

1.0 Purpose:

To provide a consistent instruction plan and course of action to take when a Location Request is received from “Louisiana One Call” at the Terminal for DOT regulated pipelines.

2.0 Scope:

“Louisiana One Call” system was established for the purpose of overseeing the operation of an Underground Plant Damage Prevention System which receives and distributes “Notice of Excavations” and reports such activities to appropriate companies/personnel.

This number is 1-800-272-3020.

3.0 References:

DOT Regulations 49 CFR 192.614 (b); Article I (by-laws) of DOTTIE Systems, Inc.; Louisiana Prevention Law (Act 923) R.S. 40:1749 July 26, 1988.

4.0 Definitions:

“**Damage**” - means any defacing, scraping, gouging, breaking, cutting, or displacement of, impact upon or removal of an underground facility or utility or its means of primary support.

“**Demolition**” - means the total or partial wrecking, razing, rendering, moving, or removing of any building or structure, movable or immovable.

Approved: _____ **Signature on File** _____ **Date:** _____
Manager Safety, Health, and Environmental

Approved: _____ **Signature on File** _____ **Date:** _____
Environmental Manager

“**Emergency**” - any abnormal condition which endangers life or property including the interruption of vital services.

“**Excavation or excavate**” - means any operation for the purpose of movement or removal of earth, rock or other materials in or on the ground by the use of powered or mechanical or manual means including: pile driving, digging, blasting, auguring, boring, back filling, dredging, compressing, plowing, trenching, ditching, tunneling, grading, and mechanical probing.

“**Excavator**” - person or persons engaged in excavation activities.

“**Operator**” - for the purpose of this procedure, is Your Company, Houston Texas.

“**Service line or lines**” - means underground facilities or utilities which provide power, gas, communication or water capabilities to a building or structure or buildings or group or structures.

Required Color Codes for Markings:

RED	Electric, Power Lines, Cables, Conduit, Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum, Gaseous Materials
ORANGE	Communications, Alarm or Signal Lines, Cable television, Conduit
BLUE	Water, Irrigation, Slurry Lines
GREEN	Sewers, Drain Lines
WHITE	Proposed Excavation
PINK	Temporary Survey Marking

5.0 Responsibilities:

It shall be the responsibility of all employees who have been trained in this procedure to strictly adhere to its provisions.

5.1 DOT Coordinator -

5.1.1 Shall provide management support in placing the “Louisiana One Call” system in operation and providing the budget support.

5.1.2 Shall provide a mechanism to conduct an annual audit of this procedure on the “Louisiana One Call” system.

5.1.3 Shall maintain a file of “Louisiana One Call” records for Vista’s DOT regulated pipelines.

5.2 Ethylene Terminal Manager or Designee - shall have the responsibility for coordinating the “Louisiana One Call” activities and supervising any excavation activities in regard to Company’s underground ethylene pipelines.

5.3 Unit Manager or Designee - shall have the responsibility for coordinating the “Louisiana One Call” activities and supervising any excavation activities in regard to Company’s underground DOT pipeline(s) in their unit.

5.4 Project/Technology Engineers - shall have the responsibility to inform and utilize the “Louisiana One Call” system of any excavation activity involving DOT regulated pipelines to be performed by COMPANY minimum of 7 days in advance of the activity.

6.0 Procedure:

6.1 The “Louisiana One Call” telephone system and receiver is located at the Ethylene Terminal and monitored 24 hours a day.

6.2 Location Requests from the “Louisiana One Call” system shall be reviewed by the Ethylene Terminal Manager or designee daily for intended excavation that could effect the pipelines. If the Ethylene Terminal Manager receives a “Louisiana One Call” Location Request that involves an underground line from the Company Lake Charles Chemical Complex, the Ethylene Terminal Manager shall refer the information to the Unit Manager of the affected pipeline the same

day the location request was received. Location Requests should be received 2 to 5 days in advance of excavations.

6.2.1 The 2 to 5 days advanced notice of excavation required under R.S. 40:1749.13 shall not apply to emergency excavation to decrease damage to life, health, or property. Oral notice of the emergency excavation shall be given as soon as practicable to the Louisiana One Call Center or each affected operator, and if necessary, emergency assistance shall be requested from each operator in locating and providing immediate protection to its underground facilities.

6.3 After having received the Location Request from the Louisiana One Call Center of an intent to excavate, the Ethylene Terminal/Unit Manager or designee, shall supply, prior to the proposed excavation, the following information to the person responsible for the excavation:

6.3.1 The approximate location and type of all of its underground facilities which may be damaged as a result of the excavation or demolition.

6.3.2 Contact person and a specific telephone number for the excavators to call.

6.3.3 The Ethylene Terminal/Unit Manager or designee shall mark at excavation locations with “High Visibility Safety Yellow” markings (paint or tape) with company name and telephone number to call in case of emergency.

6.3.4 The markings should be deemed good as long as visible, but no longer than twelve (12) calendar days, including weekends and holidays, from the “mark by” time.

6.3.4.1 The “mark by” time is the date and time provided by the Louisiana One Call Center, by which is required to mark the location, or provide information, to enable an excavator, using reasonable or prudent means, to determine the approximate location of the pipeline.

