPCA	-	Federal Water Pollution Control Act (as amended) (33 U.S.C. 1251 et seq.)
GIS	-	Geographic Information System
GMT	-	Greenwich Mean Time
GPM	-	Gallons Per Minute
GSA	-	General Services Administration
GT	-	Gross Tons
HAZMAT	-	Hazardous Materials
HAZWOPER	-	Hazardous Waste Operations and Emergency Response
HHS	-	Department of Health and Human Services
HP	-	High Pressure
IC	-	Incident Commander
ICS	-	Incident Command System
IDLH	-	Immediately Dangerous to Life or Health
IG	-	Inert Gas
IGS	-	Inert Gas System
IOPP	-	International Oil Pollution Prevention Convention
IS	-	Intrinsically Safe
JRT	-	Joint Response Team
KW	-	Kilowatt
LEL	-	Lower Explosive Limit
LEPC	-	Local Emergency Planning Committee
LFL	-	Lower Flammable Limit
LNG	-	Liquefied Natural Gas
LOA	-	Length Overall
LOC	-	Letter of Compliance
LOP	-	Line of Position
LOSC	-	Local On-Scene Coordinator
LOX	-	Liquefied Oxygen
LP	-	Low Pressure
LPG	-	Liquefied Petroleum Gas
LRT	-	Local Response Team

MAWP - Maximum Allowable Working Pressure
MBL - Mobile
MEP - Marine Environmental Protection
MOU - Memorandum of Understanding
MSDS - Material Safety Data Sheet
MSO - Marine Safety Office
MSU - Marine Safety Unit
N/A - Not Applicable
NC - Not Certified
NCP - National Contingency Plan
NCWS - Non-Community Water System
NEPA - National Environmental Policy Act
NIIMS - National Interagency Incident Management System
NIOSH - National Institute for Occupational Safety and Health
NLS - Noxious Liquid Substances
NM - Nautical Mile
NMFS - National Marine Fisheries Service
NMT - Not More Than
NOAA - National Oceanic and Atmospheric Administration (Department of Commerce)
NPDES - National Pollution Discharge Elimination System
NPFC - National Pollution Funds Center
NPRM - Notice of Proposed Rulemaking
NPS - National Park Service
NRC - National Response Center
NRDA - Natural Resource Damage Assessment
NRS - National Response System
NRT - National Response Team
NSF - National Strike Force
NSFCC - National Strike Force Coordination Center
NTNCWS - Non -Transient Non-Community Water System
OPA - Oil Pollution Act
OPS - Office of Pipeline Safety (DOT)
ORB - Oil Record Book
OSC - On-Scene Coordinator
OSHA - Occupational Safety and Health Administration (USDL)
OSLTF - Oil Spill Liability Trust Fund
OSPRA - Oil Spill Prevention and Response Act
OSRL - Oil Spill Response Limited
OSRO - Oil Spill Response Organization
OT - Oil Tight
OVA - Organic Vapor Analyzer
OWS - Oily Water Separator
PCB - Polychlorinated Biphenyls
PFD - Personal Flotation Device
PGR - Pager
PHMSA - Pipeline and Hazardous Materials Safety Administration
PIAT - Public Information Assist Team
POLREP - Pollution Report
PPE - Personal Protective Equipment
PPM - Parts Per Million
PSD - Prevention of Significant Deterioration
QDC - Quick Disconnect Coupling
QI - Qualified Individual
RACT - Reasonably Achievable Control Technology
RCP - Regional Contingency Plan
RCRA - Resource Conservation and Recovery Act
RECON - Reconnaissance
RQ - Reportable Quantity
RSPA - Research and Special Programs Administration (DOT - OPS)
SARA - Superfund Amendments and Reauthorization Act
SCBA - Self Contained Breathing Apparatus
SDWA - Safe Drinking Water Act
SERC - State Emergency Response Commission
SI - Surface Impoundment
SIC - Standard Industrial Classification
SKIM - Spill Cleanup Equipment Inventory
SMT - Spill Management Team
SONS - Spill of National Significance
SOP - Standard Operating Procedure

SPCC - Spill Prevention Control and Countermeasures
SSC - Scientific Support Coordinator (NOAA)
STEL - Short Term Exposure Limits
SUPSALV - United States Navy Supervisor of Salvage
SWD - Salt Water Disposal
TLV - Threshold Limit Value
TSCA - Toxic Substances Control Act
TSDF - Treatment, Storage or Disposal Facility
UCS - Unified Command System
U.S. - United States
USACOE - U.S. Army Corps of Engineers
U.S.C. - United States Code
USCG - U.S. Coast Guard
USDA - U.S. Department of Agriculture
USDL - U.S. Department of Labor
USDOD - U.S. Department of Defense
USDOE - U.S. Department of Energy
USDW - Underground Source of Drinking Water
USFWS - U. S. Fish and Wildlife Services
USGS - U. S. Geological Survey
USPCI - United States Pollution Control, Incorporated
UST - Underground Storage Tank
WCD - Worst Case Discharge
WT - Water Tight

REGULATORY AGENCY CORRESPONDENCE AND OTHER AGENCY REQUIREMENTS

EMERGENCY RESPONSE ACTION PLAN

Hawthorn Oil Transportation (Oklahoma) Inc.

June 2012

Prepared for:

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EMERGENCY RESPONSE ACTION PLAN

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FIGURE 1.1

INFORMATION SUMMARY

GENERAL INFORMATION		
Pipeline Name:	Hawthorn Oil Transportation (Oklahoma) Inc.	
OPS Sequence Number:	**HOK0**	
Owner Name:	***Physical Address*** Hawthorn Oil Transportation (Oklahoma) Inc. 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102	***Mailing Address*** Hawthorn Oil Transportation (Oklahoma) Inc. 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102
24 Hour Emergency Contact Phone Numbers:	(888) 814-0188	
Qualified Individual:	Alan Fletcher / Pipeline Foreman (918) 968-0105 x70113 (Office) (817) 692-3961 (Cell) (b) (6) (Home)	
Alt. Qualified Individual:	Lance Sellers / Pipeline Technician (918) 968-0105 x70114 (Office) (817) 692-0132 (Cell) (b) (6) (Home)	
Alt. Qualified Individual:	Greg Thornton / Operations Manager (817) 344-1370 (Office) (817) 319-4591 (Cell) (b) (6) (Home)	
Telephone/FAX:	Additional telephone references, including 24 hour numbers for the Facility Owner/Operator are provided in Figure 2.2.	

