

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL ISSUING ORG. MARINE DEPARTMENT SUBJECT: INLAND OIL SPILL RESPONSE	G.I.NUMBER Approved 2.401	
	ISSUE DATE 01/06/2015	REPLACES 05/01/2014
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SUPPLEMENTS

2.401-1 Leak and/or Spill Report/Inland, SA-5046-1

1. SCOPE

1.1 This General Instruction contains Saudi Aramco policy concerning inland oil spill response, as well as guidelines and specific requirements on prevention, preparedness, response, and recovery activities for an inland oil spill/leak that may result from Saudi Aramco facilities/operations.

1.2 Facility ERP shall comply with this General Instruction and include specific details to address these guidelines and requirements.

* 1.3 This General Instruction only covers releases of liquid hydrocarbons.

2. REFERENCES

2.1 Saudi Aramco Environmental Protection Policy

2.2 General Instruction 6.001, "Notification Requirements for Incidents (Including Fires)"

2.3 General Instruction 6.003, "Guide For Committees Investigating Major Incidents And Engineering Reviews Of Other Incidents"

2.4 General Instruction 2.104, "Offshore Oil Spill Reporting Procedures"

2.5 General Instruction 2.400, "Offshore Oil Spill Contingency Plan"

* 2.6 General Instruction 430.001, "Implementing the Saudi Aramco Hazardous Waste Code"

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** 2.7 General Instruction 1786.001, “Hazardous Materials Emergency Response”

** 2.8 General Instruction 1787.000, “Report of Fire, Emergency or False Alarm”

** 2.9 LPD Guide Number 08-001-2008 , “Emergency Preparedness”

** 2.10 LPD Emergency Management Guide

** 2.11 SMS Element 8

3. DEFINITIONS AND ACRONYMS

ECC

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4. SAUDI ARAMCO INLAND SPILL POLICY AND PRIORITIES

- 4.1 Saudi Aramco will comply with applicable local industry practices, standards and Saudi government regulations for the prevention and control of oil releases and abide by authorized Saudi government direction during the clean-up operation.
- 4.2 All oil spills/leaks require immediate response because they pose a threat to human health, property, and the environment. Response activities will be initiated by the facility to protect the facility and the environment and shall continue until it is determined that the threat is eliminated.
- 4.3 Saudi Aramco is committed to the prevention of oil releases that may result from Saudi Aramco operations to either the land or waters of Saudi Arabia. However, in the event of an accidental oil release, the following are Saudi Aramco's priorities in responding to the incident:
 - 4.3.1 The protection of human life is the highest priority and primary concern during all phases of an oil spill response operation. At any time during a spill or leak incident, the highest priority shall be the safety and health of the public and all personnel who are affected, or may potentially be affected, by the oil release.
 - 4.3.2 The protection of vital Saudi government and Saudi Aramco facilities, such as major desalinization or power plants is the second priority. These facilities affect the health, safety, and economy of a large segment of the people in Saudi Arabia.
 - 4.3.3 Ensuring a minimum of disruption to the safe operation of critical oil handling and production facilities is the next priority. The extreme importance of these facilities requires that all company resources be made available for their protection and safe continuous operation.
 - 4.3.4 The protection of the environment, private property, and wildlife is also a priority. Saudi Aramco will follow the most environmentally sound measures in limiting the impact of the spill.

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5. RESPONSIBILITIES

5.1 Facility Manager

- 5.1.1 Ensures that the requirements and guidelines in this General Instruction are incorporated into the facility ERP.
- 5.1.2 Ensures the existence of formal facility specific pre-plan for an uncontrolled/uncontained major spill/leak event, and updates the pre-plan as the facility is modified, expanded or demolished.
- ** 5.1.3 Ensure the existence of credible scenarios for minor, moderate and/or major oil spills for the facility are detailed within any associated pre-plan or ERP.
- ** 5.1.4 Forwards copy of both the pre-plan and credible scenarios to the Regional Inland Spill Coordinator (RISC), the General Supervisor, Environmental Engineering Division, EPD, and Loss Prevention Department for review.
- 5.1.5 Ensures there are a sufficient number of properly trained personnel to respond to all oil spill/leak scenarios.
- ** 5.1.6 Conduct at least one oil spill drill annually to ensure involved personnel are well trained for such situations and to test the detection and response equipment.
- 5.1.7 Ensures there is suitable oil spill/leak prevention, detection, and response equipment and supplies readily available to meet the requirements set out in the pre-plan, credible scenarios and ERP.
- 5.1.8 Activates ECC procedures.
- 5.1.9 Performs notifications as required in Section 6.8.
- 5.1.10 Maintains contact through Saudi Aramco Corporate Affairs with various Saudi government agencies, which may be involved in the inland oil spill.
- ** 5.1.11 Initiates an investigation into the cause of any oil spill/leak in accordance with the requirements of General Instruction 6.003.

