



SEPCo Standards, Procedures, and Guidelines Quarterly Newsletter

June 2008

EP HSE Commitment and Policy

No harm to people and protecting the environment, as detailed in the [EP HSE Commitment & Policy](#), is a deeply held value to Shell Exploration and Production Company (SEPCo). In order to comply with this commitment and policy, SEPCo employees and contractors must meet the requirements communicated in SEPCo controlling documents located on the Standards/Procedures/Guidelines (SPG) web page at SEPCoContractor.com.

NOTE: This newsletter provides information on new and updated SEPCo HSE and Operations documents. Please forward this newsletter to others in your company who might benefit from this information.

SPG Web Page Access

Contractors can access current SEPCo HSE and Operations documents as follows:

- Visit the SEPCo Contractor HSE Home Page (<http://www.sepcocontractor.com/>).
- Click the link to Standards/Procedures/Guidelines (SPG).

A company name and password is required to access the SPG page. If you are not able to access this page or need a new password, please contact Kevin Hoffman:

- e-mail: Kevin.Hoffman@shell.com
- phone: +1 (504) 728-6099

To ensure that you receive future updates regarding SEPCo contractor standards, procedures, and guidelines, please provide Kevin Hoffman with the following information:

- Company
- Contact name
- E-Mail address
- Phone number

SPG Web Page Improvements

The SPG web page on SEPCoContractor.com is in the process of being reorganized to a more user-friendly format. One of the primary changes will involve grouping standards, procedures, and guidelines by product service line. This update is scheduled to roll out this fall.

New/Revised Documents – April-June 2008

New and revised documents published in the second quarter of 2008 are detailed below. To review content updated in revisions, refer to the awareness presentations associated with each document on the SPG page.

Title	Description	Document Custodian
New		
Onshore Piping (OPS0300)	Defines requirements for operations and maintenance activities related to piping used in Onshore SEPCo facilities.	Kent Bonertz +1 (403) 384-8667
Onshore Compressors (OPS0301)	Defines requirements for operations and maintenance activities related to compressors used in Onshore SEPCo facilities.	Kent Bonertz +1 (403) 384-8667
Onshore Storage Tanks (OPS0302)	Defines requirements for operations and maintenance activities related to storage tanks used in Onshore SEPCo facilities.	Kent Bonertz +1 (403) 384-8667
Onshore Pressure Vessels (OPS0303)	Defines requirements for operations and maintenance activities related to pressure vessels used in Onshore SEPCo facilities.	Kent Bonertz +1 (403) 384-8667
Fire Protection Standard (HSE0142)	Establishes SEPCo's philosophy for protecting people, the environment, and assets from the effects of fire and explosions, and establishes the minimum fire protection requirements to be applied to all new SEPCo Onshore and Offshore facilities.	Ramachandra Kamath +1 (281) 544-3439
Revised (see awareness presentations on SPG page for revision details)		
Transportation Worker Identification Credential Rev 0.2 (TWIC) (OPS0189)	Defines SEPCo requirements for identification of personnel through use of a Transportation Worker Identification Credential (TWIC). Use of the TWIC is part of SEPCo's plan for compliance with 33 CFR Part 106, issued by the United States Coast Guard (USCG) for the security of Outer Continental Shelf (OCS) facilities.	Rick Meyer +1 (504) 728-7132

New/Updated Documents – April-June 2008 (Continued)

Title	Description	Document Custodian
Revised (Continued)		
Incident Reporting and Follow Up Rev 1.0 (EP2005-0170)	<p>SEPCo has adopted the Global Process for Incident Reporting and Follow Up.</p> <p>For SEPCo field personnel making initial reports on incidents, a key document (also provided) to be aware of is: SEPCo: HSE0137-PR01 Incident Reporting to MMS and USCG for Gulf of Mexico OCS Operations.</p>	Theresa DiCarlo +1 (504) 728-6237
Personal Protective Equipment (PPE) Rev 0.5 (HSE0078)	<p>Sets requirements for the identification and management of routine workplace hazards through the use of Hazard Identification, Hazard Controls, and Personnel Protective Equipment.</p> <p>For tasks which involve non-routine hazards, those hazards must be identified and appropriately addressed by supplemental PPE or other means prior to initiation of work.</p>	Jeff Walter +1 (504) 728-4826
Lifting and Hoisting Rev 1.4 (OPS0055)	SEPCo's requirements for the operation, maintenance, testing, certification, inspection, and design of lifting equipment, and the competency and qualifications of individuals involved with lifting operations.	Jim McClellon +1 (504) 728-7132
Waste Management Procedures for Federal OCS Western Gulf of Mexico Rev 2.1 (HSE0131)	Updates and consolidates the numerous waste management procedures, contact numbers, and telephone numbers that apply to the OCS Western GOM.	Kristi Trail +1 (504) 728-6378
Hazard Communication (HAZCOM) Program Rev 2.0	Establishes requirements and provides a process for managing and communicating chemical hazard information as set forth in the OSHA Hazard Communication regulation. The intent is to ensure that all employees and contractors are aware of workplace chemical hazards.	Chris Daigle +1 (504) 728-6072

Contractor HSE Safety Management Process (CSMP) HSE Advisors

For questions regarding a particular document, please contact the Document Custodian listed on SEPCoContractor.com. For general contractor-related questions, please contact your CSMP HSE Advisor.

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