

### PORT EVERGLADES FRANCHISE APPLICATION

An application will not be deemed complete and ready for processing until all required documents and fees are received.

A separate application must be filed for each type of franchise applied for.

FRANCHISE TYPE

CHECK ONE

STEAMSHIP AGENT

STEVEDORE

CARGO HANDLER

TUGBOAT & TOWING

VESSEL BUNKERING

VESSEL OILY WASTE REMOVAL

VESSEL SANITARY WASTE WATER REMOVAL

MARINE TERMINAL SECURITY

MARINE TERMINAL SECURITY

FIREARMS CARRYING SECURITY PERSONNEL

NON-FIREARMS CARRYING SECURITY PERSONNEL

**Note: Applicant is the legal entity applying for the franchise. If the Applicant is granted the franchise, it will be the named franchisee. All information contained in this application shall apply only to the Applicant, and not to any parent, affiliate, or subsidiary entities.**

Applicant's

Name

TransMontaigne Terminals L.L.C.

(Name as it appears on the certificate of incorporation, charter, or other legal documentation as applicable, evidencing the legal formation of the Applicant)

Applicant's Business Address 1670 Broadway, Suite 3100, Denver, CO 80202

Number /

Street

City/State/Zip

Phone # ( 303 ) 626-8200

E-mail address

mwhite @transmontaigne.com

Fax #: ( 303 ) 626-8228

Name of the person authorized to bind the Applicant (This person's signature must appear on Page 13.)

Name

Matthew B. White

Title

Vice President

Business Address 1670 Broadway, Suite 3100, Denver, CO 80202

Number /

Street

City/State/Zip

Phone # ( 303 ) 626-8200

E-mail address

mwhite @transmontaigne.com

Fax #: ( 303 ) 626-8228

Provide the Name and Contact Information of Applicant's Representative to whom questions about this application are to be directed (if different from the person authorized to bind the Applicant):

Representative's Name

Same as above.

Representative's Title

Representative's Business Address

Number /

Street

City/State/Zip

Representative's Phone # ( )

Representative's E-mail address

@

Representative's Fax #: ( )

**PLEASE COMPLETE THIS APPLICATION AND LABEL ALL REQUIRED BACKUP DOCUMENTATION TO CLEARLY IDENTIFY THE SECTION OF THE APPLICATION TO WHICH THE DOCUMENTATION APPLIES (I.E....., SECTION A, B, C, etc.).**

**Section A**

1. List the name(s) of Applicant's officers, including, CEO, COO, CFO, director(s), member(s), partner(s), shareholder(s), principal(s), employee(s), agents, and local representative(s) active in the management of the Applicant.

Officers:

Title \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Business Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_@\_\_\_\_\_.

Title \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Business Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_@\_\_\_\_\_.

Title \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Business Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_@\_\_\_\_\_.

Title \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Business Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_@\_\_\_\_\_.

Attach additional sheets if necessary. See Attachment A.1

2. RESUMES: Provide a resume for each officer, director, member, partner, shareholder, principal, employee, agent, and local representative(s) active in the management of the Applicant, as listed above. See Attachment A.2

**Section B**

1. Place checkmark to describe the Applicant:  
( ) Sole Proprietorship ( ) Corporation ( ) Partnership ( ) Joint Venture (✓) Limited Liability Company
2. Provide copies of the documents filed at the time the Applicant was formed including Articles of Incorporation (if a corporation); Articles of Organization (if an LLC); or Certificate of Limited Partnership or Limited Liability Limited Partnership (if a partnership). If the Applicant was not formed in the State of Florida, provide a copy of the documents demonstrating that the Applicant is authorized to conduct business in the State of Florida. See Attachment B.

**Section C**

1. Has there been any change in the ownership of the Applicant within the last five (5) years? (e.g., any transfer of interest to another party)  
Yes \_\_\_ No (✓) If "Yes," please provide details in the space provided. Attach additional sheets if necessary.
2. Has there been any name change of the Applicant or has the Applicant operated under a different name within the last five (5) years?  
Yes \_\_\_ No (✓) If "Yes," please provide details in the space provided, including: Prior name(s) and Date of name change(s) filed with the State of Florida's Division of Corporations or other applicable state agency. Attach additional sheets if necessary.
3. Has there been any change in the officers, directors, executives, partners, shareholders, or members of the Applicant within the past five (5) years?  
Yes (✓) No \_\_\_ If "Yes," please provide details in the space provided, including:  
Prior officers, directors, executives, partners, shareholders, members  
Name(s) \_\_\_\_\_  
New officers, directors, executives, partners, shareholders, members  
Name(s) \_\_\_\_\_  
Also supply documentation evidencing the changes including resolution or minutes appointing new officers, list of new principals with titles and contact information, and effective date of changes. Attach additional sheets if necessary. See Attachment C.3

**Section D**

Provide copies of all fictitious name registrations filed by the Applicant with the State of Florida's Division of Corporations or other State agencies. If none, indicate "None" None.

**Section E**

1. Has the Applicant acquired another business entity within the last five (5) years?  
Yes \_\_\_ No  If "Yes," please provide the full legal name of any business entity which the Applicant acquired during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.  
If none, indicate "None" None.
  
2. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the acquired firm's officers, managers, employees and/or the acquired firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary. N/A.
  
3. Has the Applicant been acquired by another business entity within the last five (5) years?  
Yes \_\_\_ No  If "Yes," provide the full legal name of any business entity which acquired the Applicant during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.  
If none, indicate "None" None.
  
4. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the parent firm's officers, managers, employees and/or the parent firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary. N/A.

**Section F**

Provide the Applicant's previous business history, including length of time in the same or similar business activities as planned at Port Everglades. See Attachment F.

**Section G**

1. Provide a list of the Applicant's current managerial employees, including supervisors, superintendents, and forepersons. See Attachment G.
  
2. List the previous work history/experience of the Applicant's current managerial employees, including their active involvement in seaports and length of time in the same or similar business activities as planned at Port Everglades. See Attachment G.





### Section I

1. Provide a description of all past (within the last five (5) years) and pending litigation and legal claims where the Applicant is a named party, whether in the State of Florida or in another jurisdiction, involving allegations that Applicant has violated or otherwise failed to comply with environmental laws, rules, or regulations or committed a public entity crime as defined by Chapter 287, Florida Statutes, or theft-related crime such as fraud, bribery, smuggling, embezzlement or misappropriation of funds or acts of moral turpitude, meaning conduct or acts that tend to degrade persons in society or ridicule public morals.

The description must include all of the following:

- a) The case title and docket number
- b) The name and location of the court before which it is pending or was heard
- c) The identification of all parties to the litigation
- d) General nature of all claims being made

If none, indicate "None" None.

2. Indicate whether in the last five (5) years the Applicant or an officer, director, executive, partner, or a shareholder, employee or agent who is or was (during the time period in which the illegal conduct or activity took place) active in the management of the Applicant was charged, indicted, found guilty or convicted of illegal conduct or activity (with or without an adjudication of guilt) as a result of a jury verdict, nonjury trial, entry of a plea of guilty or nolo contendere where the illegal conduct or activity (1) is considered to be a public entity crime as defined by Chapter 287, Florida Statutes, as amended from time to time, or (2) is customarily considered to be a white-collar crime or theft-related crime such as fraud, smuggling, bribery, embezzlement, or misappropriation of funds, etc. or (3) results in a felony conviction where the crime is directly related to the business activities for which the franchise is sought.

Yes \_\_\_ No

If you responded "Yes," please provide all of the following information for each indictment, charge, or conviction:

- a) A description of the case style and docket number
- b) The nature of the charge or indictment
- c) Date of the charge or indictment
- d) Location of the court before which the proceeding is pending or was heard
- e) The disposition (e.g., convicted, acquitted, dismissed, etc.)
- f) Any sentence imposed
- g) Any evidence which the County (in its discretion) may determine that the Applicant and/or person found guilty or convicted of illegal conduct or activity has conducted itself, himself or herself in a manner as to warrant the granting or renewal of the franchise.

### Section J

The Applicant must provide a current certificate(s) of insurance. Franchise insurance requirements are determined by Broward County's Risk Management Division and are contained in the Port Everglades Tariff No. 12 as amended, revised or reissued from time to time. The Port Everglades Tariff is contained in the Broward County Administrative Code, Chapter 42, and is available for inspection on line at: <http://www.porteverglades.net/development/tariff>. See Attachment J.

**Section K**

1. The Applicant must provide its most recent audited or reviewed financial statements prepared in accordance with generally accepted accounting principles, or other documents and information which demonstrate the Applicant's creditworthiness, financial responsibility, and resources, which the Port will consider in evaluating the Applicant's financial responsibility.

See Attachment K.

2. Has the Applicant or entity acquired by Applicant (discussed in Section E herein) sought relief under any provision of the Federal Bankruptcy Code or under any state insolvency law filed by or against it within the last five (5) year period?

Yes \_\_\_ No

If "Yes," please provide the following information for each bankruptcy or insolvency proceeding:

- a) Date petition was filed or relief sought
- b) Title of case and docket number
- c) Name and address of court or agency
- d) Nature of judgment or relief
- e) Date entered

3. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for the business or property of the Applicant?

Yes \_\_\_ No

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

4. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for any entity, business, or property acquired by the Applicant?

Yes \_\_\_ No

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

**Section L**

List four (4) credit references for the Applicant, one of which must be a bank. Use this format:

Name of Reference \_\_\_\_\_ Nature of Business \_\_\_\_\_  
Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Legal Business Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number ( ) \_\_\_\_\_

(Provide on a separate sheet.) See Attachment L.

**Section M**

1. Security: Pursuant to Port Everglades Tariff 12, Item 960, all Franchisees are required to furnish an Indemnity and Payment Bond or Irrevocable Letter of Credit drawn on a U.S. bank in a format and an amount not less than \$20,000 as required by Broward County Port Everglades Department. See Attachment M.

2. Has the Applicant been denied a bond or letter of credit within the past five (5) years?

Yes \_\_\_ No

If "Yes," please provide a summary explanation in the space provided of why the Applicant was denied. Use additional sheets if necessary.

**Section N**

1. Provide a list and description of all equipment currently owned and/or leased by the Applicant and intended to be used by the Applicant for the type of service(s) intended to be performed at Port Everglades including the age, type of equipment and model number. See Attachment N.

2. Identify the type of fuel used for each piece of equipment. See Attachment N.

3. Indicate which equipment, if any, is to be domiciled at Port Everglades. See Attachment N.

4. Will all equipment operators be employees of the Applicant, on the payroll of the Applicant, with wages, taxes, benefits, and insurance paid by the Applicant?

Yes  No \_\_\_

If "No," please explain in the space provided who will operate the equipment and pay wages, taxes, benefits, and insurance, if the franchise is granted. Use additional sheets if necessary.

**Section O**

Provide a copy of the Applicant's current Broward County Business Tax Receipt (formerly Occupational License). See Attachment O.

**Section P**

1. Provide a copy of Applicant's safety program.
2. Provide a copy of Applicant's substance abuse policy.
3. Provide a copy of Applicant's employee job training program/policy.
4. Provide information regarding frequency of training.
5. Include equipment operator certificates, if any.

See Attachment P.

### Section Q

1. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from any federal, state, or local environmental regulatory agencies?  
Yes  No
2. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or civil penalties from the U.S. Coast Guard?  
Yes  No
3. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from the Occupational Safety and Health Administration?  
Yes  No

If you responded "Yes" to any of this section's questions 1, 2, or 3 above, please provide a detailed summary for each question containing the following information:

- a) Name and address of the agency issuing the citation or notice
- b) Date of the notice
- c) Nature of the violation
- d) Copies of the infraction notice(s) from the agency
- e) Disposition of case
- f) Amount of fines, if any
- g) Corrective action taken

Attach copies of all citations, notices of violations, warning notices, civil penalties and fines issued by local, state, and federal regulatory agencies, all related correspondence, and proof of payment of fines. See Attachment Q.1

4. Provide a statement (and/or documentation) which describes the Applicant's commitment to environmental protection, environmental maintenance, and environmental enhancement in the Port. See Attachment Q.4.

### Section R

Provide written evidence of Applicant's ability to promote and develop growth in the business activities, projects or facilities of Port Everglades through its provision of the services (i.e., stevedore, cargo handler or steamship agent) it seeks to perform at Port Everglades. For first-time applicants (stevedore, cargo handler and steamship agent), the written evidence must demonstrate Applicant's ability to attract and retain new business such that, Broward County may determine in its discretion that the franchise is in the best interests of the operation and promotion of the port and harbor facilities. The term "new business" is defined in Chapter 32, Part II of the Broward County Administrative Code as may be amended from time to time. See Attachment R.

If you have checked an Applicant box for VESSEL BUNKERING, VESSEL OILY WASTE REMOVAL, VESSEL SANITARY WASTE WATER REMOVAL, OR MARINE TERMINAL SECURITY, then the following additional information is required:



**VESSEL BUNKERING** See Attachments T, V, W and Z.

**\*Note: The applicant does not own or operate any marine assets.**

**Section T-** A Letter of Adequacy from the U.S. Coast Guard and a copy of the applicant's operations manual approved by the U.S. Coast Guard.

**Section V-** A copy of the applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

**Section W-** A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

**Section Z-** An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.



**VESSEL OILY WASTE REMOVAL**

**Section S -** Certificate of Adequacy in compliance with the Directives of MARPOL 73/75 and 33 CFR 158, if applicable.

**Section T-** A Letter of Adequacy from the U.S. Coast Guard and a copy of the Applicant's operations manual approved by the U.S. Coast Guard.

**Section U-** A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

**Section V-** A copy of the Applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

**Section W-** A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

**Section X-** A Used Oil Collector, Transporter, and Recycler Certificate from the Florida Dept. of Environmental Protection.

**Section Y-** An Identification Certificate from the U.S. Environmental Protection Agency.

**Section Z-** An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the Applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.



**VESSEL SANITARY WASTE WATER REMOVAL**

**Section U-** A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

**Section Z1-** A copy of the Applicant's operations manual.

**Section Z2-** A Septage Receiving Facility Waste Hauler Discharge Permit from the Broward County Water and Wastewater Services Operations Division.



**MARINE TERMINAL SECURITY**

**Section N1-** A list of all metal detection devices, walk-through and hand held, as well as all luggage and carryon x-ray machines owned or leased, to be used or domiciled at Port Everglades. Listing must include brand name and model.

**Section N2-** A copy of all manufacturers recommended service intervals and name of company contracted to provide such services on all aforementioned equipment.

**Section N3-** A description of current method employed to assure all equipment is properly calibrated and functioning.

**Section N4-** current training requirements and training syllabus for employees operating

x-ray equipment. Highlight emphasis on weapon and contraband identification.

Include equipment operator certificates, if any.

**Section O1-** Provide copies of all local, state and federal licenses, including:

**a.** A copy of the Applicant's State of Florida Business License.

**b.** A copy of security agency's Manager's "M" or "MB" License and a copy of the security agency's "B" or "BB" License issued by the Florida Department of Agriculture and Consumer Services.

**Section P3- SECURITY GUARDS / SUPERVISORS**

**a.** Provide Applicant's background requirements, education, training etc., for personnel hired as security guards.

**b.** Provide historic annual turnover ratio for security guards.

**c.** Provide a copy of Applicant's job training program/policy including a copy of training curriculum and copies of all manuals and take-home materials made available to security guards. Include information regarding frequency of training.

**d.** Provide background requirements, experience, licensing and any and all advanced training provided to supervisory personnel.

**e.** Provide present policy for individual communication devices either required of security guards or supplied by the employer.

**f.** Provide procurement criteria and source as well as Applicant's certification requirements for K-9 workforce.

**g.** Provide information on the number of security guards / supervisors currently employed or expected to be employed to provide security services at Port Everglades.

Supervisors \_\_\_\_\_  
Class D Guards \_\_\_\_\_  
Class G Guards \_\_\_\_\_  
K-9 Handlers \_\_\_\_\_

**Port Everglades Tariff 12**

References to the Port Everglades Tariff 12 as amended or reissued: <http://www.porteverglades.net/development/tariff>

**Application Fees**

The following fees have been established for franchised businesses at Port Everglades. Initial processing fees are nonrefundable. A franchise is required for each category of business.

**Stevedore**

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00  
Annual Fee

\$ 4,000.00

**Cargo Handler**

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00  
Annual Fee

\$ 4,000.00

**Steamship Agent**

Initial processing fee, assignment fee, or reinstatement fee \$  
4,000.00  
Annual Fee

\$ 2,250.00

**Tugboat and Towing**

Initial processing fee, assignment fee, or reinstatement fee \$ 26,000.00  
Annual Fee

By Contract

**Vessel Bunkering, Vessel Oily Waste Removal,**

**Vessel Sanitary Waste Water Removal**

Initial processing fee, assignment fee, or reinstatement fee \$ 4,000.00  
Annual Fee

\$ 2,250.00

For first-time franchise Applicants, both the initial application fee and the annual fee must be submitted at time of application. Thereafter, annual franchise fees are due and payable each year on the franchise anniversary date, which is defined as the effective date of the franchise.

Note: Check(s) should be made payable to:

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS and be mailed with this application to:  
Port Everglades Business Administration Division  
1850 Eller Drive, Fort Lauderdale, FL 33316

**Required Public Hearing**

Staff review of this application will not commence until such time as all of the above requested information and documentation has been provided and the franchise application has been determined by staff to be complete. All of the above requested information and Sections are required to be completed prior to the scheduling of the public hearing. Staff will request that the Broward County Board of County Commissioners set a public hearing to consider the franchise application and hear comments from the public. The Applicant will be notified of the Public Hearing date and must plan to attend the Public Hearing.



By signing and submitting this application, Applicant certifies that all information provided in this application is true and correct. Applicant understands that providing false or misleading information on this application may result in the franchise application being denied, or in instances of renewal, a franchise revoked. Applicant hereby waives any and all claims for any damages resulting to the Applicant from any disclosure or publication in any manner of any material or information acquired by Broward County during the franchise application process or during any inquiries, investigations, or public hearings.

Applicant further understands that if there are any changes to the information provided herein (subsequent to this application submission) or to its officers, directors, senior management personnel, or business operation as stated in this application, Applicant agrees to provide such updated information to the Port Everglades Department of Broward County, including the furnishing of the names, addresses (and other information as required above) with respect to persons becoming associated with Applicant after its franchise application is submitted, and any other required documentation requested by Port Everglades Department staff as relating to the changes in the business operation. This information must be submitted within ten (10) calendar days from the date of any change made by the Applicant.

Applicant certifies that all workers performing functions for Applicant who are subject to the Longshore and Harbor Workers' Act are covered by Longshore & Harbor Workers' Act, Jones Act Insurance, as required by federal law.


This application and all related records are subject to Chapter 119, F.S., the Florida Public Records Act.


By its execution of this application, Applicant acknowledges that it has read and understands the rules, regulations, terms and conditions of the franchise it is applying for as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended, and agrees, should the franchise be granted by Broward County, to be legally bound and governed by all such rules, regulations, terms and conditions of the franchise as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended.

The individual executing this application on behalf of the Applicant, personally warrants that s/he has the full legal authority to execute this application and legally bind the Applicant

Signature of Applicant's Authorized Representative  Date Signed 8.2.2018

Signature name and title - typed or printed Matthew B. White - Vice President

Witness Signature (\*Required\*)   
Witness name-typed or printed Emily Burke

Witness Signature (\*Required\*)   
Witness name-typed or printed Ryan Gurule

If a franchise is granted, all official notices/correspondence should be sent to:

Name Matthew B. White Title Vice President

Address 1670 Broadway, Suite 3100, Denver, CO 80202 Phone (303 ) 626-8200

**ATTACHMENT A.1.**

Title: Chief Executive Officer  
Name: Frederik W. Boutin  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [fboutin@transmontaigne.com](mailto:fboutin@transmontaigne.com)

Title: President  
Name: Mark S. Huff  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [mhuff@transmontaigne.com](mailto:mhuff@transmontaigne.com)

Title: Executive Vice President and Chief Operating Officer  
Name: James F. Dugan  
Business Street Address: 200 Mansell Court E., Suite 600  
City, State, Zip Code: Roswell, GA 30076-4853  
Phone Number: 770-518-3500 Fax Number: 770-518-3567  
Email Address: [jdugan@transmontaigne.com](mailto:jdugan@transmontaigne.com)

Title: Executive Vice President, General Counsel, Secretary  
Name: Michael A. Hammell  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [mhammell@transmontaigne.com](mailto:mhammell@transmontaigne.com)

Title: Chief Financial Officer and Treasurer  
Name: Robert T. Fuller  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [rfuller@transmontaigne.com](mailto:rfuller@transmontaigne.com)

Title: Senior Vice President – Engineering & Technical Services  
Name: Shawn L. Mongold  
Business Street Address: 200 Mansell Court E., Suite 600  
City, State, Zip Code: Roswell, GA 30076-4853  
Phone Number: 770-518-3500 Fax Number: 770-518-3567  
Email Address: [smongold@transmontaigne.com](mailto:smongold@transmontaigne.com)



Title: Vice President - ESOH  
Name: Dudley Tarlton  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [dtarlton@transmontaigne.com](mailto:dtarlton@transmontaigne.com)

Title: Vice President - Legal  
Name: Matthew White  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [mwhite@transmontaigne.com](mailto:mwhite@transmontaigne.com)

Title: Terminal Manager, Port Everglades  
Name: Cornelius H. Brouwer  
Business Street Address: 2401 Eisenhower Boulevard  
City, State, Zip Code: Ft. Lauderdale, FL 33316  
Phone Number: 954-525-4261 Fax Number: 954-355-4261  
Email Address: [cbrouwer@transmontaigne.com](mailto:cbrouwer@transmontaigne.com)

Limited Liability Company Managers:

Name: Frederick W. Boutin  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [fboutin@transmontaigne.com](mailto:fboutin@transmontaigne.com)

Name: Michael A. Hammell  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [mhammell@transmontaigne.com](mailto:mhammell@transmontaigne.com)

Name: Robert T. Fuller  
Business Street Address: 1670 Broadway, Suite 3100  
City, State, Zip Code: Denver, CO 80202  
Phone Number: 303-626-8200 Fax Number: 303-626-8228  
Email Address: [rfuller@transmontaigne.com](mailto:rfuller@transmontaigne.com)

## ATTACHMENT A.2.

**Frederick W. Boutin** has served as Chief Executive Officer of our general partner and its subsidiaries since November of 2014. Prior to then he served as Executive Vice President and Chief Financial Officer beginning in January 2008. Mr. Boutin also managed business development and commercial contracting activities from December 2007 to July 2010 and from August 2013 to January 2015. Prior to February 1, 2016, Mr. Boutin also served in various other capacities at our general partner and its subsidiaries, and TransMontaigne LLC and its predecessors, since 1995. Prior to his affiliation with TransMontaigne, Mr. Boutin was a Vice President at Associated Natural Gas Corporation, and its successor Duke Energy Field Services, and a certified public accountant with Peat Marwick. Mr. Boutin holds a B.S. in Electrical Engineering and an M.S. in Accounting from Colorado State University.

**James F. Dugan** has served as Executive Vice President and Chief Operating Officer of our general partner and its subsidiaries since August 30, 2017. Mr. Dugan previously served as Executive Vice President, Engineering and Operations of our general partner and its subsidiaries from June 30, 2017 to August 30, 2017 and served as the Senior Vice President, Engineering and Operations of our general partner and its subsidiaries from January 2008 to June 30, 2017. Mr. Dugan joined TransMontaigne Inc. as Engineering Manager in 1998. He has over 16 years of experience in senior leadership positions overseeing domestic and international petroleum marine terminals, pipelines and engineering divisions. Mr. Dugan began his career as a Project Engineer for Gulf Interstate Energy in 1983 and in 1993 he joined Louis Dreyfus Energy as a Project Engineer. He has served on the Board of Directors for the International Liquid Terminals Association (ILTA) since 2011, and he holds certification through the American Petroleum Institute.

**Robert T. Fuller** has served as Executive Vice President, Chief Financial Officer and Treasurer of our general partner and its subsidiaries since November of 2014. Prior to November of 2014, Mr. Fuller served as Vice President and Chief Accounting Officer of our general partner and its subsidiaries since January 2011 and as its Assistant Treasurer since February 2012. Prior to his affiliation with TransMontaigne, Mr. Fuller spent 13 years as a certified public accountant with KPMG LLP. Mr. Fuller has a B.A. in Political Science from Fort Lewis College and a M.S. in Accounting from the University of Colorado. Mr. Fuller is licensed as a certified public accountant in Colorado and New York.

**Michael A. Hammell** has served as Executive Vice President, General Counsel and Secretary of our general partner and its subsidiaries since October 2012. Mr. Hammell served as the Senior Vice President, Assistant General Counsel and Secretary of each of our general partner and the TransMontaigne LLC entities from July 2011 to October 2012; as Vice President, Assistant General Counsel and Secretary from January 2011 to July 2011; as Vice President, Assistant General Counsel and Assistant Secretary from November 2007 until January 2011 and as Assistant General Counsel from April 2007 to November 2007. Prior to joining TransMontaigne, Mr. Hammell practiced at the law firm of Hogan & Hartson LLP (now Hogan Lovells). Mr. Hammell received a B.S. in Business Administration from the University of Colorado at Boulder and a J.D. from Northwestern University School of Law.

**Mark S. Huff** has served as President of our general partner and its subsidiaries since August 2017. Mr. Huff served as Executive Vice President, Commercial Operations of our general partner and its subsidiaries from September 2016 to August 2017 and prior thereto as Senior Vice President, Commercial Operations since returning to the partnership in January 2015. Prior thereto he served as Director of Business Development with Colonial Pipeline from November 2012 to January 2015 and as Managing Director of Vecenergy from 2008 to 2012. Mr. Huff was previously employed with a former affiliate of the partnership from 1996 to 2007 where he was responsible at various times for the business development and product marketing activities of TransMontaigne Partners and its affiliates. Mr. Huff holds a B.S. in Nautical Science from the United States Merchant Marine Academy at Kings Point, NY.

**Shawn Mongold** has served as Senior Vice President Engineering & Technical Services since August 2017. Mr. Mongold served as Vice President of Operations and Technical Services from January 2008 until August 2017. Mr. Mongold served as Executive Director of Technical Services from January

2005 until January 2008. Mr. Mongold served as Director of Operations Technical Services from February 2002 until January 2005. Mr. Mongold served as Manager of Electrical Instrumentation and Controls Engineering from January 2000 until February 2002.

**B. Dudley Tarlton**, Vice President of Environmental, Safety and Occupational Health, is responsible for all TransMontaigne environmental and safety regulatory compliance. He has over 25 years of environmental and safety experience, primarily in the energy industry. He has a B.A. in Meteorology, a M.S. in Environmental Management, and a J.D. with a license to practice law in Texas.

**Matthew White**, has served as Vice President – Legal and Assistant Secretary of our general partner and its subsidiaries and affiliates since March 2015. Prior to joining TransMontaigne, Mr. White was Senior Corporate Counsel at Oracle USA and practiced at the law firm of Morrison Foerster LLP. Mr. White received a B.S. in Civil Engineering from the United States Military Academy, an M.B.A. from the University of Denver Daniels School of Business and a J.D. from the University of Denver Sturm College of Law.

**Cornelius H. Brouwer** has served as Terminal Manager at the Port Everglades North Terminal since October 2011. Mr. Brouwer served as Terminal Manager for TransMontaigne at the Port Manatee Terminal from 2007 to 2011 and held numerous other positions during employment starting with Belcher Oil Co. in February 1981.

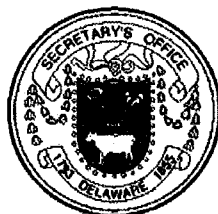
# Delaware


The First State

Page 1

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "TRANSMONTAIGNE TERMINALS L.L.C." IS DULY FORMED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE SEVENTEENTH DAY OF JULY, A.D. 2018.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL TAXES HAVE BEEN PAID TO DATE.



  
Jeffrey W. Bullock, Secretary of State

3947526 8300

SR# 20185698448

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)

Authentication: 203075491

Date: 07-17-18

# Delaware

The First State

Page 1

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "TRANSMONTAIGNE TERMINALS L.L.C." IS DULY FORMED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE SEVENTEENTH DAY OF JULY, A.D. 2018.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL TAXES HAVE BEEN PAID TO DATE.



3947526 8300

SR# 20185698448

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)

A handwritten signature in black ink, appearing to read "JBULLOCK", is written over a horizontal line. Below the line, the text "Jeffrey W. Bullock, Secretary of State" is printed.

Authentication: 203075491

Date: 07-17-18

# Delaware

The First State

Page 1

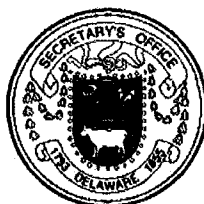
I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY THE ATTACHED ARE TRUE AND CORRECT COPIES OF ALL DOCUMENTS ON FILE OF "TRANSMONTAIGNE TERMINALS L.L.C." AS RECEIVED AND FILED IN THIS OFFICE.

THE FOLLOWING DOCUMENTS HAVE BEEN CERTIFIED:

CERTIFICATE OF FORMATION, FILED THE THIRTIETH DAY OF MARCH, A.D. 2005, AT 12:03 O`CLOCK P.M.

CERTIFICATE OF AMENDMENT, CHANGING ITS NAME FROM "COASTAL TERMINALS L.L.C." TO "TRANSMONTAIGNE TERMINALS L.L.C.", FILED THE TWENTY-THIRD DAY OF OCTOBER, A.D. 2008, AT 7:28 O`CLOCK P.M.

AND I DO HEREBY FURTHER CERTIFY THAT THE AFORESAID CERTIFICATES ARE THE ONLY CERTIFICATES ON RECORD OF THE AFORESAID LIMITED LIABILITY COMPANY, "TRANSMONTAIGNE TERMINALS L.L.C."



  
Jeffrey W. Bullock, Secretary of State

3947526 8100H  
SR# 20160573338

Authentication: 201775473  
Date: 02-03-16

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)




*State of Delaware  
Secretary of State  
Division of Corporations  
Delivered 12:13 PM 03/30/2005  
FILED 12:03 PM 03/30/2005  
SRV 050258118 - 3947526 FILE*

**CERTIFICATE OF FORMATION  
OF  
COASTAL TERMINALS L.L.C.**

This Certificate of Formation of Coastal Terminals L.L.C. (the "LLC") is being duly executed and filed by the undersigned, an authorized person, to form a limited liability company under the Delaware Limited Liability Company Act.

1. The name of the limited liability company formed hereby is "Coastal Terminals L.L.C."
2. The address of the registered office of the LLC in the State of Delaware is 1209 Orange Street, County of New Castle, Wilmington, Delaware 19801. The name of the registered agent for service of process on the LLC in the State of Delaware at such address is The Corporation Trust Company.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Formation of Coastal Terminals L.L.C. this 30th day of March, 2005.

  
Donald H. Anderson  
Authorized Person

State of Delaware  
Secretary of State  
Division of Corporations  
Delivered 07:34 PM 10/23/2008  
FILED 07:28 PM 10/23/2008  
SRV 081063167 - 3947526 FILE

**STATE OF DELAWARE**  
**CERTIFICATE OF AMENDMENT**

1. Name of Limited Liability Company: Coastal Terminals L.L.C.
2. The Certificate of Formation of the limited liability company is hereby amended as follows:

Article 1 of the Certificate of Formation of the Company is deleted in its entirety, and the following is inserted in lieu thereof:

"The name of the limited liability company formed hereby is  
"TransMontaigne Terminals L.L.C.""

IN WITNESS WHEREOF, the undersigned has executed this Certificate on the  
23rd day of October, 2008.

By:   
Randall J. Larson, Manager

# *State of Florida*

## *Department of State*

I certify from the records of this office that TRANSMONTAIGNE TERMINALS L.L.C. is a Delaware limited liability company authorized to transact business in the State of Florida, qualified on May 2, 2005.

The document number of this limited liability company is M05000002293.

I further certify that said limited liability company has paid all fees due this office through December 31, 2018, that its most recent annual report was filed on January 31, 2018, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Seventeenth day of July, 2018*



*Ken DeFries*  
**Secretary of State**

Tracking Number: CU7049890140

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

# *State of Florida*

## *Department of State*

I certify from the records of this office that TRANSMONTAIGNE TERMINALS L.L.C. is a Delaware limited liability company authorized to transact business in the State of Florida, qualified on May 2, 2005.

The document number of this limited liability company is M05000002293.

I further certify that said limited liability company has paid all fees due this office through December 31, 2018, that its most recent annual report was filed on January 31, 2018, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Seventeenth day of July, 2018*



*Ken DeFoner*  
**Secretary of State**

Tracking Number: CU7049890140

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**ATTACHMENT C.3.**

**TRANSMONTAIGNE TERMINALS LLC**

**SECRETARY'S CERTIFICATE**

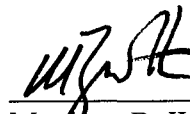
**July 17, 2018**

The undersigned, Matthew B. White, Assistant Secretary of TransMontaigne Terminals LLC, a Delaware limited liability company (the "Company"), does hereby certify as follows:

- (a) Attached hereto as Exhibit A is a true, correct and complete copy of the resolutions of the Managers of the Company, adopted by Consent to Action dated September 9, 2016, appointing a new officer of the Company to serve until successors be elected and qualified.
- (b) Attached hereto as Exhibit B is a true, correct and complete copy of the resolutions of the Managers of the Company, adopted by Consent to Action dated June 30, 2017, accepting the resignation of an officer and manager and appointing a new manager of the Company to serve until their successors shall be elected and qualified.
- (c) Attached hereto as Exhibit C is a true, correct and complete copy of the resolutions of the Managers of the Company, adopted by Consent to Action dated August 4, 2017, electing officers of the Company to serve until their successors shall be elected and qualified.

IN WITNESS WHEREOF, the undersigned has executed and delivered this Secretary's Certificate as of the date first written above.

TransMontaigne Terminals LLC



---

Matthew B. White  
Assistant Secretary

**EXHIBIT A**

**CONSENT TO ACTION  
BY  
THE MANAGERS  
OF  
TRANSMONTAIGNE OPERATING GP L.L.C.  
TRANSMONTAIGNE TERMINALS L.L.C.  
TPSI TERMINALS L.L.C.  
RAZORBACK L.L.C.  
TPME L.L.C.**

**September 9, 2016**

Pursuant to Section 18-404(d) of the Delaware Limited Liability Company Act, the undersigned, being all of the managers (the "Managers") of TransMontaigne Operating GP L.L.C., TransMontaigne Terminals L.L.C., TPSI Terminals L.L.C., Razorback L.L.C. and TPME L.L.C., each a Delaware limited liability company (each, the "Company"), waiving all notice, hereby adopt the following resolution without the holding of a meeting, such resolution to have the same force and effect as if it had been adopted at a duly called and held meeting of the Managers of the Company, and direct that a copy thereof be filed with the minutes of the proceedings of the Managers of the Company.

**Appointment of Officer**

WHEREAS, there has been presented to the Company the appointment of Mark S. Huff as Executive Vice President-Commercial Operations of the Company, subject to the ratification of such appointment by the Board;

NOW THEREFORE, BE IT RESOLVED, that effective as of the date hereof, Mark S. Huff be, and hereby is, appointed to serve as Executive Vice President-Commercial Operations of the Company, to hold such office until his successor is duly elected and qualified or until his earlier resignation or removal.

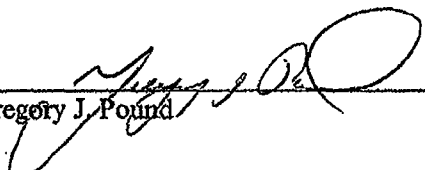
It is understood and agreed that this unanimous consent by the Managers may be executed by facsimile and may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute the same consent and when signed by all of the Managers, may be certified as having been unanimously adopted by the Managers. This Written Consent shall be filed with the minutes of the proceedings of the Company.

It is understood and agreed that this Consent may be executed by facsimile and may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument and when signed by all of the Managers of the Company, may be certified as having been unanimously adopted by the Managers.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

The undersigned, being all of the directors of TLP Operating Finance Corp. and TLP Finance Corp., hereby consent to, approve and adopt the foregoing actions taken as of the date set forth above.

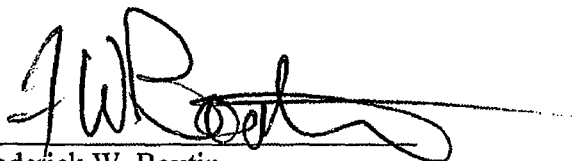
\_\_\_\_\_  
Frederick W. Boutin

  
\_\_\_\_\_  
Gregory J. Pound

\_\_\_\_\_  
Robert T. Fuller



The undersigned, being all of the Managers of TransMontaigne Operating GP L.L.C., TransMontaigne Terminals L.L.C., TPSI Terminals L.L.C., Razorback L.L.C. and TPME L.L.C., hereby consent to, approve and adopt the foregoing actions as of the date set forth above.



Frederick W. Boutin

\_\_\_\_\_  
Gregory J. Pound



Robert T. Fuller

**EXHIBIT B**

CONSENT TO ACTION  
BY  
THE MANAGERS  
OF  
TRANSMONTAIGNE OPERATING GP L.L.C.  
TRANSMONTAIGNE TERMINALS L.L.C.  
TPSI TERMINALS L.L.C.  
RAZORBACK L.L.C.  
TPME L.L.C.

June 30, 2017

Pursuant to Section 18-404(d) of the Delaware Limited Liability Company Act (the "Act"), the undersigned, being all of the managers (the "Managers") of TransMontaigne Operating GP L.L.C., TransMontaigne Terminals L.L.C., TPSI Terminals L.L.C., Razorback L.L.C., and TPME L.L.C., each a Delaware limited liability company (each, the "Company"), waiving all notice, hereby adopt the following resolutions without the holding of a meeting, such resolutions to have the same force and effect as if they had been adopted at a duly called and held meeting of the Managers of the Company, and direct that a copy thereof be filed with the minutes of the proceedings of the Managers of the Company.

**Resignation and Appointment of Officers and Managers**

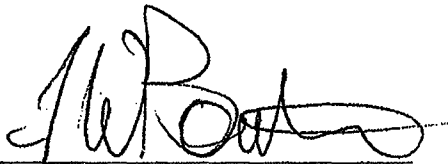
WHEREAS, there has been presented to the Company the resignation of Gregory J. Pound as President and Chief Operating Officer and a Manager of the Company, such resignation to be effective as of June 30, 2017.

NOW THEREFORE, BE IT RESOLVED, that the resignation of Gregory J. Pound as President and Chief Operating Officer and a Manager of the Company, to be effective as of June 30, 2017, be and hereby is accepted; and

FURTHER RESOLVED, that, in accordance with Section 18-404(d) of the Act, Michael A. Hammell be and he hereby is appointed to serve as a Manager of the Company, effective June 30, 2017, to fill the vacancy created by the resignation of Gregory J. Pound, to serve in such capacity until his successor is duly elected and qualified, or until his earlier resignation or removal.

It is understood and agreed that this Consent may be executed by facsimile and may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument and when signed by all of the Managers of the Company, may be certified as having been unanimously adopted by the Managers.

The undersigned, being all of the Managers of TransMontaigne Operating GP L.L.C., TransMontaigne Terminals L.L.C., TPSI Terminals L.L.C., Razorback L.L.C. and TPME L.L.C., hereby consent to, approve and adopt the foregoing actions as of the date set forth above.



Frederick W. Boutin



Gregory J. Pound



Robert T. Fuller

**EXHIBIT C**

**CONSENT TO ACTION  
BY  
THE MANAGERS  
OF  
TRANSMONTAIGNE OPERATING GP L.L.C.  
TRANSMONTAIGNE TERMINALS L.L.C.  
TPSI TERMINALS L.L.C.  
RAZORBACK L.L.C.  
TPME L.L.C.**

August 4, 2017

Pursuant to Section 18-404(d) of the Delaware Limited Liability Company Act (the "Act"), the undersigned, being all of the managers (the "Managers") of TransMontaigne Operating GP L.L.C., TransMontaigne Terminals L.L.C., TPSI Terminals L.L.C., Razorback L.L.C., and TPME L.L.C., each a Delaware limited liability company (each, the "Company"), waiving all notice, hereby adopt the following resolutions without the holding of a meeting, such resolutions to have the same force and effect as if they had been adopted at a duly called and held meeting of the Managers of the Company, and direct that a copy thereof be filed with the minutes of the proceedings of the Managers of the Company.

**Appointment of Officers**

WHEREAS, there has been presented to the Company the appointment of Mark S. Huff, as President, such appointment to be effective as of August 4, 2017; and

WHEREAS, there has been presented to the Company the appointment of James F. Dugan, as Executive Vice President – Chief Operating Officer, such appointment to be effective as of August 4, 2017; and

WHEREAS, there has been presented to the Company the appointment of James Steve McNelly, as Vice President – Terminal Operations, such appointment to be effective as of August 4, 2017; and

WHEREAS, there has been presented to the Company the appointment of Shawn L. Mongold, as Senior Vice President – Engineering and Technical Services, such appointment to be effective as of August 4, 2017.

NOW THEREFORE, BE IT RESOLVED, that effective August 4, 2017, Mark S. Huff be, and hereby is, appointed to serve as President of the Company, to hold such office until his successor is duly elected and qualified or until his earlier resignation or removal; and

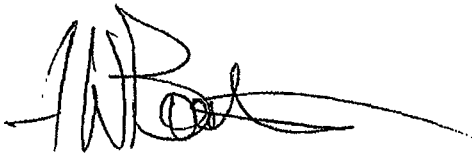
FURTHER RESOLVED, that effective August 4, 2017, James F. Dugan be, and hereby is, appointed to serve as Executive Vice President – Chief Operating Officer of the Company, to hold such office until his successor is duly elected and qualified or until his earlier resignation or removal; and

FURTHER RESOLVED, that effective August 4, 2017, James Steve McNelly be, and hereby is, appointed to serve as Vice President – Terminal Operations of the Company, to hold such office until his successor is duly elected and qualified or until his earlier resignation or removal; and

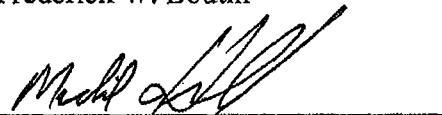
FURTHER RESOLVED, that effective August 4, 2017, Shawn L. Mongold be, and hereby is, appointed to serve as Senior Vice President – Engineering and Technical Services of the Company, to hold such office until his successor is duly elected and qualified or until his earlier resignation or removal.

It is understood and agreed that this Consent may be executed by facsimile and may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument and when signed by all of the Managers of the Company, may be certified as having been unanimously adopted by the Managers.

The undersigned, being all of the Managers of TransMontaigne Operating GP L.L.C., TransMontaigne Terminals L.L.C., TPSI Terminals L.L.C., Razorback L.L.C. and TPME L.L.C., hereby consent to, approve and adopt the foregoing actions as of the date set forth above.



Frederick W. Boutin



Michael A. Hammell



Robert T. Fuller

**CONSENT TO ACTION  
BY  
THE MANAGERS  
OF  
TRANSMONTAIGNE OPERATING GP L.L.C.  
TRANSMONTAIGNE TERMINALS L.L.C.  
TPSI TERMINALS L.L.C.  
RAZORBACK L.L.C.  
TPME L.L.C.**

**March 17, 2015**

Pursuant to Section 18-404(d) of the Delaware Limited Liability Company Act, the undersigned, being all of the managers (the "Managers") of TransMontaigne Operating GP L.L.C., TransMontaigne Terminals L.L.C., TPSI Terminals L.L.C., Razorback L.L.C. and TPME L.L.C., each a Delaware limited liability company (each, the "Company"), waiving all notice, hereby adopt the following resolutions without the holding of a meeting, such resolutions to have the same force and effect as if they had been adopted at a duly called and held meeting of the Managers of the Company, and direct that a copy thereof be filed with the minutes of the proceedings of the Managers of the Company.

**Appointment of Officers**

WHEREAS, there has been presented to the Company the appointment of Matthew White, as Vice President – Legal, and Assistant Secretary, such appointment to be effective as of March 17, 2015; and

WHEREAS, there has been presented to the Company the appointment of Teresa Brown, as Vice President – Legal, such appointment to be effective as of March 17, 2015.

NOW, THEREFORE, BE IT

RESOLVED, that effective March 17, 2015, Matthew White be, and hereby is, appointed to serve as Vice President – Legal, and Assistant Secretary, to hold such office until his successor is duly elected and qualified or until his earlier resignation or removal; and

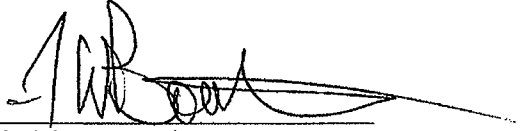
FURTHER RESOLVED, that effective March 17, 2015, Teresa Brown be, and hereby is, appointed to serve as Vice President – Legal, to hold such office until her successor is duly elected and qualified or until her earlier resignation or removal.

It is understood and agreed that this unanimous consent by the Managers may be executed by facsimile and may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute the same consent and when signed by all of the Managers, may be certified as having been unanimously adopted by the Managers. This Written Consent shall be filed with the minutes of the proceedings of the Company.

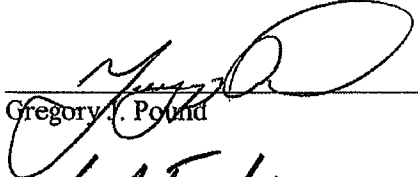
**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**



The undersigned, being all of the Managers of TransMontaigne Operating GP L.L.C., TransMontaigne Terminals L.L.C., TPSI Terminals L.L.C., Razorback L.L.C. and TPME L.L.C., hereby consent to, approve and adopt the foregoing actions as of the date set forth above.



Frederick W. Boutin



Gregory J. Pound



Robert T. Fuller

## ATTACHMENT F

### CHRONOLOGICAL GROWTH OF THE COMPANY

- 1915 - Belcher Asphalt Paving Company started in Miami.
- 1919 - Purchased Guyton and Moore, a Fuel Oil firm in Miami.
- 1926 - Started development of Fisher Island in Miami.
- 1927 - The Company was re-christened Belcher Oil Company.
- 1930 - Belcher Towing company was formed.
- 1932 - Development of Port Everglades (Ft Lauderdale) began.
- 1948 - Company purchased Radiant Fuels, Inc. in West Palm Beach.
- 1953 - Asphalt Sales Company was formed in Miami.
- 1957 - Belcher Terminals, Inc. was established at Port Everglades
- 1958 - Belcher Towing of Boca Grande was formed.
- 1961 - Radiant Fuels was re-christened Belcher Oil of Palm Beach.
- 1961 - Belcher Oil of Sarasota began operations.
- 1962 - Belcher Oil of Canaveral formally introduced (Previously known as Mid- Florida Oil Company since 1955).
- 1963 - Belcher Oil Company of Fort Meyers was established.
- 1963 - Belcher Oil company of Tampa was established.
- 1968 - Florida Fuel Oil, Inc. was purchased in Miami.
- 1968 - Company entered the L.P. Gas business in Naples.
- 1971 - Palmetto Gas Company was purchased in Miami.
- 1971 - Port Manatee, under development since 1968, was activated.
- 1972 - Company added the Lubricating Oil Division.
- 1975 - Company purchased an oil company in the Panhandles and established operations in St. Marks, Pensacola and Mobile, Alabama.
- 1976 - Company established operations in Savannah, Georgia.
- 1976 - Company established lube manufacturing operation in West Memphis, Arkansas
- 1977 - Company acquired by Coastal Corporation February, 1977.
- 1978 - Company acquired assets of Howard Oil Company and formed The 3 Belcher Company of New York, Inc.
- 1978 - Union Petroleum, Revere, Massachusetts becomes The Belcher Company of New England, Inc.
- 1986 - Company acquires Joy Food Stores and enters the retail gasoline and Convenience store market.
- 1987 - Company acquired Mobil Bay Refining in Chickasaw, Alabama.
- 1988 - Park Oil Company and Rousseau Oil retail operations acquired by The Belcher Company of New York, Inc.

1989 - Coastal Oil purchased from Global Petroleum and merged into The Belcher Company of New York, Inc.

1989 - Marimar Management, Inc. acquired by The Belcher company of New York, Inc. and becomes Coastal Properties Services.

1990 - Change in company names to more closely identify our affiliation with our parent company operating as:

Coastal Fuels Marketing, Inc.  
Coastal Tug and Barge, Inc.  
Coastal Oil New England, Inc.  
Coastal Oil New York, Inc.  
Coastal Properties Services, Inc.

2000 - Merged with El Paso Energy Corp.

2003 - Company acquired by TransMontaigne, Inc.

2008 – Company renamed “TransMontaigne Terminals LLC”

2016 - General partner interest of TransMontaigne Partners LP (which wholly-owns Company) acquired by GulfTLP Holdings LLC

## ATTACHMENT G

Cornelius Brouwer	- Terminal Manager	37 Years
Keith Brodie	- Manager, Terminal Operations	37 Years
Valerie Garrett	- Specialist, Florida District	47 Years
Mark Cavallaro	- Supervisor Facility Maintenance	11 Years
Arthur Caro	- Coordinator, Administration & Dispatch	23 Years

**ATTACHMENT H**

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. **(Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed)).**

If none, state "None" \_\_\_\_\_.

Seaport Cape Canaveral Number of Years Operating at this Seaport 62

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has provided Services to this Client
Belcher Oil Company	28 Years
Coastal Fuels Marketing, Inc.	23 Years
TransMontaigne Product Services, Inc	8 Years
World Fuels Services, Inc	3 Years

**ATTACHMENT H**

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. **(Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed)).**

If none, state "None" \_\_\_\_\_.

Seaport   Miami   Number of Years Operating at this Seaport   103  

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has provided Services to this Client
Belcher Oil Company	68 Years
Coastal Fuels Marketing, Inc.	23 Years
TransMontaigne Product Services, Inc	8 Years
Glencore Ltd.	4 Years

**ATTACHMENT H**

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. **(Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed)).**

If none, state "None" \_\_\_\_\_.

Seaport Port Everglades Number of Years Operating at this Seaport 85

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has provided Services to this Client
Belcher Oil Company	50 Years
Coastal Fuels Marketing, Inc.	23 Years
TransMontaigne Product Services, Inc	8 Years
Glencore Ltd.	4 Years

**ATTACHMENT H**

**Section H**

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. (Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed)).

If none, state "None" \_\_\_\_\_.

Seaport Port Manatee Number of Years Operating at this Seaport 32

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has provided Services to this Client
Belcher Oil Company	7 Years
Coastal Fuels Marketing, Inc.	23 Years
TransMontaigne Product Services, Inc	8 Years
World Fuels Services, Inc	1 Years





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/09/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.certrequest@Marsh.com Fax: 212-948-4377  CN117582504-5M+P-Cas+P-17-18 20M	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Self Insured</td> <td></td> </tr> <tr> <td>INSURER B : Starr Indemnity &amp; Liability Company</td> <td>38318</td> </tr> <tr> <td>INSURER C : Various Underwriters at Lloyds</td> <td></td> </tr> <tr> <td>INSURER D : Illinois National Insurance Company</td> <td>23817</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Self Insured		INSURER B : Starr Indemnity & Liability Company	38318	INSURER C : Various Underwriters at Lloyds		INSURER D : Illinois National Insurance Company	23817	INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A : Self Insured														
INSURER B : Starr Indemnity & Liability Company	38318													
INSURER C : Various Underwriters at Lloyds														
INSURER D : Illinois National Insurance Company	23817													
INSURER E :														
INSURER F :														
<b>INSURED</b> TransMontaigne Operating Company L.P. 1670 Broadway, Suite 3100 Denver, CO 80202														

**COVERAGES**                      **CERTIFICATE NUMBER:** NYC-009089404-12                      **REVISION NUMBER:** 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____		Self Insured - See Below			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ _____ \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>		SISIPCA08277817 1000198756171 (Seaport Auto)	10/31/2017 11/01/2017	10/31/2018 10/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000		B0509MARLW1700452	11/30/2017	11/30/2018	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 _____ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N    N/A	1000002469 (AOS) 1000002470 - 01 (FL)	10/31/2017 10/31/2017	10/31/2018 10/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	<b>Pollution Liability</b> SIR: \$1,000,000		GPIC28115921001	10/31/2016	10/31/2019	Limit 10,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 General Liability is self-insured for \$1,000,000 limit.  
 U.S. Longshore and Harbor Workers' Act coverage is included under the Workers Compensation E.L. policy. Certificate holder is included as additional insured (except for workers' compensation) where required by written contract.

<b>CERTIFICATE HOLDER</b>  BROWARD COUNTY 1850 ELLER DRIVE FORT LAUDERDALE, FL 33316	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE of Marsh USA Inc.  Elizabeth Stapleton <i>Elizabeth Stapleton</i>
--	---

AGENCY CUSTOMER ID: CN117582504

LOC #: Boston



### ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA, INC.		NAMED INSURED TransMontaigne Operating Company L.P. 1670 Broadway, Suite 3100 Denver, CO 80202	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

#### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Insurer C (Various Underwriters at Lloyds) - Syndicate Code:  
HIS33: 20%  
AML2001: 10%  
ASC1414: 15%  
NVA2007: 10%  
AAL2012: 10%  
TAL1183: 10%  
AUW209: 10%  
AXS1686: 5%  
MKL3000L: 15%  
LIB4472: 10%  
Apollo9582: 7.5%  
TRV5000: 5%

Attachment K

TransMontaigne Partners L.P. and subsidiaries  
Consolidated balance sheets (unaudited)  
(Dollars in thousands)

	March 31, 2018	December 31, 2017
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 937	\$ 923
Trade accounts receivable, net	11,516	11,017
Due from affiliates	3,803	1,509
Other current assets	12,345	20,654
Total current assets	28,601	34,103
Property, plant and equipment, net	650,037	655,053
Goodwill	9,428	9,428
Investments in unconsolidated affiliates	234,030	233,181
Other assets, net	53,522	55,238
	<u>\$ 975,618</u>	<u>\$ 987,003</u>
<b>LIABILITIES AND EQUITY</b>		
Current liabilities:		
Trade accounts payable	\$ 9,645	\$ 8,527
Accrued liabilities	17,653	17,426
Total current liabilities	27,298	25,953
Other liabilities	3,921	3,633
Long-term debt	582,377	593,200
Total liabilities	613,596	622,786
Commitments and contingencies (Note 16)		
Partners' equity:		
Common unitholders (16,200,485 units issued and outstanding at March 31, 2018 and 16,177,353 units issued and outstanding at December 31, 2017)	308,396	310,769
General partner interest (2% interest with 330,613 equivalent units outstanding at March 31, 2018 and 330,150 equivalent units outstanding at December 31, 2017)	53,626	53,448
Total partners' equity	362,022	364,217
	<u>\$ 975,618</u>	<u>\$ 987,003</u>

**TransMontaigne Partners L.P. and subsidiaries**  
**Consolidated statements of operations (unaudited)**  
**(In thousands, except per unit amounts)**

	Three months ended	
	March 31,	
	2018	2017
<b>Revenue:</b>		
External customers	\$ 52,114	\$ 43,080
Affiliates	4,330	1,770
Total revenue	<u>56,444</u>	<u>44,850</u>
<b>Operating costs and expenses:</b>		
Direct operating costs and expenses	(20,145)	(16,511)
General and administrative expenses	(4,981)	(3,971)
Insurance expenses	(1,246)	(1,006)
Equity-based compensation expense	(2,017)	(1,817)
Depreciation and amortization	(11,808)	(8,705)
Total operating costs and expenses	<u>(40,197)</u>	<u>(32,010)</u>
Earnings from unconsolidated affiliates	2,889	2,560
Operating income	19,136	15,400
<b>Other expenses:</b>		
Interest expense	(6,461)	(2,152)
Amortization of deferred issuance costs	(501)	(294)
Total other expenses	<u>(6,962)</u>	<u>(2,446)</u>
Net earnings	12,174	12,954
Less—earnings allocable to general partner interest including incentive distribution rights	(3,766)	(2,843)
Net earnings allocable to limited partners	<u>\$ 8,408</u>	<u>\$ 10,111</u>
Net earnings per limited partner unit—basic	<u>\$ 0.52</u>	<u>\$ 0.62</u>
Net earnings per limited partner unit—diluted	<u>\$ 0.52</u>	<u>\$ 0.62</u>

**TransMontaigne Partners L.P. and subsidiaries**  
**Consolidated statements of partners' equity (unaudited)**  
**Year ended December 31, 2017 and three months ended March 31, 2018**  
**(Dollars in thousands)**

	Common units	General partner interest	Total
<b>Balance December 31, 2016</b>	<b>\$ 320,042</b>	<b>\$ 52,692</b>	<b>\$ 372,734</b>
Distributions to unitholders	(47,349)	(11,985)	(59,334)
Equity-based compensation	2,729	—	2,729
Issuance of 6,498 common units pursuant to our long-term incentive plan	270	—	270
Issuance of 33,205 common units pursuant to our savings and retention program	—	—	—
Settlement of tax withholdings on equity-based compensation	(711)	—	(711)
Contribution of cash by TransMontaigne GP to maintain its 2% general partner interest	—	36	36
Net earnings for year ended December 31, 2017	35,788	12,705	48,493
<b>Balance December 31, 2017</b>	<b>310,769</b>	<b>53,448</b>	<b>364,217</b>
Distributions to unitholders	(12,457)	(3,606)	(16,063)
Equity-based compensation	2,017	—	2,017
Issuance of 23,132 common units pursuant to our savings and retention program	—	—	—
Settlement of tax withholdings on equity-based compensation	(341)	—	(341)
Contribution of cash by TransMontaigne GP to maintain its 2% general partner interest	—	18	18
Net earnings for the three months ended March 31, 2018	8,408	3,766	12,174
<b>Balance March 31, 2018</b>	<b>\$ 308,396</b>	<b>\$ 53,626</b>	<b>\$ 362,022</b>

## TransMontaigne Operating Company L.P.

### Credit Fact Sheet January 2018

Federal ID: 34-2037161      State of Certificate: Delaware      Date Limited Partnership Formed: 2/23/05

General Partner: TransMontaigne GP L.L.C.  
Limited Partner: TransMontaigne Partners L.P. (NYSE: TLP) Financial statements are available on the internet.

Purchasing Contact:      Melissa Tucker      (770) 518-3734  
   Atlanta      mtucker@transmontaigne.com

A/P Contact:      Accounts Payable Department      (303) 860-5232  
   Invoices may be scanned and emailed to:      accountspayable@transmontaigne.com

Street Address:      1670 Broadway, Suite 3100  
   Denver, CO 80202

Mailing Address:      P.O. Box 5660  
   Denver, CO 80217

Phone:      (303) 626-8200  
Fax:      (303) 626-8228

Type of Business:      Refined petroleum product terminals

#### Trade References:

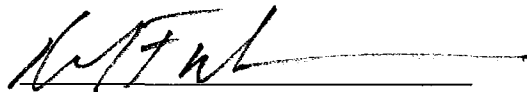
Parker & Sons (251) 368-3737 <a href="mailto:tammy@parkerandsoninc.com">tammy@parkerandsoninc.com</a> Attn: Tammy Garrett	B&B Industrial (251) 452-8738 <a href="mailto:ebbeall@comcast.net">ebbeall@comcast.net</a> Attn: Eric Beall	Gonzalez & Sons (305) 822-5455 <a href="mailto:arais.r@gonzalezandsons.net">arais.r@gonzalezandsons.net</a> Attn: Arais Redondo
--	--	--

#### Bank References:

Ms. Arlene M. Gonzalez      arlene.m.gonzalez@wellsfargo.com  
Wells Fargo, NA      214-721-8216  
1455 Ross Avenue, Ste 4500      Fax: 844-879-6913  
Dallas, TX 75201  
MAC T9216-451      Account Number 4121132369      ABA Routing Number 121000248

TransMontaigne Operating Company L.P. authorizes our suppliers to contact the trade and bank references listed. Representatives of these trade and bank references are authorized to release information pertaining to this account for purposes of a credit reference in accordance with their company policies.

#### Trade Reference – Authorized Signature



Robert T. Fuller  
Executive Vice President, Chief Financial Officer

The information provided in this fact sheet is confidential and is being provided to you solely to assist in your credit evaluation of our company. You are not authorized to use or disseminate a ll or any portion of this information for any other purpose or to distribute it to any other departments, divisions or subsidiaries of your company or to other affiliated or unaffiliated third parties without the express written approval from an officer of the company described herein. If you cannot abide by these terms, you are instructed to verify via return email that you have deleted this email with all of its contents and have not retained any soft or hard copies of the information contained in this email. By use of this information you are agreeing on behalf of yourself and your company to comply with the foregoing.



This bond supersedes and replaces bond number 6384810 issued by Safeco Insurance Company of America

**INDEMNITY AND PAYMENT BOND**

BOND NO. 012025131

KNOW ALL BY THESE PRESENTS:

That we, TransMontaigne Terminals LLC as INDEMNITOR and Liberty Mutual Insurance Company as SURETY, a surety company authorized to do business in the State of Florida, are held and firmly bound unto BROWARD COUNTY, as OBLIGEE, a political subdivision of the State of Florida, in the full sum of Twenty Thousand and 00/100 DOLLARS (\$ 20,000.00 ), for the payment of which we bind ourselves, our heirs, successors, assigns and personal representatives for the performance of the obligations hereinafter set forth:

NOW THEREFORE, the condition of this obligation is such that if INDEMNITOR, its heirs, executors, administrators, successors and assigns shall well and truly save harmless and keep indemnified BROWARD COUNTY, its successors and assigns, from and against all loss, costs, expenses, damages, injury, claims, actions, liabilities and demands of every kind (including but not limited to all reasonable attorney's fees to and through appellate, supplemental and bankruptcy proceedings) which arises from, is caused by, or results from or on account of:

- (i) failure of INDEMNITOR to pay to BROWARD COUNTY, when due, any and all tariff or other charges that have accrued at Port Everglades (whether relating to the furnishing of services or materials to INDEMNITOR, its principals, agents, servants or employees at Port Everglades; or, due to injury to property of Port Everglades; or, stemming from the use of Port Everglades facilities by INDEMNITOR, its principals, agents, servants or employees; or, otherwise); or
- (ii) non-compliance by INDEMNITOR, its principals, agents, servants or employees with applicable laws, ordinances, rules and regulations of the federal, state and local governmental units or agencies (including but not limited to the terms and provisions of the BROWARD COUNTY Code of Ordinances, Administrative Code, and all procedures and policies of the Port Everglades Department), as amended from time to time; or
- (iii) any act, omission, negligence or misconduct of INDEMNITOR, its principals, agents, servants or employees in Port Everglades (whether causing injury to persons or otherwise);

then these obligations shall be null and void, otherwise to remain in full force and effect.

AS A FURTHER CONDITION of this obligation that it shall remain in full force and effect until and unless the Surety provides at least ninety (90) days prior written notice to BROWARD COUNTY of its intention to terminate this Bond.

Any notices required herein shall be given in writing and be delivered to: Broward County's Port Everglades Department, Attn: Director of Administration, 1850 Eller Drive, Fort Lauderdale, Florida 33316, with a copy to: Broward County Administrator, Governmental Center, 115 S. Andrews Avenue, Fort Lauderdale, Florida 33301.

IN WITNESS WHEREOF, INDEMNITOR has caused this Bond to be executed by \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and attested to by its Secretary and its corporate seal to be affixed, and the Surety has caused this Bond to be executed on this 22nd day of February, 2016, in its name, by its Attorney-in-Fact, duly authorized to do so.

**INDEMNITOR:**

Company Name: TransMontaigne Terminals LLC

ATTEST:

\_\_\_\_\_  
Corporate Secretary

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of Secretary)

\_\_\_\_\_  
(Print Name of Pres./Vice Pres.)

(SEAL)

Title: \_\_\_\_\_  
(Print)

\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**SURETY:**

Company Name: Liberty Mutual Insurance Company

ATTEST:

\_\_\_\_\_  
Victoria P. Parkerson, Attorney-in-Fact  
(SEAL)

By: \_\_\_\_\_

Joanne Czapinski

\_\_\_\_\_  
(Print Name of Pres./Vice Pres.)

Title: Attorney-in-Fact  
(Print)

22nd day of February, 2016



UNIT NO.	YEAR	MAKE	SERIAL NUMBER	TYPE OF VEHICLE/ TRAILER CAPACITY	TYPE OF FUEL	DOMICILED
14	2007	Fontaine	13N25330273537867	Trailer - Generator		Port Everglades
595	2005	Drag	1UNST42235L029079	Trailer		Port Everglades
3002	1993	Rock	904293	Boat Trailer		Port Everglades
3003	1993	Rock	902193	Boat Trailer		Port Everglades
3009	1987	Continental	12JB2Z015J1009059	Boat Trailer		Port Everglades
3013	2001	Dodge	1B7HC16Y81S268460	Pickup	Regular	Port Everglades
3561	2001	Chevrolet	1GCEC14W21Z234719	Pickup	Regular	Port Everglades
6024	1996	Ford	2FTEF15NXTCA35186	Ranger Pickup	Regular	Port Everglades
6025	1999	Ford	1FTNX20L5XEF04418	Pickup - New Number	Regular	Port Everglades
6062	1995	Chevrolet	1GCHG39K2SF113503	VAN	Regular	Port Everglades
6208	1993	Proline Ent.	1H9FB242010470264	Boom Trailer		Port Everglades
6209	1993	Proline Ent	1H9FB242010460265	Boom Trailer		Port Everglades
7006	2000	Ford	1FTNX20L7YEA48164	Pickup	Regular	Port Everglades
7319	1990	Proline Ent.	70002007110900780	Boom Trailer		Port Everglades
7320	1990	Proline Ent.	70002007110900781	Boom Trailer		Port Everglades
7335	1998	Ford	1FTYR10C7WUB46793	Pickup	Regular	Port Everglades
7347	2000	Ford	1FAFP55U4YA114951	Pool Car	Regular	Port Everglades
7351	1987	Mack	1M2N275X6HA002836	Boom Truck	Diesel	Port Everglades
8604	1986	International	1HTLDTVN1GHA22694	Pump Out Trk	Diesel	Port Everglades
8610	1986	International	1HTLDTVNXGHA23391	Pump Out Trk	Diesel	Port Everglades
20111	2006	Freightliner	1FVACXDC46HN35971	Tank Wagon - 3,000	Diesel	Port Everglades
20112	2006	Freightliner	1FVACXDC86HW47267	Tank Wagon - 3,000	Diesel	Port Everglades
20113	2004	Gehl	RS5JV0411269	Forklift/Boom Truck	Diesel	Port Everglades
20114	2005	Gehl	RS5JW0512121	Forklift/Boom Truck	Diesel	Port Everglades
20115	2005	Gehl	RS5JW1212323	Forklift/Boom Truck	Diesel	Port Everglades
20117	2005	International	1HTMMAAN75H680867	Pump Out Truck - 3,000	Diesel	Port Everglades
20118	2005	International	1HTZZAANX5J010679	Pump Out Truck - 3,000	Diesel	Port Everglades
23002	2003	Ford	1FTNX20L53EA71063	Pickup	Regular	Port Everglades
24907	1990	Mack CH613	1M1AA05Y1LW007234	Tractor	Diesel	Port Everglades

SECTION N, SUBSECTION 1,2,3

UNIT NO.	YEAR	MAKE	SERIAL NUMBER	TYPE OF VEHICLE/ TRAILER CAPACITY	TYPE OF FUEL	DOMICILED
99006	1999	Ford	1FTRF17L7XNB01576	Pickup/Lease no. LLR342	Regular	Port Everglades
99007	1999	Ford	1FTRF17W8XNB31535	Pickup/Lease no. LLR341	Regular	Port Everglades
99037	1999	Ford	2FTRX18L2XCB20568	Pickup/Lease no. LLR336	Regular	Port Everglades
200611	1999	Ford	1FTNX20F6XEC90811	Pickup	Diesel	Port Everglades
201501	2008	Ford	1FTNX20578EE21835	Pickup	Regular	Port Everglades
201502	2008	Ford	1FTNF20518EA54658	Pickup	Regular	Port Everglades
3002B	1993	Carolina Skiff	EKHA0209J293	Boat	Regular	Port Everglades
3003B	1993	Carolina Skiff	EKHA0212J293	Boat	Regular	Port Everglades
3009B	1987	Mako	MRKD475OE787	Boat	Regular	Port Everglades
LL5J37	2011	Ford	1FTFW1CF6BFC85656	Pickup F 150- CASEY	Regular	Port Everglades
LLL968	2008	Ford	1FTPX14V78FA95901	Pickup - Keith	Regular	Port Everglades

**BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000  
**VALID OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019**

**DBA:** TRANSMONTAIGNE TERMINALS LLC  
**Business Name:** TRANSMONTAIGNE TERMINALS LLC

**Receipt #:** 372-274836  
**Business Type:** WHOLESALE PETROLEUM

**Owner Name:** TRANSMONTAIGNE OPERATING COMP LP  
**Business Location:** 2401 EISENHOWER BLVD  
 FT LAUDERDALE  
**Business Phone:** 954-525-4261

**Business Opened:** 02/03/2016  
**State/County/Cert/Reg:**  
**Exemption Code:**

Rooms                      Seats                      Employees                      Machines                      Professionals

For Vending Business Only						
Number of Machines:				Vending Type:		
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
112.50	0.00	0.00	0.00	0.00	0.00	112.50

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

**THIS BECOMES A TAX RECEIPT  
 WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

**Mailing Address:**  
 TRANSMONTAIGNE OPERATING COMP LP  
 PO BOX 5660  
 DENVER, CO 80217

**Receipt #15B-17-00000743**  
**Paid 07/25/2018 112.50**

**2018 - 2019**

---

## TABLE OF CONTENTS

- Safety Policy Letter
- User Guide
- Accident Reporting
- Asbestos
- Atmospheric Testing
- Benzene
- Blinding & Isolation
- Boating Safety
  - Boating Safety Attachment – Boat Safety Checklist
- Bulletin Board Postings
- Commercial Motor Vehicles
  - Commercial Motor Vehicles Attachment 1 –Drivers Time Record
  - Commercial Motor Vehicles Attachment 2 – Accident Register
  - Commercial Motor Vehicles Attachment 3 – Maintenance & Inspection Log
  - Commercial Motor Vehicles Attachment 4 – Annual DOT Inspection (Sample)
  - Commercial Motor Vehicles Attachment 5 – DVIR
  - Commercial Motor Vehicles Attachment 6 – Drivers Road Test & Certificate
- Compressed Gas Cylinders
- Compressed Natural Gas (CNG) Transport
- Confined Space Entry
  - Confined Space Entry Attachment 1 – Simplified Partial CSE Flow Chart
  - Confined Space Entry Attachment 2 – Permit-required CSE Flow Chart OSHA
  - Confined Space Entry Attachment 3 – Sample CSE Permit
- Contractors
  - Contractors Attachment – Contractor Site Orientation Form
- Cranes, Hoists & Slings
  - Cranes, Hoists & Slings Attachment 1 – Crane Inspection Form
  - Cranes, Hoists & Slings Attachment 2 – Requirements for Steel Chain or Rope Slings
- Driving Safety
- Electrical Safety
- Elevated Work Platforms-Movable
  - Elevated Work Platforms-Movable Attachment – Photos of Various Powered Lifts
- Emergency Shutdown Systems
- Ergonomics
- Excavations

- Excavations Attachment 1 – Excavation Inspection Checklist
- Excavations Attachment 2 – Diagram of Trenching Form
- Excavations Attachment 2 – One Call Underground Utilities Locating Checklist
- Eye Wash-Safety Showers
  - Eye Wash-Safety Showers Attachment – Sample Inspection Form
- Facility PPE Assessment Survey
  - Facility PPE Assessment Survey Attachment – Facility Hazard Assessment
  - Fall Protection
  - Fall Protection Attachment 1 – Exceptions from Covered Activities
  - Fall Protection Attachment 2 – Fall Protection & Arrest Systems Inspection Guideline
- Fire Detection & Suppression
- Fire Extinguishers (Portable)
- First Aid-BBP-CPR
- Flammable Liquids Containers
  - Flammable Liquids Containers Attachment 1 – Maximum Allowable Size
  - Flammable Liquids Containers Attachment 2 – Add'l Info on Bonding & Grounding
- Forklifts
  - Forklifts Attachment – Forklift Pre-Use Checklist
- Grounding & Bonding
- Hazcom
  - Hazcom Attachment 1 – Safety Data Sheet Mandatory Section Headings
  - Hazcom Attachment 2 – Pictograms for Labels of Hazardous Chemicals
  - Hazcom Attachment 3 – Facility Hazardous Chemical List Template
  - Hazcom Attachment 4 – Company Small-Sample Bottle Label Template
- Hazwoper
- Heat Stress-Hypothermia
  - Heat Stress-Hypothermia Attachment-Heat Stress Conditions/Symptoms/Responses
- Heavy Equipment
  - Heavy Equipment Attachment – Pre-Use Checklist
- Hot Work-Vehicle Entry
- Housekeeping
- Hydrogen Sulfide
  - Hydrogen Sulfide Attachment 1 – Summary of Occurrence/Properties/Hazards
  - Hydrogen Sulfide Attachment 2 – Exposure Effects
- Incident Investigation Safety
  - Incident Investigation Safety Attachment – Business Process Flow Diagram
- In-Service Welding & Hot Tapping

- Internal Audit
  - Internal Audit Attachment – Factors Influencing Frequency Between Comprehensive Safety Audits
- Internal Reporting of Safety Incident
  - Internal Reporting of Safety Incident Attachment 1 – Incident Internal Reporting Flow
  - Internal Reporting of Safety Incident Attachment 2 – Safety Related Incident-Initial Report Form
  - Internal Reporting of Safety Incident Attachment 3 – Safety Related Incident-Employee Statement
  - Internal Reporting of Safety Incident Attachment 4 – Safety Related Incident-Witness Statement
  - Internal Reporting of Safety Incident Attachment 5 – Internal Reporting of Vehicle Accidents Flow Chart
  - Internal Reporting of Safety Incident Attachment 6 – Motor Vehicle Accident Report Form
- Job Hazard Analysis
  - Job Hazard Analysis Attachment – Job Hazard Analysis Form
- Ladders Portable
- Lead Awareness
- Lockout Tagout
  - Lockout Tagout Attachment 1 – Regulatory Criteria for Exceptions to LOTO
  - Lockout Tagout Attachment 2 – LOTO Workplan
  - Lockout Tagout Attachment 3 – LOTO Log
  - Lockout Tagout Attachment 4 – Guide to Completing a LOTO Work-Plan
- Marine Dock Safety
- Mercury Awareness
- Near Miss Reporting
- Office Safety
- OSHA Inspections
- PCB Awareness
- PPE\_Eye & Face Protection
  - PPE\_Eye & Face Protection Attachment – Reimbursement Policy for Prescription Safety Glasses
- PPE\_Flame Resistant Clothing
- PPE\_Foot Protection
  - PPE\_Foot Protection Attachment – Reimbursement Policy for Safety Shoes

- PPE\_Gloves
- PPE\_Head Protection
- PPE\_Hearing Conservation
  - PPE\_Hearing Conservation Attachment – Table of OSHA-Permissible Noise Exposure Limits
  
- PPE\_Personal Flotation Device
  - PPE\_Personal Flotation Device Attachment – PFD Types & General Characteristics
- PPE\_Respiratory Protection
  - PPE\_Respiratory Protection Attachment – Voluntary Usage
- Product Testing
- Railcar Safety
- Safety (General Work) Permit
  - Safety (General Work) Permit Attachment – General Work Permit Form
- Scaffolds
- Signs & Color Coding
- Tank & Vessel Cleaning
- Tool Safety-Grinders
  - Tool Safety-Grinders Attachment – Purchasing/Installing/Assembling/Rebuilding a Grinder
- Tool Safety
- Vehicle Safety
  - Vehicle Safety Attachment – Vehicle Inspection Report
- Visitors
  - Visitors Attachment – Visitor Log (blank)
- Walking & Working Surfaces
- Welding & Cutting

TransMontaigne believes in maintaining a safe environment for all employees. Our equipment and personnel reflect this belief, and our prime objective is to protect the public, ensure the personal safety of every employee on the jobsite and to safeguard company property through preventive measures.

Employees of TransMontaigne are expected to be familiar and comply with all company safety policies. Through continuing education, in-house training and management support, we will provide a safe and professional working environment for our employees as well as those whose lives and safety have been entrusted to us.



J. F. Dugan

Executive Vice President, COO

TransMontaigne



# **Drug and Alcohol-Free Workplace Policy**

for

***TLP Management Services, LLC***

***1670 Broadway, Suite 3100***

***Denver, CO 80202***

Original Implementation Date of Drug and Alcohol Policy: 10/30/1992

Effective Date of Current Policy: 11/01/2017

## Drug and Alcohol-Free Workplace Policy

<b>POLICY REVISION CHANGE LOG</b>				
<b>Date</b>	<b>Description of Change</b>	<b>Page</b>	<b>Changed By</b>	<b>Rationale</b>
01/04/2018	Drug Testing Panel ( <u>see underlined</u> )	16	C. Kunzman	Change in Testing Panel Guidelines

## TABLE OF CONTENTS

<b>SECTION I – INTRODUCTION</b> .....	<b>5</b>
STATEMENT OF POLICY .....	5
<b>SECTION II – GENERAL INFORMATION</b> .....	<b>5</b>
COVERED EMPLOYEES.....	5
WORKPLACE .....	5
CONFIDENTIALITY .....	5
DEFINITIONS .....	5
<b>SECTION III – REPRESENTATIVES</b> .....	<b>7</b>
RESPONSIBILITIES OF KEY PERSONNEL.....	7
<i>Designated Employer Representative (DER)</i> .....	7
<i>Supervisor</i> .....	7
RESPONSIBILITY OF COVERED EMPLOYEES .....	8
PROHIBITED CONDUCT .....	8
SEARCHES AND INVESTIGATIONS .....	9
REPORTING .....	9
CONVICTIONS .....	9
<b>SECTION IV - PROGRAM REQUIREMENTS</b> .....	<b>9</b>
EMPLOYEES SUBJECT TO TESTING .....	9
ACKNOWLEDGEMENT/RECEIPT FORM.....	9
TESTING PROGRAM.....	9
EMPLOYEE NOTIFICATION OF TESTS.....	10
DRUG VIOLATIONS .....	10
ALCOHOL VIOLATIONS AND PROHIBITED CONDUCT .....	10
<b>SECTION V - ANTI-DRUG PROGRAM</b> .....	<b>11</b>
DRUG AND ALCOHOL REQUIRED TESTS.....	11
<i>Pre-Employment Testing</i> .....	11
<i>Post-Accident Testing</i> .....	11
<i>Random Drug Testing</i> .....	12
<i>Reasonable Suspicion/Cause Testing</i> .....	12
<i>Wall to Wall Testing</i> .....	13
<i>Return to Duty Testing</i> .....	13
DRUG TESTS THAT REQUIRE DIRECT OBSERVATION PROCEDURES .....	13
SPECIMEN COLLECTION PROCEDURES .....	13
<i>Collection Site Personnel</i> .....	14
<i>Collection Site, Forms, and Specimen</i> .....	14
<i>Collections</i> .....	14
<i>Possible Collection Issues</i> .....	14
DRUG TESTING LABORATORY .....	14
<i>Laboratory</i> .....	15
<i>Specimen</i> .....	15
<i>Drug Testing</i> .....	15
<i>Validity Testing</i> .....	15
<i>Drug Panel</i> .....	16
LABORATORY RETENTION PERIODS AND REPORTS .....	16

<i>Specimen Retention</i> .....	16
<i>Laboratory Record Retention</i> .....	16
<b>MRO REVIEW OF DRUG TEST RESULTS</b> .....	<b>16</b>
<i>Duties</i> .....	16
<i>Negative Results</i> .....	17
<i>Non-Negative Results</i> .....	17
<i>MRO Notification to Employee</i> .....	17
<i>MRO Notification of Employee Right to Test the Split Specimen</i> .....	18
<i>MRO Reporting of Results to DER</i> .....	18
<b>MEDICAL MARIJUANA</b> .....	<b>18</b>
<b>SECTION VII - PROGRAM ELEMENTS</b> .....	<b>18</b>
EMPLOYEE VOLUNTARY SELF-IDENTIFICATION PROGRAM .....	18
SUBSTANCE ABUSE PROFESSIONAL (SAP) .....	19
<i>Payment</i> .....	19
EMPLOYEE ASSISTANCE PROGRAM .....	19
SUPERVISOR TRAINING .....	19
RECORDKEEPING .....	19
<i>Employee Request for Records</i> .....	19
<b>SECTION VIII - Company Disciplinary Actions and Additional Procedures</b> .....	<b>20</b>
COMPANY DISCIPLINE .....	20
ADDITIONAL COMPANY PROCEDURES .....	20
COMPLIANCE WITH ALL LAWS .....	20
<b>DESIGNATED EMPLOYER REPRESENTATIVE (DER)</b> .....	<b>21</b>
<b>SERVICES AGENTS</b> .....	<b>22</b>
<b>ACKNOWLEDGEMENT OF RECEIPT OF DRUG AND ALCOHOL-FREE WORKPLACE POLICY</b> .....	<b>23</b>
<b>POLICY ADDENDUM</b> .....	<b>24</b>

## SECTION I – INTRODUCTION

### **Statement of Policy**

TLP Management Services LLC, its affiliate, TransMontaigne Partners L.P., and its respective subsidiaries (the “Company”) are committed to maintaining a drug-free workplace and providing its employees with a safe and healthy workplace, free from alcohol, prohibited drugs, or abuse of alcohol or prohibited drugs. Employees who use prohibited drugs, abuse legal drugs, or abuse alcohol while in the course and scope of employment potentially endanger not only their own health and safety, but that of other employees and expose the Company to significant risk. Therefore, the Company has a Drug and Alcohol-Free Workplace Policy (the “Policy”) covering all employees, as well as applicants seeking employment with the Company.

