



Emergency Response Plan

**Rocky Mountain Region; Lost
Cabin Plant and Greencore,
Grieve, and Riley Ridge
Pipelines**

Table of Contents

<u>OM1900 – Emergency Response</u>	<u>3</u>
<u>OM1902 – Abnormal Operation.....</u>	<u>9</u>
<u>OM0512 – Severe Weather Operating Plan</u>	<u>13</u>
<u>OM0159 – Emergency Reporting and Investigation</u>	<u>15</u>
<u>District Map</u>	<u>32</u>
<u>Description of Facilities.....</u>	<u>33</u>
<u>Description of Steps to take When Catastrophic Failure and Damage Occur</u>	<u>40</u>
<u>Description of Steps to Take When Operational Failure Causing a Hazardous Condition Occur</u>	<u>41</u>
<u>Description of Steps to Take When Natural Disasters Affecting Pipeline Facilities Occur</u>	<u>44</u>
<u>O&M Form 1900-01 – Information Contacts and Verification Plan</u>	<u>46</u>
<u>O&M Form 1900-02 – Facility Personnel Responsibilities.....</u>	<u>48</u>
<u>O&M Form 1900-03 – Primary Notification of Contacts.....</u>	<u>49</u>
<u>O&M Form 1900-04 – Emergency Contacts.....</u>	<u>51</u>
<u>O&M Form 1900-05 – Chronological Record of Emergency: First Facts.....</u>	<u>54</u>
<u>O&M Form 1900-06 – Emergency Shutdown Device Locations.....</u>	<u>56</u>
<u>O&M Form 1900-07 – Facility Isolation</u>	<u>57</u>
<u>O&M Form 1900-08 – Bomb Threat Checklist.....</u>	<u>58</u>
<u>O&M Form 1900-09 – On-Site Emergency Response Equipment</u>	<u>59</u>
<u>O&M Form 1900-10 – Contractors and Available Equipment.....</u>	<u>60</u>
<u>O&M Form 1900-11 – Emergency Drill</u>	<u>62</u>
<u>O&M Form 1900-12 – Procedures for Critical Operation Before Evacuation.....</u>	<u>64</u>
<u>O&M Form 1900-13 – Emergency Escape Procedures</u>	<u>65</u>

Table of Contents

1. Applicability 3
 2. Scope 3
 3. Core Information and Requirements 3
 3.1. General 3
 3.2. National Incident Management System 3
 3.3. Roles and Procedural Duties 4
 3.4. Emergency Response Manual 5
 3.5. Determining Reporting Levels and/or Criteria 6
 3.6. Liaison with Public Officials 6
 3.7. Media Response 6
 3.8. Post-Emergency Investigation and Critique 6
 3.9. Emergency Response Manual Reviews/Drills 6
 3.10. Returning Facility to Service 6
 4. Training 7
 4.1. Training Requirements 7
 4.2. Training Content 7
 5. Documentation 7
 6. References 8

1. Applicability

- Gathering
- Processing
- Regulated Onshore Pipelines

2. Scope

This procedure provides guidelines for developing an Emergency Response Manual and National Incident Management System (NIMS) to manage an emergency and return operations to normal. The Emergency Response Manual gives specific instruction about responding to events on or near a facility, and provides for communications with employees, government agencies, and the public to minimize any hazard resulting from a facility emergency.

3. Core Information and Requirements

3.1. General

- 3.1.1. Every Company gathering, processing, and transmission area/facility must have a current Emergency Response Manual that contains procedures specific to that area/facility.
- 3.1.2. Emergencies are usually reported to the Denbury Control Center (DCC) by a private citizen, a public emergency response officer, or a field employee. When informed of an emergency by a private citizen, DCC personnel will obtain as much detail as possible and call a designated field employee to investigate the status. Upon being notified by the DCC, employees will respond to the emergency immediately.
- 3.1.3. When design or operational limits have been exceeded but the occurrence does not meet the level of an emergency situation, it shall be referred to as an Abnormal Operation. Refer to [O&M Procedure 1902 – Abnormal Operation](#).
- 3.1.4. When Company facilities are involved in an emergency, Company personnel shall take the appropriate action (e.g. emergency shutdown or pressure reduction) to safeguard human life first and then protect Company and private property and maintain or restore operations, if possible.
- 3.1.5. Field personnel shall immediately communicate information about the emergency to a supervisor, who will promptly call the DCC. In the event the supervisor cannot be reached immediately, field personnel will contact the DCC. The DCC will initiate the appropriate notification system (refer to [O&M Procedure 0159 – Emergency Reporting and Investigation](#)).

3.2. National Incident Management System

The NIMS is an organized, coordinated management system established to respond to an emergency and is typically comprised of personnel assigned to perform the functions listed below (titles may vary). These functions depend on available personnel, facility size, and emergency event level:

- The Incident Commander will designate a qualified individual (example: HSE or Operations personnel) to ensure site, public and employee safety; establish the site safety plan; coordinate environmental response; maintain contact with the area/region HSE Project Manager and other HSE personnel as required; maintain contact with local, state and federal emergency response organizations or other agencies as necessary
- The On-Site Coordinator handles on-site activities
- The Logistics/Planning Coordinator obtains necessary response equipment, materials, contractors, other company personnel, etc.
- Financial/Administration arranges for humanitarian assistance, lodging, meals, etc. and manages purchase orders, contacts, etc.

3.3. Roles and Procedural Duties

3.3.1. Incident Commander

The Incident Commander is responsible for managing the emergency response and will coordinate these activities:

- Establishing a command post, assembling the NIMS team and assigning team member responsibilities
- Assessing Priorities: Safety first, Stabilization second
- Accounting for locations of all personnel who were in the area/facility at the beginning of the emergency
- Implementing the site-specific Emergency Response Plan (ERP)
- Providing on-site supervision of response activities
- Assessing and deploying needed resources and coordinating activities
- Serving as or providing for an emergency event safety officer to be responsible for preventing injuries and/or death
- Maintaining communications with the Regional Operations Manager, DCC, Crisis Management Team (CMT), and HSE throughout the response
- Coordinating activities of and responding to outside agencies, the CMT (represented by the Emergency Response Coordinator), and the Accident Investigation Team
- Coordinating response to initial contacts with local press and governmental agencies
- Returning the facility to normal service
- Ensuring all reports associated with the emergency have been completed
- Ensuring an investigation is conducted to determine the event's root cause and to develop corrective actions to prevent recurrence
- Coordinating the emergency response critique with the post-investigation team

3.3.2. Employee Detecting or Receiving Emergency Notification

The first employee detecting or notified of an emergency is responsible for:

- Assessing the threat to life and health
- If injuries are present calling 911
- Notifying the operations supervisor or the DCC
- Initiating the site-specific ERP

3.3.3. Person in Charge

The person in charge is any employee with operational responsibility who has received training in the NIMS, emergency response or local training per the site-specific ERP. The person in charge must:

- Have access to this procedure and the site-specific ERP
- Immediately initiate the site-specific ERP and notify the supervisor or DCC
- Gather information on the emergency
- Implement actions to stabilize the situation, coordinate and document all telephone calls, conversations, pressures, etc. pertinent to the emergency until relieved of the responsibility

3.4. Emergency Response Manual

3.4.1. Emergency Response Procedures

The Emergency Response Manual shall contain procedures for responding to, investigating, and correcting the cause of the following types of emergencies, where applicable:

- Catastrophic failure and damage
 - Fire located near or directly involving a pipeline facility
 - Explosion occurring near or directly involving a pipeline facility
 - Accidental release of CO₂ or Gas
- Operational failure causing a hazardous condition including:
 - Non-scheduled releases from stationary or mobile sources
 - Major accidents involving Company vehicles or contractor-owned equipment
 - Bomb threats
 - Gas/CO₂/H₂S detected inside or near a building
 - Threats against employees or Company facilities
 - Fatalities or multiple hospitalizations involving employees or the public
 - Unauthorized active encroachments on Company property
 - Loss of communications
 - Unintended valve closures
 - Pressure or flow rate outside of normal operating limits
- Natural disasters affecting pipeline facilities including:
 - Floods
 - Damaging storms (hurricanes, tornadoes, etc.)
 - Weather extremes (cold, blizzards, heat)
 - Lightning and wildfires

3.4.2. Emergency Response Plan (ERP)

Area/facility personnel will develop a site-specific ERP using [O&M Forms OM1900-01 through OM1900-13](#) as guidelines (refer to [Section 5 – Documentation](#) for a detailed, linked list of applicable forms).

The information required in the ERP is listed in [Section 5 – Documentation](#). In addition, the ERP should cover all types of emergencies listed in [Subsection 3.4 – Emergency Response Manual](#), as well as all the details listed below.

The ERP will include details to:

- Provide facility plot plan or pipeline map indicating ESDs, evacuation routes, first aid stations, eye washes/showers, fire extinguishing equipment and meeting locations
- Establish emergency escape procedures and routes
- Establish and maintain communication with parties listed on [O&M Form OM1900-04 – Emergency Contacts](#)
- Identify labor, materials and equipment
- Make the area safe (people first, then property)
- Provide primary and alternate meeting locations for employees and contractors after evacuation
- Identify O&M procedures for use during emergency response
- Isolate the area/facility
- Handle hazardous substances using Material Safety Data Sheets (MSDS)
- Return the facility to service in conformance with Company O&M procedures

3.4.3. Denbury shall review the procedures to be used in case of an emergency at intervals not exceeding 15 months, but at least once each calendar year. Whenever deficiencies are discovered, the ADC will approve necessary changes per [O&M Procedure 0000 – Action Decision Committee](#).

3.5. Determining Reporting Levels and/or Criteria

Events will be classified into one of two categories by the Pipeline Foreman or the first available Pipeliner at the time of the incident.

- **Level I Events** shall include pipeline damage, leaks, fires, or other types of releases that **DO NOT** pose any immediate threat to human life or health.
- **Level II Events** shall include pipeline damage, leaks, fires, or other types of releases that **DO** pose an immediate threat to human life or health.

3.6. Liaison with Public Officials

Establish and maintain liaison with appropriate emergency responders. Refer to [O&M Procedure 0232 – Damage Prevention and Public Awareness](#) for details.

3.7. Media Response

A designated spokesperson at the site will handle initial communications with the public and the media. The designated spokesperson may give the media at the scene a brief outline of the known facts.

When reporters arrive, the designated supervisory person should check credentials to confirm they are reporters and assign someone to escort them to an off-site media center.

3.8. Post-Emergency Investigation and Critique

Emergencies will be investigated per [O&M Procedure 0159 – Emergency Reporting and Investigation](#).

The post-emergency investigation will determine the emergency's root cause and recommend any needed changes to prevent recurrence.

The critique will assess emergency response effectiveness, the NIMS and the action plan to determine whether the ERP needs to be improved.

3.9. Emergency Response Manual Reviews/Drills

Foremen will schedule annual area/facility training reviews and/or drills to determine effectiveness of the site-specific Emergency Response Manual. Reviews and drills will be defined in the site-specific ERP and documented using [O&M Form 1900-11 – Emergency Drill](#).

Document reviews and drills and keep on file for 5 years.

3.10. Returning Facility to Service

Establish procedures to return equipment or facility to normal operations following an emergency.

3.10.1. Person in Charge of Equipment/Facility Repair

When the emergency ends, or as soon as practical, determine and notify the DCC of the following:

- The extent of damage
- An estimate of time required to repair the equipment/ facility

3.10.2. Person in Charge of Facility

Call personnel and have them report to duty when they are needed to:

- Locate pertinent material available from stock or suppliers
- Arrange for contract equipment and personnel
- Prepare plans for returning the facility to service
- Assist in any other activities involving the emergency
- Organize and dispatch work crews and contract equipment to the facility as needed
- Restore facility to service as soon as repairs can be made safely and in conformance with established procedure
- Evaluate the failure cause and provide a written plan to prevent a reoccurrence of the emergency

- Prepare Pre Start-Up Safety Review per the requirements of [O&M Procedure 0156 – Pre-Startup Safety Reviews](#)
- Perform Management of Change per the requirements of [O&M Procedure 0155 – Management of Change](#)

3.10.3. Denbury Control Center (DCC)

The DCC will ensure that contact is established between the Company and representatives of customer companies and will:

- Notify customer companies of any emergency that might affect delivery to them
- Keep affected customer companies informed
- Notify customer companies and suppliers when delivery will be curtailed or interrupted
- Notify customers if reduced delivery will continue
- Notify customer companies and suppliers when repair is completed and the Company is ready to restore service
- Restore service in conformance with customers' and suppliers' contract information files after Regional Operations Manager approval

4. Training

4.1. Training Requirements

4.1.1. Foremen will ensure that the ERP is reviewed annually with personnel to verify emergency training is effective. New employee orientation shall include training on the ERP.

Personnel review and training verification will be documented using [O&M Form 1900-11 – Emergency Drill](#). A recommended verification method is used to conduct discussions of employees' emergency response to scenarios specific to each area/facility.

4.1.2. Every employee identified in the ERP shall be current on emergency response training, including the appropriate level of Hazwoper training.

4.1.3. Once a year, each Denbury Operations District will host a table-top drill for pipeline personnel. During the table-top drill, the foremen will review performance, make appropriate changes, and verify that all pipeline personnel maintain a thorough knowledge and understanding of policies and procedures. Any deficiencies must be identified and investigated ensure effectiveness.

[O&M Form 1900-11 – Emergency Drill](#) will be maintained at the Operations District Office for 5 years.

4.2. Training Content

At a minimum, training shall include the following:

- Understanding roles in various emergency response scenarios
- Using Company communication systems
- Locating isolation valves
- Responding to specific failures
- Responding to media questions
- Where to meet in the event roads to the station are impassable and/or communications are unavailable
- Control, containment, and clean-up procedures
- Know the characteristics and hazards associated with the product being transported.

5. Documentation

The Operations District Emergency Response Manual should consist of the following completed Forms and site-specific written procedures:

- [O&M Procedure 1900 – Emergency Response](#)
- [O&M Procedure 1902 – Abnormal Operation](#)
- [O&M Procedure 0512 – Severe Weather Operating Plan](#)
- [O&M Procedure 0159 – Emergency Reporting and Investigation](#)

- [O&M Form OM1900-01 – Information Contacts and Verification of Plan](#)
- [O&M Form OM1900-02 – Facility Personnel Responsibilities](#)
- [O&M Form OM1900-03 – Primary Notification Contacts](#)
- [O&M Form OM1900-04 – Emergency Contacts](#)
- [O&M Form OM1900-05 – Chronological Record of Emergency: First Facts](#)
- [O&M Form OM1900-06 – Emergency Shutdown Device Locations](#)
- [O&M Form OM1900-07 – Facility Isolation](#)
- [O&M Form OM1900-08 – Bomb Threat Checklist](#)
- [O&M Form OM1900-09 – On Site Emergency Response Equipment](#)
- [O&M Form OM1900-10 – Contractors and Available Equipment](#)
- [O&M Form OM1900-11 – Emergency Drill](#)
- [O&M Form OM1900-12 – Procedures for Critical Operations before Evacuation](#)
- [O&M Form OM1900-13 – Emergency Escape Procedures](#)
- Description of Facilities
- Steps to Take for Catastrophic Damage & Failure, Operational Failure Causing a Hazardous Condition, and Natural Disasters
- SPCC Plan (Insert SPCC Plan or describe location of plan)
- Plot Plan and/or Pipeline Map (Identify locations of ESD, evacuation routes, fire extinguishing equipment, assembly after evacuation, first aid stations, fire blankets, eyewash stations, showers, fences, personnel gates, assembly areas, H₂S monitor lights, alarm horn or light, SCBA units)

The person in charge shall ensure that all calls, conversations, pressures, etc. pertinent to any emergency are documented per this procedure.

