

Administrators | Emergency Managers
Excavators | Land-Use Planners



PHILLIPS 66
PIPELINE LLC



PIPELINE SAFETY IN YOUR COMMUNITY

*Important safety guidelines
for working and digging
near pipelines*

*Emergency Phone Number
1-877-267-2290*

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PIPELINES IN OUR COMMUNITY

Energy product pipelines are an unseen and unheard network of lines crisscrossing our country and providing critical energy resources to our communities, states and our country.

According to the National Transportation Safety Board, pipelines are the safest way to carry energy products. That's why they can be found in our neighborhoods, parks and even under our yards.

But, despite an exemplary safety record, the rare pipeline emergency can occur and it pays to be prepared.

Pipelines are monitored regularly by air, on foot and with sophisticated 24-hour electronic monitoring and inspection systems; but natural elements, such as erosion and flooding, can change a pipeline's depth of cover.

Almost all pipeline incidents are preventable. In fact, most serious pipeline problems are the result of

improper or unauthorized digging near a pipeline. Damaged pipelines, which can contain a colorless and/or odorless product, may release chemicals into the ground or air causing harm to people and the environment.

ABOUT PHILLIPS 66 PIPELINE LLC

Phillips 66 Pipeline LLC operates nearly 15,000 miles of pipeline and approximately 50 storage terminals. Every day, our pipelines safely gather and transport the raw and refined petroleum products (like crude oil, gasoline, diesel and jet fuel) that keep our homes comfortable, our transportation systems running smoothly and which create the plastics products that we use in our day-to-day lives.

If a potential problem is suspected, it is important for action to be taken quickly.

COMMITTED TO SAFETY

OPERATING WITH INTEGRITY

Pipelines are crucial to meeting our nation's growing economic and energy needs. Because of their importance, pipelines operate under many government regulations and industry standards in order to ensure safe and reliable operation. These guidelines touch on all aspects of pipeline construction and operation such as where and how they can be built, how (and how often) they should be tested and maintained, and provide rules for the day-to-day operation of our nation's pipeline infrastructure.

We take our commitment to safety seriously and strive to go beyond the guidelines and ensure that everyone who lives or works near our pipelines is not only aware of them but is armed with knowledge of safe digging practices, knows the warning signs of a pipeline leak and can quickly and correctly respond in a suspected pipeline emergency.

COMMITTED TO SAFETY & RELIABILITY

Phillips 66 Pipeline LLC employs a wide variety of safety and inspection processes to ensure that we meet and exceed governmental requirements and industry best practices and that our pipelines, tanks and pumps operate safely and reliably.

We routinely inspect surface conditions via air and on foot, provide regular operation and safety training for our employees, provide emergency preparedness materials to local officials, proactively clear easements and use sophisticated pipeline monitoring and in-line inspection technology to monitor the health of our pipelines 24 hours a day.

For more information about the many safety systems, equipment and tactics that we employ, visit phillips66pipeline.com.

MAINTENANCE & CONSTRUCTION ACTIVITY

Phillips 66 Pipeline LLC has procedures in place for conducting excavations and repairs on pipelines in compliance with U.S. Department of Transportation regulations. These procedures include risk assessment as well as planning and safety requirements. A written plan is prepared for each project. Where applicable, all affected parties – including employees, pipeline controllers, contractors, other utilities, neighbors and local emergency responders – are made aware of the plan.

PRACTICE & PROMOTE THESE PREVENTION TACTICS

The first step in pipeline safety is making sure that you know the location of pipelines and storage terminals in your community. To make this easier, you can search the National Pipeline Mapping System (NPMS) found at npms.phmsa.dot.gov to find pipeline locations in your area.

ALWAYS CALL 811

Encourage farmers, ranchers, developers, contractors, landscapers and anyone else who might need to dig in your community to comply with federal law by always calling 811 before beginning any excavation projects. 811 is a FREE service that will mark buried pipelines and utilities on a proposed dig site.

PIPELINE MARKERS

Be aware of pipeline markers in your community. Pipeline markers are signs that signal the presence and identify the *general location* of a pipeline. Markers are placed along a pipeline right-of-way – the dedicated clearing of land that provides a safety buffer above and around a pipeline. Pipeline markers are commonly found at road and railway crossings, fence lines and street intersections. They identify the type of product carried in the line, the operating company and the operator's emergency phone number.