The laws regarding drug and alcohol testing and the consequences of drug and alcohol use by workers vary from state to state. While this Policy has been drafted to be as broadly applicable as possible, certain states have unique rules and requirements regarding drug and alcohol testing that apply to workers subject to the laws of such states. This Policy will be implemented in accordance with those laws. In addition, some employees are also covered under the Federal regulations set forth in 49 CFR Part 40 (<http://www.dot.gov/ost/dapc/>) regarding drug and alcohol abuse programs. All workers must review this Policy along with any applicable state-specific Policy addenda, which may contain specific modifications or changes to the Policy depending on the state in which a worker resides or works (the “Policy Addendum”). The Company expressly reserves the right to amend or supplement this Policy or the Policy Addendum at any time. In the event that this Policy conflicts with any state laws, such state laws shall supersede the Policy with respect to employees employed in that state. The effective date of the Policy is November 1, 2017, and will supersede any prior-existing policy. If a notice and waiting period are required pursuant to state law, the prior-existing policy will remain in effect until the notice and waiting periods have expired. Each employee will be provided a copy of the Policy and must sign and return the form titled “Acknowledgment, Waiver, Agreement and Receipt with respect to Drug and Alcohol Policy” (the “Acknowledgment”) (Appendix C). Failure of an employee to sign the Acknowledgment and/or failure to agree to abide by the terms and conditions of the Policy will result in the employee’s immediate termination.

## SECTION II – GENERAL INFORMATION

### **Covered Employees**

Employee shall include all employees (“full-time”, “part-time”, or “temporary”) of TLP Management Services LLC, its affiliate, TransMontaigne Partners L.P. and its respective subsidiaries. All Company employees are covered by the Policy. All employees are subject to the provisions of the Policy and will be provided with a copy of the Policy prior to its implementation and/or at the time they are hired.

### **Workplace**

Workplace includes, without limitation, any (i) Company premises or work site, (ii) customer place of business or property, (iii) work-related offsite facility, (iv) Company or customer vehicles (including rental vehicles), and (v) public or private means of transportation while engaged in Company business.

### **Confidentiality**

The Company will carry out this Drug and Alcohol-Free Workplace Policy in a manner which respects the dignity and confidentiality of those involved.

### **Definitions**

For purposes of this Policy, the following words and phrases are defined as follows:

Adulterated specimen - Is a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol’s including methyl and isopropyl alcohol.

Alcohol concentration - The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this Policy.

TLP Management Services, LLC  
Corporate Drug/Alcohol Policy

Alcohol use - The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

Cancelled test - A drug or alcohol test that has a problem identified that cannot be or has not been corrected. A cancelled test is neither a positive nor a negative test.

Chain-of-Custody (or Custody and Control Form (CCF)) - The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed; the document recording the chain-of-custody from the time the employee gives the specimen to the collector until the specimen is destroyed.

Collection Site - A place selected by the Company where employees present themselves for the purpose of providing a urine specimen for a drug test.

Collector - A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the CCF.

Confirmed drug test - A confirmation test result received by an MRO from a laboratory.

Consortium/Third-Party Administrator (C/TPA) - A service agent that provides or coordinates one or more drug and/or alcohol testing services to employers. C/TPAs typically provide or coordinate the provision of a number of such services and perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members (*e.g.*, having a combined random testing pool).

Designated Employer Representative (DER) - An employee identified by the Company as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. Service agents cannot serve as DERs.

Dilute specimen - A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Drugs - A medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body, including, without limitation, marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates.

Department of Health and Human Services (HHS) - The U.S. Department of Health and Human Services or any designee of the Secretary or Department of Health and Human Services.

Initial drug test (also known as a "Screening drug test") - The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites. In drug testing, a test to eliminate "negative" urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs. In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

Initial specimen validity test - The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

Invalid drug test - The result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Medical Review Officer (MRO) - A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Negative result - The result reported by an HHS-Certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

Non-negative specimen - A urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), and/or invalid.

Positive result - The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

Primary specimen - In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen.

**Prohibited drug** - Any of the substances specified in Schedule I or Schedule II of the Drug Act (21 U.S.C. 812) including, without limitation, marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

**Reconfirmed** - The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

**Refusal to submit, refuse, or refuses to take** - Behavior consistent with the U.S. Department of Transportation (DOT), 49 CFR Part 40 concerning refusal to take a drug test or refusal to take an alcohol test. A refusal will be considered a positive test result.

**Screening test (or initial test)** - The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites. In drug testing, a test to eliminate “negative” urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs. In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

**Split Specimen** - In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

**Split specimen collection** - A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

**Substance Abuse Professional (SAP)** - A person who evaluates employees who have violated a drug and alcohol policy and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

**Substituted specimen** - A specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

**Verified test** - A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

## **SECTION III – REPRESENTATIVES**

### **Responsibilities of Key Personnel**

The Company will convey to responsible individuals (the Designated Employer Representative(s) and affected supervisors) that, to the best of their ability, the privacy and confidentiality of any covered employee subject to the Policy must be maintained at all times.

#### **Designated Employer Representative (DER)**

Appendix A contains the name, address, and phone number of the responsible individual(s) who ensure the Policy will be met. The DER is:

- The key employee for the Company’s drug and alcohol program functions, and has the knowledge and authority to make decisions about the testing process and answer questions about it.
- Not a service agent.
- One or more employees of the Company assigned to ensure adequate coverage on all shifts and at all locations.
- Responsible for the preparation of the Policy, as well as providing oversight and evaluation on the Policy.
- Responsible for reviewing all discipline applied under this Policy for consistency and conformance to human resources policies and procedures.
- Responsible for scheduling random, return-to-duty and follow-up testing, as applicable, and is authorized to receive and maintain, in a secure file system, all drug and alcohol testing results.
- Responsible for providing answers to employee questions regarding the testing program, and information on the resources available for drug and alcohol counseling.
- Responsible for overseeing the employee assistance program (EAP).

#### **Supervisor**

Supervisors are responsible for observing the performance and behavior of employees that is suggestive enough to lead to reasonable suspicion drug and/or alcohol testing. Supervisors who will determine whether an employee must be drug

tested and/or alcohol tested based on reasonable suspicion will be trained in the “signs and symptoms” of each substance. The supervisor is required to document a reasonable suspicion event. The supervisor may also be responsible for requests as the second supervisor for substantiation and concurrence for reasonable suspicion/cause drug test, if applicable. As discussed in more detail below, other factors, beyond physical observation, may form the basis of the Company’s reasonable belief that the employee is using a prohibited drug and/or alcohol.

### **Responsibility of Covered Employees**

Each employee must comply with the requirements of the Policy. Each employee has the responsibility to read, be knowledgeable of, and comply with, the requirements of this Policy. The Policy describes circumstances for being tested, violations, prohibited conduct, and their subsequent consequences. The Policy describes what is available to each covered employee as services (e.g., EAP) in such cases where the employee has a potential problem with drugs or alcohol prior to a drug or alcohol test. It is a condition of employment for all covered employees to sign the Acknowledgement/Receipt Form (Appendix C). In doing so the employee attests to comply with the drug and alcohol program requirements of the Company and the requirements of the Policy. Failure of an employee to sign the Acknowledgement will result in the employee’s immediate termination.

### **Prohibited Conduct**

The Company strictly prohibits reporting to or being at work with a measurable amount of prohibited drugs and/or alcohol in the body. The manufacturing, distribution, dispensing, possession, sale, purchase, and/or use of drug paraphernalia, and/or prohibited drugs and/or alcohol while on Company property or Company business is a violation of this Policy. Further, the unauthorized use or possession of prescription drugs while on Company property or Company business is a violation of the Policy. The use of any substance which causes or tends to contribute to unacceptable work performance is also prohibited. Notwithstanding any state laws to the contrary, the Company has a “zero tolerance” policy regarding marijuana use. Marijuana (including for medical and recreational use where permitted by state law) is classified as a Schedule I controlled substance under federal law and is prohibited under this Policy.

The Company also prohibits drinking in excess at official Company or customer functions, or at any time where drinking in excess would or could adversely affect the safety of any workers or individuals, or the integrity or image of the Company. Every Company employee is subject to the rules issued in this Drug and Alcohol-Free Workplace Policy and shall follow the Policy as defined. Every Company employee:

- Is prohibited from using, possessing, selling, purchasing, manufacturing, distributing, or transferring alcoholic beverages and/or prohibited drugs and/or other performance impairing substances while on duty and/or on Company property; and,
- Is prohibited from being on Company property and/or reporting to work or performing work with a measurable amount of alcohol and/or prohibited drugs and/or performance impairing substance in his/her system; and,
- Is prohibited from the consumption of alcohol within four hours of the employee’s scheduled time to report for work, or within eight hours following an accident or until the employee takes a post-accident alcohol test, whichever occurs first; and,
- Is required to submit to an alcohol and/or drug test when directed by the Company; and,
- Is prohibited from tampering (adulteration and/or substitution) or attempting to tamper with any alcohol and/or drug test and/or interfering with the testing/collection process; and,
- Is required to notify his/her supervisor within five calendar days of any conviction for a drug related crime; and,
- Is responsible for informing his/her physician when being prescribed medication(s) that he/she is covered under the terms of this Policy to determine if the prescribed medications can be used safely for performing the job functions for the Company. The employee shall only use medically authorized drugs by their physician and/or over-the-counter medications in a manner which will not impair job performance; and,
- Shall promptly report to his/her supervisor whenever he/she is prescribed and/or uses an over-the-counter medication that might cause job performance impairment.

As a protection to the employee, it is the responsibility of each employee who is called back to work during an unscheduled call-back to notify his/her supervisor at the time of the call if he/she has consumed alcohol. Employees called back may refuse, without discipline, to report for work if they believe their abilities are sufficiently impaired by the use of alcohol that working is inadvisable. Employees reporting for an unscheduled call-back may be sent home, without discipline, if it is



determined before the employee begins to work (by the employee's admission, or in the judgment of the supervisor) that the employee's abilities are so impaired. Once the employee begins working, however, the employee is subject to immediate termination for working under the influence of alcohol if he/she did not report the prior use of alcohol to the supervisor.

### **Searches and Investigations**

In order to accomplish the purpose of the Policy, the Company reserves the right to require that workers submit, without notice or cause, to searches of their personal property or other belongings on our premises or property. The Company, or any designated agent, may search any area on the premises or property at any time for the presence of drugs and alcohol prohibited under this Policy. All new and existing employees agree, as a condition of employment or continuing employment, to consent to: (i) searches of their personal belongings, including, without limitation, purses, briefcases, backpacks, and lunch boxes; (ii) searches of work areas, including, without limitation, offices, desks, work areas, cabinets, equipment, lockers, storage areas, housing accommodations or any other areas that are supplied or made available by the Company; and (iii) all vehicles on the premises of the Company. All equipment and areas, including, without limitation, lockers, desks, offices, housing accommodations and work areas that are supplied or made available by the Company are, and will remain at all times, the property of the Company. Unless otherwise provided by law, there is no expectation of privacy in the Company property, including, without limitation, any personal items brought onto the Company premises or property. Entry onto our premises or property constitutes consent to the searches and inspections necessary to enforce this Policy. A worker who refuses to consent to a search may be subject to disciplinary action, up to and including termination.

Employees have the right to refuse being searched or having their personal effects searched. However, an employee's refusal to allow such searches or to cooperate in such lawfully permitted searches will be cause for immediate termination.

During an investigation, employees may be requested to cooperate and provide a urine test or submit to breath analysis. Failure of an employee to submit to any such test will be cause for immediate termination.

### **Reporting**

All employees have a responsibility in fully cooperating in any investigation in the furtherance of administering this Policy. All employees have the responsibility of reporting to their supervisors or Human Resources any conduct prohibited by or in violation, known or suspected, of this Policy. Failure to fulfill either of the above may result in disciplinary action up to and including termination.

### **Convictions**

All employees agree to notify the Human Resources Department in writing within 5 days of any conviction under any criminal drug statute or trafficking statute, or conviction under any other statute relating to the use, consumption, possession, sale, purchase, distribution, manufacture, transfer, delivery, or receipt of any illegal drug or alcohol, or the proceeds of a drug transaction, including, but not limited to, any money-laundering, bribery, racketeering, foreign corrupt practices, or conspiracy statute under local, state, federal, foreign, or international law. Any conviction for criminal conduct involving illegal drugs, whether on or off duty, at or away from the workplace, may lead to disciplinary action, up to and including termination, subject to applicable state or local law.

The Company reserves the right to bring any conduct involving the use, consumption, possession, sale, purchase, distribution, manufacture, or transfer of illegal drugs to the attention of appropriate law enforcement authorities.

## **SECTION IV - PROGRAM REQUIREMENTS**

### **Employees Subject to Testing**

All Company employees are covered by the Policy and subject to testing.

### **Acknowledgement/Receipt Form**

The "Acknowledgement/Receipt Form," (Appendix C), applies to all drug and/or alcohol tests while the employee is employed by the Company. The signed form will be maintained by the Company.

### **Testing Program**

This testing program will be conducted in accordance with the standards of the U.S. Department of Transportation (DOT), 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs except when those standards conflict with this Policy or are not applicable to a non-DOT testing program (e.g., custody and control form used for specimen

collection). 49 CFR Part 40 procedures, which will be applied to this testing program, include, but are not limited to, use of a specimen collection/alcohol testing site with trained personnel, split specimen collection, use of a laboratory certified by the U.S. Department of Health and Human Services (HHS), and use of a Medical Review Officer (MRO) to investigate laboratory positives.

### **Employee Notification of Tests**

Employees will be notified directly when a test must be conducted. While the circumstances for a test will differ based on the reason for the test, the Company will attempt to conduct all tests with only a limited number of Company personnel having knowledge of the reason for the test.

All testing will be unannounced until the last possible moment. The timing will vary in conjunction with the reason for the test. For example, a pre-employment test will be announced during the job application; a random test is announced within the test period, but just prior to the test, to maintain the element of surprise; and, announcements of post-accident or reasonable suspicion tests are controlled by the circumstances that come to light around the time of the event. All alcohol tests will be conducted prior to, during, or just after the performance of safety-sensitive duties. Drug tests may be conducted anytime the employee is at work.

The DER and Company supervisors will be responsible for notifications and to help maintain the element of confidentiality. When an employee is notified for a test, the employee must proceed to the collection site immediately. Immediately means that after notification, all the employee's actions must lead to an immediate specimen collection (or test). The Company considers "travel time to the collection site, plus 30 minutes" as the maximum acceptable interval of time between notification and testing. In test situations such as post-accident and reasonable suspicion/cause, where the employee's job performance is called into possible question, supervisors will use their discretion and training to minimize further confrontation. A reasonable attempt will be made by the supervisor to isolate and inform the employee of the decision to test, the steps that must be taken to accomplish the test, and the consequences of refusing the test. If possible, for post-accident and reasonable suspicion tests, the Company will have the DER or a supervisor accompany the employee to the collection site.

### **Drug Violations**

The following constitute violations of the drug policy:

- a) A verified positive drug test result;
- b) A refusal to be tested, determined by:
  1. Having a verified adulterated or substituted drug result;
  2. Failing to appear for any test (except a pre-employment test) within a reasonable time, as determined and directed by the Company. This includes the failure of an employee to appear for a test when called by a C/TPA;
  3. Failing to remain at the testing site until the testing process is complete;
  4. Failing to provide a urine specimen for any drug test;
  5. In the case of a directly observed or monitored collection in a drug test, failing to permit the observation or monitoring of employee's provision of a specimen;
  6. Failing to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
  7. Failing or declining to take an additional drug test as directed by the Company or collector;
  8. Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER; or,
  9. Failing to cooperate with any part of the testing process (*e.g.*, refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, refusing to remove hat, coat, gloves, coveralls when directed or failing to wash hands as directed).
  10. For an observed collection, failing to follow the observer's instructions (*e.g.*, refusing to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if employee has any type of prosthetic or other device that could be used to interfere with the collection process);
  11. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
  12. Admit to the collector or MRO that the specimen is adulterated or substituted.

### **Alcohol Violations and Prohibited Conduct**

The following constitute violations of the alcohol policy:

- a) A test result of 0.04 or higher alcohol concentration.
- b) A refusal to be tested, determined by:

- 1) Failing to appear for any alcohol test (except a pre-employment test) within a reasonable time, as determined and directed by the Company. This includes the failure of an employee to appear for a test when called by a C/TPA;
  - 2) Failing to remain at the alcohol testing site until the testing process is complete;
  - 3) Failing to provide an adequate amount of saliva or breath for an alcohol test;
  - 4) Failing to provide a sufficient amount of breath for an alcohol test when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
  - 5) Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER;
  - 6) Failing to sign the certification statement on the Alcohol Testing Form; or,
  - 7) Failing to cooperate with any part of the testing process.
- c) On-duty use of alcohol while performing covered functions.
  - d) Pre-duty use of alcohol within four (4) hours prior to performing safety-sensitive functions, or if the employee is called to duty to respond to an emergency, within the time period after the employee has been notified to report for duty.
  - e) Use of alcohol within eight (8) hours following an accident in which the performance of safety-sensitive functions has not been discounted by the Company as a contributing factor to the accident, unless the employee has already been given a post-accident alcohol test.

## SECTION V - ANTI-DRUG PROGRAM

### **Drug and Alcohol Required Tests**

The Company will ensure that each employee will be drug tested for the following reasons.

#### **Pre-Employment Testing**

All applicants for initial employment, subsequent re-employment, or temporary employment with the Company must successfully pass a pre-employment drug test prior to being eligible for employment with the Company. All applicants will be notified, at the time they complete a job application, that they will be required to submit to a drug test if they are considered otherwise qualified for employment and that they will be subject to the terms and conditions of the Policy if they are hired. Pre-employment testing will take place after a conditional job offer has been extended. Post-offer applicants who test positive for drugs or alcohol will be rejected for employment. This also applies to employees returning from a leave of absence greater than 30 days who have not been participating in the Company's drug program and subsequently subject to the random selection process. Pre-employment tests are normally unobserved by the collector. However, provisions will be available at the collection site for a directly observed collection to take place should circumstances require such action.

#### **Post-Accident Testing**

The Company will conduct both a drug test and an alcohol test after an accident, or incident on each employee whose performance likely contributed to the accident. The accident does not need to involve property damage, damage to equipment, and/or personal injury. A drug test must be administered within thirty-two (32) hours and an alcohol test must be administered no more than eight (8) hours after any such accident. If testing is not administered within the required time limits, the Company shall prepare and maintain on file a record stating the reasons the test was not promptly administered.

The Company must take all reasonable steps to obtain a breath test and/or a urine specimen from an employee after an accident, but any injury should be treated first. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident, to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. The Company will document the decisions that support the determination to conduct a post-accident test using the *Reasonable Cause Observation Checklist*.

An employee who is subject to post-accident testing must remain available or the Company may consider the employee to have refused to submit to testing. An employee must refrain from consuming alcohol for eight (8) hours after an accident or until the test has been completed.

The affected employee will not be allowed to proceed alone to or from the collection site. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying the Company or Company's representative of their location if they leave the scene of the accident prior to submission to such test, may be deemed by the Company to have refused to submit to testing. Post-accident tests are normally unobserved by the collector. However, provisions will be available at the collection site for a directly observed collection to take place should circumstances require such action. Depending on the circumstances of the accident, and if feasible, the employee will not be allowed to perform covered functions pending the results of the drug test. *While waiting for an employee's drug and/or alcohol test results, the Company will remove the employee from his/her position until the drug and/or alcohol test results are confirmed negative. The Company will place the employee on paid or unpaid administrative leave during this time, at the Company's discretion.*

If the employee's test result is negative, the employee may return to work at the discretion of the Company.

The Company may decide not to conduct a post-accident drug and/or alcohol test if the best information available immediately after the accident indicates that the employee's conduct could not have reasonably caused or contributed to the accident or that, because of the time between the performance and the accident, it is not likely that a drug and/or alcohol test would reveal whether the employee's performance was affected by drug and/or alcohol use.

For purposes of workers' compensation, in applicable states, an employee who tests positive for the presence of prohibited drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the Company may not be eligible for such compensation.

If an employee tests positive in a post-accident test, he/she will be immediately terminated pursuant to Section VIII of the Policy.

### **Random Drug Testing**

The Company will conduct a number of unannounced random tests each calendar year that equal at least twenty-five percent (25%) of all covered employees. The Company will use the services of the C/TPA to manage all aspects of the Company's random testing program. The number of employees to be tested will be calculated for the Company based on the total number of covered employees.

All covered employees will be immediately placed in the random pool after obtaining a negative result on their pre-employment test. Covered employees will remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing. The selection of employees shall be made by using a computer-based, scientifically valid method (e.g., random number generator or equivalent random selection method) that is matched with an employee's social security number or employee ID number. The DER will assure the pool contains employee social security numbers or employee identification numbers that are current, complete, and correct. Employees will have an equal chance of being selected for testing.

Random testing will occur on a quarterly basis. Prior to selection, the DER shall ensure that the random testing pool has been updated to include all current covered employees in the Company's workforce. The number of tests to be conducted will be based on the number of covered employees at the beginning of each quarter's test cycle. The DER, or C/TPA, shall use the random selection procedures to compile a list of covered employees selected for testing in each testing cycle. The number of employees selected shall be sufficient to assure that the minimum number of required tests can be achieved. The list of employees selected will be retained by the DER in a secure location until the time of testing when the list will then be provided to the appropriate division manager, department head, or supervisor who will, in turn, notify the employee(s) to report for testing.

Random testing is unannounced, with employees being notified that they have been selected for testing after they have reported for duty on the day of collection. Specimen collection will be conducted on different days of the week throughout each test cycle to prevent employees from anticipating the schedule for collection. Random tests are normally unobserved by the collector. However, provisions will be available at the collection site for a directly observed collection to take place should circumstances require such action.

Once notified by the appropriate Company official, employees will be instructed to report immediately to the collection site.

### **Reasonable Suspicion/Cause Testing**

The Company will conduct reasonable suspicion (also known as "reasonable cause") testing when there is reasonable cause to believe that the employee is using a prohibited drug and/or alcohol. The decision to test will be based on the Company's good faith belief that the employee is using a prohibited drug and/or alcohol including, without limitation,

observation of “signs and symptoms” of specific, contemporaneous, articulable observations concerning the appearance, behavior, work performance, speech, or body odors of the employee. At least two Company supervisors, one of whom is trained in detection of the possible signs and symptoms of drug and/or alcohol use, shall substantiate and concur in the decision to test an employee. The concurrence between the two supervisors may be by telephone. Other factors, beyond physical observation, may form the basis of the Company’s reasonable belief that the employee is using a prohibited drug and/or alcohol, including a report of drug or alcohol use provided by a reliable or credible source.

The supervisor making the determination to test shall document, in writing, the behavioral signs and symptoms that support the determination to conduct a reasonable suspicion/cause test. This documentation of the employee’s conduct shall be prepared and signed within 24 hours of the observed behavior or before the results of the tests are released, whichever is earlier. Refer to the *Reasonable Cause Observation Checklist*. The potentially affected employee should not be allowed to proceed alone to or from the collection site. In addition to the safety concerns for the employee, accompanying the employee also assures that there is no opportunity in route to the collection site for the employee to compromise the test through any method of tampering that could affect the outcome of the test result. Reasonable suspicion/cause tests are normally unobserved by the collector. However, provisions will be available at the collection site for a directly observed collection to take place should circumstances require such action. While waiting for an employee’s drug and/or alcohol test results, the Company will remove the employee from his/her position until the drug and/or alcohol test results are confirmed negative. The Company will place the employee on paid or unpaid administrative leave during this time, at the Company’s discretion. The employee should make arrangements to be transported home. The employee should be instructed not to drive any motor vehicle due to the reasonable belief that the employee may be under the influence of a drug and/or alcohol. If the employee insists on driving, a supervisor should notify the proper local law enforcement authority that an employee believed to be under the influence of a drug is leaving the Company premises driving a motor vehicle.

### **Wall to Wall Testing**

Employees may be subject to:

- a) Un-announced *en masse* drug and alcohol testing.
- b) Such tests are scheduled at the sole discretion of the Company. This includes the determination of the scope and the timing of such testing.
- c) Such a group may include all members of the named group on site at the determined time or time period and shall not be determined in terms of named individuals.
- d) Such groups may include, but are not limited to, all company personnel on site, or by shift, by crew, by location, by department, or by another similar category.

### **Return to Duty Testing**

The Company may request or require an employee to undergo drug or alcohol testing conducted as a routine part of a return-for-duty process, which is memorialized in writing. An employee who voluntarily admits to using a prohibited drug and/or alcohol prior to being notified of a test will be subject to a return-to-duty test and a reasonable program of follow-up drug and/or alcohol testing without prior notice for up twenty-four (24) months.

### **Return to Work Testing**

If an employee is out of work on a leave of absence lasting longer than 30 days, they will be required to complete a pre-employment drug test prior to returning to work.

### **Drug Tests That Require Direct Observation Procedures**

The Company will conduct all return-to-duty and follow-up drug tests using the direct observation collection procedures. Pre-employment, post-accident, reasonable suspicion/cause and random drug tests are normally conducted by giving the employee the privilege of privacy when providing the urine specimen. However, should it become required that these collections be conducted under direct observation procedures, the Company will convey instructions to the collector to ensure that this is done. Direct observation procedures will also be used for collections when a specimen is provided and the temperature is out of range, when the specimen appears to have been tampered with or when a previous specimen has been reported as invalid, adulterated, substituted or negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL as defined in 49 CFR Part 40.

### **Specimen Collection Procedures**

Any person required to undergo a drug test will be required to provide a urine specimen at a designated collection site.

TLP Management Services, LLC  
Corporate Drug/Alcohol Policy

### **Collection Site Personnel**

The Company will ensure that collection sites, utilized by its employees, are aware of their responsibilities with regard to the specimen collection process. These responsibilities are to collect urine specimens using 49 CFR Part 40 procedures, ship the specimens to a Department of Health and Human Services (HHS) certified laboratory for analysis, and distribute copies of the Chain of Custody and Control Form (CCF) to the laboratory, Medical Review Officer, the Company or the Company's C/TPA, and employee in a confidential manner.

### **Collection Site, Forms, and Specimen**

The Company will provide the employee with the specific location of the collection site where the drug test will take place. In most cases, the Company will provide the employee with a CCF, to present to the collector. The only specimen that will be collected for any collection is urine; the only form that will be used is the CCF.

### **Collections**

The Company will inform every employee they are required to carry and present a current valid photo ID to the collector upon arrival at the collection site. Acceptable forms of identification include a photo identification (*e.g.*, driver's license, employee badge issued by the Company, or any other picture identification issued by a federal, state, or local government agency), or identification by an employer or employer representative. If the employee cannot produce positive identification, the collector will contact the DER to verify the identity of the employee. The employee will be advised that the collector will ask the employee to empty their pockets, remove any unnecessary outer clothing (*e.g.*, coat, jacket, hat, etc.) and to leave any briefcase, purse, or other personal belongings he or she is carrying with the outer clothing, and wash and dry their hands prior to the collection process. The employee will be instructed to follow the collector's instructions throughout the collection process. Normally, the employee will be afforded privacy to provide a urine specimen. Exceptions to the rule generally surround issues of attempted adulteration or substitution of a specimen or any situation where questions of specimen validity arise, like an unusual specimen temperature.

After the employee has provided a specimen of at least 45 mL of their urine into a collection container, the collector will check the temperature and color of the urine. The collector may set a reasonable time limit for the employee to be inside the bathroom and this time frame should be explained to the employee. All collections are "split specimen collections". The collector will pour the urine into two separate bottles (bottle "A" as the primary specimen and bottle "B" as split specimen), seal them with tamper-evident tape, and then ask the employee to initial the seals after they have been placed on the bottles. Neither the employee nor the collector should let the specimen out of their sight until it has been poured into two separate bottles and sealed. Next, the employee will write their name, date of birth, and daytime and evening phone numbers on the MRO copy of the CCF. This is so the MRO can contact the employee directly if any questions arise about their test.

Lastly, the collector will complete the necessary documentation on Copy 1 of the CCF and package the CCF and the two specimen bottles in the plastic bag and seal the bag for shipment to the laboratory. Copies of the CCF will be distributed: Copy 2 to the MRO and Copy 4 to the Company or the Company's C/TPA; the collector keeps Copy 3; and, the employee gets Copy 5. The employee may list any prescription and over-the-counter medications they may be taking on the back of their copy of the CCF (this may serve as a reminder for the employee in the event the MRO calls to discuss their test results).

### **Possible Collection Issues**

If the employee is unable to provide 45 mL of urine on the first attempt, the time will be noted, and they will be required to remain in the testing area under the supervision of the collection site personnel, their supervisor, or a representative from their Company. Leaving the testing area without authorization may be considered a refusal to test. The employee will be allowed to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, and asked to provide a new specimen (into a new collection container). If the DER is contacted, the DER should instruct the employee to remain at the collection site to complete the collection process. If the employee does not provide a sufficient specimen within three hours, the DER, in consultation with the MRO, will direct the employee to obtain a medical evaluation within five days to determine if there is an acceptable medical reason for not being able to provide a specimen. If it is determined that there is no acceptable physiological or pre-existing psychological reason for not providing a urine specimen, it will be considered a refusal to test.

### **Drug Testing Laboratory**

The Company will employ a laboratory that will follow the requirements of 49 CFR Part 40 for the Company's drug tests.

### **Laboratory**

The Company shall ensure that all testing is conducted only by a laboratory that is certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP). The laboratory used by this Company is specified in Appendix B. The laboratory will report the certified results to the MRO and only to the MRO, at the address provided on the CCF. Where state law imposes additional requirements for the certification of laboratories, the Company shall ensure that all testing is conducted by a laboratory satisfying such requirements.

### **Specimen**

Urine is the only specimen that is authorized for drug testing. The Company will not use any other specimen (*e.g.*, hair or saliva) for a drug test. A “quick test” (*i.e.*, a urine test that produces an immediate test result) is also prohibited.

### **Drug Testing**

The laboratory will ensure that, on each test, each specimen is tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP). (See Table 1) The testing is a “two step” process: all presumptive positive results on the initial test must be confirmed by a confirmation test. The initial and the confirmation tests use different chemical principles, and separate portions of the original specimen, for testing.

### **Validity Testing**

The laboratory will ensure that, on each test, each specimen is also subjected to “validity testing.” The purpose of validity testing is to determine if the employee tampered with their specimen during the collection process. Validity testing measures the creatinine concentration and specific gravity to detect a diluted or substituted specimen; pH is measured as one criterion established to detect an adulterated specimen. Validity testing also incorporates HHS criteria in testing for specific adulterants such as nitrites, chromates, surfactants, and other active chemical compounds.

**Drug Panel**

**Drug Tests & Cutoff**

**Table 1**

Initial and confirmation cutoff concentrations are expressed in nanograms per milliliter (ng/mL).

<b>TYPE OF DRUG</b> <b>Initial Test Analyte</b>	<b>INITIAL TEST</b> <b>Cutoff Concentration</b>	<b>CONFIRMATORY TEST</b> <b>Analyte</b>	<b>CONFIRMATORY TEST</b> <b>Cutoff Concentration</b>
<b>Marijuana metabolites</b>	50 ng/mL	THCA	15 ng/mL
<b>Cocaine metabolites</b>	150 ng/mL	Benzoylcegonine	100 ng/mL
<b>Opiate metabolites</b>			
Codeine/Morphine	2000 ng/mL	Codeine	2000 ng/mL
		Morphine	2000 ng/mL
<u>Hydrocodone/Hydromorphone</u>	300 ng/mL	Hydrocodone/Hydromorphone	100 ng/mL
<u>Oxycodone/Oxymorphone</u>	100 ng/mL	Oxycodone/Oxymorphone	100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
<b>Phencyclidine (PCP)</b>	25 ng/mL	Phencyclidine	25 ng/mL
<b>Amphetamines</b>			
AMP/MAMP	500 ng/mL	Amphetamine	250 ng/mL
		Methamphetamine	250 ng/mL
MDMA	500 ng/mL	MDMA	250 ng/mL
		MDA	250 ng/mL

The Company reserves the right to alter the testing panel and threshold levels as substance usage and availability patterns suggest the need for change.

**Laboratory Retention Periods and Reports**

**Specimen Retention**

Specimens that are confirmed by the laboratory to be positive, adulterated, substituted, or invalid will be retained by the laboratory in properly secured, long-term, frozen storage for at least 365 days. Within this 365 day period, the MRO, the employee, the Company, or the C/TPA, may request in writing that the specimens be retained for an additional period. If the laboratory does not receive the request to retain the specimen within the 365- day period, the specimen will be discarded.

**Laboratory Record Retention**

All laboratory records pertaining to any test for this Company on its employees will be retained for two years. The employer-specific data that is created by the laboratory for the laboratory statistical summary will be retained for two years.

**MRO Review of Drug Test Results**

The Company will have on staff or contract for the services of an MRO who is a licensed physician with knowledge of drug abuse and is qualified under 49 CFR Part 40. The MRO will follow the requirements of 49 CFR Part 40 in carrying out the functions of the “independent and impartial gatekeeper of the drug testing process.”

**Duties**

All confirmed drug test results for the Company are received by the MRO directly from the laboratory. The MRO is responsible for the review of both negative and non-negative test results, review of the CCFs associated with each test, and to conduct quality control reviews of the MRO staff. The MRO will review and interpret confirmed positive, adulterated, substituted, and invalid test results. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive, adulterated, substituted, or invalid test result. This action would include



conducting a medical interview with the employee and review of the employee's medical history, or review of any other relevant biomedical factors, such as the results of a physical examination following an opiate positive. The MRO shall review medical records made available by the tested employee when the source of the confirmed result could have been from legally prescribed medication.

### **Negative Results**

The MRO staff releases all negative drug test results. Copy 1 and Copy 2 of the Custody and Control form are in hand before releasing negative results to perform a QC function in order to ensure no discrepancies have occurred.

If the MRO reports a negative dilute test that has a creatinine concentration greater than 5 mg/dL, the Company has the opportunity to have an immediate recollection of the employee. This test will not be conducted under direct observation unless the MRO so directs. All employees with a negative dilute test will be asked by the DER to proceed to the collection facility for the recollection under the original reason for test with the most minimum possible advanced notice. This Company requires a recollection for negative dilutes on every type of test as outlined in this Policy. The recollection will be performed as a normal collection. It will not be directly observed in these events. The second test result is the result of record even if it is a negative dilute. A subsequent test will not be required. Any employee that refuses to have the additional test will be notified that it will be considered a refusal to test which is the same as testing positive for a substance.

### **Non-Negative Results**

The MRO is required to review all positive, adulterated, substituted and invalid drug test results provided by the laboratory. The MRO staff may make the initial contact with employees having a confirmed positive, adulterated, substituted, and invalid test result, for the purpose of setting up an interview for the MRO. If the employee declines to speak with the MRO, the MRO's staff person will document the employee's decision, including the date and time. The MRO will personally conduct a confidential interview with the employee to determine whether there is a legitimate medical explanation for these results. This interview will be conducted, in most cases, before the Company is notified. The MRO when in contact with the employee will explain to the employee that, if he or she declines to discuss the result, the MRO will be required to verify the test as positive or as a refusal to test because of adulteration or substitution, as applicable.

The MRO will make three attempts spread reasonably during a 24 hour period to contact the employee. If after the 24 hour period and the employee did not contact the MRO, the MRO will contact the DER with a statement that he or she has made three attempts to contact the employee with no response. The MRO will direct the DER to contact the employee for the employee to call the MRO. The DER is to make three attempts within the next 24 hour period. If successful contact is made, (*i.e.*, the DER actually talks to the employee) the DER is to notify the MRO that contact was made with documentation of the date and time the contact was made. The DER must inform the employee that he or she should contact the MRO immediately. The DER must also inform the employee of the consequences of failing to contact the MRO within the next 72 hours. The consequences are that the MRO will report the non-negative test event to the DER after 72 hours has passed if no contact has been made with the MRO.

If the employee does not call the DER within the 24-hour period, the DER may leave a message for the employee such as leaving a voice-mail on the employees' personal cell phone, by personal email or by letter via US mail. Because the DER has exhausted all reasonable efforts to contact the employee but failed to do so, the DER may place the employee on temporary medically unqualified status or medical leave.

### **MRO Notification to Employee**

At the beginning of the confidential verification interview, the MRO will explain to the employee that the laboratory has determined that the employee's test result is positive, adulterated, substituted, or invalid. The MRO will tell the employee the drug(s) for which their specimen tested positive or the basis for the finding of adulteration or substitution. The MRO will explain the verification interview process to the employee and inform the employee that the MRO's decision will be based on information the employee provides during the interview. The MRO will explain that, if further medical evaluation is needed for the verification process, the employee must comply with the MRO's request for this evaluation and that failure to do so is equivalent of expressly declining to discuss the test result. The MRO will warn the employee who has a confirmed positive, adulterated, substituted or invalid test that the MRO is required to provide to third parties drug test result information and medical information affecting the performance of safety-sensitive duties that the employee gives to the MRO in the verification process without the employee's consent. This means that any information provided by the employee to the MRO such as medications or other substances that will or may affect the performance of safety-sensitive duties will be reported to the employee's DER.

### **MRO Notification of Employee Right to Test the Split Specimen**

If the MRO determines there is no legitimate medical explanation for a confirmed positive test result other than the unauthorized use of a prohibited drug, the MRO will inform the employee of the following procedure for a test of the split specimen if the employee desires. The MRO will inform the employee that they have up to 72 hours from the time the MRO interviews the employee regarding the test result to request a test of the split specimen. The MRO gives the employee the phone number to call to request another HHS certified laboratory to test the split specimen. The MRO will immediately order the split sample testing when the employee informs the MRO of the request. The MRO will also inform the employee that the Company may require the employee to pay for the cost of shipment (if any) and reanalysis of the sample. The MRO will inform the employee that the laboratory is not allowed to perform additional tests of the specimen nor will DNA tests be authorized.

### **MRO Reporting of Results to DER**

The MRO reports positive, refusal to test, and invalid results by providing an MRO Letter, by calling, and/or by emailing directly to the DER. This letter is provided to the DER designated by the Company to receive these confidential results. The MRO simultaneously provides the report to the Company's C/TPA listed in Appendix B of this Policy. The DER can also retrieve the results by logging into the C/TPA database at any time needed. For confidentiality purposes, the employee's social security number or employee ID is listed with just the last four of the number listed on the letter. Negative or cancelled test results are reported through the C/TPA's database by electronic confidential means when the MRO immediately releases the results. Once the MRO releases the result, a test result certificate is generated and emailed to the DER on file. The DER has access to the C/TPA database 24/7 for accessing the test result certificate at any time.

### **Medical Marijuana**

The Company does not accommodate the use of medical marijuana by its employees.

## **SECTION VII - PROGRAM ELEMENTS**

### **Employee Voluntary Self-Identification Program**

Employees who admit to alcohol abuse or the use of a prohibited drug will not be subject to immediate termination of employment, provided that:

- The admission is in accordance with the Company voluntary self-identification program set forth in this section;
- The employee does not self-identify in order to avoid testing under the requirements of the Policy;
- The employee makes the admission of alcohol abuse or use of a prohibited drug prior to performing a safety-sensitive function (*i.e.*, prior to reporting for duty); and
- The employee does not perform a safety-sensitive function until the Company is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

The Company voluntary self-identification program contains the following elements:

- The Company will not take adverse action against an employee making a voluntary admission of alcohol abuse or use of a prohibited drug within the parameters of the program and paragraph 1 of this section;
- The Company will allow the employee sufficient opportunity to seek evaluation, education or treatment to establish control over the employee's drug or alcohol abuse problem;
- The Company will permit the employee to return to safety sensitive duties only upon successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert (for example, an employee assistance professional, a substance abuse professional, or a qualified drug and alcohol counselor);
- The Company will ensure that:
  - Prior to the employee returning to work, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02 BAC; and/or
  - Prior to the employee returning to work, the employee shall undergo a return to duty drug test with a verified negative test result for use of a prohibited drug; and

- The Company will monitor the employee and reserves the right to require follow-up periodic testing at the Company's sole discretion for a period of up to twenty-four (24) months after the employee's return to work.

### **Substance Abuse Professional (SAP)**

When an employee voluntarily self-identifies, the employee may return to work only if certain conditions are met. The conditions may include successful completion of any recommended aftercare program determined by the Substance Abuse Professional (SAP), a professional who evaluates employees who have violated the Drug and Alcohol-Free Workplace Policy and makes recommendations concerning education, treatment, follow-up testing, and aftercare. The SAP must be a licensed physician (Doctor of Medicine or Osteopathy); a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance professional; or a drug and alcohol counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC) SAP Referral.

#### **Payment**

All costs associated with a SAP evaluation and required rehabilitation are the responsibility of the employee.

### **Employee Assistance Program**

The Company will provide an Employee Assistance Program (EAP) for its employees and supervisors. The EAP may be established "in house," as part of internal personnel service or may be contracted to an entity that provides EAP services at other locations. The function of the EAP will be to provide employees with informational material on the awareness and danger of drug and alcohol use. General EAP information, such as the availability of brochures or videos, and community service "hotline" telephone numbers will be displayed in common areas and distributed to employees. Employees will be encouraged to call the hotline if needed.

### **Supervisor Training**

Each supervisor who will determine whether an employee must be drug tested and/or alcohol tested based on reasonable suspicion/cause will be trained in the "signs and symptoms" of each substance. Each supervisor will receive one 60-minute period of training on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use and one 60-minute period of training on the specific, contemporaneous physical, behavioral, and performance indicators of probable alcohol use. The two 60-minute trainings must be completed bi-annually.

### **Recordkeeping**

The Company or its C/TPA will maintain the following records for the noted time periods, as a minimum:

- Records kept for **five** years:
  - Records of alcohol test results indicating an alcohol concentration of 0.02 or greater;
  - Records of verified positive drug test results;
  - Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results) ;
  - SAP reports;
  - Follow-up tests and schedules for follow-up tests; and,
  - Statistical data related to the Company's testing program.
- Records kept for **three** years:
  - Records related to "signs and symptoms" alcohol and drug training for supervisors.
- Records kept for **one** year:
  - Negative drug test results.
  - Alcohol results less than 0.02.

### **Employee Request for Records**

All employees have the right to request and obtain copies of any records pertaining to the employee's use of alcohol and/or drugs, including records of the employee's mandated drug and/or alcohol tests, and copies of SAP reports. Requests for records must be made in writing to the DER. A laboratory must provide, within 10 business days of receiving a written request from an employee, and made through the MRO, the records relating to the results of the employee's drug test (*i.e.*, laboratory report and data package). Service agents providing records may charge no more than the cost

of preparation and reproduction for copies of these records. SAPs must redact follow-up testing information from the report before providing it to the employee.

## SECTION VIII - COMPANY DISCIPLINARY ACTIONS AND ADDITIONAL PROCEDURES

### **Company Discipline**

Under the Drug and Alcohol-Free Workplace Policy, the Company is committed to a drug and alcohol-free workplace. Section IV, above, details all conduct constituting a violation of this Policy. Employees violating this Policy will be terminated.

The return-to-duty and follow-up testing procedures in this Policy are only applicable to employees that voluntarily admit to alcohol misuse or prohibited drugs use prior to a violation of this Policy. An employee cannot self-identify after being found in violation of this policy or to avoid alcohol and/or drug testing.

### **Additional Company Procedures**

**Reservation of Rights.** The Company reserves the right to amend, interpret, modify, or revise this Policy statement in whole or in part without notice. Nothing in this Policy statement is to be construed as an employment contract nor does this alter an employee's employment at-will status. The employee remains free to resign his/her employment at any time for any or no reason, without notice. Similarly, the Company reserves the right to terminate any employee's employment, for any or no reason, without notice.

### **Compliance with All Laws**

This Policy statement will be amended from time to time to comply with changes in Federal and State laws.

DESIGNATED EMPLOYER REPRESENTATIVE (DER)

(Appendix A)

NAME: Cassie Kunzman

TITLE: Human Resources Generalist

EMPLOYER: TLP Management Services, LLC

ADDRESS: 1670 Broadway, Suite 3100; Denver, CO 80202

PHONE: 303-860-5083

HOURS AVAILABLE: Monday-Friday, 8:00am to 5:00pm Mountain Time

NAME: Dawn Reddel

TITLE: Human Resources Director

EMPLOYER: TLP Management Services, LLC

ADDRESS: 1670 Broadway, Suite 3100; Denver, CO 80202

PHONE: 303-903-0542

HOURS AVAILABLE: 24/7

## SERVICES AGENTS

(Appendix B)

### MEDICAL REVIEW OFFICERS (MRO)

NAME: University Services  
ADDRESS: 2837 Southampton Rd.; Philadelphia, PA 19154  
PHONE: 215-637-6800

### CONSORTIUM/THIRD PARTY ADMINISTRATOR (C/TPA)

NAME: DISA Global Solutions, Inc.  
ADDRESS: 10900 Corporate Center Drive, Ste. 250, Houston, Texas 77041  
PHONE: 281-673-2400

### COLLECTION SITE(s) – DRUG AND BREATH ALCOHOL

NAME: DISA Global Solutions, Inc. – [www.disa.com](http://www.disa.com) for a list of collection sites.  
ADDRESS: 10900 Corporate Center Drive, Ste. 250, Houston, Texas 77041  
PHONE: 281-673-2400

### DEPARTMENT OF HEALTH & HUMAN SERVICES (DHHS) LABORATORIES

NAME: Clinical Reference Lab  
ADDRESS: 8433 Quivira Road, Lenexa, KS 66215-2802,  
PHONE: 800-445-6917

### SUBSTANCE ABUSE PROFESSIONAL (SAP)

NAME: SRS LLC  
ADDRESS: 8441 Belair Rd. Ste. 204 Nottingham, MD 21236  
PHONE: 480-668-8103

### EMPLOYEE ASSISTANCE PROGRAM

NAME: ComPsych – Guidance Resources  
ADDRESS: [www.guidanceresources.com](http://www.guidanceresources.com) – Web ID: Symetra  
PHONE: 1-800-327-9573

**ACKNOWLEDGEMENT OF RECEIPT OF DRUG AND ALCOHOL-FREE  
WORKPLACE POLICY**

(Appendix C)

**TLP Management Services, LLC**

I, the undersigned employee of TLP Management Services, LLC (the “Company”), hereby certify that I have been furnished with a copy of the TLP Management Services, LLC Drug and Alcohol-Free Workplace Policy and that I have read and understand same. I further certify that I have been furnished with a copy of the Policy Addendum, have read the sections that apply to the state I am employed in, and understand the same.

I am fully aware that the Company has adopted a “zero tolerance” policy with regard to the use of prohibited drugs and/or alcohol abuse and understand and acknowledge that I will be immediately terminated for any violation of the Company’s Drug and Alcohol-Free Workplace Policy, including, without limitation, (i) testing positive for a prohibited drug or alcohol, (ii) any failure or refusal to provide urine and/or breath specimens when requested by my employer, (iii) any failure or refusal to identify and certify any such specimens, (iv) any failure to cooperate with respect to the completion and execution of required forms and related documents, or (v) any other failure or refusal to cooperate with my employer with respect to the implementation and administration of the Company’s Drug and Alcohol-Free Workplace Policy. I further acknowledge that the Company reserves the right to amend, interpret, modify, or revise the Policy, in whole or in part, without notice. The Policy does not constitute a contract for employment or alter the at-will nature of my employment.

---

**THE UNDERSIGNED STATES THAT HE OR SHE HAS READ THE FOREGOING  
ACKNOWLEDGEMENT AND UNDERSTANDS THE CONTENTS THEREOF.**

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Employee Work Email Address \_\_\_\_\_

Date \_\_\_\_\_

## POLICY ADDENDUM

### Drug and Alcohol-Free Workplace Policy

Laws regarding drug and alcohol testing vary from state to state. This Policy Addendum outlines state-specific modifications and changes to the Company's Drug and Alcohol-Free Workplace Policy (the "Policy"). All employees must review this Policy Addendum to determine what, if any, additional provisions apply in their state. If a state is not listed in this Policy Addendum, there are no additional requirements at this time.

The Company reserves the right to amend, interpret, modify, or revise the Policy or this Policy Addendum in whole or in part, at any time, without notice. Nothing in the Policy or this Policy Addendum shall be construed as an employment contract or alter the "at-will" nature of an employee's employment.

In the event that the Policy conflicts with the laws of any state, the applicable state laws shall supersede the Policy with respect to the employees employed in that state.

## ARKANSAS

### Advisements

In addition to the provisions of the Policy and this Addendum, Arkansas employees are advised of the following, with respect to drug and alcohol testing:

- A. Arkansas Code § 11-14-105 addresses the requirements of written drug policies under Arkansas law;
- B. Arkansas Code § 11-14-101 *et seq.* addresses the requirements for employer drug tests under Arkansas law;
- C. An employee or job applicant who receives a positive confirmed test result may contest or explain the result to the MRO within five (5) working days after receiving written notification of the test result. If an employee's or job applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the covered employer. A person may contest the drug or alcohol test result pursuant to the rules adopted by the Workers' Health and Safety Division of the Workers' Compensation Commission;
- D. It is the employee's responsibility to notify the laboratory of any administrative or civil action brought by the employee under Arkansas Code § 11-14-101 *et seq.*;
- E. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription or nonprescription medication; and
- F. It is a condition of employment for an employee to refrain from reporting to work or working with the presence of drugs or alcohol in the employee's body, and if an injured employee refuses to submit to a test for drugs or alcohol, the employee may be precluded from workers' compensation medical and indemnity benefits. In the event of termination, an employee shall be entitled to contest the test results before the department of labor.

### **Effective Date of Program: November 10, 2017**

### **Alcohol Testing**

Job applicants may be tested for alcohol after receiving a conditional offer for employment. Current employees that are not in safety-sensitive positions may only be tested for alcohol based on reasonable suspicion. Current employees in safety-sensitive positions may be tested for alcohol under all circumstances permitted by Arkansas law including job applicant testing, reasonable suspicion testing, routine fitness-for-duty testing, follow-up testing, and post-accident testing.

### **Confidentiality**

An employee or job applicant who tests positive will be provided the opportunity to contest or explain the results of any test, including notifying the MRO of any medical information that may be relevant to the MRO's interpretation of the test results (*e.g.*, the employee's current or recent use of prescription or nonprescription drugs) within five (5) working days of receiving written notification of the test result. All information provided by the employee or job applicant to contest or explain the positive test, including information provided to the MRO, will be confidential and will not become part of the employee's or job applicant's permanent record.

All information obtained during the testing process that is unrelated to drug or alcohol use will be held in strict confidence by the MRO and will not be released to the Company. All information and records relating to positive test results, drug or alcohol dependencies, and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. However, necessary disclosure



may occur for the purpose of disciplinary decisions, or if the information is relevant in a civil or administrative matter. All test results and information, interviews, reports, statements, and memoranda generated by the testing program are confidential communications that will not be disclosed to anyone except (1) the tested employee, (2) the Company's designated representative, or (3) in connection with any action brought under or related to this drug testing policy, or applicable state or federal law.

AR Code § 11-14-101 *et seq.*

## **CALIFORNIA**

### **Confidentiality**

The Company will keep confidential all records relating to an applicant's or employee's drug and alcohol tests and will maintain the records separately from the individual's personnel file. The Company will maintain procedural safeguards to restrict access to test results.

### **Notice of Random Drug Testing and Wall to Wall Testing**

The Policy and this Addendum constitute notice of the Company's drug and alcohol-free workplace policy. California employees in safety-sensitive roles, including, but not limited to, those covered by the Pipeline and Hazardous Materials Safety Administration's rules and regulations, will be subject to random and wall to wall testing without further notice. Other California employees will receive an additional 30-day notice before random or wall to wall testing.

### **Indirect Monitoring**

The Company will only conduct indirect monitoring of a person providing a urine sample.

### **Reasonable Suspicion/Cause Testing**

As stated in the Policy, the Company will conduct testing when there is reasonable cause to believe an employee is using a prohibited drug and/or alcohol. The decision to test will be based on the beliefs and observations stated in the Policy and on two supervisors' in-person observations of the employee's behavior. If the test results are positive, the employee will have an opportunity to provide information the employee believes the Company should consider before making a disciplinary decision, including whether to terminate the employee. If an employee is suspended without pay and the test results are negative, the Company will pay the employee at his or her regular rate of pay for the time he or she was suspended.

### **Compensation**

Employees will be compensated at their regular rate of pay for time spent undergoing drug and/or alcohol tests.

### **Payment**

Employees will not be required to pay for drug and alcohol tests and retests required by the Company. The Company will not require California employees to pay for the cost of shipment (if any) or analysis and reanalysis of samples.

### **Drug Testing Laboratory**

Testing under the Policy will be conducted by an independent testing facility licensed by the state of California. The facility will obtain an employee's written consent prior to testing.

### **Reasonable Accommodation**

As stated in the Policy, the Company will reasonably accommodate an employee who wishes to voluntarily participate in drug and/or alcohol rehabilitation. Employees are not entitled to paid leave to go to a rehabilitation program. Employees may use accrued sick leave.

### **Immediate Termination**

The Company may discipline an employee for current drug or alcohol use that renders the employee either (1) unable to perform job duties in a manner that does not endanger their health or safety or the health or safety of others or (2) he or she is unable to perform job duties at all. The discipline can include immediate termination.

## FLORIDA

### **Advisements**

In addition to the provisions of the Policy and this Addendum, Florida employees are advised that Florida Statute § 440.102 sets forth the requirements for employer drug testing and notice to employees and job applicants under Florida law.

Pursuant to Florida law, an employee or job applicant is responsible for notifying a drug testing laboratory if any administrative or civil action has been brought relating to a drug test involving that laboratory.

### **Drug Testing Laboratory**

All drug and alcohol testing of Florida employees and job applicants shall be performed in a laboratory licensed pursuant to Florida law.

### **Documentation Supporting Reasonable Suspicion Testing**

If drug testing is conducted based on reasonable suspicion, the employer shall promptly detail in writing the circumstances forming the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept confidential by the employer for at least one (1) year.

### **Testing Procedures**

At the time of specimen collection, all employees or job applicants shall be provided a form to provide any information they consider relevant to the test, including the identification of any currently or recently used prescription or nonprescription medication or other relevant medical information. The form must provide notice of the most common medications by brand name or common name, as well as by chemical name, which may alter the drug test. The providing of information shall not preclude the administration of the drug test, but shall be taken into account in interpreting any positive confirmed test result.

### **Notification of Positive Confirmed Test**

Within five (5) working days after receipt of a positive confirmed test result from the MRO, an employer shall inform a Florida employee or job applicant in writing of such test result, the consequences of such results, and the options available to the employee or job applicant. The employer shall provide to the employee or job applicant, upon request, a copy of the test results.

### **Procedure for Contesting Positive Confirmed Result**

Within five (5) working days after receiving notice of a positive confirmed test result, an employee or job applicant may submit information to the employer explaining or contesting the test result, and explaining why the result does not constitute a violation of the employer's policy. If the employee's or job applicant's explanation or challenge of the positive test result is unsatisfactory to the employer, a written explanation as to why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive result, shall be provided by the employer or job applicant; and all such documentation shall be kept confidential by the employer.

### **Retesting**

During the 180-day period after written notification of a positive test result, a Florida employee or job applicant shall be permitted by the employer to have a portion of the specimen retested, at the employee's or job applicant's expense, at another laboratory, licensed and approved by the Agency for Health Care Administration, chosen by the employee or job applicant. The second laboratory must test at equal or greater sensitivity for the drug in question as the first laboratory. The first laboratory that performed the test for the employer is responsible for the transfer of the portion of the specimen to be retested, and for the integrity of the chain of custody during such transfer.

### **Confidentiality**

An employee or job applicant who tests positive will be provided the opportunity to contest or explain the results of any test, including notifying the MRO of any medical information that may be relevant to the MRO's interpretation of the test results (*e.g.*, the employee's current or recent use of prescription or nonprescription drugs) within five (5) working days of receiving written notification of the test result. All information provided by the employee or job applicant to contest or explain the positive test, including information provided to the MRO, will be confidential and will not become part of the employee's or job applicant's permanent record.

All information obtained during the testing process that is unrelated to drug or alcohol use will be held in strict confidence by the MRO and will not be released to the Company. All information and records relating to positive test results, drug or alcohol dependencies, and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. However, necessary disclosure may occur for the purpose of disciplinary decisions, or if the information is relevant in a civil or administrative matter. All test results and information, interviews, reports, statements, and memoranda generated by the testing program are confidential communications that will not be disclosed to anyone except (1) the tested employee, (2) the Company's designated representative, or (3) in connection with any action brought under or related to this drug testing policy, or applicable state or federal law.

**Over-the-Counter and Prescription Drugs Which Could Alter or Affect Drug Test Results**

The following over-the-counter and prescription drugs could alter or affect drug test results. Due to the large number of obscure brand names and constant marketing of new products, this list cannot and is not intended to be all-inclusive. Additional information is available online through the Florida Agency for Health Care Administration.

Category	Examples
Alcohol	All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof)
Amphetamines	Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastine
Cannabinoids	Marinol (Dronabinol, THC)
Cocaine	Cocaine HCl topical solution (Roxanne)
Phencyclidine	Not legal by prescription
Methaqualone	Not legal by prescription
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, dilaudid (Hydromprphne), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
Benzodiazepines	Ativan, Azene, Clonopin, dalmine, Diazepam, Librium, Xanax, Serax, Traxene, Valium, Vestran, Halcion, Paxipam, Restoril, Centrax
Methadone	Dolphine, Metadose
Propoxyphene	Darvocet, Darvon N, Dolene, etc.

Florida Stat. § 440.102.

## GEORGIA

### **Advisements**

In addition to the provisions of the Policy and this Addendum, Georgia employees are advised that Georgia Code § 34-9-410 governs drug testing in the workplace.

### **Confidentiality**

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the employer through a substance abuse testing program are confidential communications, but may be used or received in evidence, obtained in discovery, or disclosed in any civil or administrative proceeding, except as precluded by Georgia law.

Employers, laboratories, medical review officers, employee assistance programs, drug or alcohol rehabilitation programs, and their agents who receive or have access to information concerning test results shall keep all information confidential, unless otherwise provided by Georgia law.

### **Confirmation Testing**

If an initial drug test is negative, the employer may in its sole discretion seek a confirmation test.

All positive initial tests, regardless of the testing methodology used, shall be confirmed using the gas chromatography/mass spectrometry (GC/MC) method or an equivalent or more accurate scientifically-accepted method approved by the National Institute on Drug Abuse as such technology becomes available in a cost-effective form.

### **Testing Procedures- 5 Day Notice Period**

All employees or applicants shall be given the opportunity to record any information they consider relevant to the test, including identification of currently or recently used prescription or nonprescription medication or other relevant medical information. Providing such information shall not preclude the administration of the test, but shall be taken into account in interpreting any positive confirmed results.

Within five (5) working days after the receipt of a positive confirmed test result from the laboratory, an employer shall inform an employee or job applicant in writing of such positive test result, the consequences of such results, and the options available to the employee or job applicant. Upon request, the employer shall provide the employee or job applicant with a copy of the test results.

### **Documentation Supporting Reasonable Suspicion Testing**

If drug testing is conducted based on reasonable suspicion, the employer shall promptly detail in writing the circumstances forming the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept confidential by the employer and retained for at least one year.

### **Drug Testing Laboratory**

All drug testing of Georgia employees shall be performed in laboratories certified under Georgia law.

O.C.G.A. § 34-9-410 *et seq.*

## LOUISIANA

### **Drug Testing Laboratory**

All drug testing of Louisiana employees shall be performed in SAMHSA-certified, CAP-FUDT-certified, or CAP-FDT-certified laboratories.

### **Employee Requests for Records**

Any Louisiana employee who has a confirmed positive result, upon written request, shall have the right of access within seven (7) working days to records relating to their drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.

La. Rev. Stat. § 49:1001 *et seq.*

## MISSISSIPPI

### **Written Notice to Applicants**

In addition to the provisions of the Policy and this Addendum, Mississippi employees are advised that MS Code § 71-7-1 *et seq.* sets forth the requirements for employer drug testing and MS Code § 71-7-3 sets forth the requirements for written policies regarding employer drug testing.

### **Drug Testing Laboratory**

All drug testing of Mississippi employees shall be performed in a laboratory certified or accredited by the federal Clinical Laboratory Improvement Act, as amended, by the federal Substance Abuse and Mental Health Services Administration, by the College of American Pathologists, or that has been deemed by the State Board of Health to have been certified or accredited by an appropriate federal agency, organization or another statute.

### **Confidentiality**

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings.

An employee or job applicant who tests positive will be provided the opportunity to contest or explain the results of any test, including notifying the MRO of any medical information that may be relevant to the MRO's interpretation of the test results (*e.g.*, the employee's current or recent use of prescription or nonprescription drugs) within five (5) working days of receiving written notification of the test result. All information provided by the employee or job applicant to contest or explain the positive test, including information provided to the MRO, will be confidential and will not become part of the employee's or job applicant's permanent record.

All information obtained during the testing process that is unrelated to drug or alcohol use will be held in strict confidence by the MRO and will not be released to the Company. All information and records relating to positive test results, drug or alcohol dependencies, and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. However, necessary disclosure may occur for the purpose of disciplinary decisions, or if the information is relevant in a civil or administrative matter. All test results and information, interviews, reports, statements, and memoranda generated by the testing program are confidential communications that will not be disclosed to anyone except (1) the tested employee, (2) the Company's designated representative, or (3) in connection with any action brought under or related to this drug testing policy, or applicable state or federal law.

### **Confirmation Testing**

All confirmation tests shall use an alternate method of equal or greater sensitivity than that used on the initial drug and alcohol test. If an initial drug and alcohol test is negative, there shall be no confirmation drug and alcohol test.

### **Testing Procedures**

Within five (5) working days after the receipt of a positive confirmed test result report from the laboratory that conducted the test, an employer shall, in writing, inform an employee of such positive test result and inform the employee in writing of the consequences of such a report and the options available to them. The employee may request and receive from the employer a copy of the test result report.

Within ten (10) working days after receiving notice of a positive confirmed test result, the employee may submit information to an employer explaining the test results, and why the results do not constitute a violation of the employer's policy. If an employee's explanation of the positive test results is not satisfactory to the employer, a written explanation submitted by the employer as to why the employee's explanation is unsatisfactory, along with the record of positive results, shall be made a part of the employee's medical and personnel records.

MS Code § 71-7-1 *et seq.*

## **NORTH CAROLINA**

### **Non-Negative Results**

#### **Confirmation of Positive Tests- Prospective Employees**

If a screening test for a prospective employee produces a positive result, an approved laboratory shall confirm that result by a second examination of the sample utilizing gas chromatography with mass spectrometry or an equivalent scientifically accepted method, unless the examinee signs a written waiver at the time or after they receive the preliminary test result.

### **Confirmation of Positive Tests- Current Employees**

All screening tests for current employees that produce a positive result shall be confirmed by a second examination of the sample utilizing gas chromatography with mass spectrometry or an equivalent scientifically accepted method.

### **Retesting of Positive Samples**

The examinee shall have the right to retest a confirmed positive sample at the same or another approved laboratory. The examiner, through the approved laboratory, shall make confirmed positive samples available to the affected employee, or a designed agent, during the time which the sample is required to be retained. The examinee must request the release of the sample in writing specifying to which approved laboratory the sample is to be sent. The examinee incurs all reasonable expenses for chain of custody procedures, shipping, and retesting of positive samples related to this request.

### **Criminal Penalties for Falsifying Drug Tests**

Pursuant to North Carolina law, it is unlawful to attempt to foil or defeat a drug and alcohol screening test. First offenses are punishable as a class 1 misdemeanor. Second and subsequent offenses are punishable as a Class I felony.

N.C. Gen. Stat. §§ 95-232; 14-401.20.

## OHIO

### **Documentation Supporting Reasonable Suspicion Testing**

If drug testing is conducted based on reasonable suspicion, the employer shall promptly detail in writing the circumstances forming the basis of the determination that reasonable suspicion existed to warrant the testing.

### **Collection Records**

At the time of collection, employees shall sign the record book, entering all information identifying the specimen and certifying that the specimen is, in fact, the specimen they provided.

### **Confirmation Testing**

All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques or any other procedure(s) required by federal law.

### **Reporting of Results**

Pursuant to Ohio law, test results may not be transmitted by telephone. Results are transmittable by other electronic means including, without limitation, computer and facsimile.

Ohio Stat. § 123:1-17 *et seq.*

## OKLAHOMA

### **Drug Testing Laboratory**

All drug and alcohol testing of Oklahoma employees shall be performed in a laboratory licensed pursuant to Oklahoma law.

### **Confidentiality**

Records of all drug and alcohol tests and related information maintained by the employer shall be the property of the employer and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. An employer shall not release such records to any person other than the applicant, employee or the employer's review officer, unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the employer to release such records in order to comply with a valid judicial or administrative order.

A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy or other physical or mental condition of the applicant or employee.

### **Testing Procedures**

Pursuant to Oklahoma law, employees or job applicants have the opportunity to explain, in confident, the test results and to obtain copies of all information and records relating to their testing.

#### **Confirmation Testing**

Within twenty-four (24) hours of receiving notice of a positive test, an employee or applicant may request a confirmation test of a sample, provided that the employee or applicant pays all costs of the confirmation test, unless the confirmation test reverses the findings of the challenged positive test. In such case, the employer shall reimburse the individual for the cost of the confirmation test.

Okla. Stat. Ann. Tit. 40 §§ 551-565

### **OREGON**

#### **Drug Testing Laboratory**

All drug and alcohol testing of Oregon employees shall be performed in a laboratory licensed pursuant to Oregon law.

Oregon Rev. Stat. § 438.435.

### **SOUTH CAROLINA**

#### **Employee Notification of Test Results**

Positive test results must be provided to employees within twenty-four (24) hours of the employer's receipt of the test results.

#### **Criminal Penalties for Falsifying Drug Tests**

Under South Carolina law, it is unlawful to defraud drug and alcohol screening tests. First offenses are punishable of a fine up to \$5,000, imprisonment of no more than three years, or both. Second and subsequent offenses are punishable by a fine up to \$10,000, imprisonment of not more than five years, or both.

S.C. Code §§ 16-13-470; 38-73-500.

### **TEXAS**

#### **Criminal Penalties for Falsifying Drug Tests**

Under Texas law, it is a Class B misdemeanor to knowingly or intentionally use or possess with intent to use any substance or device designed to falsify drug test results. It is a Class A misdemeanor to knowingly or intentionally deliver, possess with intent to deliver, or manufacture with intent to deliver a substance or device designed to falsify drug test results.

#### **Mandatory Reporting of Non-Negative Tests**

Under certain circumstances, Texas employers are required to report to the Texas Department of Transportation the following results for employees that hold a commercial drivers' license: valid positive tests for drugs and/or alcohol, refusal to provide a specimen for a drug or alcohol test, or an adulterated or substituted sample. The Company complies with all obligations under this reporting requirement.



Texas Health and Safety Code § 481.133; Texas Transportation Code § 644.252.



ATTACHMENT P3

**WORKSHEET #9 – EMPLOYEE TRAINING**

**Instructions** Describe the employee training program for your facility below. The program should, at a minimum, address spill prevention and response, good housekeeping, and material management practices. Provide a schedule for the training program and list the employees who attend training sessions.

TRAINING TOPICS	BRIEF DESCRIPTION OF TRAINING PROGRAM/MATERIALS (E.G., VIDEO, NEWSLETTER, CLASS, ETC.)	TRAINING SCHEDULE (LIST DATES)	ATTENDEES
Spill Prevention and Response	<ul style="list-style-type: none"> <li>• 24-hour HAZWOPER training</li> <li>• Annual 8-hr HAZWOPER Refresher</li> <li>• Annual review of all Plans &amp; Good Housekeeping procedures</li> <li>• Monthly safety meetings</li> <li>• Annual table-top exercises &amp; adherence to PREP guidelines</li> <li>• Annual Pressure testing of lines</li> <li>• Tank inspections per API 653</li> </ul>	Currently in place	Terminal Manager & Operators
Good Housekeeping			
Materials Management Practices			
Other Topics			



<b>Completed by:</b> Matt Kerr	<b>Title:</b> Environmental Specialist	<b>Date:</b> July 2017
-----------------------------------	---	---------------------------



**WORKSHEET #9 – EMPLOYEE TRAINING**

**Instructions**

Describe the employee training program for your facility below. The program should, at a minimum, address spill prevention and response, good housekeeping, and material management practices. Provide a schedule for the training program and list the employees who attend training sessions.

TRAINING TOPICS	BRIEF DESCRIPTION OF TRAINING PROGRAM/MATERIALS (E.G., VIDEO, NEWSLETTER, CLASS, ETC.)	TRAINING SCHEDULE (LIST DATES)	ATTENDEES
Spill Prevention and Response	<ul style="list-style-type: none"> <li>• 24-hour HAZWOPER training</li> <li>• Annual 8-hr HAZWOPER Refresher</li> <li>• Annual review of all Plans &amp; Good Housekeeping procedures</li> <li>• Monthly safety meetings</li> <li>• Annual table-top exercises &amp; adherence to PREP guidelines</li> <li>• Annual Pressure testing of lines</li> <li>• Tank inspections per API 653</li> </ul>	Currently in place	Terminal Manager & Operators
Good Housekeeping			
Materials Management Practices			
Other Topics			
<b>Completed by:</b> Matt Kerr	<b>Title:</b> Environmental Specialist	<b>Date:</b> July 2017	

## EMPLOYEE TRAINING PROGRAM

New Hire Orientation: Employee is set up in the Cornerstone training system and assigned the following courses to be completed in seven days.

- Field Hazard Recognition
- Fire Extinguisher Basics
- Personal Protective Equipment
- Hazard Communication
- Safe Driving

Monthly Training: Employee is assigned monthly training in Cornerstone training system. The training is assigned so as to require the employee to participate in at least one training course each month. The last day of the month is the due date for that month's training.

At the end of ninety days of on the job training with the Terminal Manager the employee will be brought in for the following training.

- 24 Hour HAZWOPER
- HM 126 F (DOT training)
- First Aid & CPR with AED training.

Annual training is performed at the terminal locations for the 8 hr. HAZWOPER refresher.

First Aid CPR with AED training is 2 years and is performed at the terminals or office.

If the terminal utilizes a forklift or a crane that is maneuvered by our employee they must have the appropriate training and is renewed every three years.

### **Other training topics may include but are not limited to:**

- Spill and leak prevention practices and response procedures.
- Housekeeping & BMPs
- Facility Response Plans
- Storm-water Pollution Prevention
- Materials Management
- Facility Security Plans and Procedures
- Product QA/QC
- Preventive Maintenance

This document is intended to be updated as needed by authorized company personnel and may be used as a reference to TransMontaigne's employee training program.