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

GENERAL INFORMATION (Cont'd)	
Determination of Significant and Substantial Harm (DOT/PHMSA):	The single response zone identified in this plan contains line sections that are greater than 6 5/8" in nominal outside diameter, greater than 10 miles in length and either are located within a 5 mile radius of a public drinking water intake or are located within a 1 mile radius of an environmentally sensitive area. Therefore, the response zone is treated as if it is expected to cause significant and substantial harm
Operator Statement of "Significant and Substantial Harm":	The Company's goal is to respond as quickly as possible to all uncontrolled releases of petroleum product, regardless of the source point location along the system. Based upon this goal, and the definitions provided in 49 CFR 194.103 (c)(4) & (5), the Company is compelled to consider all the active line sections listed in this section as capable of a release potentially causing "significant and substantial harm".
PIPELINE LOCATION	
States Traversed:	Oklahoma
Response Zones:	Detailed later in this Figure. Also see Figure 1.2

PHYSICAL DESCRIPTION - PIPELINE

General:

- The pipeline originates at EOG Resources Railyard (Oklahoma), Inc.'s Stroud Rail Facility (which is not operated by Hawthorn Oil Transportation) to a facility on Enbridge property near Cushing, Oklahoma.
- This Plan is written in English and understood by personnel responsible for carrying out the plan.

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

PHYSICAL DESCRIPTION - PIPELINE (Cont'd)

Pipeline Specifications:

The basic specifications of the pipeline is as follows:

- **Product Types:** Crude Oil
- **Pipe Detail:** 12.75"

Response Resources:

Facility spill mitigation procedures and response guidelines are provided in Section 3.0 for discharges that could result from any of the following scenarios:

- Pipeline rupture/leak
- Explosion and/or fire
- Failure of facility piping
- Equipment failure (e.g. pumping system failure, relief valve failure, etc.)

These scenarios could result in the following discharge volume:

Response Zone	Discharge Scenario	Potential Oil Group	DOT/PHMSA Planning Volume
1 - Lincoln County	WCD	3	(b) (7)(F)

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

PHYSICAL DESCRIPTION - PIPELINE (Cont'd)
Response Resources (Cont'd): The worst case discharge volume is utilized in calculating the planning volume for response resources. The planning volume is used to determine the necessary on-water recovery capacity to respond within the three tiered response times. The identified oil spill recovery devices should be capable of arriving at the scene of a discharge within the time specified for the applicable response tier. The tier requirements for high volume areas are for response in 6 hours (Tier 1), 30 hours (Tier 2), and 54 hours (Tier 3). High volume areas are listed in 49 CFR 194. The tier requirements for all other areas are for response in 12 hours (Tier 1), 36 hours (Tier 2), and 60 hours (Tier 3). Appendix C of this Plan demonstrates a series of calculations and planning volume determinations based on guidance provided by the U. S. Environmental Protection Agency (EPA) in 40 CFR Part 112 and the Department of Transportation (DOT) PHMSA regulations in 49 CFR 194.105. The inclusion of these calculations is for demonstration of the response planning volumes and response capability necessary for on-water and on-shore recovery requirements as the result of the discharge scenarios outlined in the table above.

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

RESPONSE ZONE INFORMATION

General:

- The Response Zone includes the following:

RESPONSE ZONE			
Name of Pipeline	**Type of Oil**	**Counties**	**State**
Hawthorn Oil Transportation	Crude Oil	Lincoln County	OK

FIGURE 2.1

INTERNAL NOTIFICATION SEQUENCE

(Phone references are provided in Figures 2.2 and 2.4)

