PRELIMINARY OPERATING PLAN

08/03/2015

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Operations Management System

Operations Procedure Manual

Proprietary Information

TERMINAL LOGISTIC SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (O.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-01

MANAGEMENT LEADERSHIP, COMMITMENT AND ACCOUNTABILITY

_____ _____

Reviewed By Approved By

Procedure Type	Date	Issued for Implementation	By	OMS Dept.
Administrative			Doc No.	
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OMS-1 LIST OF ATTACHMENTS

ELEMENT 1

MANAGEMENT LEADERSHIP, COMMITMENT AND ACCOUNTABILITY

1.0 Management provides the perspective, establishes the framework, sets the expectations and provides the resources for successful operations. Assurance of operations integrity requires management leadership and commitment visible to the organization and accountability at all levels.

1.1 This document establishes the Operations Management System (OMS), for the terminal operated by TLS, for OAKLAND TERMINAL (OAKLAND) at Berth 7 in the Port of Oakland, California. The management of the terminal will ensure that all aspects of the OMS are communicated to all employees at all levels of the organization by use of the following guidelines:

1.1.1 TLS maintains a published policy on safety, health and environment, which can be located and referred to in the TLS Safety Manual issued to each Terminal Manager. This manual shall be maintained, updated and located in the Terminal Manager's office located at 1600 Barracuda St., Terminal Island, at BERTH 7 of Oakland. Further, this facility has an Illness and Injury Prevention Program (IIPP) in place that supports OMS and is also maintained, updated and located in the Terminal Manager's office. Copies of the individual sections of the IIPP are located in File Cabinet #4 in the terminal office.

1.1.2 It shall be the policy of this terminal to comply with and be diligent in our endeavors to ensure that business objectives are consistent with TLS'S OMS, OSHA, U.S. Coast Guard, and any other state/federal government agencies involved with our normal operations. This policy shall be followed, maintained, and upgraded in accordance with TLS, safety and OMS guidelines. Any changes in any of these policies shall be forwarded to corporate for review and final approval.

1.1.3 Our OMS expectations are communicated to our employees, contractors, vendors, and all other agencies that may be included in our operations and maintenance of this facility. The OMS expectations are reviewed with the employees of this terminal on an on-going basis. It is reviewed and assessed with the employees during our weekly safety meetings. Contractors and vendors will be responsible for reviewing the TLS safety, health and environmental manuals, the IIPP, and for filling out of proper documents required by both parties. Also all subcontractors working at this terminal will have to attend TLS safety orientation (refer to Element 8). All employees and sub-contractors must be drug and alcohol free to work at this facility.

1.2 TLS has adopted a Quality Assurance Program (QAP). It is a system that commits us to giving our customer a quality service, which provides for employee safety and security, and helps provide longevity for TLS by assuring customer satisfaction.

1.2.1 As Managers of the terminal at BERTH 7, we commit to developing and following established procedures and practice. This system consists of eleven elements, which are listed below.

1. Management Leadership Commitment and Accountability
2. Risk Assessment and Management
3. Facilities Design and Construction
4. Process and Facility Information/Documentation
5. Personnel and Training
6. Operation and Maintenance
7. Management of Change
8. Third Party Services
9. Incident Investigation and Analysis
10. Community Awareness and Emergency Preparedness
11. Operations Integrity Assessment and Improvement

1.2.2 As managers of this terminal we are personally committed to the successful conduct of the business of Oakland in order to have an accident free work environment each and every day. In the pursuit of all business objectives and goals, the protection of the health, safety and environmental concerns of our employees, and personally serving the customer and meeting the needs of our neighbors to be our first and foremost priority. We here at the terminal are each dedicated to and accountable for performing our job duties and responsibilities to achieve our safety, health, environmental and OMS objectives to protect company assets and maintain a great customer relationship.

1.2.3 As managers of this terminal all decisions and actions will be consistent with the OMS and safety guidelines established by TLS and Oakland.

1.2.4 As managers of this terminal it shall also be our responsibility to participate in the operations integrity assessments of this facility as well as being actively involved with other terminals in order to learn and share new ideas to improve the overall operation and growth of TLS.

1.2.5 As managers of this terminal it shall be our personal endeavor to maintain the highest degree of knowledge about the changing policies concerning safety, health and environmental issues commensurate with our job responsibilities. It shall also be our personal responsibility to ensure that these policies are given to each employee in order to maintain the highest degree of knowledge possible. This shall be done with daily safety talks, weekly safety meetings and employee involvement during those meetings to ensure complete awareness by all parties involved.

1.3 Terminal management is responsible for establishing the scope, priority and the pace for system implementation at BERTH 7, given consideration for the complexity of and risks involved in the operation.

1.3.1 Each of the elements will be addressed and completed in accordance with the OMS expectations prior to operation commencement. It shall also be our personal goal to achieve a level 3 or higher on the OMS rating scale. The OMS manual will be upgraded on a continuing basis and shall be reviewed on a monthly basis to ensure maintaining the highest level expected by the OMS system.

1.4 The roles, responsibilities, authorities and accountabilities within OMS are outlined below:

1.4.1 Job descriptions, responsibilities, job acceptance forms and functional organizational chart are addressed and/or contained in Element 5 of the OMS.

1.4.2 It shall be the policy of this terminal that the primary responsibilities for the Operations Management System will be evaluated for effectiveness on a monthly basis. It shall also be reviewed at any time that the Terminal Manager deems necessary. It shall be the Terminal Manager's responsibility to evaluate the overall OMS, the incumbent's positions, and the safe, healthy, and environmentally sound terminal.

1.4.3 All positions at this terminal shall have proper on the job training along with any written material that may be available such as an operation manual or maintenance manual. All employees accepting these positions shall be certified and a position acceptance form signed by the employee accepting the incumbent position. Please see acceptance forms (Element 5).

1.4.4 It shall be the Terminal Manager's responsibility for new ventures, projects, and business outside of existing operating areas. The Terminal Manager is accountable for initiating, developing, and implementing the OMS. Responsibility for achieving the OMS expectations will require input and assistance from all employees at this terminal. This is accomplished as outlined in Element 1.3.1.

1.4.5 All third party contractors will be expected to strive for a compatible OMS system. All contractors will be required to review all documentation and sign a Contractor's Review and Acceptance form (on the RFQ). Please see Element 8, Third Party Services.

1.5 The Terminal Manager is responsible for establishing clear goals and objectives for each element of OMS. Management performance is evaluated against these goals and objectives.

1.5.1 Goals and objectives are established and performance evaluated as part of the existing stewardship, planning and budget cycles. Please see 1.3 of the OMS manual.

1.5.2 The Terminal Manager is responsible for assigning goals and objectives for this terminal in support of OMS, and will assist each person in developing his/her own goals and objectives as well as a time table for achieving same. Performance appraisals are conducted on an annual basis. Ongoing reviews are performed to

assist the individuals in achieving the highest level of performance possible. Evaluations can be found in the employee files in the Terminal Manager's office.

1.5.3 The Terminal Manager is committed to establishing responsibilities for obtaining goals. All employees at this terminal shall assist in obtaining these goals and the progress of same.

1.6 It shall be the manager's commitment to ensure that practices and procedures are developed and reviewed by personnel familiar with both the work and risk involved. Maintenance and Operation Procedures have been written and are maintained in Element 5 of the OMS manual. Additional information is contained within the Oakland Plant Operating Manual (POM) located in the Terminal Manager's office.

1.7 The terminal at BERTH 7 has systems in place which ensure active employee involvement and participation in OMS and that knowledge is shared across the organization.

1.7.1 Individuals, third party contractors, and organizational groups which contribute to realization of OMS expectations will be recognized and given the opportunity for advancement and contract considerations in working as partners to achieving the expectations of OMS.

1.7.2 Relevant information relating to OMS, safety, health and environmental status, plans, progress and results is being openly shared among employees through our Monday morning Operations Meetings, Weekly Safety Meetings and monthly OMS reviews, which include all the items listed above.

1.7.3 Each employee is given the opportunity to share any concerns and input that he or she may have through the regular OMS, Operations and Safety meetings as well as through daily contact. Any issues or concerns will be addressed and communicated immediately whenever possible, such as through distribution of minutes from meetings, risk assessments, etc.

1.7.4 During the course of each shift, all members of the management team will assess the level of OMS awareness demonstrated by each employee. It will be the duty of each manager to communicate expectations of OMS as it relates to each aspect of the operation.

1.7.5 Employees will be given the opportunity in the above-noted meetings to share their opinions and suggestions for continuous improvement of the operation.

1.7.6 Employees are encouraged to bring about learning from a near-miss incident and the importance of reporting same. It is the position of management that the lessons learned from a near-miss need to be shared with all members of the team during regular meetings and daily contact. The prevention of accidents is every team members' responsibility.

1.8 Oakland BERTH 7 has established a system for regularly reviewing the effectiveness of OMS (see Element 1.7.2). Further to that, it will be the responsibility of the

Terminal Manager to ensure that the results of the regular performance evaluations are forwarded to the corporate offices of TLS.

1.8.1 Operational performance checklists for each operation (e.g., Vacuum Truck Operation), are developed as each facet is introduced to the overall operation. These shall be retained as a part of the OMS. Particular attention to safety, health and the environment shall be paid in developing these procedures. Regular terminal inspections are conducted by Operations Managers (see Element 2).

1.8.2 Pursuant to commencement of operations, on the last Friday of the month there shall be an OMS assessment and findings and corrective actions taken as deemed necessary through the input of the personnel sitting on the OMS team. The following job titles shall be on the OMS committee: Terminal Manager, Assistant Terminal Manager, Safety Manager, Operations Manager, Office Manager and Shift Foremen. (See also Element 11, Operations Integrity Assessment and Improvement.

TERMINAL LOGISTICS SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (O.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-02

RISK ASSESSMENT AND MANAGEMENT

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OMS-2 UST OF ATTACHMENTS

Risk Assessment Form
Risk Assessment Guidelines
Safety Audit Checklist

ELEMENT 2

RISK ASSESSMENT AND MANAGEMENT

2.0 Comprehensive risk assessments can reduce risk and mitigate the consequences of safety and environmental incidents by providing essential information for decision making.

2.1 The terminal at BERTH 7 has a system in place to identify hazards, assess consequences and probabilities, and to evaluate prevention and mitigation for the on- going management of risk. (See also TLS SP-13), Total Safety Task Instructions.

2.1.1 Risk assessment shall be the primary responsibility of the Terminal Manager and/or his appointed assistant. Risk assessments are being completed for all activities at the terminal. Completed assessments can be found in File Cabinet # 7.

2.1.2 Hypothetical risk scenarios are analyzed by the OMS committee and mitigating actions taken. The following items will be used to analyze risk assessment: daily safety talks, safety issues brought up in safety meetings, risk assessment forms, Operations Meetings and OMS review. Also safety audits will be utilized, all aspects of risk assessment will be evaluated, and action taken on all issues documented in the minutes of the previous OMS meeting and completed prior to the following monthly OMS meeting. See attached forms.

2.1.3 It shall be the responsibility of the Safety Director and the Terminal Manager to approve all risk assessment criteria.

2.1.4 The terminal's Emergency Response Plan and procedures have been documented in Element 10 of the OMS manual and the following documents are attached: Evacuation Procedure (TLS SP-3), Hazard Communication Procedure (TLS SP-4), and Inclement Weather Procedure (TLS SP-11). These documents arereviewed and updated on a periodic basis and whenever required modifications are made.

2.1.5 No new procedures or equipment shall be introduced until full consideration of the potential risks for safety, health, or the environment has had a risk assessment completed and reviewed by the OMS committee (see also Element 1.8 et al).

2.1.6 Formal training has been given by management at Oakland for risk assessment. The Terminal Manager will assume all responsibility and ongoing training will be completed as a group effort by the OMS committee.

2.1.7 Safety inspections are conducted at the terminal on a continuing basis. The Safety Audit Checklist is located in the Terminal Manager's office in Filing Cabinet # 7.

2.1.8 All employees are given a drug screen and physical prior to employment at TLS. Audio-metric evaluations have been conducted at the terminal and identified areas where hearing protection is required. Periodic assessments will continue to be performed per corporate requirements.

2.2 Risk assessments are conducted for ongoing operations and new projects at Oakland BERTH 7, which address potential hazards and risks to personnel, facilities, the public and the environment.

2.2.1 In identifying hazards and potential hazards, each individual operation at the facility is carefully considered. Each operation's potential hazard and its cause and consequence will be identified and evaluated.

2.3 Where necessary, due to the nature of the operation or process, qualified personnel outside of the immediate organization will be retained.

2.3.1 The risk assessment program will be formally reviewed quarterly in conjunction with the first OMS Review meeting of that quarter.

2.3.2 When conducting risk assessments, not only will the parties to the OMS Review be involved, but also the individuals that are tasked with performing the operation in question and any qualified personnel outside of Oakland BERTH 7.

2.3.3 Risk Assessment Training shall be conducted for at least one member of the OMS team per corporate requirements. Periodic re-training will be conducted as well as the training of additional personnel. It shall be the goal of the terminal management to have at least one trained individual on the terminal on any working shift so that proper assessment is an on-going process. Refer to file cabinet #8 for training records.

2.3.4 The results of all risk assessments will be shared in safety meetings and reviewed in the regular OMS meetings.

2.4 Risk assessments must be reviewed on a periodic as well as on an as-needed basis.

2.4.1 While risk assessment is an on-going process and they will be reviewed at safety meetings, during Total Safety Task Instruction (TLS SP-13) and OMS Review meetings, the risk assessments for all aspects of the terminal operation will be formally reviewed, after one full year of operation. Thereafter, risk assessments will be conducted every three years, for each aspect of the operation.

2.4.2 When prevention or mitigation measures have been completed, the associated risk assessment shall be updated.

2.4.3 Whenever modifications to equipment are or procedures to be made, the new level of risk must be addressed. Once the risk assessment has been performed, the modifications made and documented, they will be reviewed as per Element 2.4.1.

2.4.4 Whenever an incident or near-miss occurs at this or at any other terminal, the event shall be reviewed by management to determine whether any changes in procedures need to take place. The event(s) will also be discussed at weekly safety meetings.

2.5 Assessed risks are addressed by specified levels of management appropriate to the nature and magnitude of the risk. Decisions made by management are to be clearly documented and retained.

2.5.1 The Terminal Manager has sole approval of the continuance of operating in a high-risk scenario. The risk assessment must be kept on file and updated as per Element 2.4.1.

2.5.2 The Assistant Terminal Manager will have responsibility for reviewing risk assessments in the areas of vessel operations and maintenance.

2.5.3 The Safety Director will have responsibility for reviewing risk assessments in the areas of general safety, health and environment.

2.5.4 Where the above areas overlap, both managers will review and sign the assessment.

2.5.5 When a reviewed risk has applicability to other TLS operations, the risk assessments will be forwarded to corporate for dissemination.

2.6 In order to ensure that decisions regarding risk management have been implemented, the following procedure is in place.

2.6.1 Action plans for mitigating risk are approved and prioritized by the appropriate level of management (see Element 2.5).

2.6.2 When management has decided to initiate action to mitigate an identified risk, the work order procedures identified in Element 6 shall be followed. This will ensure that the mitigation is fully documented and communicated.

2.6.3 If and when deviations from the agreed plan must be made they must be reviewed and approved by the appropriate level of management (see Element 2.5)

2.6.4 Responsibility for maintaining and stewarding of follow-up plans is as per Element 2.5.

2.6.5 The scheduled assessment reviews (Element 2.4), shall confirm that changes remain in place and continue to meet the defined need.

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RISK ASSESSMENT

LOCATION: _____ DATE: _____

ASSESSMENT PERFORMED BY: _____

DESCRIPTION: _____

_____

_____

RISK MATRIX

PROBABILITY

CONSEQUENCES	A	B	C	D	E
I					
II					
III					
IV					

BEFORE

PROBABILITY

CONSEQUENCES	A	B	C	D	E
I					
II					
III					
IV					

AFTER

CONSEQUENCES

I. CATASTROPHIC

II. SERIOUS

III. MODERATE

IV. MINOR

PROBABILITY

A. FREQUENT

B. PROBABLE

C. OCCASIONAL

D. REMOTE

E. IMPOSSIBLE

CIRCLE THOSE THAT APPLY:

HEALTH/SAFETY FINANCIAL IMPACT ENVIRONMENTAL IMPACT PUBLIC DISRUPTION

RESPONSE TIME: _____ DATE IMPLEMENTED: _____

ALTERNATIVE TO AVOID THIS OPERATION: _____

_____

POTENTIAL PREVENTIVE MEASURES: _____

_____

_____

_____

_____

POTENTIAL MITIGATION MEASURES: _____

_____

_____

_____

_____

Terminal Manager: _____ Safety Director: _____ Work Order # _____

RISK ASSESSMENT GUIDELINES

BACKGROUND: Comprehensive risk assessments can reduce risk and mitigate the consequences of safety and enviriomental incidents by providing essential information for decision making.

1. *PROBABILITY CATEGORY SELECTION:* The terminal at Berth 301 has a system in place to identify hazards, assess consequences and probabilities and to evaluate prevention and mitigation for the ongoing management of risk.

PROBABILITY CATEGORY		DEFINITION
A	FREQUENT	Likely to occur repeatedly during life cycle of system.
B	PROBABLE	Likely to occur several times during life cycle of system.
C	OCCASIONAL	Likely to occur sometime during life cycle of system
D	REMOTE	Not likely to occur during life cycle, but possible.
E	IMPOSSIBLE	Physically impossible to occur.

2. *CONSEQUENCE CATEGORY SELECTION:* Risk assessments are conducted for ongoing operations and new products at the which address potential hazards and risks to personnel, facilities, the public and enviroment.

CONSEQUENCE CATEGORY		CONSIDERATIONS			
		HEALTH/ SAFETY	ENVIROMENTAL IMPACT	FINANCIAL IMPACT	PUBLIC DISRUPTION
I	CATASTROPHIC	Death	Major Full scale response	Corporate	Large Community
II	SERIOUS	Disabling	Serious 3rd party cleanup	Corporate / Affiliate	Small Community
III	MODERATE	Medical Response	Small Short term cleanup	Affiliate / Unit	Minor
IV	MINOR	Basic First Aid	Minor Basic response	Other	Minimal to None

3. *RISK MATRIX*: In identifying hazards and potential hazards, each individual operation at the facility is carefully considered. Each operation's potential hazard and its cause and consequence will be indentified and evaluated.

CONSEQUENCE CATEGORY		PROBABILITY CATEGORY				
		A	B	C	D	E
		FREQUENT	PROBABLE	OCCASIONAL	REMOTE	IMPOSSIBLE
I	CATASTROPHIC	1	1	1	1	2
II	SERIOUS	1	1	1	2	2
III	MODERATE	1	1	2	2	3
IV	MINOR	1	2	2	3	3

1. HIGH RISK: Immediate action necessary to reduce risk.
2. INTERMEDIATE RISK: Temporary (non-permanent) actions / modifications necessary to reduce risk.
3. LOW RISK: Permanent engineering or process changes to reduce risk.

SAFETY AUDIT CHECKLIST

Auditor:
Time: Date:
Work Order generated: YES / NO

ONLY TO BE FILLED OUT WHEN AUDITING 3RD PARTY SERVICES
Job Description:
Contractor:
Sub-Contractor:
Contractor Foreman:

	WITHIN STD-	NOT WITHIN	N / A
1. PERSONAL PROTECTION EQUIPMENT			
a. Tyvek Clothing	☐	☐	☐
b. Gloves	☐	☐	☐
c. Hard Hats	☐	☐	☐
d. Safety Glasses	☐	☐	☐
e. Hearing Protection	☐	☐	☐
f. Fall Protection	☐	☐	☐
g. Work Vests / Floatation Device	☐	☐	☐
h. Respritory Protection	☐	☐	☐
i. Proper Footwear	☐	☐	☐
2. PERMITS (Shortterm)			
a. Tagout / Lockout	☐	☐	☐
b. Work Order	☐	☐	☐
c. Hot Work Permit	☐	☐	☐
d. Confined Space Entry	☐	☐	☐
e. Stormwater Discharge	☐	☐	☐
f. Lifting	☐	☐	☐
3. HAZARD WARNINGS			
a. Barricades & Flagging	☐	☐	☐
b. Backup alarms, vehicle	☐	☐	☐
c. Safety Labeling	☐	☐	☐
4. HOUSEKEEPING			
a. Fuels & Chemical Storage	☐	☐	☐
b. Tools & Equipment Storage	☐	☐	☐
c. Propane Cylinder Storage	☐	☐	☐
d. Trash/Debris Removed	☐	☐	☐
e. Tripping Hazards	☐	☐	☐
f. Wharehouse	☐	☐	☐

	WITHIN STD-	NOT WITHIN	N / A
5. EQUIPMENT			
a. Electrical	☐	☐	☐
b. Mechanical	☐	☐	☐
c. Lighting	☐	☐	☐
d. Vehicles	☐	☐	☐
e. Jib Crane	☐	☐	☐
f. Forklifts	☐	☐	☐
g. Slings / Chokers Condition	☐	☐	☐
6. EMERGENCY			
a. Procedures Posted	☐	☐	☐
b. HBM Contact or Representative	☐	☐	☐
c. Emergency Alarms	☐	☐	☐
d. Emergency Equipment Accessible	☐	☐	☐
e. Aware of area hazards (MSDS)	☐	☐	☐
f. Evacuation Plan	☐	☐	☐
7. FIRE			
a. Extinguishers	☐	☐	☐
b. Utility Water Hoses/Nozzles	☐	☐	☐
c. Hydrants	☐	☐	☐
8. OTHER SAFETY ITEMS			
a. Condition of Ladders & Walkways	☐	☐	☐
b. Scaffold Properly Built & Tagged	☐	☐	☐
c. Safety Meetings	☐	☐	☐
d. Contractor Safety Orientation	☐	☐	☐
e. Tagout / Lockout	☐	☐	☐

NOTE: Please state reference # prior to action comments ACTION / COMMENTS:

Terminal Manager:. _____, Safety Director: _____.

TERMINAL LOGISTICS SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (O.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-03

FACILITIES DESIGN AND CONSTRUCTION

_____ _____

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OMS-3 UST OF ATTACHMENTS

ELEMENT 3 FACILITIES

DESIGN AND CONSTRUCTION

3.0 Inherent safety can be enhanced and environmental risk minimized by using sound standards, procedures, and management systems for facility design, construction and startup activities.

3.1 The design engineering was done by COMPANY, ADDRESS. The engineering and manufacture of the major components of the facility was done by COMPANY, ADDRESS. The construction was performed by COMPANY, ADDRESS. The administration of the contract and oversight of the construction was performed by COMPANY, ADDRESS.

3.2 Oakland has been designed to incorporate state of the art equipment and control processes throughout the facility. It will be the responsibility of TLS to ensure that all new construction, modifications and changes to the facility are in compliance with Oakland requirements and guidelines.

3.3 In the design and construction of new or modified facilities, approved design practices and standards which meet or exceed applicable regulatory requirements and embody responsible requirements where regulations do not exist.

3.3.1 Occupational health professionals have been retained in order to assess potential exposure and to consider other human factors. Air quality and audio-metric evaluations have been performed and the results of those tests are in File Cabinet #9. The Storm Water Pollution Prevention Plan (SWPPP) is located in the terminal office.

3.4 – 3.5 This section will be handled by both corporate engineers and the terminal manager who will work in group effort to ensure that all aspects of the OMS such as safety, environmental, emergency operation, maintenance procedures, risk assessment and training of personnel has been accomplished.

3.6 The terminal is to be accepted by the Engineering Department of TLS.

3.6.1 Safety, environmental, emergency operations and maintenance procedures are in place and adequate for the facility. These manuals and documents are located in the terminal office.

3.6.2 Risk assessments are an ongoing process and as they are completed and the required actions are being taken, they are being retained in File Cabinet # 7.

3.6.3 Training of personnel in all aspects of the operation is ongoing. Training records are retained in File Cabinet # 8.

TERMINAL LOGISTICS SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (O.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-04

PROCESS AND FACILITY INFORMATION/DOCUMENTATION

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OMS-4 LIST OF ATTACHMENTS

Oakland Operations Manual Table of Contents
Blueprint Catalog
Facility Control Document
Record Retention Policy
Superintendent's Relieving Notes
Record of Change Form

ELEMENT 4

PROCESS AND FACILITY INFORMATION/DOCUMENTATION

4.0 Current information on the configuration and capabilities of processes and facilities, properties of materials handled, potential safety and environmental hazards, and regulatory requirements are essential to assess and manage risk.

4.1 The terminal at BERTH 7 has a system by which all pertinent drawings and documents necessary for a safe and environmentally sound operation of the facility areidentified, accessible and current.

4.1.1 This facility maintains a current listing of the necessary documents and drawings for the terminal, the associated conveyors and the shiploader as follows:

- A copy of the list is in File Cabinet # 5 and the manuals can be located in the Terminal Manager's office.
- Engineering Drawings and an inventory of the drawings are in the Terminal Office.
- As-built drawings are on computer disc and are kept in the Terminal Manager's office.
- A list of the manufacturer-provided drawings will be attached to this Element.

4.1.2 – 4.1.5 It shall be the sole responsibility of the Terminal Manager or his designee to insure that the as needed drawings are maintained and copies sent to corporate.

The procedure will be as follows:

1. Obtain "as built drawings" and/or documents on equipment, operations and maintenance.
2. Information shall be reviewed by the Terminal Manager and approved by his signature on each document.
3. Documents will be sent to corporate engineering staff and senior vice- president of operations.
4. Senior vice-president of operations and head of engineering will approve documents in writing prior to implementation.
5. Once approval has been obtained from corporate the old documents will be removed and replaced by the new documents.
6. If required, the MSDS will be obtained and added to the Right to Know information Center located in the terminal office.

A Control Document for the above procedure is attached to this Element.

4.2 It is the responsibility of the Assistant Terminal Manager to maintain the process and facility information/documentation system.

4.3 The properties and potential hazards of all materials involved in operations are identified, documented and communicated to personnel at this facility. TLS SP-4 of the Injury and Illness Prevention Plan (Hazard Communication Procedure), is the governing document and is attached.

4.3.1 All hazardous and non-hazardous materials at this terminal have been identified and safe-handling procedures documented. These safe-handling procedures can be found in the terminal office in the Right-To-Know Information Center.

4.3.2 As indicated in Element 2 any exposure to hazardous materials has been identified and the personnel trained and issued the appropriate protective equipment. The employee training files are located in File Cabinet # 8.

4.3.3 At this facility, no new hazardous material can be brought into the terminal without the approval of the Terminal Manager and the Safety Director. When deemed necessary, occupational health professionals and corporate environmental affairs will be involved in the review process.

4.3.4 TLS does not handle or dispose of any hazardous waste at Oakland. Should a waste be generated, such as through a vehicle oil change, the waste will be disposed of in accordance with state and local regulations (CCR Chapter 12, Title 22). The CAL-EPA Identification # for this facility is XXXXXXXX.

4.3.5 The responsibility of establishing and maintaining necessary records for personnel will be the responsibility of the Terminal Manager and his designees. The designees will be the Office manager and the Safety Director.

4.3.5.1 All personnel records shall be maintained indefinitely. The records shall be kept in a lockable filing cabinet in order to maintain the privacy of all personnel. No other employee shall be allowed to observe another employee's records. He or she may look at their own records with the consent of the Terminal Manager and witnessed thereof.

4.4 The primary responsibility for ensuring those standards, regulations, and the authority to deviate from adopted practices and standards will be the responsibility of the Terminal Manager. If areas of non-compliance are reported to upper management and the facility cannot be brought into compliance it shall be the responsibility of the Terminal Manager to report directly to the Senior Vice President of Operations who shall provide and approve the necessary waiver in writing.

4.5 Pertinent records covering the operations, maintenance, inspection and facility changes are maintained.

4.5.1 It shall be TLS' policy to maintain all inspection reports (daily, weekly, monthly, quarterly, semiannually, annually or as deemed necessary.

4.5.2 If any (federal or state governmental) agencies requires records for a period of more than one year (e.g., the OSHA 200 Log), the records shall be maintained and kept on file for the duration of the federal or state requirement. All preventative maintenance reports generated for our normal operation at Oakland will also be maintained for a period not less than one year. Compliance with these requirements will be part of the regular OMS Review and will take place in December each year.

4.5.3 The Record Retention Policy is detailed in a memo attached to this Element.

4.5.4 The Superintendent's Logs (a record of operations), is maintained in File Cabinet #4.

4.5.5 All completed work orders (maintenance records), are maintained in File Cabinet # 5.

4.5.6 All Safety Audit Checklists (terminal inspections), are maintained in File Cabinet # 7.

4.5.7 All Records of Changes are maintained in File Cabinet # 5.

OAKLAND BERTH 7 FACILITY CONTROL DOCUMENT

To: _____
TLS
300 Frank H. Ogawa, Suite 430
Oakland, CA 94612

From: TERMINAL MANAGER
Oakland BERTH 7
ADDRESS 1
ADDRESS 2

Date: _____

Subject: Transfer of Critical Information

The following documents/drawings are forwarded per OMS 4.1.4 for your retention. Your signature below and the return of this document via mail or fax indicates that you acknowledge receipt and are now in possession of the attached documents.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

_____

Terminal Manager
OAKLAND BERTH 7
ADDRESS 1
ADDRESS 2

_____

TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

Memorandum

To: OAKLAND BERTH 7 Staff

CC: Terminal Manager

From: Assistant Terminal Manager

Date:

Re: Records Retention Policy

---

1. **General.** The records to be retained here at Oakland BERTH 7 fall into the following categories: Operations, Maintenance, Training, Safety and Personnel. The retention periods vary for documents within these categories based on regulatory requirements and company policy. Archiving shall be for a minimum of five (5) years.

2. **Operations.** The following items pertain to the actual operation of the facility in support of Oakland's mission, to load vessels for export.

• Superintendent Logs	1 year active, then archived;
• Vessel Files	Indefinitely (no less than the life of the contract);
• Superintendent Schedules	1 year active, then archived;
• Vessel Schedules	1 year active, then archived.

3. **Maintenance.** The following items relate to the actual maintenance of the equipment used to support Oakland's mission:

• Pre-Operation Inspection	1 year active, then archived;
• Monthly Critical Alarms	1 year active, then archived;
• Equipment Modifications	Indefinitely (no less than the life of the contract);
• Work Orders	1 year active, then archived

4. **Safety.** The following items relate to the safety of the operation, equipment and the personnel that work at Oakland BERTH 7:

4. Safety. (cont.)

- Accident/Incident Reports 1 year active, then archived;
- Employee Medical Records 30 years;
  (In the case of exposure to toxic substances, the records must be retained for the duration of employment plus 30 years per U.S. Department of Labor);
- OSHA 200 Logs 5 years;
- Safety Audit Checklist 1 year, then archived;
- Third Party Audits Indefinitely (no less than the life of the contract);
- Occupational Health Professional Reports Indefinitely (no less than the life of the contract);
- Storm Water Pollution Prevention Inspections: 5 years;
- All Environmental Records 5 years;
- Risk Assessments Indefinitely (no less than the life of the contract);

5. **Training.** The following items relate to training of personnel, full-time and part- time that are employed here at Oakland BERTH 7:

- Operations Duration of employment plus 5 years;
- Maintenance Duration of employment plus 5 years;
- Safety/Health/Environmental Duration of employment plus 5 years;

6. **Personnel.** The following items relate to all employee records other than medical, safety, environmental or training for full-time employees at Oakland BERTH 7:

- Evaluations Indefinitely (no less than the life of the contract);
- Letters of Commendation Indefinitely (no less than the life of the contract);
- Disciplinary Records Indefinitely (no less than the life of the contract);
- All Other Documentation Indefinitely (no less than the life of the contract).

DRAFT

SUPERINTENDENTS RELIEVING NOTES/ACTIVITYLOG
TLS
BERTH 7

M/V _____ DATE _____ TIME _____

M/V _____ DATE _____ TIME _____

JOB NO: _____ MANNING: _____ CALL BACK: Y OR N

OPERATION: RAIL TO SHIP STORAGE TO SHIP SIMULTANEOUS RAILCARS/TRUCKS

LOADING HATCH NO. _____ TONS/CARS TO FINISH HATCH _____

NEXT HATCH NO. _____ TONS/CARS TO FINISH SHIP _____

ARRIVAL/DEPARTURE DATE & TIME: _____

NOTICE OF READINESS DATE & TIME: _____

CRITICAL ALARMS DEACTIVATED/SHUTDOWN:

_____

_____

_____

COMMENTS

_____

NAME:_____

RECORD OF CHANGES

Page: _____

PROCEDURE:_____ LOCATION:_____

Insert the pages, drawings or documents indicated in the change. Remove and destroy allsuperseded pages, drawings or documents. Return the cover letter that accompanied thechange to the originator to indicate that the changes have been completed.

CHANGE	DATE	INITIALS

TERMINAL LOGISTICS SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (O.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-05

PERSONNEL AND TRAINING

_____ _____

Reviewed By Approved By

Procedure Type	Date	Issued for Implementation	By	OMS Dept.
Administrative			Doc No.	
			Rev. No.	

OMS-5 LIST OF ATTACHMENTS

TLS / Oakland Organization Chart Superintendent's Relieving Notes
Performance Appraisal Forms (4 pgs.)
Employee Warning Record
Employee Notice of Voluntary Resignation Supervisor's Report of Termination Employee Orientation Packet
Employee Position Acceptance Form (sample) Job Descriptions:

- Terminal Manager
- Assistant Terminal Manager Information Systems Manager Operations Manager/Safely Director
- Operations Manager/Superintendent
- Office Manager
- Foreman/Walking Boss
- Shiploader Operator
- Sweeper Operator
- Supercargo

Training Requirements Inventory Equipment Operator Training Checklist Maintenance Mechanic Training Checklist
TLS Training Requirements:

- Belt Conveyors
- Pick-Up Trucks
- Sweeper (Crosswind)
- Vacuum Truck (Guzzler)

ELEMENT 5

PERSONNEL AND TRAINING

5.0 The control of operations depends upon people. Maintaining operations that are safe, environmentally sound, and conform to laws and regulations requires careful selection, placement, ongoing assessment and proper training of employees.

5.1 Here at Oakland, BERTH 7 there is a system in place designed to screen, qualify and employee the best available personnel in each job category.

5.1.1 The critical positions here at the terminal are those filled by management and by ILWU personnel. The criterion for selecting ILWU personnel varies from that for management.

5.1.2 Attached to this document are job descriptions for each critical position. The job descriptions include details of the experience/knowledge preferred together with details of the job responsibilities.

5.1.3 The process for selection of candidates for critical management positions will be as follows:

1. Corporate safety evaluation form will be used;
2. Overall review of the employee's abilities and potential that is evaluated with the use of the corporate and terminal evaluation form. Also seniority will be considered when a promotion or a critical position is needed or warranted. Please see attached inserts. Note that the performance appraisal procedure from corporate is attached and will be utilized;
3. Successful completion of a pre-employment drug-screen and physical.

The selection of ILWU employees will include:

1. Posting a letter in the Union halls for the appropriate category (Local XX, Crane Operators, Sweeper; Local XX, Supercargo; Local XX, Foreman/Walking Boss);
2. Screening applications by contacting former employers (if any);
3. Corporate evaluation forms (as above);
4. Physical screening is completed prior to obtaining membership within the union.

5.1.4 The responsibility for verifying competency will be the sole responsibility of the Terminal Manager. The competency will be evaluated using the data and information in Element 5.1.3. Any testing or certification required would be completed and the proper paper work issued. All records of such paper work, certification and/or diplomas as required will be maintained in the employee file located in the Terminal Manager's office in the file marked Personnel. Documentation relating to training can be located in the training files in File Cabinet # 8.

5.1.5 Each candidate's credentials will be verified to be correct. This verification and any notes will be kept in the candidate's file.

5.1.6 The authority necessary to confirm the employment and/or job placement of a candidate for critical position will be reserved for the Terminal Manager.

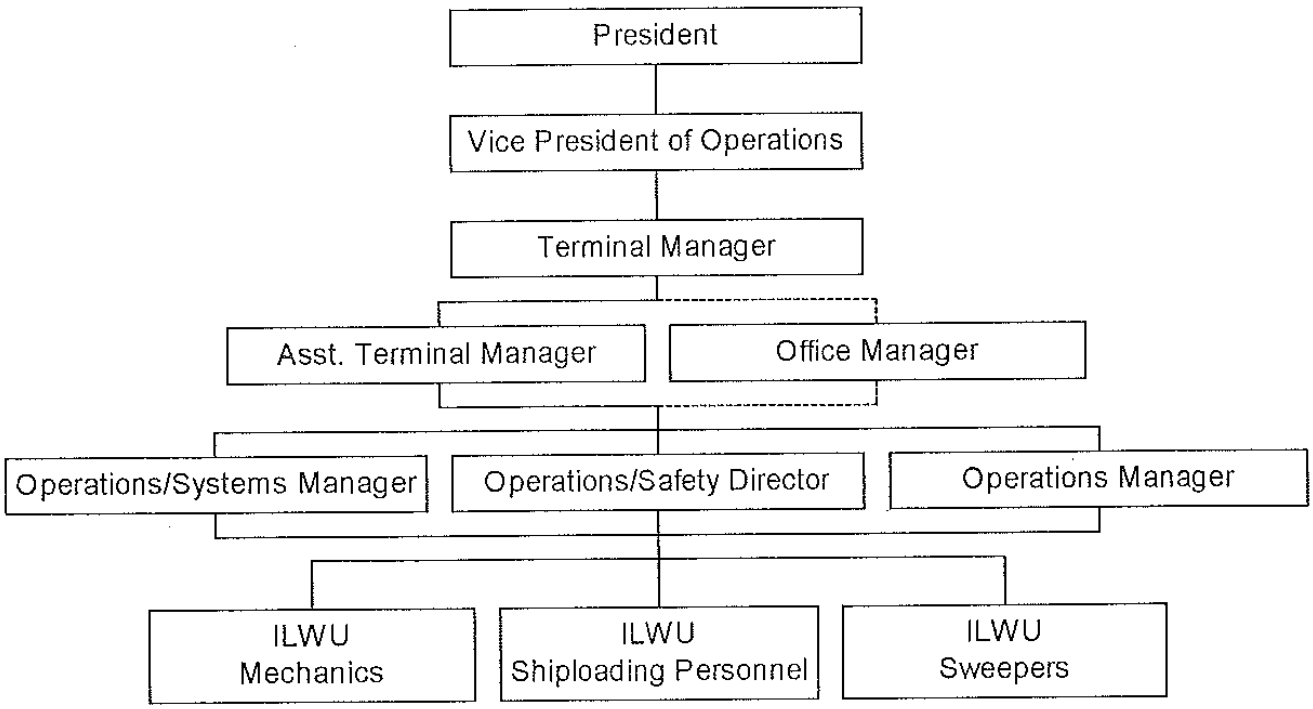
5.1.7 Employees will be required to meet the medical standards required by TLS, Oakland, and any regulatory body and their records shall be maintained at both corporate and at the terminal.

5.1.8 No employee will be selected or placed unless all requirements pertaining to the TLS and Oakland's alcohol and drug policy have been met. Please refer to TLS and Oakland's Safety Manuals regarding the drug and alcohol policies. Procedures for ILWU members shall be in accordance with PMA guidelines.

5.2 The following criteria are in place to determine the necessary level of manning required as well as the experience level needed to effectively manage the facility and to function when personnel changes have been made.

5.2.1 The attached organization chart details the structure of the facility.

TLS/OAKLAND ORGANIZATIONAL CHART



5.2.2 The minimal number of positions needed to operate BERTH 7 are as follows:

5.2.2.1 **Administration**

A minimum of one (1) Terminal Manager to be maintained at all times and will be responsible for assuring that the risk assessment program will be maintained.

A minimum of one (1) Assistant Terminal Manager to be maintained at all times.

A minimum of one (1) Safety Manager familiar and qualified to conduct safety meetings and audits for the TLS facility located at Oakland BERTH 7

A minimum of one (1) Vessel Superintendent/Operations Manager shall be available for each shift during which a vessel is worked (i.e., 0800-1700, 1800-0300). Any of the above personnel can function as a Vessel Superintendent in addition to their regularly assigned duties.

A minimum of one (1) Office Manager to work Monday through Friday.

5.2.2.2 **Terminal Maintenance**

A minimum of two (2) ILWU Mechanics will be available for general maintenance and trouble- shooting during a vessel-working shift.

A minimum of one (1) ILWU Mechanical Sweeper Operator, on an as-needed basis.

5.2.2.3 **Vessel Loading**

A maximum of one (1) ILWU Supercargo per vessel shift. A maximum of one (1) ILWU Foreman per vessel shift.

A maximum of two (2) ILWU Crane Operators per vessel shift.

All employees will be crossed trained in as many positions as deemed necessary and appropriate by the Terminal Manager.

5.2.3 It shall be the responsibility of the Terminal Manager or his designee to maintain the appropriate number of employees to perform the job duties required at the facility. The responsibility to work in a condition with less employees than is outlined in the above mentioned section shall be reserved for the Terminal Manager.

5.2.3.1 It shall be the responsibility of the Terminal Manager or his designee to authorize or change the work duties of any employee that he deems necessary to maintain the overall integrity of the operations of the terminal.

5.2.3.2 It shall be noted that no employee may accept a new job description unless he or she has been trained and/or certified to assume these duties. All changes to work schedule and employee job duties must be reviewed by the Terminal Manager or his designee and approved prior to the start of job duties and/or activities associated with it.

5.2.4 Attached is the information exchange form used at this terminal, the Superintendents Relieving Notes. This form will be used to detail the activities of any given shift, whether a vessel's at the berth or not. All significant events as well as routine information are to be passed on between shifts

5.3 It is critical to the effective management of the facility that both initial and on-going training occur for all individuals associated with the terminal. In addition to internal and corporate requirements, all local, state and federal requirements must be met.

5.3.1 All training objectives and requirements for all positions can be located in the employee training manuals currently being developed which cover all aspects of the incumbent positions. Any minimal training requirements for employees have been covered in this manual and will be reviewed on an annual basis and/or when an employee assumes a new position. Employee training manuals will be maintained in File Cabinet # 8.

5.3.2 Ongoing training and/or re-certification when required will be based on the needs of each particular position. In the area of safety, this is covered by the TLS. Safety Manual and in the IIPP (TLS SP-1 Safety and Administrative Procedures, TLS SP-13, Total Safety Task Instructions).

5.3.3 All new employees undergo safety training prior to assuming their duties. Copies of the booklet given each new employee and of the acknowledgement forms that are required to be signed are in the Safety Supply Cabinet. The original signed acknowledgement forms are forwarded to corporate and copies are in the personnel and training files.

5.3.4 All personnel who will be authorized by the Terminal Manager to issue permits will be required to have the proper training by the Terminal Manager and/or Port of Oakland and it will be indicated on a certification card issued by same. As of DATE, employees of this facility a r e issuing no permits. Attached is a copy of the Hot Work Permit Procedure.

5.3.5 Training in the proper use of all critical equipment is governed by the type of equipment in use and is contained within the operation and training manuals for all equipment on the terminal. See the Personnel Training Files in File Cabinet # 8.

5.3.6 As part of the regularly scheduled weekly safety meetings, familiarization training is conducted for all employees on installed emergency equipment.

5.3.7 Use of the portable fire-fighting equipment is covered in the safety meeting curriculum. It is not the intention to train personnel in shipboard firefighting. Emergency procedures are addressed in the Business Emergency Response Plan. A copy is attached to OMS 10.

5.3.8 Training subject material is kept in File Cabinet #8. The various equipment operating procedures are in File Cabinet # 5. Training subject material in the area of safety is filed as per the requirements of the IIPP (TLS SP-1 Safety and Administrative Procedures).

5.3.9 Personnel training records are kept for all employees in their personnel training files, located in File Cabinet # 8.

5.3.10 Annual reviews of all training materials will be undertaken to ensure that the material is up-to-date and relevant. Commencing in DATE the training materials on-site will be reviewed as part of the monthly OMS assessment that month. Where possible, off-site training will be undertaken for employees to expand on the knowledge acquired at the facility.

5.3.11 Required training must be completed prior to any promotion be given.

5.3.12 Whenever new equipment or procedures are introduced, their impact is included as per Element 2.1.5.

5.4 A system for periodic refresher training is in place. This provides for evaluation of the effectiveness of the training given and assesses the employee's knowledge and skills relative to the job requirements.

5.4.1 A formal document detailing the training and refresher training is maintained in the training files in File Cabinet # 8. There are both corporate and site specific records being maintained.

5.4.1.1 On the individual training guides for each training topic there are categories that must be checked to indicate whether the training being conducted is for initial training or for a sequence of retraining (30, 60, 90 or 180 days).

5.4.2 The effectiveness of initial and refresher training is measured through the use of feedback given in operations and safety meetings, quizzes given in safety meetings, through risk assessments, accident reviews and terminal audits/inspections. If an area is found to be lacking or unsafe, the situation is corrected and then discussed at the next safety meeting.

5.4.3 Personnel refresher training records are kept for all employees in File Cabinet # 8.

5.5 A system is in place to assess, document and provide feedback on employee performance. Attached is a copy of the TLS, Performance Appraisal Form.

5.5.1 All employees in critical positions have a formal appraisal interview on a yearly basis. Among the items covered, operations integrity is addressed.

5.5.2 The person being appraised is given the opportunity to comment on the appraisal.

5.5.3 Appraisal reports are reviewed by the Terminal -Manager, and by the Assistant Terminal Manager (if appropriate).

5.5.4 Completed appraisal reports are filed in the Terminal Manager's personnel files and are used to effectively track an individual's progress.

DRAFT

SUPERINTENDENTS RELIEVING NOTES/ ACTIVITY LOG
TLS
Oakland Berth 7

M/V _____ DATE _____ TIME _____

M/V _____ DATE _____ TIME _____

JOB NO: _____ MANNING: _____ CALL BACK: Y OR N

OPERATION: RAIL TO SHIP STORAGE TO SHIP SIMULTANEOUS RAIL CARS/TRUCK

LOADING HATCH NO._____ TONS/CARS TO FINISH HATCH _____

NEXT HATCH NO. _____ TONS/CARS TO FINISH SHIP _____

ARRIVAL/DEPARTURE DATE & TIME: _____

NOTICE OF READINESS DATE & TIME: _____

CRITICAL ALARMS DEACTIVATED/ SHUTDOWN

_____

_____

_____

COMMENTS

_____

_____

_____

_____

_____

_____

_____

_____

TLS

Performance Appraisal
Administrative Exempt Personnel

Name Position

Location Employment Date Review Date

Performance Evaluation

Check the appropriate column to indicate how well each performance factor has been accomplished:

Marginal (M) Performance does not meet required levels

Acceptable (A) Performance generally satisfactory but improvement needed in one or more areas

Fully Satisfactory (FS) Completely meets all performance expectations

Superior (S) Completely meets all performance expectations; sometimes exceeds performance expectations

Outstanding (O) Consistently exceeds performance expectations

PERFORMANCE FACTORS	Evaluation				
	M	A	FS	S	O
PLANNING AND ORGANIZING*: Consider the effective management of time, planning of work, setting priorities, meeting deadlines, and achieving results.*					
DECISION MAKING*: Evaluates relevant facts and considers possible alternatives, arrives at timely conclusions in making decisions and/or recommendations.*					
COMMUNICATIONS*: Communicates effectively both orally and in writing at* all *required levels inside and outside the organization .*					
JOB KNOWLEDGE*: Consider the technical skills required; consider the knowledge of company policies and procedures as related to the job.*					
PROBLEM SOLVING*: Consider the application of job skills, the use of initiative, and the ability to act independently within established guidelines.*					
SUPERVISORY SKILLS*: (where applicable} Selects, trains, guides, develops, motivates, and evaluates employees.*					
OVERALL PERFORMANCE RATING: Consider the above factors as well as any other performance factor that may be important..					

Briefly summarize the employee's strengths with specific examples of performance:

List the specific areas of job performance which need improvement:

List specific goals designed to develop areas that need improvement, further improve strengths, or prepare the employee for additional responsibilities:

Prepared by: _____

Signature Date

Reviewed by: _____

Signature Date

_____

Signature Date

This performance appraisal was reviewed with the employee on_____

Date

_____

Supervisor's Signature

_____

Employee's Signature

TLS

Performance Appraisal
Employee Comments

Name: Position:

I would like to make the following comments concerning my performance appraisal:

Signature Date

TLS

Personal Review Worksheet

Name _____ Position _____

Location _____ Employment Date _____ Review Date _____

This form has been designed to assist you in preparing for your scheduled Performance Appraisal. The questions are intended to help you evaluate your performance and achievements and to give consideration to your goals and personal development.

Since this is a Personal Review Worksheet, it is not required that you return this form.

1. What specific projects or activities did you accomplish in your job during the past review period?

2. What specific responsibilities, projects, and/or goals do you expect to accomplish in your job during the next review period?

3. Do you feel your job could be restructured or improved? If so, please comment.

4. What plans and/or suggestions do you have concerning your personal development and goals for your current job?

EMPLOYEE WARNING RECORD

Employee's Name _____ Clock or Payroll No. _____ Dept. _____

Shift _____ Time _____ a.m. p.m. Date of Warning _____

WARNING

Date of Violation _____
Time of Violation _____
Place Violation Occurred _____

NATURE OF VIOLATION
- ☐ Substandard Work
- ☐ Carelessness
- ☐ Conduct
- ☐ Disobedience
- ☐ Tardiness
- ☐ Uncooperative
- ☐ _____

COMPANY REMARKS

HAS EMPLOYEE BEEN WARNED PREVIOUSLY? ☐ YES ☐ NO	Form of Warning	WHEN WARNED and BY WHOM		
		1st Warning	2nd Warning	3rd Warning
	Oral			
	Written			

EMPLOYEE'S REMARKS RE: VIOLATION

The absence of any statement on the part of the EMPLOYEE indicates his/her agreement with the report as stated.

I have entered my version of the matter above.

Employee's Signature _____ Date _____

ACTION TO BE TAKEN

Approved By _____ Name _____ Title _____ Date _____

I have read this "warning" and understand it.

Employee's Signature _____ Date _____

Signature of person who prepared warning _____ Title _____ Date _____

Supervisor's Signature _____ Date _____

DISTRIBUTION OF COPIES
- ☐ Employee
- ☐ Foreman or Supervisor
- ☐ Personnel Department
- ☐ Plant Manager

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Distributed in Canada solely by V.W. Eimicke, Ltd., Peterborough, Ontario

TLS

300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

Employee Notice of Voluntary Resignation

I hereby submit my voluntary resignation to TLS, effective

_____
Date

Reason for my voluntary resignation_____

_____

_____

I have no claims, or grounds for any claims, against my employer based on my time of employment with the company.

_____
Employee Signature

_____
Date Time

DRAFT

TLS LETTERHEAD

TLS

ADDRESS 1, ADDRESS 2

Supervisor's Report of Termination

Employee Name:_____ Termination Date:_____

Location:_____ Last Day Worked:_____

Hours Worked Last Day:_____

Is employee due earned unused vacation? ☐ Yes ☐ No

If Yes, number of hours due: _____(Attach copy of Attendance Record)

If applicable, did employee turn in company uniforms? ☐ Yes ☐ No

---

Type of Termination:

☐ Voluntary Resignation (Attach signed "Employee Notice of Voluntary Resignation")

☐ Retirement

☐ Lack of Work

☐ Other (explain): _____

_____

☐ Discharge-Reason: _____

_____

Supervisor's Comments: _____

_____

Eligible for Rehire: ☐ Yes ☐ No

Supervisor's Signature Date

_____ _____

_____ _____

Terminal Manager's Signature Date

Company Records

Fax and Mail Original to Corporate Personnel Department

TLS
Oakland, CA
BERTH 7
EMPLOYEE ORIENTATION PACKET

1.0 EMPLOYEE TRAINING CHECKLIST

1.1 Each employee hired by TLS, and its affiliate companies undergoes a thorough orientation covering all aspects of our corporate safety program. Highlights include-

- Personal protective gear
- Employee Assistance Program
- Drug/Alcohol policy
- Workplace Violence
- Accident Reporting
- Electrical
- Hazard Communication (Right-to-Know)
- Lockout/Tagout
- Safety harness/Lanyard
- Confined Spaces
- Emergency escape Routes/Assembly Areas
- Specific items to the individual operation
- Items in employee safety handbook

1.2 Employees begin work under close supervision by an experienced employee or foreman and are trained in specific operations.

1.3 Documentation of this orientation must be kept in each employee's personnel file or training record and shall be maintained indefinitely. Refer to TLS SP-07, Code of Safe Practices.

2.0 SAFETY RULES

2.1 It is the responsibility of each employee to strictly adhere to the safety rules and regulations contained in this section.

2.2 Personal protective equipment will be issued to each employee. It must be worn and maintained in accordance with manufacturer's instructions.

2.3 Approved USCG work vests must be worn when working over water. A properly used approved fall arrest system will be an adequate substitute for a work vest.

2.4 At no time is anyone but a qualified electrician to make repairs on electrical equipment.

2.5 Any defective tool or equipment must be tagged out for repair. Do not attempt to use it until repairs have been made.

2.6 It is the employee's responsibility to report any hazardous condition or safety violation to supervisor immediately.

2.7 Report all job-related injuries (no matter how minor they may appear to be) to your supervisor immediately.

2.8 Consumption or possession of intoxicating beverages or drugs while on company premises at any time or consumption at such time before reporting for work that will interfere with your mental or physical ability to perform your duties will be cause for dismissal.

2.9 Running, horseplay, wrestling, or throwing objects is positively prohibited.

2.10 It is recommended that you not wear rings or other jewelry while on the job. These items can easily be caught in machinery or on other objects resulting in serious injury.

2.11 At no time will firearms or any other dangerous weapons be allowed on the Company premises or in Company vehicles.

3.0 PERSONAL PROTECTIVE EQUIPMENT

3.1 **General**: TLS provides personal protective equipment for employees to protect them from injury due to exposure to physical hazards. This equipment must be maintained in a reliable and sanitary condition.

3.2 Each TLS facility has specific hazards, which must be guarded against. The following is a general list of protective gear, which may be used. Questions regarding choosing equipment or its proper use should be directed to the safety department.

3.2.1 **Hard Hats:** Hard hats must be worn by all personnel working in areas where the potential for injury exists from falling objects, moving equipment, or where striking against an object is possible. "Bump caps" are not acceptable.

3.2.2 **Hearing Protection:** At least two types of hearing protection must be available at facilities where it is required. (See Hearing Conservation Program.)

3.2.3 **Clothing:** Appropriate work clothing consists of long pants and sleeved shirt. Shorts and tank tops are not acceptable. Ornamental jewelry, which may be caught in rotating equipment, should not be worn.

3.2.4 **Foot Protection:** All Shiploading personnel and working supervisors must wear appropriate work boots. Only leather work-type boots may be worn and they must have a heel and an upper extending above the ankle. Steel-toe casual shoes or tennis shoes are not acceptable.

3.2.4.1 Rubber boots with steel toes may be worn temporarily when conditions require their use. Under no circumstances can rubber steel-toe boots be substituted for leather boots.

3.2.5 **Life Jackets:** All employees working over or near water where the hazard of drowning exists shall wear a U.S. Coast Guard-approved life jacket or work vest (Personal Flotation Device) provided by the company. 100% tie-off (with fall arrest) will substitute for a PFD

3.2.6 **Respiratory Protection:** If any job requires respiratory protective equipment, TLS will provide the proper equipment to employees. (See Respiratory Protection Program.)

3.2.7 **Gloves:** Gloves should be worn if the potential for hand injury exists.

3.2.8 **Fall Protection:** A safety harness with a shock absorbing lanyard must be used by any employee working in an unguarded location more than six feet (6') above the ground. The lanyard clip must be secured to the structure at all times except when moving from one location to another. Refer to TLS SP-09.

4.0 OFFICE SAFETY

4.1 GENERAL

- Safe work practices also apply to office employees to ensure a safe working environment.
- Complacency is considered to be the prime cause of most office injuries. Therefore, supervisors should be alert to all situations that may develop into hazardous conditions and should take corrective action.
- Each employee should report any unsafe condition or hazard to his immediate supervisor.

4.2 AISLES, STAIRS, AND DOORWAYS

- Passages through work areas should be unobstructed. Telephone and electric cords shall be positioned to avoid a tripping hazard.
- Employees should never run on stairs, in hallways, or around corners.

4.3 HOUSEKEEPING

- All office personnel should keep their work areas neat and orderly.
- Lighted matches, cigarettes, etc., shall not be put in a wastebasket. Specific attention must be given to emptying ashtrays into wastebaskets to ensure that all fire has been completely extinguished.
- Caution should be exercised when walking on polished or wet floors.

4.4 STORAGE

- Only approved ladders, step ladders, etc., should be used for access to high shelves or files. Heavy items shall not be stored in tops of cabinets.
- Cleaning materials shall be stored in a centrally located area.
- All storage areas shall be maintained in a neat and orderly manner.

4.5 FIRE PRECAUTIONS/SMOKING

- Smoking is not allowed in any building/work area, only in those areas designated. Areas of high fire hazards such as storage rooms, equipment rooms, vessels during loading ops, etc., shall be identified as "NO SMOKING" areas.
- Each employee shall be instructed as to the location of exits and the location and basic use of fire extinguishers and first aid equipment.

6.0 SAFETY MEETINGS

6.1 It is our company policy for all employees to attend weekly safety meetings to be held each Monday (Tuesday if Monday is a non-working holiday), unless otherwise authorized by the Safety Director. Meetings are normally held by supervisors and are to address the correction of unsafe acts and/or conditions, recent incidents or near misses. Additionally, specific training is to be conducted as per the guidelines in the TLS Safety Manual Training Guide.

6.2 Meetings are to be held prior to any new jobs and/or changes in normal work activities.

6.3 Shiploading crews are to hold start of the job meetings to review specific terminal policies, evacuation procedures, etc.

6.4 Original safety meeting reports are maintained at TLS BERTH 7 terminal office.

7.0 DISCIPLINARY PROCEDURES

7.1 An employee's failure to comply with safety rules and standards or safe work practice constitutes a hazard to themselves and those working with or around them.

7.2 Because of the variety of circumstances that exist at TLS facilities, supervisors have a great deal of flexibility when it becomes necessary to discipline employees for safety violations. Depending on the severity of the violation, the following guidelines may be utilized:

7.2.1 **Verbal Warning**: The employee should be confronted privately and informed of what rule/standard/practice he violated. A summary of the conversation should be placed in the employee's personnel file.

7.2.2 **Written Warning**: TLS provides formal written warning forms to each facility. (See form in Appendix A.) After an employee receives one (1) verbal warning or if a violation is serious, a written warning form is to be prepared. A meeting should be held with the employee to discuss the reason for the warning, and the employee is asked to sign the warning form. A copy of the completed form should be sent to the TLS personnel department to be placed in the employee's personnel file.

7.2.3 **Three Day Suspension**: If a violation is considered “serious” or after an employee has received three (3) written warnings, the employee may be given a three (3) day suspension without pay. A summary of the action taken must be placed in the employee’s file and a copy sent to the TLS Personnel department to be placed in his/her- personnel file.

7.2.4 **Termination**: If a violation is considered "extremely serious," or if the employee has a record of repeat violations, termination may be necessary. A termination slip must be completed and sent to the TLS personnel department.

7.3 A copy of each of the following documents is attached:

- Employee Warning Record
- Employee Notice of Voluntary Resignation
- Supervisor's Report of Termination

EMPLOYEE POSITION, ACCEPTANCE FORM

I have reviewed the TLS Safety Manual and filled out the proper document s required by TLS. I realize I must be drug and c1lcohol free to maintain employment.

I have been trained and accept my responsibilities that come with the job position that I have been hired for. I understand that my No. 1 goal as a TLS employee is to follow all safety rules and regulations and point out all deficiencies I might see. I am also aware that it is my option to express my opinion in safety meetings which are held every Monday morning.

I understand as an employee of the terminal that t my goal is to be productive and to insure that my job as well as others is done in a safe and environmentally sound manner.

I understand that if the rules and regulations as stated are not followed, that disciplinary actions can and will be taken.

I have been trained, certified and accept the following position.

POSITION ACCEPTED: _____

_____	_____	_____
Employee Signature	Date	Plan Adopted By:
		Terminal Manager

JOB TITLE: **TERMINAL MANAGER**
TLS
300 Frank H. Ogawa, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:

REPORT TO: Vice President of Operations

JOB SUMMARY: Terminal Manager, responsible for the daily operations of the load-out facility including scheduling job assignments, and maintenance for TLS as specified by contract between TLS and Oakland.

EDUCATION REQUIREMENTS/TRAINING:

A. EDUCATION:

1. Ten years of industrial and mechanical experience, at least five in management of I.L.W.U. personnel.
2. Knowledge of industrial management.
3. Knowledge of safety management.
4. Competent in materials handling and maintenance operations.
5. Knowledge of mechanical theory and practice.
6. Knowledge of OSHA and EPA guidelines.
7. Possesses analytical ability in order to find solutions to difficult problems.
8. Demonstrates an ability to communicate effectively.
9. Capable of acting as a role model for employees.

B. PERSONAL:

1. Mentally and physically capable of functioning in the materials handling and maintenance setting.
2. Ability to retain emotional stability in stressful situations.
3. Must remain fair and non-partial to all employees and other professionals with whom working.
4. Able to work beyond regular hours if need indicates.
5. Exhibits ability to organize

JOB ANALYSIS: Terminal Manager is responsible for supervising the crew that loads ships, repairs/maintains shiploaders, and conveyor systems and provides safety and operational training. He also ensures that contract stipulations, between TLS and Oakland are followed. This includes, but it is not limited to the following roles and responsibilities:

- Assist in safety orientation for employees.
- Responsible for implementation of safety standards in all areas of the TLS materials unit.
- Audit safety performance of all personnel.
- Assist TLS and Oakland in developing safer more efficient procedures. Hold weekly safety/hygiene meetings.
- Assist in developing instruments to measure safety performance.
- Enforces policies and procedures.

- Investigates all accidents and near misses.
- Coordinates with personnel, if necessary, the repairs to materials handling equipment
- Assist in day-to-day operations of Oakland.
- Helps design and promote ideas that provide safer, more efficient and cost productive ways of operating for TLS and Oakland.
- Troubleshooting equipment on all breakdowns.
- Coordinates load-out operations on a daily basis.
- Conducts repair to equipment on an as needed basis.
- Coordinates with Oakland/USCG personnel the issuing of work orders and hot work permits.

PERFORMANCE CRITERIA

1. PLANNING:
   A. Develop plan for BERTH 7 daily.
   B. Communicate plan to employees so they are involved as appropriate.
   C. Monitors results of implementation of plan and revises and modifies as necessary to meet objectives.
2. JUDGEMENT:
   A. Formulates sound and practical conclusions.
   B. Problem solved in a manner that allows for maximum input from all sides.
3. LEADERSHIP:
   A. Provides to all employees.
   B. Provides feedback and constructive criticism to employees.
4. JOB KNOWLEDGE:
   A. Maintains a working knowledge of materials handling and maintenance issues as related to product load-out operations.
   B. Can interpret and apply above knowledge to employees.
5. EFFORT AND COOPERATIVENESS:
   A. Maintains a team management approach both in philosophy and action.
   B. Cooperates with Oakland and employees to affect change when necessary.
   C. Demonstrates a willingness to spend whatever time is necessary to complete job duties within realistic bounds.
6. APPEARANCE:
   A. Maintains a professional appearance.

JOB TITLE: **ASSISTANT TERMINAL MANAGER**
TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:

REPORT TO: TERMINAL MANAGER

JOB SUMMARY: Assistant Terminal Manager, responsible for the daily operations of the load-out facility including scheduling job assignments, and maintenance for TLS as specified by contract between TLS and Oakland.

EDUCATION REQUIREMENTS/TRAINING:

A. EDUCATION:

1. Ten years of industrial and mechanical experience, at least five in management of ILWU personnel.
2. Knowledge of industrial management.
3. Knowledge of safety management.
4. Competent in materials handling and maintenance operations.
5. Knowledge of mechanical theory and practice.
6. Knowledge of OSHA and EPA guidelines.
7. Possesses analytical ability in order to find solutions to difficult problems.
8. Demonstrates an ability to communicate effectively.
9. Capable of acting as a role model for employees.

B. PERSONAL:

1. Mentally and physically capable of functioning in the materials handling and maintenance settings.
2. Ability to retain emotional stability in stressful situations.
3. Must remain fair and non-partial to all employees and other professionals with whom working
4. Able to work beyond regular hours if need indicates.
5. Exhibits ability to organize.

JOB ANALYSIS: Assistant Terminal Manager is responsible for supervising the crew that loads ships, repairs/maintains shiploaders, conveyor systems and provides safety and operational training. He also ensures that contract stipulations between TLS and Oakland are followed. This includes, but it is not limited to the following roles and responsibilities:

- Ensure that the terminal is properly manned, and orders are placed with the dispatch halls in a timely manner.
- Assist in safety orientation for employees.
- Responsible for implementation of safety standards in all areas of the TLS materials unit.
- Audit safety performance of all personnel.
- Assist TLS and Oakland in developing safer, more efficient procedures. Hold weekly safety/hygiene meetings.
- Assist in developing instruments to measure safety performance.
- Enforces policies and procedures.
- Investigates all accidents and near misses.
- Coordinates with personnel, if necessary, the repairs to materials handling

equipment.

- Assist in day-to-day operations of Oakland.
- Helps design and promote ideas that provide safer, more efficient and cost productive ways of operating for TLS and Oakland.
- Troubleshooting equipment on all breakdowns.
- Coordinates load-out operations on a daily basis.
- Conducts repairs to equipment on an as needed basis.
- Coordinates obtaining samples of COMMODITY loaded into ships if needed.
- Coordinates with Oakland/USCG personnel the issuing of work orders and hot work permits.

PERFORMANCE CRITERIA

1. PLANNING:
   A. Develop plan for BERTH 7 daily.
   B. Communicate plan to employees so they are involved as appropriate.
   C. Monitors results of implementation of plan and revises and modifies as necessary to meet objectives.

2. JUDGEMENT:
   A. Formulates sound and practical conclusions.
   B. Problem solved in a manner that allows for maximum input from all sides.

3. LEADERSHIP:
   A. Provides to all employees.
   B. Provides feedback and constructive criticism to employees.

4. JOB KNOWLEDGE:
   A. Maintains a working knowledge of materials handling and maintenance issue as related to COMMODITY load-out operations.
   B. Can interpret and apply above knowledge to employees.

5. EFFORT AND COOPERATIVENESS:
   A. Maintains a team management approach both in philosophy and action.
   B. Cooperates with Oakland and employees to affect change when necessary.
   C. Demonstrates a willingness to spend whatever time is necessary to complete job duties within realistic bounds.

6. APPEARANCE:
   A. Maintains a professional appearance.

JOB TITLE: **OPERATIONS/SAFETY MANAGER**
TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:

REPORT TO: Terminal Manager

JOB SUMMARY: Operations/Safety Manager is responsible for supervising the COMMODITY load out system as specified in the contract between TLS and Oakland.

QUALIFICATION REQUIREMENTS / TRAINING:

A. QUALIFICATIONS:

1. At least eight years' experience in industrial safety, five of which should be in supervision.
2. Knowledge of state, federal and local regulations.
3. Knowledge in the maintenance and materials handling fields.
4. Demonstrate an ability to communicate effectively.

B. PERSONAL:

1. Mentally and physically capable of functioning in the maintenance and materials handling setting.
2. Ability to retain emotional stability in stressful situations.
3. Able to work beyond regular hours if needed.

JOB ANALYSIS: Operations/Safety Manager is responsible for managing and implementing the injury illness prevention program and maintaining all records pertaining to the safe operation of the facility and keeping contractual agreements between TLS and Oakland, including, but not limited to the following roles and responsibilities:

- Ensuring that all safety procedures and standards at the facility are adhered to.
- Assist TLS and Oakland in developing safer more efficient procedures.
- Write safety topics for and monitor weekly safety meetings.
- Assist other supervision in investigating all accidents and incidents.
- Maintain all record keeping data.
- Maintain all inspection records.
- Ensure that all personnel receive the necessary training to perform their job functions properly and safely.
- Coordinate repairs to loadout systems and equipment.
- Issue work orders, hot work permits and confined space entry permits as needed.
- Communicate daily with the terminal manager in respect to the status of the safety program.

- Communicate with Oakland and COMMODITY OPERATOR personnel on an as needed basis
- Monitor, review and interpret new and forthcoming rules and regulations from all regulatory agencies and revise IIPP as needed to maintain compliance.
- Develop and maintain relationship with medical treatment facility.
- Compliance with all aspects set forth in the job analysis for the operations manager/superintendent.

JOB TITLE: **OPERATIONS MANAGER/SUPERINTENDENT**
TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:
REPORT TO: Operations Manager/Terminal Manager

JOB SUMMARY: Operations Manager/Superintendent is responsible for supervising the COMMODITY load-out system as specified in the contract between TLS and Oakland.

EDUCATION REQUIREMENT/TRAINING:

A. EDUCATION:

1. At least five years of experience in industrial operations five of those years should be in supervision.
2. Knowledge of the maintenance and materials handling fields.
3. Knowledge of general safety.
4. Demonstrates an ability to communicate effectively.

B. PERSONAL:

1. Mentally and physically capable of functioning in the maintenance and materials handling setting.
2. Ability to retain emotional stability in stressful situations.
3. Able to work beyond regular hours if need indicates.

JOB ANALYSIS: Operations Manager/Superintendent is responsible for managing the maintenance and troubleshooting of all equipment, ordering parts, keeping records supervising the servicing of the equipment and in general keeping the equipment in good order as specified by contract between TLS and Oakland, this includes, but would not be limited to the following roles and responsibilities:

- Responsible for following safety standards in all areas of BERTH 7.
- Assist TLS and in developing safer more efficient procedures.
- Attend weekly safety meetings.
- Assist supervision in investigating all accidents and near misses.
- Assist TLS personnel in repairs to load-out and equipment.
- Assists in day-to-day operation of the terminal.
- Ensures that samples of each ship loaded are taken.
- Communicates with Oakland and COMMODITY OPERATOR personnel on an as needed basis.
- Issues work orders and Hot Work Permits when needed.
- Checks conveyor system, feeders, drive units, ship loader and mobile equipment on a regular basis.

1. Schedules repairs on a timely basis according to priority
2. Supervises shiploader, gearboxes, drives, conveyor belts and cables.
3. Maintains a service log on each piece of equipment.
4. Maintains a clean and safe work area

JOB TITLE: **OFFICE MANAGER**
TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:
REPORT TO: Terminal Manager

JOB SUMMARY: Office Manager is responsible for the daily operations and paperwork of the office.

QUALIFICATION REQUIREMENTS / TRAINING:

A. QUALIFICATIONS:

1. At least five years' experience office administration/management.
2. Knowledge of computer operation and file maintenance to include:
   - Windows 7
   - Microsoft Office (Word, Excel, Exchange)
   - QuickBooks Pro
   - MaintainIt Pro
   - Internet
   - Networking
3. Payroll, purchase order, billing, invoicing and filing procedure knowledge.
4. Budget and report preparation knowledge.
5. Office equipment knowledge.
6. Demonstrate an ability to communicate effectively.

B. PERSONAL:

1. Mentally and physically capable of functioning in the maintenance and materials handling setting.
2. Ability to retain emotional stability in stressful situations.
3. Able to work beyond regular hours if needed.

JOB ANALYSIS: Office Manager is responsible for managing and implementing daily office procedures including:

- Build and maintain forms for office and vessel operation.
- Purchase order system.
- Ensure that all bills are G/L coded and processed through corporate.
- Develop and maintain monthly budget spreadsheet.
- Develop and maintain quarterly reports for Oakland and corporate.
- Maintain relationships with vendors for ordering and account credit purposes.
- Monitor and input payroll for ILWU employees and TLS employees.
- Maintain ship files/folders, vessel log and spreadsheets.
- Maintain office supply inventory.
- Invoicing of vessels to corporate.

- Maintain personnel files and new employee paperwork.
- Maintain attendance and timesheets for TLS staff.
- Maintain checking account.
- Communicate daily with the Terminal Manager in respect to the status of ship arrival for paperwork procedures.
- Develop and maintain filing system under OSHA standards.
- Maintain all other record keeping data.
- Assist TLS management staff.
- Communicate with Oakland and COMMODITY OPERATOR personnel on an as needed basis.

JOB TITLE: **FOREMAN/WALKING BOSS**
TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:

REPORT TO: Operations Manager/Superintendent

JOB SUMMARY: Foreman is responsible for the daily operations of the load-out facility including scheduling job assignments, and maintenance for TLS as specified in the contract between TLS and Oakland.

EDUCATION REQUIREMENTS/TRAINING:

A. EDUCATION:

1. Ten years of industrial and mechanical experience, at least five in management of I.L.W.U. personnel.
2. Knowledge of industrial and safety management. Competent in materials handling and maintenance operations. Knowledge of mechanical theory and practice.
3. Knowledge of OSHA and EPA guidelines.
4. Possesses analytical ability in order to find solutions to difficult problems. Demonstrates an ability to communicate effectively.
5. Capable of acting as a role model for employees.

B. PERSONAL:

1. Mentally and physically capable of functioning in the materials handling and maintenance setting.
2. Ability to retain emotional stability in stressful situations.
3. Must remain fair and non-partial to all employees and other professionals with whom working.
4. Able to work beyond regular hours if need indicates, per ILWU guidelines.
5. Exhibits ability to organize.

JOB ANALYSIS: Foreman/Walking Boss, responsible for supervising the crew that loads ships, and provides safety and operational training. He also ensures that contract stipulations, between TLS and Oakland are followed. This includes, but it is not limited to the following roles and responsibilities:

- Assist in safety orientation for employees.
- Conducts daily safety talks.
- Responsible for implementation of safety standards in the vessel loading area of TLS Marine and Oakland.
- Audit safety performance of ILWU personnel.
- Assist TLS and Oakland in developing safer and more efficient procedures.

- Attend weekly safety/hygiene meetings.
- Enforces policies and procedures.
- Investigates all accidents and near misses in conjunction with superintendent.
- Coordinates with personnel, if necessary, the repairs to materials handling equipment.
- Ensures that vessel load-out operations are conducted in a safe and efficient manner.

JOB TITLE: **SHIP LOADER OPERATOR/Oakland**
TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:

REPORT TO: Foreman/Walking Boss

JOB SUMMARY: Operator responsible for the operation of the shiploader at Berth 7 as specified in the contract between TLS and Oakland.

EDUCATION REQUIREMENTS/TRAINING:

A. EDUCATION:

1. Formal training on shiploader operating techniques and how to recognize mechanical and electrical problems.
2. Knowledge of industrial and materials handling operations. Knowledge of general safety.
3. Demonstrates an ability to communicate effectively.

B. PERSONAL:

1. Mentally and physically capable of functioning in the material handling field. Ability to retain emotional stability in stressful situations.
2. Able to work beyond regular hours if need indicates per I.L.W.U. guidelines.

JOB ANALYSIS: Operates the shiploader for loading COMMODITY to vessels. Assists in troubleshooting shiploader operational problems and making necessary repairs. Assists when requested as specified in the contract between TLS and Oakland. This includes but is not limited to the following roles and responsibilities:

- Responsible for following safety standards in all areas of Oakland BERTH 7
- Assist TLS and Oakland in developing safer, more efficient procedures.
- Attend weekly safety meetings.
- Assist supervision in investigating all accidents and near misses.
- Knowledge of OSHA and EPA guidelines.
- Assists in day-to-day operations.
- Assists when the system is down and in repair
- Communicates with TLS/Oakland on a daily basis concerning load-out operations
- Assists in checking and servicing of shiploader as required
- Maintains a clean and safe work area.

JOB TITLE: **SWEEPER OPERATOR**
TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:

REPORT TO: Terminal Manager/Superintendent

JOB SUMMARY: Sweeper Operator is responsible for operating the sweeper located at the near berth as specified in the contract between TLS and Oakland.

EDUCATION REQUIREMENTS/TRAINING:

A. EDUCATION:

1. Extensive training in the operation of a sweeper and/or a vacuum truck, and servicing techniques.
2. Knowledge of OSHA and EPA guidelines.
3. Knowledge of general safety rules and regulations.
4. Demonstrates an ability to communicate effectively.

B. PERSONAL:

1. Mentally and physically capable of functioning in the equipment operator and materials handling fields.
2. Ability to retain emotional stability in stressful situations.
3. Able to work beyond regular hours if need indicates accordance with the I.L.W.U. guidelines.

JOB ANALYSIS: Operates a sweeper and/or vacuum truck to clear the terminal of debris, and communicates to management if a problem exist or if any repairs are needed to the sweeper.

- Manual sweeping and wash-down as required.
- Responsible for following safety standards in all areas
- Assist TLS, Inc developing safer, more efficient procedures.
- Attend weekly safety meetings.
- Assist supervision in investigating all accidents and near misses.
- Knowledge of OSHA and EPA guidelines.
- Assists in day-to-day operations when available.
- Communicates with Oakland/TLS Corporation personnel on an as needed basis.
- Operates the sweeper for cleaning the facility
- Assists in checking gears, tires, engine, drive units, etc.
- Maintains a clean and safe work area.

JOB TITLE: **SUPERCARGO**
TLS
300 Frank H. Ogawa, Suite 430
Oakland, CA 94612

EFFECTIVE DATE:

REPORT TO: Operations Manager/Superintendent

JOB SUMMARY: Supercargo, responsible for coordinating the daily operations of the load-out facility including monitoring the cargo and information flow during vessel loading for TLS as specified by contract between TLS and Oakland.

EDUCATION REQUIREMENTS/TRAINING:

A. EDUCATION:

1. Ten years of industrial and mechanical experience, at least five in management of ILWU personnel.
2. Knowledge of industrial and safety management.
3. Competent in materials handling and operations.
4. Knowledge of OSHA and EPA guidelines.
5. Possesses analytical ability in order to find solutions to difficult problems.
6. Demonstrates an ability to communicate effectively.

B. PERSONAL

1. Mentally and physically capable of functioning in the materials handling and maintenance setting.
2. Ability to retain emotional stability in stressful situations.
3. Must remain fair and non-partial to all employees and other professionals with whom working.
4. Able to work beyond regular hours if need indicates, per ILWU guidelines. Exhibits ability to organize.
5. Capable of acting as a role model for employees

JOB ANALYSIS: Supercargo, responsible for assisting the crew that loads ships, and maintaining document/information flow. He also ensures that contract stipulations between TLS and Oakland are followed. This includes, but it is not limited to the following roles and responsibilities:

- Assist in safety orientation for employees.
- Issue paperwork to vessels upon arrival at BERTH 7.
- Ensures that all documentation relating to a vessel operation is complete and correct.
- Monitors the information display in the Supercargo shack and disseminates that information appropriately
- Audit safety performance of ILWU personnel.
- Assist TLS and Oakland in developing safer and more efficient procedures.
- Attend weekly safety/hygiene meetings.
- Enforces policies and procedures.
- Ensures that vessel load-out operations are conducted in a safe and efficient manner.

TRAINING REQUIREMENTS INVENTORY

1. NEW HIRE DOCUMENTATION:

DOCUMENT NAME	DATE SIGNED	LOCATION	DOCUMENT VERIFICATION CONDUCTED BY
Safety Training Booklet			
Drug And Alcohol Policy			
Job Description			
Position Acceptance Form			
Employee / Subcontractor Acceptance			
Terminal Manager Document Checklist			
Skill Verification Documentation			

2. TRAINING TRACKING:

DOCUMENT NAME	30 DAYS	60 DAYS	90 DAYS	180 DAYS	RECORD REVIEW NOTES
Training Requirements					
Equipment Operator					
Bells & Sampler					
Maintenance Mechanic					
Qualification Date					
Pickup Truck					
Qualification Date Form					
Forklift					
Qualification Date Form					
Crosswind					
Qualification Date Form					
Guzzler					
Qualification Date Form					

3. TRAINING SCHEDULE:

TRAINING INTERVALS					
INTERVAL LEVEL	30	60	90	180	360
TRAINING DEADLINE					
COMPLETION DATE					

DATE OF EMPLOYMENT:_____

POSITION:	

LAST NAME:		FIRST NAME:	

DRAFT

TLS/Oakland - BERTH 7

EQUIPMENT OPERATOR TRAINING

I,_____, have been trained on the following equipment:

DATE/INITIALS	TOPIC
_____	Vacuum Truck (Guzzler)
_____	Street Sweeper (Crosswind)
	Terminal Cleaning Procedures:
_____	Dock
_____	530 Belt Conveyor Tube
_____	Tower 9
_____	520 Belt Conveyor Tube
_____	Tower 8
_____	450 Belt Conveyor Tube
_____	Tower 7
_____	430 Belt Conveyor Tube
	Shiploader:
_____	Remote Control
_____	Cab Control

_____
Signature

Approval:_____ _____ _____

Signature Title Date

DRAFT

TLS
MAINTENANCE MECHANIC TRAINING

I,_____, have been trained on the following equipment:

DATE/INITIALS	TOPIC
_____	SHIPLOADER
_____	E-Stops
_____	Zero Speed Switch (510 Belt)
_____	Belt Misalignment (510 Belt)
_____	Plugged Chute Switch
_____	Counter Weight Inspection
_____	Lighting
_____	Crash Probes
_____	Carryover Tray
_____	Pulley Inspection (510 Belt)
_____	Idler Inspection (510 Belt)
_____	Dust Suppression
_____	Boom Hoist Drive/Rigging
_____	Shuttle Drive
_____	Telescopic Chute Hoist
_____	Telescopic Chute Tilt
_____	Loading Spoon Drive
_____	Multi-Un (Troubleshooting)
_____	Lubrication System
_____	Lubrication Schedule
_____	Gantry Drive
_____	Cab Controls
_____	Remote Controls
_____	Scrapers

DATE/INITIALS	TOPIC
	530 Belt
_____	E-Stops/E-Cord
_____	Zero Speed Switch
_____	Belt Misalignment
_____	Motor
_____	Dust Suppression
_____	Wind Guards
_____	Mech. Scraper
_____	Counter Weight
_____	Lighting
_____	Plugged Chute Switch
	520 Belt
_____	E-Stops/E-Cord
_____	Zero Speed Switch
_____	Belt Misalignment
_____	Motor
_____	Dust Suppression
_____	Mech. Scraper
_____	Counter Weight
_____	Lighting
_____	Plugged Chute Switch

DATE/INITIALS	TOPIC
	450 BELT
_____	E-Stops/E-Cord
_____	Zero Speed Switch
_____	Belt Misalignment
_____	Motor
_____	Dust Suppression
_____	Mech. Scraper
_____	Counter Weight
_____	Lighting
_____	Plugged Chute Switch
	430 BELT
_____	E-Stops/E-Cord
_____	Zero Speed Switch
_____	Belt Misalignment
_____	Motor
_____	Dust Suppression
_____	Mech. Scraper
_____	Counter Weight
_____	Lighting
_____	Plugged Chute Switch

DATE/INITIALS	TOPIC
	540 BELT
_____	E-Stops/E-Cord
_____	Zero Speed Switch
_____	Belt Misalignment
_____	Motor
_____	Dust Suppression
_____	Mech. Scraper
_____	Counter Weight
_____	Lighting
_____	Plugged Chute Switch
	SAMPLER
_____	E-Stops/E-Cord
_____	Plugged System
_____	Hydraulic Pump
_____	Cutters
_____	Rotary Table
_____	Lighting

510, 530, 520, 540, 450, 430

BELT CONVEYOR

OPERATIONS

1. Check conveyor belt for any foreign objects before starting.
2. Check belt cleaners (pre-cleaner and secondary cleaner) for missing blades.
3. Check belt splice. (mechanical ones only)
4. Visually check head and tail pulleys and take-up pulleys for bad bearings.
5. Check zero speed switch.
6. Check dust suppression system
7. Check plugged chute switch.
8. Check skirting at tail pulley transfer point.
9. Check condition of idlers.
10. Check belt misalignment.
11. Check area lighting.
12. Switch master switch to hand/maintenance or auto (for shiploading/system test).
13. Check emergency stop control cord for proper operation.
14. Observe sequential start of conveyor (530 for 510) (520 for 530) (450 for 520) (430 for 450).

REPAIRS PROCEDURES

1. Fill out all permits and work order forms.
2. Fill out and post "Do Not Operate" tags.
3. Tag out, lock out, and try out.
4. Perform safety walk around and remove all tripping hazards.
5. Collect all tools to perform repairs job; check condition of all tools before starting work.
6. After repairs have been completed, sign off on all work orders and permits and turn into supervisor for approval.
7. Work area must be cleaned after job has been completed.

TLS TRAINING REQUIREMENTS

INDIVIDUAL LEARNING GUIDE BELT CONVEYOR SYSTEM

1. Trainee/operator has read OMS manual for operating equipment.
2. Trainee/operator has read safety precautions.
3. Trainee/operator has read repair procedures.
4. Trainee/operator has watch film on operation I maintenance.

TRAINEE I OPERATOR ACTIONS

- Familiarize yourself with the operations and maintenance procedures
- Schedule time with your Instructor for walk around.
- Schedule time with your instructor before starting equipment.
- Schedule time with you instructor for safe operation of equipment.
- Schedule time with your instructor for repair procedures.

TRAINEE / OPERATOR PERFORMANCE REQUIREMENTS

1. Identify equipment and controls.
2. Explain the purpose of the following.

- All controls and location.
- Explain the purpose of the counterweight take-up pulley assembly and location.
- Explain the purpose of the belt cleaner and location.
- Explain the purpose of the emergency pull safety cable along entire conveyor system and location.
- Explain the purpose of greasing all bearings and location.
- Explain the purpose of dust suppression & belt cleaners.

The results of doing this Individual Learning Guide Correctly Are:
(Instructor should initial when items below are satisfactorily demonstrated)

_____Trainee / operator will be able to located all of the above.

_____Trainee / operator will be able to explain operation.

_____Trainee / operator will be able to explain the safe operation of equipment.

INSTRUCTOR ACTION

1. Walk around equipment
2. Identify and explain the purpose and function of the following.

   - All controls and location.
   - The purpose of counterweight take-up pulley assembly and location.
   - The purpose of the belt cleaner and location.
   - The purpose of the emergency pull safety cable and location.
   - The purpose of greasing all bearings and locations.
   - The purpose of dust suppression & belt cleaners.

3. Verify that the trainee I operator can locate all items above and explain the function and purpose of each.
4. Sign off for qualification when Performance Requirements are satisfactorily completed.

SIGN OFF 30 60 90 180 DAYS

QUALIFICATION

INSTRUCTOR AND TRAINEE / OPERATOR INDICATE SATISFACTORY COMPLETION OF PERFORMANCE REQUIREMENTS PERTAINING TO THE CONVEYORS.

INSTRUCTOR._____TRAINEE/OPERATOR_____ DATE _____
TERMINAL MANAGER_____DATE_____
Present this signed and dated Learning Guide to the supervisor for qualification sign off.
Instructor suggestions to improve Individual Learning Guide on back of page.

TLS TRAINING REQUIREMENTS

INDIVIDUAL LEARNING GUIDE - PICK-UP TRUCKS

1. Trainee I operator has completed walk around.
2. Trainee I operator has read OMS manual for operating equipment.
3. Trainee I operator has read safety precaution
4. Trainee I operator has read repair procedures.
5. Trainee I operator has watch film on operation I maintenance.

TRAINEE / OPERATION ACTIONS

- Familiarize yourself with the proper operation of pick-up.
- Schedule time with your instructor for walk around.
- Schedule time with your instructor before starting equipment
- Schedule time with your instructor for safe operation of equipment.
- Schedule time with your instructor for repair procedures.

TRAINEE / OPERATOR PERFORMANCE REQUIREMENTS

1. Identify equipment and controls.
2. Explain the purpose of the following:
   - All controls
   - Check engine oil
   - Check fan belts
   - Check transmission oil.
   - Check water in radiator and battery
   - Check tire pressure (50 PSI)
   - Explain the purpose of good housekeeping

The results of doing the Individual Learning Guide correctly are:
(Instructor should initial when items below are satisfactorily demonstrated)

_____Trainee / operator will be able to locate all of the above. Trainee / operator will be able to explain safe operation of the above equipment.
_____Trainee / operator will be able to explain the purpose of good housekeeping.

INSTRUCTOR ACTIONS

1. Walk around equipment.
2. Identify and explain the purpose and function of the following.
    * All controls and location.
    * Engine oil check location.
    * Transmission oil location and how *to* check.
    * Radiator and battery water how to check
    * All Fluids level.
    * Tire Pressure.
    * Purpose of good housekeeping.
3. Verify that the trainee I operator can locate all items and explain the function and purpose of each.
4. Sign off for qualification when Performance Requirements are satisfactorily completed.

SIGN OFF 30 60 90 180 DAYS.

QUALIFICATION

INSTRUCTOR AND TRAINEE / OPERATOR INDICATE SATISFACTORY COMPLETION OF PERFORMANCE REQUIREMENTS PERTAINING TO THE PICK-UP TRUCKS.

INSTRUCTOR._____TRAINEE / OPERATOR_____DATE_____
MANAGER_____DATE_____
Present this signed and dated Learning Guide to the supervisor for qualification sign off.
Instructor suggestion to improve Individual Learning Guide on back page.

STREET SWEEPER (CROSSWIND) OPERATOR'S TRAINING

BEFORE STARTING EQUIPMENT

1. Check engine oil.
2. Check hydraulic oil level.
3. Check water in radiator and in dust control/cleaning tanks.
4. Visual check for loose and missing pins.
5. Visual check for loose track.
6. Visual check for oil and water leaks.
7. Visual check for broken windows.
8. Visual check boom and hose.
9. Keep operator cab and windows clean.
10. At end of workday turn off key switch and auxiliary switch return to office.

SAFETY

1. Do Not leave operators cab or remote controls unattended when equipment is running.
2. Key switch must be turned off and the auxiliary switch must be turned to the off position when vehicle is not in use.
3. Vacuum hood/brush must be raised when travelling over tracks or other obstacles.

REPAIRS PROCEDURES

1. Fill out all permits and work order forms,
2. Fill out Do Not Operate tag.
3. Tag out, lock out, try out form.
4. Do safety walk around equipment and work area and remove all unsafe and tripping objects.
5. Collect all tools to perform job check condition of tools before starting work.
6. After repairs have been completed, sign off on all work orders and permits and turn into supervisor for approval.
7. Work area must be cleaned after job has been completed.

TLS TRAINING REQUIREMENTS

INDIVIDUAL LEARNING GUIDE -STREET SWEEPER (CROSSWIND) WALK AROUND.

1. Trainee / operator has completed walk around.
2. Trainee / operator has read OMS manual for operating equipment.
3. Trainee / operator has read safety precautions
4. Trainee / operator has read repair procedures.
5. Trainee / operator has watch film on operation / maintenance.

TRAINEE/ OPERATOR ACTIONS

- Familiarize yourself with the Crosswind operation and maintenance manual.
- Schedule time with your instructor for walk around.
- Schedule time with your instructor before starting equipment
- Schedule time with your instructor for safe operation of equipment.
- Schedule time with your instructor for repair procedures

TRAINEE / OPERATOR PERFORMANCE REQUIREMENTS

1. Identify equipment and controls
2. Explain the purpose of the following.
   - All controls
   - Oil levels
   - Hydraulic fluids
   - Water levels
   - Filters locations
   - Tire Pressure

The results of doing this Individual Learning Guide correctly are:
(Instructor should initial when items below are satisfactorily demonstrated)

_____Trainee / operator will be able to located all of the above.

_____Trainee / operator will be able to explain operation of the equipment.

_____Trainee / operator will be able to explain the safe operation of equipment.

INSTRUCTOR ACTIONS

1. Walk around equipment
2. Identify and explain the purpose and function of the following:

   - Controls levels.
   - All filters and location and how to change.
   - Location of fuel tanks and how to check level.
   - Location of hydraulic tank and how to check level.
   - Location of radiator and how to check water level.
   - Location of air cleaner and how to change or clean.
   - Location of ALL grease fittings.

3. Verify that the trainee I operator can locate all items above and explain the function and purpose of each.
4. Sign off for qualification when Performance Requirements satisfactorily completed.

SIGN OFF 30 60 90 180 DAYS

QUALIFICATION

INSTRUCTOR AND TRAINEE /OPERATOR INDICATE SATISFACTORY COMPLETION OF PERFORMANCE REQUIREMENTS PERTAINING TO THE CROSSWIND.

INSTRUCTOR_____ TRAINEE/OPERATOR _____ DATE _____

TERMINAL MANAGER _____ DATE _____

Present this signed and dated Learning Guide to the supervisor for qualification sign off.

Instructor suggestions to improve Individual Learning Guide on back of page.

VACUUM TRUCK (GUZZLER) OPERATOR'S TRAINING

BEFORE STARTING EQUIPMENT

1. Check engine oil.
2. Check hydraulic oil level.
3. Check water in radiator and in dust control/cleaning tanks.
4. Visual check for loose and missing pins.
5. Visual check for loose track.
6. Visual check for oil and water leaks.
7. Visual check for broken windows.
8. Visual check boom and hose.
9. Keep operator cab and windows clean.
10. At end of workday turn off key switch and auxiliary switch return to office.

SAFETY

1. Do Not leave operators cab or remote controls unattended when equipment is running.
2. Key switch must be turned off and the auxiliary switch must be turned to the off position when vehicle is not in use.
3. Vacuum hood/brush must be raised when travelling over tracks or other obstacles.

REPAIRS PROCEDURES

1. Fill out all permits and work order forms,
2. Fill out Do Not Operate tag.
3. Tag out, lock out, try out form.
4. Do safety walk around equipment and work area and remove all unsafe and tripping objects.
5. Collect all tools to perform job check condition of tools before starting work.
6. After repairs have been completed, sign off on all work orders and permits and turn into supervisor for approval.
7. Work area must be cleaned after job has been completed.

TLS TRAINING REQUIREMENTS

INDIVIDUAL LEARNING GUIDE - VACUUM TRUCK (GUZZLER) WALK AROUND.

1. Trainee / operator has completed walk around.
2. Trainee / operator has read OMS manual for operating equipment.
3. Trainee / operator has read safety precautions
4. Trainee / operator has read repair procedures.
5. Trainee / operator has watch film on operation/maintenance.

TRAINEE/ OPERATOR ACTIONS

- Familiarize yourself with the Crosswind operation and maintenance manual.
- Schedule time with your instructor for walk around.
- Schedule time with your instructor before starting equipment
- Schedule time with your instructor for safe operation of equipment.
- Schedule time with your instructor for repair procedures

TRAINEE/OPERATOR PERFORMANCE REQUIREMENTS

1. Identify equipment and controls
2. Explain the purpose of the following.
   - All controls
   - Oil levels
   - Hydraulic fluids
   - Water levels
   - Filters locations
   - Tire Pressure

The results of doing this Individual Learning Guide correctly are:
(Instructor should initial when items below are satisfactorily demonstrated)

_____Trainee / operator will be able to located all of the above.

_____Trainee / operator will be able to explain operation of the equipment.

_____Trainee / operator will be able to explain the safe operation of equipment.

INSTRUCTOR ACTIONS

1. Walk around equipment
2. Identify and explain the purpose and function of the following:
   - Controls levels.
   - All filters and location and how to change.
   - Location of fuel tanks and how to check level.
   - Location of hydraulic tank and how to check level.
   - Location of radiator and how to check water level.
   - Location of air cleaner and how to change or clean.
   - Location of ALL grease fittings.
3. Verify that the trainee I operator can locate all items above and explain the function and purpose of each.
4. Sign off for qualification when Performance Requirements satisfactorily completed.

SIGN OFF 30 60 90 180 DAYS

QUALIFICATION

INSTRUCTOR AND TRAINEE / OPERATOR INDICATE SATISFACTORY COMPLETION OF PERFORMANCE REQUIREMENTS PERTAINING TO THE GUZZLER.

INSTRUCTOR_____ TRAINEE/OPERATOR _____ DATE _____
TERMINAL MANAGER _____ DATE _____
Present this signed and dated Learning Guide to the supervisor for qualification sign off.
Instructor suggestions to improve Individual Learning Guide on back of page.

TERMINAL LOGISTICS SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (O.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-06

OPERATIONS AND MAINTENANCE

_____ _____

Reviewed By Approved By

Procedure Type	Date	Issued for Implementation	By	OMS Dept.
Administrative			Doc No.	
			Rev. No.	

OMS-6 UST OF ATTACHMENTS

Work Order (sample)
Work Order Procedure
Standard Work Procedure (SWP) Development and Management
Competent Person Designation (sample)
Maintenance Procedures:
- Conveyor Belt Splicing
- Conveyor Belt Replacement
- Conveyor Roller Replacement
- Tail/Head Pulley Replacement
- Reduction Gear Oil Changes (Belt Drives)
- Reduction Gear Replacement/Repair
- Voith Turbo Fluid Drive Oil Change (Belt Drive)
- Electric Motor Replacement (530, 520, 540, 450 & 430)
- Bearing Replacement
- Lighting Replacement and Repair
- Painting
- Chipping/Grinding
- Welding
- Lubrication of Counterweight Sheaves
- Lubrication of Shiploader
- Lubrication of Vehicles
- Tower Cleaning
- Conveyor Tube Cleaning
- Dock Cleaning
- Shiploader Cleaning
- Sump/Reclaim Pond Cleaning
- Monthly Critical Alarm Inspection Form
- Monthly Critical Alarm Training Procedure

Operations Procedures:
- Belt Conveyors (510, 530, 520, 540, 450, 530)
- Vacuum Truck (Guzzler)
- Shiploading Procedures
- Bias Test Procedures
- IIPP Table of Contents

ELEMENT 6

OPERATIONS AND MAINTENANCE

6.0 The operation of this facility within established parameters is essential to control risk. This requires effective procedures, structured inspection and maintenance systems, reliable safety systems and control devices, and qualified personnel who consistently execute these procedures and practices.

6.1 The terminal at BERTH 7, Oakland has implemented the use of computerized maintenance software, *MaintainIt PRO.* This software is used to schedule maintenance, generate work orders and maintain inventory control and perform records-keeping functions for the above.

6.1.1 *Maintainit PRO* is used in conjunction with the available reference manuals for the facility (see Element 4), in order to maintain the essential information required to operate the terminal.

6.1.2 We are utilizing a TLS written work order program. A sample work order has been attached. Also the work order procedure has been inserted.

6.1.3 In accordance with TLS SP-18, Safety Variance Procedure, of the IIPP, only the Terminal Manager will have the authority to change the process for filling out work orders, any associated documents or the performance of maintenance activities. Distribution of changes will as defined in Element # 7, Management of Change.

6.1.4 Operating, maintenance, and inspection procedures will be reviewed and assessed for exposure to hazardous substances if and when it is deemed necessary. All remedies will be addressed and resolved within a timely manner and all documents replaced or procedures revised. Refer to the Risk Assessment Procedure in Element #2.

6.1.5 *MaintainIt PRO* will be utilized to control the documentation changes. As procedures are updated, they shall automatically supersede and remove previous procedures. Maintenance personnel will be kept aware of changes through these updates. However, it will be the responsibility of the Terminal Manager to ensure that communicated changes are implemented and that superseded procedures are removed from the controlled documents. See Element # 7.

6.1.6 All documentation is subject to periodic review within the context of the OMS review cycle. Maintenance and operations procedures will be reviewed quarterly.

6.2 A work permit system for high-risk tasks is in place that incorporates checks and authorizations that are consistent with the mechanical and operational risks present in each facet of the operation. These permits are incorporated into the work order system

(*MaintainIt PRO*).

6.2.1 The information Systems manager is responsible for the proper maintenance of the work order system. This includes the establishment of proper written procedures and training in the use of the work order system. The Information Systems manager is the owner of all changes to the work order and permitting system in accordance with Element # 7, Management of Change.

6.2.2 Permit requirements are considered for each area of the operation. The present system covers:

- Electrical systems (TLS SP-16, Lockout/Tagout; TLS SP-6, Assured Grounding; TLS SP-15, Close Proximity Work);
- Hot work (Hot Work Permit Procedure);
- Working on pressurized lines (TLS SP-7, Code of Safe Practices);
- Working Aloft (TLS SP-9, Fall Prevention/Protection; TLS SP-7, Code of Safe Practices).

6.2.2.1 As new operations are introduced and the risks assessed, permitting procedures for these will be incorporated into the work order system. These include but are not limited to:

- Confined Space Entry (TLS SP-5)
- Float Platforms/Work Boats
- Asbestos Removal

6.2.3 For each task that must be performed that involves a task listed in 6.2.2, the permit information will address (at a minimum) the following:

- Description of the work to be carried out;
- Duration of the permit/work order;
- Confirmation that the work area is safe (by signature);
- Any special precautions;
- Identification of any by-passed emergency systems/alarms
- Standby equipment/personnel
- Authorizing signature

6.2.3.1 Upon completion of the task or a cessation of the work for an extended period of time, there must be a canceling signature confirming that the equipment/area has been left in a safe condition.

6.2.4 Whenever a work order is generated for a task that involves an activity listed in 6.2.2, the permitting information must be generated. This applies to all maintenance and repair work at Oakland BERTH 7.

6.2.5 Only managers at Oakland BERTH 7 will generate work orders. Training in the work order system is ongoing and documentation relating to the training can be found in File Cabinet # 8.

6.2.6 All aspects of the work order system, including procedures for permitting of specified tasks are covered in the training. It the responsibility of shift supervisors (Operations Managers/Superintendents) to determine the status of any activities requiring the issuance of permits.

6.2.7 Auditing of the work order/permit process will periodically be conducted to insure compliance and procedures are meeting the operational needs of this terminal. The auditing will be conducted on a quarterly basis and will be indicated on this form of the OMS manual with the appropriate date and signature of person(s) reviewing the procedure.

6.2.8 Copies of expired work order/permits will be retained for at least one year. These may be found in File Cabinet # 5.

6.2.9 Only the Terminal Manager will be authorized to deviate from full permit Compliance unless the job is an emergency and/or can be completed in less than one hour. A work order/permit shall be written up after the completion of the work.

6.3 Critical alarm, control and shutdown systems have been identified, tested and are undergoing periodic maintenance.

6.3.1 When any alarm occurs (critical or non-critical), the location and status of the equipment is displayed in the RSView control program. Below are listed the critical alarm, control and shutdown systems:

CRITICAL ALARM SYSTEMS

A. SHIPLOADER
(510 belt)
E-Stop/E-Cord
Zero Speed Switch
Belt Alignment
Plugged Chute Limits
Flow Meter (H20)

B. 530 BELT CONVEYOR
E-Stop/E Cord
Zero Speed
Switch Belt Alignment
Plugged Chute Limits
Flow Meter (H20)

C. 520 BELT CONVEYOR
E-Stop/E-Cord
Zero Speed Switch
Belt Alignment
Plugged Chute Limits
Flow Meter (H20)

D. 450 BELT CONVEYOR
E-Stop/E-Cord
Zero Speed Switch
Belt Alignment
Plugged Chute Limits
Flow Meter (H20)

E. 430 BELT CONVEYOR
E-Stop/E-Cord
Zero Speed Switch
Belt Alignment
Plugged Chute Limits
Flow Meter (H20)

6.3.2 As part of the Pre-Op Inspection Procedure, all E-stops and other alarms are inspected and tested. Alarm systems are maintained along with other systems in the regular preventive maintenance program. At a minimum, these alarms will be checked and tested monthly. Responsibility for the over-all maintenance program rests with the Assistant Terminal Manager.

6.3.3 Shift mechanics employed by TLS under a sub-contract to Harbor Industrial are the only personnel authorized to perform maintenance on critical systems. A list of authorized personnel is maintained in File Cabinet #5 (Maintenance), and is maintained by the Assistant Terminal Manager. Competent Person Designations may be found in File Cabinet # 7. A sample is attached.

6.3.4 All defects in critical systems are to be reported to management immediately. Management will determine the actions to be taken to rectify the problem, as well as the time frame and will ensure that the work order system is utilized to support the repairs.

6.4 Oakland BERTH 7 employs the following procedure for the temporary disarming or deactivating of any critical alarm, control or shutdown system.

6.4.1 Critical alarms, controls or shutdown systems can only be deactivated under the following conditions:

- Test/inspection related to maintenance or a pre-op;
- An emergency operating scenario.

6.4.1.1 Only the Terminal Manager can authorize continued operation with a critical alarm, control or shutdown system deactivated. This authorization must be noted in the Superintendent's Log.

6.4.1.2 When disabled for maintenance, the procedures outlined in Element 6.2 must be followed.

6.4.2 When a critical system is to be shutdown for maintenance or repair, this condition will be noted on the associated work order, which must include management authorization. The reason for this maintenance must be stated in the work order.

6.4.3 The only personnel authorized to work on critical alarm, control or shutdown systems are the employees of SUBCONTRACTOR, a sub-contractor of TLS.

6.4.3.1 in the event that a third party will performing repairs/replacement of a critical alarm, control or shutdown system, the exact nature of that work including the steps to be taken, safety instructions, designated persons, etc., will be documented in accordance with OMS-8, Third Party Services.

6.4.4 It is the responsibility of the Operations Manager/Superintendent to ensure that all employees are notified of the shutdown. When necessary, the Lockout/Tagout Procedures must be followed (TLS SP-16).

6.4.5 Changes made to the hardware or software that control any critical alarm, control or shutdown systems must undergo management review. The changes must be documented in accordance with the Standard Work Procedures and with OMS-7, Management of Change.

6.5 Certain operations will entail a higher degree of risk. There are special procedures in place to minimize those risks.

6.5.1 A risk assessment must be performed for all high-risk operations. This risk assessment must accompany the associated procedure.

6.5.2 Following are the tasks considered to be high risk here at Oakland BERTH 7 and the corresponding procedure that addresses those tasks:

- Electrical Systems (TLS SP-6, Assured Grounding; TLS SP-15, Close Proximity Work, TLS SP-16 Lock Out/Tag Out);
- Hot Work (Hot Work Procedures, OMS-6);
- Working on Pressurized Lines (TLS SP-7 Code of Safe Practices, TLS SP-13, Total Safety Task Instructions);
- Working Aloft (TLS SP-7, Code of Safe Practices; TLS SP-9, Fall Prevention/Protection; TLS SP-13, Total Safety Task Instruction);
- Confined Space Entry (TLS SP-5, Confined Space Entry).

6.5.3 Prior to commencing a task that is covered in this procedure, contingency plans to allow for equipment/personnel failure or any other loss of resource during the operation must be addressed. These must be documented on the work order (if created prior to the task), the Superintendent's Log, and in the Safety Meeting prior to the task commencing.

6.5.4 During normal operations and non-routine events, exposure to hazardous materials is not anticipated here at Oakland BERTH 7. Occupational health professionals have evaluated the facility in the following areas:

- Hearing Loss Prevention;
- Explosive Dust/Respirable Dust Conditions;
- Storm Water Pollution Prevention;
- Lead Abatement;

6.5.4.1 Documentation relating to the above conditions can be found in File Cabinet # 9.

6.6 At present the interfaces between operations that exist are the following:

- Between TLS Maintenance and Shiploading Personnel during shiploading operations;
- Between TLS Shiploading Personnel and Pacific Carbon Services during vessel loading operations;
- At any time third party contractors are on the facility concurrent with any operation.

6.6.1 Any activity that could potentially disrupt the normal activity of Oakland BERTH 7 (loading vessels), could be considered a high-risk activity. Work that is undertaken in the vicinity of moving bells or the shiploader is potentially disastrous. Failures in equipment or procedural mistakes can result in costly delays to the loading operation.

6.6.2 Prior to any concurrent activity, all parties must be involved in a discussion of the hazards involved. This must include operational and safety responsibilities. This must be documented in the following:

- Superintendent's Log;
- Safety/Environmental Meeting Record;
- Third Party Request For Quote (RFQ).

6.6.3 Established procedures that reduce risk must be adhered to. If necessary, a risk assessment should be performed prior to the activity taking place.

6.6.4 The Superintendent's Log is the document that is used for shift hand-overs. At a minimum it will identify ongoing activities, open work orders/permits, temporary or incomplete repairs and by-passed critical safety systems.

6.6.5 The Operations Manager/Superintendent on duty is responsible for ensuring that any activities or outside operations that could impact on operations at Oakland BERTH 7 are coordinated and communicated to all parties. See OMS-4 and OMS-5.

6.6.6 As part of the ongoing OMS review process, safety meetings, audits, etc., each operation is reviewed to ensure that the current understanding of the level of risk is correct and that the adopted procedures are meeting the defined need. See OMS-1, Management Leadership, Commitment and Accountability, and OMS-2, Risk Assessment and Management.