Brian Temples  
Director, Safety & Security

**ATTACHMENT P3**

**TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS**

<b>2020</b>	<b>FACILITY MONTHLY SAFETY-TRAINING TOPIC TITLES</b>
December	
November	
October	
September	
August	
July	
June	
May	
April	
March	
February	
January	
<b>2019</b>	<b>FACILITY MONTHLY SAFETY-TRAINING TOPIC TITLES</b>
December	
November	
October	
September	
August	
July	
June	
May	
April	
March	
February	
January	
<b>2018</b>	<b>FACILITY MONTHLY SAFETY-TRAINING TOPIC TITLES</b>
December	
November	
October	
September	
August	
July	Labeling IAW OSHA
June	Workplace-Container Labeling
May	Diamonds Revisited (NFPA)
April	Static Electricity Concerns Container Filling
March	Static Electricity Considerations Tank Filling
February	Accident Rptng & Medical Record Access
January	Emergency and Operations Procedures Manuals Review

## TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS

<b>2017</b>	<b>FACILITY MONTHLY SAFETY-TRAINING TOPIC TITLES</b>	
December	Oxidizers	
November	Cold Stress	
October	Driving Safety policy	
September	Compressed Gas Cylinders	
August	Back Safety	
July	OSHA Inspections	
June	Heat Stress	
May	Bug Bites	
April	Hazard Communications-Chemical Composition	
March	Introduction to Cornerstone CBT System	
February	Accident Rptng & Medical Record Access	
January	Emergency and Ops. Proc. Manuals Review	
<b>2016</b>	<b>INDIVIDUAL CBT-TOPIC TITLES</b>	
December	Carbon Monoxide Poisoning	Change of Call Provider
November	PPE-Voluntary Use of Respirators	Change of Call Provider
October	Hazardous Waste Management	Change of Call Provider
September	PPE-Head Protection	Hearing Conservation 813
August	PPE-Foot Protection	Hazmat Emergency Response 842
July	Lightning Safety	HAZWOPER: Containment and Cleanup 868
June	Safe-Work Permit Preparation	Scaffold Safety 830
May	Hazcom-Properties of Solvents	Fall Hazard Awareness 832
April	Workplace-Container Labeling Part II	DOT Hazardous Materials: Labeling 807
March	Safety Signs and Color Coding	Ergonomics 802
February	Accident Rptng & Medical Record Access	Electrical Installations: Energized Parts 335
January	Emergency and Ops. Proc. Manuals Review	Medical Surveillance, Screening, Records 355
<b>2015</b>		
December	Eye and Face Protection	Lockout/Tagout 820
November	2012 Emergency Response Guide	Office Hazard Recognition and Response 356
October	Corrosives	Hot Work Permits 809
September	NFPA Diamonds	HAZWOPER: Spill Response 855
August	Cargo Tank Marking/Placarding	HAZWOPER: Hazards of Toxic Substances 853
July	Workplace-Container Labeling	Hazards of Hydrogen Sulfide 829
June	Labeling IAW OSHA Hazcom 2012	Hazard Communication 822
May	Oxidizers	Fire Extinguisher Basics 814
April	Static Electricity Concerns Container Filling	Electrical Safety: Flexible Cord Equipment 336
March	Static Electricity Considerations Tank Filling	Confined Space Entry 811
February	Accident Rptng & Medical Record Access	Asbestos Awareness 840
January	Emergency and Ops. Proc. Manuals Review	Fall Protection Systems 831

## TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS

<b>2014</b>	<b>FACILITY MONTHLY-TOPIC TITLES</b>	<b>INDIVIDUAL CBT-TOPIC TITLES</b>
December	Compressed Gas Cylinders	Hazwoper: Chemical Hazards 862
November	Vehicle Operating Policies and Procedures	Lockout/Tagout 820
October	Voluntary Use of Respirators	Ladder Safety 833
September	Good Lifting=Back Safety	HAZWOPER: Physical Hazards 863
August	OSHA Inspections Procedures	HAZWOPER: Decontamination 856
July	Walking-Working Surfaces-Slips, Trips, Falls	HAZWOPER: Containment and Cleanup 868
June	No topic assigned	Hazard Communication 822
May	New SPPM Review-Permitting, JHA, LOTO	Heat Stress 331
April	New SPPM-Review	HAZWOPER: Air Monitoring and Detection 860
March	Hazcom-Chemical Composition	Bloodborne Pathogens 827
February	Accident Rptng & Medical Record Access	Basics of Electrical Safety 333
January	Plan Review	Back Safety 801
<b>2013</b>		
December	Carbon Monoxide Poisoning	Pandemic Awareness 102
November	Hazcom 2012-Mandatory Initial Training	NORM in the Oil and Gas Industry 843
October	Cold Stress	Lockout/Tagout 820
September	Hazardous Waste Management	Hazwoper: Rescue Equip and FA 869
August	PPE-Head Protection	Hazwoper: Drums and Containers 872
July	PPE-Foot Protection	Hazwoper: Chemical Hazards 862
June	Insect Bites	Fire Extinguisher Basics 814
May	Compressed Gas Cylinders	Heat Stress 331
April	Hazcom-Properties of Solvents	Excavation Safety 834
March	Hearing Conservation	Electrical Installations: Energized Parts 335
February	Accident Rptng & Medical Record Access	DOT Haz Materials: Shipping Papers 805
January	Plan Review	Back Safety 801
<b>2012</b>		
December	Hazard Communications 2012	RCRA: Handling & Ship. Haz. Waste 836
November	Safety Signs and Color Coding	Basics of Electrical Safety 333
October	2012 Emergency Response Guide	Hazards of Hydrogen Sulfide 829
September	Eye and Face Protection	Bloodborne Pathogens 827
August	Denatured Alcohol Technical Review	Hot Work Permits 809
July	Oxidizers	Respiratory Protection 821
June	Corrosives	Electrical Safety: Flexible Cord Equip. 336
May	Gas Detector Calibration	Heat Stress 331
April	Static Electricity Concerns Container Filling	Office Hazard Recognition & Response 356
March	Static Electricity Consid. During Tank Filling	HAZWOPER: Physical Hazards 863
February	Accident Rptng & Medical Record Access	Safe Driving Skills 213
January	Plan Review; Insp, LOTO, Media policies	Ergonomics 802

## TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS

2011	FACILITY MONTHLY-TOPIC TITLES	INDIVIDUAL CBT-TOPIC TITLES
December	Office Safety Policy	Ladder Safety
November	Vehicle Operating Policies & Procedures	HAZWOPER: Hazards of Toxic Substances
October	Voluntary Use of Respirators	Electrical Installations: Training and PPE
September	Near Miss Reporting	HAZWOPER: Decontamination
August	Compliance and Training Awareness	Hazard Communication
July	Slips, Trips and Falls	HAZWOPER: Containment and Cleanup
June	OSHA Inspections	Field Hazard Recognition
May	Hazcom-Chemical Composition	Heat Stress
April	Bloodborne Pathogens	HAZWOPER: Spill Response
March	Back Safety	Fire Extinguisher Basics
February	Accident Rptng & Medical Record Access	HAZWOPER: Air Monitoring and Detection
January	Plan Review	Hearing Conservation
<b>2010</b>		
December	Distracted Driving Prevention Policy	Electrical Safety: Flexible Cord Equipment
November	Shipping Procedures for Small Samples	HAZWOPER: Rescue Equipment and First
October	Shipping Procedures for Small Samples	Lockout/Tagout
September	No Topic	HAZWOPER: Handling Drums & Containers
August	No Topic	Electrical Installations: Energized Parts
July	Foot Protection Policy	HAZWOPER: Chemical Hazards
June	Revised BOL Emergency Response Info.	DOT: Shipping Papers
May	Insect Bites	Heat Stress
April	Hazard Communications-Solvents	Confined Space Entry
March	Hearing Conservation	HAZWOPER: Hazards of Toxic Substances
February	Accident Rptng & Medical Record Access	Asbestos Awareness
January	Plan Review	DOT: Transportation Security
<b>2009</b>		
December	Fire Extinguisher Monthly Inspections	Electricity: Lockout/Tagging
November	Safety Signs and Color Coding	Basics of Electrical Safety
October	Eye and Face Protection	Forklift Basics, Operation, and Safety
September	2008 Emergency Response Guide	Safe Driving Skills
August	Heat Stress	Physical Hazards
July	Oxidizers	Ergonomics
June	Corrosives	Hazards of Hydrogen Sulfide
May	Employee Injury Reporting	Bloodborne Pathogens
April	Static Electricity Concerns Container Filling	Respiratory Protection
March	Static Electricity Consid. During Tank Filling	Hot Work Permit
February	Accident Rptng & Medical Record Access	DOT Hazardous Materials Table
January	Plan Review	Resource Cons. & Recovery Act Part 2

## TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS

<b>2008</b>	<b>FACILITY MONTHLY-TOPIC TITLES</b>	<b>INDIVIDUAL CBT-TOPIC TITLES</b>
December	Electrical Safety for Unqualified Persons	Hazards of Benzene
November	Fire Extinguisher Issues	RCRA Part 1
October	Bloodborne Pathogens	HAZWOPER: Air Monitoring
September	Slips Trips and Falls	HAZWOPER: Spill Response
August	Denatured Alcohol; a Technical Review	Ladder Safety
July	OSHA Inspections	Office Hazard Recognition
June	Near Misses	Fire Extinguisher Basics
May	Confined Space Entry-Part 2	Heat Stress
April	Confined Space Entry-Part 1	Hearing Conversation
March	Lockout/Tagout	Hazard Communications
February	Accident Rptng & Medical Record Access	Fall Protection
January	Plan Review	Back Safety
<b>2007</b>		
December	Static Electricity Caused Tank Fire	Trench & Excavation Pt II
November	Vehicle Operating Policies & Procedures	Pump Station Oper Equip
October	Hazard Communications-Definitions Part-2	Prevent Back Injuries
September	Hazard Communications -Definitions Part-1	PPE in Workplace
August	Back Safety; Nitrogen Enrich Atmospheres	Loading/Unload Vessels
July	Lockout/Tagout	ICS-Introduction
June	Cell Phones/Back-overs/Hyperthermia	Hazard Recognition & Evaluation
May	Insect Bites	First Aid
April	Accident Rptng & Medical Record Access	Facility Operating Challenge
March	Hand Cleaner Fires-Safety Alert	Electrical Safety-work Practices
February	Hazard Communications-Oxidizers	Defensive Driving
January	Plan Review	Confined Space Entry Practices
<b>2006</b>		
December	Methamphetamine Information	Respirators
November	Hazardous Waste Management	Liquid Prod Measurement
October	Fire Extinguisher Use	Corrosion Control
September	Hazard Communications-Corrosives	Pipeline Maint-Stds & Proc
August	Bloodborne Pathogens	Haz Spill ER Procedures
July	Static Electricity-Do's/Don'ts Gas Pump	Hazard Recognition & Eval
June	Emergency Response Guide	Fundamentals of Line Pipe
May	Summer Weather-related Hazards	ER Simulation
April	Hazard Communications-Lead overview	ER-Pre-plan & Site Control
March	Signs & Color Coding	Emerg Equip-PPE & Contai
February	Accident Rptng & Medical Record Access	Contractor Safety Mgmt
January	Plan Review	Confined Space Entry Proc

**ATTACHMENT P3**

**TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS**

<b>2020</b>	<b>FACILITY MONTHLY SAFETY-TRAINING TOPIC TITLES</b>
December	
November	
October	
September	
August	
July	
June	
May	
April	
March	
February	
January	
<b>2019</b>	<b>FACILITY MONTHLY SAFETY-TRAINING TOPIC TITLES</b>
December	
November	
October	
September	
August	
July	
June	
May	
April	
March	
February	
January	
<b>2018</b>	<b>FACILITY MONTHLY SAFETY-TRAINING TOPIC TITLES</b>
December	
November	
October	
September	
August	
July	Labeling IAW OSHA
June	Workplace-Container Labeling
May	Diamonds Revisited (NFPA)
April	Static Electricity Concerns Container Filling
March	Static Electricity Considerations Tank Filling
February	Accident Rptng & Medical Record Access
January	Emergency and Operations Procedures Manuals Review



## TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS

<b>2017</b>	<b>FACILITY MONTHLY SAFETY-TRAINING TOPIC TITLES</b>	
December	Oxidizers	
November	Cold Stress	
October	Driving Safety policy	
September	Compressed Gas Cylinders	
August	Back Safety	
July	OSHA Inspections	
June	Heat Stress	
May	Bug Bites	
April	Hazard Communications-Chemical Composition	
March	Introduction to Cornerstone CBT System	
February	Accident Rptng & Medical Record Access	
January	Emergency and Ops. Proc. Manuals Review	
<b>2016</b>	<b>INDIVIDUAL CBT-TOPIC TITLES</b>	
December	Carbon Monoxide Poisoning	Change of CBT Provider
November	PPE-Voluntary Use of Respirators	Change of CBT Provider
October	Hazardous Waste Management	Change of CBT Provider
September	PPE-Head Protection	Hearing Conservation 813
August	PPE-Foot Protection	Hazmat Emergency Response 842
July	Lightning Safety	HAZWOPER: Containment and Cleanup 868
June	Safe-Work Permit Preparation	Scaffold Safety 830
May	Hazcom-Properties of Solvents	Fall Hazard Awareness 832
April	Workplace-Container Labeling Part II	DOT Hazardous Materials: Labeling 807
March	Safety Signs and Color Coding	Ergonomics 802
February	Accident Rptng & Medical Record Access	Electrical Installations: Energized Parts 335
January	Emergency and Ops. Proc. Manuals Review	Medical Surveillance, Screening, Records 355
<b>2015</b>		
December	Eye and Face Protection	Lockout/Tagout 820
November	2012 Emergency Response Guide	Office Hazard Recognition and Response 356
October	Corrosives	Hot Work Permits 809
September	NFPA Diamonds	HAZWOPER: Spill Response 855
August	Cargo Tank Marking/Placarding	HAZWOPER: Hazards of Toxic Substances 853
July	Workplace-Container Labeling	Hazards of Hydrogen Sulfide 829
June	Labeling IAW OSHA Hazcom 2012	Hazard Communication 822
May	Oxidizers	Fire Extinguisher Basics 814
April	Static Electricity Concerns Container Filling	Electrical Safety: Flexible Cord Equipment 336
March	Static Electricity Considerations Tank Filling	Confined Space Entry 811
February	Accident Rptng & Medical Record Access	Asbestos Awareness 840
January	Emergency and Ops. Proc. Manuals Review	Fall Protection Systems 831

## TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS

<b>2014</b>	<b>FACILITY MONTHLY-TOPIC TITLES</b>	<b>INDIVIDUAL CBT-TOPIC TITLES</b>
December	Compressed Gas Cylinders	Hazwoper: Chemical Hazards 862
November	Vehicle Operating Policies and Procedures	Lockout/Tagout 820
October	Voluntary Use of Respirators	Ladder Safety 833
September	Good Lifting=Back Safety	HAZWOPER: Physical Hazards 863
August	OSHA Inspections Procedures	HAZWOPER: Decontamination 856
July	Walking-Working Surfaces-Slips, Trips, Falls	HAZWOPER: Containment and Cleanup 868
June	No topic assigned	Hazard Communication 822
May	New SPPM Review-Permitting, JHA, LOTO	Heat Stress 331
April	New SPPM-Review	HAZWOPER: Air Monitoring and Detection 860
March	Hazcom-Chemical Composition	Bloodborne Pathogens 827
February	Accident Rptng & Medical Record Access	Basics of Electrical Safety 333
January	Plan Review	Back Safety 801
<b>2013</b>		
December	Carbon Monoxide Poisoning	Pandemic Awareness 102
November	Hazcom 2012-Mandatory Initial Training	NORM in the Oil and Gas Industry 843
October	Cold Stress	Lockout/Tagout 820
September	Hazardous Waste Management	Hazwoper: Rescue Equip and FA 869
August	PPE-Head Protection	Hazwoper: Drums and Containers 872
July	PPE-Foot Protection	Hazwoper: Chemical Hazards 862
June	Insect Bites	Fire Extinguisher Basics 814
May	Compressed Gas Cylinders	Heat Stress 331
April	Hazcom-Properties of Solvents	Excavation Safety 834
March	Hearing Conservation	Electrical Installations: Energized Parts 335
February	Accident Rptng & Medical Record Access	DOT Haz Materials: Shipping Papers 805
January	Plan Review	Back Safety 801
<b>2012</b>		
December	Hazard Communications 2012	RCRA: Handling & Ship. Haz. Waste 836
November	Safety Signs and Color Coding	Basics of Electrical Safety 333
October	2012 Emergency Response Guide	Hazards of Hydrogen Sulfide 829
September	Eye and Face Protection	Bloodborne Pathogens 827
August	Denatured Alcohol Technical Review	Hot Work Permits 809
July	Oxidizers	Respiratory Protection 821
June	Corrosives	Electrical Safety: Flexible Cord Equip. 336
May	Gas Detector Calibration	Heat Stress 331
April	Static Electricity Concerns Container Filling	Office Hazard Recognition & Response 356
March	Static Electricity Consid. During Tank Filling	HAZWOPER: Physical Hazards 863
February	Accident Rptng & Medical Record Access	Safe Driving Skills 213
January	Plan Review; Insp, LOTO, Media policies	Ergonomics 802

## TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS

<b>2011</b>	<b>FACILITY MONTHLY-TOPIC TITLES</b>	<b>INDIVIDUAL CBT-TOPIC TITLES</b>
December	Office Safety Policy	Ladder Safety
November	Vehicle Operating Policies & Procedures	HAZWOPER: Hazards of Toxic Substances
October	Voluntary Use of Respirators	Electrical Installations: Training and PPE
September	Near Miss Reporting	HAZWOPER: Decontamination
August	Compliance and Training Awareness	Hazard Communication
July	Slips, Trips and Falls	HAZWOPER: Containment and Cleanup
June	OSHA Inspections	Field Hazard Recognition
May	Hazcom-Chemical Composition	Heat Stress
April	Bloodborne Pathogens	HAZWOPER: Spill Response
March	Back Safety	Fire Extinguisher Basics
February	Accident Rptng & Medical Record Access	HAZWOPER: Air Monitoring and Detection
January	Plan Review	Hearing Conservation
<b>2010</b>		
December	Distracted Driving Prevention Policy	Electrical Safety: Flexible Cord Equipment
November	Shipping Procedures for Small Samples	HAZWOPER: Rescue Equipment and First
October	Shipping Procedures for Small Samples	Lockout/Tagout
September	No Topic	HAZWOPER: Handling Drums & Containers
August	No Topic	Electrical Installations: Energized Parts
July	Foot Protection Policy	HAZWOPER: Chemical Hazards
June	Revised BOL Emergency Response Info.	DOT: Shipping Papers
May	Insect Bites	Heat Stress
April	Hazard Communications-Solvents	Confined Space Entry
March	Hearing Conservation	HAZWOPER: Hazards of Toxic Substances
February	Accident Rptng & Medical Record Access	Asbestos Awareness
January	Plan Review	DOT: Transportation Security
<b>2009</b>		
December	Fire Extinguisher Monthly Inspections	Electricity: Lockout/Tagging
November	Safety Signs and Color Coding	Basics of Electrical Safety
October	Eye and Face Protection	Forklift Basics, Operation, and Safety
September	2008 Emergency Response Guide	Safe Driving Skills
August	Heat Stress	Physical Hazards
July	Oxidizers	Ergonomics
June	Corrosives	Hazards of Hydrogen Sulfide
May	Employee Injury Reporting	Bloodborne Pathogens
April	Static Electricity Concerns Container Filling	Respiratory Protection
March	Static Electricity Consid. During Tank Filling	Hot Work Permit
February	Accident Rptng & Medical Record Access	DOT Hazardous Materials Table
January	Plan Review	Resource Cons. & Recovery Act Part 2

## TRANSMONTAIGNE MONTHLY SAFETY-TRAINING TOPIC SELECTIONS

<b>2008</b>	<b>FACILITY MONTHLY-TOPIC TITLES</b>	<b>INDIVIDUAL CBT-TOPIC TITLES</b>
December	Electrical Safety for Unqualified Persons	Hazards of Benzene
November	Fire Extinguisher Issues	RCRA Part 1
October	Bloodborne Pathogens	HAZWOPER: Air Monitoring
September	Slips Trips and Falls	HAZWOPER: Spill Response
August	Denatured Alcohol; a Technical Review	Ladder Safety
July	OSHA Inspections	Office Hazard Recognition
June	Near Misses	Fire Extinguisher Basics
May	Confined Space Entry-Part 2	Heat Stress
April	Confined Space Entry-Part 1	Hearing Conversation
March	Lockout/Tagout	Hazard Communications
February	Accident Rptng & Medical Record Access	Fall Protection
January	Plan Review	Back Safety
<b>2007</b>		
December	Static Electricity Caused Tank Fire	Trench & Excavation Pt II
November	Vehicle Operating Policies & Procedures	Pump Station Oper Equip
October	Hazard Communications-Definitions Part-2	Prevent Back Injuries
September	Hazard Communications -Definitions Part-1	PPE in Workplace
August	Back Safety; Nitrogen Enrich Atmospheres	Loading/Unload Vessels
July	Lockout/Tagout	ICS-Introduction
June	Cell Phones/Back-overs/Hyperthermia	Hazard Recognition & Evaluation
May	Insect Bites	First Aid
April	Accident Rptng & Medical Record Access	Facility Operating Challenge
March	Hand Cleaner Fires-Safety Alert	Electrical Safety-work Practices
February	Hazard Communications-Oxidizers	Defensive Driving
January	Plan Review	Confined Space Entry Practices
<b>2006</b>		
December	Methamphetamine Information	Respirators
November	Hazardous Waste Management	Liquid Prod Measurement
October	Fire Extinguisher Use	Corrosion Control
September	Hazard Communications-Corrosives	Pipeline Maint-Stds & Proc
August	Bloodborne Pathogens	Haz Spill ER Procedures
July	Static Electricity-Do's/Don'ts Gas Pump	Hazard Recognition & Eval
June	Emergency Response Guide	Fundamentals of Line Pipe
May	Summer Weather-related Hazards	ER Simulation
April	Hazard Communications-Lead overview	ER-Pre-plan & Site Control
March	Signs & Color Coding	Emerg Equip-PPE & Contai
February	Accident Rptng & Medical Record Access	Contractor Safety Mgmt
January	Plan Review	Confined Space Entry Proc

ATTACHMENT P3

---

# TransMontaigne

---

## Terminal Operating Procedures Guide

---

Publication Date – August 2017

---





**Table of Contents**

**1. SAFETY AND FACILITY ENVIRONMENTAL COMPLIANCE ..... 1-1**

- 1.1. Safety ..... 1-1
- 1.2. Facility Security Plan ..... 1-1
- 1.3. Environmental and Regulatory Compliance ..... 1-2
  - 1.3.1. Spill Reporting ..... 1-2
  - 1.3.2. Spill Prevention and Response Plans ..... 1-2
    - 1.3.2.1. Spill Prevention Control and Countermeasures (SPCC) Plan ..... 1-2
    - 1.3.2.2. Facility Response Plan (FRP)/Integrated Contingency Plan (ICP) ..... 1-3
    - 1.3.2.3. Spill Response Drills ..... 1-3
- 1.4. ESOH Training ..... 1-4
  - 1.4.1. New Employee Orientation ..... 1-5
  - 1.4.2. Monthly Training Sessions ..... 1-5
  - 1.4.3. Computer-Based Training (CBT) Modules ..... 1-6
  - 1.4.4. Annual Regulator Training Topics ..... 1-6
  - 1.4.5. Training Documentation ..... 1-7
- 1.5. Regulatory Agency Inspections ..... 1-8
- 1.6. OSHA ..... 1-11
  - 1.6.1. Bulletin Boards and Required Postings ..... 1-11
  - 1.6.2. OSHA 300 Logs ..... 1-11
  - 1.6.3. Contractor Requirements ..... 1-11
- 1.7. Materials Management ..... 1-11
- 1.8. Wastewater/Stormwater Discharges ..... 1-12
- 1.9. Air Permitting and Compliance ..... 1-12
  - 1.9.1. Monthly Reporting for Air Permitting Compliance ..... 1-13
    - 1.9.1.1. Truck Loading Rack Throughput Report ..... 1-13



1.9.1.2. Storage Tank Receipt Report .....	1-13
1.9.1.3. Barge/Ship Loading Report .....	1-13
1.9.1.4. Vapor Control Unit Outage Form .....	1-14
1.9.1.5. Leak Inspection Form .....	1-14
1.9.1.6. Visual Floating Roof Tank Inspection Form .....	1-14
1.9.1.7. Annual Tank Truck Vapor Tightness Certifications .....	1-15
1.10. Underground Storage Tanks (USTs).....	1-15
<b>2. FACILITY ASSETS AND MAINTENANCE.....</b>	<b>2-1</b>
2.1. Introduction .....	2-1
2.2. Damage Prevention Program.....	2-1
2.3. Daily Inspection.....	2-3
2.4. General Terminal Housekeeping.....	2-3
2.4.1. Housekeeping Around Tanks and Dikes .....	2-3
2.4.2. Stained Gravel .....	2-4
2.4.3. Valves, Meters and Strainers Appearance .....	2-4
2.4.4. Painting.....	2-5
2.4.5. Color Coding of Manifold Valves and Piping .....	2-6
2.4.6. Removal of All Foreign Articles from the Grounds.....	2-7
2.4.7. Weed Control.....	2-7
2.4.8. Summer Mowing .....	2-7
2.4.9. Terminal Roads .....	2-7
2.4.10. Outer Perimeter Fence.....	2-8
2.4.11. House Keeping around the Truck Load Rack Area .....	2-8
2.4.11.1. Ground Level.....	2-8
2.4.11.2. Canopy and Piping .....	2-8
2.4.11.3. Rack Drive Area .....	2-9
2.4.11.4. Load Rack Drains .....	2-9
2.4.11.5. Rack Office or 'BOL Shack' .....	2-9
2.4.12. Product Testing Facilities .....	2-10





## Terminal Operating Procedures Guide

2.5. Above Ground Storage Tank Types .....	2-10
2.5.1. General Description .....	2-10
2.5.2. Fixed Roof Tanks (Cone) .....	2-11
2.5.3. Horizontal Fixed Roof Tanks .....	2-13
2.5.4. Floating Roof Tanks .....	2-14
2.5.5. External Floating Roof Tanks .....	2-14
2.5.6. Pontoon Roof .....	2-15
2.5.7. Internal Floating Roof Tanks .....	2-16
2.5.8. Geodesic Domed Internal Floating Roof Tanks .....	2-17
2.5.9. Variable Vapor Space Tanks .....	2-19
2.5.10. Pressure Tanks .....	2-20
2.6. Tank and Tank Accessories Maintenance .....	2-20
2.6.1. Tank and Vessel Cleaning .....	2-20
2.6.1.1. Tank Preparation .....	2-21
2.6.1.2. Protective Equipment .....	2-22
2.6.1.3. Safe Entry and Working Practices .....	2-22
2.6.1.3.1. Normal Requirements for Permit-Required Entry .....	2-24
2.6.1.3.2. Normal Requirements for Non-Permit Confined Space .....	2-25
2.6.1.4. Tank Disassembly .....	2-25
2.6.1.5. Tank Cleaning and Inspection Planning Checklist .....	2-26
2.6.1.5.1. Preparation .....	2-26
2.6.1.5.2. Isolating the Tank .....	2-28
2.6.1.5.3. Vapor-Freeing the Tank .....	2-29
2.6.1.5.4. Atmospheric Testing .....	2-30
2.6.1.5.5. Cleaning the Tank .....	2-31
2.6.1.5.6. Hot Work .....	2-32
2.6.1.5.7. Recommissioning the Tank .....	2-33
2.6.1.5.8. Initial Filling .....	2-37
2.6.2. Visual In-Service Inspection .....	2-37
2.6.3. General Floating Roof Inspection and Maintenance .....	2-38



2.6.3.1. Primary Seal Inspection.....	2-38
2.6.3.2. Rolling Ladder Inspection .....	2-38
2.6.3.3. Drainage System.....	2-38
2.6.3.4. Floating Roof Legs .....	2-39
2.6.4. External Floating Roofs.....	2-39
2.6.5. Internal Floating Roofs.....	2-40
2.6.6. Automatic Tank Gauges.....	2-41
2.6.7. Tank Piping Pressure Relief Valves .....	2-41
2.6.8. Inspection and Repair of Ground Rods (Tank, Pump Motor and Motor Operator) .....	2-41
2.6.9. Water Draws .....	2-42
2.6.10. Tank Vents.....	2-42
2.6.11. Gauge Hatches.....	2-42
2.6.12. Stairways and Handrails .....	2-42
2.6.13. Tank Re-strapping .....	2-43
2.6.14. Tank Dike Entrance Signs.....	2-43
2.6.15. Manways.....	2-43
2.6.16. Tank Shell and Base.....	2-43
2.6.17. Shell Thermometer (Where Installed).....	2-44
2.6.18. Static Electricity Drains .....	2-44
2.6.19. Suction Lines .....	2-44
2.6.19.1. Cable Adjusted Swing Line.....	2-44
2.6.19.2. Floating Swing Lines .....	2-45
2.6.19.3. Stationary Suction Lines .....	2-45
2.6.20. Pressure Tests of Tank Lines.....	2-45
2.6.20.1. General Guidelines for Testing .....	2-45
2.6.20.2. Leak Testing Underground Lines.....	2-46
2.6.21. Tank Mixers .....	2-46
2.7. Filter Vessel Filter Cartridges.....	2-46
2.8. Tank Farm Dike Drain Valves .....	2-47
2.9. Pump Maintenance .....	2-48

---



**Terminal Operating Procedures Guide**

---

2.9.1. Transfer or Loading Pumps and Motors .....	2-48
2.9.2. Portable Pumps and Motors.....	2-48
2.9.2.1. General Requirements .....	2-48
2.9.2.2. Power Supply .....	2-49
2.9.2.3. Explosion-Proof Electric Motor Requirement .....	2-49
2.9.2.4. Air Compressors.....	2-50
2.9.3. Unloading Pumps and Motors.....	2-50
2.10. Above Ground Piping.....	2-50
2.11. Truck Load Rack Components.....	2-50
2.11.1. Load Rack Truck Overfill and Grounding System.....	2-50
2.11.2. Load Rack Emergency Shutdown System .....	2-51
2.11.3. Load Arm Swivel Joints.....	2-51
2.11.4. Load Arm Dry Break Couplers .....	2-52
2.11.5. Additive Systems .....	2-52
2.11.5.1. Record Keeping.....	2-53
2.11.5.2. Water Drained from Additive Slabs.....	2-54
2.11.5.3. Injection Units.....	2-54
2.11.5.4. Additive Drum Storage.....	2-54
2.11.5.5. Additive Drum Disposal .....	2-55
2.12. Meter Maintenance .....	2-55
2.12.1. Draining .....	2-55
2.12.2. Lubrication .....	2-55
2.12.3. Identification.....	2-55
2.13. General Instrumentation.....	2-56
2.14. Vapor Combustion Unit.....	2-56
2.14.1. VCU Process Description.....	2-56
2.14.2. Vapor Combustion System Operating Checklist.....	2-58
2.15. Valve Maintenance.....	2-58
2.15.1. Valve Numbering/Identification.....	2-58

---



---

2.15.2. Lubricated Plug Valve .....	2-59
2.15.3. Non-Lubricated Plug Valve .....	2-59
2.15.4. Non-Lubricated Double Block and Bleed Valve .....	2-60
2.15.5. Four-Way Diverter Valve .....	2-62
2.15.6. Gate Valves .....	2-62
2.15.7. Repair of Valve Operators.....	2-62
2.15.8. Relief Valves.....	2-63
2.15.9. Internal Safety Valves (Fusible Link Fire Valve) .....	2-64
2.16. Oil / Water Separator Maintenance .....	2-65
2.17. Gravitometers.....	2-66
2.18. Strainers.....	2-67
2.19. Mercury Thermometers.....	2-68
2.20. Pressure Gauges .....	2-68
2.21. Fire Safety Equipment.....	2-68
2.22. Emergency Generator and Backup Power .....	2-69
2.23. Hydraulic Systems (Including Valves).....	2-69
2.24. Heating Applications .....	2-69
2.25. Cathodic Protection by Use of Rectifiers.....	2-69
2.26. Rail and Tank Car Maintenance.....	2-70
2.26.1. Tracks and Spurs.....	2-70
2.26.2. Tank Car.....	2-70
2.26.3. Walkways and Stairs.....	2-70
2.26.4. Swing Joints.....	2-71
2.26.5. Downspouts .....	2-71
2.26.6. Drain and Unloading Systems .....	2-71
2.26.7. Hydrostatic Tank Car Hose Testing.....	2-72
2.26.7.1. External Inspection of Tank Car Hose (no pressure):.....	2-74
2.26.7.1.1. Covers .....	2-74

---



2.26.7.1.2. Carcass.....	2-75
2.26.7.1.3. Fittings .....	2-75
2.26.7.2. Internal Inspection of Tank Car Hose.....	2-75
2.26.7.2.1. Fittings .....	2-75
2.26.7.2.2. Records .....	2-76
2.26.7.2.3. Hose Markings .....	2-76
2.26.8. Tank Car Grounding and Bonding Devices .....	2-76
<b>3. TERMINAL OPERATIONS .....</b>	<b>3-1</b>
3.1. Introduction .....	3-1
3.2. Product Movements .....	3-1
3.2.1. Types of Movements.....	3-1
3.2.2. General Requirements for Product Movements .....	3-1
3.2.3. Before the product movement .....	3-2
3.2.3.1. Gauge tanks .....	3-2
3.2.3.2. Test alarms .....	3-2
3.2.3.3. Conduct valve line-up .....	3-2
3.2.3.4. Run the meter report, get meter totalizers, or stamp out rack meters .....	3-3
3.2.3.5. Prepare Rate Sheet and Log Sheet.....	3-4
3.2.3.6. Lining Up for Product Movement .....	3-4
3.2.4. Conduct Product Movement.....	3-4
3.2.5. Closing a Tank to Receipt/Delivery .....	3-5
3.2.6. Pipeline Receipts .....	3-5
3.2.7. Marine Receipts/Deliveries .....	3-5
3.3. Tank Operations.....	3-6
3.3.1. Tank Overfill Protection: Legacy Automatic Tank Level Alarms and Tank Level Definitions (Phasing Out at Terminals) .....	3-6
3.3.1.1. Automatic Tank Level Alarms (Legacy) .....	3-6
3.3.1.1.1. Testing of High Level Alarms .....	3-7
3.3.1.2. Nominal Capacity (Shell Capacity) .....	3-8
3.3.1.3. Maximum Safe Fill Level .....	3-8



3.3.1.3.1. Maximum Safe Fill for Floating Roof Tanks .....	3-8
3.3.1.3.2. Maximum Safe Fill for Cone Roof Tanks .....	3-8
3.3.1.3.3. Maximum Safe Fill for IFR (Internal Floating Roof).....	3-9
3.3.1.4. Safe Fill Level.....	3-9
3.3.1.4.1. Safe Fill Level for External Floating Roofs (Uncovered) .....	3-9
3.3.1.4.2. Safe Fill Level for Cone Roof Tanks .....	3-9
3.3.1.4.3. Safe Fill Level for Internal Floating Roof Tanks (and Covered EFR Tanks).....	3-9
3.3.1.4.4. High High Level Alarm Switch (Typically at Safe Fill Level).....	3-10
3.3.1.5. Normal Fill Level.....	3-11
3.3.1.5.1. Normal Fill Level for External Floating Roof Tanks (Uncovered) .....	3-11
3.3.1.5.2. Normal Fill Level for Cone Roof Tanks.....	3-11
3.3.1.5.3. Normal Fill Level for Internal Floating Roof Tanks (and covered EFR Tanks) .....	3-11
3.3.1.5.4. High Level Alarm Switch (Typically at Normal Fill Level).....	3-11
3.3.1.6. Working Capacity .....	3-12
3.3.1.7. Critical Zone (Transition Zone) .....	3-13
3.3.1.8. Low Level Limits .....	3-13
3.3.1.8.1. Floating Roof Tanks Low Level Limit.....	3-13
3.3.1.8.2. Cone Roof Tanks Low Level Limit.....	3-13
3.3.1.8.3. Bottoms for Floating Roof Tanks Low Level Limit.....	3-13
3.3.1.9. Empty Tank .....	3-14
3.3.1.10. Dry Tank.....	3-14
3.3.1.11. Maximum Allowable Working Pressure (Nominal Pressure Rating).....	3-14
3.3.2. Tank Level Definitions and Overfill Protection - API 2350 rev. 2012 (Phasing In at terminals) .....	3-14
3.3.2.1. Tank Levels of Concern (LOC).....	3-15
3.3.2.1.1. Critical High Levels (CH).....	3-15
3.3.2.1.2. High-High Level (HH).....	3-15
3.3.2.1.3. High-High Tank Alarm (LAHH) .....	3-16
3.3.2.1.4. Maximum Working Level.....	3-16
3.3.2.1.5. Response Time (RT).....	3-16
3.3.2.1.6. Automatic Overfill Prevention System (AOPS) Level.....	3-16



3.3.2.2. Testing of High Level Alarms .....	3-17
3.3.3. Tank Filling Rate Requirements .....	3-18
3.3.3.1. Products Affected / Not Affected by Static Charge Buildup .....	3-18
3.3.3.1.1. Low Vapor Pressure Products .....	3-19
3.3.3.1.2. Intermediate Vapor Pressure Products .....	3-20
3.3.3.1.3. High Vapor Pressure Products .....	3-20
3.3.3.2. Additional Floating Roof Concerns .....	3-21
3.3.3.3. Additional Fill Rate Concerns .....	3-21
3.3.3.4. Diffusers .....	3-22
3.3.3.5. Fill Line Suggestions .....	3-22
3.3.4. Floating Roof Tank Operating Constraints .....	3-24
3.3.5. Removing Water From Tanks (Water Draw) .....	3-25
3.3.6. Pipeline Interface Handling Procedures .....	3-29
3.3.6.1. Regular/Premium Gasolines .....	3-29
3.3.6.2. Regular/Mid-Grade Premium Gasolines .....	3-29
3.3.6.3. Mid-Grade/Premium Gasolines .....	3-29
3.3.6.4. Same Grade Gasoline With Different Vapor Pressures .....	3-29
3.3.6.5. No. 2 Fuel Oil to Kerosene .....	3-30
3.3.6.6. Low Sulfur No. 2 to High Sulfur No. 2 .....	3-31
3.3.6.7. Kerosene to JP-8.....	3-31
3.3.6.8. Kerosene or No. 2 Fuel Oil to Gasoline Interface.....	3-31
3.3.7. Terminal Sentry Systems .....	3-31
3.4. Load Rack Operations .....	3-32
3.4.1. Safety .....	3-32
3.4.2. New Driver Introduction.....	3-32
3.4.3. Loading Procedure.....	3-34
3.4.3.1. Entry Into Terminal .....	3-35
3.4.3.2. Placing the Truck Under Loading Rack.....	3-35
3.4.3.3. Loading Procedures for Automated Terminals .....	3-36
3.4.3.4. Setting Up Equipment to Load.....	3-37
3.4.3.5. Loading the Truck (Bottom Loading).....	3-38



---

3.4.3.6. Loading the Truck (Top Loading).....	3-38
3.4.3.7. Closing Down Loading Operations .....	3-39
3.4.3.8. Procedure After Loading.....	3-40
3.4.3.9. Safety Instructions .....	3-41
3.4.4. Special Rack Procedure.....	3-43
3.4.4.1. Product Returns .....	3-43
3.4.4.2. Product Retained In Trucks .....	3-44
3.4.4.3. Spills and Overloading.....	3-45
3.4.5. Checking of Product Quality.....	3-45
3.4.6. In-Truck Blending.....	3-46
3.4.7. Grounding and Flow Rate Requirements .....	3-46
3.4.7.1. Flow Rate .....	3-46
3.4.7.2. Grounding .....	3-47
3.4.7.3. Other Considerations.....	3-47
3.4.8. Types of Loading .....	3-48
3.4.8.1. Unattended Loading .....	3-48
3.4.8.2. Attended Loading .....	3-48
3.4.9. Problems In Loading .....	3-48
3.4.9.1. Failure of Equipment .....	3-48
3.4.9.2. Product Not Satisfactory .....	3-49
3.4.9.3. Spills and Mis-loadings.....	3-49
3.4.10. Fire or Explosion .....	3-49
3.4.10.1. Dome Fires.....	3-49
3.4.10.2. Major Fire or Explosion.....	3-50
3.4.11. Loss of Equipment .....	3-50
3.4.12. Insurance Requirement.....	3-50
3.4.13. Terminal Access Privileges .....	3-50
3.4.14. Control On Issuance of Keys and/or Cards .....	3-51
3.4.15. Motor Control Center .....	3-51
3.4.16. Notification and Documentation of a Product Theft .....	3-52
3.4.17. Management's Responsibilities.....	3-53

---





## Terminal Operating Procedures Guide

---

3.4.18. Tank Truck Unloading Procedures .....	3-53
3.4.18.1. Before Product Receipt Procedures .....	3-54
3.4.18.2. During Product Receipt Procedures .....	3-55
3.4.18.3. After Product Receipt Procedures .....	3-56
3.5. Tank Car Operations .....	3-56
3.5.1. Loading/Unloading .....	3-56
3.5.2. Safety .....	3-57
3.5.3. Scheduling of Tank Cars .....	3-57
3.5.4. Communications Between Terminal Operator and Railroad .....	3-57
3.5.5. Spotting and Spacing of Tank Cars on Terminal Property .....	3-57
3.5.6. Verification of Tank Cars Before Loading or Unloading .....	3-58
3.5.7. Safety Signs (The Blue Flag) .....	3-58
3.5.8. Fire Prevention and Safety .....	3-59
3.5.9. Spill Containment .....	3-60
3.5.10. Loading Arms, Hoses, Valves and Couplers .....	3-61
3.5.11. Control and Safety Systems .....	3-63
3.5.12. Measurement/Sampling .....	3-63
3.5.13. Overfill Protection .....	3-64
3.5.14. Grounding and Bonding .....	3-64
3.5.15. Equipment (Pumps, Motors, Hoses, Couplers, Downspouts, Etc.) .....	3-64
3.5.16. Safety Inspection and Audit .....	3-65
3.5.17. Unloading .....	3-65
3.5.18. Startup/Shutdown and Normal Operations of Unloading Non-Pressure and Pressure Tank Cars .....	3-66
3.5.19. Loading .....	3-69
3.5.20. Startup/Shutdown and Normal Operations of Loading Non-Pressure and Pressure Tank Cars .....	3-70
3.5.21. Measurement/Bill of Lading .....	3-73
3.5.22. Emergency Shutdown System .....	3-74
3.5.23. Pressure Relief System .....	3-74
3.5.24. Abnormal Operations .....	3-74

---



## Terminal Operating Procedures Guide

---

<b>4. MARINE TRANSFER OPERATIONS</b> .....	<b>4-1</b>
4.1. Purpose.....	4-1
4.2. Marine Transfers.....	4-1
4.3. Regulatory Requirements.....	4-1
4.3.1. Jurisdiction Over Marine Transfer-Related (MTR) Facilities.....	4-2
4.3.2. Marine Transfer Operations Manuals (MTOM).....	4-2
4.3.2.1. Alternatives to the regulations:.....	4-3
4.3.2.2. Exemptions from the regulations:.....	4-3
4.3.2.3. Alternatives and Exemptions approval:.....	4-3
4.3.3. Other Related Manuals.....	4-3
4.3.3.1. Oil spill contingency plans:.....	4-4
4.3.3.2. Spill Prevention, Control and Countermeasures (SPCC) Plan:.....	4-4
4.3.3.3. Facility Security Plan (FSP):.....	4-4
4.3.3.4. Occupational Safety and Health Administration (OSHA) regulatory authority over marine terminals:.....	4-4
4.3.4. Certificates of Adequacy.....	4-4
4.4. MTR Training Required.....	4-5
4.4.1. Person In Charge Training.....	4-5
4.4.2. Training Curriculum.....	4-5
4.4.3. Certification of Designation.....	4-6
4.5. Marine Transfer Equipment.....	4-6
4.5.1. TRANSFER-SYSTEM MAXIMUM ALLOWABLE WORKING PRESSURE.....	4-6
4.5.2. Transfer-System Hoses.....	4-7
4.5.2.1. Transfer Hose Selection:.....	4-7
4.5.2.2. Transfer Hose Marking:.....	4-9
4.5.2.3. Placing Hoses In or Out of Service:.....	4-9
4.5.2.4. Hoses Permanently Removed from Service:.....	4-9
4.5.2.5. Hose Handling:.....	4-10
4.5.3. Marine Loading Arms.....	4-12



**Terminal Operating Procedures Guide**

4.5.4. Ship to Shore Electrical Continuity .....	4-13
4.5.5. Cargo Pumps.....	4-14
4.5.6. Small Discharge Containment.....	4-15
<b>4.6. Equipment Tests and Inspections .....</b>	<b>4-15</b>
4.6.1. Transfer Hoses .....	4-16
4.6.1.1. External Visual Inspections:.....	4-16
4.6.1.2. Internal Visual Inspections:.....	4-17
4.6.1.3. Marine-Hose Pressure Testing: .....	4-17
4.6.2. Transfer Piping and Loading Arms.....	4-19
4.6.2.1. Piping Pressure Test Procedures: .....	4-19
4.6.2.2. Alternative to Static-Liquid Testing: .....	4-19
4.6.2.2.1. Water Reactive Pipeline Contents:.....	4-20
4.6.2.2.2. Contamination of Exclusive Lines: .....	4-20
4.6.2.2.3. Company Approval for Requesting an Alternative Procedure:.....	4-20
4.6.2.2.4. Coast Guard Approval of Pressure-Testing Alternatives: .....	4-20
4.6.3. Transfer-System Relief Valves.....	4-20
4.6.4. Pressure Gauges.....	4-21
4.6.5. Remote Operating and Indicating Equipment.....	4-21
4.6.5.1. Remotely Operated Valves:.....	4-21
4.6.5.2. Tank-Level Alarms:.....	4-21
4.6.5.3. Emergency-Shutdown Devices:.....	4-21
4.6.6. Vapor-Control Systems.....	4-22
<b>4.7. Marine Transfer Safety Equipment.....</b>	<b>4-22</b>
4.7.1. Posted Warning Signs for Cargo Transfers.....	4-22
4.7.1.1. Warning Sign Contents:.....	4-22
4.7.1.2. Warning Sign Layout: .....	4-23
4.7.1.3. Sign Location:.....	4-23
4.7.2. Fire Extinguishers .....	4-24
4.7.3. Life Rings.....	4-24
4.7.4. Communications .....	4-24



---

4.7.4.1. Direct-Voice Communications: .....	4-24
4.7.4.2. Communications Radios:.....	4-25
4.7.4.3. Intra-Facility Communications: .....	4-25
4.7.5. Personal Floatation Devices .....	4-26
4.7.6. First-Aid Kits .....	4-26
4.7.7. Hot Work.....	4-26
4.7.8. Vehicle Dock Access .....	4-26
4.8. Transfer-Operations Recordkeeping .....	4-27
4.8.1. Letter of Intent.....	4-27
4.8.2. Training and Qualification Program for Persons in Charge.....	4-27
4.8.3. Declaration of Inspection.....	4-27
4.8.4. Transfer-Hose Records.....	4-27
4.8.5. Piping and Loading Arm Records.....	4-28
4.8.6. Facility Inspection Reports .....	4-28
4.8.7. Vapor Control System Records.....	4-28
4.9. Private Aids to Navigation .....	4-29
4.9.1. Initial Determination .....	4-29
4.9.2. Private Aid Installation .....	4-29
4.9.3. Maintenance and Outage Reporting .....	4-29
4.9.4. Disestablishment.....	4-30
4.10. Storm Preparation .....	4-30
4.11. Product Transfers To/From Vessels.....	4-30
4.11.1. Vessel Pre-Arrival .....	4-30
4.11.1.1. Vessel Scheduling .....	4-30
4.11.1.2. Expeditors and Ship Agents .....	4-31
4.11.1.3. Cargo Certificate of Analysis .....	4-31
4.11.2. Communications Between Captain of the Port, Tank Vessel Captain and Terminal Operator .....	4-32
4.11.3. Scheduling of Loading and Unloading.....	4-33
4.11.4. Barge/Vessel Mooring.....	4-33



**Terminal Operating Procedures Guide**

4.11.5. Acceptance of Notice of Readiness.....	4-35
4.11.6. Pre-Receipt Checklist.....	4-35
4.11.7. Sequence of Barge Compartment Unloading .....	4-37
4.12. Emergency Telephone Numbers.....	4-38
<b>5. TERMINAL MEASUREMENT AND CUSTODY TRANSFER.....</b>	<b>5-1</b>
5.1. Tank Gauging .....	5-1
5.1.1. Terminology.....	5-1
5.1.2. Gauging Equipment .....	5-3
5.1.2.1. Gauge Tapes.....	5-3
5.1.2.2. Gauge Bobs and Bars .....	5-3
5.1.3. Gauging Methods.....	5-5
5.1.3.1. Innage Method .....	5-5
5.1.3.2. Outage (Ullage) Method .....	5-5
5.1.3.3. Pertinent Factors to be Observed in Gauging Product Tanks .....	5-6
5.1.3.3.1. The first method is to take two gauges.....	5-7
5.1.3.3.2. The second method is to take an innage gauge on the tank. ....	5-8
5.1.3.4. Temperature.....	5-10
5.1.3.4.1. Equipment.....	5-11
5.1.3.5. Temperature Readings.....	5-11
5.1.3.5.1. Temperature Accuracy.....	5-12
5.1.3.6. Water Cut.....	5-12
5.1.3.6.1. Gauge Tickets and Gauge Book .....	5-13
5.2. Meter Calibration.....	5-14
5.2.1. Frequency of Meter Calibration.....	5-14
<b>6. PIPELINE MEASUREMENT AND CUSTODY TRANSFER.....</b>	<b>6-1</b>
6.1. Safety.....	6-1
6.2. Meter Proving Equipment.....	6-3
6.2.1. Compact Provers .....	6-3
6.2.2. Pipe Provers .....	6-4



---

6.2.3. Master Meter.....	6-5
6.2.4. Prover Calibration.....	6-5
6.2.5. Prover Maintenance.....	6-6
6.2.6. Temperature and Pressure.....	6-6
6.2.7. Valves.....	6-7
6.3. Portable Mechanical Displacement Proving.....	6-7
6.3.1. Compact Provers.....	6-10
6.3.2. Pipe Prover.....	6-11
6.4. Stationary Mechanical Displacement Proving.....	6-12
6.5. Frequency of Proving Pipeline Meters.....	6-13
6.5.1. Time Between Provings.....	6-13
6.5.2. Throughput Between Provings.....	6-13
6.5.3. Proving Frequency by Throughput.....	6-14
6.5.4. Temperature Change.....	6-14
6.5.5. Gravity Change.....	6-14
6.5.6. Rate Change.....	6-14
6.5.7. Meter Repairs.....	6-15
6.6. Meter Factor Tolerance.....	6-15
6.6.1. Portable Provers.....	6-15
6.6.2. Stationary Provers.....	6-16
6.6.3. Meter Factor Change.....	6-16
6.6.4. Coriolis Meters.....	6-17
6.7. Possible Sources of Error in Proving Meters.....	6-17
6.8. Causes of Meter Factor Variations.....	6-18
6.9. Computation of Meter Factors.....	6-18
6.10. Record of Meter Proving.....	6-18
6.11. Preparation of Pipeline Tickets.....	6-19
6.12. Pipelines Operated by Others: The Role of a Witness.....	6-20

---

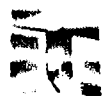


## Terminal Operating Procedures Guide

---

<b>7. INVENTORY CONTROL AND LOSS PREVENTION .....</b>	<b>7-1</b>
7.1. Folio Close Procedures .....	7-1
7.2. Operations Director and Area Manager Weekly Review .....	7-1
7.3. Gain and Loss Reporting .....	7-2
7.4. Seal Program .....	7-2
7.4.1. Items to be Sealed .....	7-3
7.4.2. Items that do not Require Seals .....	7-3
7.4.3. Unused spare seals kept at terminal .....	7-4
7.4.4. Removal of a seal .....	7-4
7.4.5. Installation of a Seal .....	7-5
7.4.6. Seal Reporting Form .....	7-5
7.4.7. Seal Log .....	7-5
7.4.8. Seal Audits .....	7-6
7.4.9. Seal Installation procedure .....	7-6
7.5. Vapor Conservation .....	7-6
7.5.1. Allowing No Vapor Space .....	7-6
7.6. Leaks and Spills .....	7-7
7.7. Water Draws .....	7-8
7.8. Theft .....	7-8
7.8.1. Pet-Cocks and Valves .....	7-9
7.8.2. Bypass Relay Cabinet (Sealed and/or Locked) .....	7-9
7.8.3. Meter Sealing .....	7-9
7.8.4. Inspection .....	7-9
7.9. Losses Due to Inaccuracies of Measurement .....	7-9
7.9.1. Losses Due to Erroneous Measurement of Receipts .....	7-9
7.9.2. Losses Due to Erroneous Measurement of Deliveries .....	7-10
7.10. Terminal Manager Responsibility .....	7-10
<b>8. QUALITY CONTROL .....</b>	<b>8-1</b>

---




---

8.1. Introduction .....	8-1
8.2. Testing Responsibility .....	8-1
8.3. Appearance Test.....	8-1
8.4. API Gravity Check.....	8-1
8.5. Explosimeter Check .....	8-1
8.6. Preventing Off-Specification Product to the Rack .....	8-2
8.7. Response to Product Quality Concern .....	8-2
8.8. Tank Sampling Methods/Definitions.....	8-3
8.8.1. All Level Sample .....	8-3
8.8.2. Spot Samples .....	8-3
8.8.3. Automatic sampler .....	8-4
8.8.4. Bottom sample .....	8-5
8.8.5. Composite sample .....	8-5
8.8.6. Dipper sample.....	8-5
8.8.7. Drain sample.....	8-5
8.8.8. Floating roof sample .....	8-5
8.8.9. Grab sample .....	8-5
8.8.10. Lower Sample.....	8-6
8.8.11. Middle Sample .....	8-6
8.8.12. Outlet sample.....	8-6
8.8.13. Representative Sample.....	8-6
8.8.14. Running Sample .....	8-6
8.8.15. Sample .....	8-6
8.8.16. Sampling.....	8-7
8.8.17. Surface Sample .....	8-7
8.8.18. Tank Composite Sample .....	8-7
8.8.19. Top Sample .....	8-7
8.8.20. Upper Sample.....	8-7
8.8.21. Receipt Head Sample .....	8-7

---





**Terminal Operating Procedures Guide**

8.8.22. Receipt Middle Sample .....	8-8
8.8.23. Receipt Tail Sample.....	8-8
8.9. Testing .....	8-8
8.9.1. Gravity ASTM Designation – D1298-99.....	8-8
8.9.2. Flash Point.....	8-9
8.9.3. Distillation ASTM Designation D86.....	8-10
8.9.4. Color.....	8-10
8.9.5. Reid Vapor Pressure Testing – ASTM Designation D5191.....	8-10
8.9.6. Testing for Sulfur Levels – ASTM Designation D 2622 or Designation D 4294.....	8-11
8.9.7. Identification and Shipment of Samples .....	8-11
8.10. Testing Records.....	8-11
8.11. Storage and Retention of Samples .....	8-12
8.11.1. All Samples Pulled Should Be Labeled. ....	8-12
8.11.2. Disposal of Samples .....	8-13
<b>9. ADDITIVE INJECTION, ETHANOL AND BLENDING .....</b>	<b>9-1</b>
9.1. Introduction .....	9-1
9.2. Additives .....	9-1
9.2.1. Examples of Additives.....	9-1
9.2.1.1. Deposit Control Additive .....	9-1
9.2.1.2. Red Dye .....	9-1
9.2.1.3. Lubricity and Conductivity Enhancer.....	9-2
9.2.2. Inventory Activities .....	9-2
9.2.2.1. Daily Reconciliation .....	9-2
9.2.2.2. Monthly Activities.....	9-3
9.2.2.3. Semi-Annual Activities.....	9-3
9.3. Ethanol Handling.....	9-3
9.3.1. Overview.....	9-3
9.3.2. Ignitability.....	9-3
9.3.3. Vapors .....	9-4



**Terminal Operating Procedures Guide**

---

9.3.4. Corrosiveness .....	9-4
9.3.5. Water Ethanol Mixing .....	9-4
9.3.6. Unloading .....	9-4
9.3.7. Spill Response .....	9-5
9.3.8. Loading .....	9-5
9.3.9. First Aid .....	9-5
9.3.10. Fire Hazards .....	9-6
9.4. Product Blending .....	9-6
<b>10. CORPORATE FUNCTIONS .....</b>	<b>10-1</b>
10.1. Procurement .....	10-1
10.2. Accounting .....	10-1
10.3. Human Resources .....	10-2
10.4. Business Development (Commercial) .....	10-2
10.5. Legal .....	10-2
10.6. Tax .....	10-2
10.7. Finance .....	10-2
10.8. Audit .....	10-3



**Terminal Operating Procedures Guide**

Table of Figures

Figure 2-1. Fixed (Cone) Roof Tank with floor sloped to middle..... 2-12  
 Figure 2-2 Fixed (Cone) Roof Tank with floor sloped to outer shell..... 2-13  
 Figure 2-3 Types of floating roofs ..... 2-15  
 Figure 2-4 Types of floating roofs ..... 2-17  
 Figure 2-5 Geodesic Domed Internal Floating Roof Tank ..... 2-19  
 Figure 2-6 Internal Safety Valve Example ..... 2-65  
 Figure 3-1 LOC examples – Figure 2 from Section 4 of API 2350 rev. 2012 ..... 3-17  
 Figure 3-2 Typical Water Draw System Side Pump ..... 3-27  
 Figure 3-3 Water Draw Product Tank..... 3-28  
 Figure 5-1 Gauge tapes and bobs with typical water bar (Figure 2-A from API MPMS Ch. 3) ..... 5-4  
 Figure 5-2 Ice Gauging Example ..... 5-9  
 Figure 6-1 One model of a compact prover..... 6-4  
 Figure 6-2 Typical design of a bi-directional ball prover . ..... 6-5  
 Figure 8-1 Spot Sampling Locations ..... 8-4  
 Figure 8-2 Hydrometer ..... 8-9

Table of Calculations

Calculation 2-1 Test pressure elongation, percent: ..... 2-73  
 Calculation 2-2 Immediate release elongation, percent:..... 2-73  
 Calculation 2-3 Permanent release elongation, percent:..... 2-73  
 Calculation 3-1 High High Level Alarm Switch (Typically at Safe Fill Level) ..... 3-10  
 Calculation 3-2 High Level Alarm Switch (Typically at Normal Fill Level) ..... 3-12  
 Calculation 3-3 To calculate Working Capacity (WC), subtract Tank Bottoms (TB) from normal fill:.. 3-12  
 Calculation 6-1 For Gross Indicated Volume (GIV) ..... 6-1  
 Calculation 6-2 For Gross Standard Volume (GSV) ..... 6-2

Table of Examples

Example 6-1 Pulse Check..... 6-10

List of Tables

Table 2-1 – Color Coding of Manifold Valves and Piping ..... 2-6  
 Table 3-1 – Flow Velocity Limitations..... 3-23  
 Table 3-2 – Fill Rate ..... 3-23  
 Table 3-3 – Flow Rate..... 3-47



**Terminal Operating Procedures Guide**

Table of Appendices

Appendix 1. 1 – Internal Spill Notification Form..... 1-17  
Appendix 1. 2 – New Employee Checklist..... 1-19  
Appendix 1. 3 – Instructions for the Regulatory Agency Inspection Record ..... 1-21  
Appendix 1. 4 – Materials Management Form (Example 67)..... 1-23  
Appendix 1. 5 – Vapor Control System Outage Report Form ..... 1-25  
Appendix 1. 6 – LDAR Monthly Inspection Form ..... 1-26  
Appendix 1. 7 – Visual Floating Roof Tank Inspection Form ..... 1-27  
Appendix 1. 8 – Visual Floating Roof Tank Inspection Form ..... 1-30  
Appendix 2. 1 – Damage Prevention..... 2-77  
Appendix 2. 2 – Checklist For Bringing an Out Of Service Tank Back On Line ..... 2-103  
Appendix 2. 3 – Cribbing Plan Example ..... 2-104  
Appendix 2. 4 – Tank Mixer PM Checklist..... 2-109  
Appendix 2. 5 – Dike Drainage/Inspection Log ..... 2-109  
Appendix 2. 6 – Vapor Combustion Checklist ..... 2-111  
Appendix 3. 1 – Receipt Documentation ..... 3-75  
Appendix 3. 2 – Valve Line-up Sheet..... 3-80  
Appendix 3. 3 – Example Load Rack Rules ..... 3-82  
Appendix 4. 1 – PIC Syllabus and Training Record..... 4-39  
Appendix 4. 2 – Marine Transfer Hose Pressure Test & Inspection Form ..... 4-41  
Appendix 4. 3 – TransMontaigne DOI Forms ..... 4-42  
Appendix 5. 1 – Operators Pocket Reference Guide..... 5-15  
Appendix 5. 2 – Meter Proving Form Template..... 5-16  
Appendix 5. 3 – Meter Proving Policy Exception Waiver Process ..... 5-17  
Appendix 5. 4 – TOPP Meter Calibration Report User Instructions ..... 5-23  
Appendix 5. 5 – TOPP Meter Calibration Waiver Request User Instructions..... 5-33  
Appendix 7. 1 – Terminal Daily Inventory Reconciliation Policy and Folio Close Procedures..... 7-11  
Appendix 7. 2 – Weekly Director and Area Manager Review of Transaction Types, Stock and Tank-to-Tank Transfer Balances, and Inventory Variance..... 7-26  
Appendix 7. 3 – Monthly Gain/Loss and Transaction Review Reporting Policy ..... 7-29  
Appendix 7. 4 – TOPP Monthly Gain/Loss and Transaction Review User Instruction..... 7-33  
Appendix 7. 5 - Seal Reporting Form..... 7-43  
Appendix 7. 6 – Sample Matrix ..... 7-46











# *TransMontaigne Partners L.P.*

This is to certify that

*Wendell Pierre*

Has satisfactorily completed a  
**HAZMAT EMPLOYEE TRAINING COURSE  
& IN-DEPTH SECURITY TRAINING**  
and has been trained and tested  
in accordance with 49 CFR 172, Subpart H.

Date: 7 April 2017



*Kent M. Ballantyne*  
\_\_\_\_\_  
Kent M. Ballantyne



## Hazardous Materials Transportation Employee Training Record

<b>Training Location:</b> TransMontaigne Port Everglades North Terminal		<b>Date:</b> 23 August 2017
<b>Instructor's Name</b>	<b>ID #</b>	<b>Instructor's Address</b>
Kent M. Ballantyne	13733	TransMontaigne Partners L.P. 2401 Eisenhower Blvd; PO Box 13124 Ft Lauderdale, FL 33316
<p>HAZMAT Employee Recurrent Training in accordance with 49 CFR 172 Subpart H, including:</p> <ol style="list-style-type: none"> <li>(1) General awareness/familiarization training.</li> <li>(2) Function specific training applicable to transportation modes and trainee responsibilities.</li> <li>(3) Safety training.</li> <li>(4) In depth security training.</li> </ol> <p>Training materials and student information are available at the instructor address above.</p> <p><b>Record retention:</b> Facility managers shall retain a copy of this training record for five years.</p>		

	Trainee Name	ID #	Signature
1.	Brodie, Keith	13736	<i>[Signature]</i>
2.	Ramirez, Jose	13745	<i>[Signature]</i>
3.	Tejas-Ramos, Mayte	13808	<i>[Signature]</i>
4.	Garrett, Valerie	13762	<i>[Signature]</i>
5.	Cressman, Bonnie	13760	<i>[Signature]</i>
6.	Nunez, Alan	13880	<i>[Signature]</i>
7.	Ferguson, Allen	13750	<i>[Signature]</i>
8.	Claudio, Amaury	13766	<i>[Signature]</i>
9.	Hernandez, Julio	11291	<i>[Signature]</i>
10.	Galdos, Pedro		<i>[Signature]</i>
11.	Fullwood, Billy	13954	<i>[Signature]</i>
12.	Brown, Sean	14078	<i>[Signature]</i>
13.	Ewen, Stanley		DID NOT ATTEND/VACATION
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

I certify that the above named persons have been trained and tested IAW 49 CFR 172 subpart H.

*[Signature]*  
Instructor



## Hazardous Materials Transportation Employee Training Record

<b>Training Location:</b> TransMontaigne Port Everglades North Terminal		<b>Date:</b> 26 July 2017
<b>Instructor's Name</b>	<b>ID #</b>	<b>Instructor's Address</b>
Kent M. Ballantyne	13733	TransMontaigne Partners L.P. 2401 Eisenhower Blvd; PO Box 13124 Ft Lauderdale, FL 33316
HAZMAT Employee Recurrent Training in accordance with 49 CFR 172 Subpart H, including: (1) General awareness/familiarization training. (2) Function specific training applicable to transportation modes and trainee responsibilities. (3) Safety training. (4) In depth security training.		
Training materials and student information are available at the instructor address above.		
<b>Record retention:</b> Facility managers shall retain a copy of this training record for five years.		

	Trainee Name	ID #	Signature
1.	Brouwer, Casey	13727	<i>Casey Brouwer</i>
2.	<del>Brodie, Keith</del>		
3.	Cannato, Kenneth	13961	<i>[Signature]</i>
4.	Caro, Arthur	13737	<i>[Signature]</i>
5.	Cavallaro, Mark		<i>[Signature]</i>
6.	<del>Claudio, Amaury</del>		
7.	Dehorta, Billy	13740	<i>[Signature]</i>
8.	Duncan, Livingston	13965	<i>[Signature]</i>
9.	<del>Ewen, Stanley</del>		
10.	Foss, Frederick	13747	<i>[Signature]</i>
11.	Foster, Tryston	12915	<i>[Signature]</i>
12.	<del>Hernandez, Julio</del>		
13.	<del>James, Jaimel</del>		
14.	Joyner, Marques	13751	<i>[Signature]</i>
15.	McPhillips, Patrick	14040	<i>[Signature]</i>
16.	Neal, Mike	13833	<i>[Signature]</i>
17.	Parker, Brandon	15141	<i>[Signature]</i>
18.	Quintana, Francisco	13574	<i>[Signature]</i>
19.	Sartin, Carl	137410	<i>[Signature]</i>
20.	Swinton, Jacob	14077	<i>[Signature]</i>
21.	Tanner, James	13739	<i>[Signature]</i>
22.	Valdes, Antonio	13775	<i>[Signature]</i>
23.	Weygandt, Thomas	13903	<i>[Signature]</i>
24.			
25.			

I certify that the above named persons have been trained and tested IAW 49 CFR 172 subpart H.

*[Handwritten Signature]*  
Instructor

ATTACHMENT P4


PORT EVERGLADES NORTH TERMINAL HAZWOPER TRAINING



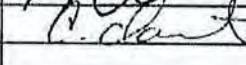
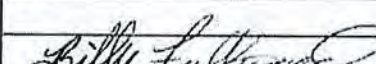
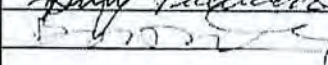
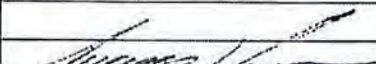
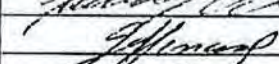

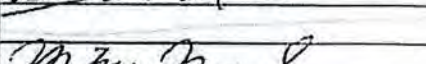
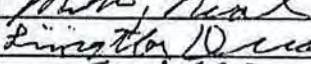

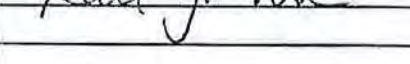
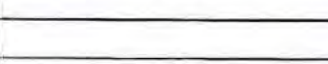
EMPLOYEE NAME	EMP. NO.	HAZWOPER	ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL
		40 HR./ 24 HR INITIAL TRAIN.	REFRESHER 2018	REFRESHER 2017	REFRESHER 2016	REFRESHER 2015	REFRESHER 2014
Brodie, Keith	13736	11/6/1992		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Brouwer, Casey	13727	10/30/1992		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Brown, Chavar	15865	3/17/2016		9/27/2017	N/A		
Brown, Sean	14078	8/14/2014		9/27/2017	9/7/2016	9/9/2015	8/14/2014
Caro, Arthur	13737	6/20/1997		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Cavallaro, Mark	13853	7/25/2007		9/27/2017	8/10/2016	8/12/2015	8/6/2014
Chooran, Julian	15968	3/17/2016		9/6/2017	N/A		
Cressman, Bonnie	13760	12/4/2003		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Dehorta, Billy	13740	7/28/1995		9/6/2017	9/7/2016	9/9/2015	9/10/2014
Duncan, Livingston	13955	1/27/2011		9/6/2017	8/10/2016	8/12/2015	8/6/2014
Ewen, Stanley	13843	3/29/2007		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Ferguson, Allen	13750	9/20/2002			8/10/2016	8/12/2015	8/6/2014
Foster, Tryston	13915	11/19/2009		9/27/2017	8/10/2016	8/12/2015	8/6/2014
Fullwood, Billy	13954	1/27/2011		9/6/2017	8/10/2016	8/12/2015	
Galdos, Pedro	13803	10/5/2006		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Garrett, Valerie	13762	12/4/2003		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Hernandez, Julio	13807	2/23/2006		9/6/2017	9/7/2016	9/9/2015	8/6/2014
James, Jaimel	16372	11/9/2017					
Johns, Karl	16431	11/9/2017		9/6/2017			
Joyner, Marques	13751	10/5/2006		9/6/2017	8/10/2016	8/12/2015	8/6/2014
Juvilien, Rejy	16470	2/8/2018	N/A				
Martin Santos, Blonberg	16364	10/20/2016		9/27/2017	N/A		
McPhillips, Patrick	14040	8/21/2013		9/27/2017	8/10/2016	8/12/2015	8/6/2014
Neal, Mike	13833	9/20/2002		9/6/2017	9/7/2016	9/9/2015	9/10/2014
lunez, Alan	13880	5/22/2008			8/10/2016	9/9/2015	8/6/2014
Parker, Brandon	15141	10/7/2015		9/27/2017	8/10/2016	8/12/2015	
Quintana, Francisco	13774	5/10/1996		9/27/2017	8/10/2016	8/12/2015	8/6/2014
Ramirez, Jose	13745	4/8/1999		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Ritchie, Joseph	16427	11/9/2017		9/27/2017			
Rodriguez, Wilkens	16430	11/9/2017		9/6/2017			
Sartin, Carl	13743	11/4/1992		9/6/2017	8/10/2016	8/12/2015	8/6/2014
Serrano, Zach	16456	11/9/2017					
Swinton, Jacob	14097	3/12/2015		9/6/2017	9/7/2016	9/9/2015	11/19/2014
Tanner, James	13739	6/3/2005		9/6/2017	8/10/2016	8/12/2015	8/6/2014
Tejas, Mayte	13808	2/23/2006		9/27/2017	9/7/2016	9/9/2015	9/10/2014
Valdes, Antonio	13775	5/10/1996		9/27/2017	9/7/2016	8/12/2015	8/6/2014
Weygandt, Thomas	13903	12/5/2008			9/7/2016	9/9/2015	9/10/2014

HAZWOPER  
CLASSES  
2017




## ANNUAL REFRESHER TRAINING ROSTER For Hazwoper and other safety-related topics

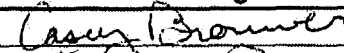
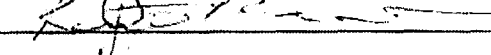

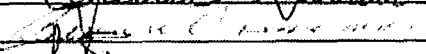
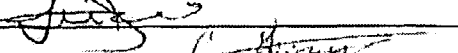
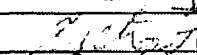
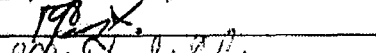
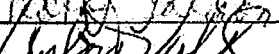
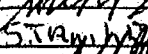

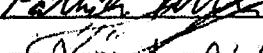
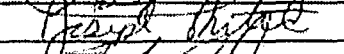
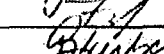
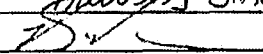
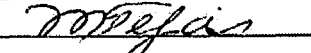
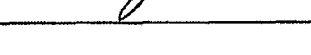
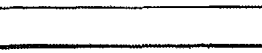



<b>Facility Name:</b>	Port Everglades North, Fort Lauderdale Florida				
<b>Date:</b>	06 September 2017	<b>Start Time:</b>	0700	<b>Finish Time:</b>	1100
<b>Instructor(s): Name</b>	<b>ID #</b>	<b>Signature</b>		<b>Address</b>	
Marie D. Manigat	13734			P.O. box 13124, 2401 Eisenhower Blvd Fort Lauderdale, FL 33316	
I/we certify that I/we have trained the below listed persons in Hazwoper refresher-related topics, or am certifying their demonstrated competency as detailed below:					
<b>Hazwoper Refresher Training—OSHA 1910.120(q)(8) including:</b> (Delete or line-out topics not trained)					
Emergency Action Plans—OSHA 1910.38 (Required annually)					
Fire Prevention Plans; including fire extinguisher use—OSHA 1910.39 (Required annually)					
Hazard Communication—OSHA 1910.1200					
Personal Protective Equipment—OSHA 1910 Subpart I (trained to use Level D PPE)					
Response exercises: ICS review/exercise; Site-safety plan development, Spill response exercise					
Case history review (any relevant incident that can be analyzed)					
<b>Other Safety Refresher Training:</b> (List additional topics covered as desired)					
Occupational Noise Exposure—OSHA 1910.95					
Update of LOTO work-plan process					

	Trainee Name	ID #	Signature
1.	James Tanner	13738	
2.	Marques Joyner	13751	
3.	Carl Sartin	13743	
4.	Francisco Quintana		
5.	Pedro Galdos		
6.	Billy Fullwood	13954	
7.	Billy DeHorta	13746	
8.	Stanley Ewen		
9.	<del>Jacob Swinton</del>		
10.	Amaury Claudio	13766	
11.	Julio Hernandez	13807	
12.	Julian Chooran	15914	
13.	Jacob Swinton	14097	
14.	Brandon Parker		
15.	Mike Neal	13833	
16.	Livingston DUNCAN	13955	
17.	Wilkins Rodriguez		
18.	Karl John		
19.			
20.			
21.			
22.			
24.			

## ANNUAL REFRESHER TRAINING ROSTER

### For Hazwoper and other safety-related topics

<b>Facility Name:</b>	Port Everglades North, Fort Lauderdale Florida				
<b>Date:</b>	27 September 2017	<b>Start Time:</b>	0800	<b>Finish Time:</b>	1200
<b>Instructor(s): Name</b>	<b>ID #</b>	<b>Signature</b>		<b>Address</b>	
Marie D. Manigat	13734			P.O. box 13124, 2401 Eisenhower Blvd Fort Lauderdale, FL 33316	
I/we certify that I/we have trained the below listed persons in Hazwoper refresher-related topics, or am certifying their demonstrated competency as detailed below:					
<b>Hazwoper Refresher Training—OSHA 1910.120(q)(8) including:</b> (Delete or line-out topics not trained)					
Emergency Action Plans—OSHA 1910.38 (Required annually)					
Fire Prevention Plans; including fire extinguisher use—OSHA 1910.39 (Required annually)					
Hazard Communication—OSHA 1910.1200					
Personal Protective Equipment—OSHA 1910 Subpart I (trained to use Level D PPE)					
Response exercises: ICS review/exercise; Site-safety plan development, Spill response exercise					
Case history review (any relevant incident that can be analyzed)					
<b>Other Safety Refresher Training:</b> (List additional topics covered as desired)					
Occupational Noise Exposure—OSHA 1910.95					

	Trainee Name	ID #	Signature
1.	Casey Brouwer	13727	
2.	Keith Brodie	13736	
3.	Jose Ramirez	13745	
4.	Valerie Garrett	13762	
5.	Bonnie Cressman	13760	
6.	Sean Brown	14078	
7.	Chavar Brown	15865	
8.	Tryston Foster	13915	
9.	Reynold Quintana	13774	
10.	Pedro Galdos	13803	
11.	Antonio Valdes	13775	
12.	Stanley Ewen	13843	
13.	Art Caro	13737	
14.	Patrick McPhillips	14040	
15.	Mark Cavallaro	13853	
16.	Joseph Ritchie	16427	
17.	FRANK McIVER	16436	
18.	Bronkers Santos	16364	
19.	Bronkers Parker	15141	
20.	Wade C. Taylor	13808	
21.			
22.			
24.			









# *TransMontaigne Partners L.P.*

This is to certify that

*Wendell Pierre*

Has satisfactorily completed a

*Hazwoper—Hazardous Materials Technician Course*

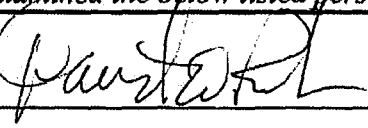
In accordance with OSHA 29 CFR 1910.120(q)

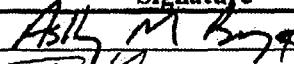
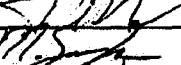
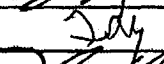

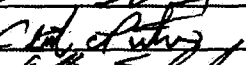

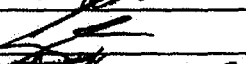
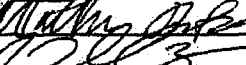



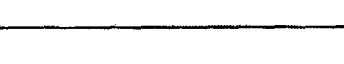



Date: 6 April 2017  
Certificate Number 1704003



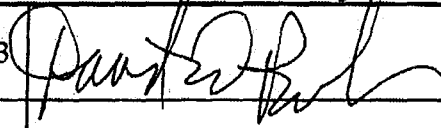
*Kent M. Ballantyne*  
Kent M. Ballantyne

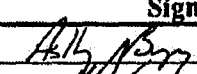

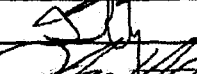
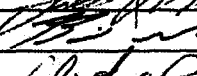
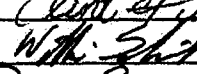

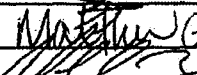
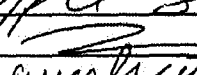
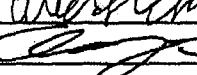
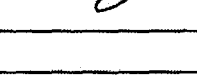





### HAZWOPER-HAZARDOUS MATERIALS TECHNICIAN ROSTER

<b>Location:</b> TransMontaigne Roswell Office	
<b>Date:</b> 20 June, 2017	<b>Start Time:</b> 0800 <b>Finish Time:</b> 1700
<b>Instructor(s): Name</b>	<b>ID #</b> <b>Signature</b> <b>Address</b>
<i>I certify that have trained and examined the below listed persons in the following topics:</i>	
David Parham	13683  TransMontaigne Services Inc. 200 Mansell Court East, Suite 600 Roswell, GA 30076
HAZWOPER; Hazardous Materials Technician level—OSHA 1910.120	
Emergency Action Plans—OSHA 1910.38	
Hazard Communication—OSHA 1910.1200	
Permit-Required Confined Spaces—OSHA 1910.146	
Fire Prevention Plans; including fire extinguisher use—OSHA 1910.39	
The Control of Hazardous Energy (Lockout/Tagout); affected person level—OSHA 1910.147	
Occupational Noise Exposure—OSHA 1910.95	
Personal Protective Equipment—OSHA 1910 Subpart I	

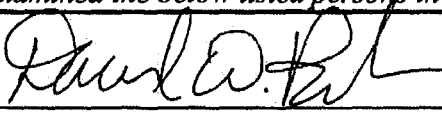
Cert. #	Trainee Name	ID #	Facility	Signature
ROS0617-001	Ashely Bugg	16405	TMG Henderson	
ROS0617-002	Tim Hansen	16411	TMG Rogers	
ROS0617-003	Michael Jones	16390	TMG Macon	
ROS0617-004	Travere Kelly	16402	TMG Port Everglade North	
ROS0617-005	Justin Newton	16412	TMG Paducah	
ROS0617-006	Thomas Nix	16398	TMG Bainbridge	
ROS0617-007	Clint Putnal	16394	TMG Bainbridge	
ROS0617-008	William Schmidt	16388	TMG Albany	
ROS0617-009	Damon Zulliger	16408	TMG Port Manatee	
ROS0617-010	Yomi Yon-Tussell	N/A	TMG Tampa	
ROS0617-011	Matthew Foster	16395	TMG Roswell	
ROS0617-012	Todd Burtrum	13600	TMG Roswell	
ROS0617-013	Xavier Kimble	13612	TMG Roswell	
ROS0617-014	Aaron Sheffield	16410	TMG Roswell	
ROS0617-015	Anthony Fields	N/A	TMG Roswell	

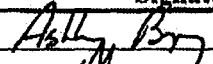


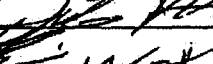
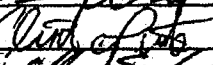
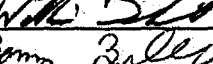
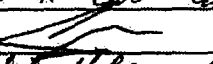
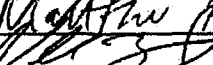
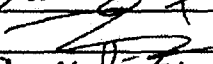
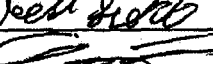
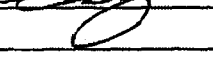




HAZWOPER-HAZARDOUS MATERIALS TECHNICIAN ROSTER

<b>Location:</b>	TransMontaigne Roswell Office				
<b>Date:</b>	21 June, 2017	<b>Start Time:</b>	0800	<b>Finish Time:</b>	1700
<b>Instructor(s): Name</b>	<b>ID #</b>	<b>Signature</b>		<b>Address</b>	
<i>I certify that have trained and examined the below listed persons in the following topics:</i>					
David Parham	13683			TransMontaigne Services Inc. 200 Mansell Court East, Suite 600 Roswell, GA 30076	
HAZWOPER; Hazardous Materials Technician level—OSHA 1910.120					
Emergency Action Plans—OSHA 1910.38					
Hazard Communication—OSHA 1910.1200					
Permit-Required Confined Spaces—OSHA 1910.146					
Fire Prevention Plans; including fire extinguisher use—OSHA 1910.39					
The Control of Hazardous Energy (Lockout/Tagout); affected person level—OSHA 1910.147					
Occupational Noise Exposure—OSHA 1910.95					
Personal Protective Equipment—OSHA 1910 Subpart I					

Cert. #	Trainee Name	ID #	Facility	Signature
ROS0617-001	Ashely Bugg	16405	TMG Henderson	
ROS0617-002	Tim Hansen	16411	TMG Rogers	
ROS0617-003	Michael Jones	16390	TMG Macon	
ROS0617-004	Travere Kelly	16402	TMG Port Everglade North	
ROS0617-005	Justin Newton	16412	TMG Paducah	
ROS0617-006	Thomas Nix	16398	TMG Bainbridge	
ROS0617-007	Clint Putnal	16394	TMG Bainbridge	
ROS0617-008	William Schmidt	16388	TMG Albany	
ROS0617-009	Damon Zulliger	16408	TMG Port Manatee	
ROS0617-010	Yonni Yon-Tussell	N/A	TMG Tampa	
ROS0617-011	Matthew Foster	16395	TMG Roswell	
ROS0617-012	Todd Burtrum	13600	TMG Roswell	
ROS0617-013	Xavier Kimble	13612	TMG Roswell	
ROS0617-014	Aaron Sheffield	16410	TMG Roswell	
ROS0617-015	Anthony Fields	N/A	TMG Roswell	

## HAZWOPER-HAZARDOUS MATERIALS TECHNICIAN ROSTER

<b>Location:</b> TransMontaigne Roswell Office	
<b>Date:</b> 22 June, 2017	<b>Start Time:</b> 0800
<b>Finish Time:</b> 1700	
<b>Instructor(s): Name</b>	<b>ID #</b>
<b>Signature</b>	
<b>Address</b>	
<i>I certify that have trained and examined the below listed persons in the following topics:</i>	
David Parham	13683
	
TransMontaigne Services Inc. 200 Mansell Court East, Suite 600 Roswell, GA 30076	
HAZWOPER; Hazardous Materials Technician level—OSHA 1910.120	
Emergency Action Plans—OSHA 1910.38	
Hazard Communication—OSHA 1910.1200	
Permit-Required Confined Spaces—OSHA 1910.146	
Fire Prevention Plans; including fire extinguisher use—OSHA 1910.39	
The Control of Hazardous Energy (Lockout/Tagout); affected person level—OSHA 1910.147	
Occupational Noise Exposure—OSHA 1910.95	
Personal Protective Equipment—OSHA 1910 Subpart I	

Cert. #	Trainee Name	ID #	Facility	Signature
ROS0617-001	Ashely Bugg	16405	TMG Henderson	
ROS0617-002	Tim Hansen	16411	TMG Rogers	
ROS0617-003	Michael Jones	16390	TMG Macon	
ROS0617-004	Travere Kelly	16402	TMG Port Everglade North	
ROS0617-005	Justin Newton	16412	TMG Paducah	
ROS0617-006	Thomas Nix	16398	TMG Bainbridge	
ROS0617-007	Clint Putnal	16394	TMG Bainbridge	
ROS0617-008	William Schmidt	16388	TMG Albany	
ROS0617-009	Damon Zulliger	16408	TMG Port Manatee	
ROS0617-010	Yonni Yon-Tussell	N/A	TMG Tampa	
ROS0617-011	Matthew Foster	16395	TMG Roswell	
ROS0617-012	Todd Burtrum	13600	TMG Roswell	
ROS0617-013	Xavier Kimble	13612	TMG Roswell	
ROS0617-014	Aaron Sheffield	16410	TMG Roswell	
ROS0617-015	Anthony Fields	N/A	TMG Roswell	

# *TransMontaigne Services Inc.*

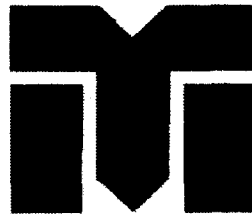
This is to certify that

*Travere Kelly*

Has satisfactorily completed a

*Hazwoper—Hazardous Materials Technician Course*

In accordance with OSHA 29 CFR 1910.120(q)



Date: 06/22/2017

Certificate Number ROS0617-004

David Parham



## Monthly Safety Training Employee Training Record

<b>Training Location:</b> TransMontaigne		<b>Date:</b> January 11, 2017
<b>Instructor's Name(s)</b>	<b>ID #</b>	<b>Instructor's Address</b>
Casey Brouwer		2401 Eisenhower Blvd, Fort Lauderdale, FL 33316
<b>Training Content</b>		
<b>Emergency and Operations Procedures-Manuals Review:</b>		
ICP (ERAP, OPA 90)	Storm water Prevention Plans	
USCG Marine Transfer Operations Manual	Operations Procedures Guide	
SPCC	Safety Policies and Procedures Manual	
State Plans	DOT Procedures Guide	
Others:		
<b>Record retention:</b> Facility managers shall retain a copy of this training record for five years.		

