

# RCRA Contingency Plan



Navajo Refining Company, LLC  
Artesia, NM  
April 5, 2013

### Emergency Telephone Numbers 8/13/15

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Navajo Refinery – Main Telephone Number	(575) 748-3311
Navajo Refinery – Environmental Department	(575) 365-8365
Navajo Refinery – Safety Department	(575) 365-8364
Artesia Fire Department & Artesia Ambulance Station 1	911 (575) 746-5051
Station 2	(575) 746-5050
New Mexico State Police (Roswell, NM)	(575) 622-7200
Eddy County Sheriff	911 (575) 746-9888 – Artesia (575) 887-7551 - Carlsbad
Artesia City Police	911 (575) 746-5000
Artesia General Hospital	(575) 748-3333
Eastern New Mexico Medical Center (Roswell, NM)	(575) 622-8170
Carlsbad Medical Center (Carlsbad, NM)	(575) 887-4100
Local Emergency Planning Committee (LEPC)(Carlsbad, NM)	(575) 885-3581 Office (575) 449-5111 Cell Emergency

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## **Key Procedures**

In case of an emergency that requires implementation of the Contingency Plan, the following key procedures will be completed:

- I. The person discovering the incident will:
  - Avoid contact and exposure to the hazardous waste and will seek protection from the effects of a fire or explosion
  - Contact Security by the quickest means:
    - Activate the nearest emergency alarm button (thereby contacting Central Dispatch)
    - Announce the emergency situation over the operating radio channel twice
    - Contact Security via cell (or other) phone
  - Warn others in the area and initiate local evacuation if the incident poses an immediate threat to life or health
  - Render first aid as necessary and if properly trained
  - Activate fire protection systems, as appropriate and when possible, if trained
- II. Central Dispatch (Security) will:
  - Activate the emergency alarm and communication systems and make emergency announcements as appropriate
  - Activate the emergency pager system to contact the individual that is on-call and who will serve as the Emergency Coordinator
- III. Upon arrival at the incident, the Emergency Coordinator or designee will:
  - Assume control of the response effort
  - Activate the Emergency Operations Center for appropriate incidents
  - Account for personnel in the affected area
  - Attempt to identify the material(s) involved in the incident, identify the Products of Incomplete Combustion, evaluate the meteorological information, evaluate topographical information, and determine the impact of activities occurring in the vicinity of the incident, or coordinate the collection of this information

- Coordinate efforts to control, contain, or otherwise mitigate the incident and secure the resources from within the Refinery and from the community, if necessary
- Determine the need for evacuation of areas of the Refinery or community and, if needed, coordinate an orderly Refinery-wide shutdown and evacuation
- Notify the appropriate authorities
- Ensure that the response is conducted appropriately and in a safe manner
- Initiate and maintain contact with the appropriate officials from within Navajo as well as with off-site authorities and agencies
- Prepare and submit required incident reporting after the response is complete

**Facility Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision according to a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



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Scott M. Denton  
Environmental Manager, Navajo Refinery

The Navajo Refining Company, LLC

Date: 08/13/15



**HOLLYFRONTIER**  
THE HOLLYFRONTIER COMPANIES

John E. Kieling  
Acting Chief  
Hazardous Waste Bureau  
New Mexico Environment Department  
905 Rodeo Park Drive East, Building 1  
Santa Fe, New Mexico 87505-6303

Via Certified Mail & E-Mail

7011 3500 0001 4786 3071

August 08, 2012

**RE: Delegation of Signatory Authority per 20.4.1.900 NMAC  
Navajo Refining Company, Artesia Refinery  
EPA ID No. NMD048918817**

Dear Mr. Kieling:

Navajo Refining Company ("NRC"), pursuant to 20.4.1.900 NMAC, incorporating 40 CFR § 270.11, hereby notifies New Mexico Environment Department's Hazardous Waste Bureau ("Bureau"), that it is delegating signatory authority for certain reports and other Agency-requested information to the duly authorized representative(s) of "a responsible corporate office" as defined in 40 CFR § 270.11(a). This communication serves to:

1. Identify the Refinery Manager of NRC's Artesia, New Mexico, Refinery as the "responsible corporate officer" as defined in 40 CFR § 270.11(a).
2. Authorize, in writing, the delegation of the signatory authority described above to the "duly authorized representative(s)" identified in Item No. 3 below per 40 CFR § 270.11(b).
3. Identify the "duly authorized representative(s)" of the Refinery Manager, NRC, as the Refinery's "Environmental Manager." This position has overall responsibility for the environmental programs at the Refinery per 40 CFR § 270.11(b)(2).
4. Provide the written authorization of signatory authority delegation to the Bureau per 40 CFR § 270.11(b)(3).