6. References

- 29 CFR Part 1910.119 (PSM)
- 40 CFR 68 (RMP)
- 49 CFR Part 192.605
- 49 CFR Part 192.615
- 49 CFR Part 195.402
- 49 CFR Part 195.403
- [O&M Procedure 0155 – Management of Change](#)
- [O&M Procedure 0156 – Pre-Startup Safety Reviews](#)
- [O&M Procedure 0159 – Emergency Reporting and Investigation](#)
- [O&M Procedure 0232 – Damage Prevention and Public Awareness](#)
- [O&M Procedure 1902 – Abnormal Operation](#)
- [O&M Form OM1900-01 – Information Contacts and Verification of Plan](#)
- [O&M Form OM1900-02 – Facility Personnel Responsibilities](#)
- [O&M Form OM1900-03 – Primary Notification Contacts](#)
- [O&M Form OM1900-04 – Emergency Contacts](#)
- [O&M Form OM1900-05 – Chronological Record of Emergency: First Facts](#)
- [O&M Form OM1900-06 – Emergency Shutdown Device Locations](#)
- [O&M Form OM1900-07 – Facility Isolation](#)
- [O&M Form OM1900-08 – Bomb Threat Checklist](#)
- [O&M Form OM1900-09 – On Site Emergency Response Equipment](#)
- [O&M Form OM1900-10 – Contractors and Available Equipment](#)
- [O&M Form OM1900-11 – Emergency Drill](#)
- [O&M Form OM1900-12 – Procedures for Critical Operations before Evacuation](#)
- [O&M Form OM1900-13 – Emergency Escape Procedures](#)
- Site-Specific SPCC Plan
- Site-Specific Fire Prevention Plan
- Anti-Drug/Alcohol Policies

O&M PROCEDURE

Table of Contents

1. Applicability 9
 2. Scope 9
 3. Core Information and Requirements 9
 3.1. Identifying Abnormal Operation 9
 3.2. Abnormal Operation within the Denbury System 9
 3.3. Unintended Closure of Valves or Shutdowns 9
 3.4. Increase or Decrease in Pressure or Flow Rate outside Normal Operating Limits 10
 3.5. Loss of Communications 11
 3.6. Operation of Any Safety Device 11
 3.7. Any Other Malfunction of a Component, Deviation from Normal Operation, or Personnel Error that Could Cause a Hazard to Persons or Property 11
 3.8. Checking Variations 11
 3.9. Correcting Variations 11
 3.10. Notifying Responsible Operator Personnel When Notice of an Abnormal Operation is Received 11
 3.11. Periodic Review 11
 4. Training 11
 5. Documentation 12
 6. References 12

1. Applicability

- Gathering
- Processing
- Regulated Onshore Pipelines

2. Scope

This procedure provides guidelines for identifying, responding to, investigating the cause of, correcting, and documenting abnormal operation. It also establishes a method of review and evaluation of the Company’s response to abnormal operation.

3. Core Information and Requirements

Pipeline safety regulations require operators to have and to follow written procedures for responding to, investigating, and correcting the cause of abnormal operation. Those must include procedures for notifying appropriate responsible Company personnel to determine the continued integrity and safe operation of the pipeline when abnormal operation occurs. Finally, operators must periodically review their response to abnormal operation to determine the effectiveness of those procedures.

3.1. Identifying Abnormal Operation

Abnormal operation is not in itself an emergency. Abnormal operation occurs when operating conditions exceed operating design limits and any of the following occur:

- Unintended closure of valves or shutdowns (e.g. mainline valve closure)
- Increase or decrease in pressure or flow rate outside normal operating limits (e.g. regulator failing open)
- Loss of communications (e.g., Denbury Control Center (DCC) SCADA system communications loss for longer than DCC procedural time limits)
- Operation of any safety device, improper operation of any safety device, or operation outside of design parameters of any safety device (e.g. relief valve not resetting)
- Any event that results in a hazard to person or property due to a malfunction of a component, human error, or deviation from normal operations

3.2. Abnormal Operation within the Denbury System

Surge on a CO₂ pipeline, resulting in a pressure that would be 110 percent of MOP is not possible; therefore, design limits will not be exceeded.

3.3. Unintended Closure of Valves or Shutdowns

The Company will respond to, investigate, and correct the cause of unintended closure of valves or shutdowns as follows:

- 3.3.1. The DCC controller will determine if the unintended closure or shutdown was caused by a surge or other abnormal condition along the pipeline.
- 3.3.2. The DCC controller will determine if the unintended operation or shutdown came from the DCC, SCADA, or the field.
- 3.3.3. The DCC will contact the Pipeline Foreman or in the event the DCC cannot reach the Pipeline Foreman, the Pipeline Superintendent to discuss the unintended valve closure. If pipeline or customer operation is impacted and the Pipeline Foreman or Pipeline Superintendent determines that it is safe (a review of pressures and flows along the pipeline is required) to return the valve to its former status, the valve can be operated. The DCC controller will monitor data more closely until an investigation is complete. Further investigation is required at the DCC and in the field. The DCC will conduct an investigation in conformance with DCC procedures.
- 3.3.4. Locally, the Pipeline Foreman will investigate the unintended closure. The DCC will be informed of such investigation activities in the field. Customers impacted by the investigation will be notified of investigation activities. The investigation will include a thorough check of local and SCADA controls to determine if security could have been breached.
- 3.3.5. If a problem is found, repair procedures will be initiated and documented in the station log locally and at the DCC in conformance with DCC procedures.
- 3.3.6. If no problem is found, details of the investigation will be documented in the station log locally and at the DCC in conformance with DCC procedures.
- 3.3.7. After the initial investigation to gather pertinent facts and any necessary repairs are completed, the valve can be returned to normal service. The root cause investigation may proceed and conclude after the valve has been placed in service. Document the date and time in the station log locally and at the DCC per DCC procedures. [O&M Form OM0100-45 – Event/Incident Investigation Summary](#) must be filled out.

3.4. Increase or Decrease in Pressure or Flow Rate outside Normal Operating Limits

The Company will respond to, investigate, and correct the cause of increase or decrease in pressure or flow rate outside normal operating limits.

- 3.4.1. If an unexplained pressure change should occur on the mainline, the DCC controller should:
 - 3.4.1.1. View other pressure and flow points along the pipeline.
 - 3.4.1.2. Call the Pipeline Foreman or his/her designee.
 - 3.4.1.3. The DCC controller shall monitor the situation closely for at least four hours and Denbury pipeline personnel shall investigate the affected section of pipeline.
 - 3.4.1.4. Upon verification by field operating personnel of a CO₂ or Natural Gas release, block valves on both sides of the suspected leak location shall be closed.
 - 3.4.1.5. The DCC controller will contact customers whose operations will be affected by the shutdown.
 - 3.4.1.6. When Gas Control identifies an MAOP Exceedance on Natural Gas Transmission Lines, information about the exceedance shall be communicated to the Regulatory Group within 24 hours. For details on the reporting criteria, refer to [O&M Procedure OM0219 - DOT and State Pipeline Reports](#), sub-section "Gas Transmission MAOP Exceedance"
 - 3.4.1.7. In the event of a release, repair procedures will be initiated in a timely manner.
- 3.4.2. The DCC monitors all of the product quality and analyzers. A high moisture level means there is an operational problem with the dehydration facility or the analyzer is malfunctioning. The DCC will contact field personnel when moisture rises above the High Alarm.

3.4.2.1. When the moisture level goes below the High Warning, abnormal operation ends.

3.4.2.2. All events and actions will be documented in the DCC per DCC procedures and locally on [O&M Form OM0100-45 – Event/Incident Investigation Summary](#) and other forms as applicable.

3.5. Loss of Communications

The Company will respond to, investigate, and correct the cause of loss of communications.

Outages less than four hours are a part of normal operations. Outages that are greater than four hours require arrangements to be made for data to be collected for the DCC.

3.6. Operation of Any Safety Device

The Company will respond to, investigate, and correct the cause of operation of any safety device outside of design limits.

If activation of the PSRV is not at the set pressure, the PSRV will be recalibrated and/or replaced.

3.7. Any Other Malfunction of a Component, Deviation from Normal Operation, or Personnel Error that Could Cause a Hazard to Persons or Property

The Company will respond to, investigate, and correct the cause of any other malfunction of a component, deviation from normal operation, or personnel error that could cause a hazard to persons or property.

3.8. Checking Variations

The Company checks variations from normal operation after abnormal operation has ended at sufficient critical locations in the system to determine continued integrity and safe operation.

The DCC will closely monitor all SCADA points pertinent to the abnormal operation for at least 24 hours.

3.9. Correcting Variations

Correcting variations from normal operation of pressure and flow equipment and controls shall be accomplished using Company procedures.

The DCC will monitor the location more closely for at least 24 hours following the outage.

3.10. Notifying Responsible Operator Personnel When Notice of an Abnormal Operation is Received

In the event the DCC receives a notice of an abnormal operation, the DCC will notify the responsible Denbury personnel as provided in the previous sections of this document.

Communication methods from the DCC will be conducted in conformance with their existing procedures.

3.11. Periodic Review

Denbury will conduct a periodic review of the response of operator personnel to determine the effectiveness of the procedures controlling abnormal operation and taking corrective action where deficiencies are found.

The Pipeline Foreman shall annually review all responses conducted to investigate and or correct abnormal operations experienced on the pipeline covered in this Manual. The DCC will provide the information for this review when requested by the Pipeline Foreman. At a minimum, the Pipeline Foreman will consider and/or document the following:

- Dates of abnormal operations
- Brief descriptions of abnormal operations
- Locations of abnormal operations
- Pipeline systems involved in abnormal operations
- Method of abnormal operation detection
- Personnel receiving and responding to abnormal operation
- Time frame for the correction of abnormal operation
- Lessons learned or opportunities to improve the performance of personnel in the response to the abnormal operation

4. Training

Training occurs annually, not to exceed fifteen months, in conjunction with periodic review.

5. Documentation

Annual reviews of responses conducted to investigate and/or correct abnormal operations experienced on the pipeline covered in this Manual will be documented on [O&M Form OM0100-45 – Event/Incident Investigation Summary](#), and maintained at the Operations District Office, for 5 years plus current.

Documentation at the DCC is per DCC procedures. Data collected shall be recorded in the station logbook and [O&M Form OM0100-45 – Event/Incident Investigation Summary](#) will be filled out.

6. References

- 49 CFR Part 192.605 (c)(1)(2)(3)(4)
- 49 CFR Part 195.402 (d)
- [O&M Procedure 0155 – Management of Change](#)
- [O&M Procedure 0159 – Emergency Reporting and Investigation](#)
- [O&M Procedure 0214 – Reporting Pipeline Safety-Related Conditions](#)
- [O&M Procedure OM0219 - DOT and State Pipeline Reports](#)
- [O&M Procedure 1400 – Records Retention by O&M Procedure](#)
- [O&M Procedure 1900 – Emergency Response](#)
- [O&M Form OM0100-45 – Event/Incident Investigation Summary](#)

Table of Contents

1. Applicability 13
 2. Scope 13
 3. Core Information and Requirements 13
 3.1. Notification 13
 3.2. Cold Weather and Blizzard Procedures 13
 3.3. Thunderstorms, Wind Storms, Tornadoes 14
 3.4. Floods and Hurricanes 14
 4. Training 14
 5. Documentation 14
 6. References 14

1. Applicability

- Gathering
- Processing
- Regulated Onshore Pipelines

2. Scope

Initiate this plan any time severe weather may prevent employees from reporting to a station. The Pipeline Superintendent or designated person in charge is authorized to initiate and terminate the Severe Weather Operating Plan and to determine necessary variations from the plan based on local conditions.

Weather conditions outside the local area (e.g. major market areas, supply areas, or other pipeline districts) may prompt implementing the plan in that area. The Regional Operations Manager or the Vice President – CO₂ Supply and Pipelines may direct an area to initiate or terminate the plan.

3. Core Information and Requirements

This procedure does not replace the Emergency Plan, but is intended to assist in preventing emergencies. Refer to [O&M Procedure 1900 – Emergency Response](#) if an emergency develops and in the event of a communication, SCADA, or data control failure.

Arrange for enough company vehicles to be available to ensure prompt response of emergency call-out personnel and facilities access.

Shutdown pump stations in conformance with station shutdown procedures. Notify the DCC with times and dates of shutdown.

3.1. Notification

The location will notify the Pipeline Superintendent and DCC when implementing and terminating this plan and any necessary variations from the formal plan.

The location will also notify adjacent locations when the plan is in effect. Where severe weather may affect sales facilities or other operators or producers, the DCC will establish lines of communication to those affected to allow prompt response to avoid an emergency.

3.2. Cold Weather and Blizzard Procedures

3.2.1. Preparedness

Contact public officials to determine responsibility for reporting road conditions and for road clearing.

Be sure emergency equipment is available and in good condition.

3.2.2. Implementation

Company vehicles may be provided to employees to ensure access to Company facilities during severe weather.

The following procedures may prevent freeze-up problems during cold weather conditions. Follow at management's discretion.

3.2.2.1. Oil System

Install a portable steam heater to help keep engine temperatures higher during periods the engine is not running. Idle engines during off-line periods to keep oil at a higher temperature.

Portable heaters may be used to heat the bases of oil storage tanks to keep oil temperature above the pour point and insulate aboveground lines to prevent congealing.

3.3. Thunderstorms, Wind Storms, Tornadoes

3.3.1. Preparedness

Periodically check and test emergency generators, batteries and power supplies to verify operation.

3.3.2. Implementation

Increase surveillance of facilities during unusual operating conditions. If a power outage occurs, activate emergency power systems.

3.4. Floods and Hurricanes

3.4.1. Preparedness

Review transportation routes to determine accessible routes to Company facilities.

3.4.2. Implementation

Provide Company vehicles to employees as needed to ensure access to Company facilities affected by high water.

3.4.3. Terminating the Plan

Notify the DCC with times and dates of start-up. The DCC will notify all parties alerted under this plan of its termination.

4. Training

Review this information as necessary before performing the procedure.

5. Documentation

The DCC will document the time and date upon implementation and termination of this plan.