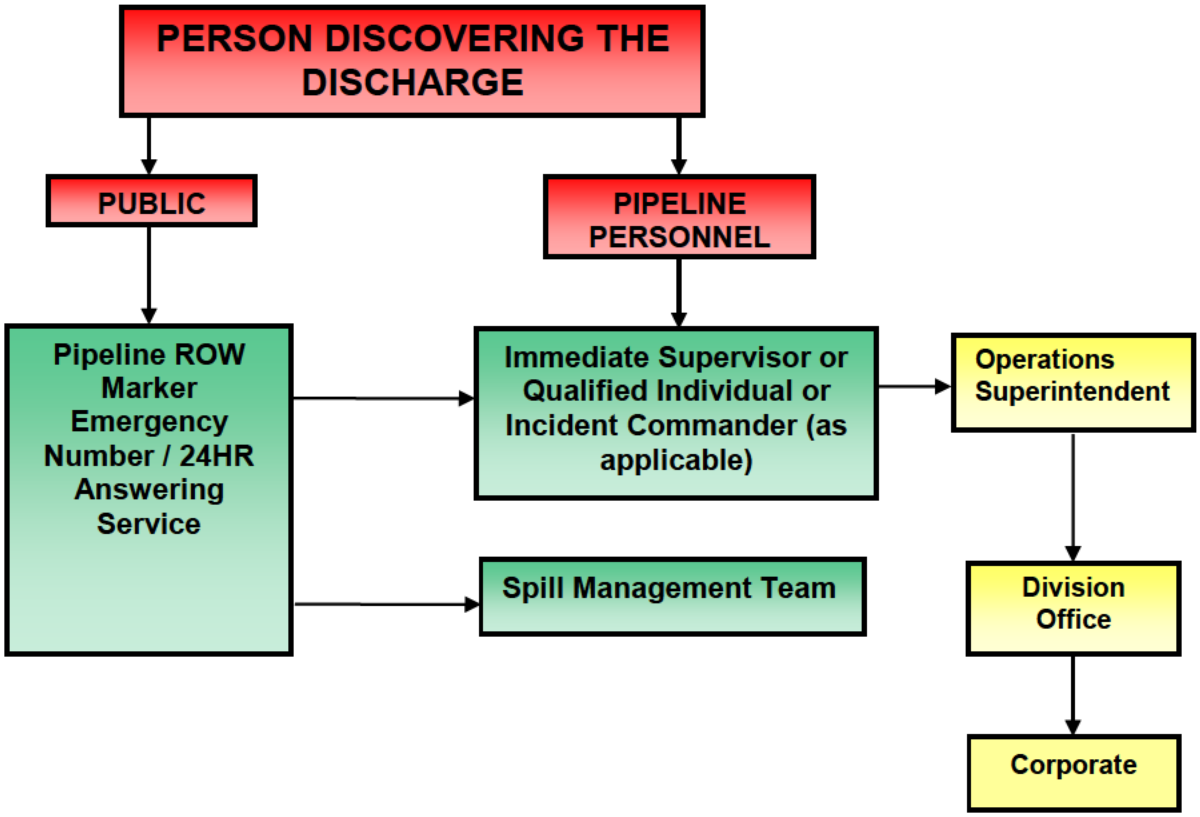


FIGURE 2.2

INTERNAL NOTIFICATION REFERENCES

INTERNAL NOTIFICATIONS					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
Qualified Individual/Pipeline Foreman	Alan Fletcher	Edmond, OK	(918) 968-0105 ext. 70113	(b) (6)	(817) 692-3961 MBL
Alternate Qualified Individual/Pipeline Technician	Lance Sellers	Stroud, OK	(918) 968-0105 ext. 70114		(817) 692-0132 MBL
Incident Commander/Alternate Qualified Individual/ Operations Manager	Greg Thornton	Keller, TX	(817) 344-1370		(817) 319-4591 MBL

SPILL MANAGEMENT TEAM					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
Information Officer	K. Leonard	Houston, TX	(713) 571-3870	(b) (6)	(281) 460-6373 MBL
Safety Officer	Steve Thompson	Jacksboro, TX	(817) 694-6702		(817) 694-6702 MBL
Planning Chief	O'Brien's Response Management	Houston, TX	(281) 320-9796		(713) 501-5620 MBL Joe Montague – Sales Manager
Operations Chief	Mark Richeson	Mansfield, TX	(817) 806-0468		(903) 245-8575 MBL
Liaison Officer/Operations Superintendent	Keith Elliott	Godley, TX	(817) 806-0472		(817) 734-4974 MBL
Logistics Chief	Mike Cayard	Fort Worth, TX	(817) 806-0406		(682) 225-4267 MBL
Finance Chief	Steve Smith	Keller, TX	(817) 344-1372		(682) 551-9710 MBL
Support/Alt.	Corey Windham	Fort Worth, TX	(817) 344-1090		(817) 240-7046 MBL
Support/Alt.	Henry Kindschi	Fort Worth, TX	(817) 344-1260		(817) 269-0574 MBL
Support/Alt.	Cary Lougham	Houston, TX	(713) 571-3918		(832) 274-8763 MBL

FIGURE 2.2

INTERNAL NOTIFICATION REFERENCES (Cont'd)

CORPORATE					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
President	Ray Ingle	Houston, TX	(713) 651-6920		(832) 228-4589 MBL
Mgr. of Safety & Environment	CeeCee Candler	Fort Worth, TX	(817) 344-1150		(817) 507-7865 MBL

RESOURCE PERSONNEL					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
INSURANCE					
Insurance / Risk Management	James Bouillion	Houston, TX	(713) 651-7158		(713) 499-0585 MBL

FIGURE 2.3

NOTIFICATION DATA SHEET

Date: _____ ***Time:*** _____

INCIDENT DESCRIPTION

Reporter's Full Name: _____ ***Position:*** _____
Day Phone Number: _____ ***Evening Phone Number:*** _____
Company: Hawthorn Oil Transportation (Oklahoma) Inc ***Organization Type:*** _____
Company Address: 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102 ***Owner's Address:*** Hawthorn Oil Transportation 421 West 3rd Street, Suite 150 Ft. Worth, TX 76102
Incident Latitude: _____ ***Incident Longitude:*** _____
Spill Location: _____
_____
Responsible Party's Name: _____ ***Phone Number:*** _____
Responsible Party's Address: _____
Source and/or cause of discharge: _____
_____
_____
Present Weather Conditions: _____
Nearest City: _____
County: _____ ***State:*** _____ ***Zip code:*** _____
Section: _____ ***Township:*** _____ ***Range:*** _____ ***Borough:*** _____
Distance from City: _____ ***Direction from City:*** _____
Container Type(if applicable): _____ ***Container Storage Capacity (if applicable):*** _____
Facility Oil Storage Capacity (if applicable): _____
Material:

Total Quantity Released	Water Impact (*YES or NO*)	Quantity into Water

RESPONSE ACTION(S)

Action(s) taken to Correct, Control, or Mitigate Incident: _____
_____
_____
Number of Injuries: _____ ***Number of Deaths:*** _____
Evacuation(s): _____ ***Number Evacuated:*** _____
Damage Estimate: _____
More information about impacted medium: _____
_____

CALLER NOTIFICATIONS

National Response Center (NRC): 1-800-424-8802 or 202-267-2675
Additional Notifications (Circle all applicable): ***USCG*** ***EPA*** ***State*** ***Other***