As you are aware, the Refinery Manager for NRC's Artesia, New Mexico Refinery is currently a "responsible corporate officer," as defined by 40 CFR § 270.11(a). The



### Distribution List

Copy Number	Plan Holder	Location
1	Vice-President, Navajo Refinery	Artesia, NM
2	Operations Manager	Artesia, NM
3	Emergency Control Center	Artesia, NM
4	Safety Manager	Artesia, NM
5	Environmental Manager	Artesia, NM
6	Senior Environmental Specialist for Water and Waste	Artesia, NM
7	Fire Chief (Safety Department)	Artesia, NM
8	Maintenance Department	Artesia, NM
9	North Control Room	Artesia, NM
10	South Control Room	Artesia, NM
11	Artesia General Hospital 702 North 13 <sup>th</sup> Street	Artesia, NM
12	Artesia Fire Department 3300 West Main, Suite F	Artesia, NM
13	Artesia Police Department 3300 West Main, Suite E	Artesia, NM
14	U.S. Environmental Protection Agency, Region VI 1445 Ross Avenue, 12 <sup>th</sup> Floor	Dallas, TX 75202
15	LEPC Eddy County Emergency Prep Eddy County Admin. Complex 101 West Green, Suite 225	Carlsbad, NM 88221
16	Artesia Sheriff Department 3300 West Main	Artesia, NM



# **RCRA Contingency Plan**

**Navajo Refining Company, LLC**

**Artesia, New Mexico**

**Prepared by:**



**505 East Huntland Drive, Suite 250  
Austin, Texas 78752**

**Submitted by:**



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P.O. Box 159  
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**April 5, 2013**

**Rev 2 8/13/15**

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**Regulatory Cross-Reference Table**

<b>Federal Regulatory Citation (40 CFR)</b>	<b>New Mexico Administrative Code (NMAC)</b>	<b>Information Requirement</b>	<b>Contingency Plan Location</b>
264.52(a)	20.4.1.500	Provide descriptions of the actions facility personnel must take to comply with 40 CFR 264.51 and 264.56 in response to fire, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water at the facility.	Section 6 Table 9 Table 10
264.52(c)	20.4.1.500	Provide descriptions of arrangements agreed to by local police departments, fire departments, hospitals, contractors, and State and local emergency response teams to coordinate emergency services pursuant to 40 CFR 264.37.	Section 11
264.52(d)	20.4.1.500	List names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinator.	Table 8
264.52(e)	20.4.1.500	List all emergency equipment at the facility including the location and physical description of each item and a brief outline of its capabilities.	Tables 4 through 7
264.52(f)	20.4.1.500	Include an evacuation plan for facility personnel describing signals to be used to begin evacuation, evacuation routes, and alternate evacuation routes.	Section 8

## 1 BACKGROUND

This stand-alone Contingency Plan is designed to be used to minimize hazards to human health and/or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water at the Navajo Refining Company LLC (Navajo), Artesia, New Mexico, Refinery's (the Refinery's) Resource Conservation and Recovery Act (RCRA)-permitted units and less-than-90-day storage areas. The provisions of this plan will be carried out immediately whenever there is a fire, explosion, or release of hazardous waste or hazardous waste constituents that could threaten human health or the environment.

## 2 GENERAL INFORMATION

The Navajo facility in Artesia, New Mexico, is a petroleum refinery which produces gasoline, kerosene, diesel fuel, liquefied petroleum gas (LPG), naphtha, and asphalt from crude oil. The Refinery is located on approximately 466 acres within the northeast quadrant of the city limits of Artesia. The facility has been in operation since the 1920s.

The Refinery processes approximately 100,000 barrels (bbls) of crude oil per day. The facility has an average storage capacity of 500,000 to 750,000 bbls with a total storage capacity of approximately 2,231,000 bbls.