6.7 Here at Oakland BERTH 7, it is critical to monitor the daily operation in order to minimize the potential for release of cargo into the environment, to track emissions and wastes and for compliance with environmental objectives and regulatory requirements.

6.7.1 The responsibility to track hazardous emissions and waste for compliance with environmental objectives is covered in the following:

- TLS SP-04, Hazard Communication;
- Business Emergency Response Plan;
- Storm Water Pollution Prevention Plan;
- Environmental Policies/Procedures Training Manual;
- Pollution Incident Report (Spill Reporting Guide);
- Lead Abatement Program.

Copies of the above are retained in the office of the Terminal Manager, the Terminal Office, and in File Cabinets #s 7, 8 and 9.

6.7.2 The Terminal Manager is responsible for compliance with statutory and company regulations. The Safety Director is tasked with administering the various documents and procedures required for compliance and for conducting training in these areas. See OMS-5, Personnel and Training, Section 11 of the TLS, Environmental Policies/Procedures Training Manual and the Pollution Incident Report (Spill Reporting Guide).

6.7.3 Whenever a third party contractor is required to dispose of hazardous materials generated here at Oakland BERTH 7, such contractor must warrant that collection and disposal methods will meet regulatory requirements and will be consistent with local practice. See OMS-8, Third Party Services; and Chapter 17 of the TLS Environmental Policies/Procedures and Training Manual. A manifest must be generated in accordance with state and federal EPA regulations. The EPA identification number for this facility is XXXXXXXXX.

6.7.4 Periodic audits of the contractor's performance will be in accordance with OMS-8, Third Party Services.

6.8 Abandonment of Facility TLS SP-03, Evacuation details the procedure to be followed in the event of an evacuation. See also TLS SP-11 Inclement Weather Procedure. Below is a checklist for abandonment.

Abandonment of Facility

1. ____ Position the Shiploader near the western end of the dock and pin the crane in place.

2. ____ Open the electrical power control breakers in the crane cab.

3. ____ Close and lock the crane cab door.

4. ____ Boom the crane up to the stow position and pin it in place.

5. ____ Park the forklift inside Tower 9.

6. ____ Park the sweeper and vacuum trucks inside the storage building. Make sure that the cab doors are securely closed.

7. ____ Remove all fire extinguishers from outside areas and store inside the mechanical room.

8. ____ Tie down or secure all loose conveyor covers and housings.

9. ____ Remove or tie down all objects or equipment that could be blown around.

10. ____ Close all water and air line block valves.

11. ____ Close and lock doors and windows on office, Supercargo shack, storage building and all towers.

12. ____ Open the breakers in the motor control center close and lock the doors.

DRAFT

Work Order

6/11/98

1

WO No.	115	(Repair)	Task No.
Rehang hydraulic pump on broom housing			

Equip No.	8100	Elgin Sweeper Truck	
Location	Terminal	Department	
Sub-location 1		Cost Center	
Sub-location 2		Warranty Exp. Date	
Sub-location 3		Meter Reading	
Originator	Frank Sendra	Phone No.	
Request Date	3/27/98	Ext.	
Start Date	3/27/98	Craft	Mech
Finish Date		Crew Size	2.00
Priority	1.00	Est. Labor Hours	
RFO Code	( )		
Downtime			

Labor

Employee	Craft	Name	Hours

Comments and Notes

Task Instructions

Parts

Item No.	Qty Reqd.	Description	Qty Used

Doc No.	OMS-06
Rev. No.	

Work Order Procedure

TLS maintains a Computerized Maintenance Management System (CMMS) with Datastream's Maintain It Pro Maintenance Management Software. The CMMS is maintained by the Information Systems Manager.

Each regularly anticipated maintenance procedure is entered as a Task and assigned a Task Number, Task Description, Work Order Type (Pre-Op, Preventative, Repair, Safety, or Environmental), Priority, Craft, Crew Size, Estimated Labor Hours, and Scheduling Method. Scheduling information includes the Equipment Number(s), Equipment Location, Sub-Location, Equipment Description, Day or Meter Frequency, Last Meter Reading, and Next Due Date. The Task is also given a list of Task Instructions for the work to be performed, and a list of Required Parts.

When work becomes necessary beyond the normally scheduled Maintenance & Repair Tasks, a Work Order Request (WOR) is written as outlined in the Work Order Request Procedure.

Each day the IS Manager will request the CMMS to generate any pending Work Orders based on these Tasks. When a WO is generated the CMMS automatically assigns the Work Order Number. Additional information is entered on the WO before it is printed. If the WO is generated by a Task, this additional information includes the Department, Cost Center, RFO Code, Originator, Labor, and Notes.

If the WO is being generated from a WOR, the additional information includes a Task Description, Equipment Number (if needed), Department, Cost Center, Work Order Type, Priority, RFO (Reason For Outage) Code, Originator, Request Date, Craft, Crew Size, Estimated Labor Hours, Labor, Parts, and Notes.

When all of the additional information is entered, the WO is printed and released to the maintenance personnel to perform the work required. A copy of the WO is placed in the Open Work Orders file in File Cabinet # 5. The maintenance personnel will fill in the date the work was started, any meter readings, any equipment downtime, the name of the personnel who completed the work, time spent to complete the work, any comments or notes, any parts used, and the date the work was completed.

When the work is completed the WO is returned to the IS Manager to be closed. The IS Manager will enter the above information and close the Work Order. If a Work Order Request was written to generate the Work Order, the WOR is pulled from the WOR file and attached to the WO. The WO is then placed in the Closed Work Orders file in File Cabinet # 5.

Each week the IS Manager will print a Work Order Summary which details all open Work Orders. The summary is placed in the Open Work Orders file in File Cabinet # 5, and a copy is given to the maintenance personnel to ensure that Work Orders are completed in a timely manner.

Work Order Request Procedure

TLS maintains a Computerized Maintenance Management System (CMMS) with Datastream's Maintainlt Pro Maintenance Management Software. Each regularly anticipated maintenance procedure is entered as a Task, and scheduled by day or meter frequency as outlined in the Work Order Procedure. A Work Order (WO) is automatically generated for each Task when the next due date has been reached. The WO is then released to the maintenance personnel to perform the work required.

When work becomes necessary beyond the normally scheduled Maintenance & Repair Tasks, a Work Order Request (WOR) must be written.

The WOR is filled out with the name of the Manager requesting the Work Order, the date of the request, any equipment involved, the location where the work is needed, and a description of the work required.

The WOR is forwarded to the Assistant Terminal Manager for review. The Assistant Terminal Manager will assign the WOR a type code after determining if the work is based on Safety, Emergency, Compliance, or Environmental issues, assign the WOR a priority code, and sign and date the WOR.

The Assistant Terminal Manager will forward the WOR to the Terminal Manager for review and approval. If approved, The Terminal Manager will sign and date the WOR, and forward it to the Information Systems Manager.

The Information Systems Manager will enter the WOR into the CMMS, generate the Work Order, and write the Work Order number and Work Order date on the WOR. The WOR is then placed in a Work Order Requests file in File Cabinet # 5.

To expedite the Work Order process, the WOR may also be returned to the Manager who requested the work order. The Manager will generate the Work Order following the procedures outlined in the Work Order Procedure.

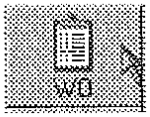
Computerized Maintenance Management System CMMS
Work Order Entry Procedure

TLS maintains a Computerized Maintenance Management System (CMMS) with Datastream's MaintainIt Pro Maintenance Management Software. Each regularly anticipated maintenance procedure is entered as a Task, and scheduled by day or meter frequency as outlined in the Work Order Procedure. A Work Order (WO) is automatically generated for each Task when the next due date has been reached. The WO is then released to the maintenance personnel to perform the work required.

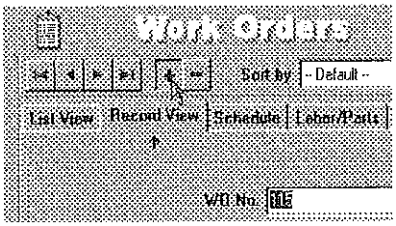
When work becomes necessary beyond the normally scheduled Maintenance & Repair Tasks, a Work Order Request (WOR) is written as outlined in the Work Order Request Procedure.

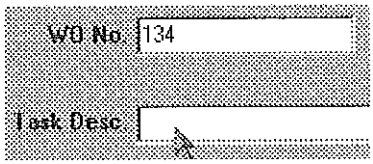
This Procedure will document the steps necessary to enter a Work Order into the CMMS.

1. Start Maintain-It Pro.
2. When the "Welcome To MaintainIt Pro" login dialog box appears, enter your User ID and Password then click "OK".
3. Click the Work Order button on the button bar on the left side of the screen.



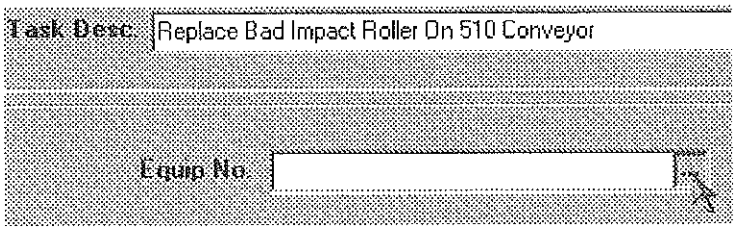
4. The Work Orders window will appear displaying the first open work order. Click the + button on the toolbar above the folder tabs to add a new Work Order. All of the fields in the Record View folder will turn blank. Click on the Task Desc. field. The next available Work Order number will appear in the WO No. field.



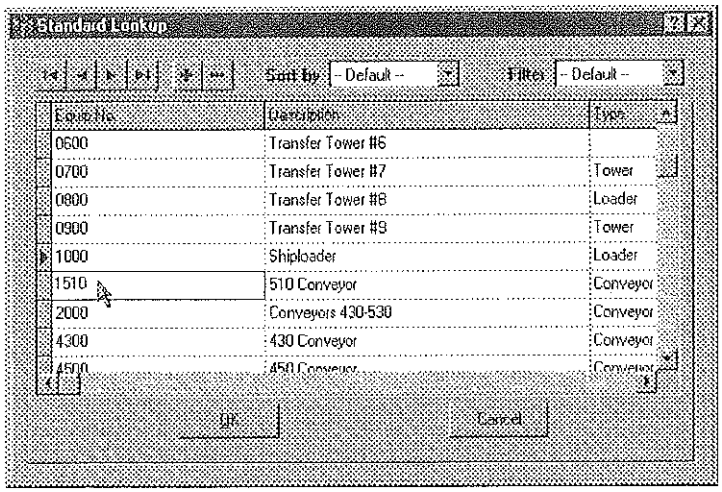


5. Type in a description of the work to be performed and press the Enter key. The cursor will move to the next field, Equip No.

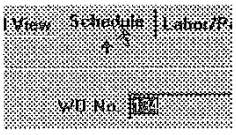
6. Click the Lookup button on the right side of the Equip No. field.



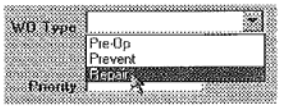
7. A Standard Lookup window will appear listing all Equipment numbers and descriptions from the Equipment List. Scroll through the list using the scrollbar arrows on the right side of the window to find the correct Equipment number. Click on the Equipment number to select that number, then click "OK".



8. The Equip. No., Equip. Desc., Location, Sub-Locations, and Meter Units fields will be filled in from the information in the Equipment List.
9. Use this same procedure for selecting a Department and Cost Center.
10. Click on the Schedule tab. The Schedule folder will appear.



11. Click the Lookup button to drop down a WO Type list to select a WO Type.



12. Click on the appropriate WO Type. The drop down list will disappear and the WO Type you selected will appear in the WO Type field.

13. Click on the Priority field and enter a Priority. If the Work Order is being entered from a Work Order Request, the Priority will be listed on the WOR. Otherwise, enter a Priority using the following formula:

    1 = High 2 = Medium 3 = Low

14. Use the Lookup button to select an RFO Code.
    Reason for Outage (RFO) codes identify the reasons for equipment maintenance.
    For example, ACC may identify that a piece of equipment needs maintenance because of accidental damage.

15. Enter your name in the Originator field.

16. Use the Lookup button to select a Request Date.

17. Use the Lookup button to select a Craft.

18. Enter the Crew Size and Estimated Labor Hours.

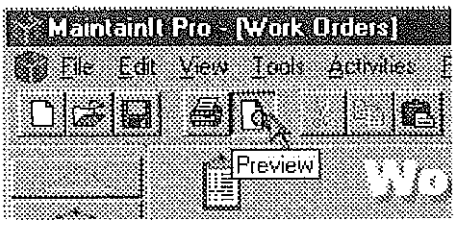
19. Click the Labor/Parts tab. The Labor/Parts folder will appear.

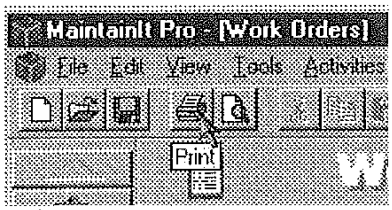
20. Use the Lookup button to select a Parts Item No. from the Inventory List for parts you know will be used. This can also be done after the work is completed and the WO is returned to be closed. The maintenance personnel will list any parts used on the WO.

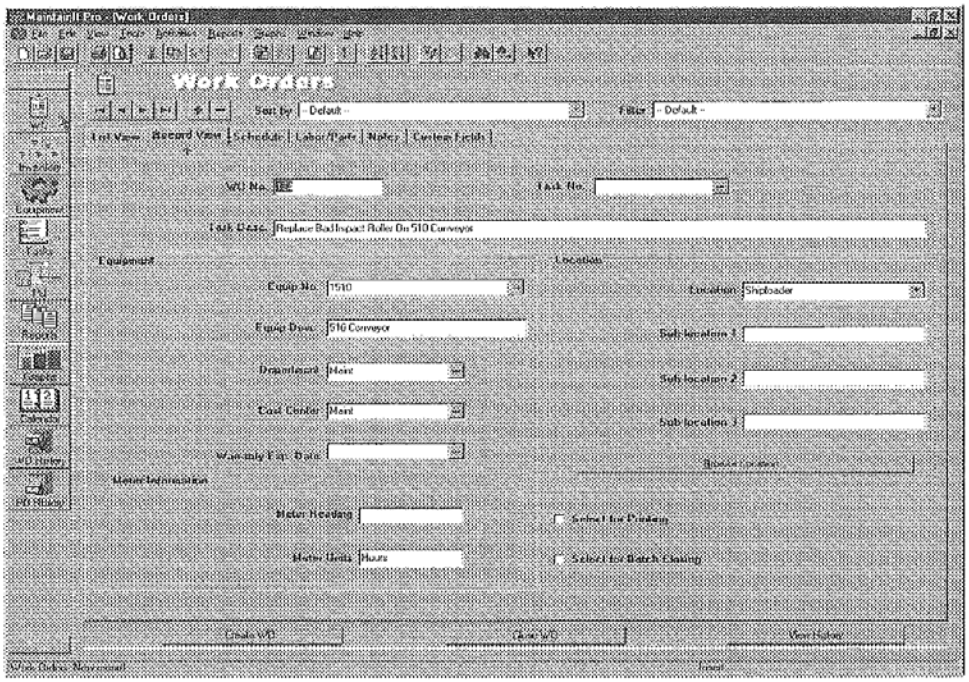
21. Click on the Notes tab. The Notes folder will appear. Enter any comments or instructions for the work to be completed.

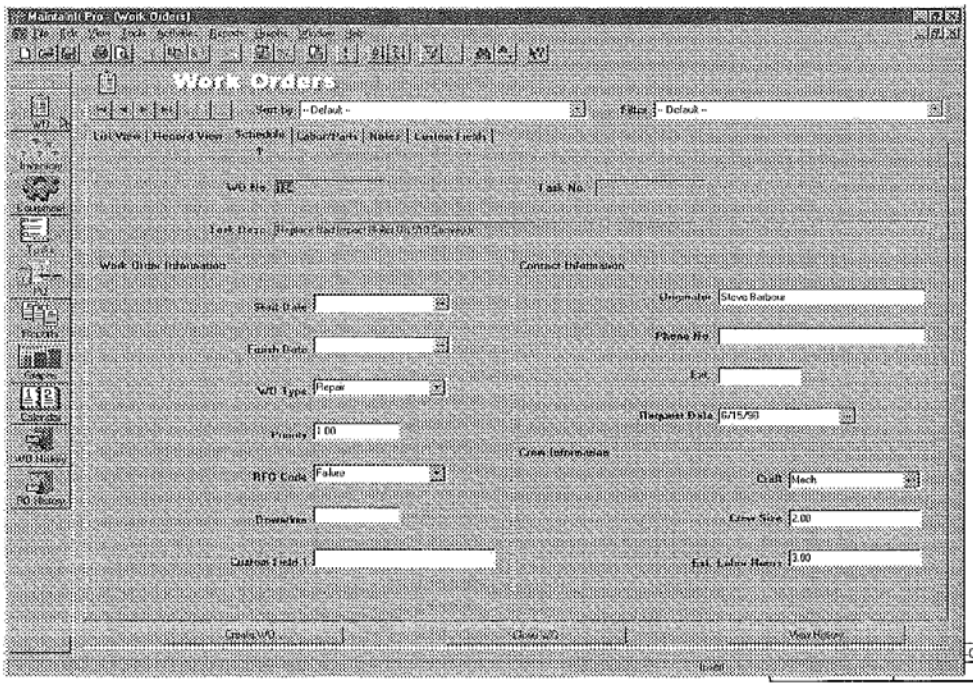
22. AII of the remaining fields on each folder will be filled out after the work is completed.

23. When you have verified that all of the required information has been entered the WO is ready to be printed. Click the Print Preview button on the main toolbar to see a preview of the Work Order. Close the preview window. Click the Print button to the left of the preview button and the Work Order will be printed.






Maintain It Pro - [Work Orders]
Work Orders
Sort by
- Default -
Filter
- Default -
List View
Record View
Schedule
Labor/Parts
Notes
Custom Fields
WO No.
Task No.
Task Desc.
Replace Bad Impact Roller On 510 Conveyor
Equipment
Equip No.
1510
Equip Desc.
510 Conveyor
Department
Maint
Cost Center
Maint
Warranty Exp. Date
Meter Information
Meter Reading
Meter Units
Hours
Location
Location
Shiploader
Sub-location 1
Sub-location 2
Sub-location 3
Select for Printing
Select for Batch Closing
Create WO
Close WO
View Notes


Maintain It Pro - [Work Orders]
Work Orders
Sort by
- Default -
Filter
- Default -
List View
Record View
Schedule
Labor/Parts
Notes
Custom Fields
WO No.
Task No.
Task Desc.
Work Order Information
Contact Information
Originator
Steve Barbour
Phone No.
Ext.
Request Date
6/15/98
Start Date
Finish Date
WO Type
Repair
Priority
1.00
RFO Code
Failure
Craft
Mech
Crew Size
2.00
Est. Labor Hours
2.00
Create WO
Close WO
View Notes

STANDARD WORK PROCEDURE
(SWP) DEVELOPMENT AND MANAGEMENT

1.0 General. In order to provide for an effective way to establish and manage a safe working environment, we will be adopting the following guidelines here at Oakland BERTH 7 for the development of standard work procedures. Included within this document will be Standard Work Procedure (SWP) development and formatting requirements; SWP review processes; control of changes/revisions and procedure tracking. All parties responsible for the development of procedures must conform to the guidelines listed for document control.

2.0 Development. Standard Work Procedures will be developed to address all processes, maintenance and repair of installed equipment, initial startup of new equipment and operations, and the introduction of new techniques or tasks. Each procedure will be developed around the prescribed format with changes to the format made only as necessary for the subject matter.

2.1 SWP Format. The following are the primary sections which are to be included in the development of all SWP:

Process Description
Equipment Description (if applicable)
Process Safety (Risk Assessment)
Operating/Maintenance Procedure
Procedure Review

2.2 The Process Description section must provide a general overview of the purpose of the procedure.

2.3 The Equipment Description may be a general description of the type, model, manufacturer, etc., of the equipment involved if a more detailed description is in place within the Operating/Maintenance Procedure.

2.4 The Process Safety section must provide safety information and address safety concerns of the specific operation addressed in the procedure. Where necessary, it should reference applicable sections of the TLS, Safety Manual, the BERTH 7 IIPP, regulatory standards/requirements. The elements of all applicable risk assessments must be included, i.e., special PPE requirements, special tools, emergency response, possible exposure to hazardous materials, exposure prevention, fall arrest, etc.

2.5 The Operating/Maintenance Procedure will provide detailed steps for the operator of a particular piece of equipment, the person performing a process, or the maintenance repairman. The procedure will include specific safety items as needed and provide the operating parameters of all equipment.

2.6 The Procedure Review should be built in to occur as part of ongoing training, OMS Reviews, safety meetings and/or internal and external audits.

2.6.1 A review of each component of the process/operation will be part of each procedure. When operator qualification for a job task is required, the training procedure will be provided as a supplement.

2.7 All procedures will be filed and tracked by functional category. The current categories are:

- Operations procedures
- Maintenance procedures
- Safety/environmental/health procedures
- Training procedures
- Administrative procedures
- Administrative policies

2.8 The SWP name, current revision number and page number must be printed on all pages of a procedure for tracking and reference purposes.

3.0 SWP Approval and Review Process. All procedures must be submitted to the Terminal Manager for approval prior to distribution. All procedures will be reviewed by the Assistant Terminal Manager and the Safety Director prior to submission for approval. It is envisioned that all management staff will be part of the creation and review of procedures via the OMS and Safety auditing process.

3.1 Revisions to procedures will be made to address changes, updates in regulatory requirements and to upgrade the level of performance and safety on the job. Revised procedures will be circulated through the management staff for review and approval.

3.2 At least annually as part of the OMS review process, all procedures must be reviewed to determine if corrections or modifications are needed. If the annual review determines that the procedure is correct in all aspects, then no revision is necessary.

3.3 If the procedure is in need of revision, the revised procedure must be circulated through the management staff for review in the same manner as all procedures.

4.0 SWP Management. All procedures will be subject to some document control and distribution procedures.

4.1 Once approved, documents must be distributed to all management staff. These procedures will be included in the appropriate section(s) of the OMS Manuals.

4.2 Whenever necessary, procedures will be distributed to the ILWU staff.

4.3 All procedures (other than safety/environmental/health) will be retained in a master file to be maintained by the Assistant Terminal Manager in File Cabinet # 4. The Safety Procedures will be retained in File Cabinet # 7.

4.4 Copies will also be maintained in the appropriate functional area's file cabinet, e.g., File Cabinet # 5 for Maintenance Procedures, File Cabinet # 8 for Training Procedures.

4.5 A master list of all procedures will be periodically circulated throughout the staff for review and updates. Copies of procedures on this list can be requested from the appropriate manager.

4.6 All procedures must be tracked and kept up to date. As revised procedures are distributed, the outdated procedures must be removed from the manuals in accordance with the Management of Change Procedure (OMS-7).

4.7 All originating staff are responsible for issuing updates to existing procedures. A document control form must be used to distribute all procedures and revisions to existing procedures. See OMS-7.

5.0 Procedure Tracking. While the responsibility for tracking specific procedures will lay with the appropriate department/originator, a master index of all procedures shall be maintained.

5.1 The Office Manager will maintain the SWP master index.

5.2 In order to maintain the master index, all procedures developed will need to be routed through the Office Manager in order to assure conformity with standard formatting and that the title, revision, location and other pertinent data are retained. This will occur as part of the management staff review and approval process.

5.3 The Office Manager will maintain historical records on the procedures to include the following:

- Original date of procedure
- Date of last revision
- Current Revision Number
- Effective date of current revision
- Next scheduled review
- Areas of distribution

6.0 Operating and Maintenance Procedures. The operating and maintenance procedures shall provide a clear understanding of the operating parameters and limits for safe operation of all installed and vehicular equipment, as well as the detailed description of the maintenance steps to be followed for all aspects of maintenance and repair.

6.1 All operations and maintenance procedures shall explain the safety/environmental/ health consequences of failure procedures. These shall address:

- Properties and hazards associated with equipment or materials used in any process;
- Special measures to take to limit exposure or release;
- Special PPE required;
- Measures to take if exposure or release occurs.

6.2 Each of the following phases should be addressed as appropriate:

- Initial startup;
- Startup following and emergency shutdown or maintenance downtime;
- Normal operation;
- Normal/Emergency shutdowns.

6.3 List the standard operating conditions for each process including:

- Maximum allowable operating conditions (temperature ranges, pressure limits, flow rates, etc.);
- Preferred operating range;
- Minimum conditions (as applicable);
- Consequences of deviation from the normal condition;
- Steps to correct a deviation.

6.4 Describe safety systems and their functions (diverter gates, isolation valves, e-stops, plugged chute switches, etc.)

6.5 Describe instrument controls including alarms.

6.6 SWP's shall be maintained current at all times. Operating procedures are to be updated prior to implementing any change to the process or the facility.

COMPETENT PERSON DESIGNATION

COMPANY
JOB LOCATION
DESIGNATED RESPONSIBILITY

THE FOLLOWING PERSON(S) IS DESIGNATED AS A COMPETENT PERSON:

NAME *(PRINT)*	SOCIAL SECURITY NO./WORK NO.	LIMITED APPLICATION	
		YES*	NO
1.			
2.			
3.			
4.			
5.			

*EXPLAIN LIMITED APPLICATION DESIGNATIONS SHOWN ABOVE:

COMPETENT PERSON'S SIGNATURE	HOME ADDRESS
1.	
2.	
3.	
4.	
5.	

PROJECT MANAGER/SUPERINTENDENT SIGNATURE	DATE

Doc No.	OMS-06
Rev. No.	

CONVEYOR BELT SPLICING

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all personnel that will be performing this work.

3. The conveyor shall be locked out and tagged out at the disconnect and at each start and stop station. Voltage shall be checked with an electrical voltage meter and the start button pressed to ensure no voltage or stored energy is available.

4. Safety barrier tape shall be installed around the work area.

5. Two 3-ton chainfalls shall be rigged to the conveyor superstructure using the appropriate rigging needed to lift the take-up pulley and counterweight high enough to allow slack in the conveyor belt.

6. All rigging and lifting equipment shall be inspected prior to use.

7. Each edge of the belt shall be cut using the appropriate straightedge and cutting tools.

8. The belt shall then be spliced with the appropriate clips, or vulcanized, using the appropriate tools.

9. The chainfalls and rigging shall be removed allowing the take-up pulley and counterweight to put tension on the conveyor belt.

10. All lock outs and tag outs shall be removed and the conveyor system shall be run and inspected for alignment and proper operation. If the belt requires alignment, it shall be done using the appropriate procedures previously established prior to putting conveyor into service.

11. After final inspection the entire area shall be cleaned and all tools and equipment returned to their proper place.

12. AII permits, lock/tag outs, and work orders shall be signed off and returned to management.

CONVEYOR BELT REPLACEMENT

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all personnel that will perform this work.

3. The conveyor shall be tagged out at the disconnect and at each start and stop station. The conveyor shall be locked out at the disconnect whenever the power is not needed to feed new belt through the conveyor system.

4. Safety barrier tape shall be installed around the work area.

5. The new conveyor belt will be mounted on a motorized belt reel and positioned in the designated staging area.

6. The power cord will be plugged into the appropriate outlet. The voltage shall be checked with a voltmeter and compared to the required voltage on the motorized belt reel.

7. Two 3-ton chainfalls shall be rigged to the conveyor superstructure using the appropriate rigging needed to lift the take-up pulley and counterweight high enough to allow slack in the conveyor belt.

8. All rigging and lifting equipment shall be inspected prior to use.

9. The old belt shall be cut using the appropriate straightedge and cutting tools. The new belt shall be attached to the old belt by an approved clipping system.

10. The conveyor shall have personnel assigned to specific areas along the belt to observe the belt as it is being fed through the rollers and pulley system. There shall be one person assigned to the jog button station and one person assigned to the motorized belt reel.

11. The TLS Supervisor shall communicate with all personnel in their assigned areas by means of radios supplied by TLS.

12. The conveyor belt shall be fed through the system at a controlled, safe speed.

13. After the belt has been fed through the entire system, the old belt shall be disposed of in the proper manner and place designated by Port of Oakland.

14. The new belt shall be spliced and vulcanized using the appropriate tools and equipment.

15. The chainfalls and rigging shall be removed allowing the take-up pulley and counterweight to put tension on the new belt.

16. AII lock outs and tag outs shall be removed and the conveyor system shall be run and inspected for alignment and proper operation. If the belt requires alignment, it shall be done using the appropriate procedures previously established prior to putting conveyor into service.

17. After final inspection the entire area shall be cleaned and all tools and equipment returned to their proper place.

18. All permits, lock/tag outs, and work orders shall be signed off and returned to management.

CONVEYOR ROLLER REPLACEMENT

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all personnel that will be performing this work.

3. The conveyor shall be locked out and tagged out at the disconnect and at each start and stop station. Voltage shall be checked with an electrical voltage meter and the start button pressed to ensure no voltage or stored energy is available.

4. Safety barrier tape shall be installed around the work area.

5. If a top roller is to be replaced, the Jack rod for the belt shall be positioned and Jacks turned to raise the belt high enough to remove roller assembly. If a bottom roller is to be replaced there shall be rigging straps installed around the conveyor belt and a chainfall or come-a-long installed to raise the belt high enough to remove the roller assembly.

6. All rigging and lifting equipment shall be inspected prior to use.

7. Grease fittings/ tubing shall be removed.

8. Base mounting bolts shall be removed.

9. Old or damaged roller shall be removed and the new roller installed.

10. New roller shall be aligned and base-mounting bolts shall be installed and torqued to the proper specifications.

11. The chainfall or come-a-long and rigging shall be released and removed.

12. All lock outs and tag outs shall be removed and the conveyor system shall be run and inspected for alignment and proper operation. If the belt requires alignment, it shall be done using the appropriate procedures previously established prior to putting conveyor into service.

13. After final inspection the entire area shall be cleaned and all tools and equipment returned to their proper place.

14. AII permits: lock/tag outs, and work orders shall be signed off and returned to management.

TAIL/HEAD PULLEY REPLACEMENT

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all men that will be working on this job.

3. Tag out and lock out electrical disconnect on the equipment in need of repairs. Voltage shall be checked with an electrical meter and the on button pressed to insure no voltage or stored energy is available.

4. Barrier tape shall be installed around work area.

5. Rigging straps and chainfalls/come-a-longs shall be inspected prior to use. Rigging equipment will be installed and placed so that the Counter weight can be lifted to release tension on the belt.

6. Rigging shall be placed on the tail pulley, head pulley, etc. and positioned to lift desired bearing and pulley in order to remove bearings and tale/ head pulley.

7. Base bolts shall be removed and bearing retainers/ caps removed. Lock screws or setscrews will then be removed and bearing removed from the shaft.

8. The TLS, Superintendent will obtain a hot work permit from USCG prior to the use of the burning rig. Supervision shall appoint a fire watch and insure that the appropriate fire extinguisher is available and fire hoses when needed.

9. New pulley shaft should be cleaned and anti-seize applied to shaft.

10. New bearings should then be placed onto the new pulley shaft and all associated hardware installed, aligned, shimmed, and tightened to the proper specifications. Bearings should be greased properly. Do not over-grease bearings.

11. Chainfall/come-a-long should be lowered and base bolts installed and torque to the proper specifications.

12. Chainfall/come-a-longs should be lowered at the counter weight (take-up pulley) and all rigging removed and put in a designated storage place.

13. Belt should checked for proper alignment prior to placing the equipment into service. If head/ tail Pulley needs to be aligned it shall be done by loosening the jam nut and turning the adjustment bolts to align belt as needed. When the desired results have been achieved the jam nuts shall be tightened.

14. All tools, equipment, barrier tape, and debris shall be cleaned up and put in the proper place.

15. Tag out and lock out shall be removed and permits and work orders returned to the proper management.

Special note: 1.) When replacing 530 Head pulley it shall be the Assistant Terminal Manager's responsibility to obtain a crane from an outside source. All safety requirements and procedures will remain the responsibilities of the supervisor in charge of the repairs.

Special note: 2.) When using old bearings (not recommended), the procedure for installation shall be the same as a new bearing installation. Old bearing and housing shall be cleaned prior to installation.

REDUCTION GEAR OIL CHANGE CONVEYOR BELT DRIVES

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all men that will be working on this job.

3. Tag out, lock out, and try out the electrical disconnect on the equipment in need of repairs.

4. Barrier tape shall be installed around work area.

5. A spill containment kit must be immediately available to the work site.

6. Thoroughly clean the gearbox cover prior to removing the inlet plug.

7. When ready to drain the oil, position a container large enough to hold the used oil below the oil drain outlet (30L on the 510 & 540, 35 L on all others).

8. Open the inlet plug and drain the oil.

9. Close drain and refill gear box with the correct quantity of oil (Mobil 220). Use a fine mesh screen to filter the oil.

CAUTION:
Do not over fill gear reduction with oil it may cause overheating and damage to the gear reduction.

10. All tools, debris, and rigging equipment should be removed, cleaned, and returned to the proper location.

11. Old oil shall be put in the proper storage drum

12. Tag outs and lockouts shall be removed and equipment returned to operation.

13. Unit should have a periodic inspection to insure system is running correctly.

14. Work order/permit is to be signed by the lead mechanic and work order turned in to the office to the Operations manager/Superintendent on duty.

15. The work order is to be closed out in *Maintainlt Pro* and a hard copy filed and retained not less than one (1) year.

REDUCTION GEAR REPLACEMENT/REPAIR

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all men that will be working on this job.

3. Tag out, lock out, and try out the electrical disconnect on the equipment in need of repairs.

4. Barrier tape shall be installed around work area.

5. Rigging straps and chainfalls/come-a-longs shall be inspected prior to use.

6. Rigging equipment will be installed and positioned to lift the desired reduction or gearing for the disassembly of the reduction.

7. It shall be the supervisor's job to acquire a mobile crane from an outside contractor if needed.

8. Coupling guard and coupling bolts shall be removed. 8.) Base bolts shall then be removed.

9. Rigging/ shackles shall be attached to lifting eye or around both ends of the reduction shaft if lifting eyes were not made available.

10. If disassembling the reduction while in place it will not be necessary to remove base bolts.

11. Clean base and lower new reduction in place and install base bolts. Align coupling using a dial indicator, shim as needed and torque the base bolts to the proper specifications.

12. Coupling bolts shall be installed and torque to the proper specifications.

13. If only replacing gearing or bearings. All gearing should be inspected and backlash checked for wear. If wear is determined and a new gear is installed, one should apply machinist rouse and close reduction cover.

14. Wearing in of the gears will be done as follows: Install gear oil and run reduction for the amount of time deemed necessary by the manufacturer.

15. Remove gear reduction cover and inspect wear on gears to insure the proper contact with the opposing gear(s). The minimum allowable contact shall not be less than 80%.

16. If all wear contact has been achieved, the oil should be drained, gear reduction flushed and new oil installed to the proper level. Do not over fill gear reduction with oil it may cause overheating and damage to the clear reduction.

17. Gear case cover should then be installed and bolts torque to the proper specifications.

18. All tools, debris, and rigging equipment should be removed, cleaned, and returned to the proper location.

19. Old oil shall be put in the proper storage drum.

20. Tag outs and lockouts shall be removed and equipment returned to operation.

21. Unit should have a periodic inspection to insure system is running correctly. 18.)

22. Work order/permit is to be signed by the lead mechanic and work order turned in to the office to the Operations manager/Superintendent on duty.

23. The work order is to be closed out in *MaintainIt Pro* and a hard copy filed and retained not less than one (1) year.

VOITH TURBO FLUID DRIVE OIL CHANGE CONVEYOR BELT DRIVES

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items, e.g., gloves, safety glasses, etc., with all men that will be working on this job.

3. Tag out, lock out, and try out the electrical disconnect on the equipment in need of repairs.

4. Barrier tape shall be installed around work area.

5. A spill containment kit must be immediately available to the work site.

6. Thoroughly clean the coupling cover prior to removing the fusible plug.

7. When ready to drain the oil, position a container large enough to hold the used oil below the oil drain outlet (19 L on the 510, 27-30 L on all others).

8. Turn the coupling so that one fusible plug is at the lowest point. Unscrew the plug and drain the oil.

9. For venting purposes, remove one filler or fusible plug opposite the open plug.

10. Close plug and refill gear box with the correct quantity of oil (Mobilfluid 125).

CAUTION:
Do not over fill coupling with oil it may cause high drive motor load during startup and a higher stalling torque. A low fill causes a higher thermal coupling load and a lower stalling torque.

11. All tools, debris, and rigging equipment should be removed, cleaned, and returned to the proper location.

12. Old oil shall be put in the proper storage drum.

13. Tag outs and lockouts shall be removed and equipment returned to operation.

14. Work order/permit is to be signed by the lead mechanic and work order turned in to the office to the Operations manager/Superintendent on duty.

15. The work order is to be closed out in *Maintainlt Pro* and a hard copy filed and retained not less than one (1) year.

ELECTRICAL MOTOR REPLACEMENT
CONVEYOR 530, 520, 540, 450, 430

1. Fill out and acquire any and all permits and work orders required by TLS. If needed, hot work permits should be obtained from USCG, and the Port of Oakland.

2. After it has been trouble shot and deemed necessary to replace motor, the electrical disconnect shall be tagged and locked out. Voltage shall be checked with an electrical meter and the on button pressed to insure no voltage is available.

3. When working with 4160 volt circuitry, hot gloves shall be worn and the switch gear jacked out/open in the MCC.

4. Review work procedures and safety items with all men that will be working on this job.

5. Install barrier tape as deemed necessary.

6. Remove coupling guard and remove coupling bolts.

7. Remove motor cover and cut tape from connections. Remove wire nuts or bolts

8. Remove motor mounting/ base bolts.

9. Use proper rigging such as slings and shackles to attach motor to the hook of the crane to be used in the removal of the motor. All rigging shall be inspected prior to use.

10. Mobile crane shall be staged and outriggers in place prior to hooking rigging from motor to the hook of the mobile crane.

11. Motor shall be removed and new motor installed. Motor shall be dial indicated to the proper specifications and base shimmed as needed. Base bolts shall be torqued as needed.

12. Motor leads shall be hooked up and taped as needed and the disconnect energized and motor checked for proper phasing.

13. After phasing has been checked the disconnect Must be locked Out and tagged out and motor cover installed.

14. Coupling bolts shall then be installed and the coupling guard replaced as needed.

15. Tag out and removed.

16. Work order/permit is to be signed by the lead mechanic and work order turned in to the office to the Operations manager/Superintendent on duty.

17. The work order is to be closed out in *MaintainIt Pro* and a hard copy filed and retained not less than one (1) year.

BEARING REPLACEMENT

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all men that will be working on this job.

3. Tag out and lock out electrical disconnect on the equipment in need of repairs. Voltage shall be checked with an electrical meter and the on button pressed to insure no voltage or stored energy is available.

4. Barrier tape shall be installed around work area.

5. Rigging straps and chainfalls/ come-a-longs shall be inspected prior to use. Rigging equipment will be installed and placed so that the counter weight can be lifted to release tension on the belt.

6. Rigging shall be placed on the tail pulley, head pulley, etc. and positioned to lift desired bearing in order to remove bearing.

7. Base bolts shall be removed and bearing retainers/ caps removed. Lock screws or setscrews will then be removed and bearing removed from the shaft.

8. If bearing has failed completely and a burning rig is required, the acting supervisor will obtain a hot work permit from Mobil prior to the use of the burning rig. Supervisor shall appoint a fire watch and insure that the appropriate fire extinguishers are available and fire hose when needed.

9. Bearing race and whatever is needed shall be burned from the shaft. Person burning bearing race from shaft will take special care not to damage the existing shaft.

10. Shaft should be allowed to cool prior to installing new bearing.
11. Shaft should be cleaned and anti-seize applied to shaft.
12. New bearing should then be placed onto the existing shaft and all associated hardware installed, aligned, shimmed, and tightened to the proper specifications.

13. Chainfall/come-a-long should be lowered and base bolts installed and torque to the proper specifications.

14. Chainfall/ come-a-longs should be lowered at the Counter weight (take-up pulley) and all rigging removed and Out in their designated storage place.

15. Belt should checked for proper alignment prior to placing the equipment into service.
16. All tools, equipment, barrier tape, and debris shall be cleaned up and put in the proper place.

17. Tag out and lock out shall be removed and permits and work orders returned to the proper management.

LIGHTING REPLACEMENT AND REPAIRS

1. Fill out and acquire any and all permits and work orders required by TLS and Mobil Refinery.

2. Review work procedures and safety items with all men that will be working on this job.

3. Tag out, lock out, and try out electrical disconnect on the lighting system.

4. If power must be on to troubleshoot the defective light(s), the disconnect can be unlocked but lock out tag must remain in place. As soon as the problem has been determined the disconnect must be locked out to make the repairs.

5. Lens cover screws shall be removed and wiring disconnected.

6. Mounting set screws shall be removed and light assembly removed.

7. Remove lens cover screws and install new light fixture on mounting bracket/ Dole.

8. Check supply voltage and wire new light to the same voltage.

9. Install new bulb and tighten lens cover screws.

10. If repairing or replacing lights on the dock, it will be necessary to install the hand winch in order to lower the light pole to a level that is safe to work on the lights. Special care should be taken to prevent winch from free falling to the dock.

11. After repairs have been made tag outs and lockouts must be removed.

12. Lighting disconnect must be turned on and proper voltage verified.

13. All tools materials and debris shall be cleaned and returned to the proper storage location.

PAINTING PROCEDURE

1. Fill out and acquire any and all permits and work orders required by TLS

2. Wear all PPE required by this facility. When painting the protective clothing shall be worn.

3. All jobs may require respirators, please review lead exposure procedures when paining the yellow structure on the shiploader.

4. Follow lock out tag out procedure when deemed necessary.

5. All MSDS sheets will be reviewed and no paints and/or primers containing lead will be used at this facility.

6. Review work procedures, risk assessments and safety items with all employees that will be working on the job.

7. Use blankets when deemed necessary to insure no over-spray is allowed to escape from the area being painted.

8. Remove lock out tag out.

9. Work order/permit is to be signed by the lead mechanic and work order turned in to the office to the Operations Manager/Superintendent on duty.

10. The work order is to be closed out in *MaintainIt Pro* and a hard copy filed and retained not less than a year.

CHIPPING/GRINDING PROCEDURE

1. Fill out and acquire any and all permits and work orders required by TLS. If needed, hot work permits should be obtained from US Coast Guard and the PORT OF OAKLAND.

2. Wear all PPE required by this facility.

3. Follow lock out tag out procedure when deemed necessary.

4. When chipping or grinding on yellow structures on ship loader all personnel must review and follow our lead exposure program attached to this procedure.

5. Review work procedures, risk assessments and safety items with all employees that will be working on the job.

6. Make sure no flammables are present.

7. Set up water hose and fire extinguishers. Use fire blankets when deemed necessary.

8. When chipping and/or grinding a full-face shield shall be worn. Take special caution not to wear loose clothing. Gloves should not be worn when grinding.

9. Protective barriers should be installed when working in close proximity of the other people.

10. Remove lock out tag out.

11. Work order/permit is to be signed by the lead mechanic and work order turned in to the office to the Operations Manager/Superintendent on duty.

12. The work order is to be closed out in *MaintainIt Pro* and a hard copy filed and retained not less than a year.

WELDING PROCEDURE

1. Fill out and acquire any and all permits and work orders required by TLS. If needed, hot work permits should be obtained from US Coast Guard and the PORT OF OAKLAND.

2. Wear all PPE required by this facility. When welding the proper leather gloves and leather jackets/sleeves shall be worn. Certain jobs may require respirators please review lead exposure procedures.

3. Follow lock out tag out procedure when deemed necessary.

4. When welding on yellow structures on ship loader all personnel must review and follow our lead exposure program attached to this procedure.

5. Follow all ASTM welding procedures.

6. Review work procedures, risk assessments and safety items with all employees that will be working on the job.

7. Make sure no flammables are present.

8. Set up water hose and fire extinguishers. Use fire blankets when deemed necessary.

9. When welding a welding helmet with a #10 lens shall be worn with safety glasses. Take special caution not to wear loose clothing. Gloves should not be worn when grinding.

10. Protective barriers and/or shields should be installed when working in close proximity of the other people.

11. When making critical welds all persons welding shall be certified and welds tested.

12. Remove lock out tag out.

13. Work order/permit is to be signed by the lead mechanic and work order turned in to the office to the Operations Manager/Superintendent on duty.

14. The work order is to be closed out in *MaintainIt Pro* and a hard copy filed and retained not less than a year.

Lubrication Counterweight Sheaves

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all personnel that will perform this work.

3. The conveyor shall be locked out and tagged out at the disconnect and at each start and stop station. Voltage shall be checked with an electrical voltage meter and the start button pressed to ensure no voltage or stored energy is available.

4. Install safety barrier tape to prevent entry under work area.

5. Staging shall be erected where lubrication cannot be performed from a safe, stable work platform. When lubricating above ground areas, which provide no natural fall prevention (guardrails, superstructure), fall-arrest equipment shall be used.

6. All staging, rigging and fall-arrest equipment shall be inspected prior to use.

7. Exercise care before, during, and after the lubrication of each component to avoid spilling lubricants, and falling lubricants when working above ground.

8. Carefully monitor the component being lubricated to avoid introduction of excessive amount of lubricant as this can damage the lubricant seals, allowing lubricant to escape.

9. Any spilled lubricants shall be cleaned up immediately,

10. All lock outs and tag outs shall be removed and the conveyor system shall be run and inspected for proper alignment and operation, and to equalize distribution of the lubricant.

11. After final inspection the entire area shall be cleaned and all tools and equipment returned to their proper place.

12. All permits, lock/tag outs, and work orders shall be signed off and returned to management.

Lubrication
Shiploader Sheaves, Boom Hoist, Bearings, Gantry Wheels

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all personnel that will perform this work.

3. Each component to be lubricated shall be locked out and tagged out at the disconnect and at each start and stop station.

4. Install safety barrier tape to prevent entry under work area.

5. Staging shall be erected where lubrication cannot be performed from a safe, stable work platform. When lubricating above ground areas, which provide no natural fall prevention (guardrails, superstructure), fall-arrest equipment shall be used.

6. All staging, rigging and fall-arrest equipment shall be inspected prior to use.

7. Exercise care before, during, and after the lubrication of each component to avoid spilling lubricants, and falling lubricants when working above ground.

8. Carefully monitor the component being lubricated to avoid introduction of excessive amount of lubricant as this can damage the lubricant seals, allowing lubricant to escape.

9. Any spilled lubricants shall be cleaned up immediately.

10. All lock outs and tag outs shall be removed and the conveyor system shall be run and inspected for proper alignment and operation, and to equalize distribution of the lubricant.

11. After final inspection the entire area shall be cleaned and all tools and equipment returned to their proper place.

12. All permits, lock/tag outs, and work orders shall be signed off and returned to management.

Lubrication Vehicles

1. Fill out and acquire any and all permits and work orders required by TLS.

2. Review work procedures and safety items with all personnel that will perform this work.

3. Install safety barrier tape where needed.

4. Tag out the steering wheel and retain ignition key.

5. Place the vehicle transmission in PARK (first gear with clutch engaged for manual transmission), and engage the parking brake.

6. When lubricating under vehicle, place a chock in front of one front tire, and a chock behind one rear tire.

7. Exercise care before, during, and after the lubrication of each component to avoid spilling lubricants, and falling lubricants when working above ground.

8. Carefully monitor the component being lubricated to avoid introduction of excessive amount of lubricant as this can damage the lubricant seals, allowing lubricant to escape.

9. Any spilled lubricants shall be cleaned up immediately.

10. After final inspection the entire area shall be cleaned and all tools and equipment returned to their proper place.

11. All permits, lock/tag outs, and work orders shall be signed off and returned to management.

TOWER CLEANING PROCEDURES
TOWERS 6,7,8,9

Important: Use of hardhats, high-visibility clothing, work shoes or rubber boots, gloves, eye protection, earplugs is required.
Communication radios a must!
Verify that all belt drives are off before beginning.

1. Starting at the highest catwalk, begin washing down all exposed surfaces using high pressure water
   Walls Beams Catwalks
   Handrails (Wipe off with rags)
   Conveyors/Beltways
2. Avoid splashing or spraying directly into electrical components. These may have to be swept or wiped off by hand.
3. Wash down all conveyor entrances/doorways.
4. Continue washing down each level thoroughly until reaching the floor.
5. If necessary, Using brooms and squeegees, push the wash water out and into the drainage trough or sump.
6. Use Guzzler remove water and debris from sumps (see Guzzler procedures)
7. Return all tools and safety equipment In clean condition to mechanical room

CONVEYOR TUBE CLEANING

Important: Use of hardhats. High-visibility clothing, work shoes or rubber boots, gloves, eye protection, earplugs is required.
Communication radios a must!
Verify that all belt drives are off before beginning

520 540 BELT

1. Begin at highest end of conveyor and Wash down belt.
2. Wash down all supporting stanchions & pulleys under the belt and all other exposed surfaces.
3. Wipe off all handrails and signs
4. Avoid splashing or spraying directly into electrical components. These may have to be swept or wiped off by hand.
5. Replace all safety equipment and tools back to mechanical room in clean condition.

430, 450 BELT

1. Using the vacuum attachment for the guzzler, connect the guzzler to the first vacuum tube on the tube north of tower 8.
2. Once this is attached, connect a vacuum hose and wand to the vacuum system inside the tube.
3. Start the vacuum on the truck and begin cleaning the dust and cargo from inside the tube:
   Below Belt
   Stanchions and Pulleys Catwalk and Handrails
   Any other spot where accumulations occur
4. Repeat this through the tube moving toward tower 7.

DOCK CLEANING PROCEDURES

Important: Use of hard hats, high visibility clothing, work shoes or rubber boots, gloves, eye protection, communication radios a must!

1. Verify all dock equipment off or stopped (when ship is loading ,proceed with caution)
2. Starting at either end, begin by washing down dock surface, stanchions, fire extinguishers, and life rings.
3. Run debris and water into trough located at landside of dock.
4. Do not splash or spray electrical boxes, connections or lights.
5. Store fire hoses back on hangers after use.
6. If necessary, run Elgin sweeper. (Using sweeper procedures)
7. After use, clean all tools and safety equipment and store in mechanical room.

SHIPLOADER CLEANING PROCEDURES

Important: Use of hard hats, high visibility clothing, work shoes, or rubber boots, gloves, eye protection, and communication radios a must!

1. This task requires two (2) persons.
2. Verify all running power off before beginning.
3. Beginning at top of shiploader, wash down belts, pans, walkways, catwalks, pulleys, stanchions towards dock area.
4. Do not splash or spray electrical boxes, motors, connections or lights.
5. After each level, roll up hoses before proceeding to next level.
6. Dry all handrails before proceeding to next level.
7. If necessary, use squeegees or brooms to direct water off belts or pans.
8. Recover all tools and safety equipment and return to mechanical room.

Sump/Reclaim Pond Cleaning Procedures

Important: Use of hardhats, high visibility clothing, work shoes or rubber boots, gloves, eye protection, communication radios a must!

1. Verify power off to sump pump.
2. Pick up all debris from around pond and wash down area around pond into pond.
3. If possible, collect trash from around pond edge with a skimmer.
4. If necessary, remove buildup of product from pond with a bobcat or other heavy duty equipment.
5. After cleaning, pickup all tools and safety equipment, clean and store in mechanical room.

TLS /Oakland - BERTH 7
MONTHLY CRITICAL ALARM INSPECTION

MONTH:_____ **INSPECTOR(S):**_____

	SAT	UNSAT*
SHIPLOADER		
Gantry Drive E-Stop	_____	_____
Boom Hoist	_____	_____
Shuttle Drive	_____	_____
Loading Spoon Drive	_____	_____
510 BELT		
E-Stop/E-Cord	_____	_____
Zero Speed Switch	_____	_____
Belt Misalignment	_____	_____
Plugged Chute	_____	_____
530 BELT		
E-Stop/E-Cord	_____	_____
Zero Speed Switch	_____	_____
Belt Misalignment	_____	_____
Plugged Chute	_____	_____
520 BELT		
E-Stop/E-Cord	_____	_____
Zero Speed Switch	_____	_____
Belt Misalignment	_____	_____
Plugged Chute	_____	_____
450 BELT		
E-Stop/E-Cord	_____	_____
Zero Speed Switch	_____	_____
Belt Misalignment	_____	_____
Plugged Chute	_____	_____
430 BELT		
E-Stop/E-Cord	_____	_____
Zero Speed Switch	_____	_____
Belt Misalignment	_____	_____
Plugged Chute	_____	_____
540 BELT		
E-Stop/E-Cord	_____	_____
Zero Speed Switch	_____	_____
Belt Misalignment	_____	_____
Plugged Chute	_____	_____

_____ Date_____

Signature

Management Review:

_____ _____ _____

Signature Title Date

*For all unsat alarms, a work order must be issued.

TLS
Oakland BERTH 7

TRAINING PROCEDURES ON ALL MECHANICAL AND ELECTRICAL CRITICAL ALARM, CONTROL AND SHUTDOWN EQUIPMENT

1. All mechanical and electrical repair orders will come from an Operations Manager and/or the Safety Director.

2. The Safety Director will perform a Total Safety Task Instruction (Safety Audit) with maintenance personnel in attendance.

3. The Operations Manager will instruct all maintenance personnel on job procedures before work can begin. A supervisor will be in attendance while work is being performed and will perform routine inspections and spot checks.

4. Wherever possible, TLS employees will be cross-trained in all other positions.

5. On the Job Training (OJT) will be performed as needed.

6. A supervisor who will observe each job that is being performed will train all new employees. New employees will not perform any task until the supervisor is satisfied that the new employee can follow all instructions presented to him/her by the supervisor in charge.

7. Each person performing repairs to or deactivating critical alarms, control or shutdown systems has been trained in accordance with Section 6.4 of the OMS, and in the Lockout/Tagout Procedures (TLS SP-16).

   I,_____, certify by my signature below that I have read and understand the above:

_____	_____
Signature	Date
_____	_____
Terminal Manager	Date
_____	_____
Safety Director	Date

BELT CONVEYOR OPERATION (510, 530, 520, 540, 450, 430)
OPERATIONS PROCEDURES

1. Check area lighting.
2. Check conveyor for any foreign objects before starting.
3. Check both primary and secondary (where installed) belt scrapers.
4. Check the function of the critical alarms/sensors: E- Stop/E-Cord
5. Zero Speed Switch Belt Alignment Plugged Chute Limits
6. Flow Meter (H20), where installed
7. Check bell splice.
8. Check Dust Suppression System.
9. Check skirting at tail pulley transfer points.
10. Check condition of idlers and skid plates (where installed).
11. Visually check head and tail pulleys and take-up pulleys for bad bearings.
12. Switch master control to Hand/Maintenance or Auto (for Shiploading/ System Test).
13. Observe sequential start of conveyors (510, 530, 520, 450, 430).

REPAIR PROCEDURES

1. Fill out all necessary permits or work orders.
2. Fill out and post Do Not Operate Tags.
3. Tag Out, Lock Out, Try Out.
4. Perform safety walk around and remove all tripping hazards.
5. Collect all tools to perform repairs and check condition of all tools before starting work.
6. After repairs have been completed, sign off all work orders, permits, tags and turn into supervisor for approval.
7. Work area must be cleaned after job has been completed.

VACUUM TRUCK (GUZZLER) PROCEDURES

DAILY STARTUP CHECKLIST:

1. Park the GUZZLER on level ground before proceeding with any daily checklist items.
2. Check the chassis engine oil fluid level.
3. Check radiator coolant level.
4. Check power steering
5. Check Hydraulic fluid reservoir level (located behind the chassis cab).
6. Check the vacuum pump oil level. Keep the oil level at least half full, but never overfill the reservoir as it may cause the blower to overheat.
7. Test all hydraulic functions including the hoist control and tailgate control to ensure proper operation.
8. Check the air pressure of all tires.
9. Ensure all lights including brake, idle and running lights are functioning properly.
10. Filter bags ·inspect the underside of the baghouse top access door. If there is a pattern build-up of material, one or more bags may need replacing in the area which corresponds to the buildup.
11. Ensure that from the driver's seat the mirrors are properly adjusted to see both sides of the vehicle and the road behind the vehicle.

OPERATING TIPS:

1. Meet with the supervisor to discuss details of the job such as hoses and accessories needed to perform the job, the dump location, and safety precautions you should take or hazards to avoid. All aspects of safety must be considered no matter how routine using the GUZZLER becomes for you.
2. How will the operation of the GUZZLER affect the work area. Watch for overhead obstructions and be aware of the characteristics of wet verses dry COMMODITIES. Dry and wet products each present their own unique set of cleanup challenges.
3. Proper hose setup and utilization of accessories is critical.
4. Maximum performance is obtained with the hose laid in straight lines with as few bends as possible. The more bends and turns in a vacuum line the harder the engine and drive train must work to pull the material.
5. Use light weight, smooth bore, flexible hose at the working end if possible.

GETTING STARTED:

1. Position the GUZZLER on as level ground as possible. If the truck must be positioned on a grade, chock the wheels to prevent the GUZZLER from rolling.
2. Apply the parking brake.
3. A single 8" porthole adapter has been provided with the GUZZLER. Clamp the 6" hose to the 8" porthole adapter.
4. Continue attaching hose or tubing to the desired length or diameter with the appropriate reducer.
5. For best results, always lay the vacuum hose or pipe in straight line with as few bends and turns as possible.
6. Before engaging the blower, check the spring-loaded vacuum relief valves to make sure the brass seats are operating freely.

VACUUM TRUCK (GUZZLER) PROCEDURES (cont.)

7. Make sure the vacuum relief valve is also working properly.

> NOTE: These valves must be periodically rebuilt or replaced in order to keep the vacuum pump from overheating

8. Ensure that the in-line vacuum relief valve is properly installed one section of hose from the end of any hose configuration.

> WARNING: For your safety, you must always use the in-line vacuum relief valve supplied with your unit. See section IN-LINE VACUUM RELIEF VALVE.

BLOWER START-UP PROCEDURE:

> WARNING: Failure to follow these instructions will result in serious transmission and transfer case damage.

1. Start and idle the engine.
2. Raise the air level to 120 PSI or full pressure in the GUZZLER's air system indicated on the dashboard.
3. Place the transmission in neutral and pull the parking brake knob outward to engage parking brake.
4. Shift range selector to up position of HIGH RANGE. The range selector is a black lever located on the front of the gear shift lever (the range selector must now stay in HIGH RANGE for the duration of this procedure and throughout the blower operation. If for some reason the LOW RANGE is accidentally selected you must repeat this entire procedure again).
5. Depress the clutch pedal fully
6. Select reverse
7. Feather clutch pedal fully until engine attempts to move the truck backward (engine will start to slow down). Use both the sound of the engine engaging and the feel of the clutch pedal to determine when the transmission has stopped rotating.
8. Once again depress clutch pedal fully and hold.
9. Once again select neutral.

> WARNING: Operating the blower while the BAD SHIFT caution light is glowing will cause the high range synchronizer to fail.

10. Move the selection switch (on shift tower located between the driver and passenger seats) from ROAD MODE to BLOWER MODE.

> NOTE: If you will require hydraulic power during vacuum operations, engage the hydraulics at the same time you change from to BLOWER MODE.

VACUUM TRUCK (GUZZLER) PROCEDURES (cont.)

11. Move transmission shift lever to the g<h gear as indicated on the RED TAG on the dash-board.
12. Release the clutch pedal slowly. The blower is now running. You should hear the blower engaged behind you.

> NOTE: A no power condition when the power switch is engaged is an indication that the shift sequence protection system has been activated. To deactivate, stop at once and repeat the start-up procedure again. Follow each step carefully

VACUUM MODULE START-UP PROCEDURE:

1. Engage the blower and hydraulics as discussed in the BLOWER STARTUP PROCEDURE section.

> NOTE: A no power condition when the power switch is engaged is an indication that the shift sequence protection system has been activated. To deactivate, stop at once and repeat the start-up procedure again. Follow each step carefully

2. At the control panel (located on the driver's side just aft of the cab), engage the power to the panel switch.
3. Engage the PULSATION SWITCH if vacuuming dry material.
4. Turn the engine RPM THROTTLE CONTROL knob counterclockwise to a 1400 RPM. This is slightly above the desired operating RPM range.
5. Turn the RPM THROTTLE CONTROL knob clockwise to the desired RPM of 1400 RPM.

VACUUMING OPERATIONS:

1. Work the nozzle in the material so the flow of material remains consistent.
2. When you think the payload is reaching capacity, check the main tank for load level.
3. When vacuuming wet material, as the tank becomes full, the DUAL FLOATS in the main tank rise automatically with the load level to stop the flow of air through the filtration system. When this happens the vacuum relief valves WHISTLE. Shut the system down at this point and prepare for dumping.
4. When vacuuming primarily dry material the DUAL FLOATS will not provide an accurate reading.
5. To inspect the main tank level, fully reduce the AUXILIARY THROTTLE knob clockwise and open the EMERGENCY VACUUM RELIEF VALVE. Check the load through the REAR INSPECTION PORT.

> NOTE: Never depend on the DUAL FLOATS, vacuum relief valve's WHISTLE or the external gauge to give a completely accurate or timely indication of the tank level. Always confirm tank levels by using the REAR INSPECTION PORT.

VACUUM TRUCK (GUZZLER) PROCEDURES (cont.)

BLOWER SHUT-DOWN PROCEDURE:

1. Allow the hose to clear of material.
2. At the control panel, reduce the throttle clockwise to approximately 800 RPM.
3. Allow the engine to stabilize.
4. Disengage the power to the PANEL SWITCH.
5. Reduce the throttle to idle (approximately 800 RPM).
6. In the cab, place the transmission in neutral.

> IMPORTANT: Wait three (3) minutes. The driveline must be fully stopped before changing modes.

7. On the AIR SHIFT TOWER, move the TRANSFER CASE knob from BLOWER to ROAD MODE.

OPERATING THE HYDRAULIC SYSTEM:

1. Hydraulics are used to do the following:
   - Raise the body for dumping
   - Open and close the tailgate
   - Operate any optional hydraulic accessories
2. If you require the use of the hydraulic system during vacuum operations, the hydraulics must be engaged at the time you move the vacuum pump from road mode to blower mode (See instructions under BLOWER START-UP PROCEDURE).

DUMPING COLLECTED MATERIAL:

1. Proceed to a level TLS authorized dumpsite.
2. Set the parking brake.
3. Before dumping the hydraulic system must be engaged. Engage the hydraulic pump. (See instructions under OPERATING THE HYDRAULIC SYSTEM)
4. Before opening the tailgate, check to be sure the area is clear of any obstructions (including overhead) and personnel. When the rear door opens initially a large surge of water will splash out if dumping wet product.
5. Pull the TAILGATE CONTROL LEVER until the tailgate is fully opened.
6. Release the TAILGATE CONTROL. LEVER.
7. Raise the body to its maximum dump height by pulling the HOIST CONTROL LEVER.

> NOTE: Extremely heavy loads will require the AUXILIARY THROTTLE be increased counterclockwise before the cylinder body can be raised.

VACUUM TRUCK (GUZZLER) PROCEDURES (cont.)

8. Activate the VIBRATOR by using short repeated on and off operation of the VIBRATOR control. This method of operating the vibrator helps break up the material and significantly reduces the chance of broken welds, which could result from excessive vibrator use.

9. Install the TAILGATE SAFETY STAND.
10. Check the TANK and DUMPCHUTES for any remaining material.
11. Wipe off the TAILGATE SEAL.
12. Push the HOIST LEVER in to bring down the cylinder body until the EXPANSION JOINT is firmly seated on the MICRO-STRAINER housing.
13. Release the HOIST CONTROL.
14. Push in the TAILGATE CONTROL LEVER to close and lock the tailgate.

DISENGAGING THE HYDRAULICS:

1. At the CONTROL PANEL, reduce the auxiliary throttle to idle.
2. In the cab, depress the clutch and wait approximately 30 seconds.
3. Shift the HYDRAULIC PUMP PTO switch to the OUT position. The red indicator light will no longer glow.

CLEANING THE SYSTEM:

After every job and before changing modes, the following components on the GUZZLER should be thoroughly cleaned with the on-board washdown system or any available water source.

- The MAIN TANK - clean the inside of the tank, CYCLONIC RING SEPERATOR, the TAILGATE and TAILGATE SEAL.
- The CYCLONIC CHAMBER - clean the chamber, the top access area, and the COLLECTION HOPPER underneath the cyclone.
- The BAGHOUSE - clean the collection hopper under the bags and the DUMPCHUTES.

> NOTE: When cleaning the BAGHOUSE DUMPCHUTES, avoid spraying water on the bags directly. Soaking the bags will reduce their efficiency during operation.

- The MICRO-STRAINER - clean the DROP OUT BASKET and the MICRO-STRAINER housing. Drain any material build up out of the housing by opening the drainplug located underneath the micro-strainer housing.

CHANGING FILTER BAGS:

1. To change a worn FILTER BAG, open the baghouse top ACCESS DOOR.
2. Remove the cage and push the bag down through the top of the tubesheet.

3. Place the new bag in the TUBESHEET and reinsert the cage.
4. Remove the worn bag from the BAGHOUSE through the side ACCESS DOOR.

> NOTE: When opening the top ACCESS DOORS to the BAGHOUSE and CYCLONE, the CYCLONE doors must be opened first and closed LAST.

TLS

300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

SHIPLOADING PROCEDURES

1.0 General. There are three phases to the shiploading process; pre arrival/planning, loading, and departure. In each phase there are specific paperwork flow responsibilities and operational responsibilities as well. The parties to the process include the vessel's Captain and/or Chief Mate, the vessel's Agent, TLS (TLS), COMMODITY OPERATOR, the Pacific Maritime Association (PMA), the International Longshoremen and Warehousemen's Union (ILWU), and Oakland.

2.0 Pre-Arrival/Planning. In this phase, documentation regarding the **ETA** and the proposed loading sequence is received from the vessel, and passed on to TLS by the vessel's Agent **(figure 1)**. This is then distributed to **Oakland** and **COMMODITY OPERATOR** in order to develop a loading sequence based on current inventory or cargo to be received. When the **COMMODITY OPERATOR** sequence has been determined and is in the PLC it will be verified by **TLS** to be correct **(fig. 2)**.

2.1 Ten days prior to the arrival of the vessel **TLS** must contact the **PMA Allocator (XXX-XXX-XXXX)** stating the **name, ETA**, and **berth** of the vessel. This must be updated as needed prior to the vessel's arrival. **Allocation of longshore labor is based partly on the actual arrival time of the vessel.**

2.1.1 On the day prior to the arrival of the vessel (or the day prior to the first working shift, whichever is later), orders for labor must be called into the Allocator, as well as to the various locals supplying labor:

Local XX, Longshore, XXX-XXX-XXXX
Local XX, Clerks XXX-XXX-XXXX
Local XX, Foremen XXX-XXX-XXXX

2.2 For each shift worked, the typical manning will be **2 Crane Operators (Longshore), 1 Supercargo (Clerk), and 1 Shipboss.** Contractually, when two or more longshoremen are employed for a full shift, a foreman must be employed.

2.3 In order to certify the cleanliness of the holds of the vessel TLS will contact the Agent to verify that the ship will be ready to load cargo upon arrival. The Agent arranges for an independent third party surveyor to meet the vessel either at anchor or at the berth.

2.3.1 If there is any doubt that the vessel will be ready to load cargo, TLS may call out its own independent third party surveyor and have the vessel go to anchor upon arrival. The vessel will not be allowed to come into the dock until the surveyor certifies that the vessel is clean and ready. Oakland will have the final say as to whether the vessel will remain at anchor or come into the berth.

2.3.2 The Agent will coordinate the pilot and the linehandlers to moor the vessel. TLS will ensure that the facility is open for the Agent and the linehandlers to have access to the dock. Hatches must be open upon arrival at the berth.

3.0 Loading. Upon arrival, the vessel/agent will provide a Notice of Readiness **(fig. 3)**, indicating that the vessel is in all respects ready to load cargo. **This is an official document and will be forwarded to Oakland by TLS. It can only be signed by the Terminal Manager or his designee (an Operations Manager). Under no circumstances will this document be signed until we have begun loading the vessel, regardless of what time it is presented.**

3.1 The vessel is provided a copy of the TLS vessel information **(fig. 4)**, regarding port working rules and placement of the ship's gangway net. Proper placement of the net is critical as the ILWU workforce can standby on a health and safety issue if the net is not set correctly. If necessary, break out the spare net(s).

3.2 The **Chief Mate** and the TLS Superintendent review the loading sequence, and any changes in the sequence will be passed on to the **COMMODITY OPERATOR Control Room Operator** by radio or by phone **(XXX-XXX-XXXX)**, and then followed up by a fax to the control room **(XXX-XXX-XXXX).**

3.3 A **Vessel Data Sheet** is begun **(fig. 5)**, noting the time of "First Line," when the first mooring line is made fast on the dock. This is similar to a cab driver starting his meter: the vessel is charged by the PORT OF OAKLAND for the time it at the berth, and this is the time between "First Line" and "Last Line." Verify the time of "First Line" with the vessel so that the same time is agreed to by all parties.

3.4 At the beginning of the working shift a **safety meeting** will be held with the TLS employees and the longshoremen working that shift. The **Superintendent** or **Shipboss** will conduct the meeting. A copy of the **Safety Talk (fig. 6)**, will be signed by all attending, and the **Supercargo Responsibilities** and the **Foremen Responsibilities** will be distributed **(fig. 7)**.

3.5 The **Supercargo** will begin his **Daily Report (fig. 8)**. This form is used to log all events pertinent to loading a vessel during the working shift and includes such items as the tonnage loaded, time lost due to shifting between hatches, crane or conveyors down, etc. Times will be kept in six-minute increments. The **Supercargo** will have the **Chief Mate** sign the report for the previous shift (if any) at the beginning of his present shift if this has not already been done. **The Supercargo** should review the previous shift report for errors, and if any are noted, report them to the **Superintendent**.

3.5.1 **Downtime** is recorded for mechanical breakdowns, standing by for the vessel to arrive rigging of the gangway net, etc. Ownership of the downtime is also noted, ie. TLS, COMMODITY OPERATOR or SAMPLER. A separate table is included for maintaining a running total of the downtime.

3.5.2 **Lost Time** is used to note those portions of the loading process when cargo i s not being moved, but there are no breakdowns, such as shifting hatches and waiting for draft surveys. A separate table is included for maintaining a running total of the lost time.

3.5.3 The **Superintendent** will review the daily report for errors at the end of each shift and correct the errors. If additional training of the **Supercargo** is required to prevent the errors, the **Superintendent** will ensure that training is accomplished.

3.6 The **Superintendent/Shipboss** will verify by radio with the **Supercargo** that the correct sequence is displayed on the **HMI (Human-Machine Interface)** in the **Supercargo Shack**. If not, the **Superintendent** will contact COMMODITY OPERATOR directly to resolve the discrepancy.

3.6.1 Prior to boarding the vessel, the power to the **shiploader remote control** will be turned on by the **TLS Mechanics**, and the **shuttle conveyor** will be started. This will allow for the belts to be warmed up and for the mechanical scales to properly adjust themselves prior to the operation beginning.

3.6.2 Once the longshoremen and foremen board the vessel with the remote control for the shiploader, the **Shipboss** instructs the **Crane Operator** where the shiploader will be positioned in the first hatch to be loaded, and the ready to receive cargo signal **(flow)** will be given by the **Crane Operator**. This will open the gates and cause the cargo to start flowing. A horn will sound indicating the start of a sequence and that the gates are opening.

3.6.3 Typically, the vessel will be loaded in the following manner:

3.6.3.1 The square of the hatch will be loaded by facing the spoon aft, lowering the boom and telescoping the chute to within a few feet of the deck keeping the chute as near to vertical as possible **(fig. 9).** Three piles of cargo will be laid down, aft, midshift and forward in the hatch. The chute will be left in each location for five to ten minutes (500 MT to 1000 MT), depending on loading rates. **The Supercargo will advise the Superintendent/Shipboss of the cargo flow rate.**

3.6.3.2 The wings of the hatch will be loaded next. The offshore wing is loaded by raising the boom while simultaneously tilting the chute outward and turning the spoon to the outboard side (fig. 10). The shiploader is then gantried back and forth along the dock allowing cargo to flow into the wings evenly. At this point the wings should be filled well above the height of the cargo in the square of the hatch.

3.6.3.3 The inshore wing is loaded in a similar manner although the boom may need to be lowered while the chute is tilted inward **(fig. 11). A typical hatch rotation will be completed in 45 to 60 minutes.**

3.6.3.4 It is important to note that loading the wings will cause the vessel to list (tilt) from one side to the other. One (1) degree of list is the maximum allowable during loading. The vessel's crew may require loading to be shifted from one side to the other in order to maintain stability. Since vessel safety is the primary concern of the crew, the loader will be shifted without any further discussion. The **Shipboss** will be provided with a level to assist in keeping the vessel upright. The **Supercargo** will pass on by radio to the **Shipboss/ Superintendent** when there is approximately **1000 MT** and **500 MT** left to load in any given sequence. This allows the **Shipboss** to properly direct the crane operator on the stowage of the remaining cargo in the hold.

3.6.3.5 In subsequent loading of hatches that have already been loaded, this sequence will be repeated until cargo can no longer be loaded in the wings. The square will then be filled in with the remaining cargo so that it is even and will not shift during the ocean voyage **(fig. 12).** A relatively smooth surface will limit the generation of **methane gas**, which further adds to vessel safety.

3.6.3.6 When completed with the loading for a given shift, if there is cargo left to be loaded in a sequence, the **Supercargo** will notify the Superintendent. An agreement will be reached between the **COMMODITY OPERATOR Control Room Operator** and the **TLS Superintendent** as to whether to leave the belts running until the start of the next shift or during lunch.

3.6.3.7 On the final loading shift, the cargo may be loaded at a lower rate (controlled by the **Crane Operator**), and distributed between two or more hatches in order to trim the vessel to a specific draft requirement.

3.7 Hatch Changes. Upon completing a given sequence, the shiploader must be shifted from hatch to hatch. This will be accomplished in the following manner.

3.7.1 Turn the **Flow** switch to **"No Flow"**

3.7.2 Raise the telescopic chute fully;

3.7.3 Raise the boom so that the telescopic chute and spoon will clear any obstruction on deck;

3.7.4 If a horn sounds and the boom stops rising and is not yet clear of all obstructions, then

3.7.4.1 Verify that the flashing blue light is on (end of sequence, gates closed);

3.7.4.2 Verify that the flashing yellow light is on (all belts running);

3.7.4.3 Verify that the flashing green light is on (all belts empty of cargo);

3.7.5 If these conditions are met, then the entire system of conveyor belts will continue to run. If any one of these conditions is not met, and the boom has to be raised higher, then **COMMODITY OPERATOR Control Room** must be advised prior to shutting off the **shuttle conveyor (510)** as this will shut off all the conveyors in the system.

3.7.6 The **shuttle conveyor (510)** must be shut off in order to prevent it from contacting the bend pulley while running and in turn possibly damaging the belt or the bend pulley.

3.7.7 The operating range of the boom is between -8 Degrees and +12 Degrees. Once the boom is raised out of the operating range to +13 Degrees the warning horn sounds and the boom will no longer rise.

3.8 During the course of the shift a **Daily Weather Report (fig. 13)** will be printed and included with the vessel folder. The purpose of this is allowing contingency plans to be made for operations during inclement weather and to prevent any claims against cargo damage due to weather.

3.9 The **Superintendent** will complete his **Daily Relieving Notes (fig. 14)**, indicating incidents that may have occurred and changes to be made for the following shift to complete their operations.

3.10 A **Vessel Loading Summary Sheet** will completed indicating the tonnage loaded in each hold by rotation. A copy of the **Vessel Loading Summary Sheet (fig. 15)** will be presented to the **Chief Mate** at the end of each shift.

3.11 **Prior to the completion of loading (generally before trimming), and whenever changing commodities or specific grades (when required) the Chief Mate will undertake another draft survey. There will also be a formal third party draft survey when changing between commodities.** This will precisely determine the amount of cargo loaded in the trimming hatches.

3.12 Once the display in the **HMI** indicates that loading is completed, it must be verified with the **Chief Mate** that loading operations are complete before commencing a shutdown. **COMMODITY OPERATOR** will initiate the shutdown. When all the belts up to and including the **530 Belt** have stopped, the **Shiploade**r will be secured.

4.0 Departure. When all cargo operations have been completed, the **independent surveyor**, in company of the **Chief Mate** will complete a final draft survey that determines the total amount of cargo loaded to the vessel. The Supercargo will close out the last Daily Report and have the **Chief Mate** sign it. The **Certificate of Completion** ("Happy Letter") is completed by TLS and signed by the **Chief Mate (fig. 16)**.

4.1 Also to be signed is the Mate's Receipt (fig. 17) which details the amount of cargo loaded, as well as the draft upon completion. This is the primary means by which TLS is paid.

4.1.1 There should be no clauses on the **Mate's Receipt**, that is, no statements that reflect anything other than specified product loaded to the ship such as vessel/stevedore damage, improper loading, etc. Our goal is to provide a safe and satisfactory loading for each vessel/customer that calls at our Berth. Reviewing the Loading Sequence with the ship's crew, signing the **Daily Reports** and periodic **Draft Surveys** are the tools we use to ensure this outcome.

4.1.2 There should be a separate **Mate's Receipt** for each grade or type of cargo, e.g., 50,000 MT COMMODITY A, and 30,000 MT COMMODITY B would have separate receipts.

4.2 The Agent prepares the **Statement of facts (fig. 18)** using copies of the **Daily Reports** (that he either picks up or is faxed to his/her attention daily). After this is completed a copy is sent to **TLS**.

4.3 COMMODITY OPERATOR completes the **Export Declaration (fig. 19).** This document is submitted to the Port of Oakland. A copy of this is faxed to **TLS** and included in the vessel folder.

4.4 The vessel may prepare a **Final Stowage Plan (fig. 20),** and give this to **TLS**. This will be distributed to **COMMODITY OPERATOR** and **Oakland** as well as included in the vessel folder.

4.5 After the vessel sails, the **Vessel Data Sheet (fig. 5)** is completed with the time of **"Last Line"** inserted and then put into the vessel folder.

4.6 The surveyor will send a copy of the **Final Draft Survey (fig. 21)** to **TLS** within two days of sailing for inclusion in the vessel folder.

4.7 If necessary, a post-operation meeting will be scheduled between **COMMODITY OPERATOR** and **TLS** in order to review any abnormal occurrences.

4.8 Subsequent to completion of vessel operations, the **Shiploader**, the **Dock** and **Towers 7, 8** and **9** must be cleaned by hosing down with fresh water. The **Mechanics** will wash down the **Shiploader**, while a **Sweeper(s)** will be employed to clean the dock and any other area as directed by **TLS**. Cleaning procedures are detailed in **OMS 6**, and can be found in **File cabinet #4.**

4.9 A **Vessel Checklist (Fig. 22)** can be used to verify specific events as they occur or need to occur and to assist the **Superintendent** in tracking the paperwork flow.

5.0 Attached is a form entitled **Shiploader Indicating Lights (Fig.23)**. Each table indicates the status of the system under various conditions from **Standard Operations** through **Device Shutdowns** in different portions of the conveyor system. The indicator lights are below the shuttle conveyor behind the telescopic chute.

BIAS TEST PROCEDURES

1.0 GENERAL. A Bias Test is conducted periodically to verify the performance of the Ramsey sampling system. The parties involved in the test are the same as for a vessel loading since the test must be conducted during a loading operation in order to obtain a sufficient number of samples for an accurate and objective sample.

2.0 PRE-OPERATION. Prior to conducting the test, a vessel must be selected for the test by SAMPLER. The criteria include a sufficient volume of cargo to be loaded as well as a cooperative shipper. The sampling takes approximately 10 minutes per sample, as well as delaying the cargo flow by an additional 5 minutes, thus 30+ samples adds another 7.5 hours to the loading operation, or another shift.

2.1 TLS, will contact the vessel's agent prior to arrival of the vessel to explain the nature of the test and the requirement for performing the test. THE agent is responsible for notifying his principals (the vessel owners) of the test, and TLS will follow up with them to make sure that this communication is complete.

2.2 A meeting will be held that includes COMMODITY OPERATOR, TLS and SAMPLER in order to discuss the procedure for conducting the bias test. Items to be discussed include the loading rate, the quantity of samples to be taken, the safety procedures to be followed, communications, names of responsible contact persons on each shift and security of the samples.

3.0 COMMUNICATIONS. All communications will be on Channel 1. SAMPLER Samplers will be issued a minimum of two (2) radios. The control point for the actual performance of the test will be the TLS Superintendent or Supercargo, who will control all notification and stopping/starting of belts from the HMI (Human Machine Interface).

3.1 Critical communications that will occur relate to the stopping of flow, stopping the 520 Belt, tagging out the motor, and completing the sample, all .clear and re-starting the belt.

4.0 PROCEDURE. Based on the pre-determined loading rate, once the system has passed a specific amount of cargo across the 520 Belt Scale, the belt will be stopped and the sample taken. The following description is based on an actual test conducted where the loading rate was c. 6,000 MTPH, the samples taken at 2,500 MT intervals, and the total loading was 87,000 MT.

4.1 The TLS Supercargo/Superintendent will monitor the flow rate from COMMODITY OPERATOR. When 2,000 MT crosses the 520 Belt Scale, the TLS Supercargo/Superintendent will contact the SAMPLER to have his samplers get into position.

4.2 At 2,400 MT across the 520 Belt Scale, the TLS Supercargo/Superintendent directs the Foreman to turn off the flow switch on the radio remote.

4.3 AT 2485 MT, the TLS Supercargo/Superintendent will turn off the 520 Belt at the HMI in the office.

4.4 The TLS Supercargo/Superintendent notifies SAMPLER that the 520 Belt has stopped.

4.5 SAMPLER tags out the motor for the 520 Belt, calls TLS to report the lock out, tag out, and then proceeds to take the sample from the 520 Belt

4.6 There is a ten-minute lockout on the motors for the conveyor belts. During this time the sample is taken and the lock out/tag out removed.

4.7 Prior to restarting the belt, all faults in the system must be acknowledged and reset TLS then notifies COMMODITY OPERATOR that the belt will be restarted and the sequence resumed.

4.8 Once the 520 Belt is restarted, the system must be monitored using the Master Overview screen to verify the starting of all the belts back to the reclaim.

4.9 TLS will contact COMMODITY OPERATOR to verify that their bulldozer operators are out of the way of the pile, then turn the flow back on at the radio remote control.

4.10 TLS will notify COMMODITY OPERATOR that the flow is on and the sequence resumes.

5.0 SAFETY. In order to ensure the safety of all hands involved in the operation, the above steps must be followed precisely. Of particular importance is the locking and tagging out of the motor for the 520 Belt. Lock out/tag out procedures can be found in TLS SP-16 of the IIPP. These procedures must be followed to the letter by SAMPLER. A copy of the procedure should be given to SAMPLER at the Pre-Operation Meeting. Spot checks should be performed by TLS to ensure that the procedure is being followed.

6.0 ABORTING THE TEST. There are three criteria for suspending the test:

- **A.** Sampler plugging frequently;
- **B.** Bridging of the piles at COMMODITY OPERATOR;
- **C.** COMMODITY OPERATOR unable to maintain a steady rate.

6.1 Mechanical failures resulting in delays will not in themselves cause a suspension or cancellation of the test unless they result in one of the above three criteria.

6.2 The test must be completed prior to trimming the vessel due to the volume of cargo crossing the belt.

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TERMINAL LOGISTICS SOLUTIONS, LLC
OAKLAND TERMINAL
PORT OF OAKLAND
INJURY & ILLNESS PREVENTION PLAN

Chapter	Procedure	Implemented	Pages
SP-1	Safety and Administrative Procedures	DATE	14
SP-2	Medical Emergencies and First Aid	DATE	5
SP-3	Evacuation Procedure	DATE	8
SP-4	Hazard Communication Procedure	DATE	8
SP-5	Confined Space Entry	DATE	20
SP-6	Assured Grounding Procedure	DATE	6
SP-7	Code of Safe Practices	DATE	20
SP-8	Accident / Incident Investigation Procedure	DATE	10
SP-9	Fall Prevention / Protection Procedure	DATE	26
SP-10	Terminal Managers Safety and Quality Advisory Committee	DATE	6
SP-11	Inclement Weather Procedure	DATE	6
SP-12	Fetal Protection Procedure	DATE	5
SP-13	Total Safety Task Instructions	DATE	7
SP-14	Crane Personnel Basket Procedure	DATE	6
SP-15	Close Proximity Work Procedure	DATE	8
SP-16	Isolation of Hazardous Energy Lock Out / Tag Out Procedure	DATE	14 +2
SP-17	High Visibility Dress Procedure	DATE	3
SP-18	Safety Variance Procedure	DATE	4
SP-19	Exposure to Bloodborne Pathogens	DATE	56

TERMINAL LOGISTICS SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (O.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-07

MANAGEMENT OF CHANGE

_____ _____

Reviewed By Approved By

Procedure Type	Date	Issued for Implementation	By	OMS Dept.
Administrative			Doc No.	
			Rev. No.	

OMS-7 LIST OF ATTACHMENTS

Request for Change/Modification Form
Record of Changes Form

ELEMENT 7
MANAGEMENT OF CHANGE

7.0 Changes in operations, procedures, site standards, facilities or personnel must be evaluated and managed to ensure that safely and environmental risks arising from these changes remain at an acceptable level. Similarly, changes in laws and regulations must be reflected in facilities and operating practices to ensure ongoing compliance.

7.1 To implement any change in TLS operations procedures, standards, facilities or personnel shall require a review of the change by all parties involved in order to maintain an acceptable level of job performance, standards and safety.

7.1.1 The person requesting or initiating the change (Change Request Owner) must obtain a Change Request form (CR) and complete the CR title, problem and solution areas of the form. If possible, a risk assessment should be performed (see Element 2).

7.1.2 The Owner will then check off and name the person(s) responsible for reviewing and implementing the change. After designating those responsible, the owner should contact each person, inform them of the change, the method of effecting the change and the reason for the change. Any documentation to support the requirement for the change, i.e., new regulatory requirements for safety/environmental issues, change in equipment or maintenance requirements, etc, must be attached to the request.

7.1.3 After all parties fully understand what is to be accomplished, they will sign the form acknowledging that the reasons for and methods to be used for implementing the change are understood.

7.1.4 Each party will at this point proceed to review and to make the necessary changes in their areas of responsibility in order to put the CR into effect. When each person has completed his assignment, he will sign and date the completion portion of the form.

7.1.5 The CR Owner will monitor the progress and mediate all questions and problems that may arise during the course of completing the change. When all parties have signed and dated the CR, he will then sign and date the close out portion of the form and put the change into effect.

7.2 Change and associated forms will be managed in the following manner.

7.2.1 Only the Terminal Manager can approve any change that affects the safety of any operation or function at OAKLAND BERTH 7, and only after review and a positive recommendation by the Safety Director. The Assistant Terminal Manager can approve changes in operation and maintenance where procedure, parts, etc., not safety are involved as the primary reason for the change.

7.2.2 The Safety Director will review all requests in order to determine any safety or environmental implications of the change. The Safety Director will approve the mitigation required, if any, in order to implement the change.

7.2.3 Whenever permits are required, the Owner will be responsible for obtaining these. The Assistant Terminal Manager and the Safety Director r will assist where required.

7.2.3.1 If a risk assessment has not been performed, the Safety Director will conduct an assessment.

7.2.4 All documentation associated (see Element 7.1.2) with the change will be filed in File Cabinet # 4.

7.2.5 In the event that a change will produce consequences in additional areas, or require some type of compensating measure to be taken, these are to be identified whenever possible prior to commencing the change. If these come to light during the change process, their impact will be evaluated, and the change modified if necessary.

7.2.6 The time limitations involved, i.e., between vessel operations, during a third shift, etc., must be identified. Where there is a deviation from the predicted time required, a review should be done by the Owner, the Assistant Terminal Manager, or the Terminal Manager, depending on the circumstances.

7.2.7 Training that is required in order to implement any change will be documented and copies will accompany the change documentation and be placed in the trained individual's personnel files.

7.2.8 Operational, safety and mechanical changes will be reviewed as part of the OMS review process. Changes in the terminal's financial operations, and technical capabilities will be managed at the Terminal Manager's discretion with corporate approval.

7.3 When a change to an existing operation is made with the intention of returning to normal operation, it is critical that the interval be identified and controlled.

7.3.1 Any emergency or temporary changes which could have an impact on safety, health or the environment will be documented utilizing the Request for Change form. The time frame involved will be identified on this form.

7.3.2 The responsibility for authorizing temporary changes will be as in Element 7.1. If a change must be made during a vessel operation in order to complete that shift, it will be identified, documented, and performed with the approval of the Assistant Terminal Manager or the Terminal Manager, obtained by whatever means necessary.

7.3.3 The temporary change will be documented in the Superintendent's Relieving Notes/Activity Log. A copy of the Log will be filed in File Cabinet #4.

7.4 Regulatory changes are expected. Having prior knowledge of changes is critical to proper planning for implementation. Through membership in a variety of organizations such as the PMA, the JAPC (Joint Accident Prevention Committee), the Harbor Safety Committee, etc., and through subscription to publications such as the Federal Register and Barclay's will we close this information gap.

7.4.1 Responsibility for updating changes is as follows:

Operations: Operations Manager (Assistant Terminal Manager)
Maintenance: Operations Manager (Assistant Terminal Manager)
Safety, Health & Environmental: Safety Manager

7.4.2 As with all changes, the Terminal Manager is ultimately responsible for ensuring that regulatory changes are planned for and implemented.

7.4.3 In the event that a deviation from a regulatory requirement occurs, or if compliance is beyond the scope of the operation, the above named individuals will be required to obtain the necessary waivers for operation. It anticipated that Oakland, as the operating authority for the facility, will be the lead in these issues. However, that does not remove the burden of identifying the deviation and planning for possible mitigation in support of any request for a waiver.

7.4.4 As with all aspects of the change process, regulatory compliance will be part of the regularly scheduled OMS audits.

7.4.5 Changes to documentation, drawings, procedures, etc., that are held throughout the facility, will be accompanied by a letter from the originator or the steward of the change. This letter will be signed by the receiver of the change and returned to the originator/steward. The change will be documented on the Record of Changes form kept at the front of each procedure or set of procedures.

7.5 If changes are to be made to any equipment belonging to Oakland, approval from the Oakland Operations Manager must be obtained.

TLS REQUEST FOR CHANGE/MODIFICATION

Initiated by: _____ Date: _____
(Owner)

Description of change (Problem & Solution):

_____
_____
_____
_____

Basis for change:
___Improved Safety/Reduced risk ___Essential to Operations
___Environmental Control ___Profitability
Other: _____

MANAGEMENT REVIEW
___ Request Approved _____Request Not Approved

Reason:
_____

Signature: _____ Title:_____Date:_____

Signature: _____ Title:_____Date:_____

PERSONNEL IMPLEMENTING THE CHANGE
Name:_____Dep't:_____
Name:_____Dep't:_____
Name:_____Dep't:_____
Name:_____Dep't:_____

IMPLEMENTATION REVIEW	Date/Initials	Date/Initials	Complete
Procedures/Guidelines			
Parts/requisition			
Training			
Safety Review			
Risk Assessment			

FINAL DOCUMENTATION & CLOSEOUT:

_____ _____
Owner Date

_____ _____
Terminal Manager Date

RECORD OF CHANGES

PAGE: _____

PROCEDURE: _____ LOCATION: _____

Insert the pages, drawings or documents indicated in the change. Remove and destroy all superseded pages, drawings or documents. Return the cover letter that accompanied the change to the originator to indicate that the changes have been completed.

CHANGE	DATE	INITIALS

TERMINAL LOGISTICS SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (0.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-08

THIRD PARTY SERVICES

_____ _____

Reviewed By Approved By

Procedure Type	Date	Issued for Implementation	By	OMS Dept.
Administrative			Doc No.	
			Rev. No.	

ELEMENT 8
THIRD PARTY SERVICES

8.0 Third parties doing work on behalf of TLS at Oakland BERTH 7 impact on its operation and its reputation. It is essential that they perform in a manner that is consistent and compatible with TLS policies and business objectives.

8.1 Each time a third party contractor is employed by TLS at Oakland BERTH 7, their capabilities to perform their work in a safe and environmentally sound manner will be assessed.

8.1.1 For each type of third party service (maintenance, repair, survey, etc.), there are minimum safety and environmental requirements to be met. These requirements are commensurate with the type of service to be provided. For all critical services these requirements include:

8.1.1.1 A safety, environment and health program that includes an effective and relevant training program together with documented safety performance;

8.1.1.2 Compliance with relevant environmental regulations together with any additional documents deemed necessary, i.e., fiscal responsibility;

8.1.1.3 An implemented alcohol and drug policy consistent with TLS's guidelines.

8.1.2 **8.1**.2 Where a third party service is rendered to a vessel, such as dockside welding services, the vendor will be required to comply with Element 8.1.1 (above).

8.1.3 8.1.3 When selecting a vendor from competing third party vendors, the ability to perform work in a safe and environmentally sound manner will be a consideration. A statement to this effect accompanies each request for a quote (RFQ). Additionally, vendors when selected will be supplied with a copy of the Oakland Safety Procedures (Plant Operating Manual, Vol. 1, Section 3.3), and of the TLS Contractor, Subcontractor Safety Guidelines. Both are attached.

8.1.4 The Terminal Manager will be responsible for the final approval/selection of all critical third party service providers.

8.1.5 Records of qualified providers, along with the basis for qualifications are found in File Cabinet # 6. Third party Safety Records are found in File Cabinet # 9.

8.2 When a Request for Quote (RFQ) is sent to a vendor, performance requirements are defined. This will include joint monitoring and stewardship of the vendor's performance by TLS, and the vendor.

8.2.1 Each vendor selected to perform a critical service is given a copy of the safety requirements noted in Element 8.1.3. A copy of the vendor's own safety guidelines will be retained in File Cabinet #7.

8.2.2 In the RFQ, vendors will designate by name a qualified/responsible person who will ensure that all requirements are met.

8.2.3 Third party suppliers will conform to all local rules and laws (CCR Title 7 Harbors & Navigation, Title 8 Industrial Relations, Title 22 Social Security (div. 4, 4.5), CFR Part 1917 Marine Terminals). These regulations will be identified in the RFQ.

8.2.4 Third party suppliers will provide proof of insurance. This will be kept in File Cabinet # 9.

8.3 The interface between TLS and its vendors is the responsibility of the Terminal Manager or his designee.

8.3.1 For each critical service for which a contract is let, the following must be in place and documented within the RFQ:

8.3.1.1 A detailed contract detailing services, critical dates, monies, etc.;
8.3.1.2 Safety rules are defined, reviewed and agreed;
8.3.1.3 Monitoring requirements are understood and accepted;
8.3.1.4 Responsible supervision is defined for both sides;
8.3.1.5 Detailed Emergency Response procedures are in place.

8.3.2 All contractual agreements stipulate that subcontractor performance requirements are at least as stringent as those are for the prime contractor.

8.3.3 When inducting contractors into the workplace at Oakland BERTH 7, the contractors will be required to indicate in writing that the contractors have read, understood and will comply with all applicable safety requirements of TLS. This document will be kept on file in File Cabinet # 6.

8.4 The Assistant Terminal Manager will be responsible for monitoring the performance of all vendors on the facility. The Safety Director will be responsible for ensuring that all vendors comply with all safety requirements. These duties will be performed through periodic spot inspections during the course of the vendors' contract.

8.4.1 Depending on the nature of the work to be performed, periodic reviews of performance including inspections and assessments may be required. This requirement will be indicated within the RFQ. The nature of these reviews will be detailed in the contract entered into with TLS and the vendor.

8.4.2 As per Element 8.4, the Safety Manager will be responsible for ensuring adequate safety and environmental performance and that the contractor fully understands and complies with the requirements of the TLS Safety Manual and the IIPP. The results of all inspections will be documented and forwarded to the Terminal Manager and copies filed in File Cabinet # 7.

8.4.3 Reports of incidents, near misses, and any unsafe acts are to be investigated and reviewed by the Safety Manager or his designee. The Safety Manager will assess the adequacy of any corrective actions taken.

8.4.4 Willful violation of any required safe practice will disqualify vendors from any future work and may result in termination of the contract. Poor workmanship may also serve as a disqualification. This decision will be made by the Terminal Manager, and the documentation filed in File Cabinet # 10. A list of all disqualified vendors by category of service will be maintained in File Cabinet # 10.

8.4.5 The Assistant Terminal Manager will review third party performance on a daily basis where the service being rendered will last longer than one day. The third party review system will be reviewed within the scope of the periodic OMS reviews.

DRAFT

TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

REQUEST FOR QUOTE

Originator: _____ Date: _____
Description of Project: _____
_____

Attach additional sheets as needed.

All vendors are subject to the following:

1. Review and comply with the requirements of the Oakland Safety Procedures (Vol. 1 Plant Operating Manual, Section 3.3), the TLS Safety Manual and the BERTH 7 IIPP.
2. Comply with all local, state, and federal regulations including Titles 7, 8 & 22 of the CCR, and Part 1917 of the CFR.
3. Provide proof of insurance.
4. Present Emergency Response Procedures.
5. Identify the Competent/Responsible Person for each working shift
6. All work subject to periodic review/inspection by TLS

Expected Start Date:_____ Expected Completion Date: _____
Payment subject to the following terms: _____
_____

TLS Contact:_____ Phone: _____

Contractor Contact: _____ Phone: _____
Contractor:
Address: _____
Phone: _____ Fax: _____

I accept/do not accept the above requirements:

_____	_____	_____
Signature	Title	Date

TLS
CONTRACTOR, SUBCONTRACTOR SAFETY

A mandatory safety orientation session will be conducted prior to the start of each job for all contract supervisors down to and including the general foreman. General work practices, permit procedures and practices, and procedures specified to the job will be covered. This session will be conducted jointly by TLS'S Contact Person and/or Safety Director and Contractor's Job Superintendent. A written summary of this meeting will be required from the contractor within five working days for inclusion in the project files.

A weekly job site safety meeting shall be conducted. A TLS representative will attend and participate, to arrange for other TLS resource people, or to answer questions. Contractor's Job Superintendent will be required to submit a written summary of the meeting to the TLS Safety Director within two working days of the meeting.

The procedure for handling on-the-job injuries to your employees is as follows:

1. The Contractor's Field Supervisor is to immediately report to the TLS Superintendent any incident requiring a visit to the doctor.

2. The TLS Superintendent will notify the TLS Safety Director, who will visit the site immediately.

3. A member of the Contractor's field management staff will be expected to accompany the worker to the hospital/doctor's office and consult with the doctor to determine the injured person's condition and whether he can return to work. If the worker is pronounced capable to work on the following work day, his case will be classified as either a medical treatment" or a "restricted work", as appropriate. If the doctor declares him not capable of returning to work, his case will be classified as "lost time".

4. The Contractor's Superintendent will submit to the TLS Safety Director a written report on each accident requiring a visit to the doctor on the attached accident report form within one working day of the incident. The accident will be classified according to the doctor's evaluation.

5. When an accident is a lost work day case, TLS expects the Contractor to make a thorough investigation of the incident to provide a full understanding of the basic causes and a listing of the measures necessary to prevent recurrence, including specific responsibility for carrying out these measures. Within twenty- four (24) hours of an accident, contractors that incur a lost time accident shall attend a meeting, in which TLS will conduct an in-depth review of each incident, including actions to prevent recurrence. Each contractor shall designate a single individual in their management organization who would attend this review with the Superintendent and Safety Director, and also who would be the contact on all safety-related items.

CONTRACTOR REVIEW AND ACCEPTANCE FORM

I have reviewed the TLS Oakland BERTH 7 Injury Illness Prevention Plan (IIPP), TLS Safety Manuals and filled out the proper documents required by Oakland and TLS. I have also read the Contractor Safety/Health and Environmental Manual and accept the responsibilities that I have been contracted to do. Our personnel have attended the TLS Safety orientation required to work at this facility. I realize all employees must be drug and alcohol free to maintain employment.

All personnel that will be working on this job have been trained and our company accepts responsibilities that come with the job that our company has been contracted for. I understand that our No. 1 goal as a TLS sub-contractor is to follow all safety rules and regulation and point out all deficiencies that I might see. I understand that our company must adopt Oakland's and TLS Marine's philosophies regarding Safety/Health and Environmental policies in order to work in this plant.

I understand as a sub-contractor of the terminal that my goal is to be productive and to insure that our job as a sub-contractor is done in a safe and environmentally sound manner.

I understand that if the rules and regulations as stated are not followed, the contract and/or purchase order can be revoked and all work terminated during any phase of the job. I also understand that I will only be paid for the amount of work completed if or when the contract and/or purchase order has been terminated in writing.

Should bonding of a job be required, I understand and accept that the bond acts as insurance to guarantee that if I default on this agreement that actions will be taken through the bonding company to insure that the job can be completed on a competent level.

I have submitted proof of insurance with a US$2 Million minimum and have named Oakland and TLS as additional insured with a waiver of subrogation.

The following guidelines have been reviewed and I accept these responsibilities as outlined in this documentation via my signature.

1. No other contractor can be used without TLS and Oakland approval.
2. All contractors must be on the Oakland TLS approved contractor list.
3. No changes may be made to the scope of work or the contract without a written change order from TLS.
4. Maintain schedule as outlined in the contract and/or purchase order.

Plan Adopted By:

_____	_____	_____
Contractor Signature	Date	Terminal Manager

OAKLAND TERMINAL
OPERATIONS MANUAL
DRAFT

Section 3 Safety and Health

SECTION 3 - SAFETY AND HEALTH

3.1 Protective Design Features

This COMMODITY handling facility will be designed to provide the safest possible work environment for the operators. This section describes the codes and standards that will be followed and the features that will be incorporated into the design to ensure a safe working environment.

3.1.1 Codes and Standards

The safety features of this facility will be designed in accordance with the requirements of the following codes and standards:

CODES

Structural & Seismic
Uniform Building Code (LJBC), DATE
OAKLAND City Building Code
Electrical
National Electrical Code (NEC), DATE
OAKLAND City Electrical Code
Fire

Uniform Fire Code (UFC), DATE

STANDARDS

Occupational Safety
California Occupational Safety and Health Administration (CalOSHA) Mine Safety and Health Administration (MSHA), DATE.

This facility will operate under the jurisdiction of CalOSHA and the safety design of this facility conforms to CalOSHA requirements. MSHA will be used as a guide in the design of the underground reclaim tunnels. The tunnels will meet the CalOSHA design requirements for confined spaces.

All equipment installed in this facility will conform to the standards established by the national associations. The specific standard to which equipment has been fabricated is stated in the equipment specification. Equipment specifications are included in Section 4.

3.1.2 Ventilation

In the operating areas of this facility, the railcar dump pit, the truck dump pit and the reclaim tunnels will have forced air ventilation for worker safety and comfort. The transfer towers and the conveyor tubes and galleries are gravity ventilated.

The ventilation fans in the railcar dump pit and for the reclaim tunnels will have dual speeds because of the possibility of carbon monoxide or methane buildup. The fans will be located outside the railcar dump pit and the reclaim tunnels so that they are never exposed to atmospheres inside these structures and their suctions always have fresh outside air. The railcar dump pit will be monitored for methane only and the reclaim tunnels will be monitored for both carbon monoxide and methane. The normal mode of ventilation in both these areas will be at low fan speed providing four air changes per hour. If either of these gas concentrations exceeds a minimum level a warning is sounded, the PLC alerts the operator in the central control room, and the ventilation fans switch to high speed which provides six air changes per hour. If gas concentration reaches the maximum acceptable level an alarm is sounded to evacuate all personnel from the affected area, all electrically driven equipment and normal lighting is shut down, emergency explosion proof lighting is activated and the ventilation fan is kept operating at high speed until the problem is mitigated. **If a high gas level alarm is sounded, all personnel must evacuate the affected area immediately.**

3.1.3 Gas Detection

This facility will handle and store COMMODITY. The toxic and explosive gases that may be generated during storage are carbon monoxide from COMMODITY, due to spontaneous combustion, and methane. COMMODITY storage is outdoors and any gases released outdoors will be dispersed. There will be a possibility that due to malfunction of mechanical equipment, an amount of COMMODITY may have to be held in hoppers or conveyors for a period of time while the transportation or the forced air ventilation system is restarted. The possibility of gas buildup because of this temporary storage in confined spaces will be limited to the railcar dump pit, and the reclaim tunnels. The conveyor tubes and the transfer towers are gravity ventilated and no buildup of toxic or explosive gases is expected.

The gas detection coverage of the enclosed areas with forced ventilation is as follows:

- The railcar dump pit is equipped with two methane detectors.
- The six reclaim tunnels are each equipped with two carbon monoxide detectors and two methane detectors,

3.1.3.1 Carbon Monoxide (CO)

The carbon monoxide detectors will be Safety Systems Technology Model GT811 Nova- Sensors. These are electrochemical fuel cells where the sensing element is exposed to the detected gas through a diffusion barrier and gas permeable membrane. A reaction takes place at the anode, releasing electrons, which flow to the cathode, where a counter reaction occurs. This flow of electrons is measured as a concentration value by the Nova-Sensor electronics.

The operating specifications for the sensors are:

Measurement Range	0 - 500 PPM
Ambient Temperature Range	+23 to +104
Response Time concentration	35 seconds for 90% of final
Sensitivity	0.032 mA per 1 PPM minimum
Accuracy	Linear between 0 and 500 PPM
Drift	Less than 2% per month
Alarm Level	50 PPM
Shutdown	100 PPM

There will be two carbon monoxide sensors located in each reclaim tunnel.

3.1.3.2 Methane (CH4)

The methane detectors will be Safety Systems Technology Model GC801 Nova-Sensors. These sensors use the catalytic method of gas detection where the sensing element is exposed to the detected gas through a sintered stainless steel flame arrest. The detector consists of a matched pair of elements, each consisting of a fine platinum wire embedded in a bead of alumina material. Flammable gases in low concentration will not burn by themselves, but when in contact with a suitable catalyst, it is possible to burn any concentration of gas. One of the element pairs in the sensor is treated with such a catalyst, while the other element is protected with a similar but non-catalytic material. The platinum wires within the elements are heated by passing a suitable current through them. When the gas is oxidized on the surface of the catalyst, additional heat is released, which causes a temperature rise on the catalytic surface. This change in temperature is measured and converted to determine the amount of gas present.

The operating specifications for the sensors are:

Measurement Range	0 - 100% LEL
Ambient Temperature Range	-40 to +200 F
Response Time	6 seconds for 50% of final concentration
Sensitivity	0.16 mA per 1% of LEL
Accuracy	Linear between O and 100% LEL
Drift	Less than 5% per year
Alarm Level	1% of LEL
Shutdown	2% of LEL

There are two methane sensors located at the bottom level of the railcar dump building and two in each reclaim tunnel.

3.1.4 Hot COMMODITY Detection

This facility will have the ability to detect if spontaneous combustion has ignited the stored COMMODITY. COMMODITY temperature is measured at two locations:

1. On reclaim belt conveyor 1 past the collecting points from the reclaim tunnels but prior to discharge from the conveyor in transfer tower A, and
2. On corridor belt conveyor 2, after transfer tower B.

These temperature detectors will alert the operator to take action to cool the smoldering COMMODITY. Detection of hot COMMODITY will alarm and shut down the conveyors. Any action required because of this detection will be by the operator in accordance with the Operating Contractor's standard operating procedures. Hot COMMODITY may be cooled by water sprays while recirculating the COMMODITY back to the reclaim conveyors or the COMMODITY may be offloaded from the belt by dumping into the emergency storage pile at the near berth area. The temperature detected over conveyor 2 will also be a record of the temperature of the COMMODITY loaded onto the ship.

The temperature detectors will be Heltronics Infrared Radiation Pyrometers, Model No. KT/5.820. These non-contact temperature sensors meet the following specifications:

Measurement Range	-58 to +1832 F
Ambient Temperature	Range +32 to +140 F
Response Time	Selectable from 50 ms to 10 seconds for 90 percent of final temperature
Sensitivity	±0.4 F (typical)
Accuracy	±0.9 F plus 0.7% of the difference between target temperature and housing temperature
Drift	Better than 0.01% of the absolute measured temperature in degrees Kelvin/month

Alarm Level 200 F

3.1.5 Personnel Protection from Moving Machinery

Personnel protection from moving machinery will be provided at various levels. These will be:

- The basic level of protection will be provided by ensuring that the equipment is designed to meet all OSHA safety requirements. This includes providing guards over V-belt drives, rotating shafts and couplings, etc. Handrails and toeplates have been provided where there is a potential for falling into moving equipment or from elevated areas such as the handrails around the railcar dumper pit. Beacons and horns have been provided to warn personnel of the imminent startup of conveyors. The bridge stacker is equipped with trip wires along the moving truss to detect obstruction and to shut down the bridge stacker travel. For details of the equipment safety systems, see the individual equipment operating manuals.