6. References

- [O&M Procedure 1900 – Emergency Response](#)

Table of Contents

1.Applicability	15
2.Scope	15
3.Core Information and Requirements.....	15
3.1.Initial Response and Reporting.....	16
3.1.Immediately, upon discovery of an undesired event:.....	16
3.2.Company personnel identifying an event affecting pipeline operations will:.....	16
3.3.Determining Emergency Response Notification Levels.....	16
4.HSE Reporting Requirements.....	16
4.1.Immediate Report to the National Response Center (NRC).....	16
4.3.Motor Vehicle Accidents.....	17
4.4.Injuries/Illnesses.....	17
4.5.Environmental Releases and Reporting	18
5.Pipeline Regulatory Reporting Requirements.....	18
5.1.Accident Reporting (Hazardous Liquids or Carbon Dioxide)	Error! Bookmark not defined.
5.2.Incident Reporting (Natural Gas)	6
5.3.Accident/Incident Reporting to State Agencies.....	7
5.4 Accident/Incident Analysis	7
5.5.Excavation Caused Damage (Texas)	8
5.6.Visual Inspection of Pipe Failures.....	8
5.7.Accident/Incident Response Review.....	8
5.8.Post-Accident/Incident Drug Testing Review.....	8
5.9.Post-Accident Alcohol Testing Review	9
5.10.Post-Accident Operator Qualification Review	9
5.11. Hazard and Accident/Incident Reoccurrence Minimization	10
6.Investigation	10
7.Training	25
8.Documentation	25
9.References	12
Attachment 1 – Event Classification	13
Attachment 2 – Initial DCC Notification Checklist (Sample)	29
Attachment 3 – Initial Emergency Conference Call Checklist.....	30
Table 1 – Pipeline Jurisdiction Table	31

1. Applicability

- Gathering
- Processing
- Regulated Onshore Pipelines

2. Scope

This procedure applies to Company personnel, operations and locations, and contractors (and their subcontractors) and contract employees (refer to [HSE Guidelines for Contractors](#)) when an undesired event occurs.

3. Core Information and Requirements

An undesired event is an event that results in;

- Harm to people, fatalities involving Company employees and contractors, lost work days and/or modified duty days associated with injuries and illnesses, Occupational Safety and Health Administration (OSHA) recordable Incidents, and first aid cases

- Damage to Company and/or third party (including customer's) facilities, equipment, property, vehicles (facilities can include pipelines and associated equipment)
- Environmental impacts, an unexpected release of a chemical substance, gas or loss of product into the workplace or environment
- Unintended operational process and/or customer interruption
- A serious or potentially high loss near miss that could have resulted in any of the above under slightly different circumstances (as determined by the Health, Safety, and Environmental [HSE] representative or the affected area's senior Company official). Refer to the [HSE Handbook](#).
- A pipeline Safety-Related Condition meeting the requirements of [O&M Procedure 0214 – Reporting Pipeline Safety-Related Conditions, Subsection 3.1.1 – Reporting Safety Related Conditions](#).

The Company requires internal reporting and investigation of any undesired event. Agencies that require reporting may include; U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration (DOT), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), state and local agencies. The Company uses an incident tracking database and various forms for reporting, tracking, investigating and documenting undesired events.

3.1. Immediately, upon discovery of an undesired event:

- Determine whether there is a hazard to persons or property.
- Take whatever steps are necessary to make the immediate situation safe.
- Determine whether any water bodies have been impacted; if yes, notify Supervisor and HSE immediately.
- Determine if the event fits accident/incident criteria as defined in [P0010 – Master Glossary](#) and [Subsection 5.1 – Immediate Report to the National Response Center \(NRC\)](#), if yes, notify Supervisor, Pipeline Regulatory, and HSE immediately.
- Initiate an emergency conference call including all applicable workgroups; Operations, DCC, HSE, Pipeline Regulatory, etc.
- Follow all applicable Company procedures.

3.2. Company personnel identifying an event affecting pipeline operations will:

- First, notify their Supervisor; if the Supervisor cannot be immediately reached, contact the DCC.
- Operations Management or the HSE representative will notify DCC and Pipeline Regulatory of any event that they consider significant or meeting the criteria listed in [Section 5.1 – Immediate Report to the National Response Center \(NRC\)](#) and determine event classification using [Attachment 1 – Event Classification](#). Refer to [Attachment 2 – Initial DCC Notification Checklist \(Sample\)](#) for baseline information requirements.

DCC personnel will initiate the Emergency Response process, which will notify appropriate Company personnel as applicable.

During emergency response conference calls, the appropriate Company personnel will determine immediate actions and formulate a plan of action. The on-site Company representative or designee will be asked to give details about the event.

Appropriate Company personnel will issue an update message to schedule additional conference calls or conclude the event.

Company personnel will investigate the event in conformance with [Section 6 – Investigation](#).

3.3. Determining Emergency Response Notification Levels

The DCC will issue notification for any event associated with a Company operation, including events incurred by third party contractors working for the Company.

Refer to [Attachment 1 – Event Classification](#) for notification levels.

4. HSE Reporting Requirements

See [HSE Policy 0139 - Emergency Response Guidelines](#) for additional actions taken for each phase of an event.

4.1. Immediate Report to the National Response Center (NRC)

EPA reportable events shall be reported to the NRC.

When any portion of an underwater pipeline is exposed or constitutes a navigation hazard in the Gulf of Mexico and its inlets, a member of the Company's HSE department shall be responsible for reporting the event to the NRC as soon as practicable but no longer than 24-hours after discovery.

NRC reports shall be made within the applicable reporting time limit telephonically by dialing 1-800-424-8802 or electronically at <http://www.nrc.uscg.mil/>.

When the report is made electronically, the NRC should send the reporting party a confirmation by e-mail within 45 minutes of receiving the online report. If an e-mail confirmation is not received within 45 minutes, the reporting party will call 1-800-424-8802 to ensure that the NRC has received the report.

A member of the HSE department shall be responsible for reporting EPA-reportable events within 1 hour of the event occurrence.

Each report shall include the following;

- The name of the Operating company
- Name(s) of person making report and their telephone numbers
- The location of the Incident or Accident (the county that the Incident/Accident occurred in, the nearest town and/or crossroads nearest the Incident)
- The time of the Incident
- The number of personal injuries or fatalities, if any
- The phone number of on-site Company contact
- Quantity of gas or other product released, if known
- Estimated property damage
- Other significant facts that are known and the extent of the damages

When the report is made telephonically, document the name of the person who took the call at the Regulatory Agency (e.g., NRC, LA DNR, or the TRRC), the time the call was made to the Regulatory Agency and the Report Number under which the Regulatory Agency recorded the call.

4.2 Emergency Event Reporting to State and Local Agencies

Please refer to [HSE Document HSE0139-2 – State-Specific Emergency Reporting Procedures](#) for state and local reporting requirements.

4.3. Motor Vehicle Accidents

Always report all property damage accidents, regardless of severity, that involve a third party (i.e., non-Company vehicle, person, animal, mailbox, etc). Refer to the [HSE Handbook](#).

Employees involved in motor vehicle accidents while on Company business, using Company rented or personal vehicles, must report the accident to their immediate supervisor and their HSE representative as soon as possible, regardless of damage severity.

All motor vehicle accidents occurring while on Company business or to Company vehicles, regardless of severity, must always be reported within 24 hours, including:

- Scratches, bumps, and dents
- Damage caused solely by rocks, gravel, or other materials thrown by vehicles and/or damage resulting solely from objects falling on a vehicle or from weather related events
- Damage caused by vandalism or unknown parties

For detailed information regarding the Company-wide HSE policy, vehicle accident reporting and internal benchmarking, refer to the [HSE Handbook](#).

4.4. Injuries/Illnesses

All employee work-related injuries/illnesses will be reported to the immediate supervisor as soon as possible. As applicable, these reports will be transferred to the worker's compensation carrier. This reporting should be done within 24 hours. Refer to the [HSE Policy 0106 – Accident / Injury Investigation and Reporting](#), for further detail.

These types of injuries include, but are not limited to, the following:

- Injuries involving head, neck, shoulders, back, hips or knees, regardless of severity; no exceptions
- Injuries/illnesses requiring a physician's follow-up medical treatment or a prescription medication

All potentially high loss near misses that could have resulted in injuries (including ones requiring first aid), illnesses, or fatalities must be reported to the immediate supervisor and the HSE representative by close of next business day.

Consult the HSE department for additional guidelines regarding environmental release response. Certain environmental releases (e.g., releases into water bodies) must be reported immediately following the event occurrence.

Under the various federal environmental laws - The Clean Air Act, Clean Water Act, CERCLA and SARA, and their state counterparts - a release of a pipeline commodity to the surrounding environment (air, ground, water) may be reportable to a federal and/or state authority if it meets certain reporting criteria. Releases of certain non-pipeline commodities - such as drummed chemicals, caustics, herbicides, etc. - also may be reportable. Contact the Environmental Manager for questions and details on how to handle these releases.

5. Pipeline Regulatory Reporting Requirements

5.1. Accident Reporting (Hazardous Liquids or Carbon Dioxide)

An 'Accident' (as defined in [P0010 – Master Glossary](#)) report is required for each failure in a regulated hazardous liquid or carbon dioxide pipeline system that results in any of the following:

- a) Explosion or fire not intentionally set by the operator.
- b) 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:
 - 1) Not otherwise reportable under this section;
 - 2) Not described in 49 CFR 195.52(a)(4);
 - 3) Confined to company property or pipeline right-of-way; and
 - 4) Cleaned up promptly;
- c) Death of any person
- d) Personal injury necessitating hospitalization
- e) Estimated property damage, including cost of clean-up and recovery, value of lost product and damage to the property of the operator or others, or both, exceeding \$50,000.

5.1.1. Immediate Notice of Certain Accidents (Hazardous Liquids or Carbon Dioxide)

Accidents occurring on regulated pipelines shall be reported to the National Response Center at the earliest practicable moment following discovery but no later than one hour after a Confirmed Discovery (as defined in [P0010 – Master Glossary](#)) of any failure that:

- a) Caused a death or personal injury requiring hospitalization;
- b) Resulted in either a fire or explosion not intentionally set by the operator
- c) Caused 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;
- d) Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water

- or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or
- e) In the judgement of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

Within 48 hours after a Confirmed Discovery the NRC must be contacted again to revise or confirm the initial notice including information such as; an estimate of the amount of product released, an estimate of fatalities and injuries, and all other significant information known. Even when there are no changes to the initial report, the NRC must be contacted to confirm the original information is correct.

A member of the Pipeline Regulatory department shall be responsible for reporting DOT reportable events within one hour of a Confirmed Discovery, if the above criteria is met. Notice shall be made to the National Response Center either by telephone to 800-424-8802 or electronically at <http://www.nrc.uscg.mil> and must include the following information:

- a) Name, address, and identification number of the operator.
- b) Name and telephone number of the reporter.
- c) The location of the failure.
- d) The time of the failure.
- e) The fatalities and personal injuries, if any.
- f) An initial estimate of the amount of product released in accordance with paragraph (c) of this section.
- g) All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

When the report is made electronically, the NRC should send the reporting party a confirmation by e-mail within 45 minutes of receiving the online report. If an e-mail confirmation is not received within 45 minutes, the reporting party will call 800-424-8802 to ensure that the NRC has received the report.

5.1.2. 30-Day Accident Report (Hazardous Liquids or Carbon Dioxide)

When a reportable accident is detected (as described in Section 5.1 of this procedure) Form PHMSA F 7000-1 (49 CFR 195.54) must be submitted as soon as practicable but not more than 30 days after the discovery of the accident.

Whenever there are changes in the information reported or additions to the original report filed, a supplemental report shall be filed within 30 days (195.54(b)).

All accidents will be documented using [O&M Form OM-0100-45 – Event/Incident Investigation Summary](#) which will be submitted to the Pipeline Regulatory department.

5.2. Incident Reporting (Natural Gas)

An 'Incident' (as defined in [P0010 – Master Glossary](#)) report is required for each failure in a regulated natural gas pipeline system that results in loss of gas, **and** one or more of the following:

- a) Death of any person;
- b) Personal injury necessitating hospitalization;
- c) Estimated property damage, including cost of clean-up and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;
- d) Unintentional estimated gas loss of three million cubic feet or more;
- e) An event that is significant in the judgment of the operator, even though it did not meet the above listed criteria.

5.2.1. Immediate Notice of Certain Incidents (Natural Gas)

If an incident occurs on a regulated natural gas pipeline that requires a report submission as described in Section 5.2 of this part, the National Response Center must be notified at the earliest practicable moment following discovery but no later than one hour after a Confirmed Discovery (as defined in [P0010 – Master Glossary](#)) has been made.

Within 48 hours after a Confirmed Discovery the National Response Center must be contacted again to revise or confirm the initial notice including information such as; an estimate of the amount of product released, an estimate of fatalities and injuries, and all other significant information known that are relevant to the cause of the incident or extent of the damages. Even when there are no changes to the initial report, the National Response Center must be contacted to confirm the original information is correct.

A member of the Pipeline Regulatory department shall be responsible for reporting DOT reportable events within one hour of a Confirmed Discovery, if the above criteria is met. Notice shall be made to the National Response Center either by telephone to 800-424-8802 or electronically at <http://www.nrc.uscg.mil> and must include the following information:

- a) Name, telephone number, and identification number of the operator.
- b) Name and telephone number of the reporter.
- c) The location of the incident.
- d) The time of the incident.
- e) The fatalities and personal injuries, if any.
- f) All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

When the report is made electronically, the NRC should send the reporting party a confirmation by e-mail within 45 minutes of receiving the online report. If an e-mail confirmation is not received within 45 minutes, the reporting party will call 800-424-8802 to ensure that the NRC has received the report.

5.2.2. 30-Day Accident Report (Natural Gas)

When a reportable incident is detected Form PHMSA F 7100.2 (49 CFR 191.15) must be submitted as soon as practicable but not more than 30 days after the discovery of the accident.

Whenever there are changes in the information reported or additions to the original report filed, a supplemental report shall be filed as soon as practicable with a clear reference by date to the original report (49 CFR 191.15(d)).

All Incidents will be documented using [O&M Form OM-0100-45 – Event/Incident Investigation Summary](#) which will be submitted to the Pipeline Regulatory department.

5.3. Accident/Incident Reporting to State Agencies

Please refer to [Table 1 - Pipeline Regulatory Reporting Guidelines](#) for Federal/State jurisdictional boundaries of interstate and intrastate pipelines and [O&M Procedure 0219 – DOT and State Pipeline Reports](#) for additional Federal and State reporting requirements.

All completed forms will be maintained in the Pipeline Office of Records for the life of the facility.

