SPILL RESPONSE AND EMERGENCY PLAN

Valero Terminaling & Distribution Company

Wynnewood Pipeline

January 2014

Prepared for:

Valero Ardmore Refinery
VTDC Pump Station
Highway 142 By-Pass
Ardmore, OK 73401

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.

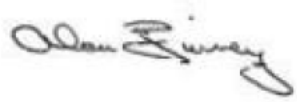
The information and procedures contained herein are considered to be accurate as of this date and are consistent with the National Contingency Plan (NCP) and applicable Area Contingency Plans (ACP) as detailed in Section 1.5.

CERTIFICATION OF QUALIFIED INDIVIDUAL AND ALTERNATE QUALIFIED INDIVIDUAL

Valero Terminaling & Distribution Company 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:



2/21/2013

NOTE: Witt O'Brien's provided consulting and plan development services in the preparation of this Plan utilizing data provided by the owner/operator and/or the Facility. Witt O'Brien's 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.

FACILITY RESPONSE CAPABILITY CERTIFICATION

Pursuant to Section 4202(a) (5) (F)

FRP - DOT Tracking No.

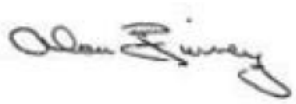
The undersigned, the owner or operator of the above referenced facility who is authorized to sign this certification on behalf of this facility, hereby certifies that the above referenced facility has ensured by contract or other acceptable means approved by the President the availability of private personnel and equipment necessary to respond, to the maximum extent practicable, to a worst case discharge or a substantial threat of such a discharge.

Alan Finney

Name

Area Terminal Manager

Title



Signature

2/21/2013

Date

REVISION RECORD

CHANGE DATE	REMOVE	INSERT	DESCRIPTION OF CHANGE(S)
	PAGE NUMBER(S)		
July 2009		ALL	New plan distribution by O'Brien'sRM
September 2009	iv, 2-3	iv, 2-3	Notification updates
October 2009	iv, v, 1-6, 1-9, 2-3, 2-16, 4-6	iv, v, 1-6, 1-9, 2-16, 4-6	Notification updates
2010	N/A	N/A	None
2011	N/A	N/A	None
February 2012	iv, 2-3	iv, 2-3	Personnel Phones
January 2013	Foreword, TOC-i, 1-6, 1-9, 1-10 & inserts, 2-1, 2-3 thru 2-17, B-1, B-2, B-4 & inserts, I-3	Foreword, TOC-i, 1-6, 1-9, 1-10 & inserts, 2-1, 2-3 thru 2-18, B-1, B-2, B-4 & inserts, I-3	Notification updates, Pipeline Diagrams updates, OSRO updates, Addition of DOT Tank
March 2013	iv, v, 2-9	iv, v, 2-9	Update PHMSA mailing address
January 2014	Cover Page, iv, TOC-i, 1-6, A-2, F-3, F-4	Cover Page, iv, TOC-i, 1-6, A-2, F-3, F-4	Response to PHMSA Letter of Correction dated January 6, 2014

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.

DISTRIBUTION LIST	
COPY NUMBER	**PLAN HOLDER (Hard Copies)**
1	Wynnewood Products Terminal 11761 Hwy. 17A Murray County, OK
2	Valero Ardmore Refinery VTDC Pump Station Hwy. 142 Bypass and East Cameron Road Ardmore, OK 73401
3	This copy has been removed from circulation.
4	Valero Energy Corporation 1 Valero Way San Antonio, TX 78249-1616
5	Valero Teminaling & Distribution Company Manager Area Terminal 21 S. Juniper Perryton, TX 79070
6	Valero Terminaling & Distribution Company Manager Regulatory Compliance & Support 1 Valero Way San Antonio, TX 78249-1616
7	Valero Ardmore Refinery Kenneth Goetz Manager Refinery Safety Hwy. 142 Bypass and East Cameron Road Ardmore, OK 73401
8	Witt O'Brien's 818 Town & Country Blvd., Suite 200 Houston, TX 77024
(2 CDs Only)	Office of Pipeline Safety Pipeline and Hazardous Material Safety Administration U.S. Department of Transportation 1200 New Jersey Avenue SE-E-22-311 Washington, DC 20590

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.

TABLE OF CONTENTS

Regulatory Cross-References are provided in Appendix A.

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APPENDICES

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1.0 INTRODUCTION AND PLAN CONTENT

1.1 PLAN PURPOSE/OBJECTIVES

The purpose of this Spill Response and Emergency Plan (Plan) is to assist Valero Terminaling & Distribution Company (Company) personnel to prepare for and respond quickly and safely to a discharge originating from the pipelines, terminals and associated facilities (Facility). The Plan provides techniques and guidelines for achieving an efficient, coordinated, and effective response to a discharge incident which may occur at the Facility.

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 under the guidance published in 49 CFR Part 194. The Plan is organized into Contingency Planning Sections, Facility Specific Information, and Appendices.

This guide also provides for state planning requirements to be incorporated into the Plan. A summary of the applicable regulations and the facilities affected by each regulation is provided in Section 1.5.

This Plan contains prioritized procedures for Facility personnel to mitigate or prevent any discharge resulting from Facility operations. A description of the operations conducted at the Facility is detailed in Figure 1.1 with additional information provided in the Facility-specific sections and the appendices.

1.3 PLAN DISTRIBUTION PROCEDURES

Regulatory and Compliance Programs 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.
- Various regulatory agencies will also be distributed a copy of the Plan. The list of agencies is detailed in the Distribution List located in the Foreword.

1.4 PLAN REVIEW AND UPDATE PROCEDURES

Annual Review/Update

Regulatory and Compliance Programs 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.

1.4 PLAN REVIEW AND UPDATE PROCEDURES (Cont'd)

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 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.
- A change in the Facility's configuration that materially alters the information included in the Plan (i.e. new construction).
- 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).
- A material change in the Facility's spill prevention and response procedures.
- Any other changes that materially affect the implementation of the Plan.

DOT/PHMSA must be provided with two copies of such revisions. The Facility must submit the DOT/PHMSA issued Facility Control Number with the changes (the Facility 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 National Contingency Plan and applicable Area Contingency Plans for the Facility include:

- Region VI Inland Area Contingency Plan (New Mexico, Oklahoma and Texas).
- U.S. Coast Guard - One Gulf Plan and GRP - Sector Houston-Galveston, TX.

1.6 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:

CLASS I EVENT
Incident Command will normally be assumed by local/area management. San Antonio Office support will be used 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.

1.6 DISCHARGE CLASSIFICATION (Cont'd)

CLASS II EVENT
Local Company resources may have to be supplemented with San Antonio 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.

CLASS III EVENT
Maximum Company and external resources must be implemented to respond to the spill incident. Activation of the Emergency Response Team would be anticipated during a Class 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 intense.
Media Involvement
Media interest will be intense.

FIGURE 1.1

INFORMATION SUMMARY

GENERAL INFORMATION	
Facility Name:	Valero Terminaling & Distribution Company
PHMSA Control Number(s):	
Owner Name:	***Physical Address / Mailing Address*** Valero Terminaling & Distribution Company One Valero Way San Antonio, TX 78249-1616
24 Hour Emergency Contact Phone Numbers:	4611
Qualified Individual:	Bruce Brookman (580) 226-3470 *(Office)* (580) 222-1548 *(Cell)*
Alternate Qualified: Individual:	Greg Koch (806) 435-6559 *(Office)* (806) 202-4280 *(Cell)*
Telephone/FAX:	Additional telephone references, including 24 hour numbers for the Facility Owner/Operator are provided in Figure 2.2.
Primary SIC Code:	4613 Refined Petroleum Pipelines
Determination of Significant and Substantial Harm(DOT/PHMSA):	This Plan's line section can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil into or on the navigable waters or adjoining shorelines as its radius is greater than 6⅝ inches in outside nominal diameter, is greater than 10 miles in length, the line section is located within a 5 mile radius of potentially affected public drinking water intakes and could reasonably be expected to reach public drinking water intakes, and it is located within a 1 mile radius of potentially affected environmentally sensitive areas, and could reasonably be expected to reach these areas.
Operator Statement of "Significant and Substantial Harm":	The Company's goal is to respond as quickly as possible to <u>all</u> 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".

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

PIPELINE LOCATION	
State Traversed:	Oklahoma
Response Zone:	Detailed later in this Figure. Also see Figure 1.2

PHYSICAL DESCRIPTION - PIPELINE

General:

- The Company is a transporter of refined liquid petroleum products.
- The Company's principal customers are refining and marketing companies, fuel wholesalers, and the military.
- As an interstate common carrier, the Company operates under the rules and regulations of the Federal Energy Regulatory Commission (FERC), while conforming with the oil pipeline regulations of the Department of Transportation (49 CFR Parts 194 & 195).
- This Plan is written in English and understood by personnel responsible for carrying out the plan.

Pipeline Specifications:

The basic specifications of the pipeline is as follows:

- **Product Types:** Gasoline and diesel fuels.
- **Pipe Detail:** 12"

FIGURE 1.1

INFORMATION SUMMARY (Cont'd)

PHYSICAL DESCRIPTION - PIPELINE (Cont'd)

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
- Tank overfill/failure
- 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 volumes:

Response Zone	Discharge Scenario	Potential Oil Group	DOT/PHMSA Planning Volume	Potential Source
Wynnewood Operations Central	WCD	2	(b) (7)(F)	Wynnewood Products Pipeline

These worst case discharge volumes are 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 F 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 *Final Rule* dated July 1, 1994 and the Department of Transportation (DOT) PHMSA regulations in 49 CFR 194.105 dated January 5, 1993. 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:

- Response Zone Wynnewood Operations Central includes Company facilities in Oklahoma. These facilities include:

MAIN LINE:

Name: Wynnewood Products Pipeline
Location: 12" Mainline from Ardmore Refinery, Ardmore, OK to Wynnewood Refined Products Terminal, Wynnewood, OK
Length: 31.1 miles

Potentially
Affected Counties: Carter, OK; Murray, OK

Name: Wynnewood Pipeline Breakout Tanks
Location: Wynnewood Pump Station
Tank Type: External Floater
Tanks: 101, 102, 103
Volume: (b) (7)(F)

FIGURE 1.2

PIPELINE DIAGRAMS

Maps and figures have been redacted in accordance with the FOIA Exemption 7(F).

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

☐ Immediately notify the **Control Center**.

☐ Notify **Immediate Supervisor**.

Immediate Supervisor

☐ Activate response contractors (Appendix B).

☐ Notify local emergency response resources (fire, police, medical, etc.).

☐ Notify **HSE Staff** (Figure 2.2).

Control Center Operator

☐ Notify **Control Center Manager**.

Control Center Manager

☐ Notify appropriate **Operations Manager/Director/Superintendent (QI)**.

HSE Staff

☐ Notify local, state and federal regulatory/emergency response agencies (Figure 2.5).

☐ Notify appropriate **Operations Manager/Director/Superintendent (QI)**.

☐ Notify appropriate **Corporate HSE Staff/EOC** (Figure 2.2).

FIGURE 2.1

INTERNAL NOTIFICATION SEQUENCE

(Phone references are provided in Figure 2.2)

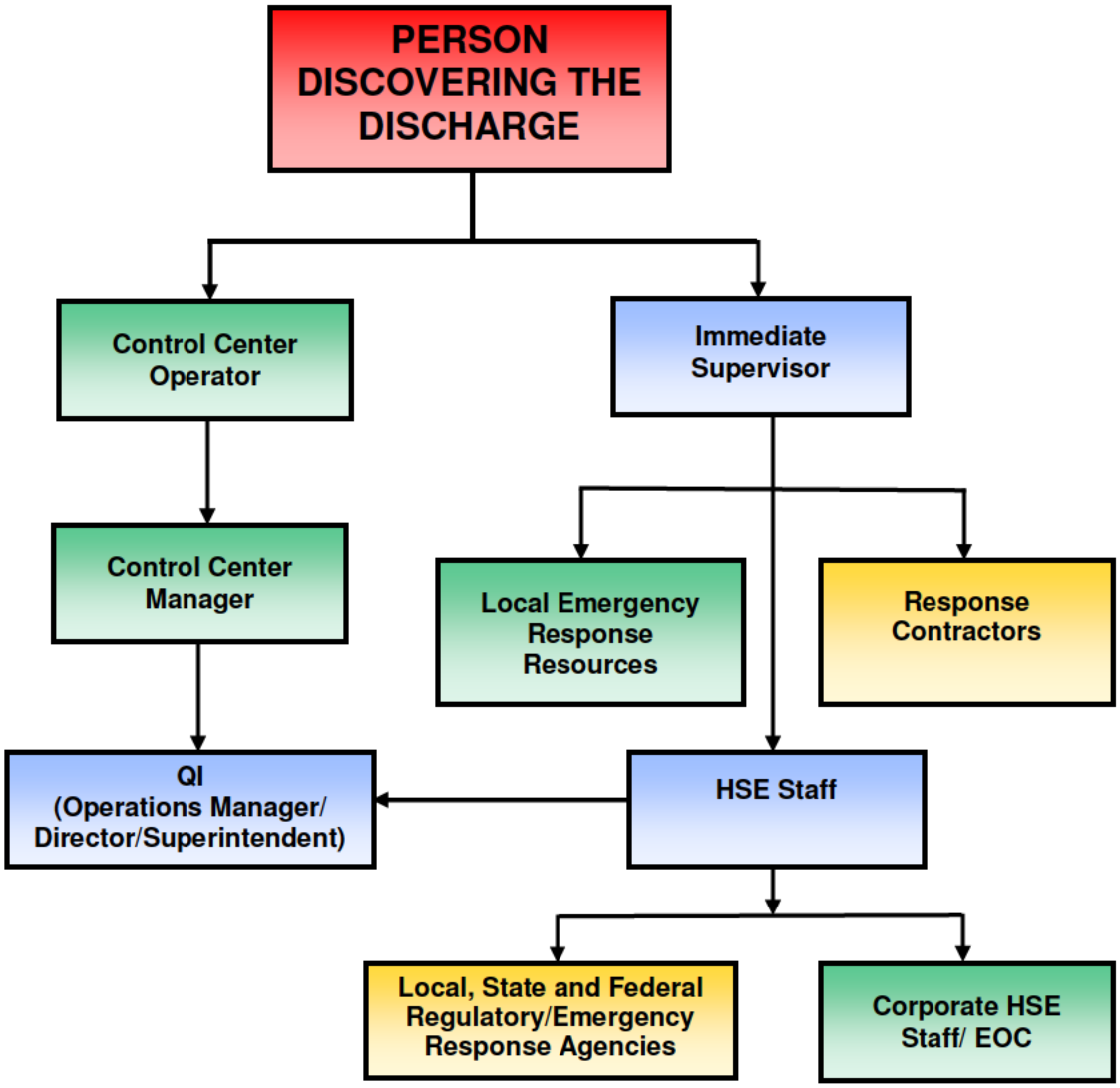


FIGURE 2.2

INTERNAL NOTIFICATION REFERENCES

INTERNAL NOTIFICATIONS					
POSITION/TITLE	**NAME**	**LOCATION**	**OFFICE**	**HOME**	**OTHER**
Supervisor Pipeline, QI	Bruce Brookman	Ardmore Pump Station	(580) 222-1548	(b) (6)	(580) 222-1548
Manager Pipeline, AQI	Greg Koch	Valero Perryton P&T Office	(806) 435-6559		(806) 202-4280
Manager Area Terminal	Alan Finney	Valero Perryton P&T Office	(806) 435-6559		(806) 202-4981
INTERNAL NOTIFICATIONS - CORPORATE EMERGENCY MANAGEMENT TEAM STAFF					
Lead HSE Specialist	Wylan Weems	Valero Headquarters	(210) 345-2547	-----	(210) 837-2565
Manager HSE Pipelines and Terminals	John Tenison	Valero Headquarters	(210) 345-4665	(b) (6)	(210) 287-4665
Director HSE Pipelines & Terminals	Leroy Anderson	Valero Headquarters	(210) 345-4468		(210) 260-5769
Lead Regulatory Compliance Specialist	Shawnna Poor	Valero Headquarters	(210) 345-5245	-----	(210) 215-4747
Lead Regulatory Compliance Specialist	James Trevino	Valero Headquarters	(210) 345-5145	-----	(210) 219-1401
Manager Regulatory Compliance	Jim Stokes	Valero Headquarters	(210) 345-4693	-----	(210) 872-8425
Sr. Area Manager Pipelines & Terminals	Brian Sarty	Valero Headquarters	(210) 345-5416	-----	(562) 833-9871
Executive Director Pipelines & Terminals	Ron McInturff	Valero Headquarters	(210) 345-4324	-----	(210) 867-9516
Executive Director Media Relations	Bill Day	Valero Headquarters	(210) 345-2928	(b) (6)	(210) 621-7191
Manager Pipeline Control Center	Rick Hatton	Valero Headquarters	(210) 345-5250	-----	(409) 988-1752 (866) 423-0898 (210) 345-4793 (console)

FIGURE 2.3

NOTIFICATION DATA SHEET

Date of Incident: _____ *Time of Incident:* _____

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:* _____
Incident Address/Location: _____
(if not at Facility): _____
On-Scene Weather Conditions: _____
Responsible Party's Name: _____ *Phone Number:* _____
Responsible Party's Address: _____
Source and/or cause of incident: _____

Nearest City: _____
County/Parish: _____ *State:* _____ *Zip code:* _____
Section: _____ *Township:* _____ *Range:* _____ *Borough:* _____
Distance from City: _____ *Unit of Measure:* _____ *Direction from City:* _____
Container Type: _____ *Container Storage Capacity:* _____ *Unit of Measure:* _____
Facility Oil Storage Capacity: _____ *Unit of Measure:* _____
Were Materials Discharged? _____ *(Y/N) Confidential?* _____ *(Y/N)*

CHRIS Code	Total Quantity Released	Unit of Measure	Water Impact (*YES or NO*)	Quantity into Water	Unit of Measure

RESPONSE ACTION(S)

Action(s) taken to Correct, Control, or Mitigate Incident: _____

Number of Injuries: _____ *Number of Deaths:* _____
Evacuation(s): _____ *(Y/N) Number Evacuated:* _____
Was there any damage? _____ *(Y/N) Medium Affected:* _____
Description: _____
More Information about Medium: _____

CALLER NOTIFICATIONS

National Response Center (NRC): 1-800-424-8802
Additional Notifications (Circle all applicable): *USCG* *EPA* *State* *Other*
Describe: _____
NRC Incident Assigned No: _____

ADDITIONAL INFORMATION

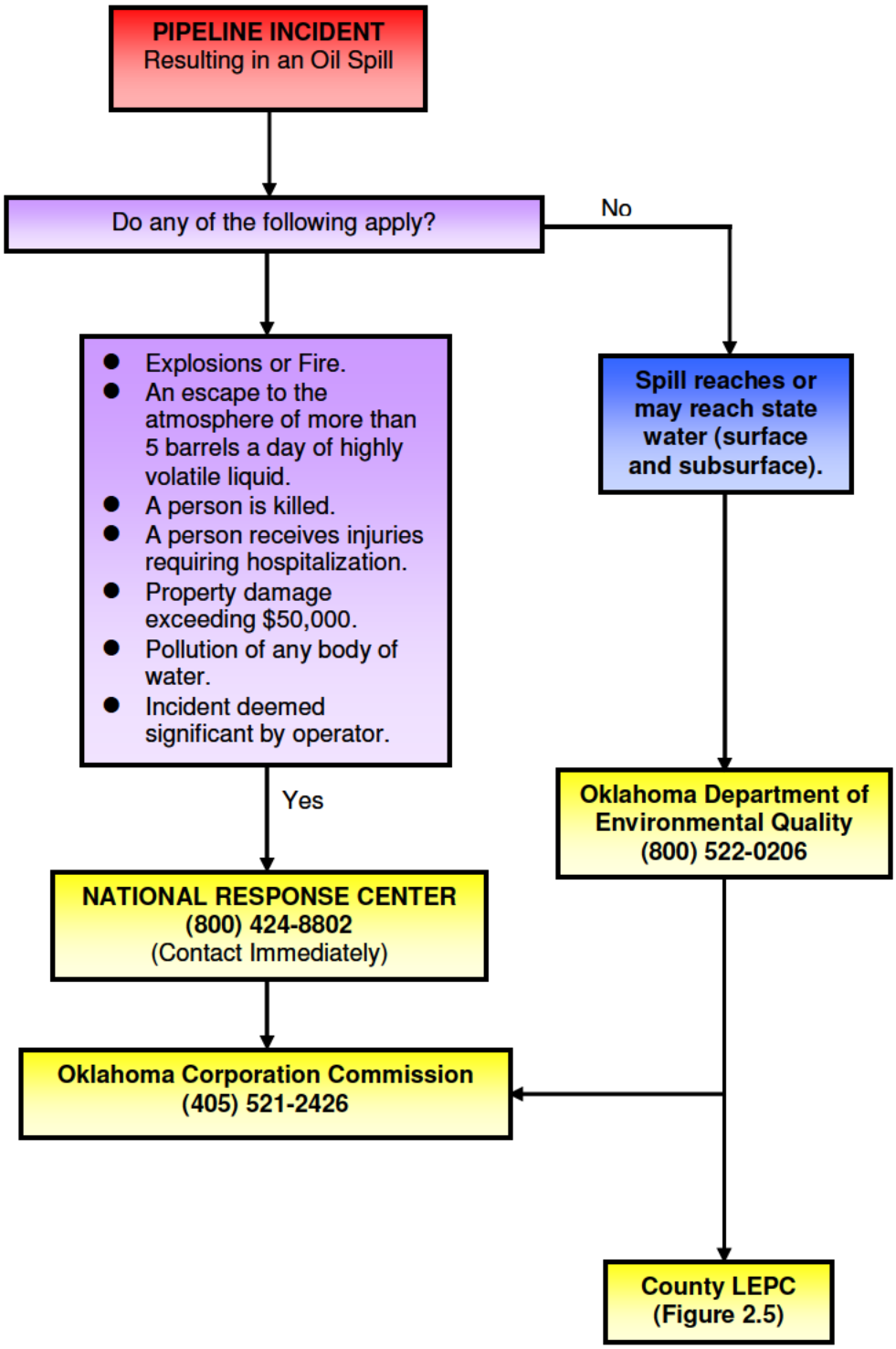
Any information about the incident not recorded elsewhere in this report: _____

Meeting Federal Obligations to Report? _____ *(Y/N) Date Called:* _____
Calling for Responsible Party? _____ *(Y/N) Time Called:* _____

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

FIGURE 2.4

EXTERNAL NOTIFICATION FLOWCHART - OKLAHOMA



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:

- ***Controller***
  - National Response Center (NRC)
  - State agency
- ***LP Safety Section***
  - Local agencies
- ***Local Operations***
  - All releases reported to any agency due to special agreement; and
  - USCG (as necessary).

