

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL

ISSUING ORG: MARINE DEPARTMENT
SUBJECT: INLAND OIL SPILL RESPONSE

GI NUMBER **Approved**

2.401

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SUPPLEMENTS

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

1. PURPOSE

- 1.1 This General Instruction contains Saudi Aramco's policy concerning inland oil spill response, as well as guidelines and specific requirements on prevention, preparedness, response, and recovery activities for an oil spill/leak that may result from Saudi Aramco facilities/operations. Facilities' emergency response plans shall comply with this General Instruction and include specific details to address these guidelines and requirements.

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, "Waste Management"

3. DEFINITIONS AND ACRONYMS

DCC	Disaster Control Center
ECC	Emergency Control Center
EMS	Emergency Medical Services
EPD	Environmental Protection Department
FrPD	Fire Protection Department
FOSRC	Facility Oil Spill Response Coordinator
GOSRD	Global Oil Spill Response Director
Incident Commander	Person with overall responsibility for management of the incident at the emergency site

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Inland	All land and coastal areas above the spring high tide mark
ISO	Industrial Security Organization
LPD	Loss Prevention Department
Oil	Any liquid hydrocarbon substance including crude and refined products
OSPAS	Oil Supply Planning & Scheduling
ROSRC	Regional Oil Spill Response Coordinator
SAA	Saudi Aramco Affairs
Spill or leak	Any unintentional release of liquid hydrocarbons onshore including aboveground or underground

4. POLICY AND PRIORITIES

- 4.1 Saudi Aramco will comply with applicable industry practices, standards and Saudi Arab government regulations for the prevention and control of oil releases and abide by authorized Saudi Arab government's direction during the clean-up operation.
- 4.2 All oil spills/leaks require immediate response because they pose a threat to human life, property, and the environment. Response activities will be initiated to protect facilities 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 first priority and primary concern during all phases of an oil spill response operation. At any time during a spill incident, the initial overriding concern shall be the safety of the public and all personnel who are affected, or may potentially be affected, by the oil release.
 - 4.3.2 Protecting vital Saudi Arab 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.

5. RESPONSIBILITIES

5.1 Facility Manager

- 5.1.1 Ensure that the requirements and guidelines in this General Instruction are incorporated into the facility emergency response plans and ensure the existence of formal pre-plans for major spills/leaks (as defined in GI 2.400) including coordination with outside agencies.

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- 5.1.2 Ensure there are a sufficient number of properly trained personnel to respond to all oil spill/leak scenarios.
- 5.1.3 Conduct at least one drill annually for a major spill/leak (as defined in GI 2.400) to ensure involved personnel are well trained for such situations and to test the detection and response equipment.
- 5.1.4 Ensure there are suitable oil spill/leak prevention, detection, and response equipment and supplies readily available.
- 5.1.5 Activate ECC/DCC procedures when required.
- 5.1.6 Perform notifications as required in Section 6.7.
- 5.1.7 Maintain contact through Saudi Aramco Affairs with various Saudi Arab government agencies, which may be involved with the spill.
- 5.1.8 Initiate an investigation into the cause of the spill/leak in accordance with the requirements of General Instruction 6.003.

5.2 Facility Superintendent/Shift Superintendent

- 5.2.1 Ensure oil spill/leak prevention, detection, and response equipment are operational and supplies readily available.
- 5.2.2 Activate the facility emergency response plan as necessary.
- 5.2.3 Perform notifications as required in Section 6.4.
- 5.2.4 Assume the function of the Incident Commander if dictated in the facility emergency response plan.
- 5.2.5 Assume the function of Facility Oil Spill Response Coordinator (FOSRC) if designated to perform this function.
- 5.2.6 Request assistance from other departments as required.

5.3 Facility Oil Spill Response Coordinator (FOSRC)

- 5.3.1. Develop a pre-plan 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 GOSRD, LPD, EPD, and other appropriate organizations as required.
- 5.3.2 Evaluate the spill magnitude and hazards and advise the Incident Commander as needed.
- 5.3.3 Perform notifications as required in Section 6.5.
- 5.3.4 Assume responsibility for all activities related to the safe and efficient clean up, disposal, and restoration.
- 5.3.5 Request assistance for clean-up from other departments as required.

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- 5.3.6 Ensure that oil and oily waste are disposed of in an environmentally proper manner per Saudi Aramco's established guidelines.
- 5.3.7 Ensure that the spill activities are fully documented and cost data is recorded during spill clean up work. Saudi Aramco form SA 5046-1, "LEAK AND/OR SPILL REPORT/INLAND," must be completed and distributed.
- 5.3.8 Conduct, where appropriate, restoration of facilities and natural, private, or industrial properties impacted by a spill from a Saudi Aramco facility/operation.

5.4 Global Oil Spill Response Director (GOSRD)

- 5.4.1 Review and concur with the pre-plan for clean-up, disposal, and restoration.
- 5.4.2 Perform notifications as required in Section 6.6.
- 5.4.3 Alert the appropriate Regional Oil Spill Response Coordinator (ROSRC) if there is a potential threat to a shoreline.
- 5.4.4 Advise the Facility Oil Spill Response Coordinator (FOSRC) in the best practical means during clean-up, disposal, and restoration after consultation with EPD.
- 5.4.5 Participate, or assign a delegate, in the investigation committee on any oil release when deemed necessary.
- 5.4.6 Prepare a spill summary and submit to Government Affairs.
- 5.4.7 Maintain records of SA 5046-1 and spill summary reports.