PIPELINE RIGHT-OF-WAY OPERATOR ACCESS

Phillips 66 Pipeline LLC regularly conducts pipeline right-of-way patrols on foot or by air. Employees also perform additional inspections as needed. Most importantly, it is imperative that emergency responders and pipeline company representatives

are able to quickly and easily access the line in the event of an unplanned release. It is crucial to the safety of our communities that planners and developers understand the need for Phillips 66 Pipeline LLC to have operational access to its pipeline rights-of-way.

Phillips 66 Pipeline LLC has established procedures for conducting excavations and repairs on pipelines that are in compliance with U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) regulations. These procedures include risk assessment and safety requirements and are of critical importance.

Written plans are prepared for every project, and, where applicable, all affected parties, including operations employees, pipeline controllers, contractors, other utilities, neighbors and local emergency responders are made aware of the plans.

PIPELINES AND INFORMED PLANNING ALLIANCE

The Pipelines and Informed Planning Alliance (PIPA) assists and informs planners regarding transmission pipelines, their risks and helps users make better land-use planning and development decisions when it comes to pipelines. We encourage all planning officials to incorporate the PIPA safety and best practice policies developed by PHMSA during the planning, review and approval process for new construction and improvements.

PIPA has developed several helpful toolkits (including informational brochures, checklists for planning and design and evaluation worksheets) for government officials, property owner/developers and real estate managers.

Visit primis.phmsa.dot.gov/comm/pipa/landuseplanning.htm to download your free materials.

Special Considerations: LAND-USE PLANNERS & EXCAVATORS

CONSIDERING PIPELINE LOCATION

Public planning officials and utility excavators have an especially important role in pipeline safety since they are usually the ones who, in the early stages of a project planning process, connect pipeline operators with property owners, developers and public works specialists. Public officials can help ensure the safety and well-being of the general public, protect the environment, increase public awareness, protect easement rights and enhance communication between property owners during the public planning review process thus avoiding potentially costly project delays later in the process.

While property change of use is inevitable, proper planning and development oversight by public officials can help ensure the safety and well-being of the general public, protection of the environment, an increase in pipeline awareness, the protection of Phillips 66 Pipeline LLC's established easement rights and enhanced communication between property owners, developers and pipeline operators.

Greenbelts, which are great for pipelines in high population density areas, not only beautify new developments, but enable Phillips 66 Pipeline LLC or other operators and emergency responders to quickly access pipelines during regular maintenance activity, scheduled pipeline inspections, or during an unplanned product release.

ROW ENCROACHMENT PROTECTION

ROW ENCROACHMENT PROTECTION

Many pipelines were constructed prior to federal pipeline safety regulations were enacted to create safer pipeline operating conditions. Before these regulations took effect, pipeline operators often experienced encroachments on pipeline rights-of-way (ROWs). Encroachments are obstructions near or even on top of a right-of-way that can seriously impair an operator's ability to maintain pipelines safely and effectively. Common encroachments include buildings, patios, swimming pools, septic systems, trees and fences.

Because of the danger that these encroachments pose to our communities, Congress has granted the U.S. Department of Transportation with regulatory oversight of many pipelines. Pipeline operators like Phillips 66 Pipeline LLC have a set of guidelines that provide for the implementation of an encroachment program that meets federal pipeline

safety standards. Our program includes providing clarification on using greenbelts along a right-of-way, building setbacks, utility crossing standards and providing adequate cover over our pipelines.

Pipelines are covered by written easement agreements. These agreements provide for reasonable legal protection against unacceptable encroachments and are filed as public records in the counties and parishes where we operate. For the safety of our communities, we require advance review and approval of construction plans that impact our established rights-of-way. This advanced review period ensures that encroachment issues can be mitigated in a timely fashion. Visit phillips66pipeline.com/resources for general guidance in preventing encroachment.

For a complete list of guidelines, contact Phillips 66 Pipeline LLC at 1-800-231-2566.



THE ONE-CALL SYSTEM

Every digging job - regardless of complexity or familiarity - requires calling 811, the federally mandated "Call Before You Dig" number, before excavation begins. When you call 811, you will be connected to your local One-Call center, which will send a pipeline operator out to your site to mark lines at no cost. Make sure that you and your community residents comply with your state laws and call at least three business days before you begin your project. The 811 service is fast, easy and FREE.