ADDITIONAL INFORMATION

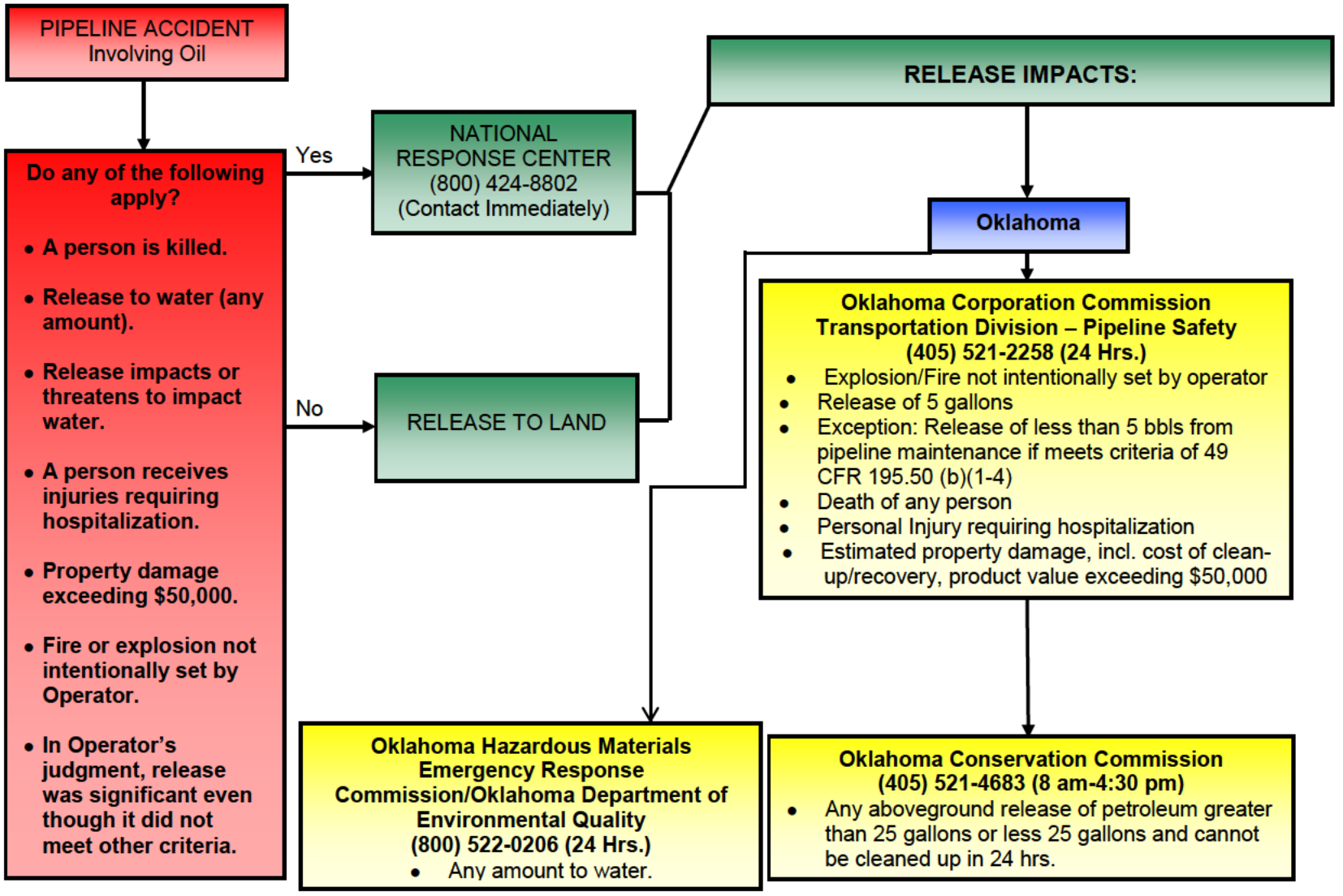
Any information about the incident not recorded elsewhere in this report: _____
_____
_____
_____

NOTE: DO NOT DELAY NOTIFICATION PENDING COLLECTION OF ALL INFORMATION.

FIGURE 2.4

EXTERNAL NOTIFICATION FLOWCHART

(See Fig. 2.5 for more details on Agency Notification Requirements)



FEDERAL

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES

REQUIRED NOTIFICATIONS (FOR ALL FACILITIES)		
NATIONAL RESPONSE CENTER (40 CFR 110.6 (OIL) AND 40CFR 116 (HAZARDOUS SUBSTANCES))		
National Response Center c/o United States Coast Guard (G-OPF) 2100 2nd Street Southwest Room 2611 Washington, D.C. 20593-0001	(800) 424-8802 * (202) 267-2675 *	**REPORTING REQUIREMENTS** TYPE: For all spills that impact or threaten to impact navigable water or for any failure in a pipeline system that: 1. Caused a death or a personal injury requiring hospitalization 2. Resulted in either a fire or explosion not intentionally set by the carrier. 3. Caused estimated damage to the property of the carrier or others, or both, of a total of $50,000 or more. 4. Resulted in the pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water or adjoining shoreline, causing a discoloration or emulsion beneath the surface of the water or upon adjoining shorelines. 5. In the judgment of the carrier, was significant even though it did not meet the criteria of any other subparagraph of this paragraph. NOTE: A call to the NRC must also be made for spills or releases of hazardous substances that meet or exceed their RQ. VERBAL: Immediate notification required (within 2 hours). WRITTEN: Not required
Oklahoma Corporation Commission **Transportation Division – Pipeline Safety**	(405) 521-2258	

* 24-Hour Number

FEDERAL

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

REQUIRED NOTIFICATIONS (FOR DOT REGULATED FACILITIES)		
DEPARTMENT OF TRANSPORTATION (49CFR 195.52 (b))		
US Dept. of Transportation Environmental Planning Officer Office of Pipeline Safety Pipeline and Hazardous Materials Safety Administration Room E22-210, 1200 New Jersey Avenue, S.E. Washington, DC 20590 Fax Filing: (202) 366-4566	(800) 424-8802* (202) 267-2675* (202) 267-2165 (Fax)	**REPORTING REQUIREMENTS** TYPE: In addition to the reporting of accidents to the NRC, a written accident report (Form PHMSA F7000-1, provided in Appendix C) must be submitted for releases resulting in any of the following: 1. Explosion or fire not intentionally set by the operator. 2. Release of 5 gallons or more of hazardous liquid or carbon dioxide, except that no report is required for a release of less than 5 barrels resulting from a pipeline maintenance activity if the release is: a. Not one described under the NRC's reporting conditions. b. Confined to Company property or pipeline right-of-way; and c. Cleaned up promptly. 3. Death of any person. 4. Personal injury necessitating hospitalization. 5. Estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding $50,000. VERBAL: Call to the NRC meets the required verbal notification under DOT reporting requirement. WRITTEN: As soon as practicable, an accident meeting any of the above criteria must be reported on DOT Form 7000-1 (included in this Figure). The report must be sent to DOT no later than 30 days after the release. Changes or additions to the original report (DOT Form 7000-1) must file a supplemental report within 30 days.

* 24-Hour Number

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

STATE REQUIRED REPORTING REQUIREMENTS		
OKLAHOMA CONSERVATION COMMISSION (OAC 165.26-3-77)		
OKLAHOMA CONSERVATION COMMISSION **2101 NORTH LINCOLN BLVD.** **OKLAHOMA CITY, OK 73105** **Oklahoma Corporation Commission** **Transportation Division – Pipeline Safety**	In state: (405) 521-4683 (8 a.m. – 4:30 p.m. M-F) (800) 522-0206 (after hours) See Page 2-8 For Contact Number and Reporting Requirements.	**REPORTING REQUIREMENTS** Immediately report: • Any discharge of ***oil or petroleum products*** that enters the water. • All spills of oil or petroleum products into water or exceed SARA/EPCRA reportable quantities. • Any aboveground release of petroleum greater than 25 gallons or less than 25 gallons and cannot be cleaned up in 24 hours or SARA/EPCRA report notices.
OKLAHOMA HAZARDOUS MATERIALS EMERGENCY RESPONSE COMMISSION (OHMERC)/OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY (ODEQ) (OAC 252.2-1-3)		
707 N. Robinson **Oklahoma City, OK 73102**	(800) 522-0206 (24 Hrs.)	All spill of oil or petroleum products into water or exceed SARA/EPCRA reportable quantities.
OTHER POTENTIAL REQUIRED NOTIFICATIONS		
LOCAL EMERGENCY PLANNING COMMITTEES (LEPC) (OAC 165.26-3-77)		
Lincoln County	911 (Emergency) (405) 258-9996 (405) 258-1135 (Fax)	TYPE: Any spill reportable to the NRC. VERBAL: Immediately WRITTEN: As requested by the agency.