5.5 Industrial Security Organization

- 5.5.1 Perform notifications as required in Section 6.3.
- 5.5.2 Assist the Incident Commander as required in accordance with ISO internal procedures.
- 5.5.3 Secure the incident scene as necessary.
- 5.5.4 Participate in the investigation committee when deemed necessary.

5.6 Fire Protection Department

- 5.6.1 Assist the Incident Commander or assume the position of Incident Commander in accordance with the facility emergency response plan.
- 5.6.2 Conduct 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.
- 5.6.3 Participate in the investigation committee for all incidents to which FrPD responded or were requested to respond.

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5.7 Environmental Protection Department

- 5.7.1 Review and concur with the pre-plan for clean-up, disposal, and restoration.
- 5.7.2 Advise the Facility Oil Spill Response Coordinator (FOSRC) in the best practical means during clean-up, disposal, and restoration after consultation with the GOSRD.
- 5.7.3 Ensure clean-up procedures are implemented properly.
- 5.7.4 Provide technical advice as required for clean-up, disposal, and restoration.
- 5.7.5 Participate in the investigation committee on any oil release when deemed necessary
- 5.7.6 Personal protective equipment identification, usage, limitations and health monitoring will be jointly performed by the Loss Prevention Representative and EPD's Industrial Hygiene Unit during clean-up of hazardous materials or waste.

5.8 Saudi Aramco Affairs

- 5.8.1 Perform notifications as required in Section 6.8.

6. NOTIFICATIONS

- 6.1 Any Saudi Aramco employee, contractor, or visitor observing or becoming aware of a spill or leak shall immediately call 110 if in a Saudi Aramco facility or call the nearest Industrial Security Control Center if outside (Central Area: 03-872-0110; Southern Area: 03-572-0110; Northern Area: 03-673-0110; Central Region: 01-285-0110; Western Region: 02-427-0110). The observer shall also notify facility management or nearest supervisory personnel. The Industrial Security Control Center call is monitored by the local Fire Protection Division and Emergency Medical Services who will respond as necessary.
- 6.2 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 and direction, and visibility
 - Any action being taken

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- 6.3 The Industrial Security Control Center shall immediately notify the superintendent, shift superintendent, or his designate of the involved facility/operation and the Global Oil Spill Response Director (GOSRD) through the 24-hour telephone number 678-1405 or 678-1475. In addition, they shall notify FrPD and EMS if required.
- 6.4 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 (proponent manager, OSPAS, etc.) and notify the Facility Oil Spill Response Coordinator (FOSRC) of the department involved.
- 6.5 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:
- Global Oil Spill Response Director
 - Coordinator, Environmental Coordination Division
 - Environmental Coordinator of the department involved
- 6.6 The GOSRD shall notify the Chairman, Oil Spill Committee, as necessary.
- 6.7 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).
- 6.8 Saudi Aramco Affairs shall keep government officials informed, as necessary.

7. INVESTIGATION

- 7.1 All spills/leaks shall be investigated in accordance with General Instruction 6.003.
- 7.2 The investigation committee shall include, in addition to personnel required by General Instruction 6.003, the GOSRD, ISO, FrPD, and EPD when deemed necessary.

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RECOMMENDED BY:

MANAGER, MARINE DEPARTMENT

DATE: _____

CONCURRED BY:

V.P., DISTRIBUTION & TERMINAL OPERATIONS

DATE: _____

V.P., SAUDI ARAMCO AFFAIRS

DATE: _____

V.P., NORTHERN AREA OIL OPERATIONS

DATE: _____

V.P., REFINING

DATE: _____

V.P., NORTHERN AREA GAS OPERATIONS

DATE: _____

V.P., ABQAIQ PLANTS, POWER & PIPELINES

DATE: _____

EXECUTIVE DIRECTOR – INDUSTRIAL SERVICES

DATE: _____

EXECUTIVE DIRECTOR – PETROLEUM ENG & DEVELOPMENT

DATE: _____

EXECUTIVE DIRECTOR, SAFETY & INDUSTRIAL SECURITY

DATE: _____

EXECUTIVE DIRECTOR, SOUTHERN AREA OIL OPERATIONS

DATE: _____

APPROVED BY:

SR. V.P., ENGINEERING & OPERATIONS SERVICES

DATE: _____

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LEAK AND/OR SPILL REPORT/INLAND

Saudi Aramco 5046-1 (7/05)

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(IO) Account No.	
Clean-up Operation EQUIPMENT USED	TIME USED (HRS.)	LABOR USED	TIME USED (HRS.)
Comments			
Property Damage / Personal Injuries – 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	5 th Copy - Area Loss Prevention Office
2 nd Copy - Facility Superintendent	6 th Copy - Manager, Saudi Aramco Public Relations
3 rd Copy - Risk Management Division	7 th Copy - Government Liaison Engineer
4 th Copy - Environmental Coordination Division	8 th Copy - Manager, Saudi Aramco Affairs