	Trainee Name	ID #	Signature
1.	Bill Dehoron	13740	<i>[Signature]</i>
2.	Allen Ferguson	13750	<i>[Signature]</i>
3.	Julian Choron	15964	<i>[Signature]</i>
4.	Patrick McPhillips	14040	<i>[Signature]</i>
5.	Brandon Parker	15141	<i>[Signature]</i>
6.	Sean Brown	14078	<i>[Signature]</i>
7.	LIVINGSTON DUNCAN	13905	<i>[Signature]</i>
8.	Carl Sartin	13743	<i>[Signature]</i>
9.	Kenny Cannizzo	13787	<i>[Signature]</i>
10.	RAYSTON FOSTER	1539	<i>[Signature]</i>
11.	Jose Ramirez	13745	<i>[Signature]</i>
12.	MARQUES JOYNER	13751	<i>[Signature]</i>
13.	Pedro MATH	13752	<i>[Signature]</i>
14.	KEITH BRODIE	13373	<i>[Signature]</i>
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			

2017  
SAFETY  
CLASSES

Casey Brouwer  
Instructor

\_\_\_\_\_  
Instructor





## Monthly Safety Training Employee Training Record

<b>Training Location:</b> TransMontaigne		<b>Date:</b> January 11, 2017
<b>Instructor's Name(s)</b>	<b>ID #</b>	<b>Instructor's Address</b>
Casey Brouwer		2401 Eisenhower Blvd, Fort Lauderdale, FL 33316
<b>Training Content</b>		
<b>Emergency and Operations Procedures-Manuals Review:</b>		
ICP (ERAP, OPA 90)		Storm water Prevention Plans
USCG Marine Transfer Operations Manual		Operations Procedures Guide
SPCC		Safety Policies and Procedures Manual
State Plans		DOT Procedures Guide
Others:		
<b>Record retention:</b> Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name	ID #	Signature
1.	SANNIE CRESSMAN	13760	<i>Sannie Cressman</i>
2.	VERIE BRADY	13762	<i>Verie Brady</i>
3.	Arthur Caro	13337	<i>Arthur Caro</i>
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			

*Casey Brouwer*  
Instructor

\_\_\_\_\_  
Instructor





## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne		Date: February 8, 2017
Instructor's Name(s)	ID #	Instructor's Address
Casey Brouwer		Port Everglades North Terminal 2401 Eisenhower Blvd., Fort Lauderdale, FL 33316
Art Caro		
Training Content		
Incident Reporting and Medical Records Access Review.		
Other topics, as listed here: <i>Also Security Awareness, twice card Policies</i>		
Record retention: Facility managers shall retain a copy of this training record for five years.		

	Trainee Name	ID #	Facility	Signature
1.	JAMES TANNER	13749	Port Everglades North Terminal	
2.	Sean Brown	14078	Port Everglades North Terminal	
3.	Jose Ramirez	13749	Port Everglades North Terminal	
4.	Antonio Valdes	13512	Port Everglades North Terminal	
5.	Francisco D.	13524	Port Everglades North Terminal	
6.	Bill Johnson	13749	Port Everglades North Terminal	
7.	Stanley Euren	17843	Port Everglades North Terminal	
8.	TRISHA PASTER	1594	Port Everglades North Terminal	
9.	Carl Sartin	13749	Port Everglades North Terminal	
10.	Amir Claudio	17316	Port Everglades North Terminal	
11.	Julio Hernandez	11291	Port Everglades North Terminal	
12.	Casey Brouwer		Port Everglades North Terminal	
13.	ANITA CRESSNA	16720	Port Everglades North Terminal	
14.	Brandon Parker	15141	Port Everglades North Terminal	
15.	Julian Charan	15969	Port Everglades North Terminal	
16.	KEITH BRODIE	13736	Port Everglades North Terminal	
17.	FRITZ FOSS	13747	Port Everglades North Terminal	
18.	MARQUES JONES	13751	Port Everglades North Terminal	
19.	Jacob Swinton	14097	Port Everglades North Terminal	
20.	Art Caro		Port Everglades North Terminal	

Art Caro  
Instructor

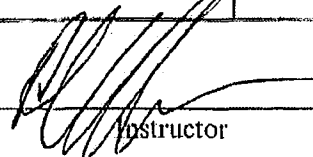
Instructor

# TRANSMONTAIGNE

## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne		Date: March 22, 2017
Instructor's Name(s)	ID #	Instructor's Address
Arthur Caro		11:00 am TransMontaigne North
<b>Training Content</b>		
Presented <i>Introduction to Cornerstone</i> monthly safety training topic. Note any additional local training topics, if conducted:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

	Trainee Name	ID #	Facility	Signature
1.	JAMES TANKER	13739	TRANSMONTAIGNE NORTH	[Signature]
2.	SEAN BROWN	14678	North	[Signature]
3.	Talton Cheeson	15964	TPS2 North	[Signature]
4.	F. Quintana	13724	TPS1-N	[Signature]
5.	FRITZ Foss	13741	TPS1-N	[Signature]
6.	Joko Hernandez	11291	TPS1-N	[Signature]
7.	Paul Delaney	13740	TPS1-N	[Signature]
8.	Patrick McPhillips	14040	TPS1-N	[Signature]
9.	Carl Saffin	13743	TPS1-N	[Signature]
10.	Kenn [unclear]	13761	TPS1-N	[Signature]
11.	[unclear]		TPS1-N	[Signature]
12.	Kevin [unclear]	13955	TPS1-N	[Signature]
13.	Melito Tejas	13808	TPS1-N	[Signature]
14.	Jase Ramirez	13749	TPS1-N	[Signature]
15.	Caskey Brown	13727	TPS1-N	[Signature]
16.	[unclear]	13761	TPS1-N	[Signature]
17.	[unclear]	13761	TPS1-N	[Signature]
18.	Jacob Swinton	14057	TPS1-N	[Signature]
19.	KEITH BRODIE	1	TPS1-N	[Signature]
20.	TRISTAN [unclear]	13715	TPS1-N	[Signature]
21.				
22.				

  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Leader's Guide

Training Location: TransMontaigne		Date: April 26, 2017
Instructor's Name(s)	ID #	Instructor's Address
Art Caro	13737	Port Everglades, North Terminal
<b>Training Content</b>		
Hazard Communications-Chemical Composition		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name	ID #	Signature
1.	Bill Dehoron	13740	
2.	Patrick McPhillips	14040	
3.	Mark Cavallaro		
4.	LIVINGSTON DUNCAN	13955	
5.	Jacob Swinton	14097	
6.	Sean Brown	14078	
7.	JAMES TANNER	13937	
8.	Cory Browner		
9.	Carl Sartin	15713	
10.	Anthony Claudio	13766	
11.	KEITH BREIDIE	13736	
12.	Jose Ramirez	13745	
13.	Allen Ferguson	13750	
14.	Shonie Chesnut	13748	
15.	MARQUES JOYNER	13751	
16.			
17.			
18.			
19.			
20.			

Instructor

\_\_\_\_\_  
Instructor



## Hazardous Materials Transportation Shipping Procedures for Small Samples

Training Location: TransMontaigne Terminal		Date: Apr. 26, 2017
Instructor's Name	ID #	Instructor's Address
Keith Brodie	13736	Pt. Everglades, North
<p>HAZMAT Employee Exempted Quantity Training in accordance with 49 CFR 173.4a(i) including:</p> <p><b>ALL OPERATIONS EMPLOYEES</b></p> <p>(1) General awareness training.</p> <p><b>OPERATIONS EMPLOYEES WITH SAMPLE-SHIPPING DUTIES</b></p> <p>(2) Function specific training applicable to inner and outer packaging limits, packaging materials selection, package tests, marking, and documentation.</p> <p>(3) A practical factors exercise to insure that the trainees can select proper materials, fill sample jars, prepare intermediate and outer packagings, conduct and document required package tests, mark packages and prepare appropriate shipping papers.</p> <p>Training materials and student information are available at the instructor address above and at the trainees' currently assigned work site..</p> <p>Record retention: Facility managers shall retain a copy of this training record for three years.</p>		

#	Trainee Name	ID #	Facility	Signature
1.	MARIA ORVILLANO		TRM 1 N	
2.	LIVINGSTON DUNCAN	13955	TPSI N	
3.		14097	TPSI N	
4.	Sean Brown	14087	TPSI N	
5.	JAMES TANNA	13937	TPSI N	
6.	CASEY BROWNE			
7.	TINSTON FOSTER	13715	TPSI NORTH	
8.	CARL SPETH	13743	TPSI NS.	
9.	AMARY CHUBI	13766	TPSI N	
10.	ARTHUR CARO	13737	TPSI	
11.	ALLEN FERGUSON	13750	TPSI	
12.	KEVIN A. ...	13766	TPSI	
13.				
14.				
15.				
16.				

I certify that the above named persons have been trained and tested.

Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne		Date: May 17, 2017
Instructor's Name(s)	ID #	Instructor's Address
Arthur Caro	13737	Port Everglades North Terminal 2401 Eisenhower Boulevard, Fort Lauderdale, FL
Training Content		
Bug Bites		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name	ID #	Signature
1.	Carl Scottin	13743	
2.	Billy Fulwood	13754	
3.	Sean Burns	14078	
4.	FRANK KIEHL	13915	
5.	STANLEY KAZEN	13843	S. KAZEN
6.	KEITH BRODIE	13767	
7.	TRAUBER KELLY	1	SK
8.	Maya Pefas	13808	
9.	Shane Johnson	13700	
10.	James Brown	13712	
11.	Julian Chozen	15968	
12.	Cassey Browner	13737	
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: <u>TransMontaigne</u>		Date: <u>May 17, 2017</u>
Instructor's Name(s)	ID #	Instructor's Address
<u>Art Caro</u>	<u>13737</u>	<u>Port Everglades North Terminal</u>
<b>Training Content</b>		
<b>Bug Bites</b>		
Additional training topics:		
Record retention: <u>Facility managers shall retain a copy of this training record for five years.</u>		

#	Trainee Name	ID #	Signature
1	<u>MARQUES JOYNE</u>	<u>13751</u>	<u>[Signature]</u>
2	<u>Allen Ferguson</u>	<u>13750</u>	<u>[Signature]</u>
3	<u>Jacob Swinton</u>	<u>14097</u>	<u>[Signature]</u>
4	<u>Brandon Parker</u>	<u>15141</u>	<u>[Signature]</u>
5	<u>M. NEAL</u>	<u>13733</u>	<u>[Signature]</u>
6	<u>Chavar Brown</u>	<u>15835</u>	<u>[Signature]</u>
7	<u>FRITZ FASS</u>	<u>13747</u>	<u>[Signature]</u>
8	<u>Monique Kraine</u>	<u>13807</u>	<u>[Signature]</u>
9	<u>Julia Hernandez</u>	<u>13807</u>	<u>[Signature]</u>
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

ART CARO  
Instructor

ART CARO  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne		Date: June 14, 2017
Instructor's Name(s)	ID #	Instructor's Address
Arthur Caro	13737	Transmontaigne North Terminal 2401 Eisenhower Blvd., Ft. Laud., FL 33316
<b>Training Content</b>		
Heat Stress		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for five years		

#	Trainee Name	ID #	Signature
1.	José Ramirez	13745	
2.	MARQUES JOYNER	13751	<i>M. Joyner</i>
3.	Maite Tejas	13808	<i>Maite Tejas</i>
4.	<del>VALERIE GARRETT</del>		<i>Valerie Garrett</i>
5.	Casey Browner		<i>Casey Browner</i>
6.	<del>...</del>	13760	
7.	PEDRO BALDOS		<i>Pedro Baldos</i>
8.	Chaval BROWN	15965	<i>Chaval Brown</i>
9.	KEITH BRODIE		<i>Keith Brodie</i>
10.	Billy Fullwood	13954	<i>Billy Fullwood</i>
11.	Carl Sartin	13743	<i>Carl Sartin</i>
12.	DONBESS SANTA	16364	<i>Donbess Santa</i>
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

*[Handwritten Signature]*  
\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne		Date: June 14, 2017
Instructor's Name(s)	ID #	Instructor's Address
Arthur Caro	13777	Transmontaigne North Terminal 2401 Eisenhower Blvd., Ft. Laud., FL 33316
<b>Training Content</b>		
Heat Stress		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name	ID #	Signature
1.	Allan Ferguson	13750	<i>[Signature]</i>
2.	Julio Jimenez	13881	<i>[Signature]</i>
3.	Alan Nunez	13880	<i>[Signature]</i>
4.	Thomas Weygant	13903	<i>[Signature]</i>
5.	Bill DeLorenzo	13748	<i>[Signature]</i>
6.	Sean Braun	14078	<i>[Signature]</i>
7.	Patrick McPhillips	14040	<i>[Signature]</i>
8.	JAMES TANWEL	13739	<i>[Signature]</i>
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Instructor





## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne North		Date: July 19, 2017
Instructor's Name(s)	ID #	Instructor's Address
Art Caro	13737	Port Everglades North Terminal 2401 Eisenhower Boulevard, Fort Lauderdale, FL 33324
Training Content		
OSHA Inspections:		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name (printed)	HR-issued ID #	Signature
1.	CHARAR BROWN	15865	
2.	Patrick McPhillips	14040	
3.	PEDRO BALDOS	13803	
4.	Julian Chocoran	15968	
5.	JAMES TANNER	13739	
6.	VALERIE GARRETT	13762	
7.	CHARLIE CRESSMAN	13760	
8.	Brandon Parker	15141	
9.	ANTONIO VALDES	13873	
10.	TRAVERE KELLY	16402	
11.	JULIO HERNANDEZ	11291	
12.	F R GUINTANA	10774	
13.	LIVINGSTON DUNCAN	13955	
14.	STANLEY KUONIN	13843	
15.	Kenny Cannato	13961	
16.	Carl Sartin	13243	
17.	TRISTON FOSTER	1339	
18.	Jose Ramirez	13745	
19.	MARQUES JOYNER	13751	
20.	BILLY JOYNER	13740	
	Amador Claudio	13766	

Instructor

Instructor

Mayra Tejas 13808  
Triston Foster 13741

Triston Foster



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne North		Date: July 19, 2017
Instructor's Name(s)	ID #	Instructor's Address
Art Caro	1337	Port Everglades North Terminal 2401 Eisenhower Boulevard, Fort Lauderdale, FL 33324
Training Content		
OSHA Inspections:		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

	Trainee Name (printed)	HR-Issued ID #	Signature
1.	Blawberg SANTOJ	16364	
2.	KEITH R. RODIE	13137	
3.	JAMIE JAMES	16372	
4.	Cesey Browner		
5.	Alan Nunez	13880	
6.	Sean Brown	14078	
7.	Thomas Weygant	13903	
8.	Jacob Smith	14097	
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne Facility Name		Date: August 16, 2017
Instructor's Name(s)	ID #	Instructor's Address
Arthur Caro	13737	North

### Training Content

Presented *the Back Safety* training topic.  
 Note any additional local training topics, if conducted:  
 Reviewed new QA/QC Policy Manual and Sampling Procedures.  
 Reviewed changes to the Safety Policy and Procedures Manual received 8/15/17.  
 Review terminal items.

**Record retention:** Facility managers shall retain a copy of this training record for five years.

#	Trainee Name	ID #	Signature
1.	JAMES TANKER	13739	[Signature]
2.	Billy Fullwood	13954	[Signature]
3.	Maitte Tejas	13808	[Signature]
4.	Jose Ramirez	13745	[Signature]
5.	MARQUES JONES	13751	[Signature]
6.	Paul [unclear]	13740	[Signature]
7.	Amory Claudio	13766	[Signature]
8.	Trabere Kelly	16402	[Signature]
9.	[unclear]	15141	[Signature]
10.	Julio Hernandez	11291	[Signature]
11.	Carl Sartin	13710	[Signature]
12.	Casey Brauner		[Signature]
13.	Julian Choaran	159104	[Signature]
14.	WALTERO SANTAL	16361	[Signature]
15.	FRANCISCO R. DUNLON		[Signature]
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Arthur Caro  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne Facility Name		Date: August 16, 2017
Instructor's Name(s)	ID #	Instructor's Address
Arthur Caro	13737	Worth

### Training Content

Presented *the Back Safety* training topic.  
 Note any additional local training topics, if conducted:  
 Reviewed new QA/QC Policy Manual and Sampling Procedures.  
 Reviewed changes to the Safety Policy and Procedures Manual received 8/15/17.  
 Review terminal items.

**Record retention:** Facility managers shall retain a copy of this training record for five years.

	Trainee Name	ID #	Signature
1.	Jacob Swinton	14097	[Signature]
2.	ANTONIA VALDES	13325	[Signature]
3.	VALERIE GARRETT	13762	[Signature]
4.	BONNIE CRESSMAN	13760	[Signature]
5.	KEITH RICHARDS	13731	[Signature]
6.	LIVIA ASTON DUNCAN	13955	[Signature]
7.	Kenny Cannato	13961	[Signature]
8.	Allen Ferguson	13750	[Signature]
9.	[Signature]	14078	[Signature]
10.	ANN NUNCE	13880	[Signature]
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Arthur Caro  
Instructor

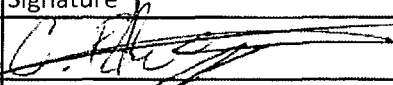
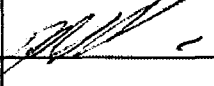
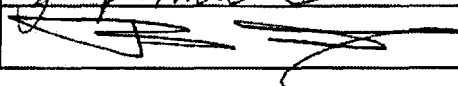
\_\_\_\_\_  
Instructor

**TransMontaigne - Port Everglades North Terminal**

During the Safety Meeting on August 16, 2017 a review was done for the new QA/QC Policy Manual and Sampling Procedures and also reviewed changes to the Safety Policies and Procedure Manual.

The list below are employees that did not attend one of the classes. Please sign below, acknowledging that you have reviewed the QA/QC Policy Manual and Sampling Procedures and also reviewed changes to the Safety Policies and Procedure Manual.

Employee name

Last	First	Signature	Date
Brown	Chavar		8-23-17
Cavallaro	Mark		8-29-17
Ewen	Stanley	S. Ewen	8-28-17
Foster	Tryston	Tryston Foster	9-1-2017
Galdos	Pedro	Pedro Galdos	08/23/17
James	Jaimel	Jaimel James	08/23/17
McPhillips	Patrick	Patrick McPhillips	08/23/17
Neal	Michael	Mr. Neal	8-30-17
Ritchie	Joseph	Joseph Ritchie	8/23/17
Weygandt	Thomas		8/23/17



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne		Date: October 4, 2017
Instructor's Name(s)	ID #	Instructor's Address
ARTHUR GARGO ALLEN FERGUSON		PORT EVERGLADES NORTH TERMINAL 2401 EISENHOWER BLVD., FORT LAUDERDALE, FL 33316
SEPTEMBER CLASS DELAYED DUE TO HURRICANE IRMA		
<b>Training Content</b>		
Compressed Gas Cylinders		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for three years.		

#	Trainee Name	ID #	Signature
1.	Julio Hernandez		<i>[Signature]</i>
2.	LARIE GARRETT	16732	<i>[Signature]</i>
3.	BONNIE CRESMAN	16730	<i>[Signature]</i>
4.	MARK CRAWLIE		<i>[Signature]</i>
5.	KEITH BRODIE	13736	<i>[Signature]</i>
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne		Date: October 4, 2017
Instructor's Name(s)	ID #	Instructor's Address
ARTHUR GARG ALLEN FERGUSON	13750	PORT EVERGLADES NORTH TERMINAL 2401 EISENHOWER BLVD., FORT LAUDERDALE, FL 33316
<b>Training Content</b>		
Compressed Gas Cylinders		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for three years.		

#	Trainee Name	ID #	Signature
1.	JAMES TANKER	39739	<i>[Signature]</i>
2.	LIVINGSTONE DUNCAN	13955	<i>[Signature]</i>
3.	Sean Brown	14078	<i>[Signature]</i>
4.	José Ramirez	13745	<i>[Signature]</i>
5.	TRAVEL KERRY	16402	<i>[Signature]</i>
6.	Julian Chocon	15469	<i>[Signature]</i>
7.	FRANK McIVER	16436	<i>[Signature]</i>
8.	Bill DeWolfe	13748	<i>[Signature]</i>
9.	William Rodriguez	16430	<i>[Signature]</i>
10.	Marta Rojas	13808	<i>[Signature]</i>
11.	Logan Browne		<i>[Signature]</i>
12.	<i>[Signature]</i>	13766	<i>[Signature]</i>
13.		15141	<i>[Signature]</i>
14.	<i>[Signature]</i>	15833	M. NEAL
15.	<i>[Signature]</i>	13753	C. Sartin
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

*[Signature]*  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

<b>Training Location:</b> TransMontaigne		<b>Date:</b> October 25, 2017
<b>Instructor's Name(s)</b>	<b>ID #</b>	<b>Instructor's Address</b>
Arthur Caro		North Terminal 2401 Eisenhower Blvd., Port Everglades Fort Lauderdale, FL 33316
<b>Training Content</b>		
Presented Vehicle Operating Policies and Procedures safety training topic. Note any additional local training topics, if conducted:		
<b>Record retention:</b> Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name	ID #	Facility	Signature
1.	<i>[Handwritten Name]</i>	<i>[Handwritten ID]</i>	<i>[Handwritten Facility]</i>	<i>[Handwritten Signature]</i>
2.	VALERIE GARRETT	<i>[Handwritten ID]</i>	TPSI	<i>[Handwritten Signature]</i>
3.	<i>[Handwritten Name]</i>	16141	TPSI North	<i>[Handwritten Signature]</i>
4.	<i>[Handwritten Name]</i>	10749	TPSI NORTH	<i>[Handwritten Signature]</i>
5.	JAMEL JAMES	16372	TPSI NORTH	<i>[Handwritten Signature]</i>
6.	Williams Rodriguez	16430	TPSI North	<i>[Handwritten Signature]</i>
7.				
8.	<i>[Handwritten Name]</i>	13743	TPSI North	<i>[Handwritten Signature]</i>
9.	MARA CAVALLARO		TPSI North	<i>[Handwritten Signature]</i>
10.	Julia Hernandez	9807	TPSI NORTH	<i>[Handwritten Signature]</i>
11.	Livingston	13955	TPSI NORTH	<i>[Handwritten Signature]</i>
12.	Kenny Conato	13961	TPSI NORTH	<i>[Handwritten Signature]</i>
13.	Allen Ferguson	13750	TPSI North	<i>[Handwritten Signature]</i>
14.				
15.				
16.				
17.				
18.				
19.				
20.				

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Instructor





## Monthly Safety Training Employee Training Record

<b>Training Location:</b> TransMontaigne		<b>Date:</b> October 25, 2017
<b>Instructor's Name(s)</b>	<b>ID #</b>	<b>Instructor's Address</b>
Arthur Caro	1337	North Terminal 2401 Eisenhower Blvd., Port Everglades Fort Lauderdale, FL 33316
<b>Training Content</b>		
Presented Vehicle Operating Policies and Procedures safety training topic. Note any additional local training topics, if conducted:		
<b>Record retention:</b> Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name	ID #	Facility	Signature
1.	JAMES TANKER	13789	TPSI N	<i>[Signature]</i>
2.	Scotty Bowen	14078	TPSI North	<i>[Signature]</i>
3.	STANLEY KROGER	13843	TPSI NORTH	<i>[Signature]</i>
4.	El Duintana	13724	" "	<i>[Signature]</i>
5.	ANTONIO VALDE	13775	" "	<i>[Signature]</i>
6.	Casey Serrano	16956	TPSI North	<i>[Signature]</i>
7.	Dr. Doyle Lopez	13809	" "	<i>[Signature]</i>
8.	TRAVERE KELLY	16102	TPSI N	<i>[Signature]</i>
9.	TRISTAN FOSTER	15739	TPSI NORTH	<i>[Signature]</i>
10.	FRANK McIvor	11436	TPSI North	<i>[Signature]</i>
11.	Julian Chocon	15969	TPSI North	<i>[Signature]</i>
12.	MIKE NEAL	13223	TPSI NORTH	<i>[Signature]</i>
13.	MARIE JAYNE	13751	TPSI NORTH	<i>[Signature]</i>
14.	Joseph "Bill" Ritchie	16927	TPSI North	<i>[Signature]</i>
15.	Bill DeHarbo	13742	TPSI (N)	<i>[Signature]</i>
16.	Jose Romero	13145	TPSI North	<i>[Signature]</i>
17.	Casey Brewer		" "	<i>[Signature]</i>
18.				
19.				
20.				

*Arthur Caro*  
\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: TransMontaigne		Date: November , 2017
Instructor's Name(s)	ID #	Instructor's Address
Arthur Caro	13737	worth.
Training Content		
Cold Stress		
Additional training topics:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

	Trainee Name	Employee ID #	Signature
1.	JAMES TANKER	13739	[Signature]
2.	SEAN BRENN	14078	[Signature]
3.	JOSEPH "BOB" RITCHIE	10427	[Signature]
4.	BOB DEWIND	12740	[Signature]
5.	COLE TUCKER	13243	[Signature]
6.	M. NEAL	13888	[Signature]
7.	TRISTON FOSTER	13915	[Signature]
8.	KEITH RODIE	12167	[Signature]
9.	STANLEY F. WIGN	13843	S. E. WIGN
10.	ARMY CHARL	13766	[Signature]
11.	[Signature]	13729	[Signature]
12.	ARICK McHILLIPS	14040	[Signature]
13.	DIANE CRESWELL	13740	[Signature]
14.	MARIE GARETT	13740	[Signature]
15.	ZACHARAH SERRANO	16456	[Signature]
16.	PEDRO CALDO	13803	[Signature]
17.	WILKINS RODRIGUEZ	16430	[Signature]
18.			
19.			
20.			

Arthur Caro  
Instructor

\_\_\_\_\_  
Instructor

11:00 AM



## Monthly Safety Training Employee Training Record

Training Location: <b>TransMontaigne</b>		Date: <b>December 13, 2017</b>
Instructor's Name(s) <b>Allen Ferguson</b>	ID #	Instructor's Address <b>Port Everglades North Terminal 2401 Eisenhower Boulevard Fort Lauderdale, FL 33316</b>
<b>Training Content</b>		
Presented Oxidizers training materials.		
Note any additional local training topics, if conducted:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name	ID #	Signature
1.	Casey Broyner		<i>[Signature]</i>
2.	Amanda Clark		<i>[Signature]</i>
3.	Kenneth Corrado	13961	<i>[Signature]</i>
4.	JAMES TANNER	13739	<i>[Signature]</i>
5.	Paul DeWitt	13240	<i>[Signature]</i>
6.	Sean Brown	14078	<i>[Signature]</i>
7.	TRISTON FOSTER	12915	<i>[Signature]</i>
8.	LIVINGSTON DUNCAN	13955	<i>[Signature]</i>
9.	Karl John	16431	<i>[Signature]</i>
10.	JAIMEL JAMES	16372	<i>[Signature]</i>
11.	Julio Hernandez	12807	<i>[Signature]</i>
12.	Matt Goff	13808	<i>[Signature]</i>
13.	José Ramirez	13745	<i>[Signature]</i>
14.	MARQUES JOYNER	13751	<i>[Signature]</i>
15.	STANLEY LEON	13843	<i>[Signature]</i>
16.	Joseph Ritchie	16427	<i>[Signature]</i>
17.			
18.	Blowberg SANTO	16364	<i>[Signature]</i>
19.	FRANK PANA	12470	<i>[Signature]</i>
20.	Patrick McPhillips	140840	<i>[Signature]</i>

*A. Ferguson*  
Instructor

\_\_\_\_\_  
Instructor



## Monthly Safety Training Employee Training Record

Training Location: <b>TransMontaigne</b>		Date: <b>December 13, 2017</b>
Instructor's Name(s)	ID #	Instructor's Address
Allen Ferguson		Port Everglades North Terminal 2401 Eisenhower Boulevard Fort Lauderdale, FL 33316
<b>Training Content</b>		
Presented <i>Oxidizers</i> training materials.		
Note any additional local training topics, if conducted:		
Record retention: Facility managers shall retain a copy of this training record for five years.		

#	Trainee Name	ID #	Signature
1.	C. Sartin	13743	<i>C. Sartin</i>
2.	Wilkins Rodriguez	16430	<i>W. Rodriguez</i>
3.			<i>W. Rodriguez</i>
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

*A. Ferguson*  
 \_\_\_\_\_  
 Instructor

\_\_\_\_\_  
 Instructor



Date	Facility	Agency	NOV Description	Resolution
1/10/2013	Meridian, MS	MS DEQ	Minor non-compliance: Exceedence of permitted stormwater effluent limit for aluminum	Provided documentation (No Penalty)
2/7/2013	Spartanburg, SC	SC DHEC	Minor non-compliance: Exceedence of permitted stormwater effluent limit for zinc	TMG has agreed to construct enhanced stormwater treatment system (No Penalty)
5/28/2013	East Liverpool, OH	Ohio EPA	NOV for missing submittal deadline for Fee Emissions Report and Emissions Inventory Summary	Provided reports (No penalty)
8/29/2014	Southwest (Brownsville, TC)	TCEQ	NOV for exceedence of short term emissions, failure to repair leaking components within 15 days and failure to maintain daily records of VE observations of flares.	Began keeping daily VE records. Began preparation of application to modify air permit to increase short term emissions. Added more management oversight to leaking component repair. (No penalty)
2/24/2015	Tampa, FL	Hillsborough County EPC	Warning notice to modify Title V permit after issuance of construction permit.	Submitted Title V application for modification. Warning notice closed out (No penalty).
3/12/2015	Evansville, IN	IDEM	NOV and Proposed Agreed Order for missing 5-year stack test	Performed stack test and paid \$500 for Agreed Order
4/22/2015	Selma North, NC	NC DENR	Notice of Deficiency for missing annual reporting requirement.	Provided reports. Have not received any formal response from agency.
7/15/2015	Southwest (Brownsville, TC)	TCEQ	NOV for exceedence of short term emissions and failure to repair leaking components within 15 days.	Began preparation of application to modify air permit to increase short term emissions. Added more management oversight to leaking component repair. (No penalty)
8/4/2015	Paducah, KY	KDEP	NOV for failure to perform 10-year storage tank inspections and for improper maintenance. Used IR camera.	Performed internal tank inspection of roof and seals. Awaiting follow up from the KDEP.
11/4/2015	Collins, MS (SET)	MS DEQ	3rd QTR exceedence of permitted stormwater effluent limit for pH.	No further action taken (No Penalty)
12/22/2015	Norfolk, VA	VA DEQ	NOV for failure to submit 1st Semi-annual monitoring report for 2015.	Consent Order dated 09/14/2016 which included a civil penalty of \$6,299.45
1/21/2016	Collins, MS (SET)	MS DEQ	1st QTR exceedence of permitted stormwater effluent limit for pH.	No further action taken (No Penalty)
1/21/2016	Collins, MS (1)	MS DEQ	Exceedence of permitted stormwater effluent limit for Copper & Lead.	No further action taken (No Penalty)
2/5/2016	Americus, GA	GA EPD	Letter of Non-Compliance for failure to provide 30 day notification prior to tank refill.	No enforcement and no response required.
3/18/2016	Southwest (Brownsville, TX)	TCEQ	NOV for failure to provide request information regarding an emissions event within the required 21 days	Once the information was provided, TCEQ acknowledged receipt of information and that the issue was resolved
9/8/2016	Collins, MS (1)	MS DEQ	Exceedence of permitted stormwater effluent limit for Copper & Lead.	No further action taken (No Penalty)
9/18/2016	Cape Canaveral, FL	USCG	NOV from USCG for asphalt spill to water (Port Turning Basin); damage to dockline by third party.	Dock line repaired and spill cleaned up. \$5,000 penalty.
9/26/2016	Collins, MS (SET)	MS DEQ	2nd QTR exceedence of permitted stormwater effluent limit for Aluminum.	No further action taken (No Penalty)
9/27/2016	Collins, MS (SET)	MS DEQ	1st QTR exceedence of permitted stormwater effluent limit for Aluminum.	No further action taken (No Penalty)
12/5/2016	Collins, MS (SET)	MS DEQ	3rd QTR exceedence of permitted stormwater effluent limit for Aluminum.	No further action taken (No Penalty)
1/29/2017	Covinton, KY	KDEP	Single NOV for 4 separate NPDES permit exceedances (Mar.-Oct. 2016).	Corrective actions taken at the time of the exceedances. NOV stipulates that KDEP does not intend to pursue formal enforcement actions/penalties.
1/29/2017	Collins, MS	MS DEQ	NOV for NPDES lead exceedence (Oct. 2017) at #1/Injection Terminal.	Investigating acceptable methodologies to demonstrate presence of "background" lead in native soil.
2/14/2017	Collins, MS (1)	MS DEQ	Exceedence of permitted stormwater effluent limit for Lead.	No further action taken (No Penalty)
3/30/2017	Collins, MS (SET)	MS DEQ	4th QTR exceedence of permitted stormwater effluent limit for Aluminum.	No further action taken (No Penalty)
5/12/2017	Collins, MS (SET)	MS DEQ	1st QTR exceedence of permitted stormwater effluent limit for Aluminum.	No further action taken (No Penalty)
5/12/2017	Collins, MS (2)	MS DEQ	Exceedence of permitted Hydrostatic effluent limit for pH.	No further action taken (No Penalty)
6/15/2017	Southwest (Brownsville, TX)	TCEQ	NOV for a typographical error in semi-annual and annual reports	Once the information was provided, TCEQ acknowledged receipt of information and that the issue was resolved
8/10/2017	Collins, MS (2)	MS DEQ	Exceedence of permitted Hydrostatic effluent limit for BTEX.	No further action taken (No Penalty)
10/10/2017	Collins, MS (1)	MS DEQ	Exceedence of permitted stormwater effluent limit for Lead.	No further action taken (No Penalty)
10/13/2017	Norfolk, VA	VA DEQ	NOV for Failure to perform stack test on VCU	Response submitted 10/24/2017. No follow-up received.
2/8/2018	Collins, MS	MS DEQ	NOV for NPDES aluminum exceedence (Oct. 2017) at Southeast Terminal	Improvements to dike areas (gravel surfacing) and outfall drainage basins



Search County Government

Home | County Commission | Doing Business | Visiting

ENVIROS

Enforcement Action Advanced Search

Search Again

Type	Enforcement #	Address	Section Township Range	Facility Status	Violation Date Time	Issue Date	Completed Date
Warning Notice	WRN07-0232	2401 EISENHOWER BLVD Fort Lauderdale, FL 33316	23-50-42	<a href="#">01465</a> Rescinded	Apr 02, 2007 12:00	Apr 11, 2007	Apr 24, 2007
Warning Notice	WRN09-0308	2401 EISENHOWER BLVD Fort Lauderdale, FL 33316	21-50-42	<a href="#">01465</a> Complied	May 26, 2009 10:00	May 27, 2009	Jun 24, 2009

[Help on this page](#)

Screen ID: 23473



- Contact Us
- Comments and Suggestions
- Report a Complaint
- Site Map

- Broward.org
- Terms of Use
- Subscribe

Stay Connected





Florida Department of Environmental Protection

### Hazardous Waste Facilities Search Results

**Selection Criteria for This Handler Search:**

**EPAID: % ; Name: TRANSMONTAIGNE TERMINALS% ; Address: % ; City: % ; County: %**

**For Facility Data Links:**

**A**ctivities -- provides a list of RCRA compliance activities and violations.

**M**apping in GIS -- this opens a **[NEW IMPROVED]** GIS mapping tool focused on the facility.

**D**ocuments -- this provides a list of electronic documents available online.

**E**rror Reporting -- send us feedback to address data errors.

**C**ounty Verification -- County or RPC verification of Facility and Waste for this site.

**For a Generator Status History:**

click on the **Status**. - **NOT** indicates a facility is a Non-Notifier and may not have been issued the associated EPAID - **Check with DEP before using that EPAID!**

[Legend of Status Types](#)

EPA ID	Name	County	Address	Contact	Status As of	Data Links
FLD000608042	TransMontaigne Terminals LLC - Fisher Island	Miami-Dade	One "B" Street, Fisher Island Miami Beach, FL 33109	Jim Sligh 7705183662	CES 6/6/2014	<a href="#">A</a> <a href="#">M</a> <a href="#">D</a> <a href="#">E</a>

**Search has retrieved 1 Facilities**

**Legend of Status Types:**

- LQG - Large Quantity Generator
- SQG - Small Quantity Generator
- CES - Conditionally Exempt Small Quantity Generator
- UOT - Used Oil Transporter
- TRA - Hazardous Waste Transporter
- TSD - Treatment/Storage/Disposal Facility
- CLO - Closed
- NHR - Non-Handler of Hazardous Waste





Florida Department of Environmental Protection

### Hazardous Waste Facility Compliance History

Activity History Listing

#### Activity History for:

**No Activities Found for this EPAID**

This pulls the Violation History

#### Violation History

**No Violations Found for this EPAID**

Vio#	Area	Regulation	Opened By	Date Determined	Completed	ETA	Act	Act Date	Regulation Text Excerpt (mouse over for more text)

**OSHA** English | Spanish

Find it in OSHA



A TO Z INDEX

**ABOUT OSHA** ▾ **WORKERS** ▾ **EMPLOYERS** ▾ **REGULATIONS** ▾ **ENFORCEMENT** ▾ **TOPICS** ▾ **NEWS & PUBLICATIONS** ▾ **DATA** ▾ **TRAINING** ▾

## Establishment Search

### Reflects inspection data through 10/12/2018

This page enables the user to search for OSHA enforcement inspections by the name of the establishment. Information may also be obtained for a specified inspection or inspections within a specified SIC.

**Note:** Please read important information below regarding interpreting search results before using.

Search By:

**Your search did not returned any results.**

Establishment

TransMontaigne Terminals L.L.C.

*(This box can also be used to search for a State Activity Number for the following states: NC, SC, KY, IN, OR and WA)*

State

All States

Fed & State

OSHA Office

All Offices

Site Zip Code

Case Status

All  Closed  Open

Violation Status

All  With Violations  Without Violations

Inspection Date

Start Date

January

1

2013

End Date

October

12

2018

Submit

Reset

#### Can't find it?

[Wildcard use %](#)

[Basic Establishment Search Instructions](#)

[Advanced Search Syntax](#)

#### NOTE TO USERS

The Integrated Management Information System (IMIS) was designed as an information resource for in-house use by OSHA staff and management, and by state agencies which carry out federally-approved OSHA programs. Access to this OSHA work product is being afforded via the Internet for the use of members of the public who wish to track OSHA interventions at particular work sites or to perform statistical analyses of OSHA enforcement activity. It is critical that users of the data understand several aspects of the system in order to accurately use the information.

The source of the information in the IMIS is the local federal or state office in the geographical area where the activity occurred. Information is entered as events occur in the course of agency activities. Until cases are closed, IMIS entries concerning specific OSHA inspections are subject to correction and updating, particularly with regard to citation items, which are subject to modification by amended citations, settlement agreements, or as a result of contest proceedings. THE USER SHOULD ALSO BE AWARE THAT DIFFERENT COMPANIES MAY HAVE SIMILAR NAMES AND CLOSE ATTENTION TO THE ADDRESS MAY BE NECESSARY TO AVOID MISINTERPRETATION.

The Integrated Management Information System (IMIS) is designed and administered as a management tool for OSHA to help it direct its resources. When IMIS is put to new or different uses, the data should be verified by reference to the case file and confirmed by the appropriate federal or state office. Employers or employees who believe a particular IMIS entry to be inaccurate, incomplete or out-of-date are encouraged to contact the OSHA field office or state plan agency which originated the entry.

UNITED STATES  
DEPARTMENT OF LABOR

Occupational Safety and Health Administration  
200 Constitution Ave NW  
Washington, DC 20210  
☎ 800-321-6742 (OSHA)  
TTY  
www.OSHA.gov

**FEDERAL GOVERNMENT**

White House  
Disaster Recovery Assistance  
USA.gov  
No Fear Act Data  
U.S. Office of Special Counsel

**OCCUPATIONAL SAFETY AND HEALTH**

Frequently Asked Questions  
A - Z Index  
Freedom of Information Act  
Read the OSHA Newsletter  
Subscribe to the OSHA Newsletter  
OSHA Publications  
Office of Inspector General

**ABOUT THE SITE**

Freedom of Information Act  
Privacy & Security Statement  
Disclaimers  
Important Website Notices  
Plug-Ins Used by DOL  
Accessibility Statement

#### Attachment Q.4

##### TransMontaigne Terminals LLC Environmental Policy

TransMontaigne Terminals LLC (the "Company") regards environmental protection as an integral part of our business, and an essential component of maintaining excellent relationships with our employees, our business partners, the communities in which we conduct business, and regulatory authorities.

##### OUR POLICY

To meet our commitment to the environment, it is the Company's policy to:

- Comply with applicable regulatory and legal requirements.
- Develop internal policies and programs if the Company identifies areas where regulatory and legal requirements are insufficient.
- Instill environmental performance as a core value throughout the Company.
- Work with industry and professional associations to track emerging issues and good business practices, and to share perspectives on effective environmental protection.
- Integrate responsibilities for environmental matters into all relevant functions, including line functions, with appropriate resources and support.
- Provide employees with channels to identify improvement opportunities, or activities or practices that may not align with current Company environmental policies
- Foster routine, open communications with the communities where we conduct business.
- Require contractors and business partners to meet or exceed Company standards for environmental protection as relevant to our operations and relationships.
- Develop initiatives for improvement of environmental performance that reflect Company policy, environmental impact, and the unique aspects of the communities where we conduct business.
- Promptly report incidents or imminent threats to authorities as required by applicable regulations, and to other key stakeholders to enhance environmental protection.
- Develop appropriate frameworks for internal and external reporting on environmental performance.
- Periodically monitor the Company's compliance with laws, regulations, and adherence to Company environmental policies.

ATTACHMENT R

Applicant has had a presence and been active in Port Everglades since 1932. Part of the business consists of a full service ship fueling operation that provides year round bunkering services for any vessel calling on Port Everglades. This full service ship fueling operation consists of Pipeline, Barge and Truck delivery modes. This service allows the Port Everglades department to advertise itself as a full service Port, inclusive of bunkering services. Vessels will make port calls for the sole purpose of obtaining bunkers.

The Applicant is an active long-standing member of the Port Everglades Association and supports the mission of this valued organization, which is "to advance the growth and vitality of the seaport for the benefit of port-related businesses and the greater community."

The Applicant is an active participant in the Port Everglades Master Plan Focus Group and has publicly endorsed the Port's efforts to create and adopt the latest 20 - Year Vision Plan.

The Applicant has demonstrated its commitment to the Port by ensuring that the demands and needs of the end users and the Port are addressed appropriately. During the Applicant's period of business at the Port it has made substantial capital investments to better serve the shipping industry's needs. The most recent example of this commitment took place in 2012 when the EPA promulgated new ECA regulations that required the Applicant to invest a substantial amount of capital to be able to offer an additional grade of bunkers (1% and 3% 6 oil). The Applicant also responded, by way of a capital expenditure, to a Port request for an additional bunkering station at berth 4 to address the needs of a new vessel calling at Port Everglades.

United States Coast Guard  
**Certificate Of Adequacy**  
*for*  
**Reception Facility**



This certifies that: TransMontaigne North has facilities adequate MARPOL I - Oil  
2401 Eisenhower Blvd to receive MARPOL V - Garbage  
Fort Lauderdale, FL 33316  
US

From oceangoing ships, as required by the International Convention for the Prevention of Pollution from Ships, 1973. As modified by the protocol of 1978 (MARPOL 73/78), the Act to Prevent Pollution from Ships, 33 USC 1901-1912 and associated U.S. Regulations in 33 CFR 158.

This certificate is issued pursuant to an application dated **15MAY2017** and an inspection dated **03FEB2017**, copies of which are attached, and part of this certificate. Each terminal listed in the application shall maintain a copy of this certificate available for inspection by Coast Guard personnel and the master, operator, agent, or owner of any ship using or intending to use this terminal.

Terminals and ports required to have an operations manual for oil transfer described in 33 CFR 154.300 shall attach a copy of this certificate thereto.

The terminal/port person in charge identified in the attached application shall notify the U.S. Coast Guard Captain of the Port (COTP) in writing after any of the reception facility information or terminal/port information identified in 33 CFR 158.165 changes.


The terminal/port owner, operator, or person in charge is liable for civil penalties of up to \$32,500 for violations of the provisions of 33 CFR 158.

The terminal/port owner, operator, or person in charge shall ensure that the reception facility holds each state, local, and federal permit and license required by environmental laws and regulations concerning garbage, residues and mixtures containing oil or noxious liquid substances. This certificate certifies compliance with applicable sections of 33 CFR 158, but does not certify compliance with any other law or regulation.

This certificate is valid for a period of 5 years from the date issuance; or until suspended or revoked; or until 30 days after the operator cited on the certificate changes; at which time it shall be promptly returned to the U.S. Coast Guard COTP.

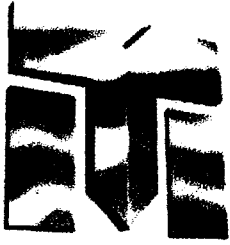
This Certificate Expires:

<b>09JUN2022</b>
5 years from date of issuance

	6-9-17
<i>Signature of COTP</i>	<i>Date</i>
J.K. VELASCO, LCDR, by direction	09JUN2017
<i>Typed Name of COTP</i>	<i>Date</i>
Sector Miami	(305) 695-2344
<i>COTP Zone</i>	<i>Phone</i>

The following waivers to this certificate are granted. The waivers shall be attached to and are part of this certificate.

Waiver Description (brief description)	Expire Date (if applicable)
_____	_____
_____	_____
_____	_____



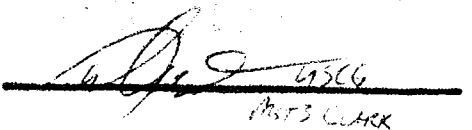
# TRANSMONTAIGNE

## Port Everglades North Terminal

### MARINE TRANSFER OPERATIONS MANUAL

EXAMINED BY  
U.S. COAST GUARD

Port Everglades Harbor  
2401 Eisenhower Boulevard  
Fort Lauderdale, FL 33316  
Facility Identification Number: MIAW 0010

  
U.S.C.G.  
POST 3 CLARK

**Coast Guard Copy**

## INTRODUCTION

This document constitutes the Marine Transfer Operations Manual (MTOM) for this facility. It provides operational guidance for transfers of oil or hazardous chemical cargoes, to and from vessels. The format and contents of this manual are intended to meet the requirements of 33 CFR 154 and 156. Questions and comments regarding this manual should be referred to the Terminal Manager at the address and telephone number listed in this manual.

All changes made to the contents of this manual will be submitted to the Coast Guard Captain of the Port (COTP) having jurisdiction for examination in the form of serially-numbered amendments. The amendments will be recorded on the Record of Amendments page. Depending on the nature of the changes the COTP may re-examine the manual and issue a new Examined Stamp. Examination stamps, or other documents indicating COTP approval of this manual, shall be filed immediately behind the cover page.

Persons in charge (PIC) of oil transfers are personally responsible for having a copy of the MTOM in their possession whenever they conduct transfer operations. The PIC and the terminal operator conducting a transfer shall comply with published procedures and other guidance contained in the manual. Changes shall be promptly entered when received. If pages become obliterated or torn out, they shall immediately report it to the Terminal Manager and obtain the missing material.

### Distribution:

Terminal Manager  
Marine Coordinator  
Operations (12)  
Regulatory Compliance Manager  
USCG Sector Miami



## TABLE OF CONTENTS

<u>Sections</u>	<u>Page</u>
Introduction .....	i
Table of Contents .....	ii
Record of Changes .....	iv
(1) Geographic Location of Facility .....	1
(2) Physical Description of Facility .....	1
(3) Hours of Operation .....	1
(4) Vessel Information .....	1
(5) Product Description .....	2
(6) Personnel Required and Their Duties During Transfer Operations .....	2
(7) Emergency Telephone Numbers .....	4
(8) Duty Watchman .....	4
(9) Transfer Communications System .....	4
(10) Personnel Shelters .....	4
(11) Drip and Discharge Collection .....	5
(12) Description and Location of Each Emergency Shut Down System .....	5
(13) Monitoring Devices .....	6
(14) Spill Containment .....	6
(15) Fire Extinguishing Equipment .....	7
(16) Maximum Allowable Working Pressure (MAWP) .....	7
(17) Transfer Procedures .....	8
(18) Reporting and Initial Containment .....	11
(19) Applicable Laws and Regulations .....	12
(20) Portable Lighting .....	12
(21) Training and Qualification Program for Persons in Charge .....	13
(22) Hose Markings .....	14
(23) Tank Cleaning and Stripping Operations .....	14

Appendixes

Appendix A – Facility Diagrams

Appendix B – Product Information Sheets

Appendix C – Facility Persons in Charge Lists

Appendix D – Declaration of Inspection

Appendix E – Emergency Phone Lists

Appendix F – Certificates of Adequacy

Appendix G – Company Controlled Spill Response Equipment List

Appendix H – Letters of Alternative Compliance and Exemptions

## RECORD OF AMENDMENTS

This manual may be changed by inserting numbered amendments that add, revise or remove material in the body of the manual and/or its appendixes. The person entering the amendment shall insert the amendment number, the date, the sections affected and the signature of the person making the entry into the record below.

Amendment Number	Amendment Date	Summary of Revised Sections	Signature of Enterer
Amendment 0	07/20/07	New manual	Kent M. Ballantyne
Amendment 1	01/15/09	Revised vapor control system info.	Kent M. Ballantyne
Amendment 2	02/01/10	Apps. B; D; Add Ethanol, update DOI	Kent M. Ballantyne
Amendment 3	05/16/11	Page iv; Appendices A; B; D; E	Kent M. Ballantyne
Amendment 4	06/21/11	Page iv, Section 16D, Appendix H	Kent M. Ballantyne
Amendment 5	12/05/11	Page iv; Appendix E	Kent M. Ballantyne
Amendment 6	11/01/12	Appendix C; Revised PIC list	Cornelius Brouwer
Amendment 7	11/05/13	Page iv; Appendix E	Kent M. Ballantyne
Amendment 8	8/19/14	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 9	11/21/14	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 10	06/29/15	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 11	10/07/15	Appendix E	Marie D. Manigat
Amendment 12	10/12/15	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 13	3/29/16	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 14	4/7/16	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 15	11/11/16	Appendix C; Revised PIC List	Keith Brodie
Amendment 16	2/3/17	Page iv, Appendix A; G	Cornelius Brouwer
Amendment 17	5/23/17	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 18	8/16/17	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 19	11/13/17	Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 20	1/19/18	Pages i-iv, 2, 3, 6, 14 Appendix E; Phone List	Cornelius Brouwer
Amendment 21	2/16/18	Page iv, Appendix C; Revised PIC List	Cornelius Brouwer
Amendment 22	7/24/18	Page iv, Appendix C; Revised PIC List	Cornelius Brouwer

(1) **GEOGRAPHIC LOCATION OF FACILITY**

Port Everglades Harbor  
2401 Eisenhower Boulevard  
P.O. Box 13124  
Fort Lauderdale, FL 33316-0100

Latitude: 26° 05' 43" N  
Longitude: 80° 07' 28" W

An aerial photo (Figure 1-5a) in Appendix A shows the terminal in relationship to the immediately surrounding community.

(2) **PHYSICAL DESCRIPTION OF FACILITY**

This facility is an onshore, marine-transportation-related (MTR), bulk-liquids storage facility. Facility diagrams in Appendix A depict the facility boundary, general layout, the path of the piping from the dock to the tank farm, the location of the first valve inside of containment for each line and safety equipment used in the marine transfer zone. The terminal is located in Port Everglades, a publicly run port.

The primary marine-transfer and control stations are at the docks where vessels connect to the facility MTR piping. Connections for receipts and deliveries are made by hose at company-operated valve pits throughout the port. Loading arms are also available for transfers at selected berths. These arms are operated by another company, who becomes the primary facility for purposes of the transfer. Truck-loading racks are located adjacent to the tank farm.

(3) **HOURS OF OPERATION**

This terminal is manned and operated 24 hours a day, every day of the year.

(4) **VESSEL INFORMATION**

The port authority controls vessel size. Tank vessels involved in transfers normally range up to 780' in length. Passenger and cargo vessels may exceed 1100' in length. Ten vessels can be worked simultaneously.

(5) **PRODUCT DESCRIPTION**

This facility conducts bulk-liquid transfers through the marine-transfer piping. The product mix may change as business conditions change. A list of current products is kept in Appendix B along with information sheets for each product handled. Each sheet contains the product's generic or chemical name and its appearance, odor, hazards, safe handling instructions, spill response procedures and fire fighting procedures including a listing of effective extinguishing agents. The list and the product information sheets will be updated whenever the mix of bulk products is adjusted.

(6) **PERSONNEL REQUIRED AND THEIR DUTIES DURING TRANSFER OPERATIONS:**

A. **PERSONNEL REQUIRED:** Vessel transfer operations require two people on duty representing the facility. When transfers of products to or from this terminal are made through the loading arms, the company operating the loading arms is the primary facility and provides the PIC. Persons required are:

1. One person in charge of the dock area, designated as a Person-in-Charge (PIC). See Appendix C for a list of qualified PICs.
2. One terminal operator in charge of the tank farm area.

B. **DUTIES DURING TRANSFER OPERATIONS:**

1. Terminal PIC:
  - a. Conduct a pre-transfer conference with the tankerman, confirming the product type, sequence and quantities to be transferred;
  - b. Sample and inspect products to be transferred, as required;
  - c. Insure overall safety and security of the dockside transfer;
  - d. Verify that all transfer equipment is available and serviceable;
  - e. Complete a Declaration of Inspection (DOI) for each vessel involved in the transfer—copy in Appendix D;
  - f. Operate dock transfer equipment in accordance with the pre-transfer conference and the transfer procedures published in this manual;

- g. Continuously monitor transfer progress;
- h. Monitor for excessive strain on the hoses;
- i. Monitor the condition of the vessel mooring lines for proper tension;
- j. Maintain continuous communications with the terminal operator;
- k. Insure the ability to continuously communicate with the vessel PIC in a language understood by both PICs. If this condition can not be met, the terminal PIC will not begin a transfer or will shutdown a transfer if it is in progress;
- l. Monitor the location of the tankermen to insure that they are at their stations and in the proper number for the activity being conducted;
- m. Shut down a transfer any time a spill or other emergency condition is detected or any time that the safety of the transfer is in doubt;
- n. Make required entries on transfer papers and file terminal copies of all transfer papers and the DOI upon completion of the delivery.

2. Terminal Operator:

- a. Be fully informed about the order and rate of transfer as discussed during the pre-transfer conference;
- b. Verify that the receipt tank(s) has the capacity to store the quantities planned during the pre-transfer conference;
- c. Maintain continuous communications with the terminal PIC;
- d. Operate tank-farm equipment in accordance with the pre-transfer conference and the Transfer Procedures published in Section 17 of this manual;
- e. Observe the pipeline and tank farm periodically for evidence of leaks during the transfer;
- f. Record hourly gauges on the active tank(s);
- g. Calculate product transfer rates and report results to the terminal PIC;
- h. Notify terminal PIC when approaching a planned fill level, a tank safe-fill level or a minimum tank fill level;
- i. Close the tanks and any intermediate valves if an emergency situation develops.

(7) **EMERGENCY CONTACTS AND TELEPHONE NUMBERS:**

The 24-hour telephone number for the facility is (954) 525-4261. The terminal operator who answers this number has a complete list of terminal, corporate and governmental response-agency phone numbers to be used in relaying required emergency reports. In the event an operator is not immediately available by phone, Appendix E contains a list of phone numbers that may be used for emergency reporting and includes the names and numbers of the primary Qualified Individual (QI) and alternate QI's.

(8) **DUTY WATCHMAN:**

Terminal personnel do not serve as watchmen. Vessel operators are responsible for vessel security. Operators of any unmanned barges moored at the dock, which contain more oil than normal clingage and unpumpable bilge or sump residues in any cargo tank, shall provide their own watchman.

(9) **TRANSFER COMMUNICATIONS SYSTEM:**

Intrinsically safe two-way radios suitable for use in all weather conditions are distributed to the terminal PIC, the terminal operator and the vessel PIC. When the vessel transfer control station is immediately next to the facility PIC and they can hear and see each other, the vessel need not receive a transfer radio. Portable air horns may be used to signal an emergency in the event of radio failure.

(10) **PERSONNEL SHELTERS:**

No personnel shelters are available on the dock at company valve-pit locations.

**(11) DRIP AND DISCHARGE COLLECTION:**

**A. DESCRIPTION AND INSTRUCTIONS:**

1. All dock risers, isolation valves and hose connections are located either in or directly above a pit that acts as a containment system. In the event product leaks from a valve or hose connection, the pit contains it.
2. Sorbent materials are used to plug the scuppers in the dock curbing in the immediate vicinity of the transfer operation. These are used on dock areas to prevent discharges.
3. Each hose-to-hose connection that is coupled for the transfer will be protected by fixed or portable containment for the duration of the transfer. Fixed containment includes permanent basins under connection points and docks that have curbing with plugged scuppers. Hoses not uncoupled from previous transfers are not required to be placed over containment.
4. Coupling and uncoupling of hoses will be done over fixed or portable containment.
5. All hose connections will be made using gaskets.
6. If pits become contaminated, they can be pumped out within one hour using company owned vacuum or pump-out trucks.

**B. VESSEL SLOP RECEPTION FACILITIES:** Certificates of Adequacy to receive oily wastes and garbage have been obtained and are kept in Appendix F.

**(12) DESCRIPTION AND LOCATION OF EACH EMERGENCY SHUT DOWN SYSTEM:**

The emergency shutdown system at this facility consists of continuously available radio and voice/visual communications among the vessel PIC, the terminal PIC and the terminal operator. Any participant in the transfer becoming aware of an emergency condition shall call for an immediate shutdown, followed by each participant ensuring that the pumps are off and closing all valves under their control. In order to insure that an emergency shutdown can be made immediately, the terminal PIC and the terminal operator will keep their radios with them at all times and the PIC shall remain within a distance of the appropriate dock valve that allows him to get back to it within 30 seconds of receiving an emergency shutdown notification.



(13) **MONITORING DEVICES:**

Not applicable; this facility is not required to have monitoring devices.

(14) **SPILL CONTAINMENT:**

The facility's Integrated Contingency Plan (ICP) would be activated in the event of a spill that occurred during transfer operations. Specific guidance is as follows:

- A. **QUANTITY AND TYPE OF EQUIPMENT:** Spill response equipment and supplies are available from terminal owned stocks, the contract OSRO's and stocks of company-owned materials at other terminals. A listing of the type of terminal equipment and supplies is kept in Appendix G.
- B. **EQUIPMENT LOCATION:** Company-owned equipment is stored at the terminal. A stock of sorbent materials for immediate use is kept in the dock area.
- C. **INSTRUCTIONS FOR USE:** In the event of a spill, operators shall take steps to shutdown the transfer pumps and close valves in order to isolate the leak. The next step is to implement the emergency response plan by notifying the terminal manager, either directly or through a relay by another terminal employee. Small spills may be responded to by activating a local OSRO or by using terminal materials and personnel to contain and clean up the discharge, at the discretion of the incident commander. Larger spills will be handled by activating sufficient OSRO's and bringing in additional corporate personnel and equipment as needed.
- D. **EQUIPMENT ACCESS TIME:** Terminal equipment and supplies identified above are directly controlled by the terminal staff and are immediately available. The response can be initiated within one hour.

**(15) FIRE EXTINGUISHING EQUIPMENT:**

- A. QUANTITY, TYPE AND LOCATION: Portable fire extinguishers are located throughout the terminal. At least one dry chemical extinguisher is located at each transfer station while transfers are in progress.
- B. INSTRUCTIONS FOR USE: Operators will be guided by the following:
  - 1. Structural fires and product fires will be fought by the fire department.
  - 2. Portable fire extinguishers may be used by trained employees on small fires where their safety is not jeopardized. Selection of fire extinguishers for each station is based on the primary hazard in that area and the extinguisher's fire-fighting capability is indicated on a label on the extinguisher. Note that small extinguishers will be fully discharged following 20-30 seconds of continuous use. To operate, remove the safety pin, point at the base of the fire and squeeze the handle, moving the extinguisher in side-to-side motions.

**(16) MAXIMUM ALLOWABLE WORKING PRESSURE (MAWP):**

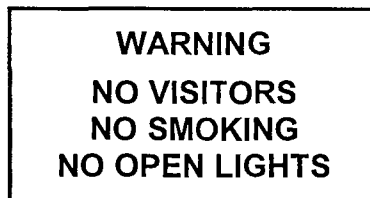
- A. MAXIMUM ALLOWABLE WORKING PRESSURE: The maximum allowable working pressure for the transfer systems is set at 100 psi.
- B. MAXIMUM RELIEF VALVE SETTINGS: The facility has positive-displacement transfer pumps with pressure relief valves set at 100 psi. Centrifugal pumps are also used for loading vessels from facility tanks. They normally produce a maximum pressure of 80 psi. Tank vessel discharge pressures are monitored by the PIC to ensure that pressures do not exceed the facility MAWP at the dock, as discussed during the pre-transfer conference.
- C. THERMAL RELIEF VALVES: Thermal relief valves are installed at each operable in-line valve from the dock to the storage tanks to protect against over-pressurizing a liquid-filled line due to heating by the sun when the valves are closed. These relief valves have small diameter orifices and open at low pressures when a differential pressure builds across the closed valve. They have no effect on system pressure during a transfer because the valves that they are installed on are open in that situation and there is no differential pressure.
- D. PRESSURE TESTS: Transfer piping, hose and pressure-relief valve test records are on file in the terminal office. A COTP approved alternative authorizing pneumatic pressure testing is located in Appendix H.

**(17) TRANSFER PROCEDURES:**

The following sub-sections provide operational guidance to be followed during receipts and deliveries. Terminal operators and PICs shall be thoroughly familiar with these procedures.

- A. **LOADING ARMS:** Not applicable. The port's loading arms are operated by an independent company that acts as the primary facility.
- B. **TRANSFERRING OIL:** A transfer begins when the respective PICs first meet to begin completing the DOI and is complete when all connections for the transfer have been uncoupled and secured with blanks or other closure devices and both of the PICs have completed the DOI, including entering the date and time of completion. The following steps describe a receipt from a vessel (Note: Delivering to a vessel is accomplished by following the same procedures, except that terminal pumps are used. Blend carts are used during some transfers at the receiving ship's berth to blend fuel oils and meter quantities).

1. Line up terminal equipment for the transfer, ensuring that the dock and active-tank valves remain closed. For loading-arm transfers, the company's responsibility begins at the company block valve at the loading-arm manifold. At the transfer point verify that:
  - Containment is empty and drain/scupper plugs are in place
  - Required fire extinguishers are in place and serviceable
  - A current copy of the facility Marine Transfer Operations Manual is present
  - Permanent transfer warning signs are in place. If none are at the transfer station, post temporary warning signs that state:



2. Obtain, review and process transfer documentation, as necessary.
3. Ensure delivering cargo tanks are sampled and gauged, as necessary.
4. Conduct preliminary laboratory analysis of cargo, as necessary.
5. Check vessel moorings ensuring that:
  - The vessel manifold lines up with the dock connection
  - Mooring lines appear to be holding the vessel securely
  - Provisions have been made for draft changes, surges, currents, and rough water.

6. Place transfer point booms in the water on either side of the vessel manifold area.
  7. Connect transfer equipment to the vessel.
  8. Conduct a pre-transfer conference and execute the DOI. Include the terminal operator in the conference or separately brief that person on all aspects of the transfer. Keep one copy of the DOI on the dock and another copy on the vessel.
  9. Issue radios and conduct a communications check with the vessel PIC and terminal operator. Confirm that all parties are ready to commence the transfer.
  10. Open the active shore tank valve, any intermediate valves not yet open and the dock valve while observing dock connections for signs of a leak or escaping air. Close the valves immediately if a leak is detected.
  11. Begin pumping at a reduced rate. Check the connections for any evidence of a leak.
  12. Increase the pumping rate to the agreed upon transfer rate, but in no case higher than the established MAWP.
  13. The terminal operator shall confirm that active tank levels are changing as planned once the transfer is underway.
  14. The facility PIC shall make regular checks of the dock and the immediately surrounding area for leaks. Monitor transfer system pressure for compliance with the MAWP.
  15. The terminal operator shall periodically patrol the active tanks and transfer piping looking for leaks or other signs of a malfunction and shall take gauges to verify that the fill levels and transfer rates are consistent with the original transfer plan. Communicate progress reports and updates of the estimated completion time to the other transfer participants.
- C. COMPLETION OF PUMPING: Once the designated amount of product has been transferred, complete the transfer as follows:
1. Stop the transfer pump.
  2. Close the dock valve.
  3. Drain the hose.
  4. Disconnect transfer equipment, blank open ends and retrieve.
  5. Retrieve transfer-point booms.
  6. Closeout the DOI by noting the time of completion and route the terminal copy to the facility office for filing.
  7. Close the remaining valves in the transfer lines, as needed.
  8. Gauge tanks, take samples and process transfer documentation, as necessary.

- D. EMERGENCIES: In the event that an emergency condition arises from any cause, the principal consideration will be to insure the safety of personnel affected by the emergency, followed by protection of the environment. **The initial response for all foreseeable emergency conditions is to stop the transfer.** After stopping the pump, close as many valves as time allows and conditions require. An operator in the vicinity of the problem may then attempt to react to the emergency using equipment on-hand if the response can be made without endangering personal safety and has the potential to reduce the impact of the emergency condition. All persons involved should recognize that it is generally more important to notify operations and request additional help than to handle the response alone. All emergency conditions shall be reported to the terminal manager as quickly as possible. Guidance for specific scenarios follows:
1. Fire - The portable fire extinguishers are only to be used on small fires, and then only if the fire is not in immediate danger of spreading to a storage tank or pipeline containing product. If there is a fire on the vessel or ashore near any part of the transfer system, secure the transfer and close down the system as time and conditions allow.
  2. Severe weather - Very high winds can cause vessel mooring lines to break or pay out which may be enough to put a strain on the transfer piping or hoses, potentially stretching them to the breaking point. At the onset of severe weather such as a severe thunderstorm or tornado/waterspout, secure the transfer and seek safe shelter as appropriate to the situation.
  3. Oil spill - In the event of an oil spill related to terminal activity, the terminal Integrated Contingency Plan would be activated. Operators shall secure the transfer and respond in accordance with the steps detailed in Section (18) of this manual.
  4. Personnel injury - Response to injuries will be based on severity. A first aid kit is available to treat minor wounds. Persons with injuries that require treatment at a medical facility will be transported to the company designated clinic if they can move on their own without aggravating their condition. Community-based emergency medical technicians will be summoned by calling 911 for those situations involving more serious injuries or injuries that would be aggravated by moving without medical supervision. The 911 phone call can be made from the scene of the accident if phones are readily available, or by contacting the terminal office. A complete list of emergency numbers is contained in Appendix E. Regardless of severity, the terminal manager shall be immediately notified of all injuries, including injuries to non-employees.

**(18) REPORTING AND INITIAL CONTAINMENT:**

In the event of an oil spill in the vicinity of the transfer, the terminal PIC will make an initial assessment of the situation while staying in the marine transfer area. If the discharge, or threat of a discharge into the waters, comes from terminal equipment or the vessel, the transfer will be stopped. The transfer should also be stopped if a nearby discharge from some other source in any way threatens the safety of the transfer. The PIC may then attempt to contain the spill, as discussed below, and will notify the terminal as soon as possible. Response to and clean up of spills that the terminal is responsible for, will be organized using the terminal's ICP.

- A. **REPORTING PROCEDURES:** Contact the terminal manager or senior official at the terminal using any available method to report the situation. If direct radio contact is not possible, use a phone or send a messenger to notify the office. Appendix E has the complete list of emergency phone numbers. The Terminal Manager or a person designated by him is responsible for making required notifications to the company's senior management and the Environmental, Safety and Occupational Health (ESOH) department in accordance with the internal notification procedure. ESOH will normally make required notifications to federal, state and local government agencies.
  
- B. **INITIAL CONTAINMENT:** Use response materials immediately available to minimize the affect of any spill. Once those materials have been used to best advantage and the initial emergency report has been made, attempt to deploy any other response equipment that may be available. Additional response materials will be brought to the scene as needed.

**(19) APPLICABLE LAWS AND REGULATIONS:**

Transfers of petroleum products and hazardous substances from and to vessels are governed by a variety of federal, state and local laws and regulations. The broadest of these is the Federal Water Pollution Control Act, as amended by the Oil Pollution Act of 1990 (OPA 90). This law prohibits discharges of harmful quantities of oil or hazardous substances into the navigable waters of the United States. All company marine terminals are situated in close proximity to navigable waters of the United States. Coast Guard regulations, which implement the law, are contained in Title 33 CFR, Parts 154 through 156. State and local laws and regulations prohibit the same types of discharges in their respective jurisdictions. In summary, terminal operators must be aware that:

- A. Discharges of oil and hazardous substances into the water are prohibited;
- B. Discharges that do occur must be reported to the National Response Center within one hour;
- C. Parties that cause oil to be spilled in the water are responsible for cleaning it up;
- D. Petroleum or other hazardous materials spills on land surfaces may be reportable, even if the spilled product doesn't enter or threaten to enter the water. As a matter of company policy, notify the terminal manager in all cases of a spill;
- E. Violations of the various laws and regulations may be prosecuted civilly or criminally and punishments may include imprisonment and/or substantial fines;
- F. Citations for violations may be issued to the individual involved, as well as the company.

**(20) PORTABLE LIGHTING:**

Not applicable; fixed lighting provides satisfactory illumination during night transfer operations.

**(21) TRAINING AND QUALIFICATION PROGRAM FOR PERSONS IN CHARGE:**

Designation as a PIC is obtained by completing the following program:

- A. **WORK AND STUDY:** Work and study under the supervision of qualified persons in charge for 48 hours at this or a similar terminal. If the trainee fulfilled the 48-hour experience requirement at another terminal, they must still work under supervision at this terminal until they have reliably demonstrated the ability to operate this terminal's transfer and control systems and correctly react to emergency conditions.
  
- B. **TRAINING:** Complete training that meets the following skill and knowledge objectives:
  - 1. Knowledge of the hazards of each product handled and the types of personal protective equipment available to protect against them;
  - 2. Knowledge of pertinent parts of the following rules, regulations and requirements:
    - Federal Water Pollution Control Act, as amended by OPA 90
    - Title 33 CFR, Parts 154 through 156
    - Coast Guard COTP rulings applicable to this terminal
    - The facility Marine Transfer Operations Manual
    - The facility Integrated Contingency Plan
  - 3. Ability to operate terminal transfer equipment in accordance with the procedures detailed in Section 17 of this manual;
  - 4. Knowledge of vessel transfer systems, in general;
  - 5. Knowledge of vessel transfer control systems, in general;
  - 6. Knowledge of terminal storage tanks, piping and transfer control systems;
  - 7. Knowledge of the requirements for and the ability to follow local discharge reporting procedures;
  - 8. Ability to carry out the PIC duties in Section 6 of this manual; and
  - 9. Knowledge of fire reporting procedures and equipment locations, and the ability to use a portable fire extinguisher.
  
- C. **CERTIFIED TERMINAL PERSONS IN CHARGE:** Each PIC must be designated by the facility manager and have their name added to the list of certified terminal PICs, which is contained in Appendix C. The facility manager will review the training records of contract PICs, if used, and ensure that they receive the facility-specific training described in paragraph A, above.



**(22) HOSE MARKINGS:**

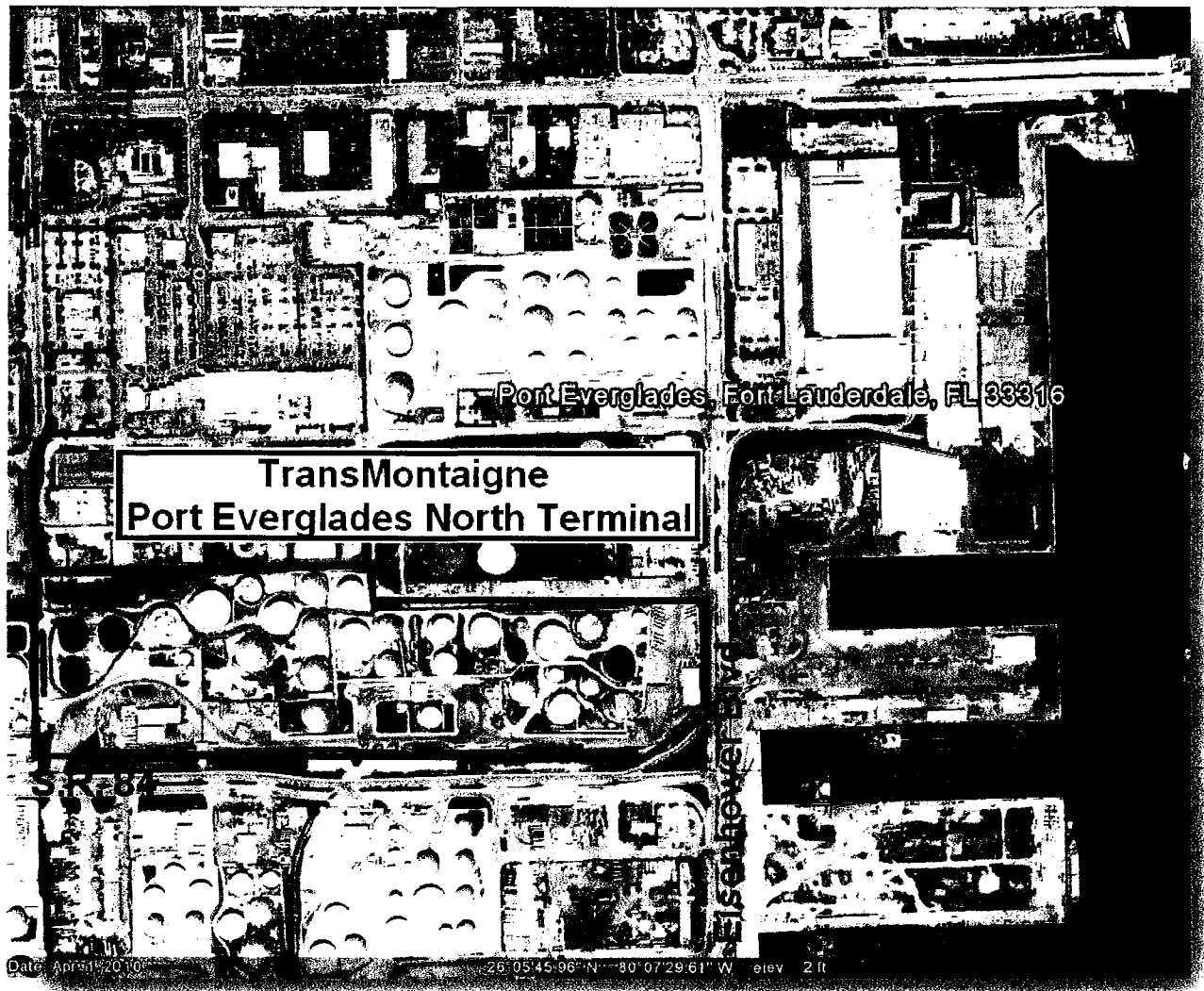
Transfer hoses are marked either "OIL SERVICE ONLY" or will display the name of the product that they are used for. Hose records are on file in the terminal office.

**(23) TANK CLEANING AND STRIPPING OPERATIONS:**

Not applicable; tank cleaning and stripping operations are not performed at this facility.