- **AL** - Alabama Public Service Commission
Accidents/Incidents or undesired events causing damage in the amount of \$5000 or more or undesired events requiring the taking of any segment of a transmission pipeline out of service that occur on Intrastate pipelines regulated by the AL PSC shall be reported by calling (334) 242-5778 weekdays from 8am to 5pm. Verbal notification is required within 1 hour and a copy of the written form PHMSA F 7000-1 and form PHMSA 7100.2 is required within 30 days. After 5pm or on weekends and holidays an AL PSC Gas Pipeline Safety representative can be contacted by calling the phone numbers listed at <http://www.psc.state.al.us/energy/gps/gasreports.htm>.
- **LA** – Company does not operate intrastate pipelines in LA.
- **MS** – Company does not operate intrastate pipelines in MS.
- **MT** – Company does not operate intrastate pipelines in MT.
- **TX** - The Railroad Commission of Texas
Accidents/Incidents occurring on Texas Intrastate pipelines shall be reported to the Railroad Commission of Texas (TRRC) by calling Commission's Emergency line at (512) 463-6788 (512) 463 – 6788 at the earliest

practicable moment but no later than 2 hours and a copy of the written form PHMSA F 7000-1 and form PHMSA 7100.2 is required to be sent within 30 days to safety@rrc.texas.gov.

- **WY** – The Wyoming Public Service Commission
Incidents occurring on Wyoming Intrastate pipelines shall be reported to the Wyoming Public Service Commission Engineering Supervisor by calling (307) 777-7427.

5.4. Accident/Incident Analysis

As soon as practical after a reportable Accident/Incident (as defined in [P0010 – Master Glossary](#)) occurs, the Pipeline Foreman will conduct a review of the Accident/Incident. Denbury may contract a third party expert to determine the root cause of the Accident/Incident. All reportable Accidents/Incidents require investigation.

Other leaks or near misses that, in the opinion of the Pipeline Regulatory Manager, Pipeline Foreman, or Corrosion Foreman, would benefit from root cause analysis may be investigated using this procedure.

An investigation team will be assembled to investigate reportable Accidents/Incidents. The structure of the investigation team should reflect the scope and complexity of the Accidents/Incidents. A typical investigation team could consist of representatives from the following: Pipeline Department, HSE Department, and Legal Department.

An appropriate investigator, normally the Pipeline Foreman, and a third party Accident/Incident investigator, will be dispatched to the scene to investigate the Accidents/Incidents.

The investigators will:

- Interview all employees and other people present immediately following the Accident/Incident.
- Document the findings of these interviews. Documentation must include; whom was interviewed, time, date and all pertinent details pertaining to the Accident/Incident.
- Take representative photographs of the Accident/Incident site and any injuries.
- Secure all involved equipment for further investigation.
- Determine the cause of the Accident/Incident.
- Complete a Root-Cause Analysis of the Accident/Incident in order to determine the best method of preventing the Accident/Incident from re-occurring. Denbury may contract a third party expert to determine the root cause of the Accident/Incident.
- Investigate and list the tasks performed at the time of, and prior to, the Accident/Incident.
- Determine if 'Covered Tasks', as listed in the Denbury "Operator Qualification Program", were being performed during or prior to the Accident/Incident that could have contributed to the Accident/Incident.
- Determine who performed the 'Covered Tasks' that could have contributed to the Accident/Incident. This requirement includes contractor employees.
- Search historical records as needed to determine who performed 'Covered Tasks'.
- If 'Covered Tasks' that could have contributed to the Accident/Incident were performed, inform the OQ Administrator. The OQ Administrator will determine additional steps that should be taken.
- All documentation must be turned in to the Pipeline Regulatory Manager. The documentation should consist of [O&M Form OM0100-45 – Event/Incident Investigation Summary](#) and all time logs from the field personnel involved in the Accident/Incident.
- Document, assign, and track corrective actions to completion.

A summary of the analysis findings is communicated to Denbury employees with responsibilities affected by corrective action as well as their supervisors.

5.5. Excavation Caused Damage (Texas)

Each reporting location must report excavation-caused damage to all Texas pipelines within 30 working days of the event or of the operator's actual knowledge of the damage.

The Pipeline Regulatory Manager or designee shall report the damage to the Railroad Commission of Texas using the Texas Damage Reporting Form (TDRF) (<http://webapps.rrc.state.tx.us/TPD/publicHomeAction.do>),

5.6. Visual Inspection of Pipe Failures

After a release from defective pipe, obtain and visually inspect a sample of failed pipe whenever a pipe failure requires that the defective section be removed and replaced. This includes a longitudinal weld seam failure. Perform the inspection using the procedures that follow, and record the inspection results on [Form OM-0200-02 – Pipeline Evaluation Report](#).

Note: The failed pipe must be identified, marked, and retained for six months or the period specifically requested by the Manager – Pipelines, whichever is longer. When unable to determine the cause of the failure or the extent of the defect using visual inspection, submit the specimen for laboratory analysis.

5.7. Accident/Incident Response Review

[Section 5.4 - Accident/Incident Analysis](#) explains how an accident shall be investigated and reviewed. The review is documented on [O&M Form OM0100-45 – Event/Incident Investigation Summary](#).

5.8. Post-Accident/Incident Drug Testing Review

Per 49 CFR Part 199.105 (b)(2), 199.117(a)(5), and 199.119(a)(b), PHMSA regulations require post-accident drug testing of each surviving covered employee or contract employee whose performance either contributed to a jurisdictional reportable pipeline Accident/Incident or cannot be completely discounted as a contributing factor. Testing must be completed as soon as possible but no later than 32 hours after the Accident/Incident. The Post Accident Drug Testing Review, included in [O&M Form OM0100-45 – Event/Incident Investigation Summary](#), shall be used to document the review of employees considered for testing. If a test is not administered for any reason, documentation must be completed in accordance with the [Anti-Drug and Alcohol Misuse Prevention Plan](#) stating why the test was not promptly administered and the reasons for not administering the test. Documentation is to be retained in accordance with [O&M Procedure 1400 – Records Retention by O&M Procedure](#). The Operations Manager – CO₂ Supply and Pipelines will determine, with the input of the Pipeline Superintendent, Regulatory Manager and other site personnel to determine which pipeline employees and contract employees require drug testing. In accordance with the [Anti-Drug and Alcohol Misuse Prevention Plan](#) reporting of drug testing results are required.

The procedures for conducting such post- Accident/Incident drug testing are outlined in the Denbury [Anti-Drug and Alcohol Misuse Prevention Plan](#). Contractors performing covered functions on Denbury pipeline facilities are required to have a written anti-drug and alcohol misuse plan conforming to the DOT requirements and procedures set forth in 49 CFR part 199 and 49 CFR part 40. The Operations Manager – CO₂ Supply and Pipelines will determine, with the input of the Pipeline Superintendent, Regulatory Manager and other site personnel to determine which pipeline employees and contract employees require drug testing.

5.9. Post-Accident Alcohol Testing Review

Per 49 CFR 199.225(a)(1), 199.227(b)(4), and 199.229(a)(c), PHMSA regulations require post-accident alcohol testing of each surviving covered employee or contract employee whose performance either contributed to a jurisdictional reportable pipeline Accident/Incident or cannot be completely discounted as a contributing factor. Testing must be completed as soon as possible but no later than 2 hours after the Accident/Incident. The Post-Accident Alcohol Testing Review, included in [O&M Form OM0100-45 – Event/Incident Investigation Summary](#), shall be used to document the review of employees considered for testing. If a test is not administered for any reason, documentation must be completed in accordance with the [Anti-Drug and Alcohol Misuse Prevention Plan](#) stating why the test was not promptly administered and the reasons for not administering the test. Documentation is to be retained in accordance with [O&M Procedure 1400 – Records Retention by O&M Procedure](#). The Operations Manager – CO₂ Supply and Pipelines will determine, with the input of the Pipeline Superintendent, Regulatory Manager and other site personnel to determine which pipeline employees and contract employees require alcohol testing. In accordance with the [Anti-Drug and Alcohol Misuse Prevention Plan](#) reporting of alcohol testing results are required.

The procedures for conducting such post- Accident/Incident drug and alcohol testing are outlined in the Denbury [Anti-Drug and Alcohol Misuse Prevention Plan](#). Contractors performing covered functions on Denbury pipeline facilities are required to have a written anti-drug and alcohol misuse plan conforming to the DOT requirements and procedures set forth in 49 CFR part 199 and 49 CFR part 40. The Operations Manager – CO₂ Supply and Pipelines will determine, with the input of the Pipeline Superintendent, Regulatory Manager and other site personnel to determine which pipeline employees and contract employees require alcohol testing.

5.10. Post-Accident Operator Qualification Review

Information must be gathered to determine if Covered Tasks were performed during or prior to a pipeline Accident/Incident in conformance with the Denbury Operator Qualification Program. The minimum requirement is to create a list of tasks and who was performing them. This includes contractor employees and Denbury employees. Depending on the type of Accident/Incident, a search of historical records may be required.

Per 49 CFR Part 195.505 (d), the accident investigators will:

- Investigate and list the tasks performed at the time of the Accident/Incident and just prior to the Accident/Incident.
- Determine if 'Covered Tasks' as listed in the Denbury [Operator Qualification Program](#) were being performed or performed just prior to the Accident/Incident that could have contributed to the Accident/Incident.
- Determine who performed the 'Covered Tasks' that could have contributed to the Accident/Incident. This requirement includes contractor employees.
- Search historical records as needed to determine who performed 'Covered Tasks.'
- If 'Covered Tasks' that could have contributed to Accident/Incident were performed, inform the OQ Administrator. The OQ Administrator will determine additional steps that should be taken.

5.11. Hazard and Accident/Incident Reoccurrence Minimization

The Company will make every effort to reduce the likelihood of hazards and Accidents/Incidents identified in the preceding section of this manual from reoccurring. As detailed in [Section 6 – Investigation](#), a root cause analysis may be conducted after an Accident/Incident in order to identify the cause and contributing factors associated with the Accident/Incident.

All hazards identified as root causes or contributing factors will be addressed by the Pipeline Foreman and other Denbury Representatives as required in order to minimize the likelihood of the Accident/Incident occurring again. Types of minimization methods may include:

- Safety meetings designed to specifically address the hazard identified
- Focused training courses designed to familiarize the personnel with the specific measures necessary to reduce the effects of the potential hazard
- Mechanical and/or physical controls designed to limit access to hazard areas or reduce the impacts of Accident/Incident
- Posting of warning signs in high hazard areas
- Additional emphasis and training on damage prevention
- Additional efforts with public officials or emergency responders
- All documentation on the root-cause analysis, whether internal or a Third-Party investigator will be maintained in the Pipeline Office of Records

6. Investigation

The Company will investigate all undesired events that result in, or could have resulted in, a fatality, injury or illness, major property damage, process/product loss, or harm to the environment. Upon the advice of the legal department, such investigation may be conducted at the direction of the legal department or outside lawyers and pursuant to the attorney-client privilege and/or work product or other legal protection. If DOT should investigate an accident/incident, Denbury will provide assistance as reasonable. The investigative process includes identifying root causes or causal factors that contributed to the occurrence, determining the necessary corrective actions, and timely follow-up to ensure that corrective actions have been completed.

While lessons learned from conducting investigations may be shared with Company employees, all staff should hold specific, sensitive information (e.g. names of persons involved, specific locations, financial data, etc.) in strict confidence. The primary purpose of an investigation is not to find fault or place blame. Reports resulting from investigations may be discoverable by government investigators or third parties.

If, in the course of an investigation, evidence suggests the possibility that the occurrence was not an accident but an intentional violation of Company policy or procedures, negligence or illegal activity, such evidence will be immediately turned over to the appropriate Company officials or authorities.

During the investigation, determine immediate and basic (root) causes and remedial actions using Company-approved investigation methodology. Document findings via [O&M Form OM0100-45 – Event/Incident Investigation Summary](#).

When an undesired event is reported to the DCC, the extent of the investigation and who will conduct the investigation will be determined during an emergency response conference call. PSM/RMP facilities' participants must include:

- At least one employee knowledgeable in the process involved
- Contract employee if the event involved contractor's work
- Other persons with appropriate knowledge and experience to properly investigate and analyze the event, if necessary

Depending on the extent of the event and investigation, the investigative team will:

- Gather all available event details
- Sketch the scene and/or take pictures when possible
- Collect and save physical evidence and pertinent data
 - If specimens are cleaned, use water only
 - Do not use a wire brush or oil
 - Do not fit parts back together during packaging for shipping
 - Carefully mark the direction of gas flow and pipe's orientation to 12 o'clock on specimens
- For significant events, evidence should be maintained in the location and position where found until the investigation is completed
- Interview witnesses and responsible parties, regarding the events leading up to and during the occurrence
- Address questions regarding machinery, personal protective equipment, tools and equipment, chemicals and environmental concerns, and process safety
- Review written procedures, job instructions, and specifications covering the operation being performed at the time of the event
- Review the attitudes, priorities, stress levels, physical condition, and perceptions of involved employees, including Control Center employees on duty at the time of the Incident
- Consult with the Legal Department before beginning the investigation to determine if it is advisable to have attorneys involved and to protect the investigation as privileged.

After collecting applicable information, the investigation team will prepare and write a report that accomplishes all of the following:

- Interprets the event details
- Identifies contributing factors/immediate cause(s)
- Determines the possible root cause(s)
- Develops recommended corrective actions for each cause or contributing factor
- Develops final recommendations that should consider risk and economic analysis
- Establishes individual responsibilities for and completion dates for each recommendation

- Provides a mechanism that tracks each recommendation to completion

HSE and the Regulatory Group will critique all emergency responses, as warranted. The critique should determine whether emergency procedures were followed and effective, and whether emergency response protocol procedures and/or response changes are necessary. Submit any changes to the ADC in conformance with [O&M Procedure 0001 – Standards Modification](#).

7. Training

Provide the information in this procedure to all employees during regularly scheduled safety training sessions:

- Upon policy implementation
- Whenever there is a change
- Once every three years thereafter

8. Documentation

Report all undesired events as specified in [Section 3](#). Additionally, use the applicable O&M forms or electronic systems to document the event. Attach supporting documentation to reporting forms where applicable. Use [O&M Form OM0100-45 – Event/Incident Investigation Summary](#), basic cause analysis model, or such other format as directed by the Legal Department for all investigations

Area/Region HSE and Pipeline Regulatory representative will track the reporting process completion, determine if events are recordable, preventable, etc. and close, distribute, and file reports as necessary.

The HSE Department documents and tracks remedial actions and distributes reports, including 'lessons learned', to other departments as needed and/or required.

Do not destroy documents before consulting the Legal department.

Completed Investigation/Review Forms shall be retained for the life of the facility.