In addition to refining operations, the New Mexico Environment Department (NMED) has issued a RCRA permit authorizing and requiring Navajo to conduct the following activities at three inactive hazardous waste management units (HWMUs) at its Artesia facility:

- Closure and post-closure care at the hazardous waste surface impoundment identified as Evaporation Ponds (EPs) 2 through 6
- Post-closure care at a closed hazardous waste impoundment identified as the North Colony Land Farm (NCL)
- Post-closure care at a closed hazardous waste land treatment unit identified as the Tetraethyl Lead Impoundment (TEL Site)

This Contingency Plan applies specifically to emergency situations that could arise at these permitted units as well as at the less-than-90-day storage areas for hazardous wastes.

*Evaporation Ponds* – EPs 2 through 6 are located approximately three miles east of the Refinery process areas adjacent to the Pecos River. EPs 2 through 6 cover an area of approximately 95 acres.

*NCL* – A land treatment unit comprised of approximately four acres that is located in the northwest corner of the Refinery North Division. Tank 815, with a capacity of 80,000 bbls, is

located within the boundaries of the NCL and is used to store ultra-low sulfur diesel (ULSD) fuel. Tank 815 is surrounded by earthen berms that provide secondary containment.

*TEL Site* – The TEL Site is located in the North Refinery adjacent to the east side of the wastewater treatment system. The TEL Site covers approximately 0.9 acres.

*Less-Than-90-Day Storage Areas* – Three permanent less-than-90-day storage areas are located at the Refinery to temporarily store hazardous wastes for a period of time not to exceed 90 days. A majority of the wastes going to less-than-90-day storage areas are sludges and catalysts containing the waste codes indicated in Table 1. These areas are operated according to 40 CFR 262.34(a). Additional areas may be designated and used on a temporary and as-needed basis. Designation of temporary less-than-90-day storage areas typically occurs during scheduled maintenance activities and turnarounds, when activities may necessitate the use of one of these types of waste management and accumulation areas. The following areas are designated as permanent less-than-90-day storage areas:

- North Bundle Cleaning Pad
- South Bundle Cleaning Pad
- The “Haz Pad,” also known as the “Roll Off Bin Staging Area,” “Bin Pad,” or the “East Pad”

## **2.1 FACILITY DRAWING**

Figure 1 is a scale drawing of the facility showing the NCL, TEL Site, less-than-90-day storage areas, buildings, roadways, fire control facilities, the Emergency Operations Center (EOC), locations of decontamination equipment, and locations of spill control equipment. EPs 2 through 6 are depicted in Figure 2. Hazardous wastes are no longer actively managed at any of the RCRA-permitted units at the facility; however, hazardous wastes were historically managed in each of the HWMUs according to standard procedures for the unit and in accordance with applicable regulations.

## **2.2 WASTE TYPES**

A list of the wastes, the bases for listing, and units where the wastes were historically or are currently managed are presented in Table 1 of this document.

## **2.3 POSSIBLE HAZARDS**

Human health effects of exposure to materials present at the Refinery and products of incomplete combustion (PICs) are presented in Table 2. Typical effects that might be expected from materials present in a fire, release, or explosion are presented in Table 3.

Release of flammable materials has the potential to result in fire. Release of corrosive material may result in chemical burns, reactions with other chemicals, failure of steel units, etc. Release of wastes that contain cyanides or sulfides may result in the generation of highly toxic gases.

It is expected that surface water run-off from water and/or chemical agents used to control fires or heat-induced explosions will be contained within existing physical systems within the Refinery or within barriers erected during an emergency.

## **2.4 TYPICAL EMERGENCY EQUIPMENT**

A list of typical emergency equipment available at the facility along with descriptions, uses, and capabilities is presented in Tables 4 through 7. Figure 1 presents the locations of the emergency equipment. The equipment maintained on-site for emergency response is subject to change.

## **3 EMERGENCY COORDINATORS**

Contact information for Emergency Coordinators (ECs) is presented in Table 8. At all times, at least one EC will be on the facility premises or on call and available to respond to an emergency by being able to arrive at the facility within a reasonable period of time. The EC is responsible for coordinating emergency response measures.

