

Management Of Change Form

SECTION I: INITIATION OF REQUEST

APPROVED TO PROCEED

Requestor: **Harris, Kristof** MOC-NDU-2004-008
 Change: **Temporary** Proposed Date OF Change: **27-Sep-04** Date: **27-Sep-04**
Estimated Date of Temporary Change or Removal: **30-Apr-05** Location: **Texas City Refinery**
 Type Of Change: **Occupied Buildings** Facility: **NDU**
 S/D Requirement: **No Shutdown Required** Section:

Description: **Install a TAR Trailer for JE Merit just east of the NDU unit.**

Basis (Optional): **The Hot work permits to install this trailer were issued from the NDU. Therefore, we thought that the MOC to install the trailer should also be associated with the NDU.**

SECTION II: APPROVAL TO PROCEED

Emergency Change: **No** By: Date:
Team Leader By: **Trapp, Paul** Date: **06-Oct-04**

SECTION III: REQUIREMENTS FOR CHANGE

Type Of Hazard Review: **What-if/Checklist**

Leader: **Seele, Kyle**

	Required	Responsible	Complete	
			By	Date
MOC Process Hazard Analysis (PHA)	Yes	Harris, Kristof	Track, A/I	06-Oct-04
MOC Supplemental Requirements Checklist	Yes	Harris, Kristof	Track, A/I	06-Oct-04
MOC PHA/Formal PSSR Safety/Environmental Action Items Resolved	Yes	Track, A/I		
MOC PHA Report Received By PSM Administrator	Yes	Group, PSM	Galvan, Anna	06-Oct-04
MOC Supplemental Requirements Checklist Received by PSM Admini	Yes	Group, PSM	Galvan, Anna	06-Oct-04
Inform Operating Personnel	Yes	Trapp, Paul	Trapp, Paul	22-Oct-04

SECTION IV: AUTHORIZATION TO COMMISSION

(Electronic Signature confirms that pre-startup safety review requirements have been met)

PHA Documentation Received Date
Team Leader **Logan, Charles**
Authorized By Date

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MOC-NDU-2004-008 Action Items

Monday, March 28, 2005

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Index MOC-NDU-2004-008-001 Type: SAFETY Status: OPEN Target: 09/27/2004 Actual: Incident
Supt: Logan, Charles Group: ASSET Ind: Osborn, Randy TAR: No Level:

Ref: Install a TAR Trailer for JE Merit just east of the NDU unit.

AI: Consider shutting through traffic down between avenue "F" and avenue "G" in the immediate vicinity of the trailer

Resolution:

Comments:

Index MOC-NDU-2004-008-002 Type: SAFETY Status: OPEN Target: 09/27/2004 Actual: Incident
Supt: Logan, Charles Group: ASSET Ind: Osborn, Randy TAR: No Level:

Ref: Install a TAR Trailer for JE Merit just east of the NDU unit.

AI: Consider Post signs along evacuation routes guiding the way

Resolution:

Comments:

Index MOC-NDU-2004-008-003 Type: SAFETY Status: COMPLETE Target: 09/27/2004 Actual: 11/01/2004 Incident
Supt: Logan, Charles Group: ASSET Ind: White (Fluor), Eugen TAR: No Level:

Ref: Install a TAR Trailer for JE Merit just east of the NDU unit.

AI: Consider Verify electrical classification of the area with I&E engineer and verify there are no issues - Eugene White

Resolution: Donald Wamell sent me an email stating the electrical classification in this area would be

N/A.

Comments:

Index MOC-NDU-2004-008-004 Type: SAFETY Status: COMPLETE Target: 09/27/2004 Actual: 11/01/2004 Incident
Supt: Logan, Charles Group: ASSET Ind: White (Fluor), Eugen TAR: No Level:

Ref: Install a TAR Trailer for JE Merit just east of the NDU unit.

AI: Consider Review the need for temporary lighting at night - Eugene White

Resolution: This was reviewed and temporary lighting will be installed.

Comments:

MOC-NDU-2004-008 Action Items

Monday, March 28, 2005

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BUSINESS INFORMATION**

Index MOC-NDU-2004-008-005 Type: SAFETY Status: COMPLETE Target: 09/27/2004 Actual: 11/01/2004 Incident
 Supt: Logan, Charles Group: ASSET Ind: White (Fluor), Eugen TAR: No Level:

* Ref: Install a TAR Trailer for JE Merit just east of the NDU unit.

