Self Inspections
Cal/VPPPA Workshop October 3, 2013

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HSE Manager West Region
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♦ Audio, Visual, Olfactory (AVO) Inspection
♦ WEBCMS
♦ SAP
♦ Benefits of WEBCMS and SAP
What is an AVO Inspection

♦ **Audio** – Listen
  - Pressure Leaks
  - Liquid Leaks

♦ **Visual** – Look
  - Pump Seal Drips
  - Valve Packing (Wet or Drips)
  - Wet Spots on Soil
  - Liquid Puddles

♦ **Olfactory** – Smell
  - Unusual/Strong Odors
A complete walk-through must be made at each facility according to the following frequency:

- Products Terminals: Daily.
- Asphalt Terminals: Daily.
- Refineries: Daily or per local policy.
- Crude Oil Terminals: At least weekly or as required by a permit.
- Pump Stations: At least weekly or as required by a permit.
♦ All leaks (either liquid or vapor) that are discovered either during this inspection or at any other time must be properly recorded on a site-specific 1206 AVO Inspection Form.

♦ Form 1206 is composed of four forms
  - Product Terminals
  - Asphalt Terminals
  - Crude Oil Facilities
  - Pump Station Facilities
Form 1206 - AUDIO, VISUAL AND OLFACTORY (AVO) LEAK INSPECTION AND FLARE/COMBUSTOR OBSERVATION FORM FOR PRODUCT TERMINALS

Facility ___________________________

<table>
<thead>
<tr>
<th>Inspection Frequency: Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Original on file at the facility (No copies disseminated)
Retain this form for 5 years

 Leak repairs must be completed within 5 days or reasons for repair delays must be documented below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Inspectors Signature</th>
<th>K. O. pot empty? Y/N</th>
<th>Flare/VCU Smoking? Y/N</th>
<th>Identify the leaking device. (Device name and/or ID number)</th>
<th>Location of the leaking device</th>
<th>Is the leak vapor or liquid?</th>
<th>Severity of the leak</th>
<th>Method of leak detection (sound, sight or smell (A,V,O)?)</th>
<th>Date and description of attempted repairs (or reason for delaying repairs)</th>
<th>Date repairs were completed</th>
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Form 1206 - AUDIO, VISUAL AND OLFACTORY (AVO) LEAK INSPECTION FORM FOR ASPHALT TERMINALS

Facility ___________________________

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<th>Inspection Frequency: Daily</th>
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Original on file at the facility (No copies disseminated)
Retain this form for 5 years

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Inspector’s Signature</th>
<th>Identify the leaking device. (Device name and/or ID number)</th>
<th>Location of the leaking device</th>
<th>Is the leak vapor or liquid?</th>
<th>Severity of the leak</th>
<th>Method of leak detection (sound, sight or smell (A,V,O)?)</th>
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<td>Is the leak vapor or liquid?</td>
<td>Severity of the leak</td>
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**Form 1206 - AUDIO, VISUAL AND OLFACTORY (AVO) LEAK INSPECTION FORM FOR CRUDE OIL FACILITIES**

Inspection Frequency: At least weekly or as required by permit.

Facility ________________________________

Original on file at the facility (No copies disseminated)
Retain this form for 5 years

Leak repairs must be completed within 5 days or reasons for repair delays must be documented below.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Inspector’s Signature</th>
<th>Identify the leaking device. (Device name and/or ID number)</th>
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<th>Severity of the leak</th>
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**Form 1206 - AUDIO, VISUAL AND OLFACTORY (AVO) LEAK INSPECTION FORM FOR PUMP STATION FACILITIES**

Inspection Frequency: At least weekly or as required by permit.

Facility ________________________________

Original on file at the facility (No copies disseminated)
Retain this form for 5 years

Leak repairs must be completed within 5 days or reasons for repair delays must be documented below.

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<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Inspector’s Signature</th>
<th>Identify the leaking device. (Device name and/or ID number)</th>
<th>Location of the leaking device</th>
<th>Is the leak vapor or liquid?</th>
<th>Severity of the leak</th>
<th>Method of leak detection (sound, sight or smell (A,V,O)?)</th>
<th>Date and description of attempted repairs (or reason for delaying repairs)</th>
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WHAT IS WebCMS??

♦ An Internet Web-based compliance program that will be used to track Terminal compliance tasks and self inspections on an ongoing basis.