5.2 Facility Superintendent/Shift Superintendent

- 5.2.1 Ensures oil spill/leak prevention, detection, and response equipment are operational and supplies readily available.

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5.2.2 Activates the facility emergency response plan. 5.2.3 Performs notifications as required in Section 6.5. 5.2.4 Assumes the function of the Incident Commander in the facility emergency response plan. 5.2.5 Assumes the function of Facility Oil Spill Response Coordinator (FOSRC) if designated to perform this function. 5.2.6 Requests assistance from other departments as required. 5.3 Facility Oil Spill Response Coordinator (FOSRC) ** 5.3.1. Review the spill pre-plan and credible scenarios on an annual basis, and updates as the facility is modified, expanded or demolished. 5.3.2. Activates the pre-plan (for the facility) for clean-up, disposal, and restoration in coordination with appropriate personnel such as the facility Environmental Coordinator. The pre-plan shall be reviewed and concurred with, at a minimum, by RISC, LPD, EPD, and other appropriate organizations as required. 5.3.2 Evaluates the spill magnitude and hazards and advise the Incident Commander as needed. * 5.3.3 Establish ongoing communications as required in Section 6.6. 5.3.4 Assumes responsibility for all activities related to the safe and efficient clean up, disposal, and restoration of the affected area. 5.3.5 Requests assistance for clean-up from other departments as required. 5.3.6 Ensures that oil and oily waste are managed in an environmentally friendly manner as per Saudi Aramco established guidelines. 5.3.7 Ensures that the spill activities are fully documented and cost data is recorded during the spill clean-up. Saudi Aramco form SA 5046-1, "LEAK AND/OR SPILL REPORT/INLAND," must be completed and distributed. 5.3.8 Conducts, where appropriate, restoration of facilities and natural, private, or industrial properties impacted by a spill from a Saudi Aramco facility/operation. ** 5.3.9 Documents the spill/leak loss amount, recovered amount and non-recovered		

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amount (three separate figures).

**** 5.4 Regional Inland Spill Coordinator (RISC)**

**** 5.4.1** Reviews and concurs with the pre-plan for clean-up, disposal, and restoration.

5.4.2 Performs notifications as required in Section 6.7.

**** 5.4.3** Alerts the appropriate Regional Oil Spill Response Coordinator (ROSRC) if there is a potential threat to a shoreline.

**** 5.4.4** Advises the Facility Oil Spill Response Coordinator (FOSRC) of the best practical means during clean-up, disposal and restoration after consultation with EPD.

**** 5.4.5** Advises the GOSRD on the spill and keeps him updated.

**** 5.4.6** Participates, or assigns a delegate, in the investigation committee on any oil release when deemed necessary.

**** 5.4.7** Prepares a spill summary and submit to Corporate Affairs.

**** 5.4.8** Maintains records of SA 5046-1 and spill summary reports.

5.5 Industrial Security Organization (ISO)

5.5.1 Performs notifications as required in Section 6.4.

5.5.2 Assists the Incident Commander as required in accordance with ISO internal procedures.

5.5.3 Secures the incident scene as necessary.

5.5.4 Participates in the investigation committee when deemed necessary.

5.6 Fire Protection Department (FrPD)

5.6.1 Assist the Incident Commander and assume the position of Fire Commander (FC) in accordance with the facility Emergency Response Plan.

5.6.2 Conducts fire control, vapor suppression, or rescue operations as necessary, and provide standby for these tasks as needed throughout clean-up, disposal, and restoration as jointly determined by the Incident Commander and the senior fire officer.

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5.6.3 Participates in the investigation committee for all incidents to which FrPD responded or were requested to respond. 5.7 Environmental Protection Department (EPD) 5.7.1 Review and concur with the pre-plan and scenarios for clean-up, disposal, and restoration. 5.7.2 Advises the Facility Oil Spill Response Coordinator (FOSRC) in the best practical means during clean-up, disposal, and restoration after consultation with the RISC. 5.7.3 Ensures clean-up procedures are implemented properly. 5.7.4 Provides technical advice as required for clean-up, disposal, and restoration. 5.7.5 Participates in the investigation committee on any oil release when deemed necessary. * 5.7.6 Recommends hazard control actions, personal protective equipment usage, limitations and health monitoring during clean-up of hazardous or waste materials. 5.8 Saudi Aramco Corporate Affairs 5.8.1 Perform notifications as required in Section 6.9. * 5.9 Global Oil Spill Response Director (GOSRD) * 5.9.1 Briefs the Oil Spill Committee Chairman, as necessary, and to the magnitude and extent of the spill. * 5.9.2 Reviews and approves press releases related to the oil spill, after consultation with Saudi Aramco Public Relation Department and the Chairman of the Oil Spill Committee. * 5.9.3 Oversees the clean-up operations and the oil spill response team. 6. NOTIFICATIONS ** 6.1 Any Saudi Aramco employee, contractor, or visitor observing or becoming aware of an oil spill or leak shall call 110 and/or locate the nearest Security Gate and make		

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them aware; also, the spill or leak should be reported to the area shift supervisor. Central Area 013-872-0110, Northern Area 013-673-0110, Southern Area 013-572-0110, Central Region 011-285-0110, Western Region 012-427-0110.

