C-01 Hazard Communication

1. **Purpose**
   1. All Employees and Contractors required to work around hazardous or potentially hazardous materials shall receive the information, training and equipment necessary to protect themselves from these hazards.
2. **Policy**
   1. All field and office employees shall be informed of the Company's Hazard Communication Program, the dangers associated with hazardous materials used in the workplace, and how to protect themselves from unnecessary exposure.
   2. Compliance with the Hazard Communication Program will be reviewed during Annual Compliance Audits.
   3. Appropriate Safety Data Sheets (SDS's) must be available at each location where hazardous materials are being used.
3. **Scope**
   1. This policy applies to all employees and contractors who have a reason to work with or near any commercial chemical product or Hazardous Material in any Buckeye Partners, L.P. system.
4. **Definitions**
   1. ***Consumer Products***--Materials purchased over-the-counter that are common household products. However, a SDS is required for any product used more frequently at work than typical home usage.
   2. ***Hazardous Substance***--Any substance that poses a physical hazard or a health hazard.
5. **General**
   1. **Contractors**
      1. Prior to the start of work, the Operations Manager assigned to the project must advise the contractor or its on-site representative of the following:
         1. Hazardous substances which may be encountered during the planned activities.
         2. SDS's for each hazardous substance are available for review in the location's SDS binder, and the Company's policy for labeling hazardous substance containers (Paragraph 4) must be followed.
         3. Precautionary, warning, and emergency notification signs are posted to alert or instruct workers of such conditions.
         4. The contractor must provide a SDS for each hazardous substance that the contractor brings onto Company property and record each hazardous substance on the Contractor Hazardous Substance Survey Form (Contractor Safety Manual [Form C-2](http://sharepoint.buckeye.com/Publications%20Forms%20and%20Manuals/contractor%20safety%20manual/Manual%20Documents/CS%20C-02%20Form%20A%20-%20HAZARDOUS%20SUBSTANCE%20SURVEY%20FORM.doc)).
         5. Contractors must review any potential exposures of Company employees caused by the contractor's operations with the Buckeye inspector and Operations Manager.
         6. Contractors must review any potential exposures of Contractor personnel caused by Company operations with the Contractor’s employees.
   2. **Hazard Communication Signs**
      1. A sign should be permanently posted on each sample building and truck loading/unloading connection. The sign shall list all products sampled at that particular building or transferred at the connection.

**Sign Format**

WARNING

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SEE SDS BINDERS FOR MATERIAL SAFETY DATA SHEETS

* + 1. Batch change records, custody transfer tickets, or computer messages (pipeline schedule) indicate which products are located within the pipeline system.
  1. **Labels**
     1. Hazardous substance containers must be labeled with at least the common or chemical name and the appropriate physical and health hazards. Text or symbols are permitted. The name and address of the supplier is recommended. Labels provided by the manufacturer should be sufficient.

**Label Format**

|  |  |
| --- | --- |
| METHANOL |  |
|  |  |
| Physical Hazards: | Flammable Liquid |
| Health Hazards: | Inhalation, Ingestion, and Absorption or Contact Hazard  Toxic Irritant |
| Made By: | XYZ Chemical Company  303 Right Street  City and State  Phone Number |