AI: Consider Verify if windows are made of tempered glass. If not, take appropriate action to protect personnel from shattered glass - Eugene White
 Resolution: The offices do not have windows. The only windows in the trailer are at each door. They are very small.

Comments:

Index MOC-NDU-2004-008-006 Type: SAFETY Status: COMPLETE Target: 09/27/2004 Actual: 10/07/2004 Incident
 Supt: Logan, Charles Group: ASSET Ind: Harris, Kristof TAR: No Level:

Ref: Install a TAR Trailer for JE Merit just east of the NDU unit.

AI: Consider Determine if potable water will be hooked up. If yes, review questions #25-30 on the "trailer siting MOC checklist. Also review procedure for hook up with Chris Rice or Ken Anthony in utilities

Resolution: We did connect potable water to the trailer. We did make sure that we performed all recommendations concerning tying in the potable water to a trailer and we worked with OSU to assure that it was done properly.

Comments:

Index MOC-NDU-2004-008-007 Type: SAFETY Status: COMPLETE Target: 09/27/2004 Actual: 11/01/2004 Incident
 Supt: Logan, Charles Group: ASSET Ind: White (Fluor), Eugen TAR: No Level:

Ref: Install a TAR Trailer for JE Merit just east of the NDU unit.

AI: Consider Verify that wind direction can be easily determined from the trainer location. Install wind sock as necessary - Eugene White
 Resolution: The wind sock was installed for wind direction.

Comments:

September 17, 2004

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Ray Hawkins

MOC-NDU-2004-008

Temporarily Locate TAR Trailer for ULC Project Team

A PHA in the form of a what-if checklist was performed on MOC- NDU -2004-008 to temporarily set the TAR trailer for the ULC project team. The trailer will be located NE of the catalyst warehouse off avenue "F", between the NDU and ISOM process units. This temporary MOC seeks approval to locate this trailer through June of 2005. A copy of the MOC supplemental checklist, unit plot plan with muster points & evacuation routes, building occupants summary, trailer siting checklist, and what-if scenario were used. The following people were in attendance:

Andy McWilliams	ULC Motorization Project Mgr
Kristof Harris	ULC Motorization Project Engr
Jack Skufca	Asset Coordinator
Randy Murray	Operations Training Coordinator
David Smith	Operations
Eugene White	JE Merrit Safety Specialist
Danny Lea	PACE Health & Safety Rep
Ken Curlee	PACE Health & Safety Rep
Kyle Seele	TAR Project Engineer / PHA Leader

The following action items were generated:

- Consider shutting through traffic down between avenue "F" and avenue "G" in the immediate vicinity of the trailer (safety – Randy Osborn)
- Post signs along evacuation routes guiding the way (safety – Randy Osborn)
- Verify electrical classification of the area with I&E-engineer and verify there are no issues (safety- Eugene White)
- Review the need for temporary lightning at night (safety – Eugene White)
- Verify if windows are made of tempered glass. If not take appropriate action to protect personnel from shattered glass (safety – Eugene White)
- Determine if potable water will be hooked up. If yes, review questions #25-30 on the "trailer siting MOC checklist. Also review procedure for hook up with Chris Rice or Ken Anthony in utilities (safety – Kristof Harris)
- Verify that wind direction can be easily determined from the trailer location. Install wind sock as necessary (safety – Eugene White)

Action items that are assigned to individuals that are not listed in the action item database should be assigned to Kristof Harris to verify completion.

If you have any questions please contact me at x1270

Kyle Seele

cc: attendees by Microsoft Exchange w/o attachments
Mark Risinger, TAR Supt.
Randy Osborn, TAR Maint.
Donald Marquise, Warehouse
Anna Galvan, PHM assistant, w/ original documents

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BPISOM00004048

Seele, Kyle (Texas City)

From: Galvan, Anna X (KELLY SERVICES)
Sent: Wednesday, September 29, 2004 1:09 PM
To: Seele, Kyle (Texas City)
Subject: RE: MOC-NDU-2004-008

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Please provide the MOC Supplemental Requirements Checklist.
This has not yet been Approved to Proceed. As soon as we receive the Supplemental Requirements Checklist and it has been approved to proceed, I will update the database.

