

**Interoffice
Communication**

TO: Distribution

TGG: ~~ICZ~~ ~~EDT~~: MHH: AJO: RF

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FROM: T. G. Grumbles

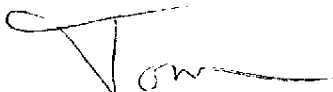
DATE: May 1, 1990

SUBJ: ATTACHED BROCHURE

VISTA

I received the attached at my house recently. It's an example of what some pipeline operators are doing for community awareness communication.

As we get closer to a more active pipeline operation, we should consider similar activities where warranted by the population density and pipeline routes.



T. G. Grumbles

dlj
.117

Attachment

Distribution: John Friend, Keith Fogg-LCCP
Dick Andersen

VVV 000012959

A Special Message For YOU About PIPELINE SAFETY...

EXXON PIPELINE COMPANY

POST OFFICE BOX 2220 • HOUSTON, TEXAS 77001

DARRELL G. WARNER
PRESIDENT

Dear Neighbor:

We at Exxon Pipeline Company are **very serious** about safety, and it shows in the way we do business. Our employee safety performance and our record for operational safety are both leaders in the pipeline industry.

We want to keep operating safely, and we need **your** help.

- If you received this booklet at your **residence** or **business**, and you are not an excavation company or a public official, Exxon Pipeline Company has a pipeline, or perhaps a number of pipelines, in your neighborhood. Please read this booklet so you will know how to recognize and respond to a pipeline emergency.
- If you are a company that does **excavation** work, please read the section that starts on page 4. It contains information about how you can help avoid emergencies on our pipelines.
- If you are a **public official** with responsibility for public safety, please read the section on page 7. It suggests ways that you can help to protect life and property if there is a pipeline emergency in your area.

Industry records show that each day approximately 25 million barrels of oil and petroleum products are moved through pipelines in this country, and they are moved safely, quietly, inexpensively and with minimal impact on the environment. With your help, we and other pipeline companies can keep intact this outstanding record.

Very truly yours,

Darrell Warner

VVV 000012960

ARE MARKERS ALWAYS PLACED ON TOP OF THE PIPELINE?

No. Although they are helpful in indicating the general location of a pipeline, the markers cannot be relied upon to indicate the **exact** position of the pipeline they mark. Also, the pipeline may not follow a straight course between markers. And, while markers are helpful in locating pipelines, they are limited in the information they provide. They provide no information on the depth or number of pipelines in the vicinity.

HOW CAN YOU RECOGNIZE A PIPELINE LEAK?

Sight, sound and smell are helpful in detecting pipeline leaks.

LOOK FOR

- Crude oil or liquid petroleum products on the ground.
- A dense white cloud or fog.
- A spot of dead vegetation in an otherwise green location may indicate a slow leak.
- Flames if the leak has ignited.

LISTEN FOR

- A roaring sound.
- A hissing sound.

SMELL FOR

- A pungent odor, sometimes like "rotten eggs."
- A gasoline-type odor.

WHAT SHOULD YOU DO IF YOU SUSPECT A LEAK?

Your first concern should be for your personal safety and the safety of those around you.

- Leave the leak area immediately.
- Avoid driving into vapor clouds.
- Avoid direct contact with the escaping gas or liquids.
- Avoid creating sparks or other sources of heat which could cause the escaping liquids or vapor to ignite and burn. If you find yourself in an area where you suspect hydrocarbon vapors are present, do not light a match, start an engine, or even switch on an electric light.
- Immediately notify your local fire department, police department or other public safety officials. Tell them the location and nature of the emergency.
- Immediately notify the pipeline operator. Call collect. Give the location, a description of the leak, and your name.

VVV 000012961

PIPELINE CONTENTS CAN VARY GREATLY.

- Pipelines carry both gaseous and liquid materials.
- Many liquids form gaseous vapor clouds when released.
- Many pipelines contain colorless and odorless products.
- Some pipeline gases are lighter than air and will rise.
- Other heavier-than-air gases and liquids will stay near the ground and collect in low spots.
- All petroleum gases and liquids are flammable.
- Any pipeline leak can be potentially dangerous.