The Notification Data Sheet 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:

- Receive faxed copy of Notification Data Sheet from Company employee or, at a minimum, gather pertinent incident information from the third party reporting the release.
- 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

2.2 EXTERNAL NOTIFICATIONS (Cont'd)

External required agency notifications contact numbers are provided in Figure 2.5.

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 within the notification process flowcharts provided in Figure 2.1, 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		
National Response Center c/o United States Coast Guard (CG-RPF-2) 2100 2nd Street Southwest Room 2111-B Washington, DC 20593-0001	(800) 424-8802 * (202) 267-2675 * (202) 267-2165 (Fax)	**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

* 24-Hour Number

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

FEDERAL

REQUIRED NOTIFICATIONS (FOR DOT REGULATED FACILITIES)		
DEPARTMENT OF TRANSPORTATION		
US Dept. of Transportation Information Resources Manager Office of Pipeline Safety Pipeline and Hazardous Materials Safety Administration 1200 New Jersey Avenue SE-E-22-311 Washington, DC 20590	(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 this Figure) 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

NOTICE: This report is required by 49 CFR Part 195. Failure to report can result in a civil penalty not to exceed $25,000 for each violation for each day that such violation persists except that the maximum civil penalty shall not exceed $500,000 as provided in 49 USC 60122 Form Approved OMB No. 2137-0047

U.S. Department of Transportation
Pipeline and Hazardous Materials
Safety Administration

ACCIDENT REPORT – HAZARDOUS LIQUID PIPELINE SYSTEMS

Report Date _____

No. _____
(DOT Use Only)

INSTRUCTIONS

Important: *Please read the separate instructions for completing this form before you begin. They clarify the information requested and provide specific examples. If you do not have a copy of the instructions, you can obtain one from the Office Of Pipeline Safety Web Page at http://ops.dot.gov.*

PART A – GENERAL REPORT INFORMATION

Check: ☐ **Original Report** ☐ **Supplemental Report** ☐ **Final Report**

1. a. Operator's OPS 5-digit Identification Number (if known) /___/___/___/___/___/
   b. If Operator does not own the pipeline, enter Owner's OPS 5-digit Identification Number (if known) /___/___/___/___/___/
   c. Name of Operator _____
   d. Operator street address _____
   e. Operator address _____
   City, County, State and Zip Code

IMPORTANT: IF THE SPILL IS SMALL, THAT IS, THE AMOUNT IS AT LEAST 5 GALLONS BUT IS LESS THAN 5 BARRELS, COMPLETE THIS PAGE ONLY, UNLESS THE SPILL IS TO WATER AS DESCRIBED IN 49 CFR §195.52(A)(4) OR IS OTHERWISE REPORTABLE UNDER §195.50 AS REVISED IN CY 2001.

2. Time and date of the accident
   /___/___/___/___/ /___/___/ /___/___/ /___/___/
   hr. month day year

3. Location of accident
   (If offshore, do not complete a through d. See Part C.1)
   a. Latitude: _____ Longitude: _____
   (if not available, see instructions for how to provide specific location)
   b. _____
   City, and County or Parish
   c. _____
   State and Zip Code
   d. Mile post/valve station ○ or survey station no. ○
   (whichever gives more accurate location)
   _____

4. Telephone report
   /___/___/___/___/___/___/___/ /___/___/ /___/___/ /___/___/
   NRC Report Number month day year

5. Losses *(Estimated)*

Public/Community Losses reimbursed by operator:

Public/private property damage	$_____
Cost of emergency response phase	$_____
Cost of environmental remediation	$_____
Other Costs	$_____
(describe) _____	

Operator Losses:

Value of product lost	$_____
Value of operator property damage	$_____
Other Costs	$_____
(describe) _____	
Total Costs	$_____

6. Commodity Spilled ○Yes ○ No
(If Yes, complete Parts a through c where applicable)

a. Name of commodity spilled _____

b. Classification of commodity spilled:
- ○ HVLs /other flammable or toxic fluid which is a gas at ambient conditions
- ○ CO_2 or other non-flammable, non-toxic fluid which is a gas at ambient conditions
- ○ Gasoline, diesel, fuel oil or other petroleum product which is a liquid at ambient conditions
- ○ Crude oil

a. Estimated amount of commodity involved :
- ○ **Barrels**
- ○ **Gallons (check only if spill is less than one barrel)**

Amounts:
SPILLED : _____

Recovered: _____

CAUSES FOR SMALL SPILLS ONLY (5 gallons to under 5 barrels) : ***(For large spills [5 barrels or greater] see Part H)***

○ **Corrosion** ○ **Natural Forces** ○ **Excavation Damage** ○ **Other Outside Force Damage**
○ **Material and/or Weld Failures** ○ **Equipment** ○ **Incorrect Operation** ○ **Other**

PART B – PREPARER AND AUTHORIZED SIGNATURE

_____ _____
(type or print) Preparer's Name and Title Area Code and Telephone Number

_____ _____
Preparer's E-mail Address Area Code and Facsimile Number

_____ _____ _____ _____
Authorized Signature (type or print) Name and Title Date Area Code and Telephone Number

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PART C – ORIGIN OF THE ACCIDENT (Check all that apply)

1. Additional location information
   a. Line segment name or ID _____
   b. Accident on Federal land other than Outer Continental Shelf ○ Yes ○ No
   c. Is pipeline interstate? ○ Yes ○ No

Offshore: ○ Yes ○ No *(completed if offshore)*
d. Area _____ Block # _____
State /__/__/ or Outer Continental Shelf ☐

2. Location of system involved *(check all that apply)*
   ☐ Operator's Property
   ☐ Pipeline Right of Way
   ☐ High Consequence Area (HCA)?
   Describe HCA _____

3. Part of system involved in accident
   ○ Above Ground Storage Tank
   ○ Cavern or other below ground storage facility
   ○ Pump/meter station; terminal/tank farm piping and equipment, including sumps
   ○ Other *Specify:* _____
   ○ Onshore **pipeline**, including valve sites
   ○ Offshore **pipeline**, including platforms

*If failure occurred on **Pipeline**, complete items a - g:*

4. Failure occurred on
   ○ Body of Pipe ○ Pipe Seam ○ Scraper Trap
   ○ Pump ○ Sump ○ Joint
   ○ Component ○ Valve ○ Metering Facility
   ○ Repair Sleeve ○ Welded Fitting ○ Bolted Fitting
   ○ Girth Weld
   Other *(specify)* _____

Year the component that failed was installed: /__/__/__/__/
5. Maximum operating pressure *(MOP)*
   a. Estimated pressure at point and time of accident: _____ *PSIG*
   b. MOP at time of accident: _____ *PSIG*
   c. Did an over pressurization occur relating to the accident? ○Yes ○ No

a. Type of leak or rupture
   ○Leak: ○ Pinhole ○ Connection Failure *(complete sec. H5)*
   ○ Puncture, diameter *(inches)* _____
   ○Rupture: ○ Circumferential – Separation
   ○ Longitudinal – Tear/Crack, length *(inches)* _____
   Propagation Length, total, both sides *(feet)* _____
   ○N/A
   ○Other _____

b. Type of block valve used for isolation of immediate section:
   Upstream: ☐ Manual ☐ Automatic ☐ Remote Control ☐ Check Valve
   Downstream: ☐ Manual ☐ Automatic ☐ Remote Control ☐ Check Valve

c. Length of segment isolated _____ ft
d. Distance between valves _____ ft
e. Is segment configured for internal inspection tools? ○Yes ○ No
f. Had there been an in-line inspection device run at the point of failure? ○ Yes ○ No ○ Don't Know ○ Not Possible due to physical constraints in the system
g. If *Yes*, type of device run *(check all that apply)*
   ☐ High Resolution Magnetic Flux tool Year run: _____
   ☐ Low Resolution Magnetic Flux tool Year run: _____
   ☐ UT tool Year run: _____
   ☐ Geometry tool Year run: _____
   ☐ Caliper tool Year run: _____
   ☐ Crack tool Year run: _____
   ☐ Hard Spot tool Year run: _____
   ☐ Other tool Year run: _____

PART D – MATERIAL SPECIFICATION

1. Nominal pipe size *(NPS)* /__/__/__/__/ in.
2. Wall thickness /__/__/__/__/ in.
3. Specification _____ SMYS /__/__/__/__/__/
4. Seam type _____
5. Valve type _____
6. Manufactured by _____ in year /__/__/__/__/

PART E – ENVIRONMENT

1. Area of accident
   ○ Under pavement ○ In open ditch
   ○ Underground ○ Above ground
   ○ Inside/under building ○ Under water
   ○ Other _____

2. Depth of cover: _____ inches

PART F – CONSEQUENCES

1. **Consequences** *(check and complete all that apply)*

a.	Fatalities	Injuries
Number of operator employees:		
Contractor employees working for operator:		
General public:		
Totals:		

b. Was pipeline/segment shutdown due to leak? ○Yes ○ No
If Yes, how long? _____ days _____ hours _____ minutes

c. Product ignited ○Yes ○ No d. Explosion ○Yes ○ No
e. ☐ Evacuation *(general public only)* /__/__/__/__/ people
Reason for Evacuation:
○ Precautionary by company
○ Evacuation required or initiated by public official

f. Elapsed time until area was made safe:
/__/__/ hr. /__/__/ min.

2. **Environmental Impact**
   a. Wildlife Impact: Fish/aquatic ○ Yes ○ No; Birds ○ Yes ○ No; Terrestrial ○ Yes ○ No
   b. Soil Contamination ○ Yes ○ No
   If Yes, estimated number of cubic yards: _____
   c. Long term impact assessment performed: ○ Yes ○ No
   d. Anticipated remediation ○ Yes ○ No
   If Yes, check all that apply: ☐ Surface water ☐ Groundwater ☐ Soil ☐ Vegetation ☐ Wildlife

e. Water Contamination: ○ Yes ○ No (*If Yes, provide the following*)
   Amount in water _____ barrels
   Ocean/Seawater ○ No ○ Yes
   Surface ○ No ○ Yes
   Groundwater ○ No ○ Yes
   Drinking water ○ No ○ Yes (*If Yes, check below.*)
   ○ Private well ○ Public water intake

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PART G – LEAK DETECTION INFORMATION

1. Computer based leak detection capability in place? O Yes O No

2. Was the release initially detected by? (check one):
   - O CPM/SCADA-based system with leak detection
   - O Static shut-in test or other pressure or leak test
   - O Local operating personnel, procedures or equipment
   - O Remote operating personnel, including controllers
   - O Air patrol or ground surveillance
   - O A third party
   - O Other (specify) _____

3. Estimated leak duration days ____ hours ____

PART H – APPARENT CAUSE

Important: *There are 25 numbered causes in this Part H. Check the box corresponding to the primary cause of the accident. Check one circle in each of the supplemental categories corresponding to the cause you indicate. See the instructions for guidance.*

H1 – CORROSION

1. ☐ External Corrosion

2. ☐ Internal Corrosion

(Complete items a – e where applicable.)

a. Pipe Coating
- O Bare
- O Coated

b. Visual Examination
- O Localized Pitting
- O General Corrosion
- O Other _____

c. Cause of Corrosion
- O Galvanic
- O Atmospheric
- O Stray Current
- O Microbiological
- O Cathodic Protection Disrupted
- O Stress Corrosion Cracking
- O Selective Seam Corrosion
- O Other _____

d. Was corroded part of pipeline considered to be under cathodic protection prior to discovering accident?
O NO O YES, YEAR PROTECTION STARTED: /___/___/___/___/

e. Was pipe previously damaged in the area of corrosion?
O NO O YES ⇒ ESTIMATED TIME PRIOR TO ACCIDENT: /___/___/ *YEARS* /___/___/ *MONTHS*
UNKNOWN ☐

H2 – NATURAL FORCES

3. ☐ Earth Movement ⇒ O Earthquake O Subsidence O Landslide O Other _____
4. ☐ Lightning
5. ☐ Heavy Rains/Floods ⇒ O Washouts O Flotation O Mudslide O Scouring O Other _____
6. ☐ Temperature ⇒ O Thermal stress O Frost heave O Frozen components O Other _____
7. ☐ High Winds

H3 – EXCAVATION DAMAGE

8. ☐ Operator Excavation Damage (including their contractors/Not Third Party)
9. ☐ Third Party *(complete a-f)*

a. Excavator group
O General Public O Government O Excavator other than Operator/subcontractor

b. Type: O Road Work O Pipeline O Water O Electric O Sewer O Phone/Cable
O Landowner-not farming related O Farming O Railroad
O Other liquid or gas transmission pipeline operator or their contractor
O Nautical Operations O Other _____

c. Excavation was: OOpen Trench O Sub-strata (boring, directional drilling, etc…)

d. Excavation was an ongoing activity (Month or longer) OYes O No If Yes, Date of last contact /___/___/___/

e. Did operator get prior notification of excavation activity?
O Yes; Date received: /___/___/ mo. /___/___/ day /___/___/___/___/ yr. O No
Notification received from: O One Call System O Excavator O Contractor O Landowner

f. Was pipeline marked as result of location request for excavation? O No O Yes *(If Yes, check applicable items i - iv)*
- i. Temporary markings: O Flags O Stakes O Paint
- ii. Permanent markings: O
- iii. Marks were (check one) : O Accurate O Not Accurate
- iv. Were marks made within required time? O Yes O No

H4 – OTHER OUTSIDE FORCE DAMAGE

10. ☐ Fire/Explosion as primary cause of failure ⇒ Fire/Explosion cause: O Man made O Natural
11. ☐ Car, truck or other vehicle not relating to excavation activity damaging pipe
12. ☐ Rupture of Previously Damaged Pipe
13. ☐ Vandalism

H5 – MATERIAL AND/OR WELD FAILURES

Material

14. ☐ Body of Pipe	⇒	O Dent	O Gouge	O Bend	O Arc Burn	O Other _____
15. ☐ Component	⇒	O Valve	O Fitting	O Vessel	O Extruded Outlet	O Other _____
16. ☐ Joint	⇒	O Gasket	O O-Ring	O Threads		O Other _____

Weld

17. ☐ Butt	⇒	O Pipe	O Fabrication			O Other _____
18. ☐ Fillet	⇒	O Branch	O Hot Tap	O Fitting	O Repair Sleeve	O Other _____
19. ☐ Pipe Seam	⇒	O LF ERW	O DSAW	O Seamless	O Flash Weld	
		O HF ERW	O SAW	O Spiral		O Other _____

*Complete a-g if you indicate **any** cause in part H5.*

a. Type of failure:
O Construction Defect ⇒ O Poor Workmanship O Procedure not followed O Poor Construction Procedures
O Material Defect

b. Was failure due to pipe damage sustained in transportation to the construction or fabrication site? O Yes O No

c. Was part which leaked pressure tested before accident occurred? O Yes, *complete d-g* O No

d. Date of test: /___/___/___/___/ yr. /___/___/ mo. /___/___/ day

e. Test medium: O Water O Inert Gas O Other _____

f. Time held at test pressure: /___/___/ hr.

g. Estimated test pressure at point of accident: _____ *PSIG*

H6 – EQUIPMENT

20. ☐ Malfunction of Control/Relief Equipment	⇒	O Control valve	O Instrumentation	O SCADA	O Communications
		O Block valve	O Relief valve	O Power failure	O Other _____
21. ☐ Threads Stripped, Broken Pipe Coupling	⇒	O Nipples	O Valve Threads	O Dresser Couplings	O Other _____
22. ☐ Seal Failure	⇒	O Gasket	O O-Ring	O Seal/Pump Packing	O Other _____

H7 – INCORRECT OPERATION

23. ☐ INCORRECT OPERATION
a. Type: O Inadequate Procedures O Inadequate Safety Practices O Failure to Follow Procedures
O Other _____

b. Number of employees involved who failed a post-accident test: drug test: /___/___/___/ alcohol test /___/___/___/

H8 – OTHER

24. ☐ Miscellaneous, *describe:* _____
25. ☐ Unknown
O Investigation Complete O Still Under Investigation *(submit a supplemental report when investigation is complete)*

PART I – NARRATIVE DESCRIPTION OF FACTORS CONTRIBUTING TO THE EVENT *(Attach additional sheets as necessary)*

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FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

OKLAHOMA

OTHER POTENTIAL REQUIRED NOTIFICATIONS		
OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY		
Oklahoma Department of Environmental Quality Environmental Complaints and Local Services P.O. Box 1677 Oklahoma City, OK 73101-1677	(405) 702-6203 * (800) 522-0206 *	**REPORTING REQUIREMENTS** TYPE: Report spills or accidental discharges to the outdoor atmosphere, regions on and under the surface of the land, and waters of the state. VERBAL: Immediately. WRITTEN: A follow-up report shall be made to the Department within 10 days after the discharge is first reported. A copy of Form PHMSA F 7000-1 (included in this section) submitted to DOT/PHMSA will suffice. Written reports should contain the following: 1. Location (legal description if available. 2. Material spilled or discharged and the amount. 3. Environment affected or endangered (land, air, stream, etc.). 4. Probable cause of spill or discharge. 5. Steps taken for removal. 6. Measures taken to insure the discharge cannot reasonably reoccur.

* 24-Hour Number

OKLAHOMA

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

OKLAHOMA

OTHER POTENTIAL REQUIRED NOTIFICATIONS (Cont'd)		
OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION		
1801 N. Lincoln Oklahoma City, OK 73105	(405) 521-4601	**REPORTING REQUIREMENTS** TYPE: Spill damaging wildlife. VERBAL: Immediately. The verbal report should contain the following: 1. Date, time, and location of release. 2. Industry Contact: Name and phone number, name of responsible party if different from industry contact. 3. Type of material released and circumstances surrounding the release. 4. Any remedial measures. 5. If drinking water supply is potentially involved, contact name and phone number, if known. 6. Any additional information requested. WRITTEN: As requested by the agency.

* 24-Hour Number

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

OKLAHOMA

OTHER POTENTIAL REQUIRED NOTIFICATIONS (Cont'd)

OKLAHOMA CORPORATION COMMISSION

Oil and Gas Conservation Division District Field Office		**REPORTING REQUIREMENTS** TYPE: Any nonpermitted discharge of deleterious substances of 10 barrels or more (single event) and/or any discharge of petroleum, or petroleum based products, including crude oil, regardless of quantity, to the waters of the state. VERBAL: Within 24 hours of discovery. WRITTEN: Within 10 working days, file a written report with the appropriate district office and include the following: 1. Name of party reporting, firm name, and telephone number. 2. Legal location. 3. Lease name. 4. Operator. 5. Circumstances surrounding discharge and whether discharge was to water or soil. 6. Date of occurrence. 7. Volumes discharged. 8. Types of materials discharged. 9. Method of cleanup (if any) undertaken and completed. 10. Volumes recovered.
Area 2 Manager 101 South 6th Street P.O. Box 1107 Kingfisher, OK 73750 (Beaver, Cimarron, and Texas Counties)	(405) 375-5570 (405) 375-5576 (Fax)	
Area 3 Manager 1020 Willow P.O. Box 1525 Duncan, OK 73533 (Canter, Cotton, Greer, Harmon, Jackson, Jefferson, Love, Murray, and Stephens Counties)	(580) 255-0103 (580) 255-0154 (Fax)	

* 24-Hour Number

OKLAHOMA

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

OKLAHOMA

OTHER POTENTIAL REQUIRED NOTIFICATIONS (Cont'd)		
LOCAL EMERGENCY PLANNING COMMITTEES (LEPC)		
CARTER COUNTY P.O. Box 249 Ardmore, OK 73402	(580) 223-1212	TYPE: Any spill reportable to the NRC. VERBAL: Immediately. WRITTEN: As requested by the agency.
MURRAY COUNTY P.O. Box 1 Dougherty, OK 73032	(580) 622-3319	
GARVIN COUNTY P.O. Box 237 Pauls Valley, OK 73075	(580) 759-3371	

* 24-Hour Number

FIGURE 2.5

EXTERNAL NOTIFICATION REFERENCES (Cont'd)

OKLAHOMA

NON REQUIRED ASSISTANCE/ADVISORY NOTIFICATIONS (outside resources)		
AGENCY	**LOCATION**	**OFFICE/ ALTERNATE**
FEDERAL		
U.S. Environmental Protection Agency (EPA) Region 6	Dallas	(800) 887-6063
US Fish and Wildlife Service (USFWS) Ecological Services	Tulsa	(918) 581-7458 (918) 581-7467 (Fax)
OKLAHOMA		
FIRE DEPARTMENTS		
Carter County		
Fire Department	Ardmore	(580) 221-2550
State Patrol	Carter County	(580) 223-8800
County Sheriff	Carter County	(580) 223-6014
Murray County		
Fire Department	Murray County	911 / (580) 622-3918
State Patrol	Murray County	911 / (580) 223-8800
County Sheriff	Murray County	911 / (580) 622-3911

* 24-Hour Number

ADDITIONAL RESPONSE RESOURCES	
National Response Corporation	(631) 224-9141 (24 Hr.)
U.S. Environmental Services (USES)	(888) 279-9930
Safety Plus USA – Sulphur, OK	(580) 622-4796
BNSF Railroad	(800) 832-5452

OKLAHOMA

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:

- Leaks/Spills
- Fire/Explosions
- Vapor Cloud
- Bomb Threat

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 Facility Management.

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 COMPANY PERSON NOTIFIED/ON SCENE

- _____ Notify Control Center and Immediate Supervisor of the incident.
- _____ Notify local emergency services as necessary (police, fire, medical).
- _____ Follow the appropriate *"Specific Incident Response Checklist"* in Figure 3.1 and *"Product Specific Response Considerations"* in Figure 3.2.

CONTROL CENTER OPERATOR

- _____ Initiate appropriate shutdown/emergency response actions (Procedural Manual).
- _____ Notify Lead Controller.

LEAD CONTROLLER

- _____ Notify appropriate Operations Manager/Director/Superintendent (QI).
- _____ Notify P&T Safety Section.

OPERATIONS MANAGER/DIRECTOR/SUPERINTENDENT (QI)

- _____ Evaluate the Severity, potential impact, safety concerns, and response requirements based on the initial data provided by the first person on scene.
- _____ Assume the role of Incident Commander.
- _____ Confirm safety aspects at site, including need for personal protective equipment, sources of ignition, and potential need for evacuation.
- _____ Activate the Local Response Team and primary response contractors, as the situation demands.
- _____ Coordinate/perform activation of additional spill response contractors, as the situation demands (telephone reference is provided in Figure 2.4).
- _____ Perform notifications as per Figure 2.1, including Spill Management Team activation, as necessary.
- _____ Notify the appropriate regulatory agencies as the situation demands (notification procedures and telephone references are provided in Figures 2.3 and 2.4 respectively).
- _____ Proceed to spill site and coordinate response and clean-up operations.
- _____ Direct containment, dispersion, and/or clean-up operations in accordance with the *"Product Specific Response Considerations"* provided in Figure 3.2.