Thank you,
Anna
x21195

-----Original Message-----

From: Seele, Kyle (Texas City)
Sent: Wednesday, September 29, 2004 10:45 AM
To: Hawkins, Raymond A
Cc: McWilliams, Andy A; Harris, Kristof D; Skufca, Jack R; Murray, Randy; Smith, Lawrence D; Lea, Daniel R; Curlee, Ken; Marquise, Donald; Risinger, Martin; Osborn, Randy W; Galvan, Anna X (KELLY SERVICES)
Subject: MOC-NDU-2004-008

Attached is the MOC and action items for the ULC TAR trailer to be used by the motorization project team. Hot work permits to install the trailer were generated by the NDU, therefore it has been submitted as a NDU MOC. Please approve this MOC in the database to progress. If there are any questions, contact Andy McWilliams or Kristof Harris. Hard copies of the documents used for the MOC will be filed with the PHM goup.

<< File: MOC-NDU-2004-008.doc >>

Thanks,
Kyle



What-If Review Summary Sheet

Project Title: TAR Trailer for ULC Project MOC Number: AJDC-2004-008
 Date: _____

Review Team
 Name: Andy McWilliams Position:
 Name: Kristie Hobbs Position:
 Name: JACK SCUCEKA Position:
 Name: Randy Osborn Position:
 Name: DAVID SMITH Position:
 Name: DANNY LEA Position:
 Name: KEN PERLET Position:
 Name: WALTER Position:

P&ID Number: _____

What if...? MASON CONCRETE ONLY WATER SEPARATOR AT LIFT STATION #2
 Consequence:
 Safeguards: SEALED & CAPED (CHECKLIST)
 Action Required: EVACUATION ROUTE & MUSTER POINTS, EDUCATE GO AROUND UNIT 9

What if...? HEAVY FORK LIFT USE AROUND TRAILERS / PEOPLE AROUND CONTAINERS WAREHOUSE
 Consequence:
 Safeguards:
 Action Required:

What if...?
 Consequence:
 Safeguards:
 Action Required:

- SHUT THROUGH TRAFFIC AVENUE "G" & AVENUE "F" - Randy Osborn
 - Costing Study - Along Evacuation Routes - Randy Osborn / Eugene

Reviewed/Revised: 29-May-01
http://tcc-safeynet.bpweb.bp.com/process.safety.standards/pss_2_psm/pss_2.10_moc/whatif.doc



PROCESS HAZARDS ANALYSIS CHECKLIST
(TO BE USED IN CONJUNCTION WITH "WHAT-IF" HAZARD REVIEW)

ASSET SUPT - ROD PRICE
- BILL MANSON

Trailer Siting Checklist

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Project Title: LOCATE TAR TRAILER FOR PROJECTS GROUP
Date: 17 SEPT. 2004 MOC Number: _____

Review Name: _____ Position: _____
Team Name: _____ Position: _____
Name: _____ Position: _____
Name: _____ Position: _____
Name: _____ Position: _____

Trailer Location: NE CORNER OF CATALYST WAREHOUSE WEST OF ISOM

- | | Y | N | N/A |
|---|-------------------------------------|-------------------------------------|--------------------------|
| 1. Have you completed a "What-If" hazard review before using this checklist?
(If not, complete the "What-If" hazard review first)
ACTION REQUIRED: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the trailer located at least 350 feet from any process unit? If 'No', perform a facility siting analysis.
ACTION REQUIRED: <u>CLOSEST UNIT IS ANDU</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the trailer located in an area that will not obstruct or hamper Emergency Response vehicles from responding to a Unit emergency?
ACTION REQUIRED: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the trailer located in an area that will not obstruct or hamper Operations personnel from attending to Unit equipment?
ACTION REQUIRED: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the trailer located in an area that will not obstruct or hamper fixed fire fighting equipment?
ACTION REQUIRED: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If the trailer is located in a Class 1 Div 2 Group A/B/C/D area of the unit, does it comply with the electrical area classification requirements (proper disconnect enclosure, explosion proof A/C, pressurized, etc.)?
ACTION REQUIRED: <u>* FOLLOW UP WITH BILL SATTNER / WARWELL</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are there safe exit routes from the trailer?
ACTION REQUIRED: <u>MUSTER POINT -</u>
<u>MUSTER POINT -</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the trailer located in an area where personnel inside will be protected from all of the following: | | | |
| a) Toxic, corrosive, or flammable sprays; fumes, mists, or vapors? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Thermal radiation from fires (including flares)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Contamination from spills or runoff? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Windage/fog from cooling towers? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Reviewed/Revised: 10-May-01
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- e) Odors? Y N N/A
 - f) Noise? Y N N/A
 - g) External impact (e.g., from a forklift or other mobile equipment)? Y N N/A
 - h) Flooding from a heavy rain or ruptured storage tank? Y N N/A
- ACTION REQUIRED:

9. Were the following issues considered in regards to the proposed trailer location:
- a) Types/quantities of product or hazardous chemicals? Y N N/A
 - b) Types of reactions and processes? Y N N/A
 - c) Ignition sources? Y N N/A
 - d) Direction and velocity of prevailing winds? Y N N/A
- ACTION REQUIRED:

10. Is the trailer equipped with a fire extinguisher? Y N N/A
- a) That the Fire Department had determined is proper for the intended service of the trailer? Y N N/A
 - b) That has been inspected by the Fire Department and determined to be in good working condition? Y N N/A
- ACTION REQUIRED: * NEED FOLLOW UP - ONE AT EACH DIV

11. Is the trailer located a sufficient distance from sources of excessive vibration? Y N N/A
- ACTION REQUIRED:

12. Has the trailer been secured against anticipated steady-state and gusting wind conditions? Y N N/A
- ACTION REQUIRED: TIE-DOWN

13. Could any structures fall on the trailer in the event of an accident? Y N N/A
- ACTION REQUIRED:

14. Is a system in place to notify personnel working inside the trailer in the event a release occurs at the Unit or a neighboring facility? Y N N/A
- ACTION REQUIRED: - MAIN FIRE ALARM
- RADIO COMMUNICATION - UNIT PROCESS SAFETY ALARM

15. Have primary and secondary Muster Points (Evacuation Points) been identified considering prevailing wind directions? Y N N/A
- ACTION REQUIRED: PRIMARY -
SECONDARY -

16. Is the trailer located near an electrical power supply to prevent unnecessary long power cable runs? Y N N/A
- ACTION REQUIRED:

17. Is sufficient lighting provided at the trailer location? Y N N/A
- ACTION REQUIRED: * Consider temporary lighting for night -> Eugene

18. Is the foundation, supporting structure, and anchor points adequate for protecting the trailer against high winds? Y N N/A
- ACTION REQUIRED:

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- | | | Y | N | N/A |
|-----|---|-------------------------------------|-------------------------------------|--------------------------|
| 19. | Are trailer windows made of tempered glass or have other steps been taken to ensure personnel safety due to shattered glass?
ACTION REQUIRED: <i>Follow UP -</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 20. | Are procedures in place to restrict nonessential or untrained personnel working at the trailer from entering Unit areas where equipment is in service or deemed to be hazardous?
ACTION REQUIRED: <i>LABEL LIVE UNITS, RULES OFF & BARRICADE</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Are evacuation plans (from the trailer) adequate and accessible to personnel?
ACTION REQUIRED: <i>ONE AT EACH DOOR</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Has the Area Instrument/Electrical Supervisor and Area Engineer been allowed input into the scope and design of the electrical power connections?
ACTION REQUIRED: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. | Have all conduit seal fittings been poured and marked to meet the electrical area classification?
ACTION REQUIRED: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Have appropriate individuals been contacted to arrange telephone and computer LAN connections?
ACTION REQUIRED: <i>IP</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Has the potable water system been protected from freezing weather conditions?
ACTION REQUIRED: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Has a survey been performed to ensure there are not cross connections to the potable water system?
ACTION REQUIRED: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Can the potable water system be properly vented and drained for startup? For shutdown/maintenance?
ACTION REQUIRED: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Has proper chlorination of the new potable water system been performed?
ACTION REQUIRED: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | Has the potable water shutoff valve been properly labeled to prevent misalignment?
ACTION REQUIRED: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Will the underground portion of the potable water piping be installed in the vicinity of a cathodic protection system? If 'Yes', should the line be bonded to a cathodic protection system?
ACTION REQUIRED: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

** Contact Ken Anthony & Chris Rice*

Reviewed/Revised: 07-Feb-03

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- 31. Will the temporary building (trailer) be located at it's designated area more than 1 year? If yes, has the refinery plot plan been updated to indicate the temporary building location?