811 BEST PRACTICES

- Avoid project delays by allowing adequate scheduling time.
- Provide accurate information about the dig location and outline proposed dig site with white paint or flags.
- Ensure that operators will have access to the excavation site in order to mark pipeline locations. Wait until all lines are located and marked before you dig.
- Once a pipeline is marked, respect the markings and dig carefully.
- Follow the excavation requirements of your state's One-Call law and CGA's Best Practices. This may include hand-digging, soft-digging, vacuum methods and the use of pneumatic hand tools.

Visit commongroundalliance.com or call 811.com to learn more.

HIGH CONSEQUENCE AREAS

High-Consequence Areas (HCAs) are locations where a pipeline leak could have a particularly high impact on health, safety or the environment. Examples of HCAs include dense population centers, drinking water zones, ecological areas and navigable waterways. Preventative and mitigative measures are given the highest priority in HCAs in order to protect these sensitive and vital areas. Contact 1-800-231-2566 to learn more about identified HCAs in your jurisdiction or to share information about a new HCA in your community.



Special Considerations: **ADMINISTRATORS & EMERGENCY MANAGERS**

Phillips 66 Pipeline LLC follows regulations by the U.S. Department of Transportation, Occupational Safety and Health Administration and Environmental Protection Agency. As part of these regulations, we have developed a public awareness program that works to educate, inform and interact with first responders, residents, excavators, schools and civic organizations as well as local, state and federal agencies. Residents and businesses that may be near our pipeline assets have received pipeline safety information.

Our strong relationships with our community partners make it possible to work together effectively in the case of an unforeseen emergency. Phillips 66 Pipeline LLC values these partnerships and conducts periodic tabletop and emergency response exercises with community organizations and first responders so that we will be able to respond to an emergency situation in a coordinated and efficient manner.

All Phillips 66 Pipeline LLC employees have been trained as First Responders, Operations Level. This means they are prepared to respond efficiently in order to contain a release from a safe distance, keep it from spreading and prevent public harm.



LEARN MORE AT PHILLIPS66PIPELINE.COM

A separate, more tactical, pipeline safety brochure has been shared with emergency officials in your area. To download the safety brochure, visit phillips66pipeline.com/resources. To request a mailed copy, call 1-800-231-2566

OUR ROLE IN AN EMERGENCY

We work closely with local agencies to offer critical aid, pipeline and energy product expertise and assistance should a response to a pipeline-related emergency be necessary.

Phillips 66 Pipeline LLC uses the National Incident Management System (NIMS) Incident Command System (ICS) and is prepared to work in a Unified Command Structure for response during emergency situations so that all parties involved in response efforts stay informed and involved in decision-making.

Public agencies have valuable expertise in emergency response situations and Phillips 66 Pipeline LLC personnel have critical knowledge of the products and pipeline systems that we work with on a day-to-

day basis. Utilizing NIMS ICS enables all parties to work together efficiently and effectively to address emergency situations that may arise.

In the event of an unplanned release of product, our facilities are equipped with fail-safe systems. The emergency shutdown (ESD) system can be activated manually on-site, remotely by the Phillips 66 Pipeline LLC control center in Bartlesville, Oklahoma, or automatically by one of the various electronic detection devices.

LEARN MORE AT PHILLIPS66PIPELINE.COM

PHILLIPS 66 PIPELINE LLC EMERGENCY RESPONSE ACTION PLANS

A copy of our Emergency Response Action Plan has been provided to your local Emergency Operations Center, and we ensure that it is updated annually.

You can request to view and download our Emergency Response Action Plan (ERAP) by visiting phillips66pipeline.com/resources

If you have any questions about our ERAPs, please contact your local Phillips 66 Pipeline LLC office or call our non-emergency information line at 1-800-231-2566.

WHEN TO CALL THE OPERATOR

If a pipeline has been pulled, jarred, snagged, nicked, dented, scraped, or touched in any way, dial 911 to report the damage, no matter how minor. Then call the Phillips 66 Pipeline LLC emergency line at 1-877-267-2290.