3.1 INITIAL RESPONSE ACTIONS (Cont'd)

LOCAL RESPONSE TEAM

- _____ Assigned personnel will immediately respond to a discharge from the Facility, as the situation demands.
- _____ Perform response/clean-up operations as directed or coordinated by the Incident Commander.
- _____ 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

- _____ Take appropriate personal protective measures.
- _____ Call for medical assistance if an injury has occurred.
- _____ Restrict access to the spill site and adjacent area as the situation demands. Take additional steps necessary to minimize any threat to health and safety.
- _____ Eliminate possible sources of ignition in the near vicinity of the spill.
- _____ Notify Control Center and immediate supervisor of the incident.
- _____ Verify the type of product and quantity released, and determine potential safety hazards.
- _____ Advise personnel in the area of any potential threat and/or initiate evacuation procedures.
- _____ Identify/isolate the source and minimize the loss of product.
- _____ Take necessary fire response actions.

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

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

LINE BREAK OR LEAK, SPECIFIC RESPONSE

- _____ Notify Control Center and immediate supervisor of incident.
- _____ Control Center perform shut down procedures outlined in Procedural Manual.
- _____ Qualified personnel should use Combustible Gas Indicator, 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 such as utilities, telephone company, railway.
- _____ If located within containment area, ensure that drainage valve(s) is “closed”.
- _____ If the spill escapes the containment area, review the location of socio-economic and environmentally sensitive areas identified in Section 6.0 and the ACP. 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. Refer to the maps in Section 6.0.
- _____ 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)

STORAGE TANK LEAK, SPECIFIC RESPONSE

- _____ Shut down all tank farm product movement operations and isolate the tank.
- _____ Ensure that the containment area drainage valve(s) is “closed”.
- _____ Notify Control Center and immediate supervisor of the incident.
- _____ Stop all traffic in hazardous area (inside and outside of property boundaries), as the situation demands.
- _____ Inform local operators such as utilities, telephone company, railway, etc.
- _____ Qualified personnel should use Combustible Gas Indicator, O_2 meter, proper colormetric indicator and/or other air sampling measurements to assure that other areas are safe to enter for continued response operations.
- _____ Determine the direction and expected duration of spill movement. Refer to the maps in Section 6.0.
- _____ Empty tank as soon as possible.
  - If near tank bottom, consider filling tank with water and maintain water bottom to suspend the discharge.
- _____ If possible, block drainage of spilled material from traveling offsite.
- _____ Remove product from containment area (at a sump or in a low area) with an explosion proof pump, oil skimmer, and/or vacuum truck w/ skimmer attachments.
- _____ If applicable, process remaining product through the separator system.
- _____ If the spill escapes the containment area, review the location of socio-economic and environmentally sensitive areas identified in Section 6.0 and the ACP. Determine which of these may be threatened by the spill and direct the response to these locations. Initiate protection and recovery actions.
- _____ Clean up product spill to eliminate any possible environmental problems. Be alert for underground cables.
- _____ Remove product form containment area (at a sump or in a low area) with an explosion proof pump, oil skimmer, and/or vacuum truck with skimmer attachments.
- _____ If applicable, process remaining product through the separator system.
- _____ Stockpile waste for eventual disposal.
- _____ Make all necessary repairs. Return the line/tank to service when repairs are complete and tested.
- _____ Complete follow-up and written reporting, as the situation demands.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

ABNORMAL PIPELINE OPERATIONS

- _____ If an increase or decrease in pressure or flow rate outside normal operating limits occurs and **no emergency condition exists** immediately investigate the pipeline operations.
- _____ Verify whether a true safety problem, equipment malfunction, or operator error is present.
- _____ If the situation is due to malfunctioning equipment, determine if transfer operations can continue safely? If yes, then bypass, if appropriate, the faulty equipment until the completion of the transfer and make appropriate repairs. **Note: In all cases, safety for personnel, the general public, and property and compliance with all applicable policies, procedures and regulations will govern actions taken**.
- _____ Monitor affected systems until normal operations are resumed.
- _____ Check variations from normal operation after abnormal operations have ended at sufficient time and critical locations in the system to determine continued integrity and safe operation.
- _____ If the transfer can not continue safely, stop operations after making all necessary communication that ensure a safe shutdown make appropriate repairs before continuing operations. **Note: Corrective action will only be done by qualified personnel to perform the type of work involved.**
- _____ Complete follow-up and written reporting, as the situation demands. Review the response of operator personnel to determine the effectiveness of the procedures controlling abnormal operation and taking corrective action where deficiencies are found.

Note: Abnormal operations are further detailed in the pipeline operator's Operations & Maintenance (O&M) Manual.

FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

EXPLOSIONS AND/OR FIRE, SPECIFIC RESPONSE

INDIVIDUAL DISCOVERING THE FIRE - (All Employees)

- _____ Call the Fire Department (911).
- _____ Sound the Facility fire alarm and initiate emergency shutdown.
- _____ Notify Facility Management and alert all Facility areas of the exact location and extent of the fire.
- _____ Return to the scene of the fire and, if practical and safe, attempt to extinguish it with the nearest fire equipment available.
- _____ Shut off pump and close valves for the tanks in the tank farm.
- _____ In the event the fire is too large for an individual to fight alone, the individual sounding the alarm or making the phone call should stand by at a safe distance to direct the fire department to the scene of the fire and keep personnel and vehicles from entering the danger area.
- _____ Instruct all drivers to discontinue off-loading, disconnect transfer lines, and wait by their trucks for instructions to move to a safe area. Drivers without trucks at the Facility should report to the office and await further instructions.

INDIVIDUAL DISCOVERING THE FIRE (in the absence of Supervisor)

- _____ In the event of fire in the absence of a supervisor or the Facility Operator, 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 all Facility areas of the exact location and extent of the fire.
  - Ensure supervisor is notified by telephone.
- _____ Prior to the arrival of a member 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)

VAPOR CLOUD (from a massive spill, line rupture, etc.), SPECIFIC RESPONSE

- _____ The person who discovers the vapor cloud will sound the alarm and notify the supervisor on duty and vacate the area.

  - **Remember: The only proper action in the presence of a vapor cloud is to get away from it. Do not shut off electrical equipment.**

- _____ All personnel will report to the evacuation muster point for roll call and further instructions.

- _____ After all personnel have been accounted for, the Facility Management, the Facility Supervisor or a Facility Operator will initiate the following actions as deemed necessary:

  1. Shut down transfer operations.
  2. Evacuation of adjacent property.
  3. Only the fire department will be permitted to enter the Facility.

- _____ Contact the appropriate agencies and potentially affected neighbors (refer to Figure 2.4).

- _____ Once the vapor cloud has been cleared, respond to the cause of the incident as outlined in the other specific response guides.

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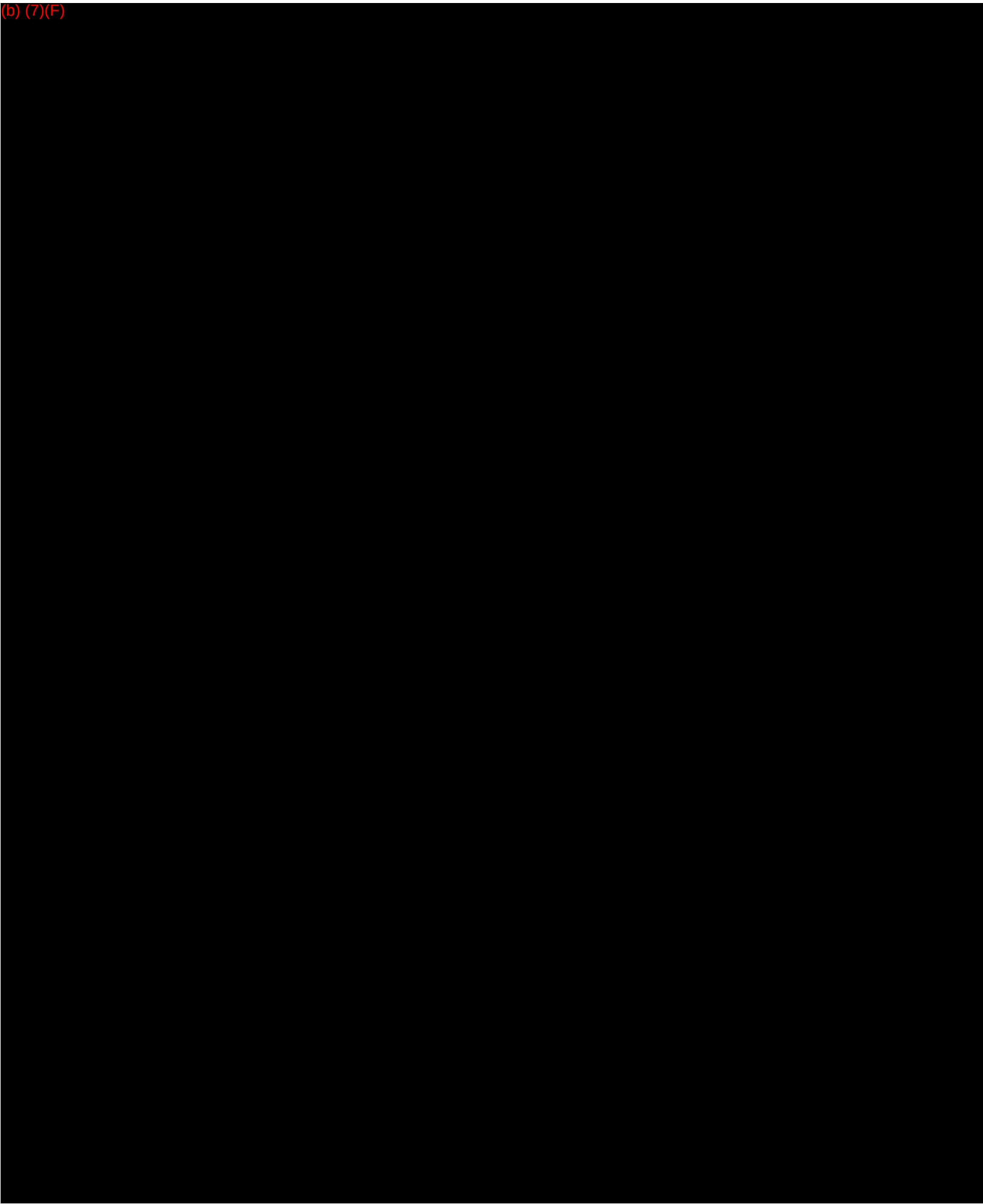


FIGURE 3.1

SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

NATURAL DISASTER (Tornado and Severe Storms), SPECIFIC RESPONSE

Although many disasters cannot be prevented or predicted, preparation can significantly reduce losses. In the event of a severe weather condition or a natural disaster, the Facility Manager or a Facility Operator will be the Emergency Coordinator.

- _____ **Be Aware of Changing Weather Conditions**

  1. Tornado watch - conditions are right for the formation of a tornado.
  2. Tornado warning - a tornado has been sighted but is not in the area at this time.
  3. Tornado alert - a tornado has been sighted in the immediate area - take cover immediately.

- _____ **If Severe Weather Conditions Threaten**

  1. Announce over P.A. system.
  2. Alert Facility personnel of condition.
  3. If time permits, all personnel should assemble at an inside room in the Facility for shelter.
  4. If time does not permit, seek shelter in low level area away from glass.
  5. Make certain that Facility personnel are aware of the condition.
  6. Stay in shelter until "all clear" has been issued.

- _____ **Immediately After the Storm**

  1. Account for all personnel.
  2. Survey for damage to the Facility.
  3. Assign team for any repairs needed (i.e. high tank alarms, lighting, etc.).
  4. Refer to this Plan for additional response guidance regarding fires, spills, etc., as needed.

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

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: **Gasoline** **Diesel**

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.

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

- Isolate spill or leak area immediately for at least 25 to 50 meters (80 to 160 feet) in all directions.
- Keep unauthorized personnel away.
- Stay upwind.
- Keep out of low areas.
- Ventilate closed spaces before entering.

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.

Information provided by the Emergency Response Guidebook 2008.

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 the Facility will be provided by the Facility's Spill Response Team. In the event that the response operation is beyond the capability of the Facility's Spill Response Team, the Incident Commander/Qualified Individual (typically the Terminal Manager) will activate the Regional Response Team. The Facility's Spill Response Team and the Regional Response Team represent the Facility's *Spill Management Team*.

A detailed explanation of the Incident Command System and the roles and responsibilities for primary members of the Facility's Spill Response Team and the Regional Response Team are provided in Section 5.

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 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 Terminal Management.

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. Detailed job descriptions of the primary response team positions are provided in Section 4.10.

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 members of the LRT will typically become members of the 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 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 facility/corporate locations and various contract resources as the situation requires. (The SMT organization chart is provided in Figure 4.2; telephone reference is provided in Figure 2.2.) Command and Unit Leader responsibilities are described in Section 4.10.

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. The Company's Training Section in San Antonio 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 the Training Department.

The competency of each training program is closely monitored by the Training Department 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 1.1).
- 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 (O&M Manual).

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).
- All Facility personnel who might be involved in an oil spill response have been informed that detergents or other surfactants are prohibited from being used on an oil spill in the water and that dispersants can only be used with the approval of the Regional Response Team.

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 Spill Response and Emergency 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)

- Federal and state regulations require that response team members maintain up-to-date HAZWOPER training necessary to function in their assigned positions. At a minimum, Company employees will receive "First Responder Awareness Level" training. All "Non-Company" personnel responding to an incident must satisfy the applicable HAZWOPER training requirements of 29 CFR 1910.120.

OSHA HAZWOPER TRAINING REQUIREMENTS		
Responder Classification	**Required Training Hours**	**Refresher**
29CFR 1910.120(q) Emergency Response		
First Responder - Awareness Level	2-4 hrs demonstration of competency	same
First Responder - Operations Level	8 hrs	8 hrs
Hazardous Materials Technician	24 hrs plus competency	8 hrs
Hazardous Materials Specialist	24 hrs plus competency in specialized areas	8 hrs
Incident Commander	24 hrs plus competency	8 hrs
29CFR 1910.120(e) Clean Up Sites		
General Site Workers	40 hrs / 3 days on the job training	8 hrs
Occasional Workers (Limited Tasks)	24 hrs / 1 day on the job training	8 hrs
General Site Workers (Low Hazard)	24 hrs / 1 day on the job training	8 hrs
Supervisors	8 hrs supervisor training	8 hrs
29CFR 1910.120(p)(7)(8) RCRA TSD Sites		
New Employees	24 hrs	8 hrs
Current Employees*	24 hrs	8 hrs

* Previous work experience and/or training certified as equivalent by employer.

4.5 RESPONSE TEAM TRAINING (Cont'd)

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.

Supervisor/Team Meetings

- Periodic Supervisor/Team meetings are conducted by the various Areas and Teams with essential personnel assigned to the Response Team in attendance. These meetings typically include a review of various emergency response procedures contained in this Plan. The standard agenda could include some or all of the following:

  - Overview of emergency response.
  - Review and discussion of the Company Response System (with a focus on notification, assessment of severity of the event, functional activities/roles, and organization structure).
  - Review of the emergency response equipment and site plans.
  - A table top emergency response exercise.

Training Records Maintenance

- Emergency response training records are maintained at the Company's San Antonio Corporate Headquarters. 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 during contract negotiations and often specifically spells out this requirement in its contracts. 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.

4.5 RESPONSE TEAM TRAINING (Cont'd)

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 Health, Safety, and Environmental 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.

4.6 RESPONSE TEAM EXERCISES (Cont'd)

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.

- **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.

4.6 RESPONSE TEAM EXERCISES (Cont'd)

Exercise Documentation

- The documentation for drill exercises will be maintained at least 3 years and located at Central Records; 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

4.7 INCIDENT COMMAND SYSTEM (Cont'd)

- Cause increased confidence and support from local, state, and federal emergency response personnel

- Provide a solid cornerstone for emergency planning efforts

Section 4.10 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.

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

4.8 UNIFIED COMMAND (Cont'd)

- 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.

4.9 DISCHARGE CLASSIFICATION (Cont'd)

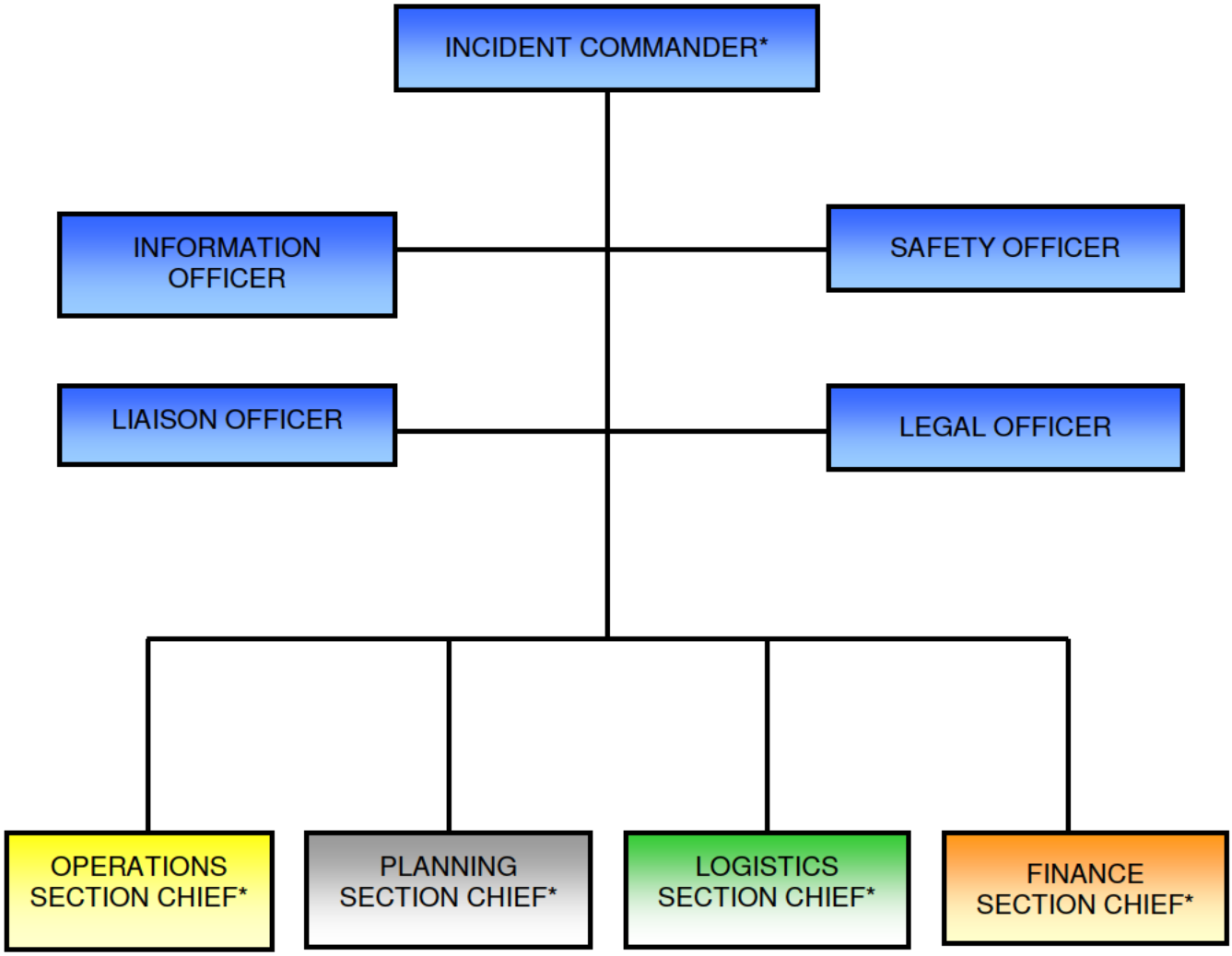
TIER II EVENT
Local Company resources may have to be supplemented with Head Office and external resources to manage the spill incident.
Exposure
The potential public and environmental exposure is moderately high. The type and quantity of material released, while considering the overall nature of the 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.

TIER III EVENT
Maximum Company and external resources must be implemented to respond to the spill incident. Activation of the Corporate Emergency 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

LOCAL RESPONSE TEAM

(For Initial Response and Tier I & II Incidents)

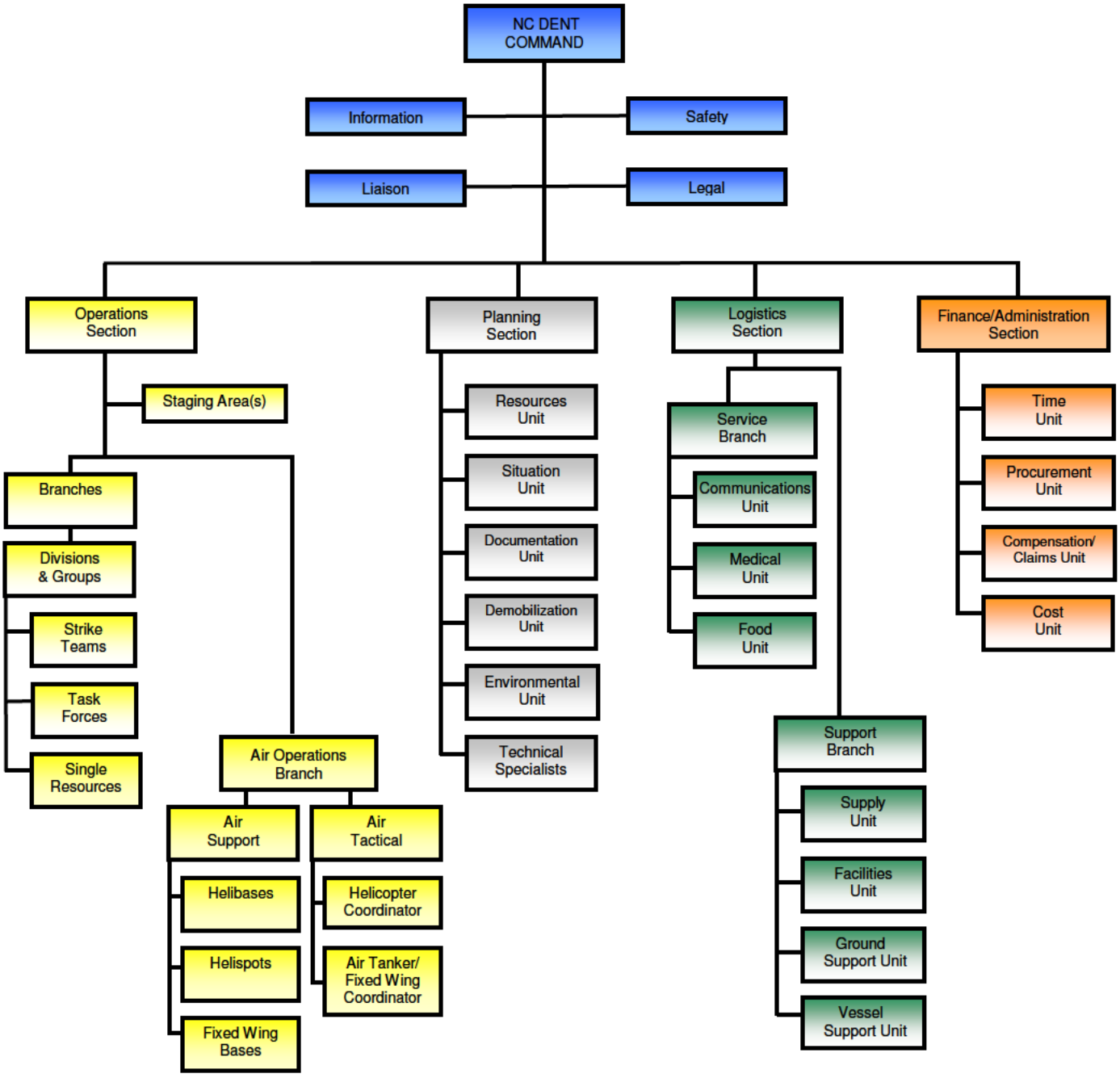


* NOTE: Spill Management Team (SMT) personnel can assume any of these positions as necessary.