9. References

- 18 CFR Part 260.9 (d)
- 29 CFR Part 1910.119
- 49 CFR Part 191.3, .5, .7, .15, .23, .25
- 49 CFR Part 192.605 (d) (e), .615 (a) (b), .617
- 49 CFR 195.54
- 49 CFR Part 195.402 (c) (2)
- 49 CFR Part 195.402 (c) (5)
- 49 CFR Part 195.402 (c) (6)
- 49 CFR Part 195.402 (e) (9)
- 49 CFR Part 195.505 (d)
- 49 CFR Part 199.105 (b)
- 49 CFR Part 199.225 (a)
- [Anti-Drug and Alcohol Misuse Prevention Plan](#)
- [APSC Rules and Regulations for Gas Pipeline Safety, Appendix A](#)
- [HSE Guidelines for Contractors](#)
- [HSE Handbook](#)
- [HSE Policy 0106 – Accident / Injury Investigation and Reporting](#)
- [HSE Policy 0139 - Emergency Response Guidelines](#)
- Louisiana Administrative Code Title 43 Part XIII
- [O&M Procedure 0213 – Leaks, Pipe and Weld Defects, Repairs](#)
- [O&M Procedure 0219 – DOT and State Pipeline Reports](#)
- [O&M Procedure 1900 – Emergency Response](#)
- [O&M Form OM0100-45 – Event/Incident Investigation Summary](#)
- [Operator Qualification Program](#)
- [P0010 – Master Glossary](#)
- Site-Specific Emergency Manual
- Texas Regulations Title 16 TAC 18.11
- [Emergency Response Plans](#)

Attachment 1 – Event Classification

Receiving Notices of Events: 49 CFR 192.615 (a)(1); 49 CFR 195.402(e)(1)

In the event of a release of gas or carbon dioxide from a pipeline, notices of the release would be expected to be received in one or more of the following ways:

- Abnormal loss of pressure or other pressure noted by the controllers at the Denbury Control Center monitoring the pipeline SCADA system
- Verbal notification by a company representative or contractor conducting routine maintenance on pipeline systems
- Verbal notification by a company representative or contractor conducting aerial over flights of the pipeline right-of-ways
- Verbal notifications by private citizens or government agencies observing a release
- Verbal notifications by representative of product sales customers, at one of the pipeline sales points, of a release located in the vicinity of the sales point or due to a noted reduction in sales pressure

When receiving telephonic notification of events, the Denbury Control Center (DCC) will, at a minimum, obtain the following information:

- Name and call back number for the individual or group calling. If a Denbury employee reports the leak, the DCC Controller asks if they are in the Production Department or the Pipeline Department.
- Are there any observed injuries or property damages?
- Description of the release including pertinent data concerning:
 - Size Of Vapor Cloud
 - Characterize Any Smell (Musty? Rotten Egg Smell?)
 - Velocity
 - Noise
 - Presence Of Flying Debris
 - Wind Direction
- Location of nearby residences
- Location of the release

Following notification, the Denbury Control Center will identify the area and immediately contact the Pipeline Foreman responsible for the identified area. The area of responsibility for each Foreman is identified on the Pipeline Map provided to the Denbury Control Center. In the event that the Pipeline Foreman cannot be contacted, the Denbury Control Center shall contact the Pipeline Superintendent. The Denbury Control Center shall also transmit the information above to the Pipeline Regulatory Manager.

Identifying Events:

The location and nature of an event will be determined using the following methods:

- Review of the system information available from the pipeline SCADA system available monitoring equipment located at the Denbury Control Center
- Use of available mapping and schematics to identify the most likely location and cause of any reported event
- Utilization of the operator knowledge of the systems including but not limited to knowledge of any previous releases in a given area
- When necessary and safe to do so, immediate visual inspection of the impacted area by properly trained company personnel or appropriate trained contractors

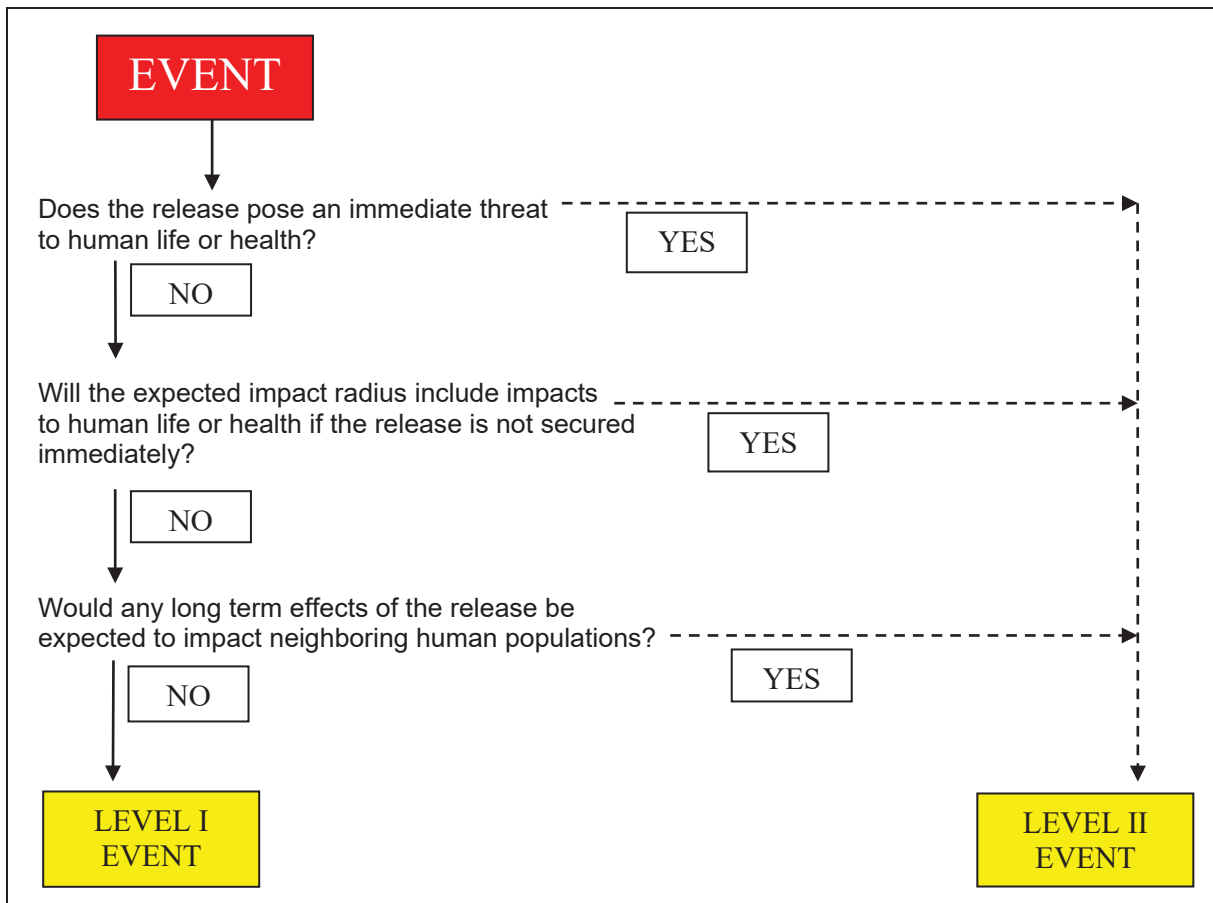
Classifying Events:

Events occurring in the vicinity of this pipeline will be classified into one of (2) categories by the Pipeline Foreman or the first available Pipeliner at the time of the Incident.

- Level I Events shall include pipeline damage, leaks, fires, or other types of releases that **DO NOT** pose any immediate threat to human life or health.
- Level II Events shall include pipeline damage, leaks, fires, or other types of releases that **DO** pose an immediate threat to human life or health.

A flow chart for suggested methods of determining the appropriate level of threat during a given release is given in this section. Procedures for responding to an event of either category mentioned above are given below:

Event Classification Flowchart



Prompt and Effective Response (49 CFR 192.615 (a)(3); 49 CFR 195.402(e)(2))

The following procedures are to be used during an event near or involving the pipeline covered by this plan. These procedures are not designed to be all inclusive of the necessary actions during any specific events; however, they should be used as a general guide during any event.

LEVEL I Event

- A) Fire or Explosion - CO₂ is non-flammable, non-explosive, and the essential hazard lies in the fact that it is heavier than air and it is a potential asphyxiant in low lying areas.
- B) Review the information from the SCADA system, pipeline diagrams, and mapping to identify the logical points along the pipeline to isolate the affected area and decrease or terminate the flow of CO₂ or gas.

- C) Shut down or close any appropriate valves or pumping systems to decrease or terminate the flow of CO₂ or gas.
- D) Notify the Qualified Individual to make notifications to all appropriate agencies with jurisdiction over the pipeline.
- E) Log all events in an ongoing documentation log.
- F) Dispatch appropriate personnel with detection equipment and proper personal protective equipment to the site to repair the pipeline and extinguish any fires as necessary.
- G) Generate and file all appropriate written regulatory reports.

Accidental Release

- A) Review the information from the SCADA system, pipeline diagrams, and mapping to identify the logical points along the pipeline to isolate the affected area and decrease or terminate the flow of CO₂ or gas.
- B) Shut down or close any appropriate valves or pumping systems to decrease or terminate the flow of CO₂ or gas.
- C) Notify the Qualified Individual to make notifications to all appropriate agencies with jurisdiction over the pipeline.
- D) Log all events in an ongoing documentation log.
- E) Dispatch appropriate personnel with detection equipment and proper personal protective equipment to the site to repair the pipeline.
- F) Generate and file all appropriate written regulatory reports.
- G) Operational Failure Causing a Hazardous Condition; **Examples:** Actuation of a pressure relief valve, over pressuring of the pipeline due to the apparent failure of an overpressure safety device.
- H) Review the information from the SCADA system, pipeline diagrams, and mapping to identify the logical points along the pipeline to isolate the affected area and decrease or terminate the flow of CO₂ or gas.
- I) Shut down or close any appropriate valves or pumping systems to decrease or terminate the flow of CO₂ or gas.
- J) Notify the Qualified Individual to make notifications to all appropriate agencies with jurisdiction over the pipeline.
- K) Log all events in an ongoing documentation log.
- L) Complete investigation to determine the cause of the operational failure and to determine the appropriate corrective action to prevent reoccurrence.
- M) Dispatch appropriate personnel with detection equipment and proper personal protective equipment to the site to repair the pipeline.
- N) Generate and file all appropriate written regulatory reports.

Natural Disaster

- A) Continual monitoring of weather and news-related sources by controllers to determine if any pending situation may have an adverse effect on pipeline operations.
- B) Review the information from the SCADA system, pipeline diagrams, and mapping to identify the logical points along the pipeline to isolate the affected area and decrease or terminate the flow CO₂ or gas.
- C) Consider shut down or closure of any appropriate valves or pumping systems to decrease or terminate the flow of CO₂ or gas.
- D) Dispatch appropriate personnel to evaluate conditions of exposed portions of the pipeline.
- E) Log all events to obtain appropriate documentation.

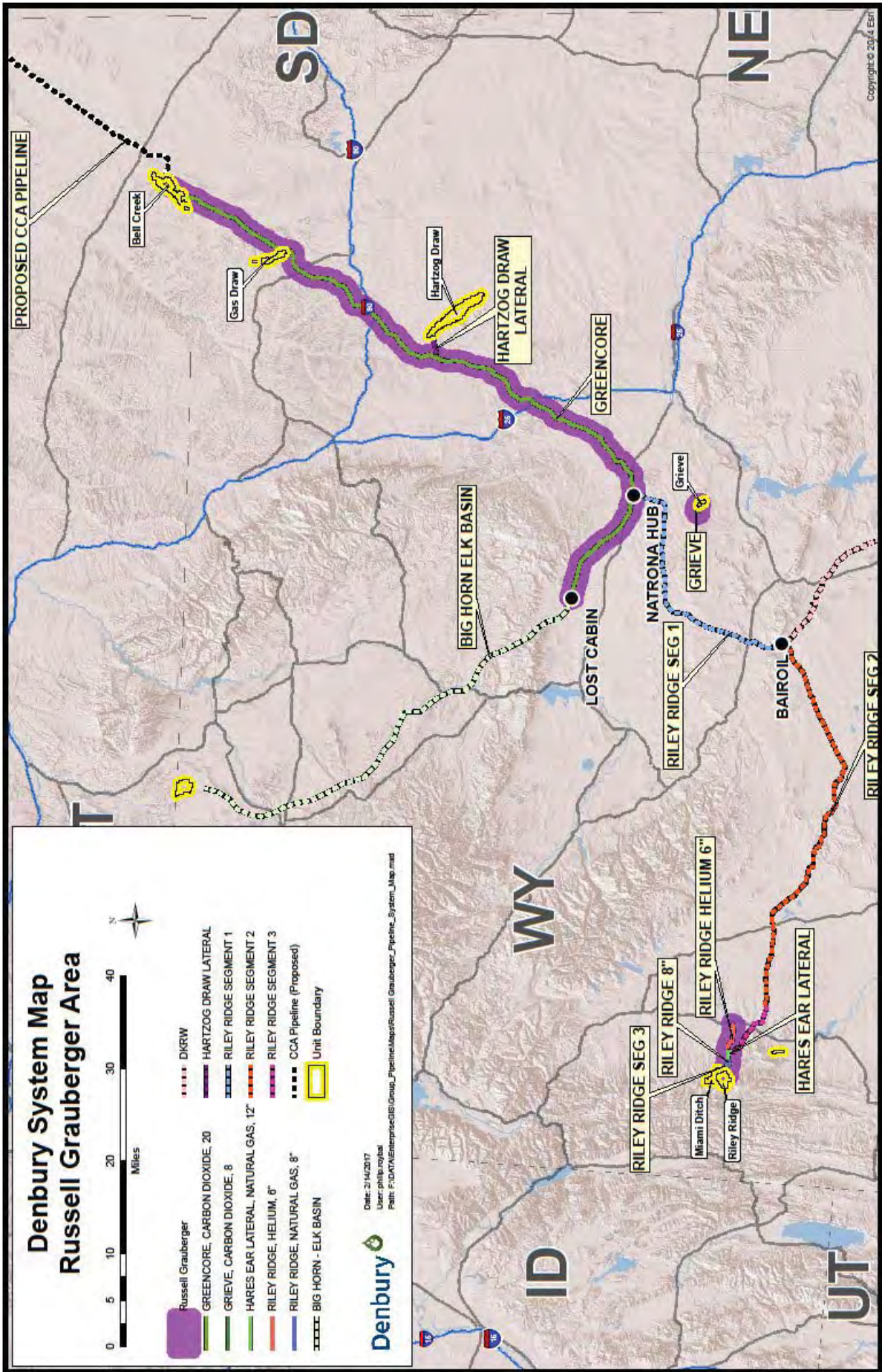
Attachment 3 – Initial Emergency Conference Call Checklist

The following information will be discussed on the call; however, the call SHOULD NOT BE DELAYED to collect the information

- **Discovery Date and Time**
- **Location** (enough information to identify the site)
 - State
 - County
 - Address or nearest town
 - Description (Station, Index)
 - Nearest Crossroads
 - Latitude & Longitude
 - Pipeline Type (Transmission or Gathering)
 - Class Location
 - Located in HCA
- **Liquids/Gas Released**
 - CO₂ Lost (Gal) or Gas Lost (MCF)
 - Environmental Reporting (State or Federal)
 - Operating Pressure (psig)
 - Leak/Relief Diameter (inches)
 - Venting Time
 - For Blowdowns: pipe length, pipe diameter
 - Sheen on any water body
 - Water body name
 - Actions taken to stop/clean release
- **Bodily Injury/Illness**
 - Number of Injured
 - Nature of Injuries
 - Name(s) of Injured
 - Job Title(s) of Injured
 - Death/Inpatient Hospitalization Required
 - Family Notified
- **Property Damage/Repairs:** estimated costs, not including gas released
- **Service Interrupted/Customer Impact**
- **Waiver/Special Permit Requirements**
- **Roads Closed**
- **Public Evacuation**
- **Media Involvement**
- **Local/State/Federal Involvement**
- **Control Center Actions or Fatigue**
- **Drug/Alcohol Testing Required**
- **OQ Verification Required**
- **Local Company Contact**, when event is reportable to a regulatory agency

Table 1 – Pipeline Jurisdiction Table

Regulatory Agency	Intrastate Gas Transmission	Intrastate Hazardous Liquids	Interstate Gas Transmission and Hazardous Liquids
<u>Alabama Public Service Commission</u>	AL	AL	PHMSA
<u>Louisiana Department of Natural Resources</u>	LA	LA	PHMSA
<u>Mississippi Public Service Commission</u>	MS	PHMSA	PHMSA
<u>Montana Public Service Commission</u>	MT	PHMSA	PHMSA
<u>Railroad Commission of Texas</u>	TX	TX	PHMSA
<u>Wyoming Public Service Commission</u>	WY	PHMSA	PHMSA



Lost Cabin CO2 Plant - Description of Facilities

Greencore Compressor Station

Greencore Compression Station is owned and operated by Greencore Pipeline Company LLC. The station is located adjacent to the Lost Cabin Gas Plant operated by Conoco Phillips in Fremont County, Wyoming at GPS coordinates N43.283691 and W107.602539.