IF YOU ARE A COMPANY THAT DOES EXCAVATION WORK...

If your company does excavation work, we need your help in preventing pipeline emergencies. Pipelines left to themselves rarely cause problems. Experience shows that damage from excavation-related activities — particularly equipment digging into pipelines — is by far the No. 1 cause of pipeline accidents. Without proper coordination, excavation activities in the vicinity of our underground pipelines can result in a very dangerous situation.

ARE THERE PIPELINES NEAR WHERE YOU PLAN TO DIG?

To determine if there are pipelines in the area where excavation is planned, look for pipeline markers at nearby roads, railroads, fences, and streams. Also check the property and deed records. These may show that a pipeline is nearby.

MARKERS SHOW THAT A PIPELINE IS NEAR.

Pipeline markers only show the general area where the pipeline is located. Don't try to guess the route or location of the pipeline from where the markers are placed. That's a gamble no one should take. Call the pipeline company collect at the telephone number shown on the marker. They will send a representative to mark the exact location, route, and depth of the pipeline.

For your own safety, **CALL.**

VVV 000012962

CONTACT THE LOCAL "ONE-CALL" SYSTEM...

If your area is served by an excavation notification "one-call" center (and most areas are), be sure to call the center and let them know your excavation plans. The center can help expedite the notification of the owners of underground facilities in the area where excavations are planned.

EXXON PIPELINE COMPANY OFFERS "THREE STEPS TO SAFETY."

STEP 1: NOTIFY US OF A PLANNED EXCAVATION

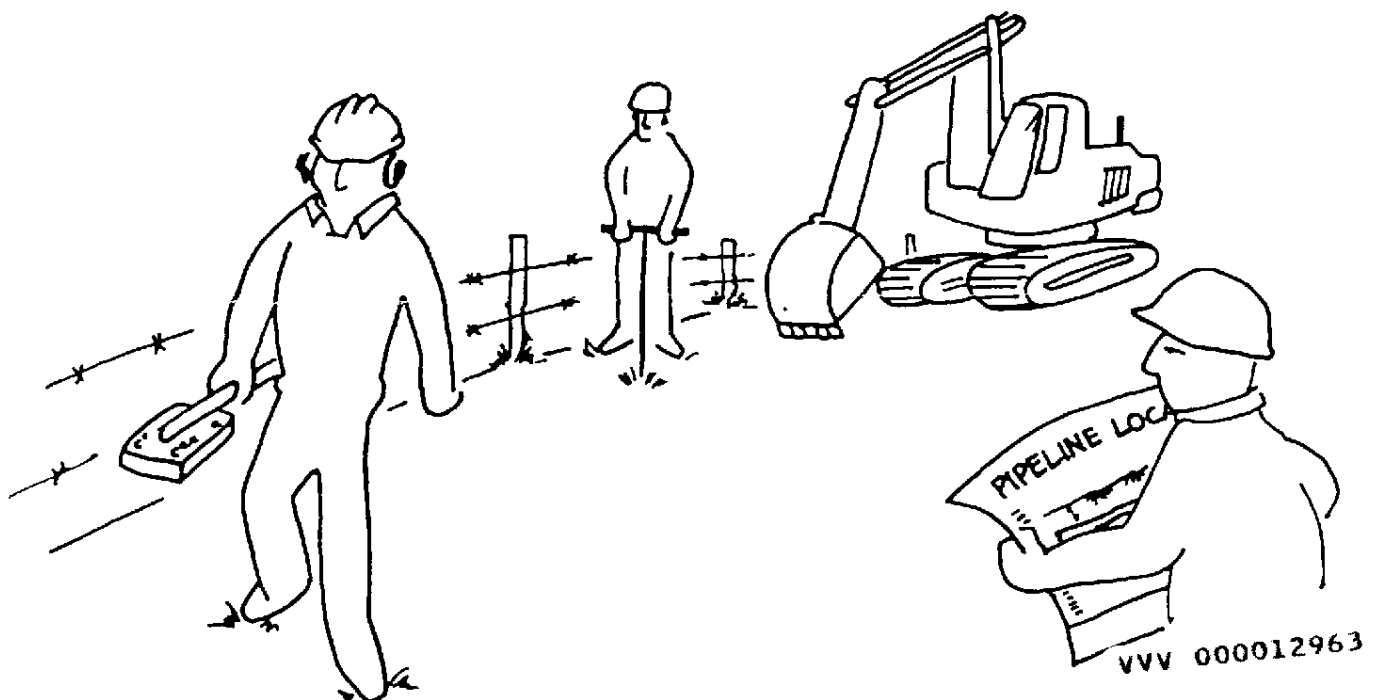
The excavation company must notify us about their plan to dig near our pipelines. Only the excavator knows where and when they plan to dig. Give us as much lead time as possible.