The EC has full authority to implement this Contingency Plan through:

- Activating and engaging in contracting with identified oil spill removal organization(s)
- Acting as liaison with the pre-designated Federal On-Scene Coordinator (FOSC)
- Obligating, either directly or through prearranged contracts, funds required to carry out all necessary or directed response activities
- Stopping processes and/or operations at the facility

## **4 ASSESSMENT**

Assessment of the possible hazards to human health or the environment resulting from an emergency involving hazardous waste will include identification of the material, identification of possible products of incomplete combustion (PICs) (if applicable), evaluation of meteorological conditions, evaluation of topographical information, and evaluation of the impact of activities occurring in the vicinity of (or in response to) the incident. Each of these aspects of the assessment is discussed in further detail in the paragraphs below. The assessment may be



conducted by a combination of the personnel responding to the emergency and will be managed by the EC or the EC's designee.

#### **4.1 MATERIAL IDENTIFICATION**

One of the primary aspects of the initial response activities at a hazardous waste incident is the identification of the material(s) involved. The identification process may be attempted in a direct (preferred) or indirect manner.

Direct identification of the substance(s) involved in a hazardous waste incident may be obtained from the following sources:

- Facility personnel may be able to identify the material involved. Paperwork in their possession could indicate the substance(s) involved in the incident. At a minimum, they may be able to provide the Refinery unit where the substance originated.
- Inventory or transport records that identify the substance(s) involved may be available.
- Information on containers should identify their contents.
- In the absence of existing information, chemical analysis may be required. It is noted that identification via this option could take several days and the constraints of safety and time may not allow use of this option for emergency response operations.

Once the hazardous waste has been identified, the most current analytical data and/or material safety data sheet will be consulted to identify all chemical constituents that are present in the substance and their properties.

When direct identification is not possible, or if any of the direct methods are prohibitive in terms of safety or time, an attempt to identify as many of the chemical and physical properties of the substance must be performed. The following properties will be identified:

- Color of the material
- Physical state of the material (solid, liquid, or gas)
- Odor (Note: identification via odor must never be performed intentionally; however, the information may be available through unintentional exposure)
- Noticeable sound
- Abnormal or extreme heat
- Abnormal or extreme cold (presence of frost on containers)
- Pressure leaks
- Color of flame (if present)

The physical and chemical observations may be used to search on-site reference materials to attempt a tentative identification of the material. Emergency information on the properties of more than 10,000 chemicals is also available from the Chemical Transportation Emergency Center (CHEMTREC). Immediate information is available from CHEMTREC via telephone at (800) 424-9300. CHEMTREC operates 24 hours per day, seven days per week. The Navajo Refining CHEMTREC customer number is CCN 15402.

#### **4.2 PRODUCTS OF INCOMPLETE COMBUSTION**

If the material is involved in a fire, the EC or designee will consult Table 2 for a list of potential PICs. The properties of associated PICs (as noted in Table 3) must also be considered as potential threats to human health and the environment.

#### **4.3 METEOROLOGICAL EVALUATION**

Current weather observations as well as changes in weather patterns during the course of the incident will be noted by the EC or designee. Factors such as temperature and relative humidity can affect the physical state of a spilled material. Prevailing wind speed and direction will determine the movement of hazardous vapors and smoke. The presence of precipitation could spread the material quickly.

Meteorological information will be observed directly or local television and radio stations will be contacted to obtain forecasts for the area.

#### **4.4 TOPOGRAPHICAL EVALUATION**

The Refinery is located on flat terrain generally sloping to the northeast. Surface relief and the position of both natural and man-made features in the area of the incident have the potential to influence material movement as well as emergency response. Assessment of the situation will include informational input as to the general slope, locations of facility equipment and systems, location of drainage ditches (and flow direction), distance to the facility's boundary, etc., in the involved area.

Topographical information can be obtained from direct observation; however, it is strongly recommended that maps of the Refinery be consulted (especially in the event of large spills or fires) to precisely locate structures or systems that may be hidden from sight by the incident or by emergency response equipment and personnel, or may be located underground. A topographic map of the facility is provided as Figure 2, although additional topographic maps can be consulted as appropriate and available.

#### **4.5 ACTIVITIES IN THE VICINITY OF THE EMERGENCY**

Routine activities (including vehicle movement unrelated to emergency response) when a large spill or fire is ongoing will cease immediately and remain stopped for the duration of the emergency.

Emergency response activities have the potential for unintended consequences. For example, water spray from fire suppression activities has the potential to spread hazardous substances to previously unaffected areas. True assessment of activities occurring in the vicinity of an emergency incident is best obtained through direct observation.