Greencore Compressor Station is designed to compress up to 60 MMscfd of CO₂ by receiving two separate streams from the Lost Cabin Gas Plant, a 1-psig stream at a rate of up to 22 MMscfd and a 40-psig stream at a rate of up to 38 MMscfd. The 1-psig stream will be compressed by three (3) Enerflex screw type compressors and combined with the 40-psig stream where it will be delivered to the (3) American Warrior reciprocating compressors for compression to pipeline pressure. The discharge CO₂ will be cooled via aerial coolers and delivered to an on-site meter station for measurement and disposition at a maximum pressure of 2,200 psig (normal operating pressure will be 1,700 psig).

Compressors

3 Low Pressure Compressors – Rotary screw type compressors driven by 1000HP electric motors 1800 RPM induction.

3 High Pressure Compressors – Reciprocating type compressors four stages driven by 4650 HP electric motors 720 RPM synchronous.

Aerial Coolers

3 Low Pressure Compressor lube oil coolers/discharge coolers

3 High Pressure Compressor interstage coolers

1 High Pressure Compressor discharge cooler

Scrubbers/Vessels

1 Low Pressure Compressor inlet suction scrubber

1 Low Pressure Compressor discharge scrubber

1 High Pressure Compressor inlet suction scrubber

Pumps

1 Low Pressure Compressor suction scrubber pump

1 vent scrubber pump

1 truck loading pump

1 sump pump

Tanks/Sumps

1 Low Pressure Compressor lube oil tank

2 High Pressure compressor lube oil tank

1 slop oil tank

1 Drain sump double wall

Miscellaneous Equipment

2 instrument air compressor packages

1 instrument air dryer package

1 vent stack

Electrical Equipment, Instrumentation and Measurement

5KV Switchgear

5KV MCC

480V MCC

VFD's and/or motor starters for Compressors

Transmitters

RTD's

Buildings

Compressor Building

Motor Control Center

Control Room/Office

Warehouse Building

Valves

Control Valves and other actuated valves

Relief Valves/PSV's

Greencore CO2 Pipeline - Description of Facilities

MLV-1 Lost Cabin Gas Plant

MLV-1 located at the Lost Cabin Gas Plant is the originating point of the 20-inch Greencore Pipeline. This valve is located in Fremont County, Wyoming at GPS coordinates 43.2831 and 107.6003. This is located at MP 00. This is a remote control valve.

The meter station consist of one 8" Daniel Senior Orifice Meter SCADA Pak 32, Meter 7300. There are no automatic shutdowns in the valve station but the DCC has software high pressure alarms set approximately 50 psig above the normal operating pressure. MOP of the station is 2220 psig.

Three-phase 460/277 volt, 60 hertz, wye configuration power is supplied to the meter station directly from Lost Cabin Compressor Station which is supplied by High Plains Electric Company. Low voltage single-phase power (120/240V) is transformed from a transformer. A battery charger and batteries are located at the meter station to provide backup power during a utility failure for control, instrumentation and the PLC. The batteries have a maximum of 5 days capacity at full load. An inverter is installed to power the satellite equipment.

MLV-2

MLV-2 is located in Natrona County, Wyoming at GPS coordinates 43.16858 and 107.2684. This is located at MP 19.8. This is a motor operated valve.

Power to this valve site is provided by High Plains Power as 240 single-phase. There is no battery backup. This is a stand-alone rack powered site with no building and no communication.

MLV-3

MLV-3 is located in Natrona County, Wyoming at GPS coordinates 43.04556 and 107.0828. This is located at MP 32.8 and is a motor operated valve.

MLV- 3 receives single phase 240 volt AC power from High Plains Electric Company.

A battery charger and batteries are located at the meter station to provide backup power during a utility failure for control, instrumentation and the PLC. The batteries have a maximum of 5 days capacity at full load. An

inverter is installed to power the satellite equipment. Communications have been disabled at this site as of 4/17/14.

MLV-4 Natrona Hub

MLV-4 is located at the Natrona Hub in Natrona County, Wyoming at GPS coordinates 43.02574 and 106.9787. This is located at MP 39.6. This is a remote control valve. Future pump station is planned at this location.

MLV- 4 receives single phase 240 volt AC power from High Plains Electric Company.

A battery charger and batteries are located at the meter station to provide backup power during a utility failure for control, instrumentation and the PLC. The batteries have a maximum of 5 days capacity at full load. An inverter is installed to power the satellite equipment.

MLV-5

MLV-5 is located in Natrona County, Wyoming at GPS coordinates 43.2186 and 106.50544. This is located at MP 45.1. This is a motor operated valve.

Power to this valve site is supplied by High Plains Power as 240V single phase. There is no battery backup. This is a stand-alone rack powered unit with no building and no communication.

MLV-6

MLV-6 is located in Natrona County, Wyoming at GPS coordinates 43.21198 and 106.59529. This is located at MP 64.7. This is a motor operated valve.

This is a motor operated valve. Power to this valve site is generated by a solar panel. There is limited battery backup on the solar panel. The accumulator storage is 2 strokes (open to close = 1 stroke). This is a stand-alone site with no building and no communication. Batteries at full charge up to 4 strokes

MLV-7

MLV-7 is located in Natrona County, Wyoming at GPS coordinates 43.43888 and 106.446. This located at MP 83.1. This is a remote control valve.

MLV- 7 receives single phase 240 volt AC power from Rocky Mountain Power. There is an electrical building on location that houses PLC

MLV-8

MLV-8 is located in Natrona County, Wyoming at GPS coordinates 43.48549 and 106.4052. This is located at MP 87.2. This is a remote control valve. Launcher and Receiver are located at this site.

This is a solar powered site with a control building. A battery charger and batteries are part of the solar array power system located at the meter station. The batteries have a maximum of 5 days capacity at full load. An inverter is installed to power the satellite equipment. This site has a self-contained solar powered automated valve. The accumulator storage is 6 strokes (open to close = 1 stroke). Communications have been disabled at this site as of 4/17/14.

MLV-9

MLV-9 is located in Johnson County, Wyoming at GPS coordinates 43.60539 and 106.2795. This is located at MP 100.5. This is a motor operated valve.

Power to this valve site is supplied by Rocky Mountain Power as 240V single phase. There is no battery backup as this is a stand-alone rack mounted site with no building and no communication.

Hartzog Interconnect

Hartzog interconnect is located in Johnson County, Wyoming at GPS coordinates 43.827805 and -106.168375. This is located at MP 117.5. This is a manual valve. Location consists of 12'' riser with 8'' block valve and 2'' jumper.

MLV-10

MLV-10 is located in Johnson County, Wyoming at GPS coordinates 43.8337 and 106.1709. This is located at MP 117.6. This is a remote control valve.

Power to this valve site is generated by a solar array / battery system. There is a battery backup on the solar panel with a maximum of 5 days capacity at full load. There is an inverter for the communications. The accumulator storage is 2 strokes (open to close = 1 stroke). Communications have been disabled at this site as of 4/17/2014

MLV-11

MLV-11 is located in Johnson County, Wyoming at GPS coordinates 44.07988 and 106.04505. This is located at MP 138. This is a motor operated valve. MLV-11 receives single phase 120/240 volt AC power from Powder River Energy. There is no battery backup as this is a stand-alone rack mounted site with no building and no communication.

Midpoint Pump Station

The midpoint station is located in Campbell County, Wyoming at GPS coordinates 44.12958 and 105.98896. This is located at MP 144. There is a launcher and receiver at this location. A future pump station is planned at this location.

The Midpoint Pump Station receives single phase 120/240 volt AC power from Powder River Energy. This is a stand-alone rack with no battery backup.

MLV-12

MLV-12 is located in Campbell County, Wyoming at GPS coordinates 44.17615 and 105.9104. This is located at MP 148. This is a motor operated valve.

MLV-12 receives single phase 120/240 volt AC power from Powder River Energy. There is an electrical building on location that houses PLC

MLV-13

MLV-13 is located in Campbell County, Wyoming at GPS coordinates 44.18255 and 105.90473. This is located at MP 149. This is a remote control valve.

MLV-13 receives single phase 120/240 volt AC power from Powder River Energy. A battery charger and batteries are located at the valve station to provide backup power during a utility failure for control, instrumentation and the PLC. The batteries have a maximum of 5 days capacity at full load. An inverter is installed to power the satellite equipment.

MLV-14

MLV-14 is located in Campbell County, Wyoming at GPS coordinates 44.28564 and 105.81169. This is located at MP 158. This is a motor operated valve.

MLV-14 receives single phase 120/240 volt AC power from Powder River Energy. There is no battery backup. This is a stand-alone site with no building and no communication.

MLV-15

MLV-15 is located in Campbell County, Wyoming at GPS coordinates 44.50740 and 105.63146. This is located at MP 178. This is a remote control valve.

MLV-15 receives single phase 120/240 volt AC power from Powder River Energy. A battery charger and batteries are located at the meter station to provide backup power during a utility failure for control, instrumentation and the PLC. The batteries have a maximum of 5 days capacity at full load. An inverter is installed to power the satellite equipment. Location has pneumatic 4" control valve. An air supply system is located inside electrical building.

MLV-16

MLV-16 is located in Campbell County, Wyoming at GPS coordinates 44.51391 and 105.62888. This is located at MP 179. This is a motor operated valve.

Power to this valve site is generated by a solar panel. There is limited battery back up on the solar panel. The accumulator storage is 2 strokes (open to close = 1 stroke). This is a stand-alone site with no building and no communication. Batteries at full charge up to 4 strokes.

MLV-17

MLV-17 is located in Campbell County, Wyoming at GPS coordinates 44.73457 and 105.38962. This is located at MP 200. This is a motor operated valve. Launcher and Receiver are located at this site.

MLV-17 receives single phase 120/240 volt AC power from Powder River Energy. There is no battery backup as this is a stand-alone rack mounted site with no building and no communication.

MLV-18

MLV-18 is located in Campbell County, Wyoming at GPS coordinates 44.79552 and 105.31344. This is located at MP 206. This is a remote control valve.

Power to this valve site is generated by a solar array / battery system. There is a battery pack up on the solar panel with a maximum of 5 days capacity at full load. There is an inverter for the communications. The accumulator storage is 2 strokes (open to close = 1 stroke).

MLV-19

MLV-19 is located in Campbell County, Wyoming at GPS coordinates 44.94426 and 105.21804. This is located at MP 218. This is a motor operated valve.

MLV-19 receives single phase 120/240 volt AC power from Powder River Energy. There is no battery backup as this is a stand-alone rack mounted site with no building and no communication.

MLV-20 Bell Creek Delivery Facility

MLV-20 is located at the Bell Creek Delivery Facility in Powder River County, Montana at GPS coordinates 45.107988 and 105.094009. This is located at MP 231. This is a motor operated valve.

The meter station consist of one 8" Daniel Senior Orifice Meter SCADA Pak 32, Meter 7300. There are no automatic shutdowns in the valve station but the DCC has software high pressure alarms set approximately 50 psig above the normal operating pressure. MOP of the station is 2220 psig.

MLV-20 receives single phase 120/240 volt AC power from Black Hills power. A battery charger and batteries are located at the meter station to provide backup power during a utility failure for control, instrumentation and the PLC. The batteries have a maximum of 5 days capacity at full load. An inverter is installed to power the satellite equipment.

Site C CO2 Interconnect – Description of Facilities

Denbury Owned Fleur De Lis (FDL) Operated

The Site C Meter station, E-house and generator building are located in Natrona County, Wyoming at GPS coordinates 43.033748 and -106.866828. This is located at MP 45.

Denbury is responsible for the maintenance of the 8” piping located downstream of the meter station. FDL operates the meter station. The meter station consists of one 8” Daniels Senior Orifice Meter (meter 7350) and a SCADA Pak 32 flow computer and PLC located in the E-house. Denbury is responsible for the SCADA Pak 32 flow computer and our satellite system, and the backup generator. FDL is responsible for their flow computer, H2S analyzer, H2O analyzer, UPS system, PLC located in the E-house, their satellite system, and one automated ESD valve. There are no Denbury operated automatic shutdowns in the valve station however the DCC has software high pressure alarms set approximately 50 psig above the normal operating pressure. This valve is monitored by DCC but can only be remotely shutdown by FDL’s Control Center. MOP of the meter station is 2220 psig.

The Site C Meter station receives single phase 240 volt AC power from High Plains Power. There is an uninterrupted power supply (UPS), and battery charger and batteries. The batteries have a maximum 5 days capacity at full load. These will provide backup power during a utility failure for control, instrumentation and PLC programs in the event there is also a generator malfunction. An inverter is installed to power the satellite equipment. There is a 60KW propane fueled generator owned by Denbury as a backup power supply to the station.

Generator

The Generator is located inside of the generator building in Natrona County, Wyoming at GPS coordinates 43.033638 and -106.866556. There is a 60KW propane fueled generator that will supply 240 volt single phase AC power through an automatic transfer switch to the site in the event of utility power loss.

Grieve CO2 Pipeline - Description of Facilities

Fleur De Lis (FDL) Meter Station

The FDL Meter station is located in Natrona County, Wyoming at GPS coordinates 42.72599 and -107.06793. This is located at MP 0.00. Motor operated valve #MOV 7400 is located at this meter station.

Denbury is responsible for the maintenance of the 8” piping located upstream of the meter station to the FDL valve. FDL owns and operates the meter station. The meter station consists of one 6” Canalta Orifice meter (meter 7400) and a SCADA Pak 32 flow computer. Denbury is responsible for a SCADA Pak 32 flow computer, a H2S analyzer, H2O analyzer, UPS system, PLC, satellite system, one automated ESD valve and the backup generator. All other equipment in the building belongs to FDL. There are no Denbury operated automatic shutdowns in the valve station however the DCC has software high pressure alarms set approximately 50 psig above the normal operating pressure. This valve can also be shut in by the DCC due to out of contract quality. MOP of the meter station is 2440 psig.