* + 1. Purchase orders must include a request for proper labels. If a container is received without proper labels, immediately request them from the supplier.
    2. No hazardous substance shall be transferred from a labeled container to an unlabeled container unless it is a portable container intended for immediate personal use by the person transferring the hazardous substance. Do not store hazardous substances in unlabeled containers.
    3. Labels are not required on piping, breakout tanks, and other stationary equipment except as noted in paragraph 10.5. Hazard communication signs, batch change records, custody transfer tickets, or computer messages (pipeline schedule) indicate which products are located in the system.
    4. Completed sample tags serve as labels on sample containers.
    5. Do **not** use the contents of an unlabeled container. If the contents of an unlabeled container are unknown, contact the Environmental Affairs department to arrange for proper handling and disposal.
  1. **Hazardous Substance By Location Report**
     1. A Hazardous Substance by Location Report ([Exhibit A](http://sharepoint.buckeye.com/Publications%20Forms%20and%20Manuals/contractor%20safety%20manual/Manual%20Documents/CS%20C-01%20Ex%20A%20-%20Hazardous%20Substance%20by%20Locaton.doc)) is completed and kept current for **each** location.
        1. Hazardous substances present at the location are listed on the Hazardous Substance by Location Report, excluding products labeled, stored, and used as consumer products.
        2. The Hazardous Substance by Location Report must be updated each time a **new** hazardous substance is shipped, used, or purchased.
        3. Hazardous substances not present at the location must be deleted from the Hazardous Substance by Location Report.
        4. The quantity (approximate gallons, barrels, or pounds) of each hazardous substance present must be recorded on the Hazardous Substance by Location Report.
        5. Operations Managers must advise Operations Services (by phone or mail) of any changes to a location's Hazardous Substance by Location Report. The Operations Services department will update the inventory data base and send the Operations Manager a revised Hazardous Substance by Location Report.
     2. The Hazardous Substance by Location Report must be kept in the location's SDS Binder and must be available to all employees, contractors, and outside agencies upon request. Hazardous Substance by Location Reports for administrative offices will be kept on file by the Manager, Office Facilities.
  2. **Safety Data Sheet (SDS)**
     1. A SDS must be immediately available for each hazardous substance (excluding products labeled, stored, and used as consumer products) present in the workplace and at each job site.
     2. A SDS should be requested from the supplier for all hazardous substances purchased or brought on site by contractors, except for products labeled, stored, and used as consumer products.
     3. The Transportation department must request SDS's from Shippers for any new products to be shipped. The SDS must be forwarded to the Operations Services department for review and distribution **prior** to product shipment.
     4. Operations Managers must provide copies of SDS's to employees, contractors, and outside agencies upon request.
     5. Operations Managers must forward a copy of all SDS's received from outside sources to the Operations Services department for:
* Hazard evaluation.
* Assignment of Buckeye SDS Code ([Exhibit B](http://sharepoint.buckeye.com/Publications%20Forms%20and%20Manuals/contractor%20safety%20manual/Manual%20Documents/CS%20C-01%20Ex%20B%20-%20Buckeye%20MSDS%20Coding.doc)).
* Filing and maintaining for a minimum of 40 years.
* Updating the location's SDS Binders.
  1. **SDS Distribution**
     1. Since a SDS must be available for each hazardous substance present, an SDS database containing the required SDS's shall be available to each attended location within the responsibility and locations from which emergency responses are conducted.
     2. Operations Managers shall ensure that each Company maintenance vehicle carrying hazardous substances is provided with the SDS for those substances.
     3. Operations Managers will be provided with the SDS's for transported products and commonly used construction materials.
     4. Corrosion Technicians will be provided with one SDS for each type of transported product and commonly used corrosion control material.
     5. Office emergency operations centers will be provided with the SDS's for transported products and the hazardous substances kept in that office.
     6. The Manager, Office Facilities will be provided with the SDS's for hazardous substances kept in offices.
  2. **State Requirements**
     1. Where required, materials for posting on bulletin boards will be provided by the Operations Services department.
     2. **Florida**
        1. The Operations Services department must provide a copy of the Hazardous Substance by Location Report and a copy of the SDS binder to responding fire departments.
     3. **Louisiana**
        1. Owners and Operators of pipelines must complete a Tier Two submittal for every parish that their pipeline traverses. If more than one pipeline is operated in a parish, report all of the pipelines on one Tier Two form for that parish. In the chemical description field of the Tier Two submittal, list the product the pipeline is carrying. Complete the physical state sections and physical and health hazard information. In the space marked Storage Location, record the diameter of the pipeline, and the maximum operating pressure. State whether a map has been submitted previously, is currently being submitted, or is on the current set of DeWitt Maps.
        2. Fixed site facilities located in respective parishes must be reported on separate Tier Two submittals. Owners/operators of facilities that manufacture, use, or store any hazardous chemical or substance on which OSHA requires that a SDS be obtained must report these hazardous chemicals if 500 pounds of a chemical is present on-site on any one day during the calendar year (some extremely hazardous substances have lower threshold quantities.)
        3. An inventory form for the proceeding calendar year that lists the chemicals, the hazard categories, inventory ranges, and storage conditions and locations must be filed with the Louisiana Emergency Response Commission (LERC), the Local Emergency Planning Committee (LEPC), and the local fire department that services the facility (or pipeline) by March 1 of the following year.
     4. **Massachusetts**
        1. A copy of the Hazardous Substance by Location Report and a copy of the SDS binder must be filed with the State Department of Environmental Quality Engineering by the Operations Services department.
     5. **New Jersey**
        1. New Jersey Universal Labeling requires a label on every container before the container is opened or within five (5) days of its receipt. The label must indicate the chemical name and the chemical abstract service (CAS) number of the five (5) most predominant substances and any environmentally hazardous substance or special health hazard below the top five substances. Contact the Operations Services department for assistance in obtaining or developing labels as necessary.
        2. Make a written request for New Jersey Universal Labeling on all purchase orders and contracts.
        3. The following must have labels as described in 9.4.1.
* Sample connections used **every** day
* All tanks
* All containers (sample bottle, box of welding rods, drum of lubricating oil)