Y N N/A

ACTION REQUIRED:

TEMPORARY MOC - Imm. - JUNE 30th, 2005

Reviewed/Revised: 07-Feb-03

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Facility Siting
BUILDING ANALYSIS CHECKLIST

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BUILDING NAME: ULL TAR TRAILER

DATE: _____

TEAM MEMBERS: _____

This checklist should be applied to all refinery buildings and will help to identify potential hazards to building occupants. The completed checklist should be forwarded to the Unit Asset Superintendent and the PSM Department (Foot Robinson) for review. The check list is formulated so that all "NO" answers require evaluation and potential corrective measures. Some questions may not be applicable to a particular building.

BUILDING NAME:			
	ISSUE	YES/NO/NA	ACTION ITEMS
1.	Have the following concerns been evaluated for personal work areas within the building: a. Those located along walls facing potential blast sources? b. Those adjacent to exterior windows? c. Those within proximity to tall un-anchored equipment, storage racks, or wall-mounted equipment?	yes yes no	- LABEL
2.	Is the building covered by an emergency response/evacuation plan? (AMOCO PSG #24)	no	- not shelter in place
3.	Are the building occupants trained in the building emergency response/evacuation plan?	will be	
4.	Does the building have doors on the opposite side of the building from likely sources of fires or blasts? (AMOCO Spec 12C-4)	yes	
5.	Is there a way for occupants to determine wind direction from all building egress routes?	ACTION ITEM	consider wind socks - Randy
6.	a. If the building is constructed of concrete block, is it located more than 100 feet away from a hydrocarbon service? Alternately, is the building separated from ignition and process areas with minimum distances between boundaries of 50 feet and 25 feet, respectively? (AMOCO Spec 12C-4)	n/a	
	b. If the answer to all questions is 6a was "no", has the potential for fire to impact the building integrity been studied?	n/a	
7.	Are the interior or exterior building fire protection systems adequate?	n/a	
8.	Is the building pressurization system properly designed for the building area classification?	n/a	
9.	Is there a detection system within the building or in the fresh air intake to detect hydrocarbons or toxic materials that could be present during a release? (AMOCO PSG #24)	n/a	
10.	Can the building circulation systems and ventilation hoods be stopped quickly to prevent toxic gas ingress within the building? (AMOCO PSG #24)	n/a	

**Facility Siting
BUILDING ANALYSIS CHECKLIST**

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BUILDING NAME: _____

DATE: _____

TEAM MEMBERS: _____

BUILDING NAME:			
	ISSUE	YES/NO/NA	ACTION ITEMS
11	Is a policy in place for each secured building to ensure that: a. An adequate supply of Drager tubes, or other suitable detectors, is available to test the building air for the most likely contaminant(s)?	n/a	
	b. There is sufficient bottled or fresh supply air available for the occupancy load? (AMOCO PSG #24)	n/a	
12.	If the building contains critical equipment which is expected to be accessed and operated during an emergency: a. Has consideration been given to strengthening the building or relocating the equipment?	n/a	
	b. Has the safety of personnel required to access the equipment been considered?		

BUILDING OCCUPANTS SUMMARY

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What is the number of hours spent by every individual in this building?
List occupation, # of occupants, and # of hours.

OCCUPATION	# OF OCCUPANTS	HOURS/WEEK BY EACH OCCUPANT
Example:		
Board operators	3	56
Shift supervisors	2	63
Board Operators		
Shift Supervisors		
Outside Operators		
Trainer		
Operations Superintendent		
Operations Engineer/Reliability Engineer		
Control Engineer/Control Specialist		
Maintenance Supervisor		
Maintenance Crew		
Coordinator		
Other		
Other		
Other		

MP #10 Cat. 1451 WH
MP #1 27th street 50k



MOC Supplemental Requirements Checklist

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Project Title: UIC MOTORIZATION PROJECT TAR TRAILER
Date: 9/17/2009 MOC Number: NDU-XX-

This checklist is to be completed in addition to the change-specific process hazards analysis that is required for all proposed changes (i.e., This checklist is NOT the PHA for the proposed change).