FIGURE 4.2

SPILL MANAGEMENT TEAM

(For incidents beyond the response capability of the Local Response Team)



4.10 ICS ROLES AND RESPONSIBILITIES

COMMON RESPONSIBILITIES

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

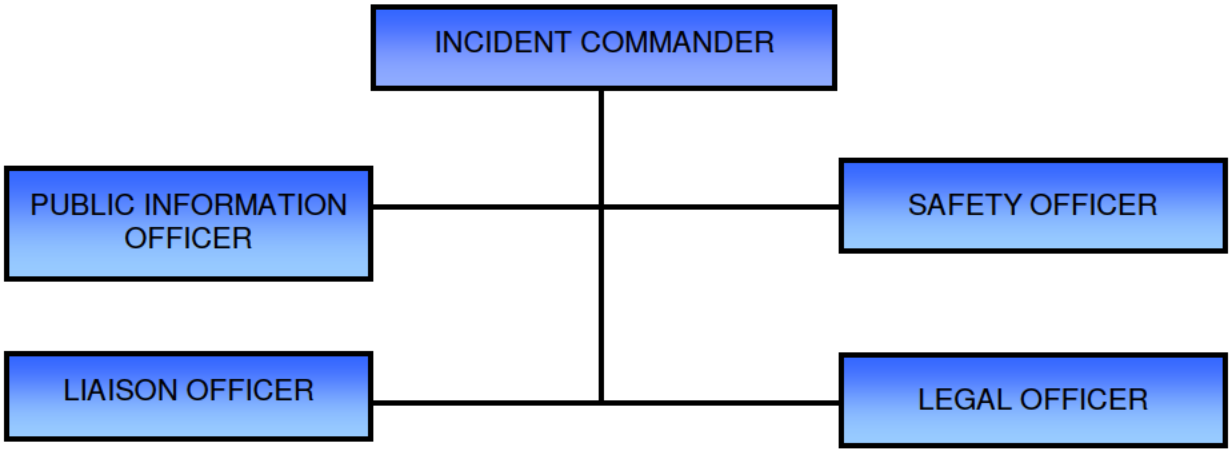
- Receive assignment, including:
  - Job assignment
  - Resource order number and request number
  - Reporting location
  - Reporting time
  - Travel instructions
  - Special communications instructions
- Upon arrival, check-in at designated check-in location.
- Receive briefing from immediate supervisor.
- 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 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 Log (Figure 5.10).

COMMAND



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.

PUBLIC 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.

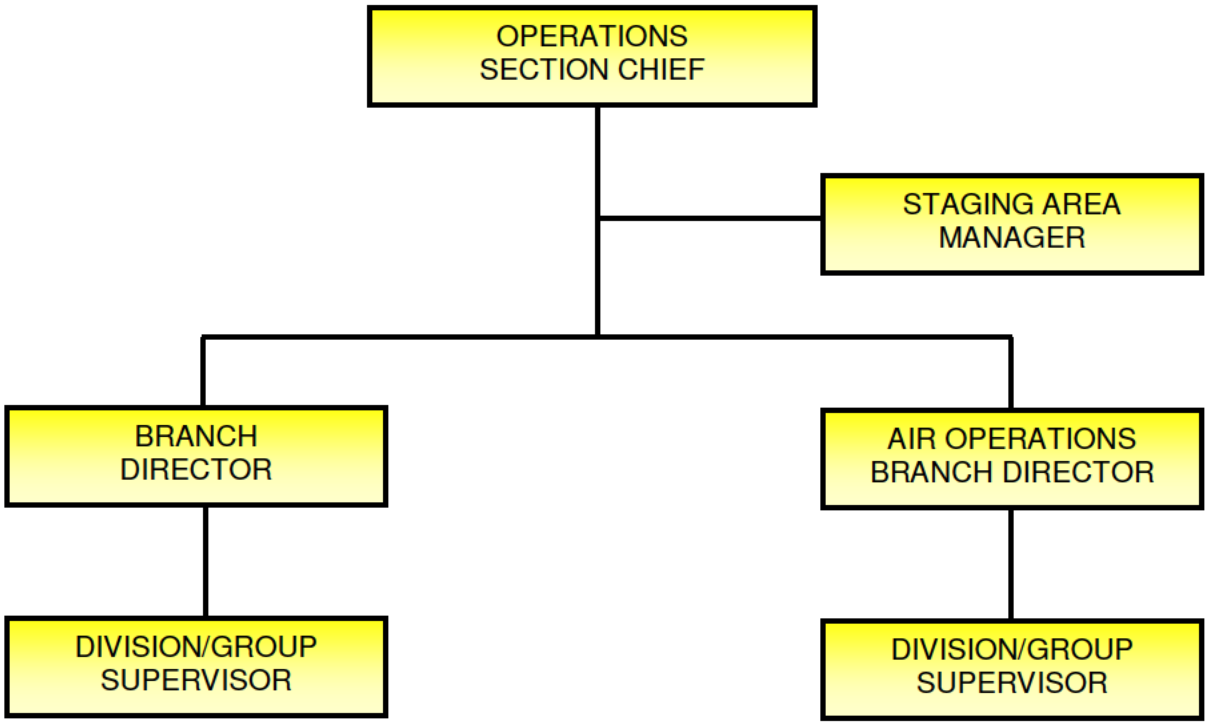
SAFETY OFFICER

- 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



OPERATIONS SECTION CHIEF

- Develop operations portion of IAP.
- Brief and assign Operations Section personnel in accordance with the IAP.
- 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.

BRANCH DIRECTOR

- Develop, with subordinates, alternatives for Branch control operations.
- Attend planning meetings at the request of the Operations Section.
- Review Division/Group Assignment Lists (Figure 5.5) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
- Assign specific work tasks to Division/Group Supervisors.
- Supervise Branch operations.
- Resolve logistic problems reported by subordinates.
- Report to Operations Section when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
- Approve accident and medical reports originating within the Branch.

DIVISION/GROUP SUPERVISOR

- Implement IAP for Division/Group.
- Provide the IAP to Strike Team Leaders, when available.
- Identify increments assigned to the Division/Group.
- Review Division/Group assignments and incident activities with subordinates and assign tasks.
- Ensure that the IC and/or Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
- Coordinate activities with adjacent Division/Group.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to the Branch Director or the Operations Section.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness, discovery of unanticipated sensitive resources) to the immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Division/Group.
- Participate in the development of Branch plans for the next operational period.

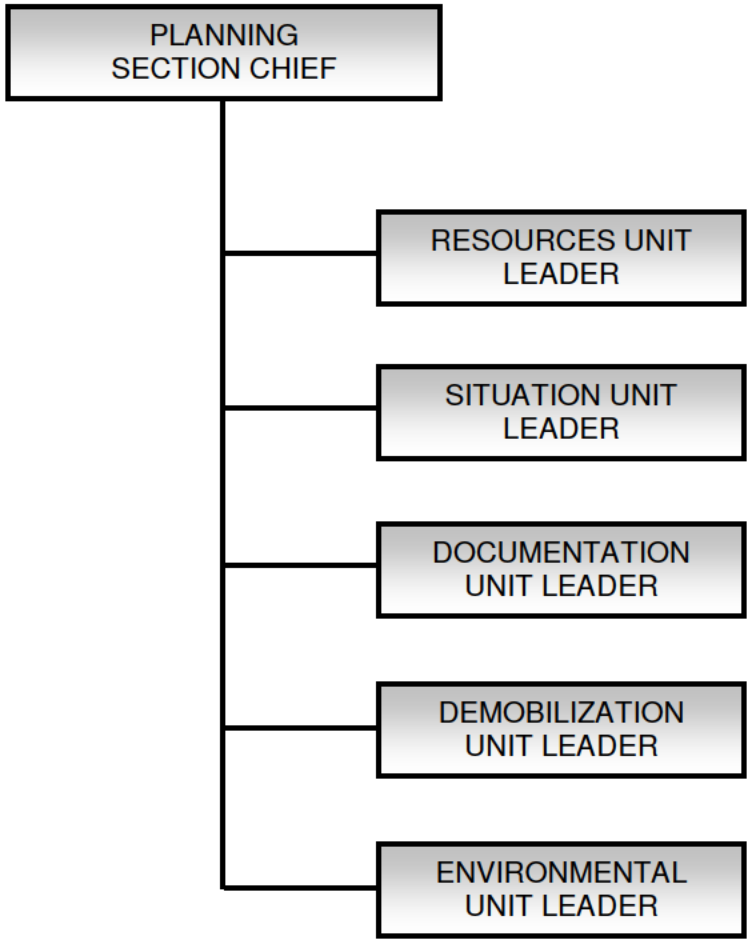
STAGING AREA MANAGER

- Establish Staging Area layout.
- Determine any support needs for equipment, feeding, sanitation and security.
- Establish check-in function as appropriate.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at Staging Area as appropriate.
- Respond to request for resource assignments
- Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- Determine required resource levels from the Operations Section.
- Advise the Operations Section when reserve levels reach minimums.
- Maintain and provide status to Resource Unit of all resources in Staging Area.
- Maintain Staging Area in orderly condition.
- Demobilize Staging Area in accordance with the Incident Demobilization Plan.

AIR OPERATIONS BRANCH DIRECTOR

- Organize preliminary air operations.
- Request declaration (or cancellation) of restricted air space
- Participate in preparation of the IAP through the Operations Section. Insure that the air operations portion of the IAP takes into consideration the Air Traffic Control requirements of assigned aircraft.
- Perform operational planning for air operations.
- Prepare and provide Air Operations Summary (Figure 5.12) to the Air Support Group and Fixed-Wing Bases.
- Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.
- Coordinate with appropriate Operations Section personnel.
- Supervise all air operations activities associated with the incident.
- Evaluate helibase locations.
- Establish procedures for emergency reassignment of aircraft.
- Schedule approved flights of non-incident aircraft in the restricted air space area.
- Coordinate with the Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- Consider requests for non-tactical use of incident aircraft.
- Resolve conflicts concerning non-incident aircraft.
- Coordinate with Federal Aviation Administration (FAA).
- Update air operations plans.
- Report to the Operations Section on air operations activities.
- Report special incidents/accidents.
- Arrange for an accident investigation team when warranted.

PLANNING



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.

RESOURCES UNIT LEADER

- Establish the check-in function at incident locations.
- Prepare Organization Assignment List (Figure 5.4) and Incident Organization (Figure 5.8).
- Prepare appropriate parts of Assignment Lists (Figure 5.5).
- Prepare and maintain the ICP display (to include organization chart and resource allocation and deployment).
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.

SITUATION UNIT LEADER

- Begin collection and analysis of incident data as soon as possible.
- Prepare, post, or disseminate resource and situation status information as required, including special requests.
- Prepare periodic predictions or as requested by the Planning Section Chief.
- Prepare the Incident Status Summary (Figure 5.9).
- Provide photographic services and maps if required.

DOCUMENTATION UNIT LEADER

- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.

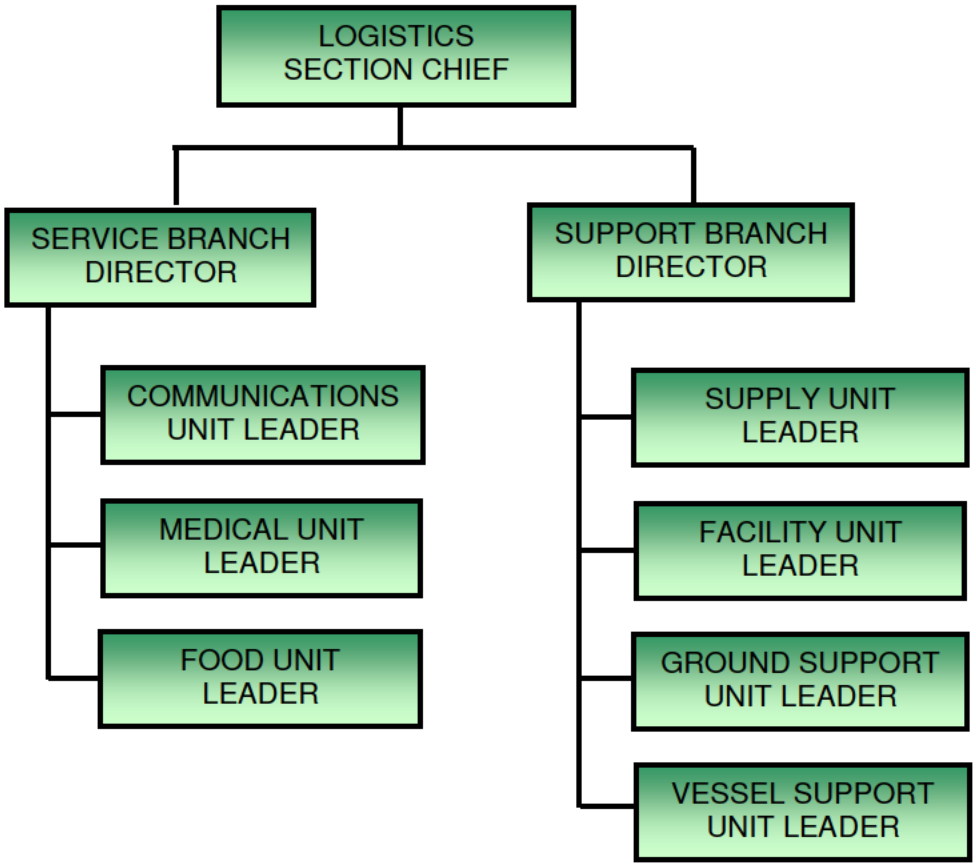
DEMOBILIZATION UNIT LEADER

- Participate in planning meetings as required.
- Review incident resource records to determine the likely size and extent of demobilization effort.
- Based on the above analysis, add additional personnel, workspace, and supplies as needed.
- Coordinate demobilization with agency representatives.
- Monitor the on-going Operations Section resource needs.
- Identify surplus resources and probable release time.
- Develop incident check-out function for all units.
- Evaluate logistics and transportation capabilities to support demobilization.
- Establish communications with off-incident facilities, as necessary.
- Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.
- Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- Distribute demobilization plan (on and off-site).
- Provide status reports to appropriate requestors.
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Supervise execution of the Incident Demobilization Plan.
- Brief the Planning Section Chief on demobilization progress.

ENVIRONMENTAL UNIT LEADER

- Participate in Planning Section meetings.
- Identify sensitive areas and recommend response priorities.
- Following consultation with natural resource trustees, provide input on wildlife protection strategies (e.g., removing oiled carcasses, pre-emptive capture, hazing, and/or capture and treatment).
- Determine the extent, fate and effects of contamination.
- Acquire, distribute and provide analysis of weather forecasts.
- Monitor the environmental consequences of cleanup actions.
- Develop shoreline cleanup and assessment plans. Identify the need for, and prepare any special advisories or orders.
- Identify the need for, and obtain, permits, consultations, and other authorizations including Endangered Species Act (ESA) provisions.
- Following consultation with the FOSC's Historical/Cultural Resources Technical Specialist identify and develop plans for the protection of affected historical/cultural resources.
- Evaluate the opportunities to use various response technologies.
- Develop disposal plans.
- Develop a plan for collecting, transporting, and analyzing samples.

LOGISTICS



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.

SERVICE BRANCH DIRECTOR

- Obtain working materials.
- Determine the level of service required to support operations.
- Confirm dispatch of Branch personnel.
- Participate in planning meetings of Logistics Section personnel.
- Review the IAP.
- Organize and prepare assignments for Service Branch personnel.
- Coordinate activities of Branch Units.
- Inform the Logistics Section Chief of Branch activities.
- Resolve Service Branch problems.

COMMUNICATIONS UNIT LEADER

- Determine Unit personnel needs.
- Prepare and implement the Incident Radio Communications Plan (Figure 5.6).
- Ensure the Incident Communications Center and the Message Center is established.
- Establish appropriate communications distribution/maintenance locations within the Base/Camp(s).
- Ensure communications systems are installed and tested.
- Ensure an equipment accountability system is established.
- Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- Provide technical information as required on:
  - Adequacy of communications systems currently in operation.
  - Geographic limitation on communications systems.
  - Equipment capabilities/limitations.
  - Amount and types of equipment available.
  - Anticipated problems in the use of communications equipment.
- Supervise Communications Unit activities.
- Maintain records on all communications equipment as appropriate.
- Ensure equipment is tested and repaired.
- Recover equipment from Units being demobilized.

MEDICAL UNIT LEADER

- Participate in Logistics Section/Service Branch planning activities.
- Establish and prepare the Medical Plan (Figure 5.7).
- Prepare procedures for major medical emergency.
- Declare major emergency as appropriate.
- Respond to requests for medical aid, medical transportation, and medical supplies.
- Prepare and submit necessary documentation.

FOOD UNIT LEADER

- Determine food and water requirements.
- Determine the mode of feeding to best fit each facility or situation.
- Obtain necessary equipment and supplies and establish cooking facilities.
- Ensure that well-balanced menus are provided.
- Order sufficient food and potable water from the Supply Unit.
- Maintain an inventory of food and water.
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- Supervise caterers, cooks, and other Food Unit personnel as appropriate.

SUPPORT BRANCH DIRECTOR

- Obtain work materials.
- Identify Support Branch personnel dispatched to the incident.
- Determine initial support operations in coordination with the Logistics Section Chief and Service Branch Director.
- Prepare initial organization and assignments for support operations.
- Assemble and brief Support Branch personnel.
- Determine if assigned Branch resources are sufficient.
- Maintain surveillance of assigned units' work progress and inform the Logistics Section Chief of their activities.
- Resolve problems associated with requests from the Operations Section.

SUPPLY UNIT LEADER

- Participate in Logistics Section/Support Branch planning activities.
- Determine the type and amount of supplies en route to the incident.
- Review the IAP for information on operations of the Supply Unit.
- Develop and implement safety and security requirements.
- Order, receive, distribute, and store supplies and equipment.
- Receive and respond to requests for personnel, supplies, and equipment.
- Maintain an inventory of supplies and equipment.
- Service reusable equipment.
- Submit reports to the Support Branch Director.

FACILITY UNIT LEADER

- Review the IAP.
- Participate in Logistics Section/Support Branch planning activities.
- Determine requirements for each facility, including the ICP.
- Prepare layouts of incident facilities.
- Notify Unit Leaders of facility layout.
- Activate incident facilities.
- Provide Base and Camp Managers as well as personnel to operate facilities.
- Provide sleeping facilities.
- Provide security services.
- Provide facility maintenance services (e.g., sanitation, lighting, clean up).
- Demobilize Base and Camp facilities.
- Maintain facility records

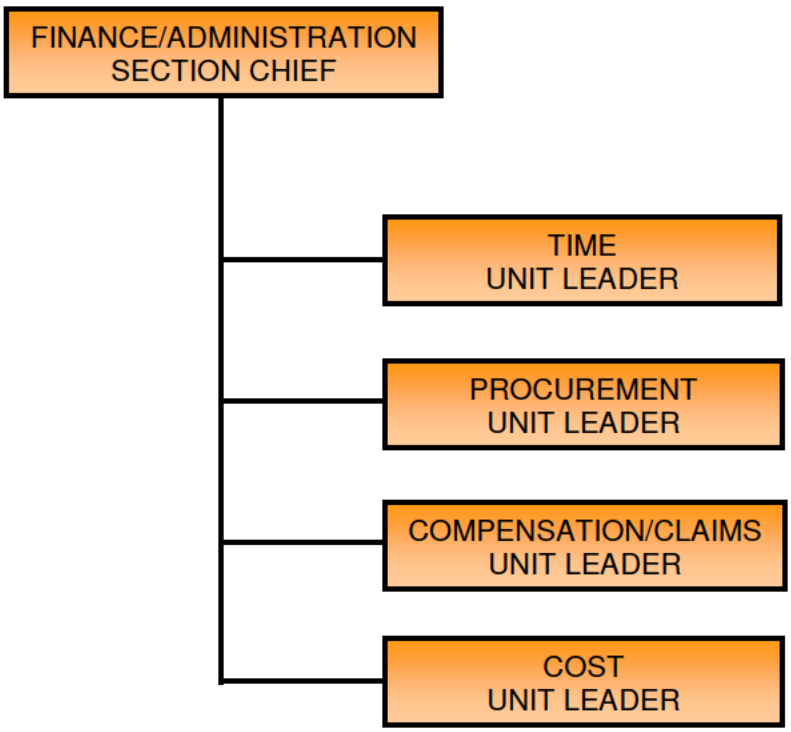
GROUND SUPPORT UNIT LEADER

- Participate in Support Branch/Logistics Section planning activities.
- Develop and implement the Traffic Plan.
- Support out-of-service resources.
- Notify the Resources Unit of all status changes on support and transportation vehicles.
- Arrange for and activate fueling, maintenance, and repair of ground resources.
- Maintain Support Vehicle Inventory and transportation vehicles (Figure 5.11).
- Provide transportation services, in accordance with requests from the Logistics Section Chief or Support Branch Director.
- Collect information on rented equipment.
- Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- Maintain incident roads.
- Submit reports to Support Branch Director as directed.

VESSEL SUPPORT UNIT LEADER

- Participate in Support Branch/Logistics Section planning activities.
- Coordinate development of the Vessel Routing Plan.
- Coordinate vessel transportation assignments with the Protection and Recovery Branch or other sources of vessel transportation.
- Coordinate water-to-land transportation with the Ground Support Unit, as necessary.
- Maintain a prioritized list of transportation requirements that need to be scheduled with the transportation source.
- Support out-of-service vessel resources, as requested.
- Arrange for fueling, dockage, maintenance and repair of vessel resources, as requested.
- Maintain inventory of support and transportation vessels.