* 24-Hour Number

OKLAHOMA

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

NON REQUIRED ASSISTANCE/ADVISORY NOTIFICATIONS (outside resources)		
AGENCY	**LOCATION**	**OFFICE/ ALTERNATE**
FEDERAL		
US EPA Region 6	Fountain Place, 12th Floor, Suite 1200 1445 Ross Avenue Dallas, TX 75202-2733	(800) 887-6063 (24 Hrs.)
OKLAHOMA		
FIRE DEPARTMENTS		
Stroud Fire Department	200 W. 2nd St. Stroud, OK 74079	(918) 968-2733 (918) 968-3595-After Hours
Cushing Fire Department	323 N. Harrison Ave. Cushing, OK 74023	(918) 225-3361
POLICE DEPARTMENTS		
Stroud, OK	220 W. 2nd St. Stroud, OK 74079	(918) 968-2733
Cushing, OK	100 Judy Adams Blvd. Cushing, OK 74023	(918) 225-1212
SHERIFF'S DEPARTMENT		
Lincoln County, OK	811 Manvel, Suite 14 Chandler, OK 74834	(405) 258-1191
HOSPITALS		
Stroud Regional Medical Center	2308 Hwy 66 West Stroud, OK 74079	(918) 968-3571
Cushing Regional Medical Center	1027 East Cherry Cushing, OK 74023	(918) 225-2915
St. Francis Hospital	6161 South Yale Avenue Tulsa, OK 74136	(918) 494-2200
Drumright Memorial Hospital Drumright Regional Hospital	501 Lou S. Allard Drive Drumright, OK 74030 601 W Truck Bypass Drumright, OK 74030	(918) 352-2525 (918) 382-2300
OTHER		
Oklahoma DOT, Lincoln County Division 3	608 S. Jackson St. Altus, OK 73521	(580) 332-1526

FIGURE 2.6

EMERGENCY RESPONSE CONTRACTORS

USCG – CLASSIFIED OIL SPILL REMOVAL ORGANIZATIONS (UNDER CONTRACT/AGREEMENT)		
Acme Environmental	2666 North Darlington Ave. Tulsa, OK 74115	(918) 836-7184 (24 Hr.)
OIL SPILL REMOVAL ORGANIZATIONS (UNDER CONTRACT/AGREEMENT)		
Conestoga – Rovers & Associates (CRA) Kevin Howard	11004 East 51st St. Tulsa, OK 74146	(866) 812-9565 (24 Hr.) (918) 828-2424 (918) 828-0202 (Fax) (918) 691-5142 (MBL)
A Clean Environment	2801 S. 25th West Ave. Tulsa, OK 74107	(800) 259-8347 (24 Hr.) (580) 668-2960 (Fax) (580) 221-3872
Dillon Environmental Services Scott Dillon Mike King	780 Rickets Ln. Ardmore, OK 73401	(580) 490-1718 (24 Hr.) (580) 226-5303 (580) 226-5372 (Fax) (580) 490-1718 (580) 490-1393
IDENTIFIED RESOURCES		
CONTRACTOR	**RESOURCE**	**OFFICE/ ALTERNATE**
O'Brien's Response Management Inc.	Spill Management Team	(985) 781-0804 (24 Hr.)
ORR Construction	Construction	(918) 377-4362 (405) 258-8056

3.1 INITIAL RESPONSE ACTIONS (Cont'd)

FIRST RESPONDER

Before taking ANY action (other than calling for assistance), if the emergency may involve the release of a hazardous material, you MUST also be trained and familiar with the appropriate considerations and processes.

As a first responder to the site of an apparent emergency, your initial objective is **site management**. Don't become part of the problem; set the foundation for proper ongoing site management.

- _____ **Isolate the area; deny entry**.
- _____ **If the integrity of the line is in question, contact your supervisor immediately.**
- _____ Follow the appropriate *"Specific Incident Response Checklist"* in Figure 3.1 and *"Product Specific Response Considerations"* in Figure 3.2.

PIPELINE SUPERVISORY PERSONNEL

- _____ Initiate appropriate shutdown/emergency response actions.
- _____ Notify Pipeline Foreman/QI or Alternate QI(s).

QUALIFIED INDIVIDUAL (QI)

- _____ Evaluate the severity, potential impact, safety concerns, and response requirements based on the initial data provided by the first person on scene.
- _____ Ensure Operations Superintendent (Alt. QI) has assumed role of Incident Commander.

INCIDENT COMMANDER (IC)

- _____ Confirm safety aspects at site, including need for personal protective equipment, sources of ignition, and potential need for evacuation.
- _____ Proceed to spill site and coordinate response and clean-up operations.
- _____ Direct containment and/or clean-up operations in accordance with the *"Product Specific Response Considerations"* provided in Figure 3.2.

LOCAL RESPONSE TEAM

- _____ Assigned personnel will immediately respond to a discharge, as the situation demands.
- _____ Perform response/clean-up operations as directed or coordinated by the Incident Commander (see Section 4.0 for roles and responsibilities of each team member).
- _____ Assist as directed at the spill site.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST

Remember: Without Exception, Personnel Safety Is The First Priority. Excessive Exposure To The Vapor And Liquid Stages Of The Spilled Product Should Be Avoided.

INITIAL RESPONSE

Priorities:

- _____ Take appropriate action to protect life and ensure the safety of personnel.

The success or failure of an operation often depends on the first arriving employee's ability to take command of the situation and implement the *Oil Spill Response Plan*.

Before taking ANY action (other than calling for assistance), if the emergency may involve the release of a hazardous material, you MUST also be trained and familiar with the appropriate considerations and processes.

As a first responder to the site of an apparent emergency, your initial objective is **site management**. Don't become part of the problem; set the foundation for proper ongoing site management.

Isolate the area; deny entry.

If the integrity of the line is in question, contact your supervisor and implement the *Oil Spill Response Plan*.

- _____ Take appropriate action to protect life and ensure the safety of personnel.