#### **4.6 POTENTIAL FOR OFF-SITE IMPACT**

Emergency responders will make every effort to contain any release that may occur so as to minimize the likelihood of an off-site impact. In addition, the EC or designee may make visual determinations or order that chemical analyses of air, soil, groundwater, and/or surface water be performed to determine if the results of a release, fire, or explosion are suspected of threatening human health or the environment outside the facility's fence line.

#### **4.7 EVACUATION DETERMINATION**

The following types of incidents could require the EC or their designee to make the decision to evacuate areas of the Refinery and/or the surrounding community that may be affected:

- The EC or designee determines that the incident cannot be controlled and facility personnel and/or the general public are at risk
- Large quantities of materials are released that could detonate or explode, damaging process units, structures, and/or storage containers in the immediate area
- Releases are difficult to control and could increase in size or duration

Local conditions may dictate the evacuation of a specific area of the facility prior to notification of the Refinery as a whole. That is, all facility personnel in the vicinity of an emergency situation should immediately move to a safe location upwind of the incident.

The EC or designee may opt to order sheltering-in-place. Sheltering-in-place is the use of a room or building as protective cover during emergency situations. If the EC or designee determines that facility personnel and/or the surrounding community would risk suffering greater harm while evacuating than from remaining in their current location, then sheltering-in-place may be ordered.

## **5 IMPLEMENTATION**

### **5.1 WHEN IS IMPLEMENTATION NECESSARY?**

The severity of the impact resulting from a release of hazardous waste is dependent on the characteristics of the waste and volume released. Therefore, the criteria for implementation of the Contingency Plan at the facility are not based on a set volume of waste involved in a release, fire, or explosion, but on the response effort required and the level of threat to human health and the environment. In cases where an incident may result in a threat to human health or the environment, the Contingency Plan will be implemented.

Minor spills and incidents involving hazardous waste that can be managed by trained personnel within the immediate work area so that the incident will not result in a threat to human health and the environment will not result in implementation of the Contingency Plan. Facility personnel may consult the Contingency Plan for guidance in responding to and managing such minor incidents; however, such consultation will not be considered to be an implementation of the Contingency Plan and the reporting associated with Contingency Plan implementation will not be completed. Appropriate reporting will be completed as required by other regulatory programs.

The Contingency Plan is designed to assist facility personnel in responding to different types of emergency incidents with varying levels of personnel and expertise requirements. Within the facility, an emergency is defined as any abnormal situation or condition requiring rapid attention and support by trained personnel from inside or outside the immediate work area in order to avoid a potential danger which may result in, but not be limited to, the following:

- Releases with high levels of exposure to toxic or hazardous substances
- Life threatening situations requiring immediate medical attention or evacuation for further medical treatment
- Situations involving serious physical injury
- Situations which may be immediately dangerous to life and health
- Situations where fires which cannot be controlled with a hand-held fire extinguisher and/or explosions have occurred
- An oxygen-deficient condition
- Possible damage or harm to the environment
- Possible material, equipment, or other asset loss or damage

The degree of implementation of the Contingency Plan will be determined on a case-by-case basis according to the circumstances of the release, fire, or explosion. The Contingency

Plan will be fully implemented in case of a fire, explosion, or release of hazardous wastes that could impact the community.

## **5.2 HOW IS IMPLEMENTATION ACHIEVED?**

It is the responsibility of any employee that discovers a potential emergency situation to contact Security by any available means (radio, phone, alarm) and have an alarm initiated. Personnel are instructed to avoid delay in sounding the emergency alarm first, then initiate response actions. If there is doubt about whether an emergency exists, personnel are instructed to alert Security and sound the emergency alarm.

After initiating the alarm notification (by activating the nearest emergency alarm button), personnel announce twice over the applicable operating radio channel the type of emergency and its location (Example: "Gasoline spill at Tank 101" or "Fire at H-29 in the Vacuum Unit"). If no radio is available, a phone should be used to contact security and provide relevant information.

Once the alarm is received by Security personnel at the Central Dispatch, the In Plant Siren notification will be sounded by Central Dispatch. Central Dispatch will contact the Safety On-Call Representative. If additional information can be gathered by Security Personnel about the emergency, they will do so and relay all pertinent information to the Safety Department.