6.3.4.2 The “mark by” time is provided on all Location Requests, except for emergency calls.

6.3.4.3 When markers are no longer visible, or if twelve (12) days from the “mark by” time has elapsed, a new marker may be requested through the Louisiana One Call Center. A new ticket number will be issued, and 48 hours must be allowed for new markings to take place.

6.4 The Ethylene Terminal/Unit Manager or designee shall be present when any excavation activity begins that could directly effect 's pipelines. He/she shall remain at the excavation site until the pipeline has been uncovered. He/she shall have in their possession a means of communicating to Vista or the Ethylene Terminal in case of an emergency.

6.5 Emergency Notification may be received by telephone directly to the Ethylene Terminal/Unit Manager or designee of immediate excavation activities. The Ethylene Terminal/Unit Manager or designee shall adhere to 6.2.1 of this procedure.

6.6 Location Requests received by the Terminal/Unit Manager that affect company's pipeline(s) shall be filed in the DOT file along with a description of actions taken by the Terminal/Unit Manager noting steps to identify the pipeline and the date identified. This file shall be maintained at the Ethylene Terminal or unit with copies sent to the DOT Coordinator to be filed in the DOT central file. The Location Requests are required to be maintained for a minimum of 3 years or the lifetime of the pipeline.

6.7 **Construction:**

6.7.1 Project/Technology Engineers shall notify “Louisiana One Call” system at **1-800-272-3020** of any excavation activities the company plans to perform, a minimum of 7 days before the activities begins.

- 6.7.2 If the digging is part of a large project, only provide information regarding the work to be performed within the next 2 or 3 days. If work progresses on schedule, then call in another request for the next 2 to 3 days of work. A call to the Louisiana One Call Center should be a daily work activity for large projects. If less than a 48-hour notice is provided, members will have difficulty scheduling the marking activity.

On all Location Requests except for emergencies, the Louisiana One Call operator will advise the caller that the marking should take place within 48 hours.

- 6.7.3 The following information is required when calling the Louisiana One Call Center for excavation notification:

- 6.7.3.1 Name and telephone number and a contact person;
- 6.7.3.2 The date and time the digging is scheduled to begin;
- 6.7.3.3 Whether the work location is within the city limits or in the parish;
- 6.7.3.4 The address and/or a description of the work site location;
- 6.7.3.5 The name and/or numbers of the nearest intersecting roadway to the work site. (Street intersections are the primary reference points used to identify the area in which the digging will take place and the Louisiana One Call members to be notified);
- 6.7.3.6 The distance and direction of the work site from the nearest intersection;
- 6.7.3.7 Advise the operator if the digging activity will parallel a roadway. If it does, indicate the starting point and the direction in which the work will proceed and for what distance;

- 6.7.4 Once the Louisiana One Call operator receives information, the caller will be given a location request number. (Retain the location request number for future references). It is proof of your call to Louisiana One

Call. Should someone have to call back for any reason to check on a ticket, the operator will need the request number to locate their information file. These records must be kept for a minimum of 3 years or for the life of the pipeline. The Louisiana One Call organizations with buried lines in the vicinity of the work will be identified and sent a copy of the information as provided by the caller. The operator will provide the names of the utility companies and pipeline companies which Louisiana One Call will notify, if the caller would like this information.

6.7.5 If the advanced notice has been given, the Louisiana One Call members involved should have their lines marked before the digging is scheduled to begin.

6.7.5.1 When markers are no longer visible, or if twelve (12) days from the “mark by” time has elapsed, a new marking should be requested through the Louisiana One Call Center. In this case, you should call the Center ten (10) days from the original “mark by” time date because a new ticket number will be issued and 48 hours must be allowed for new markings to take place.

6.7.5.2 shall take all reasonable and prudent means, within common industry practice, to maintain all underground facilities or utility markers.

6.7.6 If a specific Louisiana One Call System utility has a buried line in the area, but a marking was not provided within the 48 hours as requested, contact the Louisiana One Call Center for assistance before digging. Louisiana One Call personnel will again notify the utility and advise them that the contractor is ready to dig.

6.7.7 If your digging activity will be in conflict with a line which is not covered by the Louisiana One Call System, you must notify that company or political entity directly.

7.0 Training:

7.1 All operators at the Ethylene Terminal and units within the Company Lake Charles Chemical Complex that have DOT regulated pipelines, shall be trained at initial employment and once every two years thereafter.

7.2 Records of training shall be maintained by the DOT Coordinator to be filed in the DOT files under Safety and Training Records.

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ENGINEERING SERVICES, LP

HOUSTON, TEXAS

"LOUISIANA ONE CALL"

ENGINEERING PROCEDURE

COMPANY
LAKE CHARLES CHEMICAL COMPLEX
LOUISIANA ONE CALL
LOCATION REQUEST

DATE: _____ TIME: _____

PERSON RECEIVING CALL: _____

PHYSICAL ADDRESS OF EXCAVATION: _____

ADDITIONAL INFORMATION ON LOCATION:

REASON FOR EXCAVATION: _____

COMMENTS (ACTION TAKEN IF ANY): _____

PERSON RESPONDING TO LOCATION
REQUEST

DOT FORM #2