**APPENDIX A**

**FACILITY DIAGRAMS**



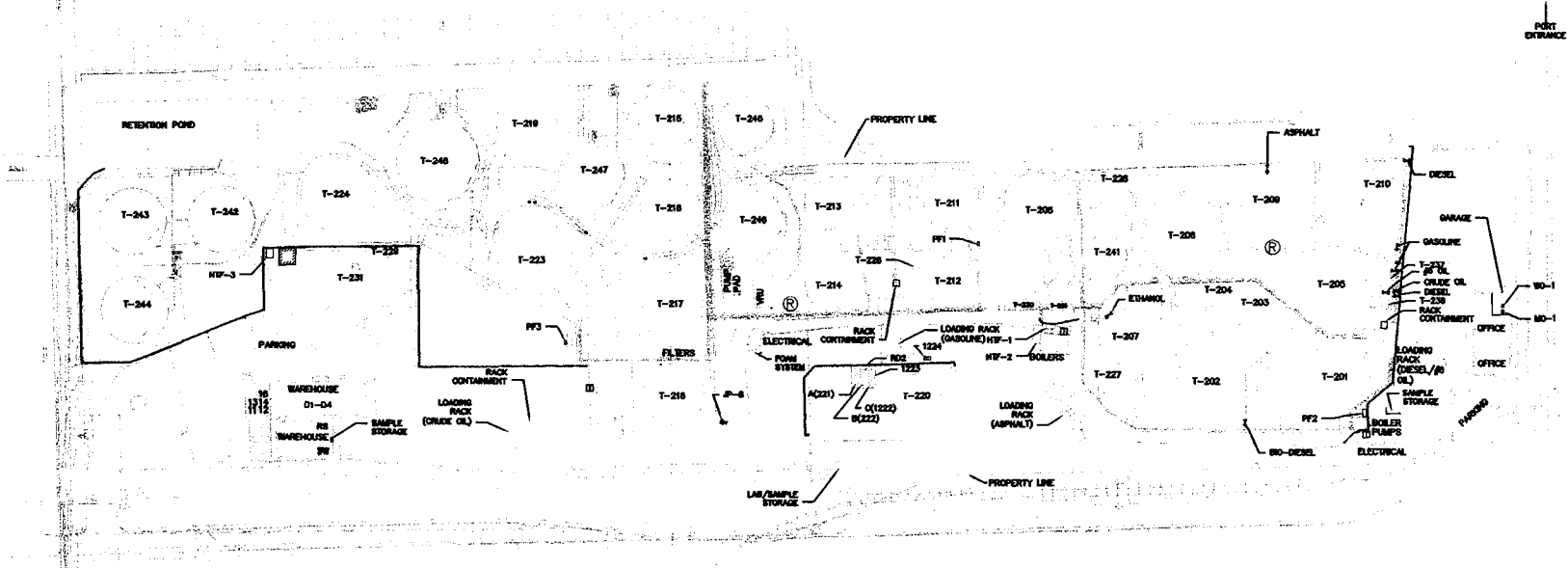
## FACILITY LOCATION

# TRANSMONTAIGNE PORT EVERGLADES FACILITIES-LOCATION DIAGRAM



R:\Engineering Drawings\Prime Archive 12-11\0001-0021\1129-017 TM Port Everglades Expansion North\dwg\Figure-1-6 5-12-14.dwg, 6/27/2014 10:01:48 AM

D:\Working Drawings\Prime Archive 12-11\0001-0021\1129-017 TM Port Everglades Expansion North\dwg\Figure-1-6 5-12-14.dwg, 6/27/2014 10:01:48 AM



NOTE: SPECIFIC TANKAGE DATA (CAPACITIES, CONTENTS, SECONDARY CONTAINMENT VOLUMES, ETC.) IS DEPICTED IN THE TANKAGE TABLES LOCATED IN APPENDIX D (FIGURE D-1).  
THIS FACILITY DOES NOT INCLUDE ANY OF THE FOLLOWING:  
- SURFACE IMPROVEMENTS  
- PROCESS BUILDINGS  
- UNDERGROUND STORAGE TANKS

LEGEND	
	- SATELLITE WASTE ACCUM. AREA
	- RESPONSE SUPPLIER STORAGE
	- ISOLATION VALVE (USOP/PPA)
	- TRANSFORMER
	- OIL FILLED RECTIFIER
	- EARTHEN DIKE WALL
	- CONCRETE DIKE WALL

**PRIME ENGINEERING**

---

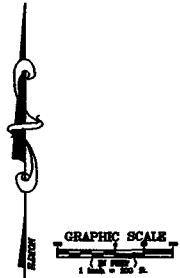
PROJECT NUMBER 07-1129-0017

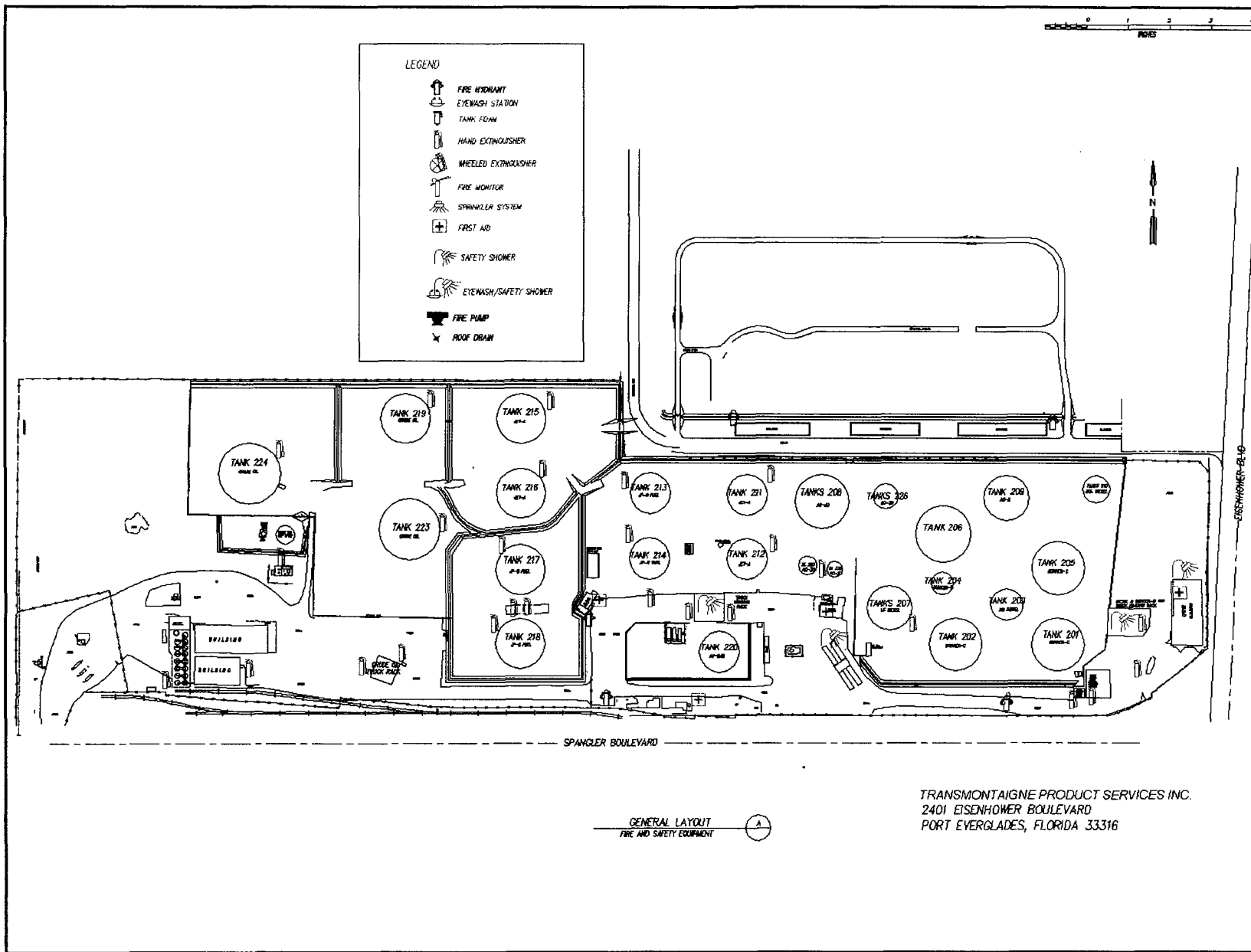
REVISIONS				
REVISION DESCRIPTION	DATE	DWN	CHK	
ISSUE FOR REPORT	4/10/08	TKT	TME	
REVISED	5/12/14	SGJ	RSB	
REVISED	6/27/14	SGJ	RSB	

**TRANS MONTAIGNE**

This document and the information herein relating to TransMontaigne is the property of TransMontaigne and has been furnished in confidence for the private use of TransMontaigne and its subsidiaries and affiliates. No part thereof shall be copied, distributed, disseminated, disclosed or made available to others or used in any manner whatsoever except as expressly authorized in writing by TransMontaigne. Any person, firm, or corporation receiving this document, however obtained, shall by their receipt, be deemed to have agreed to the foregoing restrictions and that this document will be held in trust and confidence, subject only to the private use expressly authorized by TransMontaigne.

NORTH TERMINAL EXPANSION PORT EVERGLADES, FL	
FACILITY DIAGRAM FIGURE 1-6	
DRAWN BY: TME	ENGINEER: TME
DATE: 03-13-08	AFE NO.:
SCALE: 1" = 100'	APPROVED BY: RSB
DRIVE: R\	DIRECTORY: 1129-017
DRAWING FILE: 07-1129-017-01-02-14.dwg	REVISION NO. 2





**TRANSMONTAIGNE**  
PORT EVERGLADES TERMINAL  
FIRE AND SAFETY EQUIPMENT

---

GENERAL NOTES

---

ISSUED FOR:

PRELIM \_\_\_\_\_

PRICING \_\_\_\_\_

BIDDING \_\_\_\_\_

PERMIT \_\_\_\_\_

CONSTRUCTION \_\_\_\_\_

---

MARK	DATE	REVISIONS

---

DATE: _____	DRAWN: _____
FACTOR: _____	CHECKED: _____
ISSUE: _____	APPROVED: _____

---

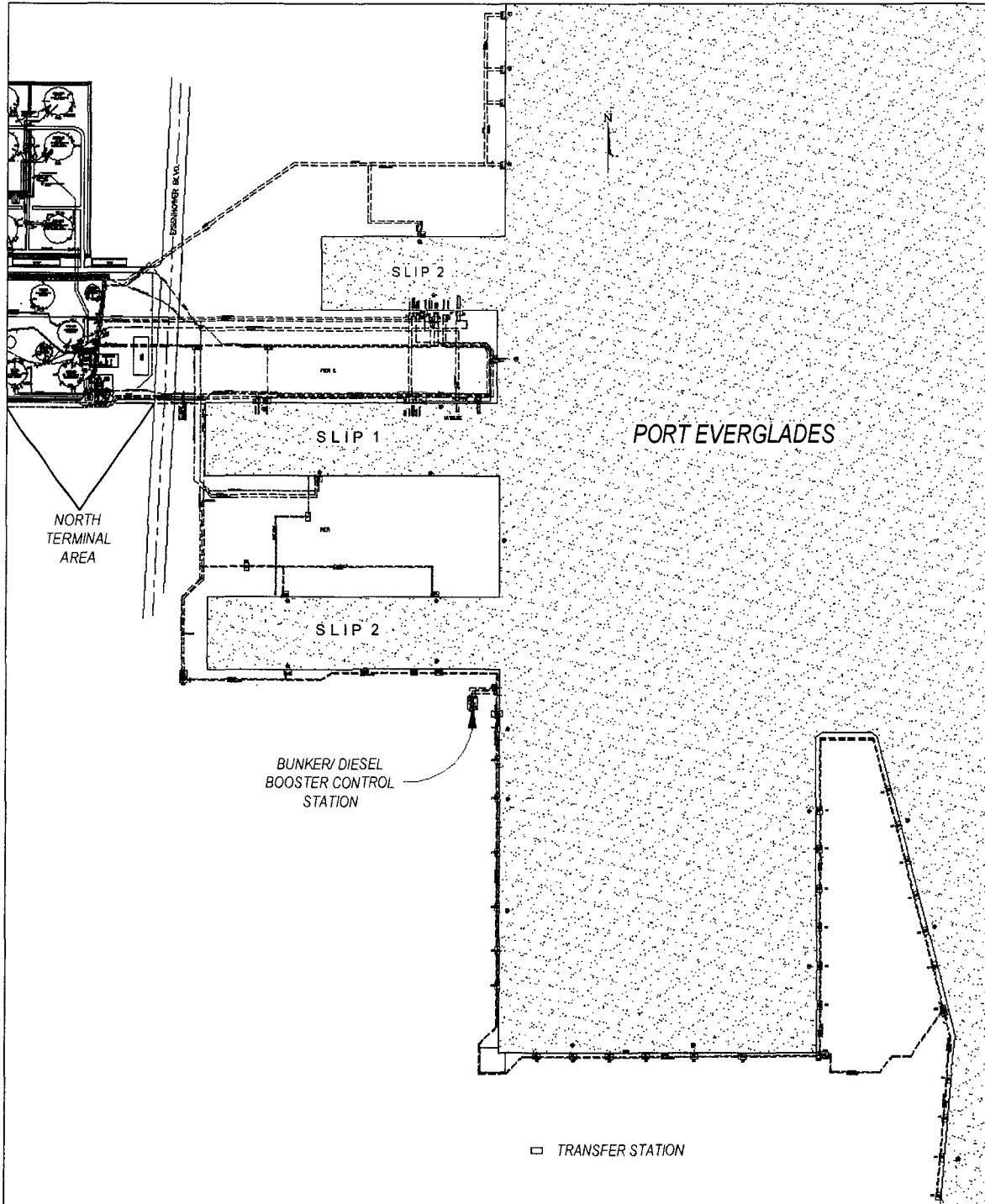
PORT EVERGLADES TERMINAL  
FIRE AND SAFETY EQUIPMENT

---

SHEET NO.	1
-----------	---

TRANSMONTAIGNE PRODUCT SERVICES INC.  
2401 EISENHOWER BOULEVARD  
PORT EVERGLADES, FLORIDA 33316

GENERAL LAYOUT  
FIRE AND SAFETY EQUIPMENT



**PORT EVERGLADES TERMINAL COMPLEX**

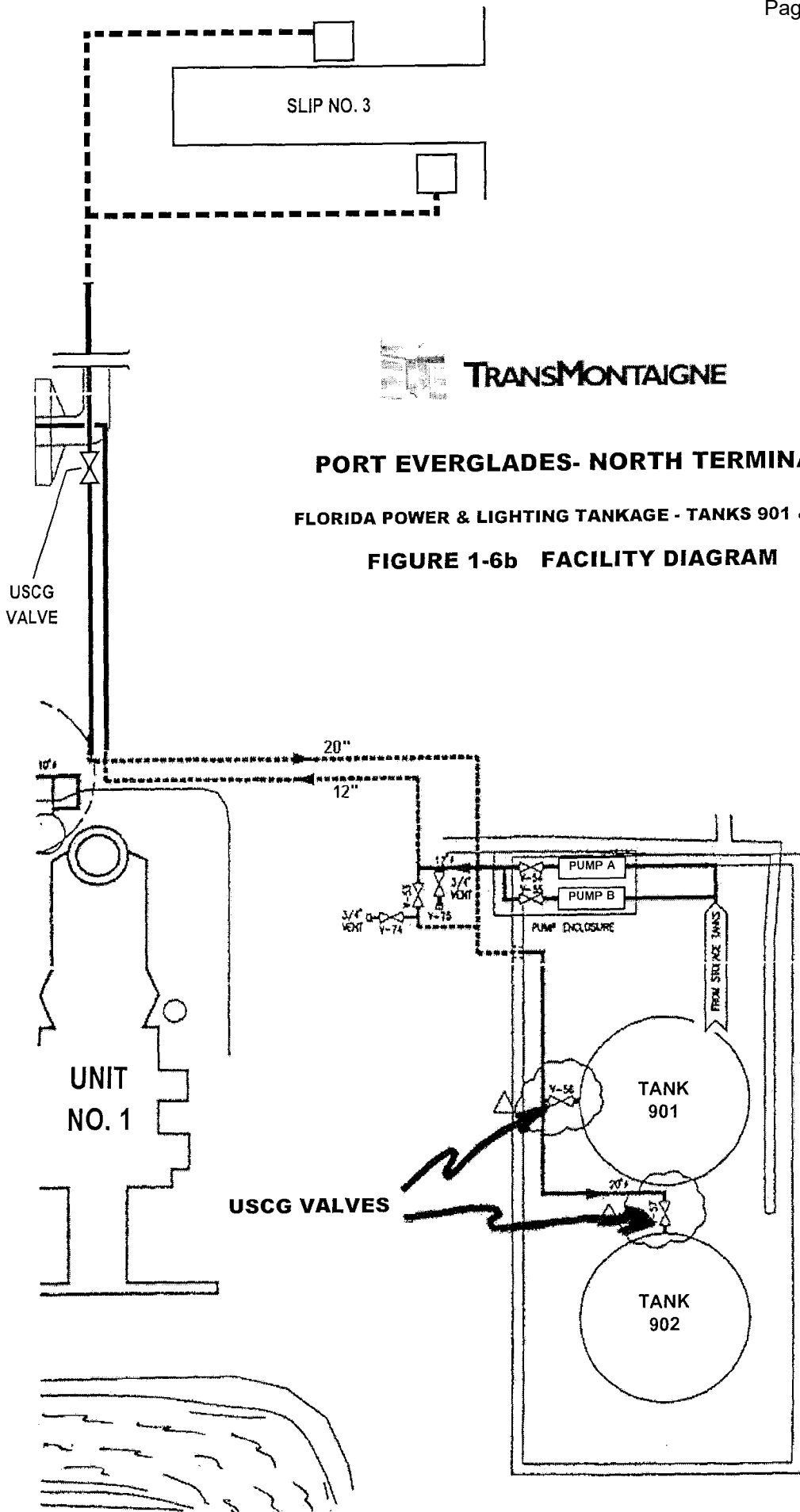
**NORTH TERMINAL**  
2401 EISENHOWER BLVD << >> PORT EVERGLADES, FLORIDA

**FIGURE 1-6 FACILITY DIAGRAM**

GENERAL LAYOUT  
TRANSFER AND CONTROL



<p><b>FIGURE</b> 1-6</p>	<p><b>SHEET NO.</b> 2</p>	<p>PORT EVERGLADES TERMINAL COAST GUARD VALVES AND CONTROL</p>	<p>DATE: 5/17/20 SCALE: 1/8" = 1'-0"</p>	<p>DESIGNED BY: [ ] DRAWN BY: [ ] CHECKED BY: [ ] APPROVED BY: [ ]</p>	<p>ISSUED FOR:</p> <p><input type="checkbox"/> PRELIM <input type="checkbox"/> DESIGN <input type="checkbox"/> BIDDING <input type="checkbox"/> PERMIT <input type="checkbox"/> CONSTRUCTION</p>	<p><b>TRANS MONTAIGNE</b></p> <p>COAST GUARD VALVES AND CONTROL STATIONS</p> <p>537PECOMP_CG</p>
------------------------------	-------------------------------	--	--	--	--	--



**TRANSMONTAIGNE**

**PORT EVERGLADES- NORTH TERMINAL**

**FLORIDA POWER & LIGHTING TANKAGE - TANKS 901 & 902**

**FIGURE 1-6b FACILITY DIAGRAM**



**APPENDIX B**

**PRODUCT INFORMATION SHEETS**

## APPENDIX B

# List of Current Bulk Products

Effective February 1, 2010

The following bulk products, which are transferred through the marine-transfer piping, are currently stored at this facility:

- Asphalt
- Biodiesel
- Crude Oil
- Denatured Alcohol (Ethyl Alcohol, Ethanol)\*
- Diesel Fuel
- Fuel Oil No. 6
- Gasoline
- Jet Fuel

\*Note: Denatured alcohol is a blend of ethanol and gasoline. Its characteristics are those shown on the ethyl alcohol CHRIS sheet except that its health hazards include the toxic effects listed for gasoline, in addition to its own listed health hazards.

# ASPHALT

## CAUTIONARY RESPONSE INFORMATION

<b>Common Synonyms</b> Asphalt cements Asphaltic bitumen Bitumen Petroleum asphalt		Thick liquid (generally heated) Dark brown to black Tar odor
May float or sink in water. Rubbery solid is produced when cooled.		
Stop discharge if possible Avoid contact with liquid. Call fire department. Isolate and remove discharged material. Notify local health and pollution control agencies.		
<b>Fire</b>	Combustible. Extinguish with water, dry chemical, foam, or carbon dioxide. Cool exposed containers with water.	
<b>Exposure</b>	LIQUID Will burn skin and eyes. Flush affected areas with plenty of water.	
<b>Water Pollution</b>	Effect of low concentrations on aquatic life is unknown. FOULING TO SHORELINE. May be dangerous if it enters water intakes. Notify local health and pollution control officials. Notify operators of nearby water intakes.	

<p><b>1. CORRECTIVE RESPONSE ACTIONS</b></p> <ul style="list-style-type: none"> <li>Stop discharge</li> <li>Contain</li> <li>Collection Systems: Skim; Dredge</li> <li>Clean shore line</li> <li>Salvage waterfowl</li> </ul>	<p><b>2. CHEMICAL DESIGNATIONS</b></p> <ul style="list-style-type: none"> <li>2.1 CG Compatibility Group: 33; Miscellaneous Hydrocarbon Mixtures</li> <li>2.2 Formula: Not pertinent</li> <li>2.3 IMO/JUN Designation: 3.2/1999; 3.3/1999</li> <li>2.4 DOT ID No.: 1999</li> <li>2.5 CAS Registry No.: 8052-42-4</li> <li>2.6 NAERG Guide No.: 130</li> <li>2.7 Standard Industrial Trade Classification: 33540</li> </ul>
<p><b>3. HEALTH HAZARDS</b></p> <p>3.1 <b>Personal Protective Equipment:</b> Protective clothing; face and eye protection when handling hot material.</p> <p>3.2 <b>Symptoms Following Exposure:</b> Contact with skin may cause dermatitis. Inhalation of vapors may cause moderate irritation of nose and throat. Hot liquid burns skin.</p> <p>3.3 <b>Treatment of Exposure:</b> Severe burns may result from contact with hot asphalt. If molten asphalt strikes the exposed skin, cool the skin immediately by quenching with cold water. A burn should be covered with a sterile dressing, and the patient should be taken immediately to a hospital.</p> <p>3.4 TLV-TWA: 5 mg/m<sup>3</sup></p> <p>3.5 TLV-STEL: Not listed.</p> <p>3.6 TLV-Ceiling: Not listed.</p> <p>3.7 <b>Toxicity by Ingestion:</b> Grade 1; LD<sub>50</sub> 5 to 15 g/kg</p> <p>3.8 <b>Toxicity by Inhalation:</b> Currently not available.</p> <p>3.9 <b>Chronic Toxicity:</b> None observed</p> <p>3.10 <b>Vapor (Gas) Irritant Characteristics:</b> Vapors cause a slight smarting of the eyes or respiratory system if present in high concentrations. The effect is temporary.</p> <p>3.11 <b>Liquid or Solid Characteristics:</b> Causes smarting of the skin and first-degree burns on short exposure; may cause secondary burns on long exposure.</p> <p>3.12 <b>Odor Threshold:</b> Currently not available</p> <p>3.13 <b>IDLH Value:</b> Not listed.</p> <p>3.14 <b>OSHA PEL-TWA:</b> Not listed.</p> <p>3.15 <b>OSHA PEL-STEL:</b> Not listed.</p> <p>3.16 <b>OSHA PEL-Ceiling:</b> Not listed.</p> <p>3.17 <b>EPA AEGL:</b> Not listed</p>	

## 4. FIRE HAZARDS

- 4.1 **Flash Point:** 300°F-550°F O.C.
- 4.2 **Flammable Limits in Air:** Not pertinent
- 4.3 **Fire Extinguishing Agents:** Water spray, dry chemical, foam or carbon dioxide.
- 4.4 **Fire Extinguishing Agents Not to Be Used:** Water or foam may cause frothing
- 4.5 **Special Hazards of Combustion Products:** Not pertinent
- 4.6 **Behavior in Fire:** Not pertinent
- 4.7 **Auto Ignition Temperature:** 400°F-700°F
- 4.8 **Electrical Hazards:** Not pertinent
- 4.9 **Burning Rate:** Currently not available
- 4.10 **Adiabatic Flame Temperature:** Currently not available
- 4.11 **Stoichiometric Air to Fuel Ratio:** Currently not available
- 4.12 **Flame Temperature:** Currently not available
- 4.13 **Combustion Molar Ratio (Reactant to Product):** Currently not available
- 4.14 **Minimum Oxygen Concentration for Combustion (MOCC):** Not listed

## 5. CHEMICAL REACTIVITY

- 5.1 **Reactivity with Water:** No reaction
- 5.2 **Reactivity with Common Materials:** No reaction
- 5.3 **Stability During Transport:** Stable
- 5.4 **Neutralizing Agents for Acids and Caustics:** Not pertinent
- 5.5 **Polymerization:** Not pertinent
- 5.6 **Inhibitor of Polymerization:** Not pertinent

## 6. WATER POLLUTION

- 6.1 **Aquatic Toxicity:** Currently not available
- 6.2 **Waterfowl Toxicity:** Currently not available
- 6.3 **Biological Oxygen Demand (BOD):** Currently not available
- 6.4 **Food Chain Concentration Potential:** Currently not available
- 6.5 **GESAMP Hazard Profile:** Not listed

## 7. SHIPPING INFORMATION

- 7.1 **Grades of Purity:** Each of the following is available in several grades: asphalt cement, rapid-curing liquid asphalt, medium-curing liquid asphalt, slow-curing liquid asphalt (road oil), emulsified asphalt, inverted asphaltic emulsion, oxidized (air-blown) asphalt.
- 7.2 **Storage Temperature:** Elevated
- 7.3 **Inert Atmosphere:** No requirement
- 7.4 **Venting:** Open (flame arrester)
- 7.5 **IMO Pollution Category:** Currently not available
- 7.6 **Ship Type:** Currently not available
- 7.7 **Barge Hull Type:** Currently not available

## 8. HAZARD CLASSIFICATIONS

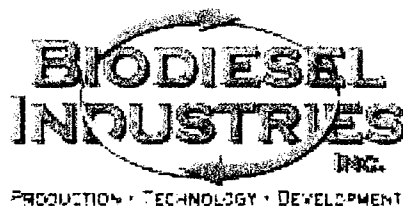
- 8.1 49 CFR Category: Flammable liquid
- 8.2 49 CFR Class: 3
- 8.3 49 CFR Package Group: III
- 8.4 Marine Pollutant: No
- 8.5 NFPA Hazard Classification:
 

Category	Classification
Health Hazard (Blue).....	0
Flammability (Red).....	1
Instability (Yellow).....	0
- 8.6 EPA Reportable Quantity: Not listed
- 8.7 EPA Pollution Category: Not listed
- 8.8 RCRA Waste Number: Not listed
- 8.9 EPA FWPCA List: Not listed

## 9. PHYSICAL & CHEMICAL PROPERTIES

- 9.1 **Physical State at 15° C and 1 atm:** Liquid
- 9.2 **Molecular Weight:** Not pertinent
- 9.3 **Boiling Point at 1 atm:** Not pertinent
- 9.4 **Freezing Point:** Not pertinent
- 9.5 **Critical Temperature:** Not pertinent
- 9.6 **Critical Pressure:** Not pertinent
- 9.7 **Specific Gravity (est.) 1.00 at 20° C (liquid)**
- 9.8 **Liquid Surface Tension:** Currently not available
- 9.9 **Liquid Water Interfacial Tension:** 70 dynes/cm = 0.07 N/m at 77° C
- 9.10 **Vapor (Gas) Specific Gravity:** Not pertinent
- 9.11 **Ratio of Specific Heats of Vapor (Gas):** Not pertinent
- 9.12 **Latent Heat of Vaporization:** Not pertinent
- 9.13 **Heat of Combustion:** Currently not available
- 9.14 **Heat of Decomposition:** Not pertinent
- 9.15 **Heat of Solution:** Not pertinent
- 9.16 **Heat of Polymerization:** Not pertinent
- 9.17 **Heat of Fusion:** Currently not available
- 9.18 **Limiting Value:** Currently not available
- 9.19 **Reid Vapor Pressure:** Varies

## NOTES



# MATERIAL SAFETY DATA SHEET

## SECTION 1 – PRODUCT IDENTIFICATION

Common Name: Biodiesel  
Chemical Name: Fatty Acid Methyl Ester  
Formula: C14-C24 Methyl Esters  
Chemical Family: CAS No. 67784-80-9

---

## SECTION 2 – INGREDIENTS AND HAZARDOUS CLASSIFICATION

### Typical Composition:

Alkyl C14-C24 Methyl Esters	OSHA PEL	ACGH/TLV	Percent
	none	none	99

This product contains no hazardous materials.  
SARA Title III, Section 313: Not Listed

---

## SECTION 3 – PHYSICAL/CHEMICAL CHARACTERISTICS

Boiling Point: >400° F  
Vapor Pressure (mm Hg): <5 mm Hg @ 72° F  
Evaporation Rate: less than .005 versus (Butyl Acetate = 1)  
Solubility in Water: insoluble  
Appearance and Odor: light to dark yellow clear liquid / light musty odor

---

## SECTION 4 - FIRE AND EXPLOSION HAZARD DATA

Flash Point (method used): 321° F PMCC  
Flammable Limits: N/A  
HMIS Rating: Health: 0 Fire: 1 Reactivity: 0  
Extinguishing Media: Use water spray, dry chemical, foam or carbon dioxide.  
Special Fire Fighting Procedures: Treat as oil fire.  
Unusual Fire and Explosion hazards: Rags soaked with any solvent present a fire hazard and should be stored in an approved UL listed covered container.

---

## SECTION 5 – REACTIVITY DATA

**Reactivity: Stable**

**Conditions to Avoid: Non Known**

**Incompatibility (materials to avoid): Strong oxidizing agents**

**Hazardous Decomposition or By-products: Carbon monoxide, carbon dioxide**

**Hazardous Polymerization: Will not occur**

---

## SECTION 6 – HEALTH HAZARD DATA

**Emergency First Aid Procedures:**

**Ingestion: Rinse mouth with water, contact physician**

**Eyes: Rinse with water 15 minutes, contact physician**

**Skin: Rinse with soap and water**

---

## SECTION 7 – PRECAUTIONS FOR SAFE HANDLING AND USE

**Steps to be taken in case material is released or spilled:**

**Avoid uncontrolled releases. Contain spilled material. Transfer to secure containers. Use absorbent material if necessary.**

**Disposal; Dispose of according to Federal, state and/or local regulations**

**Precautions to be Taken in Handling and Storing: Avoid open flames**

**Other Precautions: None**

---

## SECTION 8 – CONTROL MEASURES

**Respiratory Protection: None required**

**Ventilation: mechanical**

**Protective Gloves: Rubber**

**Eye Protection: Safety glasses / splash goggles**

**Other Protective Clothing or Equipment: None required**

---

## SECTION 9 – TRANSPORTATION

**DOT Code: N/A**

**DOT Shipping Name: Fatty acid esters**

**Other Regulatory: Listed in TSCA inventory**

---

The information provided is believed to be accurate and represents the best information currently available to us. However, we make no warranty of merchantability, or suitability for an intended use, or any other warranty, expressed or implied, with respect to such information, and we assume no liability resulting from its use. Users should make their own investigations to determine the suitability of the information for their particular purposes.

BIODIESEL INDUSTRIES, INC.

111 SAGUARO LANE, MARATHON, FL 33050 • 305-743-3942 • FAX 305-743-3943  
ON-LINE AT [HTTP://WWW.PIPELINE.TO/BIODIESEL](http://www.pipeline.to/biodiesel) • EMAIL [RTEALL@AOL.COM](mailto:RTEALL@AOL.COM)

CAUTIONARY RESPONSE INFORMATION	
<b>Common Synonyms</b> Petroleum	Oily liquid      Dark      Acid odor  Floats on water. Flammable vapor may be produced.
Keep people away. Shut off ignition sources and call fire department. Avoid contact with liquid. Notify local health and pollution control agencies. Protect water intakes.	
<b>Fire</b>	Combustible Extinguish with dry chemical, foam, or carbon dioxide. Water may be ineffective on fire. Cool exposed containers with water.
<b>Exposure</b>	CALL FOR MEDICAL AID.  VAPOR Not irritating to eyes, nose, or throat.  LIQUID Irritating to skin and eyes. Remove contaminated clothing and shoes. Flush affected areas with plenty of water. IF IN EYES, hold eyelids open and flush with plenty of water.
<b>Water Pollution</b>	HARMFUL TO AQUATIC LIFE IN VERY LOW CONCENTRATIONS. Fouling to shoreline. May be dangerous if it enters water intakes. Notify local health and wildlife officials. Notify operators of nearby water intakes.

<b>1. CORRECTIVE RESPONSE ACTIONS</b> Stop discharge Contain Collection Systems: Skim Chemical and Physical Treatment: Bum; Absorb Clean shore line Salvage waterfowl	<b>2. CHEMICAL DESIGNATIONS</b> 2.1 CG Compatibility Group: 33; Miscellaneous Hydrocarbon Mixtures 2.2 Formula: Not applicable 2.3 IMO/UN Designation: 3.1/1267 2.4 DOT ID No.: 1267 2.5 CAS Registry No.: Currently not available 2.6 NAERG Guide No.: 128 2.7 Standard Industrial Trade Classification: 33300
<b>3. HEALTH HAZARDS</b>	
3.1 Personal Protective Equipment: Goggles or face shield; rubber gloves and boots. 3.2 Symptoms Following Exposure: May irritate eyes and skin. 3.3 Treatment of Exposure: EYES: flush with water for at least 15 min. SKIN: wipe off and wash with soap and water. 3.4 TLV-TWA: Not listed. 3.5 TLV-STEL: Not listed. 3.6 TLV-Ceiling: Not listed. 3.7 Toxicity by Ingestion: Currently not available 3.8 Toxicity by Inhalation: Currently not available. 3.9 Chronic Toxicity: Currently not available 3.10 Vapor (Gas) Irritant Characteristics: Vapors are nonirritating to the eyes and throat. 3.11 Liquid or Solid Characteristics: Minimum hazard. If spilled on clothing and allowed to remain, may cause smarting and reddening of the skin. 3.12 Odor Threshold: Currently not available 3.13 IDLH Value: Not listed. 3.14 OSHA PEL-TWA: Not listed. 3.15 OSHA PEL-STEL: Not listed. 3.16 OSHA PEL-Ceiling: Not listed. 3.17 EPA AEGL: Not listed	

<b>4. FIRE HAZARDS</b> 4.1 Flash Point: 20-90°F C.C. 4.2 Flammable Limits in Air: Currently not available 4.3 Fire Extinguishing Agents: Dry chemical, foam, or carbon dioxide 4.4 Fire Extinguishing Agents Not to Be Used: Water may be ineffective 4.5 Special Hazards of Combustion Products: Not pertinent 4.6 Behavior in Fire: Not pertinent 4.7 Auto Ignition Temperature: Currently not available 4.8 Electrical Hazards: Not pertinent 4.9 Burning Rate: 4 mm/min. 4.10 Adiabatic Flame Temperature: Currently not available 4.11 Stoichiometric Air to Fuel Ratio: Not pertinent. 4.12 Flame Temperature: Currently not available 4.13 Combustion Molar Ratio (Reactant to Product): Not pertinent. 4.14 Minimum Oxygen Concentration for Combustion (MOCC): Not listed	<b>7. SHIPPING INFORMATION</b> 7.1 Grades of Purity: Wide variety, depending on oil field where produced. 7.2 Storage Temperature: Ambient 7.3 Inert Atmosphere: No requirement 7.4 Venting: Open (flame arrester) 7.5 IMO Pollution Category: Currently not available 7.6 Ship Type: Currently not available 7.7 Barge Hull Type: Currently not available
<b>5. CHEMICAL REACTIVITY</b> 5.1 Reactivity with Water: No reaction 5.2 Reactivity with Common Materials: No reaction 5.3 Stability During Transport: Stable 5.4 Neutralizing Agents for Acids and Caustics: Not pertinent 5.5 Polymerization: Not pertinent 5.6 Inhibitor of Polymerization: Not pertinent	<b>8. HAZARD CLASSIFICATIONS</b> 8.1 49 CFR Category: Flammable liquid 8.2 49 CFR Class: 3 8.3 49 CFR Package Group: I 8.4 Marine Pollutant: No 8.5 NFPA Hazard Classification: Category      Classification Health Hazard (Blue)..... 1 Flammability (Red)..... 3 Instability (Yellow)..... 0 8.6 EPA Reportable Quantity: Not listed. 8.7 EPA Pollution Category: Not listed. 8.8 RCRA Waste Number: Not listed 8.9 EPA FWPCA List: Not listed
<b>6. WATER POLLUTION</b> 6.1 Aquatic Toxicity: 3 ppm/fresh water fish/toxic/fresh water 200 ppm/24 hr/corals: porites/20-80% normal response/salt water *Time period not specified. 6.2 Waterfowl Toxicity: Currently not available 6.3 Biological Oxygen Demand (BOD): Currently not available 6.4 Food Chain Concentration Potential: None 6.5 GESAMP Hazard Profile: Not listed	<b>9. PHYSICAL &amp; CHEMICAL PROPERTIES</b> 9.1 Physical State at 15° C and 1 atm: Liquid 9.2 Molecular Weight: Not pertinent 9.3 Boiling Point at 1 atm: 90-750°F = 32-400°C = 305-673°K 9.4 Freezing Point: Not pertinent 9.5 Critical Temperature: Not pertinent 9.6 Critical Pressure: Not pertinent 9.7 Specific Gravity: 0.70 - 0.96 at 15°C (liquid) 9.8 Liquid Surface Tension: 24-38 dynes/cm = 0.024-0.038 N/m at 20°C 9.9 Liquid Water Interfacial Tension: Currently not available 9.10 Vapor (Gas) Specific Gravity: Not pertinent 9.11 Ratio of Specific Heats of Vapor (Gas): Not pertinent 9.12 Latent Heat of Vaporization: 140-150 Btu/lb = 76-86 cal/g = 3.2-3.6 X 10 <sup>5</sup> J/kg 9.13 Heat of Combustion: -16,252 Btu/lb = -10,140 cal/g = -424.54 X 10 <sup>5</sup> J/kg 9.14 Heat of Decomposition: Not pertinent 9.15 Heat of Solution: Not pertinent 9.16 Heat of Polymerization: Not pertinent 9.17 Heat of Fusion: Currently not available 9.18 Limiting Value: Currently not available 9.19 Reid Vapor Pressure: 0.10 psia
NOTES	

# ETHYL ALCOHOL

## CAUTIONARY RESPONSE INFORMATION

<b>Common Synonyms</b>		Watery liquid	Colorless	Alcohol odor
Alcohol Cologne spirit Denatured alcohol Ethanol Fermentation alcohol Grain alcohol		Floats and mixes with water. Flammable, irritating vapor is produced.		
<p>Keep people away. Shut off ignition sources and call fire department. Stay upwind and use water spray to "knock down" vapor. Notify local health and pollution control agencies. Protect water intakes.</p>				
<b>Fire</b>	<p><b>FLAMMABLE.</b> Flashback along vapor trail may occur. Vapor may explode if ignited in an enclosed area. Extinguish with dry chemical, alcohol foam, or carbon dioxide. Water may be ineffective on fire. Cool exposed containers with water.</p>			
<b>Exposure</b>	<p>CALL FOR MEDICAL AID.</p> <p><b>VAPOR</b> Irritating to eyes, nose and throat. Move to fresh air.</p> <p><b>LIQUID</b> Not harmful.</p>			
<b>Water Pollution</b>	<p>Dangerous to aquatic life in high concentrations. May be dangerous if it enters water intakes. Notify local health and wildlife officials. Notify operators of nearby water intakes.</p>			

### 1. CORRECTIVE RESPONSE ACTIONS

Dilute and disperse  
Stop discharge

### 2. CHEMICAL DESIGNATIONS

- 2.1 CG Compatibility Group: 20; Alcohol, glycol
- 2.2 Formula: C<sub>2</sub>H<sub>5</sub>OH
- 2.3 IMO/JN Designation: 3.2/1170
- 2.4 DOT ID No.: 1170
- 2.5 CAS Registry No.: 64-17-5
- 2.6 NAERG Guide No.: 127
- 2.7 Standard Industrial Trade Classification: 51215

### 3. HEALTH HAZARDS

- 3.1 **Personal Protective Equipment:** All-purpose canister; safety goggles. Avoid contact with liquid and inhalation of vapors.
- 3.2 **Symptoms Following Exposure:** Irritation of eyes, nose and throat. Headache and drowsiness may occur. Liquid causes intoxication.
- 3.3 **Treatment of Exposure:** **INHALATION:** If breathing is affected, remove victim to fresh air; call physician; administer oxygen. Speed is of primary importance. **EYES OR SKIN:** flush with water.
- 3.4 **TLV-TWA:** 1,000 ppm
- 3.5 **TLV-STEL:** Not listed.
- 3.6 **TLV-Ceiling:** Not listed.
- 3.7 **Toxicity by Ingestion:** Grade 1; LD<sub>50</sub> = 5 to 15 g/kg
- 3.8 **Toxicity by Inhalation:** Currently not available.
- 3.9 **Chronic Toxicity:** None
- 3.10 **Vapor (Gas) Irritant Characteristics:** Vapors cause a slight smarting of the eyes or respiratory system if present in high concentrations. The effect is temporary.
- 3.11 **Liquid or Solid Characteristics:** No appreciable hazard. Practically harmless to the skin.
- 3.12 **Odor Threshold:** 10 ppm
- 3.13 **IDLH Value:** 3,300 ppm
- 3.14 **OSHA PEL-TWA:** 1,000 ppm
- 3.15 **OSHA PEL-STEL:** Not listed.
- 3.16 **OSHA PEL-Ceiling:** Not listed.
- 3.17 **EPA AEGL:** Not listed

### 4. FIRE HAZARDS

- 4.1 **Flash Point:** 64°F O.C. 55°F C.C.
- 4.2 **Flammable Limits in Air:** 3.3%-19%
- 4.3 **Fire Extinguishing Agents:** Carbon dioxide, dry chemical, water spray, alcohol foam
- 4.4 **Fire Extinguishing Agents Not to Be Used:** None
- 4.5 **Special Hazards of Combustion Products:** None
- 4.6 **Behavior in Fire:** Not pertinent
- 4.7 **Auto Ignition Temperature:** 689°F
- 4.8 **Electrical Hazards:** Class I, Group D
- 4.9 **Burning Rate:** 3.9 mm/min.
- 4.10 **Adiabatic Flame Temperature:** Currently not available
- 4.11 **Stoichiometric Air to Fuel Ratio:** 14.3 (calc.)
- 4.12 **Flame Temperature:** Currently not available
- 4.13 **Combustion Molar Ratio (Reactant to Product):** 5.0 (calc.)
- 4.14 **Minimum Oxygen Concentration for Combustion (MOCC):** No diluent: 10.5-10.8%; CO<sub>2</sub> diluent: 13.0%

### 5. CHEMICAL REACTIVITY

- 5.1 **Reactivity with Water:** No reaction
- 5.2 **Reactivity with Common Materials:** No reaction
- 5.3 **Stability During Transport:** Stable
- 5.4 **Neutralizing Agents for Acids and Caustics:** Not pertinent
- 5.5 **Polymerization:** Not pertinent
- 5.6 **Inhibitor of Polymerization:** Not pertinent

### 6. WATER POLLUTION

- 6.1 **Aquatic Toxicity:**  
250 ppm/8 hr/goldfish/ethal/fresh water
- 6.2 **Waterfowl Toxicity:** Currently not available
- 6.3 **Biological Oxygen Demand (BOD):**  
125%, 5 days; 44.2% (theor.), 5 days;  
71.2% (theor.), 20 days
- 6.4 **Food Chain Concentration Potential:**  
None
- 6.5 **GESAMP Hazard Profile:**  
Bioaccumulation: 0  
Damage to living resources: 0  
Human Oral hazard: 0  
Human Contact hazard: 0  
Reduction of amenities: 0

### 7. SHIPPING INFORMATION

- 7.1 **Grades of Purity:** Anhydrous (200 proof); 190 proof; specially denatured; completely denatured
- 7.2 **Storage Temperature:** Ambient
- 7.3 **Inert Atmosphere:** No requirement
- 7.4 **Venting:** Open (flame arrester) or pressure-vacuum
- 7.5 **IMO Pollution Category:** Currently not available
- 7.6 **Ship Type:** Currently not available
- 7.7 **Barge Hull Type:** Currently not available

### 8. HAZARD CLASSIFICATIONS

- 8.1 **49 CFR Category:** Flammable liquid
- 8.2 **49 CFR Class:** 3
- 8.3 **49 CFR Package Group:** II
- 8.4 **Marine Pollutant:** No
- 8.5 **NFPA Hazard Classification:**

Category	Classification
Health Hazard (Blue).....	0
Flammability (Red).....	3
Instability (Yellow).....	0
- 8.6 **EPA Reportable Quantity:** Not listed.
- 8.7 **EPA Pollution Category:** Not listed.
- 8.8 **RCRA Waste Number:** Not listed
- 8.9 **EPA FWPCA List:** Not listed

### 9. PHYSICAL & CHEMICAL PROPERTIES

- 9.1 **Physical State at 15° C and 1 atm:** Liquid
- 9.2 **Molecular Weight:** 46.07
- 9.3 **Boiling Point at 1 atm:** 172.9°F = 78.3°C = 351.5°K
- 9.4 **Freezing Point:** -173°F = -114°C = 159°K
- 9.5 **Critical Temperature:** 489.8°F = 243.1°C = 518.3°K
- 9.6 **Critical Pressure:** 928 psia = 63.0 atm = 6.38 MN/m<sup>2</sup>
- 9.7 **Specific Gravity:** 0.790 at 20°C (liquid)
- 9.8 **Liquid Surface Tension:** Not pertinent
- 9.9 **Liquid Water Interfacial Tension:** Not pertinent
- 9.10 **Vapor (Gas) Specific Gravity:** 1.6
- 9.11 **Ratio of Specific Heats of Vapor (Gas):**  
1.128
- 9.12 **Latent Heat of Vaporization:** 380 Btu/lb = 200 cal/g =
- 9.13 **Heat of Combustion:** 8.37 X 10<sup>5</sup> J/kg  
-11,570 Btu/lb = 8425 cal/g = -268.8 X 10<sup>5</sup> J/kg
- 9.14 **Heat of Decomposition:** Not pertinent
- 9.15 **Heat of Solution:** -89 Btu/lb = -55 cal/g = -2.3 X 10<sup>5</sup> J/kg
- 9.16 **Heat of Polymerization:** Not pertinent
- 9.17 **Heat of Fusion:** Currently not available
- 9.18 **Limiting Value:** Currently not available
- 9.19 **Reid Vapor Pressure:** 2.3 psia

NOTES

# OILS: DIESEL

## CAUTIONARY RESPONSE INFORMATION

<b>Common Synonyms</b> Fuel oil 1-D Fuel oil 2-D		Oily liquid	Yellow-brown	Lube or fuel oil odor
Floats on water.				
Keep people away. Avoid contact with liquid. snuff out ignition sources and call fire department. Notify local health and pollution control agencies. Protect water intakes.				
<b>Fire</b>	Combustible. Extinguish with dry chemical, foam, or carbon dioxide. Water may be ineffective on fire. Cool exposed containers with water.			
<b>Exposure</b>	CALL FOR MEDICAL AID.  LIQUID Irritating to skin and eyes. Harmful if swallowed. Remove contaminated clothing and shoes. Flush affected areas with plenty of water. IF IN EYES, hold eyelids open and flush with plenty of water. IF SWALLOWED and victim is CONSCIOUS, have victim drink water or milk. DO NOT INDUCE VOMITING.			
<b>Water Pollution</b>	Dangerous to aquatic life in high concentrations. Fouling to shoreline. May be dangerous if it enters water intakes. Notify local health and wildlife officials. Notify operators of nearby water intakes.			

### 1. CORRECTIVE RESPONSE ACTIONS

Stop discharge  
Contain  
Collection Systems: Skim  
Chemical and Physical Treatment: Bum;  
Absorb  
Clean shore line  
Salvage waterfowl

### 2. CHEMICAL DESIGNATIONS

2.1 CG Compatibility Group: 33;  
Miscellaneous Hydrocarbon Mixtures  
2.2 Formula: Not applicable  
2.3 IMO/IUN Designation: 3.1/1270  
2.4 DOT ID No.: 1993  
2.5 CAS Registry No.: 68334-30-5  
2.6 NAERG Guide No.: 128  
2.7 Standard Industrial Trade Classification: 33440

### 3. HEALTH HAZARDS

3.1 Personal Protective Equipment: Goggles or face shield.  
3.2 Symptoms Following Exposure: If liquid is ingested, an increased frequency of bowel movements will occur.  
3.3 Treatment of Exposure: INGESTION: do NOT induce vomiting. SKIN: wipe off, wash with soap and water. EYES: wash with copious amounts of water for at least 15 min.  
3.4 TLV-TWA: Notice of intended change: 100 mg/m<sup>3</sup> (skin)  
3.5 TLV-STEL: Not listed.  
3.6 TLV-Ceiling: Not listed.  
3.7 Toxicity by Ingestion: Grade 1; LD<sub>50</sub> = 5 to 15 g/kg  
3.8 Toxicity by Inhalation: Currently not available.  
3.9 Chronic Toxicity: Currently not available  
3.10 Vapor (Gas) Irritant Characteristics: Vapors cause a slight smarting of the eyes or respiratory system if present in high concentrations. The effect is temporary.  
3.11 Liquid or Solid Characteristics: Minimum hazard. If spilled on clothing and allowed to remain, may cause smarting and reddening of the skin.  
3.12 Odor Threshold: Currently not available  
3.13 IDLH Value: Not listed.  
3.14 OSHA PEL-TWA: Not listed.  
3.15 OSHA PEL-STEL: Not listed.  
3.16 OSHA PEL-Ceiling: Not listed.  
3.17 EPA AEGL: Not listed

### 4. FIRE HAZARDS

4.1 Flash Point: (1-D) 100°F C.C.; (2-D) 125°F C.C.  
4.2 Flammable Limits in Air: 1.3-6.0 vol.%  
4.3 Fire Extinguishing Agents: Dry chemical, foam, or carbon dioxide  
4.4 Fire Extinguishing Agents Not to Be Used: Water may be ineffective  
4.5 Special Hazards of Combustion Products: Not pertinent  
4.6 Behavior in Fire: Not pertinent  
4.7 Auto Ignition Temperature: (1-D) 350-625°F (2-D) 490-545°F  
4.8 Electrical Hazards: Not pertinent  
4.9 Burning Rate: 4 mm/min.  
4.10 Adiabatic Flame Temperature: Currently not available  
4.11 Stoichiometric Air to Fuel Ratio: Not pertinent.  
4.12 Flame Temperature: Currently not available  
4.13 Combustion Molar Ratio (Reactant to Product): Not pertinent.  
4.14 Minimum Oxygen Concentration for Combustion (MOCC): Not listed

### 5. CHEMICAL REACTIVITY

5.1 Reactivity with Water: No reaction  
5.2 Reactivity with Common Materials: No reaction  
5.3 Stability During Transport: Stable  
5.4 Neutralizing Agents for Acids and Caustics: Not pertinent  
5.5 Polymerization: Not pertinent  
5.6 Inhibitor of Polymerization: Not pertinent

### 6. WATER POLLUTION

6.1 Aquatic Toxicity: 204 mg/l/24 hr/Juvenile American shad/TL<sub>50</sub>/salt water  
6.2 Waterfowl Toxicity: >20 ml/kg /LD<sub>50</sub>/mallards  
6.3 Biological Oxygen Demand (BOD): Currently not available  
6.4 Food Chain Concentration Potential: None  
6.5 GESAMP Hazard Profile: Not listed

### 7. SHIPPING INFORMATION

7.1 Grades of Purity: Diesel Fuel 1-D (ASTM); Diesel Fuel 2-D (ASTM)  
7.2 Storage Temperature: Ambient  
7.3 Inert Atmosphere: No requirement  
7.4 Venting: Open (flame arrester)  
7.5 IMO Pollution Category: Currently not available  
7.6 Ship Type: Currently not available  
7.7 Barge Hull Type: Currently not available

### 8. HAZARD CLASSIFICATIONS

8.1 49 CFR Category: Flammable liquid  
8.2 49 CFR Class: 3  
8.3 49 CFR Package Group: III  
8.4 Marine Pollutant: No  
8.5 NFPA Hazard Classification:  

Category	Classification
Health Hazard (Blue).....	0
Flammability (Red).....	2
Instability (Yellow).....	0

8.6 EPA Reportable Quantity: Not listed.  
8.7 EPA Pollution Category: Not listed.  
8.8 RCRA Waste Number: Not listed  
8.9 EPA FWPCA List: Not listed

### 9. PHYSICAL & CHEMICAL PROPERTIES

9.1 Physical State at 15° C and 1 atm: Liquid  
9.2 Molecular Weight: Not pertinent  
9.3 Boiling Point at 1 atm: 550-640°F = 288-338°C = 561-612°K  
9.4 Freezing Point: -30 to 0°F = -34 to -18°C = 239 to 255°K  
9.5 Critical Temperature: Not pertinent  
9.6 Critical Pressure: Not pertinent  
9.7 Specific Gravity: 0.841 at 16°C (liquid)  
9.8 Liquid Surface Tension: (est.) 25 dynes/cm = 0.025 N/m at 20°C  
9.9 Liquid Water Interfacial Tension: (est.) 50 dynes/cm = 0.05 N/m at 20°C  
9.10 Vapor (Gas) Specific Gravity: Not pertinent  
9.11 Ratio of Specific Heats of Vapor (Gas): Not pertinent  
9.12 Latent Heat of Vaporization: Not pertinent  
9.13 Heat of Combustion: -18,400 Btu/lb = -10,200 cal/g = 429 X 10<sup>3</sup> J/kg  
9.14 Heat of Decomposition: Not pertinent  
9.15 Heat of Solution: Not pertinent  
9.16 Heat of Polymerization: Not pertinent  
9.17 Heat of Fusion: Currently not available  
9.18 Limiting Value: Currently not available  
9.19 Reid Vapor Pressure: Varies

NOTES



CAUTIONARY RESPONSE INFORMATION	
<b>Common Synonyms</b>	Thick heated liquid    Black    Tar odor
Bunker C oil No. 6 Residual fuel oil	Usually floats on water.
Shut off ignition sources and call fire department. Keep people away. Avoid contact with liquid. Notify local health and pollution control agencies. Protect water intakes.	
<b>Fire</b>	Combustible. Extinguish with dry chemical, foam or carbon dioxide. Water may be ineffective on fire. Cool exposed containers with water.
<b>Exposure</b>	CALL FOR MEDICAL AID.  LIQUID Irritating to skin and eyes. Harmful if swallowed. Remove contaminated clothing and shoes. Flush affected areas with plenty of water. IF IN EYES, hold eyelids open and flush with plenty of water. IF SWALLOWED and victim is CONSCIOUS, have victim drink water or milk. DO NOT INDUCE VOMITING.
<b>Water Pollution</b>	Dangerous to aquatic life in high concentrations. Floating to shoreline. May be dangerous if it enters water intakes. Notify local health and wildlife officials. Notify operators of nearby water intakes.

1. CORRECTIVE RESPONSE ACTIONS	2. CHEMICAL DESIGNATIONS
Stop discharge Contain Collection Systems: Skim Chemical and Physical Treatment: Burn; Absorb Clean shore line Salvage waterfowl	2.1 CG Compatibility Group: 33; Miscellaneous hydrocarbon mixture 2.2 Formula: Not listed 2.3 IMO/JN Designation: 3.3/1223 2.4 DOT ID No.: 1993 2.5 CAS Registry No.: Currently not available 2.6 NAERG Guide No.: 128 2.7 Standard Industrial Trade Classification: 33440
3. HEALTH HAZARDS	
<p>3.1 Personal Protective Equipment: Protective gloves; goggles or face shield.</p> <p>3.2 Symptoms Following Exposure: INGESTION: gastrointestinal irritation. ASPIRATION: pulmonary irritation is normally minimal but may become more severe several hours after exposure.</p> <p>3.3 Treatment of Exposure: INGESTION: do NOT lavage or induce vomiting. ASPIRATION: treatment probably not required; delayed development of pulmonary irritation can be detected by serial chest x-rays; consider prophylactic antibiotic regime if condition warrants. EYES: wash with copious quantity of water. SKIN: wipe off and wash with soap and water.</p> <p>3.4 TLV-TWA: Notice of intended change: Not listed.</p> <p>3.5 TLV-STEL: Not listed.</p> <p>3.6 TLV-Ceiling: Not listed.</p> <p>3.7 Toxicity by Ingestion: Grade 1; LD<sub>50</sub> = 5 to 15 g/kg</p> <p>3.8 Toxicity by Inhalation: Currently not available.</p> <p>3.9 Chronic Toxicity: Currently not available</p> <p>3.10 Vapor (Gas) Irritant Characteristics: None</p> <p>3.11 Liquid or Solid Characteristics: Minimum hazard. If spilled on clothing and allowed to remain, may cause smarting and reddening of the skin.</p> <p>3.12 Odor Threshold: Currently not available</p> <p>3.13 IDLH Value: Not listed.</p> <p>3.14 OSHA PEL-TWA: Not listed.</p> <p>3.15 OSHA PEL-STEL: Not listed.</p> <p>3.16 OSHA PEL-Ceiling: Not listed.</p> <p>3.17 EPA AEGL: Not listed</p>	

4. FIRE HAZARDS
4.1 Flash Point: >150°F C.C.
4.2 Flammable Limits in Air: 1%-5%
4.3 Fire Extinguishing Agents: Dry chemical, foam, or carbon dioxide
4.4 Fire Extinguishing Agents Not to Be Used: Water may be ineffective
4.5 Special Hazards of Combustion Products: Not pertinent
4.6 Behavior in Fire: Not pertinent
4.7 Auto Ignition Temperature: 785°F
4.8 Electrical Hazards: Not pertinent
4.9 Burning Rate: 4 mm/min.
4.10 Adiabatic Flame Temperature: Currently not available
4.11 Stoichiometric Air to Fuel Ratio: Not pertinent.
4.12 Flame Temperature: Currently not available
4.13 Combustion Molar Ratio (Reactant to Product): Not pertinent.
4.14 Minimum Oxygen Concentration for Combustion (MOCC): Not listed

5. CHEMICAL REACTIVITY
5.1 Reactivity with Water: No reaction
5.2 Reactivity with Common Materials: No reaction
5.3 Stability During Transport: Stable
5.4 Neutralizing Agents for Acids and Caustics: Not pertinent
5.5 Polymerization: Not pertinent
5.6 Inhibitor of Polymerization: Not pertinent

6. WATER POLLUTION
6.1 Aquatic Toxicity: 2400 ppm/48 hr/juvenile American shad/TL <sub>50</sub> /fresh water 2417 ng/μ48 hr/juvenile American shad/TL <sub>50</sub> /salt water
6.2 Waterfowl Toxicity: Currently not available
6.3 Biological Oxygen Demand (BOD): Currently not available
6.4 Food Chain Concentration Potential: Currently not available
6.5 GESAMP Hazard Profile: Not listed

7. SHIPPING INFORMATION
7.1 Grades of Purity: Commercial
7.2 Storage Temperature: Elevated
7.3 Inert Atmosphere: No requirement
7.4 Venting: Open (flame arrester)
7.5 IMO Pollution Category: Currently not available
7.6 Ship Type: Currently not available
7.7 Barge Hull Type: Currently not available

8. HAZARD CLASSIFICATIONS	
8.1 49 CFR Category: Flammable liquid	
8.2 49 CFR Class: 3	
8.3 49 CFR Package Group: III	
8.4 Marine Pollutant: No	
8.5 NFPA Hazard Classification:	
Category	Classification
Health Hazard (Blue).....	0
Flammability (Red).....	2
Instability (Yellow).....	0
8.6 EPA Reportable Quantity: Not listed.	
8.7 EPA Pollution Category: Not listed.	
8.8 RCRA Waste Number: Not listed	
8.9 EPA FWPCA List: Not listed	

9. PHYSICAL & CHEMICAL PROPERTIES
9.1 Physical State at 15° C and 1 atm: Liquid
9.2 Molecular Weight: Not pertinent
9.3 Boiling Point at 1 atm: 415-->1093°F = 212-->588°C = 485-->861°K
9.4 Freezing Point: 25 to 55°F = -4 to +13°C = 289 to 286°K
9.5 Critical Temperature: Not pertinent
9.6 Critical Pressure: Not pertinent
9.7 Specific Gravity: 0.95 (approx.) at 20°C (liquid)
9.8 Liquid Surface Tension: (est.) 25 dynes/cm = 0.025 N/m at 20°C
9.9 Liquid Water Interfacial Tension: (est.) 50 dynes/cm = 0.05 N/m at 20°C
9.10 Vapor (Gas) Specific Gravity: Not pertinent
9.11 Ratio of Specific Heats of Vapor (Gas): Not pertinent
9.12 Latent Heat of Vaporization: Not pertinent
9.13 Heat of Combustion: -18,000 Btu/lb = -10,000 cal/g = -418.68 X 10 <sup>3</sup> J/kg
9.14 Heat of Decomposition: Not pertinent
9.15 Heat of Solution: Not pertinent
9.16 Heat of Polymerization: Not pertinent
9.17 Heat of Fusion: Currently not available
9.18 Limiting Value: Currently not available
9.19 Reid Vapor Pressure: Currently not available

NOTES

# GASOLINES: AUTOMOTIVE (<4.23G LEAD/GAL)

CAUTIONARY RESPONSE INFORMATION	
<b>Common Synonyms</b> Motor spirit Petrol	Watery liquid      Colorless to pale brown or pink      Gasoline odor  Floats on water. Flammable, irritating vapor is produced.
Evacuate. Keep people away. Wear chemical protective suit with self-contained breathing apparatus Shut off ignition sources and call fire department. Stay upwind and use water spray to "knock down" vapor. Notify local health and pollution control agencies. Protect water intakes.	
<b>Fire</b>	<b>FLAMMABLE.</b> Flashback along vapor trail may occur. Vapor may explode if ignited in an enclosed area. Extinguish with dry chemical, foam, or carbon dioxide. Water may be ineffective on fire. Cool exposed containers with water.
<b>Exposure</b>	<b>CALL FOR MEDICAL AID.</b>  <b>VAPOR</b> Irritating to eyes, nose and throat. If inhaled, will cause dizziness, headache, difficult breathing or loss of consciousness. Move to fresh air. If breathing has stopped, give artificial respiration. If breathing is difficult, give oxygen.  <b>LIQUID</b> Irritating to skin and eyes. If swallowed, will cause nausea or vomiting. Remove contaminated clothing and shoes. Flush affected areas with plenty of water. IF IN EYES, hold eyelids open and flush with plenty of water. IF SWALLOWED and victim is CONSCIOUS, have victim drink water or milk. <b>DO NOT INDUCE VOMITING.</b>
<b>Water Pollution</b>	<b>HARMFUL TO AQUATIC LIFE IN VERY LOW CONCENTRATIONS.</b> Fouling to shoreline. May be dangerous if it enters water intakes. Notify local health and wildlife officials. Notify operators of nearby water intakes.

<b>1. CORRECTIVE RESPONSE ACTIONS</b> Stop discharge Contain Collection Systems: Skim Chemical and Physical Treatment: Bum Salvage waterfowl	<b>2. CHEMICAL DESIGNATIONS</b> 2.1 CG Compatibility Group: 33; Miscellaneous Hydrocarbon Mixtures 2.2 Formula: (Mixture of hydrocarbons) 2.3 IMO/JUN Designation: 3.1/1203 2.4 DOT ID No.: 1203 2.5 CAS Registry No.: Currently not available 2.6 NAERG Guide No.: 128 2.7 Standard Industrial Trade Classification: 33411
<b>3. HEALTH HAZARDS</b>	
3.1 <b>Personal Protective Equipment:</b> Protective goggles, gloves. 3.2 <b>Symptoms Following Exposure:</b> Irritation of mucous membranes and stimulation followed by depression of central nervous system. Breathing of vapor may also cause dizziness, headache, and incoordination or, in more severe cases, anesthesia, coma, and respiratory arrest. If liquid enters lungs, it will cause severe irritation, coughing, gagging, pulmonary edema, and, later, signs of bronchopneumonia and pneumonitis. Swallowing may cause irregular heartbeat. 3.3 <b>Treatment of Exposure:</b> INHALATION: maintain respiration and administer oxygen; enforce bed rest if liquid is in lungs. INGESTION: do NOT induce vomiting; stomach should be lavaged (by doctor) if appreciable quantity is swallowed. EYES: wash with copious quantity of water. SKIN: wipe off and wash with soap and water. 3.4 TLV-TWA: 300 ppm 3.5 TLV-STEL: Not listed. 3.6 TLV-Ceiling: 500 ppm 3.7 Toxicity by Ingestion: Grade 2; LD <sub>50</sub> = 0.5 to 5 g/kg. 3.8 Toxicity by Inhalation: Currently not available. 3.9 Chronic Toxicity: None 3.10 <b>Vapor (Gas) Irritant Characteristics:</b> Vapors cause a slight smarting of the eyes or respiratory system if present in high concentrations. The effect is temporary. 3.11 <b>Liquid or Solid Characteristics:</b> Minimum hazard. If spilled on clothing and allowed to remain, may cause smarting and reddening of the skin. 3.12 Odor Threshold: 0.25 ppm 3.13 IDLH Value: Not listed. 3.14 OSHA PEL-TWA: Not listed. 3.15 OSHA PEL-STEL: Not listed. 3.16 OSHA PEL-Ceiling: Not listed. 3.17 EPA AEGL: Not listed	

<b>4. FIRE HAZARDS</b> 4.1 Flash Point: -36°F C.C. 4.2 Flammable Limits in Air: 1.4%-7.4% 4.3 Fire Extinguishing Agents: Foam, carbon dioxide, dry chemical 4.4 Fire Extinguishing Agents Not to Be Used: Water may be ineffective 4.5 Special Hazards of Combustion Products: None 4.6 Behavior in Fire: Vapor is heavier than air and may travel considerable distance to a source of ignition and flash back. 4.7 Auto Ignition Temperature: 853°F 4.8 Electrical Hazards: Class I, Group D 4.9 Burning Rate: 4 mm/min. 4.10 Adiabatic Flame Temperature: Currently not available 4.11 Stoichiometric Air to Fuel Ratio: Not pertinent 4.12 Flame Temperature: Currently not available 4.13 Combustion Molar Ratio (Reactant to Product): Not pertinent 4.14 Minimum Oxygen Concentration for Combustion (MOCC): N <sub>2</sub> diluent: 12.0%; CO <sub>2</sub> diluent: 14.5-15.0%	<b>7. SHIPPING INFORMATION</b> 7.1 Grades of Purity: Various octane ratings; military specifications 7.2 Storage Temperature: Ambient 7.3 Inert Atmosphere: No requirement 7.4 Venting: Open (flame arrester) or pressure-vacuum 7.5 IMO Pollution Category: Currently not available 7.6 Ship Type: Currently not available 7.7 Barge Hull Type: Currently not available								
<b>5. CHEMICAL REACTIVITY</b> 5.1 Reactivity with Water: No reaction 5.2 Reactivity with Common Materials: No reaction 5.3 Stability During Transport: Stable 5.4 Neutralizing Agents for Acids and Caustics: Not pertinent 5.5 Polymerization: Not pertinent 5.6 Inhibitor of Polymerization: Not pertinent	<b>8. HAZARD CLASSIFICATIONS</b> 8.1 49 CFR Category: Flammable liquid 8.2 49 CFR Class: 3 8.3 49 CFR Package Group: II 8.4 Marine Pollutant: Yes 8.5 NFPA Hazard Classification: <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Category</td> <td style="text-align: right;">Classification</td> </tr> <tr> <td style="text-align: right;">Health Hazard (Blue).....</td> <td style="text-align: right;">1</td> </tr> <tr> <td style="text-align: right;">Flammability (Red).....</td> <td style="text-align: right;">3</td> </tr> <tr> <td style="text-align: right;">Instability (Yellow).....</td> <td style="text-align: right;">0</td> </tr> </table> 8.6 EPA Reportable Quantity: Not listed. 8.7 EPA Pollution Category: Not listed. 8.8 RCRA Waste Number: Not listed 8.9 EPA FWPCA List: Not listed	Category	Classification	Health Hazard (Blue).....	1	Flammability (Red).....	3	Instability (Yellow).....	0
Category	Classification								
Health Hazard (Blue).....	1								
Flammability (Red).....	3								
Instability (Yellow).....	0								
<b>6. WATER POLLUTION</b> 6.1 Aquatic Toxicity: 90 ppm/24 hr/Juvenile American shad/TL/fresh water 91 mg/1/24 hr/Juvenile American shad/TL/salt water 6.2 Waterfowl Toxicity: Currently not available 6.3 Biological Oxygen Demand (BOD): 8%, 5 days 6.4 Food Chain Concentration Potential: None 6.5 GESAMP Hazard Profile: Bioaccumulation: + Damage to living resources: 3 Human Oral hazard: 2 Human Contact hazard: II Reduction of amenities: XX	<b>9. PHYSICAL &amp; CHEMICAL PROPERTIES</b> 9.1 Physical State at 15° C and 1 atm: Liquid 9.2 Molecular Weight: Not pertinent 9.3 Boiling Point at 1 atm: 140-390°F = 60-199°C = 333-472°K 9.4 Freezing Point: Not pertinent 9.5 Critical Temperature: Not pertinent 9.6 Critical Pressure: Not pertinent 9.7 Specific Gravity: 0.7321 at 20°C (liquid) 9.8 Liquid Surface Tension: 19-23 dynes/cm = 0.019-0.023 N/m at 20°C 9.9 Liquid Water Interfacial Tension: 49-51 dynes/cm = 0.049-0.051 N/m at 20°C 9.10 Vapor (Gas) Specific Gravity: 3.4 9.11 Ratio of Specific Heats of Vapor (Gas): (est.) 1.054 9.12 Latent Heat of Vaporization: 130-150 Btu/lb = 71-81 cal/g = 3.0 - 3.4 X 10 <sup>5</sup> J/kg 9.13 Heat of Combustion: -18,720 Btu/lb = -10,400 cal/g = 435.1 X 10 <sup>5</sup> J/kg 9.14 Heat of Decomposition: Not pertinent 9.15 Heat of Solution: Not pertinent 9.16 Heat of Polymerization: Not pertinent 9.17 Heat of Fusion: Currently not available 9.18 Limiting Value: Currently not available 9.19 Reid Vapor Pressure: 7.4 psia								
NOTES									

CAUTIONARY RESPONSE INFORMATION			
<b>Common Synonyms</b> Kerosene, heavy	Liquid	Colorless	Fuel oil odor
Floats on water.			
Keep people away. Avoid contact with liquid. Shut off ignition sources and call fire department. Notify local health and pollution control agencies.			
<b>Fire</b>	Combustible. Extinguish with dry chemical, foam, or carbon dioxide. Water may be ineffective on fire. Cool exposed containers with water.		
<b>Exposure</b>	CALL FOR MEDICAL AID.  LIQUID Irritating to skin and eyes. Harmful if swallowed. Remove contaminated clothing and shoes. Flush affected areas with plenty of water. IF IN EYES, hold eyelids open and flush with plenty of water. IF SWALLOWED and victim is CONSCIOUS, have victim drink water or milk. DO NOT INDUCE VOMITING.		
<b>Water Pollution</b>	Dangerous to aquatic life in high concentrations. Floating to shoreline. May be dangerous if it enters water intakes. Notify local health and wildlife officials. Notify operators of nearby water intakes.		

<p><b>1. CORRECTIVE RESPONSE ACTIONS</b></p> <p>Stop discharge Contain Collection Systems: Skim Chemical and Physical Treatment: Burn Clean shore line Salvage waterfowl</p>	<p><b>2. CHEMICAL DESIGNATIONS</b></p> <p>2.1 CG Compatibility Group: 33; Miscellaneous Hydrocarbon Mixtures 2.2 Formula: Not pertinent 2.3 IMO/UN Designation: 3.3/2781 2.4 DOT ID No.: 1883 2.5 CAS Registry No.: Currently not available 2.6 NAERG Guide No.: 128 2.7 Standard Industrial Trade Classification: 33412</p>
<p><b>3. HEALTH HAZARDS</b></p>	
<p>3.1 <b>Personal Protective Equipment:</b> Protective gloves; goggles or face shield. 3.2 <b>Symptoms Following Exposure:</b> Vapor causes slight irritation of eyes and nose. Liquid irritates stomach; if taken into lungs, causes coughing, distress, and rapidly developing pulmonary edema. 3.3 <b>Treatment of Exposure:</b> ASPIRATION: Enforce bed rest; administer oxygen; call a doctor. INGESTION: Do NOT induce vomiting; call a doctor. EYES: Wash with plenty of water. SKIN: wipe off and wash with soap and water. 3.4 TLV-TWA: Not listed. 3.5 TLV-STEL: Not listed. 3.6 TLV-Ceiling: Not listed. 3.7 <b>Toxicity by Ingestion:</b> Grade 2; LD<sub>50</sub> = 0.5 to 5 g/kg 3.8 <b>Toxicity by Inhalation:</b> Currently not available. 3.9 <b>Chronic Toxicity:</b> Currently not available 3.10 <b>Vapor (Gas) Irritant Characteristics:</b> Vapors cause a slight smarting of the eyes or respiratory system if present in high concentrations. The effect is temporary. 3.11 <b>Liquid or Solid Characteristics:</b> Minimum hazard. If spilled on clothing and allowed to remain, may cause smarting and reddening of the skin. 3.12 <b>Odor Threshold:</b> 1 ppm 3.13 <b>IDLH Value:</b> Not listed. 3.14 <b>OSHA PEL-TWA:</b> Not listed. 3.16 <b>OSHA PEL-STEL:</b> Not listed. 3.16 <b>OSHA PEL-Ceiling:</b> Not listed. 3.17 <b>EPA AEGL:</b> Not listed</p>	

<p><b>4. FIRE HAZARDS</b></p> <p>4.1 <b>Flash Point:</b> 140°F (min.)C.C. 4.2 <b>Flammable Limits in Air:</b> 0.6%-4.8% 4.3 <b>Fire Extinguishing Agents:</b> Foam, dry chemical, or carbon dioxide 4.4 <b>Fire Extinguishing Agents Not to Be Used:</b> Water may be ineffective 4.5 <b>Special Hazards of Combustion Products:</b> Not pertinent 4.6 <b>Behavior in Fire:</b> Not pertinent 4.7 <b>Auto Ignition Temperature:</b> 475°F 4.8 <b>Electrical Hazards:</b> Not pertinent 4.9 <b>Burning Rate:</b> 4 mm/min. 4.10 <b>Adiabatic Flame Temperature:</b> Currently not available 4.11 <b>Stoichiometric Air to Fuel Ratio:</b> Not pertinent. 4.12 <b>Flame Temperature:</b> Currently not available 4.13 <b>Combustion Molar Ratio (Reactant to Product):</b> Not pertinent. 4.14 <b>Minimum Oxygen Concentration for Combustion (MOCC):</b> Not listed</p>	<p><b>7. SHIPPING INFORMATION</b></p> <p>7.1 <b>Grades of Purity:</b> 100% 7.2 <b>Storage Temperature:</b> Ambient 7.3 <b>Inert Atmosphere:</b> No requirement 7.4 <b>Venting:</b> Open (flame arrester) 7.5 <b>IMO Pollution Category:</b> Currently not available 7.6 <b>Ship Type:</b> Currently not available 7.7 <b>Barge Hull Type:</b> Currently not available</p>								
<p><b>5. CHEMICAL REACTIVITY</b></p> <p>5.1 <b>Reactivity with Water:</b> No reaction 5.2 <b>Reactivity with Common Materials:</b> No reaction 5.3 <b>Stability During Transport:</b> Stable 5.4 <b>Neutralizing Agents for Acids and Caustics:</b> Not pertinent 5.5 <b>Polymerization:</b> Not pertinent 5.6 <b>Inhibitor of Polymerization:</b> Not pertinent</p>	<p><b>8. HAZARD CLASSIFICATIONS</b></p> <p>8.1 <b>49 CFR Category:</b> Flammable liquid 8.2 <b>49 CFR Class:</b> 3 8.3 <b>49 CFR Package Group:</b> III 8.4 <b>Marina Pollutant:</b> No 8.5 <b>NFPA Hazard Classification:</b>  <table style="margin-left: 20px;"> <tr> <td>Category</td> <td>Classification</td> </tr> <tr> <td>Health Hazard (Blue)</td> <td>0</td> </tr> <tr> <td>Flammability (Red)</td> <td>2</td> </tr> <tr> <td>Instability (Yellow)</td> <td>0</td> </tr> </table> <p>8.6 <b>EPA Reportable Quantity:</b> Not listed. 8.7 <b>EPA Pollution Category:</b> Not listed. 8.8 <b>RCRA Waste Number:</b> Not listed 8.9 <b>EPA FWPCA List:</b> Not listed</p> </p>	Category	Classification	Health Hazard (Blue)	0	Flammability (Red)	2	Instability (Yellow)	0
Category	Classification								
Health Hazard (Blue)	0								
Flammability (Red)	2								
Instability (Yellow)	0								
<p><b>6. WATER POLLUTION</b></p> <p>6.1 <b>Aquatic Toxicity:</b> 500 ppm*/salmon fingerling/lethal/ fresh water *Time period not specified 6.2 <b>Waterfowl Toxicity:</b> Currently not available 6.3 <b>Biological Oxygen Demand (BOD):</b> 53%, 5 days 6.4 <b>Food Chain Concentration Potential:</b> None 6.5 <b>GESAMP Hazard Profile:</b> Not listed</p>	<p><b>9. PHYSICAL &amp; CHEMICAL PROPERTIES</b></p> <p>9.1 <b>Physical State at 16° C and 1 atm:</b> Liquid 9.2 <b>Molecular Weight:</b> Not pertinent 9.3 <b>Boiling Point at 1 atm:</b> 349-549°F = 176-287°C = 449-580°K 9.4 <b>Freezing Point:</b> &lt;-54°F = &lt;-48°C = &lt;-225°K 9.5 <b>Critical Temperature:</b> Not pertinent 9.6 <b>Critical Pressure:</b> Not pertinent 9.7 <b>Specific Gravity:</b> 0.82 at 15°C (liquid) 9.8 <b>Liquid Surface Tension:</b> (est.) 25 dynes/cm = 0.025 N/m at 20°C 9.9 <b>Liquid Water Interfacial Tension:</b> (est.) 50 dynes/cm = 0.05 N/m at 20°C 9.10 <b>Vapor (Gas) Specific Gravity:</b> Not pertinent 9.11 <b>Ratio of Specific Heats of Vapor (Gas):</b> Not pertinent 9.12 <b>Latent Heat of Vaporization:</b> 140 Btu/lb = 78 cal/g = 3.3 X 10<sup>5</sup> J/kg 9.13 <b>Heat of Combustion:</b> -18,540 Btu/lb = -10,300 cal/g = -431.24 X 10<sup>5</sup> J/kg 9.14 <b>Heat of Decomposition:</b> Not pertinent 9.16 <b>Heat of Solution:</b> Not pertinent 9.16 <b>Heat of Polymerization:</b> Not pertinent 9.17 <b>Heat of Fusion:</b> Currently not available 9.18 <b>Limiting Value:</b> Currently not available 9.19 <b> Reid Vapor Pressure:</b> Currently not available</p>								
<p>NOTES</p>									

APPENDIX C

FACILITY PERSON IN CHARGE LISTS



**TRANSMONTAIGNE**

July 24, 2018

U.S. Coast Guard Sector Miami  
Prevention Operations  
100 MacArthur Causeway  
Miami, FL 33139

**TransMontaigne Port Everglades North Terminal (FIN: MIAW 0010) Person in Charge List**

In accordance with 33 CFR 154.710, I hereby certify that the following people have the necessary knowledge and skills to properly conduct marine transfers at this terminal and they are designated as *Persons-in-Charge (PIC)*, authorized to conduct such transfers. Training to achieve this qualification and procedures for conducting transfers are described in the facility's Marine Transfer Operations Manual (MTOM). Contract personnel, certified to serve as PICs, are listed on a separate letter that is filed in the *Facility Persons In Charge Lists* appendix.