## **5.3 COMMUNICATIONS INFORMATION**

The channel for Process Control Group communications is dependent on the unit involved in the emergency. These are:

- CHANNEL 1 – FCC; 151.535 MHz
- CHANNEL 2 – North Plant; 151.58 MHz
- CHANNEL 3 – South Plant/Blender; 152.270 MHz
- CHANNEL 4 – Maintenance; 152.3750 MHz
- CHANNEL 5 – Safety; 152.4500 MHz
- CHANNEL 6 – CCR/Alky; 153.185 MHz
- CHANNEL 7 – MHC; 153.465 MHz
- CHANNEL 8 – Blender; 151.910 MHz
- CHANNEL 9- Emergency Operations Center; 153.545 MHz

In all cases, the Logistics Section will be operating on CHANNEL 4 (Maintenance) at 153.050 MHz. Fire Ground Operations (Refinery Emergency Action and Control Team [REACT] and Incident Command) will be operating on the CHANNEL 5 (Safety) at 153.245 MHz.

## **5.4 EMERGENCY ALARM BUTTONS**

Emergency alarm buttons are available in the following locations: Personnel are instructed to contact (phone or radio) the Division that is responsible for the area of the emergency after informing Security of the emergency situation.

- FCC Control Room
- South Crude Control Room
- CCR/Alky Control Room
- South Asphalt Rack
- North Plant Control Room
- Maintenance Department (Electric Shop)
- Gasoline Rack
- Laboratory
- CBO Rack
- Blender Control Room

## **5.5 AUDIBLE ALARM SIGNALS**

The on-site siren system is described in Section 8.1 of this plan. The on-site visual/audible alarms used in the refinery include strobes/chimes located in Control Rooms, Loading Racks, Maintenance Shops, PDC Buildings, Remote Instrument Enclosure Buildings, Comfort Stations, Old Control Centers, Laboratory, Fire Station, Medical Center, and Administrative Offices.

## **6 EMERGENCY RESPONSE PROCEDURES**

### **6.1 INITIAL RESPONSE**

It is the responsibility of any employee that discovers a potential emergency situation to initiate the alarm. Delay of sounding the emergency alarm should be avoided. If in doubt about whether an emergency exists, sound the emergency alarm.

Restrict access to the site of the emergency (and adjacent areas) in a manner to appropriately protect human health.

If a release, fire, or explosion occurs, the EC or designee will immediately identify the character, exact source, amount, and aerial extent of any released materials. Personnel designated by the EC may do this by observation, review of the manifests or field requisitions, or, if necessary, through chemical analyses. The chemical analyses performed will be based on

the source of the spill, but might include pH, reactive cyanides, reactive sulfides, flash point, metals analysis, or a gas chromatographic (GC) scan. All chemical analyses will be performed in a timely manner to expeditiously identify the material.

Concurrently, the EC or designee will assess hazards to human health or the environment that may result from the release, fire, or explosion. The assessment will consider both direct and indirect results of the release, fire, or explosion (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface-water run-off of water or chemical agents used to control fire and heat-induced explosions).

## **6.2 SPECIFIC RESPONSE ASSIGNMENTS AND ACTIVITIES**

### **6.2.1 Process Control Section – Security Personnel**

Daylight Alarms – A Security Officer must be stationed in the Security Office at all times. The Security Officer responding to alarms must:

- Notify the Refinery Emergency Action Control Team (REACT) using the Daylight Procedure (Note: the Daylight Procedure is posted at the alarm console in the Security Office.)
- Gather and note details of the incident and communicate this information to the Safety Department on Radio Channel 5.
- Remain in place in the Security Office and monitor the radio during the emergency.

Night, Weekend, and Holiday Alarms – A Security Officer must be stationed in the Security Office at all times. The Security Officer responding to alarms must:

- Notify the (REACT) using the Nighttime Procedure (Note: the Nighttime Procedure is posted at the alarm console in the Security Office.)
- Gather and note details of the incident and communicate this information to the On-Call Safety Representative by phone or radio.
- Remain in place in the Security Office and monitor the radio during the emergency.

Severe Weather Alarms – When the Artesia Fire Department contacts the Refinery and advises that a Severe Weather Emergency has been declared, Security personnel will implement the Severe Weather Alarm procedure (Note: the Severe Weather Alarm procedure is posted at the alarm console in the Security Office). All employees are advised to shelter in place until the “All Clear” Plant Siren is sounded.