- A secondary level of protection will be provided on the conveyors by the use of pull cord switches, damaged belt detection switches and belt runoff switches. Any of these switches will shut down a conveyor, if activated.

- A supervisory level of protection will be provided by the CCTV system. This allows the control room operator to monitor the railcar unloading and the bridge stacker operations. Critical areas of the railcar dumping that are monitored are the car clamps and car positioning. The bridge stacker cameras are used to check the area around the bridge stacker to ensure that no obstructions exist before the machine is moved by command from the Central Control Room.

3.2 Hazardous Materials

The raw materials and products used in this facility will be basically low hazard. However, operating personnel should acquaint themselves with the possible hazards of the materials they handle. Any injury caused by any material or product used in this facility should be promptly treated and the incident reported to operating management.

The materials and products handled in this facility and to which personnel may be exposed are:

COMMODITY 1
COMMODITY 2
Diesel Fuel
Natural Gas
Lubricating Oils
Hydraulic Fluids
Engine Oils
Transmission Oils

The generic Material Safety Data Sheets (MSDS) for all known products and materials in use at this facility at the time this manual was compiled are included at the end of this section.

3.3 Safety Procedures

The safety procedures stated in this section are generalized for good operating practice. Detailed safety procedures for the operation and maintenance of equipment is provided in the operating and maintenance manuals of the individual items of equipment. Operations and maintenance personnel should be thoroughly familiar with these procedures before operating or maintaining equipment. Similarly, any site- specific safety procedures instituted by the Operating Contractor must be followed.

All safety procedures must be followed to prevent injury to operating and maintenance personnel.

3.3.1 General Facility Safety Precautions

1. This facility operates under the jurisdiction of CalOSHA. Attachment 3-2, Code of Federal Regulations, Chapter XVII, Part 1917, Marine Terminals and Attachment 3-3, California Code of Regulations, Article 14, Section 3459, Marine Terminal Operations is included at the end of this Section for information. The Operating Contractor must ensure that all facility · operations are in conformance with safety regulations.
2. Do not attempt to operate or perform maintenance on any equipment without proper training and authorization from facility supervisory personnel.
3. While performing maintenance, use mechanical aids such as cranes, hoists, or other equipment with extreme care.
4. Be aware of the design load capacity for operating and maintenance equipment. Do not exceed design load capacities.
5. This facility utilizes heavy mobile equipment whose operators may have limited visibility. Obey all traffic signs and follow facility traffic guidelines while traveling within the facility.
6. The railroad loops within this facility may have up to three unit trains at one time. Exercise extreme caution while crossing tracks.
7. Keep control room personnel informed of your location at all times.
8. If a toxic or flammable gas evacuation alarm is sounded, evacuate area immediately. Report evacuated location to control room personnel. Do not reenter suspected area until authorized to do so.
9. The reclaim tunnels have been determined to be non-permit required confined spaces. Follow non-permit required confined space entry procedures as established by the Operating Contractor. If shut down levels of carbon monoxide or methane -ire detected, the tunnels become permit-required confined spaces. Follow permit-required confined space entry procedures until cleared by facility safety personnel to re-enter. See Attachment 3-4, California Code of Regulations, Article 108, Section 5156, Confined Spaces.

10. Do not disable any safety system incorporated into the design of this facility.
11. Wear clothing, headgear, eyeglasses, footwear and ear protectors appropriate for the job to protect against flying debris and excessive noise, as required by the Operating Contractor.
12. Contain long hair or jewelry that might get entangled with moving machinery.
13. Maintain all nameplates and warning signs in place and in legible condition.
14. Personnel should be aware of the significance of the various tones of the warning horns.
15. Never restart any device without ensuring that all safety devices relating to that equipment are operational.
16. All personnel should be aware of emergency procedures.

3.3.2 Electrical Precautions

1. Before performing maintenance on electrically-driven equipment, the motor must be locked out and tagged at the MCC to prevent accidental operation.
2. Prior to starting maintenance or local testing of a motorized device, all operators or personnel involved in the work must be aware of the location and operation of the local stop switch or other means of stopping the equipment.
3. If electrical power needs to remain on for testing of electrical components or mechanical functions, the tests must be performed in the presence of a qualified plant electrician and all operators or personnel involved with the equipment must be aware of the testing and work being done.
4. Disconnect electrical power before working inside control enclosures.
5. All safety devices such as conveyor pullcord switches, gas detection devices, etc. should be tested periodically and replaced or repaired whenever required. **Do not operate equipment without all safety devices in working condition**.

3.3.3 Mechanical Precautions

1. Do not service pneumatic or hydraulic equipment or components until supply pressure is turned off and pressure is relieved from all lines and components.
2. Rotating shafts, couplings, fans, etc. are protected with guards to prevent contact with shaft keys, bolts, coupling parts, fan blades, etc. Never operate equipment without guards in place.
3. Never touch a shaft, rotating or not, unless power has been disconnected and the shaft has come to a complete stop,
4. Investigate any unusual noises from rotating equipment immediately. Correct problems before they become safety hazards.
5. Stay clear of the vents of fans, air-cooled machines or pressure relief devices. Exhausts may be hot, be at high pressure or contain particulates that might harm personnel.

6. Keep working areas clear of obstructions that could endanger personnel.
7. Operation of the bridge stacker or the shiploader may be dangerous in high wind conditions. Follow manufacturer's operational shutdown and equipment lockdown recommendations for high wind conditions.

3.4 Attachments

3 - 1 Material Safety Data Sheets
3 - 2 Code of Federal Regulations, Chapter XVII, Part 1917, Marine Terminals 3 - 3 California Code of Regulations, Article 14, Section 3459, Marine Terminal Operations
3 - 4 California Code of Regulations, Article 108, Section 5156, Confined Spaces

3.5 Note: The attachments are shown here for reference only and are contained within the P.O.M., Volume 1, in the Terminal Managers office.

TERMINAL LOGISTICS SOLUTIONS, LLC

OAKLAND TERMINAL

PORT OF OAKLAND, CALIFORNIA

OPERATIONS MANAGEMENT SYSTEM (O.M.S)

DRAFT

OPERATIONS PROCEDURE: OMS-09

INCIDENT INVESTIGATION AND ANALYSIS

_____ _____

Reviewed By Approved By

Procedure Type	Date	Issued for Implementation	By	OMS Dept.
Administrative			Doc No.	
			Rev. No.	

OMS-9 LIST OF ATTACHMENTS

Medical Treatment Authorization Form (Doctor's Slip)
Incident Cause Analysis
Single Investigator Report
Formal Report of a Serious Incident

ELEMENT 9

INCIDENT INVESTIGATION AND ANALYSIS

9.0 Effective incident investigation, reporting and follow-up are necessary to achieve improvement in safety and environmental performance. They provide the opportunity to learn from reported incidents and to use the information to take corrective action and prevent recurrence.

9.1 The system in use at Oakland, BERTH 7, for reporting, investigating, analyzing and documenting safety and environmental incidents and significant near misses is contained in TLS SP-08 of the Injury & Illness Prevention Program (IIPP). This document is in turn governed by Sections 16 & 17 of the TLS Corporate Safety Manual.

9.1.1 Section 16 of the Safety Manual states “The Corporate Safety Department shall be notified by telephone or FAX immediately of any accident or injury regardless of how minor it may seem."

9.1.2 The Safety Director or the Terminal Manager are assigned the responsibility of ensuring that the Accident/Incident Investigation Procedure is followed. Either the Safety Director or the Terminal Manager may designate the accident investigator.

9.1.3 TLS SP-08, Para. 8.1 sets forth the guidelines for conducting investigations. Depending on the seriousness of the accident/incident, it may be investigated by a single investigator, or a formal investigation may be conducted by a team assigned by the Safety Director the Terminal Manager.

9.1.4 Whenever an individual requires medical assistance other than first aid, or when company property is damaged during an accident/incident, a medical evaluation or drug and alcohol screening should be performed.

9.1.5 Near-miss reporting is an ongoing program at this terminal. Employees have been encouraged to be actively involved with near miss reporting. Near-miss reporting forms are available to all employees in the terminal office. These reports are evaluated immediately and corrective action taken as soon as possible. The OMS committee here at the terminal will review near-miss reports as soon as practical in their meetings and corrective action to these issues shall be done prior to the next OMS committee meeting.

9.2 The following guidelines are to be followed when needed to secure legal assistance to investigate, and advise on incidents when necessary.

9.2.1 TBD THIRD PARTY has been designated by corporate to assist in investigating incidents where there is a risk of liability or where it is appropriate and possible to maintain investigation results confidential.

9.2.1.1 The Terminal Manager will be notified any time an employee has been injured.

9.2.1.2 The Terminal Manager will notify the Corporate Safety Director and the Corporate Director of Personnel.

9.2.1.3 The Terminal Manager will use the Corporate Safety Director and the Corporate Director of Personnel to determine when legal counsel is necessary.

9.2.1.4 No terminal employee will volunteer any information to anyone about an accident unless authorized by corporate approval.

9.2.1.5 Corporate will be responsible for notifying their legal counsel and determining what information the terminal will release. All proprietary information is to be kept confidential.

9.3 For all accidents/incidents and near-misses other than those investigated by legal counsel will be investigated in accordance with Sections 16 & 17 of the TLS, Inc. Corporate Safety Manual and TLS SP-08 of the IIPP.

9.3.1 It shall be the responsibility of the Terminal Manager and/or Safety Director to assess and promptly secure all evidence when an accident/incident has occurred by filling out all required forms and taking photographs for each and every incident.

9.3.2 Near-misses and incidents other than those investigated by legal counsel will be investigated and evaluated in accordance with this Element and corporate procedures. Any legal input will be documented on these forms and in the safety and/or OMS meetings.

9.3.3 When analyzing an accident/incident or a near miss, the role of human factors must be considered as per TLS SP-13 (Total Safety Task Instructions) of the IIPP.

9.4 All documents pertaining to accidents/incidents and near-misses will be filed in File Cabinet # 7. These will be reviewed as part of the periodic OMS review.

9.4.1 Findings from incidents, accidents, and/or near-misses will be reviewed at our monthly OMS committee meetings (as well as weekly safety meetings). Improvements to practices, standards, procedures, or management systems will be changed and/or implemented as warranted before the next OMS committee meeting.

9.5 As per Sections 16 and 17 of the TLS, Inc. Corporate Safety Manual, the corporate safety department will be notified of any accident/incident or near miss when it occurs. The post analysis will be forwarded to corporate as well.

9.5.1 Whenever applicable, the potential relevance of findings to other units will be addressed when forwarding post analysis to corporate. It is anticipated that corporate will review and forward these findings as needed.

9.5.2 It will also be the policy of this terminal to review accidents, incidents and/or near-misses that happen at other terminals during our weekly safety meetings as these

findings are forwarded to our facility.

9.5.3 All lessons learned from other facilities will be evaluated and applied whenever possible. This will ensure that operations between facilities are consistent with corporate policies and practices.

9.5.4 All accident/incident reports and reports of near-misses are considered to be confidential and proprietary documents of TLS, Inc. As such, they are not to be surrendered to third parties without authorization in writing from a corporate official.

TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

MEDICAL TREATMENT AUTHORIZATION FORM
WORKERS COMPENSATION

Date:_____

To: Medical Treatment Personnel

From: TLS

INJURED'S NAME:_____

BRIEF DESCRIPTION OF ACCIDENT:_____

The purpose of this form is to verify authorization for medical treatment of injuries related to this on-the-job accident. This authorization applies to the affected area of injury only. Charges resulting from unrelated treatment will be the responsibility of the patient.

Before patient is released, please contact DESIGNEE at our office at (XXX) XXX-XXXX to advise of the following:

Patient is:

(a) _____ Able to return to normal work activities
(b) _____ Able to return to work with limitations
(c) _____ Unable to return to work for _____ days

Brief description of treatment:_____
_____

Medical Facility:_____

Attending Physician: _____

NOTE: TLS will attempt to provide "light duty" work to accommodate limitations resulting from this injury.

Bills and related documents received by our office regarding this treatment will be forwarded immediately to our workers' compensation insurance carrier. Our current carrier is:

NAME
ADDRESS 1
ADDRESS 2

Attached Is A Consent Form (TLS-1 1 03) Signed By the Injured Employee for A Post-Accident DRUG SCREEN and ALCOHOL TEST As Required By TLS

INCIDENT CAUSE ANALYSIS
DEFINITIONS FOR ROOT CAUSES

MATERIALS

M1. Lack of correct supply
Requirement is not met because materials needed for control were not in sufficiently ample supply.

M2. Poor quality
The requirement is not met because the materials do not meet the quality specifications needed.

EQUIPMENT

El. Failure of Control Equipment
Incident is caused by failure of control equipment.

E2. Inadequate Facility design
Facility is not designed in accordance with requirements or equipment cannot meet required performance standards.

E3. Failure of Monitoring Equipment
Incident is caused by failure of monitoring equipment.

E4. Poor Maintenance
Equipment fails because maintenance is not done on time or maintenance schedule has not been developed.

TECHNIQUES

T1. Inadequate Time
Staff member assigned responsibility for the requirement has multiple duties or higher priority duties that conflict with their ability to carry out this assignment.

T2. Inadequate Procedures
Knowledge of requirement exists, but SOP has significant defects or omissions to complete the requirement.

T3. Higher Priority Conflict
SOP is required, but conflicts with another requirement.

T4. No Procedures
Knowledge of requirement exists, but no SOP has been established to complete the requirement.

INCIDENT CAUSE ANALYSIS
DEFINITIONS FOR ROOT CAUSES

T5. Procedures not Available
Knowledge of requirement and SOP exists, but SOP has not been given to worker responsible for implementation.

PERSONNEL

P1. Lack of Awareness of Requirement
No knowledge of the requirement by personnel at the facility

P2. Poor Understanding of Requirements
Knowledge that requirement exists, but person responsible is missing key elements of details.

P3. Not Conscientious
The person assigned responsibility for the requirement knows the requirement and SOP, but is not conscientious in carrying out the requirement according to the specifications.

P4. Failure to Check Result vs. Action
The personnel understand the requirement, have adequate procedures, have assigned responsibility, but there is no effective follow-up by an independent party to ensure that action is completed correctly.

P5. Accountability not Assigned
Personnel understand requirement, have adequate procedure, but no person has been assigned the responsibility to ensure that the task is accomplished.

P6. Failure to Check Action vs. Procedure
The personnel responsible know the requirement, have adequate procedures available, but do not follow the procedure.

P7. Insufficient Skills
The person(s) assigned to the task has insufficient skills (technical knowledge or ability) to accomplish the requirement.

P8. Inexperience
The person assigned responsibility for completing the requirement lacks experience and was ineffective in completing the task on their own or 1n recognizing situations which differed from the standard.

TLS
Safety Incident Investigation Form
Single Investigator Report for All Accident / Near Miss Investigations

Date of Investigation:_____ Date/Time of Incident: _____

Name of Injured (If none state N/A): _____

Job Title and Duty: _____

S.S. #: _____ EMPLOYEE #: _____

Service Length (Jobsite): _____ TLS: _____

Exact location where incident occurred: _____

_____

Describe fully how incident occurred: _____

_____

What Safety measures were unused I violated by any of the participants?: _____

_____

Was TSTI adequate? Explain use I non-use: _____

_____

Recommended action to prevent recurrence: _____

_____

_____

Witnesses: (Important)

1. Name: _____ S.S. #: _____

2. Name: _____ S.S. #: _____

Investigator: _____ S.S. #: _____

Approved by: _____

Incident # _____

TLS

Formal Report of Serious Incident

Date of Investigation: _____ Date/Time of Incident: _____

Name of Injured (If none state N/A): _____

Job Title and Duty: _____

S.S.#: _____ Employee #: _____

Service Length (Jobsite): _____ TLS: _____

Job Task: _____

Exact location where incident occurred: _____

_____

Describe fully how incident occurred (Use extra pages if needed): _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Causal Factors

Mechanical Factors:_____

_____

_____

Human Elements: _____

_____

_____

Organizational Influences:_____

_____

_____

What Safety measures were unused I violated by any of the participants: _____

_____

_____

Was TSTI adequate? Explain use I non-use: _____

_____

_____

Recommended action to prevent recurrence: _____

_____

_____

Person(s) Responsible for Implementing Corrective Action: _____

_____

Additional Comments:_____

_____

Investigation Committee

	Name	Title	Employee#
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Approval Signatures

_____ _____
Investigation Committee Chairman Date

_____ _____
Terminal Manager (or Designee) Date

Date of Report Distribution:_____

Distribution:

Corporate Safety Office	Supervisors
Terminal Manager	Incident File
Operations Managers	Safety Manager

Others (List): _____

OAKLAND BERTH 7 FACILITY CONTROL DOCUMENT

To: _ _ _ _ _ _ _ _ _ _ _ _ _ _

TLS
300 Frank H. Ogawa Plaza, Suite 430
Oakland, CA 94612

From: Terminal Manager
Oakland BERTH 7
ADDRESS 1
ADDRESS 2

Date: _____

Subject: Transfer of Critical Information

The following documents/drawings are forwarded per OMS 4.14 for your retention. Your signature below and the return of this document via mail or fax indicates that you acknowledge receipt and are now in possession of the attached documents.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

_____	_____
Terminal Manager	OAKLAND BERTH 7
ADDRESS 1	ADDRESS 1
ADDRESS 2	ADDRESS 2

TLS

TERMINAL LOGISTICS SOLUTIONS

OPERATIONS MANAGEMENT SYSTEM (OMS)

DRAFT

PROPRIETARY INFORMATION

[TLS ADDRESS AND CONTACT INFO]

Table of Contents

1. Management Leadership, Commitment, and Accountability

2. Risk Assessment and Management

3. Facilities Design and Construction

4. Process and Facility Information/ Documentation

5. Personnel and Training

6. Operation and Maintenance

7. Management of Change

8. Third Party Services

9. Incident Investigation and Analysis

10. Community Awareness and Emergency Preparedness

11. Operations Integrity Assessment and Improvement

12. OMS Overview and Forms

Subject: **MANAGEMENT LEADERSHIP, COMMITMENT, AND ACCOUTNABILITY**	**ELEMENT 1**

ELEMENT: MANAGEMENT WILL PROVIDE THE PERSPECTIVE, ESTABLISH THE FRAMEWORK, SET THE EXPECTATIONS, AND PROVIDE THE RESOURCES FOR SUCCESSFUL OPERATIONS. ASSURANCE OF OPERATIONS INTEGRITY WILL REQUIRE MANAGEMENT LEADERSHIP AND COMMITMENT VISIBLE TO THE ORGANIZATION, AND ACCOUNTABILITY AT ALL LEVELS.

EXPECTATIONS:

1.1. A system for Operations Management will be established, communicated and supported at every level in the organization.

Guidelines

1.1.1. TLS will maintain a published policy on safety, health, and environment, which will be consistent with OMS expectations.

1.1.2. Managers will ensure that business objectives will be consistent with OMS expectations.

1.1.3. Managers will communicate OMS principles and goals to employees and in transactions with contractors, business associates, governments, and other public groups.

1.2. Management will demonstrate commitment through active and visible participation in the operations integrity process.

Guidelines

1.2.1. Managers will include safety, health and environmental considerations in all on-going business strategies, decisions, planning, and execution.

1.2.2. Managers will discuss operations integrity, their commitment to it, and a similar commitment required of employees and contractors new to the unit or facility.

1.2.3. Managers' decisions and actions will be consistent with their commitment to OMS.

1.2.4. Managers will visibly participate in operation integrity assessments of their own and other units.

1.2.5. Managers will maintain their safety, health, and environmental knowledge at a level commensurate with their job responsibilities.

EXPECTATIONS: (Continued)

1.3. Operating management must establish the scope, priority, and pace for system implementation considering the complexity and risks involved in their operations.

Guidelines

1.3.1. OMS implementation and improvement actions will be prioritized; resources will be allocated, and completion schedules will be established.

1.4. Roles, responsibilities, authorities, and accountabilities within the system will be known and exercised.

Guidelines

1.4.1. Line operating organizations will have primary responsibility for Operations Management.

1.4.2. Interfaces between organizations with overlapping safety, health, or environmental responsibilities will be periodically evaluated for effectiveness.

1.4.3. Assigned accountabilities will be documented and accepted by position incumbents.

1.4.4. Managers responsible for new ventures, projects, and business outside of existing operating areas will be accountable for initiation, development, and implementation of OMS.

1.4.5. Mangers responsible for joint operations or third party contractors will communicate OMS expectations to the owners/operator and strive for the adoption of comparable systems.

1.5. Clear goals and objectives will be established for each element of the Operations Management system, and performance will be evaluated against these goals and objectives.

Guidelines

1.5.1. Goals and objectives will be established and performance evaluated as part of the existing stewardship, planning, and budget cycles.

1.5.2. Responsibilities for setting goals and objectives will be assigned, and progress toward their attainment will be communicated.

1.5.3. A manager's performance appraisal will include operations management commitment, implementation, and results.

EXPECTATIONS: (Continued)

1.6. Systems will be in place to ensure that expectations will be translated into procedures and practices.

Guidelines

1.6.1. Managers will recognize individuals and organizational groups, which contribute to realization of OMS expectations.

1.7. Systems will be in place, which will ensure active employee involvement and participation in the Operations Management process and that learning will be shared across the organization.

Guidelines

1.7.1. Managers will recognize individuals and organizational groups, which will contribute to realization of OMS expectations.

1.7.2. Relevant information relating to safety, health and environmental status, plans, progress and results will be discussed with employees.

1.7.3. Relevant information relating to safety, health and environmental status, plans, progress and results will be openly shared among employees. Processes will exist for employees to raise and discuss operations integrity issues and concerns; decisions will be documented and communicated in a timely manner.

1.7.4. Managers will assess organizational Awareness of OMS in their day-to-day interactions with individual employees and will explain exceptions in the context of each individual's responsibilities.

1.7.5. Specified meetings and other forums that focus on OMS issues will be used to share learning and promote continuous improvements.

1.7.6. Managers will foster an employee environment, which encourages near-miss reporting and learning from incidents.

1.8. A system will be in place to assess performance and the degree to which expectations will be met. The results will be stewarded to corporate management.

Guidelines

1.8.1. Measurable performance indicators for safety, health, and environment will be established and regularly reviewed in each unit.

1.8.2. Findings and corrective actions from internal and external OMS assessments will be reported annually through existing stewardship processes. (See Element 11)

Subject: **RISK ASSESSMENT AND MANAGEMENT**	**ELEMENT 2**

ELEMENT: COMPREHENSIVE RISK ASSESSMENTS CAN REDUCE RISK AND MITIGATE THE CONSEQUENES OF SAFETY AND ENVIRONMENTAL INCIDENTS BY PROVIDING ESSENTIAL INFORMATION FOR DECISION-MAKING.

EXPECTATIONS:

2.1 A system will be in place to identify hazards, assess consequences and probabilities and evaluate prevention and mitigation measures for the on-going management of risk.

Guidelines

2.1.1 Responsibility for ensuring that a risk assessment program will be implemented, which considers all critical areas of operations, will be established and kept current. Organizational responsibilities will be assigned.

2.1.2 Hypothetical risk scenarios will be analyzed to determine preventative and mitigating actions.

2.1.3 TLS senior management will approve risk assessment criteria.

2.1.4 The results of formal risk assessments will be reviewed for potential input to the operating units' emergency response plans and procedures.

2.1.5 No new procedure or equipment that could pose significant threat to safety, health, or the environment will be introduced until full consideration of the potential risks has taken place.

2.1.6 Personnel responsible for risk assessment will be trained.

2.1.7 Safety inspections will be conducted at each unit.

2.1.8 A health surveillance program for personnel will be the place which meets company and regulatory requirements.

2.2 Risk assessment will be conducted for on-going operations and new projects, which address potential hazards and risks to personnel, facilities, the public, and the environment.

2.2.1 The hazard identification program will consider potential cause and consequence for each critical operation.

2.3 Periodic risk assessments will be performed by qualified personnel including expertise from outside the immediate unit as appropriate.

EXPECTATIONS: (Continued)

Guidelines

2.3.1 The risk assessment program will be regularly reviewed and high-risk areas will be reassessed.

2.3.2 Risk assessments will be conducted with the involvement of operating unit personnel supported by internal or external expertise.

2.3.3 At least one member of any risk assessment team will be trained.

2.3.4 Assessment team findings will be reviewed with management.

2.4 Procedures will be established to update risk assessments at specified intervals not exceeding five years.

Guidelines

2.4.1 A full assessment of each identified risk will be completed at intervals not exceeding five years.

2.4.2 Each risk assessment will be updated as prevention or mitigation measures will be completed.

2.5 Procedures will be established to update risk assessment at specified intervals and as changes occur.

2.5.1 Changes to equipment or procedures that could increase the level of risk to personnel or the environment will not be made until the level of risk will be addressed.

2.5.2 All incidents or significant near misses will be reviewed for potential input into the risk assessment system.

2.6 Assessed risks will be addressed by specified levels of management appropriate to the nature and magnitude of the risk, and decisions clearly documented.

Guidelines

2.6.1 Senior management approves continuation of operation in high-risk scenarios. Such operations will be reviewed at least annually with decision basis documented.

2.6.2 A procedure exists which facilities the sharing of risk assessment experience with other operating units.

EXPECTATIONS: (Continued)

2.7 A follow-up system will be in place to ensure that decisions will be implanted.

Guidelines

2.7.1 Action plans will be prioritized and approved by appropriate management.

2.7.2 Where management has decided to initiate action on an identified risk, there will be a communications procedure, which confirms when the change will be accomplished.

2.7.3 Deviations from the agreed plan will be reviewed and approved by appropriate management.

2.7.4 The responsibility for maintaining and stewarding follow-up plans will be defined.

2.7.5 Assessments will confirm that each change remains in place and continues to meet the defined need.

Subject: **FACILITIES DESIGN AND CONSTRUCTION**	**ELEMENT 3**

ELEMENT: INHERENT SAFETY CAN BE ENHANCED AND ENVIRONMENTAL RISK MINIMIZED BY USING SOUND STANDARDS, PROCEDURS, AND MANAGEMENT SYSTEMS FOR FACILITY DESIGN, CONSTURCTON AND STARTUP ACITIVITIES.

EXPECTATIONS:

3.1. Project management systems and procedures will be documented, well understood, and executed by qualified personnel.

Guidelines

3.1.1. Project management systems and procedures will be documented, well understood, and executed by qualified personnel.

3.1.2. For all critical projects, organizational responsibilities will be defined and documented.

3.1.3. Human factors will be considered in facilities' design and construction.

3.2. Criteria will be established and procedures will be in place for conducting and documenting safety and environmental risk assessments at specific project stages to ensure that operations' integrity objectives will be met.

Guidelines

3.2.1. Risk assessments will be developed and documented during the design basis stage.

3.2.2. Responsibility will be assigned for organizing the necessary reviews and ensuring that they take place.

3.2.3. Project reviews will be conducted by personnel who will be knowledgeable of operation's integrity objectives.

3.2.4. Review results, recommendations and approvals will be documented.

3.3. In the design and construction of new or modified facilities, approved design practices and standards will be used which:

- Meet or exceed applicable regulatory requirements
- Embody responsible requirements where regulations do not exist.

EXPECTATIONS: (Continued)

Guidelines (Continued)

3.3.1. Approved design practices and standards will be used which meet or exceed company and/or regulatory requirements.

3.3.2. The responsibility for identifying applicable regulatory requirements will be assigned.

3.3.3. In the absence of regulatory standards, sound design practices will be utilized and rational for decisions documented.

3.3.4. Deviations from TLS or regulatory standards will be documented and approved by TLS's designated authority and the regulatory body.

3.3.5. A procedure will be in place to resolve conflict between standards.

3.3.6. Where a new standard or design practice will be introduced, consideration will be given to retroactive application on existing facilities.

3.3.7. Occupational health professions will, where appropriate, be involved in design reviews, pre startup reviews and post startup reviews in order to assess potential exposures and consider ergonomic and other human factors.

3.4. Deviation from approved design practices and standards or the approved design will be permitted only after review and approval by the designated authority and the rationale for the decision will be documented.

Guidelines

3.4.1. Project management ensures that deviation control procedures will be understood and followed by TLS contractor and vendor personnel.

3.5. Quality control and inspection systems will be in place, which ensure that facilities meet design specification and that construction will be in accordance with the applicable standards.

Qualifications

3.5.1. Quality control and testing requirements will be defined with responsibilities assigned.

3.5.2. Quality control personnel will be suitably experienced and qualified.

EXPECTATIONS: (Continued)

Qualifications (Continued)

3.5.3. Responsibility for ensuring that supplied equipment or material meets design specification will be assigned.

3.5.4. Where applicable, regulatory bodies will be included in the inspection process.

3.5.5. Records will be maintained of inspections and assessments.

3.5.6. Full operational trials will be completed prior to acceptance of facilities.

3.5.7. Deficiencies will be reported to the designated level of management who approves remedial actions.

3.6. A pre-startup review will be performed and documented to confirm that:

3.6.1. Construction will be in accordance with specifications.

3.6.2. Safety, environmental, emergency, operations, and maintenance procedures will be in place and adequate.

3.6.3. Risk management recommendations will be addressed and required actions taken.

3.6.4. Training of personnel will be accomplished.

Guidelines

3.6.5. A follow-up procedure will be in place to ensure that all deficiencies will be corrected or resolved.

3.6.6. The authority for accepting the facilities into service will be defined.

3.6.7. Construction will be in accordance with specifications.

3.6.8. Safety, environmental, emergency operation, and maintenance procedures will be in place and adequate.

3.6.9. Risk Management recommendations will be addressed and required action taken.

3.6.10. Training of personnel will be accomplished.

Subject: **PROCESS AND FACILITY INFORMATION/DOCUMENTATION**	**ELEMENT 4**

ELEMENT: CURRENT INFORMATION ON THE CONFIGUATION AND CAPABILITIES OF PROCESSES AND FACILITIES, PROPERTIES OF MATERIALS HANDLED, POTENTIAL SAFETY AND ENVIRONMENTAL HAZARDS, AND REGULATORY REQUIREMENTS WILL BE ESSENTIAL TO ASSESS AND MANAGE RISKS.

EXPECTATIONS:

4.1 A system will be in place to ensure that drawings and other pertinent documentation necessary for safe environmentally sound operation and maintenance of facilities will be identified, accessible and current.

Guidelines

4.1.1 Each facility will maintain a current listing of the necessary documents and drawings.

4.1.2 The responsibility will be defined for ensuring that the necessary documentation will be available and kept current.

4.1.3 There will be a procedure which ensures changes are authorized and then communicated to those responsible for document maintenance. It also ensures that superseded documents will be removed.

4.1.4 The system will ensure that current copies of any critical drawings or documents will be also held at TLS's Corporate Office.

4.1.5 Date control procedures will be in place to ensure proper distribution of integrity critical documents.

4.2 Responsibility will be clearly defined for the maintenance of the process and facilities information/documentation system.

Guidelines

4.2.1 Responsibility will be clearly defined for the maintenance of the process and facilities' information/documentation system.

4.3 Properties and potential hazards of materials involved in operations will be identified, documented, and communicated.

EXPECTATIONS: (Continued)

Guidelines

4.3.1 Hazardous materials existing at each operating unit will be identified and safe-handling procedures documented.

4.3.2 Personnel exposed to hazardous materials will be trained and issued protective equipment.

4.3.3 No new hazardous material will be introduced into the facility without proper documentation and approval. Occupational health professions will be involved in the review process.

4.3.4 Documentation will be provided to appropriate TLS personnel, disposal contractors, and disposal sites where legally required.

4.3.5 The responsibility for establishing and maintaining necessary records for personnel will be defined.

4.4 Applicable regulations, permits, codes, work place standards and practices will be identified; conflicts will be resolved, and the resulting operating requirements will be documented and communicated to those affected.

Guidelines

4.4.1 The responsibility for ensuring that relevant standards and regulations will be identified will be assigned and compliance monitored.

4.4.2 The authority necessary before deviating from adopted practices and standards will be defined.

4.4.3 A procedure will exist to ensure that identified areas of non-compliance will be reported to management who determines the appropriate course of action. If the facility cannot be brought into compliance, the necessary waivers or exceptions will be secured.

4.5 Pertinent records covering the operations, maintenance, inspection and facility changes will be maintained.

Guidelines

4.5.1 Corporate management has determined which records should be kept and has designated the responsibility for record maintenance.

4.5.2 Facilities compliance with record keeping requirements will be verified.

EXPECTATIONS: (Continued)

Guidelines (Continued)

4.5.3 A Record Retention Policy will be established.

4.5.4 Pertinent records covering operations will be maintained.

4.5.5 Pertinent records covering maintenance will be maintained.

4.5.6 Pertinent records covering inspections will be maintained.

4.5.7 Pertinent records covering the facility changes will be maintained.

Subject: **PERSONNEL AND TRAINING**	**ELEMENT 5**

ELEMENT: CONTORL OF OPERATIONS DEPENDS UPON PEOPLE. MAINTAINING OPERATIONS THAT WILL BE SAFE, ENVIRONMENTALLY SOUND, AND CONFORM TO LAWS AND REGULATIONS REQUIRES CWILL BEFUL SELECTION, PLACEMENT, ONGOING ASSESSMENT, AND PROPER TRAINING OF EMPLOYEES.

EXPECTATIONS:

5.1. A system will be in place for selection and placement of qualified employees to meet specified job requirements.

Guidelines

5.1.1. Critical positions will be defined.

5.1.2. A current job description will be available for each critical position. It includes details of the level of experience/ knowledge preferred together with details of the job responsibilities.

5.1.3. The process for selection of candidates for critical positions will be defined and documented.

5.1.4. The responsibility for verifying competency will be defined. Relevant testing and evaluation methodologies will be used to assess knowledge and ability of personnel prior to their taking over assigned duties.

5.1.5. The candidates' credentials will be verified.

5.1.6. The authority necessary to confirm the employment and/or job placement of a candidate will be defined for all critical positions.

5.1.7. Employees will meet the medical standards required by regulatory bodies together with additional requirements established by management.

5.1.8. Selection and placement procedures will be consistent with the company's alcohol and drug policy.

5.2. Criteria will be in place to ensure that necessary levels of individual and collective experience will be maintained and will be carefully considered when personnel changes will be made.

Guidelines

5.2.1. The structure (qualified/experienced personnel) for each facility will be defined.

EXPECTATIONS: (Continued)

Guidelines (Continued)

5.2.2. The number, experience, and skills of personnel will be sufficient to maintain operation's integrity under different operational conditions.

5.2.3. The authority necessary to change the minimum manning structure on a temporary or permanent basis will be defined and documented.

5.2.4. There will be a defined information exchange process, which ensures the effective transfer of responsibilities and knowledge critical to operation's integrity.

5.3. A system will be in place to provide initial and ongoing training to meet job and legal requirements. This includes:

- Mechanisms for assessing program effectiveness
- Training documentation

Guidelines

5.3.1. A documented program will be in place detailing the training objectives and requirements for all positions. The program will cover all relevant regulatory aspects together with any additional requirements established by managements.

5.3.2. Minimum ongoing training requirements for employees will be determined.

5.3.3. All new employees will undergo a safety induction before taking over their assigned duties.

5.3.4. All personnel who will be authorized by management to issue permits or perform gas tests will be trained.

5.3.5. Training in proper use of all critical equipment will be given to personnel at each facility.

5.3.6. Training will be given to all facility employees to familiarize them with emergency equipment and organization.

5.3.7. Firefighting training will be given to selected employees/ identified employees at each facility.

5.3.8. Course information will be kept detailing the various types of training. Changes to training schedules will be properly authorized.

5.3.9. Personnel training records will be kept for all employees.

EXPECTATIONS: (Continued)

Guidelines (Continued)

5.3.10. Evaluation methodologies will be used to assess the effectiveness of training an identify deficiencies.

5.3.11. Training requirements will form part of any promotion process.

5.3.12. The introduction of new equipment or procedures that could have a significant impact on safe operations will be included in the training program.

5.4. A system will be in place for periodic refresher training, which includes evaluation of the effectiveness of the training given and assessments of employee knowledge and skills relative to job requirements.

Guidelines

5.4.1. A formal document detailing refresher training plan and time scales for employees will be in place.

5.4.2. Evaluation methodologies will be used to assess the effectiveness of refresher training and identify deficiencies.

5.4.3. Personnel refresher training records will be kept for all employees.

5.5. A system will be in place to assess, document, and provide feedback on employee performance.

Guidelines

5.5.1. All employees in critical positions have a formal appraisal interview on a yearly basis. The operation's integrity will be addressed is said appraisal.

5.5.2. The person being appraised will be given the opportunity to comment on the appraisal.

5.5.3. Appraisal reports will be reviewed by management.

5.5.4. Completed appraisal reports will be filed so that management can effectively track an individual's progress.

Subject: **OPERATIONS AND MAINTENANCE**	**ELEMENT 6**

ELEMENT: OPERATIONS OF FACILITIES WITHIN ESTABLISHED PARAMETERS WILL BE ESSENTIAL TO CONTROL RISK. THIS REQUIRES EFFECTIVE PROCEDURES, STRUCTURED INSPECTON AND MAINTENANCE SYSTEMS, RELIABLE SAFETY SYSTEMS AND CONTROL DEVICES, AND QUALIFIED PERSONNEL WHO CONSISTENTLY EXECUTE THESE PROCEDURES AND PRACTICES.

EXPECTATIONS:

6.1. A system will be in place that ensures the development of necessary operating, maintenance and inspection procedures and provides for updating at specified intervals and when changes will be made.

Guidelines

6.1.1. The necessary written procedures and practices needed to ensure operation's integrity will be established, communicated kept current, and adhered to.

6.1.2. The procedures include regulatory requirements, company standards and policies together with any additional requirements determined as necessary for the safe operation of the facility.

6.1.3. The authority necessary and the process whereby changes to the system may be made will be defined. All such changes will be communicated to those affected.

6.1.4. Operating, maintenance, and inspection procedures/tasks will be reviewed to assess potential for exposure to hazardous substances/agents with remedies/special precautions documented.

6.1.5. Document control ensures that communicated changes will be implemented and that superseded procedures will be removed from the control documents.

6.1.6. The content of the documentation will be subject to periodic review.

6.2. Work permit systems will be in place, which incorporate checks and authorizations that will be consistent with mechanical and operation's risks.

Guidelines

6.2.1. The responsibility for ensuring that adequate written procedures will be established, communicated, and kept current will be defined.

EXPECATIONS: (Continued)

6.2.2. Permit requirements will be considered for each area of operations. The permit system will cover:

- Confined space entry
- Working on electrical systems
- Hot work
- Working on pressurized lines and vessels
- Working aloft
- Float platforms/ work boats
- Removal of asbestos

6.2.3. The minimum requirements to be shown on the permit will include:

- Description of the work to be carried out
- Permit duration
- Confirmation that the work area will be safe
- Any special precautions
- Identification of any by-passed emergency systems/alarms
- Standby equipment/personnel
- Authorizing signature

And upon completion, or cessation of the work for an extended period, a canceling signature will be required confirming that the equipment/ area will be left in a safe condition.

6.2.4. The conditions, procedures and responsibilities for completing or authorizing permits will be described. Permit systems covering the different operational areas will be specified.

6.2.5. Personnel authorized by management to issue permits will be trained.

6.2.6. Personnel will be aware of the relevant permit systems and procedures.

6.2.7. Auditing of the permit process will be periodically conducted to ensure compliance with procedures and confirm that it will be meeting the operational need.

6.2.8. Copies of expired permits will be retained for at least one year.

6.2.9. A procedure, covering both emergency and controlled situations, will be in place detailing the authority required before deviation from full permit compliance will be allowed.

EXPECTATIONS: (Continued)

6.3. Critical alarm, control, and shutdown systems will be identified, and tested, and undergo preventative maintenance.

Guidelines

6.3.1. A document will be in place listing critical alarm, control, and shutdown systems including operating and alarm parameters/limits

6.3.2. Test and maintenance procedures will be documented with responsibility for an overall program defined.

6.3.3. Personnel authorized to carry out work on critical systems will be identified.

6.3.4. Critical system defects will be reported to management who ensure that positive plans for rectification, within an acceptable time frame, will be developed, put into action, and completed.

6.4. A system will be in place which will control the temporary disarming, or deactivation of critical alarm, control, and shutdown systems.

Guidelines

6.4.1. The conditions, procedures and authority necessary before deactivation of any critical alarm, control, or shutdown system will be defined.

6.4.2. The purpose in deactivating any such system will be stated together with the work plan and any prevention measures introduced to reduce risk during the shutdown period.

6.4.3. Personnel responsible for working on the deactivated system will be authorized.

6.4.4. Management will ensure that any such deactivations will be communicated to affected employees.

6.4.5. There will be documented procedures and approval requirements for changes to hardware or software, including alarm or set points of critical systems.

6.5. Operations with potentially higher risk will be managed with special procedures.

Guidelines

6.5.1. A documented risk assessment will be in place detailing the operations identified by management as being of higher risk.

EXPECTATIONS: (Continued)

Guidelines (Continued)

6.5.2. Full details of the special procedures developed as a consequence of this program will be documented.

6.5.3. The special procedures will include contingency plans to allow for equipment/personnel failure or similar loss of resource during the operation.

6.5.4. Occupational health professional will assist in the development of hazardous exposure warning systems.

6.6. Interfaces between operations will be assessed and systems will be in place to manage identified risks.

Guidelines

6.6.1. A document will be in place detailing the operational interfaces considered by management to pose significant risk. It identifies each interface and operation which, if wrongly managed, could result in higher risk.

6.6.2. Operational responsibilities will be determined, accepted, and understood by each party. Particular emphasis will be placed on the interface that exists where TLS will be providing services on other parties' property (i.e., joint operations, coke facilities, etc.)

6.6.3. Procedures will be developed to minimize risk potential.

6.6.4. Documented procedures will be in place to ensure effective shift hand-overs. Personnel assuming control will be made aware of ongoing activities, open work permits, temporary or incomplete repairs, and by-passed critical safety systems.

6.6.5. The responsibility will be assigned for ensuring those operations and work activities that could impact on other operations will be coordinated and communicated.

6.6.6. Each identified operation, together with the risk, will be periodically reviewed to ensure that the current understanding of level of risk is correct and that the adopted procedures are meeting the defined need.

6.7. A system will be in place to track hazardous emissions and wastes for compliance with environmental objectives and regulatory requirements.

EXPECTATIONS: (Continued)

Guidelines

6.7.1. Responsibility and accountability for compliance with statutory and company regulations will be defined.

6.7.2. The system will include procedures whereby emission and/or spills will be monitored and reported as required by regulatory or company requirements.

6.7.3. Where the disposal of hazardous materials or waste will be accomplished through a contractor, such contractor warrants that disposal methods will meet relevant regulatory requirements and be consistent with local affiliate practice.

6.7.4. Audit procedure to assure contractor compliance.

6.8. A system will be in place to provide for proper abandonment of facilities.

Guidelines

6.8.1. A system will be in place to provide for proper abandonment of facilities.

Subject: **MANGEMENT OF CHANGE**	**ELEMENT 7**

ELEMENT: CHANGES IN OPERATIONS, PROCEDURES, SITE STANDARDS, FACILITIES OR PERSONNEL WILL BE EVALUATED AND MANAGED TO ENSURE THAT SAFETY AND ENVIRONMENTAL RISKS ARISING FROM THESE CHANGES REMAIN AT AN ACCEPTABLE LEVEL. SIMILARY, CHANGES IN LAWS AND REGULATIONS WILL BE REFLECTED IN FACILITIES AND OPERATING PRACTICES TO ENSURE ONGOING COMPLIANCE.

EXPECTATIONS:

7.1. Systems will be in place for the management of both temporary and permanent changes.

Guidelines

7.1.1. Systems for change will be in place which include:

A. Operations
B. Operating Units
C. Personnel

7.1.2. Hazards and risks associated with each critical change will be assessed and managed.

7.1.3. The system for the approval of change will be established and communicated to the organization.

A. Operations
B. Operating Units
C. Personnel

7.1.4. Procedures for acceptance and implementation of change will be established.

A. Operations
B. Operating Units
C. Personnel

7.1.5. The responsibility for each critical change will be assigned.

A. Operations
B. Operating Units
C. Personnel

EXPECTATIONS: (Continued)

7.1.6. The change system will be monitored to ensure that items will be completed as described and within the specified time frame.

7.2. Procedures for managing change address:

- Authority for approval of changes
- Analysis of safety and environmental implications
- Acquisition of needed permits
- Documentation, including reason for change
- Communication of potential consequences and required compensating measures
- Time limitations
- Training

Guidelines

7.2.1. The procedures will address circumstances where sudden unplanned changes must be implemented. The approval authorities and communication requirements will be defined.

7.2.2. Permanent changes or modifications to critical systems will be approved by designated management person(s).

A. Operations
B. Operating Units
C. Personnel

7.2.3. Occupational health implications due to changes in operations, procedures, or facilities will be considered.

7.2.4. Change proposals will be reviewed by qualified personnel.

7.2.5. Reviews will be conducted to ensure that procedures are effective and are being followed.

7.2.6. Financial and operation/technical considerations will be treated separately.

Interoffice
Memorandum

TLS

To: All Managers

From: Department: HUMAN RESOURCES

Subject: CERTIFICATES OF INSURANCE Date:

As you are aware, it is mandatory that all vendors, contractors, suppliers, etc., furnish a Certificate of Insurance for their company prior to beginning work or providing services at any TLS facility.

For any new vendors, contractors, or suppliers that you are considering for the future, please provide them with a copy of our Certificate of Insurance requirements (attached). Also, for these new vendors, complete a "Certificate of Insurance Determination Form" and forward it to the office.

[SIGNATURE]

TLS

RE: CERTIFICATE OF INSURANCE REQUIREMENTS

It is a mandatory requirement that prior to beginning work or providing services at any of our facilities that the vendor, contractor, supplier, etc., provide a current Certificate of Insurance.

Please advise your agent that the certificate for your company must include the following coverages and provisions:

- General Liability
- Automobile Liability
- Excess Liability
- State Worker's Compensation
- USL&H (if applicable)
- Employer's Liability
- TLS, named as certificate holder
- TLS, named as additional insured
- Waiver of Subrogation

Please have your certificate forwarded to:

TLS

Your prompt response is appreciated.

Sincerely,

TLS

CERTIFICATE OF INSURANCE DETERMINATION FORM

TLS LOCATION: _____

It is required that this form be completed by the Terminal Manager for all

vendors/contractors/suppliers, etc., who perform work or provide services at this facility

1. Company name of vendor/contractor:

_____

_____

Address City State Zip Code

2. Describe the specific services provided:

_____

_____

_____

_____

3. Is the service they provide at your facility conducted over or at the edge of a navigable waterway? YES _____ NO _____ If yes, please explain.

_____

_____

_____

_____

_____ _____

(DATE) TERMINAL MANAGER

Subject: **THIRD PARTY SERVICES**	**ELEMENT 8**

ELEMENT: THIRD PARTIES DOING WORK ON TLS'S BEHALF IMPACT ON ITS OPERATION AND ITS REPUTATION. IT WILL BE ESSENTIAL THAT THEY PERFORM IN A MANNER THAT IS CONSISTENT AND COMPATIBLE WITH TLS POLICIES AND BUSINESS OBJECTIVES.

EXPECTATIONS:

8.1. A system will be in place for evaluation and selection for third party services, which will include an assessment of capabilities to perform work in a safe and environmentally sound manner.

Guidelines

8.1.1. For each type of third party service, there will be documented minimum safety and environmental requirements to be met commensurate with the risks of the service provided. For critical services, these requirements will include:

- A safety, environmental, and health program that includes an effective and relevant training program together with documented safety performance.
- Compliance with relevant environmental regulations together with any additional requirements deemed necessary.
- An implemented alcohol and drug policy consistent with TLS guidelines.

8.1.2. Where the third party service will be a marine vessel, there will be a documented screening system, which will include the following:

- Check of physical characteristics against terminal(s) and cargo requirements.
- Owner's warranty that there will be an implemented alcohol and drug policy consistent with TLS guidelines.
- Assessment of capability of vessel to perform to documented safety and environmental standards. The assessment system will include:
    - Inspection of representative equipment by experienced professionals and performance reports to assess equipment condition and employee capability prior to commitment.

EXPECTATIONS: (Continued)

- o Vessel owner evaluations based on vessel performance, deficiency follow-up and other available information.

8.1.3. Relative capability to perform work in a safe and environmentally sound manner will be considered in addition to cost when selecting between competing third parties.

8.1.4. The authority will be defined for final selection and/or approval of critical third party service providers.

8.1.5. Records will be maintained of qualified providers along with the basis for qualification. Lists of qualified providers will be regularly reviewed and updated.

8.2. Third party performance requirements will be defined, communicated, and include a system for self-monitoring and stewardship.

Guidelines

8.2.1. Each third party supplier of critical services will be advised of the safety and environmental requirements.

8.2.2. Qualified/responsible persons will be designated by third parties to ensure requirements will be met.

8.2.3. Third party suppliers confirm that all local rules and laws will be observed.

8.3. A system will be in place to ensure effective management of interfaces between organizations providing receiving services.

Guidelines

8.3.1. For critical contracted services the system will ensure that:

- A detailed contract in place
- Safety rules will be defined, reviewed, and agreed
- Monitoring requirements will be understood and accepted
- Responsible supervision will be defined for both sides
- Detailed emergency response procedures will be in place

8.3.2. Contractual agreements will stipulate that all subcontractor performance requirements are at least as stringent as are those for the prime contractor.

EXPECTATIONS: (Continued)

8.3.3. Responsibility for the safe induction of contractors into the work place will be defined with records kept detailing the scope of the induction.

8.3.4. Responsibility for the monitoring of contractors or their services will be defined.

8.4. Monitoring systems will be in place and will be utilized to assess third party performance, provide feedback, and ensure deficiencies will be corrected.

Guidelines

8.4.1. Responsibility will be assigned for conducting and documenting inspections, ongoing assessments, and periodic reviews of performance. Follow-up procedures ensure deficiencies will be corrected and good performance recognized.

8.4.2. Monitoring and feedback of safety and environmental performance will be carried out by trained terminal personnel or professionals. Responsibility will be assigned for forwarding information reports to TLS management.

8.4.3. Reports of incidents, near misses, and unsafe acts will be reviewed and the adequacy of corrective actions assessed.

8.4.4. Monitoring systems will include criteria for disqualification from present and future work.

8.4.5. Periodic audits of third party performance and monitoring systems will be conducted.

Subject: **INCIDENT INVESTIGATION AND ANALYSIS**	**ELEMENT 9**

ELEMENT: EFFECTIVE INCIDENT INVESTIGATION, REPORTING, AND FOLLOWUP WILL BE NECESSARY TO ACHIEVE IMPROVEMENT IN SAFETY AND ENVIRONMENTAL PERFORMANCE. THEY WILL PROVIDE THE OPPORTUNITY TO LEARN FROM REPORTED INCIDENTS AND TO USE THE INFORMATION TO TAKE CORRECTIVE ACTION AND PREVENT RECURRENCE.

EXPECTATIONS:

9.1. Systems will be in place for reporting, investigating, analyzing, and documenting safety and environmental incidents and significant near misses.

Guidelines

9.1.1. Criteria and scope for reporting and review of incidents will be defined with specific incident reporting guidelines.

9.1.2. Responsibility will be assigned for ensuring that such systems are in place and followed, and that qualified personnel conduct investigations and analyses.

9.1.3. Procedures will exist for determining the scope and manner of investigations of incidents and significant near misses based upon actual or potential consequences and legal considerations.

9.1.4. Procedures will exist for determining when medical evaluation or alcohol and drug testing should be conducted in connection with an incident.

9.1.5. A program will be in place to encourage near miss reporting.

9.2. Procedures will be in place to secure legal assistance to investigate, analyze, and advise on incidents when necessary.

Guidelines

9.2.1. Designated legal counsel will be notified of significant incidents. Consideration will be given to using legal counsel for investigations where there will be risk of significant liability or where it will be appropriate and possible to maintain investigation results confidential.

9.3. Procedures exist for near misses and incidents other than those investigated by legal counsel which:

- Provide for timely investigation
- Identify root causes and contributing factors
- Determine actions needed to reduce the risk of this and related incidents

EXPECTATIONS: (Continued)

- Ensure that appropriate legal action will be taken and documented
- Reflect legal input

Guidelines

9.3.1. The preliminary assessment and prompt securing of evidence will be the responsibility of the operating location management.

9.3.2. Criteria will exist to determine the extent of legal counsel involvement in incident investigation and reporting.

9.3.3. The role of human factors and the effectiveness of Operation Management System will be analyzed in investigations.

9.4. Findings will be retained and periodically analyzed to determine where improvements to practices, standards, procedures, or management systems will be warranted.

Guidelines

9.4.1. An information base of incidents and near misses, including root causes and corrective actions will be maintained by each unit to assist in identification of needed improvements and stewardship.

9.4.2. Identified improvements will be reviewed with management and decisions implemented.

9.5. Systems will be in place to share lessons learned from incidents/ near-misses among TLS operation units and to interact with others as appropriate to facilitate improvements in performance.

Guidelines

9.5.1. Potential relevance of findings to other operating units will be addressed and communicated as part of investigation and reporting of incidents and near misses.

9.5.2. Incident investigation reports will be disseminated to other TLS units that may benefit from said reports (with legal concurrence).

9.5.3. A process will exist to ensure lessons learned from incidents outside the unit will be evaluated and applied as needed to practices and procedures.

9.5.4. Incident reports will be “Proprietary” and only communicated to third parties after authorized management approval and advice from legal counsel or as required by regulations.

Subject: **COMMUNITY AWARENESS AND EMERGENCY PREPAREDNESS**	**ELEMENT 10**

ELEMENT: COMMUNITY AWARENESS WILL BE A KEY FACTOR IN MAINTAINING PUBLIC CONFIDENCE IN THE INTEGRITY OF OUR OPERATIONS. EMERGENCY PLANNING AND PREPAREDNESS WILL BE ESSENTIAL TO ENSURE THAT, IN THE EVENT OF AN INCIDENT, ALL NECESSARY ACTIONS WILL BE TAKEN FOR THE PROTECTION OF THE PUBLIC, ENVIRONMENT AND COMPANY PERSONNEL AND ASSETS.

EXPECTATIONS:

10.1. A system will be in place to ensure recognition and response to the community's expectations and concerns about our operations.

Guidelines

10.1.1. Responsibilities for community awareness will be defined and understood.

10.1.2. A program will be in place to keep employees and the community informed regarding relevant safety, health, and environmental issues.

10.1.3. Employee and community questions and concerns about company operations and facilities will be evaluated and responded to.

10.1.4. Communications training will be provided for personnel with employee.

10.1.5. Government officials, media, businesses, the community, and other relevant groups will be kept informed about emergency response procedures.

10.1.6. Community awareness efforts will be coordinated in geographic areas where more than one operating unit exists.

10.1.7. The effectiveness of the community awareness program will be regularly evaluated.

10.1.8. Government and industry groups will be worked with to foster timely development of appropriate laws and regulations, providing advice on the impact of such laws and regulations on health, the environment, costs, and supply.

10.2. Emergency response plans will be documented, accessible, and clearly communicated. The plans will include:

- Organizational structure, responsibilities, and authorities
- Internal/external communications procedures

EXPECTATIONS: (Continued)

- Procedures for accessing personnel and equipment resources
- Procedures for interfacing with other TLS and community emergency response organizations
- A process for periodic updates

Guidelines

10.2.1. The emergency response plans will recognize the need to interface with local community and other operating units in the geographic area. External interface will be carried out by designated management.

10.2.2. The emergency response plans will cover oil spills, fires and explosions, and any casualty, which may significantly impact the community or environment.

10.2.3. The emergency response plans will be reviewed in parallel with relevant risk assessment updates.

10.2.4. Emergency response plans will be communicated and understood by personnel with designated roles.

10.2.5. Facilities response plans will include technical capability to assess damage stability.

10.2.6. The emergency response plans will include notification procedures for TLS and affiliate management, legal counsel, and regulatory authorities as required.

10.3. Equipment, facilities, and trained personnel needed for emergency response will be defined and readily available.

Guidelines

10.3.1. Minimum inventory levels of safety and emergency response equipment as required by emergency plans and regulatory requirements will be defined for each facility and maintained in a ready condition.

10.3.2. Manning levels for a unit's operations will be always sufficient to ensure initial emergency response.

10.3.3. Inventory levels of emergency response equipment will be defined for each area.

10.4. A system providing for simulations and drills will be in place, which includes consideration of external communications and involvement.

10.4.1. A program of drills and simulations will be in place, which defines:

EXPECTATIONS: (Continued)

Guidelines (Continued)

- Type of drill or simulation
- Purpose
- Frequency
- Communication requirements both internal and external
- Whether any other TLS or external organization will be involved

10.4.2. A record of each drill or simulation will be kept which includes the following:

- Critique on effectiveness of personnel, equipment, and plan
- Training of personnel on specialized equipment/procedures
- Recommendations

Interoffice
Memorandum

TLS

To: All Managers

From: Department: SAFETY

Subject: OMS- ELEMENT 11 Date:

This will be a procedure to implement Element 11 of the OMS as it relates to operation's integrity assessment and improvement. This procedure will be in compliance with the OMS Manual.

After you have reviewed these steps, please let me have your valued comments.

1. All TLS units will be to be assessed at least twice a year on a schedule arranged by the OMS Committee. Some units may be assessed more frequently to reflect the operation, level of risk, and performance history.
2. Upon completion of assessment, draft findings will be reviewed with the site manager. The committee will welcome any feedback. Agreed changes will be to be incorporated in a draft report.
3. High priority findings will be to be addressed promptly.
4. The OMS Committee will meet and discuss the results of the assessment and grade the unit on a four-point scale.
5. A draft report of the assessment will be prepwill bed and sent to the site manager within one month of the completion of the assessment. The operations vice president responsible for that unit, the president of TLS, and members of the assessment team will also receive copies of the report.
6. An action plan describing how assessment findings will be resolved will be prepwill bed by the unit management within two months after receipt of the final assessment report. If any improvement actions suggested by the assessment team will not be included or will be varied in the action plan, there will be documented justification for the non-inclusion or variation.
7. An OMS follow-up implementation status report will be prepwill bed by the Coordinator and sent to the site manager with copies for the operations vice president responsible for that site as well as the environmental and safety managers.
8. The coordinator will follow-up with the site manager/operations vice president prior to the target date to determine the status of implementation.
9. All records will be maintained by the OMS Coordinator at the TLS office.

[SIGNATURE]

Subject: **OPERATIONS INTEGRITY ASSESSMENT AND IMPROVEMENT**	**ELEMENT 11**

ELEMENT: A PROCESS THAT MEASURES PERFORMANCE RELATIVE TO EXPECTATIONS WILL BE ESSENTIAL TO IMPROVE OPERATION'S INTERGRITY AND MAINTAIN ACCOUNTABILITY.

EXPECTATIONS:

11.1. Operations will be assessed at pre-determined frequencies to establish the degree to which the expectations in the Operations Management System will be met.

Guidelines

11.1.1. There will be a regularly updated plan for internal and external assessments that provides for full coverage of the Operations Management System for all facilities and interfaces of a unit over a specific time frame.

11.1.2. Assessment findings will be presented as a report indicating by element the extent to which the expectations are being met, together with a prioritized list of areas requiring improvement and any suggested improvement actions.

11.2. The frequency and scope of assessments will reflect the complexity of the operation, level of risk, and performance history.

Guidelines

11.2.1. External assessments will be conducted at a frequency dependent on the complexity, level of risk, previous assessment results and performance history of the unit, but at least once every five years.

11.2.2. External assessments will be based on a representative sampling of activities and facilities within the unit, together with field verification of actual practice, in order to test the effectiveness of systems in place to address expectations and guidelines.

11.2.3. Each unit will conduct an annual internal assessment to ensure the continuing effectiveness of its Operations Management System.

11.3. Assessments will be conducted by multi-disciplinary teams including expertise outside the immediate unit.

EXPECTATIONS: (Continued)

Guidelines

11.3.1. Assessments will be conducted by individuals with recognized credibility, experience, and expertise relevant to the operations of the unit being assessed.

11.3.2. Assessment teams will include participants with experience or training in OMS assessments.

11.3.3. Internal assessments will be performed by individuals from within a unit but may include representatives from outside the unit.

11.3.4. External assessment teams will be composed of a team leader from outside the unit with a majority of members also from outside the unit.

11.4. A system will be in place to ensure resolution of findings from assessments.

Guidelines

11.4.1. Immediately upon completion of an assessment, draft findings will be reviewed with unit management. Agreed changes to the findings will be incorporated into a draft report.

11.4.2. Resolution of high priority findings will be addressed promptly.

11.4.3. The draft report will be subject to a legal review, finalized, and sent to the unit management within one-month (target) of completion of the assessment.

11.4.4. An action plan, describing how assessment findings will be resolved, will be prepwill bed by unit management within two months after receipt of the final assessment report.

11.4.5. If any improvement actions suggested by the assessment team will be not included, or will be varied in the action plan, there will be documented justification for the non-inclusion or variation.

11.4.6. Management will be responsible for ensuring implementation of the action plan.

11.4.7. Stewardship of the action plan will be via existing mechanisms.

11.5. The effectiveness of the assessment process will be reviewed periodically, and findings will be used to make improvements.

EXPECTATIONS: (Continued)

Guidelines

11.5.1. The effectiveness of the assessment process will be reviewed periodically, and findings will be used to make improvements.

Interoffice
Memorandum

TLS

To: All Managers

From: Department: Safety/ OMS

Subject: OPERATIONS MANAGEMENT SYSTEM (OMS) Date:

Memorandum replaced memorandum dated [DATE], same subject.

In today's competitive business environment, customers are constantly evaluating the firms they do business with. Firms that do not measure up to the customer's expectations in such areas as quality of service, safety and environmental compliance will not survive.

In support of our ongoing commitment to continue improvement in all areas of our business, TLS has adopted the program Operation Management System (OMS).

OMS was initiated the latter part of [YEAR] and is comprised of eleven key elements. They are as follows:

- Management Leadership, Commitment, and Accountability
- Risk Assessment and Management
- Facilities Design and Construction
- Process and Facilities/ Information Documentation
- Personnel and Training
- Operations and Maintenance
- Management of Change
- Third Party Services
- Incident investigation and Analysis
- Community Awareness and Emergency Preparedness
- Operations Integrity Assessment and Improvement

Assessments will be conducted at six (6) month intervals. Development of priorities, schedules and identifying issues is of the utmost interest. It will take a major effort by all involved to successfully implement and maintain this program. We will provide you with input and assistance will be needed from all areas of the company in order to meet the expectations.

A critical step in moving into the assessment stage of OMS is to identify critical jobs that, in your judgment, are vital to the prevention of an incident or near miss that could result in an uncontrolled emission, fire, injury to people, damage to property and equipment, or the environment and assess the reaffirm criteria for employee qualifications and performance in those jobs. An assessment form is enclosed for your use in identifying the essential elements in each critical job. Three "example" forms are also included that may be of help to you in completing your assessment.

All Managers
Page Two
[DATE]

Please try to avoid bias (either direction) as a result of performance (good or bad) of the individual presently in the job. To the extent possible, you should consider only experience, skills, background and personal traits you believe are essential for a person to demonstrate good performance in the job. There will be an opportunity later to evaluate personnel presently in these jobs.

Also enclosed is an outline of the "job staffing process" proposed for inclusion in TLS Operation Management System. As you can see, it is extremely important for us to properly define critical jobs. The criteria agreed upon now will have significant impact on future actions.

Systemic and continuous improvement is critical to the success of any company, and only people can make this happen. I have total confidence that with your support of this effort, we will have the foundation of a stronger operating system for our company.

[SIGNATURE]

CC:

OPERATIONS MANAGEMENT SYSTEM
BACKGROUND/ REASONING/ THEMES

- In late [YEAR], TLS began development of Operations Management System patterned after leading management system standards (ISO, API, Exxon).
- Framework for OMS tailored TLS diverse operation.
    - Based on sound policies and practices, establishes a systemic approach
    - Eleven primary elements, 60 specific expectations
- OMS provides a structured approach to meeting TLS diverse operation.
    - Safety and health of employees and other individuals in its operations
    - Its customers, the environment, and the public
- Each operating unit to implement OMS Framework
    - Senior management provides the framework, establishes the scope, and sets pace of implementation
    - Operation management responsible for implementation
    - Internal management steering committee to oversee/monitor implementation progress
    - Stewardable to senior management on periodic basis
- OMS will be a fundamental change in the operating management system TLS has in place
    - Will provide a common system across TLS that can be added up and stewarded
    - Will minimize casualness and increase formality
    - Accountability will be easier to ascertain
    - OMS will be the basis for safety/ operations integrity planning/ implementation
    - Will incorporate all present safety, health, environmental, and operating activities
- The eleven elements include (number of expectations in parenthesis):

Management Leadership	(8)	Risk Assessment	(6)
Facilities Design	(6)	Facility Documentation	(5)
Personnel & Training	(5)	Operations & Maintenance	(8)
Management of Change	(4)	Third Party Services	(4)
Incident Investigation	(5)	Emergency Preparedness	(4)
Assessment & Improvement	(5)		

Subject: **OMS INDEX**	

A listing of all OMS guidelines and the documentation or reference material that satisfied the guidelines will be developed. Example:

GUIDELINE	REFERENCE DOCUMENT
1.1.1 Published policy on Safety, Health and Environment	Safety Manual P1 of 1, P1 of 2

		PROBABILITY				
CONSEQUENCES		**A**	**B**	**C**	**D**	**E**
	I					
	II					
	III					
	IV					

PROBABILITY CATEGORY	Definition*
A	Possibility of Repeated Incidents
B	Possibility of Isolated Incidents
C	Possibility of Occurring Sometime
D	Not Likely to Occur
E	Practically Impossible

	CONSIDERATIONS			
CONSEQUENCES	Health/Safety	Public Disruption	Financial Impact	Environmental Impact
I	Fatalities/Serious Impact on Public	Large Community	Corporate	Major/Extended Duration/Full Scale Response
II	Serious Injury to Personnel/Limited Impact on Public	Small Community	Corp/Affiliate/Oper/Unit	Serious/Significant Resource Commitment
III	Medical Treatment for Personnel/No Impact on Public	Minor	Affil/Oper/Unit	Moderate/Limited Response of Short Duration
IV	Minor Impact on Personnel	Minimal to None	`Other	Minor/Little or No Response Needed

*To extent possible, estimates of Probability and Consequences should be derived from experience during life cycle of similar operations in TLS. Industry experience should be considered when limited TLS experience will be available.

Hypothetical Scenario

Location: _____

Description: _____

		PROBABILITY				
		A	**B**	**C**	**D**	**E**
CONSEQUENCES	**I**					
	II					
	III					
	IV					

Health/Safety Public Disruption Environmental Impact Financial Impact

Consequences: _____

Response Time: _____

Alternate to Avoid This Operation: _____

Potential Preventative Measures: _____

Potential Mitigation Measures: _____

		PROBABILITY				
CONSEQUENCES		A	B	C	D	E
	I					
	II					
	III					
	IV					

PROBABILITY CATEGORY	Definition*
A	Possibility of Repeated Incidents
B	Possibility of Isolated Incidents
C	Possibility of Occurring Sometime
D	Not Likely to Occur
E	Practically Impossible

	CONSIDERATIONS			
CONSEQUENCES	Health/Safety	Public Disruption	Financial Impact	Environmental Impact
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*To extent possible, estimates of Probability and Consequences should be derived from experience during life cycle of similar operations in TLS. Industry experience should be considered when limited TLS experience will be available.

Risk Assessment Matrix

Consequence	Probability					
	Frequent	Probable	Occasional	Remote	Improbable	Impossible
Catastrophic						
Serious						
Moderate						
Minor						

Legend: (Example for illustration only

High Risk

Risk-Benefit Analysis

Considerations*						
CONSEQUENCES	Illness or Injury	Public Water Supply	Public Disruption	Media Attention	Financial Impact	Environmental Impact
Catastrophic	Death	Affected	Large Community	Continuing National	Corporate	Major
Serious	Disabling	Threatened	Small Community	National Mention	Corp/Affil	Serious
Moderate	Medical Threat	Unaffected	Few Families	Local	Affil/Unit	Small
Minor	First Aid	N/A	Individual	None	`Other	1-Day Cleanup

Probability	Definition
Frequent	Likely to occur repeatedly during life cycle of system
Probable	Likely to occur several times during life cycle of system
Occasional	Likely to occur sometime during life cycle of system
Remote	Not likely to occur during life cycle, but possible
Improbable	Probability near zero
Impossible	Physically impossible to occur

*For illustrative purposes only

TLS
OPERATIONS MANAGEMENT SYSTEM

OMS FOLLOW IMPLEMENTATION STATUS

OMS Element
Responsible Individual
Manager/VP
Priority
Last OMS Assessment
YE OMS Objective
Presented to OMS Steering Committee _____

Status as of _____ is depicted in the comments section

Owner_____

Manager/VP _____

Action Items

*Required to meet YE goal
** Required to maintain rating

Comments

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

JOB ASSESSMENT

(Element 5)

Note: The purpose of this evaluation is to assess management expectations of job identified. It is not necessarily an accurate description of the job as presently structured.

Job Title: (Date established)

Reports to:

This includes, but would not be limited to, the following roles and responsibilities:

Job Summary:

Educational Requirements/Training:

A. Education/experience

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

(no limit set/could be different for each job)

B. Personal

1.
2.
3.
4.
5.
6.
7.

C. Other

Job Analysis

-
-
-
-
-
-
-
-
-
-

Performance Criteria:

Planning

a.

b.

c.

d.

e.

f.

Judgment

a.

b.

Leadership

a.

b.

c.

Job Knowledge

a.

b.

c.

Effort and Cooperativeness

a.

b.

c.

d.

Appearance

a.

Element 1

1. Do you as manager talk to your employees about OMS?

2. What do you say?

3. How do you communicate information?

4. Do you support the OMS conception 100 percent?

5. Do your employees know of your full support?

6. Do you transmit this information to contractors, business associates, etc.?

7. Do you have safety meetings?

8. How often and does everyone attend?

9. Where are the copies of the minutes of the safety meetings?

10. Do you have an organizational chart?

Element 2

1. What are the most critical areas of your operation?

2. How do you identify hazards and how do you communicate these to your employees?

3. Are safety audits conducted at your terminal?

4. Are there any health concerns?

Element 3

1. Do you have “as built” drawings on the site?

2. Is the facility “as built” or have modifications been made?

3. Will be you in compliance with all regulatory requirements?

Element 4

1. Do you have a system in place to assure that drawings and other pertinent documentation necessary for a safe, environmental sound operation and maintenance of facilities will be identified, accessible, and current?

2. Will be responsibilities clearly defined in the maintenance of the process and facilities information/documentation system?

3. Will be the potential hazards of materials involved in the operations identified, documented, and communicated?

4. Will be applicable regulations, permits, work place standards identified and communicated?

5. Whose responsibility will be it?

6. Is there any deviation from this allowed?

7. If so, will be it defined and documented?

Element 5

1. How do you go about selecting your employees?

2. Do you hire on the basis of finding a qualified employee to meet a specific job requirement?

3. Have you defined all critical position at this location?

4. Do you have a current job qualification for each position which includes the experience and knowledge preferred together with details of the job responsibilities?

5. Is it documented?

6. How do you verify competency and is it documented?

7. What testing and evaluation methods are being used to assess knowledge and ability of personnel prior to their taking over assigned duties?

8. Do you have medical standards?

9. What are the minimum number of personnel you can operate with without posing a safety or environmental risk?

10. What do you do if you have less than the minimum number?

11. Who has the authority to deviate from the minimum manning scale and will be it documented?

12. Are new employees (also those who transfer to a new job) given any type of orientation, training, etc., and is it documented?

13. Also, are they given safety indoctrination prior to taking over assigned duties?

14. Is there a system in place to provide initial and ongoing training to meet the job requirements?

15. Is any firefighting training required?

16. Are formal appraisals made on a regular basis?

17. If so, how often?

18. Is it documented?

19. Is this a basis for promotion, raises, etc.?

Element 6

1. Do you have an operations manual and if so, is it current, accessible and fully documented?

2. Do you have written procedures, practices, policies, etc.?

3. Does it include regulatory requirements, company standards, etc.?

4. Is there a review of operating, maintenance, and inspection procedures/tasks to access exposure to hazardous substance with remedies/special precautions documented?

5. Is there a work permit system in place?

6. Does it incorporate checks and authorizations that are consistent with mechanical and operational risks?

7. Is it established, communicated, current, and documented?

8. What about confined space entry, working on electrical systems, hot work, etc.?

9. Are the personnel authorized by management to issue the permits trained?

10. If so, how?

11. Is this documented?

12. What critical alarm systems are in place?

13. Are these alarms identified, tested, and do they undergo preventative maintenance?

14. Who performs the maintenance on the alarm systems?

15. Are the persons authorized to carry out the work on the alarms identified?

16. How do you handle a shutdown or deactivation of a critical alarm?

17. Is it a written procedure?

18. How is it communicated to the employees?

19. Do you have any areas you consider to be a high risk area?

20. Do you have special procedures to identify and manage this area?

21. Are these procedures documented?

22. Are these high risk areas periodically reviewed to ensure that the current understanding of level of risk is correct and that the adopted procedures are meeting the defined needs?

23. Do you have any hazardous emissions, wastes, or materials on site?

24. If so, are you in compliance with the regulatory requirements?

25. Do you have documented the responsibility and accountability for compliance with the appropriate regulations?

26. Is there a procedure established whereby emissions and/or spills are monitored and reported as required?

27. Is there a procedure in place to dispose of hazardous materials or wastes by a contractor?

28. If so, is there a procedure to assure contractor compliance?

Element 8

1. Do you have a system in place for the evaluation and selection of third party services which includes an assessment of the capabilities to perform work in a safe and environmentally sound manner?
2. Who has the authority to select or approve third party services?
3. Is this defined and documented?
4. Are third parties that provide the service advised of our drug and alcohol policy as well as our safety and environmental requirements?
5. Is this communicated in writing?
6. Do third providers operate under a contract, purchase order, or other written agreement?
7. Who has the responsibility of monitoring the contractors, subcontractors, etc.?
8. Is this documented?
9. Are reports of incidents, near misses, and unsafe acts reviewed and corrective actions taken?
10. Do you or one of your employees conduct periodic audits of third party services?
11. Are there any follow-up procedures to grade or evaluate the third party providers?

Element 9

1. Do you have a system in place for reporting, investigating, analyzing and documenting safety and environmental incidents and significant near misses?
2. If so, is it documented?
3. Do you have a qualified person conducting the investigation and analysis?
4. Is there a procedure for determining when medical evaluation or alcohol and drug testing will be conducted in connection with an incident?
5. Is there a program in place to encourage near miss reporting?
6. Are findings retained and periodically analyzed to determine where improvements to practices, standards, procedures, or management systems will be warranted?
7. Is there a system in place to share lessons learned from incidents/near misses among TLS operating units to facilitate improvement in performance?

Element 10

1. Is there a system in place to ensure recognition and response to community expectations and concerns about our operations?
2. Is the responsibility for community awareness defined and understood?
3. Is there a program in place to keep employees and the community informed regarding relevant safety, health, and environmental issues?
4. Are employees and community questions and concerns about the company operations and facilities evaluated and responded to?
5. Are emergency response plans documented, accessible, and clearly communicated?
6. Does the emergency response plan cover oil spills, fire and explosions, and any casualty which may significantly impact the community or environment
7. Is it documented?
8. Is a system in place to identify equipment, facilities, and trained personnel for an emergency response?
9. Are the plans defined and readily available?
10. Have we had a simulation or drill and if so, will be it documented?

ASSESSMENT CHECK LIST

_____ _____ _____
(LOCATION) (FACILITY REPRESENTATIVE) (DATE)

Training Requirements:	Y/N	Location	Viewed
1. New Employee Training Checklist (Orientation)			
2. Alcohol and Drug Screen			
3. Company safety rules			
4. Employee Training Records			
5. Emergency Action Plan – Marine Terminal			
6. Emergency Action Plan – Aboard Vessels			
7. Hazardous Communications AKA Right-to-Know			
a. Written Program			
b. MSDS(s)			
c. Labeling			
d. Information/training			
e. Storage			
f. Training records documented (Corporate/site specific)			
8. Lockout/Tagout			
a. Procedures			
b. Authorized person(s)			
c. Is all equipment identified?			
d. Annual audit of procedures			
e. Training records documented			
9. Confined Space			
10. Electrical Safety			
a. Hand tools			
b. Inspected – prior to and during use			
c. Training/records documented			
11. Powered Industrial Truck Safety Program			
a. Forklifts			

b. Daily inspections			
c. Periodic Inspections			
d. Maintenance check lists			
e. Manufacturer's operator's and maintenance manuals			
f. Backup alarms and horn			
g. PM checklist			
h. Training records documented			
12. Cranes, dozers, enloaders, etc.			
a. Rated load chart in crane-crane certification			
b. Daily inspections			
c. Periodic inspections			
d. Operator certification			
e. Manufacturer's operator's and maintenance manual			
f. Operating controls clearly marked			
g. Fire extinguisher on unit			
h. Cable/rope inspections			
i. Backup alarm			
j. PM checklist			
k. Training records documented			
13. Bulk Loader (Spout)			
a. Safety inspections			
b. Daily inspections			
c. Periodic inspections			
d. Certification (may be same as c. above)			
e. Manufacturer's operator's and maintenance manual			
f. Backup alarm (bulk loader only)			
g. PM checklist			
h. Training records documented			
14. Conveyers			
a. Head & tail pulleys guarded			
b. Startup alarm			
c. Emergency stop			
d. PM check list			
15. Rope/Hook & Sling Safety			
a. Training			
b. Inspections			
c. How often inspected			

d. Is inspection documented?			
16. Alarms			
a. Emergency Action			
b. What action required			
c. Audible alarm			
d. Customer's alarm			
e. Wind sock			
f. Training records documented			
17. Walkways, Elevated Decks, Platforms, etc.			
a. Housekeeping			
b. 4' above ground must be equipped with railings (42" high with intermediate railing and 4" toe boards)			
18. Life Jacket/Work Vest/Life Ring			
a. When to wear			
b. Where to wear			
c. 90' of line on rings			
19. Emergency Contingency			
a. Evacuation route			
b. Assembly area			
c. Head count – who will be responsible?			
d. Emergency phone numbers			
e. Fire extinguisher training			
f. Fire extinguisher inspection – monthly/annually			
20. Hot Work			
a. Who requests			
b. Who issues			
c. Competent person			
21. Fire Protection Plan			
a. Lists of all major workplace fire hazards			
b. Proper handling and storage procedures			
c. Fire drill			
22. Compressed Gas Cylinder Safety			
a. Cylinders separated by at least 20'			
b. Cylinders capped			
c. Cylinders secured			
d. Cylinders pressure tested			

e. Cylinders protected from direct rays of the sun			
23. Asbestos Awareness Program			
a. Reporting			
24. Personal Protective Equipment			
a. Face/eyes			
b. Head			
c. Hand			
d. Foot			
e. Torso			
f. Flame retardant clothing			
g. Fall protection			
h. Tyvex suits			
i. Tain suits			
j. Training records documented			
25. Respirator Protection			
a. Doctor's approval to wear			
b. Selection			
c. Training			
d. Maintenance			
e. Fit testing			
f. Cleaning & storage			
g. Training records documented			
26. Hearing Conservation & Protection			
a. Audiometric testing (annually)			
b. Monitoring noise levels			
c. Competent persons			
d. Hearing protection			
e. Training records documented			
27. Accidents/Incidents (near miss)/property damage			
a. Reporting			
b. Investigation			
c. Analyzing			
d. Corrective action			
28. Chemical Spills			
a. Written procedure (Spill Prevention Plan)			
b. Appropriate respirators provided			
c. PPE provided			
d. Approved chemical disposal			
e. Employees trained in SCBA			
f. Hazardous chemicals stored in			

a secondary containment that does not drain into a sanitary or storm sewer			
g. Training records documented			
29. Locomotive training			
a. Operator's manual/written procedures			
b. Maintenance checklist			
c. Flagman signals			
d. Speed			
e. Radio contact			
f. How to leave cars			
g. Training records documented			
30. Barge Training			
a. How to tie up/secure			
b. How to shift			
c. How to load			
d. Breakaway			
e. Training records documented			
31. Safety/Health/Environmental/OMS Inspection Reports			
a. Were deficiencies noted?			
b. Were deficiencies corrected?			
c. Are inspection reports on file?			
GENERAL			
1. Operating Manual			
2. Customer Manual			
3. Safety Manual			
4. Other Document			
5. Past Assessments			
a. Any deficiencies noted?			
b. Have they been corrected?			
ELEMENT 1			
1. We have a system in place (OMS). How do you communicate this system to your employees? (1.1.3)			
2. Are roles, responsibilities, authorities, accountability known and exercised? (1.4.1)			
3. Will be they documented?			
4. Who has the responsibility for setting			

goals and objectives and progress made toward the obtainment? (1.5.2)			
5. Is this communicated and is it in writing?			
ELEMENT 2			
1. Is there a system in place to identify hazards, assess consequences and probabilities, and evaluate prevention and mitigation measures as an ongoing management of risk? (2.1)			
2. Have you assigned organizational responsibilities for ensuring that a risk assessment program is established and kept current? (2.1.1)			
3. Are the results of formal risk assessments reviewed for potential input into the operating units emergency response plans and procedures? (2.1.4)			
4. Have the personnel responsible for risk assessment been trained? (2.1.6)			
5. Are safety inspections conducted at each unit? (2.1.7)			
6. Is a health surveillance program in place which meets company and regulatory requirements? (pulmonary function, audiometric testing, etc.) (2.1.8)			
7. Is the risk assessment program regularly reviewed and high risk areas re-assessed? (2.3.1)			
8. Has at least one member of the risk assessment team been trained?			
9. Are all incidents or significant near-misses reviewed for potential input into the risk assessment system? (2.4.4)			
ELEMENT 4			
1. Is a system in place to ensure the drawings and other pertinent documentation necessary for safe,			

environmentally sound operation and maintenance of facilities that identify accessible and current? (4.1)			
2. Do you maintain a current listing of the necessary documents and drawings? (4.1.1)			
3. Has the responsibility been defined for ensuring that the necessary documentation is available and kept current? (4.1.2)			
4. Is there a procedure in place which ensures changes will be authorized and then communicated to those responsible for document maintenance?			
5. Does it also ensure the superseded documents will be removed? (4.1.3)			
6. Does your procedure ensure that current copies of any critical drawings or documents will be also held at the corporate office? (4.1.4)			
7. Are hazardous materials that may exist at your operating unit identified and safe handling procedures documented? (4.3.1)			
8. Are the personnel that are exposed to hazardous materials trained and issued protective equipment? (4.3.2)			
9. Is the responsibility for establishing and maintaining necessary records for personnel defined? (4.3.5)			
10. Are pertinent records covering the operations, maintenance, inspection, and facility changes maintained? (4.5)			
11. Is there a record retention policy established? (4.5.3)			
12. Are pertinent records covering operations maintained? (4.5.4)			
13. Are pertinent records covering maintenance maintained? (4.5.5)			
14. Are pertinent records covering inspections maintained? (4.5.6)			
ELEMENT 5			

1. Is there a system in place for the selection and placement of qualified employees to meet specific job requirements? (5.1)			
2. Have critical positions been defined? (5.1.1)			
3. Is there a current job qualification for each critical position? (5.1.2)			
4. Have the responsibilities for verifying competency been defined? (5.1.4)			
5. Are candidates' credentials verified? (5.1.5)			
6. Are the selection and placement procedures consistent with the company's alcohol and drug policy? (5.1.8)			
7. Has the structure (qualified/experience personnel) been defined for your facility? (5.2.1)			
8. Has the authority necessary to change the minimum manning structure on a temporary/permanent basis been defined and documented? (5.2.3)			
9. Is there a system in place to provide initial and ongoing training to meet job and legal requirements? (5.3)			
10. Have minimum ongoing training requirements for employees been assigned? (5.3.2)			
11. Do all new employees undergo a safety induction before taking over their assigned duties? (5.3.3)			
12. Are all personnel who are authorized by management to issue permits or perform gas tests been trained? (5.3.4)			
13. Have employees been trained in the proper use of all critical equipment given to personnel at each facility? (5.3.5)			
14. Has training been given to all facility employees to familiarize them with emergency equipment and organization? (5.3.6)			
15. Has fire-fighting training been given to selected employees/identified			

employees at each facility? (5.3.7)			
16. Has course information been kept detailing the various types of training for the employees? (5.3.8)			
17. Has the responsibility and accountability for compliance with statutory and company regulations been defined? (6.7.1)			
18. Does the system include procedures whereby emissions and/or spills will be monitored and reported as required by regulatory or company requirements? (6.7.2)			
19. If the disposal of hazardous materials or wastes is accomplished through a contractor, does such contractor warrant that the disposal methods will meet relevant regulatory requirements and will they be consistent with local affiliate practices? (6.7.3)			
ELEMENT 8			
1. Is there a system in place for evaluation and selection of third party services which includes an assessment of capability to perform work in a safe and environmentally sound manner? (8.1)			
2. Has the authority been defined for the final selection and/or approval of critical third party services provided? (8.1.3)			
3. Are records maintained for qualified providers along with the basis for qualification? (8.1.5)			
4. Is the list of qualified providers regularly reviewed and updated? (8.1.5)			
5. Has the responsibility for the safe induction of contractors into the work place been defined with records kept detailing the induction? (8.3.3)			
6. Does the contractual agreement stipulate that any subcontractor			

performance requirements are at least as stringent as those for the prime contractor? (8.3.2)			
7. Has the responsibility for monitoring of contractors or their services been defined? (8.3.4)			
8. Are periodic audits of third party performance and monitoring systems conducted? (8.4.5)			
ELEMENT 9			
1. Is there a system in place for reporting, investigating, analyzing and documenting safety and environmental incidents and near-misses? (9.1)			
2. Do procedures exist for determining when medical evaluation or alcohol or drug testing will be conducted in connection with an incident? (9.1.4)			
3. Is there a program in place to encourage near-miss reporting? (9.1.5)			
4. Are procedures in place to secure legal assistance to investigate, analyze, and advice on incidents when necessary? (9.2)			
5. Is designated legal counsel notified of specific incidents? (9.2.1)			
6. Is there a system in place to share lessons learned from incidents/near-misses among TLS facilities to interact with others as appropriate to facilitate improvements and performance? (9.5)			
ELEMENT 10			
1. Is there a system in place to ensure recognition and response to the community's expectations and concerns about our operations? (10.1)			
2. Are responsibilities for community awareness defined and understood? (10.1.1)			
3. Is there a program in place to keep employees and the community informed regarding relevant safety,			

health, and environmental issues? (10.1.2)			
4. Are emergency response plans documented, acceptable, and clearly communicated? (10.2)			
5. Does the emergency response plan cover oil spills, fires, and explosions, and any casualty which may significantly impact the community or environment? (10.2.2)			
6. Are emergency response plans communicated and understood by personnel with designated roles? (10.2.4)			
7. Does the emergency response plan include notification procedures for TLS, legal counsel, and regulatory authorities as required? (10.2.6)			
8. Are equipment, facilities, and training personnel for emergency response defined and readily available? (10.3)			
9. Are the manning levels for a units operation always sufficient to ensure the initial emergency response (10.3.2)			

Operations Management System

Injury and Illness Prevention Plan

Proprietary Information

Doc. No.	TLS
Rev. No.	**DRAFT**

BUSINESS EMERGENCY RESPONSE PLAN

Business #_____ Business Name_____

Business Address _____Phone _____

NOTIFICATION PROCEDURES

In the event of a reportable hazardous materials or waste release, or threatened release, your business is required by state law to provide an immediate verbal report to:

_____ _____

_____ _____

1. Who will notify _____ & _____?

Name _____ Title _____

Name _____ Title _____

2. Does your business have an additional emergency response notification system?

If yes, explain:

3. Name the employee(s) responsible for responding to a release or spill:

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

4. How will employee(s) become aware of a release or spill? (ie, by alarm, leak detection device, etc.)

5. Is there an evacuation plan for your business in the event of a spill or release? (Yes/no)

6. How will employees be evacuated from your facility?

MEDICAL ASSISTANCE

7. List two local emergency medical facilities that will be used:

Name _____

Address _____ Phone _____

Doc. No.	TLS
Rev. No.	**DRAFT**

Name _____

Address_____ Phone _____

PREVENTION (Actions your business will take to prevent a hazard from occurring.)

8. Describe the kinds of hazards associated with the hazardous materials present at your facility.

9. What actions would your business take to prevent these hazards from occurring?

10. What are your safety and storage procedures?

MITIGATION (Reduce the Hazard)

(Actions your business will take to lessen the harm or damage to persons, property, or the environment, and prevent what has occurred from getting worse or spreading)

11. What is the immediate response to a leak, spill, fire, explosion, or airborne release at your business?

ABATEMENT (What you do to stop the hazard)

12. How do you stop a release?

13. How do you clean up a release?

14. How do you dispose of released materials?

EMPLOYEE TRAINING

Employee training is designed to teach employees about the following categories:

Part 1 – SAFETY: Handling Hazardous Materials Safely

Part 2 – EMERGENCY CONTACT: Which Emergency Agencies to Contact

Part 3 – EMERGENCY EQUIPMENT AND SUPPLIES: Use of Emergency Cleanup equipment and supplies

PART 1: SAFETY

15. Describe the training NEW employees receive in handling and using the hazardous materials and waste that are part of your operation

16. How often does REFRESHER training occur?

17. How is this documented?

18. Where is this documentation kept?

PART 2: EMERGENCY CONTACT

19. Are all NEW employees trained to know which emergency response agencies to contact if an emergency occurs? (Yes/No)

20. Who is assigned to contact the emergency response agencies?

Name _____ Title _____

21. How often does REFRESHER training occur?

22. How is it conducted?

23. What is covered?

PART 3: EMERGENCY EQUIPMENT AND SUPPLIES

24. How are NEW employees trained in the use of emergency equipment and supplies need to stop spills, leaks, or fires?

25. What kind of equipment and supplies are they taught to use to stop the release?

26. How often is REFRESHER training conducted on the use of emergency equipment and supplies?

27. Are drills ever conducted? (Yes/no)

PART 4: EVACUATION

28. Are new employees given initial training on evacuation procedures? (Yes/no)

29. How often is REFRESHER training given on evacuation procedures?

30. NOTE: Your business is required by state law to keep a copy of this Business Plan, including the inventory. Describe where this copy is located at your business.

SIGNATURE OF BUSINESS OWNER OR AUTHORIZED REPRESENTATIVE

_____

DATE _____

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-01

SAFETY ADMINISTRATIVE PROCEDURES

Reviewed By (Date)

Approved By (Date)

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-01
			Rev. No.	DRAFT

Table of Contents

1.0 SCOPE

2.0 PURPOSE

3.0 POLICY

4.0 OBJECTIVE

5.0 PROGRAM DIRECTIVES

6.0 STANDARDS

7.0 EVAULATIONS

8.0 AREAS OF RESPONSIBILITY/ ACCOUNTABILITY

9.0 AUDITS AND INSPECTIONS

10.0 SAFETY TRAINING

1.0. SCOPE

These procedures will provide the requirements for safety related tasks which can be encountered in the day-to-day environment at the terminal. These will be implemented for the entire TLS Terminal.

1.1. PURPOSE

To ensure that all employees of the TLS Terminal have the safest work site possible. By adherence to the programs contained within each employee will become full partners in the safety program. The Injury and Illness Prevention Plan cannot work without the full cooperation of management, supervisory, and personnel.

1.2. POLICY

It will be the policy of this terminal to uphold the highest safety standards and to develop programs to maintain these standards. All regulations listed in this program, the corporate safety manuals, and all applicable Federal and State regulations will be complied with. None of this can be accomplished without the support and involvement of each and every individual on the facility. This includes all contractors of the terminal including subcontractors.

1.3. OBJECTIVE

The objective of the Injury and Illness Prevention Plan (I.I.P.P.) will be to reduce the incident of personal injury to employees and the damage to property by accidents. While striving for these goals the elimination of debilitating and lost time injuries are permanent.

1.4. PROGRAM DIRECTIVES

1.4.1. Supervision and personnel will use this set of procedures as a guideline to conducting safe practices. Federal and State regulations must be adhered to at all times and this information will be shared as the facility progresses. Necessary corrections to the program will be implemented as the need arises.

1.4.2. Proper safety instruction, training, and careful, supervision of personnel are essential to the success of the Injury and Illness Prevention program. The vast majority of accidents can be prevented by the enthusiastic support of the I.I.P.P. The Terminal Management staff is dedicated to providing the safest possible environment through training and enforcement of safety regulations.

1.4.3. Solid safety foundations are basic to the maintenance of a solid economic posture. Preservation of material, property, equipment and most importantly, the health of our employees are essential to our business.

1.4.4. This terminal will strive to set the next benchmark in safety performance for the business unit and the company as a whole. This will be achieved through the principles of Total Quality Management and through total personnel commitment.

1.4.5. The TLS procedure Manual for the Terminal contains an overview of the Illness Prevention plan. While it serves to set the basic parameters of the program, this manual will serve as the primary reference for safe work practices during the duration of this operation.

1.4.6. Complete compliance to the Injury and Illness Prevention program is necessary to maintain the target of zero incidents. While this is the target it is well understood that incidents may occur. For that reason there are procedures written that cover the steps to be taken in the event that incidents do occur.

1.5. STANDARDS

1.5.1. Standards may be found in this manual, Cal-OSHA regulations, the TLS Corporate Safety manuals and the Code of Federal regulations. These standards have been established to protect lives and to reduce injuries and also to ensure that the full working capability is maintained.

1.5.2. Complete compliance to the listed standards is necessary in maintaining an acceptable amount of operational safety. To implement the program to this level of compliance, the management team must ensure that:

- All personnel must understand the established standards and must be educated as to why the strict compliance is necessary.

- All personnel and the operations that they undertake must be monitored to ensure that the standards are being followed and that immediate corrective action will be taken when transgressions of the standards are observed.

1.6. EVALUATIONS

The entire Injury and Illness Prevention Program is subject to varied valuations. The general program will be evaluated by observations made by the Corporate Safety Dept. The effectiveness of specific jobsite program will be made by the onsite safety Dept. and evaluations of supervision and other personnel will be made by recommendations and reports from the Operation and Safety Departments.

1.6.1. All specific jobsite procedures will be evaluated on at least an annual basis. Evaluations will include observations on the effectiveness, conduct and acceptance of the designated program along with any recommendations to improve it. The programs designated for annual review includes but is not limited to:

- Lockout/Tagout Procedure
- Total Safety Task Instructions
- Confined Space Entry
- Excavations/Shoring
- Drug and Alcohol Testing
- Personal Protective Equipment
- Safety Recognition
- Terminal Manager's Safety and Quality

1.7. AREAS OF RESPONSIBILITY/ACCOUNTABILITY

All personnel, during the scope of this operation, will be made responsible for designated areas of the Injury and Illness Prevention Program. Responsibility goes hand-in-hand with the process of accountability. No person can be responsible if they are not held accountable and this holds true vice versa. Different levels of responsibility are held by different persons and while the Terminal Manager is held both responsible and accountable for the successes of the overall program, each individual will be held responsible and accountable for their own actions or inactions as they may affect the program. It is understood that successful safety programs begin at the top and that to be successful there must be complete support from senior management and complete involvement form each individual affected by the program. The following section details the areas of responsibility and accountability for personnel assigned to the TLS

1.7.1. TERMINAL MANAGEMENT

The Terminal Manager has the ultimate level of responsibility and accountability for the Injury and Illness Prevention Program. By the direction of the Terminal Manager, the Safety/Security Manager, Operations Manager, Department Managers and/or all Supervisors will implement the program to the most effective means possible. The

Terminal Manager is also responsible for the assorted subcontractors engaged at the facility.

1.7.2. OPERATIONS MANAGERS/SUPERVISORS

The Operation Managers/Supervisors is the driving component of the program. While the Operation Managers reports to the Terminal Manager this person will be in constant contact with the Safety/Security Manager and will be an equal partner in the development of procedures and directives. This person will monitor the individual crafts and will ensure that they carry out the program. All supervisors will report to this individual and the safety of their personnel will be their first and most important area of responsibility. They will each be held accountable for the safety performance of their crews. The Supervisors will hold each employee accountable for their particular area of responsibility.

1.7.3. SAFETY/SECURITY MANAGER

The Safety/Security Manager has the responsibility to monitor existing and forthcoming rules and regulations that pertain to Safety and Health. This person will also maintain the project safety procedures and will ensure that the procedures are kept current to the standards issued by the government. The Safety/Security Manager will conduct evaluations and audits of the Injury and Illness Prevention program and will report these results to the Terminal Manager. The Safety/Security Manager reports directly to the Terminal Manager and also to the Corporate Safety Dept. for TLS. The Safety/Security Manager will be a full and equal partner with the Terminal Manager and Operations Managers/Supervisors in the development of policies and procedures for the I.I.P.P.

1.7.4. OPERATIONS MANAGERS/ SUPERVISORS CONTINUED

Report directly to the Terminal Manager in all areas of responsibility and this includes safety. These individuals are responsible for the dissemination of information to their personnel that has been forwarded to them by the Safety Dept. This includes the maintenance of their personal procedure manuals, copying and distribution of memos, and the holding of regularly scheduled safety meetings that utilize the Safety Topic issued by the Safety Department. The Supervisors are responsible and accountable for the safety performance of all individuals under their supervision. The Supervisors will monitor their personnel and will correct any unsafe conditions they may encounter.

1.7.5. CRAFT SUPERVISORS

These persons will have the responsibility to ensure that their departments carry out the program. Each Supervisor will have different areas of influence but each is tasked with the responsibility to stop any unsafe act or correct any unsafe condition that they may encounter. These persons develop personal relationships with many of their personnel and these relationships must be utilized to ensure success of the program. Each Supervisor will monitor their area of responsibility and will be held accountable for the safety performance of their department. They will be responsible for the actions and inactions of the employees assigned to them and must ensure that these employees carry out the program as it is directed by the Terminal Manager.

1.7.6. FIELD SUPERVISORS/WALKING BOSSES

Field Supervisors/Walking Bosses will be the keys to the success of the Injury and Illness Prevention Program. These individuals will be in constant contact with their personnel throughout the day and are the first level of management that craftsmen come in contact with. It is absolutely essential that these persons lead by example and that they never allow unsafe acts to take place or unsafe conditions to exist. They will:

- Support the Injury and Illness Prevention Program as it will be presented to them.
- Never allow safety regulations to be circumvented, ignored or violated by anyone whether the infraction occurs in their own crew or not. Each supervisor will be tasked with the responsibility to correct unsafe conditions or acts at all times. Each supervisor will be held accountable for this.
- Observe personnel work habits and take corrective action when unsafe habits are noticed.
- Ensure that proper personnel will be used for the proper tasks. Persons whom have that level of training must carry out tasks that require certain levels of training. Supervisors will be tasked to ensure that this person does have the level of training that will be required.
- Plan safety into every task every day. The prime tool for this to occur will be the Total Safety Task instruction program, which is found in procedure TLS-11.
- Conduct safety meetings as directed by the Safety Department. These will be regularly scheduled meetings and the supervisors

will be provided Safety Topics for discussion. The Safety Department writes safety Topics and then they will be forwarded to the individual crafts for distribution to crews.

- Safety meetings will never be combined with any other business.
- Injuries will be reported to the Safety Department.

1.7.7. ALL PERSONNEL

All personnel will be responsible for understanding and then strictly observing all safety standards, requirements, and precautions applicable to their work or duty. All personnel will:

- Support the Injury and Illness Prevention Program as it will be presented to them.
- Report to their supervisor any unsafe conditions, or actions that they will observe. They will also report defective equipment or material.
- Warn any persons that they believe may be endangering themselves and others. If they receive a negative response they are to report the incident to their supervisor.
- Wear and use, any and all, approved Personal Protective Equipment as it is directed for them to do so.
- Report any injuries or evidence of impaired health to the First Aid station. They must report injuries received on the job immediately and they must report injuries received at home upon their arrival for their next work shift. Along with reporting of injuries, all personnel must report any prescription medications that they may be taking.

1.7.8. COMPETENT PERSONS

A Competent Person is one who has been specifically designated to be a figure of authority regarding certain job functions. It is one who, because of training and experience:

- Is capable of identifying existing or potential hazards in the job being performed,
- Is capable of identifying working conditions that are unsanitary, hazardous, or dangerous to the employee, and

- Has the authority to take prompt corrective measures to eliminate the above conditions.

1.7.8.1. DESIGNATING THE COMPETENT PERSON

The Terminal Manager, in conjunction with the Safety Department, designates the Competent Person, evaluates his or her performance, and ensures that a Competent Person is available for a required activity.

1.7.8.2. QUALIFICATIONS

The designated Competent Person will have a thorough knowledge of the subject, either by years of experience in the designated field, formal education, or specialized training

- In the job being performed,
- Current operations,
- Technology and controls,
- Potential hazards, and safety and health standards.

In designating the Person as Competent to perform a particular task, the designator will be specific as to duties. For example, a Competent Person for ladders must be able to inspect, maintain, and repair them.

1.7.8.3. SPECIFIC COMPETENT PERSON RESPONSIBILITIES

The Competent Person will be responsible for complying with required operations, inspections, testing, repairs, machinery and equipment maintenance, and maintenance of an accident program.

Competent Persons include operators, inspectors, mechanics, and instructors for:

- Forklift Trucks
- Aerial Lifts
- Hydraulic cranes

- Conventional Cranes
- Gantry Cranes
- Truck- Mounted Cranes
- Scissor Lifts
- High Lift Trucks
- Back Hoe
- Front End Loader
- Grade Alls
- Mobile Equipment
- Hoisting and Lifting Equipment
- Confined space entry
- Electrical Assured Grounding
- Excavation
- Scaffolds
- Radiation procedure
- Fire Protection Equipment
- Explosives
- Powder Actuated Tools
- Motor Vehicles
- Abrasive Blasting
- Respirators
- Asbestos
- Lead
- Railroad Equipment or Machinery
- Machine Shop Equipment

1.8. AUDITS AND INSPECTIONS

While it is expected that all personnel will do their best to conduct a successful program there must be measures and controls to ensure and to grade the amount of success that the program has achieved. For this reason there will be a system of audits and inspections. These tools provide documented proof of the amount of effort being put forth by individuals, crews, crafts and the jobsite as a whole. They are detailed as follows.

1.8.1. DAILY SAFETY INSPECTIONS

The Safety Department designee/supervisors will conduct routine inspections throughout the jobsite on a daily basis. This will include TLS and Subcontractor sites. Supervisors are expected to inspect all areas that their personnel are assigned to work in. Observations by the Safety Department designee will be documented and communicate back to the Terminal Manager.

1.8.2. TERMINAL MANAGER'S SAFETY AND QUALITY ADVISORY COMMITTEE

Terminal personnel will be selected to participate in this committee. Personnel will be chosen by the amount of enthusiasm that they generate for the program. These committee members will be rotated every quarter.

Committee members will gather every week at a predetermined site at a predetermined time. During the ensuing meeting the committee members will discuss Safety and Quality subjects who are relevant to their craft or project. These discussions will cover not only problems but also solutions and ideas of improvement for the facility. Following the discussion period a walk-through of the jobsite will be conducted and the areas to be walked out will be determined by the committee.

The Safety Department will develop meeting minutes and these will be distributed for review. Copies of the minutes will be poste don the Safety Bulletin Board located at the Terminal Manager's office.

The Safety Department also generates a report of the walk through items and it will be distributed to the individual crafts. The craft Superintendent is responsible for ensuring that all discrepancies are corrections are listed on the report, the report is turned in to the Terminal Manager whom then reviews the reports and returns them to the Safety Department.

1.8.3. CONTRACTOR/SUBCONTRACTOR SAFETY AUDITS

All contractors and their subcontractors are subject to safety audits that are conducted by the TLS Safety Department. The supervisor for the site is contracted and is allowed to accompany the inspection. After the audit is completed, the written results are distributed to the contractor representatives whom are empowered to take corrective action for any discrepancies noted. The contractor is tasked to correct any deficiencies and then to list the correct on the written report. This corrected form is then routed back to the Safety Department.

1.8.4. DAILY/MONTHLY/QUARTERLY/ANNUAL INSPECTIONS

It is recognized that certain equipment, which is of a critical nature, must be inspected on a regular basis to ensure that it is in good working order. Documented Safety inspections will be conducted by Competent Persons. The Competent Person will have ten days from the beginning of the month to conduct the inspection and document it. All documentation of inspections will be copied and forwarded to the

Safety Department for review. The following lists the equipment to be inspected by frequency of inspection, type of equipment, and responsible party for inspection:

1.8.4.1. Annual Inspections Responsibility

- Cranes/Ship Loader — Main. Dept.
- Fixed Electrical Equipment — Main. Dept.

1.8.4.2. Quarterly Inspections

- Electrical Tools — Main. Dept.
- Extension Cords — Main. Dept.
- Come-a-Longs — Tool Room
- Chainfalls — Tool Room
- Ladders — Tool Room

1.8.4.3. Monthly Inspections

- Cranes — Main. Dept.
- Slings/Chokers — Main. Dept.
- Shackles — Main. Dept.
- Lifelines — Main. Dept.
- Back Hoes — Main. Dept.
- Bobcats — Main. Dept.
- End Loaders — Main. Dept.
- Graders — Main. Dept.
- Track Hoes — Main. Dept.
- Compactors — Main. Dept.
- Dump Trucks — Main. Dept.
- Manlifts — Main. Dept.
- Air Tuggers — Main. Dept.
- Forklifts — Main. Dept.
- Fuel Trucks — Main. Dept.
- Concrete Pump Trucks — Main. Dept.
- Buses — Main. Dept.
- Powered Hoists — Tool Room
- Spider Climbers — Tool Room
- Fire Extinguishers — Safety Dept.
- Emergency Respiratory Equip. — Safety Dept.
- Full Body Harness — Foreman/Tool Room
- Arc Welding Equipment — Main. Dept.

1.8.4.4. DAILY VISUAL INSPECTIONS (NO RECORDS)

- Ladders — Person using item
- Personal Tools — Person using item

• Rigging Equipment	Person using item
• Welding Equipment	Person using item
• Full Body Harness/Lanyards	Person using item

1.9. SAFETY TRAINING

Personnel cannot be expected to conduct themselves in a safe manner unless they fully understand the safety rules and regulations. Learning the rules and regulations will also serve to educate them about the hazards of their work. By learning proactive measures to avoid injury they learn about the mechanism of injury itself. To achieve success in the I.I.P.P. a well-educated work force must be in place. To teach safety a series of programs are used.

1.9.1. SAFETY ORIENTATION

Safety training begins when the employee is first hired. The new employee is subjected to the basic Safety Comprehension Test. This test measures the employee's ability to understand basic safety regulations. After the employee has been hired and passes the Safety Comprehension Test, the employee then receives a package from the personnel office that contains a copy of the new hire orientation. The new employee is tasked to read this orientation and then sign the acknowledgement form attached to the back of the orientation package. This form is then forwarded to the Safety Dept. All employees are required to attend a Safety Orientation before they report to the site. In this orientation they are given specific instructions about the facility and all necessary components of the Injury and Illness Prevention plan are covered. This includes instruction on Hazard Communication.

1.9.2. CRAFT ORIENTATION

Each employee will establish a craft specific orientation that covers the particular precautions and regulations regarding their work. The crafts themselves conduct this orientation and copies of the documentation will be forwarded to the Safety Dept.

1.9.3. SPECIAL ORIENTATIONS

As the job progresses there may be new hazards that are introduced to the site or that are a part of the process that was not recognized in the developmental stages. In the vent that this should happen then specialized orientations may have to be held that will cover the nature

of the hazard and the precautions necessary for employees to protect themselves.