PHA Preparation Concerns/Issues

- 1. Are the P&ID's being used for the PHA (process hazards analysis) review the most up-to-date versions? RESPONSE/ACTION: No P&ID's used
2. Are there other concurrent jobs or projects that could impact this PHA? RESPONSE/ACTION:

Documentation Concerns/Issues

- 1. Do the unit standing orders need to be updated? RESPONSE/ACTION:
2. Does the unit safety information need to be updated? RESPONSE/ACTION:
3. Does the unit blind list need to be updated? RESPONSE/ACTION:
4. Do the unit instrument loop diagrams need to be updated? RESPONSE/ACTION:
5. Do the motor schematics need to be updated? RESPONSE/ACTION:
6. Do the vessel drawings need to be updated? RESPONSE/ACTION:
7. Do the underground line drawings need to be updated? RESPONSE/ACTION:
8. Do the unit mechanical equipment library files need to be updated?

Reviewed/Revised: 10-May-04
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- | | | CONFIDENTIAL
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|------------------|--|--|--------------------------|-------------------------------------|--------------------------|
| RESPONSE/ACTION: | | | | | |
| 9. | Do the unit I&E equipment library files need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. | Do the LOTO isolation device list/drawings need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. | Do the Maintenance Records/Procedures (Mechanical) need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12. | Do the Maintenance Records/Procedures (I&E) need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13. | Do the maintenance management system (SAP) information need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. | Does the maintenance management system (SAP) Bill-of-Material (BOM) information need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. | Does the storehouse information need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. | Do the Control Strategy Diagrams need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. | Does the Control Strategy/Control System Logic need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 18. | Do the Control System Displays need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. | Do the Process Models/Process Data need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 20. | Does the Radiation Safety Officer need to be contacted to review changes/impacts to radiation sources?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. | Do the inspection files need to be updated?
RESPONSE/ACTION: | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22. | Does the fixed equipment RBI (risk based inspection) database need to be updated? | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Reviewed/Revised: 10-May-04

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Y N N/A

RESPONSE/ACTION:

- 23. Does the equipment thickness-monitoring database need to be updated?
RESPONSE/ACTION:
- 24. Does the unit process container contents list need to be updated?
RESPONSE/ACTION:
- 25. Do technical personnel need to be informed of this change?
RESPONSE/ACTION:
- 26. Do technical personnel require formal training concerning this change?
RESPONSE/ACTION:

Environmental Concerns/Issues

Y N N/A

- 1. Will this job or project result in changing the source of water, the quantity of water used, the quantity or quality of water sent to sewers, the water discharge point, or storm water parameters (e.g., quantity, quality or point of discharge)? If "yes," contact the HSE water engineer to discuss the issue in regard to the BP South Houston water management plan.
RESPONSE/ACTION:
- 2. Have you contacted the HSE LDAR (Leak Detection And Repair) Coordinator for any new pumps, flanges, or valves so that these items can be tagged as needed and added to the VOC Monitoring schedule?
RESPONSE/ACTION:
- 3. Do the ISO 14001 Unit Summaries/Tasking Sheets need to be updated?
RESPONSE/ACTION:

Reviewed/Revised: 10-May-04

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EPA Risk Management Plan

Y N N/A

1. The EPA Risk Management Program Rule (RMP) identifies certain situations that requires resubmission of the Risk Management Plan. The PSM Manager should be consulted to determine if a proposed change has RMP implications. The risk management plan must be updated and resubmitted if any of the following occur:
 - No later than the date a new process becomes covered under the RMP rule.
 - No later than the date that a regulated substance exceeds the threshold quantity in an existing covered process for the first time.
 - Within 6 months of a change that requires an entire new process unit PHA.
 - Within 6 months of an inventory change that changes the worst-case scenario distance by a factor of 2.
 - Within 6 months of a change in the RMP program level for a covered process.