Product	Color & Description	Location	Flammability	Health Hazard	Notes
<i>The following chart, based on the 2016 DOT Emergency Response Guidebook (ERG), provides general information about the products transported and stored by Phillips 66 Pipeline LLC. Refer to ERG for more details. The ERG can be downloaded to a computer or as a mobile app at http://www.phmsa.dot.gov/hazmat/erg/emergency-response-guidebook-erg</i>					
REFINED PRODUCTS <i>(Gasoline, Diesel Fuel, Distillates, Jet Fuel and Heating Fuels)</i>	Refined products vary widely in color. Many products have a dye added to indicate the grade, quality or brand.	Vapors are heavier than air and tend to settle near the ground and collect in low or confined areas.	Highly flammable, will be easily ignited by heat, sparks or flames. Kerosene and heating oils are somewhat less likely to ignite, but should still be considered dangerous.	Inhalation or contact may irritate or burn skin and eyes. Vapors may cause dizziness and can displace oxygen in breathing air. High concentrations of refined products may lead to asphyxiation.	Refined products include several grades of finished gasoline, gasoline blending components, aviation fuels, diesel fuel and heating fuels. Some refined products remain in a liquid state at normal temperature and pressure. Others remain as liquids to begin with, but will gradually evaporate. Gasolines evaporate rather quickly, other fuels more slowly.
CRUDE OILS <i>(Sweet Crude, Sour Crude and other grades of Crude Oil)</i>	Color can vary from yellow to nearly black. Sour crude contains hydrogen sulfide (H ₂ S), and under certain conditions can be recognized by its rotten egg odor.	Vapors are heavier than air and tend to settle near the ground and collect in low or confined areas.	Highly flammable, will be easily ignited by heat, sparks or flames.	Inhalation or contact may irritate or burn skin and eyes. Vapors may cause dizziness and can displace oxygen in breathing air.	Crude oils are liquid at normal temperature and pressure. However, the more volatile components may vaporize or boil off.
HIGHLY VOLATILE LIQUIDS <i>(Liquified Petroleum Gasses and Various Natural Gas Liquids)</i>	Colorless Transported as a liquid when under pressure in the pipeline, but becomes a gas and forms a vapor cloud when released into the atmosphere. Vapors can vary in size depending on wind and humidity conditions. Can drift from immediate vicinity of a leak, becoming much less visible and detected only by a monitor.	Vapors are heavier than air and tend to settle to the ground, especially in low-lying areas. Vapors may travel to source of ignition.	Extremely flammable, will be easily ignited by heat, sparks or flames. Fire hazard is higher on a calm day, since vapors remain more concentrated instead of being dispersed in the air.	Vapor displacement of oxygen can result in asphyxiation. Contact with product may cause severe burns and/or frostbite when in contact with skin. Some HVLs contain hydrogen sulfide (H ₂ S). Light concentrations of H ₂ S will cause throat and eye irritation as well as breathing difficulty. Heavier concentrations of H ₂ S will cause dizziness similar to intoxication and may lead to serious breathing difficulty, even death.	HVLs are comprised of products such as ethane, butane, propane, propylene, natural gasoline, butadiene, ethane, and other liquified petroleum gasses and natural gas liquids, including mixtures of the individual components after processing.
NATURAL GAS	Colorless gas	Vapors from liquefied gas are initially heavier than air, spread along the ground and can migrate into enclosed spaces. Vapors may travel to source of ignition and flash back.	Natural gas alone does not burn. Combustion only occurs when there is a mixture of gas and air containing between 5 and 15 percent of natural gas.	May cause dizziness or fatigue. High exposure can cause loss of consciousness.	A gaseous fossil fuel consisting of mostly methane, but may include ethane, butane, propane, CO ₂ , nitrogen, helium and H ₂ S.
HYDROGEN	Colorless gas with no odor	Lighter than air and can migrate into enclosed spaces. Vapors may travel to a source of ignition where they can ignite, flash back or explode.	Highly flammable, will be easily ignited by heat, sparks or flames. Product burns with a clear or invisible flame that can be difficult to see.	Vapors may cause dizziness or asphyxiation without warning.	