1.9.4. SAFETY MEETINGS

A large part of the Injury and Illness Prevention Program will be presented to employees through the use of safety meetings. Safety topics for the meetings will be prepared by the Safety Dept. and these will be distributed to the supervisors and crafts for use. Safety meetings have many formats and all have their own success rate. All safety meetings will be documented and all persons attending them will indicate their presence by signing the safety topic form. Any employees absent during one of these meeting are required to attend a make-up meeting that will be conducted by their supervisor. The format for this project is as follows:

- Jobsite On the first calendar Monday of the month a mass safety meeting will be held on the site. All personnel, including subcontractors, will be present at this meeting. This meeting will be conducted by the Safety/Security Manager.
- Craft On the Monday following the mass meeting, the crafts gather in-groups for a meeting that includes all personnel in their craft. The craft Supervisor or the designee will conduct this meeting.
- Crew On the consecutive Mondays throughout the rest of the month the individual crews will have safety meetings, which are conducted by the crew foreman.

1.9.5. SPECIALIZED TRAINING

Personnel may be required to perform tasks that require specialized training. Before they may proceed with the task they must attend the training and the supervisor must verify the training before allowing the employee to proceed with the task. All training for I.L.W.U. employees will be done in accordance with the I.L.W.U. and the P.M.A. types of training are listed but are not limited to:

- Crane Operator
- Dirt Equipment Operator
- Manlift Operator
- Forklift Operator
- Heavy Truck operator
- Powder Actuated Tools
- Spider Climber

- Air Tuggers
- Powered Hoists
- Confined Space Entry
- Confined Space Entry Attendant
- Oxy/Fuel Torch
- Shoring and Excavation
- Respiratory Protection Equipment
- Fire Watch

TLS in accordance with I.L.W.U. and P.M.A. requirements will perform all training.

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-02

MEDICAL EMERGENCIES AND FIRST AID

Reviewed By (Date) **Approved By (Date)**

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Table of Contents

2.0. SCOPE

2.1. PURPOSE

2.2. GENERAL PROCEDURES

2.3. EMERGENCY PROCEDURES

2.4. OFF-SHIFT EMERGENCY PROCEDURES

2.0 SCOPE

This procedure describes guidelines for medical emergency and First Aid for all contractors/subcontractors.

2.1 PURPOSE

To ensure that all employees and contractor personnel receive prompt and professional medical care in the event of an injury.

2.2 GENERAL PROCEDURES

When a Medical Emergency occurs it is usually a judgement call on what level of response is needed for the particular emergency. It is a known fact that any chest pain cases are to be treated as potentially life threatening and will be responded to with the highest level of care. While this is the case there are several non-life threatening reasons why people may have these pains. Most personnel in construction do not have the level of training necessary to differentiate between these different types of chest pains and in these cases they must assume the worst and call for the level of response necessary for a life threatening emergency. This method of reasoning will follow on all medical emergencies. If anyone in the field calls for emergency assistance then they will use their best judgement to call for help but will never fell that they have to call for a level of response less than they think is needed. In any cases where personnel feel that outside help is needed then they will call 911 for emergency service.

2.2.1 EMERGENCY NUMBER

To report a MEDICAL EMERGENCY which requires treatment at the site where the injury occurred, dial the on-site telephone for a metric. Give the exact location of the injured or ill person, what is the concern and what is needed. Do not hang up until the operator receiving the call has all the information needed.

For emergencies requiring outside assistance call **911**.

For minor injuries bring the injured person to the onsite First Aid center, located in the Terminal Manger's office, for treatment. The office is located at the entrance gate to the facility and will have signs on the outside stating "First Aid." If no one is on duty in the office at the time, call for assistance, or call for the radio base station to have the telephone operator page a medic or make an emergency call.

2.2.2 INJURY/ILLNESS REPORTING

All injuries/illnesses, no matter how minor in nature, will be reported to the Supervisor and to the First Aid Office immediately, or as soon as practical, but no later than the end of the shift.

At the end of each shift, Supervisors will verbally address every employee in his/her crew to identify any individual who has sustained an injury/illness that work day. Employees reporting an injury to their

supervisor at this time will be escorted to the project First Aid Station by their supervisor.

As a condition of employment, any employee's failure to report any injury/illness immediately or at the end of each shift, may result in days away from work without pay and/or possible termination of employment. I.L.W.U. employees will be held accountable in accordance with I.L.W.U. and P.M.A. rules and regulations. The employee's failure to comply with safe practices, safety instructions and/or safety programs may result in immediate termination or suspension.

2.3 EMERGENCY PROCEDUREES

2.3.1 Life threatening injuries or illnesses are what constitutes Medical Emergencies. The following details the steps to take in eth event that a person on the job site suffers a life threatening event.

2.3.1.1 Call for assistance on any onsite telephone to report the need for **EMERGENCY HELP**. During regular work hours, an emergency call will be answered by the telephone operator. The caller should report:

- What the emergency is;
- The location of the emergency; and
- What is needed

2.3.1.2 In the event that the person reporting the emergency feels that it is Life Threatening, they will feel free to call 911 to seek outside paramedics

2.3.1.3 The caller should not hang up until the operator has confirmed the call.

2.3.1.4 The telephone operator will then do the following:

2.3.1.4.1 Notify the Safety Manager

2.3.1.4.2 In the event that the Safety Manager is not available, the telephone operator will contact the Supervisor on duty.

2.3.1.4.3 Call the clinic to notify them of the problem and location. The clinic will then dispatch a representative to meet the response team and ensure that personnel receive prompt and professional medical care.

2.3.1.4.4 Notify the Terminal Manger or Operations Supervisor.

2.3.1.4.5 If requested by the Safety Manager or Operations Supervisor, call the Oakland Fire Department via telephone #911

2.3.2 PARAMEDICS

The Facility will be serviced by the Oakland Fire Department. When a call is made to the Safety Manager for emergency first aid, indicate if the paramedics' services are needed. This is a judgement decision, but, it is always correct to lean towards having more assistance than is necessary.

2.4 OFF-SHIFT EMERGENCIES PROCEDURE

2.4.1 During the regular scheduled work there will be a designated person onsite who will handle any First Aid cases should the need arise. This person's name will be communicated to the supervisor-in-charge and keys to the First Aid facility will be made available. The following details what steps are to be taken should there be an injury when the designated person is not available.

2.4.2 During off-hours, all weekend hours and holidays, the Safety Dept. will have a representative on call. The telephone number for reaching this individual will be made available to the supervisor in charge.

2.4.2.1 If the supervisor feels that the medical emergency requires outside assistance the supervisor will call 911. He/she should tell the operator:

- What is the emergency
- The location of the emergency; and
- What is needed

2.4.2.2 The supervisor will then call the Safety Dept./Terminal Manager person on call and notify them off:

- What is the emergency;
- The location of the emergency;
- What is needed; and
- Where the injured person was taken

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-03
EVACUATION PROCEDURE

Reviewed By (Date) **Approved By (Date)**

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TABLE OF CONTENTS

3.0. SCOPE

3.1. PURPOSE

3.2. ALERT REACTIONS

3.3. EVACUATION CALLS

3.4. FIRE ALERT

3.5. MEDICAL ALERT

3.6. ALL CLEAR SIGNAL

3.7. RESPONSIBILITIES

3.0. SCOPE

This procedure will be utilized as the primary source of information and instruction for evacuations while at TLS' jobsite. Compliance by TLS employees and by subcontractors of TLS is mandatory.

3.1. PURPOSE

To create a standard evacuation procedure that will be utilized by all employees and subcontractors of the TLS facility in Oakland. In the circumstances following, or during a catastrophic event or natural disaster, this will allow for safe and uniform evacuations of all personnel from all areas of the TLS Terminal jobsite.

3.2. ALERT REACTIONS

All personnel will learn to recognize the different alerts that are used at the jobsite. The different alerts will mandate the reaction necessary to conduct proper mobilization and evacuation.

3.2.1. Alerts will be sounded for the following emergencies:

- Fires
- Spills
- Serious Injuries
- Area Emergencies created by other Companies
- Earthquakes
- Other Emergencies or natural disasters

3.2.1.1. During alerts all work will cease until the type and size of emergency is identified. When an alert is sounded, all personal will:

- Stop all work until notified to begin again.
- Exit any confined spaces or excavations.
- Shut down all equipment and pull all vehicles over on the side of the road.
- Check and determine wind direction.
- Cease all radio traffic.
- Prepare for evacuation.
- Wait for instructions.

3.3. EVACUATION CALLS

Evacuation calls will be designated by two levels of severity based on the judgement of the Facility Manager/Safety/Security Manager.

3.3.1. **Level I** – This is an evacuation of TLS personnel from a jobsite zone to a designated point of safe refuge. Level I alerts may be initiated for and limited to individual units, work areas, or buildings.

3.3.2. **Level II** – Can only be initiated by the Terminal Manger and calls for evacuation of all TLS personnel to remote areas, outside of immediate facilities.

3.3.3. It is critical that all personnel learn and recognize the different types of alerts that may be sounded at the jobsite and the areas that they designate as being affected.,

3.3.4. The evacuation route maps may change as the facility progresses and will be posted on the bulletin board at the Terminal Managers office for review.

3.4. FIRE ALERT

In the event that a fire breaks out the person who notices the fire will have to make a judgment call regarding whether they can put the fire out with an extinguisher close by or if they must seek help. If they feel that they must seek help then they must find the nearest person with a radio and have them call for help. The person responding to the radio call is responsible for ensuring that the necessary fire departments are called.

3.4.1. No vehicular traffic is allowed to proceed along thoroughfares or other established traffic routes during a fire alert.

3.5. MEDICAL ALERT

For normal First Aid occurrences there will be no need for an alert to be sounded, however if there is an event that requires the services or paramedics then a medical alert will be sounded. For further clarification reference procedure TLS-02, Medical Emergencies.

3.6. ALL CLEAR SIGNAL

The all clear signal will be given when the Terminal Manager or his designee has judged that the emergency has passed or that the emergency has been contained to a degree that will allow other areas to proceed normally.

3.7. RESPONSIBILITIES

The following personnel have the duty to follow the guidelines as they are presented here. The personnel will be selected by the Terminal Manager and the Facility Safety Department. The duties are as follows:

3.7.1. EVACUATION COORDINATOR

- This will be the Facility Manager or a member of the Facility Safety Department and will be the one whom is located in the area affected or the member in the best geographic location to assume command.

- When the alarm is sounded, this person will announce their intention to assume the role. All other members of the supervisory staff defer to the decisions made by this person.

- The Evacuation Coordinator will have full authority to make decisions involving the evacuation and assembly points. All decisions made by other persons regarding the alarm will be communicated to the Evacuation Coordinator and are subject to his/her approval.

- In the event that the Evacuation Coordinator is not in possession of a radio he/she will procure one or turn his/her duties over to a Facility Safety Department member in possession of one.

- The Evacuation Coordinator will be the person responsible for giving an “ALL CLEAR”.

- The Evacuation Coordinator will utilize channel one of the TLS radio frequency.

3.7.2. ASSEMBLY AREA COORDINATORS

This will be the Facility Manager or his designee.

- The Area Coordinator will have the authority and responsibility to establish and conduct a safe and controlled assembly or evacuation.

- This person will implement or conduct a head count of all personnel in their area. They will utilize the supervisory personnel to conduct this count and to provide other assistance as is necessary. In a level on evacuation, these personnel will be counted by craft. In a level two evacuation, craft, names and employee numbers, will be counted.

- After the head count is taken, it will then be relayed to the Head Count Coordinator.

- If any personnel are discovered to be missing, the Area Coordinator will report this to the Headcount Coordinator, and await instructions.

3.7.2.1. Area Coordinators will monitor the TLS radio frequency. They will limit their air time to reporting head counts and

to reporting hazards that may arise after the original alarm is sounded.

3.7.3. SUPERVISORS

Supervisors will be ready to assist the Evacuation Coordinator and the Area Coordinators in any way possible. They will be primarily responsible for collecting head counts from Foremen/Walking Boss and they will also assist in the choosing of evacuation routes and assembly areas.

Supervisors will monitor the TLS radio frequency and will limit their air time to that of responding to questions, relaying head counts and notifying Coordinators of any hazards that may arise. They will have access to the TLS radio frequency in the event that the new hazards arise or there is a life threatening situation.

3.7.4. SUPERVISORS CONTINUED

- Supervisors and their area designees will assist the walking boss in the evacuation and head counts. The primary responsibility is to ensure that all personnel have vacated the area and that all equipment in the area is shut down.

- Supervisors will ensure that copies of the evacuation charts are posted in their designated locations. Charts will also be posted in outlying areas that are located away from the print shack. These charts will have the evacuation routes and assembly areas listed or highlighted.

- Supervisors have the responsibility to ensure that the Walking Boss gives evacuation instructions to their crews each day and with each time they give Total Safety Task Instructions.

- Supervisors will monitor the TLS radio frequency. They will limit their air time to receiving reports from the Facility Manager and relaying reports to the Walking Boss. They will have access to the TLS radio frequency in the event that new hazards arise or there is a life threatening situation.

3.7.5. SUPERVISORS CONTINUED

- Supervisors will have the responsibility to safety conduct their personnel out of the affected areas in an orderly manner.
- Supervisors will communicate the proper evacuation routes and assembly points to their personnel. They will achieve this through the use of Total Safety Task Instructions.

- Supervisors will have a copy of the area evacuation routes posted in their office. They will have copies posted in outlying work areas if their crews are working away from the office of the Terminal Operator.

- Supervisors are responsible for selecting and communicating assembly points to their personnel. This will be done in initial TSTI sessions when assigning the task to their personnel. A primary and secondary assembly point will be selected and communicated to their personnel.

- Supervisors are responsible for ensuring that all equipment in their care is shut down before they leave the area. This will be waived only in the case of imminent danger or loss of life.

- Supervisors will monitor the TLS radio frequency. Air time will be kept to a minimum and will be related to the emergency and head counts. They will have access to the TLS radio frequency in the event that new hazards arise or there is a life threatening situation.

- In the event that medical assistance is needed, the Supervisor will contact the TLS Safety Department.

- When the evacuation is completed and the head counts have been conducted, then the Supervisor will relay this to the Terminal Manager.

3.7.6. HOURLY (I.L.W.U.) CRAFT & OPERATIONAL EMPLOYEES

- Craft employees are responsible for being aware of their surroundings and any hazards that may be present. They will also be responsible for knowing the correct routes for evacuation and for knowing the assembly points.
- When an alert is sounded, each employee will check the wind direction before proceeding to the assembly point.

- Employees will shut down any equipment that they may be using.

- Craft & operational employees will gather at assembly points, by crew, to ease headcounts.

- Craft & operational employees will not attempt any rescues themselves.

    - Craft & operational employees will not run except in cases of imminent danger.

- Craft & operational employees will not leave the boundaries without permission from the Supervisor level or above.

3.7.7. ADMINISTRATIVE OFFICE

The Administration office will provide the following information and have it readily available on a daily basis.

- The Administration office will assist the head count coordinator.
- The Administration office will be prepared to quickly access employee records for emergency contact phone numbers and pertinent medical information if the need arises for family notification of injury.

3.7.8. SAFETY INSPECTORS

Will be prepared to assist the Evacuation Coordinator and ensure that his/her directions are followed.

- The safety inspector will monitor and utilize TLS radio frequency.
- The safety inspectors will keep all safety department supplies stocked with first aid kits and any other necessary emergency gear.
- Safety inspectors who are EMT qualified will prepare to respond to any injuries and package injured personnel for transport, within the limits of their training.
- Safety inspections will be the primary traffic control personnel, but may designate others to carry out this task.
- Safety inspectors will assist the Evacuation Coordinator in any manner he/she deems necessary. They will also ensure that all of the evacuation coordinators orders are followed.

3.7.9. HEAD COUNT COORDINATOR

The head count coordinator will be the Civil Dept. Superintendent or his designee.

The head count coordinator will monitor the TLS frequency and will tally all head count information relayed to him by supervisors, area assembly coordinators, walking boss and subcontract coordinators.

The head count coordinator will verify all head counts through the time office and will relay any discrepancies to the Terminal Manager and the Evacuation Coordinator.

3.7.10. SUBCONTRACT COORDINATOR

Each subcontract coordinator will be responsible for ensuring that all subcontractors adhere to this procedure.

The subcontract coordinator will instruct each contractor of the method to report head counts and personnel movement to him and will relay this information to the head count coordinator.

3.7.11. VEHICLE OPERATORS/DRIVERS

ALL persons driving or operating ANY vehicles will pull over and shut off the engines of the equipment upon hearing the alarm. They are to wait for instruction from whomever may be nearby with a radio. If the operator/driver has a radio he/she may react according to orders issued by the evacuation coordinator.

3.7.12. EMERGENCY ASSEMBLY AREA LOCATIONS

This is a list of predetermined assembly areas and should be considered the primary locations for assembly during emergency situations. These locations are subject to change if the hazard which precipitated the alarm affects the area.

The specific routes to the areas are the responsibility of the supervisor in charge of the crews. These routes will be communicated to jobsite personnel DAILY through the TSTI program.

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-04

HAZARD COMMUNICATION PROCEDURE

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Table of Contents

4.0. SCOPE

4.1. PURPOSE

4.2. PROCEDURE

4.0. SCOPE

Information provided by the chemical manufacturers on the hazard evaluation for their product will be the source of hazard determination for the chemicals used. Unless instructed differently, mixtures of chemicals will be assumed to present the same health hazards as do the components which comprise one percent (by weight or volume) or greater of the mixture, except that the mixture will be assumed to present a carcinogenic of 0.1 percent or greater, which is considered to be carcinogenic.

4.1. PURPOSE

The purpose of the Hazard Communication Program is to ensure that information concerning the hazards of all chemical used and or handled on the TLS facility is provided to TLS and all other affected employees. The hazard information will allow employees to participate in and support the protective measures instituted on the jobsite.

4.2. PROCEDURE

4.2.1. MATERIAL SAFETY DATA SHEETS (MSDS'S)

Material Safety Data Sheets (MSDS's) will be obtained for each hazardous chemical to be used and or handled by TLS personnel. Contractors and subcontractors will be responsible for procurement of MSDS's for chemicals they may use.

Copies of MSDS's will be available for employee review at the TLS, Terminal Manager's/Safety office, or in the case of employees of contractors and subcontractors, in their respective offices.

If the MSDS is not received at the time of the first shipment of a hazardous chemical, the supplier/ manufacturer (or client in the case of client supplied chemicals) will be notified as soon as possible. No hazardous chemical will be used or issued for use until an MSDS is available for reference for correct usage. It is the responsibility of the party receiving the chemical to procure the MSDS.

MSDS will be given a sequential number and filed in numeric order. Cross referenced Chemical Inventory lists will be made available to obtain the proper number for MSDS retrieval. These can be obtained at the Terminal Manager's/Safety office.

4.2.1.1. The MSDS will provide the following information that is required by the standard:

- The specific chemical identity of the material
- The physical and chemical characteristics
- The physical hazards
- Primary routes of exposure through ingestion, respiratory, etc.
- The exposure limit used or recommended by the MSDS
- Whether the chemical is a known or suspected carcinogen
- Generally accepted precautions for safe handling and use of the chemical
- Emergency and First Aid procedures
- Date of preparation and the latest revision
- Name, address and telephone number of a person whom can give additional information and the appropriate emergency procedures if needed.
- Health hazards, including signs and symptoms of exposure and the medical conditions which are generally recognized as being aggravated by exposure to the chemical

4.2.2. EMPLOYEE INFORMATION AND TRAINING

Information concerning hazard communication will be provided to TLS and other affected employees regarding:

- The requirements of the OSHA Communication standards.
- Work areas where chemical hazards are present.
- The location and availability of the written Hazard Communication Program, list of hazardous chemicals, and Material Safety Data Sheets.

TLS and affected employees will be trained in:

- The methods and observations they may use to detect the presence or release of a hazardous chemical n their work area.
- The measures employees can take to protect themselves, including:
    - Work practice procedures
    - Emergency practice procedures
    - Personal protection equipment
- The nomenclature used in the facility labeling system and MSDS's.

Training on the hazards of routine and non-routine tasks will be conducted as specified in the training program. Employees will be trained at the time of their initial assignment and whenever a new hazard is introduced to their working area. The Terminal Manager and the Safety Department will be responsible for training.

4.2.3. CONTRACTOS

Appropriate MSDS's will be supplied to contractors and subcontractors whenever they are needed. The contractor/ subcontractor will request MSDS's from the Supervisor which, in turn, will request the MSDS from the Terminal Manager's/ Safety Department.

The standard method to be used by all contractors/ subcontractors for identification of hazardous chemicals will be the NFPA system.

Contractors and subcontractors will be required to maintain MSDS's for hazardous chemical that they bring onto the jobsite. The MSDS's will be submitted to Terminal Manager prior to bringing such materials onto the jobsite. The NFPA labeling system will be used for hazardous chemicals identification. Suggestions for any additional protective measures may also be given to the contractor/ subcontractor.

4.2.4. HAZARDOUS NON-ROUTINE TASKS

On given occasions employees may be assigned to perform hazardous non-routine tasks including:

- Confined space entry.
- Tank cleaning.

- Working around unlabeled pipes.
- Other tasks identified as being non-routine.

Prior to beginning work on such projects each affected employee will be given information regarding any hazardous chemicals they may encounter during such activities. This information will include:

- Specific chemical hazards.
- Protective and safety measures the employee is to use.
- Steps being used by TLS to reduce the hazards, including ventilation, respirators, presence of other employees and emergency procedures.

Before beginning any non-routine task, consideration will be given regarding Pre-planning and Total Safety Task Instructions. Use of these programs will give the employee the following instructions:

- Pre-planning instructions regarding the scope of the task, length of time involved, and the effect of the surrounding area on their task.

- Total Safety Task Instructions regarding the proper safety precautions to be taken when encountering hazardous chemicals.

4.2.5. HAZARDOUS MATERIAL LIST

The list of all hazardous materials used and or handled on the facility by TLS will be updated as necessary on an ongoing basis. Contractors/ subcontractors will develop and maintain their own lists and provide TLS with the perspective MSDS sheets.

4.2.6. LABLES AND OTHER FORMS OF WARNING

Containers of incoming hazardous chemicals must have the manufacturers label, tag or mark affixed to include:

- The identity of the hazardous chemicals cross referenced to the applicable MSDS.

- Appropriate hazard warnings.

- Name and address of the chemical manufacturer.

Labels on incoming containers will not be removed or defaced.

4.2.6.1. Portable containers into which hazardous chemicals are transferred will be labeled unless the following conditions are met:

- The contents of the portable containers are for immediate use by the person making the transfer.
- The container is used only by and remains under the control of the person making the transfer.
- The unlabeled portable container is used only within the work shift during which it was originally filled.

4.2.6.2. Portable container will be labeled with labels that are supplied through the Safety department. They are special labels that have pictographs with checkoff boxes on the sides which designate specific types of hazards. They also have spaces under the pictographs in which information regarding the Chemical, Health, Physical, and other hazards can be listed or detailed. For an example see Exhibit TLS- 04A

4.2.6.3. All stationary vessels and portable containers not excluded above will be labeled by the following method(s):

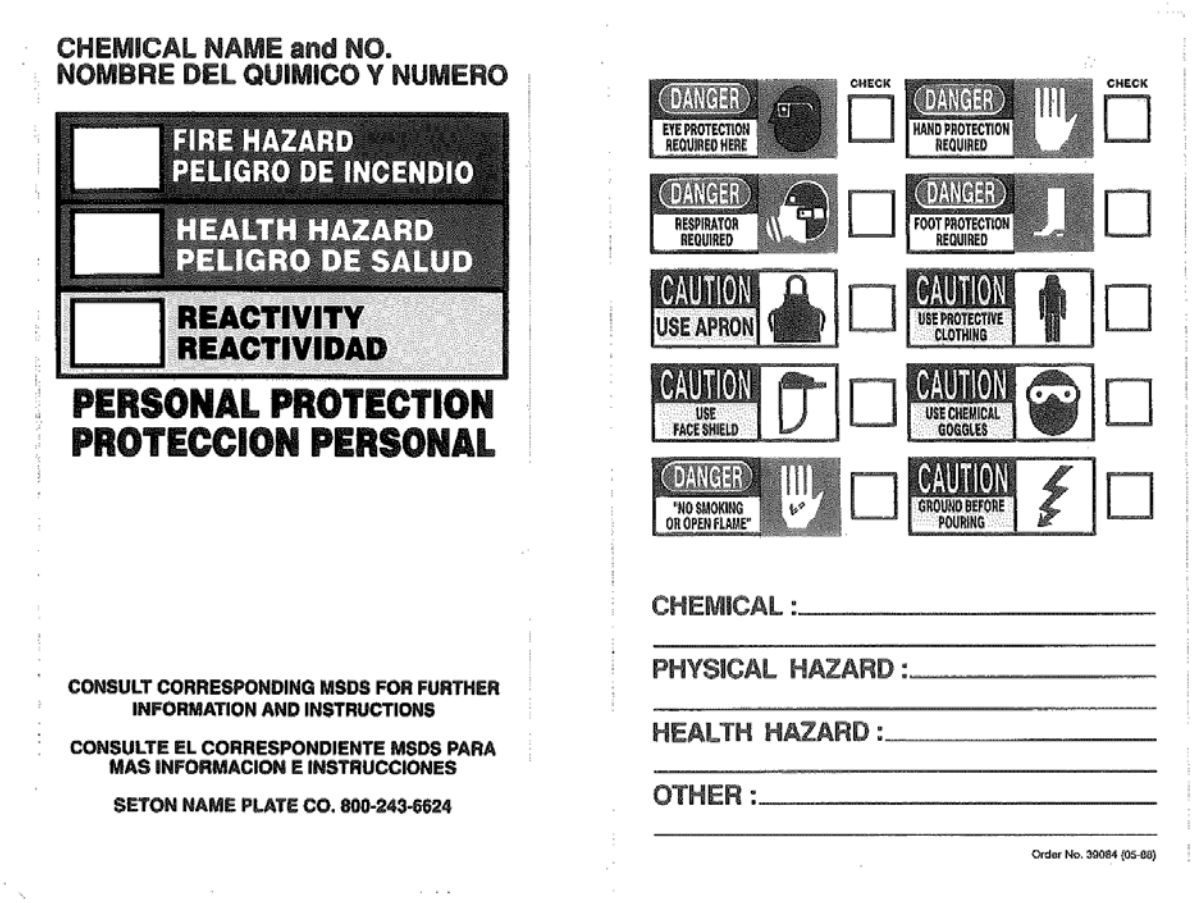
- They must be tagged or marked with the identity of hazardous chemicals contained in them and must show hazard warnings appropriate for employee protection.

4.2.6.4. The hazard warning may be any type of messages, words, pictures and or symbols that convey the hazards of the chemicals in the container.

4.2.6.5. The individuals responsible for ensuring labeling of onsite containers and vessels are:

- Supervisors for individuals using the containers.
- Safety Department for overall compliance.
- Contractors and Subcontractors for their employees.

EXHIBIT TLS – 04A



TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-05
EVACUATION PROCEDURE

Reviewed By (Date) **Approved By (Date)**

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-05
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Table of Contents

5.0. SCOPE

5.1. PURPOSE

5.2. DEFINITIONS

5.3. REQUIREMENTS

5.4. PLANNING

5.5. SUPERVISOR'S RESPONSIBILITIES

5.6. COMPETENT PERSON'S RESPONSIBILITIES

5.7. EXCAVATION REQUIREMENTS

5.8. SOIL TYPES

5.9. SOIL ANALSIS

5.10. SLOPING REQUIREMENTS

5.11. SHORING REQUIREMENTS

5.12. SHIELDNG REQUIREMENTS

5.13. ATTACHMENTS:

TLS-05 EXHIBIT "A" – Soil Condition Inspection Report

TLS-05 EXHIBIT "B" – Excavation in TYPE "A" Soil

TLS-05 EXHIBIT "C"- Excavation in TYPE "B" Soil

TLS-05 EXHIBIT "D"- Excavation in TYPE "C" Soil

TLS-05 EXHIBIT "E"- Timber Shore Problem Sheet

TLS-05 EXHIBIT "F"- Hydraulic Shoring

TLS-05 EXHIBIT "G"- Shielding

TLS-05 EXHIBIT "H"- Excavation Permit

TLS-05 EXHIBIT "I"- Excavation & Trenching Checklist

5.0. SCOPE

These procedures will provide the requirements for safe work practices regarding excavations, trenching, and the shoring and sloping necessary to ensure the safety of any individual who may have to enter. These requirements will be implemented for the entire TLS facility located in Oakland.

5.1. PURPOSE

To ensure that all employees of the TLS Terminal have the safest work environment possible while working in excavations and trenches. The supervisor and/or Competent Person should not feel limited to the provisions contained herein. The person responsible should review the circumstances of the total job and use their best judgment to take all the necessary precautions against any hazards that may encounter.

5.2. DEFINITIONS

Competent Person

One who has had specific training in and is knowledgeable about soil analysis, the use of protective systems, and the requirements of TLS, Cal-OSHA, and Federal standards. A list of Competent Persons is maintained by the Safety/Security Manager/Terminal Manager at the Terminal Manager's office.

Restricted Egress

An excavation which cannot be easily exited without help from other individual and/or ladders, ropes, etc.

Registered Professional Engineer

An engineer certified by a State Board of registration for Professional Engineers.

Confined Space

This can be classified as but not limited to: Any space having a limited means of egress, which is subjected to accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere.

5.3. REQUIREMENTS

The person responsible for making and approving excavations, trenches, etc. will be familiar with the Cal-OSHA and TLS standards regarding these operations. Any excavation less than five feet in depth will not be subject to the regulations listed in section 5.4, however, common sense must prevail when making judgment on the safety of a given excavation. There may be cases where the scope or duration of the excavation may indicate that it fall under these regulations. Such judgment will be made by the Competent Person who has designed the excavation.

5.3.1. Excavations between five feet (5') and twenty feet (20') in depth must have a shoring or sloping plan developed in accordance with the aforementioned standards. These plans must be developed by a Competent Person.

5.3.2. Excavations greater than twenty (20) feet in depth require plans that have been developed by a Registered Professional Engineer.

5.4. PLANNING

5.4.1. Any excavation that is five feet (5') or deeper that has personnel entering it will be reported to Cal-OSHA before the excavation commences. Reporting to Cal-OSHA includes the act of acquiring an annual permit that is issued to contractors from Cal-OSHA.

5.4.2. Prior to the excavation each craft will coordinate with the Field Engineer in charge who will determine the type and location of any underground interferences.

5.4.3. The Field Engineer will mark the location and depth of the known interferences with stakes. The Field Engineer will develop a color coding system to indicate, by colored ribbons, what type of interference is to be expected.

5.4.4. The Underground Services Alert network (USA) will be informed by the Safety Department before the excavation takes place. Informing the USA network includes acquiring a reporting number from this group. The number must be updated according to the frequency demanded by the USA network.

5.4.5. After all underground services have been checked and any interferences identified, the Field Engineer may issue an Excavation permit. (Attachment TLS-05 H) This permit is two sided and has a trenching and Excavation Checklist on the opposite side. (Attachment TLS- 05 I)

5.4.6. Any excavation five feet (5') deep or greater will be considered a confined space unless the Safety Department representative declares it not to be. In most cases it will be declared a permit required confined space and will fall under the Confined Space Entry Procedure. Reasoning for this is that it can become an oxygen deficient space and most excavations have restricted egress. In this case an additional Confined Space Entry Permit will be needed before personnel may enter the excavation.

5.4.7. If any "Hot Work" is to take place inside of the excavation then there must be a "Hot Work" permit initiated by the requesting craft.

5.4.8. No work on the excavation is to begin unless the proper permits have been issued and Cal-OSHA has been notified.

5.4.9. The supervisor in charge will discuss the excavation plan and any protective measures that these employees may use including sloping, shoring, and trench boxes. The supervisor must also use extensive T.S.T.I. before the employees are allowed to enter the confined space.

5.4.10. Before anyone else is allowed into the excavation the competent person must test the soil to determine the condition and this is logged on the soil condition report. (See attachment TLS-05 exhibit A.)

5.5. SUPERVISOR'S RESPONSIBILITIES

The supervisor in charge of the excavation will be tasked with ensuring that all persons connected to the excavation process have met their obligations before the supervisor allows any work to proceed. The supervisor is directly responsible for the following:

- Supervision of the excavation process.
- Communication with all personnel who may enter the excavation about any known or suspected hazards that they may encounter.
- Defining and marking the extent of the excavation.
- Utilizing water removal equipment when the accumulation of water has occurred.
- Maintaining all permits and drawings pertinent to the excavation.
- Determine if any materials/equipment to be used are in good serviceable condition.
- Ensure that Proper Personal Equipment (P.P.E.) is used by personnel working on or in the excavation.
- Stop any activities if there is any indication of cave in or slide.
- Ensure that no machinery or material is placed within four feet (4') of the edge of the excavation.
- Have physical barricades placed whenever the excavation exceeds six feet (6') in depth.

5.6. COMPETENT PERSON RESPONSIBILITIES

The Competent Person is one who, because of training and experience:

- Is Capable of identifying existing or potential hazards in the job being performed.
- Is capable of identifying working conditions that are unsanitary, hazardous, or dangerous to the employee, and
- Has the authority to take prompt, corrective measures to eliminate the above conditions.

The Competent Person for the excavation will be tasked with ensuring that the excavation has been designed and completed according to the Cal-OSHA standards before anyone is allowed to enter. The Competent Person is directly responsible for the following:

- Design of the excavation- If the excavation is greater than twenty feet (20') in depth then the Competent Person is responsible for ensuring that this be brought to the attention of the Field Engineering Dept. so that they may enlist the services of a Registered Professional Engineer.
- Inspection of the excavation- The excavation must be inspected daily or at the beginning of a new work shift for evidence of soil changes or cave-ins. The Competent Person is also responsible for inspecting the excavation after any rainstorm or other hazard increasing occurrence in order to determine the need for increased protection.
- Ensure that trench boxes have been designed by a Registered Professional Engineer.
- Ensure that hydraulic or timber shoring meets the standards listed herein.

5.7. EXCAVATION REQUIREMENTS

5.7.1. The walls and faces of all excavations which are five feet (5') or more in depth will be guarded by a shoring, shields, trench boxes or by sloping walls and faces per the exhibits in section 5.12

5.7.2. In excavations where personnel may be required to enter, all materials will be effectively stored and retained no closer than four feet (4') from the edge of the excavation.

5.7.3. Materials used for sheeting, cribbing, bracing, or shoring will meet or exceed the Cal-OSHA standards,

5.7.4. When necessary, diversion ditches, dikes or other suitable means will be used to prevent surface water from entering an excavation.

5.7.5. As a minimum means of notification, barricade tape will erected around all excavations.

5.7.6. Solid barricades will be erected around all unattended excavations to meet the requirements of the Fall Prevention Program.

5.7.7. Where personnel or equipment are required to cross over excavations, walkways, or bridges with guardians will be provided.

5.7.8. All underground facilities will be properly supported.

5.7.9. Extra precautions will be taken if it is necessary to place or operate power shovels, trucks, backhoes, or other heavy objects close to an excavation. For excavations over five feet (5') in depth, the sides will be sheet piled or shored and braced to resist the extra pressure caused by such loads.

5.7.10. Soil types and condition will be listed on the excavation plan.

5.7.11. Soil inspections will be logged on the soil condition report. (See attachment TLS-05 exhibit B)

5.7.12. When personnel are entering an excavation that is six feet (6') or deeper, then they come under the Fall Prevention Program and all regulations pertaining to 100% Fall Protection then apply.

5.7.13. When soils are analyzed and are judged to be of layered composition then the angle of repose taken for sloping will be that angle necessary for the lesser type of layer.

5.7.14. Any soils that have been previously disturbed are to be considered as class "C" soils.

5.8. SOIL TYPES

5.8.1. **TYPE "A"SOIL** Cohesive soil with an unconfined compressive strength of 1.5 tons per square foot or greater. Examples of cohesive soils are:

- Clay
- Silty Clay
- Sandy Clay
- Clay Loam
- and in some cases, Silty and Sandy Clay Loam.

Cemented soils such as caliche and hardpan are considered Type A. No soil will be considered type A if it is fissured; has been subjected to vibration from heavy, pile driving or other similar effects. It cannot be considered Type A if it has been previously excavated, or if it is part of a layered system on a slope of four (4) horizontal to one (1) vertical or steeper.

5.8.2. **TYPE "B" SOIL** Cohesive soil with an unconfined strength greater than .5 tons per square foot but less than 1.5 tons per square foot. Granular cohesion less soils including:

- Angular Gravel
- Silt
- Silty Loam
- Sandy Loam
- and in some cases, Silty and Sandy Clay Loam

Soil that meets the unconfined compressive strength or cementation requirements of TYPE A" but is fissured or subject to vibration. Dry rock that is not stable is of this type as is material that is part of a sloped, layered system on a slope less than four (4) horizontal to one (1) vertical that is otherwise classified as TYPE "B" soil. Most soil falls into this category until they become predominantly granular or saturated at which time they become TYPE "C".

5.8.3. **TYPE "C" SOIL** Cohesive soil with an unconfined compressive strength of .5 tons per square foot or less. Granular soil including:

- Gravel
- Sand
- Loamy Sand
- Submerged Soil
- Soil from which water is seeping
- Submerged Rock that is unstable

Any previously disturbed soil. It also may contain material in a sloped, layered system on a slope of four (4) horizontal to one (1) vertical or steeper.

5.9. SOIL ANALYSIS

The Competent Person who inspects the soil for classification will use the following methods for making that classification:

5.9.1. **VISUAL ANALYSIS** Crumble a soil sample of approximately two square inches (2") in a graduate cylinder or thirty-two ounce (32 oz.) glass jar of water. Coarse grained material will settle to the bottom and fine grained will layer out on top. Judgment between the amount and type of coarse grained material and find grained material will determine the type of soil and this judgment will be up to the Competent Person.

5.9.2. **MANUAL ANALYSIS** Using a soil sample of approximately two (2) square inches, roll it into threads two inches (2") long and eighth of an inch (1/8") in diameter. If it can be held in a vertical position from the top it will be considered cohesive.

5.9.3. DRYING ANALYSIS Tamp a soil sample into a brick of six inches (6") by one inch (1") and set out to dry. If it cracks then it will be considered to be fissured. If it does not crack and can only be broken with considerable force, it is considered unfissured cohesive soil. If it can be broken by hand into small clumps with relative ease, it is considered fissured. Further break up and pulverization will determine whether it will be considered fissured cohesive or cohesive granular soil.

5.10. SLOPING REQUIREMENTS

5.10.1. Maximum Allowable Slopes:

- TYPE "A" 3/4 : 1 (53°, Fifty Three Degrees)
- TYPE "B" 1 : 1 (45°, Forty Five Degrees)
- TYPE "C" 1 1/2 : 1 (34°, Thirty Four Degrees)

5.10.2. Sloping Diagrams for TYPE "A" Soil: (See attachment TLS-05 exhibit B)

5.10.3. Sloping Diagrams for TYPE "B" Soil: (See attachment TLS-05 exhibit C)

5.10.4. Sloping Diagrams for TYPE "C" Soil: (See attachment TLS-05 exhibit D)

5.11. SHORING REQUIREMENTS

5.11.1. TIMBER SHORING All timber shoring will be inspected prior to use and will be inspected by the Competent Person. The following lists the detail requirements for Timber Shoring.

5.11.1.1. Timber must be full dimensional mixed Oak (850 PSI bending strength) or equivalent, or must be nominal dimension Douglas Fir (1500 PSI bending strength) or equivalent. In submerged or saturated soil, tongue and groove boards three inches (3") thick must be used as uprights.

5.11.1.2. Careful determination of the spacing sizes will be made prior to the selection of timber sizes. Careful note of the top and bottom waler/cross braces and vertical spacing will be made.

5.11.1.3. Wales will be oriented with the greatest dimensional horizontal.

5.11.1.4. Timber shoring will be built up from the top down and pulled from the bottom up to ensure personnel safety.

5.11.1.5. Timber shoring is a bracing procedure. As such, the uprights will be pushed directly into the banks with no space allowed between them in order to create a pre-load on the shoring system. Tightening of cross braces is generally done with wedges driven between the cross braces and the walers.

5.11.1.6. Plywood will not be used as a structural component of a shoring system. When used in conjunction with other shoring methods it will serve to protect personnel against loose material unraveling from the walls. Plywood will be a minimum of one and one eighth of an inch (1 1/8") CDX or three quarter of an inch (3/4") White Arctic Birch (Fin Form).

5.11.1.7. Surcharge loads around timber shoring will be limited to two feet (2") of soil or twenty thousand (20,000) pounds of equipment.

5.11.1.8. Gravity loads on the cross members will be limited to two hundred and forty (240) pounds per one linear foot (1').

5.11.1.9. Screw jacks will consist of a static foot and a length of a pipe not more than six feet (6') long and two inch (2") std. in diameter. It will have one (1) threaded foot with an adjuster lever nut to vary the length of the jack and create the pre-load

5.11.1.10. Screw jacks will be installed at a true ninety degree (90°) angle to ensure a purely compressional load and to prevent kick-out.

5.11.1.11. Daily inspections by the Competent Person will include an attempt to tighten the screw jack.

5.11.1.12. Screw jack feet will be nailed to the timber.

5.11.1.13. Daily inspections by the Competent Person will include an attempt to tighten the screw jack.

5.11.1.14. Screw jack feet will be nailed to the timber.

5.11.1.15. Screw jacks will be installed from the top down and pulled from the bottom up.

5.11.1.16. Timber shoring surcharge and gravity loads will also apply to screw jacks.

5.11.1.17. Timber shoring jobs will not be started before the Timber Shore Problem Sheet (See attachment TLS-05 exhibit "C") is filled out and filed with the Soil Condition Inspection Report (See attachment TLS-01 exhibit "D").

5.11.2. PNEUMATIC SHORING

5.11.2.1. Any pneumatic shoring utilized will be used following the manufacturer's recommended data.

5.11.2.2. Any pneumatic shoring used will be used following Brown & Root policies and procedures regarding pneumatic equipment.

5.11.2.3. Pneumatic shoring will be installed from the top down and removed from the bottom up.

5.11.2.4. Pneumatic shoring will be subject to hydraulic shoring regulations listed in section 5.11.3.

5.11.3. HYDRAULIC SHORING

5.11.3.1. Any hydraulic shoring utilized will be used following the manufacturer's recommended data.

5.11.3.2. Any hydraulic shoring used will be used following TLS policies and procedures regarding hydraulic equipment.

5.11.3.3. Hydraulic shoring will be installed from the top down and removed from the bottom up.

5.11.3.4. Fluid used will be a mixture of vegetable oil and water. No petroleum products will be used.

5.11.3.5. Top cylinders on vertical shores will be no more than eighteen (18") inches below the top of an excavation and the bottom cylinders will be no more than four feet (4") above the bottom of an excavation.

5.11.3.6. Top cylinders on horizontal wales will be no more than two feet (2") below the top of an excavation and the bottom cylinders no more than (4") feet above the bottom of an excavation.

5.11.3.7. Surcharge and gravity loads are restricted to no more than one hundred (100) pounds of gravity on a one foot (1') span and no more than twenty thousand (20,000) pounds of equipment surcharge.

5.11.3.8. Soil piles will be maintained at a minimum distance of four feet (4") from the edge of the excavation

5.11.3.9. Over sleeves are required on two inches (2") in diameter cylinders placed in excavations in excess of eight feet (8') in width.

5.11.3.10. Standard Horizontal Shoring System Diagram (See attachment TLS-05 exhibit "E")

5.11.3.11. Standard Vertical Shoring System Diagram (See attachment TLS-05 exhibit "F")

5.12. SHIELDING REQUIREMENTS

5.12.1. All shield must be approved by a registered professional engineer.

5.12.2. Any modifications to the shields must be approved by a Registered Professional Engineer.

5.12.3. Shields must be installed to prevent lateral movement in event of a cave-in.

5.12.4. Shields may ride two feet (2') above the bottom of an excavation provided they are calculated to support the full depth of an excavation and there is no chance of a cave-in under or behind the shield.

5.12.5. Personnel must enter or leave the shield in a protected manner, such as a ladder within the shield or properly sloped ramp at the end.

5.12.6. Personnel must not remain in a shield during installation, removal, or movement of the shield.

5.12.7. Shields with open ends will have the ends sloped, shored, or shielded to prevent cave in.

5.12.8. When used in excavations deeper than a shield height, correctly specified stacker shields may be used, or the top of the excavation may be sloped back at the soil type allowable angle of repose from a point eighteen inches (18") below the top of the shield.

5.12.9. All shields must extend a minimum of eighteen inches (18") above the top of the excavation vertical wall whether it is sloped from there or not.

SLOPE CONFIGURATIONS

All slopes listed below are shown in the horizontal to vertical ratio

Excavations Made in TYPE "A" soil

1. All simple slope excavations twenty feet (20') or less will have a maximum allowable slope of 3/4 : 1
2. All benched excavations twenty feet (20') or less in depth will have a maximum allowable slope of 3/4 to 1 and maximum bench dimensions as follows:
3. All excavation eight feet (8') or less in depth which have unsupported vertically sided lower portions will have a maximum vertical side of three and one half feet (3'6")
4. All excavation twenty feet (20') or less in depth which have vertically sided lower portions that are supported or shielded will have a maximum allowable slope of three quarter to one (3/4 : 1). The support or shield system must extend at least eighteen inches (18") above the top of the vertical side.
5. All other simple slope, compound slope, and vertically sided lower portion excavation will be in accordance with other options permitted under Cal-OSHA regulations 1541.1(b).

Excavations made in TYPE "B" Soil

1. All simple slope excavations twenty feet (20") or less in depth will have a maximum allowable slope of one to one (1 : 1).
2. All branded excavations twenty feet (20') or less in-depth will have a maximum allowable slope of one to one (1 : 1) and maximum dimensions as is shown below.

   This bench allowed in cohesive soil only

3. All excavations twenty feet (20') or less in depth which have vertically sided lower portions will be shielded or supported to a height at least eighteen inches (18") above the top of the vertical side. All such excavations will have a maximum allowable slope of one to one (1 : 1).
4. All other sloped excavations will be in accordance with options permitted in Cal-OSHA regulations 1541.1 (b).

Excavations made in TYPE "C" Soil

1. All simple slope excavations twenty feet (20') or less in depth will have a maximum allowable slope of one and one half (1 1/2 : 1).
2. All excavations twenty feet (20') or less in depth which have vertically sided lower portions will be shielded or supported to a height at least eighteen inches (18") above the top of the vertical side. All such excavations will have a maximum allowable slope of one and one half (1 1/2 : 1).
3. All other sloped excavations will be in accordance with options permitted in Cal-OSHA regulations 1541.1 (b).

TLS
SAFETY PROCEDURE NO. TLS-05
EVACUATION PROCEDURE

EXCAVATION PERMIT

Requester: _____ **Date:** _____

Excavation Depth: _____ **Location:** _____

Width: _____ _____

Length: _____ _____

Reason for Excavation: _____

_____

_____

Known Underground Obstructions: **Appx. Depth**

1. _____ _____

2. _____ _____

3. _____ _____

Approvals: **Date**

Field Engineer: _____ _____

Doc. No.	TLS-05
Rev. No.	**DRAFT**

TLS
SAFETY PROCEDURE NO. TLS-05
EVACUATION PROCEDURE

Competent Person: _____

Location of Excavation/ Trench: _____

Soil Class will be designated as Class "C" unless noted here: _____

Inspect the site excavation or trench before any personnel are all to enter. Reinspect after shift changes or occurrences that may change the hazard conditions such as wind or rain storms.

	YES	NO	N/A
1. Has the escape route from the excavation/ trench been communicated to any employees who may enter?			
2. Have all the proper permits been issued including Excavation, Confined Space Entry and Hot Work Permits? (Only if needed)			
3. Are underground prints readily available for review?			
4. Have all known underground obstructions been identified and marked on the prints?			
5. Has the Underground Service Alert (USA) been notified?			
6. Has Cal-OSHA been notified?			
7. Is the excavation/ trench shored, sloped or shielded?			
8. Is the excavation/ trench designed for class "C" soil?			
9. If the excavation/trench has not been designed for class "C" soil then has the Safety Department been notified?			
10. Is there water or seepage?			
11. If there is water have means been taken to remove it before entry?			
12. Is there a means of entry/egress at least every 25 feet from personnel working in the hold?			
13. Are all equip. and spoils located at least 4 feet from the edge?			
14. Has a barricade been erected?			
15. Has TSTI been given?			

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-06
CONFINED SPACE ENTRY

Reviewed By (Date) **Approved By (Date)**

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-06
			Rev. No.	DRAFT

Table of Contents

6.0. INTRODUCTION

6.1. SCOPE & DEFINTIONS

6.2. TLS MANAGEMENT

6.3. CRAFT SUPERVISION

6.4. PROCEDURE

6.5. ADDED PRECAUTIONS

6.6. EXCEPTIONS

6.7. TRAINING

6.8. ATTACHMENTS

Appendix A – Vessel Purging, Cleaning & Ventilating

Appendix B – Vessel Isolation

Appendix C – Internal Power Driven Equipment

Appendix D – Harnesses and Life Lines

Appendix E – Hazardous Atmospheres

Appendix F – Respiratory Protective Equipment – Hazardous Atmospheres

Appendix G – Vessel Attendant Responsibilities

Appendix H – Equipment Testing & Inspection Highlights

Appendix I – Qualifications & Training

6.0. INTRODUCTION

6.0.1. Entry into a confined space is a potentially hazardous act and must receive careful and thoughtful consideration. To assure that this consideration is given to each entry, a confined space entry permit is required by TLS' Safety Department.

6.0.2. The hazards from which employees must be protected and the required clothing or equipment for this protection will depend upon the condition of the confined space.

6.1. SCOPE

This procedure covers all confined spaces which may exist on TLS' terminal. All TLS and subcontractor employees will abide by this procedure.

6.2. DEFINITIONS

6.2.1. Allowable Limit: ACGIH TL or OSHA PEL whichever is lower. The absence of TLVs or PELs does not indicate the material has no hazard and the Safety Department must be consulted.

6.2.2. Entry: The insertion of a person's head into an entry way of a vessel or confined space, or insertion of any part of the body into a vessel with moving equipment not locked out will constitute vessel entry because exposure to the physical and atmospheric risks of the vessel environment has occurred.

6.2.3. Confined Space: A space which is not designed for continuous occupancy by humans and falls under the following types:

6.2.3.1. An enclosure with a limited access opening for personnel such as closed storage tanks, tank cars, barges, and process vessels (usually only with a manhole for entering).

6.2.3.2. Confined spaces with large openings as congested or deep as to require the entrance and/or the assistance of another person in case of emergency.

6.2.3.3. Confined spaces such as column skirts, ventilation or exhaust ducts, underground utility tunnels or pipelines, electrical duct manholes, sewer manholes.

6.2.3.4. Excavations greater than four feet in depth which have restricted egress.

6.2.3.5. Temporary enclosures connected directly to or surrounding a vessel or other equipment for the purpose of making repairs, such as welding, or any temporary enclosure erected or dismantled in a possible hazardous atmosphere.

6.2.4. Atmosphere: The environment inside a vessel is called "atmosphere" and will fall into either of three classifications:

6.2.4.1. **SAFE** – The atmosphere has been tested and is known to have 19.5 to 22 percent oxygen. There are no airborne contaminants or toxic chemicals present in excess of their allowable limit, and the air tests less than 10 percent of the lower explosives limit on an explosimeter. A vessel may contain non-toxic, non-flammable materials which are not hazardous to health, but the tank is still considered safe**.**

6.2.4.2. **HAZARDOUS** – The vessel contains, or may contain, an airborne contaminant or a toxic chemical in a concentration that is greater than its allowable limit, there is an oxygen deficiency (less than 19.5 percent), or more than 10% of the lower explosive limit.

6.2.4.3. **UNKNOWN** – An atmosphere that has not been tested. Entry into unknown atmosphere is prohibited.

6.3. RESPONSIBILITIES

6.3.1. TLS Management is responsible for the following

- Proper emptying, cleaning, purging, and isolation of the equipment.
- Maintaining safe conditions while work is in progress.
- Approving hazards work permits when applicable.
- Preparing and approving a confined space entry permit.
- Strict adherence to the LOTO procedure.
- Instructing workers to leave the vessel when conditions warrant, until conditions are again declared safe by TLS supervision.
- Ensuring that the attendant is made aware of the any unique hazards existing in the immediate area.

6.3.2. Supervisors are responsible for the following:

- The provision and proper use of the safety equipment required.

- Properly instructing their personnel on safety rules.
- Obtaining the vessel entry permit from the Safety Department.
- Strict adherence to the LOTO procedure.
- Use of the internal power-driven equipment (Appendix C) procedure when applicable.
- Insuring that the attendant is made aware of any unique hazards existing in the immediate area.
- Insure that all personnel involved with the vessel entry are familiar with the conditions and requirements of the job.
- Ensure that the vessel attendant is properly trained.

6.3.3. Confined Space Entry Attendants are responsible for the following:

- That they have the proper instructions before the entry. This can be accomplished through reading the required permits and by T.S.T.I.
- They have the proper equipment on hand and in good order.
- They know how to use all the equipment available to them.
- All personnel entering the confined space have the proper evacuation instructions in case communication is cut off.
- There is a method of communication between the persons making the entry and the attendant.
- All responsible listed in appendix G.

6.4. PREPARATIONS

6.4.1. The confined space must be prepared for entry. See Appendix A, Vessel Purging, Cleaning, and Ventilating, for details.

6.4.2. The confined space must be isolated. See Appendix B, Vessel Isolation. Each point of isolation, including instrument leads, must have a tag affixed to its according to the LOTO tagging system. On jobs which meet either of the following criteria, an isolation sketch must be prepared (and attached to the entry permit) showing all points of physical and electrical isolation.

- Multi-compartment vessels.
- Where lines are isolated at a point not adjacent to the confined space.

6.4.3. The entry of personnel into a confined fitted with power-driven internal equipment such as agitators, scrapers, trays, etc. is strictly prohibited until the conditions in Appendix C, Internal Power Driven Equipment are met.

6.4.4. If it is necessary to enter for complete testing of the atmosphere, then the atmosphere must be considered to be "HAZARDOUS" and the following protective equipment is required for entry:

- Self-contained breathing air equipment with a minimum duration of 30 minutes must be on hand and immediately available for the attendant.
- Harness and life line for each person in the vessel is a requirement and must meet the specifications listed in Appendix D, Harness and Life Lines. This requirement for harness and/or life line may only be waived by the permit authorizer when it is apparent that the use of such equipment would hamper the work activity without adding to the safety of the job.
- Each person entering must wear an S.C.B.A. or combination airline respirator Ska Pak Emergency Escape Unit (after the atmosphere has been determined to be "SAFE" atmosphere, regular airline respirators supplied from an approved breathing air system may be used).
- Protective clothing must be worn for protection against materials known to be toxic or to produce skin irritation through skin absorption or contact.

6.4.5. Every vessel atmosphere must be considered HAZARDOUS until it is determined that it is safe by making certain tests, the results of which must fall in the acceptable range. The following conditions must be tested:

- Flammable Vapor – Check atmosphere with a properly calibrated explosive gas test meter and do not enter unless the reading is less than 10 percent of the lower explosive limit. If the vessel has to be entered for more tests to complete a check of the atmosphere, take samples and test as the vessel is entered. Under no circumstances will further entry be made whenever the reading is more than 10 percent at any stage of the entry.
- Presence of Sufficient Oxygen – Check atmosphere with a properly calibrated oxygen analyzer. The oxygen concentration must be in the range of 19.5 to 22 percent to be considered SAFE. If the confined space has to be entered for more tests to complete a

check of the atmosphere, take samples and test as the vessel is entered.

- Presence of Airborne Contaminants or Toxic Materials – Special tests must be conducted when there is a possibility of airborne contaminants or toxic materials being present. These are to be specified by the Safety Department. Do not enter if the concentration is above the allowable limit for that material. Where the capability exists, it is permissible for a department to analyze and evaluate the results for specific chemicals, otherwise the safety department will furnish this service. Once it has been determined that these substances are not present in hazardous concentrations, and conditions in the vessel do not change, subsequent testing for these substances is not required.

- Dusts – If a dusty atmosphere does exist, the Safety Department head will specify the tests to be made for safe entry and the cleaning methods to be used.

- If any of the above tests are unsatisfactory, the equipment will be purged again using the applicable portions of the recommended procedure until all tests are satisfactory. In the event that it is impossible to get a satisfactory test using practical cleaning methods, entry into equipment will be made using procedures in Appendix E, Vessel Purging, Cleaning and Ventilation – Hazardous Atmospheres, and Appendix F, Protective Equipment – Hazardous Atmospheres.

  6.4.5.1. If a hazardous atmosphere exists, the Terminal Manager or his designee and a representative from the Safety Department must approve the vessel entry.

6.4.6. If the above tests are satisfactory, then the atmosphere may be considered “SAFE”. For a “SAFE” atmosphere, the protective equipment requirements listed above can be relaxed as follows:

- Life lines do not have to be worn. However, the use of a safety harness is required and a life line must be immediately available for rescue. Harnesses may be waived by the permit authorizer only after a careful assessment of the job indicates it would not add to the safety or rescue ability of the job.

- Airline respirators are not required However, if disagreeable particulates or vapors are present, forced ventilation is required. Even with forced ventilation, airline respirators are not worn, then an air supplied escape respirator such as an air capsule must be

available on site for each person in the event there would be a toxic gas emission outside the vessel.

6.4.7. Radiation – any radioactive source on a vessel must be removed or locked in the "OFF" position by the radiation protection officer and checked with a radiation survey meter before entry is made into the vessel.

6.4.8. Only low voltage lights are permitted inside a confined space (12 volts maximum).

6.4.9. Conditions must be carefully studied in each case by the maintenance supervisor to insure adequate ventilation. Refer to Appendix A, Vessel Purging, Cleaning and Ventilation, for details.

6.4.10. Immediately prior to use, the Supervisor must take steps by careful inspection of equipment to guard against hazards from gas leaks from cutting or welding torches or hose. During periods when gas fueled welding or cutting is being used, continuous monitoring for oxygen and explosive mixtures is required. Such welding or cutting equipment is to be removed from the confined space or disconnected at the source when not attended.

6.4.11. Before entering any confined space, particularly a vessel, the confined space must be inspected from a top opening, if possible, and any objects removed or made secure, such as clinkers, crystal accumulations, packing rings, loose baffles or agitator blades that might be free to fall or cut.

6.4.12. Before the confined space entry begins, all safety equipment and monitors necessary for the job must be in place and functioning.

6.4.13. A qualified confined space entry begins, all safety equipment and monitors necessary for the job must be in place and functioning.

6.4.14. A qualified confined space entry attendant must always be assigned to entries into confined spaces. The confined space entry attendant qualifications, responsibilities and activities are outlined in Appendix G, Confined Space Entry Attendants.

6.4.15. No employees will enter any confined space as defined without the knowledge and approval of the job supervisor and confined space entry attendant, or without a permit.

6.4.16. Permits will be written for one weeks duration the tests of the atmosphere to be made very twelve (12) hours at shift change. These re-tests are documented on the form. With a change of supervisors, the

confined space entry job will be inspected and re-evaluated and the permit initiated by the oncoming supervisors.

6.4.17. Whenever actual entry is in progress, standard warning signs available from the tool room must be posted so as to be visible in the area of the confined space entry. Signs are to be removed or covered when an actual entry is not in progress.

6.4.18. If entry is through a top opening, an appropriate lifting device must be provided to aid in lifting an injured worker through the opening. In top entry situations, or side entries where the working level is three free or more below the man head, consideration must be given to providing help to the attendant should it become necessary to lift an injured worker to the opening before arrival of the emergency squad. In such situations, at least one additional employee who may have other duties, must be within hailing distance of the attendant and available to assist in summoning help and/or rendering aid.

6.4.19. All compressed gas/oxygen cylinders (except for SCBA equipment) and manifolds will be located outside the confined space.

6.4.20. Air used for pneumatic tools must meet breathing air standards.

6.4.21. Pneumatic tools are preferred over electrical tools. If electrical tools are used, ground fault circuit interrupters must also be used. The G.F.I. will be kept outside the boundaries of the confined space.

6.4.22. ADDED PRECAUTIONS

- It is essential that all blowers be in good operating condition and adequate to deliver the air required when installed. This requires checking fan rotation, etc.
- The possibility of fumes coming from tank scale polymer or volatile liquids during the course of the work is always present. Where it is not possible to eliminate this danger, breathing air equipment must supplement general ventilation and special clothing such as rubber boots, gloves, etc., must be worn to prevent injury through skin absorption.
- In all cases, the only acceptable respiratory protective equipment is SCBA or airline supplied equipment.
- If it becomes necessary to evacuate a confined space because of a toxic gas release nearby, then the atmosphere inside the confined space must be evaluated for toxic contamination before re-entry.
- During a flammable or toxic gas release, EXIT from all internal areas of equipment, tanks, etc., and move to a safe area where you can hear the

plant public address system. Re-enter only with supervisor's permission or when the "All Clear" is given over the radio.

- If it becomes necessary to evacuate the confined space because of an unsafe condition, re-entry must not be made until the condition is evaluated by the job supervisor.
- If there is concern that elevated temperature may cause heat stress, contact the Safety Department for evaluation.
- Testing for oxygen, flammable gas, suspected toxic materials, and excessive heat conditions will be done after each interruption, at shift change, and more frequently, as needed, during the entire job sequence by a qualified individual (confined space entry attendant, etc.).

6.5. EXCEPTIONS

6.5.1. It is recognized that routine jobs on closed vessels may be unnecessarily handicapped by strict adherence to the above rules. In this type of cause, special rules written with due consideration to the hazards involved must be provided by the appropriate departmental supervision. These special rules, written by the responsible department, must be approved by the department head, Safety Supervisor and the Terminal Manager or his designee. The safety variance will be used for requesting, documenting, approving, and communicating variance exceptions to this procedure. Where appropriate, the variance/exception will be made a part of this procedure. In all cases, however, a copy of the variance/exception must be on file in the engineering department and in the safety department. Appendix H contains the more important exceptions to this procedure.

6.5.2. It is not feasible to disconnect or blank all tributary lines for work inside sewers or sewer manholes. All requirements of this procedure apply; in addition, each sewer job must have a written job procedure covering the specific hazards of the particular job. The work must have a safety variance and this must be communicated to any affected employees.

6.6. TRAINING

6.6.1. It will be the responsibility of the Supervisor of persons performing work in confined spaces to assure that they are qualified and trained according to the requirements of Appendix I.

6.6.2. All personnel must receive appropriate training on a regular basis, according to the level and frequency specified below. This training is to be documented on training records for each employee.

6.6.3. The training requirements and levels of training for this procedure are as follows:

Level 1 Full Procedure Recertification – Full re-training on procedures, equipment use and maintenance, emergency response and respiratory equipment use.

Annual Training for: Confined Space Entry Attendants
Permit Users

Level 2 Awareness Recertification – Awareness level re-training on procedures, equipment use and maintenance, emergency response and respiratory equipment use.

Annual Training for: Supervisors
Personnel entering confined spaces

6.7. ATTACHMENTS

Appendix A – Vessel Purging, Cleaning & Ventilating
Appendix B – Vessel Isolation
Appendix C – Internal Power Driven Equipment
Appendix D – Harnesses and Life Lines
Appendix E – Hazardous Atmospheres
Appendix F – Respiratory Protective Equipment – Hazardous Atmospheres
Appendix G – Vessel Attendant Responsibilities
Appendix H – Equipment Testing & Inspection Highlights
Appendix I – Qualifications & Training

APPENDIX A

TITLE: VESSEL PURGING, CLEANING & VENTILATING

1.0. There is no single practice that can assure a safe atmosphere for a person in a vessel or confined space. The type and method of purging, cleaning and ventilating chosen will vary, depending upon many factors. Therefore the following procedure is to be considered as a general recommendation:

1.1. The appropriate supervisor is responsible for specifying the purging medium and directing the cleaning work.

1.2. Discharge liquids or solids from equipment. Pump out as much sludge, sediment, and residues as possible.

1.3. Flush with water. In some cases, isolated pockets may not be flushed by usual procedures and special methods will have to be employed. If practical, fill with water and boil.

1.4. Purge with steam if steam will further reduce the quantity of hazardous material. Steam purging should be undertaken only after the vessel has been flushed with water.

1.5. Purge with inert gas if the equipment has contained any flammable material. When purging with an inert gas or air, introduce the gas or air at the top and remove at the bottom of the equipment when the contaminating gas is heavier than the purging gas. To purge a gas lighter than the purge, introduce the purge at the bottom and vent it at the top of the equipment.

1.6. If it is known that it may not be possible to reduce the concentration of flammable material below its lowers explosive limit (LEL) or that toxic material may persist, consult Appendix E, Vessel Purging, Cleaning and Ventilating Hazardous Atmospheres.

1.7. Purge with air following other procedures necessary to produce a safe atmosphere. Open the manholes and all the atmospheric vent lines. In some cases, it will not be necessary to use all the foregoing methods to purge a vessel, but in every case it is mandatory to purge with air.

1.8. Provide positive exhaust ventilation for use during work in any vessel or confined space that has contained toxic or flammable gases, liquids, or solids. This can be through use of an air horn or ejector or a blower for forced exhaust (air moving equipment must be properly grounded to the vessel). Air must be admitted into the vessel near the bottom and discharged at the top. Even though many vapors are

heavier than air, it is still essential to discharge them at a point where there will be a maximum diffusion and the least change of their pocketing where there may be sources of ignition. If a blower is used, provide explosion-proof equipment in flammable areas.

1.9. Use of air powered tools inside confined space. Particular care must be taken to insure adequate ventilation through a confined space when using air-driven tools inside. Consideration must be given to the effect on the vessel's atmosphere or introducing non-breathing quality air into the vessel. In most cases where good positive ventilation exists, the effect will be negligible. When ventilation is poor or where several air driven tools are being used simultaneously, the atmosphere must be checked frequently in the early stages to verify that the air contains 19.5 to 22 percent oxygen. In most cases a portable air compressor will be utilized. If so, then CO monitoring must be implemented on a daily basis.

APPENDIX B

TITLE: VESSEL ISOLATION

The following are safe methods for isolating a vessel:

1.0. Removal of a section of connecting pipelines.

- **1.1.** Blanking flanges with blanks heavy enough to withstand incoming pressures with gaskets on the incoming sides of the blanks
- **1.2.** Misaligning sections of disconnected lines and closing open ends with threaded caps, plugs, or blind flanges.

2.0. A closed valve or two closed valves with an open vent valve between them, even though locked and tagged, will not be relied upon as a means of isolating a vessel.

3.0. A heat exchanger will not be considered a means of isolation unless it too has been isolated as noted in 1,2, and 3, above.

4.0. Process pumps on any lines to the vessel must be tagged and locked out.

5.0. If there is any possibility that a line to be isolated with the vessel could contain a flammable, toxic, or corrosive chemical, the line will be cleaned. Trapped gas can be eliminated if the attached sections of pipe are filled with water.

APPENDIX C

TITLE: INTERNAL POWER DRIVEN EQUIPMENT

1.0. The following is a safe procedure for protecting people who must enter a vessel which is equipped with internal power-driven equipment.

1.1. The main electrical switch must be turned to the "off" position, tagged to comply with the LOTO system, and locked with a padlock by each person entering the vessel. Each person will retain his key until he emerges from the vessel.

1.2. The power source which drives these parts of the parts themselves must be physically disconnected. The points of disconnection must be available for inspection and must be done in one of the following ways:

1.2.1. By removing the electric breaker from the switchgear.

1.2.2. By disconnecting the three lug connections at the breaker switch.

1.2.3. By disconnecting the wire splice in the motor junction box.

1.2.4. By removing the main line fuses.

1.2.5. By removing mechanical drive components such as V-belts, chain drives, gears, couplings, etc.

1.2.6. Air, team, or other power sources to internal moving parts must be slip blanked or disconnected.

2.0. Before the vessel is entered, a test must be made by the supervisor by actuating the starting button or other acceptable methods which effectively prove the disconnection.

3.0. The object of this appendix is to set forth the minimum requirements to provide a positive and absolute safeguard against the accidental starting of moving parts, which could be injurious to personnel working in confined areas. It is, therefore, imperative that the procedures outlined in this article be strictly followed and that any additional precautionary measured by utilized, if necessary, to guarantee the safety of personnel.

4.0. In addition to physically disconnecting the power source on internal power-driven equipment, the rotating elements themselves must be blocked or restrained from accidental movement due to bumping, pulling, prying, etc.

APPENDIX D

TITLE: HARNESSES AND LIFE LINES

1.0. Harnesses and life lines must be used and must meet the specification in this procedure.

2.0. For a vessel entry where the entry is made through a top or high side opening and rescue would require a vertical lift, the parachute type or coverall with built-in harness must be used.

2.1. Only 25-foot (or longer) sections of 3/4-inch manila rope or 1/2-inch dacron or nylon rope are approved for use in vessel attendant.

2.2. The free end must be secured outside the tank near the attendant.

3.0. There will be situations where it will not be practical to keep a life line fastened to the workers. Moving through baffles, working agitator blades and shaft, or other entanglements, would render the life lines useless. The use of a life line will not be required in the following cases:

3.1. Where the concentration of structural members, piping, equipment and other obstructions to free travel within the confined space is such as to make a life line useless for rescue purposes.

3.2. Where the concentration of workers within the confined space is such that sue of life lines is likely to result in line entanglement which would impede rescue.

3.3. Where it have been established by tests that the atmosphere of the confined space is free of contamination and remains so as long as work therein is to be performed.

4.0. There may also be situations where the wearing of a harness is considered impractical Where the wearing of a harness is considered impractical and the wearing of it does not add to the safety of the job of aid rescuer capability, it may be waived by the permit insurer.

APPENDIX E

TITLE: HAZARDOUS ATMSOPHERES

1.0. Hazardous atmospheres are to be changed to safe atmosphere whenever possible. There are only two conditions for which this may not be possible. They are:

1.1. Flammable Vapors Being Present such as in caked solids or sludge and concentration cannot be reduced to a level known to be below 10% of the lower explosive limit (LEL).

1.2. Airborne contaminants or toxic materials are present and they cannot be reduced below the allowable limits prior to entry into the vessel.

2.0. The appendix A procedure Vessel Purging, Cleaning and Ventilating will be followed as specified for non-hazardous vessels.

3.0. If flammable vapors are still present, the vessel must be maintained with an atmosphere which has an oxygen content below 6%. This condition must be maintained by the use of nitrogen purge gas. Under no circumstances will an employee be allowed to enter an explosive atmosphere.

4.0. This procedure for preparing the vessel and the entry of persons into a vessel containing a hazardous atmosphere must be approved by the Terminal Manager and the Safety Department.

APPENDIX F

TITLE: RESPIRATORY PROTECTIVE EQUIPMENT IN HAZARDOUS ATMOSPHERES

1.0. In a hazardous atmosphere extra precautions must be taken to protect employees within the confined space from toxic chemicals or a lack of oxygen. The first choice of respiratory protective equipment is a Self Contained Apparatus (SCBA) with a thirty (30) minute cylinder. If it is not practical for use of this self contained equipment then an air line supplied pressure-demand respirator must be used.

2.0. Before anyone is allowed to enter a toxic or flammable atmosphere the MSDS for that contaminant must be reviewed. This will be done by all persons involved with the entry including:

- Person making the entry
- Confined Space Entry Attendant
- Entry supervisor
- Permit issuer
- Supervisor
- Terminal manger

2.1. All respiratory equipment used for this type of operation will be inspected immediately before the entry and will be re-inspected upon completion of the task.

APPENDIX G

TITLE: CONFINED SPACE ENTRY ATTENDANT RESPONSIBILITIES

1. Maintain an alert and professional demeanor when assigned the duties of confined space entry attendant.

2. Maintain and keep all necessary permits. Have them updated as needed.

3. Perform pre-entry check of all equipment necessary for the entry including any temporary power and rescue equipment.

4. Keep the entry path/point neat and clean. There must always be enough room for personnel to enter or exit without undue difficulty.

5. While it is permissible for the attendant to pass tools and material back and forth, the attendant is to have no other duties while assigned to be a confined space entry attendant.

6. The attendant is to remain in visual sight of the personnel making the entry if at all possible. If not then it is the responsibility of the attendant to find an alternate means of communication between themselves and the personnel making the entry.

7. The attendant is not to leave the entry point unless they are being relieved by another qualified entry attendant.

8. Know how to summon help in the event of an emergency.

9. Make periodic checks as necessary for oxygen and flammable gas levels. Ensure that the atmosphere testing equipment is protected from damage.

10. Ensure that the appropriate signs, denoting an entry taking place, are posted in the proper areas.

11. **NEVER** enter the confined space themselves, even for a rescue. They are to summon the response team to help anyone who may be injured in a confined space.

12. The attendant is responsible for the checkout, maintenance and return of gear related to the confined space entry.

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-07

ASSURED GROUNDING PROCDURE

Reviewed By (Date)

Approved By (Date)

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-07
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TABLE OF CONTENTS

7.0. SCOPE

7.1. PURPOSE

7.2. RESPONSIBILITY

7.3. REQUIREMENTS

7.4. IMPLEMENTATION PROCEDURES

7.5. COMPETENT PERSONS

7.6. TRAINING

7.7. RECORDS

7.8. COLOR CODE DESIGNATION

7.0. SCOPE

The following test procedures and records must be kept to ensure compliance with OSHA requirements covering all electrical equipment, tools, cords or receptacles which are not a part of the permanent wiring of a building or structure and equipment connected by cord or plug which is available for use or used by employees.

7.1. PURPOSE

To locate defective electrical equipment, tools and cords which can expose employees to electrical hazards, such as electrocution, and to provide adequate means of correcting any exiting hazards.

7.2. RESPONSIBILITY

The responsibility for implementing and ensuring strict compliance with this program rests with the Contractor/Subcontractor Terminal Manager. Contractor/Subcontractor Management can designate competent person(s) to implement this program; however, overall responsibility for compliance cannot be relinquished.

7.3. REQUIREMENTS:

7.3.1. A written description of the program including specific procedure adopted by the employee will be available at the jobsite for inspection and copying when necessary.

7.3.2. The employer will designate in writing one or more competent person to implement the program.

7.3.3. Each cord set, attachment cap, plug and receptacle of cord sets and any equipment connected by cord and plug, except cord sets and receptacles which are fixed but not exposed to damage, will be visually inspected before each days use for external defects, such as deformed or missing pins or insulation damage and for indications of possible internal damage. Equipment found damaged or defective may not be used until repaired.

7.3.4. The following tests will be performed on all cord sets, receptacles which are not a part of the permanent wiring of a building or structure and all cord-plug connected equipment required to be grounded.

7.3.4.1. All equipment grounding conductors will be tested for continuity and will be electrically continuous

7.3.4.2. Each receptacle and attachment cap or plug will be tested for correct attachment of the equipment

grounding conductor. The equipment grounding conductor will be connected to its proper terminal.

7.3.5. All required tests will be performed in the following manner:

- Before fist use.
- Before equipment is returned to service following repair.
- At intervals not to exceed 3 months, except cords and receptacles which are fixed and not exposed to damage, which will be tested at intervals not to exceed 6 months.

7.3.6. The employer may not make available or permit the use by employees of any equipment which has not met the above requirements.

7.3.7. Tests performed as required above will be recorded. This test record will identify each receptacle, cord set and cord and plug connected equipment that passed the test and will indicate the last date it was tested or the interval for which it is tested. This record will be kept by means or logs, color coding or other effective means and will be maintained until replaced by a more current record. The records will be made available on the jobsite for inspection by the administrative assistant/secretary and/or the Safety Department for any affected employee.

7.4. IMPLEMENTATION PROCEDURES

7.4.1. Inspections

- Employees required to use electrical tools and equipment will be responsible for visually inspecting this equipment for defects before use. Visual inspections will be performed at least daily when tool or cords are in use. Defective tools or cords will be removed from service and repaired or replaced.
- Quarterly, all electrical tools, equipment cords, and receptacles which apply will be tested for ground continuity. Correct hook up of conductors and inspected for defects.
- Upon passing all tests and inspections, the tools or equipment will be color coded according to the code scheme set forth at the end of this procedure.
- Before first use, when electrical tool or equipment of any kind arrive on the job, they will not be issued to the field until they have been checked by the competent person. The competent person making the assured grounding inspection will obtain from each project a tool inventory in order to verify all tools have been checked.

- All repairs on electrical tools, equipment or cords will be performed by the competent person or designated repairman. Tools will be re-inspected a coded with the repair color code after it has been repaired.

7.5. COMPETENT PERSON

The program including related inspections and record keeping will be performed by a competent person(s) designated in writing by the Terminal Manager. The Competent person is one who, because of training and experience:

- Is capable of identifying existing or potential hazards in the job being performed.
- Is capable of identifying working conditions that are unsanitary, hazardous, or dangerous to the employee, and
- Has the authority to take prompt, corrective measures to eliminate the above conditions.

The written designation form will be kept on the jobsite in the Safety office.

7.6. TRAINING

Each employee on the jobsite should receive an electrical hazard training sessions at least every 90 days. This can be accomplished in weekly safety meetings.

7.7. RECORDS

Written records will be made and maintained on the jobsite for all assured grounding inspections and results and related repairs when required. These records will be recorded on the Assured Grounding Inspection Log found in Section V, Part E.

7.8. COLOR CODING

Tools, cords and equipment which have passes required inspections and tests will carry the proper color code for inspection period. This code will be placed adjacent to the tool on the power cord and adjacent to the plug on cords.

	COLOR CODING SCHEME	
MONTH OR QUARTER	**QUARTERLY**	**MONTHLY**
JANUARY **FEBRUARY** **MARCH**	**WHITE**	**WHITE** **WHITE & YELLOW** **WHITE & BLUE**
APRIL **MAY** **JUNE**	**GREEN**	**GREEN** **GREEN & YELLOW** **GREEN & BLUE**
JULY **AUGUST** **SEPTEMBER**	**RED**	**RED** **RED & YELLOW** **RED & BLUE**
OCTOBER **NOVEMBER** **DECEMBER**	**ORANGE**	**ORANGE** **ORANGE & YELLOW** **ORANGE & BLUE**
REPAIR OR INCIDENT	**BROWN**	**BROWN**

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-08
EMPLOYEE ORIENTATION PROCEDURE

Reviewed By (Date) **Approved By (Date)**

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-08
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TABLE OF CONTENTS

8.0. INTRODUCTION

8.1. PHILOSOPHY AND VALUES

8.2. SAFETY POLICY

8.3. MISSION STATEMENT

8.4. RESPONSIBILITY/ ACCOUNTABILITY

8.5. CONFERENCE REPORTS

8.6. VALUES

8.7. DRUGS/ ALCOHOL/ FIREARMS

8.8. ACRONYMS (GLOSSARY OF TERMS)

8.9. FIGHTING AND HORSEPLAY

8.10. INJURY MANAGEMENT

8.11. PERSONAL PROTECTIVE EQUIPMENT

8.12. DRESS CODE

8.13. HEARING PROTECTION

8.14. RESPIRATORY PROTECTION

8.15. HAND PROTECTION

8.16. SAFE WORK PRACTICES

8.17. MATERIAL HANDLING

8.18. HAZARD COMMUNICATION

8.19. ENVIRONMENTAL CONCERNS

8.20. INDUSTRY HYGIENE

8.0. INTRODUCTION

The purpose of the employee orientation is to ensure that each person who comes on the site has the proper training to learn to recognize and avoid hazard. The recognition and elimination of hazards is an integral component of the Safety Program. Each employee is encouraged to report any hazards that they may encounter, regardless of the severity.

8.1. PHILOSOPHY AND VALUES

TLS is committed to providing the safest work site possible. We seek to be the preferred employer in the industry and to accomplish this we must have the finest safety performance. Each individual is expected to do everything that they can to ensure the success of the safety program. We believe in the proactive method of safety and will strive to conduct our program in that manner. We will seek to eliminate the hazard rather than react to an incident.

8.2. SAFETY POLICY

The Safety Department will work as partners with all crafts and departments to ensure the success of the program. We will provide professional service to all personnel in the fields of Safety, Industrial Hygiene, Medical and Security. We are committed to the partnership philosophy but expect that all personnel will commit themselves. We are committed to setting the new benchmark standard in Safety for our Division but it cannot be accomplished without the full support of everyone assigned to the site.

8.3. MISSION STATEMENT

The role of the Safety department is to act as trainers and advisors to the entire facility. Through our proactive efforts we will create the environment necessary to make the “Safety Perfect” philosophy, a reality.

8.4. RESPONSIBILITY/ ACCOUNTABILITY

All personnel, during the scope of this operation, will be made responsible for designated areas of the Injury and Illness Prevention program. Responsibility goes hand-in-hand with the process of accountability. No person can be responsible fi they are not held accountable and this hold true vice versa. Different levels of responsibility are held by different persons and while the Terminal Manager is held both responsible and Accountable for the success of the overall program, each individual will be held responsible and accountable for their own actions or inactions as they may affect the program. It is understood that successful safety programs begin at the top and that to be successful there must be complete support from senior management and complete involvement from each individual affected by the program. The following section details the areas of responsibility and accountability for personnel assigned to TLS’ facility.

8.4.1. Terminal Management

The Terminal Manager has the ultimate level of responsibility and accountability for the Injury and Illness Prevention Program. By the direction of the Terminal Manager, the Safety/Security Manager, and all Supervisors will effectively implement the program through the most efficient means possible. The Terminal Manager is also responsible for including the assorted subcontractors engaged on the facility in the overall objectives of the Injury and Illness Prevention Program.

8.4.2. Terminal Manager Continued

The Terminal Manger is the driving component of the program. While the Supervisors reports to the Terminal Manager this person will be in constant contact with the Safety/Security Manager and will be an equal partner in the development of procedures and directives. This person will monitor the individual crafts and will ensure that the program is carried out by them. All supervisors report to this individual and the safety of their personnel will be their first and most important area of responsibility. They will each be held accountable for the safety performance of their crews. The Terminal Manager will hold each Supervisor accountable for their particular area of responsibility.

8.4.3. Safety/ Security Manager

The Safety/ Security Manager has the responsibility to monitor existing and forthcoming rules and regulations that pertain to Safety and Health. This person will also maintain the facility safety procedures and will ensure that the procedures are kept current to the standards issued by applicable regulatory agencies. The Safety/ Security Manager reports directly to the Terminal Manager and also to the Corporate Safety Dept. for TLS. The Safety/ Security Manager will be a full and equal partner with the Terminal Manager in the development of policies and procedures for the I.I.P.P.

8.4.4. Supervisors

The Administrative, and Supervisors report directly to the Terminal Manager in all areas of responsibility and this includes safety. These individuals are responsible for the dissemination of information to their personnel that has been forwarded to them by the Safety Dept. This includes the maintenance of their personal procedures manuals, copying and distribution of memos, and the holding of regularly scheduled safety meetings that utilize the Safety Topic issued by the Safety Dept. The Supervisors are responsible and accountable for the safety performance of all individuals under their supervision. The Department managers will monitor their personnel and will correct any unsafe conditions that my encounter.

8.4.5. Supervisors Continued

These persons have the responsibility to ensure that the program is carried out by their departments. Each Supervisor will have different areas of influence but each is tasked with the responsibility to stop any unsafe act or correct any unsafe condition that they may encounter. These persons develop personal relationships with many of their personnel and these relationships must be utilized to ensure success of the program. Each Supervisor will monitor their area of responsibility and will be held accountable for the safety performance of their department. They are responsible for the actions and inactions of the supervisors assigned to them and must ensure that these supervisors carry out the program as it is directed by the Terminal Manager.

8.4.6. Supervisors/ Walking Boss/ Foreman

Supervisors are the key to the success of the Injury and Illness Prevention Program. These individuals are in constant contact with their personnel throughout the day and are the first level of management that craftsmen come in contact with. It is absolutely essential that these persons lead by example and that they never allow unsafe acts to take place or unsafe conditions to exist. They will:

- Support the Injury and Illness Prevention Program as it is presented to them
- Never allow safety regulations to be circumvented, ignored or violated by anyone whether the infraction occurs in their own crew or not. Each supervisor is tasked with the responsibility to correct unsafe conditions or acts at all times. Each supervisor will be held accountable for this.
- Observe personnel work habits and take corrective action when unsafe habits are noticed.
- Ensure that proper personnel are used for the particular tasks, and that those personnel have the sufficient level of training necessary to proceed in a safe manner. Specialty tasks that require specific levels of training must be carried out by persons whom have that level of training. Supervisors are required to ensure that this person does have the level of training that is required.
- Plan safety into every task every day. The prime tool for this to occur is the Total Safety Task Instruction program. They will also conduct safety meetings as directed by the Safety Department. These are regularly scheduled meetings and the supervisors are provided Safety Topics for discussion. Safety Topics are written by the Safety Department and then they are forwarded to the individual crafts for distribution to crews.
- Never combine safety meetings with any other business.

- Report any injuries to the Safety Department.

8.4.7. All Personnel

All personnel will be responsible for understanding and then strictly observing all safety standards, requirements, and precautions applicable to their work or duty. All personnel will:

- Support the Injury and Illness Prevention Program as it is presented to them.
- Report their supervisor any unsafe conditions, or actions that they observe. They are also to report defective equipment or material.
- Warn any persons that they believe may be endangering themselves and others. If they receive a negative response they are to report the incident to their supervisor.
- Wear and use, any and all, approved Personal Protective Equipment as directed.
- Report any injuries or evidence of impaired health to the First Aid station/ Safety Department/ Supervisor. They must report injuries received on the job immediately and they must report injuries received at home upon their arrival for their next work shift. Along with reporting of injuries, all personnel must report any prescription medications that they may be taking.

8.5. CONFERENCE REPORTS

Conference reports are used to ensure a consistent method of administering, documenting and retaining records relative to congratulatory or disciplinary actions at TLS' facility. These are used in a positive manner which promote and reward excellence in safety and workmanship. They help to set the highest standards of quality and help promote awareness in the Safety Process. Verbal as well as written conference reports are documented and kept in file.

8.6. VALUES

All personnel must achieve their personal best in the arena of Safety. All accidents are preventable and an accident free work environment is possible. Safety is a job requirement and is not negotiable. High expectations are held for every person who is assigned to this project. It is recognized that a well-educated work force is the safest and there are many tasks that you will not be able to perform until you have had adequate training. We must all be aware that hazards are an integral part of construction but that they can be eliminated by knowledge of hazard prevention and proper reaction to noticing them. For accidents to be eliminated constantly there must be continuous improvements by all personnel on the site. This orientation sets forth

the code of safe practices that you will be expected to abide by. We will all have goals but we will not reach any of them if we don't pull together in Safety performance.

8.7. DRUGS/ ALCOHOL/ FIREARMS

NO Drugs, Alcohol, Or Firearms are allowed on the jobsite, TLS property or parking areas. Any employee who violates this policy will be subject to disciplinary action including possible termination. All employees are subject to random drug and alcohol screening. All employees who are injured or involved in accidents are subject to drug and alcohol screening, in compliance with the corporate post-accident drug screening policy.

8.8. ACRONYMS (GLOSSARY OF TERMS)

This list is supplied as an easy reference guide to the acronyms and abbreviations most used throughout the Injury and Illness Prevention Plan.

ACGIH	American Conference of Government Industrial Hygienists
AHA	American Industrial Hygiene Association
ANSI	American National Standards Institute
CAL/OSHA	California Occupational Safety and Health Administration
CIH	Certified Industrial Hygienist
CFR	Code of Federal Regulations
CGI	Combustible Gas Indicator
CO	Carbon Monoxide
COC	Contaminants of Concern
CPR	Cardio-Pulmonary Resuscitation
CRZ	Contaminant Reduction Zone
CSE	Confined Space Entry
CSP	Certified Safety Professional
EPA	Environmental Protection Agency
FID	Flame Ionization Detector
HAZCOM	Hazard Communication
HAZWOP	Hazardous Waste Operations
HAZMAT	Hazardous Material
IDLH	Immediately Dangerous to Life or Health
LEL	Lower Explosive Limit
LOTO	Lock Out/ Tag Out
MSDS	Material Safety Data Sheets
NFPA	National Fire Protection Agency
NIOSH	National Institute for Occupational Safety and Health
OSHA	Occupational Safety and Health Administration (Federal)
PEL	Permissible Exposure Limit
PPE	Personal Protective Equipment
TLV	Threshold Limit Value
TWA	Time Weighted Average

8.9. FIGHTING AND HORSEPLAY

Any employee involved in fighting or horseplay will be subject to disciplinary action, which may include termination of employment.

8.10. INJURY MANGEMENT

8.10.1. INJURY REPORTING

8.10.1.1. All work related injuries, no matter how minor, will be reported immediately (by the end of shift) to your supervisor. Failure to follow this policy will result in disciplinary action, up to and including termination.

8.10.1.2. When a work related injury or illness occurs you must receive authorization of treatment from your supervisor or manager.

8.10.2. INVESTIGATION OF ACCIDENTS

You will be required to cooperate with investigations of workplace related injuries or illnesses.

8.10.3. WORKERS COMPENSATION

If you are injured on the job, you are covered by Worker's Compensation Insurance.

8.10.4. BLOODBORNE PATHOGENS

You need to be aware that body fluids can expose you to blood borne pathogens. Any such exposure needs to be reported to your supervisor and the Safety Department.

8.10.5. ACCESS TO MEDICAL RECORDS

All employees will have the right to the medical records that are generated as a part of any employment examination or medical testing. These records will be provided to the employee upon their written request at no cost to the employee.

8.10.6. NOTIFICATION OF PRESCRIPTION DRUG ABUSE

If you are prescribed medication by a doctor or dentist you must immediately report this to our supervisor or to the safety department. This is a requirement of the Drug and Alcohol policy.

8.11. PERSONAL PROTECTIVE EQUIPMENT

8.11.1. HARD HAT Only approved, non-conductive, hard-hats will be worn by personnel in the facility or any other designated areas. No modifications are allowed to the hard hat or the suspension and the hat will be worn with the bill to the front at all times. No metal hard-hats are allowed.

8.11.2. SAFTY GLASSES Safety glasses will be worn by all personnel on the facility and other designated areas. Only approved (ANSI Z-87 certified) safety glasses are allowed to be worn. Any prescription lens glasses must be approved by the safety department before being worn on the site. If the prescription lenses do not meet the criteria then OTG safety glasses must be worn.

8.11.3. SAFETY BOOTS Sturdy leather work boots with rigid, slip resistant soles are required at all times while on the facility and in other designated areas. The boots must provide adequate protection and support to feet and ankles. Sneakers, sandals, and other light weight footwear is prohibited. Steel toes are recommended. Employees operating sand tamps, paving breakers and jumping jacks will wear metalarsal guards.

8.11.4. TRAFFIC VESTS High visibility vests will be required by personnel such as Confined Space Entry attendants, fire watches, flagmen and personnel working in close proximity to traffic.

8.12. DRESS CODE

Personnel will be fully clothes at all times. All employees are required to wear full length pants, shirts, with at least a 4” sleeve and all must be fully hemmed with no frayed edges. No tank tops or cutaway shirts will be allowed. No loose, frayed or ragged clothing is allowed. Shirt tails must be tucked in at all times unless you are in the act of welding.

Hair longer than shoulder length will be restrained either by a hair net or tucking it beneath the hard hat. If respiratory protection is required then some employees may be required to be clean shaven each day.

8.13. HEARING PROTECTION

All employees will be required to use ear plugs when exposed to high noise level work areas, or while using noisy tools or equipment. In some cases you will be required to use ear plugs and ear muffs. Your supervisor will explain the requirements for hearing protection as it pertains to your work as a part of your TSTI.

8.14. RESPIRATORY PROTECTION

If respiratory protection is required to be worn as part of your job, you will be given the appropriate training and must also meet certain medical requirements before wearing of the device is allowed.

8.15. HAND PROTECTION

- Work gloves will be worn by all employees who are handling materials, shoveling, etc.
- Rubber or neoprene gloves will be worn by all employees who are working with concrete or chemicals, fuels, etc.

- Leather gloves will be worn by employees who are welding or Oxy/Acetylene cutting.
- Other specialty gloves may be required for special jobs.

8.16. SAFE WORK PRACTICES

A code of safe practices is necessary to give personnel the guidance they need to execute their tasks without being injured. The practices also serve to ensure that all personnel are working under the safe set of rules and regulations and that conflicts in safety procedures do not exist.

Employees must be aware that there are four leading causes of death on construction projects. They are: Falls, Being struck by, being caught in between, and electrocution.

8.16.1. FALL PROTECTION

- All employees who are exposed to fall of 6 feet (6') or more will wear a safety harness and a lanyard that is capable of supporting 5,000 lb.
- The lanyard will be secured at all times while the employee is aloft. This is the 100% Tie Off policy. To do this it is necessary to have either two lanyards or one "Y" style lanyard that has one shock absorber and two straps leading from it. The hook of the lanyard will be the double locking type that will not "roll out".
- All employees will be trained in the use of the harness prior to its use
- Employees are required to be secured anytime they are exposed to a fall of 6 feet (6') or more.
- All stairways will be equipped with handrails.
- All areas that have an elevation change of 19 inches (19") or more will be provided with stairway or other safe access.
- Handrails must be able to support 200 lbs. with less than 2 inches (2") deflection any direction.
- Excavations more than six feet (6') deep, which are left open overnight and are not sloped, must have solid barricade that meets the above standard.
- All floor and wall openings will be barricaded on all sides to ensure that employees are protected. Floor holes will be covered with a secure cover and clearly marked.
- The cover for floor openings will be sufficient to hold the intended weight but will never be less than 3/4" plywood.

8.16.2. LOCKOUT/TAGOUT

- All hazardous energy sources must be locked out of service prior to employees working in the areas. The employee must attach his/her own lock and tag to the

device prior to beginning the work. Hazardous energy sources may include electrical, hydraulic, pneumatic or others.

- All equipment that is to be worked on will be tagged out of service with a “Do Not Operate” tag at the operator’s station prior to beginning work.
- All equipment and maintenance on elevated parts must have those parts secured from movement by blocking or other means that will prevent movement.
- All lock out will be verified by attempting to operate the device from all operating stations to ensure the device will not operate.

8.16.3. TOOLS

- All pneumatic hoses are required to be secured at the crow’s foot connection to prevent the hose from disconnecting and whipping.
- All tools will be kept in good condition and free from defects.
- All tool handles will be inspected prior to each use for cracks and will be removed from service immediately if found to be defective.
- All impact tools such as chisels and punches will be kept free of mushroomed heads.
- All tools with guards such as grinders, circular saws, etc. will have the guard in place. Moving guards, such as the guard on a circular saw, will be unobstructed and will move freely.
- The two most important aspects of safe tool use are: inspect your tool before use and always use the right tool for the right job.

8.16.4. HOUSEKEEPING

- Housekeeping is an integral part of any job. Supervisors and employees are responsible for keeping their work areas clean and hazard free. Cleanup is required when you finish a job or at the end of the day, sooner when conditions warrant.

8.16.5. ELECTRICAL

ASSURED GROUNDING

- All electrical tools and cords will be inspected prior to each use by the user. Any tool or cord that is found to be defective such as cut or broken insulation or any other damages to the tools will be removed from service immediately.
- All electrical tools and cords will be inspected by a competent person once every quarter. The tool or cord will be marked with a color code tape which indicates that the tool has been inspected for the quarter.

- No electrical tool or cord will be used without the color code tape being in place. The user of the tools and equipment is responsible for knowing the correct color code for the quarter. They are as follows.

1st Quarter	White
2nd Quarter	Green
3rd Quarter	Red
4th Quarter	Orange

8.16.6. COMPRESSED GAS CYLINDERS

- All compressed gas cylinders will be used, stored and transported in the vertical positions.
- All gas cylinders will have the regulators removed and the caps in place while not in use.
- Flammable gasses will not be stored closer than twenty feet (20') from other gasses unless they are separated by an approved thirty (30) minute burn barriers.

8.16.7. WELDING/CUTTING

- All welding and cutting operations will be inspected prior to starting to ensure that all flammable and combustible materials have been removed from the area or protected from heat and sparks.
- All welding and cutting operations will have fire extinguishers in the immediate area (within 25') before they begin.
- All Oxy/ Acetylene cutting equipment will be inspected prior to each use for defects and removed from service if found to be defective.
- Every Oxy/ Acetylene cutting rig will be equipped with flash-back arrestors at the torch end of the hose.
- Every cutting rig will be inspected by a Competent Person each month and records of this will be transferred to the terminal's safety office.

8.16.8. EXCAVATIONS

- All excavations in excess of four 94) feet in depth will be shored, sloped or protected by trench boxes to prevent cave-ins. No employee will be allowed to enter the excavation until the excavation is inspected by the competent person on site and approved for entry.
- No excavation work will be started until the supervisor has a completed excavation permit in hand which indicates that all utilities have been located and marked by the proper authorities. The equipment operators will be given instructions by the

supervisor as to the location of the utilities and the plan to be used to excavate the area. This will be part of the operator's TSTI.

- Ladders will be used to allow safe access and egress to and from excavations. The ladders must be placed within twenty five feet (25') of the possible lateral travel of every employee in the excavation. Fall protection rules apply to open excavations.
- All tools, equipment, materials and spoils will be stored or used at a minimum of four feet (4') from the edge of the excavation.

8.16.9. SCAFFOLDING

- All scaffolds must be in built in compliance with applicable regulations.
- All scaffolds will be built under the direction of a competent person is scaffold erection.
- All materials used to erect the scaffold such as scaffold boards etc. will be scaffold grade materials.
- All scaffolds will be inspected on a daily basis by the Supervisor responsible for personnel who may be utilizing it. The foreman will sign an inspection tag stating that it has met the requirements for safe work.

8.16.10. REBAR EXPOSURE

- All vertical protruding rebar and line pins will be covered by caps or lumber or will be bent to protect employees and the public from impalement.

8.16.11. FIRE EXTINGUISHERS

- Employees will know the location of the fire equipment in their work areas.
- All fire extinguishers will be color coded by month to indicate that they have been inspected that month.
- All fire extinguishers will have an annual state inspection that is indicated by a sticker or tag on the cylinder.
- Any use of a fire extinguisher is to be reported to your supervisor immediately.

8.16.12. WORK PERMITS

A work permit is needed for specialty tasks. At present we use four types. They are:

- **HOT WORK PERMIT:** Used when an open flame is needed or any welding is being done.
- **CONFINED SPACE ENTRY PERMIT:** Used when an employee is required to enter confined spaces such as vessels and excavations more than four feet deep.

- **CLOSE PROXIMITY WORK PERMIT:** Used when work is close proximity to hazardous energy sources such as power lines and city sewers.
- **EXCAVATION PERMIT:** Used when trenches or excavations are being dug.

8.16.13. SIGNAGE

- Various warnings may be communicated to you by way of signs, barricades or tags. All employees are required to obey the warning signs at all times.

8.16.14. CONFINED SPACES

- No employees will be allowed to work or enter any tank, tunnel, manhole, vessel or vault without first acquiring a Confined Space Entry Permit. These are issues by a Competent Person. The permit contains documentation or air quality in the confined space as well as the requirements for the confined space entry.

8.16.15. WATER OPERATIONS

- While working on or above the water, such as on bridge work, employees will be required to wear a USCG approved Personal Flotation Device while exposed to the water hazard.

8.16.16. AIR HOSE CONNECTIONS

- Connections on air hoses will be wired together and whipchecked if possible. This will prevent accidental disconnection.
- Compressed air will not be used to dust off face, hands, body or clothing.
- All compressed air used for cleaning of material will be regulated to no more than 35 psi.

8.17. MATERIAL HANDLING

8.17.1. BACK INJURY PREVENTION

- Back injuries are the number one cause of job related disabling injuries. Use proper lifting techniques at all times which include:

    1. Proper sizing of the load.
    2. Bending at the knees
    3. Keeping the back straight
    4. Lifting with the legs
    5. Avoiding twisting motions

8.17.2. RIGGING

Rigging will only be performed by qualified personnel.

8.17.3. CRANES AND/OR SHIPLOADERS

- Only those employees who have been certified s crane/shiploader operators will be authorized to operate any crane, except those employees who are authorized to train under the direction of a certified operator.
- All loads lifted with any equipment such as a crane or backhoe will have a tag line attached.
- All rigging used will be the closed hook variety which uses spring loaded keepers or throat latches.
- All wire ropes and slings will be inspected prior to use each day and will be removed from service if found to be defective. Each wire rope and sling will be inspected each month by a competent person and records of these inspections will be forwarded to the safety department.
- The outriggers of all cranes will be fully extended for each lift unless the operator is following the manufacturer's load chart.
- The support surface for the outrigger will be inspected for the ability to hold the weight of the crane and the load prior to the lift. Outrigger support pads will be placed under the outriggers to distribute the weight on all lifts.

8.17.4. AERIAL LIFTS/ FORK LIFTS

- Employees will not operate aerial lifts, fork trucks or cranes unless properly trained, certified and authorized by a competent person.

8.18. HAZARD COMMUNICATION

- All employees will be aware that MSDS are located at the terminal safety office for their review. The MSDS are kept in two cross referenced file listings known as Chemical Inventory Lists. They are kept as follows: In sequential number of receiving them, and by trade name in alphabetical order.
- The labeling system is the TLS site specific Pictograph Labeling system. All containers will be labeled as to content. All employees will be trained on Haz/Com and will be taught how to read the labels.
- Employees will be aware of the hazards of the products that they are working with.
- Employees will be required to protect themselves from those hazards by limiting exposures and by use of personal protective equipment where required.
- Only approved containers with self-closing lids and flash screens will be used to store flammable products.

8.19. ENVIRONMENTAL CONCERNS

- Any spills of materials and chemicals will be reported immediately to your supervisor

- Never mix waste materials of any kind.
- Lids or tops of all containers must be kept in place when the material is not in use.
- All chemical containers must be correctly labeled with the contents at all times.
- All drums will be stored on pallets off of the ground
- All hoses used to transfer materials will be inspected before each use and will be removed from service if found to be defective.

8.20. INDUSTRIAL HYGIENE

8.20.1. HEAT/ COLD STRESS

- Environmental conditions that could lead to heat or cold stress will be considered when performing TSTI Precautions to prevent this will be taken to prevent injury.
- The requirements of the Corporate Health and Safety Manual will be met.

8.20.2. ERGONOMICS

- Ergonomic guidelines will be followed when performing work on this job. TSTI will define the proper operating techniques to prevent ergonomic injuries.

8.20.3. INSECTS/VERMINS

- Insects and vermin can carry several diseases. Care should be taken to avoid contact with them.
- If bitten by an insect or vermin immediately contact your supervisor and get first aid.

8.20.4. DRINKING WATER

- Drinking water will be provided to all employees on the site. Drinking water stations will have single service cups and trash cans to place them in.
- Drinking water containers will be for the storage and dispensing of drinking water only and will not be used for the storage of any items such as soft drinks.

8.20.5. SANITATION

- Sanitary facilities provided in addition to portable drinking water are: Washing facilities, fire-fighting water, and toilet facilities. In addition, employees are provided a clean area for food handling as is appropriate.
- Hand washing facilities will be provided on site.

8.20.6. MEDICAL SURVEILLANCE

- If an employee's job requires that they be included in a medical surveillance program then they will be notified and the appropriate medical testing will be conducted.
- The Corporate Medical Surveillance Office maintains records for all new and active employees enrolled in the Medical Surveillance program.
- Employees have the right to access to their medical records. To access a record the employee must fill out and sign the TLS Corporate Form.

8.20.7. TSTI- II

- TSTI- II is an awareness program that reinforces and ensures supervisor analyzation of each work assignment for safety hazards. It also allows for communication between the supervisor and the employee about the safety instructions necessary to carry out the task, injury free.
- If you don't receive TSTI before staring a task, it is your responsibility to ask for it.

8.20.8. EVACUATION

In case of a catastrophic event that would cause an evacuation there is a plan in effect. As the facility progresses the evacuation routes may change. These will be covered at the monthly safety meeting conducted the first Monday of each month. Attached to this orientation you will find the current evacuation map.

8.20.9. PARKING/ GATE ACCESS

Entry to the facility is through the main gate which is located at [ADDRESS]. Do not enter or exit through any other gate. Parking will be in designated areas only. Park head in and do not take up more than one space. The speed limit inside the jobsite gate is fifteen (15) miles per hour on designated roads and five (5) miles per hour in maintenance/ construction areas. Attached you will find a map that shows the current route in use.

8.20.10. EARTHQUAKES

All employees must keep in mind that this facility is located on Terminal Island and that we are connected to the mainland by only three bridges. In the event that a large magnitude earthquake occurs we may be cut off from the rest of Los Angeles.

Employees are encouraged to keep some emergency supplies in their cars. They should have a two day supply of:

- Water
- Dried or canned food
- A battery powered radio
- Change of clothes for harsh duty
- Maps of the area
- Compass

- Knife
- Flashlight
- Blanket
- Prescription medications
- First aid kit

8.20.11. WIND ALERT

Because of the location of the job, we are situated in a spot where we can be affected by high winds. They are commonly known as “Santa Ana” winds and are caused by temperature inversions in the high desert which then cause winds to come through the mountain passes. We are situated where several of these natural passes converge. A system will be used to monitor the National Weather Service or like entity and this information will be passed to you as needed.

8.20.12. LITTER

The TLS has committed to maintain a litter free environment. The passing out of any handbills, notices or other items is prohibited during work hours. The only exceptions to this are company issued items such as memos and safety topics. No items are to be posted anywhere on site except for the bulletin boards which are reserved for company and government documents only.

SAFETY PROCEDURE # TLS – 08

EMPLOYEE ORIENTATION PROCEDURE

Employee/Sub-Contractor Acknowledgement Form

By signature I verify that I have received and fully understand the Safety Rules and Regulations for the TLS facility. I have received training on the Code of Safe Practices and on Hazard Communication. I also pledge to support the Injury and Illness Prevention Program and will work as a team member to ensure success.

Name _____

Social Security Number _____

Date _____

Company
_____

Signature _____

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-09

ACCIDENT/ SAFETY INCIDENT INVESTIGATION PROCEDURE

Reviewed By (Date) **Approved By (Date)**

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-09
			Rev. No.	DRAFT

TABLE OF CONTENTS

9.0. PURPOSE

9.1. SCOPE

9.2. SINGLE INVESTIGATOR

9.3. FORMAL INVESTIGATION

9.4. APPROVALS

9.5. EXHIBITS:

TLS-09 A - SAFETY INCIDENT INVESTIGATION FORM

TLS-09 B – SUPERVISOR'S ACCIDENT REPORT

TLS-09 C – FORMAL REPORT OF SERIOUS INCIDENT

TLS -09 D – CUASAL TREE ANALYSIS

9.0. PURPOSE

The purpose of the accident/safety incident investigation procedure is to establish guidelines governing the investigating and documentation of injuries, illnesses, accidents, incidents, and near misses. By proper investigation of incidents the causal factors can be identified and then eliminated, thereby preventing recurrence of the incident.

9.1. SCOPE

This procedure outlines investigation methods and documentation for two separate levels of investigation. The levels are based on the seriousness of the accident/ incident.

9.1.1. SINGLE INVESTIGATOR

The single investigator will be conducted by one individual who will be assigned the case by the Safety Manager or Terminal Manager. It will be a simple direct investigation that will be reserved for the investigation of relatively minor events such as:

- Minor first aid cases
- Single vehicle accident
- Tool failure
- Near misses which have minor potential for damage to equipment or material

9.1.2. FORMAL INVESTIGATION

Formal investigations will be conducted by teams who will be assigned by the Terminal Manager. These will be serious investigations which will be reserved for incidents such as:

- Recordable injuries/illnesses
- Multiple vehicle accidents
- Lost workday cases
- Multiple injury first aid cases
- Multiple contractor incidents
- Near misses with the potential for injury to personnel or damage to equipment or material

9.2. SINGLE INVESTIGATOR METHOD

9.2.1. The single investigator method will be documented on one of two forms. These are:

- Safety Incident Investigation Form – Typically used for minor incidents that have not resulted in injury to personnel. (Exhibit TLS-09A)

- Supervisor's Accident Report – This form will be used by the investigator to document investigations for all incidents that result in injury to personnel. (Exhibit TLS-09 B)

9.2.2. SINGLE INESTIGATOR SEQUENCE OF INVESTIGATION

The single investigator will thoroughly investigate the incident by interviewing all participants and witnesses. The investigator will also examine the area, check tools and equipment, inspect material involved, and will interview any participant's supervisor.

The investigator will determine if any safety measures were unused or violated by any of the participants. The investigator will also determine whether TSTI was adequate and will recommend actions to prevent recurrence.