FINANCE/ADMINISTRATION



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.

TIME UNIT LEADER

- Determine incident requirements for time recording function.
- Determine resource needs.
- Contact appropriate Company personnel/representatives.
- Ensure that daily personnel time recording documents are prepared and in compliance with policy.
- Establish time unit objectives.
- Maintain separate logs for overtime hours.
- Establish commissary operation on larger or long-term incidents as needed.
- Submit cost estimate data forms to the Cost Unit, as required.
- Maintain security of time documents.
- Ensure that all records are current and complete prior to demobilization.
- Release time reports from assisting agency personnel to the respective agency representatives prior to demobilization.
- Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

PROCUREMENT UNIT LEADER

- Review incident needs and any special procedures with Unit Leaders, as needed.
- Coordinate with local jurisdiction on plans and supply sources.
- Obtain the Incident Procurement Plan.
- Prepare and authorize contracts and land-use agreements.
- Draft memoranda of understanding, as necessary.
- Establish contracts and agreements with supply vendors.
- Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
- Ensure that a system is in place that meets Company property management requirements. Ensure proper accounting for all new property.
- Interpret contracts and agreements; resolve disputes within delegated authority.
- Coordinate with the Compensation/Claims Unit for processing claims.
- Complete final processing of contracts and send documents for payment.
- Coordinate cost data in contracts with the Cost Unit Leader.
- Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

COMPENSATION/CLAIMS UNIT LEADER

- Establish contact with the incident Safety Officer and Liaison Officer (or agency representatives if no Liaison Officer is assigned).
- Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.
- Establish a Compensation for Injury work area within, or as close as possible, to the Medical Unit.
- Review Medical Plan (Figure 5.7).
- Ensure that Compensation/Claims Specialists have adequate workspace and supplies.
- Review and coordinate procedures for handling claims with the Procurement Unit.
- Brief the Compensation/Claims Specialists on incident activity.
- Periodically review logs and forms produced by the Compensation/Claims Specialists to ensure that they are complete, entries are timely and accurate and that they are in compliance with agency requirements and policies.
- Ensure that all Compensation for Injury and Claims logs and forms are complete and routed appropriately for post-incident processing prior to demobilization.
- Keep the Finance/Administration Section Chief briefed on Unit status and activity.
- Demobilize unit in accordance with the Incident Demobilization Plan.

COST UNIT LEADER

- Coordinate cost reporting procedures.
- Collect and record all cost data.
- Develop incident cost summaries.
- Prepare resources-use cost estimates for the Planning Section.
- Make cost-saving recommendations to the Finance/Administration Section Chief.
- Ensure all cost documents are accurately prepared.
- Maintain cumulative incident cost records.
- Complete all records prior to demobilization.
- Provide reports to the Finance/Administration Section Chief.

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 Figure 5.1), 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*	PLAN LOCATION
201	Incident Briefing	Initial Response IC	Figure 5.1
None	ICS IAP Cover	Situation Unit Leader	Figure 5.2
202	Incident Objectives	Planning Section Chief	Figure 5.3
203	Organization Assignment List	Resources Unit Leader	Figure 5.4
204	Assignment List	Operations Section Chief & Resources Unit Leader	Figure 5.5
205	Incident Radio Communications Plan	Communications Unit Leader	Figure 5.6
206	Medical Plan	Medical Unit Leader	Figure 5.7
207	Incident Organization	Resources Unit Leader	Figure 5.8
209	Incident Status Summary	Incident Commander	Figure 5.9
214	Unit Log	Situation Unit Leader	Figure 5.10
218	Support Vehicle Inventory	Ground Support Unit Leader	Figure 5.11
220	Air Operations Summary	Air Operations Branch Director	Figure 5.12
232	Resources at Risk Summary	Situation Unit Leader	Figure 5.13
SSP	Site Safety Plan	Safety Officer	Figure 5.14

* 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 F)
- Plans for use of Alternative Technologies (Dispersant/In-situ Burning/ Bioremediation)
- Security Plans
- 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 as Figure 5.14.

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

FIGURE 5.1

INCIDENT BRIEFING

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:

FIGURE 5.1

INCIDENT BRIEFING (Cont'd)

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

5. Initial Response Objectives, Current Actions, Planned Actions	

FIGURE 5.1

INCIDENT BRIEFING (Cont'd)

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

6. Current Organization

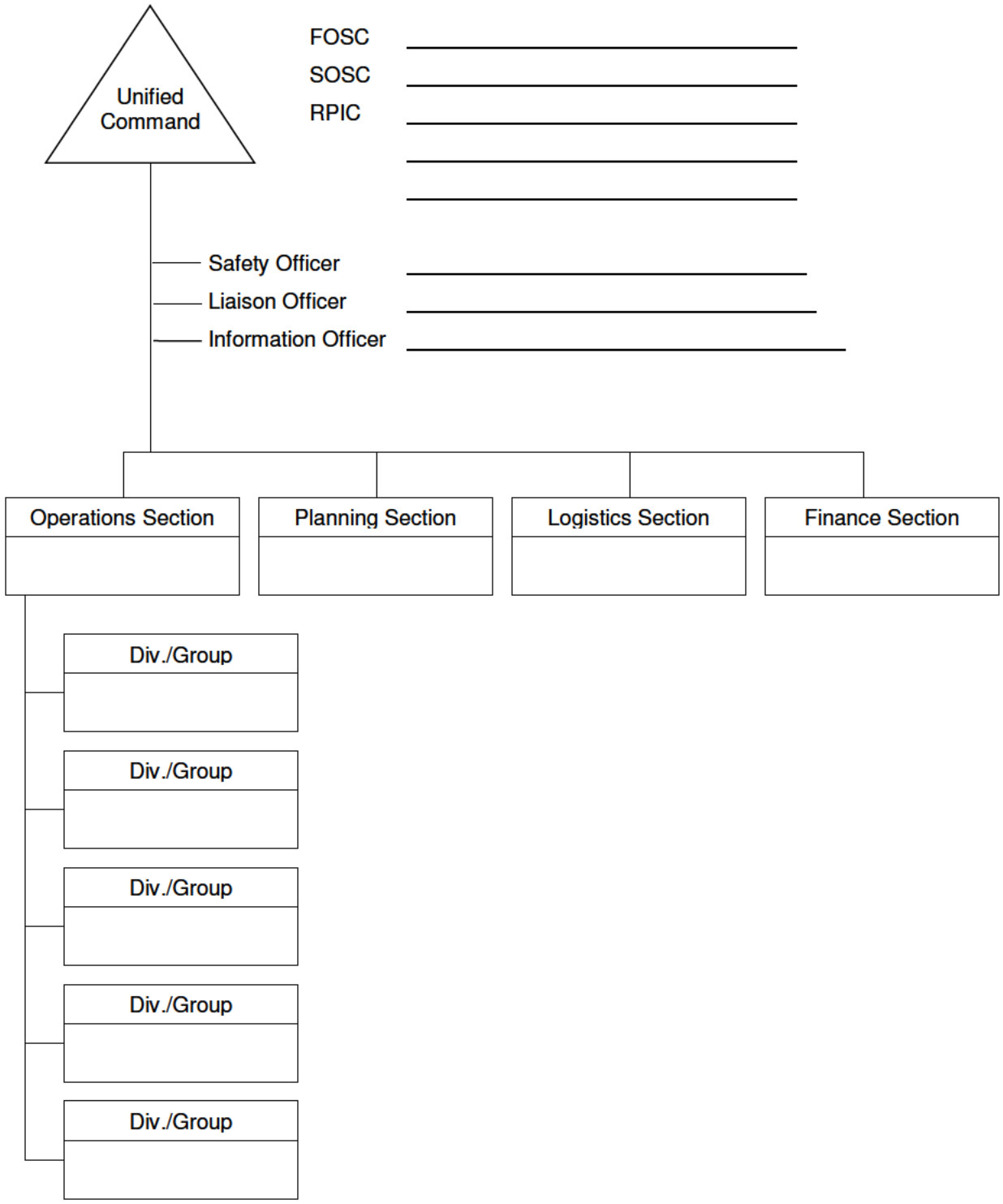


FIGURE 5.1

INCIDENT BRIEFING (Cont'd)

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)

FIGURE 5.2

ICS IAP COVER

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**

FIGURE 5.3

INCIDENT OBJECTIVES

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**

FIGURE 5.4

ORGANIZATION ASSIGNMENT LIST

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**

FIGURE 5.5

ASSIGNMENT LIST

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

FIGURE 5.5

ASSIGNMENT LIST (Cont'd)

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

FIGURE 5.6

INCIDENT RADIO COMMUNICATIONS PLAN

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 ICS 205-CG (Rev.07/04)

FIGURE 5.7

MEDICAL PLAN

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

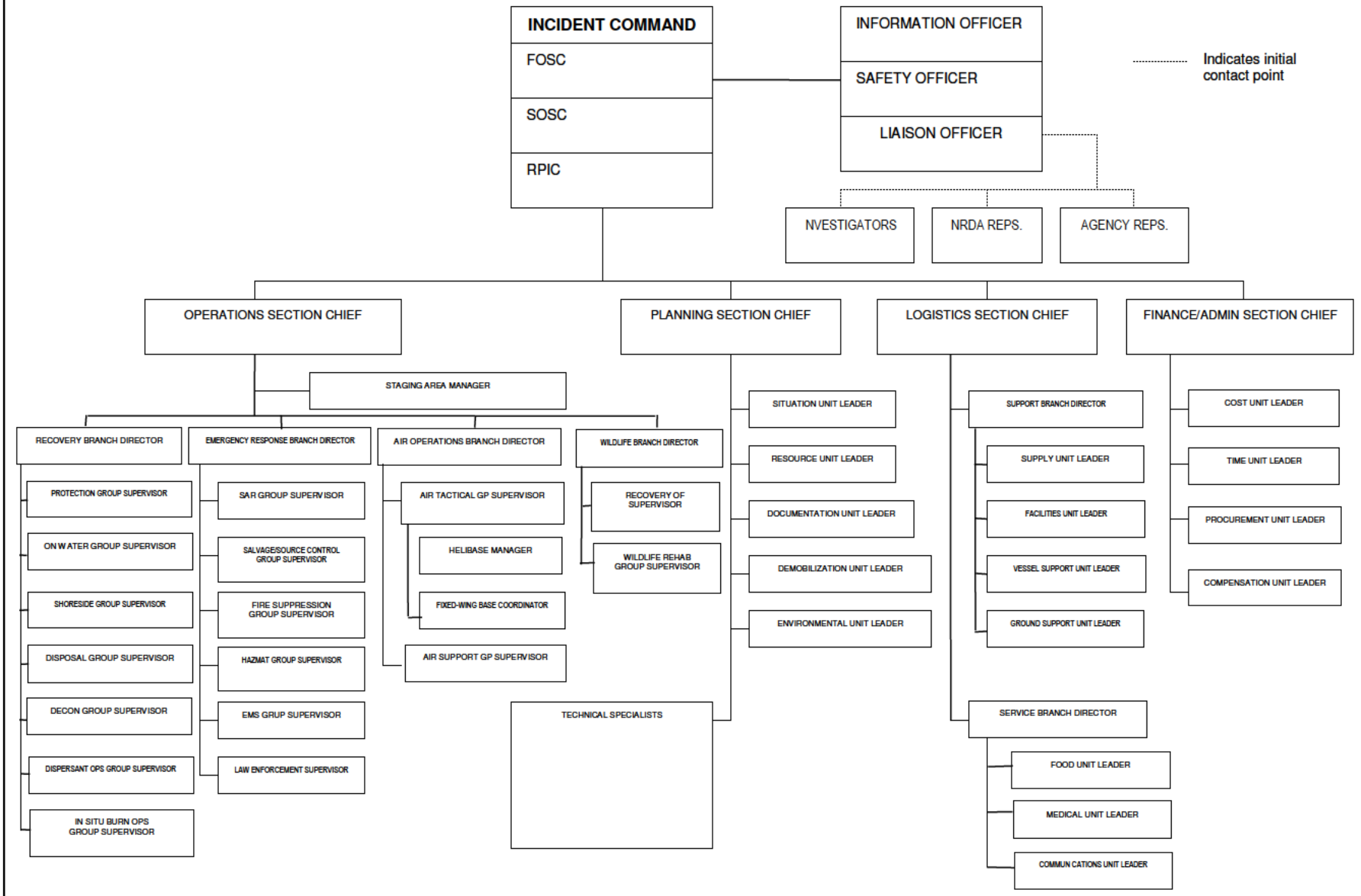
7. Prepared by: (Medical Unit Leader) Date/Time	8. Reviewed by: (Safety Officer) Date/Time

MEDICAL PLAN ICS 206-CG (Rev.07/04)

FIGURE 5.8

INCIDENT ORGANIZATION

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)

FIGURE 5.9

INCIDENT STATUS SUMMARY

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

FIGURE 5.10

UNIT LOG

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**

FIGURE 5.10

UNIT LOG (Cont'd)

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:**

FIGURE 5.11

SUPPORT VEHICLE INVENTORY

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)

FIGURE 5.12

AIR OPERATIONS SUMMARY

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**

AIR OPERATIONS SUMMARY ICS 220-CG (Rev.07/04)

FIGURE 5.13

RESOURCES AT RISK SUMMARY

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**

RESOURCES AT RISK SUMMARY ICS 232-CG (Rev.07/04)

FIGURE 5.14

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 ___

below.

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

†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 _____

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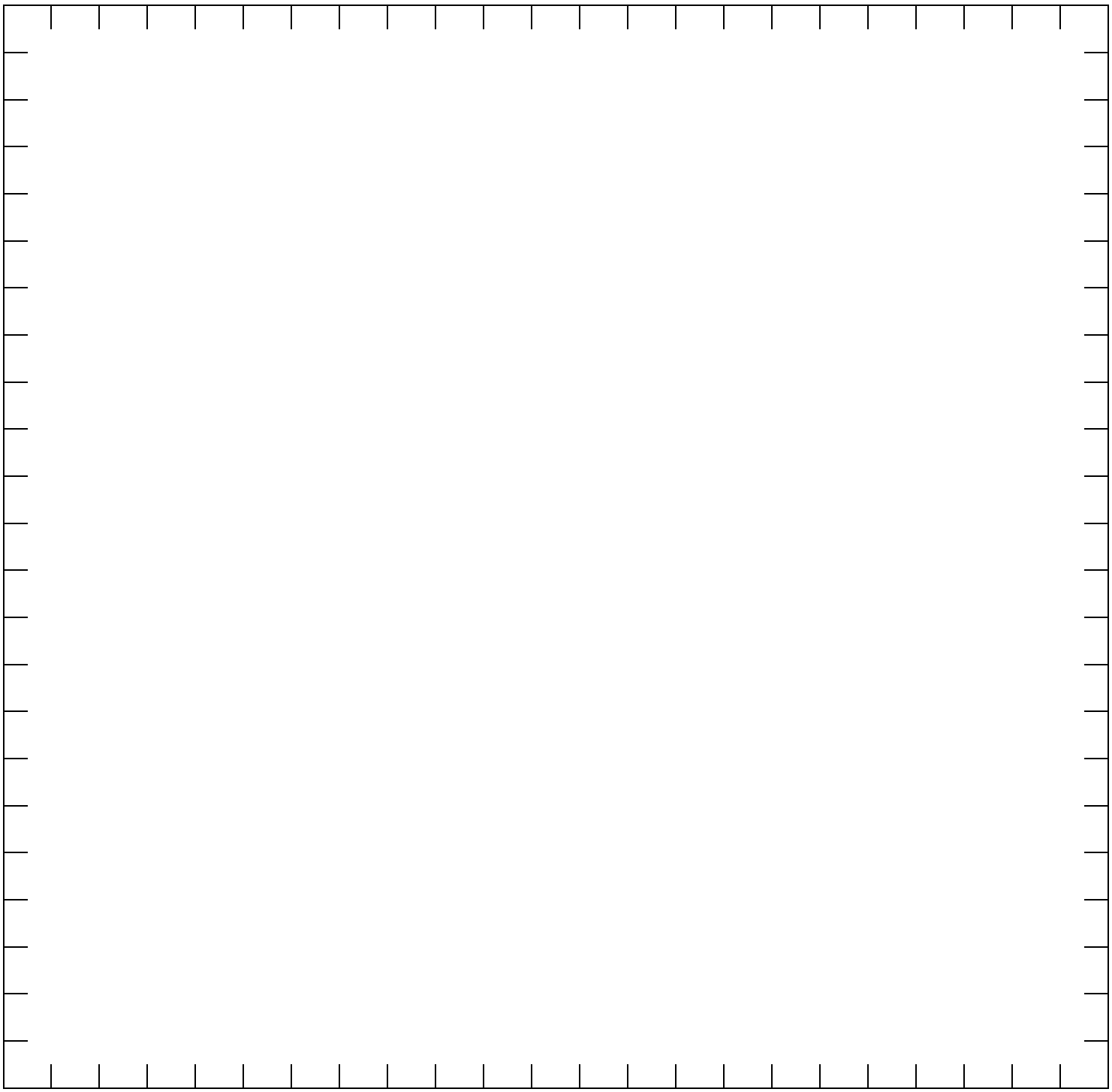
Equipment: Type: _____ Mnfter: _____ Calibration / Expiration: _____
Type: _____ Mnfter: _____ Calibration / Expiration: _____

XII. Work Area Diagram

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



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:*
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				☐ *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 Facility 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 critical birds, reptiles, mammals, and plant species status as related to the Facility's operating areas (area of highest oil spill potential) is presented in Figure 6.2.

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 Facility 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 not 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.

6.5.6 Spill in Urban Areas

Oil spills in urban areas can greatly impact recreational use, human health, wildlife habitat(s), and potential beach or park closures. Manmade structures along waterways require unique protection strategies. Manmade structures could include vertical shore protection structures such as seawalls, piers, and bulkheads, as well as riprap revetments and groins, breakwaters, and jetties. Vertical structures can be constructed of concrete, wood, and corrugated metal. They usually extend below the water surface, although seawalls can have beaches or riprap in front of them. These structures are very common along developed shores, particularly in harbors, marinas, and residential areas. The range in degree of exposure to waves and currents varies widely, from very low in dead-end canals, to very high on offshore breakwaters. Boat wakes can generate wave energy in otherwise sheltered areas.

Maintaining shipping or other kinds of vessel traffic through navigation channels or waterways during a spill response is a difficult consideration because there is usually economic and political pressure to re-establish normal operations as soon as possible. This consideration extends to vehicular traffic through urban areas. Deploying booms and skimmers or constructing recovery sites can conflict with such traffic for several days. Also, passage of deep-draft vessels through the waterway can suddenly change water level and flow or create wakes, causing booms to fail. For these reasons, recovery efforts must be coordinated through the Unified Command to ensure the cooperation of all parties involved.

6.6 SHORELINE DESCRIPTORS AND RESPONSE CONSIDERATIONS

The following is an excerpt taken from the NOAA Shoreline Assessment Manual, Third Edition, August 2000. It is intended to offer guidance on the response considerations for the various shoreline types and structures found within the response zones. The descriptors, including oil behavior and response considerations is as follows:

Exposed Rocky Cliffs **ESI = 1A**

DESCRIPTION

- The intertidal zone is steep (greater than 30° slope), with very little width.
- Sediment accumulations are uncommon and usually ephemeral, because waves remove the debris that has slumped from the eroding cliffs.
- There is strong vertical zonation of intertidal biological communities.
- Species density and diversity vary greatly, but barnacles, snails, mussels, seastars, limpets, sea anemones, shore crabs, polychaetes, and macroalgae are often very abundant.

PREDICTED OIL BEHAVIOR

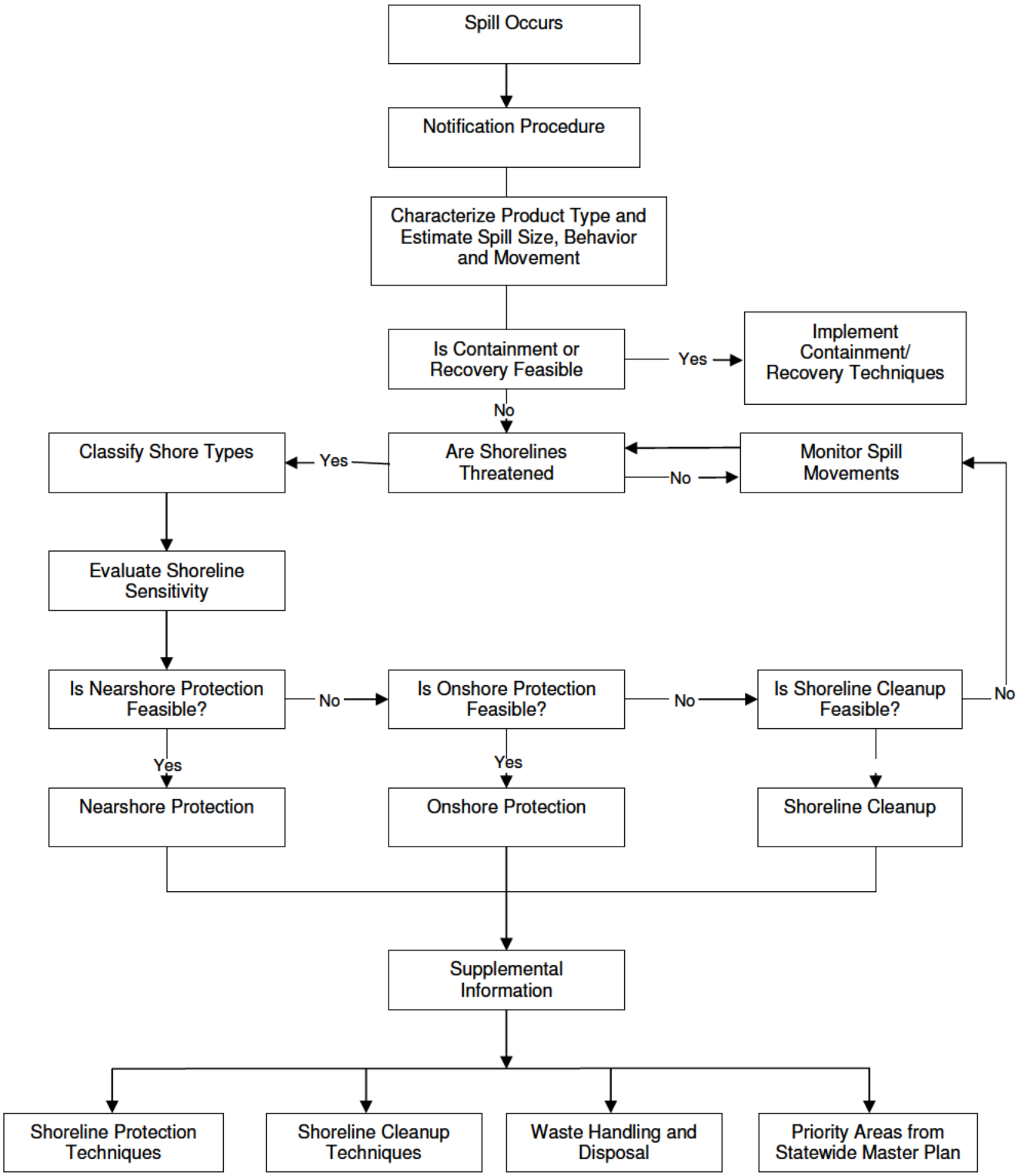
- Oil is held offshore by wave reflecting off the steep cliffs.
- Any oil that is deposited is rapidly removed from exposed faces.
- The most resistant oil would remain as a patchy band at or above the high-tide line.
- Impacts to intertidal communities are expected to be short-term in duration. An exception would be where heavy concentrations of a light refined product came ashore very quickly.