IN CASE OF EMERGENCY

WARNING SIGNS

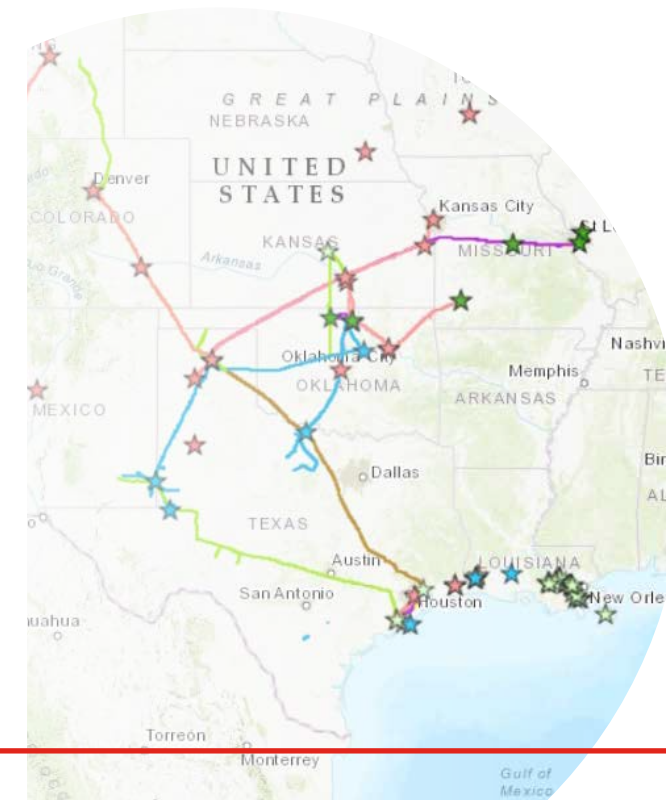
Many petroleum products have a distinct odor, such as sulfur (rotten eggs), or a strong petroleum-like odor. That said, do not depend on odor alone to determine a leak. Most large diameter pipelines are not odorized and the intensity of odor is no indication of the severity of a leak. Use visual cues and listen for unusual sounds whenever working in the area of a pipeline.

SIGNS OF POTENTIAL LEAK

- Strong petroleum-like or sulfur-like (rotten egg) odor
- Dead grass or other vegetation
- Liquid or fire on the ground near a pipeline
- Dirt blowing into the air
- Dense white cloud or fog
- Hissing, gurgling or roaring sounds

IN THE EVENT OF AN EMERGENCY:

- Obtain detailed information about the emergency. Use the DOT Emergency Response Guidebook (ERG) found at www.phmsa.dot.gov/hazmat/erg/emergency-response-guidebook-erg
- Call the Phillips 66 Pipeline LLC emergency number at 1-877-267-2290. Be prepared to provide any and all information that you have gathered to that point. Phillips 66 Pipeline LLC emergency personnel will immediately be deployed to the emergency site.
- Approach the emergency site from an upwind direction and park your vehicle at a safe distance from the site. Remember, a vapor cloud may not be visible, but there may be dangerous vapors on or near the ground.
- Evacuate people from the danger area to an upwind location. Immediately obtain medical help if needed.
- Keep the danger area secure. Block off roads and railroads. Eliminate any potential ignition sources such as car engines, pilot lights, smoking materials, radios and cell phones.
- Do not attempt to close any valves without direction from Phillips 66 Pipeline LLC.
- Do not attempt to extinguish a highly volatile liquid (HVL) fire on the pipeline – such as ethane, butane, propane or mixtures – unless instructed by a Phillips 66 Pipeline LLC representative. Accumulation of HVL vapors can pose a greater hazard of explosion if re-ignition occurs.
- Perimeter fires can be extinguished. Be careful when containing liquid spills and using techniques such as building earthen dams to prevent oil from flowing further, setting up booms, or setting up flumes on waterways.



PHILLIPS 66 PIPELINE LLC MAPS

FINDING PIPELINES AND OBTAINING PIMMA ACCESS

The National Pipeline Mapping System (NPMS) is a web-based application which shows operator-submitted data and the approximate location of gas and hazardous liquid transmission pipelines, liquefied natural gas facilities and hazardous liquid storage tanks jurisdictional to PHMSA. **Government officials, including GIS professionals, can obtain maps of transmission pipelines and facilities, including those operated by Phillips 66 Pipeline LLC, by visiting npms.phmsa.dot.gov.**

Pipeline operators are required to update their NPMS data every twelve months and data should be considered no more accurate than plus or minus 500 feet. While this is not comparable to survey-quality data, GIS departments should consider including the NPMS-

provided pipeline infrastructure layers into their internal GIS programs. **To request a data download, fill out the Pipeline Data Request form at <https://www.npms.phmsa.dot.gov/PipelineDataRequest/DataRequestForm.aspx>.** PHMSA will verify the contact information and eligibility and reply directly to you.

The Pipeline Information Management Mapping Application (PIMMA) provides an additional level of GIS information only for use by pipeline operators and federal, state and local government officials. The application contains sensitive pipeline structure information which is not made available to the general public. Apply for PIMMA access by visiting <https://www.npms.phmsa.dot.gov/ApplyForPIMMAAccess.aspx>.