♦ WebCMS replaces existing SAP PM06 tracking methodologies.

♦ Gives one system (RegAction) for reporting and tracking other systems like near misses and incidents.
Running WebCMS

- Logging Into WebCMS
- Entering Tasks
- Viewing Tasks
- Running Reports
Logging Into WebCMS

- Click on your workstation,
- Then click on WebCMS under Compliance in the taskbar on the left-side of the screen.
From the Activities Menu click “Manage Tasks”.
Returning back to the WebCMS Main Menu under Manage Tasks, click “View Task”.
Compliance Reports can be based on:

- Tasks Report
- Historical Report
- Deviation Report
- Deviation Charts
- Source Listings
- Citation Listings
- Citation Activity review
- Reporting Tasks
Returning back to the WebCMS Main Menu under Reports, click “Historical Report”.
### Example Historical Report

**Site Name:** NuStar Corporate Office

**Source:** All Sources

**Select Task Type:** Regulatory Tasks

**Media Type:** All Media Types

**Employee:** Butler, Chris

**Begin Date Range:** January 1, 2009

**End Date Range:** August 18, 2009

**Employee Type:** Assigned Employee

**Date Type:** Task Completion Date

<table>
<thead>
<tr>
<th>Source</th>
<th>Assigned Employee</th>
<th>Task</th>
<th>Completion Date</th>
<th>Due Date</th>
<th>Submit Date</th>
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</thead>
<tbody>
<tr>
<td>Butler, Chris</td>
<td>Anually Verify GETS Card Activation</td>
<td></td>
<td>04/02/2009</td>
<td>04/30/2009</td>
<td>04/21/2009</td>
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<tr>
<td>Butler, Chris</td>
<td>Annual Hangar SWPPP Training</td>
<td></td>
<td>05/13/2009</td>
<td>06/01/2009</td>
<td>05/15/2009</td>
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<td>Butler, Chris</td>
<td>3-Year update DOT Hazardous Material Registration</td>
<td></td>
<td>05/29/2009</td>
<td>06/33/2009</td>
<td>06/03/2009</td>
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<td>Butler, Chris</td>
<td>2-Year MCS 150 Filing FMCSA 484797</td>
<td></td>
<td>07/31/2009</td>
<td>07/01/2009</td>
<td>08/26/2009</td>
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<tr>
<td>Butler, Chris</td>
<td>Annual Renewal of Colorado HAMAT Permit No. HMP-04440 FMCSA 464797</td>
<td></td>
<td>01/22/2009</td>
<td>03/25/2009</td>
<td>01/22/2009</td>
</tr>
</tbody>
</table>
Running Reports

Historical Task Detail Information

Company Name: NuStar Logistics, LP.
Site Name: NuStar Corporate Office

### Historical Task Information

<table>
<thead>
<tr>
<th>Submitting Individual</th>
<th>Chris Butler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Completion Date</td>
<td>04/02/2009</td>
</tr>
<tr>
<td>Task Submittal Date</td>
<td>04/21/2009</td>
</tr>
</tbody>
</table>

### Task Detail

<table>
<thead>
<tr>
<th>Task</th>
<th>Annually Verify GETS Card Activation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Type</td>
<td>Regulatory Task</td>
</tr>
<tr>
<td>Media Type</td>
<td>Release &amp; Incld.</td>
</tr>
<tr>
<td>Compliance Form</td>
<td>N/A</td>
</tr>
<tr>
<td>Default File Location</td>
<td>N/A</td>
</tr>
<tr>
<td>Frequency</td>
<td>Annually</td>
</tr>
<tr>
<td>Reminder Frequency</td>
<td>None</td>
</tr>
<tr>
<td>Task Due Date</td>
<td>04/30/2008</td>
</tr>
<tr>
<td>Advance Notice Date #1</td>
<td>04/1/5/2008</td>
</tr>
<tr>
<td>Advance Notice Date #2</td>
<td>04/8/1/2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Individuals Assigned</th>
<th>Responsible Managers Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Butler</td>
<td>Chris Butler</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units Assigned</th>
<th>Sources Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate - Corporate Office</td>
<td>PPP Conditions Assigned</td>
</tr>
</tbody>
</table>

### Citations Assigned

<table>
<thead>
<tr>
<th>Source-Citations Linkage</th>
<th>Source-(PPP Conditions) Linkage</th>
</tr>
</thead>
</table>

### Triggers

<table>
<thead>
<tr>
<th>Trigger Message:</th>
<th>Triggered Citation</th>
<th>Task Triggered</th>
<th>Immediate Triggers Notification Event</th>
</tr>
</thead>
</table>

Today's Date: Tuesday, August 18, 2009
SAP is also a good support tool for virtually any Safety Policy, Program, Process or Practice that requires any additional revenue or mechanical support.