The FDL Meter station receives single phase 240 volt AC power from High Plains Power. There is an uninterrupted power supply (UPS) that will provide backup power during a utility failure for control, instrumentation and PLC programs to Denbury owned equipment only. There is a 35KVA propane fueled generator owned by Denbury as a backup power supply to the station “Essential Load Center”. The UPS is also used to power the satellite equipment.

Generator

The Generator is located outside of FDL’s Meter station building in Natrona County, Wyoming at GPS coordinates 42.73597 and -107.06840. There is a 35KW propane fueled generator that will supply 240 volt single phase AC power through an automatic transfer switch to the site in the event of utility power loss.

Launcher Facility

The launcher facility is located in Natrona County, Wyoming at GPS coordinates 42.73607 and -107.06799. This is located at MP 0.0.

Receiver Facility

The Receiver Facility is located in Natrona County, Wyoming at GPS coordinates 42.73384 and -107.00943. This is located at MP 3.46.

Riley Ridge Natural Gas Pipeline - Description of Facilities

Riley Ridge Inlet/Outlet Area Facility

The Riley Ridge methane sales pipeline launcher is located in Sublette County, Wyoming at GPS coordinates 42.500187 and -110.421826 beginning at MP 0.00. There are no remote controlled valves at this launcher. There is one remote operated emergency shut-in valve operated by the plant facility located upstream of the launcher. There is one pressure relief valve PSV #608 located upstream of the jurisdictional flange to prevent overpressure of the pipeline.

Rand’s Butte Pig Launcher/Receiver Facility

The Rand’s Butte Pig Launcher/Receiver Site is located in Sublette County, Wyoming at GPS coordinates 42.499522 and -110.315282 and located at MP 6.28. The facility consists of an 8” receiver and a 12” launcher. There are no remote operated valves at this location.

Hare’s Ear Receiver Facility

The Hare’s Ear receiver facility is located in Sublette County, Wyoming at GPS coordinates 42.489617 and -110.277651 and located at MP 8.98. The facility consists of a 12” receiver. There are no remote operated valves at this location. There is one remote operated emergency shut-in valve located downstream of the receiver in the Williams Energy compressor site owned and operated by Williams Energy.

Steps to Take when Catastrophic Failure and Damage Occur

For fire located near or directly involving a pipeline facility, explosion occurring near or directly involving a pipeline facility, and accidental release of hazardous liquid or Gas use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Secure Area
- Ensure Denbury Employee and public safety

Step 3

- Isolate facility – Tab # 16 (Form 1900-07)

Step 4

- Assess threats – What's going on here?

Step 5

- Establish NIMS Response Structure – Complete Tab # 11 (Form 1900-02)

Step 6

- Assess Damage

Step 7

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

Step 8

- Restore Service

Steps to Take when Operational Failure Causing a Hazardous Condition Occur

For **non-scheduled releases from stationary or mobile sources** use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Secure Area
- Ensure Denbury Employee and public safety
- Establish a perimeter
- Work with Law Officials for traffic control entering exclusion zone
- Clear roadways for emergency vehicles

Step 3

- Isolate facility – Tab # 16 (Form OM1900-07) (list valves that have been closed/opened)
- Do not approach the impacted area without proper Personal Protective Equipment (PPE) – Tab # 18 (Form 1900-09)
- Monitor wind direction and keep unprotected personnel upwind of spill area
- Use appropriate detection equipment
- Do not drive into vapor clouds
- Do not extinguish primary fires
- Turn off all engines and electrical devices including phones and radios
- Do not attempt to operate any pipeline valves
- Do not approach liquid or vapor cloud without proper PPE – Tab # 18 (Form 1900-09)

Step 4

- Establish NIMS Response Structure, if necessary – Complete Tab # 11 (Form 1900-02)

Step 5

- Assess Damage

Step 6

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

Step 7

- Restore Service

For **major accidents involving company vehicles or contractor-owned equipment** use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Make every attempt to contact the police and file a report. You should try to obtain a copy of the police report.

Step 3

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

Steps to Take when Operational Failure Causing a Hazardous Condition Occur

For **bomb threats** use the following steps as a guide.

Step 1

- By Telephone: Do Not Hang Up! Remain Calm
- Take caller seriously.

Step 2

- Ask a lot of questions – Complete Tab # 17 (Form 1900-08)

Step 3

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

For **Gas/CO₂/H₂S detected inside or near a building** use the following steps as a guide.

Step 1

- Call supervisor -Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Secure Area
- Ensure Denbury Employee and public safety
- Establish a perimeter
- Use appropriate detection equipment
- Do not drive into vapor clouds
- Do not approach liquid or vapor cloud without proper PPE – Tab # 18 (Form 1900-09)

Step 3

- Once the source of the detected gas has been determined, investigate, repair and return to service.

Step 4

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

For **threats against employees or company facilities** use the following steps as a guide.

Step 1

- Call supervisor -Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC -Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Avoid provoking or obstructing demonstrators.
- Secure your area
- Continue with normal routine as much as possible.
- If the disturbance is outside, stay away from doors or windows. Stay indoors!
- Prepare for evacuation or relocation.

Step 3

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

For **fatalities or multiple hospitalizations involving employees or the public** use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Steps to Take when Operational Failure Causing a Hazardous Condition Occur

For **unauthorized active encroachments on company property** use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Steps to Take when Natural Disasters Affecting Pipeline Facilities Occur

For **floods** use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Secure Area
- Ensure Denbury Employee safety
- Do not park vehicles near stream and washes during sever storm warning

Step 3

- Isolate facility – Tab # 16 (Form OM1900-07) (listing valves that have been closed/opened)

Step 4

- Assess Damage

Step 5

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

Step 6

- Restore Service

For **damaging storms (hurricanes, tornados, etc.)** use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Secure Area
- Ensure Denbury Employee safety
- Move to interior of building away from doors and windows

Step 3

- Isolate facility – Tab # 16 Form OM1900-07 (listing valves that have been closed/opened)

Step 4

- Assess Damage

Step 5

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

Step 6

- Restore Service

Steps to Take when Natural Disasters Affecting Pipeline Facilities Occur

For **weather extremes (cold, blizzards, heat)** use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Secure Area
- Ensure Denbury Employee safety

Step 3

- Isolate facility – Tab # 16 (Form OM1900-07) (listing valves that have been closed/opened)

Step 4

- Assess Damage

Step 5

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

Step 6

- Restore Service

For **lightning and wildfires** use the following steps as a guide.

Step 1

- Call supervisor - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call DCC - Phone numbers contained on Tab # 10 (Form 1900-01)
- Call 911

Step 2

- Secure Area
- Ensure Denbury Employee safety

Step 3

- Isolate facility – Tab # 16 (Form OM1900-07) (listing valves that have been closed/opened)

Step 4

- Assess Damage

Step 5

- Chronological Record of Emergency: First Facts – Complete Tab # 14 (Form 1900-05)

Step 6

- Restore Service



**INFORMATION CONTACTS AND
VERIFICATION OF PLAN**

For further information about the Emergency Response Plan, evacuation, response to emergency events or other information regarding area / facility emergencies contact the following people:

NAME	TITLE	TELEPHONE
Lost Cabin Plant		
DCC (Denbury Control Center)	Operations	
Russell Grauberger	Pipeline Foreman	
Brandon Duty	Pipeliner	
Curtis Cole	Mechanic/Measurement Technician	
Bruce Augustine	Business Unit Manager	
Jason Davis	District Manager	
Dominic Walker	HSE Supervisor	
Gary Sponsler	HSE Supervisor	
Greencore & Grieve Pipelines		
DCC (Denbury Control Center)	Operations	
Russell Grauberger	Pipeline Foreman	
Scott Crowley	Pipeliner/Measurement Technician	
Brandon Duty	Pipeliner	
Curtis Cole	Mechanic/Measurement Technician	
Coby Rideout	Corrosion Technician	
Bruce Augustine	Business Unit Manager	
Jason Davis	District Manager	
Dominic Walker	HSE Supervisor	
Gary Sponsler	HSE Supervisor	
Riley Ridge Pipeline		
Denbury Control Center (DCC)	Operations Control	
Riley Ridge Control Center	Plant Control	
Russell Grauberger	Pipeline Foreman	
Scott Crowley	Pipeliner/Measurement Technician	
Brandon Duty	Pipeliner	

NAME	TITLE	TELEPHONE
Curtis Cole	Mechanic/Measurement Technician	
Bruce Augustine	Business Unit Manager	
Jason Davis	District Manager	
Dominic Walker	HSE Supervisor	
Gary Sponsler	HSE Supervisor	

The Emergency Response Plan must be reviewed with all employees at least annually.

Name of Facility: Rocky Mountain Region ERP; Lost Cabin Plant and Greencore, Grieve, and Riley Ridge Pipelines

Date of Initial Plan Development: 6/20/16

Date of Last Review for Plan Accuracy: 8/29/2018

Date of Last Revision: 1/3/2019

Facility Operations Manager Name: Russell Grauberger

Facility Operations Manager Signature: Russell Grauberger

Date of Signature: 1/4/2019



FACILITY PERSONNEL RESPONSIBILITIES

Facility Name:		Issue Date:
TITLE	NAME	RESPONSIBILITIES DURING AN EMERGENCY
Incident Commander		
Incident Commander Alternate		
In addition, as personnel are available:		
Site Safety Coordinator		
On-Site Coordinator		
Logistics/Planning Coordinator		
Financial/Administrative Coordinator		
As required by HAZWOPER:		
Technician Level Responder		
Technician Level Responder Alternate		
Operations Level Responder		
10. Operations Level Responder Alternate		
Other Facility/Area Personnel:		
Person in Charge		
District Foreman		
Rescue Personnel:		
Medical Personnel:		
Other Area/Facility/Regional Personnel:		
Area/Region Safety Coordinator:		

At a minimum, identify personnel to fulfill the following responsibilities:

- 1) Incident Command as detailed in the ERP; Technician, Operations Level Responders and Alternates as applicable.
- 2) Person in Charge as detailed in the ERP
- 3) Operations Manager as detailed in the ERP
- 4) Area/Facility Personnel as detailed in the Area/Facility ERP
- 5) Who will isolate the area/facility impacted by the emergency event
- 6) Who will establish the Media Center and media security
- 7) Who will coordinate post-accident drug/alcohol testing
- 8) Who will coordinate providing short-term humanitarian assistance
- 9) Who will schedule and coordinate training drills
- 10) Who will schedule and coordinate annual review of ERP



PRIMARY NOTIFICATION OF CONTACTS

Issue Date: 6/20/16
Revision Date: 1/3/2019

PRIMARY NOTIFICATION:

Control Center Number 1-888-651-7647
307-276-3148 (Riley Ridge Plant Control)

IF NO ANSWER:

Control Center Back-up 972-673-2119 (ALL pipelines and the Lost Cabin Plant) or
Control Center Cellular 469-315-2548 (DCC emergency cell)
Control Center Fax
Control Center E-Mail User ID dcc@denbury.com

PRIMARY CONTACT (If other than Control Center)

Name/Number: Russell Grauberger (ALL Pipelines and the Lost Cabin Plant)
Other Number: 307-439-1850 ext. 4504 (Casper Office)

IF NO ANSWER

Name/Number: Jason Davis (cell) 601-718-6226 (office)
Other Number:
Area/Facility Supervisor Russell Grauberger
Area/Region HSE Coordinator Gary Sponsler

When you note an emergency, call the Denbury Control Center (DCC) as soon as possible. The DCC's number is attended 24 hours each day and as the DCC is prepared to notify all concerned Company personnel, you may proceed with more urgent matters.

Each office should maintain a current Company Telephone Information Directory and Denbury Emergency Call List at each telephone to provide needed information during an emergency.

You may wish to enter additional numbers below that you anticipate needing in an emergency. If you do so, be sure to keep this information up-to-date.

ADDITIONAL EMERGENCY NUMBERS

NAME/OFFICE	NUMBER
Greencore/Grieve Pipelines, Lost Cabin Plant	
Gary Sponsler – Safety Lead	
Nolan Olson – Land Agent	
Chad Docekal – Pipeline Regulatory	
BNSF Railroad Emergency Number	
WYDOT (Wyoming Department of Transportation)	
Wyoming Highway Patrol	
Randy Robichaux – Information Officer	
Dominic Walker – HSE Supervisor	
Riley Ridge Pipeline	
Chad Docekal – Pipeline Regulatory	
Randy Robichaux – Information Officer	
Williams	

WARNING: Anyone not directly involved in the emergency must refrain from using the Company radios and telephones or telephoning area/facility personnel unless absolutely necessary.



EMERGENCY CONTACTS

NAME OF FACILITY: Rocky Mountain Region **Issue Date:** 6/20/16

Facility	Latitude	Longitude
Lost Cabin Plant	Start: 43.171.34 N	Start: 107.369.19 W
Greencore	Start: 43.2831 End: 45.1080	Start: 107.6002 End: 105.0944
Grieve	Start: 42.7361 End: 42.7339	Start: 107.0678 End: 107.0095
Riley Ridge	Start: 42.5001 End: 42.4896	Start: 110.4218 End: 110.2776

NAME & LOCATION OF COMPANY OR AGENCY		PHONE NO.
ALL EMERGENCIES Call 911 or 9-911		
Lost Cabin Plant		
Air Life	City: Casper State: WY	307-577-7201/800-442-2222
Hospital	City: Riverton State: WY	307-856-4164
Hospital	City: Casper State: WY	307-577-7201
Medical Center	City: Riverton State: WY	307-577-2222
Ambulance Service	City: Riverton State: WY	307-857-3669
County Sheriff	City: Riverton/Fremont State: WY	307-332-5611
State Highway Patrol	City: Statewide State: WY	800-442-9090
Fire Department	City: Lysite State: WY	307-876-2244
Fire Department	City: Riverton State: WY	307-856-3026
Electric Power Company	City: Riverton State: WY	307-856-9426
HAZMAT Service	City: Commerce City State: CO	303-382-1258
Other agencies or people to contact (customers, people living near the R.O.W., etc.)		
Conoco Gas Plant	City: Lost Cabin State: WY	307-876-4132
Colorado Interstate Gas	City: Shoshone State: WY	307-876-2781
Greencore (Gillette) Pipeline		
Air Life	City: Gillette State: WY	888-303-9112
Hospital	City: Gillette State: WY	307-688-1000
Hospital	City: Miles City State: MT	406-233-2600
Hospital	City: Rapid City State: SD	605-342-3280
Medical Center	City: Casper State: WY	307-577-7201