* + - 1. The following are not required to have New Jersey Universal Labels:
* Articles in solid form used in a manner that does not change its physical form
* Consumer products used, stored, and packaged as such
* Portable containers intended for immediate personal use
* Food

* + 1. **Michigan**
       1. A notice must be posted advising employees where SDS's are located.
       2. A notice must be posted whenever a new chemical is introduced into the workplace.
    2. **Texas**
       1. Facilities that store significant quantities of hazardous chemicals (in amounts in excess of 55 gallons or 500 lbs) must share this information with state and local emergency responders and planners. Facilities in Texas share this information by filing annual hazardous chemical inventories called Texas Tier Two Forms with the Texas Department of Health, with Local Emergency Planning Committees (LEPCs), and with local fire departments.
  1. **Employer ID Numbers**

Buckeye Pipe Line Company, L.P.

Federal Employer ID No. 23-2431965

Buckeye Pipe Line Holdings, L.P.

Federal Employer ID No. 23-2431967

Everglades Pipe Line Company, L.P.

Federal Employer ID No. 23-2439446

Laurel Pipe Line Company, L.P.

Federal Employer ID No. 23-2704007

Buckeye Gulf Coast, L.P.

Federal Employer ID No. 52-2314550

Norco, LLC

Federal Employer ID No. 23-3083143

*New Jersey Locations:*

Buckeye Pipe Line Company, L.P.

NJ Employer ID No. 18321700

* 1. **Required County Codes for Pennsylvania**

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| --- | --- | --- | --- |
| **County** | **Code** | **County** | **Code** |
| Allegheny | 02 | Indiana | 32 |
| Armstrong | 03 | Juniata | 34 |
| Beaver | 04 | Lackawanna | 36 |
| Berks | 06 | Lancaster | 37 |
| Blair | 07 | Lawrence | 37 |
| Bucks | 09 | Lebanon | 38 |
| Butler | 10 | Lehigh | 39 |
| Cambria | 11 | Luzerne | 40 |
| Carbon | 13 | Perry | 50 |
| Chester | 15 | Philadelphia | 51 |
| Cumberland | 21 | Susquehanna | 58 |
| Delaware | 23 | Westmoreland | 65 |
| Huntington | 31 | Wyoming | 66 |
|  |  | York | 67 |
|  |  |  |  |

* 1. **Required County Codes for New Jersey**

|  |  |  |  |
| --- | --- | --- | --- |
| **County** | **Code** | **County** | **Code** |
| Linden-Union County | 2009 | Flemington-Hunterdon County | 1009 |
| Eagle Point-Gloucester County | 0820 | Newark-Union County | 2009 |
|  |  |  |  |

**Terms and Definitions**

SIC Code--Standard Industrial Classification Code- 4613.

Amount--Approximate amount normally on site (gallons, barrels, pounds).

Reference: 29 CFR 1910.1200

References

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| --- | --- |
| **Forms and Exhibits** | |
| Exhibit A  Hazardous Substance by Location Report | |
| Exhibit B  Buckeye SDS Coding | |
| Procedure Title/Source | Procedure Identification |
| OSHA Regulations | 29 CFR 1910.1200 |