Brodie, Keith	Foster, Tryston	Nunez, Alan
Brown, Chavar	Fullwood, Billy	Parker, Brandon
Brown, Sean	Galdos, Pedro	Ramirez, Jose
Caro, Arthur	Hernandez, Julio	Ritchie, Joseph
Cavallaro, Mark	James, Jaimel	Rodriguez, Wilkens
Dehorta, Bill	John, Karl	Sartin, Carl
Dos Santos, Blonberg	Joyner, Marques	Serrano, Zachariah
Drew, Chesney	Juvilien, Rejy	Swinton, Jacob
Ewen, Stanley	McPhilips, Patrick	Tanner, James
Ferguson, Allen		Weygandt, Tom

This letter is intended to be filed in the *Facility Persons in Charge Lists* appendix of this facility's MTOM. Previous editions of this list are obsolete and should be discarded. Certification of the PIC letter update should be entered on the *Record of Changes* page. If you have any questions, please call me at 954 355-4241. Thank you.

Cornelius Brouwer  
Terminal Manager



**TRANSMONTAIGNE**

February 16, 2018

U.S. Coast Guard Sector Miami  
Prevention Operations  
100 MacArthur Causeway  
Miami, FL 33139

**TransMontaigne Port Everglades North Terminal (FIN: MIAW 0010) Person in Charge List**

In accordance with 33 CFR 154.710, I hereby certify that the following people have the necessary knowledge and skills to properly conduct marine transfers at this terminal and they are designated as *Persons-in-Charge (PIC)*, authorized to conduct such transfers. Training to achieve this qualification and procedures for conducting transfers are described in the facility's Marine Transfer Operations Manual (MTOM). Contract personnel, certified to serve as PICs, are listed on a separate letter that is filed in the *Facility Persons In Charge Lists* appendix.

Brodie, Keith	Ferguson, Allen	Neal, Michael
Brown, Chavar	Foster, Tryston	Nunez, Alan
Brown, Sean	Fullwood, Billy	Parker, Brandon
Caro, Arthur	Galdos, Pedro	Ramirez, Jose
Cavallaro, Mark	Hernandez, Julio	Ritchie, Joseph
Chooran, Julian	James, Jaimel	Rodriguez, Wilkens
Dehorta, Bill	John, Karl	Sartin, Carl
Dos Santos, Blonberg	Joyner, Marques	Swinton, Jacob
Ewen, Stanley	Juvilien, Rejy	Tanner, James
		Weygandt, Tom

This letter is intended to be filed in the *Facility Persons in Charge Lists* appendix of this facility's MTOM. Previous editions of this list are obsolete and should be discarded. Certification of the PIC letter update should be entered on the *Record of Changes* page. If you have any questions, please call me at 954 355-4241. Thank you.

Cornelius Brouwer  
Terminal Manager



# South Florida Petroleum Services , LLC

June 21, 2018

U.S.C.G. Sector Miami  
Captain of the Port  
Attn: Prevention Operations  
101 MacArthur Causeway  
Miami Beach, FL. 33101-6940

## SOUTH FLORIDA PETROLEUM SERVICES, LLC.

### TERMINAL PERSON IN CHARGE LIST

In accordance with 33 CFR 154.710, I hereby certify that the following people have the necessary knowledge and skills to properly conduct marine transfers in the SFPS facility and they are designated as Person-In-Charge, authorized to conduct such transfers. Training to achieve this qualification and procedures for conducting transfers are described in the facility Operations Manual.

#### PERSONNEL:

Anderson, Marquis	Bell, Eugene	Bowles, Marshall
Cole, Juavanie	Colon, Angel	Combs, Robert
Deopersaud, Sisnarine	Hurst, Jackie	Johns, Arthur
Leblanc, Joseph	Leon, Angel	Mendez, Eric
Orange, Kenneth	Piering, Aaron	Piering, Nathan
Pineda, Adrian	Ramos, Elizert	Ramos, Raymond
Rivera, David	Taylor, Raul	Rumph, Frederick
Sills jr, David	Blaise, Ted	Vincent, Vega
	PowellDelawrence	Dickerson,Michael

Previous editions of this list are obsolete and should you require any additional information, please feel free to contact David Rivera at South Florida Petroleum Services, LLC. At the numbers listed below



**APPENDIX D**

**DECLARATION OF INSPECTION**





Vessel Name:	TransMontaigne Facility Name:	
Transfer Location (Port-Berth/Facility/Coordinates)	Date/Time Transfer Started:	Date/Time Transfer Completed:

Vessel	PIC's shall verify by inspection and indicate by initialing that their vessel or facility meets the following requirements:	Facility
_____	A. The mooring lines are strong enough and long enough for all expected conditions.....	_____
_____	B. Transfer hoses and/or loading arms are long enough for intended use without strain from vessel movement.....	_____
_____	C. Transfer hoses are supported to prevent damage to the hoses and undue strain on the couplings.....	_____
_____	D. The transfer system is properly lined up for discharging or receiving oil or hazardous material.....	_____
_____	E. Each part of the transfer system not being used during the transfer operation is securely blanked or shut off.....	_____
_____	F. Each hose and loading arm end not connected for the transfer operation is blanked off using acceptable closure devices.....	_____
_____	G. The transfer system is attached to a fixed connection on the vessel and the facility.....	_____
_____	H. All installed sea valves connected to the cargo piping system are sealed or lashed in the closed position.....	_____
_____	I. Each transfer hose is free from bulges and soft spots, or gouges and cuts that penetrate the 1 <sup>st</sup> layer of reinforcement....	_____
_____	J. Each transfer hose and loading arm meets the design and marking requirements.....	_____
_____	K. Each connection is of an approved design and meets the gasket, and bolting requirements.....	_____
_____	L. Required overfill protection devices or other monitoring devices are installed and operating properly.....	_____
_____	M. Required discharge containment equipment is readily accessible or deployed.....	_____
_____	N. Required discharge containments have been provided for couplings and are drained as necessary.....	_____
_____	O. All scuppers or other drains are closed or plugged.....	_____
_____	P. All connections in the transfer system are leak free except for permissible drippage.....	_____
_____	Q. A communications system is provided between the facility and the vessel and is operable.....	_____
_____	R. An emergency shutdown system is available and operable.....	_____
_____	S. Required PIC's are on duty at the transferring and receiving control stations.....	_____
_____	T. Each PIC is on site, has an Operations/Transfer Manual available and conducts transfers in accordance with it.....	_____
_____	U. Other personnel as required by Operations/Transfer Manuals are available and perform prescribed duties.....	_____
_____	V. At least one person is present who fluently speaks the language(s) of both PIC's.....	_____
_____	W. Persons in charge have held a conference to ensure the mutual understanding of the following transfer operations.....	_____
_____	1. The identity of the product(s) to be transferred—enter below:.....	_____
_____	2. Sequence of transfer	_____
_____	3. Transfer rate	_____
_____	4. Name or title and location of each person participating in the transfer operation.....	_____
_____	5. Details of the transferring and receiving systems including procedures to ensure that MAWP's aren't exceeded.....	_____
_____	6. Critical stages of the transfer operation such as startup, tank switches and topping off.....	_____
_____	7. Federal, state and local rules that apply to the transfer of oil or hazardous materials.....	_____
_____	8. Emergency procedures.....	_____
_____	9. Discharge containment and reporting procedures.....	_____
_____	10. Watch or shift arrangements.....	_____
_____	11. Transfer shutdown procedures.....	_____
_____	12. An agreed-upon frequency if radios are used.....	_____
_____	X. Between sunset and sunrise adequate lighting of the transfer connection points and work areas is provided.....	_____
_____	Y. A Vapor Control System Appendix is attached if the transfer includes collection ashore of vessel cargo tank vapors.....	_____
_____	Z. Smoking is not permitted in the facility or vessel marine transfer area except in designated smoking areas.....	_____

**The following requirements apply to tank vessels**

- \_\_\_\_\_ 1. Required warning signs and red warning signals are displayed
- \_\_\_\_\_ 2. No welding or other hot work and no repair work in cargo spaces is being conducted without permission
- \_\_\_\_\_ 3. No fires or open flames are present on the deck or in compartments on the deck on which cargo connections are made
- \_\_\_\_\_ 4. Boiler and galley fires are safe to light during transfers of Grade A, B or C cargoes or have been extinguished
- \_\_\_\_\_ 5. A determination has been made regarding smoking off of weather decks during transfers of Grade A, B or C cargoes
- \_\_\_\_\_ 6. If cargo-tank inerting is required, the system is maintaining an inert atmosphere in the cargo tanks

I, the undersigned person in charge of the transfer of liquid cargo in bulk about to begin or continue, do certify that I have personally inspected this vessel or facility, as appropriate, with reference to the above listed requirements, and that opposite each of the applicable items listed I have indicated by initialing that the vessel/facility complies with all pertinent regulations and that I agree to begin/continue the transfer operation.

Vessel Person in Charge			Facility/Vessel Person in Charge		
Signature	Date	Time	Signature	Date	Time

APPENDIX E

EMERGENCY PHONE LISTS

**PORT EVERGLADES NORTH TERMINAL EMERGENCY PHONE LIST**

If you have an oil spill into the waterways or another emergency follow the initial steps listed in Sections 17 and 18 of this manual, or refer to the Integrated Contingency Plan.

**In the event of an urgent fire, medical or law enforcement emergency call 911.**

Make corporate notifications in accordance with the published TransMontaigne Internal Notification Procedure. The phone numbers below can be used to contact terminal employees and management officials. In the event that the first person called is not immediately available, call the next person on the list until contact is established.

Qualified Individuals (QIs) are noted on the list.

Updated: 1/25/2018

**CORPORATE NOTIFICATIONS**

POSITION/NAME	CONTACT INFORMATION
Terminal Office	Operations Radio (954) 525-4261
Terminal Manager—Qualified Individual Casey Brouwer	(954) 355-4245 (Office) (941) 737-9016 (Mobile)
Operations Manager—Alternate QI Keith Brodie	(954) 584-2726 (Home) (954) 275-5049 (Mobile)
Director, Terminal Operations—Alternate QI Karl Bernard	(770) 518-3655 (Office) (954) 931-7194 (Mobile)
Vice President, Terminal Operations—Alt. QI Steve McNelly	(770) 518-3753 (Office) (678) 910-1510 (Mobile) (770) 466-7750 (Home)
Executive VP/COO—Alternate QI Jim Dugan	(770) 518-3760 (Office) (678) 427-9321 (Mobile) (770) 844-4254 (Home)
Director, Safety and Security Brian Temples	(770) 518-3756 (Office) (706) 252-0282 (Mobile)
Reg. Compliance Manager—Alternate QI Andy McClish	(770) 518-3701 (Office) (678) 488-4524 (Mobile) (770) 643-1941 (Home)

**REGULATORY AND RESPONSE NOTIFICATIONS**

<b>National Response Center</b>	<b>(800) 424-8802</b>
USCG Sector Miami	(305) 535-8701
Florida DEP State Warning Point	(800) 320-0519
Cliff Berry, Inc. (OSRO)	(954) 763-3390/(800) 899-7745
Southern Waste Services (OSRO)	(800) 852-8878

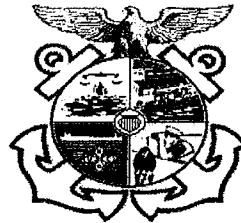


APPENDIX F

CERTIFICATES OF ADEQUACY

United States Coast Guard

**Certificate Of Adequacy**  
*for*  
**Reception Facility**



This certifies that: TransMontaigne North has facilities adequate MARPOL I - Oil  
2401 Eisenhower Blvd to receive MARPOL V - Garbage  
Fort Lauderdale, FL 33316  
US

From oceangoing ships, as required by the International Convention for the Prevention of Pollution from Ships, 1973. As modified by the protocol of 1978 (MARPOL 73/78), The Act to Prevent Pollution from Ships, 33 USC 1901-1912 and associated U.S. Regulations in 33 CFR 158.

This certificate is issued pursuant to an application dated **15MAY2017** and an inspection dated **03FEB2017**, copies of which are attached, and part of this certificate. Each terminal listed in the application shall maintain a copy of this certificate available for inspection by Coast Guard personnel and the master, operator, agent, or owner of any ship using or intending to use this terminal.

Terminals and ports required to have an operations manual for oil transfer described in 33 CFR 154.300 shall attach a copy of this certificate thereto.

The terminal/port person in charge identified in the attached application shall notify the U.S. Coast Guard Captain of the Port (COTP) in writing after any of the reception facility information or terminal/port information identified in 33 CFR 158.165 changes.

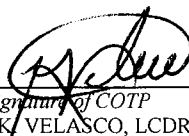
The terminal/port owner, operator, or person in charge is liable for civil penalties of up to \$32,500 for violations of the provisions of 33 CFR 158.

The terminal/port owner, operator, or person in charge shall ensure that the reception facility holds each state, local, and federal permit and license required by environmental laws and regulations concerning garbage, residues and mixtures containing oil or noxious liquid substances. This certificate certifies compliance with applicable sections of 33 CFR 158, but does not certify compliance with any other law or regulation.

This certificate is valid for a period of 5 years from the date issuance; or until suspended or revoked; or until 30 days after the operator cited on the certificate changes; at which time it shall be promptly returned to the U.S. Coast Guard COTP.

This Certificate Expires:

<b>09JUN2022</b>
5 years from date of issuance

	<u>6.9.17</u>
<i>Signature of COTP</i> J.K. VELASCO, LCDR, by direction	<i>Date</i> 09JUN2017
<i>Typed Name of COTP</i> Sector Miami	<i>Date</i> (305) 695-2344
<i>COTP Zone</i>	<i>Phone</i>

The following waivers to this certificate are granted. The waivers shall be attached to and are part of this certificate.

Waiver Description (brief description)

Expire Date (if applicable)


DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard

OMB No. 1625-0045  
Exp. Date: 08/31/2018

**APPLICATION FOR A RECEPTION FACILITY CERTIFICATE OF ADEQUACY FOR OIL  
FORM A**

1. PARTICULARS OF TERMINAL OR PORT

A. APPLYING AS: (Check one)  Terminal  Port  COTP Designated Port

B. NUMBER OF TERMINALS TO WHICH THIS APPLICATION APPLIES: 1

C. TERMINAL/PORT INFORMATION

(1) NAME OF TERMINAL/PORT: TransMontaigne Port Everglades North  
2401 Eisenhower Boulevard  
(2) ADDRESS OF TERMINAL/PORT: P O Box 13124  
Fort Lauderdale, FL 33316  
(3) NAME OF TERMINAL/PORT  
PERSON-IN-CHARGE: Casey Brouwer  
(4) TITLE/POSITION: Terminal Manager  
(5) ORGANIZATION: TransMontaigne Terminals, L.L.C.  
(6) OFFICE PHONE NUMBER: (954) 525-4261

D. INDIVIDUAL TERMINAL INFORMATION. If applying as a port, list the information indicated for each terminal in the port. If more space is needed, continue on a separate sheet of paper and attach to the back of the application. The signature of the person in charge of the terminal acknowledges that the terminal agrees and volunteers to being considered as a member of the port, described in section 1, for purposes of these reception facilities. Complete the terminal name, location, etc. below.

(1) NAME OF TERMINAL: N/A - Applying as a terminal

(a) ADDRESS OF TERMINAL: \_\_\_\_\_

(b) NAME/TITLE PERSON-IN-CHARGE: \_\_\_\_\_

(c) OFFICE PHONE NUMBER: \_\_\_\_\_

(d) SIGNATURE OF TERMINAL  
PERSON-IN-CHARGE: \_\_\_\_\_

(2) NAME OF TERMINAL: \_\_\_\_\_

(a) ADDRESS OF TERMINAL: \_\_\_\_\_

(b) NAME/TITLE PERSON-IN-CHARGE: \_\_\_\_\_

(c) OFFICE PHONE NUMBER: \_\_\_\_\_

(d) SIGNATURE OF TERMINAL  
PERSON-IN-CHARGE: \_\_\_\_\_

### RECEPTION FACILITY INFORMATION SHEET

\*\*\*\*\* THIS PAGE FOR COMPLETION BY U.S. COAST GUARD \*\*\*\*\*

COAST GUARD COTP COMPLETE THE FOLLOWING INFORMATION AND FORWARD TO DISTRICT (m) FOR QUARTERLY SUBMISSION TO COMMANDANT (G-FAC-2)

COTP ISSUING CERTIFICATE OF ADEQUACY: SECTOR MIAMI

NAME OF TERMINAL/PORT: TRANSMONTAIGNE NORTH

LOCATION OF TERMINAL/PORT (City/State): FORT LAUDERDALE, FL

NAME OF PERSON IN CHARGE: CASEY BROWER

PHONE NUMBER: (954) 525-4261

TYPE OF WASTE THE RECEPTION FACILITY CAN RECEIVE: OILY WASTE

DAILY CAPACITY OF RECEPTION FACILITY (metric tons): 1967

OILY BALLAST WASTE TRANSFER RATE (GPM): 750

ALL OTHER OILY RESIDUES AND MIXTURES TRANSFER RATE (GPM): 500

#### Privacy Act Statement

**Authority:** The United States as a party to the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78) is required by Annex 1 and the Act to Prevent Pollution from Ships (33 U.S.C. 1901 et. seq.) to issue certificates to reception facilities verifying their adequacy to receive oily waste from ships. Regulations implementing the United States waste reception facility program are in 33 CFR 158 Code of Federal Regulations.

**Purpose:** Waterfront Facilities are required to be certified to have adequate reception capabilities when receiving Oily mixtures from oceangoing tankers and any other oceangoing ships of 400 gross tons or more.

**Routine Uses:** The information supplied on the form will be used by and disclosed to Coast Guard personnel. Additionally, the Coast Guard may share the information with law enforcement or other government agencies as necessary to respond to any incidents that may occur as a result of any discharge of Oil pollution, or pursuant to its published Privacy Act system of records notice.

**Disclosure:** Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the issuance of the Certificate of Adequacy (Form CG-5401).

**Burden Statement:** The Coast Guard estimates that the average burden for this report is 3 hours. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-FAC-2), U.S. Coast Guard, 2703 Martin Luther King Jr Ave SE Stop 7501, Washington, DC 20593-7501 or Office of Management and Budget, Paperwork Reduction Project (1625-0045), Washington, DC 20593.

Submit the application to: THE LOCAL CAPTAIN OF THE PORT OFFICE

DEPARTMENT OF HOMELAND SECURITY  
 U.S. Coast Guard  
**APPLICATION FOR A RECEPTION FACILITY CERTIFICATE OF  
 ADEQUACY FOR GARBAGE  
 FORM C**

The Act to Prevent Pollution From Ships (33 U.S.C. 1901 et. seq.) authorizes the Secretary of the Department of Homeland Security to issue certificates to Terminals and Ports verifying their adequacy to receive operational garbage from ships. Regulations implementing this program are in 33 CFR Code of Federal Regulations Part 158. To continue to receive ships at a port or terminal an applicant must hold a Certificate of Adequacy for Garbage if it receives ocean going tankers, or any other ocean going ship of 400 gross tons or more, carrying residues and mixtures containing oil; or if it receives ocean going ships carrying Noxious Liquid substances. To receive a Certificate of Adequacy for Garbage, application is required on FORM C.

**Definitions:**

"Terminal": an on shore facility or an off shore structure located in the navigable waters of the United States or subject to the jurisdiction of the United States and used, or intended to be used, as a facility for the transfer or other handling of a harmful substance. The definition of "navigable waters" for the purposes of this section may be found in 33 CFR 2.05-25.

"Port": (1) a group of terminals that combines to act as a unit and be considered a port for purposes of this part; (2) a port authority or other organization that chooses to be considered a port for purposes of this part. For the purposes of Annex V of MARPOL73/78, Port also means a commercial fishing facility, recreational boating facility and a mineral and oil industry shore base.

**A. Terminal Section**

Complete this section if you are applying as a SINGLE TERMINAL

Name of Terminal  
 TransMontaigne Port Everglades North

Street Address  
 2401 Eisenhower Boulevard

City, State, Zip Code  
 Fort Lauderdale, FL 33316

Name of Terminal Person-in-Charge  
 Casey Brouwer

Phone Number (Enter Area Code)  
 (954) 355-4261

Check the following boxes if the terminal receives or discharges any of the following cargoes from vessels visiting the terminal:

<input checked="" type="checkbox"/> Oil	<input checked="" type="checkbox"/> Discharge	<input type="checkbox"/> Receive
<input type="checkbox"/> Oily wastes	<input type="checkbox"/> Discharge	<input type="checkbox"/> Receive
<input checked="" type="checkbox"/> Fuel	<input checked="" type="checkbox"/> Discharge	<input checked="" type="checkbox"/> Receive
<input type="checkbox"/> Bulk dry cargo	<input type="checkbox"/> Discharge	<input type="checkbox"/> Receive
<input type="checkbox"/> Explosives	<input type="checkbox"/> Discharge	<input type="checkbox"/> Receive
<input type="checkbox"/> Hazardous substances	<input type="checkbox"/> Discharge	<input type="checkbox"/> Receive
<input type="checkbox"/> Fish	<input type="checkbox"/> Discharge	<input type="checkbox"/> Receive
<input type="checkbox"/> Other	<input type="checkbox"/> Discharge	<input type="checkbox"/> Receive

After completing this section go to Section C.

Check the following boxes if the terminal handles or services any of the following vessels:

<input checked="" type="checkbox"/> Vessels of foreign registry	<input checked="" type="checkbox"/> Unmanned barges
<input checked="" type="checkbox"/> U.S. Vessels on domestic trade	<input type="checkbox"/> Chemical ships
<input checked="" type="checkbox"/> U.S. Vessels in foreign trade	<input checked="" type="checkbox"/> Container ships
<input checked="" type="checkbox"/> Passenger vessels	<input checked="" type="checkbox"/> Break bulk ships
<input type="checkbox"/> Vessels servicing the offshore mineral and oil industry	<input type="checkbox"/> Fishing ships
	<input type="checkbox"/> Ferry boat ships

**B. Port Section**

1. Complete this section if you are applying as a PORT

Name of Terminal  
 N/A - Applying as a terminal

Street Address

City, State, Zip Code

Name of Terminal Person-in-Charge

Phone Number (Enter Area Code)

Number of Terminal which we will be members of this Port? \_\_\_\_\_



**APPENDIX G**

**COMPANY CONTROLLED SPILL RESPONSE EQUIPMENT LIST**

**PORT EVERGLADES NORTH TERMINAL  
SPILL RESPONSE EQUIPMENT LIST**

The primary response to a discharge at this facility will be to implement the Integrated Contingency Plan, including mobilizing one or more contracted OSRO's as shown in the ICP and Appendix E to this manual.

To the extent that it is useful and doesn't jeopardize personal safety, sorbents stored at this facility may be deployed by terminal operators in order to stop or limit the spread of the spilled oil.

These response materials are kept in storage buildings at the terminal. The contents include:

- Sorbent boom
- Sorbent pads
- Hand tools
- Salvage drums

Revised 2/3/2017



## APPENDIX H

### LETTERS OF ALTERNATIVE COMPLIANCE AND EXEMPTIONS



16450/ 11-0495  
June 14, 2011

MISLE# 3989698  
FIN# MIAW0010

TransMontaigne Port Everglades North Terminal  
Attn: Kent M. Ballantyne  
PO Box 13124  
Fort Lauderdale, FL 33316

Subj: ALTERNATIVE TESTING PROCEDURES

Dear Sir:

I have reviewed your request of July 16, 2009 and hereby approve alternative testing procedures for your annual asphalt pipeline pressure testing as allowed in 33 CFR 156.107. This approval is restricted to annual testing of your asphalt pipeline and does not include testing following major alterations to the system or testing of an oil pipeline. The approval for testing is based on your facility operating in accordance with the procedures listed below.

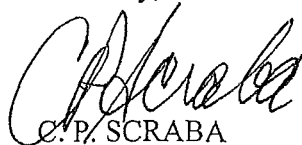
1. Examine the test equipment to ensure that it is tightly attached and verify that all items (i.e., valves, pumps, etc.) that should not be subjected to the test pressure have been disconnected or isolated by blanking or other suitable means.
2. Establish a safety zone around the pipe and only allow essential personnel to enter the zone for purposes of conducting the test or examining the pipe for leaks. Take care to especially minimize personnel exposure when building to maximum pressure of 125 psi.
3. Use dry air or other, non-toxic, non-flammable gas as the test medium. The gas chosen must be compatible with any cargo residue in the pipe and the temperature of the gas must be compatible with the pipe material.
4. Test pressure gauges shall have been calibrated prior to the test to show pressure within 10 percent of the actual pressure.
5. The asphalt pipeline is buried for most of its length and insulated where it is above ground and cannot be visually examined during the test. The peak pneumatic test pressure will be tested at 125 psi, which is based on a system MAWP of 100 psi. ~~The reduced-pressure leak test will be conducted at 110 psi.~~
6. Gradually pressurize the pipeline to 55 psi and inspect all visible fittings and exposed piping for any signs of leakage.
7. Continue to increase pressure in increments of approximately 10 psi, pausing at each level to let the pressure stabilize, until the test pressure of 125 psi is reached. The psi will be maintained at 125 psi for 10 minutes. Do not conduct a visual examination at this maximum pressure.

8. Reduce pressure to 110 psi and hold this pressure for not less than 1 hour. Examine those parts of the piping system that are visible for leaks during the period of reduced pressure.
9. If the testing medium is subject to thermal expansion during the test, provisions shall be made for immediate safe relief of excessive pressure. Effects of temperature changes shall be taken into account when interpretations are made of recorded test pressures.
10. Release the pressure and record the results on the Pipeline Test and Inspection Record form.

This approval covers annual pipeline testing of TransMontaigne Port Everglades North Terminal's asphalt line and all testing conducted between the time of initial request and the approval letter are grandfathered into the alternative compliance.

This policy will remain in effect until rescinded or revoked by the Captain of the Port. Retain a copy of this letter in your facility's Operations Manual. All other applicable pollution and port safety regulations, as contained in 33 CFR 154 and 156, must be strictly adhered to. If you have any questions, please contact my staff at the Port Operations Field Office at (786) 777-0775.

Sincerely,



C. P. SCRABA  
Captain, U. S. Coast Guard  
Captain of the Port

## SECTION 3

### NOTIFICATIONS / TELEPHONE NUMBERS

Last Revised: July 13, 2017

© Technical Response Planning Corporation 2018

#### 3.1 Incident Classification

#### 3.2 Internal Notification Procedures

Figure 3.2-1 - Notification Flowchart

Figure 3.2-2 - Internal Incident Report Form

#### 3.3 External Notification Requirements

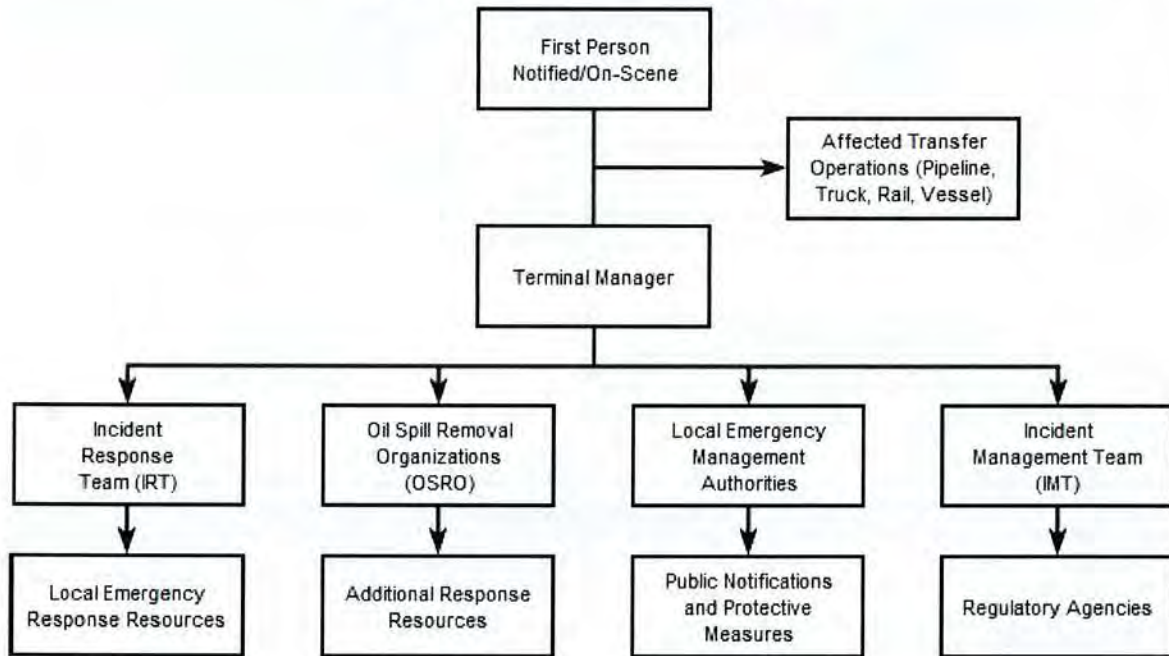
##### 3.3.1 Reporting Guidelines

Figure 3.3-1 - Regulatory Reporting Requirements

#### 3.4 Notifications and Telephone Numbers

Figure 3.4-1 - Notifications and Telephone Numbers

FIGURE 3.2-1 - NOTIFICATION FLOWCHART



**FIGURE 3.2-2 - INTERNAL INCIDENT REPORT FORM, CONTINUED**

INITIAL IMPACT			
Number of injuries:		Number of Deaths:	
Were there Evacuations? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number Evacuated:	
Was there any Damage? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Damage in dollars (estimate):			
Is the Spill Contained within the boundaries of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Direction of Flow:			
RESPONSE ACTION(S)			
Action(s) Taken to Correct, Control or Mitigate Incident:			
ADDITIONAL INFORMATION			
Any information about the incident not recorded elsewhere in the report (e.g., duration of spill, treatment or disposal measures):			
COMPLETED NOTIFICATIONS			
Local	State	Federal	Other

\* INITIAL NOTIFICATION SHOULD NOT BE DELAYED PENDING COLLECTION OF  
ALL INFORMATION  
NATIONAL RESPONSE CENTER (800) 424-8802



**FIGURE 3.3-1 - REGULATORY REPORTING REQUIREMENTS**

The applicable regulatory notifications for this facility are as follows.

<b>Oil Spill Removal Organization (OSRO)</b>
Immediately for all spills that exceed the Facility's and other local response capabilities. <b>FIGURE 7.1-1</b> details the OSRO response resources with their respective response times and <b>FIGURE 3.4-1</b> details the OSRO phone references for 24 hour contact.
<b>National Response Center (NRC)</b>
<b>Verbal:</b> Immediately for all spills that impact or threaten navigable water.
<b>Written:</b> In accordance with the applicable SPCC regulations, within 60 days to the U.S. Environmental Protection Agency for a spill in excess of 1,000 gallons (24 Bbls.) in a single event or two spill events within a twelve month period into or upon navigable waters of the United States or adjoining shorelines.
<b>U.S. Environmental Protection Agency - Region 4</b> Emergency Response and Removal Branch Attn: On-Scene Coordinator 61 Forsyth Street, SW Atlanta, Georgia 30303-8909
<b>Florida Warning Point</b>
<b>Verbal:</b> Report all spills to waters of the state, or spills greater than 25 gallons or with the potential to be more than 25 gallons to soil or a pervious surface.
<b>Written:</b> As requested by the state agency:
<b>Florida Department of Environmental Regulation</b> 2600 Blair Stone Road Tallahassee, FL 32399-2400

3.4 NOTIFICATIONS AND TELEPHONE NUMBERS

FIGURE 3.4-1 - NOTIFICATIONS AND TELEPHONE NUMBERS

Company Personnel

\* 24-hour number

TERMINAL PERSONNEL	
<b>Terminal Personnel</b>	
Casey Brouwer Terminal Manager- Port E (North) <i>Qualified Individual</i>	954-525-4261 (Office) 941-737-9016* (Mobile)
Keith Brodie Operations Manager- Port E (North) <i>Qualified Individual</i>	954-525-4261* (Office) 954-275-5049* (Mobile)
Arthur Caro Dispatch Supervisor- Port E (North)	954-525-4261* (Office) 954-931-9026* (Mobile)
Kent M. Ballantyne Safety Manager- Port E (North)	954-355-4215 (Office) 954-829-0390 (Mobile) 954-321-6333 (Home)
Carl Sartin Operations Foreman- Port E (North)	954-525-4261* (Office) 954-650-1094* (Mobile) 954-967-9256 (Home)
Bill Dehorta Lead Operator- Port E (North)	954-525-4261* (Office) 305-989-5106* (Mobile) 305-924-3298 (Home)
Marie Manigat Safety Coordinator- Port E (North)	954-355-4236 (Office) 954-610-8549 (Mobile)
Kevin Brooks Terminal Manager- Port E (South) <i>Qualified Individual</i>	954-523-8828 (Office) 954-868-0789* (Mobile)
Mark Cavallaro Maintenance Supervisor- Port E (N)	954-525-4261 (Office) 954-410-4491* (Mobile)

**External Notifications**

\* 24-hour number

<b>EXTERNAL NOTIFICATIONS AND TELEPHONE NUMBERS</b>	
<b>Initial</b>	
National Response Center (Washington DC)	800-424-8802* 202-267-2675* 202-267-2180
Florida State Warning Point	800-320-0519* 850-413-9911*
<b>Recommended</b>	
<b>Federal Agency(s)</b>	
Federal Emergency Mgt. Agency	800-621-3362*
NOAA Scientific Support Coordinator (SSC)	305-530-7931 206-526-4911*
OSHA- Ft. Lauderdale Office	954-424-0242
US EPA Regional Office (Region 4- Atlanta GA)	404-562-8700* Emergency - call NRC*
USCG- Ft. Lauderdale Station	954-927-1611 Emergency - call NRC*
USCG- Sector Miami	305-535-4472* 305-535-4520
<b>State Agency(s)</b>	
Florida Dept. of Environmental Protection	561-681-6600
Florida Division of Emergency Mgt.	850-413-9969 850-413-9900* 800-226-4329
Florida Fish & Wildlife Conserv. Commission	888-404-3922* 561-625-5122
<b>Local Agency(s)</b>	
Broward County Environmental Protection	954-519-1499*
Port Everglades Department Switchboard	954-523-3404 Emergency - call 911*
Port Everglades Public Safety	954-468-3533*
Port of Miami	305-347-4800*
Port of Palm Beach	561-842-4201 (Office) 561-842-4144 (Main Gate)
South Florida Regional Planning Council (LEPC) (Hollywood, FL)	954-985-4416
<b>Fire Department(s)</b>	
Broward Co. Dept. of Fire Rescue	911*

**External Notifications, Continued**

\* 24-hour number

<b>EXTERNAL NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED</b>	
<b>Neighboring Business(s)</b>	
BP/Amoco Terminal	954-523-0571
Chevron	954-764-2107
Citgo Terminal	954-525-6742
Cliff Berry, Inc.	954-763-3390
Eagle Transport	954-522-8828
Mobil Terminal	954-713-3300
Motiva Terminal	954-525-5177 954-525-4717
<b>Waste Disposal / Recycle Facilities</b>	
Aaron Oil Co., Inc. (Saraland AL)	800-239-4549 251-479-1616
Allied Energy Corporation (Birmingham AL)	205-278-6172* 205-937-9579
BFI Waste Systems (Jackson MS)	800-523-6437
Cliff Berry, Inc. (Ft.Lauderdale, FL)	954-763-3390
VLS Recovery - Piedmont, LLC (Mauldin SC)	864-962-9953 864-313-3754*
Waste Management (Okeechobee FL)	863-763-4818
Waste Management (Pompano Beach, FL)	954-974-7500
<b>Aerial Surveillance Resources</b>	
Florida Coast to Coast Helicopters, Inc. 1101 NE 10 Street - Hanger 11 Pompano Beach, FL	954-943-5353
Global Air Group 603 SW 77th Way Pembroke Pines, FL	954-605-8155 888-411-7687
Majestic Jets 1401 NE 10th Street Pompano Beach, FL	954-359-6500*

## SECTION 4

### RESPONSE TEAM ORGANIZATION

Last Revised:

© Technical Response Planning Corporation 2018

#### 4.1 Response Team Description

#### 4.2 Activation Procedures

#### 4.3 Team Member Response Times

#### 4.4 Unified Command System

#### 4.5 Qualified Individual (QI)

Figure 4-1 - Response Team Activation Procedure

Figure 4-2 - Response Team Organizational Chart

#### 4.6 Response Team Job Description Checklists

4.6.1 Incident Command Job Description Checklist

4.6.2 Information Officer Job Description Checklist

4.6.3 Safety Officer Job Description Checklist

4.6.4 Liaison Officer Job Description Checklist

4.6.5 Legal Officer Job Description Checklist

4.6.6 Operations Section Chief Job Description Checklist

4.6.7 Planning Section Chief Job Description Checklist

4.6.8 Logistics Section Chief Job Description Checklist

4.6.9 Finance Section Chief Job Description Checklist

#### 4.3 TEAM MEMBER RESPONSE TIMES

The IMT including the IC will report to the Corporate EOC (Atlanta Office) initially.

IRT will mobilize to the facility command post with an expected maximum arrival time of 1-2 hours.

#### 4.4 UNIFIED COMMAND SYSTEM

The Unified Command System (UCS) is the accepted method for organizing regulatory entities within the Incident Command System. The primary entities include:

- Federal On-Scene Coordinator
- State On-Scene Coordinator
- Company Incident Commander (Responsible Party IC)

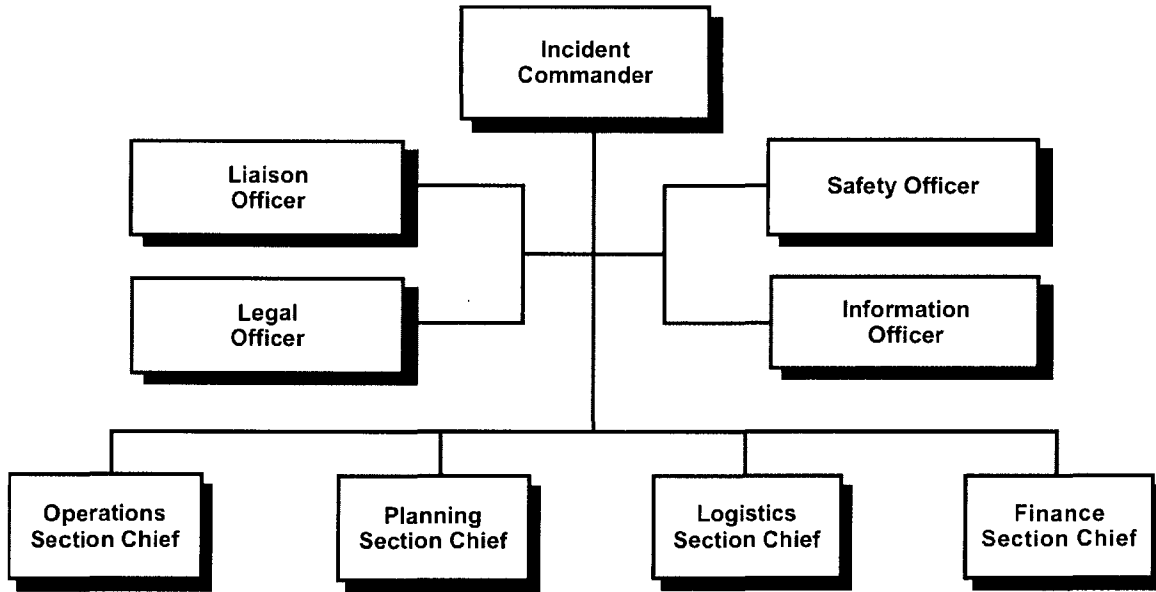
These three persons share decision-making authority within the Incident Command System and are each responsible for coordinating other Federal, State and Company personnel to form an effective and integrated Incident Management Team.

#### 4.5 QUALIFIED INDIVIDUAL (QI)

The QI and or designated alternate has the following responsibilities and authorities as required by the Oil Pollution Act of 1990 (40 CFR Parts 9 and 112):

- Be available on a 24-hour basis and able to arrive at the facility in a reasonable time
- Reside in the United States, speak fluent English, and be familiar with the implementation of this Plan
- Activate internal alarms and hazard communication systems to notify all appropriate personnel
- Notify all response personnel as needed
- Identify character, exact source, amount and extent of the release and other necessary items needed for notifications
- Notify and provide information to appropriate Federal, State and Local authorities
- Assess the interaction of the spilled substance with water and/or other substances stored at the Facility and notify on-scene response personnel of assessment
- Assess possible hazards to human health and the environment
- Coordinate rescue and response actions
- Assess and implement prompt removal actions
- Access company funds to initiate cleanup activities; i.e., activate and contract with OSRO's
- Direct cleanup activities until properly relieved of responsibility or incident is terminated

FIGURE 4-2 - RESPONSE TEAM ORGANIZATIONAL CHART



Note: Refer to FIGURE 3.4-1 for IRT/IMT Team Member contacts

#### 4.6.1 Incident Command Job Description Checklist

For oil discharges, the **Incident Commander** will be organized within the Unified Command structure which includes, but is not limited to:

- The predesignated Federal On Scene Coordinator (FOSC) acting under the authority of the National Contingency Plan (NCP)
- The predesignated State On Scene Coordinator (SOSC) representing state and local response agencies
- The representation of the Responsible Party (RP)

The Unified Command is responsible for the overall management of the incident. The Unified Command directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources. The Unified Command may activate Deputy Incident Commanders to assist in carrying out Incident Command responsibilities.

<b>4.6.1 Incident Command Job Description Checklist</b>
Assume Command. Assess the situation and/or obtain incident briefing from prior Incident Commander.
Establish an Incident Command Post.
Activate additional IRT personnel, as necessary.
Request additional response resources, as necessary.
Classify the incident, and complete internal notifications.
Determine Incident Objectives and Strategies in accordance with Area Contingency Plan(s) (ACP).
Establish the immediate priorities.
Brief Command Staff and Section Chiefs.
Coordinate regulatory notification with Corporate ESOH Department.
Ensure Planning Meetings are scheduled as required.
Approve and authorize the implementation of an Incident Action Plan.
Determine information needs and advise Command and General Staff.
Coordinate activity for all Command and General Staff.
Manage incident operations.
Approve requests for additional resources and requests for release of resources.
Approve the use of trainees, volunteers and auxiliary personnel.
Authorize release of information to news media.
Ensure incident funding is available.
Notify Natural Resource Damage Assessment (NRDA) and coordinate NRDA Team.
Coordinate incident investigation responsibilities.
Seek appropriate legal counsel.
Order demobilization of the incident when appropriate.
Ensure completion of final incident documentation and reports.
Coordinate Post Incident Review.



### 4.6.3 Safety Officer Job Description Checklist

The **Safety Officer**, a member of the Command Staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan and includes safety messages in each Incident Action Plan.

<b>4.6.3 Safety Officer Job Description Checklist</b>
Identify hazardous or unsafe situations associated with the incident by ensuring the performance of preliminary and continuous site characterization and analysis which shall include the identification of all actual or potential physical, biological and chemical hazards known or expected to be present on site.
Participate in Planning Meetings to identify any health and safety concerns inherent in the operations daily workplan.
Review the Incident Action Plan for safety implications.
Exercise emergency authority to stop and prevent unsafe acts.
Investigate accidents that have occurred within the incident areas.
Ensure the preparation and implementation of the Site Specific Health and Safety Plan (HASP) in accordance with the Area Contingency Plan (ACP) and State and Federal OSHA regulations. The HASP shall at minimum address, include or contain the following elements: <ul style="list-style-type: none"> <li>• Health and Safety hazard analysis for each site task or operation</li> <li>• Comprehensive operations work plan</li> <li>• Personnel training requirements</li> <li>• PPE selection criteria</li> <li>• Site specific occupational medical monitoring requirements</li> <li>• Air monitoring plan: area/personal</li> <li>• Site control measures</li> <li>• Confined space entry procedures "only if needed"</li> <li>• Pre-entry briefings (tailgate meetings) initial and as needed</li> <li>• Pre-operations health and safety conference for all incident participants</li> <li>• Quality assurance of HASP effectiveness</li> </ul>

#### 4.6.4 Liaison Officer Job Description Checklist

Incidents that are multi-jurisdiction, or have several agencies involved, may require the establishment of the **Liaison Officer** position on the Command Staff.

<b>4.6.4 Liaison Officer Job Description Checklist</b>
Provide a point of contact for assisting and cooperating Agency Representatives.
Identify Agency Representatives from each agency including communications link and location.
Maintain a list of assisting and coordinating interagency contacts.
Assist in establishing and coordinating interagency contacts.
Keep agencies supporting incident aware of incident status.
Monitor incident operations to identify current or potential inter-organizational issues and advise Incident Commander as appropriate.
Participate in Planning Meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.
Participate in Post Incident Review.

**4.6.6 Operations Section Chief Job Description Checklist**

The **Operations Section Chief**, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the Incident Commander.

<b>4.6.6 Operations Section Chief Job Description Checklist</b>
Develop operations portion of Incident Action Plan.
Brief and assign operations personnel in accordance with Incident Action Plan.
Supervise the execution of the Incident Action Plan for Operations.
Request resources needed to implement the Operations tactics as part of the Incident Action Plan development (ICS 215).
Ensure safe tactical operations.
Make or approve expedient changes to the Incident Action Plan during operational period as necessary.
Approve suggested list of resources to be released from assigned status (not released from the incident).
Assemble and disassemble Strike Teams/Task Forces assigned to Operations Section.
Report information about changes in the implementation of the IAP, special activities, events and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.
Participate in Post Incident Review.

#### 4.6.8 Logistics Section Chief Job Description Checklist

The **Logistics Section Chief**, a member of the General Staff, is responsible for providing facilities, services, material, etc. in support of the response effort. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

<b>4.6.8 Logistics Section Chief Job Description Checklist</b>
Plan organization of Logistics Section.
Assign work locations and preliminary work tasks to Section personnel.
Notify Resources Unit of Logistics Section Units activated including names and locations of assigned personnel.
Assemble and brief Branch Directors and Unit Leaders.
Participate in preparation of Incident Action Plan.
Identify service and support requirements for planned and expected operations.
Provide input to and review Communications Plan, Medical Plan, Traffic Plan and Vessel Routing Plan.
Coordinate and process requests for additional resources.
Review Incident Action Plan and estimate Section needs for next operational period.
Advise on current service and support elements of the Incident Action Plan.
Prepare service and support elements of the Incident Action Plan.
Estimate future service and support requirements.
Receive Demobilization Plan from Planning Section.
Recommend release of Unit resources in conformance with Demobilization Plan.
Ensure general welfare and safety of Logistics Section personnel.
Participate in Post Incident Review.

## **SECTION 5 INCIDENT PLANNING**

Last Revised:

© Technical Response Planning Corporation 2018

5.1 Documentation Procedures

5.2 ICS Forms

5.3 Site Safety and Health Plan

5.4 Decontamination Plan

5.5 Disposal Plan

5.6 Incident Security Plan

5.7 Demobilization Plan

5.8 Alternative Response Techniques

Figure 5.8-1 - Alternative Strategies Checklist

Figure 5.8-2 - In-Situ Burn Plan

Figure 5.8-3 - Bioremediation Checklist

Figure 5.8-4 - Dispersant Plan

## 5.2 ICS FORMS

- **INCIDENT BRIEFING FORM - ICS 201 (Initial Report Only)**

For use by the Command Staff to gather information on the Spill Management Team's efforts to implement applicable response plans. Prepared by the initial Incident Commander (IC) for providing documentation of the initial response.

- **OPERATIONAL PLANNING MEETING**

Creates the Plan for tactical deployment during the next operational period.

The following ICS forms can be used:

- **OPERATIONAL PLANNING WORKSHEET - ICS 215**

This form communicates to the Resources Unit the resources needed as a result of decisions made during the Tactics and Planning meetings.

- **RADIO REQUIREMENTS WORKSHEET - ICS 216**

Used to develop the total number of personal portable radios required for each Division/Group and Branch. It provides a listing of all units assigned to each Division, and thus depicts the total incident radio needs.

- **RADIO FREQUENCY WORKSHEET - ICS 217**

Used by the Communications Unit Leader to assist in determining frequency allocations.

- **INCIDENT ACTION PLAN**

For use by the Planning Section to plan each day's response actions. This plan consists of the portions identified on the IAP cover page and must be approved by the Incident Commander, FOSC, and SOSC.

The IAP consists of the following ICS forms:

- **INCIDENT ACTION PLAN (IAP) COVER PAGE**

For use in presenting initial information, signature approval, and table of contents of forms contained in the IAP.

- **INCIDENT OBJECTIVES - ICS 202**

Describes the basic incident strategy, control objectives, and provides weather, tide and current information, and safety considerations for use during the next operational period.

- **ORGANIZATION ASSIGNMENT LIST - ICS 203**

Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit.

- **ASSIGNMENT LIST - ICS 204**

Submits assignments at the level of Division and Groups.

## 5.2 ICS FORMS, CONTINUED

- **MEETING SUMMARY - ICS 231**

Provides more detailed information concerning the attendees and notes from a particular meeting.

- **GENERAL PLAN**

Displays the progress and planned start and end dates for various incident response activities.

- **RESOURCE TRACKING**

- **STATUS CHANGE - ICS 210**

Used to record status change information received on resources assigned to the incident.

- **CHECK-IN LIST EQUIPMENT - ICS 211e**

This form is used for equipment check-in-only. Equipment arriving at the incident can check in at various incident locations.

- **CHECK-IN LIST PERSONNEL - ICS 211p**

This form is used for personnel check-in-only. Personnel arriving at the incident can be checked in at various incident locations.

- **SUPPORT VEHICLE INVENTORY - ICS 218**

Provides an inventory of all transportation and support vehicles assigned to the incident.

- **T-CARDS - ICS 219**

T-Cards are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel.

- **DEMOBILIZATION CHECK-OUT - ICS 221**

Form provides the Planning Section information on resource releases from the incident.

In addition, these Incident Command System (ICS) forms may be found on the U. S. Coast Guard web page:  
<http://www.uscg.mil/pacarea/pm/icsforms/ics.htm>









Radio Frequency Assignment Worksheet ICS 217

1. INCIDENT NAME		2. DATE	3. OPERATIONAL PERIOD (DATE/TIME)		RADIO FREQUENCY ASSIGNMENT WORKSHEET ICS 217	
4. INCIDENT ORGANIZATION						
5. RADIO DATA	SOURCE	FUNCTION	CH#	FREQUENCY	TOTAL BY REQ.	
INCIDENT COMMANDER						
SAFETY OFFICER						
OPERATIONS SECTION CHIEF						
AIR OPERATIONS						
AIR TACTICAL SUPERVISOR						
PLANNING SECTION CHIEF						
GROUND SUPPORT UNIT						
BASE UNIT						
COM CENTER						
BRANCH						
DIVISION						
DIVISION						
BRANCH						
DIVISION						
DIVISION						
BRANCH						
DIVISION						
DIVISION						
6. AGENCY						
ICS 217	Page	7. Prepared By:				

**Incident Objectives ICS 202-OS**

1. Incident Name	2. Operational Period (Date/Time) From:                      To:	<b>INCIDENT OBJECTIVES ICS 202-OS</b>
3. Overall Incident Objective(s)		
4. Objectives for Specified Operational Period		
5. Safety Message for Specified Operational Period           <b>Approved Site Safety Plan Located at:</b>		
6. Weather: See Attached Weather Sheet		
7. Tides/Currents: See Attached Tide/Current Data		
8. Time of Sunrise:	Time of Sunset:	
9. Attachments: (check if attached) <input type="checkbox"/> Organization List (ICS 203-OS) <input type="checkbox"/> Assignment List (ICS 204-OS) <input type="checkbox"/> Communications Plan (ICS 205-OS) <input type="checkbox"/> Medical Plan (ICS 206-OS) <input type="checkbox"/> Incident Map(s) <input type="checkbox"/> Traffic Plan <input type="checkbox"/> Resources At Risk Summary (ICS 232-OS) <input type="checkbox"/>		
10. Prepared By: (Planning Section Chief)	Date/Time	
INCIDENT OBJECTIVES	March, 2000	ICS 202-OS







**Executive Summary**

<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b>  From:                      To:	<b>EXECUTIVE SUMMARY</b>
<b>3. Operations:</b>		
<b>4. Environmental:</b>		
<b>5. Planning:</b>		
<b>6. Other:</b>		
<b>Prepared By:</b> (Situation Unit Leader)		<b>Date/Time</b>
EXECUTIVE SUMMARY		September, 2000





**Meeting Summary ICS 231-OS**

<b>1. Incident Name</b>	<b>2. Meeting Date/Time</b>	<b>MEETING SUMMARY ICS 231-OS</b>
<b>3. Meeting Name</b>		
<b>4. Meeting Location</b>		
<b>5. Facilitator</b>		
<b>6. Attendees</b>		
<b>7. Notes (with summary of decisions and action items)</b>		
<b>8. Prepared By:</b>	<b>Date/Time</b>	
MEETING SUMMARY	March, 2000	ICS 231-OS

**Status Change ICS 210-S**

<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b> From:                      To:	<b>STATUS CHANGE ICS 210-S</b>
<b>3. Personnel/Resource Name or I.D.</b>		
<b>4. New Status</b>		
<input type="checkbox"/> Available/Staged <input type="checkbox"/> Assigned <input type="checkbox"/> Out of Service		
<b>5. From: Location or Status</b>	<b>6. To: Location or Status</b>	
<b>7. Time of Location/Status Change</b>		
<b>8. Comments</b>		
<b>9. Prepared By:</b>	<b>Date/Time</b>	
<b>10. Processed By: (Resources Unit)</b>	<b>Date/Time</b>	
STATUS CHANGE		September, 2000
		ICS 210-OS



T-Card ICS 219-OS

T-CARD ICS 219-OS

AGENCY	TYPE	MANUFACTURER NAME/NO.	ID. NO.
ORDER/REQUEST NO.		DATE/TIME CHECK IN	
HOME BASE			
DEPARTURE POINT			
PILOT NAME			
DESTINATION POINT			ETA
REMARKS			
INCIDENT LOCATION			TIME
STATUS <input style="width: 100%;" type="text"/>			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS <input style="width: 100%;" type="text"/>			
ETR			
NOTE			

AGENCY	TYPE	MANUFACTURER	ID. NO.
INCIDENT LOCATION		TIME	
STATUS <input style="width: 100%;" type="text"/>			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS <input style="width: 100%;" type="text"/>			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS <input style="width: 100%;" type="text"/>			
ETR			
NOTE			

**5.3 SITE SAFETY AND HEALTH PLAN**

<b>PLAN REVIEW:</b>		
Incident Safety Officer:		
<b>APPROVALS:</b>		
Incident Commander:		
Operations Officer:		
Haz Mat Division Officer:		
<b>PLAN PREPARED:</b>	<b>DATE:</b>	<b>TIME:</b>
Incident Location:		
Incident Number:		
<b>HAZARDOUS SITUATION:</b>	(Known or suspected, contaminated media, type storage container, type occupancy, obvious leaks, spills or breaches, physical damage)	
<b>RESPONDING AGENCIES:</b>		
Agency:	Name:	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

All government and contractor personnel who enter the exclusion zones or use air purifying respirators must be enrolled in a medical monitoring program.



**RESPONSE SAFETY CHECK-OFF SHEET**

<b>TYPE OF RESPONSE:</b>			
Highway	Industrial		
Railway	Marine		
Residential	Other		
Specify:			
<b>TYPE OF SAFETY PLAN:</b>			
Federal	State		
Local	Other		
Specify:			
<b>SUSPECTED CHEMICALS INVOLVED:</b>			
1.	2.		
3.	4.		
5.	6.		
7.	8.		
9.	10.		
<b>INITIAL LEVEL OF PROTECTION:</b> (If level D you must justify)			
A	B	C	D
<b>INITIAL MEDICAL SCREENING COMPLETE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, justify:			
In the event of fire or explosion:			
In the event of potential or actual ionizing radiation exposure:			



**MEDICAL MONITORING:** (What procedures to be used to monitor personnel for evidence of personal exposure.)


**PERSONNEL POTENTIALLY EXPOSED TO HAZARDOUS MATERIALS:**

NAME	POSITION	DATE/TIME

**DECONTAMINATION PROCEDURES:**  
(Contaminated personnel, surfaces, materials, instruments, other equipment.)


**DECONTAMINATION SOLUTIONS USED:**


**DISPOSAL PROCEDURES:**

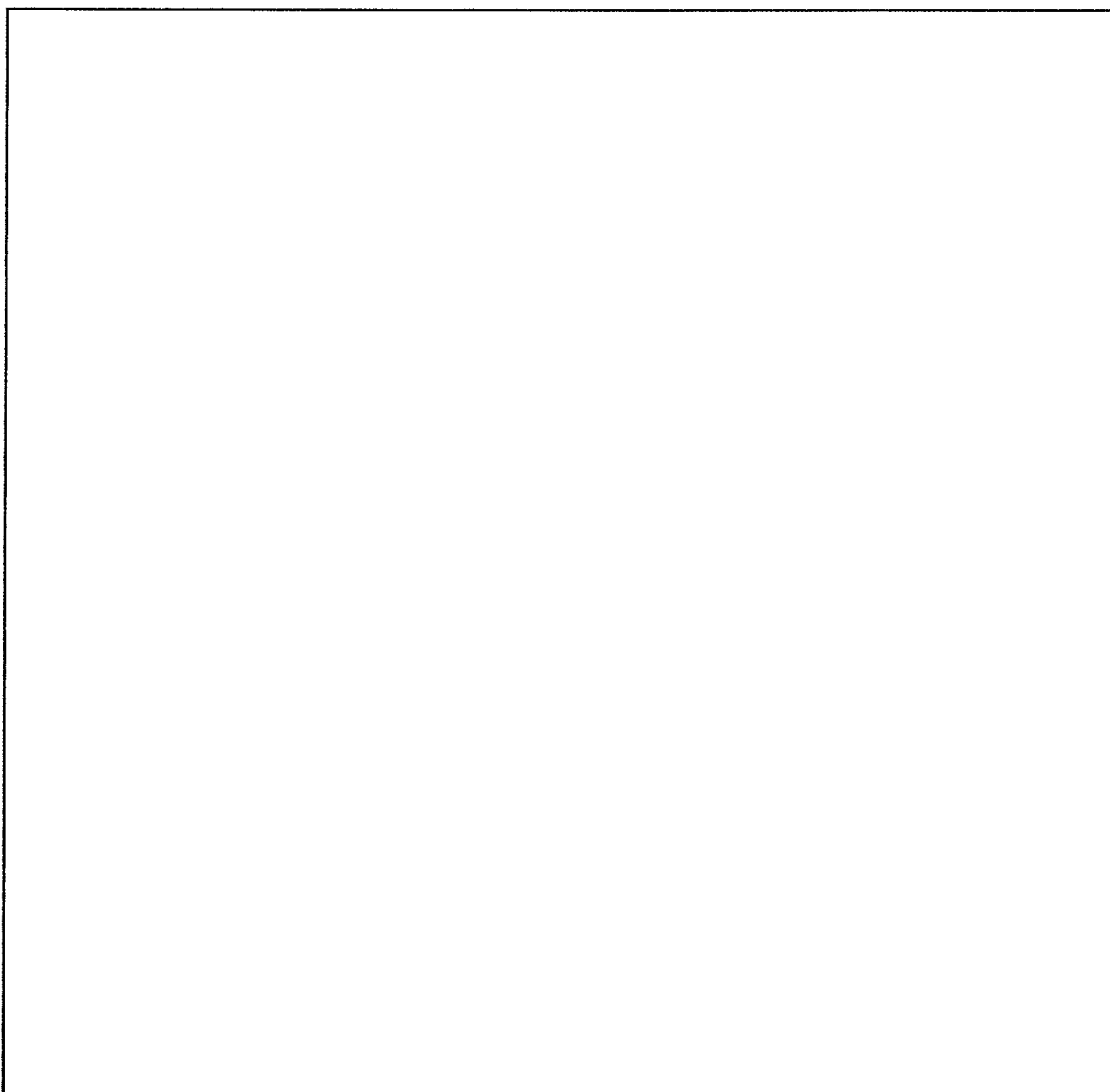

Authorized By:

--

**HEALTH AND SAFETY/RESPONSE PLAN**

<b>APPLIES TO SITE:</b>			
<b>DATE:</b>			
<b>PRODUCTS:</b>			<b>(ATTACH MSDS)</b>
<b>SITE CHARACTERIZATION</b>			
	<input type="checkbox"/> Marine vessel	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Storage facility
	<input type="checkbox"/> Truck/Rail car	<input type="checkbox"/> Other	
<b>Water</b>	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Wetlands	<input type="checkbox"/> Other
	<input type="checkbox"/> Rocky	<input type="checkbox"/> Sandy	<input type="checkbox"/> Muddy
	<input type="checkbox"/> River	<input type="checkbox"/> Creek	<input type="checkbox"/> Canal
			<input type="checkbox"/> Bay
			<input type="checkbox"/> Ocean
<b>Land</b>	<input type="checkbox"/> Mountains	<input type="checkbox"/> Hills	<input type="checkbox"/> Brushland
	<input type="checkbox"/> Other		<input type="checkbox"/> Forest
			<input type="checkbox"/> Grassland
<b>Use</b>	<input type="checkbox"/> Public	<input type="checkbox"/> Government	<input type="checkbox"/> Residential
	<input type="checkbox"/> Recreational	<input type="checkbox"/> Industrial	<input type="checkbox"/> Farmland
			<input type="checkbox"/> Commercial
			<input type="checkbox"/> Other
<b>Weather</b>	<input type="checkbox"/> Temp _____°F	<input type="checkbox"/> Wnd/Dir. _____ mph	<input type="checkbox"/> Rain
	<input type="checkbox"/> Snow	<input type="checkbox"/> Ice	<input type="checkbox"/> Other
<b>Pathways for Dispersion</b>	<input type="checkbox"/> Air	<input type="checkbox"/> Water	<input type="checkbox"/> Land
			<input type="checkbox"/> Other
<b>Site Hazards</b>			
<input type="checkbox"/> Chemical Hazards	<input type="checkbox"/> Boats		
<input type="checkbox"/> Slips, trips, falls	<input type="checkbox"/> Helicopters		
<input type="checkbox"/> Heat stress	<input type="checkbox"/> Noise		
<input type="checkbox"/> Cold stress	<input type="checkbox"/> Pumps, hoses		
<input type="checkbox"/> Weather	<input type="checkbox"/> Steam, hot water		
<input type="checkbox"/> Drowning	<input type="checkbox"/> Fire/Explosion		
<input type="checkbox"/> Heavy equipment	<input type="checkbox"/> Poor visibility		
<input type="checkbox"/> Drum handling	<input type="checkbox"/> Motor vehicles		
<input type="checkbox"/> Wildlife/plants	<input type="checkbox"/> Confined spaces (see attachment/appendix)		
<input type="checkbox"/> Hand/power tools	<input type="checkbox"/> Ionizing radiation		
<input type="checkbox"/> Lifting	<input type="checkbox"/> Other		
<b>Air Monitoring</b>			
<input type="checkbox"/> % LEL	<input type="checkbox"/> % O <sub>2</sub>	<input type="checkbox"/> PPM Benzene	<input type="checkbox"/> PPM H <sub>2</sub> S
<input type="checkbox"/> Other (specify)			
<input type="checkbox"/> See attachment - <b>Monitoring Results/Methods</b>			
<b>CONTROL MEASURES:</b>			
<b>Engineering Controls</b>			
<input type="checkbox"/> Source of release secured	<input type="checkbox"/> Valve(s) closed	<input type="checkbox"/> Facility shut down	
<input type="checkbox"/> Site secured			
<input type="checkbox"/> Other			
<b>Personal Protective Equipment (PPE) HAZWOPER Coordination with OSRO</b>			
<input type="checkbox"/> PVC suits	<input type="checkbox"/> PE/TYVEK suits	<input type="checkbox"/> Respirator	
<input type="checkbox"/> Site secured	<input type="checkbox"/> PVC gloves	<input type="checkbox"/> Other	
<input type="checkbox"/> Other	<input type="checkbox"/> Hard hats	<input type="checkbox"/> Eye protection	

**SITE DIAGRAM**



**GENERAL DIAGRAM INSTRUCTIONS**

1. Site Diagram should include the following (label the items drawn with corresponding letter):
  - A. Sketch with major feature locations (buildings, drainage paths, roads, etc.)
  - B. Hazardous substance location
  - C. Work zones (exclusion, contamination reduction, support)
  - D. Command center and decontamination area
  - E. Access and access restrictions
  - F. Routes of entry
  - G. Wind direction
  - H. Emergency evacuation routes
  - I. Assembly points
  - J. First aid locations
  - K. Communication system

<b>MINIMUM MEASURES FOR DECONTAMINATION</b>		
<b>STATION 1</b>	Equipment drop	Deposit equipment used on site (tools, sampling devices and containers, monitoring instruments, radios, clipboards, etc.) on plastic drop cloths. Segregation at the drop reduces the probability of cross contamination. During hot weather operations, a cool down station may be set up within this area.
<b>STATION 2</b>	Outer garment, boots and gloves wash, and rinse	Scrub outer boots, outer gloves, and splash suit with decontamination solution or detergent and water. Rinse off using copious amounts of water.
<b>STATION 3</b>	Outer boot and glove removal	Remove outer boots and gloves. Deposit in container with plastic liner.
<b>STATION 4</b>	Canister or mask change	If worker leaves exclusion zone to change canister (or mask) or this is the last step in the decontamination procedures; worker's canister is exchanged, new outer gloves and boot covers are donned, joints are taped, the worker returns to duty.
<b>STATION 5</b>	Boot, gloves, and outer garment removal	Boots, chemical-resistant splash suit, inner gloves removed and deposited in separate containers lined with plastic.
<b>STATION 6</b>	Face piece removal	Face piece is removed. Avoid touching face with fingers. Face piece deposited on plastic sheet.
<b>STATION 7</b>	Field wash	Hands and face are thoroughly washed. Shower as soon as possible.

Procedures for these stations are as follows:

<b>MAXIMUM MEASURES FOR DECONTAMINATION</b>		
<b>STATION 1</b>	Segregated equipment drop	Deposit equipment used on site (tools, sampling devices and containers, monitoring instruments, radios, clipboards, etc.) on plastic drop cloths or in different containers with plastic liners. Segregation at the drop reduces the probability of cross contamination. During hot weather operations, a cool down station may be set up within this area.
<b>STATION 2</b>	Boot cover and glove wash	Scrub outer boot cover and gloves with decontamination solution or detergent and water.
<b>STATION 3</b>	Boot cover and glove rinse	Rinse off decontamination solution from Station 2 using copious amounts of water.
<b>STATION 4</b>	Tape removal	Remove tape around boots and gloves and deposit in container with plastic liner.
<b>STATION 5</b>	Boot cover removal	Remove boot covers and deposit in containers with plastic liner.
<b>STATION 6</b>	Outer glove removal	Remove outer gloves and deposit in container with plastic liner.
<b>STATION 7</b>	Suit and boot wash	Wash splash suit, gloves, and safety boots. Scrub with long-handled scrub brush and decontamination solution.
<b>STATION 8</b>	Suit and boot and glove rinse	Rinse off decontamination solution using water. Repeat as many times as necessary.
<b>STATION 9</b>	Canister or mask change	If worker leaves exclusion zone to change canister or this is the last step in the decontamination procedure; worker's canister is exchanged, new outer gloves and boot covers are donned, joints are taped, and the worker returns to duty.
<b>STATION 10</b>	Safety boot removal	Remove safety boots and deposit in container with plastic liner.
<b>STATION 11</b>	Splash suit removal	With assistance of helper, remove splash suit. Deposit in container with plastic liner.
<b>STATION 12</b>	Inner glove wash	Wash inner gloves with decontamination solution.
<b>STATION 13</b>	Inner glove rinse	Rinse inner gloves with water.
<b>STATION 14</b>	Face piece removal	Remove face piece. Deposit in container with plastic liner. Avoid touching face with fingers.
<b>STATION 15</b>	Inner glove removal	Remove inner gloves and deposit in lined container.
<b>STATION 16</b>	Inner clothing removal	Remove clothing soaked with perspiration and place in lined container. Do not wear inner clothing off-site since there is a possibility that small amounts of contamination might have been transferred in removing the protective suit.
<b>STATION 17</b>	Field wash	Shower if highly toxic, skin-corrosive or skin-absorbable materials are known or suspected to be present. Wash hands and face if shower is not available.
<b>STATION 18</b>	Re-dress	Put on clean clothes.

**5.5 DISPOSAL PLAN**

Date:	Location:
Source of release:	
Amount of release:	
Incident name:	
State On-Scene Coordinator:	
Federal On-Scene Coordinator:	
Time required for temporary storage:	
Proposed storage method:	

**Disposal priorities:**

Sample date:	Sample ID:
Analysis required (type):	
Laboratory performing analysis:	

**Disposal options:**

	Available	Likely	Possible	Unlikely
Landfill:				
In situ/ bio-remediation:				
In situ burn:				
Pit burning:				
Hydrocyclone:				
Off site incineration:				
Reclaim:				
Recycle:				

**Resources required for disposal options:**


**General information:**

Generator name:	US EPA ID#:
Waste properties:	Waste name:
US EPA waste code:	State waste code:
EPA hazardous waste:	
Waste storage and transportation:	
Proposed storage method:	
Proposed transportation method:	



<b>INCIDENT SECURITY PLAN, CONTINUED</b> <b>(Complete form for each location requiring security)</b>	
Security forces at this location:	
<input type="checkbox"/> Personnel <input type="checkbox"/> Locked storage <input type="checkbox"/> 24 hr manned site <input type="checkbox"/> Other	
Describe:	
Describe EPA, USCG, FAA, or other agency implemented safety or security zones:	
Additional comments:	
Security issue notifications:	
Site security manager:	Phone number:
Local law enforcement:	Phone number:
State law enforcement:	Phone number:
Federal law enforcement:	Phone number:
Incident security officer:	Phone number:



5.8 ALTERNATIVE RESPONSE TECHNIQUES

FIGURE 5.8-1 - ALTERNATIVE STRATEGIES CHECKLIST

Figure 5.8-1 - Alternative Strategies Checklist	INITIALS	DATE/TIME STARTED
In-Situ Burning		
Flood and Flush		
Bioremediation/Nutrient Application		
Dispersants/Surfactants		
Gelling/Solidifying Agents		
Sorbents		

**FIGURE 5.8-2 - IN-SITU BURN PLAN, CONTINUED**

<b>3. IMPACT ASSESSMENT, CONTINUED</b>		
Biologist/Botanist/Ecologist Consulted Yes/No (circle one)		
If Yes, Name:	Date:	Time:
Comments:		
Monitoring to be Performed:		
Air Quality:	Frequency:	
Water Quality:	Frequency:	
Other:	Frequency:	
Weather		
Current:	Wind Speed:	Direction:
	Air Temperature:	Water Temperature:
	Sea State:	Precipitation:
Forecast:	Wind Speed:	Direction:
	Air Temperature:	Water Temperature:
	Sea State:	Precipitation:
<b>4. POST-BURN OPERATIONS</b>		
Residue Recovery and Disposal:		
Long-Term Environmental Monitoring:		
<b>5. REVIEW AND APPROVAL</b>		
Safety Plan Reviewed: Yes/No (circle one)		
If yes, Date:	Time:	
Environmental Review: Yes/No (circle one)		
If yes, Date:	Time:	
Signatures:		
Federal On-Scene Coordinator	Date:	
State On-Scene Coordinator	Date:	
Responsible Party	Date:	

FIGURE 5.8-3 - BIOREMEDIATION CHECKLIST, CONTINUED

NAME	PRODUCT 1	PRODUCT 2	PRODUCT 3
Manufacturer			
EPA Listed			
State Licensed			
Stockpile Location			
Point of Contact			
When Available			
Amount Available			
Amount Needed			
Amount on Hand			
Toxicity			
Type (concentrate/mix)			
Physical Reactivity			
Applicability on Oil			
Efficiency (% projected)			
Application Means			
Positive Dosage Control			
Dosage Rate Settings			
Dosage Charts Available			
Bioremediation Application Information/Evaluation:			
Proposed Bioremediation Application Plan:			

FIGURE 5.8-4 - DISPERSANT PLAN, CONTINUED

**AIRCRAFT SEPARATION ALTITUDES**

AIRCRAFT/CALL SIGN	SPRAY ALTITUDE	PATTERN ALTITUDE
(SPRAYER)		
(SPOTTER)	N/A	500'
(OBSERVER)	N/A	1000'
(SPRAYER)		
(SPRAYER)		

**DISPERSANT INFORMATION**

Dispersant Name:
Source of Dispersant:
Dispersant to Oil Ratio of Application:
Application Rate (gal/acre):
Droplet Size (microns):
Total amount of dispersant to be used:

**SPRAYER AIRCRAFT**

SWATH WIDTH	(ft)	(ft)	(ft)
SPEED OF ADVANCE	(kts)	(kts)	(kts)

**COMMUNICATIONS (complete only as needed; primary/secondary)**

air to air	VHF <input type="checkbox"/>	UHF <input type="checkbox"/>	other <input type="checkbox"/>
air to vessel	VHF <input type="checkbox"/>	UHF <input type="checkbox"/>	other <input type="checkbox"/>
air to ground	VHF <input type="checkbox"/>	UHF <input type="checkbox"/>	other <input type="checkbox"/>
ground to vessel	VHF <input type="checkbox"/>	UHF <input type="checkbox"/>	other <input type="checkbox"/>
vessel to vessel	VHF <input type="checkbox"/>	UHF <input type="checkbox"/>	other <input type="checkbox"/>

**POST DISPERSANT USE INFORMATION SORTIE**

Total amount of dispersant used:			
Time dispersant application began:			
Time dispersant application ended:			

**DEBRIEF**

Did the dispersant operation follow the approved plan?
What problems were encountered?
What recommendations would you make?

## 6.1 INTRODUCTION

- Sensitive resources that may be impacted by a spill must be identified.
- Protection strategies and priorities for allocated response resources must be identified and implemented.
- This section identifies ecologically and culturally/economically sensitive resources that may be impacted by an off-site spill from the Facility.

## 6.2 SPILL CONTAINMENT / RECOVERY

Containment and recovery refer to techniques that can be employed to contain and recover terrestrial and aquatic petroleum spills.

Terrestrial spills typically result from pipeline or tank leaks. The Company is equipped with secondary containment systems for areas with non-pressurized breakout tanks. Spills occurring within the secondary containment area or along the pipeline areas should be contained at or near their source to minimize the size of the cleanup area and quantity of soil affected.

Containment is most effective when conducted near the source of the spill, where the oil has not spread over a large area and the contained oil is of sufficient thickness to allow effective recovery and/or cleanup. The feasibility of effectively implementing containment and recovery techniques is generally dependent upon the size of the spill, available logistical resources, implementation time, and environmental conditions or nature of the terrain in the spill area.

For terrestrial spills, trenches and earthen berms or other dams are most often used to contain oil migration on the ground surface. Recovery of free oil is best achieved by using pumps, vacuum sources, and/or sorbents.

Spills that reach water spread faster than those on land. They also have greater potential to contaminate water supplies, to affect wildlife and populated areas, and to impact manmade structures and human activities. Responses on water should therefore emphasize stopping the spill, containing the oil near its source, and protecting sensitive areas before they are impacted.

Sorbents are used to remove minor on-water spills. For larger spills, booming is used to protect sensitive areas and to position oil so it can be removed with skimmers or vacuum trucks.

Due to entrainment, booming is not effective when the water moves faster than one knot or waves exceed 1.5 feet in height. Angling a boom will minimize entrainment. Using multiple, parallel booms will also improve recovery in adverse conditions. A summary of booming techniques is provided below.

FIGURE 6.2-1 - RESPONSE TACTICS FOR VARIOUS SHORELINES

TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
Developed/ Unforested land	<ul style="list-style-type: none"> <li>This class includes towns, cities, farms, pastures, fields, reclaimed wetlands, and other altered areas</li> <li>Organisms and algae may be common in riprap structures and on pilings</li> </ul>	<ul style="list-style-type: none"> <li>Oil would percolate easily between the gravel and boulders of riprap structures</li> <li>Oil would coat the intertidal areas of solid structures</li> <li>Biota would be damaged or killed under heavy accumulations</li> </ul>	<ul style="list-style-type: none"> <li>May require high pressure spraying:               <ul style="list-style-type: none"> <li>To remove oil</li> <li>To prepare substrate for recolonization of barnacle and oyster communities</li> <li>For aesthetic reasons</li> </ul> </li> </ul>
Freshwater Flat	<ul style="list-style-type: none"> <li>Mud or organic deposits located along the shore or in shallow portions of nontidal freshwater lakes and ponds</li> <li>They are exposed to low wave and current energy</li> <li>They are often areas of heavy bird use</li> </ul>	<ul style="list-style-type: none"> <li>Oil is expected to be deposited along the shoreline</li> <li>Penetration of spilled oil into the water-saturated sediments of the flat will not occur</li> <li>When sediments are contaminated, oil may persist for years</li> </ul>	<ul style="list-style-type: none"> <li>These areas require high priority for protection against oil contamination</li> <li>Cleanup of freshwater flats is nearly impossible because of soft substrate</li> <li>Cleanup is usually not even considered because of the likelihood of mixing oil deeper into the sediments during the cleanup effort</li> <li>Passive efforts, such as sorbent boom can be used to retain oil as it is naturally removed</li> </ul>
Fresh Marsh	<ul style="list-style-type: none"> <li>Found along freshwater ponds and lakes</li> <li>These marshes have various types of vegetative cover, including floating aquatic mats, vascular submerged vegetation, needle and broad-leaved deciduous scrubs and shrubs, and broad-leaved evergreen scrubs and shrubs</li> <li>Birds and mammals extensively use fresh marshes for feeding and breeding purposes</li> </ul>	<ul style="list-style-type: none"> <li>Small amounts of oil will contaminate the outer marsh fringe only; natural removal by wave action can occur within months</li> <li>Large spills will cover more area and may persist for decades</li> <li>Oil, particularly the heavy fuel oils, tends to adhere readily to marsh grasses</li> </ul>	<ul style="list-style-type: none"> <li>Marshes require the highest priority for shoreline protection</li> <li>Natural recovery is recommended when:               <ul style="list-style-type: none"> <li>A small extent of marsh is affected</li> <li>A small amount of oil impacts the marsh fringe</li> </ul> </li> <li>The preferred cleanup method is a combination of low-pressure flushing, sorption, and vacuum pumping performed from boats</li> <li>Any cleanup activities should be supervised closely to avoid excessive disturbances of the marsh surface or roots</li> <li>Oil wrack and other debris may be removed by hand</li> </ul>
Swamp	<ul style="list-style-type: none"> <li>Swamps are freshwater wetlands having varying water depths with vegetation types ranging from shrubs and scrubs to poorly drained forested wetlands. Major vegetative types include: scrubs, shrubs, evergreen trees, and hardwood forested woodlands</li> <li>Birds and mammals use swamps during feeding and breeding activities</li> </ul>	<ul style="list-style-type: none"> <li>Even small amounts of spilled oil can spread through the swamp</li> <li>Large spills will cover more area and may persist for decades since water-flushing rates are low</li> <li>Oil, particularly the heavy fuel oils, will adhere to swamp vegetation</li> <li>Unlike mangroves, the roots of swamp forest trees are not exposed; thus, little damage to trees is expected. Any underbrush vegetation, however, would be severely impacted</li> </ul>	<ul style="list-style-type: none"> <li>No cleanup recommended under light conditions</li> <li>Under moderate to heavy accumulations, to prevent chronic oil pollution of surrounding areas placement of sorbent along fringe swamp forest (to absorb oil as it is slowly released) may be effective under close scientific supervision</li> <li>Proper strategic boom placement may be highly effective in trapping large quantities of oil, thus reducing oil impact to interior swamp forests</li> <li>Oil trapped by boom can be reclaimed through the use of skimmers and vacuums</li> </ul>

### 6.3 SENSITIVE AREA PROTECTION

Protection refers to the implementation of techniques or methods to prevent oil from making contact with a shoreline or aquatic area that is determined to be sensitive for environmental, economic, cultural, or human use reasons. Implementation of sensitive area protection techniques must consider a number of factors such as sensitive features, priorities for areas to be protected, and potential degree of impact. In the event a product spill reaches a major area waterway, it may be necessary to protect downstream sensitive areas if it appears that local containment and recovery efforts will not be sufficient to control the entire spill. Major waterways and specific sensitive areas located downstream of the facility/pipeline are provided in **SECTION 6.7**.

FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>Removal</b>				
1. Manual Removal	Hand tool (scrapers, wire brushes, shovels, cutting tools, wheel barrows, etc.) are used to scrape oil off surfaces or recover oiled sediments, vegetation, or debris where oil conditions are light or sporadic and/or access is limited.	<u>Equipment</u> misc. hand tools <u>Personnel</u> 10-20 workers	<ul style="list-style-type: none"> <li>• Can be used on all habitat types</li> <li>• Light to moderate oiling conditions for stranded oil or heavy oils that have formed semi-solid to solid masses</li> <li>• In areas where roosting or birthing animals cannot or should not be disturbed</li> </ul>	<ul style="list-style-type: none"> <li>• Sediment disturbance and erosion potential</li> </ul>
2. Mechanical Removal	Mechanical earthmoving equipment is used to remove oiled sediments and debris from heavily impacted areas with suitable access.	<u>Equipment</u> motor grader, backhoe, dump truck elevating scrapers <u>Personnel</u> 2-4 workers plus equipment operators	<ul style="list-style-type: none"> <li>• On land, wherever surface sediments are accessible to heavy equipment</li> <li>• Large amounts of oiled materials</li> </ul>	<ul style="list-style-type: none"> <li>• Removes upper 2 to 12 inches of sediments</li> </ul>
3. Sorbent Use	Sorbents are applied manually to oil accumulations, coatings, sheens, etc. to remove and recover the oil.	<u>Equipment</u> misc. hand tools misc. sorbents <u>Personnel</u> 2-10 workers	<ul style="list-style-type: none"> <li>• Can be used on all habitat types</li> <li>• Free-floating oil close to shore or stranded on shore, secondary treatment method after gross oil removal</li> <li>• Sensitive areas where access is restricted</li> </ul>	<ul style="list-style-type: none"> <li>• Sediment disturbance and erosion potential</li> <li>• Trampling of vegetation and organisms</li> <li>• Foot traffic can work oil deeper into soft sediments</li> </ul>
4. Vacuum/ Pumps / Skimmers	Pumps, vacuum trucks, skimmers are used to remove oil accumulations from land or relatively thick floating layers from the water.	<u>Equipment</u> 1-2 50- to 100-bbl vacuum trucks whoses 1-2 nozzle screens or skimmer heads <u>Personnel</u> 2-6 workers plus truck operators	<ul style="list-style-type: none"> <li>• Can be used on all habitat types</li> <li>• Stranded oil on the substrate</li> <li>• Shoreline access points</li> </ul>	<ul style="list-style-type: none"> <li>• Typically does not remove all oil</li> <li>• Can remove some surface organisms, sediments, and vegetation</li> </ul>
<b>Washing</b>				
5. Flooding	High volumes of water at low pressure are used to flood the oiled area to float oil off and out of sediments and back into the water or to a containment area where it can be recovered. Frequently used with flushing.	<u>Equipment</u> 1-5 100- to 200-gpm pumping systems 1 100-ft perforated header hose per system 1-2 200-ft containment booms per system 1 oil recovery device per system <u>Personnel</u> 6-8 workers per system	<ul style="list-style-type: none"> <li>• All shoreline types except steep intertidal areas</li> <li>• Heavily oiled areas where the oil is still fluid and adheres loosely to the substrate</li> <li>• Where oil has penetrated into gravel sediments</li> <li>• Used with other washing techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Can impact clean downgradient areas</li> <li>• Can displace some surface organisms if present</li> <li>• Sediments transported into water can affect water quality</li> </ul>



**FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES, CONTINUED**

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>In Situ, Continued</b>				
10. In Situ Bioremediation	Fertilizer is applied to lightly to moderately oiled areas to enhance microbial growth and subsequent biodegradation of oil.	<u>Equipment</u> 1-2 fertilizer applicators 1 tilling device if required <u>Personnel</u> 2-4 workers	<ul style="list-style-type: none"> <li>Any shoreline habitat type where nutrients are deficient Moderate to heavily oiled substrates After other techniques have been used to remove free product on lightly oiled shorelines Where other techniques are destructive or ineffective</li> </ul>	<ul style="list-style-type: none"> <li>Significant amounts of oil can remain on the shoreline for extended periods of time</li> <li>Can disturb surface sediments and organisms</li> </ul>
11. Log/Debris Burning	Oiled logs, driftwood, vegetation, and debris are burned to minimize material handling and disposal requirements. Material should be stacked in tall piles and fans used to ensure a hot, clean burn.	<u>Equipment</u> 1 set of fire control equipment 2-4 fans 1 supply of combustion promoter <u>Personnel</u> 2-4 workers	<ul style="list-style-type: none"> <li>On most habitats except dry muddy substrates where heat may impact the biological productivity of the habitat</li> <li>Where heavily oiled items are difficult or impossible to move</li> <li>Many potential applications on ice</li> </ul>	<ul style="list-style-type: none"> <li>Heat may impact local near-surface organisms</li> <li>Substantial smoke may be generated</li> <li>Heat may impact adjacent vegetation</li> </ul>
12. Natural Recovery	No action is taken and oil is allowed to degrade naturally.	None required	<ul style="list-style-type: none"> <li>All habitat types</li> <li>When natural removal rates are fast</li> <li>Degree of oiling is light</li> <li>Access is severely restricted or dangerous to cleanup crews</li> <li>When cleanup actions will do more harm than natural removal</li> </ul>	<ul style="list-style-type: none"> <li>Oil may persist for significant periods of time</li> <li>Remobilized oil or sheens may impact other areas</li> <li>Higher probability of impacting wildlife</li> </ul>
13. Dispersants	Dispersants are used to reduce the oil/water interfacial tension thereby decreasing the energy needed for the slick to break into small particles and mix into the water column. Specially formulated products containing surface-active agents are sprayed from aircraft or boats onto the slick.	Dispersants Boat or aircraft	<ul style="list-style-type: none"> <li>Water bodies with sufficient depth and volume for mixing and dilution</li> <li>When the impact of the floating oil has been determined to be greater than the impact of dispersed oil on the water-column community</li> </ul>	<ul style="list-style-type: none"> <li>Use in shallow water could affect benthic resources</li> <li>May adversely impact organisms in the upper 30 feet of the water column</li> <li>Some water-surface and shoreline impacts could occur</li> </ul>
1 - Per 1000 feet of shoreline or oiled area				

Cleanup methods are provided in the appropriate Area Contingency Plan (ACP), NOAA's "Shoreline Assessment Manual," and NOAA's "Options for Minimizing Environmental Impacts of Freshwater Spill Response." (See <http://response.restoration.noaa.gov> for the latter two.)

**6.5 ENDANGERED AND THREATENED SPECIES**

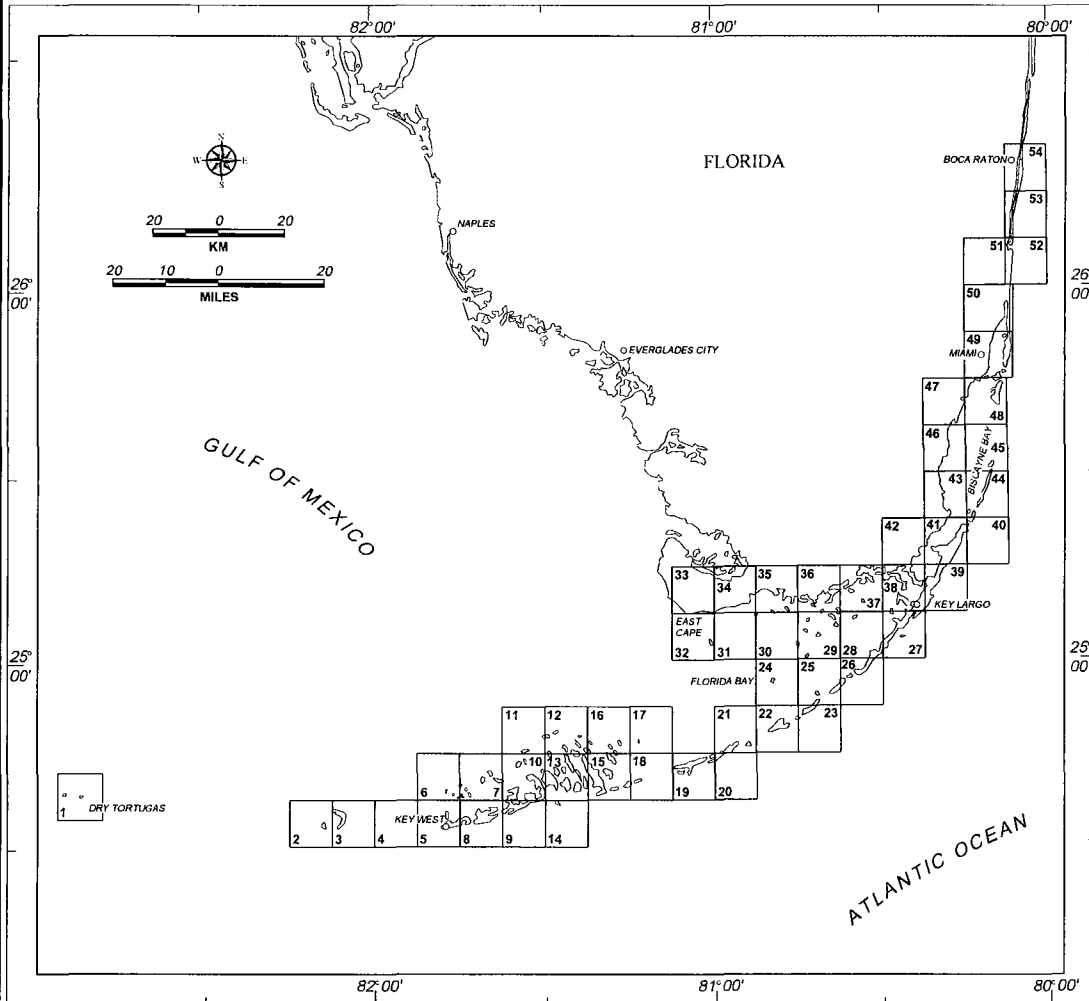
<b>COMMON NAME</b>	<b>SCIENTIFIC NAME</b>	<b>STATUS</b>
Manatee, West Indian (Mammal)	<i>Trichechus manatus</i>	Endangered
Panther, Florida (Mammal)	<i>Puma (=Felis) concolor coryi</i>	Endangered
Mouse, southeastern beach (Mammal)	<i>Peromyscus polionotus niveiventris</i>	Threatened
Puma/Mountain Lion (Mammal)	<i>(Felis) concolor (all subsp. except coryi)</i>	Threatened
American alligator (Reptile)	<i>Alligator mississippiensis</i>	Threatened
Sea turtle, hawksbill (Reptile)	<i>Eretmochelys imbricata</i>	Endangered
Sea turtle, leatherback (Reptile)	<i>Dermochelys coriacea</i>	Endangered
Sea turtle, green (Reptile)	<i>Chelonia mydas</i>	Endangered
Sea turtle, loggerhead (Reptile)	<i>Caretta caretta</i>	Threatened
Crocodile, American ( Reptile )	<i>Crocodylus acutus</i>	Threatened
Snake, eastern indigo (Reptile)	<i>Drymarchon corais couperi</i>	Threatened
Polygala, tiny ( Flowering Plant )	<i>Polygala smallii</i>	Endangered
Okeechobee Gourd (Flowering Plant)	<i>(Cucurbita Okeechobeensis ssp. Okeechobeensis)</i>	Endangered
Jacquemontia, beach ( Flowering Plant )	<i>Jacquemontia reclinata</i>	Endangered
Wood Stork (Bird)	<i>Mycteria Americana</i>	Endangered
Caracara, Audubon's crested FL pop. (Bird)	<i>Polyborus plancus audubonii</i>	Threatened

**6.6 MAP FEATURE INDEX AND VULNERABILITY ANALYSIS**

<b>MAP ID#</b>	<b>MAP NAME</b>	<b>FEATURE</b>	<b>NAME</b>
Features are	depicted on	the following	sensitivity maps.

# Sensitivity of Coastal Environments and Wildlife to Spilled Oil

## SOUTH FLORIDA ATLAS



Prepared for:



DEPARTMENT of  
ENVIRONMENTAL PROTECTION  
Tallahassee, Florida

Prepared by:



RESEARCH PLANNING, INC.  
Environmental Technology Division  
Columbia, South Carolina

August 1996

under the icon references a table on the reverse side of the map. In this table, the first column gives the species name. The second column denotes whether the species has been designated endangered (E) or threatened (T) on either the state (S) or federal (F) lists. The next column provides an estimate of the concentration of the species at the site. Concentration is indicated as "HIGH", "MED", or "LOW". These estimates are subjective, based on local expert opinion on the relative concentrations in the area. The species seasonality is shown in the next twelve columns, representing the months of the year. If the species is present at that location in a particular month, an "X" is placed in the month column. The final columns denote time-periods for sensitive life-history stages or activities. For many species there is a temporal shift in seasonality with spatial changes in location. Temporal information included in the tables is specific to the one polygon or point that it references.

#### TERRESTRIAL MAMMALS

Terrestrial mammals depicted in the South Florida atlas include Florida Key deer, river otter, marsh rabbit, and several endangered rodents. Florida Key deer only occur on several islands in the Lower Florida Keys, centered on Big Pine Key, where roughly 65-70 percent of the population is located (Klimstra, 1992). Much of their range is included within the boundaries of the National Key Deer Refuge, managed by the USFWS. Key deer are of concern during spills because their range is extremely limited and their population is relatively small, making them vulnerable to a variety of impacts. Key deer may be at some risk during oil spills because they use mangrove habitat. They are particularly at risk because they swim from island to island across open water. It should be noted, however, that Key deer are not observed swimming across open water as frequently as is popularly thought. Swimming activity may be more frequent during periods when fresh water sources are limited, particularly during the dry season (November-April), when animals move to areas with more permanent water supplies (Klimstra, 1992). Swimming may also be associated with dispersal during breeding (September-November) and fawning (March-May) time periods (Klimstra, 1992). In addition to potential spill vulnerability, Key deer are at very high risk from automobile collisions, with roughly 80 percent of all mortalities attributed to this factor (Klimstra, 1992). For this reason, spill responders, particularly personnel involved in equipment deployment, staging, waste hauling, etc. should be advised of Key deer hotspots. Deer crossing signs and reduced speed limits are posted in these areas. A major hotspot for auto/deer collisions occurs on U.S. Highway 1 along the southern portion of Big Pine Key (Klimstra, 1992). An expert and emergency contact for Key deer is the USFWS, National Key Deer Refuge, Wildlife Biologist 305/872-2753.

Small, semi-aquatic, fur-bearing mammals included in the atlas are limited to specific sites for river otters. In addition to river otters, other semi-aquatic fur-bearing species such as mink, round-tailed muskrat, raccoon, etc., are also likely to occur in the study area, although they are not depicted in the atlas. Semi-aquatic fur-bearers are likely to be found in and around nearly all inshore water bodies, especially where rivers, streams, and wetlands are present. Small fur-bearing mammals can be severely impacted by swimming through oil slicks or coming into contact with oiled wetland vegetation. An emergency contact for semi-aquatic fur-bearers, and all other terrestrial mammals in South Florida, is the Florida Game and Fresh Water Fish Commission, Nongame Wildlife Program, Hazardous Spill Coordinator, 904/921-5982.

Lower Keys marsh rabbits may also roughly fit into the category of small semi-aquatic fur-bearer, although they generally spend less time in the water than is typical of this group. Marsh rabbits will enter the water to avoid predators, however, and they make extensive use of shoreline and wetland habitats where they could contact oil. In addition to spill vulnerability, Lower Keys marsh rabbits are also of concern due to their small population size and extremely limited range, similar to the Key deer.

Small rodent species depicted in the atlas include the silver rice rat (also known as the "Lower Keys population of the rice or marsh rat"), the Key Largo woodrat, and the Key Largo cotton mouse. The silver rice rat occurs only in the Lower Florida Keys, with roughly half of its distribution occurring within the National Key Deer Refuge and the Great White Heron National Wildlife Refuge, managed by the USFWS (Humphrey, 1992). This species is at risk during spills because they use shoreline, intertidal, and wetland habitats, and will even enter the water to swim (Humphrey, 1992). Major habitats include buttonwood areas (*Conocarpus erectus*), salt flats, and the upland fringe of black mangrove (*Avicennia germinans*) forests (Humphrey, 1992). Specific indicators of appropriate habitat include major food plants saltwort (*Batis maritima*) and sea ox-eye daisy (*Borrchia frutescens*). Nesting substrates of *Sporobolus* or *Distichlis* grasses found on salt flats also indicate Silver rice rat areas (Humphrey, 1992). Due to the low population size and limited distribution of this species, silver rice rats are at risk not only from oil, but also from habitat destruction or disturbance which could be associated with response actions.

The other two rodent species included in the atlas, the Key Largo woodrat and the Key Largo cotton mouse, mainly use upland habitats and are therefore not at great risk during most spills. However, disturbance or habitat destruction resulting from response activities could affect these species. Additionally, land-based spills could severely impact these rodents because they make

extensive use of subterranean habitats such as burrows, tunnels, holes, etc. Oil which penetrates these habitats would severely impact these species. These rodents are a conservation interest due to their restricted distributions and small population sizes.

Terrestrial mammal concentration areas and occurrence sites are shown as brown-hatched polygons, or point locations identified by a brown dot. All Key deer areas, and some marsh rabbit concentrations, are shown as polygons. Marsh rabbit, river otter, and rodent occurrence sites are shown using points. A brown icon with a deer or small mammal silhouette is associated with the polygons or points, indicating the presence of terrestrial mammals. The number under the icon references a table on the reverse side of the map. In this table, the first column gives the species name. The second column denotes whether the species has been designated endangered (E) or threatened (T) on either state (S) or federal (F) lists. The next column provides an estimate of the concentration of the species associated with a polygon or site. For the Key deer polygons, concentration is indicated as "HIGH", "MED", "LOW", or "TRANSIENT". Transient concentrations were assigned to islands without fresh water sources, where Key deer are frequently present, but are not resident or regularly occurring. Deer typically use these areas only during the rainy season (May-October), although year round use can also occur (Klimstra, 1992). When deer use these islands their concentrations can vary greatly, although they are usually low or very low. For the marsh rabbit polygons concentrations may be listed as "HIGH", "MED", or "LOW". Where concentrations were unknown, this field was left blank. The relative concentration estimates described above for deer and marsh rabbits are subjective, based on local expert opinion. For the river otter, marsh rabbit, and rodent point data originating from FGFWFC or FNAI, the highest count of individuals recorded at each site is given. Where counts were not available, the concentration column was left blank. Even though concentration may not be listed, it should be recognized that the number of individuals or the importance of the site was still significant enough to be included in observation or occurrence databases maintained by FGFWFC and FNAI. The species seasonality is shown in the next twelve columns, representing the months of the year. If the species is present at that location in a particular month, an "X" is placed in the month column. For many species there is a temporal shift in seasonality with spatial changes in location. Temporal information included in the tables is specific to the one point that it references.

#### BIRDS

Birds are divided into several species subgroups based on taxonomy, morphology, behavior, and oil spill vulnerability and sensitivity. The species table lists all the birds included on the maps, sorted by subgroup. These species were included either because of their likelihood of impact by an oil spill or special protection status as threatened or endangered.

Waterfowl, diving birds (pelicans, cormorants, and loons), and pelagic birds (gannets, boobies, and frigatebirds) are usually at greatest risk during oil spills, because they spend nearly all of their time on the water surface, and/or because they become partially or entirely immersed while feeding. Waterfowl can also be contaminated through contact with oiled wetland vegetation. Wading birds are usually at slightly lesser risk, primarily because they become oiled mainly on the legs and bill while wading for prey. Wading bird feathers and upper body parts can be more extensively contaminated, however, by contact with oiled wetland vegetation. Shorebirds usually avoid oil, but may be impacted by loss of feeding areas or intertidal prey, particularly during important migration periods. Gulls and terns may be at risk because they are often attracted to and will prey on sick or injured prey. This behavior may result in oiling of feathers and the ingestion of oil. Terns are additionally at risk when they dive for prey. Raptors may also prey on oiled or injured species and thus may be contaminated themselves or ingest oil. Osprey may additionally be oiled while diving for fish. Passerine birds are typically not at great risk during spills; however, response activities can disturb nesting or damage coastal habitat for these species. Passerine birds of concern during spills include threatened or endangered species, especially if they nest near the shoreline or in wetland habitats such as mangroves.

Oiling of birds reduces the buoyancy, water repellency, and insulation provided by feathers, and may result in death by drowning or hypothermia. Preening of oiled feathers may also result in ingestion of oil resulting in irritation, sickness, or death. Bird oiling, particularly waterfowl and wading birds, may continue even after floating oil has been removed, depending on the extent of oiled vegetation and debris. Oiling can severely impact breeding and nesting success, especially if oiled adults contaminate the nest, eggs, or young. Disturbance during response activities can also negatively impact nesting success. Emergency contacts for birds in South Florida are the Florida Game and Fresh Water Fish Commission, Nongame Wildlife Program, Hazardous Spill Coordinator, 904/921-5982, and the Florida Game and Fresh Water Fish Commission, Waterfowl Management Section, 904/488-5878. Additional contacts for specific management areas include USFWS, National Key Deer Refuge, Wildlife Biologist, 305/872-2753 (National Key Deer Refuge, Great White Heron NWR, and Key West NWR) and the Everglades National Park Research Staff, 305/242-7827 (Everglades National Park, and contacts for other National Park areas).

the Florida Marine Research Institute (FDEP), 813/896-8626, or Dr. N. Blake (University of South Florida), 813/893-9521. An expert contact for spiny lobsters and queen conch is the Florida Marine Research Institute, South Florida Regional Laboratory (FDEP) in Marathon, 305/289-2330. An expert contact for shrimp and crabs is the Florida Marine Research Institute (FDEP), 813/896-8626.

The distributions of shellfish are shown as polygons with an orange hatch pattern. If species in addition to shellfish are included in the polygon, a black hatch (multigroup) pattern is used. Orange icons are associated with the polygons, and the silhouette of the subgroup is shown. The number under the icon references a table on the reverse side of the map. In this table, the first column gives the species name. The second column denotes whether the species has been designated endangered (E) or threatened (T) on either state (S) or federal (F) lists. No shellfish have such designations. The next column provides an estimate of the concentration of each species. Concentration is indicated as "HIGH", "MED", or "LOW". In a few special locations, "VERY HIGH" concentrations are also indicated. For queen conch spawning reefs, the total number of individuals (juveniles, adults, and spawners) is indicated in the concentration column. Most of the descriptive concentration estimates are subjective, based on local expert opinion. All queen conch concentrations, however, are based on extensive survey and monitoring data. The species seasonality is shown in the next twelve columns, representing the months of the year. If the species is present at a location in a particular month, an "X" is placed in the month column. The last three columns indicate dates for spawning, mating, and the presence of juveniles. Spawning refers to the release of gametes to the water column during reproductive periods, or the mass release of larvae. Mating applies to shellfish which form temporary reproductive pairs for fertilization (e.g., blue crabs). For many species there is a temporal shift in seasonality and reproduction along with spatial changes in location. Temporal information included in the tables is specific to the one polygon that it references.

#### HABITATS













Submerged habitats depicted in the South Florida atlas include seagrass beds, coral reefs, and hardbottom reefs. Seagrasses in Florida consist of monospecific or mixed beds of shoal grass (*Halodule wrightii*), manatee grass (*Syringodium filiforme*), and turtle grass (*Thalassia testudinum*). In South Florida, turtle grass is generally the most abundant species (Zieman, 1982). Less common seagrasses may include *Halophila* spp. and widgeon grass (*Ruppia maritima*). *Halophila* spp. may be more likely to occur in deeper waters. Widgeon grass may most often be found in low-salinity areas, although it also occurs in hypersaline waters. Intertidal seagrass beds are at greatest risk from floating oil. Intertidal seagrass beds typically contain shoal grass and/or widgeon grass. Turtle grass occurring in the lower intertidal, or occurring on shallow banks exposed during wind driven tides, could also be at great risk during spills. For most oil spills, the abundant animals associated with seagrass habitats are often at greater risk than the vegetation. In all seagrass areas, but particularly in Florida Bay, where extensive seagrass meadows occur in a complex, very shallow system of banks and basins, physical damage to seagrass vegetation and sediments should be strictly avoided. Response operations in Florida Bay would require very experienced personnel to avoid boat groundings, prop scarring, etc., which could impact the grass beds. Extensive foot traffic in shallow seagrass areas should also be avoided. An expert contact for seagrasses in South Florida is the Florida Marine Research Institute (FDEP), 813/896-8626.

Coral reefs depicted in the atlas include the major coral reef tract and adjacent patch reef areas, where intact, living, reef-building, stony coral species occur. Hardbottom reefs depicted in the atlas include all other reef types or live-bottom areas other than coral reefs (as defined above). Included in the hardbottom category are limestone outcrops, gorgonian soft-coral flats, coralline algae reefs, etc. The actual corals or other organisms which may form the physical structure of these communities may not be at great risk from oil floating on the water surface, except in very shallow waters, particularly if oil is mixed into the water column by wave energy or other factors. However, many species associated with reef areas may be at high risk during spills, depending on their particular oil vulnerability and sensitivity. In addition, physical damage caused by vessels or response activities can be severely damaging to coral and hardbottom reef communities. Physical damage caused by vessel groundings, anchors, propellers, divers, etc., as well as any response activity which could result in sedimentation on the reef, should be strictly avoided. Environmental considerations aside, coral reefs are very important to the Florida and local economies. As an example, considering lodging, meals, transportation, equipment rental, and boat charters associated with tourism activities, a coral reef such as Molasses Reef generates \$400 million annually (Matson and DeFoor, 1985). An expert contact for coral and hardbottom reefs in South Florida is the Florida Marine Research Institute (FDEP), 813/896-8626.

Seagrasses are shown as polygons with a purple horizontal hatch pattern. Coral reefs are shown as polygons with a magenta fill pattern. Hardbottom reefs are shown as polygons with a magenta vertical hatch pattern. Icons are not associated with any of the habitat polygons. Purple icons with a submerged plant silhouette are used where seagrasses are indicated as "COMMON IN AREA". Seagrasses and reef communities in South Florida are present all year.

#### HUMAN-USE FEATURES

The human-use features depicted on the maps are those that could be impacted by an oil spill or could provide access for response operations. All the features are represented by icons indicating the type of human-use resource.

-  **Airport**—Location of airfields or airports whether they are manned or unmanned. The locations were obtained from visual observations during the overflights or from USGS 1:24,000 topographic maps.
-  **Archaeological/historic site**—Location of archaeological and/or historical sites in close proximity to the shoreline or coastal wetland areas. This information was gathered from the Florida Master Site File, maintained by the Bureau of Archaeological Research, Florida Department of State. Site information was collected and compiled as polygons. These polygons may contain single sites or several sites, and may encompass larger archaeological or historic districts. The exact location of these sites are not represented on the maps due to their sensitivity to disturbance. Instead, generalized locations are depicted to indicate single or multiple site presence in the general vicinity. For more specific locational information, information on the type of site(s) present, and guidance during response operations, contact the Florida Site File Supervisor, 904/487-2299.
-  **Boat ramp**—Location of boat ramps. This information was gathered from 1993 overflight observations and from local expert sources.
-  **Coast Guard**—Location of Coast Guard facilities. This information was obtained from USGS 1:24,000 topographic maps.
-  **Dive site**—Location of recreational dive sites. These sites were identified using DeLoach (1993), the location of dive boat mooring buoys, and overflight surveys of dive boat contractions conducted by FDEP and The Nature Conservancy. It should be noted that most of the waters of South Florida are considered recreational diving areas, especially the Florida Keys and the Florida Reef tract.
-  **Marina**—Location of marinas. This information was gathered from 1993 overflight observations and from local expert sources.
-  **Marine sanctuary**—Location of areas managed by the National Oceanic and Atmospheric Administration (NOAA) Sanctuaries and Reserves Division. These areas include national marine sanctuaries and national estuarine research reserves. Digitized boundaries were provided by FDEP.
-  **National park**—Location of areas managed by the National Park Service, including national parks, national seashores, and national monuments. Digitized boundaries were provided by the Geoplan Center, University of Florida, Department of Urban and Regional Planning.
-  **State park**—Location of areas managed by the FDEP Division of Recreation and Parks, including state parks, state recreation areas, state reserves, state preserves, etc. Digitized boundaries were provided by the Geoplan Center, University of Florida, Department of Urban and Regional Planning, and the FDEP office of Park Planning.
-  **Recreational beach**—Location of recreational beaches. Most sand beaches in Florida can be considered recreational beaches. Icons mainly designate beach locations where access, parking, and facilities are present. Locations of recreational beaches were determined using the Florida Atlas and Gazetteer (DeLorme Mapping, 1989) and local expert knowledge.
-  **Reserve, preserve, refuge**—Location of areas managed as national preserves, reserves, wildlife refuges, state areas not managed by the Division of Recreation and Parks, and private conservation lands. These areas include national wildlife refuges managed by the U.S. Fish and Wildlife Service, and state aquatic preserves and state reserves managed by the FDEP Bureau of Submerged Lands and Preserves, Division of State Lands. Digitized boundaries were provided by the Geoplan Center, University of Florida, Department of Urban and Regional Planning, and FDEP.
-  **Water intake**—Location of water intakes. The general locations of water intakes associated with coastal power plants were provided by B. Owen with the FDEP Power Plant Siting Group. Specific locations of water intakes were determined during telephone conversations with the plant managers or environmental/emergency response supervisors. Additional water intakes were indicated by local expert sources.

For water intakes the name of the resource, the manager/owner, an emergency contact person, and a telephone number are provided. The information is listed on the reverse side of the maps, when available. The names and telephone numbers of various managed lands/waters are listed below.

- Runde, D.E., J.A. Gore, J.A. Hovis, M.S. Robson, and P.D. Southall. 1991. Florida atlas of breeding sites for herons and their allies, update 1986-1989. Florida Game and Fresh Water Fish Commission, Nongame Wildlife Program. Technical Report No. 10. 147 pp.
- Steele, P., 1994. Stock assessment profile for the blue crab fishery of the Southeastern United States and the Gulf of Mexico. Special Report to the Florida Marine Fisheries Commission, Tallahassee, Fla., 96 pp.
- Steele, P., 1994. Stock assessment profile for the penaeid shrimp fisheries of the Southeastern United States and the Gulf of Mexico. Special Report to the Florida Marine Fisheries Commission, Tallahassee, Fla., 227 pp.
- U.S. Fish and Wildlife Service. 1982. Gulf Coast Ecological Inventory. 1:250,000 Scale Maps. U.S. Geological Survey, Reston, Va.
- U.S. Fish and Wildlife Service. 1980. Atlantic Coast Ecological Inventory. 1:250,000 Scale Maps. U.S. Geological Survey, Reston, Va.
- Wood, D.A., 1994. Official lists of endangered and potentially endangered fauna and flora in Florida. Florida Game and Fresh Water Fish Commission, Tallahassee, Fla., 22 pp.
- Wood, R.C., 1992. Mangrove terrapin *Mafaclemys terrapin rhizophorarum*. In: P.E. Moler (ed.), Rare and Endangered Biota of Florida, Volume III, Amphibians and Reptiles. University Press of Florida, Gainesville, Fla., pp. 204-209.
- Zieman, J.C., The ecology of the seagrasses of South Florida: a community profile. USFWS, Biological Services Program, FWS/OBS-82/25. 188 pp.

#### ACKNOWLEDGMENTS

This project was supported by the Florida Department of Environmental Protection (FDEP), Florida Marine Research Institute (FMRI). Henry Norris with FMRI's Coastal and Marine Resource Assessment (CAMRA) section served as contract manager for the project. Henry Norris, Chris Friel, Frank Sargent, Bill Sargent, and Robert Warford of CAMRA contributed significantly to the project.

Much of the biological data included on the maps were provided by FDEP scientists and resource managers. Digital data for the shoreline and seagrasses were provide by FDEP. Digital point data for birds and terrestrial mammals were provided by the Florida Game and Fresh Water Fish Commission (FGFWFC) and the Florida Natural Areas Inventory (FNAI). Glenn Reynolds (FGFWFC) and Lance Peterson (FNAI) assisted with data transfer. Digital data for managed land boundaries were provided by FDEP and the Geoplan Center, Department of Urban and Regional Planning, University of Florida.

At Research Planning, Inc. (RPI), Joanne Halls and Scott Zengel were the project managers. Shoreline mapping was conducted by Environmental Systems Research Institute (ESRI). Biological and human-use resources data were collected and compiled by Scott Zengel with the assistance of Kara Hastings. Lee Diveley, Mark White, Kara Hastings, Christopher Locke, and William Holton entered the data and produced the final maps under the supervision of Joanne Halls. Lee Diveley was the GIS coordinator. Systems administration was coordinated by William Holton. Graphics were provided by Joe Holmes and Rebecca Cox. Dot Zaino prepared the final text.



## Shoreline Habitat Descriptions

### EXPOSED VERTICAL ROCKY SHORES; EXPOSED SEAWALLS ESI = 1 DESCRIPTION

- Exposed rocky shores consist of vertical limestone bedrock.
- The structures are solid man-made structures such as seawalls, revetments, piers, and port facilities, mostly constructed of concrete.
- Often there is no exposed substrate at low tide, but multiple habitats are indicated if present.
- Seawalls are built to protect the shore from erosion by waves, boat wakes, and currents, and thus are exposed to rapid natural removal processes.
- Attached animals and plants can be quite high.

#### PREDICTED OIL BEHAVIOR

- Oil is held offshore by waves reflecting off the steep, hard surface in exposed settings.
- Oil readily adheres to the dry, rough rocky surfaces, but it does not adhere to wet substrates.
- The most resistant oil would remain as a patchy band at or above the high-tide line.

#### RESPONSE CONSIDERATIONS

- Cleanup is usually not required.
- High-pressure water spraying may be conducted to:
  - remove persistent oil in crevices;
  - improve aesthetics; or
  - prevent leaching of oil.



### EXPOSED ROCKY PLATFORMS ESI = 2 DESCRIPTION

- These are intertidal areas of limestone bedrock with relatively flat platforms 15-500 feet wide.
- The platform surface is irregular and tide pools/crevices are common.
- There is usually a sharp drop-off at the seaward edge.
- Large accumulations of seagrass wrack often occur at high-tide line.
- Attached animals and plants can be high.

#### PREDICTED OIL BEHAVIOR

- Oil will accumulate in wrack and depressions in bedrock platforms at high-tide line.
- Light oils are rapidly removed by waves and tides.
- Tar balls and heavy oils tend to melt into crevices and depressions, persisting for longer periods.

#### RESPONSE CONSIDERATIONS

- Where the high-tide area is accessible, it may be feasible to manually remove heavy oil accumulations and oiled debris.
- Thick accumulations of persistent oils would require high-pressure flushing.



### FINE-GRAINED SAND BEACHES ESI = 3 DESCRIPTION

- These beaches are generally flat and hard-packed.
- Though they are predominately fine sand, there is often a small amount of shell or shell hash.
- There can be heavy accumulations of wrack present, particularly in south Florida.
- They are heavily utilized by people, birds, and turtles.
- Upper beach fauna include ghost crabs and amphipods, lower beach fauna can be moderate, but highly variable.

#### PREDICTED OIL BEHAVIOR

- Light oil accumulations will be deposited as oily swashes or bands along the upper intertidal zone.
- Heavy oil accumulations will cover the entire beach surface, oil will be lifted off the lower beach with the rising tide.
- Maximum oil penetration is about 10 cm.
- Burial of oiled layers by clean sand within the first few weeks after a spill typically will be less than 30 cm.
- Organisms living in the beach may be killed by smothering or lethal oil concentrations in the interstitial water.
- Biological impacts include temporary declines in infauna, which can affect important shorebird foraging areas.

#### RESPONSE CONSIDERATIONS

- These beaches are among the easiest shoreline types to clean.
- Cleanup should concentrate on removing oil and oily debris from the upper swash zone once oil has come ashore.
- Activity through both oiled and dune areas should be severely limited, to prevent contamination of clean areas.
- Manual cleanup, rather than road graders and front-end loaders, is advised to minimize the volume of sand removed from the shore and requiring disposal.
- All efforts should focus on preventing the mixture of oil deeper into the sediments by vehicular and foot traffic.
- Mechanical reworking of lightly oiled sediments from the high-tide zone to the upper intertidal zone can be effective along outer beaches.





GRAVEL (SHELL) BEACHES/RIPRAP ESI = 6  
DESCRIPTION

- This shoreline type is essentially boulder-sized riprap.
- Riprap boulders are irregular in size, shape, and composition, though the surface is usually very rough.
- Riprap structures are placed for shoreline protection and inlet stabilization.
- Attached biota on the riprap can be moderate.

PREDICTED OIL BEHAVIOR

- Deep penetration of oil between the boulders is likely.
- Oil adheres readily to the rough surfaces.
- If oil is left uncleaned, it may cause chronic leaching until the oil hardens.

RESPONSE CONSIDERATIONS

- Heavy accumulations of pooled oil should be removed quickly from between the riprap.
- All oiled debris should be removed.
- Low- to high-pressure flushing can be effective, making sure to recover all released oil.
- It may be necessary to remove and replace heavily oiled riprap.



EXPOSED TIDAL FLATS ESI = 7  
DESCRIPTION

- Exposed tidal flats are broad intertidal areas composed primarily of sand and minor amounts of shell and mud.
- The presence of sand indicates that tidal currents and waves are strong enough to mobilize the sediments.
- They are usually associated with another shoreline type on the landward side of the flat, though they can occur as separate shoals.
- They can be sparsely to heavily vegetated by seagrasses.
- Biological utilization can be very high, with large numbers of infauna, heavy use by birds for roosting and foraging, and use by foraging fish.

PREDICTED OIL BEHAVIOR

- Oil does not usually adhere to the surface of exposed tidal flats, but rather moves across the flat and accumulates at the high-tide line.
- Deposition of oil on the flat may occur on a falling tide if concentrations are heavy.
- Heavy, weathered oil can coat exposed seagrass vegetation and tarballs can be deposited in the seagrass beds.
- Oil does not penetrate water-saturated sediments.
- Biological damage may be severe, primarily to epifauna on seagrasses and infauna, thereby reducing food sources for birds and other predators.

RESPONSE CONSIDERATIONS

- Currents and waves can be very effective in natural removal of the oil.
- Cleanup is very difficult (and possible only during low tides).
- The use of heavy machinery should be restricted to prevent mixing of oil into the sediments.



SHELTERED ROCKY SHORES/SEAWALLS, VEGETATED BANKS,  
SOLID MAN-MADE STRUCTURES ESI = 8  
DESCRIPTION

- Sheltered rocky shores are uncommon, except in south Florida, where they occur on the bay side of the Keys.
- They are very narrow, vertical scarps in limestone bedrock.
- The structures are solid man-made structures such as seawalls, groins, revetments, piers, and port facilities.
- Most structures are constructed of concrete, though wood or metal is also used.
- Often there is no exposed beach at low tide, but multiple habitats are indicated if present.
- Most of the structures are designed to protect a single lot, thus their composition, design, and condition are highly variable.
- Attached animal and plant life can be dense.

PREDICTED OIL BEHAVIOR

- Oil will adhere readily to the rough surface, particularly along the high-tide line, forming a distinct oil band.
- The lower intertidal zone usually stays wet (particularly if algae covered), preventing oil from adhering to the surface.

RESPONSE CONSIDERATIONS

- Cleanup of seawalls is usually conducted for aesthetic reasons or to prevent leaching of oil.
- Low- to high-pressure spraying at ambient water temperatures is most effective when the oil is fresh.



EXPOSED AND SHELTERED MANGROVES ESI = 10A/E

DESCRIPTION

- Red, black, and white mangroves dominate the intertidal forest of Florida.
- The roots and trunks are intertidal, with only the lowest leaves inundated by high tide.
- The width of the forest can range from one tree, to many miles.
- The substrate can be sand, mud, leaf litter, or peat, often as a veneer over bedrock.
- Wrack accumulations can be very heavy.
- They are highly productive, serve as nursery habitat, and support a great diversity and abundance of animal and plant species.

PREDICTED OIL BEHAVIOR

- Oil can wash through mangroves if oil comes ashore at high tide.
- If there is a berm or shoreline present, oil tends to concentrate and penetrate into the berm sediments or accumulated wrack/ litter.
- Heavy and emulsified oil can be trapped in thickets of red mangrove prop roots.
- Oil readily adheres to prop roots, tree trunks, and pneumatophores.
- Reoiling from resuspended or released oil residues may cause additional injury over time.
- Oiled trees start to show evidence of effects (leaf yellowing) weeks after oiling; tree mortality may take months, especially for heavy oils.

RESPONSE CONSIDERATIONS

- Oiled wrack can be removed once the threat of oiling has passed. Wrack can actually protect the trees from oiling.
- Sorbent boom can be placed in front of oiled forests to recover oil released naturally.
- In most cases, no other cleanup activities are recommended.
- Where thick oil accumulations are not being naturally removed, low-pressure flushing or vacuum may be attempted at the outer fringe.
- No attempt should be made to clean interior mangroves, except where access to the oil is possible from terrestrial areas.
- It is extremely important to prevent disturbance of the substrate by foot traffic; thus most activities should be conducted from boats.





## Guidelines for Interpreting ESI Maps

To help users interpret the ESI maps and tabular data, we offer the following guidelines for use in addition to the map legend:

- **Shoreline Habitats.** The "shoreline," representing the boundary between land and water, is color-coded with the ESI classification. Most shoreline habitats are shown as a line, with no areal dimension. Where there is more than one shoreline type (e.g., a beach in front of a seawall), the colors for each habitat are shown, with the color for the landward habitat on the land side of the shoreline and the color for the seaward habitat on the water side. In areas where the intertidal zone is wide (e.g., wide tidal flats, wave-cut rocky platforms), the habitat from high to low water is filled with the ESI classification color. When data are available, the entire extent of wetlands are filled with colored patterns. The seaward edge of the wetland is color-coded with the ESI classification; the landward extent of the wetland is indicated by a dashed, colored line.
- **Biological Resources.** The distribution of biological resources is shown using many different conventions. The major convention is an icon associated with a point, line, or polygon that shows the species' areal distribution. The icon's reference number corresponds to a data table with details on species and life history. Biological resource data are organized into six major groups, each with a reference color: birds (green), mammals (brown), fish (blue), shellfish (orange), reptiles (red), and rare/endangered plants and special habitats (purple). These colors are used to fill hatched polygons and the icons. Each major group has subgroups with unique icons to visually indicate the type of organism or feature present. The icon or group of icons is usually located inside the polygon it represents; however, sometimes a line is connected between the icon and the polygon or point to make it easier to relate the two. Note that icons are used to indicate the types of resources present, but the actual data are the points and polygons. A red box around an icon indicates the presence of a species on the state or Federal list of threatened or endangered species.

The number listed below each icon refers to the first column of a data table for each map. The data tables, organized by group (birds, fish, etc.), include the following information: species name, status as threatened or endangered on state and Federal lists, concentration (specifically for each point or polygon), presence by month, and special life-history time periods. When a polygon contains multiple groups, the one number under the group of icons is listed under each group heading in the data tables. Where possible, the same number is used on multiple maps. For example, all bald eagle nests with the same seasonality could have the same number throughout the atlas, or the same assemblage of fish would have the same number wherever it occurred.

A data table has a separate listing for every unique combination of species, concentration, seasonality, life-history stage, and source. By looking at the monthly seasonality data in the table for each map, the species present at the time of concern can be easily identified. An 'X' or number is placed under each month in which any life stage of the species is present in the area represented by the point or polygon. Numbers are used typically for fish and shellfish where data on relative abundance are available. The final columns in the data tables include the months when reproductive activities occur or early life stages are present. Users should pay close attention to the data tables because they contain much of the information needed to identify the most sensitive resources at different times of the year.

Points, lines, and polygons on a map represent the distribution of the resources. Green points show bird nesting sites, including bald eagle nests and dense colonial nesters (e.g., heron rookeries and seabird nesting colonies). Animals and habitats are also represented as: 1) hatched polygons in the color for the animal group (e.g., green for birds); 2) black hatched polygons which contain multiple groups of resources (birds and fish in the same tidal channels); 3) solid lines (usually used for fish in small streams); or 4) in "common in ..." boxes. When showing the biological resource polygons would make the maps too difficult to read (usually when multiple polygons cover a large area), the polygons are not plotted and the presence of the resource is indicated by placing the icon in a box labeled "common in ..." The box contains an appropriate geographic reference. Different boxes can be used on the same map when, for example: "common in Winyah Bay" or "common in tidal creeks." The data for these resources are still fully present in the database but are not shown to make the maps more readable.

**BIOLOGICAL RESOURCES:**

**BIRD:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Laying	Hatching	Fledging
3	Brown pelican			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
	Common loon			LOW	X	X	X	X					X	X			-	-	-	-
	Double-crested cormorant			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
4	Northern gannet			LOW	X	X	X	X							X		-	-	-	-
107	Brown pelican				X	X	X	X	X	X	X	X	X	X	X	X	NOV-SEP	-	-	-
	Double-crested cormorant				X	X	X	X	X	X	X	X	X	X	X	X	MAR-AUG	-	-	-
	Great blue heron				X	X	X	X	X	X	X	X	X	X	X	X	NOV-JUL	-	-	-

**HABITAT:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D
301	Seagrass				X	X	X	X	X	X	X	X	X	X	X	X

**REPTILE:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Hatching	Interesting
5	Green sea turtle	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
	Hawksbill sea turtle	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
	Kemp's ridley sea turtle	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
	Leatherback sea turtle	S/F	E/E	LOW						X	X	X					-	-	-
	Loggerhead sea turtle	S/F	T/T	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-

**SHELLFISH:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Spawning	Larvae/Juv	Mating
1	Blue crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	JAN-DEC	JAN-DEC	-
	Pink shrimp			MED	X	X	X	X	X	X	X	X	X	X	X	X	MAR-NOV	-	-
	Spiny lobster			LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
	Stone crab			MED	X	X	X	X	X	X	X	X	X	X	X	X	MAR-OCT	JAN-DEC	-
6	Blue crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	MAR-DEC
	Pink shrimp			MED	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-
	Spiny lobster			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-
	Stone crab			MED	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	SEP-NOV
7	Blue crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	JAN-DEC	JAN-DEC	-
	Pink shrimp			MED	X	X	X	X	X	X	X	X	X	X	X	X	MAR-NOV	-	-
	Spiny lobster			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	MAR-AUG	-	-
	Stone crab			MED	X	X	X	X	X	X	X	X	X	X	X	X	MAR-OCT	JAN-DEC	-
14	Queen conch			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-

**BIOLOGICAL RESOURCES:**

**BIRD:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Laying	Hatching	Fledging
3	Brown pelican			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
	Common loon			LOW	X	X	X	X						X	X		-	-	-	-
	Double-crested cormorant			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
48	Diving birds			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	NOV-SEP	-	-	-
	Wading birds			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	DEC-SEP	-	-	-
104	Black-bellied plover				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Dunlin				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Least sandpiper				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Pectoral sandpiper						X	X	X	X	X	X	X	X	X	-	-	-	-	
	Ruddy turnstone				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Semipalmated plover				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Semipalmated sandpiper				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Short-billed dowitcher				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Western sandpiper				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Willet				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	
	Wilson's plover				X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	

**HABITAT:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D
301	Seagrass				X	X	X	X	X	X	X	X	X	X	X	X

**M\_MAMMAL:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Mating	Calving	Pupping	Molting
290	West Indian manatee	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-

**REPTILE:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Hatching	Interesting
5	Green sea turtle	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
	Hawksbill sea turtle	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
	Kemp's ridley sea turtle	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
	Leatherback sea turtle	S/F	E/E	LOW					X	X	X						-	-	-
	Loggerhead sea turtle	S/F	T/T	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
287	American crocodile	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-

**SHELLFISH:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Spawning	Larvae/Juv	Mating
6	Blue crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	MAR-DEC
	Pink shrimp			MED	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-
	Spiny lobster			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-
	Stone crab			MED	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	SEP-NOV

**HUMAN USE RESOURCES:**

**WATER INTAKE:**

RAR#	Name	Owner	Contact	Phone
H105	CUTLER POWER PLANT	FLORIDA POWER AND LIGHT (FPL)	PLANT MANAGER	

**SOUTH FLORIDA — ESIMAP 49**

**BIOLOGICAL RESOURCES:**

**BIRD:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Laying	Hatching	Fledging
3	Brown pelican			HIGH	X	X	X	X	X	X	X	X	X	X	X					
	Common loon			LOW	X	X	X	X	X	X	X	X	X	X	X					
	Double-crested cormorant			HIGH	X	X	X	X	X	X	X	X	X	X	X					
4	Northern gannet			LOW	X	X	X	X	X	X	X	X	X	X	X					
37	Diving birds			HIGH	X	X	X	X	X	X	X	X	X	X	X	NOV-SEP				
84	Shorebirds			1000	X	X	X	X	X	X	X	X	X	X	X					
93	Osprey			2	X	X	X	X	X	X	X	X	X	X	X	JAN-DEC				
94	Black-bellied plover				X	X	X	X	X	X	X	X	X	X	X					
	Dunlin				X	X	X	X	X	X	X	X	X	X	X					
	Killdeer				X	X	X	X	X	X	X	X	X	X	X					
	Least sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Lesser yellowlegs				X	X	X	X	X	X	X	X	X	X	X					
	Long-billed dowitcher				X	X	X	X	X	X	X	X	X	X	X					
	Marbled godwit				X	X	X	X	X	X	X	X	X	X	X					
	Pectoral sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Peep				X	X	X	X	X	X	X	X	X	X	X					
	Piping plover	S/F	T/T		X	X	X	X	X	X	X	X	X	X	X					
	Ruddy turnstone				X	X	X	X	X	X	X	X	X	X	X					
	Sanderling				X	X	X	X	X	X	X	X	X	X	X					
	Semipalmated plover				X	X	X	X	X	X	X	X	X	X	X					
	Semipalmated sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Short-billed dowitcher				X	X	X	X	X	X	X	X	X	X	X					
	Spotted sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Western sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Willet				X	X	X	X	X	X	X	X	X	X	X					
95	Great blue heron			2	X	X	X	X	X	X	X	X	X	X	X					
96	Black-bellied plover				X	X	X	X	X	X	X	X	X	X	X					
	Dunlin				X	X	X	X	X	X	X	X	X	X	X					
	Greater yellowlegs				X	X	X	X	X	X	X	X	X	X	X					
	Least sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Lesser yellowlegs				X	X	X	X	X	X	X	X	X	X	X					
	Marbled godwit				X	X	X	X	X	X	X	X	X	X	X					
	Pectoral sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Piping plover	S/F	T/T		X	X	X	X	X	X	X	X	X	X	X					
	Purple sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Red knot				X	X	X	X	X	X	X	X	X	X	X					
	Ruddy turnstone				X	X	X	X	X	X	X	X	X	X	X					
	Sanderling				X	X	X	X	X	X	X	X	X	X	X					
	Semipalmated plover				X	X	X	X	X	X	X	X	X	X	X					
	Semipalmated sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Short-billed dowitcher				X	X	X	X	X	X	X	X	X	X	X					
	Solitary sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Stilt sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Western sandpiper				X	X	X	X	X	X	X	X	X	X	X					
	Whimbrel				X	X	X	X	X	X	X	X	X	X	X					
	Willet				X	X	X	X	X	X	X	X	X	X	X					
	Wilson's plover				X	X	X	X	X	X	X	X	X	X	X					
97	Dunlin			10	X	X	X	X	X	X	X	X	X	X	X					
	Red knot			8	X	X	X	X	X	X	X	X	X	X	X					
	Red-breasted merganser			2	X	X	X	X	X	X	X	X	X	X	X					
	Semipalmated plover			7	X	X	X	X	X	X	X	X	X	X	X					
	Short-billed dowitcher			25	X	X	X	X	X	X	X	X	X	X	X					
	Spotted sandpiper			1	X	X	X	X	X	X	X	X	X	X	X					
98	Black skimmer			41	X	X	X	X	X	X	X	X	X	X	X					
	Black-bellied plover			189	X	X	X	X	X	X	X	X	X	X	X					
	Black-necked stilt			4	X	X	X	X	X	X	X	X	X	X	X					
	Brown pelican			5	X	X	X	X	X	X	X	X	X	X	X					
	Caspian tern			5	X	X	X	X	X	X	X	X	X	X	X					
	Double-crested cormorant			8	X	X	X	X	X	X	X	X	X	X	X					
	Great blue heron			45	X	X	X	X	X	X	X	X	X	X	X					
	Great egret			5	X	X	X	X	X	X	X	X	X	X	X					
	Greater yellowlegs			3	X	X	X	X	X	X	X	X	X	X	X					
	Laughing gull			250	X	X	X	X	X	X	X	X	X	X	X					
	Lesser yellowlegs			2	X	X	X	X	X	X	X	X	X	X	X					
	Little blue heron			3	X	X	X	X	X	X	X	X	X	X	X					
	Magnificent frigatebird			3	X	X	X	X	X	X	X	X	X	X	X					
	Osprey			2	X	X	X	X	X	X	X	X	X	X	X					
	Peregrine falcon	S/F	E/T	1	X	X	X	X	X	X	X	X	X	X	X					
	Reddish egret			4	X	X	X	X	X	X	X	X	X	X	X					
	Ring-billed gull			10	X	X	X	X	X	X	X	X	X	X	X					
	Royal tern			10	X	X	X	X	X	X	X	X	X	X	X					
	Ruddy turnstone			36	X	X	X	X	X	X	X	X	X	X	X					
	Sanderling			100	X	X	X	X	X	X	X	X	X	X	X					
	Semipalmated plover			71	X	X	X	X	X	X	X	X	X	X	X					
	Short-billed dowitcher			101	X	X	X	X	X	X	X	X	X	X	X					
	Snowy egret			1	X	X	X	X	X	X	X	X	X	X	X					
	Tricolored heron			2	X	X	X	X	X	X	X	X	X	X	X					
	Western sandpiper			6	X	X	X	X	X	X	X	X	X	X	X					
	White ibis			56	X	X	X	X	X	X	X	X	X	X	X					
	Wilson's plover			2	X	X	X	X	X	X	X	X	X	X	X					
99	Diving birds				X	X	X	X	X	X	X	X	X	X	X					
	Gulls				X	X	X	X	X	X	X	X	X	X	X					
	Shorebirds				X	X	X	X	X	X	X	X	X	X	X					
	Terns				X	X	X	X	X	X	X	X	X	X	X					
212	Bald eagle	S/F	T/T		X	X	X	X	X	X	X	X	X	X	X					

**M MAMMAL:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Mating	Calving	Pupping	Molting
290	West Indian manatee	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X					

**REPTILE:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Hatching	Interesting
5	Green sea turtle	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X				
	Hawksbill sea turtle	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X				
	Kemp's ridley sea turtle	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X				
	Leatherback sea turtle	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X				
	Loggerhead sea turtle	S/F	T/T	HIGH	X	X	X	X	X	X	X	X	X	X	X				
210	Loggerhead sea turtle	S/F	T/T	MED	X	X	X	X	X	X	X	X	X	X	X	APR-OCT	MAY-NOV	NAR-OCT	
293	Green sea turtle	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X	MAY-OCT	JUN-NOV	APR-OCT	
	Leatherback sea turtle	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X	FEB-AUG	MAR-SEP	JAN-AUG	
	Loggerhead sea turtle	S/F	T/T	LOW	X	X	X	X	X	X	X	X	X	X	X	APR-OCT	MAY-NOV	NAR-OCT	

**SHELLFISH:**

**BIOLOGICAL RESOURCES:**

**BIRD:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Laying	Hatching	Fledging
3	Brown pelican			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
	Common loon			LOW	X	X	X	X					X	X			-	-	-	-
	Double-crested cormorant			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
81	Least tern	S	T						X	X	X	X	X	X	X		APR-AUG	-	-	-
84	Shorebirds			1000	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
89	Least tern	S	T	20					X	X	X	X	X	X	X		-	-	-	-

**M MAMMAL:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Mating	Calving	Pupping	Molting
290	West Indian manatee	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-

**REPTILE:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Hatching	Internesting
287	American crocodile	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-

**SHELLFISH:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Spawning	Larvae/Juv	Mating
2	Blue crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	MAR-DEC
	Pink shrimp			MED	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-
	Spiny lobster			MED	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-
	Stone crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	SEP-NOV

**HUMAN USE RESOURCES:**

**WATER INTAKE:**

RAR#	Name	Owner	Contact	Phone
H122	PORT EVERGLADES POWER PLANT	FLORIDA POWER AND LIGHT (FPL)	PLANT MANAGER	954-527-3600
H123	FORT LAUDERDALE POWER PLANT	FLORIDA POWER AND LIGHT (FPL)	PLANT MANAGER	954-797-1505

**BIOLOGICAL RESOURCES:**

**BIRD:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Laying	Hatching	Fledging
3	Brown pelican			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
	Common loon			LOW	X	X	X	X					X	X			-	-	-	-
	Double-crested cormorant			HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
4	Northern gannet			LOW	X	X	X	X							X		-	-	-	-
82	Black-bellied plover				X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
	Ruddy turnstone				X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
	Sanderling				X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-
	Willet				X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-

**M MAMMAL:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Mating	Calving	Pupping	Molting
290	West Indian manatee	S/F	E/E	HIGH	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-

**REPTILE:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Nesting	Hatching	Interesting
287	American crocodile	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
295	Green sea turtle	S/F	E/E	LOW				X	X	X	X	X	X	X	X	X	MAY-OCT	JUN-NOV	APR-OCT
	Hawksbill sea turtle	S/F	E/E	LOW				X	X	X	X	X	X	X	X	X	JUN-NOV	JUL-DEC	MAY-NOV
	Leatherback sea turtle	S/F	E/E	LOW	X	X	X	X	X	X	X	X	X	X	X	X	FEB-AUG	MAR-SEP	JAN-AUG
	Loggerhead sea turtle	S/F	T/T	MED	X	X	X	X	X	X	X	X	X	X	X	X	APR-OCT	MAY-NOV	MAR-OCT

**SHELLFISH:**

RAR#	Species	S/F	T/E	Concen	J	F	M	A	M	J	J	A	S	O	N	D	Spawning	Larvae/Juv	Mating
1	Blue crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	JAN-DEC	JAN-DEC	-
	Pink shrimp			MED	X	X	X	X	X	X	X	X	X	X	X	X	MAR-NOV	-	-
	Spiny lobster			LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-
	Stone crab			MED	X	X	X	X	X	X	X	X	X	X	X	X	MAR-OCT	JAN-DEC	-
2	Blue crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	MAR-DEC
	Pink shrimp			MED	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-
	Spiny lobster			MED	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	-
	Stone crab			LOW	X	X	X	X	X	X	X	X	X	X	X	X	-	JAN-DEC	SEP-NOV



U S Department of  
Homeland Security  
  
United States  
Coast Guard



Commander  
United States Coast Guard  
Sector Miami

100 MacArthur Causeway  
Miami Beach, FL 33139-5101  
Phone: (305) 695-2344  
Fax: (305) 535-8731  
Email: [facmiami@uscg.mil](mailto:facmiami@uscg.mil)

16471/18-0487  
August 6, 2018

MISLE#: 6475694  
FIN#: MIAW0010

**FACILITY RESPONSE PLAN APPROVAL LETTER # 18-0487**

TransMontaigne North  
Attn: Matt Kerr  
200 Mansell Court, Suite 600  
Roswell, GA 30076

Dear Sir:

The Facility Response Plan (FRP) for TransMontaigne North, submitted to meet the requirements of Title 33 Code of Federal Regulations (CFR) Part 154, is approved. **This approval is valid until August 6, 2023.**

You are reminded that TransMontaigne North must be in full compliance with this plan in order to handle, store, transport, transfer, or lighter any oil or oil products. Compliance includes ensuring the required resources are in place and available through contract or other approved means. In addition, you should maintain a copy of the response plan at the marine transportation related portion of your facility.

You are required to resubmit an updated plan every five years in accordance with 33 CFR 154.1030 and 154.1060. If you make any changes outlined in 33 CFR 154.1065(b), such as changing the types of oil handled or your OSRO, you must submit revisions to this office within 30 days. Finally, you must notify this office if you make revisions to personnel and telephone number lists included in the response plan.

If you have any questions, please contact the Sector Miami Facilities and Containers Branch at (305) 695-2344 or by e-mail at [facmiami@uscg.mil](mailto:facmiami@uscg.mil).

Sincerely,

A handwritten signature in blue ink, appearing to read "J. K. Velasco".

J. K. VELASCO  
Lieutenant Commander  
Captain of the Port, Miami  
U. S. Coast Guard  
By direction



# Port Everglades North Terminal ICP - EPA USCG

Plan Last Revised: 10/12/2017



**TABLE OF CONTENTS**

<b>SECTION 1 - INTRODUCTION</b>	
Figure 1-1 - Record of Changes	2
Figure 1-2 - Distribution List	4
Figure 1-3 - Information Summary (QI List)	5
Figure 1-4 - Facility Area Map	8
Figure 1-5 - Facility Location Map	9
Figure 1-6 - Plot Plan	11
1.1 Purpose / Scope of Plan	14
1.2 Plan Review and Update Procedure	15
1.3 Certification of Adequate Resources	16
1.4 Agency Submittal / Approval Letters	17
<b>SECTION 2 - INITIAL RESPONSE ACTIONS</b>	
Figure 2-1 - Emergency Reporting and Facility Alarms	3
Figure 2-2 - Initial Response Flowchart	4
Figure 2-3 - Initial Response Action Checklist	5
2.1 Spill Response	6
Figure 2.1-1 - Spill Response Action Checklist	6
2.1.1 Spill Detection and Mitigation Procedures	9
Figure 2.1-2 - Spill Mitigation Procedures	9
2.1.2 Spill Surveillance Guidelines	10
Figure 2.1-3 - Oil Spill Surveillance Checklist	11
2.1.3 Spill Volume Estimating	12
Figure 2.1-4 - Spill Estimation Factors	12
2.1.4 Estimating Spill Trajectories	13
2.1.5 Initial Containment Actions	13
2.1.6 Safety Considerations	13
2.2 Fire / Explosion / Vapor Release	14
2.2.1 Fire, Explosion, and Vapor Release Response Actions	14
2.2.2 Fire Fighting Tactics	15
2.2.3 BLEVE - Boiling Liquid Expanding Vapor Explosion	15
2.3 Medical Emergency / Personal Injury	16
2.3.1 Medical Emergency / Personal Injury Response Actions	16
2.4 Natural Disaster / Severe Weather	17
2.4.1 Earthquake Procedure	17
2.4.2 Flooding Procedure	18
2.4.3 Hurricane Procedure	19

**TABLE OF CONTENTS, CONTINUED**

4.6 Response Team Job Description Checklists	6
4.6.1 Incident Command Job Description Checklist	7
4.6.2 Information Officer Job Description Checklist	8
4.6.3 Safety Officer Job Description Checklist	9
4.6.4 Liaison Officer Job Description Checklist	11
4.6.5 Legal Officer Job Description Checklist	12
4.6.6 Operations Section Chief Job Description Checklist	13
4.6.7 Planning Section Chief Job Description Checklist	14
4.6.8 Logistics Section Chief Job Description Checklist	15
4.6.9 Finance Section Chief Job Description Checklist	16
<b>SECTION 5 - INCIDENT PLANNING</b>	
5.1 Documentation Procedures	2
5.2 ICS Forms	3
5.3 Site Safety and Health Plan	34
5.4 Decontamination Plan	45
5.5 Disposal Plan	50
5.6 Incident Security Plan	53
5.7 Demobilization Plan	55
5.8 Alternative Response Techniques	56
Figure 5.8-1 - Alternative Strategies Checklist	56
Figure 5.8-2 - In-Situ Burn Plan	57
Figure 5.8-3 - Bioremediation Checklist	59
Figure 5.8-4 - Dispersant Plan	61
<b>SECTION 6 - SENSITIVE AREAS / RESPONSE TACTICS</b>	
6.1 Introduction	2
6.2 Spill Containment / Recovery	2
Figure 6.2-1 - Response Tactics for Various Shorelines	4
6.3 Sensitive Area Protection	6
Figure 6.3-1 - Sensitive Area Protection Implement Sequence	7
Figure 6.3-2 - Summary of Shoreline and Terrestrial Cleanup Techniques	8
6.4 Wildlife Protection and Rehabilitation	11
6.5 Endangered and Threatened Species	12
6.6 Map Feature Index and Vulnerability Analysis	14
6.7 Terminal Sensitivity Mapping	15
<b>SECTION 7 - SUSTAINED RESPONSE ACTIONS</b>	
7.1 Response Resources	2

**TABLE OF CONTENTS, CONTINUED**

Figure A.2-4 - Response Equipment Inspection Log	11
Figure A.2-5 - EPA Required Response Equipment Testing and Deployment Drill Log	12
<b>APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT</b>	
B.1 Cooperatives and Contractors	2
B.1.1 OSRO Classification	2
Figure B.1-1 Evidence of Contracts (USCG Classified)	5
<b>APPENDIX C - HAZARD COMMUNICATION</b>	
C.1 Purpose	2
<b>APPENDIX D - HAZARD EVALUATION RISK ANALYSIS</b>	
D.1 Facility Hazard Evaluation	2
D.1.1 Spill Detection	2
D.1.2 Hazard Evaluation	2
D.1.3 Vulnerability Analysis	3
D.1.4 Analysis of the Potential for a Spill	3
Figure D-1 - Storage Tank Information	4
D.2 Planning Distance Calculations	8
D.3 Discharge Scenarios	11
D.3.1 Small and Medium Discharge Scenarios	11
D.3.2 Worst Case Discharge (WCD) Scenario	16
D.3.3 Description of Factors Affecting Response Efforts	20
D.4 Planning Volume Calculations	21
Figure D-2 - Worksheet for Calculating Worst Case Discharge	21
D.4.1 USCG Portion of Facility	21
D.4.2 EPA Portion of Facility	21
Figure D-3 - Worst Case Discharge (WCD) Calculations (in bbls)	22
Figure D-4 - EPA Planning Volume Data	23
Figure D-5 - Horizontal Range of Spill	24
D.5 Facility Reportable Oil Spill History	25
Figure D-6 - Reportable Oil Spill History Record	25
D.6 Product Characteristics and Hazards	32
Figure D-7 - Summary of Commodity Characteristics	33
<b>APPENDIX E - SPCC</b>	
Site Specific SPCC Plans	2
Addendum 1	20
Facility Drainage Plot Plans	21
Company SPCC Forms	23

## SECTION 1 INTRODUCTION

Last Revised: April 18, 2017

© Technical Response Planning Corporation 2018

Figure 1-1 - Record of Changes

Figure 1-2 - Distribution List

Figure 1-3 - Information Summary (QI List)

Figure 1-4 - Facility Area Map

Figure 1-5 - Facility Location Map

Figure 1-6 - Plot Plan

1.1 Purpose / Scope of Plan

1.2 Plan Review and Update Procedure

1.3 Certification of Adequate Resources

1.4 Agency Submittal / Approval Letters

FIGURE 1-1 - RECORD OF CHANGES, CONTINUED

DATE OF CHANGE	DESCRIPTION OF CHANGE
4/20/2017	Changed BBL amount stored in 55 gallon drums for heat transfer oil [App. D & E]
7/13/2017	Added Mark Cavallaro to contact list [Fig 3.4-1]
10/12/2017	Updated Tanks 201 & 202 to riveted also product change in tank 202 [App. D & E]

FIGURE 1-3 - INFORMATION SUMMARY (Q LIST)

\*24 Hour Numbers

<b>Owner/Operator:</b>	TransMontaigne Terminals L.L.C. 200 Mansell Court East, Suite 600 Roswell, Georgia 30076
<b>Facility Name:</b>	Port Everglades North Terminal
<b>Facility Address:</b>	2401 Eisenhower Boulevard (PO Box 13124) Fort Lauderdale, FL 33316
<b>Facility Latitude/Longitude:</b>	26° 05' 39" N / 80° 07' 41" W
<b>Facility Telephone/Fax:</b>	(954) 525-4261 / (954) 763-5676
<b>Facility EPA FRP #:</b>	FRP 04 FL 135
<b>Facility USCG FRP #:</b>	Control No. MIAW0027
<b>Description of Facility:</b>	<p>This facility is an onshore, bulk-liquids storage facility engaged in the receipt, storage, &amp; distribution of petroleum products.</p> <p>The facility handles a variety of light &amp; heavy fuel oils &amp; gasolines. All storage tanks are located within secondary containment structures.</p> <p>Bulk petroleum products are transferred via a county-owned wharf &amp; through marine transportation-related pipelines. Products are delivered to tank trucks at the loading racks, &amp; to vessels in the port via pipeline. Slop oils &amp; oil/water mixtures, incidental to bulk liquid transfers, are also transferred at the docks into pump-out trucks &amp; vacuum trucks.</p> <p>Substantial expansions (primarily tankage additions) are listed in Fig. D-1.</p>
<b>Driving Directions:</b>	<p>The terminal office is located at the address noted above, in Port Everglades/Fort Lauderdale, Florida.</p> <p>Figures 1-4 &amp; 1-5 depict major highways and roads in the immediate vicinity.</p>



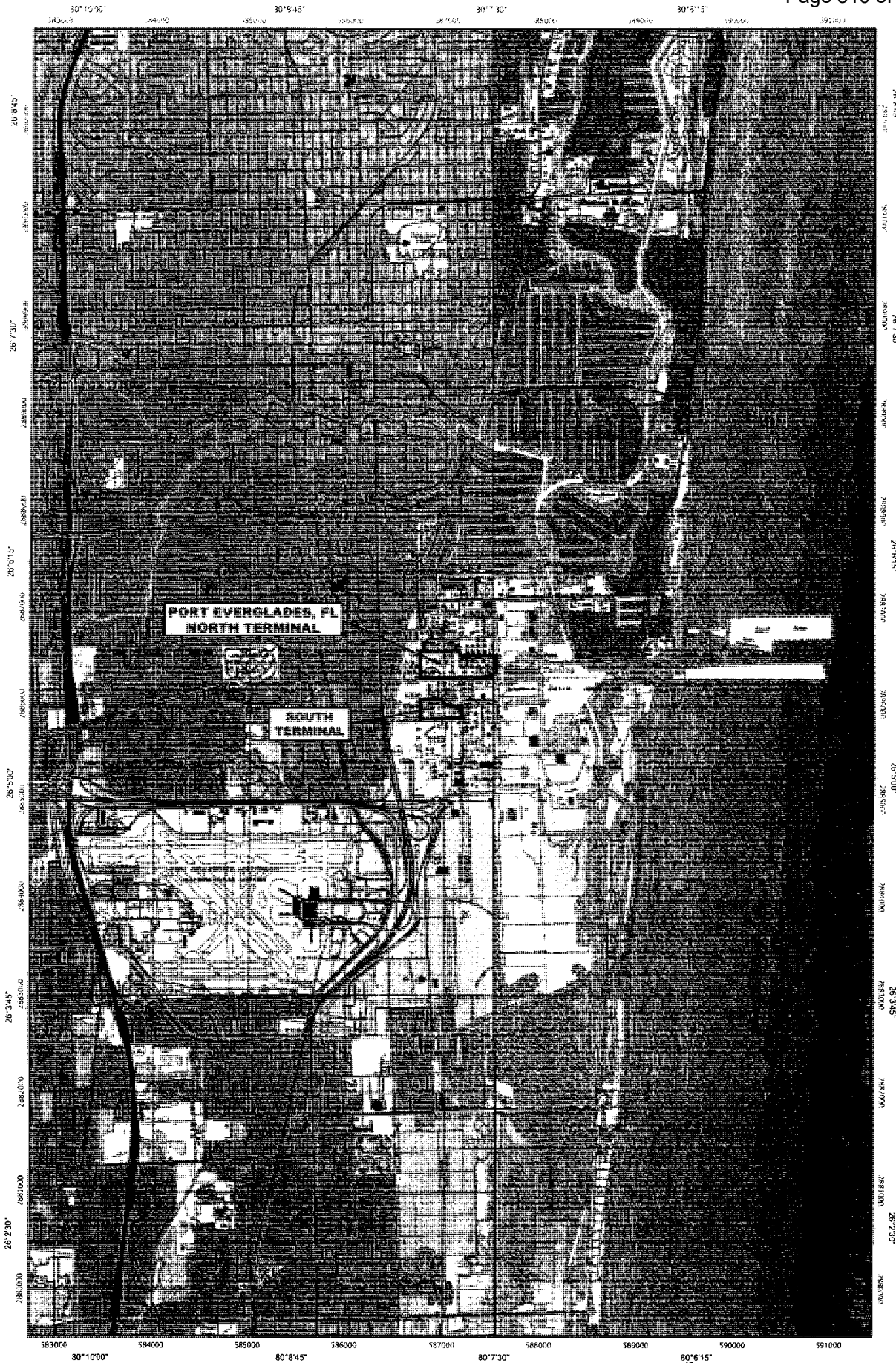
FIGURE 1-3 - INFORMATION SUMMARY (QI LIST), CONTINUED

Facility Data:	Location (Address and County)	Hours of Operations/ Manning	Throughput	Date of Startup	Wellhead Protection Area
	2401 Eisenhower Boulevard (PO Box 13124) Fort Lauderdale, Broward County, FL 33316	24 hrs/day, 7 days/week	55,000 (bbls/day, avg.)	ca 1933	Not Applicable.
<b>Spill Detection and Mitigation Procedures:</b>	Refer to <b>SECTION 2</b> and <b>APPENDIX D.</b>				
<b>Date Prepared:</b>	October 2007				

\*Throughput: The rate of flow from the pipeline system to tankage and the filling rates of the trucks are essentially fixed, and not a function of daily throughput. Thus, changes in daily throughput would have no effect on potential discharge volumes. The Facility has sufficient tank volume to handle any potential increase in pipeline throughput (from the dock) and the truck rack has sufficient capability to handle any potential increase in transfer capacity.

The information contained in this Plan is intended to be used as guidelines for the spill responder. Actual circumstances will vary and will dictate the procedures to be followed, some of which may not be included in this manual.

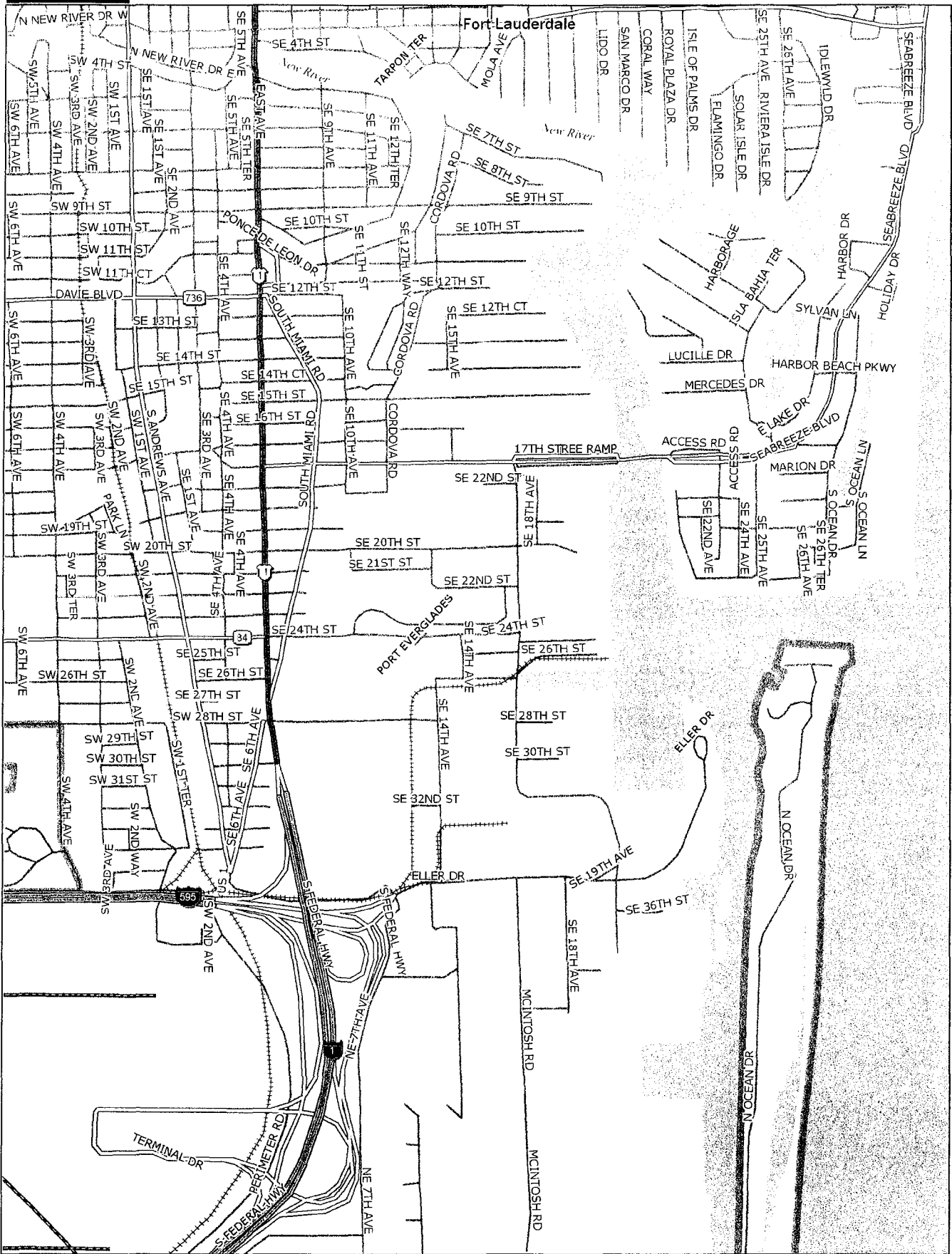
Note: For further information on the training and qualifications of Qualified Individuals, refer to **SECTION 4.5** and **APPENDIX A.2** in this Plan.



**AREA MAP**  
**Figure 1-4**

1:25000 Scale  
Horizontal Datum: North American Datum of 1983 (NAD83)  
Vertical Datum: Mean Sea Level (MSL)

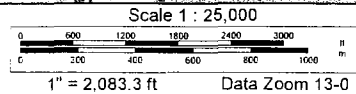




Data use subject to license.