RESPONSE CONSIDERATIONS

- Cleanup is usually not required.
- Access can be difficult and dangerous.

FIGURE 6.1

ON WATER RESPONSE FLOWCHART



6.7 VULNERABILITY ANALYSIS

The Company has identified High Consequence Areas (HCA) as part of their Integrity Management Plan required by 49 CFR 195. Map of these HCAs are included for the Response Zone covered by this Plan in the tabbed sections following Figure 1.2.

6.8 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 6.2

ENDANGERED/THREATENED SPECIES LISTING – OKLAHOMA

The following is a listing of the endangered/threatened and specially classified species in the State of Oklahoma.

ANIMALS	
Common Name	**Scientific Name**
Alligator, American	*Alligator mississippiensis*
Bat, gray	*Myotis grisescens*
Bat, Indiana	*Myotis sodalis*
Bat, Ozark big-eared	*Corynorhinus townsendii ingens*
Beetle, American Burying	*Nicrophorus americanus*
Cavefish, Ozark	*Amblyopsis rosae*
Cave Crayfish	*Cambarus tartarus*
Crane, whooping	*Grus Americana*
Curlew, Eskimo	*Numenius borealis*
Darter, blackside	*Percina maculata*
Darter, leopard	*Percina pantherina*
Darter, longnose	*Percina nasuta*
Eagle, bald	*Haliaeeus leucocephalus*
Falcon, American Peregrine	*Falco peregrinus anatum*
Falcon, Artic Peregrine	*Falco peregrinus tundrius*
Madtom, Neosho	*Noturus placidus*
Neosho Mucket	*Lampsilis rafinesqueana*
Plover, piping	*Charadrius melodus*
Pocketbook, Ouachita rock	*Arkansia wheeler*
Shiner, Arkansas River	*Notropis girardi*
Tern, least	*Sterna antillarum*
Vireo, black-capped	*Vireo atricapillus*
Whooping Crane	*Grus americans*
Woodpecker, red-cockaded	*Picoides borealis*

PLANTS	
Common Name	**Scientific Name**
Orchid, western prairie fringed	*Platanthera praeclara*

APPENDIX A

GENERAL INFORMATION

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.	Fig 1.1, App F
(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 F
(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	App F
(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.	App F
(b)(4)	Operators may claim prevention credits for breakout tank secondary containment and other specific spill prevention measures as follows:…	App F
§ 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.	§ 5, App B
(b)	An operator must certify in the plan … reviewed NCP and each applicable ACP…	Foreword Ack. & Plan Approval, § 1.5
(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, App H
(b)(1)(ii)	Establish provisions to ensure the protection of safety at the response site; and	§ 4.10, 5.2
(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 F, E
(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	§ 4.8, 4.10
(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, App G
(c)(1)(iv)	The name, address, and telephone number of the oil spill response organization, if appropriate,	App B
(c)(1)(v)	Response activities and response resources,	§ 3.0, App B

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

§ 194.107	BRIEF DESCRIPTION	LOCATION in PLAN
(c)(1)(vi)	Names and telephone numbers of Federal, state, and local agencies which the operator expects to have pollution control responsibilities or support,	Figs 2.4
(c)(1)(vii)	Training procedures,	§ 4.5
(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.	Fig 1.1
(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.	§ 5.0, App B, F
(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.	§ 5.0, App B, F
§ 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, App B
(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 2.3, Fig. 2.4
(a)(2)(iii)	The notification process	§ 2.0, Fig. 2.3
(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. Theses 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 List
(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...	-----
(f)	...PHMSA may require an operator to provide a copy of the response plan to the OSC...	-----

APPENDIX B

RESPONSE RESOURCES

USCG CLASSIFIED OIL SPILL REMOVAL ORGANIZATION (OSRO)

COMPANY OWNED EQUIPMENT

Appendix B — Response Resources

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)							
OSRO Name	Environment Type	Facility Classification Level				High Volume Port	Contract Responsibility
		MM	W1	W2	W3		
National Response Corporation **COTP Houston** Houston Office 17350 State Hwy. 249 Suite 355 Houston, TX 77064 (800) 899-4672 (24 hours)	Rivers/Canals	X	X	X	X	Yes	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	X	X	X	X		
U.S. Environmental Services, LLC Houston Office 15109 Heathrow Forest Pkwy #150 Houston, TX 77032 (888) 279-9930 (24 hours)	Rivers/Canals			X	X	Yes	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			X			

COMPANY OWNED SPILL RESPONSE EQUIPMENT

The Company does not own any spill response equipment. The Company has contracts in place with oil spill removal organizations and other clean-up contactors for response to a discharge.

OSRO CONTRACTS

NATIONAL RESPONSE CORPORATION

SPILL RESPONSE CONTRACT CERTIFICATION

National Response Corporation (NRC), by its President, hereby certifies that the entities listed in Schedule 1 (the "Clients") have ensured, by contract with NRC, the availability of private personnel and equipment necessary to respond, to the maximum extent practicable, to a worst case discharge for the named Facilities in Schedule 1. NRC agrees that the Clients have the right to name NRC and its resources, including those within its Independent Contractor Network (ICN), for Oil Pollution Act of 1990 (OPA) coverage for the named Facilities in Schedule 1. NRC has filed its Spill Response Plan Appendix with the U.S. Coast Guard, and the Clients are authorized to reference this Appendix in their Facility Response Plan. This Appendix presently covers all ports in the U.S. East, West and Gulf Coasts, Great Lakes and the U.S. Caribbean. NRC reserves the right to rescind this authorization in the event of termination of its contractual arrangements with the Facilities.

Covered Facilities

(SEE ATTACHED SCHEDULE)

Acknowledged by:
National Response Corporation

Date: September 6, 2007

Steven A. Candito
President, NRC

3500 Sunrise Highway, Suite T103 • Great River, New York 11739
631-224 9141 (24 hours) • Fax 631-224 9082

NATIONAL RESPONSE CORPORATION

Covered Facilities:

Diamond Shamrock Refining and Marketing Company

- McKee-Stewart Pipeline System
- McKee-ConCarb Pipeline
- Turpin Terminal

Michigan Reutilization, LLC

- Arkansas City Asphalt Terminal

The Premcor Pipeline Co.

- Delaware City Pipeline
- Collierville Crude Pipeline
- Sun to Lucas Crude Pipeline
- Lucas to Valero Port Arthur Refinery Crude Pipeline
- Valero Lucas Terminal to Teppco Terminal Products Pipeline
- Valero Port Arthur Refinery to Premcor Pipeline's Lucas Terminal Products Pipeline
- Valero Port Arthur Refinery to Port Arthur Products System Terminal Products Pipeline
- Port Arthur Products System Terminal to Colonial and Explorer Products Pipeline
- Memphis Airport Jet Line
- East Chicago Pipeline
- Hammond Pipeline
- Shorthorn Products Pipeline
- Fannett 4" LPG Pipeline
- Fannett 6" LPG Pipeline
- Fannett 8" LPG Pipeline
- Amdel Crude Pipeline
- Hammond Terminal
- Collierville Terminal
- Fannett Terminal
- Lucas Terminal
- El Vista Tankage
- Port Arthur Products System (PAPS) Joint Interest
- St. James Tankage

The Premcor Refining Group Inc.

- Delaware City Truck Rack

3500 Sunrise Highway, Suite T103 • Great River, New York 11739
631-224 9141 (24 hours) • Fax 631-224 9082

- Memphis Truck Rack
- Riverside Terminal
- Riverside Dock
- West Memphis Terminal
- Alsip Terminal
- Hartford Terminal
- Memphis Refinery
- Delaware City Refinery
- Port Arthur Refinery

The Shamrock Pipe Line Corporation

- Texas Gathering System
- Perryton Station
- Waka Station
- Coble Truckhaul
- Farnsworth Truckhaul
- Hitchland Truckhaul
- Hooker Truckhaul
- Clawson Truckhaul
- Merten #1 Truckhaul
- Merten #2 Truckhaul
- Miles Truckhaul
- Piper #1 Truckhaul
- Piper #2 Truckhaul
- Tubbs Truckhaul

Sigmor Corporation

- Refugio Pipeline
- Sigmor Natural Gas Pipeline

Valero Marketing and Supply Company

- Corpus Christi Asphalt Blending Plant
- Houston Asphalt Blending Plant
- Louisiana (St. James) Asphalt Blending Plant

Valero Refining Company – Oklahoma

- Oklahoma-Texas Ardmore Gas Pipeline
- Ardmore Refinery

NATIONAL RESPONSE CORPORATION

Valero Terminaling and Distribution Company (f/n/a, Emerald Pipe Line Corporation)

- Turpin Refined Products Pipeline

Valero Refining-Texas, L.P.

- Bill Greehey Refinery East & West
- Houston Refinery
- Texas City Refinery

Diamond Shamrock Refining Company, L.P.

- Three Rivers Refinery
- McKee Refinery

Ultramar Inc.

- Wilmington Refinery

Valero Refining Company – California

- Benicia Refinery
- Benicia Asphalt Plant
- Wilmington Asphalt Plant

Valero Refining Company - Louisiana

- Krotz Springs

Valero Refining Company - New Orleans, L.L.C.

- St. Charles Refinery

Valero Refining Company - New Jersey

- Paulsboro

Lima Refining Company

- Lima

Port Arthur Coker Company LP

Valero Refining - Aruba N.V.

- Aruba Refinery

Valero Coker Company - Aruba N.V.

3500 Sunrise Highway, Suite T103 • Great River, New York 11739
631-224 9141 (24 hours) • Fax 631-224 9082

Ultramar Ltée/Ultramar Ltd.

- Jean Gaullin Refinery

Term: 5 years from the effective date of the Agreement, unless earlier terminated in accordance with the provisions of this Agreement.

Client:

Diamond Shamrock Refining and Marketing Company

- McKee-Stewart Pipeline System
- McKee-ConCarb Pipeline
- Turpin Terminal

Michigan Reutilization, LLC

- Arkansas City Asphalt Terminal

The Premcor Pipeline Co.

- Delaware City Pipeline
- Collierville Crude Pipeline
- Sun to Lucas Crude Pipeline
- Lucas to Valero Port Arthur Refinery Crude Pipeline
- Valero Lucas Terminal to Teppco Terminal Products Pipeline
- Valero Port Arthur Refinery to Premcor Pipeline's Lucas Terminal Products Pipeline
- Valero Port Arthur Refinery to Port Arthur Products System Terminal Products Pipeline
- Port Arthur Products System Terminal to Colonial and Explorer Products Pipeline
- Memphis Airport Jet Line
- East Chicago Pipeline
- Hammond Pipeline
- Shorthorn Products Pipeline
- Fannett 4" LPG Pipeline
- Fannett 6" LPG Pipeline
- Fannett 8" LPG Pipeline
- Amdel Crude Pipeline
- Hammond Terminal
- Collierville Terminal
- Fannett Terminal
- Lucas Terminal

- El Vista Tankage
- Port Arthur Products System (PAPS) Joint Interest
- St. James Tankage

The Premcor Refining Group Inc.

- Delaware City Truck Rack
- Memphis Truck Rack
- Riverside Terminal
- Riverside Dock
- West Memphis Terminal
- Alsip Terminal
- Hartford Terminal
- Memphis Refinery
- Delaware City Refinery
- Port Arthur Refinery

The Shamrock Pipe Line Corporation

- Texas Gathering System
- Perryton Station
- Waka Station
- Coble Truckhaul
- Farnsworth Truckhaul
- Hitchland Truckhaul
- Hooker Truckhaul
- Clawson Truckhaul
- Merten #1 Truckhaul
- Merten #2 Truckhaul
- Miles Truckhaul
- Piper #1 Truckhaul
- Piper #2 Truckhaul
- Tubbs Truckhaul

Sigmor Corporation

- Refugio Pipeline
- Sigmor Natural Gas Pipeline

Valero Marketing and Supply Company

- Corpus Christi Asphalt Blending Plant
- Houston Asphalt Blending Plant

NATIONAL RESPONSE CORPORATION

- Louisiana (St. James) Asphalt Blending Plant

Valero Refining Company – Oklahoma
- Oklahoma-Texas Ardmore Gas Pipeline
- Ardmore Refinery

Valero Terminaling and Distribution Company (f/n/a, Emerald Pipe Line Corporation)
- Turpin Refined Products Pipeline

Valero Refining-Texas, L.P.
- Bill Greehey Refinery East & West
- Houston Refinery
- Texas City Refinery

Diamond Shamrock Refining Company, L.P.
- Three Rivers Refinery
- McKee Refinery

Ultramar Inc.
- Wilmington Refinery

Valero Refining Company – California
- Benicia Refinery
- Benicia Asphalt Plant
- Wilmington Asphalt Plant

Valero Refining Company - Louisiana
- Krotz Springs

Valero Refining Company - New Orleans, L.L.C.
- St. Charles Refinery

Valero Refining Company - New Jersey
- Paulsboro

Lima Refining Company
- Lima

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- Aruba Refinery

Valero Coker Company - Aruba N.V.

Ultramar Ltée/Ultramar Ltd.

- Jean Gaullin Refinery

3500 Sunrise Highway, Suite T103 • Great River, New York 11739
631-224 9141 (24 hours) • Fax 631-224 9082

CONTRACT ADOPTION AGREEMENT

This Contract Adoption Agreement (this "***Agreement***") is entered into this 4th day of November, 2009 (the "***Effective Date***") by and between **Valero Terminaling and Distribution Company**, a Delaware corporation ("***VTDC***") and **United States Environmental Services, L.L.C.**, a Louisiana limited liability company ("***Contractor***").

RECITALS

A. Contractor and The Premcor Refining Group Inc. ("***Premcor***") are parties to that certain Work Agreement effective as of September 15, 2008, Contract No. PA.08.WA.7050 (as heretofore amended, the "***Existing Agreement***"):

B. VTDC is an affiliate of Premcor and desires to adopt the Existing Agreement, as modified and supplemented hereby, as a contract between VTDC and Contractor governing general goods and services (herein collectively called "***Work***") to be provided and performed by Contractor for plants, terminals, facilities, and other locations which are owned, operated, and/or maintained by VTDC (collectively, the "***VTDC Facilities***").

C. Contractor desires to perform and provide Work for the VTDC Facilities under the terms of the Existing Agreement, as modified and supplemented hereby.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, VTDC and Contractor agree as follows:

1. The foregoing recitals are incorporated herein for all purposes. Capitalized terms used, but not defined, herein shall have the meanings assigned to them in the Existing Agreement.

2. VTDC hereby engages Contractor to perform and provide Work for the VTDC Facilities, and Contractor hereby agrees to perform and provide Work for the VTDC Facilities, in accordance with the terms and provisions of the Existing Agreement, as modified and supplemented hereby.

3. VTDC shall only be responsible hereunder and under the Existing Agreement for Work provided by Contractor at or for any of the VTDC Facilities, which shall each hereafter be considered a "Facility" under the Existing Agreement.

4. As full and complete compensation for Contractor's obligations and the Work to be performed hereunder, VTDC agrees to pay and Contractor agrees to accept the rates, as applicable, set forth in Exhibit A, a copy of which is attached hereto and made a part hereof, unless and only to the extent VTDC and Contractor agree to different rates under any Purchase Order or Work Release hereafter issued by VTDC to Contractor under the terms of this Agreement.

5. Contractor acknowledges and agrees that it and all of its subcontractors, equipment lessors and vendors, and all of their respective agents, employees, and representatives involved in Work at the VTDC Facilities (collectively, "***Contractor Personnel***") shall be required to abide by all

safety rules, drug testing policies, labor and presidents' agreements and other contractor rules, regulations, and procedures now existing and hereafter adopted by VTDC as the same may be amended or modified from time to time, and Contractor shall ensure that all Contractor Personnel are familiar with such rules, regulations, and procedures before commencing any Work.

6. As of the Effective Date, Contractor and VTDC agree to comply with the terms and provisions of the Existing Agreement, as modified by this Agreement.

7. The parties hereto agree that all notices required to be sent to VTDC pursuant to the Existing Agreement shall be addressed as follows:

Valero Terminaling and Distribution Company
One Valero Way
Mail Station B3L
San Antonio, Texas 78249-1616
Attn : Contract Administrator,
Logistics Operations and Development
Fax: (210) 345-2897

With a copy to:

Valero Services, Inc.
One Valero Way
San Antonio, Texas 78249-1112
Attention: Strategic Sourcing

8. This Agreement may be executed in one or more counterparts and by facsimile counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

This Agreement has been executed by duly authorized representatives of VTDC and Contractor effective as of the Effective Date.

Valero Terminaling and Distribution Company

By: Paul R. Brochu

Name: Paul R. Brochu

Title: Vice President

United States Environmental Services, LLC

By:

Name: Thomas P. Bynham

Title: CAO

Exhibits:

Exhibit A Valero Terminaling and Distribution Company -Specific Rates and Price Terms

Valero Terminaling and Distribution Company

P.O. Box 696000 • San Antonio, Texas 78269-6000• (210) 345-2000

April 2, 2008

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED #7006 3450 0001 9189 8351

United States Environmental Services
365 Canal St., Suite 2500
New Orleans, LA 70130
Attention: Mike Ory

Re: Multi-site Environmental Services Agreement for United States Environmental Services, as the same may have been amended from time to time (the "Agreement") by and between you and Valero Terminaling and Distribution Company ("VTDC"), as agent for The Premcor Refining Group Inc. and The Premcor Pipeline Co. (collectively, "Premcor").

NOTICE OF OWNERSHIP CHANGE –
VALERO MEMPHIS TRUCK RACK, VALERO COLLIERVILLE TERMINAL, VALERO RIVERSIDE TERMINAL AND RELATED PIPELINES

Ladies & Gentlemen:

Effective April 1, 2008 (the "Effective Date"), Premcor transfered all of the assets comprising the Memphis Truck Rack, the Collierville Terminal and the Riverside Terminal and the associated pipelines (the "Memphis Terminals") to its wholly-owned subsidiary, Valero Refining Company-Tennessee, L.L.C., a Delaware limited liability company and/or a pipeline affiliate thereof, with respect to the pipeline assets and the Collierville Terminal (collectively, "VRCT"). Note that Premcor's West Memphis terminal is not included in the assets being transferred at this time.

As has been publicly announced, we are considering strategic alternatives for Premcor's refinery in Memphis (the "Memphis Refinery"), which is serviced by the Memphis Terminals, which may include a transfer of the Memphis Refinery and the Memphis Terminals to an entity that is neither owned nor controlled, directly or indirectly, by Valero Energy Corporation (such an entity, an "Unaffiliated New Owner"). Any such transfer to an Unaffiliated New Owner (whether occurring by way of a sale of all issued and outstanding shares of VRCT or otherwise, a "Transfer") will be publicly announced.

The purpose of this letter is to advise you that we are terminating the Agreement, as to the Memphis Terminals only, effective automatically and immediately upon a Transfer. However, until a Transfer occurs, Premcor and VRCT will jointly and severally continue to honor and be bound by all the terms of the Agreement as it relates to the Memphis Terminals.

To minimize disruption of Memphis Terminals operations following a Transfer, we request that you agree to honor the Agreement (as it relates to the Memphis Terminals only) as a new and separate agreement between your company and VRCT (i) for a period of one hundred and eighty (180) days following the effective date of the Transfer; or (ii) until all deliverables reflected in outstanding purchase orders under the Agreement are delivered, whichever is later (the "Interim Period"). We also ask that you agree, should the Unaffiliated New Owner so request, to negotiate in a commercially reasonable manner with the Unaffiliated New Owner during the Interim Period in an effort (but without any obligation) to enter into a new agreement mutually acceptable to you and the Unaffiliated New Owner.

Neither Premcor nor any of its affiliates will assume or guarantee any payment or other obligations of VRCT or the Unaffiliated New Owner that arise under the Agreement after a Transfer has occurred.

Finally, because Valero and the Unaffiliated New Owner will be competitors, we ask your cooperation in ensuring that no commercial terms under the Agreement that are unique to other Valero refineries be disclosed to the Unaffiliated New Owner or any of its personnel at the Memphis Terminals following a Transfer.

Please note that the Federal Employer I.D. No. for VRCT is 30-0449502. Should you have any questions regarding the foregoing, please contact the following designated contact person:

Diane Hasenbeck
Valero Energy Companies
One Valero Way
San Antonio, Texas 78249
Telephone: (210) 345-2000
Facsimile: (210) 345-2304

If you are in agreement with the above terms, please execute this letter in the space indicated below and return a fully-executed copy to the above-designated contact person. We look forward to a continued mutually beneficial business relationship between your company and the Valero family of companies with respect to our other refineries and operations.

Sincerely,

Paul R. Brochu
Vice President,
Valero Terminaling and Distribution Company,
The Premcor Refining Group Inc.
The Premcor Pipeline Co. and
Valero Refining Company-Tennessee, L.L.C.

We acknowledge the transfer of the Memphis Terminals to VRCT, and we agree to continue to honor the Agreement with respect to the Memphis Terminals, even after a Transfer to a Unaffiliated New Owner (but only during the Interim Period and in all events upon and subject to the terms set forth above in this letter).

Vendor Name: United States Environmental Services, L.L.C.

By: Barry J. Thibodeaux
Name: Barry J. Thibodeaux
Title: President/CEO
Date: 4/14/08

MULTI-SITE ENVIRONMENTAL SERVICES AGREEMENT

BETWEEN

VALERO TERMINALING AND DISTRIBUTION COMPANY

AND

UNITED STATES ENVIRONMENTAL SERVICES, L.L.C.