Written statements will be gathered from all participants and witnesses by the investigator.

Any and all permits, or any other pertinent documentation for the job task will be gathered by the investigator.

The investigator will have the injured participant's supervisor fill out the Supervisor's Accident Report. (Exhibit TLS-09B)

All the information and documentation gathered will be placed in a file under a non-duplicating number following the last number in sequential order.

Copies of the completed investigation report will be forwarded to:

- Corporate safety office
- Terminal manager
- Facility safety manager
- Supervisors
- Incident file
- Client or insurance representative upon request

9.3. FORMAL INVESTIGATION

The formal investigation method is a tool for identifying the root cause of accidents. To accomplish this a team of investigators is appointed by the Terminal Manager, and/or Safety Manager. Before conducting investigators the team will be briefed on the mechanics of the Casual Tree Investigatory Method and what the investigation seeks to accomplish. This team will meet at times set forth by the Terminal Manager.

9.3.1. The investigation team will consist of:

- Terminal Manager on his designee

- Safety Department Representative
- Supervisors
- Terminal Manager's Safety and Quality Advisory Team Member
- Any injured employee (if available)
- Any injured employee's supervisor
- Any appropriate witnesses

9.3.2. A preliminary investigation will be conducted by the safety department and a brief written report will be available for review by the investigation team, if time permits.

9.3.2.1. The preliminary investigation will be conducted following the guidelines set forth in section 9.2 "Single Investigator".

9.3.3. The committee will investigate causal factors in three fields of influence. These are:

- Mechanical factors
- Human elements
- Organizational influence

9.3.3.1. These factors will be discussed in the formal written report and will also be illustrated in the form "Causal Tree Analysis." (Exhibit TLS-09 D)

9.3.3.2. The Causal factors will be used to follow the sequence of events to the point of incident occurrence.

9.3.4. The safety department will be responsible for writing and distributing the final, formal report including the causal tree diagram. The final written report will be filled out using the form "Formal Report of Serious Incident." (Exhibit TLS-09 C)

9.3.5. Copies of the final, formal report will be forwarded to:

- Corporate safety office
- Terminal manager
- Manager
- Supervisors
- Incident file
- Client or insurance representative upon request

9.3.6. **APPROVALS**

All approvals whether Single Investigator or Formal Report will be forwarded to the Terminal manager for his review and approval before they are distributed.

TLS Safety Incident Investigation Form

TLS
SAFETY PROCEDURE NO. TLS-09
ACCIDENT/ SAFETY INCIDENT INVESTIGATION PROCEDURE

Single Investigator Report for All Accident/ Near Miss Investigations

Date of Investigation:_____ Date / Time of Incident:_____

Name of Injured (If none state N/A):_____

Job Title and Duty:_____

S.S. # :_____ EMPLOYEE#_____

Service Length (Jobsite):_____ HBM:_____

Exact location where incident occured:_____

_____

Describe fully how incident occured:_____

_____

_____

_____

What Safety measures were unused / violated by any of the participants?:_____

_____

Was TSTI adequate? Explain use / non-use:_____

_____

Recommended action to prevent reccurence:_____

_____

_____

Witnesses: (Important)

1. Name:_____S.S. # :_____

2. Name:_____S.S. # :_____

Investigator:_____S.S. # :_____

Approved by:_____

Doc. No.	TLS-09
Rev. No.	**DRAFT**

Incident #:-_____

TLS

Formal Report of Serious Incident

Date of Investigation:_____ Date / Time of Incident:_____

Name of Injured (If none state N/A):_____

Job Title and Duty:_____

S.S. # :_____ Employee # _____

Service Length (Jobsite):_____ HBM:_____

Job Task:_____

Exact location where incident occured:_____

_____

Describe fully how incident occured (Use extra pages if needed):_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Causal Factors

Mechanical Factors:_____

_____

_____

Human Elements:_____

_____

_____

Organizational Influences:_____

_____

_____

What Safety measures were unused / violated by any of the participants?:_____

_____

_____

Was TSTI adequate? Explain use / non-use:_____

_____

_____

Recommended action to prevent reccurence:_____

_____

_____

_____

_____

_____

_____

Person(s) Responsible for Implementing Corrective Action:_____

_____

Additional Comments:_____

_____

_____

Investigation Committee

	Name	Title	Employee#
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Approval Signatures

_____ _____
Investigation Committee Chairman **Date**

_____ _____
Terminal Manager (or Designee) **Date**

Date of Report Distribution:_____

Distribution: **Corporate Safety Office** **Supervisors**
Terminal Manager **Incident File**
Others (List):_____

Incident #:_____

TLS

Formal Report of Serious Incident - Causal Tree Diagram

Fact List

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10._____
11._____
12._____
13._____
14._____
15._____

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-10

FALL/PREVENTION PROTECTION PROCEDURE

Reviewed By (Date) **Approved By (Date)**

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-10
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TABLE OF CONTENTS

10.0. PURPOSE

10.1. GOAL

10.2. RESPONSIBILITY

10.3. PLANNING

10.4. TOTAL SAFETY TASK INSTRUCTIONS (TSTI)

10.5. ENGINEERED FALL PREVENTION/ CONSTRUCTABILITY BEST PRACTICES

10.6. FALL PROTECTION METHODS

10.7. FALL PROTECTION DEVICES

10.8. SAFETY DEPARTMENT ASSISTANCE

10.9. FALL PREVENTION TRAINING

10.10. HARNESS AND LANYARD INSPECTION

10.11. EXHIBITS

TLS-10 A - EMPLOYEE ACKNOWLEDGMENT FORM

TLS-10 B – PERSONAL FALL ARREST SYSTEM INSPECTION FORM

10.0. PURPOSE

It is a known fact that falls and fall related accidents account for the majority of construction related fatalities each year. The purpose of this procedure is to set procedures to eliminate the exposure to falls and protect against fall exposures when the exposure cannot be eliminated.

10.1. GOAL

The goal of the program is to complete the project with no fall related incidents. The program is designed to provide fall protection to all personnel working 6 feet (6") or more above ground level.

10.2. RESPONSIBILITY

Each member of the facility has a set of responsibilities when it comes to fall prevention/ protection.

10.2.1. TERMINAL MANAGER

The Terminal Manager is responsible for ensuring that the Fall Prevention/ Protection program has been implemented and is working in its designed fashion.

10.2.2. SAFETY DEPARTMENT

While the Safety Department has the primary function of being advisors and teachers in the Fall Prevention/ Protection program they also have full authority to enforce the program.

10.2.3. SUPERVISOR

The Supervisors are responsible for supporting and monitoring the program to ensure that it is in compliance at all times, by all project personnel.

10.2.4. FIELD PERSONNEL

Field personnel are responsible for general knowledge of the program and compliance with all elements of the program, including being ***responsible for their own actions***.

10.3. PLANNING

The primary component of the Fall Prevention/ Protection Program is the elimination of fall exposure. Through careful study of tasks before they take place. We can strive to plan out potential fall exposure. Awareness of the hazards involved in falls, and the consequences of a fall related injury will cause personnel to exercise caution and due diligence when faced with the prospect of work at heights.

10.4. TOTAL SAFETY TASK INSTRUCTIONS (TSTI)

Total Safety Task Instruction will be given to each employee prior to the start of the work activity. Special Emphasis will be given to all work in elevated areas. Supervisors must analyze all elevated task for fall protection needs and will ensure that adequate fall protection systems are provided. After analyzing the tasks supervisors will instruct personnel involved in the specifics of the fall protection measures being used.

10.5. ENGINEERED FALL PREVENTION/ CONSTRUCTABILITY BEST PRACTICES

This section contains a series of guidelines and best practices for engineered fall protection. All projects should be reviewed for potential fall exposures. Providing input during the design phase can decrease the exposure to falls by allowing the engineer to plan fall prevention/ protection into the project. Using the following sections as outlines will serve to give the engineer the direction that he/ she may need. On tasks where fall prevention/ constructability was not utilized during the design and procurement phase, this outline is to be reviewed to ascertain which elements may be applicable during construction and maintenance activities.

10.5.1. CIVIL DEPARTMENT

10.5.1.1. TRENCHING

Minimizing trenches of excessive depth, lessening the possibility of injury due to fall into open excavations. At excavations of ten feet (10”) in depth or greater, install perimeter protection of hazard warning or physical protective type.

10.5.1.2. ELEVATED CONCRETE STRUCTURES

The design will include access and egress points as well as the ability to secure lifelines. Embeds can be added for attachment points. While erecting forms above the designated six foot (6’) point platforms will be added as the wall is built so that the form setters do not have to climb the wall.

10.5.1.3. PRE-CAST

Precast concrete where feasible and then set into place.

10.5.1.4. REBAR

Have rebar shipped to the jobsite cut and bent to fit. Pre-Assemble at the job site outside of the excavation or form walls.

10.5.2. STRUCTURAL IRON (FOR CONSTRUCTION ONLY)

10.5.2.1. **BENT SECTIONS:** Maximize the use of these.

10.5.2.2. **PRE-ASSEMBLY:** Maximize this practice.

10.5.2.3. **STICK BUILDING:** Minimize this practice.

10.5.2.4. **CHRISTMAS TREE:** Eliminate this practice.

10.5.2.5. **WELDED JOINTS:** Minimize this practice.

10.5.2.6. **CLIP CRADLES:** Install in areas where large members are to be landed in the air.

10.5.2.7. **COLUMN SPLICES:** Engineer at permanent landings.

10.5.2.8. **RETRACTABLE LIFELINES:** Attach to steel on ground level.

10.5.2.9. **DRESSING OUT:** Vertical columns should be dressed out with insulation, ladders, and platforms. Install piping (including testing), lighting and instrumentation, then erect steel.

10.5.2.10. **SCHEDULING:** Management will be consulted with to ensure that stairways, ladders, and grating arrive in conjunction with structural steel to allow access way to proceed at the same time as the main structure.

10.5.3. PIPE

10.5.3.1. **PRE-ASSEMBLY:** Maximize this practice.

10.5.3.2. **FIELD WELDS:** Minimize this practice.

10.5.3.2.1. Locate field welds above platforms and inside handrails at elevations minimizing the need for scaffolds. #D CAD and/ or plastic models should be used in this effort.

10.5.3.3. **MODULARIZATION:** Place pipe on pipe ways and skids when possible.

10.5.3.4. **PIPE RACKS:** Design of new pipe racks should allow loading of the rack from the side.

10.5.3.5. TESTING: Maximize testing at ground level after pre-assembly. When testing in elevated situations, packages should be issued which will locate blinds above platforms and inside handrails, minimizing the need for scaffolds.

10.5.3.6. PRE-ASSEMBLY: Pre-Assemble both above ground and underground pipe and either lift or lower into place as whole sections rather than piece by piece.

10.5.4. INSULATION

10.5.4.1. PLANNING: Although insulation is sometimes added as an afterthought, planning should go into installation of known items to be insulated.

10.5.4.2. SCHEDULING: By scheduling through the electrical and instrumentation departments, steam tracing should be applied at ground level before erection.

10.5.5. ELECTRICAL

10.5.5.1. CABLE TRAYS: These should be designed where they are most accessible without placing wire pulling crews in awkward elevated positions.

10.5.5.2. HOT SERVICES: Minimize areas where new installation is in close proximity to existing hot services.

10.5.5.3. UNERGROUND SERVICES: Maximize running power and cable underground, where permitted.

10.5.5.4. CONDUIT: Maximize running conduit in bundles.

10.5.6. INSTRUMENTATION

10.5.6.1. PLACEMENT: Place instruments where they are accessible from platforms, walkways, decking, and ladders.

10.5.6.2. STEAM TRACE: In cooperation with the insulation department, apply steam trace at ground level.

10.6. FALL PROTECTION METHODS

10.6.1. All personnel in elevated work situations on the TLS facility will be required to wear an approved full body harness complete with shock absorbing lanyards.

10.6.2. Any situations in which an employee has his/her feet six feet (6') in height from ground or deck level is considered elevated work. This does

not apply when personnel are working off of completed, **permanent structures**. Scaffolds and temporary work decks do not meet the classification of permanent structure.

10.6.3. Personnel will be considered to be exposed to a fall situation if any of the decking, handrails or guardrails on a permanent structure have been removed.

10.6.4. Fall protection systems will be broken into two categories. These are:

- Primary Fall Protection Systems
- Secondary Fall Protection Systems

10.6.5. PRIMARY FALL PROTECTION SYSTEMS

Maximum use of primary fall protection systems will be implemented. These include the use of scaffolds, aerial lifts, personal hoists, etc. These systems will be equipped with complete working/walking surfaces free of encumbrances and unprotected floor openings. They must have complete guard rail systems, toe boards and safe means of access. In cases where floor openings must be left open for work access, the appropriate guardrail systems and lifelines will be erected.

10.6.5.1. Personnel working from aerial lifts or personnel lifting devices will also use harnesses and lanyards and will have the lanyard secured before they use the device.

10.6.6. SECONDARY FALL PROTECTION SYSTEMS

When primary fall protection systems are not in place then secondary fall protection systems will be used. The secondary systems consist of retractable lifelines, fall blocks, bosun chairs, minilifts, reoegrabs, harnesses and lifelines, etc. The secondary systems are to be used in the “100% Tie-Off” mode which means that the employee must have their landyard secured at all times while they are in a fall exposure. This entails the carrying of two lanyards or a “Y” design lanyard that has two lanyards feeding one shock absorber system. All lanyards will have the shock absorbers attached to the lanyards.

10.6.6.1. Fall protection devices will be inspected before use, for damage and/or deterioration. All fall protection devices will be inspected monthly and this will be documented on attachment HBMSP- 10 B.

10.6.6.2. Fall protection devices will not be altered in any way other than by the manufacturer.

10.6.6.3. Fall protection devices subjected to shock loading during a fall arrest will be removed from service and the safety department will be notified.

10.6.6.4. Fall protection systems will not be used for any purpose other than employee protection. They will not be used to handle or lift material, tools, etc.

10.7. FALL PROTECTION DEVICES

While it has already been established that there are two types of fall protection systems, there are devices incorporated in these systems that are covered in this section.

10.7.1. PRIMARY FALL PROTECTION SYSTEMS: These systems provide walking and working surfaces in elevated areas which are free from floor openings and are equipped with standard guard rail systems on all open sides and with closure apparatus for ladder openings or other points of access. These systems include, but are not limited to: Scaffolds, pencil boards, aerial lifts and other approved personnel hoisting devices:

10.7.1.1. Standard guard rails will consist of top rails of 2” x 4” lumber or equivalent material. It will be fastened approximately forty two inches (42”) above the working/walking surface. In addition, a mid rail constructed of the same materials will be installed at a height of approximately twenty one inches (21”) above the surface. A four inch (4”) tall toe board will be installed at the walking/working surface. The upright support post spacing will not exceed eight feet (8”) and the entire system must be capable of supporting 200 pounds of force in any direction with minimum deflection.

10.7.1.2. Floor opening/hole covers are to be used to close openings and holes in floors, platforms, and walkways. These covers must be capable of supporting the maximum potential load they may be subjected to. In lieu of floor covers, guardrail systems and/ or other means of secondary fall protection (i.e. lifelines) will be erected. Where covers are utilized, the cover must completely cover the opening/hold and be secured against accidental displacement. A minimum of 3/4" thick plywood will be used to make these and they must be marked as follows:

HOLE COVER
DO NOT REMOVE

10.7.2. SECONDARY FALL PROTECTION SYSTEMS: These systems provide protection for the individual by being a restraint in the event that a person does fall from and elevation. The intent of a secondary system is to have a physical link to an approved anchorage point that will support not only the weight of the user but also the shock load that can be placed on the anchorage if the person falls.

10.7.2.1. These systems will be worn and used as backups to the primary lanyards and lifelines furnished by the project may be used on the site. Personal systems will not be used.

10.7.2.2. HARNESSES AND LANYARDS Only full body harnesses, lanyards and lifelines furnished by the project may be used on the site. Personal systems will be used.

10.7.2.2.1. Lanyards must be designed to absorb and dissipate shock loads.

10.7.2.2.2. The shock absorber end of the lanyard will be attached to the “D” ring in the middle of the back. It will not be attached to the anchorage point.

10.7.2.2.3. D-Rings on the waist or chest of the harness may only be used for positioning and with rail type ladder climbing devices. Only approved work positioning lanyards will be used for positioning and a shock absorbing lanyard must also be secured in this event.

10.7.2.2.4. All lanyards will have the double locking snap hooks to prevent roll out.

10.7.2.3. LIFELINES Lifelines are points of attachment for fall protection lanyards that are made of wire rope or manmade fiber. They must be capable of supporting 5000 pounds impact load. Lifelines may be mounted either vertically or horizontally and are intended to provide mobility with fall protection to personnel working in elevated areas.

10.7.2.3.1. Lifelines will not be used for any purpose other than fall protection.

10.7.2.3.2. Horizontal lifelines must be constructed of at least three eighth inch (3/8”) wire rope cable that has been properly supported to withstand at least a 5000 pound impact load. Alternate

materials with specific cases must be approved by the Safety Department.

10.7.2.3.3. Cable clamps will be of the appropriate size for the diameter of cable being used and there will be a minimum of three clamps at each termination end for cable up to seven sixteenths inch (7/16”) in diameter. From one half inch (1/2”) to three quarter inch (3/4”) in diameter cable, four clamps will be utilized. For cable requirements larger than three quarter inch (3/4”) diameter, the Safety Department will be consulted.

10.7.2.3.4. Cable clamps will be installed with the saddle on the “live” side of the cable. Remember – “Don’t saddle a dead horse.”

10.7.2.3.5. Cable clamps for lifelines will be painted fluorescent orange to identify them as being designated for lifelines and not material.

10.7.2.3.6. Horizontal lifelines will be positioned to provide points of attachment at waist level or higher to the personnel utilizing them.

10.7.2.3.7. Horizontal lifelines will be installed and maintained by the project rigging/ structural iron department.

10.7.2.3.8. Vertical lifelines will be used when protection is needed during vertical mobility. They may be Self-Retracting reel types or may be made of static lifelines that are comprised of synthetic fiber rope or wire rope which is equipped with approved rope grabs. Either type is attached to the safety harness.

10.7.2.3.9. Self-Retracting reel type lifelines will be installed above any ladder being used for multiple egress to protect personnel who may be climbing up or down. A small diameter rope will be tied to the carabiner to allow personnel at ground level to pull the carabiner down to them. The reel will be attached by use of a shackle or approved web sling anchor.

10.7.2.3.10. Static rope grabs are required for personnel working from spyder/ sky climbers, two point suspension scaffolds or boatswains chairs. These types of lifelines can also be used to provide fall protection for other operations such as scaffold erection and structural steel erection here tie off points are limited and vertical mobility is required.

10.7.2.3.11. Sliding rope grab for the size and type of rope used are the only method for securing a safety lanyard to a static vertical lifeline. Lanyards will not be attached by use of knots or loops. Rope grab will be positioned on the lifeline at least above the shoulders of the user.

10.7.2.4. LIEFLINE PLACEMENT/ INSTALLATION

10.7.2.4.1. HORIZONTAL LIFELINES

10.7.2.4.1.1. Horizontal lifelines placed in skeletal steel structures will be at least three eighths inches (3/8”) diameter wire rope cable. They will be secured on each end by at least three cable clamps or proper size for the cable. Intermediate supports will be adequate to minimize sag and vertical deflection under loading.

10.7.2.4.1.2. Priority will be given to lifeline placement a structures are erected.

10.7.2.4.1.3. Lifelines will be arranged to provide adequate mobility in all areas of the structure while providing 100% Fall Protection for personnel.

10.7.2.4.1.4. Personnel installing lifelines will be protected from falls at all times by use of retractable lifelines or by securing.

10.7.2.4.1.5. The Safety/Maintenance Department will conduct a documented weekly inspection of all lifelines.

10.7.2.4.1.6. Softeners will be used where lifelines contact sharp edges such as beam flanges. Softeners will be secured in place to prevent accidental displacement.

10.7.2.4.2. VERTICAL LIFELINES

10.7.2.4.2.1. Static rope lifelines will be made of synthetic fiber rope and will be inspected prior to each use by the person using it. They will undergo a weekly documented inspection by the craft which erected it.

10.7.2.4.2.2. Static rope lifelines must be used with approved rope grabs for lanyard attachment.

10.7.2.4.2.3. Static rope lifelines must be anchored at the top by means capable of supporting 5000 pounds of impact load.

10.7.2.4.2.4. Static rope lifelines/rope grabs will be placed for each person working from or riding in spyder/sky climbers, two point suspension scaffolds or boatswains chairs. Each person must have an individual lifelines.

10.7.2.4.3. RETRACTABLE REEEL LIFELINES

10.7.2.4.3.1. Retractable lifelines devices will be attached to supports capable of supporting 5000 pounds impact loading.

10.7.2.4.3.2. Retractable lifeline devices will be secured by means of carabiners, shackles, and wire rope or synthetic web slings. Tie wire, #9 wire, synthetic or natural rope will not be used to secure these devices.

10.7.2.4.3.3. Each retractable lifeline device will be equipped with a rope tag line for extending the device to elevations below the point of attachment.

10.7.2.4.3.4. Retractable lifelines will be placed at the top of every ladder over ten feet in height, which is used for multiple egress to elevations. Personnel using these devices will secure the retractable lifeline to their safety harness D-Ring while ascending or descending the ladder.

10.7.2.4.3.5. Retractable lifelines will also be used to provide fall protection to structural iron workers during erection prior to installation of other fall protection systems.

10.7.2.4.3.6. Retractable lifelines will be attached to any scaffold over twelve feet (12") in height.

10.7.2.5. OTHER DEVICES

10.7.2.5.1. SAFETY NET Safety nets may be used in some situations as secondary fall protection. Use and installation of nets, when required, will be under directions of the safety department. The structural iron/rigging department is responsible for net installation when required.

10.7.2.5.2. CONNECTORS TOGGLES Connectors toggles are device which lock into structural steel bolt holes to provide an attachment point for safety lanyards. These devices are primarily used by structural iron connectors and bolt-up personnel during steel erection.

10.7.2.5.3. CONCRETE FORM TIE-OFFS Concrete from tie-offs are devices which attach to Patent, or other brands, of concrete forms to provide an attachment point for safety lanyards These devices are used when placing concrete forms at elevations where a fall exposure exists.

10.7.3. OTHER APPLICATIONS

10.7.3.1. LADDERS

10.7.3.1.1. Portable extension ladders will extend at least 36 inches (36") above their uppermost

landing and be secured against displacement. Stepladders will also be secured against displacement. All ladders will be secured. Whether they are in use or left in place temporarily.

10.7.3.1.1.1. Any ladder not in use will be place laying on the ground and will not be propped up.

10.7.3.1.2. Personnel ascending or descending ladders will have both hands free of any encumbrances. They will not carry tools or material up or down the ladder. They must use both hands for grasping.

10.7.3.1.3. Personnel will not secure their lanyards to the ladder itself. They must secure them to a proper anchorage point.

10.7.3.1.4. All portable ladders are to undergo a documented inspection every month. They will be visually inspected before each use and at the beginning of a work shift if the ladder has stayed in the erect position through the end of the prior work shift.

10.7.3.1.5. **MULTIPLE EGRESS** The definition of multiple egress is: When one person makes more than one trip up and down a ladder or if more than one person makes a trip up and down the same ladder.

10.7.3.1.5.1. Ladders do not require the retracting lifeline to be placed above them when they are used for single access to an elevation. When using the ladder in this manner the following must be completed.

- Personnel using the ladder must receive specific T.S.T.I. concerning the use of portable ladders and associated fall protection techniques.
- Personnel climbing ladders which are not secured at the top must have use of portable ladders and associated fall protection techniques.
- Upon climbing to the elevation where the task is to be performed, the person who has ascended will properly secure their safety lanyard before securing the ladder. The ladder must then be

secured before work proceeds. When the work task is completed the process must be reversed with the safety lanyard being the last protective item released prior to descent.

10.7.3.2. TEMPORARY WORK PLATFORMS/ WALKWAYS

(Scaffolds and Pencil Boards)

10.7.3.2.1. All temporary platforms/walkways are to be equipped with solid decks free of openings and will be equipped with a standard guardrail system.

10.7.3.2.2. Personnel working from temporary platforms or traveling temporary catwalks will have their lanyard secured at all times to a lifeline or structure capable of supporting 5000 pounds impact loading.

10.7.3.2.3. Every temporary work platforms or walkway must be provided with a safe means of access/egress which allows personnel to remain secured at all times. Retractable lifelines will be used to achieve fall protection while ascending or descending access ladders to temporary work platforms or walkways which are twelve feet (12") or more in height.

10.7.3.3. AERIAL LIFTS (Manlifts)

10.7.3.3.1. Personnel riding in or working from these lifts must secure their safety lanyard to the lift basket at all times.

10.7.3.3.2. Personnel climbing out of the basket to gain access to an elevated position must first secure one lanyard to an anchorage point outside the man lift before detaching the lanyard connected to the man lift.

10.7.3.4. SPYDER/ SKY CLIMBERS AND BOATSWAINS CHAIRS

10.7.3.4.1. Personnel riding in or working from these hoisting devices will each be provided an independent lifeline and rope grab to

which their lanyard will be secured at all times while aloft.

10.7.3.5. CRANE HOISTED PERSONNEL BASKETS

10.7.3.5.1. Use of these devices will comply with the procedures set forth in procedure number HBMSP-15 (Crane Hoisted Personnel Baskets)

10.7.3.5.2. Personnel riding in or working from personnel baskets must have their lanyard secured to an anchorage point inside the basket at all times while the basket is aloft.

10.7.3.6. ELEVATORS

10.7.3.6.1. Personnel riding inside of enclosed elevator cars are not required to wear a safety harness and to secure their lanyard.

10.7.3.6.2. Personnel riding endless loop manlift elevators are required to wear a safety harness and to secure their lanyard.

10.7.3.7. SKELETAL STEEL/ OPEN STRUCTURES

10.7.3.7.1. This section deals with fall protection when personnel are required to gain access to travel and work in skeletal steel/ open structures such as pipe racks. This includes traveling on or working on any elevated surface which is not designed as a personnel work surface or walkway (e.g. pipe, cable tray, etc.)

10.7.3.7.2. Personnel working or traveling in skeletal steel/ open structures will secure their lanyards to a lifeline or structure capable for personnel working or traveling in these structures. The maintenance department will be responsible for installation and maintenance of these lifelines.

10.7.3.7.3. Adequate lifelines systems will be erected, when feasible in skeletal steel/ open structures to allow 100% Fall Protection for personnel working or traveling in these structures. The maintenance department will be responsible for installation and maintenance of these lifelines.

10.7.3.8. PERMANENT STRUCTURES/ STAIRS/ CAGED LADDERS

10.7.3.8.1. In the case of fully completed, permanent structures, the wearing of secondary fall protection (e.g. safety harnesses) is not required. If the structure has not been fully completed with all grating secured and toeplates in place then it is not considered a completed structure and safety harnesses will have to be worn.

10.7.3.8.1.1. When personnel are working or traveling in incomplete permanent structures where fall exposure exists such as floor openings or open sided floors, they must be properly secured when within six feet (6') of any fall exposure.

10.7.3.8.2. Priority will be given to installation and securing of permanent floors and walking surfaces and all guard rails or other permanent fall protection devices.

10.7.3.8.3. Permanent stairs, when completed, will be used to access or egress elevated work areas.

10.7.3.9. STRUCTURAL STEEL ERECTION

10.7.3.9.1. Personnel erecting structural steel will achieve 100% Fall protection through use of safety harnesses/lanyards, retractable lifelines, connectors toggles and aerial lifts.

10.7.3.9.2. Access to structural steel will be obtained through use of ladders, aerial lifts and other approved personnel hoisting devices. Climbing of structural steel members such as columns and diagonal braces will not be allowed.

10.7.3.9.3. Prior to and during horizontal lifeline placement, structural personnel will crawl (coon) steel members with lanyards tied around these members. Retractable lifelines secured at elevations above the point of operation may be used in some applications to provide fall

protection prior to the availability of horizontal lifelines.

10.7.3.9.4. When lanyard lengths longer than six feet (6') are required due to large steel members the safety department will be contacted to approve methods for obtaining the additional length.

10.7.3.10. REINFORCEMENT STEEL/ CONCRETE FORM WORK

10.7.3.10.1. Personnel working on rebar work piers and on concrete form walls must have fall protection 100% of the time that they are in fall exposure situations. This can be achieved through the use of safety harnesses/lanyards, retractable lifelines, static lifelines, scaffolds and aerial lifts.

10.7.3.10.2. Personnel working rebar or formed walls and elevated piers require a work positioning lanyard along with their double lanyard or "Y" design lanyard. The work positioning lanyard is not to be used for fall protection. A fall protection lanyard must be secured before the work positioning lanyard is used. They are removed in the reverse order.

10.7.3.10.3. On vertical rebar walls the safety lanyard will be secured at a point above the workers head, either to a lifeline or a horizontal section of rebar.

10.7.3.10.4. On form walls, personnel will use patented construction form anchorage points, attachments or lifelines to secure their safety lanyards. These persons will receive TSTI on the equipment to be used and the fall protection practices to be used.

10.7.3.11. CRANE ASSEMBLY AND DISMANTLING

10.7.3.11.1. As many different variations of this practice exist, thorough pre planning must take place and be initiated regarding 100% fall protection.

10.7.3.11.2. Fall protection will be obtained during these operations through the use of harnesses/lanyards, retractable lifelines, pencil boards, aerial lifts, etc.

10.7.3.11.3. Means will be taken to ensure that personnel are not tied off below waist level. This can be accomplished through the use of lifelines or scaffold handrails, etc.

10.7.3.12. CONFINED SPACE ENTRY

10.7.3.12.1. All specifications for confined space entry in CSE procedure HMBSP -06 will be followed.

10.7.3.12.2. All procedure for entry into excavations which are considered confined spaces must meet the specifications listed in the excavation procedure HBMSP-05

10.7.3.12.3. If any entry is through a top opening, then an approved lifting device must be provided to aid in lifting/lowering personnel through the opening. This can be accomplished through the use of tripods, minilifts, etc.

10.8. SAFETY DEPARTMENT ASISTANCE

10.8.1. In the event that any of the areas of the "Engineered Fall Protection/ Constructability Best Practices" or procedures sections may not be met; the TLS Safety Department will be notified for evaluation and advice. TLS safety variances may be used on a case-by-case basis, provided that alternate methods are used to protect against fall exposure.

10.8.1.1. Under no circumstances will variances be granted that will circumvent the Federal or State Safety regulations regarding fall protection.

10.9. FALL PREVENTION TRAINING

All personnel who may be exposed to a fall will be trained utilizing the following outline.

10.10. HISTORY OF FALL PROTECTION

- Up to the 1960's there was little or no fall protection training and what was done was done in limited and specialized areas only.

- Iron Workers walked beams at high levels.
- Fall were considered “Hazards of the Trade”.
- Injuries were calculated into bid packages. The companies “knew” that a certain amount of injuries or fatalities would occur.
- From the 1960’s to date there has been much progress.
- Fall protection began to be utilized.
- Body belts were the main means of protections.
- “Tie Off” was encouraged while persons were working at heights.
- Studies were undertaken in Canada by the U.S. Air Force.
- Actual fall protection policies began to surface.
- The six foot (6’) rule regarding the “Tie Off” was established.
- It was discovered that safety belts and ring placements were contributing to injuries.
- Construction industry began to realize that falls were among the leaders in fatalities.
- Research and Education began to correct fall protection and prevention procedures. Engineers and medical personnel began to understand “Fall Dynamics”.
- Safety Harnesses began to be utilized.
- The importance of training began to be noticed.

10.11. STATISTICS

The leading cause of construction fatalities for many years were electrical shock. The industry formed councils to research and develop methods for correcting these trends.

The first product of these councils was the lockout policy. Electrically related deaths are no longer the leading cause of workplace death.

In the past few years **FALL** and **FALL RELATED INJURIES** have been the leading cause of death in construction.

Bureau of Labor Statics figured for heavy construction.

1985 to 1989
3,496 Deaths – 33% were due to falls (1,154)
Death from: Asst. Heights 433

Roofs	297
Scaffolds	214
Steel Erection	123
Floor Openings	74
Ladders	73
	1,154

10.12. FALL PREVENTION

Fall prevention must take priority over fall protection and be the first level of defense when faced with potential fall exposures.

Traditional methods are not always the best methods.

Can the exposure be eliminated through administrative or engineering controls?

Some examples are:

- Build platforms, columns, small structures, on the ground vs. in the air.
- Install fall protection as you go, with handrails before decking.
- Have holes pre-punched into steel beams during fabrication for the use of “quick pins”.

What other methods can be used to reach the elevated work area?

Examples are:

- Manlifts
- Boom Trucks
- Personnel baskets
- Scaffolding
- Pick Boards
- Scissors Lifts

It is important to recognize that we must attempt to eliminate the exposure before we subject people to it.

10.13. FALL PROTECTION METHODS AND EQUIPMENT

When we are faced with a situation where the exposure is present we must then rely on fall protection.

10.13.1. WHAT HAPPENS AT THE END OF A FALL?

If body belts are used:

- When worn loose or with the “D” ring at the side, then severe back injury can occur.
- The belt transfers the entire force to the abdomen.
- Increased pressure in the abdomen causes hydraulic pressure on the upper thoracic cavity (Heart and Lung area).
- Hydraulic pressure transfers the force through the abdomen and to the vital organs. Severe damage can occur.
- The person will swing around and hit other objects as they have no control.
- The body will over 90°.
- Gravity and pressure will make breathing difficult and unconsciousness will result.
- Self-rescue is extremely difficult due to body position and discomfort.
- The possibility of belt buckle failure, and belt damage due to the fall can cause the fall to not be arrested.

10.13.2. SAFETY HARNESSES AND LANYARDS

Safety Harnesses will allow a person complete freedom of movement while still providing adequate protection.

Body belts transfer all of the employee’s body weight in an impact force to a persons waist when use without a shock absorbing lanyard.

OSHA states that there is a maximum limit of fall force that can be sustained during a fall.

The maximum for a belt is 900 lbs. and it is 1800 lbs. for a safety harness.

A shock absorber reduces this force by a factor of seventy percent (70%).

This reduces the shock loading forces significantly.

Example:

- An employee secures his lanyard at his feet.
- He weighs 200 lbs. (industry avg.)
- He has on 50 lbs. of tools and material

- He has a fall and his fall is twelve feet (12')
- 12 ft. x 250 lbs. = 3000 ft. lbs. of force
- The shock absorber reduces the impact load by 70%
- 3000 ft. lbs. – 70% = 900 lbs.

This is below the allowable strain for a body belt.

The harness will allow the wearer to remain in an upright position while awaiting rescue.

- Studies by the Canadian Air Force show that a person has all their weight transferred to their abdominal cavity using a body belt and that a belt causes the person to hang in a bent over position making it very hard to breathe.
- These same studies showed that due to differences in anatomy, men were almost twice as likely to fall through a belt as a woman.
- The force is transferred from the "D" ring on the rear, to the shoulder, chest, and legs.
- Safety harnesses transfer the impact force to the thighs of the individual wearing it.
- Force is not transferred to the abdomen or body cavities.
- Damage to internal organs is not a probability.
- Breathing is normal and not hindered.
- The normal upright body position while hanging in the harness can be maintained for extended periods of time.
- Self-rescue can be initiated by the employee.
- The hands and feet are free to protect the body if swinging occurs.
- The harness components are not subject to the stress factors similar to the belt due to distribution of the load.

All lanyards have double locking snaphooks.

- Single action snaphooks allow rollout.
- The narrow gate of the single action snaphook and angle of the gate make it difficult to secure with one hand.

- Double action snaphooks have locking feature that prevents rollout.
- The wide gate makes hookup easier.

Rope lanyards were the normal lanyard issued.

- A rope lanyard can stretch as much as 25% during a fall.
- Synthetic rope (nylon, dacron, etc.) cuts very easily under stress loads.
- No outer protective cover, restraint material is exposed.
- For 100% fall protection two lanyards had to be issues.

Web lanyards are issued at this facility.

- Synthetic web material is loomed much tighter than synthetic rope and has 0% stretch under stress load.
- Excellent abrasion and cut resistance under loading.
- Restraint material is protected by denser layer of material cover.
- Outer layer is resistance to cuts, heat, and chemicals.

10.13.3. PROPER WEARING AND USEAGE

Make certain that the harness and lanyard have been inspected and are in good condition.

All harnesses and lanyards are to undergo a documented monthly inspection.

Adjust the harness so that excess slack is taken out of the abdominal and chest straps.

Always keep the leg straps secure and high in the crotch.

Do not allow lanyards to hang down as they will get caught in items as you pass them.

Do not alter or damage fall protection equipment in any way.

Do not use fall protection equipment for any purpose other than fall protection.

Attach lanyards to attachment or anchorage points only.

Lanyards are not lifting straps or tool holders.

Always attach lanyards to the rear “D” ring for fall protection.

The side “D” rings are for positioning only.

Work positioning lanyards are to be used only when the primary lanyard has been secured.

Two lanyards or a “Y” design lanyard must be used when in a fall exposure situation so as to provide 100% fall protection.

All lanyards will have a shock absorber section which will be attached to the “D” ring.

When in a fall exposure situation one lanyard or one end of the “Y” lanyard must be secured to a proper attachment point at all times. This provides 100% Fall Protection.

Secure lanyards overhead if possible. If not possible then secure them as high as possible. The potential fall distance is neve to exceed six feet *6’) and this means that your lanyard should never be secured at or below your feet.

All personnel that will be welding or using cutting torches will use a lanyard that is made of wire rope.

10.13.4. MOVEMENT AND ACCESS TO ELEVATED AREAS

Always secure the lanyard before accessing into or onto an elevated work area.

Secure the lanyard ***before*** leaving a ladder or platform.

Secure yourself to approved anchorage points only. While the harness with shock absorbing lanyard will reduce the impact force it is necessary to figure the load strain at 5000 lbs. of impact force to allow for equipment failure. (While no case of failure is known of when fall protection equipment has been maintained and used properly we must still allow for it as a safety factor.)

If anchorage points are not available then you must seek out your supervisor to notify him.

If fall protection is not available then you must not access the area.

Lifelines, stanchions, retractables, etc. must be installed by the first person entering an unprotected area.

Common fall protection attachments are minimum three eighths inch (3/8”) steel cable lifeline, minimum five eighths (5/8”) synthetic

rope, steel beams, pip three inches (3”) in diameter or larger, steel chockers wrapped around beams and pipes, and specialty attachments

ALWAYS connect the second lanyard before unfastening the first lanyard when moving into elevated areas.

Do not secure a lanyard to:

- Instrument tubing or air lines
- Electrical conduit
- Fire water lines
- Lumber or wooden railings (Unless pre-approved)
- Unsecured beams, pipe, or handrails
- Grafting
- Any item that cannot support 5400 lbs.
- Any sharp edge or hot surface.

10.13.5. SCAFFOLDS

Scaffolds are considered temporary work platforms and require fall protection at all times.

Always secure the lanyard to a structure if possible. Secure it over head if possible.

Retractable lifelines will be attached to all scaffolds over twelve feet (12’) in height.

Retractable lifelines will have a small diameter rope attached to the carabiner for access from the ground level.

Retractable lifelines will be secured to the back “D” ring if at all possible.

10.13.6. LADDERS

100% fall protection is required when working from ladders.

All temporary use ladder will have a rope attached to the ladder to secure the ladder and stop it from tipping over.

Ladders ten feet (10’) in height or over that are in place for multiple egress will require the use of a retractable lifeline or similar fall protection method.

Always work facing the ladder and keep the belt buckle between the side rails of the ladder for proper stability.

Keep both feet on the ladder. Do not work with one foot off of the ladder on equipment or structures.

10.13.7. TEMPORARY WORK PLATFORMS

100% fall protection is requir4d when accessing temporary work platforms.

Examples are: Manlifts, ladders, personnel baskets, scaffolds

10.13.8. RETRACTABLE LIFELINES

Provide fall protection where lifelines or similar devices cannot be installed.

Stops a fall within six (6) to twelve (12) inches of travel.

Provides cushion or shock absorber effect on the person being halted.

Allows freedom of movement up to four feet (4') away from the centerline.

Can be installed on beams, columns, etc. before erection.

Excellent for scaffold erection in elevated areas exposed to fall hazards.

Easily secured to supports by chokers, shackles, or special attachments.

10.14. WHAT HAPPENS WHEN A FALL OCCURS?

It is not the fall that kills you, it's the sudden stop. This may sound corny but it is true.

Consider this for a moment:

When the body is in motion, kinetic energy is generated. This means that all this mass is traveling at the same rate of speed and this energy is contained in all the components of the body.

When this kinetic energy is brought to a halt all the components of the body crush into each other and the kinetic energy of the body is transferred to the arresting device.

A good rule of thumb for determining fall force is:

Weight of the person X The fall distance = Force

200lbs X 6 feet = 1200 ft. lbs. of force

What absorbs this force? *YOU!*

10.15. FALL PROTECTOIN EQUIPMENT INSPECTIONS

10.15.1. HARNESS AND LANYARD INSPECTON

This will provide a guide for maintaining a sound and thorough inspection program to ensure maximum user safety. All monthly inspection will be logged on the Personal Fall Arrest System Inspection Form (Attachment TLS- 10B)

10.15.1.1. **HARNESS INSPECTION** Every component of the harness must be inspected.

10.15.1.2. **WEBBING** begin at one end.

- Hold the inner side of the webbing towards yourself.
- Grasp the webbing with your hands six to eight inches apart.
- Bend the section into an inverted “U”.
- Inspect for tufts, frayed or broken strands in the webbing surface.
- All webbing should be free of cuts, severe abrasion, burns, chemical damage or any other kinds of physical damage.
- Check for broke, cut or burned sewing stitches. Pay particular attention to the points where hardware attaches to the webbing.
- Look for unusual wear, cut, or frayed fibers. Tongue buckles should be inspected for loose, distorted or broken grommets.
- Follow this the full length of the harness webbing.

10.15.1.3. **HARDWARE** – Check all hardware and its components for proper function. Pants should not bind or be unduly stiff and should be free of foreign matter or corrosion. Check for distortion, which indicates damage and possible malfunction.

- **TONGUE BUCKLE** The tongue should overlap the frame and move freely in its socket, the roller should turn freely in

the frame. Look for distortion, cracks, corrosion and sharp edges.

- **SINGLE PASS FRICTION BUCKLE** Inspect for distortion, the outer and center bars must be straight. Check for cracks, corrosion, sharp edges and corner cracks.
- **SLIDING BAR BUCKLE** Inspect the frame and sliding bar for corrosion and distortion. The sliding bar should move freely. A gnawed edge will slip if moved over excessively.
- **DOUBLE RING BUCKLE** Inspect for distortion, nicks, cracks, and corrosion.
- **SNAP HOOKS** Check closely for hook and eye distortion, cracks, pitted surfaces, and corrosion. The gate keeper should seat easily into the nose. The gat spring must keep the gate firmly closed. Check the thumb lock mechanism for distortion or obstructions. The thumb button must slide smoothly but firmly.
- **D- RINGS** Inspect D-Rings for distortion, corrosion, cracks, breaks, rough or sharp edges. The “D” should pivot freely on the belt and maintain a 90° angle on the web.
- **THIMBLES** They must be solidly seated in the splice eye. Check for cracks and breaks. Edges must be free of distortion with no sharp edged sections.
- **LANYARD** Lanyards must be of the same make/ manufacturer as the harness to be considered as a fall restraint system. When inspecting lanyards, begin at one end and slowly rotate it around so that the entire circumference is exposed.
- **ROPE** Rope parts should be free of worn, broken, cut or burned fibers. Splices should be tight with no loose strands and should have four or more tucks.
- **STRAPS** Bend the strap into a small radius and observe both sides. Check for cuts, breaks, cracks and burns. Be certain that all sewing stitches are intact.
- **STEEL** Bend and rotate the cable. Broken strands will separate from the main body. Inspect for cuts, frayed areas, and unusual wearing patterns.

- **SHOCK ABSORBERS** They must be intact and must not show any sign of engagement such as broken stitches or elongation.

10.15.1.4. **DEFECTIVE EQUIPMENT** Any equipment found to be defective will be immediately removed from service and turned into the safety department for disposal. Use of defective equipment is considered a safety violation.

10.15.1.5. **CLEANING** Remove dust, dirt or other foreign matter by wiping with a damp sponge suing a mild solution of soap and warm water work up a thick lather with a vigorous back and forth motion. Wipe dry with a clean cloth. Hang to dry, away from excessive heat.

10.15.1.6. **SCHEDULE** All harness/ lanyards will be given a visual inspection on a daily basis by the user. All harness/ lanyard systems will be given a documented monthly inspection by a competent person trained on this procedure. Documentation will be done on the Personal Fall Arrest System Inspection Form (Attachment – 10 B). Copies of all inspection forms will be sent to the safety office for recordkeeping purposes.

TLS
SAFETY PROCEDURE NO. TLS-10
FALL PREVENTION/ PROTECTION PROCEDURE

ATTACHMENT TLS-10

I have completed the TLS "Fall Prevention/ Protection" training program which includes the proper use and applications of the following:

Proper Wearing and Usage
Movement and Access to Elevated Areas
Scaffolds
Ladders
100% Tie-Off Policy
Temporary Work Platforms
Equipment Inspection
Retractable Lifelines
Lanyards
Full Body Harnesses

I have read and understand all of the rules, regulations, and procedures which have been presented to me during this fall prevention/ protection training.

I understand that if I have any questions or difficulty understanding any item contained within this package, then I am to contact my foreman immediately.

I am unaware that this orientation is an overview and that it is not all inclusive of the Safety rules and regulations or Project Procedures. It is a specialized training session meant to increase my awareness level.

I agree that I will abide by the rules, regulations and procedures which have been presented in this orientation. I understand that failure to abide by these procedures could possibly subject me to reprimand and/ or termination of employment.

Trainer Signature	Employee Signature
Date	Employee Number

Doc. No.	TLS-10
Rev. No.	**DRAFT**

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-11

FACILITY MANAGER'S SAFETY/ENVIRONMENTAL AND QUALITY ADVISORY COMMITTEE

Reviewed By (Date)

Approved By (Date)

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-11
			Rev. No.	DRAFT

TABLE OF CONTENTS

11.0. PURPOSE

11.1. SCOPE

11.2. MEMBERSHIP

11.3. ACTION

11.4. ATTACHMENTS

HBMSP- 11A – T.M.S.E.Q.A.C. Walk Through Form

MANAGER'S SAFETY AND QUALITY ADVISORY COMMITTEE

11.0. PURPOSE

The Manager's Safety Environmental and Quality Advisory Committee (T.M.S.E.Q.A.C.) is a committee of team members recruited from the various departments and crafts which has responsibility for gathering information and then communicating it to the Manager. Their information gathering is limited to the areas of safety environmental protection and quality and they are mandated to gather information from their respective departments or crafts and report it back to the Manager or his representative.

11.1. SCOPE

The T.M.S.E.Q.A.C. will meet once per week at a specified time and place. This place and time will be communicated to the committee prior to the meeting

Each T.M.S.E.Q.A.C. member is to gather and bring to the committee all concerns and suggestions that can be gleaned from employees that each member comes in contact with during the work week.

The T.M.S.E.Q.A.C. members are expected to look for, and have corrected, any safety or quality concerns that they may encounter during the week. This is accomplished by reporting any concerns to their supervisor, who is required to take corrective action in a timely manner.

11.2. MEMBERSHIP

Membership will be comprised of the following:

Terminal Manager (or his designee)
Safety Environmental Supervisor (or his designee)
One supervisor
One administrative representative

Committee members will be rotated every three months on a staggered basis so that continuity of the committee can be maintained. Rotation order is up to the discretion of the Manager.

Each T.M.S.E.Q.A.C. member will be given and will be required to use, a hard had decal for identification purposes.

11.3. ACTION

At the weekly meeting the members will discuss any safety environmental or quality items that they have for review.

The committee will discuss the overall effectiveness of the safety environmental and quality programs and will make suggestions for improvement.

After the meeting the committee will walk through the field to conduct an onsite audit of conditions.

During this walk through one person (or more as needed) will be given the task of taking notes.

After the walk through, the notes will be turned into the safety environmental department for typing on the "T.M.S.E.Q.A.C. Walk Through" form and distribution to the various supervisors, crafts and departments for action to be taken on discrepancies noticed.

The Supervisor is responsible for ensuring that prompt action is taken to correct any discrepancies noted.

After the corrections have been made and the action noted on the form, the form is then forwarded to the Manager for his review and comments.

The Facility Manager forward the completed forms to the Safety Department for retention.

The complete forms are brought to the next weekly T.M.S.E.Q.A.C. meeting for review and comment by committee members.

SAFETY PROCEDURE # TLS-11

MANAGER'S SAFETY AND QUALITY ADVISORY COMMITTEE

ENVIRONMENTAL WALK THROUGH REPORT

Date_____ Area_____

Names of Members and Titles

_____ _____

_____ _____

_____ _____

_____ _____

Item #	Area	Description of Item Noted	Craft/Dept.	Comments

MANAGER'S SAFETY AND QUALITY ADVISORY COMMITTEE

Item #	Area	Description of Item Noted	Craft/Dept.	Comments

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-12

INCLEMENT WEATHER PROCEDURE

Reviewed By (Date) **Approved By (Date)**

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
Administrative	8/1/15		Doc No.	TLS-12
			Rev. No.	DRAFT

TABLE OF CONTENTS

12.0. PURPOSE

12.1. CONSIDERATIONS

12.2. WEATHER REPORTING

12.3. REACTIONS

12.4. ATTACHMENTS: TLS- 12A DAILY WEATHER FORCAST REPORT FORM

12.0. PURPOSE

To provide an Inclement Weather early warning system for the terminal operations.

12.1. CONSIDERATIONS

Several activities can become hazardous if the weather changes without warning. Examples that merit considerations are:

- Rigging Activities (Cranes)
- Electrical Power
- Confined Space Entry
- Excavations
- Elevated Work Activities
- Equipment Operations

When personnel are engaged in activities such as these, they must be kept abreast of weather forecasts and any changes that may be taking place.

At all times manufacturer's recommendations for safe equipment operation must be followed carefully with regards to weather conditions. This includes wind speeds, humidity, temperature and type of use the equipment is currently experiencing.

12.2. WEATHER REPORTING

12.2.1. DAILY FORECAST REPORTING

The Safety Department will have the responsibility of filling out and issuing the Daily Weather Forecast Report from TLS- 12A.

This report will be filled out at the beginning of each work shift and will be forwarded to the Facility Manger and Shift Supervisor for review. These senior personnel are responsible for interpreting the data and making schedule decisions based on the days planned activities and weather forecast.

Information can be received from commercial radio, television reports, newspapers or fax.

12.2.2. WEATHER ALERT REPORTING

There will be an Emergency Weather radio located in the administrative office or TLS.

The radio will be set to the National Weather Service frequency and will be equipped with an "alert" setting which causes a loud beep when an alert is issued by the National Weather Service. Information can also be received from commercial radio, television reports, or fax.

Any weather advisories are to be communicated to the Manager or Shift Supervisor by the Administrative Assistant.

These individuals will then make a decision on work schedules based on the planned activities and known weather parameters.

12.3. REACTIONS

12.3.1. STORMS

Storms normally approach from the Northwest and there is usually ample time to prepare for them. Standard foul weather procedure including securing of loose items will occur before a storm strikes.

12.3.2. FLOODING

In the event that flooding is imminent or predicted, the workforce will be notified and appropriate steps taken, including evacuation from the island if necessary, to protect personnel and secure the facility.

12.3.3. HIGH WINDS

Sudden Santa Ana winds can strike without warning. There is usually a warning that they are approaching as they come from the Desert through the mountain passes. In this case the weather alert function of the weather alert radios will sound off. However, to determine actual conditions on Terminal Island, all anemometer will be used to read the true wind speed and direction.

12.3.4. LIGHTING

An advisory will be sent out over the TLS radio (channel one) anytime that lightening is spotted. The Facility Manager and the Shift Supervisor, as well as the Safety Supervisor, will be notified by the person issuing the warning.

Proximity of lightening-producing cloud formations, approach of these formations, and the forecast will be taken into consideration. If necessary, there will be a warning sounded over the TLS radio (channel one) and work will be modified to take the hazard into account.

SAFETY PROCEDURE # TLS-12

MANAGER'S SAFETY AND QUALITY ADVISORY COMMITTEE

ENVIRONMENTAL WALK THROUGH REPORT

Date_____ Day of week_____

Source of Report_____

Temperature At present _____

Forecasted High _____

Forecasted Low _____

Winds Speed_____ Gusts_____

Direction _____

Humidity _____Barometric Pressure_____

Visibility

_____

Cloud Conditions

_____

Smog Conditions

_____

Short Range Forecast

_____

_____

_____

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-13

FETAL PROTECTON PROCEDURE

Reviewed By (Date) **Approved By (Date)**

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TABLE OF CONTENTS

13.0. PURPOSE

13.1. DISCUSSION

13.2. RESPONSIBILITIES

13.3. EXPOSURES

13.4. DEFINITONS

13.0. PURPOSE

The Fetal Protection Program is intended to protect the fetus from effects of teratogenic and anoxic chemicals (chemical asphyxiates), and should be distinguished from other measures taken to protect any employee from unsafe exposure to carcinogens and toxic chemicals. This procedure is intended to comply with Federal and California State Regulations, including Proposition 65.

13.1. DISCUSSION

A certain few chemicals are known to be teratogenic or anoxic agents, which may pose severe hazards to the Fetus.

The fertile woman is a unique employee in that, at some time, she may be carrying a fetus who can be harmed by the presence of teratogenic chemicals within the maternal system. The hazards to the fetus is emphasized because the sensitivity of the fetal tissue varies inversely with the degree of development. Ninety percent (90%) of organ formation occurs in the first twelve weeks of pregnancy, with fifty percent (50%) occurring within the first six week following conception. Most women do not suspect pregnancy, or do not follow up on suspicions with a pregnancy test until approximately six weeks after conception. Thus, any efforts designed to protect the fetus must involve a program or continuous control of the fertile woman's workplace.

13.2. RESPONSIBILITIES

13.2.1. ADMINISTRATION

The Fetal Protection Program is administered through the TLS Safety Department.

13.2.2. TERATOGEN LIST

The list of teratogens as identified by will be maintained by the site TLS Safety Department.

13.2.3. IDENTIFICATIONS

The TLS Safety Department will identify this area in the facility which may present the possibility of teratogenic exposures.

13.2.4. TRAINING

The TLS Safety Department will provide training on Fetal Protection to any fertile women working in a known exposure area. The fertile women will be encouraged to report pregnancies so that the Safety Department can review work assignments and discuss appropriate restrictions.

13.3. EXPOSURES

The TLS Safety Department will assess the level of exposure in any known risk areas and if the exposure levels are beyond the Federal of Cal-OSHA mandated safe exposure range, the women and their supervisors will be notified. The supervisor is then responsible for ensuring that the affected women do not return to the area until the exposure level has been brought under control or eliminated.

13.3.1. SAFE LEVEL EXPOSURE

If the exposure level is within the safe level, a continuing assessment must be planned to assure that the safe level is maintained.

13.3.2. ACCIDENTAL EXPOSURE

When a fertile woman becomes aware of a high accidental excursion in a normally safe assignment, she should evacuate the area immediately. Decisions concerning re-entry into the area will rest with the TLS Safety Department.

13.3.3. DOCUMENTATION

In the event of an exposure documentation will be made of the incident, listing the employee exposed and the chemical involved, such documentation will, be included in the individual's medical record.

13.3.4. EXPOSURE NOTIFICATION

In the event that an exposure occurs, the TLS Corporate Safety Department will be contacted for consultation. In all cases of exposure, the exposed employee will be notified.

13.3.5. MEDICAL SURVEILLANCE

After any exposure to a teratogen, the affected woman will be placed under appropriate Medical Surveillance program designed and administered by TLS, Corporate Safety Department.

13.4. DEFINITIONS

CHEMICAL ASPHYXIATES (Biological Asphyxiates)

Materials which are absorbed in the body and interfere with the transport and/ or utilization of oxygen in the body.

EMBRYO TOXIC EFFECTS

Harmful effects produced in the embryo but not causing structural or functional abnormalities of development.

EXPOSURE AREA

An area known to have teratogenic contaminants present.

FERTILE WOMAN

A woman, who is physically capable of becoming pregnant. Women using oral contraceptives or other forms of birth control are considered Fertile Women.

FETUS

The developing unborn baby carried by the Mother.

TERATOGEN

A substance which causes abnormal effects in a fetus. It can be a substance that has a toxic effect.

TERATOGEN LIST

A list of chemicals that are known to contain elements or compounds that have been declared as being teratogens.

TERATOGENIC

Chemical elements or compounds having the properties of a teratogen. By law, a mixture having a 1% concentration of a teratogen in its composition is considered teratogenic.

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-14

TOTAL SAFETY TASK INSTRUCTIONS

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TABLE OF CONTENTS

14.0. PURPOSE

14.1. SCOPE

14.2. GOAL

14.3. TSTI IMPLEMENTATION PROCESS

14.4. TRAINING

14.5. FOLLOW UP/ EVALUATION

14.6. GLOSSARY

14.0. PURPOSE

Total Safety Task Instructions (TSTI), is a safety awareness process designed to assist in eliminating accidents, occupational injuries, and illnesses while also protecting the environment.

The process is designed to ensure that each person in the organization recognizes the importance of TSTI for every task, every day. TSTI will encourage teamwork, promote participation in hazard recognition, and assist in identifying safe work practices before performing work tasks.

By involving the task performer in the safety task planning, TSTI encourages personal commitment and places accountability on the task performer and his/her supervisor. The front line supervisor will provide information, instruction, and coaching, thereby ensuring the task performer has a thorough understanding of the hazards, occupational health and environmental issues, and the safe work processes required to safely execute the assigned task.

14.1. SCOPE

TSTI will maximize safety awareness of all employees through teamwork that requires task performer participation in analyzing each task for hazards and safe work practices, occupational health considerations, and environmental compliance. Using employee feedback, the Front Line Supervisor (FLS) coaches the employees on items not identified in the analysis and trains the employee for improvement.

By effective use of the program, accountability is placed upon the supervisor for the initial analysis and communication and upon the employee for following through with the safety instructions given. It also makes the employee accountable for further analysis of the situation after the supervisor's initial assessment.

14.2. GOAL

The goal for this project is "Zero Injuries and Zero Accidents."

The TLS philosophy of providing a safe work environment for our employees will be achieved by empowering the entire work force in the planning and decision making process. We firmly believe that an empowered work force will inspire the enthusiasm necessary to accept ownership of the safety and work processes which are focused on continuous improvement. Zero Injuries and Zero Accidents is a vital component of the TLS Quality Improvement Process.

14.3. TSTI IMPLEMENTATION PROCESS

The implementation of TSTI will be top priority, regardless of the importance or urgency of the task or service. TSTI is a requirement for all task assignments regardless of scope or duration. The following list includes the implementation process for work tasks at TLS facility.

14.3.1. INITIAL TASK

- The Front Line Supervisor (FLS) will be responsible for planning and analyzing each task for safety, occupational health, and environmental hazards.
- The FLS will assign the task and ensure that ask performers understand the purpose of the task and are made part of the decision making process. The FLS will be required to create an environment that promotes information sharing and communication.
- The FLS will use the term TSTI when communicating the safety and health instructions to the task performer.
- The task performer will then analyze the task for safety, occupational health, and environmental hazards. The task performer will then plan what safe practices would be best for the task at hand.
- Together, the FLS and the Task Performer will discuss, analyze, define task hazards, and the safe work practices that are required. They will also analyze the situation for Best Practices.
- Before taking ownership of the task, the task performer will communicate his/her understanding of the recognized hazards to the FLS. They will reach a consensus on the practices necessary to perform the task safely.
- If needed, the FLS will provide additional information, instruction, and coaching to ensure the task performer has a clear and concise understanding of the work process that are required to safely execute the task.
- To ensure maximum effectiveness, TSTI should be administered verbally at the site where the task will be performed.

14.3.2. NEW TASK

A new task will be treated the same as the initial task and will not be started without proper TSTI.

14.3.3. EXTENDED TASK

Tasks extending beyond a single shift are reviewed for changing conditions by the task performer prior to the execution of the task and will be reviewed with the FLS as soon as possible each day.

14.3.4. CONDITION CHANGES

After TSTI has been implemented and the task begun, there may be changes in the work scope or the surrounding environment that necessitate redressed TSTI. It is the responsibility of the task performer to notify the FLS as soon as possible and it is also the responsibility of the senior craftsman present to initiate TSTI with the personnel in the area.

14.3.5. SELF DIRETED WORK TEAMS

These groups have the responsibility to reach a consensus on the recognized hazards and the safe work processes which are required to safely execute the task. They are responsible for conducting TSTI on their own if the FLS is not available.

14.4. TRAINING

TSTI is a program that operates best when personnel involved in the process have received training in the concept and application. TLS is committed to the concept of TSTI and realize that training is necessary for the process to be successful. The following steps outline the training that will be implemented for project personnel.

14.4.1. MANGEMENT PERSONNEL

All management personnel will be trained in the principles and application of TSTI. Emphasis will be placed on management's support and enthusiasm for the TSTI process. The principles of TSTI will be acknowledged by all management personnel by their signature on the TSTI commitment poster located in the TLS administration office.

14.4.2. FRONT LINE SUPERVISORS

Front Line Supervisors are the key to the TSTI program and their training will reflect that by its content. They will be trained in the principles and applications of TSTI. Part of their training will include question and answer sessions along with examples and role playing scenarios. They will acknowledge their commitment to the process by signing the commitment poster that will be placed in their respective craft offices. **Each FLS will be responsible for the success of the TSTI process in his/ her crew**.

14.4.3. TASK PERFORMER

Task performers will be trained in the principles and applications of TSTI. The training will enforce the TSTI concept and the responsibilities that rest with every person in the chain. It will stress that no person is to begin a task without first having thorough communication and understanding of the safety hazards and precautions. The task performer will be instructed what steps to take for implementing TSTI if an FLS is not available. The task performers will acknowledge their commitment to the process by signing the commitment poster that is in their office.

14.5. FOLLOW UP/ EVALUATIONS

Follow up is an important component of TSTI. It ensures that the goals of TSTI are being met. The following lists the methods which will be used on the TLS facility to ensure that the process is being used in the correct manner.

- TSTI surveys may be conducted at the request of the Terminal Manager. These surveys will attempt to find what areas of the process need to be improved and to discover which areas of the process work best. Any surveys conducted will remain confidential and private with the Facility Manager and Safety Department being the only parties privy to the details. Departments may be informed of totals and compiled results, by the Terminal Manger, as he sees fit.
- Noncompliance with the process will be corrected immediately.
- The Terminal Manger's Safety and Quality Advisory Committee (TMSQAC) will incorporate questions regarding TSTI in their walk through of the jobsite.
- Recognition for excellence in TSTI performance will be implemented. This can be anything from "TSTI Slogan of the Month" to "Best TSTI Performance." These can be initiated relatively easily and the TSTI surveys or straw polls can be utilized for each section.
- Disciplinary action must be taken when TSTI is not properly used. This can vary from informal verbal counseling to formal Conference Reports. The degree of discipline will remain at the discretion of the Manager.

14.6. GLOSSARY

CONSENSUS

Consensus in a team environment means that all parties (employees and supervisors or any combination) are not in complete agreement on a subject, but can comprehend, accept, and support the majority position.

FRONT LINE SUPERVISOR

A Front Line Supervisor is a person with the authority to assign a task to individuals who perform the work. Any person assigning tasks directly is considered to be a Front Line Supervisor at that time.

HAZARD

A condition, product or item that could cause an injury or accident.

OWNERSHIP OF THE PROCESS

Ownership of the Process is accepting accountability and responsibility for the assigned work or task.

QUALITY IMPROVEMENT PROCESS

This is a systematic approach to continuously improve all processes to improve safety and protect the environment.

TASK PERFORMER

Any person assigned a task.

SELF DIRECTED WORK TEAM

A group of two or more who are responsible for a whole product, process, or service. The work team manages some processes that supervisors or managers normally perform. A Self Directed Team is accountable and responsible for their own actions.

TOTAL SAFETY TASK INSTRUCTION (T.S.T.I.)

Total Safety Task Instructions are a series of actions to improve the accident recognitions and avoidance theory. T.S.T.I. is performed by individuals involved with work tasks. It is a process that strives to eliminate hazard exposure through hazard recognition, communication, accountability and responsibility.

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-15

CRANE PERSONNEL BASKET PROCEDURE

Reviewed By (Date)

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TABLE OF CONTENTS

15.0. PURPOSE

15.1. SCOPE

15.2. AUTHORIZATION

15.3. TRAINING

15.4. CRANES, RIGGING, AND PERSONNEL PLATFORMS

15.5. PERSONNEL PLATFORM

15.6. PERMITTING

15.7. PRE-LIFTING MEETING

15.8. TRIAL LIFT

15.9. USE AND WORK PRACTICES

15.0. PURPOSE

To ensure compliance with the requirements concerning crane hoisted personnel platforms established in OSHA Construction Standard, 29 CFR, Part 1926.550 and Cal/OSHA standard Title 8, Chapter 4, Subchapter 7, Article 98, Part 4004.

15.1. SCOPE

Use of crane hoisted personnel platforms is **prohibited** except where other means of reaching an elevated work location are more hazardous or not feasible because of structural design or work-site conditions. Safety of the employees performing the work in an elevated location is the only factor to be considered in deciding whether or not to use a crane hoisted personnel platform.

15.2. AUTHORIZATION

The use of crane hoisted personnel platforms must be approved in writing on a case-by-case. The Terminal Manager or his designee must give the required approval. Designees will be kept to an absolute minimum and will be listed as a Competent Person.

15.3. TRAINING

All personnel involved in crane hoisted personnel platform operations will have received detailed training in the content of the cranes and derricks standard. This training will be conducted and documented by the safety department or their designee. Personnel required to attend this training include, but are not limited to:

- Persons designed to approve platforms use
- Persons inspecting and certifying baskets, rigging, and cranes used in hoisting
- Persons authorized to witness pre-lift tests
- Persons authorized to flag or signal cranes

15.4. CRANES, RIGGING, AND PERSONNEL PLATFORMS

Cherry pickers (15 ton rough terrain hydraulic cranes) are not allowed to use personnel platforms.

The operator must be at the controls at all times and must remain alert.

The crane must have anti two-blocking capability to prevent damage if the block or ball contact the boom.

The load line must support ten times the intended load.

Engage brakes and other locking devices. Variable angle booms must have angle indicators.

The crane must be on a level surface with outriggers deployed (if available).

The total weight of the platform and rigging will not exceed 50 percent of the crane capacity at the angle used.

Use slings with fabricated thimbles. All rigging hardware must be capable of lifting five times the intended load.

Use the platform rigging for the platform only and no other purpose.'

Use hooks that can close and lock. Use an anchor type shackle with bolt, nut, and retaining pin as an alternative.

All cranes that do not meet the requirements of the federal and state standards listing in section 15.1 of this procedure will have a sign posted in the access door to the operator's station that states "NOT APPROVED FOR PERSONNEL HOISTING."

15.5. PERSONNEL PLATFORM

A qualified engineer must design the platform and suspension systems.

Design the suspension system to prevent tipping of the basket.

Mark the capacity on the platform.

Design the platform to support its own weight and five times the intended load.

The platform must have a guardrail system. Install a grab rail around the entire inside perimeter of the platform.

Do not use platforms for anything other than employees, their tools, and materials to do the job.

15.6. PERMITTING

A written permit must be obtained for each use of a crane hoisted personnel platform. A copy of the permit is attached as exhibit TLS- 15A and may be copied as needed.

This permit will be initiated by the craft performing the elevated work requiring a crane hoisted platform.

The permit must describe the work to be performed and its exact location.

The permit must be signed by the person who is authorized to approve crane hoisted personnel platform use.

The permit must acknowledge all required inspections, test, and pre-lift meetings and these must be witnessed by and signed for on the permit by the crane operator, rigging supervisor, the requesting craft supervisor responsible for the work, and a member of the safety department.

The person who will flag the crane operator will be noted, by name, on the permit.

A permit will be good for only the day on which the permit was issued.

A permit will be good for only the day on which the permit was issued.

A permit is good only for lifts made from a single crane set up location. Movement (traveling) of the crane voids the permit.

A copy of the permit will remain with the crane while the personnel hoists are in progress and a copy will be placed on file at the safety office.

15.7. PRE-LIFTING MEETING

A pre-lift meeting will be held after approval has been given for crane hoisted personnel platform used.

Attendees at this meeting must include, but are not limited to the following:

- Crane operator
- Supervisor
- Requesting craft supervisor
- Safety representative
- Flagman or signal person (designated)
- Workers to be hoisted

Activities to be completed at the pre-lift meeting include

- Required crane, rigging, and platform inspections
- Functional test of anti-two-block device
- Test lift with sample weight
- Safety instruction for workers
- Permit singing and issuance

15.8. TRIAL LIFT

A trial lift with the unoccupied personnel platform will be conducted before the permit may be issued. The trial lift will be made from ground level to each location that the platform will be hoisted and positioned at.

The trial lift will carry at least one and one half (1 1/2) the intended load to be hoisted.

The trial lift will be performed prior to hoisting of personnel whenever the crane or derrick is moved and set up in a new location or returned to a previously used location.

15.9. USE AND WORK PRACTICES

Keep all parts of the body inside the platform and have direct communication to the ground at all times.

Taglines will be used unless they create an unsafe situation.

Platforms will not be hoisted during in unsafe weather conditions.

Platforms will not be hoisted while the crane is moving.

When working over water all personnel will wear USCG approved work vests or life jackets.

All personnel will comply, at all times, to the Fall Protection Procedure, TLS-10.

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-16

CLOSE PROXIMITY WORK PROCEDURE

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TABLE OF CONTENTS

16.0. PURPOSE

16.1. SCOPE

16.2. JOB PLANNING

16.3. POWER OUTAGE REQUESTS

16.4. PERMITS

16.5. FLAGMAN REQUIREMENTS

16.6. OPERATOR TSTI

16.7. POSTING REQUIREMENTS

16.8. VARIANCES

16.9. DEFINITIONS

16.10. ATTACHMENTS:

TLS – 16A	**CLOSE PROXMITY WORK PERMIT**
TLS – 16B	**DRIP LINE GRAPH**
TLS – 16C	**PROXIMITY CRITERA**

16.0. PURPOSE

This procedure will be in place to protect personnel and equipment that must be utilized within Close Proximity to energized electrical lines or other hazardous energy sources presenting similar hazard exposures. By adherence to the procedure, accidental contract or arcing to equipment should be prevented.

16.1. SCOPE

This procedure will define the criteria to be followed when working around nominal voltages below 600 volts. It will also define the working space required around exposed live circuits below 600 volts. For the facility we will use the same distances for personnel working around energized electrical lines. The criteria for insulated lines will apply when the line is 480 volts and below.

16.2. JOB PLANNING

The Safety Department will be notified in advance when a job will require work in proximity of an overhead electrical line, or any other close proximity work, in order to determine what precautions to take. Whether known to be energized or not, this notification will be given.

When possible, notification should be given at least **one week in advance** of the work commencing. Correct identification of the line is essential. There is considerable resemblance between some high voltage lines and telephone lines. In all cases, the Supervisor will be called into consultation to determine whether the line is electrical and whether it is energized or not.

16.2.1. TSTI

Immediately before the close proximity tsk may commence, specific TSTI must be used to ensure that all individuals involved with the job task have a complete understanding of what safety precautions are to be used.

16.3. POWER OUTAGE REQUESTS

When faced with work commencing in close proximity to a power source of 50 KV or less the first option for safe work will be to have a power outage. If it is not possible to have a power outage then there must be a distance kept of at least twenty feet (20') from the drip line, by all personnel and equipment. For an example of the radius for close proximity refer to attachment TLS-16B. Cal-OSHA states that work may take place within 10 feet (10') from the drip line. If, for any reason, there must be work within this 10 to 20 foot area, it must be approved, in writing, by the Terminal Manger. For any work being done in the vicinity of power greater than 50 KV, the Safety Dept. must be contacted for review of the situation. Analysis and resolution of the situation will be undertaken by the Safety Department.

16.3.1. SERVICE OPERATIONS

Power outages may be desired for service line operations also. If power outages are not possible during these operations then all work that proceeds must follow the permit guidelines.

16.3.2. NOTIFICATIONS

The Supervisor responsible for the work will notify the responsible Electrical Supervisor by using the permit form that is listed as attachment HBMSP-16A. The Electrical Supervisor will then make the appropriate arrangements for power outages or permits.

16.3.2.1. If these notifications cannot be given at least three days in advance then the outage or permit must be approved by the Terminal Manger.

16.3.2.2. If the criteria of three days cannot be met then the Terminal Manger will task the Electrical supervisor with the responsibility of walking out and inspecting the lines or sources.

16.4. PERMITS

All requests will be initiated by filing out the top portion of attachment HBMSP-16A, which is the Permit-Proximity Work To Electrical Equipment/Lines.

16.4.1. TYPES OF ACTIVITIES

Permits will be requested for the following work activities:

- Power outages
- Operating equipment within the established minimum distance for electrical lines
- When traveling equipment must travel within the established minimum distance for energized electrical lines
- When personnel or any materials that they may be handling will be within the minimum established distance for electrical lines
- Work in proximity to hazardous energy sources

16.4.2. PERMIT APPROVALS

When permits are required, the following personnel will give written approval after they have satisfied themselves that the work can proceed in a safe manner.

- Supervisor of the craft responsible for performing the work
- Supervisor responsible for any equipment to be used in the operation

- Operator and Rigger/Oiler of any equipment that may be used in the operation
- Safety Supervisor
- Electrical Supervisor

It will be noted that the Electrical Supervisor is the last person in the approval cycle and his signature will be gathered last.

16.4.3. PERMIT RETENTION/ POSTING

16.4.3.1. Any permits generated for Close Proximity Activities will be turned in to the Safety Department after their expiration for filing and record retention. This is the responsibility of the Supervisor in charge of the work activity.

16.4.3.2. Permits will be posted in the cab of any equipment that may be used in close proximity work activities. Separate permits are required for each piece of equipment that will be working within the established minimum distance.

16.4.3.3. Permits regarding personnel or materials will be posted in the area so that all persons involved with the work activity may be able to read it.

16.5. FLAGMAN REQUIREMENTS

As this type of work activity is of an extremely hazardous nature it calls for the utmost in equipment operator concentration. There are numerous items that an operator must concern himself with at all times and he could possibly neglect some items if he is required to watch everything himself. To ensure that the operator maintains a clear distance from the lines or sources in question there will, at all times, be a Flagman assigned to assist the operator in keeping clear.

16.5.1. The Electrical Supervisor will determine the flagging requirements.

16.5.2. As a **MINIMUM**, qualified Electrician must be posted as Flagman when the energized line or source is greater than 480 volts.

16.5.3. For voltages of 100 to 480 volts, the flagman may be assigned at the discretion of the Electrical Supervisor.

16.5.4. All flagmen will be thoroughly brief on the permit requirements by the supervisor in charge of the close proximity work. This may occur simultaneously with the instructions begin given to the operator and riggers involved.

16.5.5. It will be made clear that the flagman will be given the authority and responsibility to shut down any work at any time that he deems the job to be unsafe.

16.6. OPERATOR T.S.T.I.

Prior to starting any activities, all equipment operators will be instructed to remain on the equipment in case of contact with any electrical line. No personnel will come into contact with the equipment until the lines have been de-energized.

All other personnel involved in this operation will be given the same TSTI instructions as the Operators and Riggers.

All TSTI will be given at the job location immediately before the task commences.

16.7. POSTING REQUIREMENTS

A copy of this procedure will be posted along with the permit in all equipment involved in this operation.

16.8. VARIANCES

Any variances to this or any other procedure utilized in the safe conduct of work tasks must be approved, in writing, by the Terminal Manager.

16.9. DEFINITIONS

DRIP LINE

An electrical line that has a designed sway in the line and is not pulled taught. The deflection will generally be about seven degrees (7°).

ELECTRICAL LINE

The term electrical line includes any suspended power lines or telephone lines. There are four basic types of electrical lines.

- **TRANSMISSION LINES**

Very high voltage lines that carry power from the generating station to the distribution substations.

- **DISTRIBUTION LINES**

High voltage lines that carry power from the distribution substations to the pole transformers for the service drop.

- **SERVICE LINES**

Lower voltage lines that carry power form the pole or other aerial transformers to the service-entrance conductors. For the purpose of this procedure, the definition of a service line includes the above service line data and additionally cannot be above 480 volts. Any line that does not meet this criteria will be regarded as either a transmission or distribution line. Any time work is to be done around electrical lines call the electrical department to verify the voltage, or treat it as if it were over

480 bolts. The Supervisor responsible for the work being accomplished will be held personally responsible for this criteria and its enforcement.

- **LOW VOLTAGE LINES**

Low voltage lines less than 100 volts that carry communications, signal, or other low voltage currents.

PROXIMITY (PERTAINING TO EQUIPMENT)

When equipment must be set up or operate within 20 feet of the drip line of an energized distribution, transmission or service electrical line under 50KV, it will be considered in proximity to the line (see attachment HBMSP-16B for explanation of a drip line). The drip line extends upwards indefinitely. The 20 feet limit also includes any loads suspended from equipment. When equipment must set up or operate within 20 feet of the drip line of an energized service line, it will be considered in proximity to that line. If working around energized lines over 50KV, contact jobsite safety representative for distance criteria before starting operations. Equipment in transit that will pass within 4 feet of an electrical line of 50KV or less; or within 10 feet of electrical line of 50KV to 345KV will be considered in proximity to the line.

PROXIMITY (PERTAINING TO PERSONNEL)

When personnel must work or handle materials that will come within 20 feet of an energized line, they will be considered in proximity to the line. The proximity permit will not allow personnel any closer than the following distances for the listed voltages:

- **Over 480 volts:** No closer than 20 feet to an insulated line; no closer than 20 feet for an uninsulated line.
- **From 110 volts through 480 volts:** No closer than 3 feet to an insulated line; not closer than 20 feet for an uninsulated line.
- **Under 100 volts:** No closer than 3 feet for an insulated or uninsulated line.

Under no circumstances will any personnel, materials, or equipment come into direct contact with any energized electrical line (as defined above).

PROXIMITY (PERTAINING TO MATERIAL):

When material must be used or stored within 20 feet of an energized electrical line (calculated the same as for personnel), it will be considered in proximity to the line.

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-17

ISOLATION OF HAZARDOUS ENERGY LOCK OUT/ TAG OUT PROCEDURE

Reviewed By (Date) **Approved By (Date)**

Procedure Type	Date	Issued for Implementation	By	Safety Dept.
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			Rev. No.	DRAFT

TABLE OF CONTENTS

17.0. PURPOSE

17.1. SCOPE

17.2. RESTRICTIONS AND LIMITATIONS

17.3. DEFINITIONS

17.4. RESPONSIBILITIES

17.5. PROCEDURE

17.6. ATTACHMENTS

TLS- 17A Lock Out Log

17.0. PURPOSE

The purpose of this procedure is the practical safe guarding of persons working on electrical circuits, electrically operated equipment, power driven mechanical apparatus, and other sources of stored hazardous energy. The procedure serves to protect both personnel and equipment from injury, damage, or destruction.

17.1. SCOPE

This procedure shall include the TLS personnel, Contractors, Sub-Contract actors and any other personnel whose duties may cause them to service, repair, adjust, lubricate or perform work on power driven equipment, electrical circuits, piping, instrumentation, pneumatic, hydraulic and other systems that may have hazardous stored energy.

17.2. RESTRICTIONS AND LIMITATIONS

17.2.1. Locks shall be applied to lockout devices ***only*** by personnel who have received specific training designed to educate them about this procedure and all applicable state and Federal standards. This training shall be conducted by a designated Competent Person.

17.2.2. ***ALL*** affected personnel shall attach a tag on the Energy Isolating Device (EID) during a Tag out and/or apply a lock on multiple lockout device if it is attached to the lockout device or EID.

17.2.3. Limitations to Tag out vs. lockout do exist. They are:

- They are warning devices, and not physical restraints
- They are not to be removed without proper authority but are easily damaged or inadvertently removed.
- They are to be filled out legibly but can be made illegible.
- They must withstand environmental conditions.
- They may evoke a false sense of security.
- They must be attached with cable ties or the supplied ties that are issued by the vendor.

17.3. DEFINITIONS

AFFECTED PERSON

A person whose job requires them to operate a machine or equipment on which servicing is being performed under the LOTO procedure, but is not involved in the actual locking out of the equipment or hazardous energy source.

AUTHORIZED PERSON

A person who places locks or otherwise implements the LOTO procedures.

CONNECTED EQUIPMENT

Equipment (Motors, piping, instruments, etc.) that has been physically tied into a power or stored hazardous energy source.

DOUBLE BLOCK

A type of isolation of stored hazardous energy where two locks or EIDs are used to ensure blockage in case the first block fails. Typical examples:

Live Steam 250 psi – Close and lock the valve upstream. Close and lock the valve next furthest upstream and the downstream valve. Open any bleed, vent or drain valve in the blocked area and let the trapped energy bleed off.

Fuel Oil Line – Lock out the breaker and the next breaker upstream. Disconnect the first breaker from the breaker upstream.

Plant Air 150 psi – Shut down the compressor, close the valve upstream and lock it as well as the downstream valve. Pull the piping spool upstream for a disconnect.

ENERGY ISOLATING DEVICE

Also known as an EID. This is a mechanical device that physically prevents the transmission or release of energy. These are normally blinds, valves, breakers, etc.

LOCKOUT

The act of securing the storage of hazardous energy by physically placing an Energy Isolation Device, or a lock, on an isolation point thereby preventing the stored hazardous energy from being released.

LOCKOUT DEVICE

A device which holds an EID in the safe position and prevents the energization of a machine or equipment.

LOCK OUT LOG

A form that contains information regarding lock numbers, tag numbers, and personnel who may be involved in the LOTO procedure. See attachment TLS- 17A

LOTO

Acronym for Lock Out/ Tag Out.

LOTO CONTROLLER

A designated Competent Person assigned the duties of maintaining all LOTO logs, locks, tags, and multiple lockout devices.

OWNER

The responsible department or party who shall operate the equipment after installation or repair.

MULTIPLE LOCKOUT DEVICE

A device which, when attached to an isolation point, will allow for several locks to be used for lockout purposes.

SERVICING PERSONNEL

Personnel working on or servicing equipment after it has been isolated.

STORED HAZARDOUS ENERGY

A state where energy exists in a trapped mode. Steam and batteries are classic examples of stored hazardous energy. There are six basic types that are of concern. They are:

1. Mechanical
2. Electrical
3. Chemical
4. Thermal
5. Pneumatic
6. Hydraulic

TAGOUT

A situation where it is physically impossible or unnecessary to apply a lock but an EID is in place. In this case the EID is tagged and listed on the LOTO log.

17.4. RESPONSIBILITIES

All personnel involved in the isolation of hazardous energy shall be both responsible and accountable for their actions and inactions regarding this procedure.

17.4.1. SUPERVISORY RESPONSIBILITY

17.4.1.1. It shall be the supervisor's responsibility to instruct all affected employees in:

- The content and application of this procedure.
- The purpose and use of the LOTO procedure.
- The recognition and application of adequate methods and means of isolation of all hazardous energy sources.
- Proper procedures for safely re-energizing equipment once the task has been completed.
- The supervisor shall ensure that T.S.T.I. is given before the Lock Out/ Tag Out is to take place.

17.4.1.2. The supervisor shall provide the locks and tags which are specifically identified for the LOTO program.

17.4.1.3. The supervisor shall coordinate the continuation of LOTO protection through shift or personnel changes.

17.4.1.4. The supervisor shall audit his personnel and the program with great frequency to ensure that compliance to the procedure is being kept.

17.4.2. EMPLOYEE RESPONSIBILITY

The employee is responsible for ensuring that they have received the proper training before working on or near equipment containing or powered by stored hazardous energy. They are also responsible for ensuring that they follow the procedure at all times while exposed to possible release of stored hazardous energy.

17.4.3. SAFETY DEPARTMENT RESPONSIBILTY

The Safety Department is responsible for monitoring, interpreting and implementing forthcoming rules and regulations regarding the isolation of hazardous energy. They are also tasked with the requisition of all associated LOTO supplies including locks, lockout devices, and tags. They shall conduct all investigations regarding violations of this procedure. They have the authority to enforce the program at all times.

17.5. PROCEDURE

This procedure shall be followed at all times when potential exposure to hazardous energy may be encountered. No deviation to the procedure may take place without a written variance which must be signed by the Electrical Supervisor and/or Terminal Manager, Safety Manager, affected Craft Supervisor.

17.5.1. CONNECTED EQUIPMENT

The first priority for connected equipment is ascertaining where the power source or stored hazardous energy source is feeding from. After this the craftsman may begin the LOTO process. There may be cases where the craftsman must use an energy finding device such as a TIC tracer (A battery operated inductive voltage detector) or a gas detector to check the source. ***UNDER NO CIRCUMSTANCES*** shall anyone proceed with a lockout if they have not made 100% sure that they have identified all potential hazardous energy or power sources. This may be accomplished by drawings, line traces, walk downs, or any other means necessary. The craftsman shall ***NEVER*** take anyone's word that the source has been isolated. It is his responsibility to check it himself before proceeding.

- LOTO supplies including locks, tags and multiple lockout devices for the Lock Out shall be acquired from the LOTO Controller and the LOTO Controller shall initiate the Lock Out Log for the Log Out or EID Tag Out.
- Before work may begin on a piece of connected equipment the craftsperson ***SHALL*** place a multiple lockout device, lock and LOTO tag on the disconnecting means which controls power to the equipment. If no

place for a multiple lockout device exists then some other form of EID must be used.

- Any electrically connected equipment shall be locked out by the Electrical Department. While affected personnel from other departments may be involved in the lock out, the Electrical Department shall initiate the lock out and shall be the last persons to remove locks when the task is completed.

- After placing the locks on, the craftsman shall place the key in his pocket and it shall remain in his possession until the Lock Out is relieved or until the end of the shift when he will remove his lock and return it to the LOTO Controller.

- Duplicate keys shall not be made available. There shall be no master key and all duplicate keys shall be kept in a locked box in the Terminal Managers Office, which shall be accessible to the Safety Department and/or his designee only. If, for any reason, the key is lost, there shall be a formal investigation of the incident which shall be conducted by the Safety Department. No locks shall be cut without the expressed consent of the Terminal Manager. In the event that a Lock Out lock is cut there shall be a formal investigation conducted by the Safety Department.

- The craftsman shall place a LOTO tag upon the lock or EID which is affixed by a cable tie or a factory attached tie. After attaching the lock the craftsman shall then attempt to engage the energy source by pressing any startup buttons, switches, switchgears, or turning the valves, etc. that may allow hazardous energy to flow. Only after ensuring that it will not happen will the craftsman proceed. The craftsman name, badge number along with the time and date shall be written on the tags. The Lock out Log number shall also be written upon the tag.

- For EIDs such as valves every effort shall be made to place multiple lockout devices and locks. Valves shall be chained in the closed position and multiple lockout devices placed. Valves and lines containing hazardous energy such as steam, hydraulic fluid, etc. shall have a double block.

- All personnel who may be working on the equipment shall also apply a lock to the multiple lockout device and shall follow the entire lockout procedure. In the event that an EID tag out is being used then all personnel working on the equipment shall hang a tag on the EID.

- If it remains necessary that a Lock Out last beyond a single shift and there is no shift change for lock out turnover, the Supervisor for the task shall place a lock upon the multi lockout device and all craftsman locks and tags shall be removed. This shall be conducted with the permission of the Supervisor for the craft involved. This shall be noted on the Lock out Log with the date, time and names involved.

- Upon completion of work, shift change, or the end of the day, the craftsman shall remove his lock and or EIDs and shall return all of this along with the keys to the LOTO Controller who will record the "Time Unlocked" section of the Lock out Log.

17.5.2. DISCONNECTED EQUIPMENT

Cases may occur where it is more feasible to disconnect equipment rather than Lock Out or Tag Out. In this case the Lock out Log shall be used but all disconnects shall be listed instead of Lock Outs.

The disconnect shall be the responsibility of the Supervisor for the task and he shall be responsible for a daily check of the disconnects or shall make his check upon shift change. After checking the disconnects he shall note this in the Lock out Log on the back of the Lock Out log.

17.5.3. TEMPORARY RELEASE

When equipment must be released for checks or testing, the following procedure shall be observed.

- The supervisor shall make the determination that a temporary release is necessary. This shall be communicated to all affected personnel who shall then be tasked to remove their locks and tags.
- They will remove all tools, materials, etc. and the owner or Supervisor will note the time and initial the Lock out Log in the "Off Job" section.
- The owner or Supervisor shall then initial the log as "Workmen Removed" and notate date and time.
- After checking to ensure that the necessary personnel have been removed, material removed and that no other personnel or equipment will be affected, the owner or Supervisor will sign the "Ready for Test" box.
- After the temporary release is finished, the Supervisor shall sign in the space "Test Completed: and the re-initiate the Lock Out procedure.

Lock Out / Tag Out Log

Lock Out_____ Location_____ Date_____

Tag Out_____ Reason _____

Exact Lock Out / Tag Out Isolation Locations

	Location	Lock / Tag #		Location	Lock / Tag #
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

Names	Lock / Tag #	Time On	Time Off	Job Completed / Shift Change
1.				
2.				
3.				
4.				
5.				

Temporary Release

Requesting Supervisor:_____ Date:_____ Time:_____

Reason	Off Job	Workmen Removed	Ready For Test	Test Completed

All Notes to be written on back of form

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Rev. No.	DRAFT

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-18
POTABLE DRINKING WATER

Reviewed By (Date) **Approved By (Date)**

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			Rev. No.	DRAFT

TABLE OF CONTENTS

18.0. PURPOSE

18.1. SCOPE AND APPLICATION

18.2. RESPONSIBIILITES

18.3. DEFINITIONS

18.4. DRINKING WATER SOURCES AND QUALITY

18.5. PROVISION OF WATER TO EMPLOYEES

18.6. PORTABLE CONTAINER SANITATION

18.7. CLEANING PROCEDURE

18.8. WATER HANDLERS

18.9. WATER HAULING

18.10. ICE AND ICE MACHINES

18.11. RECORD KEEPING

18.12. ATTACHMENT

TLS – 18A WATER HANDLER PERSONAL HYGIENE

18.0. PURPOSE

The purpose of this procedure will be to ensure that all employees have a clean source of drinking water.

18.1. SCOPE AND APPLICATION

This procedure shall apply to all TLS and subcontractor field operations at the facility.

18.2. RESPONSIBILITIES

18.2.1. FACILITY MANAGER The Terminal Manager will be responsible for ensuring that these guidelines are followed.

Responsibility for the day to day management and implementation of these guidelines shall be assigned to the appropriate Supervisors and/or foreman by the Terminal Manager.

18.2.2. SUPERVISORS The Safety Supervisor or his designee will be responsible for conducting periodic inspections to ensure compliance with this procedure. In addition, the Safety Supervisor shall obtain and review relevant state and local laws and regulations, and ensure compliance with them.

18.2.3. DRINKING WATER HANDLERS These personnel will be responsible for ensuring that the jobsite drinking water is prepared and delivered in a timely and sanitary manner. They are responsible for the maintenance of the drinking water preparation station, ordering of supplies and keeping themselves and the station in a sanitary status.

18.3. DEFINITIONS

DRINKING WATER (POTABLE WATER): Water distributed for the purpose of human consumption or which may be used in the preparation of foods or beverages or for the cleaning of any utensil or article used in the course of preparation or consumption of food or beverages for human beings.

HUMAN CONSUMPTION: Uses by humans in which water can be ingested into or absorbed by the human body. Examples of these include, but are not limited to drinking, cooking, brushing teeth, bathing, washing hands, washing dishes, and preparing foods.

PUBLIC WATER SYSTEMS: A system for the provision to the public of piped water for human consumption. (These are usually municipal water systems.) Public water systems are heavily regulated by federal and state agencies.

SHALL: The word “shall” is used for provisions which are mandatory.

SHOULD: The word “should” indicates provisions which are not mandatory but which are recommended as good practice.

18.4. DRINKING WATER SOURCES AND QUALITY

Drinking water shall be obtained only from (1) a water system approved by the state and local government agencies having jurisdiction over the public water systems; or (2) sealed glass or plastic containers ("bottled water") from producers inspected or approved by these agencies.

18.4.1. Public water system distribution pipes are sometimes opened for maintenance or to make new connections. In such events, the system may require time-consuming disinfecting and testing before the water is considered potable. These activities are usually performed by the public water system owners (e.g., the municipality). Jobsite personnel should ensure that they are informed in advance of potential water supply disruptions so they can make provisions for an alternate drinking water source (such as bottled water).

18.5. PROVISIONS OF WATER TO EMPLOYEES

Every employee shall be provided with an adequate supply of water readily accessible to all during all working hours and rest periods in sufficient amounts to meet their needs. Each employee shall be told the location(s) of drinking water during site orientation training and during TSTI.

No beverages shall be stored or consumed in toilet rooms or in areas exposed to toxic materials.

18.5.1. SANITARY DRINKING FOUNTAINS

Any drinking fountains shall be installed and operated in accordance with applicable ANSI standards, state, and local regulations.

18.5.2. PORTABLE CONTAINERS

Drinking water containers shall be made of impervious, heavy gauge material, be corrosion resistant, capable of being fully closed, and have spigot (tap) at the bottom. Container lids shall be taped shut prior to distribution to prevent accidental opening by unauthorized persons.

Only drinking water, commercial electrolyte mixtures, and ice made from drinking water shall be dispensed from portable drinking water containers.

Containers, tanks and hoses shall be used only for drinking water. Containers, tanks or hoses previously used for any other purpose shall not be used to dispense drinking water.

Containers, tanks, and hoses shall be clearly marked "Drinking Water Only".

Open containers (such as barrels and pails) are prohibited.

Containers with commercial electrolyte mixtures (e.g., Gatorade, Squencher) shall bear a label with the sodium content of the mixture (milligrams of sodium per serving). The specific product label with this information is sufficient if it is attached to the containers.

Each container shall be thoroughly cleaned before use each working day.

18.5.3. WATER STATION RACKS

Any water station racks shall be designated to provide:

- An adequate supply of disposable cups in sanitary, covered dispenser. No common use cups or ladles or dipper shall be permitted for any reason.
- Water or other approved liquid, preferable at 50° to 55°F (10° to 13° C), but no more than 80° f.
- A suitable waste receptacle for the cups. (covered receptacles shall be used if waste overflow would otherwise occur.)

Employees shall not wash with water from a drinking container.

18.6. PORTABLE CONTAINTER SANITATION

Sanitation of the water supply helps to prevent the spread of disease or chemical contamination. It is imperative that all drinking water personnel are educated to this fact and that they keep sanitation of the facility and containers as their first priority.

18.6.1. CLEANING & SANITATION FACILITY

An elevated concrete slab with a floor drain is desirable.

The facility shall be constructed so that dust and mud cannot enter or accumulate where containers are cleaned and stored prior to filling. It should be enclosed but have sufficient natural ventilation to allow containers to dry inside.

The facility shall be cleaned before containers are cleaned. Ideally, the facility should be hosed down inside and out with portable water.

The facility shall be used for no other purpose beside cleaning, storing, and filling drinking water containers.

18.6.2. CLEANING ITEMS REQUIRED

- Latex gloves (use at least one fresh pair for each cleaning session)
- Scrub brush (marked for cleaning the outsides of containers only)
- Long handled scrub brush (marked for cleaning the insides of containers only)
- Test tube brush
- Powdered baking soda (e.g., Arm & Hammer)
- Portable water
- Dilute bleach solution
- Strong bleach solution

18.7. CLEANING PROCEDURE

All drinking water handlers shall follow these protocols for sanitary water handling.

- Drinking water handlers shall wear clean clothing. A clean rubberized apron should also be worn. Hair nets shall be worn by persons with long hair. Suitable eye protection shall be worn in addition to safety glasses when bleach solutions are used.
- Water Handlers shall wash their hands and arms thoroughly with warm water and soap. They shall then rinse thoroughly and dry themselves with clean towels or paper towels.
- They shall then don a pair of latex gloves. Clean rubber gloves may be worn over these but the latex must be worn as the innermost pair.
- They shall hose off the inside and outside of the containers with potable water.
- The outside of each container shall be thoroughly scrubbed with a mild detergentsuch as dishwater detergent. The brush used for this shall not be used for any other purpose. The outside shall then be rinsed with potable water.
- Each container shall be opened and 1 - 2 ounces of dry baking soda shall be sprinkled inside. Enough potable water shall be added to make a loose paste mixture. The inside shall be scrubbed with a long handled brush which shall not be used for any other purpose.
- They shall thoroughly clean the inside of the spigot with a test tube brush. This brush shall be used for no other purpose.
- The spigot shall be rinsed by opening and draining.
- The inside of each container shall be disinfected with the strong bleach solution for no less than one minute. A quart or so of the solution shall be swirled inside the container so that all surfaces are contacted. It shall then be drained through the spigot.
- The container shall then be rinsed on the inside with potable water.
- If the containers are not to be used within a 24 hour period then they should be stored upside down to dry in a sanitary location.
- Immediately before filling the containers with drinking water, the insides shall be sanitized with diluted bleach solution and then be rinsed with potable water.

18.8. WATER HANDLERS

All personnel who are assigned to sanitize and fill water containers shall first be trained to understand and follow all aspects of these guidelines, and all state and local laws regarding potable water. Training shall include the potential hazards related to poor personal hygiene and unsanitary practices.

18.8.1. MEDICAL SCREENING/ PERSONAL HYGIENE

Water handlers shall pass a weekly screening examination, which may be administered by the jobsite medic. Water handlers shall be instructed to report any condition that may affect their personal hygiene. Such conditions may include wounds on exposed skin, and illnesses or diseases that can be transmitted via contaminated drinking water.

Water handlers shall maintain a high level of personal hygiene. This includes clean work clothes, skin, fingernails, hair, beards, and mustaches.

Employees assigned to remove containers from work areas at the end of the work shift are allowed to empty contents into approved floor drains or on the ground to reduce the weight.

18.9. WATER HAULING

When drinking water is distributed by tank truck or trailer, in lieu of distribution piping, it must be obtained from an approved source.

Equipment used to haul water must be approved by the Department of Health and must be constructed as follows:

- The tank or trailer shall be used for transporting drinking water only and shall be labeled "Drinking Water". Tanks which have been used previously for purposes other than transporting potable liquids shall not be used for hauling drinking water.
- The tank shall be watertight and shall be of an approved material which is impervious and easily cleaned and disinfected. Any paint or coating and any plastic or fiberglass materials used as contact surfaces must be approved by the U.S. Environmental Protection Agency, U.S. Food and Drug Administration, U.S. Public Health Service, or National Sanitation Foundation.
- The tank shall have a manhole and manhole cover which overlaps the raised manhole by a minimum of two inches and terminates in a downward direction. The cover shall fit firmly on the manhole opening and shall be kept locked.
- The tank shall have a vent which is located and faced downward so as to minimize the drawing of contaminants into the starred water. The vent must be screened with 16 - mesh or finer corrosion resistant material.
- Connections for filling and emptying the tanks shall be properly protected to prevent the possible entrance of contamination. These openings must be provided with caps and keeper chains.

- Hoses used for the transfer of water to and from the tank must be used only for that purpose and be labeled as "Drinking Water". Hoses and related attachments must be cleaned and disinfected on a regular basis during prolonged use or before start-up during intermittent use. Hoses must be properly stored between uses and must be provided with caps and keeper chains or have the ends connected together.
- The tank shall be disinfected monthly and at any time that contamination is suspected.
- At least one sample per month from each tank shall be collected and submitted for bacteriological analysis to a state approved laboratory for each month of operation.
- A minimum free chlorine residual of 0.5 mg/liter or chloramine residual of 1.0 mg/liter shall be maintained in the water being hauled. Chlorine containing compounds may be added on a "Batch" basis to maintain the required chlorine residual in the tanks.
- Operational records detailing the amount of water hauled, purchases, and source of water shall be maintained.

18.10. ICE AND ICE MACHINES

Ice shall be made only with potable drinking water.

Ice machines shall be cleaned and sanitized in accordance with the specific manufacturer's recommended procedures. These procedures shall be permanently affixed to the front of the machine.

Ice handling and container filling shall be done in designated areas which are kept clean and free of trash, debris, mud, standing water, food, drink, smoking material and contamination.

Ice and water supply sources shall be locked with access restricted to authorized personnel only.

18.11. RECORD KEEPING

A copy of the current Health Department certificates of notifications of water source approval should be obtained prior to using the source.

Copies of water sampling results shall be kept for the duration of the facility plus six months.

JOBSITE DRINKING WATER PROCEDURE

WATER HANDLER PERSONAL HYGIENE / INSTRUCTIONS

PERSONAL HYGIENE

Employee Name :_____

Employee SSN:_____

( ) Hygiene Examination ( ) Supervisory Observation

Satisfactory	Not Satisfactory	
( )	( )	General Health (absence of apparent illnesses)
( )	( )	Significant Upper Respiratory Symptoms
( )	( )	Exposed Skin (Open Lesions, boils, sores, infections)
( )	( )	Contamination (Nails, face, hands)

( ) Instructed to report conditions to Safety Department

INSTRUCTIONS

	Handler	Supervisor
Water handling techniques for the site.	( )	( )
Water, electrolyte protection procedures	( )	( )
Hazards related to poor hygiene and practices	( )	( )

Employee Compliance With Personal Hygiene Requirements For Water Handling

( ) Satisfactory ( ) Not Satisfactory

_____ _____

Medic / Supervisor **Date**

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TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

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SAFETY PROCEDURE NO. TLS-19

HIGH VISIBILITY DRESS PROCEDURE

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			Rev. No.	DRAFT

TABLE OF CONTENTS

19.0. PURPOSE

19.1. SCOPE AND APPLICATION

19.2. PROCEDURE

19.0. PURPOSE

To provide extra visibility to employees traveling on foot who are in high volume traffic areas. This will assist equipment operators and drivers of vehicles in seeing these persons during the work day and particularly in low light conditions.

19.1. SCOPE AND APPLICATION

This procedure shall apply to designated personnel assigned to, or visiting the TLS facility. The procedure shall also apply to all subcontractor and vendor personnel as well.

19.2. PROCEDURE

All TLS employees, sub-contractors, and vendors (on foot) whom are exposed to the hazard of vehicular traffic shall wear orange colored vests to enhance their visibility to equipment operators and vehicle drivers. These persons are those whose job task causes them to frequently be in the vicinity of moving equipment and vehicles. During rainy weather, or other inclement weather conditions, orange or yellow rainwear will suffice as high visibility wear. The classifications for those whom are designated as exposed personnel are listed in section 19.3.1.

19.2.1. DESIGNATED EXPOSED PERSONNEL

- Expediters
- Riggers
- Dirt Department Employees
- Laborers
- Foremen
- General Foremen
- Superintendents
- Warehouse Personnel
- Equipment Operators
- Surveyors
- Office Staff Visitors
- Engineers
- PMSQAC Members
- Craft Personnel designated as "Ground Men"
- Flagmen
- Safety Watches (Confined Space Entry Attendants, Firewatches, etc.)
- Any other persons deemed as being "High Risk"

19.2.2. PERSONNEL IN ELEVATED WORK SITUATIONS

Personnel working above grade in elevated work or fall exposure situations shall not be required to wear the high visibility dress.

19.2.3. ISSUANCE

All TLS personnel designated as being exposed personnel shall be issued orange vests at the Administration office. For those that are assigned, the assignee's name shall be placed on the vest with an indelible ink pen. Vests are also available on a "LOANER" basis. Subcontractors and vendors are responsible for supplying their own vests.

TLS

INJURY & ILLNESS PREVENTION PLAN (I.I.P.P.)

DRAFT

SAFETY PROCEDURE NO. TLS-20

SAFETY VARIENCE PROCEDURE

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			Rev. No.	DRAFT

TABLE OF CONTENTS

20.0. PURPOSE

20.1. SCOPE AND APPLICATION

20.2. PROCEDURE

20.3. ATTACHMENTS

TLS – 20A Safety Variance

20.0. PURPOSE

While Safety and Environmental Procedures are researched and written to be comprehensive and cover all situation, there may be special applications that call for temporary modification to the standards that have been implemented. In the event that this occurs there must be a clearly followed and documented series of alternate methods to ensure safety along with signatures authorizing these temporary measures.

20.1. SCOPE AND APPLICATION

This procedure specifies steps to be taken to provide variances for procedures in the TLS Safety Procedures Manual. Variances to rules that are Corporate or Divisional shall be undertaken only with the consent of TLS Corporate Safety Director of Environmental Direction, as appropriate. Safety variances from rules and regulations that are municipal, county state or federal mandate or regulations.

20.2. PROCEDURE

When it has been identified that a Safety Environmental procedure cannot be followed or will increase the level of hazards, a variance shall be requested from the appropriate corporate department. Under no circumstances shall the variance be considered valid until all signatures have been applied to the Variance Request Form.

Employment Procedures Manual

DRAFT

TABLE OF CONTENTS

1. FILLING AN OPEN POSITION
2. RECRUITING
3. NEW HIRE ORIENTATION
4. ANNUAL REVIEW
5. EMPLOYEE CHANGES
6. DISCIPLINARY PROCESS
7. TERMINATIONS
8. TLS INTRANET
9. INJURIES/ILLNESS
10. COMPENSATION & TIMEKEEPING
11. CONTACTS

HOW TO FILL AN OPEN POSITION

Posting a Position

- Manager must first obtain approval to fill any open position, whether it is a replacement or a new position

- The supervisor completes a ***Hiring Request Form***, found on the **TLS WEBSITE**

  - Select the Hiring Manager by clicking on the Select Manager button and selecting from the drop-down box
    - **Notes for Field Managers**: The *Hiring Manager's* name is always the immediate supervisor of the manager completing the form (i.e. Operations Manager, Regional Director.) By indicating the name of the next approval level on the form, it is automatically sent to that individual. Once received, that person should either forward to the final approval level, or forward on to Human Resources noting "Approved".

    - Please note that as the *"submitter",* your information will automatically default in the Submitter Field. *This* information is downloaded from the **Corporate Directory** database.

  - Please verify that your information in the **Corporate Directory** is current and correct in order for correct information to default in the field

- The supervisor submits the ***Hiring Request Form*** to his reviewing supervisor.

- The hiring supervisor, with the approval of the reviewing supervisor, and with assistance and review from Human Resources, develops and posts the ***Hiring Request Form*** (which includes a listing of essential job function/duties and requirements).

- The Human Resources Department posts the position internally company-wide on the **TLS Website** for 10 business days, or posts on bulletin boards at those locations without internet access. The *Hiring Manager* can specify to post the position internally only or internally and externally simultaneously or post externally after 10 days of internal posting. A copy of the job posting is also faxed to all Pacific Region sites and other business units.

  - Internal employees must submit the *Internal Qualification Profile* form
  - External candidates must submit a *Resume*
    - Any external candidate that is interviewed must complete an *Application for Employment;* the *New Hire Background Check Authorization;* and the *Consent Form*

The *Application for Employment* must be filled out in its entirety and accurately. HR will not continue the hiring process unless the forms are complete.

Hiring Request [ONLINE FORM]

To be completed by the Hiring Manager or their designee.

Please be sure email addresses are correct to ensure proper notification is sent.

HIRING MANAGER INFORMATION

Please ensure this information is complete and correct as it will be used for contact information with the job posting.

HIRING MANAGER

Same as submitter?: Yes/No
Name:
Title:
Email Address:
Street Address:
City:
Phone:
Fax:

SUBMITTER

Name:
Email Address:
Phone:

POSITION INFORMATION

Position Title:
Number of Openings:
Department/RC:
Employer:
Work Location:
Relocation to be offered?: Yes/No

DOT Safety Sensitive Position?: Yes/No

Union Affiliated?: Yes/No
Union Affiliation:

POSITION TYPE

Salaried? Hourly?
Full Time? Part Time?
Regular? Temp?

Suggested Salary Range:
Names of similar incumbents:
If other than Regular,

Hiring Request

To be completed by the Hiring Manager or their designee.
Please be sure email addresses are correct to ensure proper notification is sent.

Hiring Manager Information
Please ensure this information is complete and correct as it will be used for contact information with the job posting.