- _____ Rescue in the HOT Zone: Attempt **only** if you are trained to the Haz Mat Tech level and these three conditions are met:
  a. adequate personal protective equipment is available, **and**
  b. sufficient time apparently exists to complete without endangering your own life, **and**
  c. there is an adequate number of emergency response personnel present.

If possible, it is best to have professional emergency response personnel perform rescue.

- _____ Evacuation involves three steps:
  a. notify evacuees to gather in a safe, central area, moving uphill and/or at a right angle to any migrating liquid or vapor, and if possible, upwind.
  b. if needed, provide transportation to move evacuees to a reasonably safe area.
  c. care for evacuees: provide water, food, clothing, shelter, and information.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

INITIAL RESPONSE (Cont'd)

Emergency response agencies will generally perform evacuation.

- _____ Administer first aid.

- _____ Rescue in the HOT Zone: Attempt **only** if you are trained to the Haz Mat Tech level and these three conditions are met:
  a. adequate personal protective equipment is available, **and**
  b. sufficient time apparently exists to complete without endangering your own life, **and**
  c. there is an adequate number of emergency response personnel present.

Perform other First Aware/First Responder activities:

- _____ Emergency alarms/signals must be distinctive, timely and appropriate to the site; personnel must be trained in the recognition and response to the alarms/signals.

- _____ Take authorized action to protect property, including prevention of environmental damage, especially the contamination of water.
  a. stop ongoing leaks
  b. stabilize and contain the situation

- _____ Collect information and notify Pipeline Operator.

- _____ If roads or railroads are present in the affected area, assist the Sheriff or local emergency officials with halting traffic.

<u>All personnel are reminded that outsiders other than emergency services will not be allowed in the response zone during the time of an emergency, and that no statements will be issued to the media or other interested parties except by designated Company Management. Be courteous with media representatives and direct them to the designated spokes person.</u>

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

EXPLOSIONS AND/OR FIRE, SPECIFIC RESPONSE

Pipeline Right of Way

- _____ In the event of fire in the absence of a supervisor or the designated Qualified Individual(s), any Company employee on duty may be designated as the individual in charge.
- _____ The individual discovering the fire will adhere to the instructions above:
  - Ensure that the fire department has been notified.
  - Alert pipeline personnel of the exact location and extent of the fire.
  - Ensure supervisor is notified by telephone (refer to Figures 2.1 and 2.2).
- _____ Prior to the arrival of a supervisor, the individual will remain in charge and will direct the fire department to the scene of the fire.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

LINE BREAK OR LEAK, SPECIFIC RESPONSE

- _____ Notify Pipeline Foreman.
- _____ Initiate shut down procedures outlined in the Company's Standard Operating Procedures.
- _____ Obtain all the necessary information to complete the leak report.
- _____ Qualified personnel should use Combustible Gas Indicator w/appropriate sensors to detect hydrocarbon vapors, O_2 meter, proper colormetric indicator and/or other air sampling measurements to ensure that areas are safe to enter for continued response operations.
    - Mitigate spreading of the product, as the situation demands. Potential containment strategies include:
        - Earthen dike/berm
        - Ditching
        - Spreading sorbent material over the spill
    - Prevent the spill from entering the waterways, sewer, etc. to the greatest extent possible.
- _____ Inform local operators (e.g. utilities, telephone company, railway, etc) as applicable.
- _____ Review the location of socio-economic and environmentally sensitive areas identified in Figure 6.3. Determine which of these may be threatened by the spill and direct the response operation to these locations. Initiate protection and recovery actions.
- _____ Determine the direction and expected duration of spill movement.
- _____ Make all necessary repairs.
- _____ Clean up spilled product to eliminate any possible environmental problems. Be alert for underground cables.
- _____ Return the line to service when repairs are complete.
- _____ Complete follow-up and written reporting, as the situation demands.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

ABNORMAL PIPELINE OPERATIONS

- _____ If operating design limits have been exceeded (increase or decrease pressure or flow) and no emergency condition exists, stop operations and immediately investigate the pipeline.
- _____ Verify whether a true safety problem, equipment malfunction, or operator error is present.
- _____ If the situation is due to malfunctioning equipment, can transfer operations continue safely? If yes, then bypass the faulty equipment until the completion of the transfer and make appropriate repairs. **Note: In all cases, safety to operations, the general public, and property will govern actions taken**.
- _____ If the transfer can not continue safely, make appropriate repairs before continuing operations. **Note: Corrective action will only be done by qualified personnel to perform the type of work involved.**
- _____ Monitor affected systems until normal operations are resumed.
- _____ Inform local operators such as utilities, telephone, and/or railway.
- _____ Complete follow-up and written reporting, as the situation demands.

Note: For more specific details, refer to Company's Operations and Maintenance (O & M) Manual, Section 3 – Abnormal Operations.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

(b) (7)(F)