County Sheriff	City: Gillette	State: WY	307-682-7271
County Sheriff	City: Buffalo	State: WY	307-684-5581
County Sheriff	City: Broadus	State: MT	406-436-2333
State Highway Patrol	City: Gillette	State: WY	307-682-4030
State Highway Patrol	City: Glendive	State: MT	406-377-5238
Police	City: Gillette	State: WY	307-682-5155
Fire Department	City: Gillette	State: WY	307-682-5319
Fire Department	City: Buffalo	State: WY	307-684-9058
Fire Department	City: Broadus	State: MT	406-436-2259
Electric Power Company	City: Gillette	State: WY	307-682-1655
HAZMAT Service	City: Gillette	State: WY	307-682-5319
Railroad	City: Gillette	State: WY	307-685-7460
Other agencies or people to contact (customers, people living near the R.O.W., etc.)			
Kevin Collins	City: Gillette	State: WY	307-686-6535
David Magnuson	City: Weston	State: WY	307-682-6291
Jim Oliver	City: Weston	State: WY	307-687-2886
Larry Shippy	City: Weston	State: WY	307-682-7593
Richard Lynde	City: Gillette	State: WY	307-682-3835
Dustin Martinson	City: Gillette	State: WY	307-686-9710
Greencore (Casper) Pipeline			
Air Life	City: Casper	State: WY	307-577-7201/800-442-2222
Hospital	City: Riverton	State: WY	307-856-4164
Hospital	City: Casper	State: WY	307-577-7201
Ambulance Service	City: Riverton	State: WY	307-857-3669
Ambulance Service	City: Casper	State: WY	307-577-7201
County Sheriff	City: Fremont-Riverton	State: WY	307-332-5611
County Sheriff	City: Natrona-Casper	State: WY	307-235-9282
County Sheriff	City: Johnson-BUFFALO	State: WY	307-684-5581
State Highway Patrol	City: Statewide	State: WY	800-442-9090
Fire Department	City: Lysite	State: WY	307-876-2244
Fire Department	City: Riverton	State: WY	307-856-3026
Fire Department	City: Casper	State: WY	307-265-8656
HAZMAT Service	City: Commerce City	State: CO	303-382-1258
Railroad	City: Statewide	State: WY	800-832-5452
Riley Ridge Pipeline			
Sublette County LEPC	State: WY	Contact:	307-367-2284
Big Piney Sheriff Department	State: WY	Contact:	307-276-3450

Marblton Sheriff Department	State: WY	Contact:	307-276-5448
Pinedale Sheriff Department	State: WY	Contact:	307-307-4378
Wyoming Highway Patrol - Pinedale	State: WY	Contact:	307-367-4422, 800-442-9090
Big Piney Fire Department	State: WY	Contact:	307-276-3409
Marblton Clinic	State: WY	Contact:	307-276-3306
Pinedale Medical	State: WY	Contact:	307-367-4133
University of Utah – Air Medical	State: UT	Contact:	801-581-2500
Eastern Idaho Regional Medical Center – Air Medical	State: ID	Contact:	208-529-6340
Sublette County Environmental Health Office	State: WY	Contact:	307-367-2754
Sublette County Waste Management	State: WY	Contact:	307-276-5792



CHRONOLOGICAL RECORD OF EMERGENCY: FIRST FACTS

NAME OF FACILITY: _____ DATE OF ACCIDENT: _____
 YOUR NAME: _____ TIME FIRST AWARE: _____

FIRST AWARE/FIRST RESPONDER EMPLOYEE COLLECTS THE FACTS.

IF THE EMERGENCY IS OUTSIDE OF THE PLANT: WHO IS REPORTING THE EMERGENCY?	
Name: _____	Phone No. _____
Called From: _____	Address: _____
	Phone No. _____

DESCRIBE THE EMERGENCY:

	<input checked="" type="checkbox"/>			TIME
Did you ESD the Plant?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you activate the siren?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Can you isolate the problem area?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
CAUTION: Do not risk your life or others until you have a plan.	<input checked="" type="checkbox"/>			TIME
Is rescue needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is first aid needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, can you move the victim?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you in a hazardous environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have the proper equipment to proceed without help?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you need to call 911?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you able to set up an emergency command center?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Who should you contact for assistance?				

LOCAL EMERGENCY RESPONSE AGENCIES		
NAME	PHONE	TIME
Ambulance Svc: City: _____ St: _____		
Hospital: City: _____ St: _____		
Air Life: City: _____ St: _____		
Alternate Hospital: City: _____ St: _____		
POLICE:	11. PHONE	TIME
City Police: City: _____ St: _____		
County Sheriff's Office: City: _____ St: _____		
State Patrol: City: _____ St: _____		
FIRE DEPARTMENT:	PHONE	TIME
Fire Dept: City: _____ St: _____		
COMPANY PERSONNEL:	PHONE	TIME
Control Center: City: _____ St: _____		

NOTE:
 Notify the Control Center or your Primary Contact as soon as you have the emergency in primary control (e.g., ESD - evacuate - rescue - first aid - isolate fuel source if fire - spill containment to prevent environmental contamination).

Supervisor:		Phone No.	Time
Other Operators:		Phone No.	Time
Other Technicians:		Phone No.	Time
Plant/Facility Manager		Phone No.	Time
	Work:	Home:	
Name HSE Coordinator:		Phone No.	Time
	Work:	Home:	

IF YOU HAVE THE PROBLEM UNDER CONTROL START YOUR EMERGENCY RESPONSE PLAN.

LOCAL RESIDENCES

Resident:	Location:	Phone No.	Time

PIPELINE COMPANY(S) or OTHER AFFECTED COMPANY(S)

Company:	Phone No.	Time

ELECTRICITY

Electric Company:	Phone No.	Time

OTHER ACTION(S) TAKEN - Attach extra sheets if necessary.

Time	Time

EMERGENCY IS UNDER TOTAL CONTROL	
TIME:	DATE:
INCIDENT COMMANDER'S INITIALS:	



Issue Date: 7/5/2016

Refer to Site Plot Plan, which identifies ESD locations.

A. Total emergency shutdown may be actuated manually with any one of the following devices:

Device	Location
ESD #1	N side of control building front door
ESD #2	NW entrance gate
ESD #3	NE entrance gate
ESD #4	SE drive through gate
ESD #5	E door of MCC building
ESD #6	N door of MCC building
ESD #7	NW door of MCC building
ESD #8	N door of compressor building
ESD #9	Meter Skid on Greencore Pipeline
ESD #10	NE door communications building
ESD #11	SE door communications building
ESD #12	SW door of communications building
ESD #13	
ESD #14	
ESD #15	
ESD #16	
ESD #17	
ESD #18	
ESD #19	

B. Emergency shutdown may be automatically actuated by:

Fire High H2S High LEL

C. The emergency shutdown system is designed to isolate:

Compressors

D. Upon initiation of an emergency shutdown, the following events occur almost simultaneously but not necessarily in the order shown:

- All running equipment will be shutdown
- Suction and Discharge valves will close
- Blow Down vents will open
-
-



FACILITY ISOLATION

Issue Date: 6/20/16

Valves and taps closest to the FACILITY that may have to be closed to isolate the station because of an emergency are listed below:

VALVE NUMBER	MILEPOST (or distance from the facility)	NAME/DESCRIPTION
Lost Cabin Plant		
#1	Lost Cabin Compressor Facility	24" inlet valve
#2		30" inlet valve
#3		10" discharge valve
Greencore Pipeline		
#01	00	Fremont County/MOV Electric with Meter Station L/R, RCV
#02	MP 19	Natrona County/ MOV Electric
#03	MP 33	Natrona County/MOV Electric
#04	MP 39	Natrona County/MOV Control Center Electric, RCV
#05	MP 45	Natrona County/ MOV Electric
#06	MP 64.5	Natrona County/MOV Solar
#07	MP 82.5	Natrona County/MOV Electric
#08	MP 87	Natrona County/MOV Solar
#09	MP 100.5	Johnson County/ MOV Electric
#10	MP 117.5	Johnson County/MOV Solar
#11	MP 138	Johnson County/MOV Electric
Mid -Point	MP 144	Campbell County/MOV Electric
#12	MP 148	Campbell County/MOV Electric
#13	MP 149	Campbell County/MOV Electric, RCV
#14	MP 158	Campbell County/MOV Electric
#15	MP 178	Campbell County/MOV Electric / Control Valve, RCV
#16	MP 179	Campbell County/MOV Electric
#17	MP 200	Campbell County/MOV Electric L/R
#18	MP 206	Campbell County/MOV Electric Solar, RCV
#19	MP 218	Campbell County/MOV Electric
#20 Bell Creek	MP 231	Powder River County/MOV Electric L/R, RCV
Grieve Pipeline		
Launcher		
Receiver		
Riley Ridge Pipeline		
	0.0	Automatic Valve owned/operated by Denbury Riley Ridge Plant
	8.9	Automatic Valve owned/operated by Williams

Identify valves and taps on Site Plot Plan or pipeline map or include a sketch identifying their locations here:



BOMB THREAT CHECKLIST

Name of Facility: _____

Report call immediately to: _____ Phone No. _____

Bomb threat received by: _____ Date _____

Questions to ask	Exact wording of threat
1. When is bomb going to explode?	
2. Where is bomb right now?	
3. What does bomb look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why?	
8. What is your address?	
9. What is your name?	

THE FOLLOWING INFORMATION REQUIRES OPINION, PERCEPTION AND JUDGMENT. PLEASE GIVE YOUR VERY FIRST IMPRESSIONS (CIRCLE ONE):

CALLER WAS:	Male	Adult	Female	Child
ESTIMATE AGE	Pre Teen	Teenage	20 – 40	40 – 50
	50+			
CALLER'S SPEECH:	Accent	Heavy	Slight	Foreign
	Spanish	Asian	German	Other
	American	Southern	New England	Other
CALLER'S VOICE:	Calm	Soft	Distinct	Angry
	Loud	Slurred	Excited	Ragged
	Laughing	Crying	Rapid	Slow
	Normal	Deep	Nasal	Lisp
	Stutter	Deep Breathing	Familiar	Raspy
	Clearing Throat	Cracking Voice		

BACKGROUND SOUNDS:	Street Noises	Office Machinery	Animal Noises	
	Tele Booth	Kitchen Ware	Voices	Airplane
	Bus	Factory Machinery	Train	Clear
	Music	House Noises	Local	Weather
	Motor	Long Distance	Static	Other
THREAT LANGUAGE:	Well Spoken	Incoherent	Foul	Taped
	Irrational	Message Read by Threat Maker		
REMARKS:				



**ON-SITE EMERGENCY
RESPONSE EQUIPMENT**

EQUIPMENT	LOCATION
SPILL CONTAINMENT	
PPE	On Personnel
SCBA	Crew Trucks
Hand Tools	Crew Trucks
Four Gas Monitors	On Personnel
Cell Phone	On Personnel
Two Way Radios	All Crew Trucks
First Aid Kit	Compressor Building and Control Room
AED	Control Room
Spill Containment Materials	Compressor Building

FIRE EXTINGUISHMENT	
30# ABC on all Company Trucks	
Fire Extinguishers	Throughout Lost Cabin Plant, Control Room

OTHER	



**CONTRACTORS AND
AVAILABLE EQUIPMENT**

For Level II (Major) spills contact HSE for spill response

Issue Date: 6/20/2016

CONTRACTOR NAME/ADDRESS	TELEPHONE	SERVICES	EQUIPMENT	EST. TIME BETWEEN CALL AND ARRIVAL ON SITE
DOT Approved? (if required)				

EXAMPLE:

XYZ Transfer Box 000 No Town, WY 80000 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	(307) xxx-xxxx (800) xxx-xxxx	Trucking,	Sideboom, D-7 & D-8 dozers, 25 ton crane, 12-1/2 ton crane, trucks-various	6 hours
---	----------------------------------	-----------	---	---------

Lost Cabin Plant

Rocky Mountain Line Systems (RMLS) 1375 Overlook Drive Mills, WY 82644 <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	307-232-0105 307-254-1875	Pipeline Services	Heavy Equipment, Welders, Trucks	3-6 hours
Action Motor Sports (Gillette ONLY) 3555 East 2 nd St Gillette, WY 82718 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	307-299-2840	Equipment Rental	Alternate Transportation, Right of Way Transportation	6-8 hours

Greencore / Grieve Pipelines

Rocky Mountain Line Systems (RMLS) 1375 Overlook Drive Mills, WY 82644 <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	307-232-0105 307-254-1875	Pipeline Services	Heavy Equipment, Welders, Trucks	3-8 hours
Action Motor Sports (Gillette ONLY) 3555 East 2 nd St Gillette, WY 82718 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	307-299-2840	Equipment Rental	Alternate Transportation, Right of Way Transportation	2-6 hours

Riley Ridge Pipeline

Rocky Mountain Line Systems (RMLS) 1375 Overlook Drive Mills, WY 82644 <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	307-232-0105 307-254-1875	Pipeline Services	Heavy equipment, welders, trucks	5 hours
--	------------------------------	-------------------	-------------------------------------	---------

OTHER DENBURY FACILITIES WHICH MAY BE ABLE TO CONTRIBUTE EQUIPMENT:

FACILITY NAME/ADDRESS	TELEPHONE	SERVICES	EQUIPMENT	EST. TIME BETWEEN CALL AND ARRIVAL ON SITE
Lost Cabin and Greencore / Grieve Pipelines				
Casper Operations 2310 Oil Drive Casper, WY 82604	307-475-1925 307-439-1850	Pipeliners	Pickup / Hand Tools	2-4 hours
Gillette Operations 513 HWY 50 Gillette, WY 82718	307-670-2142	Pipeliners	Pickup / Hand Tools	2-4 hours
Riley Ridge Pipeline				
Riley Ridge Gas Plant 1 Gopher Ridge Lane Big Piney, WY 83113	307-276-3148 Ext. #4248	Operations Support	Heavy equipment, vehicles, tools	1 hour



EMERGENCY DRILL

Date of Drill/Review: _____ Facility/System Name: _____

Attendees:

Drill *Scenario:

Emergency Equipment/Activities Involved:

- | | |
|--|---|
| <input type="checkbox"/> SCBA | <input type="checkbox"/> Emergency Response |
| <input type="checkbox"/> Portable Fire Extinguishers | <input type="checkbox"/> Plant Shutdown |
| <input type="checkbox"/> Wheeled Fire Extinguishers | <input type="checkbox"/> Equipment Shutdown |
| <input type="checkbox"/> Eye/Face Equipment | <input type="checkbox"/> Hazwoper |
| <input type="checkbox"/> Lockout/Tagout | <input type="checkbox"/> Hazard Communication |
| <input type="checkbox"/> SPCC | <input type="checkbox"/> CPR/First Aid |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

Contacts Made:

Safety Dept.: _____	Operations: _____
Other: _____	Other: _____
Other: _____	Other: _____

Discussion Points:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Training Conducted/Accomplished:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Annual Emergency Response Personnel Review:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>	<u>Comments</u>
Ability to carry out emergency response procedures established under 195.402 & 195.403 and/or 192.605 & 192.615.			
Know the characteristics and hazards of CO2 and/or Natural Gas.			
Recognize conditions that are likely to cause emergencies predict the consequences of facility malfunctions or failures and take appropriate corrective action.			
Takes step necessary to control accidental release of CO2 and/or Natural Gas and minimize toxicity or environmental damage			

Recommendations to improve training:

Supervisor Signature: _____