- It provides follow-up of safety deficiencies for easy reference as to the status of the item and when it is completed.

- It allows for resources, and expenditures to be made for safety related items.
From the intranet home site, hover over My Workplace and select Work Orders & Requisitions
The system should log you into SAP immediately without further sign-on. You may have to select a certificate to continue though, but you may select either certificate with valid dates.
Once on the Web SAP you will have a toolbar on the left of the screen to guide you to the choices available on this application.
♦ What is a notification?
  ■ A Notification is the initial step in reporting a problem or required maintenance of a specific piece of equipment at your facility

♦ What is a work order?
  ■ A work order is the order to complete required corrections or maintenance on a specific piece of equipment in the facility
Why do we write notifications and work orders?

- Creating and using notifications/work orders allows us to track equipment breakdowns and maintenance costs at all our facilities in real time, capturing contractor hours, purchased parts, breakdown instances etc., so that we can replace equipment as needed and maintain accurate records for reporting.

What types of reports and recording are generated from the notification/work order process?

- We create reports monthly tracking which equipment items at each facility malfunctioned with the most regularity and which pieces of equipment at each facility cost the most to keep running. We are better able to identify the types of equipment with the best reliability standards and most available parts available as well as be able to provide objective reasoning for equipment replacement.
This will show a list of notifications written for your designated facility for the last 3 months or longer if needed.
Select a Material Activity Type by clicking the down arrow next to MAT, some examples of regularly used MAT’s are:

- 001 – Preventative Maintenance
- 002 – Predictive Maintenance
- 003 – Routine Maintenance
- 004 – Corrective Maintenance
- 007 – Inspections
- 045 – VPP/HSE Audit Repair
- 445 – VPP/HSE Audit Findings
This will show you a list of work orders written for your designated facility for the last 3 months or longer if needed.
Once the notification is completed, and you have clicked Submit, the system will create a work order automatically. There will be a box to advise of both the notification and work order numbers.

Now that you have created a notification and work order, you should be able to find this on either the list of notifications or the list of work orders.
Completing Work Orders

♦ Click back to re-enter the work order and click the checkered-flag “Teco” button on the top. You will need to input the date of completion (time is not important) and select ok.
SAP are needed tools for the Voluntary Protection Program as it gives the organization ways to follow-up on safety deficiencies for easy reference as to the status of the item and when it is completed.

It also allows for resources, and expenditures to be made for safety related items.
SAP offers the following benefits for VPP and PSM:

- Tracking of required expenditures for inspection programs (Hazard Recognition, API 653, etc.)
- Review and approval process for VPP and PSM initiatives (NFPA 70E, P&ID upgrades, capitol projects, etc.)
WebCMS offers the following benefits for VPP and PSM:

- Program task assignments that allow tracking to completion of any opportunities noted.
- Audit/Inspection checks
  - Hazard Recognition Inspections
  - Self Inspections
    - Mechanical Integrity
    - PHA
    - Fall Harnesses
    - Etc.
WebCMS are systematic tracking and task scheduling systems marry-up with Process Safety Management well and can keep the organization in compliance with Process Safety Management.

It should be noted that WebCMS and SAP can be implemented for voluntary use programs as well.
WebCMS offers the following benefits for EH&S compliance:

- Permit compliance tasks and verification
- Regulatory audit checks assignments and tracking
- Documentation of persons completing tasks
- Scheduling and review system in place to ensure consistent regulatory compliance.

WebCMS not only offers a way to show the organization the specific tasks and assignments for Health, Safety and Environmental compliance but gives auditors readily accessible documented proof that we are in compliance.
WebCMS & SAP offers the following benefits for EH&S compliance:

- Agency permit fees
- Outside resource procurement (emission testing, I.H., etc.)
- Documentation of persons completing tasks
- Procuring, Scheduling and Review system in place to ensure consistent regulatory compliance.
Questions