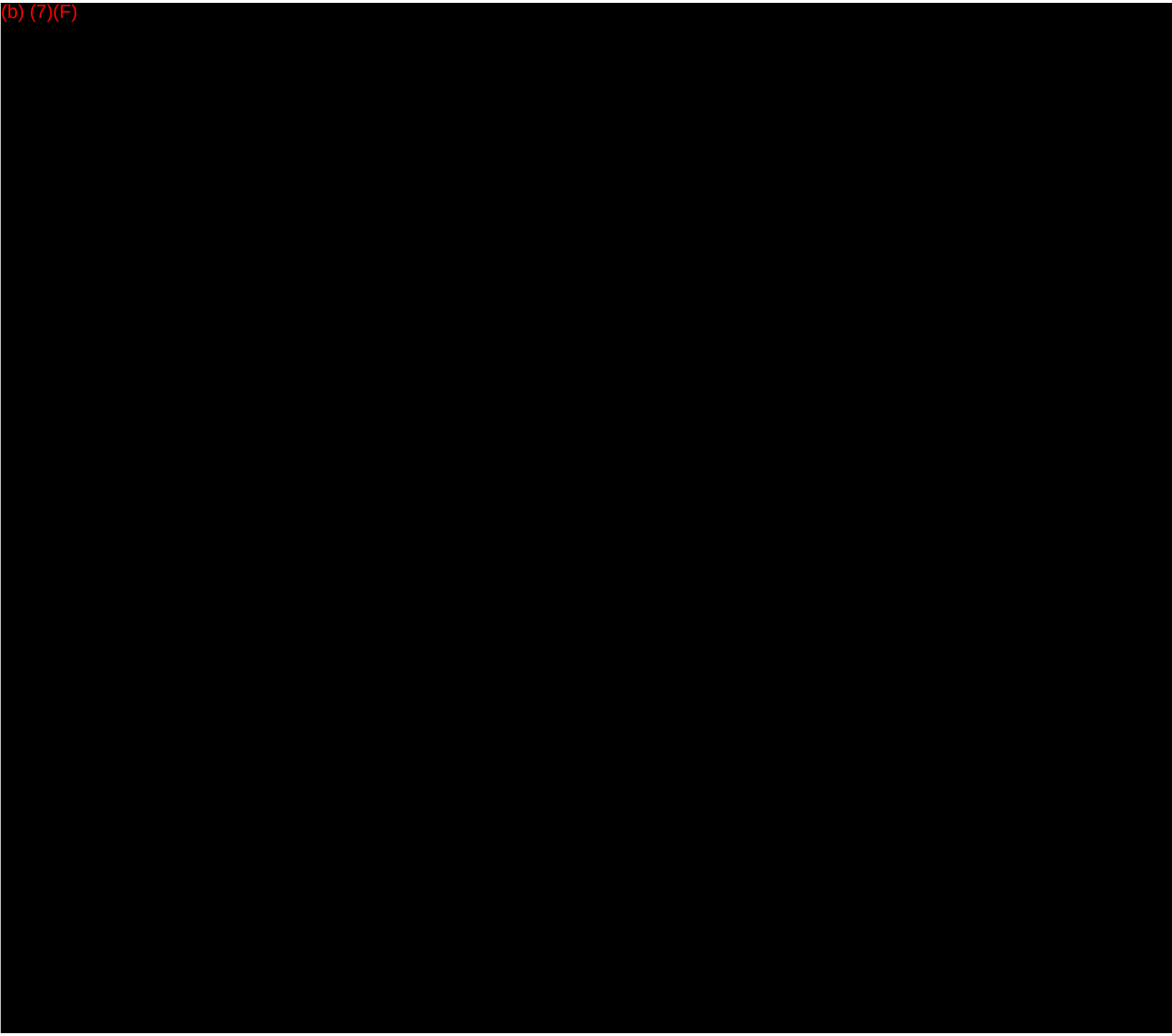


FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

(b) (7)(F)

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

MEDICAL EMERGENCY, SPECIFIC RESPONSE

- _____ Apply appropriate first aid for both injury and shock, exercising care not to cause further injury.
- _____ If victim is unconscious and not breathing, immediately apply artificial respiration (if trained in CPR) and continue without interruption until natural breathing is restored or until relieved by another CPR-trained individual or other qualified medical personnel.
- _____ Call for ambulance or other medical evacuation resources, if appropriate.
- _____ Notify hospital of patient arrival and extent of injury.
- _____ Notify victim's immediate family.
- _____ Complete follow-up and written reporting, as the situation demands.
- _____ Reference EOG Resources Policy, as applicable.

FIGURE 3.2

FLAMMABLE LIQUIDS (Non-Polar/Water-Immiscible)

The following information is intended to provide the initial responder(s) with data that may be useful in making quick decisions and executing prompt response actions. The information is intended for guideline purposes only.

PRODUCTS **Crude Oil**

HAZARD IDENTIFICATION / RECOGNITION

GUIDE NO. 128

DANGERS

- HIGHLY FLAMMABLE: Will be easily ignited by heat, sparks or flames.
- Vapors may form explosive mixtures with air.
- Vapors may travel to source of ignition and flash back.
- Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).
- Vapor explosion hazard indoors, outdoors or in sewers.
- Those substances designated with a "P" may polymerize explosively when heated or involved in a fire.
- Runoff to sewer may create fire or explosion hazard.
- Containers may explode when heated.
- Many liquids are lighter than water.
- Substance may be transported hot.
- For UN3166, if Lithium ion batteries are involved, also consult GUIDE 147
- **If molten aluminum is involved, refer to GUIDE 169**

HEALTH

- Move victim to fresh air. Call 911 or emergency medical service.
- Apply artificial respiration if victim is not breathing. Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
- Wash skin with soap and water.
- Keep victim warm and quiet.
- Ensure that medical personnel are aware of the material(s) involved, and take precautions.

PUBLIC SAFETY

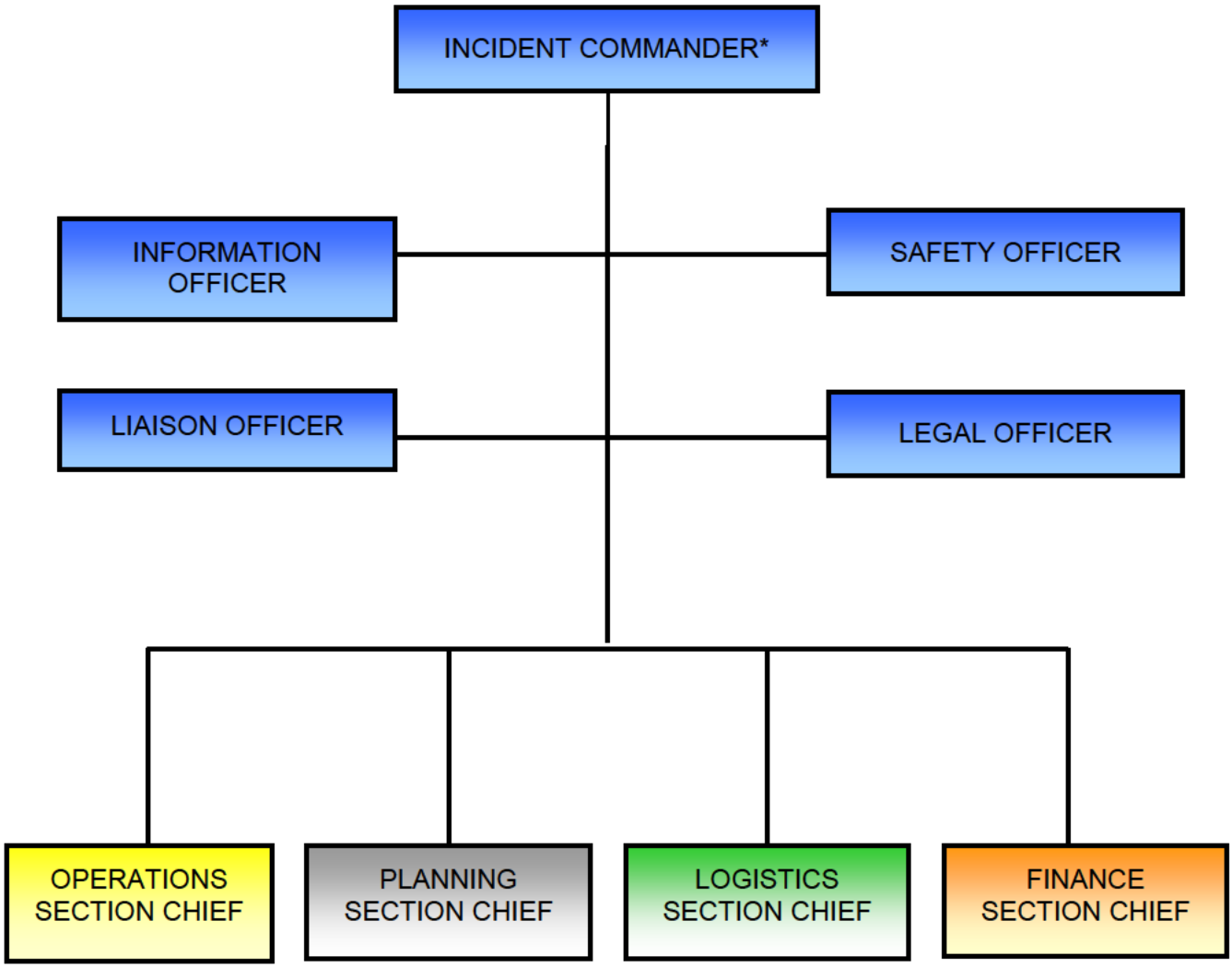
- CALL EMERGENCY RESPONSE Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover of ERG.
- Isolate spill or leak area immediately for at least 50 meters (150 feet) in all directions.
- Keep unauthorized personnel away.
- Stay upwind.
- Keep out of low areas.
- Ventilate closed spaces before entering.