STEP 2: LOCATION AND MARKING

An Exxon Pipeline Company representative will meet with the excavator to determine if any of our pipelines are nearby. If one of our pipelines is in the area of excavation activity, our representative will provide marking to show the pipeline location, route and depth. We do this safely, using detailed maps, line finders and probing rods.

STEP 3: INSPECTION DURING AND AFTER EXCAVATION

An Exxon Pipeline Company representative will be on site as necessary during and after excavation to ensure the safety and integrity of our pipelines. Our representative will inform you of procedural requirements necessary for the protection of our line. Your cooperation with these recommendations will provide a safe working environment for everyone.



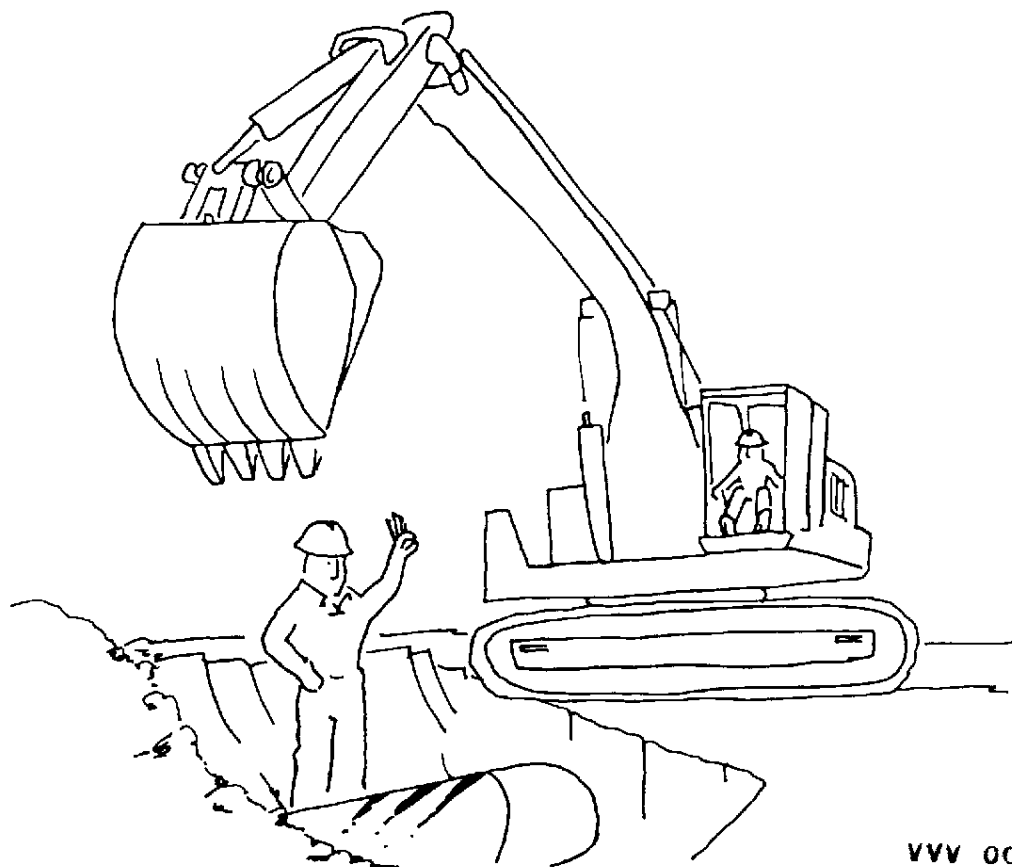
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A WORD OF CAUTION ABOUT NOTIFYING OTHER EXXON AFFILIATE COMPANIES...