RESPONSE/ACTION:

Group Major Hazards Risk Assessment

Y N N/A

1. The BP Group requires the site major hazards risk assessment be kept evergreen. The PSM Manager should be consulted to determine if a proposed change may impact the site major hazards risk assessment. The major hazards risk assessment will likely require an update if any of the following occur:
 - The introduction of a new toxic material.
 - Increasing the volume of a toxic or flammable such that a new largest volume is created.
 - Significantly increasing the occupancy of an existing building (e.g., doubling the occupancy).
 - Introducing a new occupied building.

RESPONSE/ACTION:

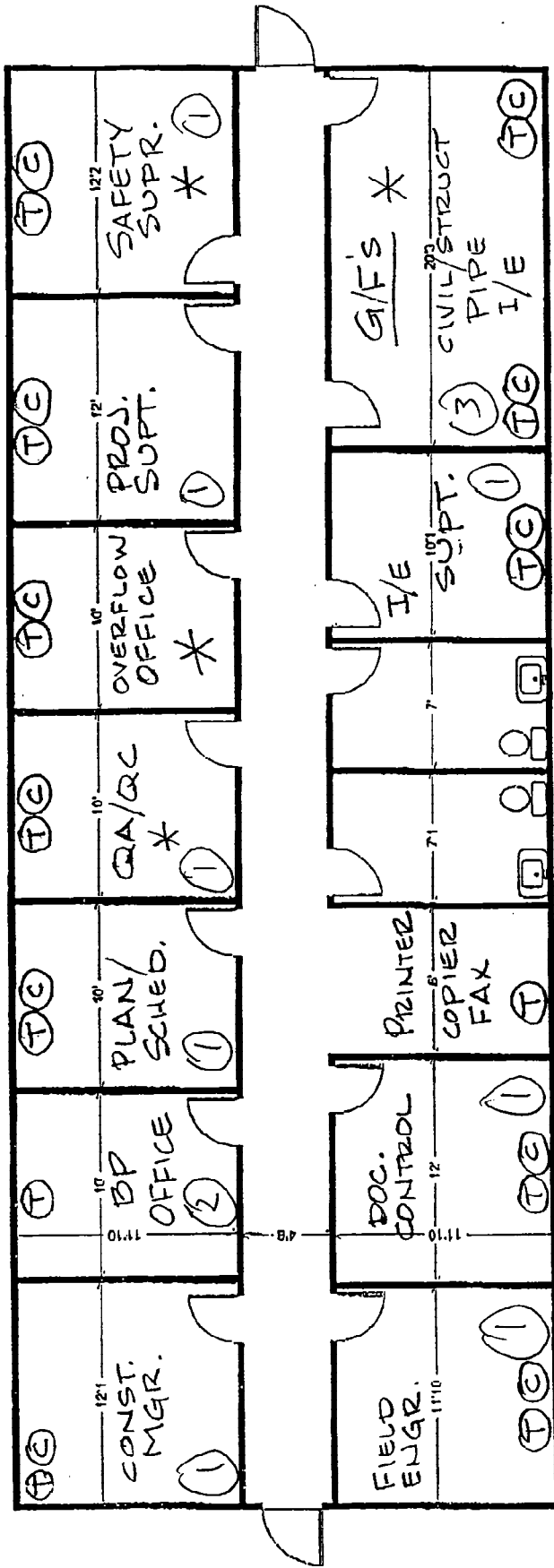
Reviewed/Revised: 10-May-04
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PROPOSED FIELD OFFICE LAYOUT