Hiring Manager Same as Submitter Select Manager	Name: Title: Email Address: Street Address: City: Phone: Fax Number:
Submitter	Name: Email Address: Phone:

Position Information

Position Information	Position Title: Number of Openings: 1 Department/RC: Select a Department Employer K010 - Kinder Morgan, Inc. Work Location: Select a Work Location Relocation to be offered: ○ Yes ○ No DOT Safety Sensitive Position: ○ Yes ○ No ○ Union affiliated Union Affiliation: Select an Union Affiliation ○ Non-Union affiliated
Position Type	◉ Salaried ○ Hourly Suggested Salary Range: ◉ Full Time ○ Part Time Names of similar incumbents: ◉ Regular ○ Temp If other than Regular, duration of assignment:
Position Budget	☐ Replacement Who: Department Head: *Replacements can be approved by department head.* State Justification for Addition and indicated VP Approval Budgeted:

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	☐ Addition ○ Yes ○ No
Summary of Duties	
Education Requirements	
Required skills/knowledge	
Preferred skills/knowledge	

Posting/Recruitment Information

*All open positions up to and including the Director level will automatically be posted internally on the **TLS Website**, for 10 business days unless specifically exempted by policy.*

HR Representative	Select an HR Representative
Posting Options	○ Post Externally After Internal Posting ○ Post Internally and Externally Simultaneously ○ Do Not Post Due to Policy Exemption State Exemption per Policy:
External Posting Options	☑ Internet ☑ State Job Service ☐ Classified Ad Newspapers: ☐ Search Firm Search Firms: ☐ Other Other:
Additional Information	

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◆ Internal Qualification Profile

To be completed by the Internal Applicant.

Note: All names must be entered as they appear in KMI email address.

Submitter Information:

First Name: MI:

Last Name: Social Security #:

Address:

City: TLS Employee ID:

State: Zip Code:

Time in current position:

Current Department:

Current Title:

Current Job Location:

Are you currently in a DOT covered function? ○ Yes ○ No ◉ Unsure

Current Supervisor Information:

First Name: Last Name:

Telephone: () Title:

Position Applying for:

Requisition #: RC #:

HRRepresentative: - Choose One -

Job Location:

Job Title:

Department:

Hiring Manager Name:

First Name: Last Name:

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State your qualifications as they relate to the posted position:

List any education, training, certifications, and/or related work experience:

Submit Form | Clear Form

Last modified: 04/09/2002 11:40:22

KM CONFIDENTIAL - FOR INTERNAL USE ONLY

APPLICATION FOR EMPLOYMENT

TERMINAL LOGISTICS SOLUTIONS
(AN EQUAL OPPORTUNITY EMPLOYER)

Your interest in Kinder Morgan and/or its subsidiaries (collectively "Company") is appreciated. In compliance with federal and state Equal Employment Opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, citizenship status, marital status, medical condition, disability or any other legally protected status. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based upon job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for: _____ KM Reference #: _____ Today's Date: _____

Are you seeking employment: ☐ Full-time ☐ Part-time ☐ Temporary When can you start work: _____

Last Name: _____ First Name: _____ Middle Name: _____

Present Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Are you 18 years of age or older? ☐ Yes ☐ No
(If you are hired, you may be required to submit proof of age.)

Social Security #: _____ If hired, can you furnish proof you are eligible to work in the U.S.? ☐ Yes ☐ No
(Optional)

Have you ever applied here? ☐ Yes ☐ No If yes, when? _____

Were you ever employed here? ☐ Yes ☐ No If yes, when? _____

Do you have any relatives employed by the Company? ☐ Yes ☐ No Name & Title: _____

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest". Exclude minor traffic violations.) ..... ☐ Yes ☐ No
If yes, give details: _____
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of the Company? ☐ Yes ☐ No
If yes, please explain: _____

For Driving Jobs Only: Do you have a valid driver's license? ..... ☐ Yes ☐ No
Driver's License Number: _____ Class of License: _____ State Licensed in: _____

List professional, trade, business, or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or any other legally protected status.) _____

LIST NAME AND ADDRESS OF SCHOOLS
(List all or last level of higher education)

	Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
High School or GED:			
College or University:			
Vocational or Tech:			

What skills or additional training do you have that relate to the job for which you are applying? _____

What machines or equipment can you operate that relate to the job for which you are applying? _____

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Employment Selection

Purpose

The purpose of this Policy is to establish effective procedures to select and place qualified Applicants and employees in authorized job vacancies and to ensure selection documentation as required by law.

Scope

This Policy applies to all employees and job Applicants of the Company, unless otherwise covered by a collective bargaining agreement with different related provisions.

Definitions and Document Retention Guidelines

Approved Positions

Replacement for an approved position requires the approval of the reviewing Supervisor. Staff additions require the approval of the division president.

Applicant

A person who has sought employment and either (A) applied for a job by submitting a completed *Employment Application* form or resume (1) in response to an advertised job vacancy or (2) a posted job vacancy for which he/she is eligible to apply; or (B) is nominated and considered by management as an Applicant for placement; if (in the case of A or B) the person is prospectively judged qualified to perform the job effectively. A person is not an Applicant (1) who is judged not qualified to perform effectively the job at issue, or (2) who withdraws his/her application from consideration. Only such "Applicants" are counted for Affirmative Action purposes.

Unsolicited Resumes/Applications

Resumes or applications not solicited are not considered applications. Such unsolicited materials should not be considered or retained, and should be discarded without further action.

Document Retention Period

Applications (*Employment Application* forms, resumes, and related materials submitted for consideration) must be retained for three years, by the Company location accepting those materials.

Selection Procedure

The selection procedure begins when the supervisor notifies Human Resources of an authorization to fill a job vacancy, and includes the following components:

Essential Job Functions and Job Qualifications

1. The hiring supervisor, with assistance from Human Resources as needed, completes a *Hiring Request* form. This involves developing a list of essential job functions; identifying other job functions/duties; and listing essential job requirements, special job characteristics, and additional factors pertinent to the position to be filled. This also involves identifying the job's scope and placement within the organization. Any educational, training, certification, or work experience qualification is to be identified as a current requirement essential to safe and effective job performance, not as a preference.

2. The hiring supervisor, with assistance from Human Resources, should develop and use a structured interview and questions by which Applicant skills and capabilities can be evaluated in regard to essential job functions and job qualifications.

3. The development of any test, oral or written, or physical, in addition to the structured interview must be approved by Human Resources.

Recruitment and Applicant Searches

1. The hiring supervisor and Human Resources determine the method to be used to fill a job vacancy, such as job posting, promotion, transfer, external search, surplus employee, management succession, etc.; and conduct any appropriate external and internal search for qualified Applicants. Human Resources posts jobs, places job ads, notifies employment agencies, and contacts search firms. Human Resources ensures that essential job functions and physical, mental, and other job qualifications are identified properly before posting or advertising notice of a job vacancy.

2. To promote equal employment opportunity and affirmative action, Human Resources and the hiring supervisor follow practices ensuring that all Applicants are considered lawfully on the basis of job qualifications. They determine if additional steps are needed for affirmative action purposes.

3. Human Resources ensures that state employment agencies are informed of job vacancies for recruitment and Applicant referral purposes as required by law.

Applicant Screening and Interviews

1. Applications from "Applicants" (as defined above) should be considered active only for a 60-day period. Inactive applications (those older than 60 days) should not be evaluated for selection; if any is, then all similar applications with regard to the position at issue must be evaluated similarly for potential selection.

2. Interviews and screening can begin as applications are received. Human Resources assists the hiring supervisor as needed to select qualified Applicants.

3. If requested by the hiring supervisor, Human Resources may screen and refer Applicants based on their qualifications. Otherwise, the hiring supervisor should receive and consider applications from all Applicants.

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4. Human Resources or the hiring supervisor notifies the Applicants not selected for interview.

5. Human Resources helps the hiring supervisor identify, make and document reasonable accommodations pertaining to an Applicant's disability or religion. When concerns arise about Applicants as individuals with disabilities, refer to the policy on Employment of Individuals with Disabilities. Human Resources helps the hiring supervisor consider and make any change in employee interviews; interview site to ensure accessibility; and modification to approved tests of job-related knowledge, physical/mental skills or abilities, etc.

Pre-employment Inquiries and Post-Offer Medical Exams

Inquiries that relate in any direct or indirect way to issues of disability cannot be made lawfully at any time in the employee selection process before making a written job offer. If the supervisor feels an accommodation is needed or an apparent disability is a concern, the hiring supervisor should contact Human Resources promptly for assistance. These prohibitions apply to all selections, regardless of whether the Applicant/candidate is or is not a current employee of the Company.

Medical or physical exams cannot be required lawfully of any Applicant for hire before making a written job offer. After an offer is made, a hiring decision can be contingent upon the documented results of the medical exam and a subsequently documented determination by the Company as to whether any accommodation is necessary relating to a physical or mental limitation. Post-offer or post-employment medical exams may be given only in accordance with governmental regulations and for all similarly situated employees. Post-offer pre-employment medical exams will be conducted only for those individuals which are specifically linked to a Job Related Business Necessity. Any withdrawal of an offer based upon a post-offer pre-employment medical exam must be approved by the VP Human Resources and Legal Department. A post-offer pre-employment drug screen is required for all new hires.

Medical Exams (physical exams) during employment must be limited to examining only those areas (such as hearing or lung capacity) which are specifically linked to job-related business necessities. A "Job Related Business Necessity" is defined as being required by law or regulation or by a commercial agreement that requires a TLS employee to undergo periodic physical exams in order to enter or work on a third party's property or equipment.

Medical exams that are deemed to be a Job Related Business Necessity must be given to all employees that hold that particular job. Medical exams shall not be given to employees where there is no demonstrated Job Related Business Necessity. Any decision to terminate a current employee based upon the results of a medical exam must be approved by the VP Human Resources and the legal department.

Medical records must be kept strictly confidential by the Human Resources Department in a file separate from the employee personnel file. Access will be limited to the employee, HR and designated personnel with a direct need to know for medical and/or safety reasons.

Pre-employment Background Checks

Pre-employment background checks must be conducted in accordance with applicable laws and regulations. Supervisors must contact Human Resources who will make the requested check(s). All candidates for employment must undergo a post offer pre- employment background check.

Refer to Human Resources and the Legal Department for specific guidelines for the rejection of an Applicant based upon the results of a pre-employment background check.

Pre-employment Drug Test

All candidates for employment must undergo a post offer pre-employment drug test.

Selection Documentation

It is the hiring supervisor's responsibility to provide complete documentation for the selection. Human Resources ensures that, when such documents are used in the selection, the following items are included in a selection file and retained for appropriate time periods:

1. *Hiring Request* form.

2. *Job Applicant Summary* form signed by the hiring supervisor and Human Resources completed to identify Applicants. Once a hire is complete, the Job Applicant Summary and supporting documentation must be sent to Human Resources. On an annual basis, all Job Applicant Summary files are used to document the Company's affirmative action efforts.

3. *Employment Application* forms, resumes, correspondence and *Internal Qualification Profile* forms from Applicants (required).

4. Interview notes documenting questions and responses, briefly stated, of each interviewee (required when used).

5. Reference-check documentation (required for external hires, and when used regarding job posting requirements).

6. Recruitment advertisements sent to sources including newspapers or recruitment agencies, including required notices to state employment agencies.

7. Documentation regarding actual or potential reasonable accommodations considered (required when made).

8. Skill-testing tests and results, including accommodations made to conduct an appropriate test of any Applicant with a disability (required when used).

9. Copies of notification letters sent to the successful and unsuccessful Applicants.

Job Offers

The hiring supervisor and Human Resources determine the salary to be offered. For external hires, Human Resources extends conditional written job offers. The job offer sets final acceptance date and informs the Applicant that he or she (1) must establish identity and eligibility to work in the United States, (2) pass a post offer pre-employment drug test, (3) meet the requirements of a background check and, (4) acknowledge receipt of specific Company policies and procedures in order for the conditional written offer to be accepted by the Company. For internal hires, the supervisor ensures that any pre-placement drug testing requirements be met, notifies the current supervisor of the successful employee before extending the offer, and establishes a transfer date.

Copies of the employment application, EEO survey, personal data form, and offer acceptance letter are held confidential in the personnel history file.

New Hires

HR Generalists are responsible for the New Hire Orientation, the collection and filing of new hire information and data entry into Proprietary Program.

Interpretation and Exceptions

Questions regarding this Policy should be referred to Human Resources. Requests for an exception should be submitted in writing by the reviewing supervisor to Human Resources. The Vice President, Human Resources must approve all exceptions.

This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor any individual obligation, right, privilege, term, or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

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Job Posting and Response

Purpose

It is the purpose of this Policy to provide opportunities for eligible and qualified employees within the Company to be considered as applicants for vacant positions by establishing effective job posting procedures.

Scope

This Policy applies to all employees of the Company, unless otherwise covered by a collective bargaining agreement with different related provisions.

Eligibility

Any regular full-time and regular part-time employee of the Company is eligible to respond to a posted job. Supervisory approval is not needed if an employee has been in his or her current job for more than one year, however, the current supervisor must be notified of the pending transaction, should it occur. If an employee has been in his or her current job for less than one year the employee must obtain their current supervisor's written approval before responding to a posted job.

Approved Positions

Replacement for an approved position requires the approval of the reviewing Supervisor. Staff additions require the approval of the division president.

Jobs to Be Posted

Except as otherwise provided in this Policy, all regular full-time job vacancies up to and including director level are posted.

Jobs are posted on the Company's intranet and/or internet sites and may be posted at the job's location.

DRAFT

The following job vacancies do not need to be posted:

1. General manager and officer-level positions,
2. Jobs filled by unit reorganization if staff additions are not included,
3. Jobs filled by demotion,
4. Jobs filled through formal training,
5. Jobs in an established hierarchy within a unit,
6. Jobs filled by employees hired via special recruitment programs established by Human Resources and unit management (e.g., affirmative action, management succession, job sharing, college recruiting, etc.),
7. Jobs filled by a qualified surplus employee,
8. A temporary job held by a qualified Company employee, which becomes a regular full-time job, or
9. Jobs filled by seasonal employees (summer hires, etc.). These jobs will be posted locally only.

Job Posting Process

1. The supervisor completes a *Hiring Request Form* notifying Human Resources of an approved job vacancy and submits the request to the reviewing supervisor.

2. The hiring supervisor, with the approval of the reviewing supervisor and with assistance and review from Human Resources, develops and posts the *Hiring Request Form* (which includes a listing of essential job functions/duties and requirements). Jobs are posted companywide for a minimum of 10 business days via online or posted on bulletin boards at those locations without internet access.

3. The eligible employee completes an *Internal Qualification Profile.* If the eligible employee has been in his/her current job for less than one year, he/she must obtain his or her supervisor's approval.

4. The hiring supervisor reviews *Internal Qualification Profile* in accordance with the Employment Selection Policy.

Interpretation and Exceptions

Questions regarding this Policy should be referred to the Vice President, Human Resources. Requests for an exception should be submitted in writing by the reviewing supervisor to Human Resources. The Vice President of Human Resources must approve all exceptions.

This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor any individual obligation, right, privilege, term or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

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RECRUITING PROCESS

- Manager will receive responses from internal candidates via the *Internal Qualification Profile* form.

- If the position is open to external candidates, then a *Resume* must be submitted by the external candidate.

- Manager starts the *Interviewing Process*. External candidates who interview must complete an *Application for Employment* as well as the *New Hire Background Check Authorization* and *Consent Form*. It is the manager's responsibility to ensure that the *Application for Employment* is completed in its entirety and is legibly written in order to continue processing.

- Upon completion of interviews and selection of qualified candidate, Manager compiles the *Recruiting and Interview Packet* for submittal to Human Resources (See example of documentation.)
    1. Job Applicant Summary
    2. Multiple Candidate Summary
    3. Telephone Reference Check, when appropriate
    4. Applications or resumes of all interviewed candidates
    5. New Hire Background Check Authorizations of all interviewed candidates
    6. Consent Forms of all interviewed candidates

- It is the *Hiring Manager's* responsibility to notify those candidates who were interviewed, but not selected, once a hiring decision has been made. In addition, as a professional courtesy, it is encouraged that the *Hiring Manager* respond to all applicants notifying them that a selection for the position has been made.

- When the final candidate has been selected – and a verbal offer has been made contingent upon a successful background check and drug screen - the *Hiring Manager* will complete and submit the online *Offer/Access* form which should automatically send an e-mail copy to the Regional Director, Vice President or their designee for approval, which will then be forwarded to HR.

    - *Please ensure that all crucial information such as date of hire, salary, address, and social security number is accurate.* If there should be any changes to the submitted information, such as a change in the start date, Human Resources should be contacted as soon as possible.

- *Hiring Managers* will ensure that the final candidate has signed a *New Hire Background Check Authorization* and *Consent Form*, which will then be immediately forwarded to Human Resources to start the Background Check Process. This process could take up to fifteen days to receive complete results. The original documents will be included in the *Recruiting and Interview Packet* and forwarded to HR when completed.

    - The mailing of the Offer Letter and New Hire Packet may be delayed until HR receives the *Recruiting and Interview Packet* from the *Hiring Manager*. The packet should also include

DRAFT

- The new hire candidate's original *New Hire Background Check Authorization* and *Consent Form.* (Note: They do not need to be notarized) In addition, the original *Application for Employment* should be included.

- When HR receives the approved *Offer/Access Form*, the *Recruiting and Interview Packet*, and complete, acceptable results of the Background Check, they will then prepare and send the candidate the *Offer Letter* and *New Hire Packet.*

- Managers should tell the candidate to read their *Offer Letter* and return the *Acceptance Letter* as soon as possible. Their *Offer Letter* will give instructions on making arrangements to take their required pre-employment drug screen.

- Candidate must contact the designated drug-screening organization and schedule to take the pre- employment drug screen test. The candidate should complete the authorization form, (if applicable,) for a DOT background investigation. This is a DOT requirement, implemented in 2001, for the purpose of verifying whether or not the individual has tested positive on a drug screen in the last two years.

NOTE: Negative results from a drug screen must be received prior to the new hire's start date, as well as results from the Background Check. Please schedule the New Hire's start date with ample time to complete both processes.

- When the candidate has received their new hire packet of information and required forms, the *Hiring Manager* will schedule an orientation to review the paperwork on their first day of hire. All forms including the checklist, I-9 form and copies of supporting documentation must be completed within 3 days of employment and forwarded to HR or the Regional Office.

DRAFT

RECRUITMENT/ INTERVIEW PACKET

The following should be put in a folder and forwarded to the approving manager and/or HR Manager. (Field Managers should send approval request to their Regional Director.)

1. E-Mail to designated Manager/Director/VP requesting approval to hire recommended applicant

2. Copy of the *Job Posting*

3. Original *Job Applicant Summary* -must include all minimally-qualified applicants, whether or not they were interviewed

4. *Multiple Candidate Interview Summary* - must include everyone that was interviewed

5. All *Internal Qualification Profile* forms submitted by internal applicants

6. TLS *Application for Employment* forms thoroughly completed by all interviewed external applicants

7. *TLS EEOC Surveys (optional)*

8. *Resumes* from all applicants, if applicable

9. *New Hire Background Check Authorization* forms

10. *Consent Forms*

11. Interview Questions and Responses

DRAFT

Customer Number

NEW HIRE BACKGROUND CHECK AUTHORIZATION

Applicant to Complete the Following

1. In connection with my application for employment, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: driving record, court record, education, credentials, credit, and references.

2. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

3. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the California Department of Labor.

4. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by Terminal Logistics Solutions or its agent, to furnish the information described in Section I. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please print your full name

Please print other names you have used

Home Address

City State Zip Code

Social Security Number Date of Birth

Driver's License Number State Issuing License

Name as it appears on license

Signature Today's Date

If Required,
Notarize here
When using an embossed seal please
shade with a pencil before faxing.

Subscribed and sworn before me:

Name

Date

Notary Public

My Commission Expires

DRAFT

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. J681-168J u, at the Federal Trade Commission's web site (http://www.ftc.gov). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

• You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

• You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

• You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs - to which it has provided the data - of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

• Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

• You can dispute inaccurate items with the source of the information. If you tell anyone - such as a creditor who reports to a CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

• Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

• Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA — usually to consider an application with a creditor, insurer, employer, landlord, or other business.

• Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

• You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

• You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

For Questions or Concerns Regarding;	
CRAs, creditors and others not listed below	
National banks, federal branches/ agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	
Federal credit unions (words "Federal Credit Union" appear in institution's name)	
Banks that are state-chartered or are not Federal Reserve System members	
Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	
Activities subject to the Packers and Stockyards Act, 1921	

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Please Contact;

Federal Trade Commission
Bureau of Consumer Protection FCRA Washington, DC 20580 202-326-3761

Office of the Comptroller of the Currency Compliance Management, MS 6-6
Washington, DC 20219 800-613-6743

Federal Reserve Board
Consumer & Community Affairs Washington, DC 20551 202-452-3693

Office of Thrift Supervision Consumer Programs
Washington, DC 20552 800-842-6929

National Credit Union Administration 1775 Duke Street
Alexandria, VA 22314 703-518-6360

Federal Deposit Insurance Corporation Compliance & Consumer Affairs
Washington, DC 20429 800-934-FDIC

Department of Transportation Office of Financial Management
Washington, DC 20590 202-366-1306

Department of Agriculture
Office of Deputy Administrator-GIPSA Washington, DC 20205 202-720-7051

PLEASE READ THIS NOTICE AND CONSENT FORM VERY CAREFULLY BEFORE SIGNING. YOU WILL BE PROVIDED WITH A COPY OF THIS FORM AT ANY TIME UPON REQUEST

This form, which you should read carefully, has been provided to you because TLS ("[Company]" or "Company") either may request, or has decided to request, consumer reports in connection with your application for employment or during the course of your employment (if any), with the Company. Any information contained in such reports may be taken into consideration in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Such reports, if obtained, will be prepared by a consumer reporting agency and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. The types of reports that may be requested, include, but are not limited to, credit reports, criminal records checks, court records checks, and/or summaries of educational and employment records and histories.

If the Company intends to make or makes an adverse decision with regard to your application or employment (if any) based entirely or in part on the information contained in a consumer report, you will be notified as required by all applicable state and/or federal law.

Your consent is required by law before the Company may obtain a consumer report pertaining to your potential employment or actual employment (if any) with the Company. This document, if signed by you, indicates that you have carefully read and understand this document and authorizes the request and release of a consumer report to the Company for employment purposes, at Company's discretion, either in connection with your job application, or in connection with any future decisions concerning your employment, promotion, reassignment or retention as an employee of the Company, if any.

_____ _____

(PRINTED NAME) DATE

_____

(SIGNATURE)

TLS

JOB APPLICANT SUMMARY INSTRUCTIONS

The Job Applicant Summary form is required for Equal Employment Opportunity/Affirmative Action reporting.
Please complete the form with the required applicant information.

The hiring manager should maintain the Job Applicant Summary for each posted position, until the position is filled. The manager should work with his/her Human Resources Representative if assistance is needed to complete the Summary. Once the Summary is completed and signed, it should be forwarded to the appropriate Human Resources Representative.

-All applicants for a posted position should be reported on the Applicant Summary form-

Who is an Applicant?

Any individual who submits a resume for a posted position and is minimally qualified for that position is considered an applicant. An applicant is minimally qualified if he/she meets the minimum qualifications in the job posting. He/She does not need to be interviewed or invited for an interview to qualify as an applicant. The Job Applicant Summary should include all individuals who are minimally qualified and who submit a resume for a posted position. Applicants should receive the voluntary Applicant EEO Survey to complete.

How should the Male/Female and Race/Ethnicity information be completed?

The appropriate race/ethnicity and gender information should, whenever possible, be gathered from the voluntary Applicant EEO Survey and should be indicated under the applicable male or female section of the Job Applicant Summary. The EEO Survey should be kept confidential and be sent to Human Resources. The hiring manager should work with his/her Human Resources Representative when using the EEO Survey to complete the Applicant Summary. When an applicant chooses not to complete the voluntary Applicant EEO Survey, an applicant's race/ethnicity and gender may be identified by sight. If an applicant's gender is known, but his/her race/ethnicity is unknown, mark the applicable "Race/Ethnicity Unknown" box. If neither an applicant's race/ethnicity nor gender is known, the applicant's name should still be included on the Summary, but a note should be made next to the name that neither race/ethnicity nor gender could be determined.

Applicant's resumes and/or applications should be attached to the Job Applicant Summary.

Definition of EEO Categories

Officials & Managers: Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. (Ex.: Manager, Director, VP, Buyer, Purchasing Agent, etc.)

Professionals: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. (Ex.: Accountant, Auditor, Lawyer, Engineer, Supervisor, etc.)

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the- job training. (Ex.: Drafter, Engineering Aide, Technician, etc.)

Sales: Occupations engaged wholly or primarily in direct selling. (Ex.: Agent, Broker, Sales Rep, etc.)

Office & Clerical: Includes all clerical-type work regardless of level of difficulty, where the activities are predominately non-manual, though some manual work not directly involved with altering or transporting the products is included. (Ex.: Secretary, Clerk, Administrative Assistant, Dispatcher, etc.)

Craft Workers (Skilled): Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercises considerable independent judgment and usually receives an extensive period of training. (Ex.: Electrician, Machinists, Mechanic, etc.)

Operatives (Semi-skilled): Workers who operate machine or processing equipment or perform other factory type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. (Ex.: Operator, Truck Driver, Maintenance Occupations, Welder, etc.)

Laborers (Unskilled): Workers in manual occupations which generally require no special training and perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. (Ex.: Laborer, Groundskeeper, Stevedore, etc.)

Service Workers: Workers in both protective and non-protective service occupations. (Ex.: Guard, Janitor, etc.)

Disposition Codes

1: Accepted Offer
2: Declined Offer
3: Not Best Qualified Candidate; not interviewed
4: Withdrew Application
5: Phone Interview, no offer
6: Interviewed, no offer
7: Promoted (current employees only)
8: Transferred (current employees only)

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Job Applicant Summary

Hiring Location: _____ Hiring Supervisor_____ HR Representative: _____

Posted Position/Requisition Number: _____ Union Position? (Y/N): _____

Job Applicant Name	Current Employee?	Male						Female						Disposition Code (i-9)
		White (not of Hispanic Origin)	Black (not of Hispanic Origin)	Hispanic	Asian/ Pacific Islander	American Indian / Alaskan Native	Race / Ethnicity Unknown	White (not of Hispanic Origin)	Black (not of Hispanic Origin)	Hispanic	Asian/ Pacific Islander	American Indian / Alaskan Native	Race / Ethnicity Unknown	
TOTALS														

HR Representative Signature_____ Hiring Supervisor Signature_____

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Multiple Candidate Interview Summary

Evaluator_____ Position_____

NAME OF CANDIDATE				
DATE OF INTERVIEW				
Related Experience	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Career Progression	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Technical Knowledge	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Management Skills	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Communication Skills	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Administrative Ability	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Presence/Appearance	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Educational Background	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Overall	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total				

Compensation level:

Current				
Required				
Relocation Requirements				
Comments				

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Telephone Reference Checks

Candidate's Name:_____ **Date:**_____

1. Name/Job Title of Reference: _____
2. Relationship to Candidate: _____
3. How long have they worked/known each other? _____
4. What was candidate's job title when you worked with them? _____
5. Candidate's responsibilities: _____

   _____

6. Can you give information/examples of the candidate's quality of work? Quantity of work?

   _____

7. Strengths/outstanding attributes? _____
8. How was the candidate's attendance? _____
9. Weaknesses/development areas? _____
10. Outstanding qualities? _____
11. Ability to do the job for which they are applying? _____
12. Examples of initiative: _____

    _____

13. Known accomplishments? _____
14. Ability to work with others? _____
15. Examples of good interpersonal skills? _____
16. Examples of proven leadership skills? _____
17. Why did he/she leave the company? _____
18. Other comments: _____

    _____

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Offer/Access Form

<u>Do not process the Offer/Access Form online until you have made a verbal offer to the prospective new hire!</u>

It is assumed by the Human Resources and Benefits Departments that you have contacted the proposed new hire and made a verbal offer of employment contingent upon the successful completion of a background check <u>and</u> the positive results of a drug screen.

When the "Offer/Access" form is received by the Human Resources Department, they automatically (1) send the prospective hire an "Offer" letter and new hire packet, and (2) begin the background check process.

When the "Offer/Access" form is received by the Benefits Department, they automatically send the prospective employee a TLS benefits packet.

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Offer/Access

To be completed by the Hiring Manager or their designee.
Offer Letter will not be generated for Contractor or Vendors: Authorization for Informational purposes only.

Note: All names must be entered as they appear in email address.

Submitter Information:

First: Last: Phone:

Hiring Manager Information:

First: Last: Phone: (123-456-7890)
10 digit phone number required

Title:

Employment Status: Employee Contractor

Candidate Information:

First: MI: Last:

SSN: Nickname: Employee ID:

Address:

City: State: Postal Code:

Is the candidate a current employee? Yes No

General Information:

Requistion #: RC or Dept #:

HR Representative: - Choose One -

Company:

Job Title: Will this Candidate perform any DOT Covered Functions? Yes No

Department: Salary/Wage: *(bi-weekly)* $.

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Signature Authority: No approval authority

OR Salary/Wage: $.
(hourly)

Start Date: Jan 01 2002

Yes No If Yes, Homeowner: Yes No

(Relocation allowance will be issued upon completion of the first full payroll cycle after hire.)

Salary Split:

	Company	RC	Location Code	FERC Acct	Percent	AFE
1.					100.0	
2.					0.0	
3.					0.0	
4.					0.0	
5.					0.0	
6.					0.0	
7.					0.0	
8.					0.0	
9.					0.0	
10.					0.0	

(For questions or concerns about salary split, please contact the Payroll Dept at 303-763-3184 or 303-914-4550)

Other: (Please explain and justify any other additional term(s)/condition(s) for employment)

Position - Address Information:

Facilities Address:

Building: -choose- Floor: -choose- Direction: -choose-

Street Address:

City: State: Postal Code:

Mailing Address:

Street Address/PO Box:

City: State: Postal Code:

Employee Setup - Telephone / Network Information:

Card Key Needed? Yes No

If a phone option is selected, the RC on this screen will be billed for the cost.

Phone needed Yes No

or phone number to be used at employee/contractor location. (123- Extension:

456-7890)
10 digit phone number required

alternate phone number

Voice Mail Needed? Yes No

Voice Mail Special Requests:

Modem Phone Line Needed? Yes No

Detailed Use For Modem:

Physical LAN connect Needed? Yes No

Special LAN Requirements:

Employee Setup - Computer / Software Information:

Standard Desktop Software:

Microsoft Office Suite ○ No ◉ Yes Select YES if you need all or part of Microsoft office installed.

Optional Desktop Software: Select YES for all software you need installed.

VPN Access (Remote access) ◉ No ○ Yes

Facsys (Desktop faxing) ◉ No ○ Yes

Remedy (Tracking system) ◉ No ○ Yes

It helps IT to know a person in your group that this person will be setup similar to:

Application Software: Please select YES for any system this person is authorized to access and at what level.

Mainframe Systems:

Extra-mainframe connect ◉ No ○ Read only ○ Read/Write

Infopac-online print viewing ◉ N/A ○ No ○ Yes

Client/Server Systems:

Altra (Marketing) ◉ No ○ Read only ○ Read/Write

Aurum (Risk Mgt) ◉ No ○ Read only ○ Read/Write

Contract Mgt - KSYS ◉ No ○ Read only ○ Read/Write

Contract Warehouse ◉ No ○ Read only

Dart - Interstate Marketing ◉ No ○ Read only ○ Read/Write

Dartmtp - Intrastate Mktg ◉ No ○ Read only ○ Read/Write

Eagle ◉ No ○ Read only ○ Read/Write

GMS	◉ No	○ Read only	○ Read/Write
Lease Data	◉ No	○ Read only	○ Read/Write
Lawson -HR	◉ No	○ Read only	○ Read/Write
Lawson -Payroll	◉ No	○ Read only	○ Read/Write
Lawson -Benefits	◉ No	○ Read only	○ Read/Write
Microfilm - 3M	◉ No	○ Read only	
Ops Warehouse	◉ No	○ Read only	
Records Mgt - Versatile	◉ No	○ Read only	○ Read/Write
Right Angle - Liquids Mgt	◉ No	○ Read only	○ Read/Write
Risk Works	◉ No	○ Read only	○ Read/Write
SCADA	◉ No	○ Read only	○ Read/Write
Smartstream-Accounting	◉ No	○ Read only	○ Read/Write
Smartstream-A/P	◉ No	○ Read only	○ Read/Write
Smartstream-A/R	◉ No	○ Read only	○ Read/Write
Smartstream-Assets	◉ No	○ Read only	○ Read/Write
Smartstream-Budget	◉ No	○ Read only	○ Read/Write
Smartstream-G/L	◉ No	○ Read only	○ Read/Write
Smartstream-Purchasing	◉ No	○ Read only	○ Read/Write
TIPS	◉ No	○ Read only	○ Read/Write

Computer Needed? ○ Yes ○ No

If **Yes**, use Computer Order Form.

If **No**, does current PC need to be checked out by desktop support? ○ Yes ◉ No

Network Printer Location:

Other Special Requirements: Please list any special requirements for employee's setup.

Submit Form | Clear Form

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PRE-EMPLOYMENT DRUG SCREENS

1) *[SCREENING LOCATION 1]*

2) *[SCREENING LOCATION 2]*

Management questions may be directed to [SCREENING CONTACT]

TLS

ALCOHOL/DRUG TESTING KIT ORDER FORM

FAX TO: _____ ATTN: _____

NAME: _____

PHONE: _____

COMPANY: TLS _____

LOCATION: _____

CIRCLE NUMBER OF KITS NEEDED:

2 6 15 24 50 OTHER_____NON-DOT DRUG KITS

2 6 15 24 50 OTHER_____NON-DOT BREATH ALCOHOL KITS

2 6 15 24 50 OTHER_____NON-DOT POST-ACCIDENT DRUG/ALCOHOL KITS

****Drug kits contain chain of custody form, envelopes, shipping materials, collection bottles and instructions. Alcohol kits have alcohol test form, envelope and instructions.*

NUMBER OF EMPLOYEE'S GUIDE/ AWARENESS:_____

NUMBER OF SUPERVISOR'S GUIDE/AWARENESS: _____

NUMBER OF NATIONAL HOTLINE POSTERS:_____

SHIP TO: (IF DIFFERENT FROM ABOVE)

COMPANY:

_____CO

NTACT PERSON:_____

STREET ADDRESS:_____

CITY: _____ STATE:_____ ZIP:_____

EMAIL ADDRESS:_____

SHIPPING PRIORITY:

*OVERNIGHT*_____
(CHARGED AT [SCREENER] COST)

UPS GROUND_____(2-4 Days)
(FREE GROUND SERVICE)

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[ADDITIONAL SCREENING INFORMATION HERE]

[PROVIDE I-9 FORM]

Name_____ Hire Date_____
Location_____ Job Title_____

Personnel Documents/Notifications

*Please send all completed forms below (in red **BOLD**) back to Human Resources

HR Documents	Received
Offer Letter & Acceptance Statement	
DOT Background Check Authorization Form (if applicable)	
Job Description & (Acknowledgement Form)	
Employment Application	
W-4 Employee's Withholding Allowance Certificate	
CA State Tax Form (California employees only)	
Automatic/Direct Deposit Authorization Form (Optional)	
(I-9) Employment Eligibility w/ copies of Identification attached	
Information Systems Security Policy (Acknowledgement form)	
Securities Trading and Handling Policy (Acknowledgement form)	
Employee EEO or Affirmative Action Survey (Voluntary)	
Equal Employment Opportunity and Harassment Prevention policies	
Drugs and Alcohol in the Workplace policy	
Code of Business Conduct and Ethics policy	
Employee Assistance Program brochure	
Worker's Compensation Brochure "Facts for Injured Workers"	
EDD brochure "State Disability Insurance"	
Annual Incentive Plan	
Holiday Schedule	
Biweekly Payroll Calendar	

Given to California employees only by the Hiring Manager:
12 Hour Shift Employee (Field/Controllers):

Agreement for On-Duty Meal Period 12 Hour Shift Employees	
Meal Waiver Form 12 Hour Shift Employees	

8 Hour Employee

Agreement for on-duty meal period during special occasions, emergencies, or critical incidents	

NEW HIRE ORIENTATION PROCESS

The goal of the *New Hire Orientation Process* is to assure that we have new employees who feel welcomed and confident on their first day of employment. A properly-conducted orientation for new employees shortens the learning curve; increases productivity; improves compliance with company policies and procedures; and decreases turnover. Statistics indicate that a well-trained and properly-oriented new hire is significantly more successful in their new position as well as more loyal to the organization.

On the new hire's first day, the manager will:

- Arrange contact with new hire on orientation day.
- Review New Hire forms to ensure completion and forward to Human Resources.
- For California employees, managers will review the Meal Waiver Form, Agreements for On-Duty Meal Period(s) and Authorization for Missed Meals forms as attached, and forward to the Regional Office.
- Distribute parking card, if required.

The employee should have received an Employee Benefits Brochure and/or New Employee Guide with the following information:

- Show new employee phones, computer, copier, fax and other office functions.
- Establish communication access, i.e., computer password, e-mail set-up, etc.
  (The employee should already be set up in the system. However, if difficulties arise, contact the IT Department "Help Desk" for assistance.)

Within the first week, the manager (or designee) will:

- Provide on-the-job training.
- Conduct departmental or functional area tour, including location of supplies.
- Conduct introductions to key contact persons inside and outside the work group.
- Discuss department and location-specific safety. Required terminal safety training may include: fire extinguisher, eyewash, bathroom, etc.
- Discuss performance review process and procedures. Show employee a copy of current performance appraisal forms in use.
- Discuss how you will review progress and coach employee throughout the year, i.e., monthly review, team meetings, etc.
- Review job descriptions and performance expectations. Mutually set learning and performance goals for the first three months.

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Within the first two weeks, the manager (or designee) will:

- The *Hiring Manager (or his designee)* will schedule company-provided training, if required (SCADA, Hazwopper, CBI, safety, etc.)

- Review departmental goals, priorities, performance measures and compensation.

- Review policies and procedures at the departmental or functional level, i.e. calling in sick; vacation/personal time off; ordering supplies; hours of work; breaks; etc.

FIELD MANAGERS: Please review the *"New Employee Orientation"* form found under the "Forms" section in the Safety Manual.

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Meal Waiver Form

This will certify that I regularly work a shift in excess of ten (1) but not more than twelve (12) hours and wish to waive one of the two (2) meal periods I would otherwise be entitled to receive under California law. In accordance with the requirements of state law, I hereby voluntary agree to waive one (1) meal period each day. I understand that, as a result of this waiver, I will receive only one meal period during each day of work and will be paid for all working time. I also understand that I or the Company may revoke this "Meal Period Waiver" at any time by providing at least one (1) day's advance notice in writing of the decision to do so. This waiver will remain in effect until I exercise, or the Company exercises the option to revoke it.

I acknowledge that I have read this waiver, understand it, and voluntarily agree to its provisions.

_____ _____, 20_____

Employee Signature Date

_____

Print or Type Name of Employee

APPROVED FOR TLS

_____ _____, 20_____

By Date

This meal period waiver applies if an employee works more than ten hours in a day but not more than 12 hours in a day.

TLS

Agreement for On-Duty Meal Period during Special Occasions, Emergencies or Critical Conditions

8-Hour Field Employees

The Employee and the Employer agree that on special occasions, during emergencies and other critical incidents, the nature of the Employee's work may prevent the Employee from being relieved of all duties during the Employee's meal period and that the Employee shall work an "on-duty" meal period(s) that shall be paid for by the Employer as hours worked.

The Employee understands that either the Employee or the Employer may revoke this agreement at any time by providing written notice of the decision to do so. This agreement will remain in effect until the Employee or the Employer exercises the option to revoke it.

I acknowledge that have read this agreement, understand it, and freely and voluntarily enter into it.

Dated this_____day of_____, 20_____

at_____, California.

_____
Employee Name (Please Print)

_____
Employee Signature

_____
Manager's Signature

TLS

Agreement for On-Duty Meal Period
12-Hour Shift Employees

The Employee and the Employer agree that the nature of the Employee's work prevents the Employee from being relieved of all duties during the Employee's meal period and that the Employee shall work an "on-duty" meal period(s) that shall be paid for by the Employer as hours worked.

The Employee understands that either the Employee or the Employer may revoke this agreement at any time by providing written notice of the decision to do so. This agreement will remain in effect until the Employee or the Employer exercises the option to revoke it.

I acknowledge that I have read this agreement, understand it, and freely and voluntarily enter into it.

Dated this_____day of_____, 20_____

at_____, California.

_____
Employee Name (Please Print)

_____
Employee Signature

_____
Manager's Signature

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Authorization for Missed Meals and/or Breaks

Date	Missed Meal	Missed Break	Explanation/Reason
Totals:			

Employee Name (please print): _____

Employee Signature: _____ Date_____

Supervisor Approval:_____ Date_____

NOTE: This form must be attached to Timesheet

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ANNUAL REVIEW PROCESS

The annual review process consists of the following steps:

1. Senior management first determines the annual increase/merit budget.

2. The Compensation group compiles current salary data for all employees and groups for each Vice President's respective areas. The salary information, including a "recommended" increase based on the approved budget, is put into an excel format and distributed to the Vice Presidents.

3. Each Vice President is responsible for distributing the information to the appropriate Managers for review and final recommendations.

4. Each Manager is responsible for finalizing recommendations for their respective areas, inputting the data in the spreadsheet, and returning to their Vice President for approval.

5. All pay actions and job title changes are required to be initiated with the *Personnel Action Form (PAF)*, completed by the employee's supervisor, and processed by Human Resources.

Timeframes

• June/July	Senior management approves annual increase budget
• July/August	Distribution of spreadsheets
• August/September	Salary recommendations finalized and approved Performance evaluations should be completed and approved Annual increases input
• September	Managers meet individually with direct reports to review Performance
• October	Merit increases will go into effect

Performance Evaluations

- Manager completes ***Performance Evaluation Form.*** *(See examples to determine which* ***Performance Evaluation Form*** to use depending upon the employee's position, i.e. "Field/Hourly" or "Office/Managerial".)

- Completed performance evaluations must be reviewed and signed by the manager's Vice President, prior to meeting with the employee.

- Upon completion and approval of the evaluation form, the manager schedules a time to meet with each of their direct reports to review the form and discuss the employee's performance. The manager should also sign the form and obtain the employee's signature and any comments the employee may have

Completed Performance Evaluations

- Field personnel should send the original, signed evaluation forms to the Regional Office for Director's review and submittal to Human Resources.

- Annual increases should be effective the first pay period in October.

PERSONNEL ACTION FORM

Note:
If an employee is terminating, use the *Separation Request Form*
If you would like to begin the internal or external hiring process, use the *Hiring Request Form*
If you would like to initiate an offer letter and/or system access, use the *Offer/Access Authorization Form*

- For RC, Title and Salary information this form must be completed by the employee's Manager.
- Complete ONLY the fields for information that is changing, except where noted as REQUIRED.

REQUIRED FOR ALL CHANGES		
Employee Last Name:	Employee First Name:	Employee's Middle Initial:
Employee's SS# and ID:	Employee's Manager:	Department:

REASON FOR CHANGE ACTION **(indicate below)** EFFECTIVE DATE: _____

☐ Promotion ☐ Transfer

☐ Demotion ☐ Reclassification ☐ Other : _____

Current Information:	*New Information:*
Work Location, (city, state)	Work Location (city, state)
Title	Title
Salary (Biweekly or Hourly)	Salary (Biweekly or Hourly)
FLSA	FLSA
Status (RF,RP,TF,TP)	Status (RF,RP,TF,TP)
RC or Dept#	RC or Dept#
Dept Name	Dept Name
Supervisor	Supervisor

SALARY SPLIT INFORMATION Total percentage must equal 100%.

Company (4)	Location (4-8)	RC (4)	Account (6)	Percent	AFE (9-15)

- Is Employee currently, or has employee ever been, in a FERC 497 sensitive position: ☐ *Yes* ☐ *No*
- Is Employee's new position FERC 497 sensitive? ☐ *Yes* ☐ *No*

COMMENTS: _____

_____

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PERFORMANCE EVALUATION GUIDELINES
Office / Managerial Employees

TLS utilizes a Performance Management Program to assist supervisors and employees in the areas of employee evaluation, recognition and reward, linking pay to performance, ongoing performance feedback, and career development. As part of the Program, one-on-one evaluations will be conducted by the employee's immediate supervisor at least once every 12 months or on a more frequent basis, if needed.

This Program serves several important functions:

- Provides a basis for written and verbal feedback on an employee's performance
- Establishes objectives for job performance with each employee
- Recognizes recent accomplishments
- Identifies employees with specific knowledge, skills, and abilities

Please complete all relevant sections of the attached evaluation form. Performance evaluations impact salary decisions, become part of the employee's permanent personnel record, and may be used in decisions concerning advancement, future training needs, performance related salary adjustments and/or disciplinary actions.

The Performance Management Evaluation form is divided into four sections:

SECTION I COMPETENCY-BASED EVALUATION
SECTION II SUPERVISORY COMPETENCY-BASED EVALUATION (supervisory employees only)
SECTION III ACCOMPLISHMENTS AND GOAL SETTING/DEVELOPMENT
SECTION IV COMMENTS (SUPERVISOR & EMPLOYEE)

Supervisors/Managers should use the following instructions in completing the evaluation form. This form is to be completed for all employees who would be eligible for an annual merit increase.

- Read the performance definitions in the boxes below
- Mark an "X" to enter the appropriate rating on the evaluation form (use the TAB key if you are completing the form on line) for Sections I and II
- Section II should only be completed for employees who supervise employees. If you are not evaluating an employee who supervises other employees, please skip Section II
- Complete Section III for all employees. Attach additional pages if necessary
- Section IV should be completed by the Supervisor prior to the one-on-one session with the employee. The employee should complete the Employee Comment section after the one-on-one session and promptly return it to his/her supervisor
- Both the supervisor and the employee must sign and date the evaluation form
- Retain a copy for your records.

EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	BELOW EXPECTATIONS
Performance ***exceeds*** expectations on ***most*** core competencies and performance objectives	Performance ***meets*** expectations on ***most*** core competencies and performance objectives	Performance ***fails to meet*** expectations on ***most*** core competencies and performance objectives

Each employee should have the opportunity to discuss the performance evaluation one-on-one with his/her supervisor. Please remember that good Performance Management consists of more than a once-a-year feedback session. We encourage supervisors to spend time on an ongoing basis in providing feedback on overall performance and employee development. We also recommend that supervisors either utilize this process or schedule a one-on-one with each employee to outline goals and objectives for each employee.

Setting Annual Performance Objectives

During the Performance Evaluation process, the supervisor should work with each employee to establish performance and developmental objectives for the next review period. Set *SMART* objectives: Specific, Measurable, Attainable, Realistic, and Timely. The objectives should also be job related. When an employee is actively involved in the objective setting process, he/she is more committed to achieving them. Objectives can be based on overall business unit objectives, performance feedback from the previous year, and employee inputs for his/her goals and professional development. Objectives should not be overwhelming. Managers need to set high expectations but ones that are achievable. Objectives will be used as a measure of performance in next year's evaluation process.

If you have any questions or need assistance, please contact your Human Resources Representative.

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PERFORMANCE EVALUATION GUIDELINES
Office / Managerial Employees

NAME:	DATE:	EMPLOYEE ID NUMBER:
TITLE:	SUPERVISOR:	DEPARTMENT/WORK LOCATION:

SECTION I: CORE COMPETENCIES: ***This section must be completed for all employees.***

COMPETENCIES	EXCEEDS	MEETS	BELOW	COMMENTS
TLS VALUES Inspires excellence in others by example Works with customers / co-workers openly, honestly, respectfully Maintains a positive outlook on his/her job and the company Keeps it simple!	☐	☐	☐	
JOB COMPETENCY Possesses a high level of skill, knowledge, and ability in assigned functional area Is not intimidated by complexity and gets the job done	☐	☐	☐	
COMMUNICATION/INTERPERSONAL SKILLS Openly exchanges information in a timely manner Knows who to keep informed Listens, understands, uses confidential information with discretion Writes and speaks in a clear, concise manner Resolves conflict effectively	☐	☐	☐	
TEAMWORK Carries own share of responsibility Offers assistance and acknowledges other's work needs Initiates efforts to create an effective team	☐	☐	☐	
PROBLEM SOLVING Demonstrates independence in problem solving Analytical, creative thinker Finds proper solutions at the lowest cost that meets short and long-term commitments	☐	☐	☐	
CUSTOMER FOCUS Promotes customer service Meets customer needs and satisfaction requirements Service oriented	☐	☐	☐	
INITIATIVE/ADAPTABILITY Moves from task to task readily Takes new circumstances in stride Is perceptive of impact and can modify behavior Open to new ideas Adjusts to change, adversity, multiple demands, shifting priorities	☐	☐	☐	
ACCOUNTABILITY Pays close attention to detail and checks work for accuracy Works efficiently, establishes priorities and measures projects against milestones to ensure work is done on schedule Takes ownership of decisions and responsibilities	☐	☐	☐	

SECTION II: SUPERVISOR COMPETENCIES ***This section must be completed for all employees in supervisory roles.***

COMPETENCIES	EXCEEDS	MEETS	BELOW	COMMENTS
RESULTS ORIENTED Perseveres despite obstacles and setbacks Monitors progress on a frequent and consistent basis Confronts performance issues immediately by providing feedback and solutions Translates strategy into specific objectives	☐	☐	☐	

Employee Initial _____

Supervisor Initial _____

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EMPLOYEE NAME:	EMPLOYEE ID NUMBER:

COMPETENCIES	EXCEEDS	MEETS	BELOW	COMMENTS
PERFORMANCE MANAGEMENT Clearly and frequently communicates performance expectations and standards Initiates development and training for team members Provides individuals with constructive feedback	☐	☐	☐	
LEADERSHIP Demonstrates positive leadership skills Maintains positive work environment Effectively manages change Shares information and resources Communicates effectively	☐	☐	☐	
DECISION-MAKING Takes appropriate action Identifies, chooses and balances needs and contingency plans Involves people closest to the issues to create the best solutions Knows when to shift decisions to another level Recognizes issues and requirements of problems	☐	☐	☐	
FINANCIAL RESPONSIBILITY Uses financial information and analysis to evaluate options and make decisions Manages resources in a cost efficient manner Balances short and long-term goals when making decisions Carefully monitors expenditures	☐	☐	☐	
HIGH PERFORMANCE TEAMS Identifies successors Trains, develops and coaches employees Delegates responsibility and authority	☐	☐	☐	

SECTION III: OVERALL PERFORMANCE FEEDBACK: *This section must be completed for each employee. Attach additional pages if needed.*

ACCOMPLISHMENTS, EMPLOYEE STRENGTHS, WEAKNESSES, AND DEVELOPMENT PLAN: ***Use this section to discuss the employee's objectives, accomplishments, strengths and weaknesses of this review period, as well as an action plan of development for the next review period.***

SECTION IV: COMMENTS: *This section must be completed for each employee. Please attach additional pages if needed.*

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

Supervisor Signature	*Date*	*Employee Signature*	*Date*
Reviewing Supervisor Signature	*Date*	*Human Resources Representative Signature*	*Date*

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TLS utilizes a Performance Management Program to assist supervisors and employees in the areas of employee evaluation, recognition and reward, linking pay to performance, ongoing performance feedback, and career development. As part of the Program, one-on-one evaluations will be conducted by the employee's immediate supervisor at least once every 12 months or on a more frequent basis, if needed.

This Program has several important functions:

- Provides a basis for written and verbal feedback on an employee's performance
- Establishes objectives for job performance with employees
- Recognizes recent accomplishments
- Identifies employees with specific knowledge, skills, and abilities

Please complete all relevant sections of the attached evaluation form. Performance evaluations will become part of the employee's permanent personnel record and may be used in decisions concerning advancement, future training needs, performance related salary adjustments and/or disciplinary actions.

The Performance Management Evaluation form is divided into two sections:

SECTION I	COMPETENCY-BASED EVALUATION
SECTION II	EMPLOYEE AND SUPERVISOR COMMENTS

Supervisors/Managers should use the following instructions in completing the evaluation form. This form is to be completed for all employees considered "field and retail hourly employees".

- Read the performance definitions in the boxes below
- In Section I, mark an "X" to enter the appropriate rating on the evaluation form (use the TAB key if you are completing the form on line)
- In Section II, fill in Supervisor Comments prior to one-on-one session with the employee
- Employee should then complete the Employee Comment section and promptly return it to his/her supervisor
- Both the supervisor and the employee must sign and date the evaluation form
- Retain a copy for your records.

MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
Performance *meets* expectations on core competencies and performance objectives	Performance *fails to meet* expectations on core competencies and performance objectives

Each employee should have the opportunity to discuss the performance evaluation one-on-one with his/her supervisor. Please remember that good Performance Management consists of more than a once-a-year feedback session. We encourage supervisors to spend time on an ongoing basis in providing feedback on performance and employee development.

Setting Annual Performance Objectives

During the Performance Evaluation process, the supervisor should work with each employee to establish performance and developmental objectives for the next review period. Set *SMART* objectives: Specific, Measurable, Attainable, Realistic, and Timely. The objectives should also be job related. When an employee is actively involved in the objective setting process, he/she is more committed to achieving them. Objectives can be based on overall business unit objectives, performance feedback from the previous year, and employee inputs for his/her goals and professional development. Objectives should not be overwhelming. Managers need to set high expectations but ones that are achievable. Objectives will be used as a measure of performance in next year's evaluation process.

If you have any questions or need assistance, please contact your Human Resources Representative.

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PERFORMANCE EVALUATION FORM
Field / Retail Hourly Employees

NAME:		EMPLOYEE ID #:	WORK LOCATION:
TITLE:	DATE:	SUPERVISOR:	

SECTION I: CORE COMPETENCIES: *This section must be completed for each employee.*

COMPETENCIES	MEETS	DOES NOT MEET	COMMENTS
TLS VALUES Inspires excellence in others by example Works with customers / co-workers openly, honestly, respectfully Maintains a positive outlook on his/her job and the company Keeps it simple!	☐	☐	
JOB KNOWLEDGE/SKILLS Possesses a high level of skill, knowledge, and ability in assigned functional area Is not intimidated by complexity and gets the job done	☐	☐	
COMMUNICATION/INTERPERSONAL SKILLS Openly exchanges information in a timely manner Knows who to keep informed Listens, understands, uses confidential information with discretion Communicates in a clear, concise manner Resolves conflict effectively	☐	☐	
TEAMWORK Collaborates actively and flexibly Works effectively with others Recognizes team member contributions Encourages team spirit	☐	☐	
FLEXIBILITY Open to change; Takes new circumstances in stride; Moves from task to task readily	☐	☐	
DEPENDABILITY Is on time and prepared at specified locations without need for reminders Reports to work as scheduled; Follows call-in and approval procedures for time off	☐	☐	
SAFETY Keeps work area hazard free and clean Observes safety rules and regulations Attends safety meetings as required Helps promote a safe work environment	☐	☐	

SECTION II: EMPLOYEE AND SUPERVISOR COMMENTS: *This section must be completed for each employee. Attach additional pages if needed.*

EMPLOYEE COMMENTS
SUPERVISOR COMMENTS

Supervisor Signature	*Date*	*Employee Signature*	*Date*
Reviewing Supervisor Signature	*Date*	*Human Resources Representative Signature*	*Date*

NAME:	DATE:	EMPLOYEE ID NUMBER:
TITLE:	SUPERVISOR:	DEPARTMENT/WORK LOCATION:
EVALUATION PERIOD:		

ANNUAL OBJECTIVES

Objectives are written statements that describe major accomplishments to be completed by the employee during the evaluation period. They should be *S.M.A.R.T.*: *S*pecific, *M*easurable, *A*ttainable, *R*ealistic, and *T*imely. Each objective should be a brief, clear description of the work to be accomplished, the result to be achieved, when the goal should be completed, and how the goal will be achieved. Please list the objectives committed to by the supervisor and the employee for the next review period. The "Complete/Incomplete" boxes serve as a tool to use when assessing the progress of an objective and should be left blank until the next evaluation period. If an objective has been reevaluated or modified, it should be noted in the comments line next to the box at the end of the review period.

Example: Develop and implement a new invoice tracking system using MS Excel for the Accounts Payable Department by June 1.

1. _____

_____

☐ Complete ☐ Incomplete _____

2. _____

_____

☐ Complete ☐ Incomplete _____

3. _____

_____

☐ Complete ☐ Incomplete _____

4. _____

_____

☐ Complete ☐ Incomplete _____

5. _____

_____

☐ Complete ☐ Incomplete _____

6. _____

_____

☐ Complete ☐ Incomplete _____

7. _____

_____

☐ Complete ☐ Incomplete _____

8. _____

_____

☐ Complete ☐ Incomplete _____

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CAREER DEVELOPMENT/TRAINING

Career development and training is related to improving the employee's knowledge, skill, and ability to perform both current and future job responsibilities. This development and training should be based on the supervisor's assessment of the employee's skill competencies and the employee's career goals including the skills he/she needs to develop in order to obtain those goals. If further training and development is required, efforts should be made to provide this training and development to the employee, if possible. Career development and training may include additional formal education, seminars, industry periodicals, and/or on-the-job training from a supervisor or co-worker. Please list the career development and training activities committed to by the supervisor and the employee during this next review period. The status line is used to indicate the progress the employee has made toward achieving his/her career development/training goals and should be left blank until the end of the review period.

Example: Become a Microsoft Certified Professional (MCP) within one year.

1. _____

_____

Status: _____

2. _____

_____

Status: _____

3. _____

_____

Status: _____

Employee: _____ Date: _____

Supervisor: _____ Date: _____

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Performance Management

Purpose

It is the purpose of this Policy to establish a method for assessing employee performance. Performance reviews are conducted in order to: 1) maximize employee productivity in order to achieve Company, department, and individual objectives throughthe active participation in the goal-setting process; 2) ensure that every employee receives a timely and objective review of his/her job performance each year; 3) identify any employee whose job-related performance and conduct does not meet established objectives or contribute effectively to the Company's goals and objectives in order that it may be corrected; and 4) ensure that job performance is measured effectively for compensation purposes.

Scope

This Policy applies to every employee of the Company unless otherwise covered by a contract of employment or a collective bargaining agreement with different related provisions.

Procedure

New Employees

It is recommended that each new employee receive a performance discussion with his/her supervisor at three months after the start of his/her employment. This discussion should be used to assess the new employee's ability to perform in the job he or s h e was hired to do. After the first year of employment, a performance review should be conducted on an annual basis.

Annual Performance Review

Each employee shall have an annual performance review. In most instances the annual review should be started and completed in September, and should review t h e employee's performance for the twelve months preceding. The *Performance Review*must be completed and reviewed by the employee's supervisor. Supervisors are encouraged to talk with the employee's clients, peers, and subordinates to obtain a complete and accurate understanding of the employee's job-related performance.Each employee will be given the opportunity to review his/her *Performance Review* and make comments in writing. These comments will be included as part of the review.The supervisor should submit the completed review to his/her reviewing supervisor to submit to Human R e s o u r c e s.

Performance Review forms are provided by Human Resources for the purpose o f guiding and documenting the performance review process.

The *Performance Review* will become part of the employee's personnel record and i s utilized in decisions concerning advancement, future training needs, performance related salary adjustments and/or disciplinary actions.

Documentation

Copies of the completed performance review may be kept by the Supervisor in the Supervisor's desk file. Originals along with any supporting documentation including any written corrective action reports will be kept by Human Resources in the employee's personnel file.

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Interpretation and Exceptions

Questions regarding this Policy should be referred to your Human Resources Representative. Requests for an exception should be submitted in writing by the reviewing supervisor to Human Resources. The Vice President, Human Resources must approve all exceptions.

This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor any individual obligation, right privilege, term or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

EMPLOYEE CHANGES

Personnel Action Form (PAF)

- This form should be used for the following types of changes
  - Step increases
  - Promotions
  - Demotions
  - Location change
  - Supervisor change
  - Department change
  - Title changes
  - Transfers
  - Reclassifications

- Supervisor completes and submits, via e-mail, a *PAF* indicating the new changes to the Regional Director, Vice President or their designee for approval

- Regional Director, Vice President or their designee forwards approved *PAF* to Human Resources. Changes are implemented according to the "effective date" on the form. The "effective date" should be the beginning of a new pay period.

PERSONNEL ACTION FORM

Note:
If an employee is terminating, use the *Separation Request Form*
If you would like to begin the internal or external hiring process, use the *Hiring Request Form*
If you would like to initiate an offer letter and/or system access, use the *Offer/Access Authorization Form*

- For RC, Title and Salary information this form must be completed by the employee's Manager.
- Complete ONLY the fields for information that is changing, except where noted as REQUIRED.

REQUIRED FOR ALL CHANGES		
Employee Last Name:	Employee First Name:	Employee's Middle Initial:
Employee's SS# and ID:	Employee's Manager:	Department:

REASON FOR CHANGE ACTION **(indicate below)** EFFECTIVE DATE: _____

☐ Promotion ☐ Transfer

☐ Demotion ☐ Reclassification ☐ Other : _____

Current Information:	*New Information:*
Work Location, (city, state)	Work Location (city, state)
Title	Title
Salary (Biweekly or Hourly)	Salary (Biweekly or Hourly)
FLSA	FLSA
Status (RF,RP,TF,TP)	Status (RF,RP,TF,TP)
RC or Dept#	RC or Dept#
Dept Name	Dept Name
Supervisor	Supervisor

SALARY SPLIT INFORMATION Total percentage must equal 100%.

Company (4)	Location (4-8)	RC (4)	Account (6)	Percent	AFE (9-15)

- Is Employee currently, or has employee ever been, in a FERC 497 sensitive position: ☐ *Yes* ☐ *No*
- Is Employee's new position FERC 497 sensitive? ☐ *Yes* ☐ *No*

COMMENTS: _____

_____

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DISCIPLINARY PROCESS

If an Employee is having job-related performance problems, the Employee's Manager should review the Company's *Corrective Action Policy* and consult with Human Resources regarding a plan of action to help the Employee correct and/or improve their performance.

Job-related performance problems may result in corrective disciplinary steps that will include the submittal of a *Corrective Action Report (CAR)*.

- The Immediate Supervisor drafts a *CAR* for review and approval by their Department Head and the Human Resources Department

- Upon approval, the Supervisor reviews the *CAR* with Employee, obtaining the Employee's signature and any comments the Employee may have

- The original signed *CAR* must be sent to the Regional office for review and forwarding to the Human Resources Department. A copy should be filed in the Employee's personnel file.

CORRECTIVE ACTION REPORT

EMPLOYEE'S FULL NAME	JOB TITLE
EMPLOYEE ID NUMBER	CONTINUOUS SERVICE DATE
DEPARTMENT / UNIT	START DATE ON THIS JOB

Corrective Action Taken: ☐ Oral Warning ☐ Written Warning ☐ Suspension ☐ Involuntary Termination

Has Corrective Action been taken for this employee in the past year? ☐ No ☐ Yes

If Yes	DATE(S)	ACTION(S)

Supervisor: Complete this section by responding to each numbered item listed on the back of this form for the Corrective Action taken. Use additional pages if needed.

Approved By (Signature)	IMMEDIATE SUPERVISOR	DATE	REVIEWING SUPERVISOR	DATE

Employee: You are encouraged to add comments and suggestions to successfully resolve this problem. Use additional pages if needed. Your signature acknowledges that you have received a copy of this form.

Employee Signature Date:

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Corrective Discipline Steps

Oral Warning: This step is recommended for significant job-related performance or conduct problems as they first occur. An Oral Warning should explain:

a. The job-related performance or conduct problem,
b. The date or duration and frequency of the problem,
c. The seriousness of the problem in terms of its effect,
d. Corrective action the employee must take to resolve the problem, and
e. Notice that further action will be taken without prior notice if and when the problem continues, **worsens or recurs.**

If an Oral Warning does not resolve the job-related problem, a Written Warning is recommended.

Written Warning: This step is recommended for serious or repeated job-related performance or conduct problems. A Written Warning should explain:

1. The job-related performance or conduct problem,
2. The date or duration and frequency of the problem,
3. The seriousness of the problem in terms of its effect,
4. Steps taken to resolve the problem, if any, which were not successful,
5. Action the employee must take to resolve the problem permanently, the time-period in which any performance problem must be corrected *(such time periods do not apply to conduct which must be stopped immediately),*
6. If applicable, suspension with *or* without pay should be explained, and
7. Notice that if the job-related problem continues, worsens, or recurs, involuntary termination may result without prior notice.

Suspension: Written Warnings may include suspension with or without pay. Suspension with pay is recommended when time is needed to evaluate problem situations *(such* as *employee fights or allegations of wrongdoing)* and to determine appropriate corrective discipline. Suspension without pay, generally for one to ten days, is recommended to convey a very serious warning to the employee that he/she must not permit a job- related performance or conduct problem to continue or recur.

Involuntary Termination: This step is recommended only when it is clear that the employee is unwilling or unable to comply with business policies, work procedures and/or instructions to meet job-related performance or conduct expectations. Employment also may be involuntarily terminated when in the best interest of the Company as determined by management Supervisors need prior approval from Human Resources and Law Department before terminating the employment of an employee. Involuntary termination may be appropriate as the remedy for first-time and recurring major infractions of work rules or job-related misconduct by an employee, which jeopardizes the safety, or security of individuals or properly or the business/reputation of the Company. Involuntary Termination documentation should explain:

1. The job-related performance or conduct problem,
2. The date or duration and frequency of the problem,
3. The seriousness of the problem in terms of its effect,
4. Steps taken to resolve the problem, if any, which were not successful,
5. Any incident(s) resulting in termination, and
6. Reasons for the involuntary termination.

For more information, refer to the Human Resources Policy Manual regarding "Corrective Discipline" or contact your Human Resources Representative.

TLS

Human Resources Policy Manual

Corrective Action

Purpose

It is the purpose of this Policy to provide guidelines for supervisors and employees to assure prompt resolution of substandard performance or job-related conduct problems.

Scope

This Policy applies to all employees of the Company, unless otherwise covered by a contract of employment or a collective bargaining agreement with different related provisions.

Employment at any time and for any reason is "at will" and either the employee or the Company may terminate the employment relationship at any time.

Responsibilities

Employees

Employees are responsible for meeting established job performance expectations, maintaining effective work relationships, and promoting a positive Company image through ethical, lawful, and safe conduct. Employees at all levels are responsible for reporting to their supervisor, Human Resources, or the Legal Department, suspected unlawful conduct related to the Company and involving any employee, contractor, agent, or other person. There shall be no retaliation for reporting any such suspected conduct.

Management

Supervisors are responsible for communicating job performance and conduct expectations and standards to employees and in conjunction with Human Resourcesfor providing job-related training, support, and counseling to prevent or eliminate performance problems. Supervisors must consult Human Resources before taking any corrective disciplinary action other than coaching and counseling and must contact Human Resources before employment can be involuntarily terminated.

Human Resources

Human Resources are responsible for helping the supervisor plan, implement, monitor, and document appropriate corrective action.

Corrective Actions

General Guidelines

This Policy describes some unacceptable job-related performance or conduct problems in order to promote consistent remedial and administrative steps. Corrective action shall be taken to resolve such problems.

Supervisory counseling gives employees a timely understanding of work-related performance and conduct problems in a confidential manner. Discussions about job performance or conduct problems shall be held in a confidential setting. Corrective action should take into account the seriousness of the problem, past performance, previous warnings, and the result of any prior corrective steps. Corrective action may also involve non-punitive discipline, demotion, reassignment, transfer and/or termination for cause.

Oral Warning

An oral warning may be an initial or follow-up action to help an employee understandand resolve a significant job performance or work-related conduct problem which should not continue, worsen, or recur. An oral warning also provides an explicit warningthat more serious corrective action will follow if the employee does not resolve theproblem and prevent its recurrence. The Supervisor will make and retain a written record of a timely oral warning using the *Corrective Action Report.* A copy of the Corrective Action Report is kept in the Supervisor's desk file and is not forwarded to Human Resources for filing in the employee's personnel file.

Written Warning

A written warning may be an initial or follow-up action warning the employee in writing of a serious job performance or work-related conduct problem which cannot be permitted to continue, worsen, or recur. A written warning should outline the nature of the problem, actions taken to date (e.g., an earlier oral warning), and their results. A written warning should also explain that continuous, sustained, and demonstrated improvement is expected, describe what the employee must do to eliminate the problem and the potential ramifications if the problem is not cured or eliminated. Supervisors are to consult Human Resources before giving a written warning. A written warning shall be documented using the *Corrective Action Report* and will be maintained in the employee's personnel file. A copy may be retained by the Supervisor in the Supervisor's desk file. The original and any supporting documentation must be sent to Human Resources for filing in the employee's personnel file.

Suspension

Suspension may be an appropriate initial or follow-up action when the continued presence of the employee may threaten safety, property, operations, or Company reputation. When a serious job performance or related conduct problem occurs, the employee may be suspended without pay for up to 10 work days. (Suspension with pay may be allowed temporarily to permit the Company to investigate a problem promptly and thereby determine what action is appropriate).

Suspensions are required to be documented in the same manner as a written warning, and also state the terms of the suspension period including when the suspension begins, the time and date the employee is to return to work, and that the suspension is with or without pay. Suspension may also provide time to determine what or if additional corrective action might be needed. Supervisors are to consult Human Resources before suspending an employee with or without pay.

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A copy of all documentation (including the *Corrective Action Report)* must be sent to Human Resources and will be maintained in the employee's personnel file. A copy may be retained by the Supervisor in the Supervisor's desk file.

Involuntary Termination

Prior approval from Human Resources and the Legal Department is required before discharging an employee. Involuntary termination may be appropriate, but is not limited to situations when:

1. The employee fails to demonstrate either sufficient ability or intent to meet job expectations or has engaged in conduct which seriously jeopardizes the safety of any person, property, or the business operation of the Company, or

2. It is otherwise in the best interest of the Company.

A copy of all documentation (including the *Corrective Action Report)* must be sent to Human Resources and will be maintained in the employee's personnel file. A copy may be retained by the Supervisor in the Supervisor's desk file.

Reasons for Corrective Action

The following examples requiring corrective action are not all-inclusive. They are not arranged in order of significance:

- Violation of Company Policy
- Sleeping on the job
- Unlawful acts while on duty; unlawful employment discrimination
- Failure to: adhere to work schedules, call in when absent; meet job expectations; follow safety procedures; follow reasonable work instructions; maintain effective work relationships; meet job-related conduct expectations; cooperate in a Company audit or investigation; comply with any federal, state, or local laws, regulations and guidelines the employee is required to meet in his/her employment; report any employee or Company contractor's participation in an unauthorized, illegal, or unethical business practice when the employee knew or should have known of it
- Job-related assault or battery
- Excessive lateness or absenteeism
- Smoking on the job in an unauthorized area
- Willful or negligent risk or damage to property
- Problems unresolved by prior corrective action

- Threats or harassment involving a work relationship; including initiating a fight or threats of violence toward another employee, customer, vendor, contractor, or the general public

- Falsifying work-related forms, records, or documents including timesheets; falsifying information regarding personal job qualifications (e.g., education, training, skill,experience, employment, etc.) when applying for hire or for any related jobopportunity after hire, regardless of when such falsification is identified by the Company subsequently

- Any violation of the Drugs and Alcohol in the Workplace policy

- Unauthorized release of confidential information or records including employee personal information and the corporate telephone directory

- Insubordination—abuse or hostility directed at a supervisor; refusal to perform a reasonable job assignment

- Refusal to consent to a Company-requested drug or alcohol test

- Theft or misappropriation of funds or property

- Willful or negligent risk or harm to any person

- Engaging in any unauthorized, illegal, or unethical business practice

- Possessing a weapon on property owned, leased, or used by the Company

- Any violation of the Equal Employment Opportunity and Harassment Prevention policy

If cause for corrective action involves potential violations of law, law enforcement authorities will be informed as determined by the Legal Department. The Legal Department will determine if any of the above constitutes gross misconduct.

Interpretations and Exceptions

Questions regarding this Policy should be referred to the Vice President, Human Resources. Requests for an exception should be submitted in writing by the reviewing supervisor to Human Resources. The Vice President, Human Resources must approve all exceptions.

This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor any individual obligation, right, privilege, term or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and many amend or withdraw it at any time without prior notice.

TERMINATION PROCESS

- All terminations other than employee-initiated (or voluntary resignation) require the approval of the reviewing supervisor, Human Resources and a representative of the Company's Legal Department prior to termination. If the anticipated termination is the result of serious job performance or conduct related problems and the reviewing supervisor, the Human Resources Representative and a representative of the Company's Legal Department cannot be contacted, the employee is to be placed on suspension *with pay* until approvals can be obtained.

- Once approved, the termination (reason, effective date, etc.) is communicated to the employee by the supervisor. Human Resources will conduct the exit interview and insure the Termination Checklist is completed.

- Whether a termination is voluntary or involuntary, once the termination has been finalized, and a date established, the *Separation Request Form* will be initiated by the supervisor and will be used to complete and document each termination.

- All *Separation Request Forms* should be completed at least one week prior to the termination date. This provides notification to payroll to ensure any accrued, unused vacation balance is calculated and that a final paycheck is ready on the termination date.

- Human Resources will be responsible for completing the termination checklist giving an explanation of benefits and conducting the exit interview. A copy of the *Separation Request Form*, the *Termination Checklist*, and the *Exit Interview* will be filed by Human Resources in the separating employee's personnel file.

- The *Manager* must fax the employee's final attendance record to their Payroll Representative, at least two days prior to the termination. When an employee is involuntarily terminated, or an employee gives at least 72 hours notice, California state law mandates that an employee's final paycheck be given to them on their termination date. (States have different laws regarding final paycheck checks. Please check with your HR Manager for specifications.)

- In the case of an involuntary termination, the supervisor will meet with the terminating employee on their last day to discuss the reason for the termination; provide an *Information Regarding Benefits Upon Termination Form;* give them their final paycheck; and complete the *Termination Checklist Form.* All company property will be collected from terminated employees at this time.

- When it is a voluntary termination, the supervisor will provide the employee with the *Information Regarding Benefits upon Termination Form;* give the employee their final paycheck; and also complete the *Termination Checklist Form.* The *Manager* should also confirm whether or not the employee has completed the *Exit Interview Form.* All company property will be collected from the terminating employee at this time.

Information regarding any termination is confidential and can be released only by the approval of the Vice President of Human Resources and the Legal Department.

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Separation Request

To be completed by the Hiring Manager or their designee.
Please be sure email addresses are correct to ensure proper notification is sent.

Submitter

Name:

Email Address:

Phone:

Employee Information

Employee

Select Employee

Name:

Employee ID:

Employee Type: ◉ Employee ○ Contractor ○ Vendor

Manager:

Separation Information

Separation Information

HR Representative: Select an HR Representative

Termination Date:

Please Check One: ◉ Voluntary Separation ○ Involuntary Separation

Involuntary separations must be approved by HR prior to taking action. Please contact HR Representative if you have not already done so.

Reason for Leaving:

◉ Accepted New Job	○ Personal Move	○ Absent without Approved Leave
○ Contract Expired	○ Quit - Dissatisfied	○ Job Performance Reasons
○ Deceased	○ Quit to Pursue Education	○ Layoff – Possible Recall
○ End of LTD	○ Retirement	○ Reduction in Force
○ End of Temporary Assignment	○ Stay at Home	○ Terminated with Severance
		○ Violation of Company Policy

Comments:

Please include any information that you are aware of that will be necessary to complete the separation such as the forwarding address to send the final paycheck.

Company Resources

Company Property	Yes	No	N/A
Card Key/ Company Keys	○	○	◉
Company T&E Credit Card	○	○	◉
Procurement Credit Card	○	○	◉
Cell Telephones, Pagers	○	○	◉

DRAFT

	Laptop Computers	○	○	◉
	Long Distance Calling Card	○	○	◉

Checklist for Separation

Computer Directories/Files

Disconnect Computer Access:

- ◉ Close of Business
- ○ Immediately
- ○ Other

Who should have access to separating employee's computer data files:

Additional Information

List any special instructions needed:

EXIT INTERVIEW

PURPOSE:
An attempt by TLS to find out why a person is leaving, what they liked and disliked about the job and the company, and what suggestions they might have that would make the department and the company a better place work. **Once completed, please send to your HR Generalist.**

BACKGROUND DATA:

Name_____**Job Title**_____

Dept._____ **Employment Dates: From:** _____ **To:** _____
Name of
New Company_____

TERMINATION TYPE:

____Personal	____Resignation	____Move
____Military	____Layoff	____Disliked Company
____Education	____Disliked Work	____Health
____Performance	____Other	

INTERVIEW:

A. **PLEASE TELL ME AS MUCH AS YOU CAN ABOUT THE WORK YOU HAVE BEEN DOING. (Most and least interesting; suitability; opportunity for challenge; initiative; responsibility; recognition; achievement; and advancement.)**

B. DESCRIBE YOUR SUPERVISOR AND CO-WORKERS. (Planning, scheduling and assignment of work; work standards; technical competence; instruction, assistance and guidance provided; working condition; personality clashes.)

C. DESCRIBE YOUR REACTION TO COMPANY PLANS AND POLICIES. (Clarity of policies; communications; adequacy of salary; regularity of appraisal; use made of benefit plans.)

D. WHAT ARE YOUR PRINCIPAL REASONS FOR CHANGING JOBS AT THIS TIME? (What primary dissatisfactions? What will your new company provide that you felt was not available here? What positive improvement would be desirable here? Willingness to return?)

E. DESCRIBE YOUR NEW JOB. (Involve more interesting work; raise in pay - how much? Better location; better fit with career plans; same job, different or expanded.)

F. On a scale of one to five, with one indicating little or no influence, and five indicating a strong influence, please respond to the following questions:

(Responses are to most current position.)

a. How much did your supervisor have to do with your decision to resign?
1 2 3 4 5

b. How much did your pay have to do with your decision to resign?
1 2 3 4 5

c. How much did company policies have to do with your decision to resign?
1 2 3 4 5

d. How much did your work environment have to do with your decision to resign?
1 2 3 4 5

e. How much did opportunities for training have to do with your decision to resign?
1 2 3 4 5

f. How much did opportunities for advancement have to do with your decision to resign?
1 2 3 4 5

PLEASE FEEL FREE TO COMMENT ON ANY OF THE ABOVE ITEMS.

INTERVIEWER._____DATE._____

ROUTING: (THIS INFORMATION IS NOT TO BE SHARED WITH ANYONE OTHER THAN THE ROUTING LISTED HERE).

DIRECT SUPERVISOR_____
DEPARTMENT HEAD_____
HR REPRESENTATIVE_____

TLS

INFORMATION REGARDING YOUR BENEFITS UPON SEPARATION

A summary of the benefits following your separation from TLS companyservice is outlined below. Generally, your company benefits will cease on your last day of active employment unless otherwise noted.

HEALTH BENEFITS (Medical and Dental)

- Medical (including vision and prescription drugs) and dental benefits will be continued through the last day of the month in which your separation occurs (if you are participating in these p l a n s at the time of termination).
- You will have the opportunity to continue the same coverages under the Consolidated Omnibus Budget Reconciliation Act (COBRA) rules and regulations. A COBRA application will be sent to your home automatically shortly after your separation. It will likely have a return address to TLS's third party administrator for COBRA coverage.
- You may elect to continue your Medical and/or Dental Plan coverage for up to 18 months under COBRA at ___% of the company's total coverage cost. Your election must be made on the prescribed COBRA forms within 60 days from the date your coverage ends.
- If you continue your coverage under COBRA, all charges previously applied to any deductibles, coinsurance and/or plan maximums will transfer and be credited to your COBRA coverage. You may choose medical coverage only, dental only, or medical and dental. An election to continue medical coverage will include the prescription drug program.
- For information concerning your medical coverage, contact [PROVIDER INFORMATION] TLS group number is [NUMBER]). Contact information for [PROVIDER].
- For information concerning your prescription benefit coverage, contact [PROVIDER].
- For information concerning your dental benefits, contact [PROVIDER]. The group plan number is [NUMBER].

HEALTH CARE/DEPENDENT CARE REIMBURSEMENT (Flex Spending Accounts)

- You will have the opportunity to continue contributions to the Health Care Reimbursement account for the current calendar year under COBRA rules and regulations.
- Claims for services incurred after the termination date will not be reimbursed unless you elect to participate under COBRA.
- Participation in the Dependent Care Reimbursement Account ends on your termination date and cannot be continued under COBRA. You are able to claim dependent care expenses for service dates even after your termination date.

TLS

INFORMATION REGARDING YOUR BENEFITS UPON SEPARATION

BASIC LIFE INSURANCE *I* BASIC AD&D INSURANCE

- Your company-provided basic life and basic AD&D insurance coverage ends on your last day of **active service.**
- Basic life coverage may be converted to an individual policy without having to prove insurability if you do so within 31 days of your termination date.
- The current rates to convert basic life insurance to an individual policy are shown below.
- Considering these rates, if you wish to convert all or any portion of your basic life insurance, please contact TLS at the number shown below to request a conversion application. The conversion application is then sent upon confirmation of your termination date.

[INSERT COVERAGE CHART HERE]

GROUP UNIVERSAL LIFE (GUL)

- If you are enrolled for this benefit, this voluntary coverage for you, your spouse, and/or your dependent children can be continued after termination under portability provisions of the plan. The rates under portability are slightly higher than the rates you currently pay.
- For more information on continuing your GUL coverage and to obtain rate information, contact [PROVIDER]

INFORMATION REGARDING YOUR BENEFITS UPON SEPARATION

VOLUNTARY ACCIDENTAL DEATH AND DISMEMBERMENT (VAD&D)

- Coverage ends on termination of employment, and there is no opportunity to convert or continue coverage.

LONG TERM DISABILITY (LTD)

- Your company-provided LTD protection ends on termination of active service. There is no opportunity to convert or continue coverage.

LONG TERM CARE

- This voluntary coverage, if you previously elected this benefit, can be continued after termination under the plan's portability provisions.

VACATION

- You will be paid any unused, accrued vacation and any unused carryover vacation on the next administratively applicable paycheck. In the event that you have used vacation this year that was not accrued, in accordance with state law, you will be required to pay back those monies. Vacation that is paid out is not qualifying income for pension, 401(k) or QNEC purposes.

RETIREMENT PLAN

- If you have completed 5 years of service (including prior service credit for an employer that was acquired by TLS), you may have a benefit in a Personal Retirement Account (PRA).
- Within 60 days after you leave service you will receive a statement showing your accrued benefit.
- If your vested Personal Retirement Account benefit is less than $5,000 when you leave TLS it will automatically be paid in a lump sum.

INFORMATION REGARDING YOUR BENEFITS UPON SEPARATION

EMPLOYEE STOCK PURCHASE PLAN (ESPP)

- If you are a participant in the Employee Stock Purchase Plan (ESPP), you will receive a refund of your 2001 quarterly-to-date contributions if your termination date is prior to the last day of a quarterly offering period. Refunds will be distributed through a company payroll check. Your pay stub will reflect an ESPP year-to-date figure of zero, and the refund will be identified by the increase to your net pay.

- For information regarding any share balances, issuance of stock certificates, etc., that you may have please contact [PROVIDER]

STOCK OPTIONS

- Stock options granted under the TLS All Employee Stock Option Plan that are vested as of your separation date, may be exercised within 30 days of your separation date for a voluntary termination. If you are involuntary terminated for cause, you have 24 hours to exercise your vested options. If you are involuntarily terminated for reasons other that cause, you will have one year to exercise your vested options. Your account must be established with [PROVIDER], and you must ensure that they have your Taxpayer ID (Form W-9) on file.

MISCELLANEOUS

- If you have a change of address, please notify Human Resources in writing. Any checks or informational mailings will be directed to the last recorded address on the TLS system (the address that appears on your TLS payroll check or direct deposit advice.).
- If your prospective employer requires verification of employment, they may contact Human Resources at [CONTACT INFORMATION]
- If available, Credit Union accounts should be settled at the end of your payroll service. You must contact your credit union directly.
- The administration of unemployment insurance benefits differs from state to state. You should contact your state unemployment office to determine how benefits may apply.

TERMINATION CHECKLIST

Employee:		Job Title:
Company:	Department:	Location:
Date Notice Given:	Termination Date:	Date Last Worked:

1. ☐ Submit the termination via the online Separation Request Form as soon as you have confirmed a termination date.
2. ☐ Obtain the "Information Regarding Benefits Upon Separation" form to give to the employee.
3. ☐ For a voluntary termination, request the employee to complete an Exit Interview form, if he has not already done so.
4. ☐ Does the employee have any outstanding balance or property due the Company?

   ☐ Yes If Yes, enter the applicable amount(s) ☐ No

	AMOUNT
☐ Travel and Expenses card	_____
☐ Expense Accounts/Advances	_____
☐ Safety Equipment	_____
Total Balance Due:	_____

5. ☐ Supervisor should collect the following from employees:

   ☐ Keys
   ☐ Credit Cards (*Travel and Expenses, Fleet)*
   ☐ Equipment or other company property (pagers, mobile phones, computers)
   ☐ Tools
   ☐ Parking Card
   ☐ Employee I.D. card
   ☐ **Final Attendance Record**

6. ☐ Verify the employee's address. If the address has changes, please update below:

   _____
   STREET CITY STATE ZIP

   a. Inform HR of the new address and ask the employee to let the Company know of future changes for correspondence and mailings, such as W-2 forms.

7. ☐ Explain or verify anything else required by your department or location.
8. ☐ Ask the employee if there are any questions he/she would like to ask *(severance, pay, etc.)* Refer to Human Resources.
9. ☐ Other: _____

_____
TERMINATING EMPLOYEE'S SIGNATURE

COMPLETED BY	**TITLE**	**DATE**
REVIEWING SUPERVISOR	**TITLE**	**DATE**
REVIEWED BY *(HUMAN RESOURCES)*	**TITLE**	**DATE**

Submit this form to your HR Representative

DRAFT

Employment Terminations

Purpose

The purpose of this Policy is to establish the Company's policy regarding employee terminations and the general procedures for specific types of terminations.

Scope

This Policy applies to all employees of the Company, unless otherwise covered by a collective bargaining agreement with different related provisions. Employment terminations will be conducted in accordance with all provisions and requirements of applicable federal and state laws.

General Termination Procedures

All terminations other than employee-initiated (or voluntary resignation) require the approval of the reviewing supervisor, Human Resources and a representative of the Company's Legal Department prior to termination. If the anticipated termination is the result of serious job performance or conduct related problems and the reviewing supervisor, the Human Resources Representative and a representative of the Company's Legal Department cannot be contacted, the employee is to be placed on suspension with *pay until* approvals can be obtained.

Once approved, the termination (reason, effective date, etc.) is communicated to the employee by the supervisor. Human Resources will conduct the exit interview and insure the Termination Checklist is completed.

The *Separation Request* will be initiated by the supervisor and will be used to complete and document each termination. The *Separation Request should* be submitted to Human Resources one week prior to actual termination date.

Human Resources will be responsible for completing the termination checklist giving an explanation of benefits and conducting the exit interview. A copy of the Separation Request, the Termination Checklist and the Exit Interview will be filed by Human Resources in the separating employee's personnel file.

A final paycheck is mailed to the employee's home address or deposited directly into the employee's direct deposit account on the next regular payday after the termination date, unless state or local law requires payment sooner. A check for any earned, but not taken, vacation will be calculated and sent to the employee within 30 days of termination, unless state or local law requires payment sooner. Any vacation taken but not earned will be subtracted from the final paycheck. Unused vacation, POD (paid offduty) or discretionary holiday hours will not extend the termination date. An employee'stermination date is his/her last day of work (which may precede the last day paid).

Information regarding any termination is confidential and can be released only by the approval of the Vice President of Human Resources and the Legal Department.

Resignation Procedures

Employees are requested to give their supervisor and Human Resources two weeks' written notice of their intent to resign. If an employee gives notice of resignation, they may be required to leave prior to their planned termination, with or without pay throughthe notice period, at the Company's discretion.

Discharge for Cause

Employees who are discharged for cause receive neither advance notice or pay in lieu of notice and cannot continue participation in any Company benefit plans, except as may be required by State and Federal Law. An employee may not appeal a discharge for cause and/or gross misconduct through the Company's Fair Treatment Policy (discharge for cause may also be for gross misconduct, as defined by the legal department). Refer to the Corrective Action Policy for the necessary approvals and documentation.

Reduction in Force Procedures

If it becomes necessary to reduce the workforce for economic or other reasons, employees affected by the reduction in force will be given notice that their position is being eliminated, in accordance with state and federal law and may be eligible for severance in accordance with the Payment upon Separation from Employment Policy. Affected employees are eligible to apply for open positions for which they are qualified within the Company.

Retirement Procedures

Employees are requested to notify their supervisor and Human Resources one month prior to their planned retirement date. Human Resources will calculate a final pay check,any payment due for vacation earned but not taken, and determine eligible benefits tothe date of retirement. Supervisors should follow the General Termination.

Expiration of Family Medical Leave (FMLA)

Employees that either do not qualify or have used their FMLA benefit and are not covered under STD will have their employment terminated unless they return to work.

Short Term Disability (STD)

Employees that either fail to qualify or have used their STD benefit will have their employment terminated unless they return to work.

Long Term Disability

Employees that qualify for Long Term Disability (LTD) are classified as inactive employees for a maximum of eighteen months of LTD. Beyond eighteen months, employment is terminated by the Benefits Department.

Continuation of Benefits

Most Company benefits stop on the employee's Termination Date unless an alternate date is approved by exception to this Policy. Those continuing benefits, if any, will be explained to the terminating employee by Human Resources.

Under most circumstances, Terminated employees can continue their health care coverage under the Company's group health plan by paying the full monthly premium,plus any applicable administrative fee. Depending upon the circumstances of thetermination, employees will receive the necessary forms to complete and return within 45 days of termination (an employee whose termination is for Gross Misconduct is not eligible for benefits under COBRA).

Interpretation and Exceptions

Questions regarding this policy should be referred to the Vice President Human Resources. Requests for an exception should be submitted in writing by the reviewing supervisor to Human Resources. The Vice President, Human Resources must approve all exceptions.

This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor any individual obligation, right, privilege, term, or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

TLS INTRANET

From the TLS Homepage, you can access:

- Benefits Information and Links

® Corporate Directory

- Forms

  Found by dragging mouse over "*Common Resources"*, which results in a drop-down menu

  - Benefits
  - Facilities
  - Finance
  - Fleet
  - General
  - Human Resources
  - Insurance
  - Information Technology
  - Procurement
  - Retail

- Employee Self-Service

  - Pay Information
  - Benefits Information and Annual Enrollment
  - Ability to Change Tax Withholding
  - Personal Data/Information Change Form
  - Organizational Charts
  - Vacation Balances

- Manager Self-Service

  - Ability to view title/salary data for direct reports
  - Organizational Charts
  - Annual Merit and Bonus Input
  - Timekeeping Potential
  - Employee Vacation Balances

- Policy and Procedures Manual

[PROVIDE DIRECTIONS TO DIGITAL RESOURCES – ONLINE TRAINING, ONLINE FORMS, ETC.]

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TLS

SHORT TERM DISABILITY / SALARY CONTINUATION

(Seven consecutive days or longer)

The following outlines the procedures for the integrated disability management program, effective 8/1/15 for all TLS Companies.

Disability is defined as "a diagnosed medical condition that prevents the employee from performing all of the material and substantial duties of his/her occupation or any applicable modified duty offered by the Company."

Employee Responsibilities

When an employee knows that he/she will be unable to work for more than seven (7) consecutive days due to a disability, he/she will do the following:

- Notify his/her supervisor and HR Representative that he/she are/will be absent.

- Call TLS Claims Reporting number, (XXX-XXX-XXXX), to report his/her disability claim. Report scheduled disabilities at least two weeks prior to disability date. Be prepared to give:

  - Physician name(s), address(es) and phone number(s)
  - Diagnosed illness/injury
    Supervisor's name, address & phone number

- Sign the *Authorization to Release Information* form and give it to his/her physician(s). A copy of the release can be obtained on the TLS Website under the Benefit Homepage or from your HR Representative.

- Complete the Company-required paperwork sent by the Integrated Disability Manager as follows:

  - *Family Medical Leave Designation* form
  - *Supplemental Pay Request* form
    Give *Physician's Certification of Disability* form to treating doctor(s) for completion and return to IDM Manager

- Maintain weekly contact with supervisor.

- Maintain contact with ESIS Claim Manager at phone number given at the time of claim filing. Advise ESIS Claim Manager of changes in diagnosis and treatment.

- Provide to the supervisor and HR Representative a *Release to Return to Work* from the treating physician.

- *YOU MUST NOTIFY ESIS AND THE IDM MANAGER IMMEDIATELY OF YOUR RETURN TO WORK*

- Participate in *TLS Modified Duty/Return to Work Program*, if applicable.

  Employees that either fail to qualify or have used their STD benefit will have their employment terminated unless they return to work.

Supervisor Responsibilities

When the supervisor is advised that an employee will be absent more than seven (7) consecutive days due to a disability, he/she will do the following:

- Instruct the employee to call the TLS Claims Reporting number at (1-XXX-XXX-XXXX) to report the claim.

- Contact the HR Representative and IDM Manager to alert them of any "critical" claims, i.e. heart attacks; auto accidents; sudden, unexpected absences; etc.

- Complete the disabled employee's attendance record using the appropriate disability code, (i.e. work-related or non-work-related.)

  Note: Employees may elect to supplement the 70% with vacation. Supervisors should still report 80 hours STD and the payroll system will allocate the time as STD/Vacation.

- Complete the *Physical Job Evaluation* form provided by the IDM Manager and return.

- Start working with the HR Representative, IDM Manager and ESIS on possible modified duty taking restrictions (temporary or permanent) into consideration. Supervisor must work with HR Representative to determine length of modified duty, ADA issues, etc. Supervisor and HR Representative must agree on all modified duty.

- Complete the *Modified Duty* form received from the IDM Manager. Sign the document and forward a copy to the HR Representative, the IDM Manager and the employee.

- *Immediately notify IDM Manager of employee's return to work.*

- Forward the *Release to Return to Work* form from the physician to the HR Representative and the IDM Manager.

- Monitor employee's activities to ensure adherence to work restrictions, when applicable.

Human Resources Responsibilities

When the Human Resources Representative is advised that an employee will be absent more than seven (7) consecutive days due to a disability, he/she will do the following:

- Educate employee on the TLS Short Term Disability Salary Continuation policy.

- Instruct the employee to call the TLS Claims Report number at [NUMBER] to report the claim.

- Notify the IDM Manager of any "critical" employee circumstances or claims, i.e. heart attacks; auto accidents; sudden, unexpected absences, etc.

- Work with the IDM Manager and supervisor to review restrictions, modified duty and return to work, if applicable, and sign *Modified Duty* form.

- Work with Legal Department on ADA interpretations.

- Assist supervisor in tracking and reviewing modified duty.

- Assist IDM Manager with LTD transition, if applicable.

IDM Manager Responsibilities

When the IDM Manager is advised an employee will be absent more than seven (7) consecutive days due to a disability, he/she will do the following:

- Send benefit packet to the employee with:
  - General letter describing benefits
  - Modified Duty and Return to Work Policy
  - Family Medical Leave Act
  - Family Medical Leave Designation form
  - Physicians Certification of Disability form
    Supplemental Pay form
  - Authorization to Release Information form

- Send e-mail to supervisor:
  - Noticing them of receipt of claim
  - Request completion of Physical Job Evaluation form
  - Remind them to submit attendance records with proper disability codes

- Monitor all claims handled by ESIS to ensure consistency.

- Obtain work restrictions, if applicable, from ESIS and send Modified Duty form to supervisor and HR Representative.

- Work with ESIS, HR Representative and supervisor on restrictions, modified duty and return to work, if applicable.

- Work with Payroll to ensure employees are transitioning from 100% to 70% or, if CWA, calculate 60% benefit with 40% sick pay so that overpayments do not occur.

- Track FMLA for disability claims

- Work with HR Representative and Payroll on LTD transition.

- Review bi-weekly Payroll report to monitor employees claiming >40 hours per pay period of disability.

Payroll Responsibilities

When Payroll is advised that an employee will be off work more than seven (7) consecutive days due to a disability, he/she will do the following:

- Process wage replacement based on attendance records submitted by the supervisor and correspondence received from the IDM Manager.
- Assist with the tracking of 100% pay to 70% pay (CWA pay of 60% with 40% supplemental sick)
- Make wage adjustments for Workers' Compensation or Social Security Disability Benefits as described in the Company Leave of Absence Policy. Total payments received not to exceed 100%.
- Notify Benefits at the point there is no benefit plan contribution taken from STD benefit.

ESIS Responsibilities

ESIS reviews and determines disability benefit eligibility for the Company. ESIS will do the following once an employee has made a claim for disability benefits:

- Take the claim information from the employee.
- Assign an ESIS Claim Manager.
- Notify the IDM Manager of disability claim.
- Request medical documentation from the treating physician.
- Determine disability benefit eligibility based on medical evaluation.
- Obtain work restrictions, temporary or permanent, from treating physician so that modified duty and return to work can be addressed by the Company.
- Handle all BRISA appeals.
- Notify Company of Workers' Compensation and Social Security Disability benefit eligibility.
- Assist the employee with filing for Social Security Disability benefits.

Modified Duty / Return to Work Policy

POLICY

TLS values its employees. When an employee has an injury or illness, it is TLS's policy to review and, if possible, provide temporary work assignments, (Modified Duty,) that requires reasonable accommodation to eligible, regular full-time employees. This policy applies to all regular full-time employees, both bargaining and non-bargaining, who receive work restrictions from a treating physician as a result of a work-related injury or illness, or a personal injury or illness. This policy will be administered in accordance with TLS's policy on Employment of Individuals with Disabilities.

PURPOSE

Injuries and accidents impact the employee and TLS. TLS returns the employee to work in a Modified Duty position at regular pay to minimize the financial impact on the employee and hasten the recovery period. The employee can bring value to TLS in a Modified Duty position by minimizing the length of time away from work and functioning in a productive capacity in a modified position. TLS reserves the right to reassess, extend or terminate an employee's participation in a Modified Duty program at any time.

DEFINITION

Modified Duty is a temporary work position developed to reasonably accommodate the temporary work restrictions prescribed by the employee's treating physician during recuperation. Modified Duty is used during the employee's recover.

- It is not intended, nor will it be used, as a permanent replacement for an employee's regular duties and responsibilities.
- The treating physician must review work restrictions a minimum of every two (2) to four (4) weeks.
- Modified Duty assignments may be revised as work restrictions change.
- Modified Duty assignments will be treated as full duty in the computation and eligibility for fringe benefit pay and accruals as well as determining seniority.

ELIGIBILITY

The treating physician, HR Representative, IDM Manager and supervisor will assess employee participation in the temporary Modified Duty program. The work restrictions prescribed and the Modified Duty available will be taken into consideration in determining eligibility for participation. Eligibility ends once the treating physician has released the employee to full duty and/or permanent restrictions have been given. TLS reserves the right to reassess, extend or terminate an employee's participation in a Modified Duty program at any time. This program shall be administered in accordance with applicable federal, state and local regulations and laws.

AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION
(Non-psychotherapy notes)

I, the undersigned individual, authorize the disclosure of my protected health information as defined under the privacy regulations promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996, not including my psychotherapy notes, ("PHI ') as follows:

1. Classes of Persons Authorized to Disclose My Protected Health Information: I authorize each doctor, hospital, laboratory, nurse, physician, pharmacy, physician clinic or practice group and any other type of health care provider (each, an "Authorized HCP") having any PHI about me to disclose any and all of my PHI as provided under this authorization. I acknowledge that all of my PHI in the possession of any Authorized HCP is necessary for the purpose for which this authorization is given as described below. I authorize each Authorized HCP to rely upon a photostatic, facsimile or electronic copy or other reproduction of this authorization.

2. Persons Authorized to Receive My Protected Health Information: I authorize each Authorized HCP to disclose my PHI under this authorization to ESIS, Inc. ("ESIS"), any of its affiliates and any of their officers, employees, agents, independent contractors, service providers or other representatives (each, an "Authorized Recipient"). I further authorize disclosure of my PHI obtained by ESIS, Inc. under this authorization to the Long Term Disability insurer, any of its affiliates and any of their officers, employees, agents, independent contractors, service providers or other representatives (each, an "Authorized Recipient").

3. Description of Protected Health Information Authorized for Disclosure and Purpose of Disclosure: This authorization shall apply to any and all of my health and medical information, data and records, whether or not personally or individually identifiable or protected under any federal or state confidentiality or privacy laws or regulations. This authorization does not apply to psychotherapy notes. This authorization and all disclosures of my PHI made under this authorization are for purposes of allowing the Authorized Recipient to analyze, assess or evaluate my health and medical condition and status in connection with, and to adjust, administer, handle, pay, process or service, any claim that I make for disability benefits (both occupational and non-occupational) whether provided under (a) an insurance policy which I am an insured or a participant or (b) a self-insured disability benefits plan or program under I may be entitled to disability benefits (the "Claim").

4. Expiration of Authorization: This authorization shall remain valid until, and shall expire on, the date that is one (1) year after the date on which the Claim has been denied, settled, or paid in full, as applicable.

5. Right to Revoke Authorization: I acknowledge and understand that I may revoke this authorization at any time with respect to any Authorized HCP by notifying such Authorized HCP in writing of my revocation of this authorization and delivering to such Authorized HCP my revocation by mail or personal delivery in accordance with the instructions of, and at such address designated to me by, such Authorized HCP for delivering my revocation; provided that, any revocation of this authorization shall not apply to the extent that (a) the Authorized HCP has

taken action in reliance upon this authorization prior to receiving written notice of my revocation, or (b), if this authorization was requested as a condition of obtaining an insurance policy or insurance coverage, other law provides an insurance company with the right to contest a claim made under an insurance policy.

6. Consequences of Failure to Provide Authorization: I understand that my Authorized HCPs may not refuse to provide treatment or health care services to me if I refuse to sign this authorization. I understand that this authorization has been requested as a condition for the determination of my eligibility for disability benefits and for my obtaining payment of the Claim. I further understand and agree that if I refuse to sign this authorization, ESIS, as the claims administrator on behalf of my employer's disability benefits plan, another disability benefits plan sponsor or an insurance company that has issued a disability insurance policy, may not be able to adjust, administer, pay, process or service my claim made for disability benefits under (a) an insurance policy under which I am an insured or (b) a self-insured disability benefits plan under I may be entitled to disability benefits.

7. Re-disclosure of PHI: I understand that this authorization is not a consent or an authorization requested from me by a health care provider, health care clearinghouse or health plan covered by the privacy regulations promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (the "HIPAA Privacy Regulations"). I further understand that, as a result of this authorization, there is the potential for my Pill that is disclosed by any Authorized HCP to an Authorized Recipient to be subject to re-disclosure by the Authorized Recipient and my PHI that is disclosed to such Authorized Recipient may no longer be protected by the HIPAA Privacy Regulations.

CERTIFICATION OF DISABILITY BENEFITS CLAIMANT

I certify to each Authorized HCP that I am executing and delivering this authorization freely and unilaterally as of the date written below and that all information contained in this authorization is true and correct. I further certify to each Authorized HCP that this authorization is written in plain language, I understand the terms and consequences of this authorization, and I acknowledge receipt of a copy of this signed authorization for my future reference.

_____	_____
Signature of Individual	Signature of Personal Representative of Individual
_____	Description of Personal Representative's Authority:
Print or Type Name of Individual	_____
	(Power of Attorney, Guardian ad Litem or similar status)
Date:_____	Date: _____

TLS

NOTICE TO EMPLOYEES OF TLS

Your Rights
under the
Family and Medical Leave Act (FMLA) OF 1993
for
Non-Bargaining Employees
Bargaining Employees
Effective 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave: Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition

or

- for a serious health condition that makes the employee unable to perform the employee's job.
- At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable." An employer may require medical certification to support arequest for leave because of a serious health condition, and may require a second or third opinion (at the employer's expense) and a Fitness for Duty report in order to return to work.

Benefits and Protection

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA; for involvement in any proceeding under or relating to FMLA.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

CERTIFICATION OF PHYSICIAN OR PRACTITIONER
(Family and Medical Leave Act of 1993)

1. Employee's Name: _____
2. Employee's Social Security Number: _____
3. Patient's Name (If other than employee): _____
4. Diagnosis: _____
5. Date condition commenced: _____
6. Probable duration of condition _____
7. Regimen of treatment to be prescription (Indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week.):

   a. By Physician or Practitioner:

   b. By another provider of health services, if referred by Physician or Practitioner:

Physician Certification

Note: Complete 8 through10 below if below if treatment relates to the employee. If treatment relates to employee's seriously ill family member, skip items 8, 9 and 10 and proceed to numbers 11 through 15.

Check Yes or No in the boxes below, as appropriate.

8. Is inpatient hospitalization of the employee required? ☐ Yes ☐ No
9. Is employee able to perform work of any kind? (If "No", skip Item 10.) ☐ Yes ☐ No
10. Is employee able to perform the functions of employee's position? (Answer after reviewing statement from employer of essential functions of employee's position, or, if none provided, after discussing with employee.) ☐ Yes ☐ No

Signature of Physician or Practitioner: _____

Date: _____

Type of Practice
(field of specialization, if any): _____

For certification relating to care for the employee's seriously ill family member, complete numbers 11 through 15 below as they apply to the family member.

11. Is inpatient hospitalization of the family member (patient) required? ☐ Yes ☐ No
12. Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation? ☐ Yes ☐ No
13. After review of the employee's signed statement (see Item 15 below) is the employee's presence necessary or would it be beneficial for the care of the patient? (May include psychological comfort.) ☐ Yes ☐ No
14. Estimate the period of time care is needed or the employee's presence would be beneficial:

Item 15 is to be completed by the employee needing family leave.

When Family Leave is needed to care for a seriously-ill family member, the employee shall: **a)** state the care he or she will provide: **b)** an estimate of the time period during which this care will be provided: **c)** a schedule if leave is to be taken intermittently or on a reduced leave schedule:

Employee signature: _____

Date: _____ DRAFT

LEAVE OF ABSENCE REQUEST

Name: _____

Social Security Number: _____ **Date:** _____

Job Title: _____ **Department:** _____

Forwarding Address: _____

Telephone: _____

Type of Leave:

- ☐ FMLA
- ☐ Medical (attach required verification).
- ☐ Family (child, spouse, or parent - attach required certification)
- ☐ Military
- ☐ Other

I request approval of a leave of absence from

Date: _____ to Date: _____

for the purpose of:

_____

_____

_____

_____

I understand that if I fail to return to work on the return date, my employment will be terminated.

I understand that prior to the leave, I must make arrangements to continue insurance coverage, if I am eligible.

Employee Signature: _____

Date: _____

Conditions of Leave:

_____

_____

_____

Approved by Supervisor: _____ Date: _____

Approved by Benefits: _____ Date: _____

Copy to: Payroll, Benefits, Supervisor

DRAFT

Employee Assistance Program (EAP)

The TLS Employee Assistance Program (EAP) offers important assistance to TLS employees and their families. By calling [CONTACT], some of the confidential services available at no cost to you or your family include:

- Assessment and brief treatment (up to three pre-paid counseling sessions per problem per year) and referral for a variety of issues, including but not limited to: interpersonal and general stress-related problems; substance abuse; marital and family problems; emotional concerns, such as anxiety or depression; stress related to legal, financial and dependent care problems; and crisis intervention.

- Legal Services (LAWPHONE). This service provides telephone consultation with an attorney at no charge to the caller, no time limit on the call, and access to the same attorney on a follow-up call. If referred to a local, participating attorney is needed, the first 30 minutes of counsel are provided at no charge, with a 25% fee reduction for subsequent services.

- Financial Services. This feature offers referral to a local Consumer Credit Counseling Services (CCCS) office where education and counseling on money management issues can be provided.

If you have questions about your EAP plan, please call the toll-free EAP line at 1-XXX-XXX-XXXX.

COMPENSATION AND TIMEKEEPING PRACTICES

For more detailed information, please see the following policies in the TLS *Human Resources Manual:*

Employment Status / Holidays / Vacation, Tab 4
Employee Compensation, Tab 13
Approved Time Off and Leave of Absence, Tab 17

Overtime

- Other than scheduled overtime which is a part of the base 2,184 hours per year for 12-hour Operators, only actual hours worked, Holiday hours and Vacation hours count as "hours worked" for the purpose of calculating overtime. Short Term Disability and other paid time off hours do not apply as "hours worked" when calculating overtime.