© 2006 DeLorme. Street Atlas USA® 2007 Plus.

www.delorme.com

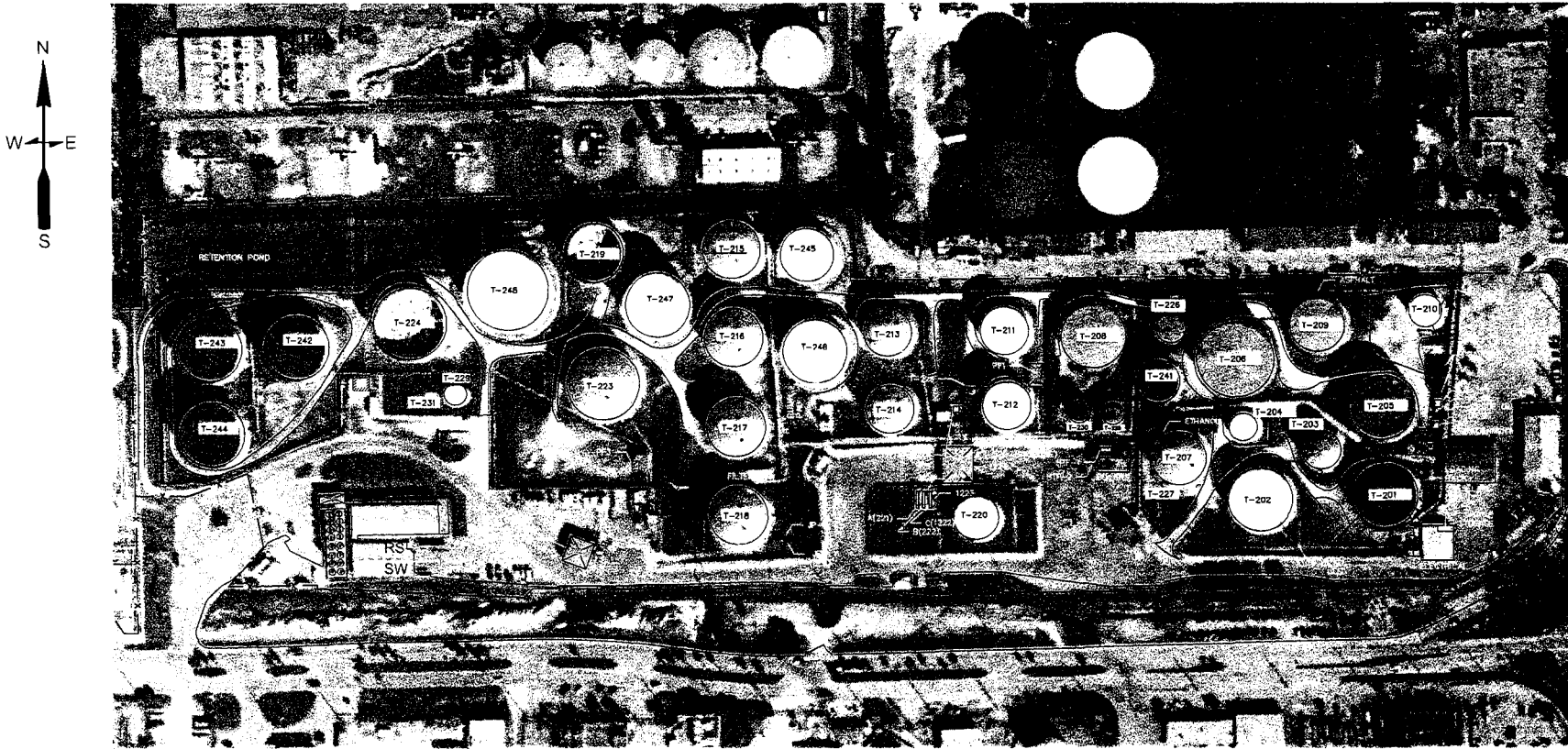


# TRANSMONTAIGNE - PORT EVERGLADES NORTH TERMINAL FORT LAUDERDALE, FLORIDA

## TRANSMONTAIGNE PORT EVERGLADES FACILITIES-LOCATION DIAGRAM

FIGURE 1-5a





**FACILITY DIAGRAM**  
FIGURE 1-6

**NOTE:** SPECIFIC TANKAGE DATA (CAPACITIES, CONTENTS, SECONDARY CONTAINMENT VOLUMES, ETC.) IS DEPICTED IN THE TANKAGE TABLES LOCATED IN APPENDIX D (FIGURE D-1).

THIS FACILITY DOES NOT INCLUDE ANY OF THE FOLLOWING:

- SURFACE IMPOUNDMENTS
- PROCESS BUILDINGS
- ELECTRICAL TRANSFORMERS
- HAZMAT STORAGE STRUCTURES

**LEGEND**

- SW SATELLITE WASTE ACCUM. AREA
- RS RESPONSE SUPPLIES
- OWS PUMP ON/OFF SWITCH
- TRANSFORMER
- OIL FILLED RECTIFIER
- ISOLATION VALVE (USCG/EPA)

GRAPHIC SCALE  
0 50' 100' 200' 300'  
(IN FEET)

REVISIONS				
N/A	REVISION DESCRIPTION	DATE	D/WN	CHK
0	ADDED NEW BORDER AND IMAGE	8/19/15	JGI	RSB
1	REVISED PER MARK UPS	3/2/18	JGI	RSB



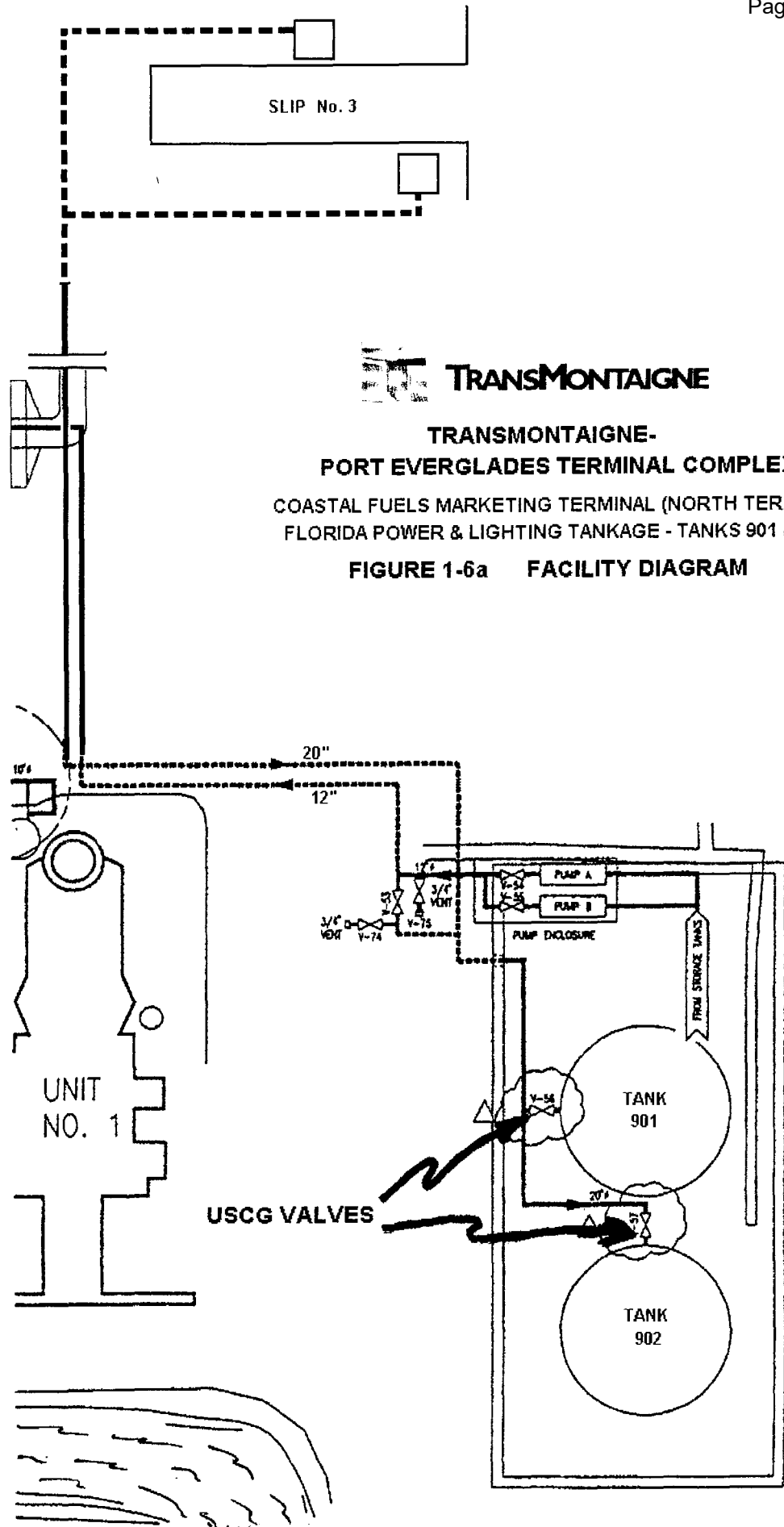
This document and the information herein relating to TransMontaigne is the property of TransMontaigne and has been furnished in confidence for the private use of TransMontaigne and its subsidiaries and affiliates. No part thereof shall be copied, duplicated, distributed, disclosed or made available to others or used in any report, whatsoever, except as expressly authorized in writing by TransMontaigne. Any person, firm, or corporation receiving this document, however obtained, shall by virtue thereof, be deemed to have agreed to the foregoing restrictions and that this document will be held in trust and confidence, subject only to the private use expressly authorized by TransMontaigne.

NORTH TERMINAL  
PORT EVERGLADES, FL

**FACILITY DIAGRAM**  
FIGURE 1-6

DRAWN BY: I&G ENGINEERING	ENGINEER:
DATE: 8/19/15	APP. NO.:
SCALE: AS SHOWN	APPROVED BY:
DRAWN: R	DIRECTORY: ENR/ENR/ENR
DRAWING FILE: PMA-01-02	REVISION NO.: 1





**TRANSMONTAIGNE**

**TRANSMONTAIGNE-  
PORT EVERGLADES TERMINAL COMPLEX**

COASTAL FUELS MARKETING TERMINAL (NORTH TERMINAL)  
FLORIDA POWER & LIGHTING TANKAGE - TANKS 901 & 902

**FIGURE 1-6a FACILITY DIAGRAM**

## 1.2 PLAN REVIEW AND UPDATE PROCEDURE

The ESOH Department will coordinate the following plan review and update procedures with regional and local Management.

In accordance with 40 CFR 112.20, this Plan will be reviewed annually and modified to address new or different operating conditions or information included in the Plan. In the event that the Company experiences a Worst Case Discharge the effectiveness of the plan will be evaluated and updated as necessary.

If new information or different operating conditions would substantially effect implementation of the Plan, the Company will modify the Plan to address such a change and, within 60 days of making such a change, submit the change to EPA.

The US Coast Guard (USCG) requires that plan changes be submitted in a timely manner to the MSO. The plan review must occur within one (1) month of the anniversary date of the USCG approval letter. If no changes are required, the facility shall submit a letter to the USCG stating "No Changes Required."

Examples of changes in operating conditions that would cause a significant change to the Plan include:

CONDITIONS REQUIRING REVISIONS AND SUBMISSIONS	EPA	USCG
Relocation or replacement of the transportation system in a way that substantially effects the information included in the Plan, such as a change to the Worst Case Discharge volume.	X	
A change in the Facility's configuration that materially alters the information included in the Plan.	X	X
A change in the type of oil handled, stored, or transferred that materially alters the required response resources.	X	X
A change in key personnel (Qualified Individuals).	X	
A change in the name of the Oil Spill Removal Organization (OSRO).		X
Material change in capabilities of the Oil Spill Removal Organization(s) (OSROs) that provide equipment and personnel.	X	
Material change in the Facility's spill prevention and response equipment or emergency response procedures	X	X
Any other changes that materially affect the implementation of the Plan.	X	X
A change in the NCP or ACP that has significant impact on the equipment appropriate for response activities.		
A change in the Facility's operating area that includes ports or geographics area.		X



**1.4 AGENCY SUBMITTAL / APPROVAL LETTERS**

No Files Uploaded

## SECTION 2 INITIAL RESPONSE ACTIONS, CONTINUED

© Technical Response Planning Corporation 2018

### 2.5 Security Related Incidents

2.5.1 Threats to Personnel and Facilities

2.5.2 Criminal Acts / Workplace Violence

2.5.3 Sabotage / Bomb Threat / Suspicious Package

2.5.4 Threat Receipt Precautions

Figure 2.5-1 - Threat Documentation Report Form

### 2.6 Evacuation

2.6.1 Evacuation Alarm

2.6.2 Critical Operations and Initial Response Actions

2.6.3 Protection Options - Evacuation vs. Shelter In Place

2.6.4 Evacuation Routes

2.6.5 Shelter and Evacuation Muster Point Locations

2.6.6 Personnel Accountability

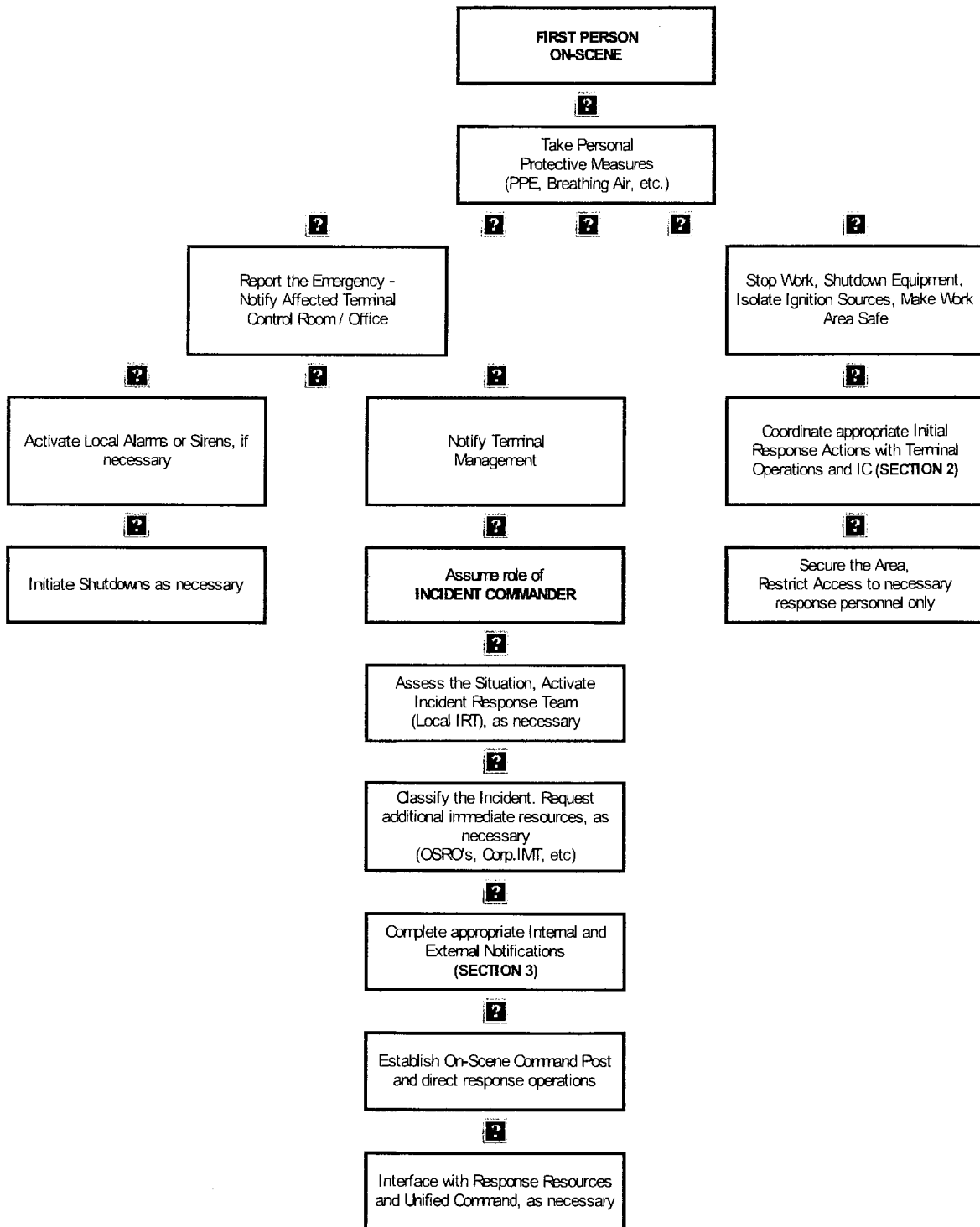
2.6.7 Shelter In Place Guidelines

2.6.8 Public Protective Measures

Figure 2.6-1 - Evacuation Procedure Checklist

Figure 2.6-2 - Facility Shelter and Evacuation Muster Point Plot Plan

FIGURE 2-2 - INITIAL RESPONSE FLOWCHART



2.1 SPILL RESPONSE

FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST

<b>Figure 2.1-1 - Spill Response Action Checklist</b>
<b>Line Break or Leak</b>
Shut down source/pumping equipment.
Close upstream and downstream valves.
Utilize Combustible Gas Indicator, O <sub>2</sub> meter, proper colorimetric indicator and other air sampling measurements (as applicable) to assure that areas are safe to enter for continued response operations.
Mitigate spreading of the product, as the situation demands. Potential containment strategies include: <ul style="list-style-type: none"> <li>• Deployment of boom (Reference ACP for potential strategies)</li> <li>• Diking, trenching, and/ or diversion</li> <li>• Spreading sorbent material over the spill</li> <li>• Prevent the spill from entering water to the greatest extent possible</li> </ul>
Determine the direction and expected duration of spill movement. Refer to <b>SECTION 2.1.2</b> .
Drain the line section, as the situation demands.
Request local authorities to establish scene security and traffic control in the area, as the situation demands.
Make all necessary repairs.
Return the line/rack to service when repairs are complete.
Clean up spilled product to eliminate any possible environmental problems. Be alert for underground cables.
If the spill escapes the containment area, review the location of socio-economic and environmentally sensitive areas identified in <b>SECTION 6</b> . Determine which of these may be threatened by the spill and direct the response operation to these locations. Initiate protection and recovery actions. Determine which of these may be threatened by the spill and direct the response operation to these locations. Initiate protection and recovery actions.
Inform local utilities, telephone company, railway, etc., as necessary.
Complete follow-up and written reporting, as the situation demands.
<b>Storage Tank Leak</b>
Shutdown all tank product movement operations and isolate the tank.
Initiate Confined Space Entry procedures, as applicable.
Insure that the containment area drainage valve(s) is closed.
If leak is near tank bottom, create and maintain a 'water bottom' to suspend the discharge of product.
Utilize Combustible Gas Indicator, O <sub>2</sub> meter, proper colorimetric indicator and other air sampling measurements (as applicable) to assure that areas are safe to enter for continued response operations.
Block drainage of spilled material from traveling off-site.
Stop all traffic in hazardous area (inside and outside of property boundaries), as the situation demands.
Remove product from containment (at a sump or in a low area) with an explosion proof pump, oil skimmer, and/or vacuum truck w/ skimmer attachments.

FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED

Figure 2.1-1 - Spill Response Action Checklist, Continued
<b>Marine Operation Spills/Leaks (as appropriate)</b>
Shut down all engines/motors.
Close all line and vessel manifold discharge valves.
If hose rupture is involved, drain line into vessel, drums or buckets, and blank line to stop spill into water.
Initiate Confined Space Entry procedures, as applicable.
Utilize Combustible Gas Indicator, O <sub>2</sub> meter, proper colorimetric indicator and other air sampling measurements (as applicable) to assure that areas are safe to enter for continued response operations.
If other than hose rupture, determine source of leak and stop discharge.
Prevent discharge from entering the water if at all possible by: <ul style="list-style-type: none"> <li>• Pumping from sump or deck drainage system into drums, tanks, containment area, or other storage facility.</li> <li>• Directing the flow into a containment or collection area away from the water, if feasible.</li> <li>• Placing containment boom or sorbent material around area (provided that a safe operating environment exists).</li> </ul>
If product enters the water and a safe operating environment exists, try to contain by: <ul style="list-style-type: none"> <li>• Deploying spill response equipment (facility and/or contract) to prevent/mitigate spill impact (spreading of spill).</li> </ul>
Attempt to divert/contain the spill: <ul style="list-style-type: none"> <li>• In quiet area or low current areas of the water.</li> <li>• Away from strong winds or in areas that could be affected by change in wind direction.</li> <li>• Away from areas of hazard to public, property improvements, marinas, water intakes, or any environmentally sensitive areas.</li> </ul>
Make all necessary repairs.
Return the line/vessel to service when repairs are complete.
Clean up spilled product to eliminate any possible environmental problems. Be alert for underground cables, etc.
If the spill escapes the containment area, review the location of socioeconomic and environmentally sensitive areas identified in <b>SECTION 6</b> and the ACP. Determine which of these may be threatened by the spill and direct the response operation to these locations. Initiate protection and recovery actions.
Request local authorities (USCG, Port Authority, etc.) to establish traffic control in the area, as the situation demands.
Inform local operators such as utilities, telephone company, railway, as necessary.
Complete follow-up and written reporting, as the situation demands.

### 2.1.2 Spill Surveillance Guidelines

- Surveillance of an oil spill should begin as soon as possible following discovery to enable response personnel to assess spill size, movement, and potential impact locations.
- Dispatch observers to crossings downstream or down gradient to determine the spill's maximum reach.
- Clouds, shadows, sediment, floating organic matter, submerged sand banks or wind-induced patterns on the water may resemble an oil slick if viewed from a distance.
- Use surface vessels to confirm the presence of any suspected oil slicks (if safe to do so); consider directing the vessels and photographing the vessels from the air, the latter to show their position and size relative to the slick.
- It is difficult to adequately observe oil on the water surface from a boat, dock, or shoreline.
- Spill surveillance is best accomplished through the use of helicopters or small planes; helicopters are preferred due to their superior visibility and maneuverability.
- If fixed-wing planes are to be used, high-wing types provide better visibility than low-wing types.
- All observations should be documented in writing and with photographs and/or videotapes.
- Describe the approximate dimensions of the oil slick based on available reference points (i.e. vessel, shoreline features, facilities); use the aircraft or vessel to traverse the length and width of the slick while timing each pass; calculate the approximate size and area of the slick by multiplying speed and time.
- Record aerial observations on detailed maps, such as topographic maps.
- In the event of reduced visibility, such as dense fog or cloud cover, boats may have to be used to patrol the area and document the location and movements of the spill; however, this method may not be safe if the spill involves a highly flammable product.
- Surveillance is also required during spill response operations to gauge the effectiveness of response operations; to assist in locating skimmers; and assess the spill's size, movement, and impact.
- An Oil Spill Surveillance Checklist is provided in **FIGURE 2.1-3**.

### 2.1.3 Spill Volume Estimating

Early in a spill response, estimation of spill volume is required in order to:

- Report to agencies
- Determine liquid recovery requirements
- Determine personnel and equipment requirements
- Estimate disposal and interim storage requirements

Some rapid methods to estimate spill size are:

- Transfer operations: Multiply the pumping rate by the elapsed time that the leak was in progress, plus the drainage volume of the line between the two closest valves or isolation points (volume loss = pump rate [bbls/min] x elapsed time [min] + line contents [bbl])
- Tank overfills: Elapsed time multiplied by the pumping rate
- Visual assessment of the surface area and thickness (**FIGURE 2.1-4**); the method may yield unreliable results because:
  - Interpretation of sheen color varies with different observers
  - Appearance of a slick varies depending upon amount of available sunlight, sea-state, and viewing angle
  - Different products may behave differently, depending upon their properties

**FIGURE 2.1-4 - SPILL ESTIMATION FACTORS**

OIL THICKNESS ESTIMATIONS				
Standard Form	Approx. Film Thickness		Approx. Quantity of Oil in Film	
	inches	mm		
Barely Visible	0.0000015	0.00004	25 gals/mile <sup>2</sup>	44 liters/km <sup>2</sup>
Silvery	0.000003	0.00008	50 gals/mile <sup>2</sup>	88 liters/km <sup>2</sup>
Slightly colored	0.000006	0.00015	100 gals/mile <sup>2</sup>	179 liters/km <sup>2</sup>
Brightly colored	0.000012	0.0003	200 gals/mile <sup>2</sup>	351 liters/km <sup>2</sup>
Dull	0.00004	0.001	666 gals/mile <sup>2</sup>	1,167 liters/km <sup>2</sup>
Dark	0.00008	0.002	1,332 gals/mile <sup>2</sup>	2,237 liters/km <sup>2</sup>
Thickness of light oils: 0.0010 inches to 0.00010 inches				
Thickness of heavy oils: 0.10 inches to 0.010 inches				

**2.2 FIRE / EXPLOSION / VAPOR RELEASE**

**2.2.1 Fire, Explosion, and Vapor Release Response Actions**

<b>2.2.1 Fire, Explosion, and Vapor Release Response Actions</b>
<b>FIRE / EXPLOSION</b>
Discontinue all tasks in progress (hot work, truck loading, maintenance, etc.).
Sound local fire alarm, if available.
Attempt to extinguish incipient stage fires, if trained to do so.
Report the condition to Terminal Management and take further defensive actions as instructed.
Engage emergency shutdown systems and/or manually (from a safe distance) isolate fuel sources, shutdown engines and heaters.
Evacuate personnel to designated assembly areas.
Account for personnel.
Initiate rescue activities as necessary, if properly trained.
Make appropriate notifications to local fire and EMS. Make other internal management contacts as appropriate. <b>(SECTION 3)</b>
Establish a secure perimeter around the area to prevent unauthorized entry.
Initiate Site Security Plan. <b>(SECTION 5.6)</b>
Continue measures to contain the fire, apply water from a safe distance to protect adjacent equipment, if necessary.
Recognize fire conditions which present BLEVE hazards and protect personnel and the public appropriately. <b>(SECTION 2.2.3)</b>
Contain spilled material and runoff. Dike far ahead of the release, as necessary.
Make appropriate government agency notifications. <b>(SECTION 3)</b>
Conduct post-incident activities. <b>(SECTION 8)</b>
<b>VAPOR RELEASE</b>
Report the release to Facility Manager.
Sound the facility alarm.
Do not assume vapors or gases are harmless because of lack of odor - <b>Harmful vapors or gases may be odorless.</b>
Evacuate personnel from the immediate area to the designated assembly area or to a location upwind of the release.
Account for personnel.
Engage emergency shutdown systems, and/or manually isolate release from a safe distance.
Isolate all sources of potential ignition.
Establish a secure perimeter around the area to prevent unauthorized entry.
Complete internal and external notifications, as appropriate.
Assess the threat to the public and notify public officials as appropriate.
Initiate evacuation of surrounding homes, businesses, etc. with assistance from local law enforcement officials, as necessary.
Conduct post-incident activities. <b>(SECTION 8)</b>



**2.3 MEDICAL EMERGENCY / PERSONAL INJURY**

**2.3.1 Medical Emergency / Personal Injury Response Actions**

<b>2.3.1 Medical Emergency / Personal Injury Response Actions</b>
<b>General</b>
Medical emergencies may involve and/or be categorized as follows: <ol style="list-style-type: none"> <li>a. <b>First Aid</b> - One or more patients with minor injuries which can be effectively managed with the application of routine First Aid. This type of injury does not require medical transport to a hospital, but may require follow-up with a Physician.</li> <li>b. <b>Serious</b> - One or more patients with moderate to serious injuries, requiring response by local Emergency Medical Services (EMS) and may include transport to a hospital for advanced care and treatment.</li> <li>c. <b>Life-Threatening</b> - One or more patients with serious or life-threatening injuries, requiring response by local Emergency Medical Services (EMS) and includes transport to a hospital for advanced care and treatment.</li> </ol>
Assess the scene; protect yourself.
Summon local Emergency Medical Services (EMS) to the scene; provide information on the nature of injuries and number of injured persons ( <b>SECTION 3</b> ).
If trained, provide First Aid/CPR as necessary, until EMS arrives at the scene; injured personnel should not be moved unless the situation is life threatening.
Initiate Medical Evacuation (via air or ground transport) as recommended by EMS personnel.
Establish a secure perimeter around the area to prevent unauthorized entry. Initiate the Site Security Plan, as necessary ( <b>SECTION 5.6</b> ).
Notify Facility Manager and make appropriate notifications to local emergency agencies if necessary. Make other internal management contacts as appropriate ( <b>SECTION 3</b> ).
In case of a fatality: <ul style="list-style-type: none"> <li>• Do not move the victim</li> <li>• Do not release name of victim(s)</li> <li>• Contact local law enforcement</li> <li>• Contact local medical authority</li> <li>• Preserve the accident site</li> <li>• Restrict all communications concerning the incident (do not release names of victims unless authorized)</li> </ul>
Conduct post-incident activities ( <b>SECTION 8</b> ).

### 2.4.2 Flooding Procedure

2.4.2 Flooding Procedure
Account for personnel.
Notify Facility Manager and make other internal notifications as appropriate. <b>(SECTION 3)</b>
Evaluate the extent of the emergency.
Prepare an evacuation plan based upon flood crest and weather forecast.
Maintain tank levels as appropriate (consider tanks which may float or be should filled with water).
Secure all loose items in the area that could do harm to other equipment (pipe, tools).
Engage emergency shutdown systems and/or manually isolate processes and equipment, if necessary.
Evacuate personnel, as necessary.
Conduct an inspection for residual safety hazards, such as: <ul style="list-style-type: none"><li>● Structural damage</li><li>● Downed power lines</li><li>● Leaking natural gas, water and sewer lines</li><li>● Poisonous snakes and other wildlife sheltering in structures, vehicles and furniture</li><li>● Avoid direct contact with flood water, mud and animal carcasses</li></ul>
Arrange for necessary repairs.
Conduct post-incident activities. <b>(SECTION 8)</b>

### 2.4.3 Hurricane Procedure, Continued

2.4.3 Hurricane Procedure, Continued
<b>Post Storm Recovery Procedure</b>
Initiate facility damage assessment.
Report facility status to Corporate Management.
Once access has been granted, the following processes should be surveyed for operational reliability prior to startup: <ul style="list-style-type: none"><li>• Electrical panels and motors Instrument air system</li><li>• Emergency Shutdown System</li><li>• Tank and Vessel foundation and support (possible washouts)</li><li>• Check for dangerous wildlife and reptiles</li></ul>

**2.5 SECURITY RELATED INCIDENTS**

Note: In the case of any inconsistency or conflict (whether real or apparent) between this Plan and the USCG-mandated Facility Security Plan (FSP), the provisions of the FSP will take precedence.

**2.5.1 Threats to Personnel and Facilities**

<b>2.5.1 Threats to Personnel and Facilities</b>
<b>Receipt of Threat</b>
The person receiving the threat should document as much information as possible. The Threat Documentation Report Form (FIGURE 2.5-1) is provided for this purpose.
The person receiving threat will immediately notify the Facility Manager, and remain available for questioning.
<b>Threat Assessment</b>
The Facility Manager will activate, and consult with, local IRT advisors and determine details of the threat, consolidate evidence and evaluate facts.
The Facility Manager will notify and consult with the Manager Operations Security. The following factors should be considered: <ul style="list-style-type: none"> <li>• Method of threat delivery (in person, telephone, radio, written/letter, email, other, etc.)</li> <li>• Principal persons, groups, and/or facilities targeted. Specific action(s) threatened</li> <li>• Timetable of threatened action(s)</li> <li>• Persons or groups claiming responsibility (if any)</li> <li>• Number of similar threats to other facilities/installations in the area (if any) or any other event or condition which might provoke a threat</li> <li>• Employee disturbance or contract labor unrest</li> <li>• National or international politics, radical student activity, etc.</li> <li>• Indication of juvenile hoax (if any)</li> </ul>
The Manager, Operations Security will contact the appropriate Director and will determine additional management level notifications (limited distribution).
The Facility Manager will coordinate further specific response actions with Manager, Operations Director.
<b>Initial Precautionary Measures</b>
Account for all personnel/contractors.
Identify/verify all potential victims.
Debrief victims as to details of the threat.
Decide whether to involve local/national authorities: <ul style="list-style-type: none"> <li>• If YES, incident to be managed by government agency with assistance from Operations Headquarters.</li> <li>• If NO, Security and IMT to manage incident.</li> </ul>
Make all notifications.
Comply with all local laws.
Consult with Legal Counsel, as appropriate.
Keep at low profile - no publicity if possible.
Assess risk to company personnel, contractors and families.
<b>Control Measures</b>
Assess the need to evacuate.
Facilitate emergency shutdowns, if appropriate.
Coordinate development of Bomb Search Plan with local authorities, if appropriate.
Review security and evacuation plans.
Implement personnel protection plan in place for targeted victim(s) and family members, if appropriate.

## 2.5.2 Criminal Acts / Workplace Violence

<b>2.5.2 Criminal Acts / Workplace Violence</b>
When a serious criminal act or workplace violence occurs, the Facility Manager will take whatever steps are available to protect employees and the public. The local Police must be notified immediately and all further action should be coordinated through Police officials.
<b>Facility Manager</b>
If appropriate instruct that the necessary steps be taken to safeguard employees and the public. If the incident is ongoing: <ul style="list-style-type: none"><li>● Isolate/contain the responsible individual(s), or affected area, to the extent possible. Obtain medical treatment and/or evacuation for injured personnel.</li><li>● Remove nonessential personnel from affected area(s), move to safe refuge area(s) if possible.</li><li>● Activate/request response resources and assistance, as necessary.</li><li>● Account for personnel/contractors.</li><li>● Notify Operations Management of situation and status.</li><li>● Initiate shutdowns, as necessary.</li></ul>
<b>Post Emergency Actions</b>
Ensure that the scene of the act is undisturbed and that all weapons or implements involved in the act are preserved and safeguarded for processing by law enforcement.
Determine further actions in consultation with Operations management.
The Facility Manager will complete a report recording all events, and evaluate the Facility's response actions together with the participants' strengths and weaknesses.

**2.5.3 Sabotage / Bomb Threat / Suspicious Package, Continued**

<b>2.5.3 Sabotage / Bomb Threat / Suspicious Package, Continued</b>
<b>Search Techniques/Procedures, Continued</b>
No attempt will be made to move any suspicious objects. The Search Team Leader must be advised immediately.
Emergency Response Team will be dressed in appropriate PPE.
When the Facility has been searched and is considered to be all clear, the Facility Manager will advise all personnel that the search is over and to return to normal duties.
<b>Bomb/Suspicious Package Disposal</b>
If a device is located, the Facility Manager will arrange for bomb disposal through local law enforcement. Based on the information connected with the threat, and the discovery of a device, the Facility Manager should consider Facility evacuation.
<b>Post Emergency Actions</b>
After a bomb threat incident or bomb threat drill the Facility Manager will complete a report recording all events, and evaluate the Facility's plan together with the participants' strengths and weaknesses.
In the event of a hoax, the Facility Manager will make a simple statement to Facility personnel that the outcome is a hoax. The importance of not speaking to the Media about the matter must be stressed to all.



**2.6.5 Shelter and Evacuation Muster Point Locations**

The designated Shelters and Evacuation Muster Points for this facility are identified in **FIGURE 2.6-2**, and in the table below. Shelter in Place locations are designated inside the facility. Muster Point locations are designated outside of the facility. Shelter and Muster Point locations are also designated as Primary or Secondary. If safe to do so, evacuating personnel should use the Primary site designated for their area, unless emergency conditions dictate that the Secondary location be used.

Upon arrival at a Shelter or Muster Point, personnel shall remain at the location, participate in the Personnel Accountability process, and await further instructions from the Incident Commander or designated person. If the Evacuation Warden is not present at the Shelter or Muster Point, the senior Company employee on-scene shall assume leadership of the group.

**SHELTER AND EVACUATION MUSTER POINT LOCATIONS**

FACILITY AREA(S)	SHELTER(S)		MUSTER POINT(S)	
	PRIMARY	SECONDARY	PRIMARY	SECONDARY
Port Everglades-North Terminal	Facility Office Building	South Terminal-Facility Office Bldg.	Facility Office Building	Just outside of North gate

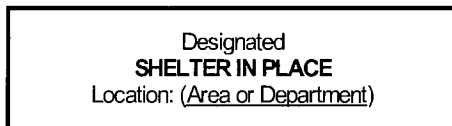
**2.6.6 Personnel Accountability**

Procedures to account for facility personnel following an evacuation are as follows:

- The Qualified Individual shall be responsible for accounting for all employees after an emergency.
- A written report on the head count shall be given to a member of the Incident Management Team.
- The police and/or fire department shall be informed if any person is believed missing.
- Designated employees may try to account for a missing person. However, at no time during a search shall an employee place himself or someone else at risk.
- The Incident Commander is responsible for completion of the accountability process during an evacuation emergency. The Incident Commander may delegate this responsibility as necessary during an evacuation.
- The Incident Commander (or designee) will account for all Company and contract personnel, as well as visitors and vendors who may be on site, at the Shelter or Muster Point locations.
- The Incident Commander will be immediately notified of any personnel suspected or known to be missing or trapped. The Incident Commander will coordinate any necessary search and rescue efforts with appropriate local response resources. Under no circumstances are Company personnel to initiate search and rescue operations for which they are not properly trained.
- Personnel shall remain at the Shelter or Muster Point location(s) until the "All-Clear" signal, or further instructions, are communicated by the Incident Commander.



Where Shelter in Place locations are designated, these locations should be identified with posted signage on the outside of the entrance door, similar to the example provided below.

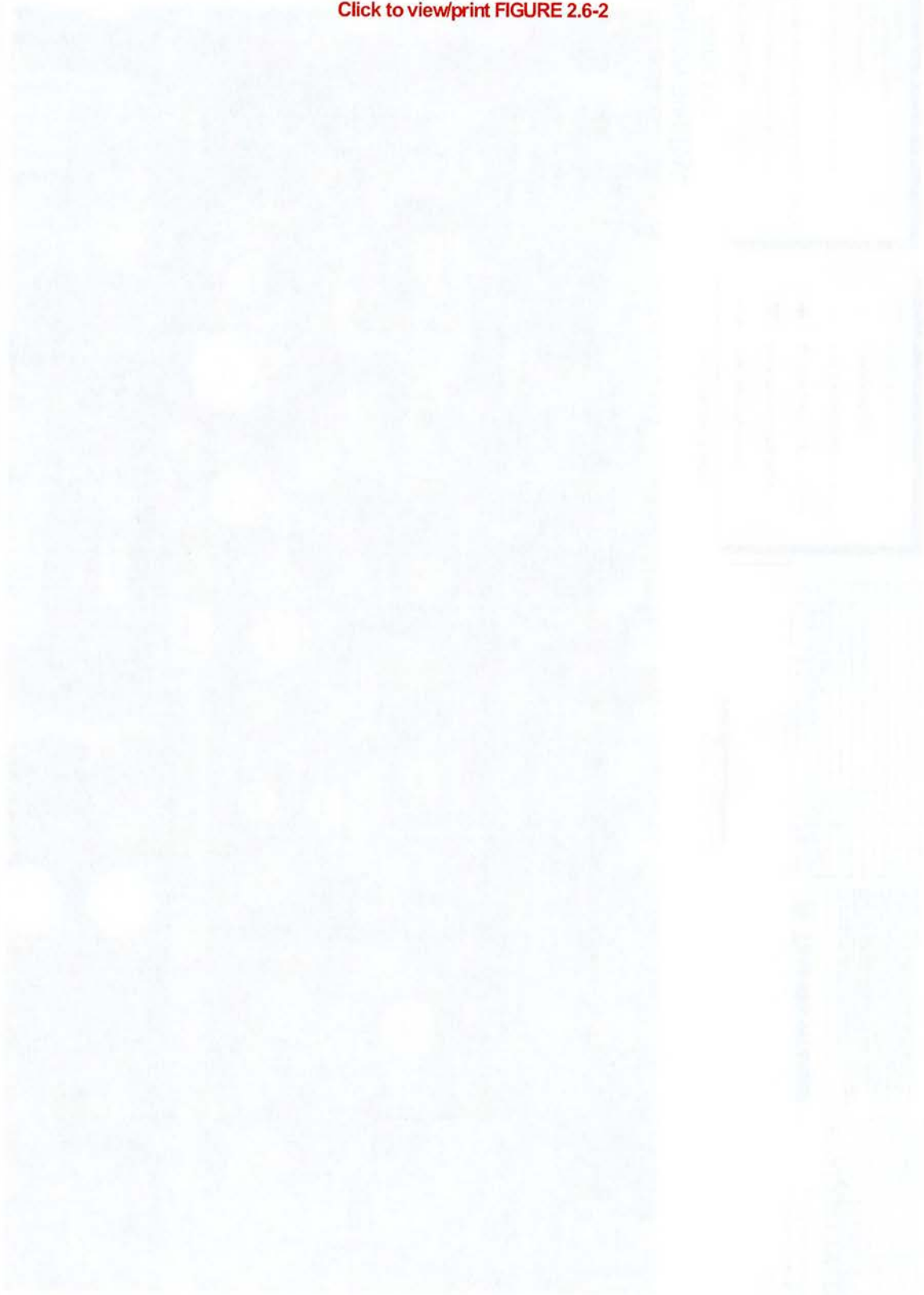


### 2.6.8 Public Protective Measures

The Incident Commander will assess the emergency and any potential impact on surrounding communities. If necessary, the Incident Commander will notify local emergency management authorities if public protective measures (Shelter in Place or evacuation) are warranted (contact information is listed in **FIGURE 3.4-1**). Initial isolation and protective action distances will be coordinated with local authorities until the emergency has subsided, and protective action distances will be adjusted accordingly. If community evacuation is warranted, the Local Emergency Planning Committee (LEPC), Fire and/or Police Departments will lead in that effort. The Incident Commander will coordinate with personnel from these organizations, and efforts will be implemented in accordance with any existing city or county evacuation plans.

**FIGURE 2.6-2 - FACILITY SHELTER AND EVACUATION MUSTER POINT PLOT PLAN**

[Click to view/print FIGURE 2.6-2](#)



**FIGURE 2.6-2 - FACILITY SHELTER AND EVACUATION MUSTER POINT PLOT PLAN, CONTINUED**

[Click to view/print FIGURE 2.6-2b](#)



**FIGURE 2.6-2 - FACILITY SHELTER AND EVACUATION MUSTER POINT PLOT PLAN, CONTINUED**

[Click to view/print FIGURE 2.6-2c](#)



APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT

Port Everglades North Terminal

September 2004

© Technical Response Planning Corporation 2004

**APPENDIX B**

**CONTRACTOR RESPONSE EQUIPMENT**

**B.1 Cooperatives and Contractors**

**B.1.1 OSRO Classification**

**Figure B.1-1 - Evidence of Contracts (USCG Classified)**

**APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT**

Port Everglades North Terminal      September 2004      © Technical Response Planning Corporation 2004

**B.1 COOPERATIVES AND CONTRACTORS**

The Company has contracted Oil Spill Removal Organizations (OSROs) to provide personnel and equipment in the event of a spill. The classification, response capabilities and equipment are described below.

**B.1.1 OSRO Classification**

The OSRO classification process was developed by the U.S. Coast Guard (USCG) to provide guidelines to enable USCG and plan preparers to evaluate an OSRO's potential to respond to oil spills. Plan holders that utilize USCG classified OSRO services are not required to list response resources in their plans.

<b>USCG CLASSIFICATION DEFINITIONS</b>	
<ul style="list-style-type: none"> <li>● MM - Maximum Most Probable Discharge (MMPD) Classification</li> </ul>	<p>Only resources located at equipment sites capable of being mobilized and enroute to the scene of a spill within 2 hours of notification are counted toward MM and W1 classifications.</p>
<ul style="list-style-type: none"> <li>● W1 - Worst Case Discharge Tier 1 Classification</li> </ul>	
<ul style="list-style-type: none"> <li>● W2 - Worst Case Discharge Tier 2 Classification</li> </ul>	<p>Any type resource, owned or contracted, dedicated or non-dedicated is allowed for W2 and W3 classification.</p>
<ul style="list-style-type: none"> <li>● W3 - Worst Case Discharge Tier 3 Classification</li> </ul>	

APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT

Port Everglades North Terminal September 2004 © Technical Response Planning Corporation 2004

The following is a listing of the USCG classified OSROs within this Zone that may respond to incidents covered by this Plan. For a detailed listing of USCG classified OSROs and other contractors, refer to FIGURES 3.4-1 and 7.1-1.

OSRO	APPLICABLE COPT ZONE (S)	USCG CLASSIFICATIONS								RESPONSE TIME	
		Facilities				Vessels					
		MM	W1	W2	W3	MM	W1	W2	W3		
Clean Harbors Environmental Services, Inc. Miramar, FL	Miami									1 hour(s)	
		River/Canal			✓	✓	✓	✓	✓		
		Inland			✓	✓	✓		✓		
		Open Ocean									
		Offshore									
		Nearshore									
Cliff Berry, Inc. Port Everglades, FL	Miami									1 hour(s)	
		River/Canal	✓				✓				
		Inland	✓	✓	✓	✓	✓	✓	✓		
		Open Ocean									
		Offshore									
		Nearshore	✓				✓				
Diversified Environmental Service, Inc. Tampa, FL	St. Petersburg									5 hour(s)	
		River/Canal	✓				✓				
		Inland	✓				✓				
		Open Ocean									
		Offshore									
		Nearshore									
Moran Environmental Recovery Atlantic Beach, FL	Jacksonville									6 hour(s)	
		River/Canal	✓	✓	✓	✓	✓	✓	✓		
		Inland	✓	✓	✓	✓	✓	✓	✓		
		Open Ocean									
		Offshore									
		Nearshore									
SWS Environmental Services Ft. Lauderdale, FL	Miami									1 hour(s)	
		River/Canal	✓	✓	✓	✓	✓	✓	✓		
		Inland	✓	✓	✓	✓	✓	✓	✓		
		Open Ocean									
		Offshore									
		Nearshore									

## APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT

Port Everglades North Terminal

September 2004

© Technical Response Planning Corporation 2004

The following response contractors are retained by the Company, for response within this Plan area:

- American Compliance Technologies (ACT)  
3681 West Oakland Park Blvd.  
Ft. Lauderdale, FL  
33311

Equipment lists and evidence of contracts for the above listed contractors are maintained at the Company's Corporate Offices and are available upon request. **FIGURE 7.1-1** identifies non-USCG certified response contractor equipment lists and response times.



APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT

FIGURE B.1-1 - EVIDENCE OF CONTRACTS AND EQUIPMENT LISTS

<b>Contract</b>	<b>Equipment List</b>
• <u>American Compliance Technologies (ACT), Ft. Lauderdale,FL</u>	
• <u>Clean Harbors Environmental Services, Inc., Miramar,FL</u>	
• <u>Cliff Berry, Inc., Port Everglades,FL</u>	
• <u>Diversified Environmental Service, Inc., Tampa,FL</u>	
• <u>Moran Environmental Recovery, Atlantic Beach,FL</u>	
• <u>SWS Environmental Services, Ft. Lauderdale,FL</u>	

Exhibit to Emergency Environmental Services Agreement

**EXHIBIT 12.1.b**

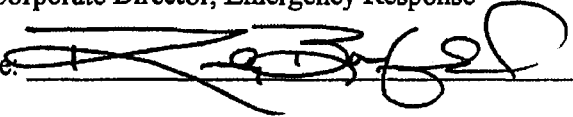
**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by **American Compliance Technologies, Inc.**, will serve as documentation that **TransMontaigne Operating Company, LP** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

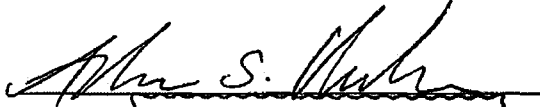
**American Compliance Technologies, Inc. (ACT)**

By: Randall L. Barfield

Title: Corporate Director, Emergency Response

Signature: 

Before me the undersigned, a Notary Public for Polk County, State of Florida, personally appeared Randall Barfield (for ACT), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 26 day of June 2008.

(Signature:) 

(SEAL) 

My Commission Expires: \_\_\_\_\_

**Note: This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."**

**(Emergency Services Contract, Jun-08)**

Exhibit to Emergency Environmental Services Agreement

EXHIBIT 12.1.b

ACKNOWLEDGEMENT OF AGREEMENT

This document, when signed and notarized by Clean Harbors Environmental Services, Inc., will serve as documentation that TransMontaigne Product Services Inc. has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

Clean Harbors Environmental Services, Inc.

By: William F. Connors

Title: Vice President

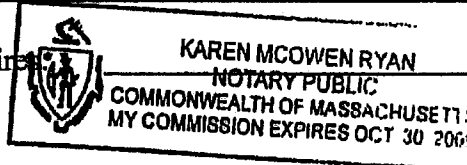
Signature: William F. Connors

Before me the undersigned, a Notary Public for Norfolk County, Commonwealth State of Massachusetts, personally appeared William F. Connors (for Clean Harbors), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 12<sup>th</sup> day of November 2003.

(Signature:) [Handwritten Signature]

(SEAL)

My Commission Expires



(Emergency Services Contract 10/03)

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

Exhibit to Emergency Environmental Services Agreement

**EXHIBIT 12.1.b**

**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by Cliff Berry, Inc., will serve as documentation that **TransMontaigne Operating Company, LP** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

**Cliff Berry, Inc. (CBI)**

By: Cliff Berry, II.

Title: Chief Executive Officer

Signature: *[Handwritten Signature]*

Before me the undersigned, a Notary Public for Broward County, State of Florida, personally appeared Cliff Berry, II (for CBI), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 21st day of JANUARY 2016.

(Signature:) *[Handwritten Signature]*

(SEAL)



My Commission Expires: \_\_\_\_\_

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

(Emergency Services Contract, Jan-16)

Exhibit to Emergency Environmental Services Agreement

EXHIBIT 12.1.b

**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by **Diversified Environmental Services, Inc.**, will serve as documentation that **TransMontaigne Inc.** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

**Diversified Environmental Services, Inc.**

BY: Eugene R. Russel

Title: Vice President

Signature: Eugene Russel

Before me the undersigned, a Notary Public for Hillsborough County, State of FLORIDA, personally appeared EUGENE RUSSEL (for DES), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 23 day of JUNE 2005

(Signature:) Elisabeth A. Collier

(SEAL) 

My Commission Expires: August 11, 2008

(Emergency Services Contract 06/05)

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

Exhibit to Emergency Environmental Services Agreement

EXHIBIT 12.1.b

**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by **Moran Environmental Recovery**, will serve as documentation that **TransMontaigne Inc.** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

**Moran Environmental Recovery (Moran)**

By: Luis Pereira

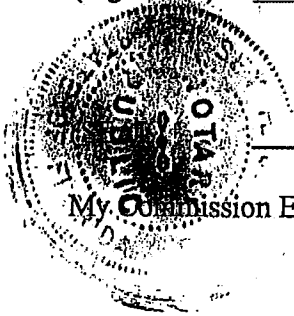
Title: Executive Vice President

Signature: *Luis Pereira*

Before me the undersigned, a Notary Public for Duval County, State of Florida, personally appeared Luis Pereira (for Moran), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 29<sup>th</sup> day of June 2005.

(Signature):

*Posey H. Jenkins*



Posey H Jenkins  
My Commission DD088883  
Expires June 20, 2008

My Commission Expires: \_\_\_\_\_

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

(Emergency Services Contract 06/05)

Exhibit to Emergency Environmental Services Agreement

EXHIBIT 12.1.b

**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by **SWS Environmental Services (SWS)**, will serve as documentation that **TransMontaigne Operating Company, LP (TOCLP)** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

**Contractor Name: SWS Environmental Services**

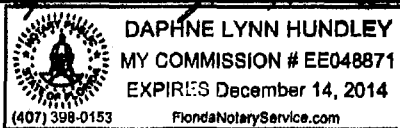
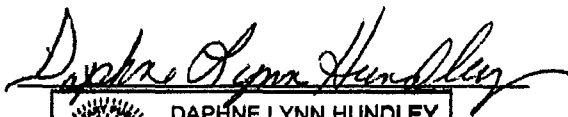
By: James Weber, Jr.

Title: Chief Executive Officer

Signature: \_\_\_\_\_

Before me the undersigned, a Notary Public for Bay County, State of Florida, personally appeared James Weber, Jr. (for SWS), and she being first duly sworn by me upon her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 15th day of May 2012.

(Signature:)



(SEAL)

My Commission Expires:

12/14/2014

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Sections 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

(Emergency Services Contract 01/12)



ATTACHMENT W

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
SOUTHEAST DISTRICT  
3301 Gun Club Rd., MSC 7210-1  
West Palm Beach, FL 33406

TERMINAL FACILITY  
DISCHARGE PREVENTION AND RESPONSE CERTIFICATE

---

Issue to: **TransMontaigne-Port Everglades North Terminal**

County: Broward County

Address: 2401 Eisenhower Blvd.  
Ft. Lauderdale, FL 33316

Date: 1/25/2018

This Discharge Prevention and Response Certifies that the holder has demonstrated to the department satisfactory pollutant discharge containment and cleanup capabilities to Section 376.065, Florida Statutes.

Issued by: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Calvin Williams", is written over a horizontal line.

Calvin Williams, Environmental Specialist  
Florida Department of Environmental Protection  
Southeast District Office  
3301 Gun Club Rd., MSC 7210-1  
West Palm Beach, FL 33406

Expires: Twelve (12) months after the date of issuance.





①

**Florida Department of Environmental Protection**  
Twin Towers Office Bldg • 2600 Blair Stone Road • Tallahassee, Florida 32399-2400

**Division of Waste Management**  
**Discharge Prevention and Response Certificate Inspection**

<b>A. FACILITY INFORMATION</b>		Inspection Date: <u>1/25/18</u>
DEP Facility ID: <u>8942883</u>	County: <u>Broward</u>	Submerged Land Lease #: _____
DEP District: _____	Facility Name: <u>Transmontage - Port Everglades - North Term.</u>	
Location Address: <u>2401 Eisenhower Blvd,</u>	Mailing Address: <u>Same</u>	
City: <u>Ft. Lauderdale</u> Zip: <u>33316</u>	City: _____ Zip: _____	
Business Phone: <u>(954) 525-4261</u>	Emergency Phone: <u>(954) 355-4245</u>	
Owner Name: <u>Transmontage Terminals LLC</u>	Emergency Phone: <u>(941) 737-9016</u>	
Manager Name: <u>Casly Brown</u>	Emergency Phone: ( ) _____	

1. Type of Terminal Facility:  Bulk Product Storage  Marine Fueler  Inland Watercraft Fueling  Other Commercial  Bunkering

2. Facility has stationary storage tanks on site regulated by Chapter 62-761 or 62-762 F.A.C.  YES  NO

21

Number of tanks	Pollutant Type	Diesel / Gallons	Heavy Oil / Gallons	Lube Oil Gallons	Waste Oil Gallons	Other / Gallons	All Pollutants Total Gallons
<u>46</u>	Aboveground tanks	<u>8,376,882</u>	<u>31,128,888</u>			<u>664,198,955</u>	<u>40,169,725</u>
	Underground tanks						
	Non DEP regulated						
	Total Capacity	<u>8,376,882</u>	<u>31,128,888</u>				<u>40,169,725</u>

3. Type of bunkering operations conducted by facility:  Vessel to Vessel  Truck to Vessel  Other  No Bunkering

Vehicle/Vessel	Description	License/DOC #	Capacity - gallons	Pollutant type
<input type="checkbox"/> Vehicle	<u>N/A</u>	<input type="checkbox"/> License: _____		
<input type="checkbox"/> Vessel		<input type="checkbox"/> DOC: _____		
<input type="checkbox"/> Vehicle		<input type="checkbox"/> License: _____		
<input type="checkbox"/> Vessel		<input type="checkbox"/> DOC: _____		
<input type="checkbox"/> Vehicle		<input type="checkbox"/> License: _____		
<input type="checkbox"/> Vessel		<input type="checkbox"/> DOC: _____		
<input type="checkbox"/> Vehicle		<input type="checkbox"/> License: _____		
<input type="checkbox"/> Vessel		<input type="checkbox"/> DOC: _____		
Total capacity of all vehicle/vessels				
Total capacity for facility, including all tanks, vehicles and vessels				

**B. TRANSFER EQUIPMENT**

	YES	NO	N/A
4 Transfer hoses are maintained in good condition.			
5 Hose/nozzle connections are maintained in good condition and do not leak.			
6 Fittings, clamps, and bands are maintained in good condition and securely attached to hose.			
7 Delivery connections and nozzles are maintained properly.			
8 Emergency shut down devices are present.			

continued



Discharge Prevention and Response Certificate Inspection, page 2

**B. TRANSFER EQUIPMENT - continued**

		YES	NO	N/A
9	The person in charge of transfer, or the designee, remains in the proximity of, and has immediate access to the emergency shutdown device during all transfers.	✓		
10	All product dispensing equipment is properly installed with safety impact valves, and maintained properly.	✓		
11	When product being transferred is "heavy oil", pre-booming is accomplished prior to transfer.	✓		

**C. DISCHARGE CONTINGENCY PLAN**

12	Facility has a discharge contingency plan that is site-specific for reporting discharges and detailing the methods, means, and equipment to be used in the removal of pollutants in the event of a discharge which enters or threatens to enter waters of the state.			
	<input checked="" type="checkbox"/> The discharge contingency plan is written in compliance with the Federal Oil Pollution Act of 1990, Section 4202 requirements, and documented by letter from the Florida Coast Guard.			
	<input checked="" type="checkbox"/> The discharge contingency plan details the requirements for facilities that store a minimum of 10,000 gallons of pollutants, or that service vessels that store (as fuel or cargo) a minimum of 10,000 gallons of pollutants.			
	<input type="checkbox"/> The discharge contingency plan details the requirements for facilities that store less than 10,000 gallons of pollutants, or that service vessels that store (as fuel or cargo) less than 10,000 gallons of pollutants.			
	<input type="checkbox"/> None			

		YES	NO	N/A
13	The DCP was made available to the inspector upon request.	✓		
14	The DCP was revised within 30 days of the last significant change affecting the facility's discharge response preparedness or capability.	✓		
15	The facility owner/operator has provided for annual spill response training for all personnel identified in the discharge contingency plan.	✓		
16	The facility owner/operator has provided for annual review, or upon revision, of the discharge contingency plan by all personnel identified in the plan.	✓		
17	Records of the annual spill response training and the annual contingency plan review are kept at the facility, and are available to the inspector upon request.	✓		

**D. CONTAINMENT**

18. Source of containment equipment is:  
 Ownership  Leased  Member of an approved Discharge Control Organization  None  
 Contractor name (if not ownership): \_\_\_\_\_  
 Date of contract commencement: 2/28/04 Date of contract expiration: 2/28/05

		YES	NO	N/A
19	Facility personnel are familiar with notification procedures in the event of a discharge.	✓		
20	Facility personnel are trained in proper boom deployment.	✓		
21	A current written agreement/contract with a third party contractor was available for inspector's review upon request.	✓		

22. Attach or list all prevention, containment, and removal equipment (including location) to which the facility has access within 1000 feet after discovery of discharge.

Pumps  
Booms  
Shovels  
Ropes

continued

3

Discharge Prevention and Response Certificate Inspection, page 3

D. CONTAINMENT - continued

23 Length of the largest vessel docking at or providing service from this facility is 1175 feet.  
 a. Length of largest vessel X by 50 feet.  
 24 The approximate pollutant capacity (oil and cargo) of the largest vessel docking at or providing service from this facility is (check one)  greater than  less than 10,000 gallons N/A

	YES	NO	N/A
25 Does facility have containment equipment measuring a minimum of this length?	✓		
26 Can this facility begin deployment of required containment equipment on the water within one hour after discovery of discharge?	✓		

E. CLEANUP

	YES	NO	N/A
27 Does this facility have access to additional equipment to clean up a minimum 10,000 gallon pollutant discharge, within a reasonable time of four hours, established by Rule 16N-16.032(3), F. A. C.?	✓		
28 Does the additional equipment meet all minimum requirements as established by Rule 16N-16.034, F.A.C.?	✓		

29 Source of cleanup equipment is:  
 Ownership  Contract  Membership in Approved Discharge Cleanup Organization  
 30 Cleanup equipment is stored at: SEP, 2501 Clear Lake Rd, Dec -  
ESB - 251 Pine Grove Rd, Jacksonville, 32204

F. FACILITY COMPLIANCE REVIEW COMMENTS

Detail equipment condition, discharge contingency plan deficiencies, evidence of product spillage or leakage, and/or visual signs that indicate seepage of product into the water from the area.

None - all seems to be in order.

Discharge Prevention and Response Certificate Number: N/A issued 1/25/2018  
 Time expended for facility inspection, including travel: 8 hours

**THIS DISCHARGE PREVENTION AND RESPONSE INSPECTION IS CONDUCTED UNDER THE AUTHORITY OF FLORIDA STATUTE 376.07**

The undersigned Terminal Facility Representative acknowledges receipt of a copy of this inspection, including all discrepancies requiring correction. The representative further acknowledges that any significant change in facility equipment inventory levels or availability, or contractual discharge response arrangements must be reported to the Florida Department of Environmental Protection. Operation of a terminal facility without a valid discharge prevention and response certificate, or the subsequent violation of the terms or requirements of such certification, is a noncriminal infraction. The penalty for each infraction is \$500.00.

Terminal Facility Representative Name: Cathy Browner SEP Inspector Name: Colin Williams  
 Signature: Cathy Browner Date: 1/25/2018 Signature: Colin Williams Date: 1/25/2018

- Northwest District  
160 Governmental Center Blvd.  
Panama City, FL 32501  
904-444-8300
- Northeast District  
7825 Baymeadows Way,  
Suite B200  
Jacksonville, FL 32207  
904-448-4300
- Central District  
3319 Maguire Blvd.,  
Suite 232  
Orlando, FL 32803  
407-694-7555
- Southwest District  
3804 Coconut Palm Drive  
Tampa, FL 33619  
813-744-8100
- Southeast District  
400 North Congress Ave.,  
Fort Myers, FL 33901  
561-881-6600
- South District  
2285 Victoria Ave.,  
Suite 364  
Fort Myers, FL 33901  
941-332-6975
- Marathon Branch Office  
2798 Overseas Hwy.,  
Suite 221  
Marathon, FL 33050  
305-289-2310



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STORAGE TANK REGISTRATION PLACARD  
2018-2019**

STCM ACCOUNT: 54955  
FACILITY ID: 8942883

PLACARD NO: 540422

PLACARD ISSUED: 06/29/2018

PLACARD EXPIRES: 06/30/2019

FACILITY: TRANSMONTAIGNE-PORT EVERGLADES-N TERMNL  
2401 EISENHOWER BLVD  
FORT LAUDERDALE FL 33316 3062 BROWARD COUNTY

FACILITY TYPE: Bulk Product Terminal Facility

TANK SYSTEMS REGISTERED: 46

ACCOUNT OWNER: TRANSMONTAIGNE TERMINALS LLC  
2401 EISENHOWER BLVD PO BOX 13124 ATTN: MARIE MANIGAT  
FORT LAUDERDALE FL 33316

HASH: B1QR111-ERVRII

The Storage Tank Registration placard must be posted at the facility.  
It must be placed out of the weather and in plain view of inspectors entering the facility.

Under Section 376.3077, Florida Statutes, it is unlawful to deposit motor fuel into a stationary storage tank system that requires registration unless proof of valid registration is displayed at the facility.

Acceptance of this placard constitutes agreement to operate the registered tanks in compliance with applicable Statutes and Department Rules.

DEPARTMENT OF ENVIRONMENTAL PROTECTION IS ON THE INTERNET

The Web address for DEP is <https://floridadep.gov>

You can access the Storage Tank Website by using <https://floridadep.gov/waste/permitting-compliance-assistance/content/storage-tank-compliance>.  
Look under the "Storage Tank Compliance Quick Links" section to find the links to storage tank rules, forms, database reports and program information.

CONTACT TANK REGISTRATION BY:

EMAIL - [TankRegistration@dep.state.fl.us](mailto:TankRegistration@dep.state.fl.us)  
PHONE - (850) 245-8839



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 4  
ATLANTA FEDERAL CENTER  
61 FORSYTH STREET  
ATLANTA, GEORGIA 30303-8960  
MAY 30 2014

Andy McClish  
Environmental Coordinator  
TransMontaigne Terminaling, Inc.  
200 Mansell Court, East Suite 600  
Roswell, Georgia 30076

**Subject: Approval of Facility Response Plan  
TransMontaigne, Port Everglades North – Fort Lauderdale, Florida  
(FRP04FL367)**

Dear Mr. McClish:

The U.S. Environmental Protection Agency (EPA) received the requested documentation for the above facility. Based on this documentation and the field inspection on February 25, 2014, **EPA grants approval of your Facility Response Plan (FRP)**, indefinitely. This is based upon the requirement set forth in Section 311 of the Clean Water Act, as amended by the Oil Pollution Act of 1990 (OPA), and regulations pursuant to 40 CFR Part 112.

EPA reserves the right to rescind approval if the owner or operator cannot demonstrate continued compliance with the requirements of OPA. Revisions to your FRP must be submitted to EPA within 60-days for each facility change that materially may affect the response to a worst case discharge. Furthermore, be advised that all FRP regulated facilities are subject to government initiated "unannounced drills" as required by Section 311(j)(7) of the Clean Water Act, as amended by OPA.

Please contact me at (404) 562-8752 or [Walden.Ted@epa.gov](mailto:Walden.Ted@epa.gov) should you have any questions regarding this correspondence.

Sincerely,

A handwritten signature in black ink that reads "Ted Walden".

Ted Walden  
On-Scene Coordinator  
Emergency Response and Removal Branch

TW/jsc

Rick Scott  
Governor

Carlos Lopez-Cantera  
Lt. Governor

Noah Valenstein  
Secretary



## Florida Department of Environmental Protection

Marjory Stoneman Douglas Building  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

6/19/2018

Cliff Berry, Inc.  
Mr. Cliff Berry Sr.  
851 Eller Drive  
Fort Lauderdale, FL 33316

RE: Renewal of Certificate for Discharge Cleanup Organization

Dear Mr. Berry:

You are currently listed as an Approved Discharge Cleanup Organization (DCO) for the State of Florida. We are extending the expiration date of your DCO Certificate to **June 30, 2019**. Please notify this office of any significant changes in your capabilities as a DCO, as well as, changes in addresses, phone numbers, or contacts.

Retain a copy of this letter with your most current DCO certificate as evidence of your certification status. If you have any questions, or wish to provide updates, please contact Mr. Shane Gibbs at (850) 245-2872 or via email at [Shane.Gibbs@dep.state.fl.us](mailto:Shane.Gibbs@dep.state.fl.us). You may also contact your District Emergency Response Manager to address any questions or issues regarding this program.

Sincerely,

A handwritten signature in black ink, appearing to read "John Johnson", is written over a light gray rectangular background.

John Johnson, Director  
Office of Emergency Response

**APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT**

Port Everglades North Terminal

September 2004

© Technical Response Planning Corporation 2004

**APPENDIX B**

**CONTRACTOR RESPONSE EQUIPMENT**

**B.1 Cooperatives and Contractors**

**B.1.1 OSRO Classification**

**Figure B.1-1 - Evidence of Contracts (USCG Classified)**

**APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT**

Port Everglades North Terminal      September 2004      © Technical Response Planning Corporation 2004

**B.1 COOPERATIVES AND CONTRACTORS**

The Company has contracted Oil Spill Removal Organizations (OSROs) to provide personnel and equipment in the event of a spill. The classification, response capabilities and equipment are described below.

**B.1.1 OSRO Classification**

The OSRO classification process was developed by the U.S. Coast Guard (USCG) to provide guidelines to enable USCG and plan preparers to evaluate an OSRO's potential to respond to oil spills. Plan holders that utilize USCG classified OSRO services are not required to list response resources in their plans.

<b>USCG CLASSIFICATION DEFINITIONS</b>	
<ul style="list-style-type: none"> <li>● MM - Maximum Most Probable Discharge (MMPD) Classification</li> </ul>	<p>Only resources located at equipment sites capable of being mobilized and enroute to the scene of a spill within 2 hours of notification are counted toward MM and W1 classifications.</p>
<ul style="list-style-type: none"> <li>● W1 - Worst Case Discharge Tier 1 Classification</li> </ul>	
<ul style="list-style-type: none"> <li>● W2 - Worst Case Discharge Tier 2 Classification</li> </ul>	<p>Any type resource, owned or contracted, dedicated or non-dedicated is allowed for W2 and W3 classification.</p>
<ul style="list-style-type: none"> <li>● W3 - Worst Case Discharge Tier 3 Classification</li> </ul>	



APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT

Port Everglades North Terminal      September 2004      © Technical Response Planning Corporation 2004

The following is a listing of the USCG classified OSROs within this Zone that may respond to incidents covered by this Plan. For a detailed listing of USCG classified OSROs and other contractors, refer to FIGURES 3.4-1 and 7.1-1.

OSRO	APPLICABLE COPT ZONE (S)	USCG CLASSIFICATIONS								RESPONSE TIME
		Facilities				Vessels				
		MM	W1	W2	W3	MM	W1	W2	W3	
Clean Harbors Environmental Services, Inc. Miramar, FL	Miami									1 hour(s)
		River/Canal			✓	✓	✓	✓	✓	
		Inland			✓	✓	✓		✓	
		Open Ocean								
		Offshore								
		Nearshore								
Cliff Berry, Inc. Port Everglades, FL	Miami									1 hour(s)
		River/Canal	✓				✓			
		Inland	✓	✓	✓	✓	✓	✓	✓	
		Open Ocean								
		Offshore								
		Nearshore	✓				✓			
Diversified Environmental Service, Inc. Tampa, FL	St. Petersburg									5 hour(s)
		River/Canal	✓				✓			
		Inland	✓				✓			
		Open Ocean								
		Offshore								
		Nearshore								
Moran Environmental Recovery Atlantic Beach, FL	Jacksonville									6 hour(s)
		River/Canal	✓	✓	✓	✓	✓	✓	✓	
		Inland	✓	✓	✓	✓	✓	✓	✓	
		Open Ocean								
		Offshore								
		Nearshore								
SWS Environmental Services Ft. Lauderdale, FL	Miami									1 hour(s)
		River/Canal	✓	✓	✓	✓	✓	✓	✓	
		Inland	✓	✓	✓	✓	✓	✓	✓	
		Open Ocean								
		Offshore								
		Nearshore								
Great Lakes										

## APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT

Port Everglades North Terminal

September 2004

© Technical Response Planning Corporation 2004

The following response contractors are retained by the Company, for response within this Plan area:

- American Compliance Technologies (ACT)  
3681 West Oakland Park Blvd.  
Ft. Lauderdale, FL  
33311

Equipment lists and evidence of contracts for the above listed contractors are maintained at the Company's Corporate Offices and are available upon request. **FIGURE 7.1-1** identifies non-USCG certified response contractor equipment lists and response times.

APPENDIX B - CONTRACTOR RESPONSE EQUIPMENT

Port Everglades North Terminal      September 2004      © Technical Response Planning Corporation 2004

**FIGURE B.1-1 - EVIDENCE OF CONTRACTS AND EQUIPMENT LISTS**

<b>Contract</b>	<b>Equipment List</b>
• <u>American Compliance Technologies (ACT), Ft. Lauderdale,FL</u>	
• <u>Clean Harbors Environmental Services, Inc., Miramar,FL</u>	
• <u>Cliff Berry, Inc., Port Everglades,FL</u>	
• <u>Diversified Environmental Service, Inc., Tampa,FL</u>	
• <u>Moran Environmental Recovery, Atlantic Beach,FL</u>	
• <u>SWS Environmental Services, Ft. Lauderdale,FL</u>	

Exhibit to Emergency Environmental Services Agreement

**EXHIBIT 12.1.b**

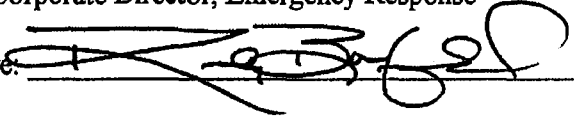
**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by **American Compliance Technologies, Inc.**, will serve as documentation that **TransMontaigne Operating Company, LP** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

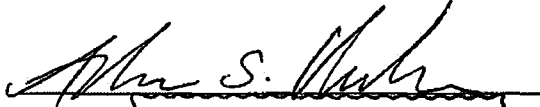
**American Compliance Technologies, Inc. (ACT)**

By: Randall L. Barfield

Title: Corporate Director, Emergency Response

Signature: 

Before me the undersigned, a Notary Public for Polk County, State of Florida, personally appeared Randall Barfield (for ACT), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 26 day of June 2008.

(Signature:) 

(SEAL) 

My Commission Expires: \_\_\_\_\_

**Note: This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."**

**(Emergency Services Contract, Jun-08)**

Exhibit to Emergency Environmental Services Agreement

EXHIBIT 12.1.b

ACKNOWLEDGEMENT OF AGREEMENT

This document, when signed and notarized by Clean Harbors Environmental Services, Inc., will serve as documentation that TransMontaigne Product Services Inc. has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

Clean Harbors Environmental Services, Inc.

By: William F. Connors

Title: Vice President

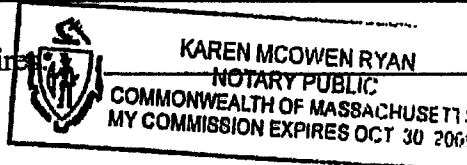
Signature: William F. Connors

Before me the undersigned, a Notary Public for Norfolk County, Commonwealth State of Massachusetts, personally appeared William F. Connors (for Clean Harbors), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 12<sup>th</sup> day of November 2003.

(Signature:) [Handwritten Signature]

(SEAL)

My Commission Expires



(Emergency Services Contract 10/03)

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

Exhibit to Emergency Environmental Services Agreement

**EXHIBIT 12.1.b**

**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by Cliff Berry, Inc., will serve as documentation that **TransMontaigne Operating Company, LP** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

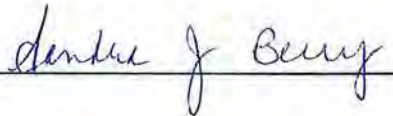
**Cliff Berry, Inc. (CBI)**

By: Cliff Berry, II.

Title: Chief Executive Officer

Signature: 

Before me the undersigned, a Notary Public for Broward County, State of Florida, personally appeared Cliff Berry, II (for CBI), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 21st day of JANUARY 2016.

(Signature:) 

(SEAL)



My Commission Expires: \_\_\_\_\_

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

(Emergency Services Contract, Jan-16)

Exhibit to Emergency Environmental Services Agreement

EXHIBIT 12.1.b

**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by **Diversified Environmental Services, Inc.**, will serve as documentation that **TransMontaigne Inc.** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

**Diversified Environmental Services, Inc.**

BY: Eugene R. Russel

Title: Vice President

Signature: Eugene Russel

Before me the undersigned, a Notary Public for Hillsborough County, State of FLORIDA, personally appeared EUGENE RUSSEL (for DES), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 23 day of JUNE 2005

(Signature:) Elisabeth A. Collier

(SEAL) 

My Commission Expires: August 11, 2008

(Emergency Services Contract 06/05)

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

Exhibit to Emergency Environmental Services Agreement

EXHIBIT 12.1.b

**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by **Moran Environmental Recovery**, will serve as documentation that **TransMontaigne Inc.** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

**Moran Environmental Recovery (Moran)**

By: Luis Pereira

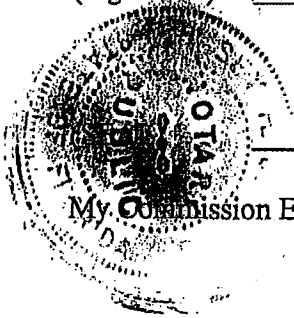
Title: Executive Vice President

Signature: *Luis Pereira*

Before me the undersigned, a Notary Public for Duval County, State of Florida, personally appeared Luis Pereira (for Moran), and s/he being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 29<sup>th</sup> day of June 2005.

(Signature):

*Posey H. Jenkins*



Posey H Jenkins  
My Commission DD088883  
Expires June 20, 2008

My Commission Expires: \_\_\_\_\_

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Items 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

(Emergency Services Contract 06/05)



Exhibit to Emergency Environmental Services Agreement

EXHIBIT 12.1.b

**ACKNOWLEDGEMENT OF AGREEMENT**

This document, when signed and notarized by **SWS Environmental Services (SWS)**, will serve as documentation that **TransMontaigne Operating Company, LP (TOCLP)** has secured arrangements for obtaining a response contractor under the Oil Pollution Act of 1990.

**Contractor Name: SWS Environmental Services**

By: James Weber, Jr.

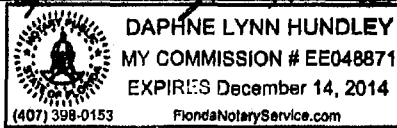
Title: Chief Executive Officer

Signature: \_\_\_\_\_

Before me the undersigned, a Notary Public for Bay County, State of Florida, personally appeared James Weber, Jr. (for SWS), and she being first duly sworn by me upon her oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 15th day of May 2012.

(Signature:)

*Daphne Lynn Hundley*



(SEAL)

My Commission Expires:

12/14/2014

**Note:** This agreement constitutes an "evergreen" contract, meaning that (as provided in Sections 5 and 11) "it shall continue in force until terminated by either party by giving thirty (30) days' written notice to the other party of such termination..."

(Emergency Services Contract 01/12)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

### Detail by Entity Name

Foreign Limited Liability Company  
TRANSMONTAIGNE TERMINALS L.L.C.

#### Filing Information

<b>Document Number</b>	M05000002293
<b>FEI/EIN Number</b>	06-1745985
<b>Date Filed</b>	05/02/2005
<b>State</b>	DE
<b>Status</b>	ACTIVE
<b>Last Event</b>	LC NAME CHANGE
<b>Event Date Filed</b>	10/24/2008
<b>Event Effective Date</b>	NONE

#### Principal Address

1670 BROADWAY, SUITE 3100  
DENVER, CO 80202

#### Mailing Address

1670 BROADWAY, SUITE 3100  
DENVER, CO 80202

#### Registered Agent Name & Address

C T CORPORATION SYSTEM  
1200 SOUTH PINE ISLAND ROAD  
PLANTATION, FL 33324

#### Authorized Person(s) Detail

##### **Name & Address**

Title MGR

FULLER, ROBERT T  
1670 BROADWAY, SUITE 3100  
DENVER, CO 80202

Title MGR

BOUTIN, FREDERICK W  
1670 BROADWAY, #3100  
DENVER, CO 80202

Title MGR

HAMMELL, MICHAEL A  
 1670 BROADWAY, #3100  
 DENVER, CO 80202

**Annual Reports**

Report Year	Filed Date
2016	05/03/2016
2017	04/25/2017
2018	01/31/2018

**Document Images**

<a href="#">01/31/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/25/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/03/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/27/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/23/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/24/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/15/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/07/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/08/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/16/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/24/2008 -- LC Name Change</a>	<a href="#">View image in PDF format</a>
<a href="#">03/14/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/08/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/02/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/02/2005 -- Foreign Limited</a>	<a href="#">View image in PDF format</a>