USEFUL RESOURCES

FREE PIPELINE SAFETY MATERIALS TO SHARE WITH OTHERS

Phillips 66 Pipeline LLC wants to partner with local public officials, like you, to share pipeline safety information with the residents and businesses in our community. To equip local officials, we have created a pipeline safety messaging toolkit that includes resources from the Common Ground Alliance (CGA), ready.gov and other organizations.

This electronic toolkit contains helpful tools like:

- An editorial calendar
- Easily customizable pipeline safety and safe digging articles
- Electronic copies of pipeline safety brochures created for residents and businesses
- Web banner ads and sample social media posts
- Bill stuffer templates
- Free Tailgate Meeting Guides

Download the toolkit at phillips66pipeline.com.

PHILLIPS 66 PIPELINE LLC EMERGENCY & EXCAVATOR TRAINING RESOURCES

phillips66pipeline.com/resources

Phillips 66 Pipeline LLC provides free emergency responder and excavator training resources. Visit our website for videos and downloadable training materials.

PHILLIPS 66 PIPELINE LLC MAP VIEWER

phillips66pipeline.com/maps

Mapping application displays a live-updated view of pipelines and terminals operated by Phillips 66 Pipeline LLC. To learn more about other pipeline operators nearby or to obtain maps for your area, visit the National Pipeline Mapping System (NPMS) at npms.phmsa.dot.gov.

PHILLIPS 66 SAFETY RECORD

www.phillips66.com/sustainability

We track our performance using industry-leading safety metrics including the rate of injuries where medical attention was needed (TRR), process safety events and hydrocarbon spills beyond secondary containment.

ADDITIONAL INFORMATION & RESOURCES

The following industry and government sites have important safety references and educational materials on pipeline safety best practices for you to use and share with colleagues and community members.

DOT EMERGENCY RESPONSE GUIDEBOOK (ERG)

www.phmsa.dot.gov/hazmat/erg/emergency-response-guidebook-erg

DOT PHMSA's Emergency Response Guidebook (ERG) provides responders with a go-to manual to help manage hazmat incidents during the critical first 30 minutes. The ERG can be downloaded to computer or mobile device.

NATIONAL PIPELINE MAPPING SYSTEM (NPMS)

npms.phmsa.dot.gov

NPMS is a mapping system created by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA), in cooperation with other governmental agencies and the pipeline industry. It contains attribute data, public contact information and meta-data pertaining to interstate and intrastate hazardous liquid trunk lines and hazardous liquid low-stress lines, as well as gas transmission pipelines, liquefied natural gas (LNG) plants and hazardous liquid breakout tanks jurisdictional to PHMSA.

PIPELINES AND INFORMED PLANNING ALLIANCE (PIPA)

primis.phmsa.dot.gov/comm/pipa/landuseplanning.htm

A project of the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, PIPA has developed recommended practices to help make decisions about what, where and how to safely conduct building projects near existing or proposed transmission pipelines.

NATIONAL ASSOCIATION OF STATE FIRE MARSHALS' "PIPELINE EMERGENCIES"

pipelineemergencies.com

Accepted into the Federal Catalog of FEMA's National Training and Education Division (NTED), this curriculum was developed by a team of respected emergency response and industry experts in partnership with the National Association of State Fire Marshals and the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA).



**PHILLIPS 66
PIPELINE LLC**

**IF A PIPELINE HAS BEEN PULLED, JARRED, SNAGGED, NICKED, DENTED,
SCRAPED OR TOUCHED IN ANY WAY, DIAL 911 TO REPORT. THEN CONTACT
THE PHILLIPS 66 PIPELINE LLC EMERGENCY LINE AT 1-877-267-2290.**

Contact Us

PHILLIPS 66 PIPELINE LLC
2331 CITYWEST BLVD
HOUSTON, TX 77042

PHILLIPS66PIPELINE.COM

Non-Emergency Phone Number

1-800-231-2566

Emergency Phone Number

1-877-267-2290

YOU HAVE RECEIVED THIS BROCHURE BECAUSE YOUR DUTIES MAY REQUIRE YOU OR SOMEONE ON YOUR
STAFF TO EXCAVATE OR RESPOND TO AN EMERGENCY NEAR A PHILLIPS 66 PIPELINE LLC PIPELINE.

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