- Non-exempt employees will receive time and one-half their base pay rate for all hours worked over eight hours in a 24-hour work day and double time for all continuous hours worked over 12 hours in a 24-hour work day. (Pacific Region employees are currently paid overtime in accordance with California State Law. This practice may change in the future, with overtime pay being paid according to local state law.)

- An employee will not receive double time pay if he/she returns to work with less than eight hours off, unless the total number of hours worked within the 24-hour work day exceeds 12 hours. (Paying double time after 12 hours in a workday is a California State Law. In the future, application of double time may only be paid if it is a state requirement.)

Scheduled and Unscheduled Overtime

- Scheduled overtime applies only to 12-hour Operators and is the four hours overtime that is routinely scheduled in a three or four day work week which is part of the base 2,184 hours per year.

- Unscheduled overtime applies to any non-exempt employee and is the overtime that is required outside of their regular work week, either 40 hours for those not on shift or 36/48 hours for shift Operators.

- For a 12-hour Operator, any overtime required beyond their scheduled 36 or 48 hour work week, is considered unscheduled and should be coded appropriately.

- Examples of unscheduled overtime include call-outs, attending a meeting or training, or when covering for another employee on leave or vacation that would require the employee to work beyond their regular schedule during scheduled time off or on a rest day.

- When a 12-hour Operator's work week schedule is changed or "re-scheduled" prior to the start of the work week, (Sunday through Saturday,) but the resulting total hours in the changed work week does not exceed either 36 hours (3 shifts) or 48 hours (4 shifts) as was originally scheduled, those hours worked are not considered "unscheduled."

Call-Outs

- When an employee is required to report back to work with less than four hours notice, they will be paid at time and one-half their base rate from the time they begin their drive to the required work location to the time they return to their residence.

- Call-outs will be paid for a minimum of two hours.

- When called-out for a full shift, portal-to-portal does not apply, and the employee will be paid on hours actually worked.

Shift Differential

- Shift differential only applies to 12-hour shift Operators.

- Shift differential only applies to the hours worked on the night shift for rotational shift-related operations.

- Shift differential is not applied to those hours worked by a night shift Operator, if their shift is extended into the next (day) shift.

- A day-shift Operator who works into the night shift will be eligible for shift differential at the appropriate overtime rate for those shift-related hours worked on the night shift.

Meal Periods

- All 8-hour employees must record their start and end times for meal periods.

- All 12-hour Operators must acknowledge that they took at least one meal period, and either took a second meal period, or have signed a "Meal Period Waiver" form.

- All Field personnel should have an "On-Duty Meal Period Agreement" on file.

Upgrade Pay

- Upgrade pay only applies when a shift Operator is assigned, for a minimum of 8 hours, to work in either a Lead Operator 12 or Field Scheduler position.

- Upgrade pay is not applicable when an employee is in training.

- Upgrade pay must be coded appropriately and must be consistent with an employee's current step rate.

Holiday Pay

- Holiday pay is a maximum of eight hours at an employee's base pay rate.

- If an employee is required to work on a holiday, they will be paid time and one-half for all hours worked on the Holiday, in addition to the Holiday pay.

- A 12-hour Operator, scheduled to work on a Holiday who requests and is granted the day off, may be paid both the Holiday pay and vacation pay.

Vacation

- Vacation pay must be requested by the employee and approved by the supervisor in advance.

- Vacation pay is only applicable for time-off from a scheduled work day.

- Vacation pay is not granted or paid for rest days.

- Vacation pay is paid according to the employee's regular work schedule. A 12-hour Operator is paid eight hours regular pay plus four hours of overtime. An 8-hour Operator is paid eight hours of regular pay.

- If an Operator is called into work while on vacation, the time worked (portal-to-portal) will be treated as a call-out and paid at time and one half their regular base pay rate. The Operator will also receive their regular vacation pay for that day.

Bereavement/Serious Illness

- The bereavement policy allows for paid time off to attend a funeral and/or make arrangements if an employee suffers the loss of an immediate family member as defined by the policy.
  - This policy also allows for time off if an employee has an immediate family member who is hospitalized. (See policy for details.)
  - The time off must be for consecutive days within the same work week.

- Policy allows up to 24 hours of paid time off and up to an additional 16 hours if long distance travel is required.

- Bereavement leave is not paid on a rest day.

Paternity Leave

- Policy allows for up to 40 hours of paid time off for paternity leave.

Jury Duty

- Upon receipt of Jury Duty notification, an employee must notify their immediate supervisor In order to make any schedule changes in a timely manner, if necessary.

- Policy allows up to 240 hours for Jury Duty.

- Employee must provide receipts for each day of jury attendance.

- 12-hour Operators who attend a full day of jury duty on a scheduled work day will be compensated for 12 hours of replacement wages.

- If Jury Duty is only a partial day, then employee should report for work to complete the day.

- Any paid off-duty time such as STD, Bereavement, Jury Duty or Paternity Leave, (any time other than Holidays and Vacation,) does not count as hours worked for the purposes of computing overtime.

- If an employee misses a scheduled work day due for any reason other than a Holiday or Vacation, and then works an extra day later in the week, those hours are not at time and one-half unless total regular hours exceed 40 in the work week or more than 8 hours in the work day.

Paid Off-Duty (POD) Time for Employees outside California

- Employees outside of California who have a POD bank must use 40 hours POD per year.

- No more than 40 hours POD is allowed per year.

- If 40 hours POD is not used in a year, it is forfeited.

- POD is not paid out upon termination.

TERMINAL LOGISTICS SOLUTIONS

ATTENDANCE RECORD

TERMINAL: _____

PAY PERIOD (Bi-weekly)	to	REG	VAC	HOL	HOD	SCK (STD)	PER	OTHER (See Codes Below)	OTHER (See Codes Below)	OTHER (See Codes Below)	OTHER (See Codes Below)	
EMPLOYEE NUMBER	EMPLOYEE NAME	Regular Hours	Vacation	Holiday	Floating Holiday	Sick (Short-Term Disability)	Personal Leave With Pay					TOTAL HOURS
												0.0
	TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

EMP IRE _____

SUP TURE _____

A	Accident on Duty
AO	Accident off Duty
CDP	Civic Duty (Jury Duty)
D	Discipline
DF	Death In Family
EO	Excused (Other)
FMLA	Family Medical Leave Act
FWP	Family Time With Pay

FNP	Family Time No Pay
INJ	Injury on Duty
LA	Leave of Absence
MTP	Travel Time (Company-sponsored Move)
MIL	Military Leave
PLN	Personal Leave No Pay
SF	Sickness in Family
X	Unexcused Absence

DRAFT

EMPLOYEE TIME SHEET (OUTSIDE CALIFORNIA)

24

EMPLOYEE NAME	EMPLOYEE ID #	1st PAY PERIOD	HOME COST CENTER
TITLE - LEVEL	WORK LOCATION AND STATE	PAY PERIOD BEGINS	PAY PERIOD ENDS

ASSIGNMENT								HOURS WORKED						
DAY	REGULAR START	MEAL START	MEAL FINISH	REGULAR FINISH	OVERTIME START	OVERTIME FINISH	PAY CODE	REG HRS	SHIFT REG	OVT (1.5) HOURS	SHIFT OVT	2X HOURS	SHIFT 2X	LABOR ACCTG. REFERENCE / REMARKS
														Match Totals From Lower Section

SUMMARY SECTION: SUMMARIZE BY TYPE OF EXCEPTION; USE SEPARATE LINE FOR EACH PAY CODE OR LABOR ACCOUNTING CHARGE CODE

								Match Totals From Upper Section

PAY CODES

HOL - Holiday	PTO - Paid Time Off/Paternity Leave
HOD - Discretionary Holiday	UNP - Unpaid Time Off
VAC - Vacation	JRY - Jury Duty
STD - Short Term Disability	BRV - Bereavement/Serious Illness
OVT - Unscheduled Overtime	COO - Call Out
MTL - Military Leave	

Pacific Region Upgrade Pay Situations (minimum 8 hr relief assignment):

From Operator 12 or 8:	To Lead Operator 12 / FS:
UP10 - Operator 12 (Levels 1, 2 or 3)	Lead Operator 12 - 1 (PLDOP12-1)
UP11 - Operator 12 (Level 4) or Operator 8 (Level 1)	Lead Operator 12 - 2 (PLDOP12-2)
UP12 - Operator 12 (Level 5) or Operator 8 (Levels 2 or 3)	Lead Operator 12 - 3 (PLDOP12-3)
UP13 - Operator 12 or Operator 8 (Levels 1 to 5)	FS (Lead Operator 8 - 2) (PLDOPR8-2)

By signing below, I confirm that on each day shown on this time record I have actually worked the hours shown and that I have taken all rest and meal periods to which I am entitled.

EMPLOYEE SIGNATURE AND DATE

SUPERVISOR SIGNATURE AND DATE

DRAFT

CALIFORNIA EMPLOYEF TIME SHEET

EMPLOYEE NAME

EMPLOYEE ID #

1st
PAY PERIOD

HOME COST CENTER

TITLE - LEVEL

WORK LOCATION AND STATE

PAY PERIOD BEGINS

PAY PERIOD ENDS

ASSIGNMENT										HOURS WORKED								
DAY	REGULAR START	MEAL START	MEAL FINISH	*ON DUTY MEAL #1	*ON DUTY MEAL #2	REGULAR FINISH	OVERTIME START	OVERTIME FINISH	PAY CODE	REG HRS	SHIFT REG	OVT (1.5) HOURS	SHIFT OVT	2X HOURS	SHIFT 2X	MISSED MEAL	MISSED BREAK	LABOR ACCTG. REFERENCE / REMARKS
																		Match Totals From Lower Section

SUMMARY SECTION: SUMMARIZE BY TYPE OF EXCEPTION; USE SEPARATE LINE FOR EACH PAY CODE OR LABOR ACCOUNTING CHARGE CODE

										4857735 633000 6351 100
										Match Totals From Upper Section

PAY CODES

HOL - Holiday	PTO - Paid Time Off/Paternity Leave	OVT - Unscheduled Overtime
HOD - Discretionary Holiday	UNP - Unpaid Time Off	MTL - Military Leave
VAC - Vacation	JRY - Jury Duty	COO - Call Out
STD - Short Term Disability	BRV - Bereavement/Serious Illness	

* For "On-duty" meal periods, mark with [X] if taken and/or with [W] if 2nd meal waived

Pacific Region Upgrade Pay Situations (minimum 8 hr relief assignment):	
From Operator 12 or 8:	To Lead Operator 12 / FS:
UP10 - Operator 12 (Levels 1, 2 or 3)	Lead Operator 12 - 1 (PLDOP12-1)
UP11 - Operator 12 (Level 4) or Operator 8 (Level 1)	Lead Operator 12 - 2 (PLDOP12-2)
UP12 - Operator 12 (Level 5) or Operator 8 (Levels 2 or 3)	Lead Operator 12 - 3 (PLDOP12-3)
UP13 - Operator 12 or Operator 8 (Levels 1 to 5)	FS (Lead Operator 8 - 2) (PLDOPR8-2)

By signing below, I confirm that on each day shown on this time record I have actually worked the hours shown and that I have taken all rest and meal periods to which I am entitled.
I further attest that any missed meal or break periods are accounted for on the attached document.

☐ For 12-hour Operators and 8-hour shift relief Operators, by **initialing** the box, I acknowledge that the nature of my work requires an "on-duty" meal period and I have signed an Agreement for an "on-duty" meal period.

EMPLOYEE SIGNATURE AND DATE

SUPERVISOR SIGNATURE AND DATE

DRAFT

CALIFORN. OFFICE/ADMINISTRATIVE TIMESHEET

EMPLOYEE NAME: _____ EMPLOYEE NUMBER: _____ YEAR: _____

TITLE - LEVEL: _____ PAY PERIOD BEGINS: _____ PAY PERIOD: _____

WORK LOCATION AND STATE: _____ PAY PERIOD ENDS: _____ HOME COST CENTER: _____

WORK DAYS AND DATE	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	EARN CODE	TOTAL HOURS	ACCOUNTING OR LABOR CODES AND ANY OTHER INFORMATION
REGULAR START																	
LUNCH START																	
LUNCH END																	
REGULAR FINISH																	
OVERTIME START																	
OVERTIME FINISH																	
REGULAR HRS (REG)															REG	0.00	
OVERTIME HOURS (OVT)															OVT	0.00	
COUBLETIME HOURS (DOT)															DOT	0.00	
HOLIDAY (HOL)															HOL	0.00	
HOLIDAY @ 1.5 (OHOL*)															OHOL	0.00	
DISCRETIONARY HOL (HOD)															HOD	0.00	
VACATION (VAC)															VAC	0.00	
SHORT TERM DISABILITY (STD)															STD	0.00	
BEREAVEMENT / SERIOUS ILLNESS (BRV)															BRV	0.00	
JURY DUTY (JRY)															JRY	0.00	
PAID TIME OFF / PATERNITY (PTO)															PTO	0.00	
MILITARY LEAVE (MTL)															MTL	0.00	
UNPAID TIME OFF (UNP)															UNP	0.00	
TOTALS																0.00	TOTAL HOURS WORKED
COST ACCT. LABOR CODE(S) #															TRANSFER ALL PROJECTS / CROSS CHARGES OR WORK ORDER NUMBER CHARGES TO THE BOXES BELOW.		
MISSED MEAL (Maximum penalty is one hour per work day)															MEAL	0.00	ALL MISSED MEAL PERIODS MUST BE ACCOUNTED FOR ON THE AUTHORIZATION FORM
MISSED BREAK (Maximum penalty is one hour per work day)															BREAK	0.00	ALL MISSED BREAKS MUST BE ACCOUNTED FOR ON THE AUTHORIZATION FORM

CODES	HOURS	PROJECTS / CROSS CHARGES - WORK ORDER NUMBER
TOTALS	0.00	

CODES	HOURS	PROJECTS / CROSS CHARGES - WORK ORDER NUMBER
TOTALS	0.00	

By signing below, I confirm that on each day shown on this time record I have actually worked the hours shown and that I have taken all rest and meal periods to which I am entitled.
I further attest that any missed meal or break periods are accounted for on the attached document.

_____ _____

EMPLOYEE SIGNATURE AND DATE SUPERVISOR SIGNATURE AND DATE

DRAFT

KINDER MORGAN
ENERGY PARTNERS, LP

Request for Make-Up Time

Name of Employee: _____

Date of Request: _____

Signature: _____

As authorized in Section 3(M) of the California IWC Order 4-2001, this is a request for approval to make up work time lost or to be lost on _____ as a result of a personal obligation. I wish to take off _____ hours on that day(s). I also wish to make up _____ hours on _____ and/or _____ hours on _____.

I understand and agree that I will not be eligible for overtime pay for hours worked past eight for any make-up time, provided that I do not work more than 11 hours on any work day. I understand that the time lost and the make-up time must occur within the same work week. Should I work more than 11 hours on any make-up day, or more than 40 hours in the same work week, I am still eligible for overtime payment at the rate of time and one-half my regular rate of pay. My signature above indicates that I have read this memo and that I am making this request.

Request: Approved _____ Denied _____

Name of Manager: _____

Approval Signature of Manager: _____

Title: _____ Date: _____

DRAFT

Employment Status/Holidays/Vacation

Purpose

The purpose of this policy is to: (1) establish Company work hours, (2) identify observed holidays and define holiday pay practices, and (3) define vacation pay practices for eligible employees.

Scope

Vacation and holiday eligibility and benefits as outlined herein apply to all U.S. employees of the Company, who are not otherwise covered by the related provisions of a collective bargaining or commercial agreement.

Work hours apply to all full-time, part-time, and temporary employees in various Company office locations; it does not necessarily apply to field operations. Operating units in field locations may set different work hours and lunch schedules based on work requirements and prevailing industry standards. This policy shall be administered in accordance with all applicable federal, state and local laws and regulations.

Employment Category Definitions

Regular, Full-time

Regular full-time employees are those employees that are hired to fill a current vacancy. Staff additions must be approved by the division president. Regular full-time employees are scheduled to work 30 or more hours per week for an undefined period oftime. Although a full-time employee is defined for benefits purposes to be thoseemployees that work 30 hours or more per week, full-time employees are expected towork 40 hours per week. These employees are eligible for all legal and Company benefits.

Regular, Part-time

Regular part-time employees are defined as those employees that are expected to work on a regular basis less than 30 hours per week for an undefined period of time. Theseemployees are eligible for legal benefits and certain Company benefits. Employees areeligible to receive 40 hours of paid time *off* each calendar year. Employees are not eligible for paid holidays or vacation, but may qualify for certain retirement plans if theywork more than 1000 hours in a 12 month period.

Summer Hires

Summer hires are to be considered either temporary full-time (if they work 30 hours or more each week) or temporary part-time employees (less than 30 hours per week). They are not eligible for Company benefits but may be eligible for legal benefits.

Interns

TLS has no formal intern program but by definition an intern is hired to work in a professional discipline, e.g. engineering, IT, accounting, etc., for a short period of time as either a temporary part-time or temporary full-time employee. They are not eligible for Company benefits but may be eligible for legal benefits.

Contract and Employment Agency Workers

Contract workers are those individuals that do not fall into the categories defined above. These workers are typically working on a project or short-term assignments and have either an individual contract with the Company or are employed by an employment agency that has an agreement with the Company. Contract workers are not eligible foreither Company benefits or Company contributed legal benefits. Supervisors are only authorized to hire workers that are not either paid through the Company's Payroll process or via an employment agency.

Minimum Age

The minimum age requirement for any position with the Companies, including contract and employment agency workers is 18.

Work Hours

Employees are expected to begin work promptly at their regularly scheduled starting time and manage their work time productively.

Each full-time employee, except those working on defined shifts or under a contract or other agreement, is expected to work a minimum of 8 hours per day and 40 hours perweek. Each part-time employee is expected to work the number of hours scheduled.

Nonexempt employees are to receive pay for approved overtime hours worked consistent with Company policy and applicable federal and state law. All overtime mustbe approved prior to being worked. Supervisors should ensure that overtime is approved in advance and properly reported for nonexempt workers. Compensatory timeoff may not be granted in lieu of overtime pay or for exempt workers that work morethan 40 hours in any work week.

Normal business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Every unit is responsible for scheduling employees to ensure that office and telephone coverage meets business needs. The core business hours are from 9:00 a.m. to 4:00 p.m.

Lunch breaks are one hour in length. Shorter lunch breaks may be established, in consultation with Human Resources, provided they are consistent with law and communicated appropriately to affected employees and their business clients.

Holidays

The Company establishes the holiday schedule each year and communicates that to all employees prior to the start of the calendar year. TLS observes 10 paid (eight-hour) holidays each year, one of which may be discretionary.

Employees who, because of business necessity, work rotating shifts or where continuous staffing is required do not receive time-off for holidays unless they fall on a regularly scheduled day off.

Holiday Pay

Exempt employees receive their regular salary whether they work on the holiday or not.

Nonexempt employees who do not work on a holiday are paid an amount equal to that which the employee would have received had it been a regular work day (not to exceed 8 hours). Nonexempt employees may use vacation time in conjunction with a paid Holiday if mutually agreed to in advance by the employee and the employee's supervisor. Nonexempt employees required to work on a holiday are paid overtime in accordance with the pay practices in effect at their work location.

Temporary and part-time employees are not eligible for holiday pay, and are paid at their regular rate of pay for each hour worked on a holiday.

Vacation

Eligibility

All regular full-time employees are eligible for vacation based on continuous service. Part-time and temporary employees are not eligible for vacation. Except for unseen emergencies, employees are expected to request and receive supervisory approval for vacation in advance.

If an employee is off duty because of an illness or injury immediately before scheduled vacation, or is on STD during scheduled vacation, vacation may be rescheduled in the same calendar year if practical.

If an employee is injured or becomes ill while on vacation, only time spent in a hospital will not be counted as vacation time.

Vacation Allowed and Accrual

All eligible employees accrue vacation depending on the length of time they have been employed with the Company, which includes adjusted service with a previous employer through a merger or acquisition. The accrual schedule below shows accrual rates for full-time employees.

Length of Continuous Service	Vacation Hours Accrued Per Month	Vacation Days Accrued on Annual Basis
Less than 5 years	6.66 hours per month	10 days or 80 hours per year
5 years • 9 years	10.00 hours per month	15 days or 120 hours per year
10 years • 19 years	13.33 hours per month	20 days or 160 hours per year 25
20 + years	16.66 hours per month	days or 200 hours per year

Vacation accrual begins January 1, of each calendar year. An individual who has a 5,10, 15 or 20 year anniversary will start accruing vacation at the higher level on January 1, in that same calendar year.

An employee is eligible to take vacation prior to accruing the vacation in each calendar year. The employee will, however, be required to pay back vacation taken, but not yetaccrued, if his/her employment is terminated prior to accruing the vacation. [Any negative vacation balances will be carried over into the next year for active employees].

Vacation time is awarded the last day of the month. An employee must be hired on or before the 15th day of the month to accrue time for that month.

Maximum Accrual

Employees are encouraged to take their vacation during the calendar year in which it is accrued. If this is not possible, employees may accumulate unused vacation of up to their annual vacation accrual amount. Once an employee's unused vacation balance reaches this maximum, the employee will stop accruing vacation. When the employee has taken some vacation time and the employee's unused vacation balance drops below the maximum, the employee will begin accruing vacation again in accordance with the accrual schedule. For example, an employee with nine years of service may accrue up to three weeks of vacation during each year. If the employee carries over one vacation week, 40 hours, from the previous calendar year, he will stop accruing additional vacation time after he has accrued an additional two vacation weeks – one vacation week carried over plus two vacation weeks accrued in the current year equals the employee's annual vacation accrual amount of three weeks. The employee will not accrue any additional vacation time until the employee uses some of the accrued vacation and reduces his accrued vacation below three weeks. An employee who is on an unpaid leave of absence does not accrue vacation.

Vacation Carry Over

Full-time employees may carry over up to 40 hours of accrued vacation to the next calendar year. The 40-hour carryover policy does not apply in states that limit vacation forfeiture. The employee carrying over vacation hours must however inform their supervisor of the vacation carry over so the continuity of operations can be maintained in scheduling the additional vacation. A TLS supervisor may request that an employee carry over all or part of vacation if necessary for continued operations. Carryover in excess of 40 hours requires an exception to this Policy. In states where regulations apply to vacation carryover, supervisors need to consult with their Human Resources Representative for specific details.

Vacation Pay upon Termination

Upon termination, the regular full-time employee will be paid for any unused, accruedvacation in accordance with state law. Regular part-time and temporary full time or part-time employees do not accrue vacation, and therefore are not eligible for any payupon termination. An employee that is terminated from the result of a sale of assets orstock may transfer his/her vacation balance to the successor company or may be paidfor unused vacation in accordance with the sales and purchase agreement.

Granting Pay forVacation

Vacation pay is provided at the employee's normal base pay rate. Pay for unused vacation is not allowed, except for unused, accrued vacation at employment termination. Paid Off-Duty Time (POD for certain business units) is not accrued vacation, and therefore, unused POD will not be paid at employment termination.

Documentation

Non-exempt employees are required to document hours worked and all exception time(vacation, holiday, STD, etc.) by either a timesheet, time card or other method approvedby Payroll. The timesheet, time card, etc., must be signed by the employee and by theirsupervisor. Exempt employees are only required to submit a signed and approved timesheet if they are recording exception time or if actual time worked is needed for project or billing use. An electronic signature via e-mail is acceptable.

Interpretation and Exceptions

Questions regarding this policy should be referred to the Vice President, Human Resources. Requests for an exception should be submitted in writing by the reviewing supervisor to Human Resources. The Vice President, Human Resources must approve all exceptions.

This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor any individual obligation,right, privilege, term, or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

TLS
Human Resources Policy Manual

Employee Compensation

Purpose

It is the Policy of the Company, its business units and affiliates to provide competitive compensation to employees for the duties they perform and for the quality of performing those duties. The Company offers compensation in multiple ways: base pay, incentive pay, stock option grants, and a comprehensive benefit package.

Scope

This Policy applies to all regular, full-time, non-bargaining employees of the Company. Bargaining employees are governed by the terms of their contract.

This Policy is intended to generally cover the entire TLS organization. Certain business operations with the review and approval of Human Resources may implement unique compensation programs based on the requirements of that businessto be competitive in its market.

Base Pay Programs

The Company provides two basic base pay programs: a Broad Band structure for office, professional and managerial employees, and a Fixed Rate structure for field hourly operating employees.

Broad Band Structure - The Company has a broad band structure for all office, professional and managerial employees *(click on* TLS Broad Band Structure *to view).*

Benchmark market data is utilized to establish pay rates to be competitive with the external market and facilitate equitable pay internally for all job families.

Titling – The Company uses standardized job titles throughout the Company to ensure consistency.

Employment Status (Exempt vs. Non-Exempt) - Positions are classified based on Fair Labor Standards Act (FLSA) guidelines as either exempt or non-exempt. Exempt employees are paid a fixed bi-weekly salary and are not eligible to receive overtime pay. Non-exempt employees are paid hourly and are eligible to receive overtime pay. TLS does not have salaried non-exempt employees.

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Job Families – Job families have been established for professional and support jobs in each functional area and business unit of the Company. The Company recognizes both a managerial and technical job progression track beyond the senior level of a job family. The technical track is limited and employees must exhibitcontinuous exemplary technical expertise.

Pay Actions – Pay decisions should be based on a thorough analysis of market, salaries of employees in similar jobs, and budget considerations. The following are pay actions for employees in the Broad Band structure: promotions, lateral moves, equity or market movement adjustments, and demotions.

All pay actions and job title changes are required to be initiated with the Personnel Action Form (PAF), completed by the employee's supervisor, and processed by Human Resources.

Fixed Rate Structure - The Company has several fixed-rate structures based on business unit and geographical location. These structures are used for all non-bargaining, field hourly operations employees. Progression from one level to the next is based on a combination of minimum time in level and achievement of certain knowledge, skills and experience. Levels and progression may vary depending on specific business needs determined by individual business units.

Salary Administration Process
(Merit and General Wage Increases)

The Company will have a single common date for all merit increases and fixed rate structure increases (general wage increase). The timing, guidelines and increase amounts will be at the Company's discretion based on market factors, Company fiscal health, and other factors. Typically, these increase programs will be once a year every 12 months. Merit increases and general wage increases impact base pay.

Premium Pay Practices

The Company has established pay practices to compensate an employee's work outside of normal schedule or work requirements. These premium pay practices apply to all non-bargaining, non-exempt employees and are defined to ensure consistent treatment.

Overtime

- All non-exempt employees of the Company are eligible to receive overtime at oneand one-half (1Y:.) times the base hourly rate for all hours worked in excess of 40 hours in a standard work week (or 8 hours in a standard work day as required by state law).
- The standard work week is defined as 12:01 a.m. Sunday through 12:00 midnight the following Saturday, or as otherwise defined by the work location.

- Hours that apply to base 40 hours during the defined standard work week for overtime calculation are:
    - Scheduled and unscheduled actual hours worked
    - Holiday hours
    - Vacation hours
    - Other non-worked hours such as jury duty, illness/bereavement, short term disability, etc., do not count towards base 40 hours)
- Scheduled overtime hours during a 12-hour shift will not be recounted as hours applied to the base 40 hour overtime calculation.
- Exempt employees <u>are not</u> eligible for any form of overtime payment.
- Hours worked on a holiday that is paid at 1 *Y*, times the base hourly rate will not be applied to the base 40 hours for weekly overtime.

Call-Out

- *Definition* – Call-out will be paid when an employee receives a call to perform work outside the normally scheduled workday with less than a 4 hour notice before their reporting time.
- *Pay Treatment*
    - Call-out pay will be paid at the rate of 1*Y*, times their normal base hourly rate for actual hours worked, with a minimum of 2 hours.
    - Paid time hours count from time employee leaves residence to time of return to residence ("portal to portal"}, provided call-out does not continue into the scheduled workday. If the call-out extends into a scheduled workday, then only hours worked prior to scheduled start time count as call-out hours.

Restricted Standby

- *Definition* – In this situation, an employee is required to stay at residence (or other Company designated location) and respond if called. This will only occur if an impending emergency is likely and the Company wants to guarantee coverage availability. There must be a total restriction of the employee's movement and behavior, i.e., the employee must remain at residence and refrain from drinking alcohol.
- *Pay Treatment*
    - All hours that the employee is in restricted standby must be paid as normal hours worked (overtime will apply if applicable).

Active Standby

- *Definition* – Active standby is a situation when an employee is required to carry a communication device and required to respond, if called. There must be a restriction of the employee's movement and behavior, i.e., the employee must remain within a required response range, as defined by local management, and refrain from drinking alcohol. Employees that are required to carry a pager or cellular phone as part of their normal duties are not considered to be on Active Standby unless they are restricted in their movements or behavior.
- *Pay Treatment*
  - Paid a fixed amount equal to one (1) hour straight pay per 24 hour weekday (Monday through Friday), and an amount equal to one-and-one-half (1 1/2) hours straight pay per 24 hour weekend day (Saturday or Sunday) or Company designated holiday.
  - Exempt employees are not eligible for overtime while on Active Standby.

Passive Standby

- *Definition* – Passive standby is a situation when an employee is asked to carry a communication device and may respond, if called. If the employee is not available or capable to respond, then the next employee on "the callout list" will be contacted.
- *Pay Treatment*
  - The employee will not receive any additional pay. This type of standby is a requirement of most jobs within the Company.

Shift Differential

- *Definition* – Approved shift differential will be paid when a non-exempt employee performs work on an evening/night shift.
- *Pay Treatment*
  - Paid in addition to base hourly rate, per actual hour worked on the evening/night shift.
  - Non-exempt employees who normally perform shift work, who work the day shift and are held over into the evening/night shift will be paid shift differential for actual hours worked on the evening/night shift.
  - Non-exempt employees who work the evening/night shift and are held over into the day shift will not receive additional pay above normal base rate for those actual hours worked during the day shift.

Upgrade

- *Definition* – An upgrade is defined as a situation when a field hourly employee is specifically requested to temporarily perform work of a higher paid job.

- *Pay Treatment*
  - Employees in an upgrade position will be paid the hourly rate of the job they are temporarily performing, per the fixed rate structure and corresponding timesheetcode.
  - A minimum of eight (8) hours must be performed in the upgrade position to qualify for upgrade pay.
  - Eligible employees will be paid for all actual hours worked in the upgraded job.
  - Employees in a training position for the higher level job do not qualify for upgrade pay.

Meal Reimbursement/Allowance

- *Definition* – A non-travel meal is either reimbursed or an allowance is paid when a non-exempt field employee is held over beyond the normally scheduled workday for a period greater than three (3) hours or called out for a period greater than three (3) hours, as long as the Company has not provided a meal.
- *Pay Treatment*

  The division president shall decide if non-travel meals will be treated as either reimbursements or allowances depending upon the business needs of the division. If a meal is paid as a reimbursement, the meal will be claimed byreceipt on an expense report and will be reimbursed up to $8.00 per meal. If the meal is paid as an allowance, it will be noted on the employee's time sheet and will be paid through Payroll at a fixed rate of $8.00 per allowance and will be subject to applicable taxes.
  - The meal reimbursement or allowance will not apply to “call-ins” when an employee is given more than four (4) hours’ notice to report to work.
  - The Company can purchase a meal for the employee in which case a receipt or imputed income will not apply.

Holiday Pay

- *Definition* – Holiday pay will be given to all regular, full-time employees in recognition of a Company designated holiday, whether scheduled to work or not.
- *Pay Treatment*
  - Eight (8) hours at base hourly rate.

Work on a Holiday

- *Definition* - When a n o n -exempt employee works (whether scheduled and unscheduled) on a Company designated holiday, additional pay will be paid.
- *Pay Treatment*
  - Work on a holiday will be paid 1*Y,* times base hourly rate for all hours worked on the holiday, in addition to the Holiday Pay (eight hours at the base hourly rate).
  - Hours worked on a holiday will not be applied to hours for additional overtime (i.e., no "double-dipping").

General Item

- There is no doubling of premium pay, e.g., no upgrade pay and call-out for thesame occurrence, etc.

Incentive Pay

The Company believes in rewarding employees when the Company has met its commitment to the shareholders, as defined by financial targets established by the Corporate Board of Directors. TLS has an Annual Incentive Plan that has the potential to pay out annually, typically by mid-February, following the previous calendaryear. Payouts to employees depend on Company performance, Business Unit performance and the individual employee's performance.

Other Compensation Programs

The Company reserves the right to add, amend, change, or eliminate any compensation program.

Benefit Programs

The Company provides a comprehensive set of benefits that are competitive with the industries in which it operates, and with general industry. The Company reserves the right to add, amend, change or eliminate any benefit plan. In case of discrepancies or Plan interpretations, the Plan Document or insurance contract will govern.

Interpretation and Exceptions

Questions regarding this Policy should be referred to the Vice President, Human Resources. Requests for an exception should be submitted in writing by the reviewingsupervisor to Human Resources. The Vice President, Human Resources must approveall exceptions. This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation or any individual obligation, right, privilege, term or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

TLS

Human Resources Policy Manual

Approved Time Off and Leave of Absence

Purpose

It is the purpose of this Policy to define and regulate time *off* work and leaves of absence for reasons including pregnancy, sickness, or injury and ensure compliancewith applicable law.

Scope

This policy applies to all regular full-time employees of the Company, unless otherwise covered by a collective bargaining agreement with different related provisions. If this Policy conflicts with any federal or state laws, the appropriate law will control and be followed.

Responsibilities

Employees

Employees are expected to report to work as scheduled. If employees need to be absent, employees should contact their supervisor promptly and in advance. Certainbusiness units or departments may implement unique absence reporting requirements based on the needs of that business or department. Employees absent withoutapproval are not paid and may be subject to corrective action. Employees requiring time *off from* work are expected to return to work as soon as possible.

Management

Supervisors administer this Policy by granting or obtaining prior approval for anticipated absences and leaves of absence, determining whether pay will be granted, maintaining records, and counseling employees on the Company's time *off* policies.

Time Off

Time off with pay shall not be granted automatically. The needs of the Company and the employee will be balanced if time off with pay will be granted and the amount of time off, if any, that can be approved. Time off may be with or without pay. Time off withor without pay must be approved by the immediate supervisor in advance for all casesexcept STD. In some business units, time off with pay including vacation, STD, etc.,must be approved by the reviewing or other designated supervisor. Supervisors mustcheck with their reviewing supervisor before approving time sheets for time off with payregarding the business unit's approval level.

Employees who are granted time off with pay are paid at their regular rate but excluding shift differentials, upgrade pay, bonus payments, overtime pay, or premium payments.

The immediate supervisor determines the appropriate length of time off with pay, if any, and the date and time for it to begin and end.

The immediate supervisor may approve time off without pay if the requested absence does not interfere with work scheduling.

Serious Illness/Death of a Family Member

Immediate supervisors may approve time off with pay due to a serious illness or the death of an employee's immediate family member. Allowable time off with pay is a maximum of three consecutive days including holidays with an additional two days fortravel if necessary. Immediate family member includes a spouse, child, stepchild, fosterchild, parent, foster parent, grandchild, grandparent, brother, sister, parent-in-law, sister-in-law or brother-in-law.

Serious illness of an immediate family member is defined as and limited to the following:

- a serious illness or injury requiring emergency treatment at a medical facility;
- an immediate family member experiencing a health-related condition which, at once, is recognized as life-threatening;
- an immediate family member being admitted to, or discharged, from hospital in- patient status;
- an immediate family member being placed on an attending physician's serious or critical list;
- an immediate family member being placed under general anesthetic;
- an immediate family member undergoing a surgical operation; or a spouse being in the laboring stages of childbirth (this benefit runs concurrent with the Company's benefit for paternity leave and in no case should it exceed 40 hours off with pay).

Provisions under this Policy will be administered in accordance with the Family and Medical Leave Act. The maximum benefit is 40 hours annually, including paid time for travel, per death or illness. It is not intended that paid time off for serious illness be applied more than once annually for the same illness or hospital stay. Additional time off by using vacation or unpaid time, may be taken with supervisory approval, including FMLA time off.

Requests for further interpretation of this Policy or a request for an exception to the Policy should be directed to the Vice President of Human Resources

Adoption of a Child and Paternity

Up to 40 hours of paid time off may be granted Company employees for the adoption of a child. Such time off must be requested as separate from any other type of leave, must be supported by proof that an adoption is going to occur and must be approved by the employees supervisor. All employees are eligible, including either the father or mother.

Male employees may be granted up to 40 hours of paid time off for the birth of a child.

Hours used under this section will be applied toward the amount of time allotted under the FMLA policy.

Jury or Witness Duty

An employee will be given time off with pay when an employee is selected for jury service or is subpoenaed to serve as a witness in a trial or deposition proceeding.Employees should obtain records necessary to show that such service is required ofthem and provide an opportunity for their immediate supervisor to review and copy thedocuments to ensure and plan for time *off* with pay. The employee is responsible fordocumenting the amount of time served on jury duty or as a witness. If issues or questions arise relative to the length of an employee's jury duty or time as a witness thesupervisor should discuss the matter with Human Resources and the Legal departments. Employees receive full pay and benefits when off work for jury or witnessservice and may keep the pay they receive for jury or witness service. The Companyprovides employees with 30 days per calendar year of jury and witness duty leave consistent with this Policy. In no event shall the Company be required to give an employee time off with pay where such time off is to be used by the employee to pursuelegal or administrative action against the Company, its employees, officers or directors.

Short Term Disability/Salary Continuation Plan

The Company's Short-Term Disability Plan ("STD Plan") continues base salary for an employee who is pregnant, sick, or injured, unless the disability is covered by Workers Compensation. The STD Plan covers the first 1,040 hours of a qualified disability. Salary continuation under the STD Plan is limited to a total of 1,040 hours per calendar year, as well as 1,040 hours per qualifying disability event. If an illness, injury, or pregnancy continues from one calendar year to the next, the total benefit for that illnessor injury is limited to 1,040 hours. Salary continuation will not exceed 1,040 hours per calendar year, or 1,040 hours per injury, illness, or pregnancy.

After the 1,040 hour salary continuation period, the employee, if totally and permanently disabled, may become eligible for long-term disability benefits under the Company's Long-Term Disability Plan ("LTD Plan"). Qualification for benefits under the Company's LTD Plan requires application to and approval from Prudential Insurance Company, TLS's LTD Plan insurance carrier.

TLS has established a notification procedure through its Integrated Disability Management Program ("IDMP") for an employee to utilize if he/she is pregnant, sick, or injured. The employee is required to file a claim through the IDMP process for short-term disability if he/she will be absent from work for more than seven consecutive days {this includes non-work days) due to an illness, injury or pregnancy. If the employee has a scheduled disability he/she must file a claim through the IDMP process two weeks prior to the first date of disability using the TLS] Claims Reporting number (1-XXX-XXX-XXXX). Wage loss benefits (salary continuation) cannot be approved until an employee files for disability and is approved by the IDMP and ESIS, Inc., TLS's insurance carrier.

Employees in California, New Jersey, or New York are covered by a mandatory state disability benefit. Employees of these states are required to file for state disability benefits in conjunction with the Company's short term disability benefit. If short termdisability benefits are approved by the insurance carrier, the Company will off-set the salary continuation benefit by the state benefit. Salary continuation and state disabilityare not to exceed 100% of base pay.

An employee with a non-workers compensation illness or injury that results in time away from the job may be required to show his or her supervisor a physician's statement that either releases the employee to return to work or specifies a recovery period. Failure to show such proof

of illness or injury may result in time off without pay. Abuses of the Company's STD Plan will result in disciplinary action up to and including termination of employment.

An employee with a worker's compensation illness or injury will be eligible for benefits from the Company's STD Plan and workers compensation not to exceed 100 percent of base pay.

A Company scheduled holiday will be paid at 100% of base pay if observed during short-term disability. The STD plan is an employee benefit that applies to either an onthe job or off the job injury or illness. It does not apply to paid time off to deal withfamily injuries or illness or time off for other personal reasons.

The table below outlines the salary continuation benefit paid under the Company's STDPlan. The Years of Service refers to "Adjusted Hire Date".

Years of Service	100% (of base pay)	70% (of base pay)
Less than 1	40 hours	1000 hours
1 through 4	240 hours	800 hours
5 through 9	520 hours	520 hours
10+	1040 hours	

Leaves of Absence

TLS grants leaves of absence for uniformed services, continued education, family and medical leave, elder care, and government or civic service. The Company grants leaves of absence in accordance with city, state, and federal requirements.

Uniformed Services Leave

The Company grants a leave of absence to full-time and part-time employees absentfrom work because of service in the Uniformed Services (Army, Navy, Air Force, MarineCorps, Coast Guard, commissioned corps of the Public Health Service or othercategory of the Uniformed Services designated by the President of the United States assuch in a time of war or national emergency) for a period of up to five years. Depending on the circumstances set forth below, all or part of the Uniformed ServicesLeave may be either paid or unpaid. In the event that applicable state law provides supplemental or additional rights, the applicable state law will govern.

To preserve their reemployment rights, employees need to notify Human Resources of their Uniformed Services obligations before leaving or, if this is not possible, as soon as practicable.

Paid Uniformed Services Leave

TLS will pay employees actively serving in the Reserves or the National Guard as a result of their call up for active service the difference between their regularwage from TLS and the Uniformed Services pay received during UniformedServices duty for a period of up to one year. If active duty extends beyond one year,the employee will be placed on Unpaid Uniformed Services Leave for the remainder ofthe period of their activation up to a total leave period of five years. Uniformed Services pay includes all Uniformed Services remuneration except subsistence, quarter allowance, and travel pay. The employee must submit a copy of his or her first pay voucher for the Uniformed Services duty so that the company can calculate the difference to be paid to the employee. In order to be eligible for Paid Uniformed Services Leave, the TLS employee must:

1. Be employed as a regular full or part-time employee by TLS as of the date of activation; and

2. Be a member of the Uniformed Services Reserves or the National Guard.

Unpaid Uniformed Services Leave

TLS employees serving in the Uniformed Services but who do not qualifyfor Paid Uniformed Services Leave (i.e. those employees who voluntarily enlist in the active duty Uniformed Services after accepting employment with TLS) will be placed on Unpaid Uniformed Services Leave. Employees on Unpaid Uniformed Services Leave will not receive the differential in salary between their Uniformed Services pay and their TLS pay while on Unpaid Uniformed Services Leave.

Benefits during Uniformed Services Leave

TLS employees on Paid or Unpaid Uniformed Services Leave will continue to be eligible to participate in TLS's Retirement Plan for a period of up to fiveyears from the date of activation on the same terms and conditions as applicable toactive employees. TLS employees on Paid or Unpaid Uniformed ServicesLeave will continue to be eligible to participate in TLS's Medical, Dental,Vision, EAP, and Stock Option vesting benefits for the first 24 months of theirUniformed Services Leave on the same terms and conditions as applicable to

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activeemployees. TLS employees (including covered dependents) may thereaftercontinue coverage under TLS's Medical and Dental plans for an additional 18months at their own cost pursuant to COBRA and applicable law. The TLSMedical plan will be secondary to any available health coverage provided by theUniformed Services. TLS employees on Paid or Unpaid Uniformed ServicesLeave will continue to be eligible to participate in TLS's Flexible SpendingAccounts, Basic Life and AD&D, Optional Life, Optional AD&D, 401(k) Savings Plan,ESPP, Vacation Accrual, Annual Incentive, and Service Awards benefits for the first 12months of their Uniformed Services Leave on the same terms and conditions asapplicable to active employees.

Re-employment Rights on Return from Approved Leave

Subject to certain conditions, any employee out on Uniformed Services Leave has the right to be fully restored to their job under the provisions of the Uniformed Services Employment and Reemployment Rights Act. The employee must meet the following criteria to be considered eligible for reemployment:

- The employee must have held a civilian job;
- The employee must have given notice to the employer that he or she was leaving the job for service in the Uniformed Services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable;
- The period of service must not have exceeded five years;
- The employee must not have been released from service under dishonorable or other punitive conditions;
- The employee must have reported back to the civilian job in a timely manner or have submitted a timely application for re-employment; and
- The re-employment of the employee is not impossible, unreasonable and would not create an "undue hardship." For more information about USERRA's reemployment rights and obligations, contact the Human Resources Department.

Company-Requested Educational Leaves of Absence

The Company grants leaves of absence to employees who seek, at Company request, a special education program, a degree, or a special license.

Family and Medical Leave (FMLA)

The purposes of this Policy section are to help eligible employees take unpaid leaves when necessary to deal with personal and family needs involving serious health conditions or the birth or adoption of a child, ensure compliance with related state and federal requirements, and ensure *effective administrative* procedures. Family and Medical leaves are designated as FMLA leave at the onset of the leave of absence. Inaccordance with state and federal requirements, FMLA leave will run concurrently withSTD and/or workers compensation leave.

FMLA Definitions

"Eligible employee" means any employee with at least one year of service and who has worked at least 1,250 hours with the Company during the preceding 12 month period.

The 12 month period" shall be a "rolling 12 month" period of time, which shall commence on the date an employee, uses any FMLA leave.

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"Employment benefits" means all benefits provided or made available to employees for whom the employee is eligible under the Company's benefit plans and/or law.

"Health care provider" means a licensed physician, podiatrist, dentist, clinical psychologist, optometrist, or certain nurse practitioners and nurse midwives; or Christian Science practitioners designated by law.

"Parent" means the biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a minor, but does not mean parents- in-law.

"Son or daughter" means a biological, adopted, or foster child, stepchild, legal ward, or a child of a person in loco parentis who is (1) under 18 years of age, or (2) 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health care provider.

"Spouse" means husband or wife only.

Reasons for, and Lengths of, Unpaid FMLA L e a v e

The Company may grant an unpaid leave for up to 12 work weeks at its discretion, but may not deny less than 12 work weeks during any 12-month period (the 12 work weeksof designated FMLA runs concurrently with paid time off), including intermittent time offon leave, for one or more of the following:

1. The birth of a son or daughter of the employee and in order to care for such son or daughter – within 12 months of birth

2. The placement of a son or daughter with the employee for adoption or foster care – within 12 months of placement

3. To care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition and if the care is recommended and the health condition is serious as certified by the health careprovider

4. A serious health condition that makes the employee unable to perform the functions of the position of such employee

Unpaid leaves of fewer than 12 weeks may be approved for reasons other than those listed immediately above.

Leave Procedure

Employees should, when possible, provide at least 30 days advance notice to their supervisor before the unpaid leave begins. Such advance notice permits effectiveplanning by the Company to permit the leave and ensures the continuity of work andunit productivity. Employees needing time off due to the serious health condition of afamily member should give as much advance notice as possible, and at least 30 days ifpracticable, of the need for l e a v e .

Human Resources will assist the supervisor in providing an informational fact sheet to the employee about family and medical leaves and establishing a written agreementbetween the employee and supervisor explaining the terms and conditions of the leave,related rights, options, duties, and actions to be taken to approve, implement, and endthe leave satisfactorily.

Benefits during FMLA leave

Benefits will be continued as required by applicable state and federal law; however, taking leave will not result in the loss of any available employment benefit prior to the date on which the leave commenced. Approved time off for up to 12 work weeks during any calendar year will be counted as time on job and continuous service. Approved time off of more than 12 work weeks in a calendar year will be considered a break in service.

Reemployment Rights on Return from Approved Leave

TLS will reemploy employees returning from uniformed services leave in accordance with all applicable state and federal law.

Employees returning from Company-requested educational leave will return to their former job or an equivalent job without a break in service.

The employee who takes approved family and medical leave not exceeding 12 work weeks in a twelve month period will be entitled, on return from the leave, (1) to be restored to the position of employment held by the employee when the leave started, or
(2) to be restored to a substantially equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment, or (3) the employee maybe terminated while on leave or upon return from leave if his or her job has beeneliminated for business reasons. Upon completion of an approved family or medicalleave exceeding 12 weeks in the same twelve month period, and as determined bymanagement and HR, the employee will either be (1) reinstated to the same orequivalent position, if practical; (2) placed in another vacant position for which theemployee is qualified at the completion of his or her leave, if reasonable; or (3) discharged if alternative employment is not available, not accepted by the employee ifoffered, or if his or her job has been surplused or eliminated for business reasons; asdetermined by management and Human Resources.

Leave Approval Procedure

The reviewing supervisor must recommend and the appropriate Officer must approve Company-requested leaves other than FMLA, STD, LTD, and Jury Duty. The immediatesupervisor, reviewing supervisor, and the Human Resources Department must approve employee-requested leaves.

Interpretationsand Exceptions

Questions regarding this Policy should be referred to the Vice President, Human Resources. Requests for an exception should be submitted in writing by the reviewingsupervisor to Human Resources. The Vice President, Human Resources must approveall exceptions.

This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor any individual obligation,right, privilege, term, or condition of employment not otherwise established by law. TheCompany has voluntarily adopted this Policy for its sole and exclusive use and mayamend or withdraw it at any time

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without prior notice.

[PROVIDE CORPORATE PHONE LIST AND BENEFIT CONTACT INFORMATION

Exhibit D

Operations Jobs Policy for the West Gateway

[See attached]

Operations Jobs Policy

Oakland Army Base Project

West Gateway

I. Purpose. This Operations Jobs Policy sets forth certain requirements regarding hiring and employment for jobs related to operation of the development on the Project Site associated with the West Gateway Ground Lease, as described in that certain Lease Disposition and Development Agreement between the City of Oakland and Prologis CCIG Oakland Global, LLC dated _____. Employers in the Project Site agree to comply with terms of this Operations Jobs Policy as a condition of entry into any agreement to which this Policy is attached. This Operations Jobs Policy does not cover construction hiring or construction employment.

II. Definitions. As used herein, the following capitalized terms shall have the following meanings. All definitions include both the singular and plural form.

"**Background Exceptions**" shall mean: (i) law, regulation or policy of any applicable governmental or quasi-governmental body (including, but not limited to, those established under the Transportation Worker Identification Credential program and the Customs Trade Partnership Against Terrorism); and (ii) the Employer's good faith determination that the position is of such sensitivity that individuals with particular types of criminal convictions or histories are ineligible.

"**City**" shall mean the City of Oakland.

"**Developer**" shall mean Prologis CCIG Oakland Global, LLC and its approved successors, assigns and transferees, as set forth in the LDDA.

"**Disadvantaged Worker**" shall mean a Resident meeting eligibility criteria for California Enterprise Zone Hiring Credits, as set forth in Cal. Rev. & Tax Code Sec. 23622.7(b)(4)(A), as in effect on the LDDA Execution Date, a copy of which is attached hereto as Schedule 1, on the date that such individual is hired or assigned to perform the applicable work.

"**Employer**" shall mean any entity employing at least two full time equivalent individuals to perform On-Site Jobs. For example, this threshold would be satisfied by employment of either two full-time workers or four half-time workers to perform On-Site Jobs.

"**Jobs Center**" shall mean a referral center to be designated by the City as such for purposes of implementation of this Policy.

"**Large Employer**" shall mean any entity having a total job count of forty (40) or greater, and either leasing space within the Project Site or performing services within the Project Site pursuant to one or more service or labor supply contracts. For purposes of this definition, "total

job count" shall mean the number of individuals working in On-Site Jobs and employed directly by the entity in question, working under a service contract or labor supply contract with the entity in question, or working under any related subcontract or agreement with the entity in question.

"**LDDA**" shall mean the Lease Disposition and Development Agreement described in Section I, above, and entered into by City and Developer respecting the development of the Oakland Army Base, as may be amended from time to time.

"**LDDA Execution Date**" shall mean the date the LDDA is signed by all parties as set forth in Section I, above.

"**On-Site Job**" shall mean any job for which at least fifty percent (50%) of the work hours during any calendar year are performed on the Project Site.

"**Policy**" shall mean this Operations Jobs Policy for the West Gateway.

"**Project**" shall mean the redevelopment activities occurring on the Project Site.

"**Project Site**" shall mean the parcels of land to be leased pursuant to the West Gateway Ground Lease, as may be amended (or as those parcels may be otherwise leased or conveyed in the future).

"**Resident**" shall mean an individual domiciled in the City for at least six (6) months prior to the date that such individual is hired or assigned to perform the applicable work, with "domiciled" as defined by Section 349(b) of the California Election Code, as in effect on the LLDA Execution Date, attached hereto as Schedule 2.

"**Tenant**" shall mean any entity leasing space in the Project Site.

"**West Gateway Ground Lease**" means that certain ground lease, the form of which is Attachment 3 to the LDDA, that the City intends to lease to CCIG Oakland Global LLC or its affiliate pursuant to the terms of the LDDA.

III. Local Hiring.

A. Hiring Process.

1. Long-Range Planning. As soon as the information is available following a Large Employer's execution of a contract under which it will operate at the Project Site and within thirty (30) days of each January 1 thereafter, the Large Employer shall provide to the City and the Jobs Center information regarding such Large Employers' good faith projection of the number and type of On-Site Jobs that such Large Employer reasonably believes it will need to fill during the applicable calendar year and the basic qualifications anticipated to be necessary for such On-Site Jobs.

2. Initial Hiring Process.

a. Notification of Job Opportunities. At least four (4) weeks prior to the date that a Large Employer is anticipated to commence operations in the Project Site, or, if such Large Employer executes a contract under which it will operate at the Project Site less than four (4) weeks prior to such anticipated date, within two (2) business days following execution of such contract and prior to commencing operations (any such period, the "Initial Notice Period"), such Large Employer shall notify the Jobs Center of openings for non-management On-Site Jobs and provide a clear and complete description of job responsibilities and qualifications therefor, including expectations, salary, minimum qualifications, work schedule, duration of employment, required standard of appearance, and any special requirements (*e.g.,* language skills, drivers' license, required background check, etc.). Job qualifications shall be limited to qualifications directly related to performance of job duties.

b. Hiring. The Large Employer shall use normal hiring practices, including interviews, to consider all Residents and Disadvantaged Workers referred by the Jobs Center and meeting the qualifications described in the referral request during the Initial Notice Period, or until all open positions for non-management On-Site Jobs are filled, whichever is sooner. The Large Employer shall make best efforts to fill all openings for non-management On-Site Jobs with Residents and Disadvantaged Workers referred by the Jobs Center. If at the conclusion of the Initial Notice Period the Large Employer has been unable to fill all available non-management On-Site Jobs with Residents and Disadvantaged Workers referred by the Jobs Center, the Large Employer may use other recruitment methods to fill the position(s).

c. Pre-opening Transfer. Provisions of this Section III.A.2 are not applicable to a Large Employer that is closing a facility located outside Oakland and is transferring the majority of its staff from the previous facility to a new facility within Oakland. Upon commencing operation in the new facility, such a Large Employer is covered by Section III.A.3, below. Provisions of this Section III.A.2 are applicable to Large Employers who hire for positions in facilities located outside Oakland with the intention of transferring such hires to a new facility at the Project Site upon commencement of operations for the new facility. All such hires shall be made consistent with the provisions of this Section III.A.2.

d. Jobs Center Feedback. Following the completion of the initial hiring process set forth in this Section III.A.2, at the request of the City, a Large Employer shall meet and confer with the City Administrator and the Jobs Center to provide feedback on the initial hiring process so as to ensure that the Jobs Center may meet the future employment needs of the Large Employer and any future Employer, as relevant, and ensure the maximum hiring of Residents and Disadvantaged Workers feasible given the opportunities to be created by the Project.

3. Ongoing Hiring Process.

a. Notification of Job Opportunities. After a Large Employer has commenced operations at the Project Site, it shall continue to use the Jobs Center in accordance

with this Section III.A.3 as a resource to fill openings for On-Site Jobs. When a Large Employer has an opening for an On-Site Job available, the Large Employer shall notify the Jobs Center of such job openings and provide a clear and complete description of job responsibilities and qualifications, including expectations, salary, minimum qualifications, work schedule, duration of employment, required standard of appearance, and any special requirements (*e.g.* language skills, drivers' license, required background check, etc.). Job qualifications shall be limited to qualifications directly related to performance of job duties.

b. Hiring. The Large Employer shall then use standard hiring practices, including interviews, to consider all Residents and Disadvantaged Workers referred by the Jobs Center and meeting the qualifications described in the referral request during a five (5)-day period after initial notification to the Jobs Center, or until all open On-Site Jobs are filled, whichever is sooner. The Large Employer shall make good faith efforts to fill all available On-Site Jobs with Residents and Disadvantaged Workers referred through the Jobs Center. If at the conclusion of the five (5)-day period the Large Employer has been unable to fill all openings for On-Site Jobs with Residents and Disadvantaged Workers referred by the Jobs Center, the Large Employer may use other recruitment methods.

4. Priorities for Initial and Ongoing Hiring. In exercising its efforts required by this Policy to fill all available On-Site Jobs with Residents and Disadvantaged Workers referred by the Jobs Center, each Large Employer shall apply the following priorities in hiring Residents:

i. First Priority: Residents of zip codes 94607, 94612, 94608, and 94609;

ii. Second Priority: Residents of the Oakland Enterprise Zone Targeted Employment Area, as designated on the LDDA Execution Date, attached hereto as Schedule 3; and

iii. Third Priority: other Residents of the City of Oakland.

5. Nondiscrimination. Employers shall not discriminate against Residents or Disadvantaged Workers on the basis of their Resident status, status as a Disadvantaged Worker, or on any prohibited basis in any terms and conditions of employment, including retention, promotions, job duties, shift assignments, and training opportunities.

6. Worker Qualifications. Unless a criminal background check is required by any of the Background Exceptions, an Employer shall neither request from prospective workers, nor independently research prospective workers' history of involvement with the criminal justice system. Where a criminal background check is required by any Background Exception, subject to the requirements of such Background Exception the Employer shall: (a) include the following statement in the position description: "This position is subject to a background check for any convictions related to its responsibilities and requirements. Only criminal histories (i) related to job requirements and responsibilities or (ii) related to violent acts will be considered and will not automatically disqualify a finalist candidate."; (b) undertake the background check only after the initial interview (or, if no interview is undertaken, after a candidate has received a conditional

offer of employment for the position in question); (c) consider only criminal histories (i) related to job requirements and responsibilities or (ii) related to violent acts; and (d) take into account the age of the individual at the time of the offense, the time that has passed since the offense, the nature and seriousness of the offense, and any evidence of the individual's rehabilitation. Unless a credit history is required by any of the Background Exceptions or Employer's good faith determination that the position is of such sensitivity that individuals with particular types of credit histories are ineligible, an Employer shall neither request, nor independently research, prospective workers' credit histories. To the extent that this Section III.A.6 conflicts with any requirements of this Policy related to Disadvantaged Workers, this Section III.A.6 shall control.

B. Monitoring and Enforcement.

1. Safe Harbor Provision. Any Large Employer for whom at least fifty percent (50%) of workers hired for On-Site Jobs during a particular year were Residents, and for whom at least twenty-five percent (25%) of workers hired for On-Site Jobs during a particular year were Disadvantaged Workers, shall be deemed to be in compliance with Sections III.A.2, and III.A.3 of this Policy, for all hiring during that year. For the avoidance of doubt, for purposes of determining the percentages of workers hired for On-Site Jobs during a particular year that were Residents and Disadvantaged Workers, a Disadvantaged Worker shall be counted as both a Resident and a Disadvantaged Worker.

2. Credit for Hiring at Other Locations. Large Employers shall receive credit toward achievement of the Safe Harbor threshold set forth in Section III.B.1 for any hires of Residents or Disadvantaged Workers to perform jobs at other locations, so long as such Residents or Disadvantaged Workers are compensated in an amount equal to or in excess of that set forth in the Oakland Living Wage Ordinance (Oakland Municipal Code Section 2.28.010 *et seq.*). For example, if a Large Employer hires ten (10) workers for On-Site Jobs in a year, and six (6) are Residents, and in that year such Large Employer also hires one (1) Resident to perform a job at another location with such compensation, then, for purposes of Section III.B.1, seven (7) of such ten (10) workers will be deemed to be Residents).

3. Retention Incentive. For every two-thousand (2,000) hours that any one Resident or Disadvantaged Worker hired pursuant to this Policy works for a Large Employer, that Large Employer shall be entitled to a "bonus" hiring credit towards achievement of the Safe Harbor threshold set forth in Section III.B.1, above. For example, if a Large Employer hires ten (10) workers for On-Site Jobs in a year, and six (6) are Residents, and a Resident works his or her two thousandth (2,000th) hour for such Large Employer, then, for purposes of Section III.B.1, seven (7) of such ten (10) workers will be deemed to be Residents. For any employee that does not work on an hourly basis, hours shall be counted towards this threshold on the basis of forty (40) hours per week of full time employment so long as that employee actually works or is otherwise paid for at least forty (40) hours in all weeks in question.

4. Liquidated Damages. Each Large Employer agrees that, if during a particular year it has not either complied with the hiring process requirements of Sections III.A.2 and III.A.3 above or satisfied the safe harbor percentage set forth in Section III.B.1 above, then as the sole and exclusive remedy therefor, it shall pay to the City liquidated damages in the amount of five thousand dollars ($5,000.00) per job short of the Safe Harbor threshold set forth

in Section III.B.1, above. For example, if a Large Employer hires ten workers for On-Site Jobs in a year, and four are Residents and two are Disadvantaged Workers, then the liquidated damages shall total seven thousand five hundred dollars ($7,500). Of this amount, five thousand dollars ($5,000) is based on failure to meet the fifty percent (50%) safe harbor percentage for hiring of Residents, with safe harbor in this case requiring five Residents to be hired, and actual performance having been four hires. The remaining two thousand five hundred dollars ($2,500) is based on failure to meet the twenty-five percent (25%) safe harbor percentage for Disadvantaged Workers, with safe harbor amount in this case requiring at least two and one half (2.5) Disadvantaged Workers to be hired, and actual performance having been two hires; as shortfall in this case would be one-half of a single hire, liquidated damages would be half of one On-Site Job, or two thousand five hundred dollars ($2,500). Any liquidated damages collected by the City shall be used solely to support training, referral, monitoring, or technical assistance to advance the purposes of this Policy.

5. Compliance Records. Each Employer shall make available to the City on an annual basis (as of January 1 of each calendar year), or upon request, records sufficient to determine compliance with this Policy. The City shall keep all documentation provided pursuant to this Section III.B.5 confidential, subject to applicable law.

6. Additional Enforcement Mechanisms. Except as set forth in Section III.B.4 above, the City shall be entitled to all remedies at law or in equity for any failure to comply with this Policy. Further, Employers who repeatedly violate this Policy may be debarred from future City contracts.

IV. Temporary Employment Agencies.

A. Temporary Employment Agencies. Large Employers may enter into a contract or other arrangement to supply workers for temporary employment in On-Site Jobs, provided that without the approval of the City Administrator in his or her reasonable discretion (i) temporary employment of any individual worker will last one hundred twenty (120) days or less per calendar year and (ii) no more than forty percent (40%) of the total number of days worked by all individuals performing On-Site Jobs on behalf of such Large Employer shall be performed by temporary workers. The City Administrator shall reasonably consider any request for such approval by the applicable Large Employer if such Large Employer reasonably demonstrates that compliance with this Section IV.A could create significant economic or operational hardship for the Large Employer.

V. Living Wages.

A. Compliance with Ordinance. Each Employer shall provide compensation required of covered employers under, and shall otherwise comply with, the Oakland Living Wage Ordinance. (Oakland Municipal Code Section 2.28.010 *et seq.*)

VI. Miscellaneous.

A. Contact Person. Within thirty (30) days after having entered into any contract (including any assignment of all or any portion of any lease) related to operation on the Project Site, each Employer will designate a contact person for all matters related to implementation of this Policy. The Employer shall forward the name, address and phone number of the designated individual to the City.

B. Determination of Status. A Large Employer's determination of (i) whether any individual is a Resident or (ii) any individual's status within the priorities set forth in Section III.A.4 shall be binding in determining whether the requirements of this Policy have been satisfied, including the requirements of Section III.A and III.B, provided that such Large Employer obtains reasonable documentation demonstrating that such individual is a Resident at the time that such individual is assigned or hired, and such Large Employer retains such documentation and makes it available to City for inspection at reasonable times. The City shall keep all documentation provided pursuant to this Section IV.B confidential, subject to applicable law. The Jobs Center shall make determinations of Disadvantaged Worker status. The Jobs Center shall make such determinations promptly upon request from an Employer, a worker, or the City.

C. Assignments, Subleases and Contracts. Developer and each Tenant shall include compliance with this Policy as a material term of any assignment or sublease of all or a portion of its interest in the Project Site. If a Developer or Tenant complies with this Section VI.C, such Developer or Tenant shall not be liable for any breach of this Policy that is (i) related to the interest so assigned or subleased and (ii) first arises after the date of such assignment or sublease. Each Employer shall include compliance with this Policy as a material term of any subcontract or other agreement under which any On-Site Jobs may be performed. If a Developer, Employer, or Tenant enters into a contract in violation of this Section VI.C, then upon request from the City it shall either amend that contract to include all requirements of this Policy, or terminate that contract.

D. Assurance Regarding Preexisting Contracts. Each entity that agrees to comply with this Policy warrants and represents that as of the date that a contract incorporating this Policy became effective, it has executed no contract pertaining to the Project or the Project Site that would have violated this Policy had it been executed after that date, or would interfere with fulfillment of or conflict with terms of this Policy. If, despite this assurance, an entity that has agreed to comply with this Policy has entered into a contract in violation of this Section VI.D, then upon request from the City it shall either amend that contract to include the provisions required by this Policy, or terminate that contract.

E. Funding Restrictions. For any portion of operations on the Project Site for which, based on use of federal or state funds, a federal or state agency prohibits application of the requirements of this Policy, the City will, after consultation with Developer, work collaboratively with the funding agency to adapt the requirements of this Policy to the restrictions imposed by the funding agency, advancing the goals of this Policy to the greatest extent permitted by the funding agency. In such cases, Developer and the City shall meet and confer with regard to the adapted requirements agreed to by the City and the funding agency, and such requirements shall be applied to such portions of operations on the Project Site for the

period required by such agency, and shall automatically become terms of this Policy with respect to such operations.

F. Third Party Beneficiaries. The City is an intended third-party beneficiary of any contract that incorporates this Policy, but only for the purposes of enforcing the terms of this Policy. There shall be no other third party beneficiaries of this Policy. The City shall not delegate any of its responsibilities to any other third party, require the consent of any third party or act solely upon the direction of any third party in performing its obligations or exercising its rights under this Policy.

G. Retaliation Prohibited. An Employer shall not discharge, reduce the compensation of, or otherwise discriminate against any person for making a complaint, participating in any proceedings, using any civil remedies to enforce his or her rights, or otherwise asserting his or her rights under this Policy.

H. Material Term. This Policy is a material term of any contract into which it is incorporated.

I. Severability. If any of the provisions of this Policy are held by a court of competent jurisdiction to be invalid, void, illegal, or unenforceable, that holding shall in no way affect, impair, or invalidate any of the other provisions of this Policy. If this Policy's six (6)-month requirement for qualification as a Resident is deemed invalid by final decision of a court of competent jurisdiction, then "Resident" shall mean an individual domiciled in the City prior to the date that such individual is hired or assigned to perform the applicable work, with "domiciled" as defined by Section 349(b) of the California Election Code, as in effect on the LDDA Execution Date, attached hereto as Schedule 2.

J. Applicable Law and Compliance with Law. This Policy shall be governed by and construed in accordance with the laws of the State of California and the United States and shall be enforced only to the extent that it is consistent with those laws. Parties who have agreed to comply with this Policy agree: (i) that their understanding is that all terms of this Policy are consistent with federal, state, and local law; and (ii) that this Policy shall be reasonably interpreted so as to comply with any conflicting law.

K. Successors and Assigns. This Policy shall be binding upon and inure to the benefit of successors and assigns of any party to a contract incorporating this Policy. References in this Policy to any entity shall be deemed to apply to any successor of that entity.

L. Warranties and Representation. Each party to a contract incorporating this Policy agrees not to either affirmatively or by way of defense seek to invalidate or otherwise avoid application of the terms of this Policy in any judicial action or arbitration proceeding; has had the opportunity to consult counsel regarding terms of this Policy, and has agreed to such terms voluntarily as a condition of entering into a contract that incorporates this Policy. This Policy shall not be strictly construed against any entity, and any rule of construction that any ambiguities be resolved against the drafting party shall not apply to this Policy.

M. Collective Bargaining Agreement(s). To the extent that this Policy conflicts with any collective bargaining agreement(s) to which an Employer is party, and such agreement is applicable to Employer's operations on the Project Site and is in effect as of the date that the Employer executes a lease or contract under which it will operate at the Project Site, the terms of such collective bargaining agreement(s) shall take precedence, and this Policy shall not apply to the extent of any such conflict. Where a collective bargaining agreement takes precedence over this Policy as described above, Developer and the City shall make a good faith effort to encourage a meeting to occur promptly following such lease or contract execution date among the Employer, the applicable union(s) and the City to discuss whether and how to reduce or eliminate conflict between this Policy and future collective bargaining agreements.

N. Hiring Discretion. Nothing in this Policy shall require that any Employer hire any particular individual; each Employer shall have the sole discretion to hire any individual referred by the Jobs Center or any other person or entity.

Schedule 1

Cal. Rev. & Tax Code Sec. 23622.7(b)(4)(A)

West's Ann.Cal.Rev. & T.Code § 23622.7

§ 23622.7. Credit against tax; taxpayers employing qualified employees in enterprise zones

(a) There shall be allowed a credit against the "tax" (as defined by Section 23036) to a taxpayer who employs a qualified employee in an enterprise zone during the taxable year. The credit shall be equal to the sum of each of the following:

(1) Fifty percent of qualified wages in the first year of employment.

(2) Forty percent of qualified wages in the second year of employment.

(3) Thirty percent of qualified wages in the third year of employment.

(4) Twenty percent of qualified wages in the fourth year of employment.

(5) Ten percent of qualified wages in the fifth year of employment.

(b) For purposes of this section:

(1) "Qualified wages" means:

(A)(i) Except as provided in clause (ii), that portion of wages paid or incurred by the taxpayer during the taxable year to qualified employees that does not exceed 150 percent of the minimum wage.

(ii) For up to 1,350 qualified employees who are employed by the taxpayer in the Long Beach Enterprise Zone in aircraft manufacturing activities described in Codes 3721 to 3728, inclusive, and Code 3812 of the Standard Industrial Classification (SIC) Manual published by the United States Office of Management and Budget, 1987 edition, "qualified wages" means that portion of hourly wages that does not exceed 202 percent of the minimum wage.

(B) Wages received during the 60-month period beginning with the first day the employee commences employment with the taxpayer. Reemployment in connection with any increase, including a regularly occurring seasonal increase, in the trade or business operations of the taxpayer does not constitute commencement of employment for purposes of this section.

(C) Qualified wages do not include any wages paid or incurred by the taxpayer on or after the zone expiration date. However, wages paid or incurred with respect to qualified employees who are employed by the taxpayer within the enterprise zone within the 60-month period prior to the zone expiration date shall continue to qualify for the credit under this section after the zone expiration date, in accordance with all provisions of this section applied as if the enterprise zone designation were still in existence and binding.

(2) "Minimum wage" means the wage established by the Industrial Welfare Commission as provided for in Chapter 1 (commencing with Section 1171) of Part 4 of Division 2 of the Labor Code.

(3) "Zone expiration date" means the date the enterprise zone designation expires, is no longer binding, or becomes inoperative.

(4)(A) "Qualified employee" means an individual who meets all of the following requirements:

(i) At least 90 percent of whose services for the taxpayer during the taxable year are directly related to the conduct of the taxpayer's trade or business located in an enterprise zone.

(ii) Performs at least 50 percent of his or her services for the taxpayer during the taxable year in an enterprise zone.

(iii) Is hired by the taxpayer after the date of original designation of the area in which services were performed as an enterprise zone.

(iv) Is any of the following:

(I) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a person eligible for services under the federal Job Training Partnership Act (29 U.S.C. Sec. 1501 et seq.), or its successor, who is receiving, or is eligible to receive, subsidized employment, training, or services funded by the federal Job Training Partnership Act, or its successor.

(II) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a person eligible to be a voluntary or mandatory registrant under the Greater Avenues for Independence Act of 1985 (GAIN) provided for pursuant to Article 3.2 (commencing with Section 11320) of Chapter 2 of Part 3 of Division 9 of the Welfare and Institutions Code, or its successor.

(III) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was an economically disadvantaged individual 14 years of age or older.

(IV) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a dislocated worker who meets any of the following:

(aa) Has been terminated or laid off or who has received a notice of termination or layoff from employment, is eligible for or has exhausted entitlement to unemployment insurance benefits, and is unlikely to return to his or her previous industry or occupation.

(bb) Has been terminated or has received a notice of termination of employment as a result of any permanent closure or any substantial layoff at a plant, facility, or enterprise, including an individual who has not received written notification but whose employer has made a public announcement of the closure or layoff.

(cc) Is long-term unemployed and has limited opportunities for employment or reemployment in the same or a similar occupation in the area in which the individual resides, including an individual 55 years of age or older who may have substantial barriers to employment by reason of age.

(dd) Was self-employed (including farmers and ranchers) and is unemployed as a result of general economic conditions in the community in which he or she resides or because of natural disasters.

(ee) Was a civilian employee of the Department of Defense employed at a military installation being closed or realigned under the Defense Base Closure and Realignment Act of 1990.

(ff) Was an active member of the armed forces or National Guard as of September 30, 1990, and was either involuntarily separated or separated pursuant to a special benefits program.

(gg) Is a seasonal or migrant worker who experiences chronic seasonal unemployment and underemployment in the agriculture industry, aggravated by continual advancements in technology and mechanization.

(hh) Has been terminated or laid off, or has received a notice of termination or layoff, as a consequence of compliance with the Clean Air Act.

(V) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a disabled individual who is eligible for or enrolled in, or has completed a state rehabilitation plan or is a service-connected disabled veteran, veteran of the Vietnam era, or veteran who is recently separated from military service.

(VI) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was an ex-offender. An individual shall be treated as convicted if he or she was placed on probation by a state court without a finding of guilt.

(VII) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a person eligible for or a recipient of any of the following:

(aa) Federal Supplemental Security Income benefits.

(bb) Aid to Families with Dependent Children.

(cc) CalFresh benefits.

(dd) State and local general assistance.

(VIII) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a member of a federally recognized Indian tribe, band, or other group of Native American descent.

(IX) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a resident of a targeted employment area (as defined in Section 7072 of the Government Code).

(X) An employee who qualified the taxpayer for the enterprise zone hiring credit under former Section 23622 or the program area hiring credit under former Section 23623.

(XI) Immediately preceding the qualified employee's commencement of employment with the taxpayer, was a member of a targeted group, as defined in Section 51(d) of the Internal Revenue Code [FN1], or its successor.

(B) Priority for employment shall be provided to an individual who is enrolled in a qualified program under the federal Job Training Partnership Act or the Greater Avenues for Independence Act of 1985 or who is eligible as a member of a targeted group under the Work Opportunity Tax Credit (Section 51 of the Internal Revenue Code), or its successor.

(5) "Taxpayer" means a corporation engaged in a trade or business within an enterprise zone designated pursuant to Chapter 12.8 (commencing with Section 7070) of Division 7 of Title 1 of the Government Code.

(6) "Seasonal employment" means employment by a taxpayer that has regular and predictable substantial reductions in trade or business operations.

(c) The taxpayer shall do both of the following:

(1) Obtain from the Employment Development Department, as permitted by federal law, the local county or city Job Training Partnership Act administrative entity, the local county GAIN office or social services agency, or the local government administering the enterprise zone, a certification that provides that a qualified employee meets the eligibility requirements specified in

clause (iv) of subparagraph (A) of paragraph (4) of subdivision (b). The Employment Development Department may provide preliminary screening and referral to a certifying agency. The Employment Development Department shall develop a form for this purpose. The Department of Housing and Community Development shall develop regulations governing the issuance of certificates by local governments pursuant to subdivision (a) of Section 7086 of the Government Code.

(2) Retain a copy of the certification and provide it upon request to the Franchise Tax Board.

(d)(1) For purposes of this section:

(A) All employees of all corporations which are members of the same controlled group of corporations shall be treated as employed by a single taxpayer.

(B) The credit, if any, allowable by this section to each member shall be determined by reference to its proportionate share of the expense of the qualified wages giving rise to the credit, and shall be allocated in that manner.

(C) For purposes of this subdivision, "controlled group of corporations" means "controlled group of corporations" as defined in Section 1563(a) of the Internal Revenue Code, except that:

(i) "More than 50 percent" shall be substituted for "at least 80 percent" each place it appears in Section 1563(a)(1) of the Internal Revenue Code.

(ii) The determination shall be made without regard to subsections (a)(4) and (e)(3)(C) of Section 1563 of the Internal Revenue Code.

(2) If an employer acquires the major portion of a trade or business of another employer (hereinafter in this paragraph referred to as the "predecessor") or the major portion of a separate unit of a trade or business of a predecessor, then, for purposes of applying this section (other than subdivision (e)) for any calendar year ending after that acquisition, the employment relationship between a qualified employee and an employer shall not be treated as terminated if the employee continues to be employed in that trade or business.

(e)(1)(A) If the employment, other than seasonal employment, of any qualified employee with respect to whom qualified wages are taken into account under subdivision (a) is terminated by the taxpayer at any time during the first 270 days of that employment, whether or not consecutive, or before the close of the 270th calendar day after the day in which that employee completes 90 days of employment with the taxpayer, the tax imposed by this part for the taxable year in which that employment is terminated shall be increased by an amount equal to the credit allowed under subdivision (a) for that taxable year and all prior taxable years attributable to qualified wages paid or incurred with respect to that employee.

(B) If the seasonal employment of any qualified employee, with respect to whom qualified wages are taken into account under subdivision (a) is not continued by the taxpayer for a period of 270 days of employment during the 60-month period beginning with the day the qualified employee commences seasonal employment with the taxpayer, the tax imposed by this part, for the taxable year that includes the 60th month following the month in which the qualified employee commences seasonal employment with the taxpayer, shall be increased by an amount equal to the credit allowed under subdivision (a) for that taxable year and all prior taxable years attributable to qualified wages paid or incurred with respect to that qualified employee.

(2)(A) Subparagraph (A) of paragraph (1) shall not apply to any of the following:

(i) A termination of employment of a qualified employee who voluntarily leaves the employment of the taxpayer.

(ii) A termination of employment of a qualified employee who, before the close of the period referred to in subparagraph (A) of paragraph (1), becomes disabled and unable to perform the services of that employment, unless that disability is removed before the close of that period and the taxpayer fails to offer reemployment to that employee.

(iii) A termination of employment of a qualified employee, if it is determined that the termination was due to the misconduct (as defined in Sections 1256-30 to 1256-43, inclusive, of Title 22 of the California Code of Regulations) of that employee.

(iv) A termination of employment of a qualified employee due to a substantial reduction in the trade or business operations of the taxpayer.

(v) A termination of employment of a qualified employee, if that employee is replaced by other qualified employees so as to create a net increase in both the number of employees and the hours of employment.

(B) Subparagraph (B) of paragraph (1) shall not apply to any of the following:

(i) A failure to continue the seasonal employment of a qualified employee who voluntarily fails to return to the seasonal employment of the taxpayer.

(ii) A failure to continue the seasonal employment of a qualified employee who, before the close of the period referred to in subparagraph (B) of paragraph (1), becomes disabled and unable to perform the services of that seasonal employment, unless that disability is removed before the close of that period and the taxpayer fails to offer seasonal employment to that qualified employee.

(iii) A failure to continue the seasonal employment of a qualified employee, if it is determined that the failure to continue the seasonal employment was due to the misconduct (as defined in Sections 1256-30 to 1256-43, inclusive, of Title 22 of the California Code of Regulations) of that qualified employee.

(iv) A failure to continue seasonal employment of a qualified employee due to a substantial reduction in the regular seasonal trade or business operations of the taxpayer.

(v) A failure to continue the seasonal employment of a qualified employee, if that qualified employee is replaced by other qualified employees so as to create a net increase in both the number of seasonal employees and the hours of seasonal employment.

(C) For purposes of paragraph (1), the employment relationship between the taxpayer and a qualified employee shall not be treated as terminated by either of the following:

(i) By a transaction to which Section 381(a) of the Internal Revenue Code applies, if the qualified employee continues to be employed by the acquiring corporation.

(ii) By reason of a mere change in the form of conducting the trade or business of the taxpayer, if the qualified employee continues to be employed in that trade or business and the taxpayer retains a substantial interest in that trade or business.

(3) Any increase in tax under paragraph (1) shall not be treated as tax imposed by this part for purposes of determining the amount of any credit allowable under this part.

(f) Rules similar to the rules provided in Section 46(e) and (h) of the Internal Revenue Code shall apply to both of the following:

(1) An organization to which Section 593 of the Internal Revenue Code applies.

(2) A regulated investment company or a real estate investment trust subject to taxation under this part.

(g) For purposes of this section, "enterprise zone" means an area designated as an enterprise zone pursuant to Chapter 12.8 (commencing with Section 7070) of Division 7 of Title 1 of the Government Code.

(h) The credit allowable under this section shall be reduced by the credit allowed under Sections 23623.5, 23625, and 23646 claimed for the same employee. The credit shall also be reduced by the federal credit allowed under Section 51 of the Internal Revenue Code.

In addition, any deduction otherwise allowed under this part for the wages or salaries paid or incurred by the taxpayer upon which the credit is based shall be reduced by the amount of the credit, prior to any reduction required by subdivision (i) or (j).

(i) In the case where the credit otherwise allowed under this section exceeds the "tax" for the taxable year, that portion of the credit that exceeds the "tax" may be carried over and added to the credit, if any, in succeeding taxable years, until the credit is exhausted. The credit shall be applied first to the earliest taxable years possible.

(j)(1) The amount of the credit otherwise allowed under this section and Section 23612.2, including any credit carryover from prior years, that may reduce the "tax" for the taxable year shall not exceed the amount of tax which would be imposed on the taxpayer's business income attributable to the enterprise zone determined as if that attributable income represented all of the income of the taxpayer subject to tax under this part.

(2) Attributable income shall be that portion of the taxpayer's California source business income that is apportioned to the enterprise zone. For that purpose, the taxpayer's business attributable to sources in this state first shall be determined in accordance with Chapter 17 (commencing with Section 25101). That business income shall be further apportioned to the enterprise zone in accordance with Article 2 (commencing with Section 25120) of Chapter 17, modified for purposes of this section in accordance with paragraph (3).

(3) Business income shall be apportioned to the enterprise zone by multiplying the total California business income of the taxpayer by a fraction, the numerator of which is the property factor plus the payroll factor, and the denominator of which is two. For purposes of this paragraph:

(A) The property factor is a fraction, the numerator of which is the average value of the taxpayer's real and tangible personal property owned or rented and used in the enterprise zone during the income year, and the denominator of which is the average value of all the taxpayer's real and tangible personal property owned or rented and used in this state during the income year.

(B) The payroll factor is a fraction, the numerator of which is the total amount paid by the taxpayer in the enterprise zone during the income year for compensation, and the denominator of which is the total compensation paid by the taxpayer in this state during the income year.

(4) The portion of any credit remaining, if any, after application of this subdivision, shall be carried over to succeeding taxable years, as if it were an amount exceeding the "tax" for the taxable year, as provided in subdivision (i).

(k) The changes made to this section by the act adding this subdivision [FN2] shall apply to taxable years on or after January 1, 1997.

Schedule 2

Section 349(b) of the California Election Code

West's Ann.Cal.Elec.Code § 349

§ 349. Residence

(a) "Residence" for voting purposes means a person's domicile.

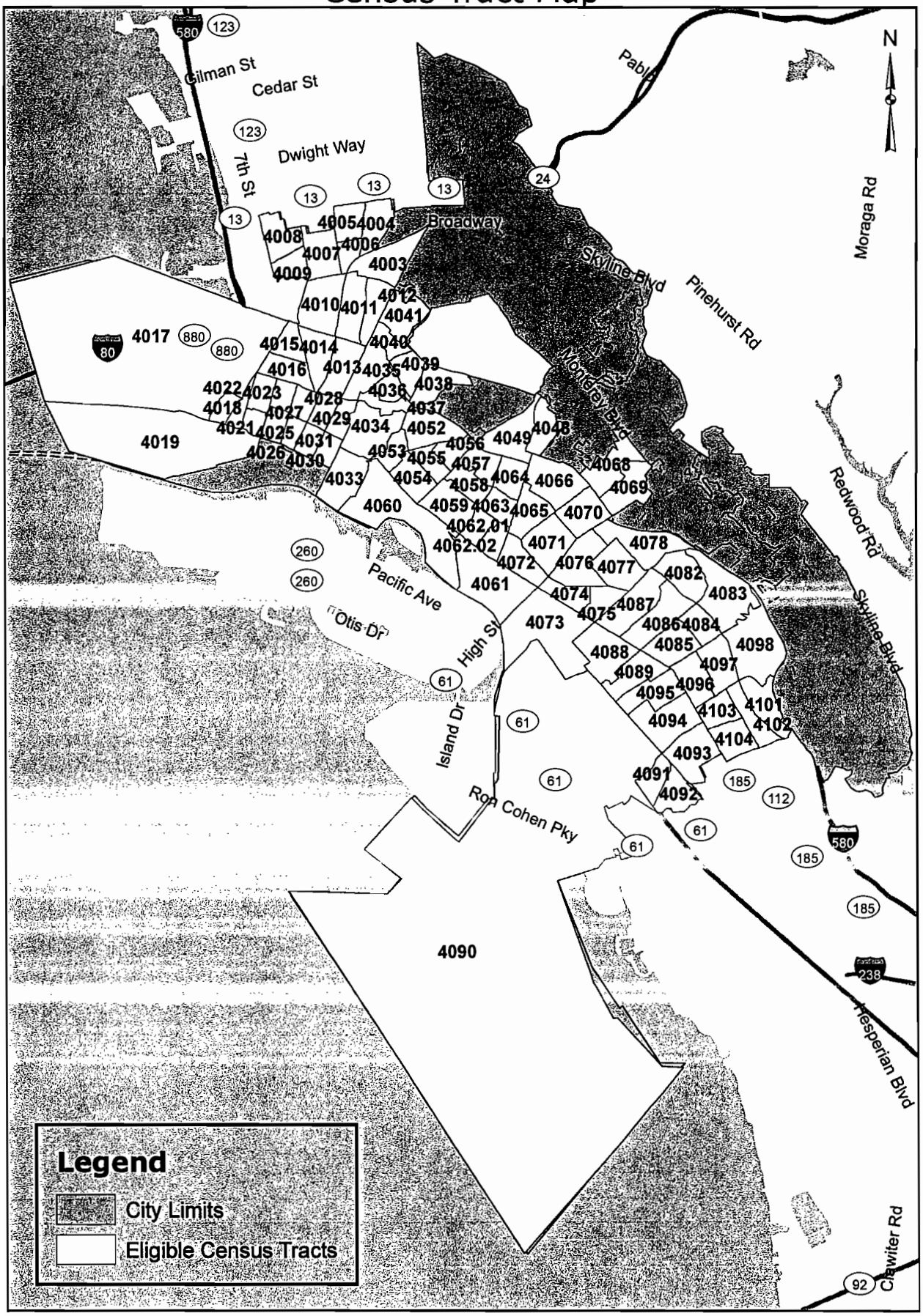
(b) The domicile of a person is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one domicile.

(c) The residence of a person is that place in which the person's habitation is fixed for some period of time, but wherein he or she does not have the intention of remaining. At a given time, a person may have more than one residence.