Valero Contract Number 15415

MULTI-SITE ENVIRONMENTAL SERVICES AGREEMENT

This Multi-Site Environmental Services Agreement is entered into on this 12th day of October, 2007 (the "Effective Date") by and between **UNITED STATES ENVIRONMENTAL SERVICES, L.L.C.** (hereinafter called "Contractor"), a company existing under the laws of the State of Louisiana and having a principal business address of 365 Canal Street, Suite 2500, New Orleans, Louisiana 70130, and **VALERO TERMINALING AND DISTRIBUTION COMPANY**, a Delaware corporation which is principally located at One Valero Way, San Antonio, Texas 78249-1616 (hereinafter called "Valero").

As used in this Principal Document and the Contract, the term "Contractor" shall mean and include the above-named Contractor and all of its direct and indirect subsidiaries and all Persons which it controls, either directly or indirectly. Valero and Contractor are sometimes herein referred to individually as a "Party," and the Valero and Contractor are sometimes herein collectively referred to as the "Parties."

RECITAL

Valero and Contractor, for the consideration set forth below and subject to all of the following terms and conditions, hereby agree as follows:

I.
DEFINITIONS

The following terms shall have the meaning defined below in this document:

1.01 "Affiliate" means any Person, other than Valero, now or hereafter under the control of Valero Energy Corporation or any of its successors, where "control" means the power to direct the management and policies of such Person, directly or indirectly, whether through the ownership of voting securities, by contract, or otherwise.

1.02 "Claims" has the meaning set forth in Paragraph 13.01.

1.03 "Contract" means the Principal Document and each separate Services Release issued thereunder, where:

A. "Principal Document" means this Multi-Site Environmental Services Agreement, executed by the Valero and Contractor, including all exhibits incorporated herein and made a part hereof (collectively, the "Exhibits"), as such agreement may be amended from time to time.

B. "Services Release" means a purchase order or other document issued by Valero to Contractor in connection with or with reference to this Principal Document which contains the detailed description of the requested scope of Services including, without limitation, administrative, procedural, and technical requirements, and

This Agreement is entered into to be effective as of the Effective Date.

VALERO:

Valero Terminaling and Distribution Company

By: _____
Paul R. Brochu,
Vice President

CONTRACTOR:

By: _____
Name: Thomas P. Bayham
Title: CAO

Contractor's Federal EIN/Taxpayer ID No.: 72-1334322

Contractor's Employer Registration Numbers and Contractor License Numbers:

State:	License/Registration No.:
Louisiana	32150
Mississippi	11137
Tennessee	00053075
Arkansas	0139590405
Alabama	26179
Texas (DCO Certificate)	04-002

APPENDIX C

EVACUATION PLAN

C.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.

C.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.

C.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 facility, 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>

C.1 EMERGENCY EVACUATION PROCEDURES (Cont'd)

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

(b) (7)(F) [redacted]

- The Controller or 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.

C.2 EVACUATIONS INVOLVING THE GENERAL PUBLIC

C.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.

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

C.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.

C.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.

C.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. The Environmental Situation Chief will act as liaison with federal and state-level environmental responders if necessary. The Safety Officer shall act as liaison with OSHA representatives if necessary.

APPENDIX D

RESPONSE ACTION CRITIQUE

In the event of a discharge covered under this Plan, the Company will review the plan to evaluate and validate its effectiveness. Input on the effectiveness of the Plan will be sought from management, Facility personnel, the Spill Management Team, regulatory agencies, and others as deemed necessary. Based on the review, amendments to the Plan may be necessary.

APPENDIX E

DISPOSAL PLAN

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 skimming vessel or flexible bladder to a barge.
- From a vacuum device storage tank to a barge.
- From a barge to a tank truck.
- From a tank truck to a processing system (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 E-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 E-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.

Fuel barges may be the best option for temporary storage of oil recovered in open waters. Depending on size, these vessels may be able to hold up to 6,000 barrels of oil and water. The barge deck can be used as a platform for operating oil spill clean-up equipment and storing containment booms.

Empty barges have drafts of between four and six feet which would increase when these barges are filled with oil or loaded with cargo. Consequently, they may not be able to enter shallow, nearshore waters.

It may be difficult to offload recovered oil stored inside barges. Due to natural forces which affect spilled oil, recovered oil may be very viscous or emulsified, rather than free-flowing. It may be necessary to use steam to heat viscous oil before pumping it from the barge.

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 facility. 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 E-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 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 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 E-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 E-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.
Barges		x	x	x	Liquids only in tanks. Consider venting of tanks.
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 E-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, seaweed 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 seaweed or natural sorbents
Tar balls	Separation from sand by sieving	Incineration Direct disposal

APPENDIX F

WORST CASE DISCHARGE ANALYSIS AND SCENARIOS

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:

- Tank overfill and/or failure.
- 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 Appendix B. Facility response personnel list/telephone numbers and other internal/external resources telephone numbers are detailed in Figures 2.2 and 2.4.

RESPONSE CAPABILITY SCENARIOS

Response Zone - Worst Case Discharge = (b) (7)(F)

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

Breakout Tank

Description

This size discharge would (b) (7)(F)

The type of material that could be discharged is Refined Product.

Volume

A WCD scenario involving breakout tankage uses the single largest volume breakout tank in the response zone, adjusted for the size of the secondary containment system and other permissible reductions. Applicable adjustments for the largest breakout tank at Wynnewood Pump Station, including secondary containment include:

Spill Prevention Measures	Percent Reduction Allowed
Secondary containment capacity greater than 100% capacity of tank and designed according to NFPA 30.	50%
Tank built, rebuilt, and repaired according to API Std 620/650/653.	10%
Automatic high-level alarms/shutdowns Designed according to NFPA/API RP 2350	5%
Testing/cathodic protection designed according to API Std 650/651/653.	5%
Maximum allowable credit or reduction	70%

The maximum level of (b) (7)(F) of (b) (7)(F). Thus, a 70% reduction yields a WCD amount of (b) (7)(F)

Maximum Historic Discharge

There have been no historic discharges from the Wynnewood Pipeline. If a discharge occurs the Worst Case Discharge information provided will be reevaluated against actual discharge volumes and revised as appropriate.

Pipeline

A WCD scenario involving a line segment uses the pipeline's 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. For the Pipeline 12" line the following calculations were used:

Pipeline maximum release time[1]	0.05 hour
Maximum shutdown time[2]	0.05 hour
Maximum flow rate[3]	(b) (7)(F)
Largest line drainage volume[4]	(b) (7)(F)

RESPONSE CAPABILITY SCENARIOS (Cont'd)

Response Zone - Worst Case Discharge = (b) (7)(F) (Cont'd)

1. Maximum release time is based on the (b) (7)(F)
2. The maximum shutdown time is an estimate based on the capabilities of the SCADA/Automation System.
3. The maximum pumping rate of the pipeline.
4. The largest line drainage volume for the U.S. system is based on a complete break of the entire line.

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 Facility 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 Appendix B.
- Telephone references are provided in Figures 2.2 and 2.4.

APPENDIX G

EMERGENCY PREPLANNING

EMERGENCY PREPLANNING

G.1 PIPELINE LEAK DETECTION SYSTEMS

Leak detection is accomplished by personnel surveillance. All pipelines are inspected periodically during field surveillance. Any leak will be repaired immediately.

G.2 PIPELINE LEAK INSPECTION SYSTEMS

Visual observations during normal daily routine 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.

G.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 periodically.

G.2.B Cathodic Protection

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

G.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.

G.2.D Valve Maintenance

All valves are inspected annually to ensure proper working condition.

APPENDIX H

NATIONAL RESPONSE SYSTEM

LIST OF FIGURES

NATIONAL RESPONSE SYSTEM

National Response Plan

The National Response Plan (NRP) is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State, local and tribal incident managers and for exercising direct Federal authorities and responsibilities.

Emphasis on Local Response

All incidents are handled at the lowest possible organizational and jurisdictional level. Police, fire, public health and medical, emergency management, and other personnel are responsible for incident management at the local level. For those events that rise to the level of an Incident of National Significance, the Department of Homeland Security provides operational and/or resource coordination for Federal support to on-scene incident command structures.

Proactive Federal Response to Catastrophic Events

The National Response Plan provides mechanisms for expedited and proactive Federal support to ensure critical life-saving assistance and incident containment capabilities are in place to respond quickly and efficiently to catastrophic incidents. These are high-impact, low-probability incidents, including natural disasters and terrorist attacks that result in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Multi-Agency Coordination Structures

The National Response Plan establishes multi-agency coordinating structures at the field, regional and headquarters levels. These structures:

- Enable the execution of the responsibilities of the President through the appropriate Federal department and agencies;
- Integrate Federal, State, local, tribal, nongovernmental Organization, and private-sector efforts; and
- Provide a national capability that addresses both site-specific incident management activities and broader regional or national issues, such as impacts to the rest of the country, immediate regional or national actions required to avert or prepare for potential subsequent events, and the management of multiple incidents.

New Coordinating Mechanisms Include

Homeland Security Operations Center (HSOC)

The HSOC serves as the primary national-level multi-agency situational awareness and operational coordination center. The HSOC includes elements of the Department of Homeland Security and other Federal departments and agencies.

NATIONAL RESPONSE SYSTEM (Cont'd)

Homeland Security Operations Center (HSOC) (Cont'd)

- *National Response Coordination Center (NRCC)*

The NRCC, a functional component of the HSOC, is a multi-agency center that provides overall Federal response coordination.

- *Regional Response Coordination Center (RRCC)*

At the regional level, the RRCC coordinates regional response efforts and implements local Federal program support until a Joint Field Office is established.

Interagency Incident Management Group (IIMG)

A tailored group of senior level Federal interagency representatives who provide strategic advice to the Secretary of Homeland Security during an actual or potential Incident of National Significance.

Joint Field Office (JFO)

A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal representatives with responsibility for incident support and coordination.

Principal Federal Official (PFO)

A PFO may be designated by the Secretary of Homeland Security during a potential or actual Incident of National Significance. While individual Federal officials retain their authorities pertaining to specific aspects of incident management, the PFO works in conjunction with these officials to coordinate overall Federal incident management efforts.

National Contingency Plan

In 1968, the National Oil and Hazardous Substance Pollution Contingency Plan (NCP) was established to coordinate Federal activities for preventing oil spills and mitigating environmental damages when spills occur. During June 1970, this plan was incorporated as part of the Code of Federal Regulations and applied to all navigable waters and adjoining shorelines of the United States. The plan was recently modified (September 1994) to implement changes made to the Clean Water Act by the Oil Pollution Act of 1990. The NRP requires modification to the NCP to ensure proper alignment with NRP coordinating structures, processes and protocols.*

To ensure adequate preplanning and provisions for responding to oil spills, the National Contingency Plan established the National Response Center, the National Response Team, the Regional Response Center, Regional Response Teams and the On-Scene Coordinator (Figure H1.1).

NATIONAL RESPONSE SYSTEM (Cont'd)

National Response Team (NRT)

National planning and coordination for oil spill response is the responsibility of the National Response Team (NRT). The NRT is responsible for evaluating methods for responding to oil spills and hazardous substances spills, and recommending changes to the National Contingency Plan. The NRT also develops procedures to coordinate activities for federal, state and local governments, and private response organizations.

The NRT consists of representatives from each of the agencies shown in Figure H1.2. Normally, the NRT is chaired by the EPA representative while the USCG representative serves as the vice-chairman. If it is activated for spills within the coastal zone of the United States, the USCG representative will hold the chair.

The NRT can be activated when an oil spill exceeds the capability of the Regional Response Team in which it occurs, crosses national boundaries, or presents a significant threat to a population, national policy, property, or national resources; or when requested by any NRT member.

Once activated, the NRT may:

1. Monitor the spill, evaluate reports from the On-Scene Coordinator (OSC), and recommend appropriate actions for abating the spill.

2. Request oil spill response resources from federal, state, and local governments or private agencies.

3. Coordinate the supply of equipment, personnel, or technical advice to the affected region from other regions or districts.

* Since the NCP is a regulation subject to notice and comment requirements, modifications will require future rulemaking not available at this time.

FIGURE H-1.1

NATIONAL RESPONSE PLAN COORDINATION

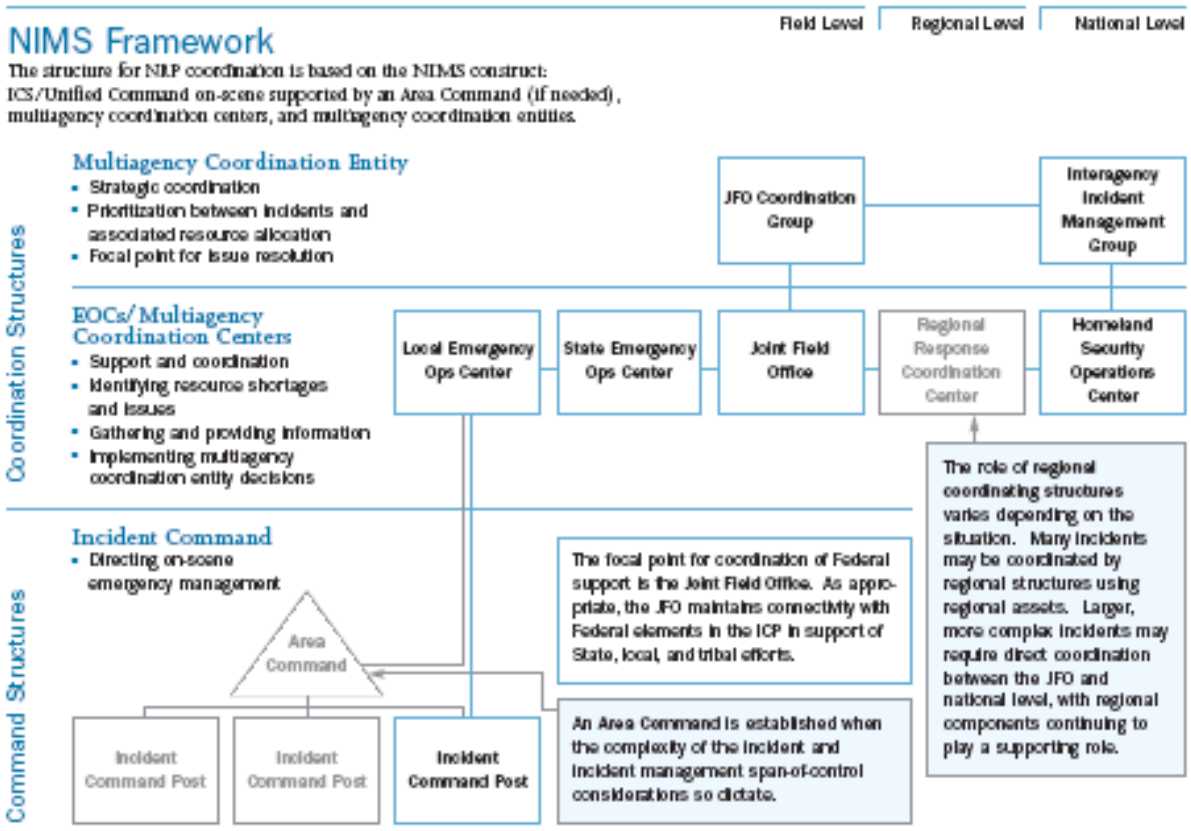
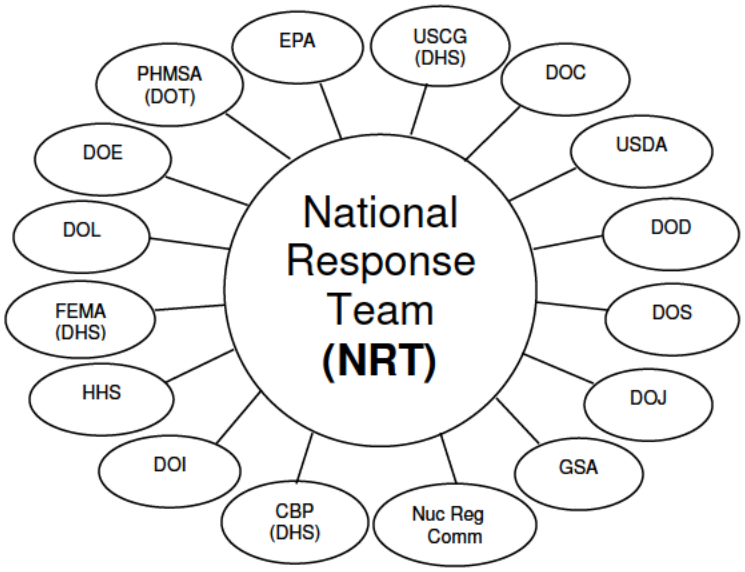


FIGURE H-1.2

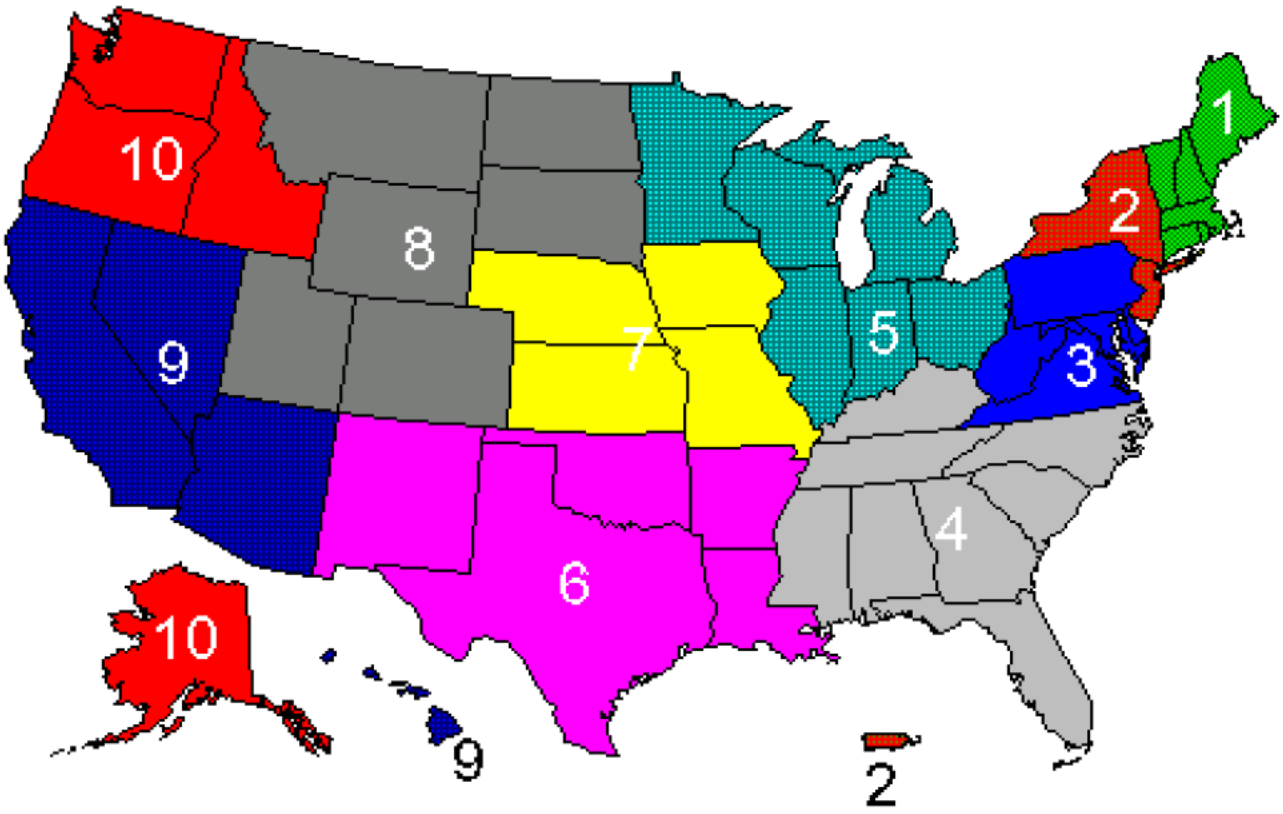
FEDERAL REPRESENTATION ON NATIONAL RESPONSE TEAM



CBP (DHS)	**Customs and Border Protection** Assists with the safe and swift movement of equipment and personnel across the U.S. border	**EPA**	**Environmental Protection Agency** Information on environmental impact of spills & provide scientific support coordination
DHS	**Department of Homeland Security** Lead, manage and coordinate the national response to acts of terrorism, natural disasters or other emergencies	**FEMA**	**Federal Emergency Management Agency** Coordinate civil emergency planning & mitigation efforts
DOC	**Department of Commerce** Scientific expertise from NOAA for marine mammals & oil spill response	**GSA**	**General Services Administration** Provides logistical and telecommunications support to federal agencies
DOD	**Department of Defense** Oil spill response equipment, ship salvage, and boarding & diving	**HHS**	**Department of Health and Human Services** Assists with the assessment, preservation, and protection of human health and helps ensure the availability of essential human services
DOE	**Department of Energy** Removal & disposal of radioactive contamination	**PHMSA**	**Pipeline and Hazardous Materials Safety Administration** Expertise on all modes of transporting oil & hazardous substances
DOI	**Department of Interior** Expertise on fish & wildlife	**USCG**	**United States Coast Guard** Establishes spill contingency planning requirements for vessels and facilities, and OSC responsibilities for wasteful zone
DOJ	**Department of Justice** Answer legal questions on spills & response actions	**USDA**	**United States Department of Agriculture** Input on the effect of soil contamination by hazardous and oil spills
DOL	**Department of Labor** Expertise needed to minimize exposure to hazardous material during response operation		

FIGURE H-1.3

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) REGIONAL OFFICES

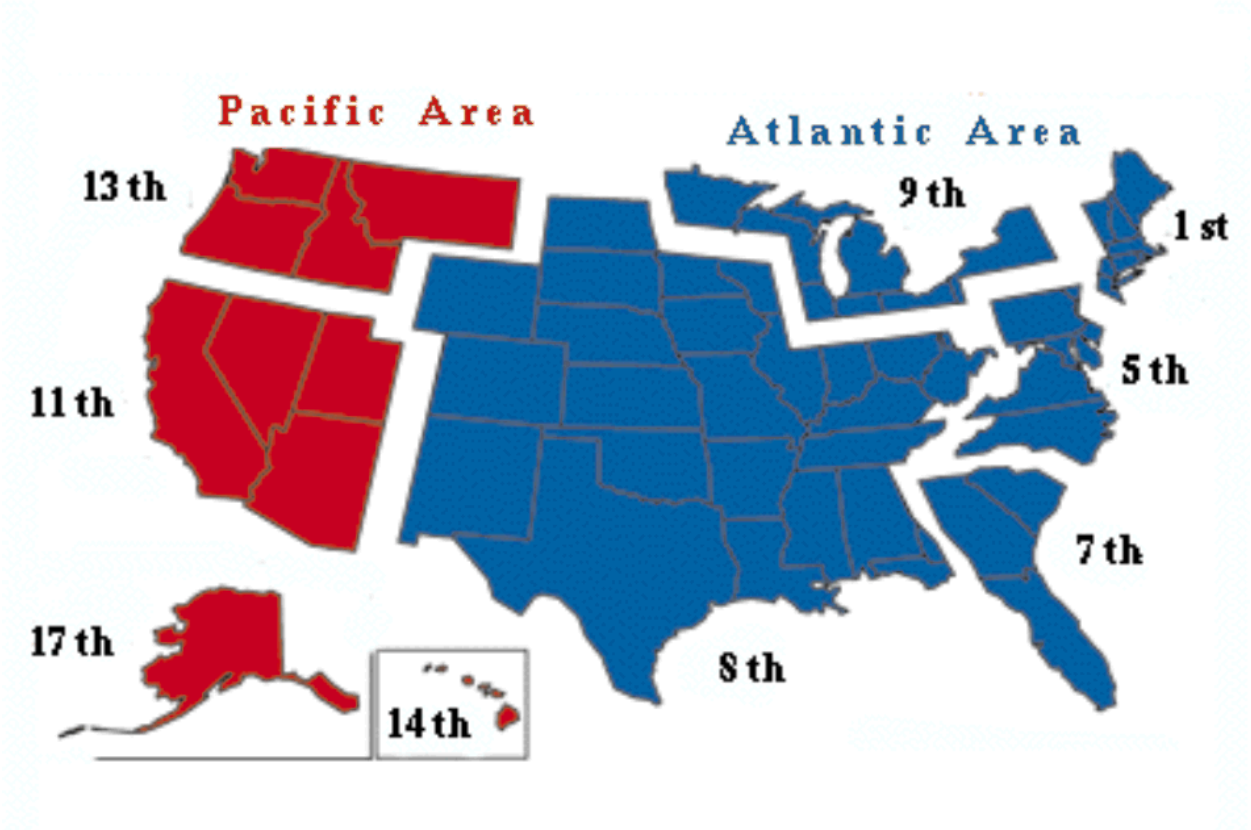


EPA Region 1 Office 1 Congress Street, Suite 1100 Boston, MA 02114-2023	EPA Region 2 Office 290 Broadway, 19th Floor New York, NY 10007-1866	EPA Region 3 Office 1650 Arch Street Philadelphia, PA 19103-2029
EPA Region 4 Office 61 Forsythe Street, SW, 11th Floor Atlanta, GA 30303-3104	EPA Region 5 Office 77 West Jackson Blvd. Chicago, IL 60604	EPA Region 6 Office 1445 Ross Avenue, Suite 1200 Dallas, TX 75202
EPA Region 7 Office 901 N. 5th Street Kansas City, KS 66101	EPA Region 8 Office 999 18th Street, Suite 300 Denver, CO 80202-2466	EPA Region 9 Office Public Information Center 75 Hawthorne Street San Francisco, CA 94105
EPA Region 10 Office 1200 6th Avenue Seattle, WA 98101	U.S. EPA Office of Solid Waste 401 M Street SW Washington, DC 20460-5101	RCRA / Superfund Hotline (800) 424-9346 (in Washington, DC, (202) 879-2693)

* Note: These addresses may differ from those listed on the Distribution List.