- * 6.2 Follow the notification procedure and stated categorization format as stated in General Instruction 6.001 (Notification Requirements for Incidents (Including Fires)) for all Major, Moderate and Minor incidents.

- 6.3 The persons reporting the spill should provide the following information if applicable:

- Location of spill
- Size (approximate volume) and activity of leak (continuous or stopped)
- Number of victims/injuries
- Source of the spill if known
- Damages observed
- Name of person reporting and/or observing the spill
- Contact details (telephone, pager, mobile, radio, vehicle number(s) etc.)
- Badge number
- Weather conditions, wind speed, direction, and visibility
- Any action being taken

- 6.4 The Industrial Security Control Center shall immediately notify the superintendent, shift superintendent, or his designate of the involved facility/operation and the Regional Inland Spill Coordinator (RISC) through the 24-hour telephone number

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013-678-6666	013-378-6666	012-427-6666

In addition, they shall notify FrPD and EMS if required.

- 6.5 The superintendent, shift superintendent, or his designate shall activate the emergency notification procedure of the facility emergency response plan, which should include, at a minimum, all notification requirements in General Instruction 6.001 and General Instruction 1787.000 (proponent manager, OSPAS, etc.) and notify the Facility Oil Spill Response Coordinator (FOSRC) of the department involved as well as Corporate Affairs.

- 6.6 The FOSRC shall determine the magnitude of the spill/leak (including volume, location, consequences such as fire, explosion, injuries, toxicity, etc.) and establish on-going communications with:

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• Regional Inland Spill Coordinator (RISC) • General Supervisor, Environmental Engineering Division, EPD • Environmental Coordinator of the department involved 6.7 The RISC shall notify the GOSRD. 6.8 The GOSRD will notify the Chairman of the Oil Spill Committee as necessary. 6.9 The facility manager shall perform notifications as required in General Instruction 6.001 and other notifications as deemed necessary (e.g., General Manager and/or Vice President of the area in which the spill has occurred). 6.10 Saudi Aramco Corporate Affairs shall keep government officials informed, as necessary. 7. INVESTIGATION * 7.1 All inland oil spills/leaks shall be investigated in accordance with General Instruction 2.104, paragraph 6.0. 7.2 The investigation committee shall include, in addition to personnel required by General Instruction 6.003, the RISC, ISO, FrPD, EPD when deemed necessary.		

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RECOMMENDED BY:

Manager, Marine Department

DATE:

CONCURRED BY:

V.P., Pipelines, Distribution & Terminals

DATE:

* Executive Director, Corporate Affairs

DATE:

V.P., Northern Area Oil Operations

DATE:

Executive Director, Refining & NGL Fractionation

DATE:

V.P., Gas Operations

DATE:

Executive Director – Industrial Services

DATE:

V.P., Petroleum Engineering & Development

DATE:

V.P., Safety & Industrial Security

DATE:

V.P., Southern Area Oil Operations

DATE:

V.P., Engineering Services

DATE:

APPROVED BY:

* SLH Operations & Business Services

DATE:

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Supplement 2.401-1

LEAK AND/OR SPILL REPORT/INLAND

Saudi Aramco 5046-1

Report required for all leaks or spills.

Reporting Location	Department / Division	Unit
Discovered by: Name, Badge no., Job Title		Date & Time of Discovery
Spill Location		Apparent Cause
Spill Source	Material Spilled	
Estimated Quantity Spilled (barrel)	Estimated Quantity Recovered (barrel)	Area Affected
Clean-up Commenced (Date & Time)	Clean-up Completed (Date & Time)	Internal Order(10) Account No.
Clean-up Operation EQUIPMENT USED (HRS.)	TIME USED (HRS.)	LABOR USED
TIME USED		
Comments		
Property Damage / Personal Injures – Describe		
Possible Preventive Action – Describe		
Person Preparing Report (Name / Position / Badge No.)		Signature & Date
Comments From Facility Superintendent		Signature & Date
Comments From Operating Manager		Signature & Date

DISTRIBUTION:

1 st Copy - Global Oil Spill Response Director/RISC	2 nd Copy - Facility Superintendent
3 rd Copy - Risk Management Division	4 th Copy - Environmental Coordination Division
5 th Copy - Area Loss Prevention Office	6 th Copy - Manager, Saudi Aramco Public Relations
7 th Copy - Government Liaison Engineer	8 th Copy - Manager, Saudi Aramco Corporate Affairs