FULL-TIME

28x76 asset 29042/29043

Dimension are nominal



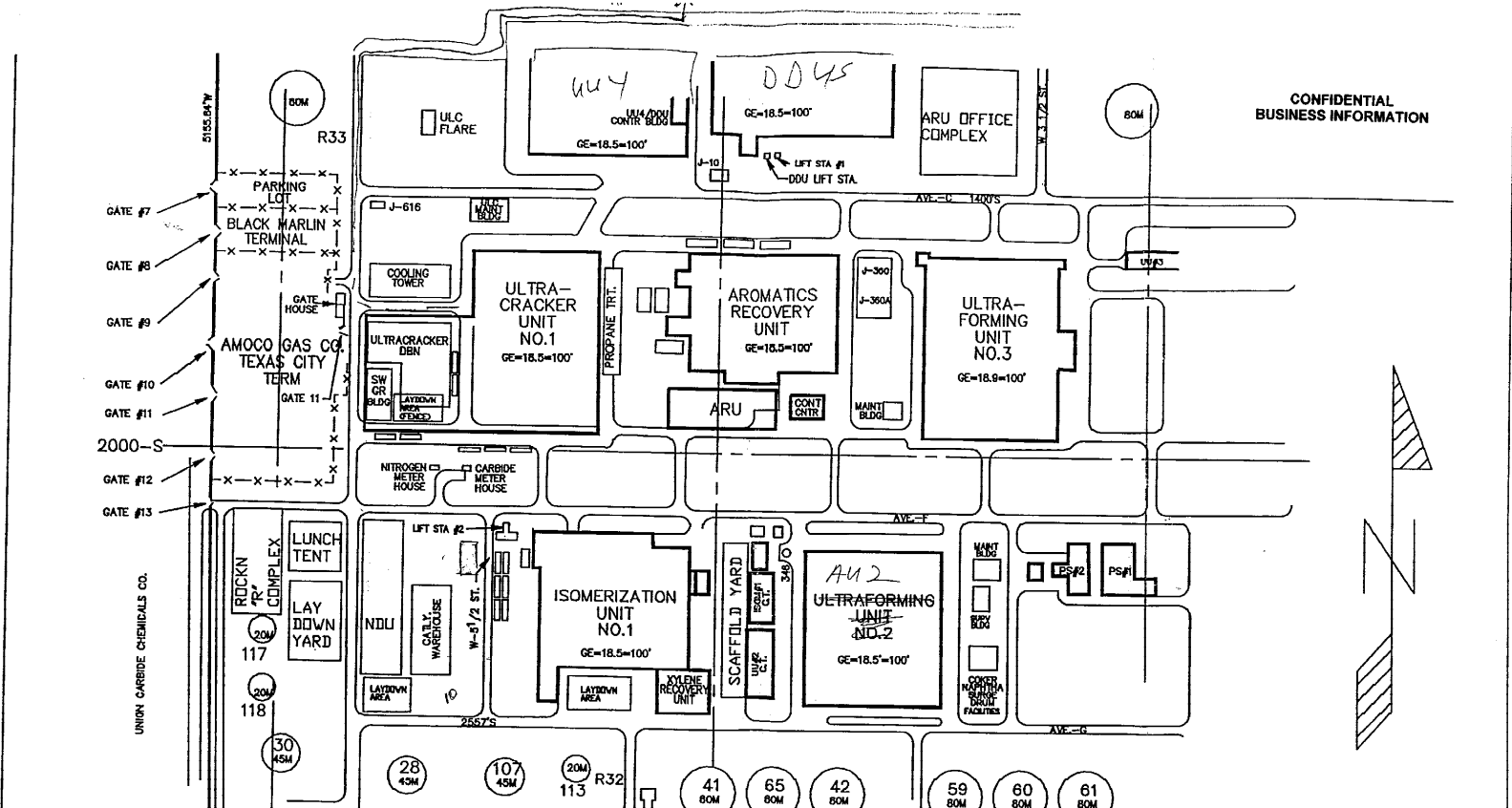
- (T) - TELEPHONE LINE
- (C) - COMPUTER LINE

* SHARED OFFICE DURING TAR NIGHT SHIFT

- 13 PHONES (3 LINES, ONE IS FAX LINE)
- 11 COMPUTERS
- 1 PRINTER
- 1 FAX
- 1 COPIER (11x17's)

CONFIDENTIAL BUSINESS INFORMATION

CONFIDENTIAL
BUSINESS INFORMATION



THE S. WEST CORNER
OF TRAILER IS APPROX.
15' 0" EAST AND
32' 0" NORTH OF THE
CATLY. WAREHOUSE

bp SOUTH HOUSTON TEXAS CITY

Proprietary - To Be Maintained In Confidence

UNIT: * CURRENT PROJ. NO.:

AREA: DOCUMENT STATUS:

FEB 2005 WEST PLANT TARS

DRAWN BY: DATE DRAWN: REV:

DRAWING NUMBER:

Rev. No.	DESCRIPTION	Drawn By	Date
1	ULTRAFORMING UNIT NO. 2		
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