FIGURE H-1.4

U.S. COAST GUARD (USCG) DISTRICTS



1st Coast Guard District Commander 408 Atlantic Avenue Boston, MA 02110-3350 (617) 223-8125	11th Coast Guard District Coast Guard Island Building 51-1 Alameda, CA 94501-5100 (510) 437-3700
5th Coast Guard District Federal Building 431 Crawford Street Portsmouth, VA 23704-5004 (804) 398-6272	13th Coast Guard District Jackson Federal Building 915 2nd Avenue, Suite #3352 Seattle, WA 98174-1067 (206) 220-7237
7th Coast Guard District Federal Building 909 S.E. 1st Ave., Room #954 Miami, FL 33131-3050 (305) 536-5641	14th Coast Guard District Prince PJKK Federal Building 300 Ala Moana Blvd., Room 9212 Honolulu, HI 96850-4982 (808) 541-2121
8th Coast Guard District Hale Boggs Federal Building 501 Magazine Street, Room 1328 New Orleans, LA 70130-3396 (504) 589-6198	17th Coast Guard District P.O. Box 25517 Juneau, AK 99802 (907) 463-2065-5517
9th Coast Guard District 1240 E. 9th Street Cleveland, OH 44199-2060 (216) 902-6020	

* Note: These addresses may differ from those listed on the Distribution List.

APPENDIX I

MISCELLANEOUS FORMS

Forms and Exercise Documentation File Maintenance Procedures

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

REVISION RECORD

It is the responsibility of the holder of this plan to ensure that all changes and updates are made. The holder shall:

- Remove and discard obsolete pages.
- Replace obsolete pages with the updated pages.
- Initial once completed.

Change Date	Affected Page Number(s)	Description of Change(s)	Initial

NOTIFICATION DATA SHEET

Date of Incident: _____ *Time of Incident:* _____

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:* _____
Incident Address/Location: _____
(if not at Facility): _____
On-Scene Weather Conditions: _____
Responsible Party's Name: _____ *Phone Number:* _____
Responsible Party's Address: _____
Source and/or cause of incident: _____

Nearest City: _____
County/Parish: _____ *State:* _____ *Zip code:* _____
Section: _____ *Township:* _____ *Range:* _____ *Borough:* _____
Distance from City: _____ *Unit of Measure:* _____ *Direction from City:* _____
Container Type: _____ *Container Storage Capacity:* _____ *Unit of Measure:* _____
Facility Oil Storage Capacity: _____ *Unit of Measure:* _____
Were Materials Discharged? _____ *(Y/N) Confidential?* _____ *(Y/N)*

CHRIS Code	Total Quantity Released	Unit of Measure	Water Impact (*YES or NO*)	Quantity into Water	Unit of Measure

RESPONSE ACTION(S)

Action(s) taken to Correct, Control, or Mitigate Incident: _____

Number of Injuries: _____ *Number of Deaths:* _____
Evacuation(s): _____ *(Y/N) Number Evacuated:* _____
Was there any damage? _____ *(Y/N) Medium Affected:* _____
Description: _____
More Information about Medium: _____

CALLER NOTIFICATIONS

National Response Center (NRC): 1-800-424-8802
Additional Notifications (Circle all applicable): *USCG* *EPA* *State* *Other*
Describe: _____
NRC Incident Assigned No: _____

ADDITIONAL INFORMATION

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

Meeting Federal Obligations to Report? _____ *(Y/N) Date Called:* _____
Calling for Responsible Party? _____ *(Y/N) Time Called:* _____

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

NOTICE: This report is required by 49 CFR Part 195. Failure to report can result in a civil penalty not to exceed $25,000 for each violation for each day that such violation persists except that the maximum civil penalty shall not exceed $500,000 as provided in 49 USC 60122

Form Approved
OMB No. 2137-0047

U.S. Department of Transportation
Pipeline and Hazardous Materials
Safety Administration

ACCIDENT REPORT – HAZARDOUS LIQUID PIPELINE SYSTEMS

Report Date _____

No. _____
(DOT Use Only)

INSTRUCTIONS

Important: *Please read the separate instructions for completing this form before you begin. They clarify the information requested and provide specific examples. If you do not have a copy of the instructions, you can obtain one from the Office Of Pipeline Safety Web Page at http://ops.dot.gov.*

PART A – GENERAL REPORT INFORMATION

Check: ☐ **Original Report** ☐ **Supplemental Report** ☐ **Final Report**

1. a. Operator's OPS 5-digit Identification Number (if known) /___/___/___/___/___/
   b. If Operator does not own the pipeline, enter Owner's OPS 5-digit Identification Number (if known) /___/___/___/___/___/
   c. Name of Operator _____
   d. Operator street address _____
   e. Operator address _____
   City, County, State and Zip Code

IMPORTANT: IF THE SPILL IS SMALL, THAT IS, THE AMOUNT IS AT LEAST 5 GALLONS BUT IS LESS THAN 5 BARRELS, COMPLETE THIS PAGE ONLY, UNLESS THE SPILL IS TO WATER AS DESCRIBED IN 49 CFR §195.52(A)(4) OR IS OTHERWISE REPORTABLE UNDER §195.50 AS REVISED IN CY 2001.

2. Time and date of the accident
   /___/___/___/___/ /___/___/ /___/___/ /___/___/
   hr. month day year

3. Location of accident
   (If offshore, do not complete a through d. See Part C.1)
   a. Latitude: _____ Longitude: _____
   (if not available, see instructions for how to provide specific location)
   b. _____
   City, and County or Parish
   c. _____
   State and Zip Code
   d. Mile post/valve station ○ or survey station no. ○
   (whichever gives more accurate location)
   _____

4. Telephone report
   /___/___/___/___/___/___/___/ /___/___/ /___/___/ /___/___/
   NRC Report Number month day year

5. Losses *(Estimated)*

Public/Community Losses reimbursed by operator:

Public/private property damage	$_____
Cost of emergency response phase	$_____
Cost of environmental remediation	$_____
Other Costs	$_____
(describe) _____	

Operator Losses:

Value of product lost	$_____
Value of operator property damage	$_____
Other Costs	$_____
(describe) _____	
Total Costs	$_____

6. Commodity Spilled ○Yes ○ No
(If Yes, complete Parts a through c where applicable)

a. Name of commodity spilled _____

b. Classification of commodity spilled:
- ○ HVLs /other flammable or toxic fluid which is a gas at ambient conditions
- ○ CO_2 or other non-flammable, non-toxic fluid which is a gas at ambient conditions
- ○ Gasoline, diesel, fuel oil or other petroleum product which is a liquid at ambient conditions
- ○ Crude oil

a. Estimated amount of commodity involved :
- ○ **Barrels**
- ○ **Gallons (check only if spill is less than one barrel)**

Amounts:
Spilled : _____
Recovered: _____

CAUSES FOR SMALL SPILLS ONLY (5 gallons to under 5 barrels) : ***(For large spills [5 barrels or greater] see Part H)***

○ **Corrosion** ○ **Natural Forces** ○ **Excavation Damage** ○ **Other Outside Force Damage**
○ **Material and/or Weld Failures** ○ **Equipment** ○ **Incorrect Operation** ○ **Other**

PART B – PREPARER AND AUTHORIZED SIGNATURE

_____ _____
(type or print) Preparer's Name and Title Area Code and Telephone Number

_____ _____
Preparer's E-mail Address Area Code and Facsimile Number

_____ _____ _____ _____
Authorized Signature (type or print) Name and Title Date Area Code and Telephone Number

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PART C – ORIGIN OF THE ACCIDENT (Check all that apply)

1. Additional location information
   a. Line segment name or ID _____
   b. Accident on Federal land other than Outer Continental Shelf ○ Yes ○ No
   c. Is pipeline interstate? ○ Yes ○ No

Offshore: ○ Yes ○ No *(completed if offshore)*
d. Area _____ Block # _____
State /___/___/ or Outer Continental Shelf ☐

2. Location of system involved (*check all that apply*)
   ☐ Operator's Property
   ☐ Pipeline Right of Way
   ☐ High Consequence Area (HCA)?
   Describe HCA _____

3. Part of system involved in accident
   ○ Above Ground Storage Tank
   ○ Cavern or other below ground storage facility
   ○ Pump/meter station; terminal/tank farm piping and equipment, including sumps
   ○ Other *Specify:* _____
   ○ Onshore **pipeline**, including valve sites
   ○ Offshore **pipeline**, including platforms

*If failure occurred on **Pipeline**, complete items a - g:*

4. Failure occurred on
   ○ Body of Pipe ○ Pipe Seam ○ Scraper Trap
   ○ Pump ○ Sump ○ Joint
   ○ Component ○ Valve ○ Metering Facility
   ○ Repair Sleeve ○ Welded Fitting ○ Bolted Fitting
   ○ Girth Weld
   Other *(specify)* _____

Year the component that failed was installed: /___/___/___/___/
5. Maximum operating pressure *(MOP)*
   a. Estimated pressure at point and time of accident: _____ *PSIG*
   b. MOP at time of accident: _____ *PSIG*
   c. Did an over pressurization occur relating to the accident? ○Yes ○ No

a. Type of leak or rupture
   ○Leak: ○ Pinhole ○ Connection Failure *(complete sec. H5)*
   ○ Puncture, diameter *(inches)* _____
   ○Rupture: ○ Circumferential – Separation
   ○ Longitudinal – Tear/Crack, length *(inches)* _____
   Propagation Length, total, both sides *(feet)* _____
   ○N/A
   ○Other _____

b. Type of block valve used for isolation of immediate section:
   Upstream: ☐ Manual ☐ Automatic ☐ Remote Control ☐ Check Valve
   Downstream: ☐ Manual ☐ Automatic ☐ Remote Control ☐ Check Valve

c. Length of segment isolated _____ ft
d. Distance between valves _____ ft
e. Is segment configured for internal inspection tools? ○Yes ○ No
f. Had there been an in-line inspection device run at the point of failure? ○ Yes ○ No ○ Don't Know ○ Not Possible due to physical constraints in the system
g. If *Yes*, type of device run (*check all that apply*)
   ☐ High Resolution Magnetic Flux tool Year run: _____
   ☐ Low Resolution Magnetic Flux tool Year run: _____
   ☐ UT tool Year run: _____
   ☐ Geometry tool Year run: _____
   ☐ Caliper tool Year run: _____
   ☐ Crack tool Year run: _____
   ☐ Hard Spot tool Year run: _____
   ☐ Other tool Year run: _____

PART D – MATERIAL SPECIFICATION

1. Nominal pipe size *(NPS)* /___/___/___/___/ in.
2. Wall thickness /___/___/___/___/ in.
3. Specification _____ SMYS /___/___/___/___/___/___/
4. Seam type _____
5. Valve type _____
6. Manufactured by _____ in year /___/___/___/___/

PART E – ENVIRONMENT

1. Area of accident
   ○ Under pavement ○ In open ditch
   ○ Underground ○ Above ground
   ○ Inside/under building ○ Under water
   ○ Other _____
2. Depth of cover: _____ inches

PART F – CONSEQUENCES

1. **Consequences** ***(check and complete all that apply)***

a.	Fatalities	Injuries
Number of operator employees:		
Contractor employees working for operator:		
General public:		
Totals:		

b. Was pipeline/segment shutdown due to leak? ○Yes ○ No
If Yes, how long? _____ days _____ hours _____ minutes

c. Product ignited ○Yes ○ No d. Explosion ○Yes ○ No
e. ☐ Evacuation *(general public only)* /___/___/___/___/ people
Reason for Evacuation:
○ Precautionary by company
○ Evacuation required or initiated by public official

f. Elapsed time until area was made safe:
/___/___/ hr. /___/___/ min.

2. **Environmental Impact**
   a. Wildlife Impact: Fish/aquatic ○ Yes ○ No; Birds ○ Yes ○ No; Terrestrial ○ Yes ○ No
   b. Soil Contamination ○ Yes ○ No
   If Yes, estimated number of cubic yards: _____
   c. Long term impact assessment performed: ○ Yes ○ No
   d. Anticipated remediation ○ Yes ○ No
   If Yes, check all that apply: ☐ Surface water ☐ Groundwater ☐ Soil ☐ Vegetation ☐ Wildlife

   e. Water Contamination: ○ Yes ○ No (*If Yes, provide the following*)
   Amount in water _____ barrels

Ocean/Seawater	○ No	○ Yes
Surface	○ No	○ Yes
Groundwater	○ No	○ Yes
Drinking water	○ No	○ Yes (*If Yes, check below.*)

○ Private well ○ Public water intake

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PART G – LEAK DETECTION INFORMATION

1. Computer based leak detection capability in place? O Yes O No

2. Was the release initially detected by? (check one):
O CPM/SCADA-based system with leak detection
O Static shut-in test or other pressure or leak test
O Local operating personnel, procedures or equipment
O Remote operating personnel, including controllers
O Air patrol or ground surveillance
O A third party O Other (specify) _____

3. Estimated leak duration days ____ hours ____

PART H – APPARENT CAUSE

Important: *There are 25 numbered causes in this Part H. Check the box corresponding to the primary cause of the accident. Check one circle in each of the supplemental categories corresponding to the cause you indicate. See the instructions for guidance.*

H1 – CORROSION

1. ☐ External Corrosion

2. ☐ Internal Corrosion

(Complete items a – e where applicable.)

a. Pipe Coating
O Bare
O Coated

b. Visual Examination
O Localized Pitting
O General Corrosion
O Other _____

c. Cause of Corrosion
O Galvanic O Atmospheric
O Stray Current O Microbiological
O Cathodic Protection Disrupted
O Stress Corrosion Cracking
O Selective Seam Corrosion
O Other _____

d. Was corroded part of pipeline considered to be under cathodic protection prior to discovering accident?
O No O Yes, Year Protection Started: / / / /

e. Was pipe previously damaged in the area of corrosion?
O No O Yes ⇒ Estimated time prior to accident: / / / *years* / / / *months* *Unknown* ☐

H2 – NATURAL FORCES

3. ☐ Earth Movement ⇒ O Earthquake O Subsidence O Landslide O Other _____
4. ☐ Lightning
5. ☐ Heavy Rains/Floods ⇒ O Washouts O Flotation O Mudslide O Scouring O Other _____
6. ☐ Temperature ⇒ O Thermal stress O Frost heave O Frozen components O Other _____
7. ☐ High Winds

H3 – EXCAVATION DAMAGE

8. ☐ Operator Excavation Damage (including their contractors/Not Third Party)
9. ☐ Third Party *(complete a-f)*

a. Excavator group
O General Public O Government O Excavator other than Operator/subcontractor

b. Type: O Road Work O Pipeline O Water O Electric O Sewer O Phone/Cable
O Landowner-not farming related O Farming O Railroad
O Other liquid or gas transmission pipeline operator or their contractor
O Nautical Operations O Other _____

c. Excavation was: OOpen Trench O Sub-strata (boring, directional drilling, etc…)

d. Excavation was an ongoing activity (Month or longer) OYes O No If Yes, Date of last contact /___/___/___/

e. Did operator get prior notification of excavation activity?
O Yes; Date received: / / mo. / / day / / / / yr. O No
Notification received from: O One Call System O Excavator O Contractor O Landowner

f. Was pipeline marked as result of location request for excavation? O No O Yes *(If Yes, check applicable items i - iv)*
i. Temporary markings: O Flags O Stakes O Paint
ii. Permanent markings: O
iii. Marks were (check one) : O Accurate O Not Accurate
iv. Were marks made within required time? O Yes O No

H4 – OTHER OUTSIDE FORCE DAMAGE

10. ☐ Fire/Explosion as primary cause of failure ⇒ Fire/Explosion cause: O Man made O Natural
11. ☐ Car, truck or other vehicle not relating to excavation activity damaging pipe
12. ☐ Rupture of Previously Damaged Pipe
13. ☐ Vandalism

H5 – MATERIAL AND/OR WELD FAILURES

Material

14. ☐ Body of Pipe ⇒ ○ Dent ○ Gouge ○ Bend ○ Arc Burn ○ Other _____
15. ☐ Component ⇒ ○ Valve ○ Fitting ○ Vessel ○ Extruded Outlet ○ Other _____
16. ☐ Joint ⇒ ○ Gasket ○ O-Ring ○ Threads ○ Other _____

Weld

17. ☐ Butt ⇒ ○ Pipe ○ Fabrication ○ Other _____
18. ☐ Fillet ⇒ ○ Branch ○ Hot Tap ○ Fitting ○ Repair Sleeve ○ Other _____
19. ☐ Pipe Seam ⇒ ○ LF ERW ○ DSAW ○ Seamless ○ Flash Weld
○ HF ERW ○ SAW ○ Spiral ○ Other _____

*Complete a-g if you indicate **any** cause in part H5.*

a. Type of failure:
○ Construction Defect ⇒ ○ Poor Workmanship ○ Procedure not followed ○ Poor Construction Procedures
○ Material Defect

b. Was failure due to pipe damage sustained in transportation to the construction or fabrication site? ○ Yes ○ No

c. Was part which leaked pressure tested before accident occurred? ○ Yes, *complete d-g* ○ No

d. Date of test: /___/___/___/ yr. /___/___/ mo. /___/___/ day

e. Test medium: ○ Water ○ Inert Gas ○ Other _____

f. Time held at test pressure: /___/___/ hr.

g. Estimated test pressure at point of accident: _____ *PSIG*

H6 – EQUIPMENT

20. ☐ Malfunction of Control/Relief Equipment ⇒ ○ Control valve ○ Instrumentation ○ SCADA ○ Communications
○ Block valve ○ Relief valve ○ Power failure ○ Other _____
21. ☐ Threads Stripped, Broken Pipe Coupling ⇒ ○ Nipples ○ Valve Threads ○ Dresser Couplings ○ Other _____
22. ☐ Seal Failure ⇒ ○ Gasket ○ O-Ring ○ Seal/Pump Packing ○ Other _____

H7 – INCORRECT OPERATION

23. ☐ Incorrect Operation
a. Type: ○ Inadequate Procedures ○ Inadequate Safety Practices ○ Failure to Follow Procedures
○ Other _____

b. Number of employees involved who failed a post-accident test: drug test: /___/___/___/ alcohol test /___/___/___/

H8 – OTHER

24. ☐ Miscellaneous, *describe:* _____
25. ☐ Unknown
○ Investigation Complete ○ Still Under Investigation *(submit a supplemental report when investigation is complete)*

PART I – NARRATIVE DESCRIPTION OF FACTORS CONTRIBUTING TO THE EVENT *(Attach additional sheets as necessary)*

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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: _____

Response Team Tabletop Exercise

Internal Exercise Documentation

1. Date(s) performed: _____
2. Exercise or actual response: _____
   Exercise type: ☐ Announced ☐ Unannounced
3. Location of exercise: _____
4. Time started: _____
   Time completed: _____
5. Response plan scenario used (check one):
   ☐ Small ☐ Medium ☐ Worst Case Discharge
   Size of (simulated) spill _____ Bbls
6. Describe how the following objectives were exercised:

   a) Response Team's knowledge of oil spill response plan:

   b) Proper notifications:

   c) Communications system:

Response Team Tabletop Exercise

Internal Exercise Documentation (Cont'd)

d) Response Team's ability to access contracted OSRO:

e) Response Team's ability to coordinate spill response with OSC, state and applicable agencies:

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

7. Identify which components of your response plan were exercised:

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

Certifying Signature: _____ Name (Printed): _____

Date: _____

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 of each 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

(b) (7)(F)

(b) (7)(F)

[redacted]

APPENDIX J

GLOSSARY OF TERMS / ACRONYMS

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 form 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 of

Health Hazard: Means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principals 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 lease 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

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.

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
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
NIMS - National 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 (replaces RSPA)
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
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

APPENDIX K

REGULATORY AGENCY CORRESPONDENCE AND OTHER AGENCY REQUIREMENTS