Exxon is a diversified corporation with several affiliated companies. A notification call to one Exxon affiliate will **not** provide notification to other affiliates who might have lines in the excavation area. Each Exxon company has its own marker signs with the company name and telephone number. Treat each affiliate as a totally separate company. Remember: a call to Exxon Pipeline Company will not provide notification to Exxon Company, U.S.A. and Exxon Gas Systems, Inc.

IF YOU ARE DIGGING AND CAUSE A PIPELINE BREAK...

- Abandon equipment.
- Leave the area immediately.
- Warn others.
- Keep traffic out of the area.
- Watch for fog or a vapor cloud and move out of its path.
- Notify public safety officials, such as the local fire and police departments, and tell them the location and nature of the problem.
- Notify the pipeline company immediately.



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AND PLEASE...

If you are digging and disturb a pipeline — even if you should cause what seems only minor damage to the pipeline — notify the pipeline company immediately. A gouge, scrape, dent, crease or damage to the pipe or coating may one day cause a break or leak. It is imperative that the pipeline owner evaluate and repair any damage to the line.

EMERGENCY ACTION PROCEDURES FOR PUBLIC SAFETY OFFICIALS

If you are a public safety official, you know to take whatever steps you deem necessary to safeguard the public in the event of a pipeline emergency. The following suggestions are offered as a guide:

- Secure the area around the leak, to a safe distance. This could include the evacuation of people from homes, businesses, schools and other locations, the erection of barricades, controlling access to the emergency site, and similar precautions.
- If the pipeline leak is not burning, take steps to prevent ignition. This could include prohibiting smoking, rerouting traffic, and shutting off the electricity and gas supply.
- If the pipeline leak is burning, try to prevent the spread of the fire but do not attempt to extinguish it. Burning petroleum products will not explode. If the fire is put out, gas or vapor will collect and could explode when reignited by secondary fires.

Contact the pipeline company as quickly as possible. Pipeline marker signs show the pipeline company's name, emergency telephone number and pipeline contents.

EXXON PIPELINE COMPANY'S ACTIONS DURING AN EMERGENCY...

We will immediately dispatch personnel to the site to help handle the emergency, and to provide information to public safety officials to aid in the response to the emergency. We will also take the necessary operating actions — starting and stopping pumps, closing and opening valves, and similar steps — to minimize the impact of the leak. BUT PLEASE: Public safety personnel and others unfamiliar with the pipeline involved in the emergency should not attempt to operate any of the valves on the pipeline. Improper operation of the pipeline valves could make the situation worse and cause other accidents to happen.

VVV 000012965

A FINAL WORD

If there is an emergency on an Exxon Pipeline Company pipeline, call this number collect: **713/656-1234**.

If you ever have any questions of a general nature about Exxon Pipeline Company, please contact our Public Affairs office at **713/656-5431**.

EXXON PIPELINE COMPANY

Headquarters

800 Bell Street
P.O. Box 2220
Houston, Texas 77252-2220
713/656-3636

Longview Area

1202 Morgan Street
P.O. Box 7878
Longview, Texas 75607-7878
214/753-0328

Eastern Division

18440 Highland Road
P.O. Box 15609
Broadview Station
Baton Rouge, Louisiana 70895-5609
504/359-1400

Central Division

11005 Fairmont Parkway
P.O. Box 1215
La Porte, Texas 77572-1215
713/656-1678

Odessa Area

1300 West 10th Street
Odessa, Texas 79763-3428
915/337-2301

Corpus Christi Area

414 Lantana Street
P.O. Box 4916
Corpus Christi, Texas 78469-4916
512/289-1110

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