FIGURE 3.2 (Cont'd)

FLAMMABLE LIQUIDS (Non-Polar/Water-Immiscible)	
EVACUATION	**Large Spill** ● Consider initial downwind evacuation for at least 300 meters (1,000 feet). **Fire** ● If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.
FIRE	● CAUTION: All these products have a very low flash point: Use of water spray when fighting fire may be inefficient. ● CAUTION: For mixtures containing alcohol or polar solvent, alcohol-resistant foam may be more effective ● Small Fire: dry Chemical, CO_2, water spray or regular foam ● Large Fire: Water spray, fog or regular foam. DO not use straight streams. Move containers from fire area if you can do it without risks ● Fire involving Tanks or Car/Trailer Loads: Fight fire from maximum distance or use unmanned hose holders or monitor nozzles. Cool containers with flooding quantities of water until well after fire is out. Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. ALWAYS stay away from tanks engulfed in fire. For massive fire, use unmanned hose holders or monitor nozzles, if this is impossible, withdraw from area and let fire burn ●
Information provided by the Emergency Response Guidebook 2012.	

FIGURE 4.1

RESPONSE TEAM ORGANIZATION



The Company has identified sufficient response resources, by contract or other approved means, to respond to a worst case discharge in each Response Zone identified in this Plan.

The following U.S. Coast Guard listed OSROs have been contracted to respond to spills originating from Company pipelines:

USCG Classified Oil Spill Removal Organization (OSRO) – Lower Mississippi COTP							
OSRO Name	Environment Type	Facility Classification Level				High Volume Port	Contract Responsibility
		MM	W1	W2	W3		
Acme Environmental 2666 North Darlington Ave. Tulsa, OK 74115 (918) 836-7184 (24 hr.)	Rivers/Canals (Lower Mississippi COTP)	X				No	This contractor is to provide the properly trained manpower and equipment to perform containment, clean up and proper disposal of spill material per the instructions of the QI.
	Inland (Lower Mississippi COTP)	X					

COMPANY OWNED SPILL RESPONSE EQUIPMENT

The pipeline system does not maintain spill response equipment. The Company will use one of the identified oil spill removal organizations listed in App. A as appropriate.

FACILITY RESPONSE EQUIPMENT

Date of Last Update:	**Last Inspection or Response Equipment Test Date:**
Inspected By:	**Last Deployment Drill Date:**
Inspection Frequency:	**Deployment Frequency:**

SKIMMERS/PUMPS

Type/Model/ Year	Operational Status	Quantity	Capacity gal./min.	Daily Effective Recovery Rate	Storage Location(s)	Date Fuel Last Changed
		NONE				

BOOM

Type/Model/ Year	Operational Status	Number	Size (Length)	Containment Area	Storage Location(s)
		NONE			

CHEMICAL DISPERSANTS

Type	Operational Status	Amount	Date Purchased	Treatment Capacity	Storage Location(s)	Date Changed
		NONE				

COMPANY OWNED SPILL RESPONSE EQUIPMENT (Cont'd)

FACILITY RESPONSE EQUIPMENT (Cont'd)

Date of Last Update:	**Last Inspection or Response Equipment Test Date:**
Inspected By:	**Last Deployment Drill Date:**
Inspection Frequency:	**Deployment Frequency:**

DISPERSANT DISPENSING EQUIPMENT

Type/Year	Operational Status	Capacity	Storage Location(s)	Response Time
	NONE			

SORBENTS

Type/Year Purchased	Operational Status	Amount	Absorption Capacity gal.	Shelf Life	Storage Location(s)
	NONE				

HAND TOOLS

Type/Year	Operational Status	Quantity	Storage Location(s)
	NONE		

COMPANY OWNED SPILL RESPONSE EQUIPMENT (Cont'd)

FACILITY RESPONSE EQUIPMENT (Cont'd)	
Date of Last Update:	**Last Inspection or Response Equipment Test Date:**
Inspected By:	**Last Deployment Drill Date:**
Inspection Frequency:	**Deployment Frequency:**

COMMUNICATION EQUIPMENT			
Type/Year	**Operational Status**	**Quantity**	**Storage Location(s)/Number**
	NONE		

FIRE FIGHTING AND PERSONNEL PROTECTIVE EQUIPMENT			
Type/Year	**Operational Status**	**Quantity**	**Storage Location(s)**
	NONE		

OTHER EQUIPMENT			
Type/Year	**Operational Status**	**Quantity**	**Storage Location(s)**
	NONE		

FIGURE 1.2
AREA MAP