Schedule 3

Oakland Enterprise Zone Targeted Employment Area

OAKLAND ENTERISE ZONE TARGETED EMPLOYMENT AREA
Census Tract Map



CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
1ST	ST		750	1149	B	94607	4020.00
1ST	AV		1400	1599	B	94606	4053.00
1ST	AV		800	1399	B	94606	4060.00
1ST AVENUE	PL		1420	1448	B	94606	4053.00
2ND	ST		636	899	B	94607	4020.00
2ND	ST		250	635	B	94607	4032.00
2ND	ST		1	249	B	94607	4033.00
2ND	AV		1400	1699	B	94606	4053.00
2ND	AV		800	1399	B	94606	4060.00
3RD	ST		1150	1699	B	94607	4019.00
3RD	ST		650	1149	B	94607	4020.00
3RD	ST		250	649	B	94607	4032.00
3RD	ST		1	249	B	94607	4033.00
3RD	AV		1400	1999	B	94606	4053.00
3RD	AV		1100	1235	B	94606	4060.00
4TH	ST		650	899	B	94607	4020.00
4TH	ST		250	649	B	94607	4032.00
4TH	ST		1	249	B	94607	4033.00
4TH	AV		1400	1799	B	94606	4053.00
5TH	ST		1150	1999	B	94607	4019.00
5TH	ST		650	1149	B	94607	4020.00
5TH	ST		250	649	B	94607	4032.00
5TH	ST		1	249	B	94607	4033.00
5TH	AV		1401	1899	O	94606	4053.00
5TH	AV		1400	1698	E	94606	4054.00
5TH	AV		1700	1999	B	94606	4054.00
5TH	AV		2000	2299	B	94606	4055.00
5TH	AV		1	1399	B	94606	4060.00
6TH	ST		650	899	B	94607	4026.00
6TH	ST		250	449	B	94607	4030.00
6TH	ST		450	649	B	94607	4031.00
6TH	ST		1	249	B	94607	4033.00
6TH	AV		1400	1999	B	94606	4054.00
6TH	AV		1	1399	B	94606	4060.00
7TH	ST		1750	2998	E	94607	4017.00
7TH	ST		1600	1748	E	94607	4018.00
7TH	ST		1151	2999	O	94607	4019.00
7TH	ST		1350	1598	E	94607	4022.00
7TH	ST		900	1149	B	94607	4025.00
7TH	ST		250	449	B	94607	4030.00
7TH	ST		450	649	B	94607	4031.00
7TH	ST		1	249	B	94607	4033.00
7TH	AV		1400	1999	B	94606	4054.00
7TH	AV		2000	2399	B	94606	4055.00
7TH	AV		2401	2699	O	94606	4055.00
7TH	AV		2400	2698	E	94606	4056.00
7TH	AV		700	1399	B	94606	4060.00
7TH	ST	EAST	2100	2299	B	94606	4060.00
7TH	ST	EAST	2300	2699	B	94601	4060.00
7TH	ST	EAST	2700	3699	B	94601	4061.00
8TH	ST		1751	1899	B	94607	4017.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
8TH	ST		1600	1750	B	94607	4018.00
8TH	ST		1150	1349	B	94607	4021.00
8TH	ST		1350	1599	B	94607	4022.00
8TH	ST		900	1149	B	94607	4025.00
8TH	ST		650	899	B	94607	4026.00
8TH	ST		250	449	B	94607	4030.00
8TH	ST		450	649	B	94607	4031.00
8TH	ST		1	249	B	94607	4033.00
8TH	AV		1400	1999	B	94606	4054.00
8TH	AV		2000	2399	B	94606	4055.00
8TH	AV		2400	2799	B	94606	4056.00
8TH	AV		2800	2999	B	94610	4056.00
8TH	AV		1	1399	B	94606	4060.00
8TH	ST	EAST	200	1399	B	94606	4060.00
8TH	ST	EAST	2700	4299	B	94601	4061.00
8TH	ST	EAST	5000	5399	B	94601	4073.00
9TH	ST		1750	1999	B	94607	4017.00
9TH	ST		1700	1749	B	94607	4018.00
9TH	ST		1400	1599	B	94607	4022.00
9TH	ST		650	749	B	94607	4026.00
9TH	ST		250	449	B	94607	4030.00
9TH	ST		450	649	B	94607	4031.00
9TH	AV		1400	1999	B	94606	4054.00
9TH	AV		2000	2399	B	94606	4055.00
9TH	AV		2400	2790	B	94606	4056.00
9TH	ST	EAST	2300	3699	B	94601	4061.00
10TH	ST		1750	1999	B	94607	4017.00
10TH	ST		2680	2680	E	94607	4017.00
10TH	ST		2689	2689	O	94607	4017.00
10TH	ST		1600	1749	B	94607	4018.00
10TH	ST		1150	1399	B	94607	4021.00
10TH	ST		1400	1499	B	94607	4022.00
10TH	ST		900	1149	B	94607	4025.00
10TH	ST		650	899	B	94607	4026.00
10TH	ST		250	349	B	94607	4030.00
10TH	ST		450	649	B	94607	4031.00
10TH	ST		1	249	B	94607	4033.00
10TH	ST	EAST	1	99	B	94606	4033.00
10TH	AV		1400	1999	B	94606	4054.00
10TH	AV		2000	2399	B	94606	4055.00
10TH	AV		2400	2799	B	94606	4056.00
10TH	AV		1000	1399	B	94606	4060.00
10TH	ST	EAST	100	999	B	94606	4060.00
10TH	ST	EAST	2300	3199	B	94601	4061.00
10TH	ST	EAST	5000	5399	B	94601	4073.00
11TH	ST		1750	1999	B	94607	4017.00
11TH	ST		2670	2676	B	94607	4017.00
11TH	ST		1600	1749	B	94607	4018.00
11TH	ST		1400	1499	B	94607	4022.00
11TH	ST		650	899	B	94607	4026.00
11TH	ST		250	449	B	94607	4030.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
11TH	ST		450	649	B	94607	4031.00
11TH	ST		1	249	B	94607	4033.00
11TH	AV		1400	1999	B	94606	4054.00
11TH	AV		2000	2399	B	94606	4055.00
11TH	AV		2400	2799	B	94606	4056.00
11TH	AV		2800	3199	B	94610	4056.00
11TH	AV		1000	1399	B	94606	4060.00
11TH	ST	EAST	100	199	B	94606	4060.00
11TH	ST	EAST	2200	2799	B	94606	4061.00
12TH	ST		1750	1999	B	94607	4017.00
12TH	ST		1600	1749	B	94607	4018.00
12TH	ST		1151	1399	O	94607	4021.00
12TH	ST		1400	1599	B	94607	4022.00
12TH	ST		1150	1398	E	94607	4023.00
12TH	ST		900	1149	B	94607	4025.00
12TH	ST		650	899	B	94607	4026.00
12TH	ST		250	449	B	94607	4030.00
12TH	ST		450	649	B	94607	4031.00
12TH	ST		1	249	B	94607	4033.00
12TH	ST	EAST	2	98	E	94606	4053.00
12TH	AV		1400	1999	B	94606	4054.00
12TH	AV		2000	2799	B	94606	4055.00
12TH	AV		1000	1399	B	94606	4060.00
12TH	ST	EAST	100	298	E	94606	4060.00
12TH	ST	EAST	101	299	O	94606	4060.00
12TH	ST	EAST	300	2299	B	94606	4060.00
12TH	ST	EAST	2300	4299	B	94601	4061.00
12TH	ST	EAST	4300	5499	B	94601	4073.00
12TH ST	PL	EAST	4300	4399	B	94601	4073.00
13TH	ST		1750	1999	B	94607	4017.00
13TH	ST		1600	1749	B	94607	4018.00
13TH	ST		1400	1599	B	94607	4022.00
13TH	ST		1300	1399	B	94607	4023.00
13TH	ST		650	799	B	94612	4026.00
13TH	ST		800	899	B	94607	4026.00
13TH	ST		250	406	E	94612	4030.00
13TH	ST		251	449	O	94612	4030.00
13TH	ST		408	408	E	94612	4030.00
13TH	ST		410	448	E	94612	4030.00
13TH	ST		450	649	B	94612	4031.00
13TH	ST		1	249	B	94612	4034.00
13TH	AV		1401	1999	O	94606	4054.00
13TH	AV		2001	2399	O	94606	4055.00
13TH	AV		2401	2799	O	94606	4056.00
13TH	AV		2801	3499	O	94610	4056.00
13TH	AV		2700	2798	E	94606	4057.00
13TH	AV		2200	2698	E	94606	4058.00
13TH	AV		1400	2198	E	94606	4059.00
13TH	AV		1100	1399	B	94606	4060.00
13TH	ST	EAST	3100	3199	B	94601	4061.00
14TH	ST		1600	2998	E	94607	4017.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
14TH	ST		1751	2999	O	94607	4017.00
14TH	ST		1601	1749	O	94607	4018.00
14TH	ST		1400	1599	B	94607	4022.00
14TH	ST		1150	1399	B	94607	4023.00
14TH	ST		900	1148	E	94607	4024.00
14TH	ST		901	1149	O	94607	4025.00
14TH	ST		651	799	O	94612	4026.00
14TH	ST		801	899	O	94607	4026.00
14TH	ST		650	798	E	94612	4027.00
14TH	ST		800	898	E	94607	4027.00
14TH	ST		450	598	E	94612	4028.00
14TH	ST		250	448	E	94612	4029.00
14TH	ST		251	449	O	94612	4030.00
14TH	ST		451	649	O	94612	4031.00
14TH	ST		600	648	E	94612	4031.00
14TH	ST		1	249	B	94612	4034.00
14TH	ST	EAST	100	498	E	94606	4053.00
14TH	ST	EAST	500	1298	E	94606	4054.00
14TH	AV		2701	2999	O	94606	4057.00
14TH	AV		2900	2998	E	94606	4057.00
14TH	AV		3000	3299	B	94602	4057.00
14TH	AV		3300	3399	B	94602	4057.00
14TH	AV		2200	2699	B	94606	4058.00
14TH	AV		2700	2898	E	94606	4058.00
14TH	AV		1400	2199	B	94606	4059.00
14TH	ST	EAST	1300	2298	E	94606	4059.00
14TH	AV		1100	1399	B	94606	4060.00
14TH	ST	EAST	101	2299	O	94606	4060.00
14TH	ST	EAST	2301	4299	O	94601	4061.00
14TH	ST	EAST	2300	3198	E	94601	4062.00
14TH	ST	EAST	3200	4298	E	94601	4072.00
14TH	ST	EAST	4301	5499	O	94601	4073.00
14TH	ST	EAST	5501	5899	O	94621	4073.00
14TH	ST	EAST	4300	5498	E	94601	4074.00
14TH	ST	EAST	5500	5898	E	94621	4075.00
14TH	ST	EAST	7300	8198	E	94621	4085.00
14TH	ST	EAST	6650	7298	E	94621	4086.00
14TH	ST	EAST	5900	6648	E	94621	4087.00
14TH	ST	EAST	5901	7299	O	94621	4088.00
14TH	ST	EAST	7301	8199	O	94621	4089.00
14TH	ST	EAST	9801	10699	O	94603	4093.00
14TH	ST	EAST	8901	8999	O	94621	4094.00
14TH	ST	EAST	9001	9799	O	94603	4094.00
14TH	ST	EAST	8201	8899	O	94621	4095.00
14TH	ST	EAST	8200	8998	E	94621	4096.00
14TH	ST	EAST	9000	9398	E	94603	4096.00
14TH	ST	EAST	9400	9998	E	94603	4103.00
14TH	ST	EAST	10000	10998	E	94603	4104.00
15TH	ST		1600	1999	B	94607	4017.00
15TH	ST		1400	1599	B	94607	4022.00
15TH	ST		650	699	B	94612	4027.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
15TH	ST		700	799	B	94612	4027.00
15TH	ST		800	899	B	94607	4027.00
15TH	ST		450	649	B	94612	4028.00
15TH	ST		300	449	B	94612	4029.00
15TH	ST		100	199	B	94612	4034.00
15TH	ST	EAST	100	499	B	94606	4053.00
15TH	ST	EAST	500	1299	B	94606	4054.00
15TH	AV		1400	1899	B	94606	4059.00
15TH	ST	EAST	1300	2299	B	94606	4059.00
15TH	AV		1100	1399	B	94606	4060.00
15TH	ST	EAST	2300	2699	B	94601	4062.00
15TH	ST	EAST	3000	3199	B	94601	4062.00
15TH	ST	EAST	3500	3599	B	94601	4072.00
15TH	ST	EAST	4000	4199	B	94601	4072.00
15TH	ST	EAST	5500	5899	B	94621	4075.00
16TH	ST		1600	1999	B	94607	4017.00
16TH	ST		1400	1599	B	94607	4022.00
16TH	ST		1150	1399	B	94607	4023.00
16TH	ST		900	1149	B	94607	4024.00
16TH	ST		650	799	B	94612	4027.00
16TH	ST		800	899	B	94607	4027.00
16TH	ST		500	649	B	94612	4028.00
16TH	ST	EAST	100	199	B	94606	4053.00
16TH	AV		1400	2099	B	94606	4059.00
16TH	AV		1100	1399	B	94606	4060.00
16TH	ST	EAST	2300	3099	B	94601	4062.00
16TH	ST	EAST	3200	3399	B	94601	4072.00
16TH	ST	EAST	3500	3699	B	94601	4072.00
16TH	ST	EAST	4000	4199	B	94601	4072.00
16TH	ST	EAST	5500	5899	B	94621	4075.00
16TH	ST	EAST	5900	6399	B	94621	4087.00
17TH	ST		1600	1799	B	94607	4017.00
17TH	ST		1400	1599	B	94607	4022.00
17TH	ST		1300	1399	B	94607	4023.00
17TH	ST		650	799	B	94612	4027.00
17TH	ST		800	899	B	94607	4027.00
17TH	ST		450	649	B	94612	4028.00
17TH	ST		250	449	B	94612	4029.00
17TH	ST		100	249	B	94612	4034.00
17TH	ST	EAST	300	499	B	94606	4053.00
17TH	ST	EAST	500	1299	B	94606	4054.00
17TH	AV		2200	2399	B	94606	4058.00
17TH	AV		1400	1599	B	94606	4059.00
17TH	AV		1900	2199	B	94606	4059.00
17TH	ST	EAST	1300	1599	B	94606	4059.00
17TH	ST	EAST	1800	2299	B	94606	4059.00
17TH	AV		1100	1399	B	94606	4060.00
17TH	ST	EAST	2300	2399	B	94601	4062.00
17TH	ST	EAST	2700	3099	B	94601	4062.00
17TH	ST	EAST	3200	3499	B	94601	4072.00
17TH	ST	EAST	4000	4299	B	94601	4072.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
17TH	ST	EAST	5500	5899	B	94621	4075.00
17TH	ST	EAST	5900	6399	B	94621	4087.00
18TH	ST		1600	1799	B	94607	4017.00
18TH	ST		1400	1599	B	94607	4022.00
18TH	ST		1150	1399	B	94607	4023.00
18TH	ST		900	1149	B	94607	4024.00
18TH	ST		650	799	B	94612	4027.00
18TH	ST		800	899	B	94607	4027.00
18TH	ST		500	649	B	94612	4028.00
18TH	ST	EAST	200	499	B	94606	4053.00
18TH	ST	EAST	500	1299	B	94606	4054.00
18TH	AV		1400	2099	B	94606	4059.00
18TH	ST	EAST	1300	1399	B	94606	4059.00
18TH	AV		1100	1399	B	94606	4060.00
18TH	ST	EAST	2900	3099	B	94601	4062.00
18TH	ST	EAST	3400	4199	B	94601	4072.00
19TH	ST		1400	1599	B	94607	4022.00
19TH	ST		1150	1399	B	94607	4023.00
19TH	ST		650	799	B	94612	4027.00
19TH	ST		800	899	B	94607	4027.00
19TH	ST		450	649	B	94612	4028.00
19TH	ST		251	449	O	94612	4029.00
19TH	ST		300	448	E	94612	4029.00
19TH	ST		150	298	E	94612	4034.00
19TH	ST		151	249	O	94612	4034.00
19TH	ST	EAST	300	399	B	94606	4053.00
19TH	ST	EAST	401	499	O	94606	4053.00
19TH	ST	EAST	400	798	E	94606	4054.00
19TH	ST	EAST	501	799	O	94606	4054.00
19TH	ST	EAST	800	1299	B	94606	4054.00
19TH	AV		2700	2899	B	94606	4057.00
19TH	AV		2200	2699	B	94606	4058.00
19TH	AV		1400	2199	B	94606	4059.00
19TH	ST	EAST	1300	2299	B	94606	4059.00
19TH	AV		1000	1399	B	94606	4060.00
19TH	ST	EAST	2300	2399	B	94601	4062.00
19TH	ST	EAST	2900	3099	B	94601	4062.00
20TH	ST		1600	1899	B	94607	4017.00
20TH	ST		1400	1599	B	94607	4022.00
20TH	ST		1350	1399	B	94607	4023.00
20TH	ST		650	799	B	94612	4027.00
20TH	ST		800	899	B	94607	4027.00
20TH	ST		450	649	B	94612	4028.00
20TH	ST		200	449	B	94612	4029.00
20TH	ST	EAST	401	1299	O	94606	4054.00
20TH	ST	EAST	400	1298	E	94606	4055.00
20TH	AV		1400	2099	B	94606	4059.00
20TH	ST	EAST	1300	2299	B	94606	4059.00
20TH	AV		1100	1399	B	94606	4060.00
20TH	ST	EAST	2300	2799	B	94601	4062.00
21ST	ST		1150	1399	B	94607	4023.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
21ST	ST		900	1149	B	94607	4024.00
21ST	ST		650	799	B	94612	4027.00
21ST	ST		800	899	B	94607	4027.00
21ST	ST		450	649	B	94612	4028.00
21ST	ST		200	449	B	94612	4029.00
21ST	ST	EAST	400	1299	B	94606	4055.00
21ST	AV		2700	2999	B	94606	4057.00
21ST	AV		2200	2699	B	94606	4058.00
21ST	AV		1400	2199	B	94606	4059.00
21ST	ST	EAST	1300	2299	B	94606	4059.00
21ST	AV		1100	1399	B	94606	4060.00
21ST	ST	EAST	2300	2899	B	94601	4062.00
22ND	ST		650	799	B	94612	4027.00
22ND	ST		800	899	B	94607	4027.00
22ND	ST		450	649	B	94612	4028.00
22ND	ST		200	449	B	94612	4029.00
22ND	ST	EAST	400	1299	B	94606	4055.00
22ND	AV		2700	2999	B	94606	4057.00
22ND	AV		3000	3199	B	94602	4057.00
22ND	AV		2600	2699	B	94606	4058.00
22ND	ST	EAST	1300	2298	E	94606	4058.00
22ND	AV		1400	2099	B	94606	4059.00
22ND	ST	EAST	1301	2299	O	94606	4059.00
22ND	AV		900	1399	B	94606	4060.00
22ND	ST	EAST	2301	3099	O	94601	4062.00
22ND	ST	EAST	2300	3098	E	94601	4063.00
22ND	ST	EAST	3300	3399	B	94601	4065.00
23RD	ST		400	649	B	94612	4013.00
23RD	ST		650	699	B	94612	4014.00
23RD	ST		700	799	B	94612	4016.00
23RD	ST		200	399	B	94612	4035.00
23RD	ST	EAST	500	1299	B	94606	4055.00
23RD	AV		2701	2999	O	94606	4057.00
23RD	AV		3001	3099	O	94602	4057.00
23RD	AV		2201	2699	O	94606	4058.00
23RD	ST	EAST	1300	2299	B	94606	4058.00
23RD	AV		1401	1599	O	94606	4059.00
23RD	AV		1601	2199	O	94606	4059.00
23RD	AV		101	1399	O	94606	4060.00
23RD	AV		100	1398	E	94606	4061.00
23RD	AV		1400	1598	E	94601	4062.00
23RD	AV		1600	2198	E	94606	4062.00
23RD	AV		2200	2698	E	94606	4063.00
23RD	ST	EAST	2300	3199	B	94601	4063.00
23RD	AV		2700	2998	E	94606	4064.00
23RD	AV		3000	3098	E	94602	4064.00
23RD	ST	EAST	3200	3399	B	94601	4065.00
23RD AVENUE	PL		1100	1299	B	94606	4060.00
24TH	ST		400	599	B	94612	4013.00
24TH	ST		600	799	B	94612	4014.00
24TH	ST		900	1599	B	94607	4016.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
24TH	ST		1600	1799	B	94607	4017.00
24TH	ST		200	399	B	94612	4035.00
24TH	ST	EAST	701	1299	O	94606	4055.00
24TH	ST	EAST	700	1298	E	94606	4056.00
24TH	ST	EAST	1300	2299	B	94606	4058.00
24TH	AV		1400	2199	B	94601	4062.00
24TH	AV		2200	2599	B	94601	4063.00
24TH	ST	EAST	2300	2599	B	94601	4063.00
25TH	ST		400	599	B	94612	4013.00
25TH	ST		600	799	B	94612	4014.00
25TH	ST	EAST	1300	2299	B	94606	4058.00
25TH	AV		1000	1399	B	94601	4061.00
25TH	AV		1400	2199	B	94601	4062.00
25TH	AV		2200	2699	B	94601	4063.00
25TH	ST	EAST	2600	2699	B	94601	4063.00
25TH	AV		2700	2899	B	94601	4064.00
25TH STREET	WY	EAST	1400	1499	B	94606	4058.00
26TH	ST		400	499	B	94612	4013.00
26TH	ST		600	899	B	94612	4014.00
26TH	ST		900	1599	B	94607	4016.00
26TH	ST		1600	1899	B	94607	4017.00
26TH	ST		300	399	B	94612	4035.00
26TH	ST	EAST	1300	2199	B	94606	4058.00
26TH	AV		800	1399	B	94601	4061.00
26TH	AV		1500	2149	B	94601	4062.00
26TH	AV		2300	2699	B	94601	4063.00
26TH	ST	EAST	2300	2499	B	94601	4063.00
26TH	AV		2700	2899	B	94601	4064.00
26TH STREET	WY	EAST	1400	1499	B	94606	4058.00
27TH	ST		400	599	B	94612	4013.00
27TH	ST		600	799	B	94612	4014.00
27TH	ST		800	849	B	94607	4014.00
27TH	ST		850	899	B	94607	4016.00
27TH	ST		200	399	B	94612	4035.00
27TH	ST	EAST	1300	1398	E	94606	4057.00
27TH	ST	EAST	1900	2298	E	94606	4057.00
27TH	ST	EAST	1301	1399	O	94606	4058.00
27TH	ST	EAST	1901	2299	O	94606	4058.00
27TH	AV		800	1199	B	94601	4061.00
27TH	AV		1400	2199	B	94601	4062.00
27TH	AV		2200	2499	B	94601	4063.00
27TH	ST	EAST	2301	3099	O	94601	4063.00
27TH	ST	EAST	2300	3098	E	94601	4064.00
27TH	ST	EAST	3100	3299	B	94601	4065.00
28TH	ST		300	599	B	94609	4013.00
28TH	ST		600	799	B	94609	4014.00
28TH	ST		800	849	B	94608	4014.00
28TH	ST		850	1598	E	94608	4015.00
28TH	ST		851	1599	O	94608	4016.00
28TH	ST		1600	1799	B	94608	4017.00
28TH	ST		200	299	B	94611	4035.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
28TH	ST		800	1299	B	94610	4056.00
28TH	ST	EAST	1300	1399	B	94606	4057.00
28TH	ST	EAST	1900	2299	B	94606	4057.00
28TH	AV		1400	1999	B	94601	4062.00
28TH	ST	EAST	2400	2599	B	94601	4064.00
29TH	ST		300	599	B	94609	4013.00
29TH	ST		600	799	B	94609	4014.00
29TH	ST		800	899	B	94608	4014.00
29TH	ST		200	299	B	94611	4035.00
29TH	ST	EAST	1900	2299	B	94606	4057.00
29TH	AV		101	335	O	94606	4060.00
29TH	AV		100	1398	E	94601	4061.00
29TH	AV		337	1399	O	94601	4061.00
29TH	AV		1400	1699	B	94601	4062.00
29TH	ST	EAST	2300	2499	B	94606	4064.00
29TH	ST	EAST	2500	2599	B	94602	4064.00
29TH	ST	EAST	2900	3099	B	94601	4065.00
30TH	ST		300	599	B	94609	4013.00
30TH	ST		600	899	B	94609	4014.00
30TH	ST		900	1399	B	94608	4015.00
30TH	ST		200	299	B	94611	4035.00
30TH	ST	EAST	1900	2299	B	94606	4057.00
30TH	AV		1200	1399	B	94601	4061.00
30TH	ST	EAST	2300	2399	B	94606	4064.00
31ST	ST		500	599	B	94609	4013.00
31ST	ST		600	799	B	94609	4014.00
31ST	ST		800	899	B	94608	4014.00
31ST	ST	EAST	1300	2299	B	94602	4057.00
31ST	AV		1200	1399	B	94601	4061.00
31ST	AV		1400	1499	B	94601	4062.00
32ND	ST		500	599	B	94609	4013.00
32ND	ST		600	799	B	94609	4014.00
32ND	ST		800	949	B	94608	4014.00
32ND	ST		950	1399	B	94608	4015.00
32ND	ST		1400	1899	B	94608	4017.00
32ND	ST	EAST	1300	2299	B	94602	4057.00
33RD	ST		500	599	B	94609	4013.00
33RD	ST		600	799	B	94609	4014.00
33RD	ST		800	999	B	94608	4014.00
33RD	ST	EAST	1000	1299	B	94610	4056.00
33RD	ST	EAST	1300	1599	B	94602	4057.00
33RD	ST	EAST	1601	2299	O	94602	4057.00
33RD	AV		800	1399	B	94601	4061.00
33RD	AV		1400	1999	B	94601	4072.00
34TH	ST		300	599	B	94609	4013.00
34TH	ST		600	799	B	94609	4014.00
34TH	ST		800	999	B	94608	4014.00
34TH	ST		1000	1299	B	94608	4015.00
34TH	ST		1300	1899	B	94608	4017.00
34TH	ST	EAST	1200	1299	B	94610	4056.00
34TH	ST	EAST	1300	1399	B	94602	4057.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
34TH	AV		700	1399	B	94601	4061.00
34TH	AV		2000	2699	B	94601	4065.00
34TH	AV		1400	1999	B	94601	4072.00
35TH	ST		500	599	B	94609	4013.00
35TH	ST		600	799	B	94609	4014.00
35TH	ST		800	999	B	94608	4014.00
35TH	ST		1000	1399	B	94608	4015.00
35TH	AV		800	1399	B	94601	4061.00
35TH	AV		1901	2599	O	94601	4065.00
35TH	AV		2601	3599	O	94619	4066.00
35TH	AV		2600	3598	E	94619	4070.00
35TH	AV		1900	2598	E	94601	4071.00
35TH	AV		1400	1899	B	94601	4072.00
36TH	ST		600	798	E	94609	4010.00
36TH	ST		800	1032	B	94608	4010.00
36TH	ST		1033	1099	O	94608	4010.00
36TH	ST		350	599	B	94609	4011.00
36TH	ST		1101	1299	O	94608	4015.00
36TH	ST		1124	1124	E	94608	4015.00
36TH	AV		600	1399	B	94601	4061.00
36TH	AV		1900	2099	B	94601	4071.00
36TH	AV		1400	1899	B	94601	4072.00
37TH	ST		600	799	B	94609	4010.00
37TH	ST		800	1099	B	94608	4010.00
37TH	ST		400	599	B	94609	4011.00
37TH	AV		600	1399	B	94601	4061.00
37TH	AV		1400	1899	B	94601	4072.00
38TH	ST		423	499	B	94609	4011.00
38TH	ST		300	422	B	94609	4012.00
38TH	ST		200	299	B	94611	4040.00
38TH	AV		800	1399	B	94601	4061.00
38TH	AV		2600	3599	B	94619	4070.00
38TH	AV		1900	2599	B	94601	4071.00
38TH	AV		1400	1899	B	94601	4072.00
39TH	ST		600	799	B	94609	4010.00
39TH	ST		800	1099	B	94608	4010.00
39TH	ST		500	599	B	94609	4011.00
39TH	AV		800	1399	B	94601	4061.00
39TH	AV		2600	2799	B	94619	4070.00
39TH	AV		3300	3499	B	94619	4070.00
39TH	AV		2000	2299	B	94601	4071.00
39TH	AV		1400	1899	B	94601	4072.00
40TH	ST		600	799	B	94609	4010.00
40TH	ST		800	1099	B	94608	4010.00
40TH	ST		424	599	B	94609	4011.00
40TH	ST		300	423	B	94609	4012.00
40TH	ST		151	299	O	94611	4040.00
40TH	ST		150	298	E	94611	4041.00
40TH	AV		800	1399	B	94601	4061.00
40TH	AV		1900	2299	B	94601	4071.00
40TH	AV		1400	1899	B	94601	4072.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
40TH STREET	WY		180	299	B	94611	4041.00
41ST	ST		600	799	B	94609	4010.00
41ST	ST		800	1099	B	94608	4010.00
41ST	ST		414	599	B	94609	4011.00
41ST	ST		300	423	B	94609	4012.00
41ST	ST		1	299	B	94611	4041.00
41ST	AV		800	1399	B	94601	4061.00
41ST	AV		1900	2299	B	94601	4071.00
41ST	AV		1400	1899	B	94601	4072.00
42ND	ST		600	799	B	94609	4010.00
42ND	ST		800	1039	B	94608	4010.00
42ND	ST		425	599	B	94609	4011.00
42ND	ST		300	424	B	94609	4012.00
42ND	AV		1200	1399	B	94601	4061.00
42ND	AV		1900	2299	B	94601	4071.00
42ND	AV		1400	1899	B	94601	4072.00
43RD	ST		600	799	B	94609	4010.00
43RD	ST		800	1015	B	94608	4010.00
43RD	ST		426	599	B	94609	4011.00
43RD	ST		300	425	B	94609	4012.00
44TH	ST		600	799	B	94609	4010.00
44TH	ST		800	1015	B	94608	4010.00
44TH	ST		424	599	B	94609	4011.00
44TH	ST		300	423	B	94609	4012.00
44TH	AV		1000	1399	B	94601	4073.00
44TH	AV		1400	1599	B	94601	4074.00
45TH	ST		600	799	B	94609	4010.00
45TH	ST		800	1008	B	94608	4010.00
45TH	ST		426	599	B	94609	4011.00
45TH	ST		300	425	B	94609	4012.00
45TH	AV		700	1399	B	94601	4073.00
45TH	AV		1400	1799	B	94601	4074.00
45TH	AV		2000	2199	B	94601	4076.00
46TH	ST		600	799	B	94609	4010.00
46TH	ST		800	1006	B	94608	4010.00
46TH	ST		521	599	B	94609	4011.00
46TH	AV		400	1399	B	94601	4073.00
46TH	AV		1400	1799	B	94601	4074.00
46TH	AV		2000	2099	B	94601	4076.00
47TH	ST		600	799	B	94609	4010.00
47TH	ST		800	899	B	94608	4010.00
47TH	ST		500	599	B	94609	4011.00
47TH	AV		800	1399	B	94601	4073.00
47TH	AV		1400	1899	B	94601	4074.00
47TH	AV		1900	2399	B	94601	4076.00
48TH	ST		426	599	B	94609	4011.00
48TH	ST		400	425	B	94609	4012.00
48TH	AV		1000	1399	B	94601	4073.00
48TH	AV		1400	1899	B	94601	4074.00
48TH	AV		1900	2399	B	94601	4076.00
49TH	ST		425	599	B	94609	4011.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
49TH	ST		300	426	B	94609	4012.00
49TH	AV		800	1399	B	94601	4073.00
4TH	AV		700	1399	B	94606	4060.00
50TH	ST		400	599	B	94609	4011.00
50TH	ST		350	399	B	94609	4012.00
50TH	AV		600	1399	B	94601	4073.00
50TH	AV		1400	1799	B	94601	4074.00
50TH	AV		1900	2299	B	94601	4076.00
51ST	ST		300	498	E	94609	4003.00
51ST	ST		650	799	B	94609	4010.00
51ST	ST		800	899	B	94608	4010.00
51ST	ST		425	499	O	94609	4011.00
51ST	ST		500	649	B	94609	4011.00
51ST	ST		301	423	O	94609	4012.00
51ST	AV		800	1399	B	94601	4073.00
51ST	AV		1400	1899	B	94601	4074.00
51ST	AV		1900	2199	B	94601	4076.00
52ND	ST		500	648	E	94609	4003.00
52ND	ST		650	698	E	94609	4006.00
52ND	ST		700	798	E	94609	4007.00
52ND	ST		800	998	E	94608	4007.00
52ND	ST		651	799	O	94609	4010.00
52ND	ST		801	999	O	94608	4010.00
52ND	ST		501	649	O	94609	4011.00
52ND	AV		800	1399	B	94601	4073.00
52ND	AV		1400	1699	B	94601	4074.00
53RD	ST		500	599	B	94609	4003.00
53RD	ST		600	699	B	94609	4006.00
53RD	ST		700	799	B	94609	4007.00
53RD	ST		800	949	B	94608	4007.00
53RD	ST		950	1099	B	94608	4009.00
53RD	ST		1100	1190	E	94608	4009.00
53RD	AV		800	1399	B	94601	4073.00
53RD	AV		1400	1699	B	94601	4074.00
54TH	ST		500	599	B	94609	4003.00
54TH	ST		600	699	B	94609	4006.00
54TH	ST		700	799	B	94609	4007.00
54TH	ST		800	949	B	94608	4007.00
54TH	ST		950	1199	B	94608	4009.00
54TH	AV		800	1399	B	94601	4073.00
54TH	AV		1400	1699	B	94601	4074.00
55TH	ST		450	549	B	94609	4003.00
55TH	ST		550	699	B	94609	4006.00
55TH	ST		700	799	B	94609	4007.00
55TH	ST		800	949	B	94608	4007.00
55TH	ST		950	1248	B	94608	4009.00
55TH	AV		1401	1699	O	94621	4074.00
55TH	AV		1400	1698	E	94621	4075.00
55TH	AV		1700	2199	B	94621	4075.00
55TH	AV		2200	2399	B	94605	4075.00
56TH	ST		400	499	B	94609	4003.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
56TH	ST		500	699	B	94609	4006.00
56TH	ST		700	799	B	94609	4007.00
56TH	ST		800	949	B	94608	4007.00
56TH	ST		950	1099	B	94608	4009.00
56TH	AV		1400	1599	B	94621	4075.00
57TH	ST		400	499	B	94609	4004.00
57TH	ST		500	699	B	94609	4006.00
57TH	ST		800	949	B	94608	4007.00
57TH	ST		950	1099	B	94608	4009.00
57TH	AV		1100	1399	B	94621	4073.00
57TH	AV		1400	2199	B	94621	4075.00
57TH	AV		2200	2499	B	94605	4075.00
58TH	ST		400	499	B	94609	4004.00
58TH	ST		500	699	B	94609	4006.00
58TH	ST		700	799	B	94609	4007.00
58TH	ST		800	925	B	94608	4007.00
58TH	AV		1100	1399	B	94621	4073.00
59TH	ST		400	499	B	94609	4004.00
59TH	ST		500	698	E	94609	4005.00
59TH	ST		501	699	O	94609	4006.00
59TH	ST		700	799	B	94609	4007.00
59TH	ST		800	989	B	94608	4007.00
59TH	ST		991	999	O	94608	4007.00
59TH	ST		990	998	E	94608	4008.00
59TH	ST		1000	1249	B	94608	4008.00
60TH	ST		350	399	B	94618	4004.00
60TH	ST		400	499	B	94609	4004.00
60TH	ST		500	699	B	94609	4005.00
60TH	ST		700	799	B	94609	4007.00
60TH	ST		800	949	B	94608	4007.00
60TH	ST		951	1099	B	94608	4008.00
60TH	AV		2450	3299	B	94605	4087.00
60TH	AV		1000	1399	B	94621	4088.00
61ST	ST		350	399	B	94618	4004.00
61ST	ST		400	499	B	94609	4004.00
61ST	ST		500	699	B	94609	4005.00
61ST	ST		700	799	B	94609	4007.00
61ST	ST		800	949	B	94608	4007.00
61ST	ST		950	1249	B	94608	4008.00
61ST	AV		1400	1699	B	94621	4087.00
61ST	AV		2450	3299	B	94605	4087.00
61ST	AV		1000	1399	B	94621	4088.00
61ST STREET	PL		950	999	B	94608	4008.00
62ND	ST		300	399	B	94618	4004.00
62ND	ST		400	499	B	94609	4004.00
62ND	ST		500	699	B	94609	4005.00
62ND	ST		701	799	O	94609	4007.00
62ND	ST		900	949	B	94608	4007.00
62ND	ST		950	1249	B	94608	4008.00
62ND	AV		1400	2199	B	94621	4087.00
62ND	AV		2200	3299	B	94605	4087.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
62ND	AV		1000	1399	B	94621	4088.00
63RD	ST		300	399	B	94618	4004.00
63RD	ST		400	499	B	94609	4004.00
63RD	ST		500	799	B	94609	4005.00
63RD	ST		900	949	B	94608	4007.00
63RD	ST		950	1249	B	94608	4008.00
63RD	AV		2300	3299	B	94605	4087.00
63RD	AV		1300	1399	B	94621	4088.00
64TH	ST		1100	1249	B	94608	4008.00
64TH	AV		1400	2199	B	94621	4087.00
64TH	AV		2200	3099	B	94605	4087.00
64TH	AV		3101	3299	O	94605	4087.00
64TH	AV		1100	1399	B	94621	4088.00
64TH	AV		3100	3298	E	94605	4088.00
65TH	ST		400	499	B	94609	4004.00
65TH	ST		600	799	B	94609	4005.00
65TH	ST		1000	1230	B	94608	4008.00
65TH	AV		1400	2199	B	94621	4087.00
65TH	AV		2200	2699	B	94605	4087.00
65TH	AV		1100	1399	B	94621	4088.00
66TH	ST		400	499	B	94609	4004.00
66TH	ST		500	699	B	94609	4005.00
66TH	ST		1000	1199	B	94608	4008.00
66TH	AV		500	799	B	94621	4073.00
66TH	AV		1400	2199	B	94621	4087.00
66TH	AV		2200	2699	B	94605	4087.00
66TH	AV		800	1399	B	94621	4088.00
67TH	ST		1000	1247	B	94608	4008.00
67TH	AV		1400	1899	B	94621	4086.00
67TH	AV		2400	2899	B	94605	4086.00
68TH	AV		1400	1899	B	94621	4086.00
68TH	AV		2400	2999	B	94605	4086.00
69TH	AV		1400	2199	B	94621	4086.00
69TH	AV		2800	3299	B	94605	4086.00
69TH	AV		700	1399	B	94621	4088.00
70TH	AV		1400	1999	B	94621	4086.00
70TH	AV		800	1399	B	94621	4088.00
71ST	AV		1400	1799	B	94621	4086.00
71ST	AV		700	1399	B	94621	4088.00
72ND	AV		1400	1699	B	94621	4086.00
72ND	AV		800	1399	B	94621	4088.00
73RD	AV		2800	3298	E	94605	4083.00
73RD	AV		2500	2798	E	94605	4084.00
73RD	AV		1400	2198	E	94621	4085.00
73RD	AV		2200	2498	E	94605	4085.00
73RD	AV		1401	2199	O	94621	4086.00
73RD	AV		2201	2799	O	94605	4086.00
73RD	AV		901	1399	O	94621	4088.00
73RD	AV		700	798	E	94621	4089.00
73RD	AV		900	1398	E	94621	4089.00
74TH	AV		2500	2799	B	94605	4084.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
74TH	AV		1400	1899	B	94621	4085.00
74TH	AV		900	1399	B	94621	4089.00
75TH	AV		2800	3099	B	94605	4083.00
75TH	AV		2500	2799	B	94605	4084.00
75TH	AV		2400	2499	B	94605	4085.00
75TH	AV		801	1399	O	94621	4088.00
75TH	AV		700	1398	E	94621	4089.00
76TH	AV		2800	2999	B	94605	4083.00
76TH	AV		2500	2799	B	94605	4084.00
76TH	AV		1400	1599	B	94621	4085.00
76TH	AV		2400	2499	B	94605	4085.00
76TH	AV		700	1399	B	94621	4089.00
77TH	AV		2500	2799	B	94605	4084.00
77TH	AV		1400	1599	B	94621	4085.00
77TH	AV		2300	2499	B	94605	4085.00
77TH	AV		700	1399	B	94621	4089.00
78TH	AV		2500	2799	B	94605	4084.00
78TH	AV		1400	1899	B	94621	4085.00
78TH	AV		2400	2499	B	94605	4085.00
78TH	AV		1100	1399	B	94621	4089.00
79TH	AV		2500	2799	B	94605	4084.00
79TH	AV		1400	1999	B	94621	4085.00
79TH	AV		1100	1399	B	94621	4089.00
80TH	AV		2200	2599	B	94605	4084.00
80TH	AV		1400	2199	B	94621	4085.00
80TH	AV		1000	1399	B	94621	4089.00
81ST	AV		2200	2399	B	94605	4084.00
81ST	AV		1400	2199	B	94621	4085.00
81ST	AV		701	1399	O	94621	4089.00
81ST	AV		1050	1398	E	94621	4089.00
81ST	AV		700	1048	E	94621	4095.00
82ND	AV		2801	3599	O	94605	4083.00
82ND	AV		2201	2799	O	94605	4084.00
82ND	AV		1401	2199	O	94621	4085.00
82ND	AV		1051	1399	O	94621	4089.00
82ND	AV		1000	1248	E	94621	4095.00
82ND	AV		1001	1049	O	94621	4095.00
82ND	AV		1250	1398	E	94621	4095.00
82ND	AV		1400	1998	E	94621	4096.00
82ND	AV		2000	2198	E	94621	4097.00
83RD	AV		1000	1399	B	94621	4095.00
83RD	AV		1400	1999	B	94621	4096.00
83RD	AV		2000	2199	B	94621	4097.00
83RD	AV		2200	2799	B	94605	4097.00
84TH	AV		800	1399	B	94621	4095.00
84TH	AV		1400	1999	B	94621	4096.00
84TH	AV		2000	2199	B	94621	4097.00
84TH	AV		2200	2799	B	94605	4097.00
85TH	AV		500	699	B	94621	4090.00
85TH	AV		700	898	E	94621	4094.00
85TH	AV		701	899	O	94621	4095.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
85TH	AV		900	1399	B	94621	4095.00
85TH	AV		1400	1999	B	94621	4096.00
85TH	AV		2000	2199	B	94621	4097.00
85TH	AV		2200	2399	B	94605	4097.00
86TH	AV		700	899	B	94621	4094.00
86TH	AV		900	1399	B	94621	4095.00
86TH	AV		1400	1999	B	94621	4096.00
86TH	AV		2000	2199	B	94621	4097.00
86TH	AV		2200	2399	B	94605	4097.00
87TH	AV		900	1399	B	94621	4095.00
87TH	AV		1400	1999	B	94621	4096.00
87TH	AV		2000	2199	B	94621	4097.00
87TH	AV		2200	2399	B	94605	4097.00
88TH	AV		900	1399	B	94621	4095.00
88TH	AV		1400	1999	B	94621	4096.00
88TH	AV		2000	2199	B	94621	4097.00
88TH	AV		2200	2499	B	94605	4097.00
89TH	AV		900	1398	E	94621	4094.00
89TH	AV		901	1399	O	94621	4095.00
89TH	AV		1400	1999	B	94621	4096.00
89TH	AV		2000	2199	B	94621	4097.00
89TH	AV		2200	2499	B	94605	4097.00
90TH	AV		900	1399	B	94603	4094.00
90TH	AV		1400	1999	B	94603	4096.00
90TH	AV		2000	2499	B	94603	4097.00
91ST	AV		900	1399	B	94603	4094.00
92ND	AV		800	1399	B	94603	4094.00
92ND	AV		1400	1999	B	94603	4096.00
92ND	AV		2000	2499	B	94603	4097.00
93RD	AV		1200	1399	B	94603	4094.00
94TH	AV		900	1399	B	94603	4094.00
94TH	AV		1401	1999	O	94603	4096.00
94TH	AV		2001	2499	O	94603	4097.00
94TH	AV		2200	2498	E	94603	4102.00
94TH	AV		1400	2198	E	94603	4103.00
95TH	AV		1200	1399	B	94603	4094.00
96TH	AV		1200	1399	B	94603	4094.00
96TH	AV		2200	2499	B	94603	4102.00
96TH	AV		1400	2199	B	94603	4103.00
97TH	AV		1200	1399	B	94603	4094.00
98TH	AV		1	299	B	94603	4090.00
98TH	AV		301	749	O	94603	4090.00
98TH	AV		300	748	E	94603	4091.00
98TH	AV		750	898	E	94603	4093.00
98TH	AV		900	1398	E	94603	4093.00
98TH	AV		751	1399	O	94603	4094.00
98TH	AV		2200	2449	B	94603	4102.00
98TH	AV		1400	2199	B	94603	4103.00
99TH	AV		1200	1399	B	94603	4093.00
99TH	AV		2200	2449	B	94603	4102.00
99TH	AV		1400	2199	E	94603	4103.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
99TH AVENUE	CT		9900	9999	B	94603	4093.00
100TH	AV		700	1399	B	94603	4093.00
100TH	AV		2200	2499	B	94603	4102.00
100TH	AV		1401	2199	O	94603	4103.00
100TH	AV		1400	2198	E	94603	4104.00
101ST	AV		1000	1399	B	94603	4093.00
101ST	AV		1400	2199	B	94603	4104.00
102ND	AV		1000	1399	B	94603	4093.00
102ND	AV		1400	2199	B	94603	4104.00
103RD	AV		1000	1399	B	94603	4093.00
103RD	AV		2200	2499	B	94603	4102.00
103RD	AV		1400	2199	B	94603	4104.00
104TH	AV		1000	1399	B	94603	4093.00
104TH	AV		1400	2199	B	94603	4104.00
105TH	AV		100	749	B	94603	4092.00
105TH	AV		750	1399	B	94603	4093.00
105TH	AV		1400	2199	B	94603	4104.00
106TH	AV		700	1399	B	94603	4093.00
106TH	AV		2200	2599	B	94603	4102.00
106TH	AV		1800	2199	B	94603	4104.00
107TH	AV		700	1399	B	94603	4093.00
107TH	AV		2200	2599	B	94603	4102.00
107TH	AV		1800	2199	B	94603	4104.00
108TH	AV		2200	2599	B	94603	4102.00
108TH	AV		1800	2199	B	94603	4104.00
109TH	AV		2200	2599	B	94603	4102.00
109TH	AV		1800	2199	B	94603	4104.00
A	ST		9800	10099	B	94603	4093.00
A	ST		8900	9799	B	94621	4094.00
A	ST		8200	8899	B	94621	4095.00
ABBEY	ST		2600	2999	B	94619	4070.00
ACALANES	DR		10500	11199	B	94603	4092.00
ACTON	PL		200	299	B	94606	4053.00
ADA	ST		200	299	B	94618	4003.00
ADELINE	ST		5200	5304	E	94608	4007.00
ADELINE	ST		5306	6199	B	94608	4007.00
ADELINE	ST		5301	5305	O	94608	4009.00
ADELINE	ST		2800	3603	B	94608	4015.00
ADELINE	ST		2200	2799	B	94607	4016.00
ADELINE	ST		1	499	O	94607	4019.00
ADELINE	ST		2	498	E	94607	4020.00
ADELINE	ST		501	1199	O	94607	4021.00
ADELINE	ST		1201	1399	O	94607	4023.00
ADELINE	ST		1401	2199	O	94607	4023.00
ADELINE	ST		1400	2198	E	94607	4024.00
ADELINE	ST		500	1198	E	94607	4025.00
ADELINE	ST		1200	1398	E	94607	4025.00
AGUA VISTA	ST		3800	4299	B	94601	4071.00
AILEEN	ST		500	699	B	94609	4006.00
AILEEN	ST		700	949	B	94609	4007.00
AILEEN	ST		950	1099	B	94608	4009.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
ALAMEDA	AV		3200	4299	B	94601	4061.00
ALAMEDA	AV		4300	4499	B	94601	4073.00
ALCATRAZ	AV		300	399	B	94618	4004.00
ALCATRAZ	AV		400	499	B	94609	4004.00
ALCATRAZ	AV		500	799	B	94609	4005.00
ALCATRAZ	AV		1000	1099	B	94608	4008.00
ALDER	ST		7800	7999	B	94621	4085.00
ALEXANDER	CT		3400	3499	B	94601	4065.00
ALICE	ST		1401	1899	O	94612	4029.00
ALICE	ST		501	1199	O	94607	4030.00
ALICE	ST		1201	1399	O	94612	4030.00
ALICE	ST		1	499	O	94607	4032.00
ALICE	ST		2	1198	E	94607	4033.00
ALICE	ST		1200	1898	E	94612	4034.00
ALICIA	ST		2700	2799	B	94607	4016.00
ALLENDALE	AV		3500	4199	B	94619	4070.00
ALLENDALE	AV		4200	4899	B	94619	4076.00
ALMANZA	DR		400	699	B	94603	4092.00
ALTAMONT	AV		3900	4199	B	94605	4083.00
ALVIN	RD		4600	4799	B	94601	4073.00
AMELIA	ST		8500	8599	B	94621	4094.00
AMELIA	ST		8300	8499	B	94621	4095.00
ANDOVER	ST		3400	3499	B	94609	4013.00
ANGELO	AV		3700	3999	B	94619	4070.00
APGAR	ST		600	799	B	94609	4010.00
APGAR	ST		800	1099	B	94608	4010.00
APGAR	ST		500	599	B	94609	4011.00
APPLE	ST		700	899	B	94603	4093.00
APRICOT	ST		10700	11099	B	94603	4093.00
ARCHMONT	PL		3900	4099	B	94605	4083.00
ARDLEY	AV		3101	3399	O	94602	4057.00
ARDLEY	AV		3100	3398	E	94602	4064.00
ARKANSAS	ST		3200	3499	B	94602	4066.00
ARLINGTON	AV		800	949	B	94608	4007.00
ARLINGTON	AV		950	1049	B	94608	4009.00
ARROYUELO	AV		4200	4299	B	94611	4041.00
ARTHUR	ST		7300	7899	B	94605	4085.00
ARTHUR	ST		6650	7299	B	94605	4086.00
ARTHUR	ST		6400	6649	B	94605	4087.00
ASH	ST		7800	7899	B	94621	4085.00
ASHBROOK	CT		2900	3199	B	94601	4063.00
ASHTON	AV		100	499	B	94603	4090.00
ATHENS	AV		800	899	B	94607	4016.00
ATHERTON	ST		8000	8099	B	94605	4084.00
ATHOL	AV		100	299	B	94606	4053.00
ATLANTIC	ST		1600	1899	B	94607	4019.00
ATWELL	AV		2800	2899	B	94601	4065.00
AUSEON	AV		1400	1999	B	94621	4096.00
AUSEON	AV		2000	2199	B	94621	4097.00
AUSEON	AV		2200	2399	B	94605	4097.00
AUSTIN	ST		2000	2099	B	94601	4062.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
AVENAL	AV		5700	5899	B	94605	4075.00
AVENAL	AV		6650	6899	B	94605	4086.00
AVENAL	AV		5900	6649	B	94605	4087.00
AVON	ST		400	499	B	94618	4003.00
AYALA	AV		5700	5999	B	94609	4004.00
B	ST		8000	8099	B	94621	4089.00
B	ST		9800	9999	B	94603	4093.00
B	ST		8900	8999	B	94621	4094.00
B	ST		9000	9799	B	94603	4094.00
B	ST		8300	8899	B	94621	4095.00
BAKER	ST		6000	6399	B	94608	4008.00
BALDWIN	ST		7700	8499	B	94621	4090.00
BANCROFT	AV		4200	4299	B	94601	4072.00
BANCROFT	AV		4300	5399	B	94601	4074.00
BANCROFT	WY		4600	4799	B	94601	4074.00
BANCROFT	AV		5400	5499	B	94601	4075.00
BANCROFT	AV		5500	5899	B	94605	4075.00
BANCROFT	AV		7300	8198	E	94605	4084.00
BANCROFT	AV		7301	8199	O	94605	4085.00
BANCROFT	AV		6650	7299	B	94605	4086.00
BANCROFT	AV		5900	6649	B	94605	4087.00
BANCROFT	AV		8200	8999	B	94605	4097.00
BANCROFT	AV		9000	9399	B	94603	4097.00
BANCROFT	AV		9400	10998	E	94603	4102.00
BANCROFT	AV		9401	9999	O	94603	4103.00
BANCROFT	AV		10001	10999	O	94603	4104.00
BARRY	PL		2700	2799	B	94601	4064.00
BARTLETT	ST		2300	2599	B	94601	4065.00
BARTLETT	ST		2600	3099	B	94602	4066.00
BAXTER	ST		2100	2299	B	94601	4071.00
BAY	ST		400	699	B	94607	4019.00
BAY	PL		216	298	E	94612	4035.00
BAY	PL		100	214	E	94610	4037.00
BAY	PL		101	299	O	94610	4037.00
BAY VIEW	AV		900	1299	B	94610	4056.00
BAYO VISTA	AV		50	199	B	94611	4040.00
BEACH	ST		1552	1552	E	94608	4017.00
BEACHY	ST		100	199	B	94614	4090.00
BEATIE	ST		700	799	B	94606	4056.00
BEAUMONT	AV		3100	3399	B	94602	4057.00
BELLA VISTA	AV		900	1199	B	94610	4056.00
BELLAIRE	PL		2700	2899	B	94601	4064.00
BELLE	ST		1500	1999	B	94607	4019.00
BELLEVUE	AV		600	699	B	94610	4034.00
BELLEVUE	AV		400	599	B	94610	4037.00
BELMONT	ST		300	399	B	94610	4037.00
BELVEDERE	ST		5200	5399	B	94601	4076.00
BENVENUE	AV		6400	6699	B	94618	4004.00
BERGEDO	DR		100	799	B	94603	4092.00
BERLIN	WY		3000	3199	B	94602	4066.00
BERNHARDT	DR		9800	10099	B	94603	4091.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
BEVERLY	AV		10500	10999	B	94603	4104.00
BIRCH	ST		8000	8199	B	94621	4085.00
BIRCH	ST		8200	8999	B	94621	4096.00
BIRCH	ST		9000	9399	B	94603	4096.00
BIRCH	ST		9400	9999	B	94603	4103.00
BIRCH	ST		10000	10499	B	94603	4104.00
BIRD	RD		4600	4799	B	94601	4073.00
BIRDSALL	AV		3200	3499	B	94619	4078.00
BLAINE	ST		8500	8599	B	94621	4094.00
BLENHEIM	ST		700	999	B	94603	4093.00
BLOSSOM	ST		2800	3199	B	94601	4063.00
BOEHMER	ST		3600	3699	B	94601	4061.00
BONA	ST		2700	2899	B	94601	4064.00
BONA	ST		2900	3399	B	94601	4065.00
BOND	ST		4300	4899	B	94601	4074.00
BOOKER	ST		2500	2599	B	94606	4056.00
BOSTON	AV		3100	3499	B	94602	4066.00
BOYD	AV		5200	5499	B	94618	4003.00
BOYER	ST		5300	5398	E	94608	4009.00
BRANDON	ST		1700	1899	B	94611	4041.00
BRANN	ST		6600	6699	B	94605	4086.00
BRANN	ST		5900	6599	B	94605	4087.00
BREED	AV		10500	10999	B	94603	4104.00
BRENTFORD	ST		6700	6899	B	94621	4088.00
BRIDGE	AV		1500	1899	B	94601	4072.00
BROADWAY			5101	5199	O	94611	4003.00
BROADWAY			5201	6099	O	94618	4003.00
BROADWAY			3501	5099	O	94611	4012.00
BROADWAY			2251	2799	O	94612	4013.00
BROADWAY			2801	3399	O	94611	4013.00
BROADWAY			3401	3499	O	94609	4013.00
BROADWAY			1401	2249	O	94612	4028.00
BROADWAY			1617	2249	O	94612	4028.00
BROADWAY			1400	2248	E	94612	4029.00
BROADWAY			500	1198	E	94607	4030.00
BROADWAY			1200	1398	E	94612	4030.00
BROADWAY			501	1199	O	94607	4031.00
BROADWAY			1201	1399	O	94612	4031.00
BROADWAY			1	499	B	94607	4032.00
BROADWAY			2250	2798	E	94612	4035.00
BROADWAY			2800	3698	E	94611	4035.00
BROADWAY			3700	3998	E	94611	4040.00
BROADWAY			4000	5198	E	94611	4041.00
BROADWAY			5200	5268	E	94618	4041.00
BROCKHURST	ST		600	799	B	94609	4014.00
BROCKHURST	ST		800	999	B	94608	4014.00
BROMLEY	AV		5900	6299	B	94621	4087.00
BROOK	ST		3000	3299	B	94611	4035.00
BROOKDALE	AV		2700	2799	B	94602	4064.00
BROOKDALE	AV		2800	2898	E	94602	4065.00
BROOKDALE	AV		2801	3499	O	94602	4065.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
BROOKDALE	AV		2900	3498	E	94602	4066.00
BROOKDALE	AV		3500	4298	E	94619	4070.00
BROOKDALE	AV		3501	4299	O	94619	4071.00
BROOKDALE	AV		4300	4999	B	94619	4076.00
BROOKLYN	AV		501	621	O	94606	4053.00
BRUSH	ST		2250	2399	B	94612	4016.00
BRUSH	ST		1	499	B	94607	4020.00
BRUSH	ST		500	798	E	94607	4026.00
BRUSH	ST		501	1199	O	94607	4026.00
BRUSH	ST		1201	1399	O	94612	4026.00
BRUSH	ST		1401	2249	O	94612	4027.00
BRUSH	ST		1900	2248	E	94612	4027.00
BRYANT	AV		5300	5499	B	94618	4003.00
BURCKHALTER	AV		3900	4199	B	94605	4083.00
BURK	ST		400	499	B	94610	4037.00
BURLWOOD	AV		300	499	B	94603	4090.00
BYRON	AV		10000	10599	B	94603	4102.00
C	ST		9800	10199	B	94603	4093.00
C	ST		9200	9799	B	94603	4094.00
CAIRO	RD		200	299	B	94603	4090.00
CALCOT	PL		1000	1099	B	94606	4060.00
CAMDEN	ST		4400	4699	B	94619	4078.00
CAMDEN	ST		5000	5498	E	94619	4078.00
CAMDEN	ST		6400	6498	E	94605	4086.00
CAMDEN	ST		5900	6399	B	94605	4087.00
CAMDEN	ST		6401	6499	O	94605	4087.00
CAMPBELL	ST		1400	2799	B	94607	4017.00
CAMPBELL	CT		800	999	B	94607	4018.00
CAMPBELL	ST		700	1399	B	94607	4018.00
CAMPBELL	ST		200	699	B	94607	4019.00
CAMPBELL VILLAGE	CT		800	999	B	94607	4018.00
CANNING	ST		5800	6299	B	94609	4004.00
CAPISTRANO	DR		400	699	B	94603	4092.00
CAPP	ST		2901	2999	O	94602	4065.00
CAPP	ST		2900	2998	E	94602	4066.00
CAPP	ST		3000	3099	B	94602	4066.00
CAPWELL	DR		7800	8399	B	94621	4090.00
CARBERRY	AV		5600	5799	B	94609	4006.00
CARRINGTON	ST		3600	4299	B	94601	4071.00
CARROLL	ST		2200	2299	B	94606	4055.00
CARY	AV		600	699	B	94603	4091.00
CARY	AV		10100	10299	B	94603	4091.00
CARY	CT		1	99	B	94603	4091.00
CASTELLO	ST		2400	2599	B	94602	4064.00
CASTRO	ST		1	499	B	94607	4020.00
CASTRO	ST		500	799	B	94607	4026.00
CASTRO	ST		800	1198	E	94607	4026.00
CASTRO	ST		1200	1398	E	94612	4026.00
CASTRO	ST		1400	2298	E	94612	4027.00
CEDAR	ST		400	699	B	94607	4019.00
CENTER	ST		1	699	B	94607	4019.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
CENTER	ST		700	1799	B	94607	4022.00
CENTRAL	AV		300	399	B	94609	4013.00
CERRITO	AV		3800	3999	B	94611	4040.00
CHAMPION	ST		3000	3499	B	94602	4066.00
CHAPMAN	ST		2800	3299	B	94601	4061.00
CHASE	ST		1750	1999	B	94607	4017.00
CHASE	ST		1700	1749	B	94607	4018.00
CHERRY	ST		9000	9399	B	94603	4096.00
CHERRY	ST		9400	9999	B	94603	4103.00
CHESTER	ST		1	699	B	94607	4019.00
CHESTER	ST		700	1199	B	94607	4022.00
CHESTNUT	ST		2800	3599	B	94608	4015.00
CHESTNUT	ST		2200	2799	B	94607	4016.00
CHESTNUT	ST		1	499	B	94607	4020.00
CHESTNUT	ST		1400	2199	B	94607	4024.00
CHESTNUT	ST		500	1399	B	94607	4025.00
CHURCH	ST		1600	2199	B	94621	4086.00
CHURCH	ST		2200	2899	B	94605	4086.00
CIRCLE HILL	DR		7300	7699	B	94605	4083.00
CITY HALL	PZ		1	199	B	94612	4028.00
CLARA	CT		1	49	B	94603	4090.00
CLARA	ST		300	799	B	94603	4090.00
CLAREMONT	AV		5100	5498	E	94618	4003.00
CLAREMONT	AV		5101	5449	O	94618	4003.00
CLAREMONT	AV		5451	5699	O	94618	4004.00
CLAREMONT	AV		5701	6199	O	94618	4004.00
CLARKE	ST		5100	5199	B	94609	4003.00
CLARKE	ST		3800	3999	B	94609	4011.00
CLARKE	ST		4800	5099	B	94609	4011.00
CLAY	ST		1400	1799	B	94612	4028.00
CLAY	ST		500	1199	B	94607	4031.00
CLAY	ST		1200	1399	B	94612	4031.00
CLAY	ST		1	499	B	94607	4032.00
CLEMENT	ST		4300	4999	B	94601	4073.00
CLIFTON	ST		300	499	B	94618	4003.00
CLIFTON	ST		1	299	O	94618	4041.00
COLBY	ST		5800	6699	B	94618	4004.00
COLE	ST		5400	5499	B	94601	4075.00
COLE	ST		5200	5399	B	94601	4076.00
COLISEUM	WY		4600	5499	B	94601	4073.00
COLISEUM	WY		5500	6599	B	94621	4073.00
COLLEGE	AV		5200	5669	B	94618	4003.00
COLLEGE	AV		5671	5671	O	94618	4003.00
COLLEGE	AV		6201	6399	O	94618	4004.00
COLORADOS	DR		500	699	B	94603	4092.00
COLUMBIAN	DR		3300	3999	B	94605	4083.00
COMMERCE	WY		1500	1599	B	94606	4059.00
COMMERCE	WY		1800	2299	B	94606	4059.00
COMSTOCK	WY		1400	1499	B	94606	4058.00
CONGRESS	AV		4500	5299	B	94601	4076.00
COOKE	ST		100	199	B	94614	4090.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
COOLIDGE	AV		2000	2899	B	94601	4065.00
COOLIDGE	AV		2900	2999	B	94602	4065.00
COOLIDGE	AV		3000	3499	B	94602	4066.00
CORAL	RD		9200	9799	B	94603	4090.00
CORDOVA	ST		2400	2599	B	94602	4064.00
CORONADO	AV		5100	5299	B	94618	4003.00
CORONADO	AV		4900	5099	B	94618	4012.00
COTTON	ST		900	1099	B	94606	4060.00
COURTLAND	AV		1900	1999	B	94601	4071.00
COURTLAND	AV		2000	2599	B	94601	4076.00
COURTLAND	AV		2600	3099	B	94619	4076.00
COURTLAND	AV		3100	3399	B	94619	4078.00
CREST	AV		7600	8299	B	94605	4083.00
CRITTENDEN	ST		5400	5499	B	94601	4074.00
CROSBY	AV		1900	2099	B	94601	4071.00
CROXTON	AV		1	199	B	94611	4035.00
CULVER	CT		4100	4199	B	94619	4070.00
CULVER	ST		4100	4199	B	94619	4070.00
CUMBERLAND	WY		2900	3099	B	94605	4083.00
CURRAN	AV		3000	3399	B	94602	4066.00
CURRAN	WY		3400	3499	B	94602	4066.00
CURTIS	ST		1800	2299	B	94607	4027.00
CUSTER	ST		3500	3599	B	94601	4071.00
CUTHBERT	AV		3100	3199	B	94602	4066.00
CYPRESS	ST		2200	2799	B	94607	4017.00
CYPRESS	ST		2800	3499	B	94608	4017.00
CYPRESS	ST		1	699	B	94607	4019.00
CYPRESS	CT		800	1198	E	94607	4021.00
CYPRESS	ST		900	1198	E	94607	4021.00
CYPRESS	ST		700	899	B	94607	4022.00
CYPRESS	ST		901	2199	O	94607	4022.00
CYPRESS	ST		1200	2198	E	94607	4023.00
D	ST		9800	9999	B	94603	4093.00
D	ST		8900	9799	B	94621	4094.00
D	ST		8200	8899	B	94621	4095.00
DAKOTA	ST		3000	3499	B	94602	4066.00
DEAKIN	ST		6600	6699	B	94609	4005.00
DEERING	CT		1	99	B	94601	4065.00
DEERING	ST		3200	3499	B	94601	4065.00
DEERWOOD	ST		7300	7699	B	94605	4085.00
DELAWARE	ST		2800	3300	B	94602	4066.00
DELAWARE	ST		3302	3420	E	94602	4066.00
DELMONT	AV		3900	4199	B	94605	4083.00
DENNISON	ST		1800	2399	B	94606	4060.00
DENNY	ST		10000	10199	B	94603	4091.00
DENSLOWE	ST		9700	9799	B	94603	4090.00
DENSLOWE	ST		9800	9899	B	94603	4091.00
DERBY	AV		300	1399	B	94601	4061.00
DERBY	AV		1400	1499	B	94601	4062.00
DESMOND	ST		5100	5299	B	94618	4003.00
DESMOND	ST		4900	5099	B	94618	4012.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
DIESEL	ST		2000	2299	B	94606	4060.00
DOOLITTLE	DR		801	899	O	94603	4090.00
DOOLITTLE	DR		6900	9799	B	94614	4090.00
DOOLITTLE	DR		9800	10099	B	94603	4090.00
DOUGLAS	AV		400	749	B	94603	4091.00
DOUGLAS	AV		750	799	B	94603	4093.00
DOVER	ST		5900	6398	E	94609	4005.00
DOVER	ST		6201	6399	O	94609	4005.00
DOVER	ST		6500	6698	E	94609	4005.00
DOVER	ST		5200	5898	E	94609	4006.00
DOVER	ST		5201	6199	O	94609	4007.00
DOVER	ST		4700	5199	B	94609	4010.00
DOWLING	ST		8000	8199	B	94605	4084.00
DOWLING	ST		8200	8999	B	94605	4097.00
DURANT	AV		2201	2599	O	94603	4102.00
DURANT	AV		1401	2199	O	94603	4104.00
E	ST		9800	10699	B	94603	4093.00
E	ST		8900	8999	B	94621	4094.00
E	ST		9000	9799	B	94603	4094.00
E	ST		8300	8899	B	94621	4095.00
EARHART	DR		6900	9799	B	94614	4090.00
EARL	ST		7800	8099	B	94605	4083.00
EASTLAWN	ST		5800	5899	B	94621	4073.00
EASTLAWN	ST		5900	6899	B	94621	4088.00
EASTMAN	AV		2600	3199	B	94619	4070.00
ECHO	AV		1	199	B	94611	4041.00
EDEN	LN		3400	3499	B	94601	4065.00
EDEN	RD		2300	2598	E	94603	4090.00
EDENVALE	PL		3900	4099	B	94605	4083.00
EDES	AV		8000	8999	B	94621	4090.00
EDES	AV		9000	9799	B	94603	4090.00
EDES	AV		9800	10251	B	94603	4091.00
EDES	AV		10252	10899	B	94603	4092.00
EDGEMOOR	PL		3900	4199	B	94605	4083.00
EDGERLY	ST		5500	5699	B	94621	4075.00
EDGEWATER	DR		7000	8500	B	94621	4090.00
EDMONDSON	CT		3800	3899	B	94611	4040.00
EDWARDS	AV		3900	4199	B	94605	4083.00
EL DORADO	AV		550	699	B	94611	4040.00
EL EMBARCADERO			500	599	B	94610	4037.00
EL PASEO	DR		400	699	B	94603	4092.00
EL VERANO	ST		9900	10099	B	94603	4091.00
ELDRIDGE	AV		1	199	B	94603	4091.00
ELIZABETH	ST		5700	5899	B	94621	4075.00
ELLEN	ST		4500	4699	B	94601	4076.00
ELLIOTT	ST		3200	3399	B	94610	4056.00
ELLITA	AV		400	499	B	94610	4037.00
ELM	ST		3100	3499	B	94609	4013.00
ELMAR	AV		9800	9899	B	94603	4102.00
ELMHURST	AV	S	400	799	B	94603	4090.00
ELMHURST	AV		900	1199	B	94603	4094.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
ELMVIEW	DR		9600	9799	B	94603	4102.00
ELMWOOD	AV		3000	3499	B	94601	4061.00
EMBARCADERO		W	650	749	B	94607	4020.00
EMBARCADERO		W	250	649	B	94607	4032.00
EMBARCADERO		W	1	249	B	94607	4033.00
EMBARCADERO			100	2000	B	94606	4060.00
EMBARCADERO	CV		1	99	B	94606	4060.00
EMERALD	ST		4100	4299	B	94609	4012.00
EMPIRE	RD		9000	10099	B	94603	4090.00
ENTERPRISE	WY		8400	8499	B	94621	4090.00
ENTRADA	AV		1	199	B	94611	4041.00
ESSEX	ST		6400	6499	B	94608	4008.00
ESTEPA	DR		10700	11199	B	94603	4092.00
ETTIE	ST		2800	3599	B	94608	4017.00
EUCLID	AV		400	499	B	94610	4037.00
EVELYN	CT		2900	2999	B	94602	4065.00
F	ST		9200	9399	B	94603	4094.00
FAIRBAIRN	AV		4300	4999	B	94619	4078.00
FAIRFAX	AV		5301	5499	O	94601	4074.00
FAIRFAX	AV		5300	5498	E	94601	4075.00
FAIRFAX	AV		4500	5299	B	94601	4076.00
FAIRMOUNT	AV		1	549	B	94611	4035.00
FAIRMOUNT	AV		550	799	B	94611	4040.00
FAIRVIEW	ST		600	799	B	94609	4005.00
FALLON	ST		1	1199	B	94607	4033.00
FALLON	ST		1200	1299	B	94612	4034.00
FARNAM	ST		3200	3399	B	94601	4072.00
FAVOR	ST		7000	7299	B	94621	4086.00
FENHAM	ST		6200	6599	B	94621	4088.00
FERN	ST		2400	2599	B	94601	4076.00
FERRO	ST		1600	1798	E	94607	4019.00
FERRO	ST		1601	1799	O	94607	4020.00
FIELD	ST		3500	4199	B	94605	4083.00
FILBERT	ST		2800	3299	B	94608	4015.00
FILBERT	ST		2200	2599	B	94607	4016.00
FILBERT	ST		1	499	B	94607	4020.00
FILBERT	ST		1400	2199	B	94607	4024.00
FILBERT	ST		500	1399	B	94607	4025.00
FITZGERALD	ST		1300	1399	B	94608	4017.00
FITZPATRICK	RD		200	299	B	94603	4090.00
FLEMING	AV		4300	4999	B	94619	4076.00
FLORA	ST		6650	6999	B	94621	4086.00
FLORA	ST		6400	6649	B	94621	4087.00
FONTAINE	ST		7801	8099	O	94605	4083.00
FOOTHILL	BL		100	499	B	94606	4053.00
FOOTHILL	BL		500	1299	B	94606	4054.00
FOOTHILL	BL		1300	2299	B	94606	4059.00
FOOTHILL	PL		1300	1398	E	94606	4059.00
FOOTHILL	PL		1301	1399	O	94606	4059.00
FOOTHILL	BL		2300	3199	B	94601	4062.00
FOOTHILL	BL		3200	3498	E	94601	4065.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
FOOTHILL	BL		3500	4298	E	94601	4071.00
FOOTHILL	BL		3201	4399	O	94601	4072.00
FOOTHILL	BL		4401	5299	O	94601	4074.00
FOOTHILL	BL		5301	5499	O	94601	4075.00
FOOTHILL	BL		5501	5899	O	94605	4075.00
FOOTHILL	BL		4300	5498	E	94601	4076.00
FOOTHILL	BL		6600	7299	B	94605	4086.00
FOOTHILL	BL		5900	6599	B	94605	4087.00
FORD	ST		2800	3099	B	94601	4061.00
FOREST	ST		300	469	B	94618	4003.00
FOREST	ST		550	599	B	94618	4004.00
FORTUNE	WY		5900	6299	B	94605	4087.00
FOSTER	AV		100	299	B	94603	4091.00
FOSTER	CT		1	49	B	94603	4091.00
FRANCES	ST		2400	2599	B	94601	4076.00
FRANKLIN	ST		1400	2299	B	94612	4029.00
FRANKLIN	ST		500	1199	B	94607	4030.00
FRANKLIN	ST		1200	1399	B	94612	4030.00
FRANKLIN	ST		1	499	B	94607	4032.00
FREDERICK	ST		2000	2399	B	94606	4060.00
FREMONT	ST		5800	6199	B	94608	4008.00
FREMONT	ST		5500	5799	B	94608	4009.00
FREMONT	WY		1700	1799	B	94601	4074.00
FRESNO	ST		7300	7499	B	94605	4085.00
FRESNO	ST		6800	7299	B	94605	4086.00
FRISBIE	ST		1	299	B	94611	4035.00
FRUITVALE	AV		100	1399	B	94601	4061.00
FRUITVALE	AV		1401	1999	O	94601	4062.00
FRUITVALE	AV		2001	2199	O	94601	4062.00
FRUITVALE	AV		2201	2699	O	94601	4063.00
FRUITVALE	AV		2701	2899	O	94601	4064.00
FRUITVALE	AV		2901	3299	O	94602	4064.00
FRUITVALE	AV		2000	2898	E	94601	4065.00
FRUITVALE	AV		2900	2998	E	94602	4065.00
FRUITVALE	AV		3000	3498	E	94602	4066.00
FRUITVALE	AV		1400	1998	E	94601	4072.00
FULLINGTON	ST		3900	4199	B	94619	4070.00
G	ST		8501	8999	O	94621	4094.00
G	ST		8900	8998	E	94621	4094.00
G	ST		9000	9399	B	94603	4094.00
G	ST		8300	8898	E	94621	4095.00
G	ST		8301	8499	O	94621	4095.00
GALINDO	ST		2800	3199	B	94601	4063.00
GALINDO	ST		3200	3499	B	94601	4065.00
GALINDO	ST		3500	3699	B	94601	4071.00
GANNON	RD		200	299	B	94603	4090.00
GARDEN	ST		2700	2899	B	94601	4064.00
GARDENIA	PL		3900	4199	B	94605	4083.00
GARFIELD	AV		7300	7899	B	94605	4084.00
GARLAND	AV		1	199	B	94611	4035.00
GARNET	ST		300	399	B	94609	4012.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
GASKILL	ST		5300	5799	B	94608	4009.00
GENOA	ST		5200	6099	B	94608	4007.00
GENOA	ST		4700	5199	B	94608	4010.00
GEORGIA	ST		2800	3499	B	94602	4066.00
GHORMLEY	AV		100	499	B	94603	4091.00
GIBRALTAR	RD		9900	9999	B	94603	4090.00
GILBERT	ST		4100	4499	B	94611	4041.00
GLASCOCK	ST		2800	3299	B	94601	4061.00
GLEASON	WY		1400	2299	B	94606	4059.00
GLEN	AV		1	199	B	94611	4041.00
GLEN	AV		4200	4299	B	94611	4041.00
GLENDALE	AV		300	399	B	94618	4003.00
GLENEDEN	AV		1	199	B	94611	4041.00
GLENWOOD	AV		1	199	B	94611	4041.00
GORDON	ST		4300	4399	B	94601	4076.00
GORDON	ST		4800	4999	B	94601	4076.00
GOSS	ST		1750	1999	B	94607	4017.00
GOSS	ST		1700	1749	B	94607	4018.00
GOULD	ST		9800	9999	B	94603	4093.00
GRACE	AV		900	949	B	94608	4007.00
GRACE	AV		950	999	B	94608	4009.00
GRAFFIAN	ST		10200	10699	B	94603	4093.00
GRAMERCY	PL		300	499	B	94603	4092.00
GRAND	AV	W	400	648	E	94612	4013.00
GRAND	AV	W	650	698	E	94612	4014.00
GRAND	AV	W	700	798	E	94612	4016.00
GRAND	AV	W	800	1198	E	94607	4016.00
GRAND	AV	W	1200	1598	E	94607	4016.00
GRAND	AV	W	1600	1899	B	94607	4017.00
GRAND	AV	W	1151	1599	O	94607	4023.00
GRAND	AV	W	901	1149	O	94607	4024.00
GRAND	AV	W	651	799	O	94612	4027.00
GRAND	AV	W	801	899	O	94607	4027.00
GRAND	AV	W	401	649	O	94612	4028.00
GRAND	AV		1	199	O	94612	4029.00
GRAND	AV		201	349	O	94610	4034.00
GRAND	AV		200	348	E	94610	4037.00
GRAND	AV		350	699	B	94610	4037.00
GRANDE VISTA	AV		2400	2699	B	94601	4063.00
GRANDE VISTA	AV		2700	2899	B	94601	4064.00
GRANDE VISTA	PL		2300	2399	B	94601	4064.00
GRAVENSTEIN	ST		700	799	B	94603	4093.00
GRAY	ST		3500	3699	B	94601	4071.00
GREENLY	DR		7000	7799	B	94605	4083.00
GREENLY	DR		7800	8098	E	94605	4083.00
GREENLY	DR		7801	7999	O	94605	4083.00
HAGEMAN	AV		3500	3699	B	94619	4070.00
HALE	AV		400	499	B	94603	4091.00
HALLECK	ST		3500	4091	B	94608	4017.00
HALLIDAY	AV		7300	7799	B	94605	4085.00
HALLIDAY	AV		6850	7299	B	94605	4086.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
HAMILTON	PL		1	199	B	94612	4035.00
HAMILTON	ST		6800	7299	B	94621	4088.00
HAMILTON	ST		7300	7699	B	94621	4089.00
HAMLINE	AV		3200	3299	B	94602	4057.00
HANNAH	ST		2800	3599	B	94608	4017.00
HANOVER	AV		200	399	B	94606	4053.00
HARDY	ST		400	599	B	94618	4003.00
HARLAN	ST		3400	3599	B	94608	4017.00
HARMON	AV		5500	5899	B	94621	4075.00
HARMON	AV		5900	6299	B	94621	4087.00
HAROLD	ST		2401	2999	O	94602	4066.00
HARPER	ST		3400	3499	B	94601	4065.00
HARPER	ST		3500	3599	B	94601	4071.00
HARRINGTON	AV		1900	2599	B	94601	4071.00
HARRISON	ST		1400	1898	E	94612	4029.00
HARRISON	ST		1401	2249	O	94612	4029.00
HARRISON	ST		500	1199	B	94607	4030.00
HARRISON	ST		1200	1399	B	94612	4030.00
HARRISON	ST		1	499	B	94607	4032.00
HARRISON	ST		1900	2248	E	94612	4034.00
HARRISON	ST		2251	2399	O	94612	4035.00
HARRISON	ST		2400	2798	B	94612	4035.00
HARRISON	ST		2800	3499	B	94611	4035.00
HARRISON	ST		2250	2398	E	94612	4037.00
HARRISON	ST		3500	3999	B	94611	4040.00
HARVEY	AV		5500	5699	B	94621	4075.00
HAVEN	ST		3200	3599	B	94608	4017.00
HAVENSCOURT	BL		1400	2198	E	94621	4086.00
HAVENSCOURT	BL		2200	2998	E	94605	4086.00
HAVENSCOURT	BL		1401	2199	O	94621	4087.00
HAVENSCOURT	BL		2201	2999	O	94605	4087.00
HAWLEY	ST		6900	7299	B	94621	4088.00
HAWLEY	ST		7301	7499	O	94621	4088.00
HAWLEY	ST		7300	7498	E	94621	4089.00
HAWLEY	ST		7500	7699	B	94621	4089.00
HAWTHORNE	AV		300	499	B	94609	4013.00
HAYES	ST		5900	6299	B	94621	4087.00
HAZELWOOD	CT		1	99	B	94603	4090.00
HEGENBERGER	CT		1	49	B	94621	4090.00
HEGENBERGER	LP		1	299	B	94621	4090.00
HEGENBERGER	PL		1	99	B	94621	4090.00
HEGENBERGER	RD		1	699	B	94621	4090.00
HELEN	CT		6600	6699	B	94608	4008.00
HELEN	ST		2800	3599	B	94608	4017.00
HEMPHILL	PL		300	399	B	94618	4003.00
HENRIETTA	ST		3400	3499	B	94601	4065.00
HENRY	ST		1	699	B	94607	4019.00
HENRY	ST		700	899	B	94607	4022.00
HERMANN	ST		5600	5799	B	94609	4004.00
HERRIOTT	AV		3000	3299	B	94619	4078.00
HERZOG	ST		5900	6699	B	94608	4008.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
HESKET	RD		9800	9999	B	94603	4090.00
HICKORY	ST		2600	2699	B	94602	4064.00
HIGH	ST		1	1399	O	94601	4061.00
HIGH	ST		2601	3599	O	94619	4070.00
HIGH	ST		1901	2599	O	94601	4071.00
HIGH	ST		1401	1899	O	94601	4072.00
HIGH	ST		2	1398	E	94601	4073.00
HIGH	ST		1400	1898	E	94601	4074.00
HIGH	ST		1900	2598	E	94601	4076.00
HIGH	ST		2600	3098	E	94619	4076.00
HIGH	ST		3100	3498	E	94619	4078.00
HIGHLAND	AV		2400	2699	B	94606	4058.00
HILLEGASS	AV		6000	6699	B	94618	4004.00
HILLGRADE	CT		9720	9779	B	94603	4102.00
HILLMONT	DR		6200	7298	E	94605	4083.00
HILLMONT	DR		7300	8199	B	94605	4083.00
HILLSIDE	ST		7300	8199	B	94605	4084.00
HILLSIDE	ST		8600	9399	B	94605	4097.00
HILLSIDE	ST		9400	9799	B	94603	4102.00
HILTON	ST		5500	5699	B	94605	4075.00
HILTON	ST		5900	6399	B	94605	4087.00
HOLLAND	ST		5300	5499	B	94601	4074.00
HOLLIS	ST		3200	3899	B	94608	4017.00
HOLLY	ST		7300	8199	B	94621	4085.00
HOLLY	ST		7000	7299	B	94621	4086.00
HOLLY	ST		8200	8999	B	94621	4096.00
HOLLY	ST		9000	9399	B	94603	4096.00
HOLLY	ST		9400	9999	B	94603	4103.00
HOLMES	AV		3701	4199	O	94605	4083.00
HOLWAY	CT		5700	5799	B	94621	4075.00
HOLWAY	ST		5500	5699	B	94621	4075.00
HOLWAY	ST		5900	6199	B	94621	4087.00
HOWARD	ST		4300	4599	B	94601	4073.00
HOWE	ST		3700	3999	B	94611	4040.00
HOWE	ST		4000	4999	B	94611	4041.00
HOWELL	ST		5800	6099	B	94609	4004.00
HUDSON	ST		300	499	B	94618	4003.00
HUGHES	AV		2300	2399	B	94601	4065.00
HULL	RD		4300	4599	B	94601	4073.00
HUMBOLDT	AV		2300	2599	B	94601	4065.00
HUMBOLDT	AV		2600	3099	B	94602	4066.00
HUNTER	AV		100	499	B	94603	4091.00
HUNTER	CT		1	49	B	94603	4091.00
HYDE	ST		2600	3199	B	94601	4063.00
HYDE	ST		3200	3299	B	94601	4065.00
IDAHO	ST		5900	6399	B	94608	4008.00
IDLEWOOD	ST		8000	8199	B	94605	4084.00
INDA	WY		2000	2299	B	94606	4060.00
INDEPENDENCE	WY		1500	2299	B	94606	4059.00
INDEPENDENT	RD		500	799	B	94621	4073.00
INDUSTRIAL	WY		5400	5499	B	94601	4073.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
INTERNATIONAL	BLVD		100	498	E	94606	4053.00
INTERNATIONAL	BLVD		500	1298	E	94606	4054.00
INTERNATIONAL	BLVD		1300	2298	E	94606	4059.00
INTERNATIONAL	BLVD		1100	1399	B	94606	4060.00
INTERNATIONAL	BLVD		101	2299	O	94606	4060.00
INTERNATIONAL	BLVD		2301	4299	O	94601	4061.00
INTERNATIONAL	BLVD		2300	3198	E	94601	4062.00
INTERNATIONAL	BLVD		3200	4298	E	94601	4072.00
INTERNATIONAL	BLVD		4301	5499	O	94601	4073.00
INTERNATIONAL	BLVD		5501	5899	O	94621	4073.00
INTERNATIONAL	BLVD		4300	5498	E	94601	4074.00
INTERNATIONAL	BLVD		5500	5898	E	94621	4075.00
INTERNATIONAL	BLVD		7300	8198	E	94621	4085.00
INTERNATIONAL	BLVD		6650	7298	E	94621	4086.00
INTERNATIONAL	BLVD		5900	6648	E	94621	4087.00
INTERNATIONAL	BLVD		5901	7299	O	94621	4088.00
INTERNATIONAL	BLVD		7301	8199	O	94621	4089.00
INTERNATIONAL	BLVD		9801	10699	O	94603	4093.00
INTERNATIONAL	BLVD		8901	8999	O	94621	4094.00
INTERNATIONAL	BLVD		9001	9799	O	94603	4094.00
INTERNATIONAL	BLVD		8201	8899	O	94621	4095.00
INTERNATIONAL	BLVD		8200	8998	E	94621	4096.00
INTERNATIONAL	BLVD		9000	9398	E	94603	4096.00
INTERNATIONAL	BLVD		9400	9998	E	94603	4103.00
INTERNATIONAL	BLVD		10000	10998	E	94603	4104.00
INYO	AV		2200	2699	B	94601	4063.00
INYO	AV		2700	2799	B	94601	4064.00
IRIS	ST		8000	8199	B	94605	4084.00
IRIS	ST		8200	8599	B	94605	4097.00
IRVING	AV		1800	1999	B	94601	4062.00
IRWIN	CT		6400	6599	B	94609	4005.00
ISABELLA	ST		800	899	B	94607	4016.00
ISLETON	AV		100	299	B	94603	4091.00
IVY	DR		2200	2499	B	94606	4055.00
IVY	DR		2500	2799	B	94606	4056.00
JACK LONDON	SQ		87	89	B	94607	4032.00
JACKLA	LN		2000	2299	B	94606	4060.00
JACKSON	ST		1	1199	B	94607	4033.00
JACKSON	ST		1200	1999	B	94612	4034.00
JAMES	AV		5200	5499	B	94618	4003.00
JEFFERSON	ST		1400	1999	B	94612	4028.00
JEFFERSON	ST		500	1399	B	94607	4031.00
JEFFERSON	ST		1	499	B	94607	4032.00
JENSEN	ST		4300	4599	B	94601	4073.00
JOHN	ST		100	299	B	94611	4041.00
JONES	AV		300	599	B	94603	4090.00
JUDD	ST		4900	4999	B	94601	4074.00
JULIE ANN	WY		500	799	B	94621	4073.00
JUNE	CT		10400	10499	B	94603	4092.00
KALES	AV		5400	5599	B	94618	4003.00
KEITH	AV		5600	6099	B	94618	4003.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
KELLER	AV		3600	4099	B	94605	4083.00
KELTON	CT		1	199	B	94611	4041.00
KEMPTON	AV		3200	3399	B	94611	4035.00
KEMPTON	WY		3500	3599	B	94611	4035.00
KENNEDY	ST		300	1199	B	94606	4060.00
KERWIN	AV		100	299	B	94603	4091.00
KEVIN	CT		500	799	B	94621	4073.00
KING	ST		800	1099	B	94606	4060.00
KINGSLAND	AV		3200	3599	B	94619	4078.00
KINGSLAND	PL		1	99	B	94619	4078.00
KINGSTON	AV		700	770	E	94611	4040.00
KINGSTON	AV		701	899	O	94611	4041.00
KIRKHAM	ST		2200	2599	B	94607	4016.00
KIRKHAM	ST		1	699	B	94607	4019.00
KIRKHAM	CT		800	1199	B	94607	4021.00
KIRKHAM	ST		700	799	B	94607	4021.00
KIRKHAM	ST		1200	2199	B	94607	4023.00
KITTY	LN		9832	9850	B	94603	4090.00
KNIGHT	ST		10300	10399	B	94603	4092.00
KNOWLAND	AV		3100	3499	B	94619	4078.00
KOFORD	RD		9800	9899	B	94603	4090.00
KRAUSE	AV		7300	7700	B	94605	4085.00
KRAUSE	AV		6800	7299	B	94605	4086.00
LA PRENDA	DR		500	699	B	94603	4092.00
LAGUNA	AV		3400	3499	B	94602	4066.00
LAGUNA	WY		3300	3399	B	94602	4066.00
LAGUNITAS	AV		400	599	B	94610	4037.00
LAKE SHORE	AV		2801	3099	O	94610	4037.00
LAKE SHORE	AV		1200	2199	B	94606	4053.00
LAKESIDE	DR		300	399	B	94612	4029.00
LAKESIDE	DR		100	299	B	94612	4034.00
LAKESIDE	DR		1400	1599	B	94612	4034.00
LAMP	ST		3400	3699	B	94605	4083.00
LANCASTER	ST		1	799	B	94601	4061.00
LANGLEY	ST		100	199	B	94614	4090.00
LATIMER	PL		3700	3799	B	94609	4011.00
LAUREL	AV		3200	3599	B	94602	4066.00
LAWTON	AV		5100	5999	B	94618	4003.00
LAWTON	AV		4500	5099	B	94609	4012.00
LEE	ST		201	499	O	94610	4037.00
LEE	ST		400	498	E	94610	4037.00
LEGION	AV		2300	2399	B	94605	4085.00
LEIGHTON	ST		3750	3799	B	94611	4040.00
LENOX	AV		200	399	B	94610	4037.00
LESSER	ST		400	499	B	94601	4073.00
LESTER	AV		200	399	B	94606	4053.00
LEWIS	ST		100	699	B	94607	4019.00
LIESE	AV		3100	3399	B	94619	4070.00
LILAC	ST		2400	2799	B	94619	4076.00
LINDA	AV		1	99	B	94611	4041.00
LINDEN	ST		3600	3799	B	94608	4010.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
LINDEN	ST		4000	5199	B	94608	4010.00
LINDEN	ST		2800	3499	B	94608	4015.00
LINDEN	ST		2200	2599	B	94607	4016.00
LINDEN	ST		1	499	B	94607	4020.00
LINDEN	ST		1400	2199	B	94607	4024.00
LINDEN	ST		500	1399	B	94607	4025.00
LINK	ST		10400	10599	B	94603	4104.00
LISBON	AV		800	1199	B	94601	4061.00
LITTLEFIELD	ST		9200	9399	B	94603	4090.00
LIVINGSTON	ST		1800	2299	B	94606	4060.00
LOCKSLEY	AV		5200	5499	B	94618	4003.00
LOCKWOOD	ST		7300	7899	B	94621	4085.00
LOCKWOOD	ST		6900	7299	B	94621	4086.00
LOCUST	ST		7800	7899	B	94621	4085.00
LOGAN	ST		2600	3199	B	94601	4063.00
LOGAN	ST		3200	3299	B	94601	4065.00
LOMA VISTA	AV		3300	3599	B	94619	4070.00
LOMA VISTA	WY		3300	3399	B	94619	4070.00
LONGFELLOW	AV		9900	10599	B	94603	4102.00
LOOMIS	CT		900	999	B	94606	4060.00
LORENZO	AV		3200	3299	B	94619	4070.00
LOS ANGELES	ST		5600	5899	B	94608	4009.00
LOUISE	ST		3000	3999	B	94608	4017.00
LOUISIANA	ST		600	799	B	94603	4090.00
LOUVAINE	AV		100	299	B	94603	4091.00
LOWELL	ST		5300	6398	E	94608	4007.00
LOWELL	ST		5801	6399	O	94608	4008.00
LOWELL	ST		5301	5799	O	94608	4009.00
LUCILLE	ST		6600	6899	B	94621	4088.00
LUKE	RD		400	599	B	94601	4073.00
LUSK	ST		3800	4299	B	94608	4010.00
LYNDE	ST		2900	2999	B	94601	4064.00
LYNDE	ST		3000	3499	B	94601	4065.00
LYNDHURST	ST		9800	9899	B	94603	4091.00
LYON	AV		3500	4299	B	94601	4071.00
MACARTHUR	BL	W	600	799	B	94609	4010.00
MACARTHUR	BL	W	400	599	B	94609	4011.00
MACARTHUR	BL	W	300	399	B	94609	4012.00
MACARTHUR	BL		51	149	O	94610	4035.00
MACARTHUR	BL	W	151	299	O	94611	4035.00
MACARTHUR	BL		401	499	O	94610	4037.00
MACARTHUR	BL		50	98	E	94610	4040.00
MACARTHUR	BL	W	150	298	E	94611	4040.00
MACARTHUR	BL		1151	1299	O	94610	4056.00
MACARTHUR	BL		1301	1449	O	94602	4057.00
MACARTHUR	BL		2201	3499	O	94602	4066.00
MACARTHUR	BL		3501	4299	O	94619	4070.00
MACARTHUR	BL		4850	5498	E	94619	4078.00
MACARTHUR	BL		5001	5499	O	94619	4078.00
MACARTHUR	BL		5500	5598	E	94613	4078.00
MACARTHUR	BL		5600	5932	E	94605	4078.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
MACARTHUR	BL		7300	8198	E	94605	4083.00
MACARTHUR	BL		7301	8199	O	94605	4084.00
MACARTHUR	BL		6401	7299	O	94605	4086.00
MACARTHUR	BL		5841	6399	O	94605	4087.00
MACARTHUR	BL		8201	9399	O	94605	4097.00
MACARTHUR	BL		9401	10999	O	94605	4102.00
MACARTHUR	BL	W	800	1099	B	94608	4010.00
MACCALL	ST		5900	5999	B	94609	4005.00
MACCALL	ST		5700	5899	B	94609	4006.00
MADDUX	DR		9600	9799	B	94603	4090.00
MADDUX	DR		9800	9999	B	94603	4091.00
MADERA	AV		3200	3499	B	94619	4078.00
MADISON	ST		1	1199	B	94607	4033.00
MADISON	ST		1200	1899	B	94612	4034.00
MAGNOLIA	ST		2800	3602	B	94608	4015.00
MAGNOLIA	ST		2200	2799	B	94607	4016.00
MAGNOLIA	ST		1	499	B	94607	4019.00
MAGNOLIA	ST		500	1199	B	94607	4021.00
MAGNOLIA	ST		1200	1599	B	94607	4023.00
MAKIN	RD		200	299	B	94603	4090.00
MALAT	ST		4600	4699	B	94601	4073.00
MALDON	ST		6200	6299	B	94621	4088.00
MALTA	CT		1	99	B	94603	4091.00
MANDELA	PRKWY		2200	2799	B	94607	4017.00
MANDELA	PRKWY		2800	3499	B	94608	4017.00
MANDELA	PRKWY		1	699	B	94607	4019.00
MANDELA	PRKWY		800	1198	E	94607	4021.00
MANDELA	PRKWY		900	1198	E	94607	4021.00
MANDELA	PRKWY		700	899	B	94607	4022.00
MANDELA	PRKWY		901	2199	O	94607	4022.00
MANDELA	PRKWY		1200	2198	E	94607	4023.00
MANGELS	AV		3500	3699	B	94619	4070.00
MANILA	AV		5100	5599	B	94618	4003.00
MANILA	AV		3700	4199	B	94609	4012.00
MANILA	AV		4500	5099	B	94609	4012.00
MANUEL	CT		1200	1299	B	94603	4093.00
MAPLE	AV		3000	3599	B	94602	4066.00
MARIN	WY		1400	2299	B	94606	4059.00
MARION	AV		3700	3899	B	94619	4070.00
MARITIME	ST		700	3399	B	94607	4017.00
MARKET	ST		5200	6299	B	94608	4007.00
MARKET	ST		6300	6398	E	94608	4007.00
MARKET	ST		6301	6399	O	94608	4008.00
MARKET	ST		3526	5199	B	94608	4010.00
MARKET	ST		3000	3525	B	94608	4014.00
MARKET	ST		2800	2999	B	94608	4015.00
MARKET	ST		2250	2799	B	94607	4016.00
MARKET	ST		1	499	B	94607	4020.00
MARKET	ST		501	699	O	94607	4020.00
MARKET	ST		1401	2249	O	94607	4024.00
MARKET	ST		701	1399	O	94607	4025.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
MARKET	ST		500	1398	E	94607	4026.00
MARKET	ST		1400	2248	E	94607	4027.00
MARSHALL	ST		5800	6499	B	94608	4008.00
MARSHALL	ST		5500	5799	B	94608	4009.00
MARTIN	ST		500	599	B	94609	4004.00
MARTIN L KING JR	WY		5200	6199	B	94609	4007.00
MARTIN L KING JR	WY		3500	5199	B	94609	4010.00
MARTIN L KING JR	WY		2250	2298	E	94612	4013.00
MARTIN L KING JR	WY		2300	2799	B	94612	4014.00
MARTIN L KING JR	WY		2800	3499	B	94609	4014.00
MARTIN L KING JR	WY		1	499	O	94607	4020.00
MARTIN L KING JR	WY		501	1199	O	94607	4026.00
MARTIN L KING JR	WY		1201	1399	O	94612	4026.00
MARTIN L KING JR	WY		1401	1999	O	94612	4027.00
MARTIN L KING JR	WY		1400	1998	E	94612	4028.00
MARTIN L KING JR	WY		2200	2248	E	94612	4028.00
MARTIN L KING JR	WY		500	1198	E	94607	4031.00
MARTIN L KING JR	WY		1200	1398	E	94612	4031.00
MARTIN L KING JR	WY		2	498	E	94607	4032.00
MATHER	ST		200	299	B	94611	4041.00
MAYBELLE	AV		3500	3599	B	94619	4070.00
MAYBELLE	WY		3300	3443	B	94619	4070.00
MAYFIELD	PA		1	99	B	94605	4083.00
MAYWOOD	AV		2300	2399	B	94605	4085.00
MC AULEY	ST		400	499	B	94609	4004.00
MC CLARY	AV		600	699	B	94621	4090.00
MC CLURE	ST		2900	2999	B	94609	4013.00
MC CORMICK	AV		8000	8198	E	94605	4083.00
MC ELROY	ST		800	899	B	94607	4017.00
MC KILLOP	RD		2800	3399	B	94602	4064.00
MC MILLAN	ST		5500	5699	B	94618	4003.00
MEAD	AV		800	899	B	94607	4016.00
MEADOW	ST		3500	3599	B	94601	4071.00
MEDFORD	AV		9800	9999	B	94603	4093.00
MELDON	AV		4600	4799	B	94619	4078.00
MELROSE	AV		4400	5099	B	94601	4076.00
MERA	ST		3800	4199	B	94601	4071.00
MERRIMAC	ST		500	599	B	94612	4013.00
MERRIMAC	ST		600	699	B	94612	4014.00
MERRITT	AV		395	395	O	94606	4053.00
MICHIGAN	AV		7800	8199	B	94605	4083.00
MIDDLE HARBOR	RD		1201	1799	O	94607	4019.00
MIDDLE HARBOR	RD		1700	1798	E	94607	4019.00
MIDDLE HARBOR	RD		1200	1698	E	94607	4020.00
MIDVALE	AV		3400	3599	B	94602	4066.00
MIDWAY	ST		680	680	E	94626	4017.00
MILES	AV		5100	5599	B	94618	4003.00
MILLER	AV		1100	1399	B	94601	4061.00
MILLER	AV		1400	1699	B	94601	4062.00
MILLSVIEW	AV		3200	3299	B	94619	4078.00
MILTON	ST		800	899	B	94607	4016.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
MINNA	AV		2600	3199	B	94619	4070.00
MITCHELL	ST		1400	1599	B	94601	4062.00
MITCHELL	ST		2000	2199	B	94601	4062.00
MITCHELL	ST		2200	2499	B	94601	4063.00
MONTANA	ST		2500	2998	E	94602	4066.00
MONTE CRESTA	AV		1	199	B	94611	4041.00
MONTE VISTA	AV		1	299	O	94611	4040.00
MONTE VISTA	AV		300	499	B	94611	4040.00
MONTE VISTA	AV		2	298	E	94611	4041.00
MONTECITO	AV		100	299	B	94610	4037.00
MONTELL	ST		1	199	B	94611	4040.00
MONTGOMERY	ST		4100	4999	B	94611	4041.00
MONTICELLO	AV		2300	2399	B	94601	4076.00
MONTICELLO	AV		2400	2420	E	94601	4076.00
MONTICELLO	AV		2401	2599	O	94601	4076.00
MONTICELLO	AV		2601	2999	O	94619	4076.00
MONTICELLO	AV		3001	3299	O	94619	4078.00
MOORPARK	ST		700	999	B	94603	4093.00
MORAGA	AV		4400	4517	B	94611	4041.00
MORCOM	AV		3200	3599	B	94619	4078.00
MORCOM	PL		1	99	B	94619	4078.00
MORKEN	ST		6900	6999	B	94621	4086.00
MORRISON	AV		3200	3220	E	94602	4064.00
MORSE	DR		5900	6199	B	94605	4087.00
MOSS	AV		59	99	B	94610	4040.00
MOSS	AV		100	149	B	94611	4040.00
MOSS	WY		100	199	B	94611	4040.00
MUNSON	WY		1400	1599	B	94606	4059.00
MURDOCK	CT		1	99	B	94605	4087.00
MYERS	ST		10600	10999	B	94603	4102.00
MYRTLE	ST		2800	3199	B	94608	4015.00
MYRTLE	ST		2200	2799	B	94607	4016.00
MYRTLE	ST		1	499	B	94607	4020.00
MYRTLE	ST		1400	2199	B	94607	4024.00
MYRTLE	ST		500	799	B	94607	4025.00
NATTRESS	WY		10400	10499	B	94603	4092.00
NEVADA	ST		600	799	B	94603	4090.00
NEVIL	ST		3600	4199	B	94601	4071.00
NEWTON	AV		201	499	O	94606	4053.00
NEY	AV		7300	8199	B	94605	4083.00
NICOL	AV		2600	2699	B	94602	4064.00
NICOL	AV		2701	2899	O	94602	4065.00
NICOL	AV		2700	3098	E	94602	4066.00
NICOL	AV		2901	3099	O	94602	4066.00
NICOL	AV		3100	3399	B	94602	4066.00
NORGREN	ST		9700	9799	B	94603	4090.00
NORTH	ST		400	499	B	94609	4004.00
NORTH	ST		500	599	B	94609	4005.00
NOVELDA	DR		10900	11199	B	94603	4092.00
OAK	ST		1	1199	B	94607	4033.00
OAK	ST		1200	1399	B	94612	4034.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
OAKLAND	AV		200	499	B	94611	4035.00
OAKLAND	AV		501	799	O	94611	4040.00
OAKPORT	ST		4300	5499	B	94601	4073.00
OAKPORT	ST		5500	7699	B	94621	4090.00
OCCIDENTAL	ST		5700	6199	B	94608	4007.00
OCEAN	AV		1100	1249	B	94608	4008.00
OCEAN VIEW	DR		5600	5899	B	94618	4003.00
OCTAVIA	ST		2600	3399	B	94619	4070.00
OLIVE	ST		7700	8199	B	94621	4085.00
OLIVE	ST		8201	8999	O	94621	4096.00
OLIVE	ST		9001	9399	O	94603	4096.00
OLIVE	ST		8200	8998	E	94621	4097.00
OLIVE	ST		9000	9398	E	94603	4097.00
OLIVE	ST		9400	9999	B	94603	4103.00
OLMSTEAD	ST		6600	6899	B	94621	4088.00
OPAL	ST		3800	4199	B	94609	4012.00
ORANGE	ST		100	499	B	94610	4035.00
ORCHID	ST		3300	3399	B	94601	4065.00
ORRAL	ST		7000	7299	B	94621	4086.00
OSCAR	AV		9300	9499	B	94603	4090.00
OUTLOOK	AV		7300	7999	B	94605	4083.00
OVER	ST		3300	3399	B	94619	4070.00
OVERDALE	AV		6150	6198	E	94605	4083.00
PACIFIC	ST		1600	2299	B	94607	4019.00
PALMER	AV		3200	3299	B	94602	4057.00
PALMETTO	ST		2400	2499	B	94602	4066.00
PANAMA	CT		3900	4099	B	94611	4041.00
PARDEE	DR		8400	8599	B	94621	4090.00
PARK	BL		1800	1899	B	94606	4053.00
PARK	BL		1901	1999	O	94606	4053.00
PARK	BL		1900	1998	E	94606	4054.00
PARK	BL		2000	2698	E	94606	4055.00
PARK	BL		2700	2798	E	94606	4056.00
PARK	BL		2800	3498	E	94610	4056.00
PARK	WY		700	999	B	94606	4060.00
PARK VIEW	TR		200	399	B	94610	4037.00
PARKER	AV		2800	3099	B	94605	4083.00
PARKER	AV		2500	2799	B	94605	4084.00
PARKER	AV		2400	2499	B	94605	4085.00
PARTRIDGE	AV		2800	3199	B	94605	4083.00
PARTRIDGE	AV		3201	3499	O	94605	4083.00
PATRICIA	CT		10400	10499	B	94603	4092.00
PAXTON	AV		3300	3499	B	94601	4065.00
PEABODY	LN		1100	1249	B	94608	4008.00
PEACH	ST		9200	9399	B	94603	4097.00
PEACH	ST		9400	9799	B	94603	4102.00
PEARL	ST		1	149	B	94611	4035.00
PEARL	ST		150	199	B	94611	4035.00
PEARMAIN	ST		9800	10899	B	94603	4093.00
PENDLETON	WY		400	499	B	94621	4090.00
PENNIMAN	AV		3400	3499	B	94602	4066.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
PENNIMAN	AV		3500	4199	B	94619	4070.00
PENNIMAN	CT		4000	4199	B	94619	4070.00
PENNIMAN	AV		4400	4699	B	94619	4076.00
PERALTA	ST		2800	3598	E	94608	4015.00
PERALTA	ST		2200	2798	E	94607	4016.00
PERALTA	ST		1401	2799	O	94607	4017.00
PERALTA	ST		2801	3605	O	94608	4017.00
PERALTA	ST		701	1399	O	94607	4018.00
PERALTA	ST		300	699	B	94607	4019.00
PERALTA	ST		700	2198	E	94607	4022.00
PERKINS	ST		453	549	O	94610	4034.00
PERKINS	ST		100	199	B	94610	4035.00
PERKINS	ST		400	451	B	94610	4037.00
PERKINS	ST		401	451	O	94610	4037.00
PERKINS	ST		452	548	E	94610	4037.00
PEROLY	CT		1	99	B	94601	4063.00
PERRY	PL		150	199	B	94610	4035.00
PETERSON	ST		1	799	B	94601	4061.00
PHELPS	ST		400	499	B	94603	4090.00
PIEDMONT	AV		3300	3749	B	94611	4035.00
PIEDMONT	AV		3750	3999	B	94611	4040.00
PIEDMONT	AV		4000	5099	B	94611	4041.00
PIERSON	ST		3300	3599	B	94619	4078.00
PINE	ST		700	1199	B	94607	4017.00
PINE	ST		300	699	B	94607	4019.00
PIPPIN	ST		9800	10899	B	94603	4093.00
PLEASANT	ST		2400	2599	B	94602	4064.00
PLEASANT	ST		2600	2799	B	94602	4066.00
PLEASANT VALLEY	AV		1700	2599	B	94611	4041.00
PLEASANT VALLEY	CT	N	4301	4599	O	94611	4041.00
PLEASANT VALLEY	CT	S	4300	4598	E	94611	4041.00
PLEITNER	AV		3000	3299	B	94602	4066.00
PLYMOUTH	ST		7800	8199	B	94621	4085.00
PLYMOUTH	ST		8200	8999	B	94621	4096.00
PLYMOUTH	ST		9000	9399	B	94603	4096.00
PLYMOUTH	ST		9400	9999	B	94603	4103.00
PLYMOUTH	ST		10000	10499	B	94603	4104.00
POIRIER	ST		600	699	B	94609	4005.00
PONTIAC	ST		10400	10699	B	94603	4093.00
POPLAR	ST		2800	2999	B	94608	4015.00
POPLAR	ST		2200	2799	B	94607	4016.00
POPLAR	ST		1	699	B	94607	4019.00
POPLAR	CT		700	999	B	94607	4021.00
POPLAR	ST		700	1198	E	94607	4021.00
POPLAR	ST		701	1399	O	94607	4021.00
POPLAR	ST		1200	1398	E	94607	4023.00
POPLAR	ST		1400	2199	B	94607	4023.00
PORTER	ST		4000	4299	B	94619	4070.00
PORTWOOD	AV		800	999	B	94601	4061.00
POTTER	ST		2400	2499	B	94601	4076.00
POWELL	ST		1100	1230	E	94608	4008.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
POWELL	ST		1249	1249	O	94608	4008.00
PRENTISS	PL		2600	3299	B	94601	4065.00
PRINCETON	ST		5300	5399	B	94601	4074.00
PRINCETON	ST		5400	5499	B	94601	4075.00
PRUNE	ST		700	899	B	94603	4093.00
PUEBLO	DR		10800	10899	B	94603	4092.00
QUIGLEY	LN		3400	3499	B	94602	4066.00
QUIGLEY	PL		4200	4299	B	94619	4070.00
QUIGLEY	ST		3500	4049	B	94619	4070.00
RACINE	ST		5900	6399	B	94609	4005.00
RACINE	ST		5800	5899	B	94609	4006.00
RAILROAD	AV		8500	8799	B	94621	4090.00
RAMONA	AV		1	79	B	94611	4041.00
RANDOLPH	AV		3200	3399	B	94602	4057.00
RANDWICK	AV		1	199	B	94611	4035.00
RANSOM	AV		2100	2499	B	94601	4071.00
RAYMOND	ST		6400	6599	B	94609	4005.00
READE	RD		4800	4999	B	94601	4073.00
REDDING	ST		3500	4299	B	94619	4070.00
REDDING	PL		1	99	B	94619	4078.00
REDDING	ST		4400	4799	B	94619	4078.00
REDONDO	AV		5200	5299	B	94618	4003.00
REGENT	ST		6400	6699	B	94618	4004.00
RENWICK	ST		2400	2599	B	94601	4076.00
RENWICK	ST		2600	2799	B	94619	4076.00
REPOSO	DR		10900	10999	B	94603	4092.00
RHODA	AV		3400	3499	B	94602	4066.00
RICH	ST		400	499	B	94609	4011.00
RICHMOND	AV		2800	2899	B	94611	4035.00
RICHMOND	BL		3000	3799	B	94611	4035.00
RIDGEWAY	AV		100	299	B	94611	4041.00
RIO VISTA	AV		1	199	B	94611	4040.00
RITCHIE	ST		2800	2999	B	94605	4083.00
RITCHIE	ST		2500	2799	B	94605	4084.00
RITCHIE	ST		2400	2499	B	94605	4085.00
ROBLEDO	DR		10900	11199	B	94603	4092.00
ROBLEY	TR		3900	3999	B	94611	4040.00
RONADA	AV		1	71	O	94611	4041.00
ROSE	AV		901	1199	O	94611	4041.00
ROSEDALE	AV		1900	2399	B	94601	4071.00
ROSEDALE	AV		1500	1899	B	94601	4072.00
ROSSMOOR	AV		400	499	B	94603	4090.00
ROSSMOOR	CT		1	99	B	94603	4090.00
ROYAL	ST		900	999	B	94603	4093.00
ROYAL ANN	ST		10200	10699	B	94603	4093.00
RUBY	ST		3700	3999	B	94609	4011.00
RUDSDALE	ST		6900	7299	B	94621	4088.00
RUDSDALE	ST		7300	8099	B	94621	4089.00
RUDSDALE	ST		8100	8198	E	94621	4089.00
RUDSDALE	ST		8101	8199	O	94621	4095.00
RUSSET	ST		10501	10999	O	94603	4093.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
RUTHERFORD	ST		2000	2099	B	94601	4062.00
SALEM	ST		6400	6499	B	94608	4008.00
SALISBURY	ST		3400	3499	B	94601	4065.00
SAN ANTONIO	WY		1500	2299	B	94606	4059.00
SAN CARLOS	AV		4300	4699	B	94601	4076.00
SAN JUAN	ST		3700	4099	B	94601	4071.00
SAN LEANDRO	ST		3200	4299	B	94601	4061.00
SAN LEANDRO	ST		4300	5499	B	94601	4073.00
SAN LEANDRO	ST		5500	5899	B	94621	4073.00
SAN LEANDRO	ST		5900	6899	B	94621	4088.00
SAN LEANDRO	ST		6900	7498	E	94621	4088.00
SAN LEANDRO	ST		6901	7299	O	94621	4088.00
SAN LEANDRO	ST		7301	7699	O	94621	4089.00
SAN LEANDRO	ST		7500	7698	E	94621	4089.00
SAN LEANDRO	ST		7700	8099	B	94621	4089.00
SAN LEANDRO	ST		9800	11099	B	94603	4093.00
SAN LEANDRO	ST		8500	8999	B	94621	4094.00
SAN LEANDRO	ST		9000	9799	B	94603	4094.00
SAN LEANDRO	ST		8100	8499	B	94621	4095.00
SAN PABLO	AV		5800	6799	B	94608	4008.00
SAN PABLO	AV		4900	5798	E	94608	4009.00
SAN PABLO	AV		5301	5799	O	94608	4009.00
SAN PABLO	AV		2250	2798	E	94612	4014.00
SAN PABLO	AV		2800	3598	E	94608	4014.00
SAN PABLO	AV		2801	3603	O	94608	4015.00
SAN PABLO	AV		2251	2799	O	94612	4016.00
SAN PABLO	AV		2001	2099	O	94612	4027.00
SAN PABLO	AV		2100	2249	B	94612	4027.00
SAN PABLO	AV		1400	1999	B	94612	4028.00
SAN PABLO	AV		2000	2098	E	94612	4028.00
SANTA CLARA	AV		50	99	B	94610	4035.00
SANTA RITA	ST		2100	4299	B	94601	4071.00
SAUSAL	ST		1751	1807	O	94602	4064.00
SCHOOL	ST		2600	2699	B	94602	4064.00
SCHOOL	ST		2700	3499	B	94602	4066.00
SCHYLER	ST		2900	2999	B	94602	4066.00
SCOVILLE	ST		5500	5699	B	94621	4075.00
SEMINARY	AV		1101	1399	O	94621	4073.00
SEMINARY	AV		1401	2199	O	94621	4075.00
SEMINARY	AV		2201	2599	O	94605	4075.00
SEMINARY	CT		5800	5899	B	94605	4075.00
SEMINARY	AV		3301	3699	O	94605	4078.00
SEMINARY	AV		5900	6298	E	94605	4078.00
SEMINARY	AV		6201	6299	O	94605	4083.00
SEMINARY	AV		1400	2198	E	94621	4087.00
SEMINARY	AV		2200	3098	E	94605	4087.00
SEMINARY	AV		1100	1398	E	94621	4088.00
SEXTUS	RD		200	299	B	94603	4090.00
SHAFTER	AV		5100	5699	B	94618	4003.00
SHAFTER	AV		3700	5099	B	94609	4012.00
SHATTUCK	AV		5200	5399	B	94609	4003.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
SHATTUCK	AV		5900	6699	B	94609	4005.00
SHATTUCK	AV		5400	5899	B	94609	4006.00
SHATTUCK	AV		4400	5199	B	94609	4011.00
SHEFFIELD	AV		2900	3260	B	94602	4064.00
SHEFFIELD	AV		3261	3405	O	94602	4064.00
SHONE	AV		3301	3799	O	94605	4083.00
SHONE	AV		3700	4099	B	94605	4083.00
SHOREY	ST		1800	1899	B	94607	4017.00
SHORT	ST		2600	2999	B	94619	4070.00
SIMMONS	ST		3300	3599	B	94619	4078.00
SNELL	ST		6900	7499	B	94621	4088.00
SNELL	ST		7500	7699	B	94621	4089.00
SOLANO	WY		1400	2215	B	94606	4060.00
SONOMA	WY		1400	2299	B	94606	4059.00
SPENCER	ST		6900	7299	B	94621	4088.00
SPENCER	ST		7300	7699	B	94621	4089.00
SPRINGFIELD	ST		9800	9899	B	94603	4102.00
ST ELMO	DR		9800	9999	B	94603	4091.00
STANFORD	AV		800	949	B	94608	4007.00
STANFORD	AV		950	1246	E	94608	4008.00
STANFORD	AV		951	1239	O	94608	4009.00
STANLEY	PL		1	99	B	94611	4035.00
STAR	AV		3200	3299	B	94619	4070.00
STATEN	AV		400	499	B	94610	4037.00
STERLING	DR		7500	7799	B	94605	4083.00
STERLING	DR		7800	7998	E	94605	4083.00
STERLING	DR		7801	8199	O	94605	4083.00
STONE	ST		700	899	B	94603	4093.00
STONEFORD	AV		300	599	B	94603	4091.00
STORER	AV		3200	3599	B	94619	4078.00
STOW	AV		400	499	B	94606	4053.00
STUART	ST		3100	3399	B	94602	4057.00
SUMMIT	ST		2800	3199	B	94609	4013.00
SUNKIST	DR		6800	7999	B	94605	4083.00
SUNKIST	DR		8001	8199	O	94605	4083.00
SUNNYMERE	AV		6200	7099	B	94605	4083.00
SUNNYSIDE	ST		9000	9399	B	94603	4097.00
SUNNYSIDE	ST		9400	9999	B	94603	4103.00
SUNNYSIDE	ST		10000	10999	B	94603	4104.00
SUNSET	AV		2600	2899	B	94601	4065.00
SUNSHINE	CT		1400	1699	B	94621	4085.00
SURRYHNE	ST		3200	3399	B	94608	4017.00
SUTER	ST		3000	3499	B	94602	4066.00
SUTER	ST		3500	4299	B	94619	4070.00
SYCAMORE	ST		500	599	B	94612	4013.00
SYCAMORE	ST		600	899	B	94612	4014.00
TAFT	AV		5400	5899	B	94618	4003.00
TARTARIAN	ST		700	799	B	94603	4093.00
TELEGRAPH	AV		5100	5598	E	94609	4003.00
TELEGRAPH	AV		5201	5599	O	94609	4003.00
TELEGRAPH	AV		5600	6398	E	94609	4004.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
TELEGRAPH	AV		6400	6698	E	94609	4004.00
TELEGRAPH	AV		5901	6299	O	94609	4005.00
TELEGRAPH	AV		6301	6699	O	94609	4005.00
TELEGRAPH	AV		5601	5899	O	94609	4006.00
TELEGRAPH	AV		3500	3998	E	94609	4011.00
TELEGRAPH	AV		3601	3999	O	94609	4011.00
TELEGRAPH	AV		4000	5099	B	94609	4011.00
TELEGRAPH	AV		5101	5199	O	94609	4011.00
TELEGRAPH	AV		2250	2799	B	94612	4013.00
TELEGRAPH	AV		2800	3499	B	94609	4013.00
TELEGRAPH	AV		3501	3599	O	94609	4013.00
TELEGRAPH	AV		1400	2249	B	94612	4028.00
TERMINAL	ST		600	600	E	94607	4017.00
TERRACE	ST		4100	4399	B	94611	4041.00
TEVIS	ST		5800	5899	B	94621	4073.00
TEVIS	ST		5900	6299	B	94621	4088.00
TEXAS	ST		3000	3199	B	94602	4066.00
THOMPSON	ST		4500	4699	B	94601	4076.00
TIDEWATER	AV		4300	4999	B	94601	4073.00
TOLER	AV		9800	9899	B	94603	4102.00
TOPANGA	DR		10500	10699	B	94603	4092.00
TRASK	ST		5500	5899	B	94605	4075.00
TRASK	ST		5001	5499	O	94601	4076.00
TREMONT	ST		6500	6699	B	94609	4005.00
TULLY	PL		3000	3299	B	94605	4083.00
TUNIS	RD		100	299	B	94603	4090.00
TYLER	ST		600	799	B	94603	4090.00
TYRRELL	ST		4600	4699	B	94601	4076.00
UNDERWOOD	AV		5300	5399	B	94613	4078.00
UNION	ST		2800	3399	B	94608	4015.00
UNION	ST		2200	2799	B	94607	4016.00
UNION	ST		1	499	B	94607	4019.00
UNION	ST		500	1199	B	94607	4021.00
UNION	ST		1200	2199	B	94607	4023.00
UTAH	ST		8001	8199	O	94605	4083.00
VALDEZ	ST		2300	2499	B	94612	4035.00
VALDEZ	ST		2601	2699	O	94612	4035.00
VALE	AV		3300	3399	B	94619	4070.00
VALENTINE	ST		7500	7699	B	94605	4083.00
VALLECITO	PL		2700	2899	B	94606	4057.00
VALLEJO	ST		5800	6398	E	94608	4008.00
VALLEJO	ST		5500	5798	E	94608	4009.00
VALLEY	ST		2250	2399	B	94612	4013.00
VALLEY	ST		2149	2149	O	94612	4028.00
VALLEY	ST		2200	2249	B	94612	4028.00
VAN BUREN	AV		250	349	B	94610	4037.00
VAN BUREN	AV		351	499	O	94610	4037.00
VAN BUREN	AV		501	599	O	94610	4037.00
VAN MOURIK	AV		3900	4099	B	94605	4083.00
VERNON	ST		1	249	O	94610	4035.00
VERNON	ST		251	449	O	94610	4035.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
VERNON	TR		150	199	B	94610	4035.00
VERNON	ST		2	248	E	94610	4037.00
VICENTE	WY		5400	5599	B	94609	4003.00
VICENTE	ST		5600	5799	B	94609	4004.00
VICKSBURG	AV		1700	1899	B	94601	4074.00
VICKSBURG	AV		1900	2399	B	94601	4076.00
VICTORY	CT		1	49	B	94607	4033.00
VIEW	PL		4400	4499	B	94611	4041.00
VIEW	ST		4300	4439	B	94611	4041.00
VIOLA	ST		2600	2999	B	94619	4070.00
VIOLA	ST		3200	3399	B	94619	4070.00
VIRGINIA	AV		4301	4999	O	94619	4076.00
VIRGINIA	AV		4300	4998	E	94619	4078.00
VOLTAIRE	AV		9900	10999	B	94603	4102.00
WADEAN	PL		5400	5499	B	94601	4074.00
WAKEFIELD	AV		2500	2699	B	94606	4058.00
WALLACE	ST		2400	2699	B	94606	4058.00
WALNUT	ST		3900	4299	B	94619	4070.00
WALNUT	ST		4300	4899	B	94619	4076.00
WALNUT	ST		9000	9399	B	94603	4096.00
WALNUT	ST		9400	9999	B	94603	4103.00
WALNUT	ST		10000	10499	B	94603	4104.00
WALTER	AV		9200	9799	B	94603	4090.00
WARD	LN		3100	3199	B	94602	4066.00
WARNER	AV		2200	2499	B	94603	4102.00
WARNER	AV		1900	2099	B	94603	4103.00
WARREN	AV		1	199	B	94611	4035.00
WASHINGTON	ST		500	1199	B	94607	4031.00
WASHINGTON	ST		1	499	B	94607	4032.00
WATTLING	ST		3800	4299	B	94601	4061.00
WATTS	ST		3600	3617	B	94608	4017.00
WAVERLY	ST		2300	2399	B	94612	4035.00
WAYNE	AV		200	499	B	94606	4053.00
WAYNE	PL		300	399	B	94606	4053.00
WEBSTER	ST		3501	5099	O	94609	4011.00
WEBSTER	ST		3500	5098	E	94609	4012.00
WEBSTER	ST		2700	2799	B	94612	4013.00
WEBSTER	ST		2800	3499	B	94609	4013.00
WEBSTER	ST		1400	2099	B	94612	4029.00
WEBSTER	ST		2100	2216	E	94612	4029.00
WEBSTER	ST		2101	2213	O	94612	4029.00
WEBSTER	ST		500	1199	B	94607	4030.00
WEBSTER	ST		1200	1399	B	94612	4030.00
WEBSTER	ST		1	499	B	94607	4032.00
WEBSTER	ST		2215	2699	O	94612	4035.00
WEBSTER	ST		2218	2698	E	94612	4035.00
WELD	ST		7300	7899	B	94621	4085.00
WELD	ST		6900	7299	B	94621	4086.00
WENTWORTH	AV		5200	5399	B	94601	4074.00
WENTWORTH	AV		5400	5499	B	94601	4075.00
WESLEY	AV		400	499	B	94606	4053.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
WEST	ST		5200	5299	B	94608	4007.00
WEST	ST		3526	5199	B	94608	4010.00
WEST	ST		2500	2799	B	94612	4014.00
WEST	ST		2800	3425	B	94608	4014.00
WEST	ST		2250	2499	B	94612	4016.00
WEST	ST		1100	1199	B	94607	4026.00
WEST	ST		1200	1399	B	94612	4026.00
WEST	ST		1400	2249	B	94612	4027.00
WESTALL	AV		1	199	B	94611	4035.00
WHEELER	ST		6500	6599	B	94609	4005.00
WHITMORE	PL		1	49	B	94611	4041.00
WHITMORE	ST		200	299	B	94611	4041.00
WHITNEY	ST		5900	5999	B	94609	4005.00
WHITNEY	ST		6500	6699	B	94609	4005.00
WILDA	AV		3900	3999	B	94611	4040.00
WILLIAM	ST		500	699	B	94612	4028.00
WILLOW	ST		1400	2799	B	94607	4017.00
WILLOW	ST		700	1399	B	94607	4018.00
WILLOW	ST		200	699	B	94607	4019.00
WILSON	AV		3400	3499	B	94602	4066.00
WILSON	PL		3300	3399	B	94602	4066.00
WINTHROPE	ST		7800	8099	B	94605	4083.00
WISTAR	RD		200	299	B	94603	4090.00
WOOD	ST		701	1399	O	94607	4017.00
WOOD	ST		1400	2799	B	94607	4017.00
WOOD	ST		2800	3699	B	94608	4017.00
WOOD	ST		700	1398	E	94607	4018.00
WOOD	ST		300	699	B	94607	4019.00
WOODBINE	AV		2000	2199	B	94602	4064.00
WORTH	ST		400	499	B	94603	4090.00
WRIGHT	ST		100	199	B	94614	4090.00
WYMAN	PL		1	99	B	94619	4078.00
WYMAN	ST		3200	3499	B	94619	4078.00
YERBA BUENA	AV		900	1099	B	94608	4010.00
YERBA BUENA	AV		1380	1599	B	94608	4017.00
YGNACIO	AV		4400	5499	B	94601	4076.00
YOSEMITE	AV		1	99	B	94611	4040.00
PRESERVATION PARI	WY		1200	1299	B	94612	4026.00
EASTMONT	ML		1	299	B	94605	4086.00
WATER	ST		400	599	B	94607	4032.00
INTERNATIONAL	BL		100	498	E	94606	4053.00
INTERNATIONAL	BL		500	1298	E	94606	4054.00
INTERNATIONAL	BL		1300	2298	E	94606	4059.00
INTERNATIONAL	BL		101	2299	O	94606	4060.00
INTERNATIONAL	BL		2301	4299	O	94601	4061.00
INTERNATIONAL	BL		2300	3198	E	94601	4062.00
INTERNATIONAL	BL		3200	4298	E	94601	4072.00
INTERNATIONAL	BL		4301	5499	O	94601	4073.00
INTERNATIONAL	BL		5501	5899	O	94621	4073.00
INTERNATIONAL	BL		4300	5498	E	94601	4074.00
INTERNATIONAL	BL		5500	5898	E	94621	4075.00

CITY OF OAKLAND
TARGETED EMPLOYMENT AREA

CITY STREET	STREET TYPE	DIREC-TION	BEG. NUM.	END NUM.	SIDE OF ST.	ZIP CODE	CENSUS TRACT #
INTERNATIONAL	BL		7300	8198	E	94621	4085.00
INTERNATIONAL	BL		6650	7298	E	94621	4086.00
INTERNATIONAL	BL		5900	6648	E	94621	4087.00
INTERNATIONAL	BL		5901	7299	O	94621	4088.00
INTERNATIONAL	BL		7301	8199	O	94621	4089.00
INTERNATIONAL	BL		9801	10699	O	94603	4093.00
INTERNATIONAL	BL		8901	8999	O	94621	4094.00
INTERNATIONAL	BL		9001	9799	O	94603	4094.00
INTERNATIONAL	BL		8201	8899	O	94621	4095.00
INTERNATIONAL	BL		8200	8998	E	94621	4096.00
INTERNATIONAL	BL		9000	9398	E	94603	4096.00
INTERNATIONAL	BL		9400	9998	E	94603	4103.00
INTERNATIONAL	BL		10000	10998	E	94603	4104.00