### **6.2.2 Process Control Section – Shift Foreman**

The Refinery utilizes the Incident Command System (ICS) to manage emergency response activities. The ICS is a management tool which is readily adaptable to very small

incidents as well as those of considerable significance. The ICS shall be implemented for all discharge incidents with staffing levels adjusted as required to meet the specific needs (i.e., size and severity of the incident).

The Shift Foreman is responsible for on-duty Incident Command (IC) responsibilities until relieved by REACT personnel. In this capacity, the Shift Foreman will make decisions regarding operational controls and first response firefighting efforts by operators. Once relieved of IC responsibilities, the Shift Foreman resumes operations responsibilities.

### **6.2.3 Process Control Section – Process Superintendent/Assistant Process Superintendent**

Process Superintendent and/or assistant will report to the unit(s) involved in the incident maintaining a safe distance from the “hot zone.” Further, the Process Superintendent and/or assistant will:

- Evaluate the system from a process operations standpoint
- Initiate appropriate action
- Inform the EC of any changing conditions that may affect emergency response actions
- Maintain communications with the command post on Channel 5 (Safety)

### **6.2.4 Process Control Section – Division Foreman**

Involved Unit – The Division Foreman for the unit involved in the incident will report to the unit(s) involved in the incident maintaining a safe distance from the “hot zone.” Further the Division Foreman will:

- Evaluate the situation and report to the Process Superintendent or assistant
- Assist the Shift Foreman in controlling fuel sources and maintaining process control
- Assess utility status and report to the Process Superintendent or assistant

Unit Not Involved – The Division Foreman for units not involved in the incident:

- Report to the Process Superintendent or assistant
- Assist Operations personnel in process control

### **6.2.5 Process Control Section – Shift Foreman (Off-Duty)**

Off-duty Shift Foreman personnel will report to the Process Superintendent of assistant and provide assistance to the Division Foreman and operators.



### **6.2.6 Emergency Operations Center**

The Emergency Operations Center (EOC) will be located in the Engineering Conference Room or in the alternate locations at the Maintenance Planning Room or East Conference Room of the Administration Building. The EOC will include:

- Emergency Coordinator (Refinery Manager)
- Public Information Officer
- Refinery Engineering Manager
- Environmental Manager
- Oil Movements Manager
- Purchasing Manager
- Human Resources Manager
- Safety Manager
- Administrative Assistant

A summary of the duties and responsibilities for each identified position is presented in Table 9.

### **6.2.7 Incident Command**

Incident Command personnel will report to the scene of the emergency. Communications will occur via Channel 5 (Safety). Incident Command personnel include:

- Incident Commander
- Safety Officer
- Medical Officer

The Incident Commander (IC) will implement ICS, establish a command post, and assume overall incident command duties. The IC will coordinate response and arrival of emergency personnel and outside organizations. The IC will notify the Environmental Department of all response efforts. The IC also receives information from the REACT Chief, Process Superintendent, and Product Movement Superintendent. The IC reports relevant information to the EOC, as necessary.

The Safety Officer reports to the scene of the emergency and makes contact with the IC. The Safety Officer monitors hazardous or unsafe situations and develops measures to ensure response personnel safety. The Safety Officer has emergency authority to stop unsafe actions. The Safety Officer establishes an exclusionary zone and has the authority to assign others to maintain its integrity by controlling entry. The Safety Officer establishes and evaluates

decontamination requirements for responders exiting the exclusionary zone. It is also the responsibility of the Safety Officer to investigate accidents that may occur within the incident area.

The Medical Officer establishes a safe area for arriving Emergency Medical Services (EMS) personnel to stage their equipment and treat injured personnel. The Medical Officer evaluates the need and adequacy of decontamination efforts for personnel exiting the incident area as well as staging decontamination equipment and decontamination personnel as necessary.

### **6.2.8 Fire Ground Operations**

Fire Ground Operations personnel will report to the scene of the emergency. Communications will occur via Channel 5 (Safety). Fire Ground Operations personnel include:

- REACT Chief
- REACT Personnel
- Operations/Maintenance (O&M) REACT Personnel (On-Duty and Off-Duty)

The REACT Chief reports to the scene of the emergency and assumes emergency command. The REACT Chief evaluates the situation and assigns initial duties to response personnel. The REACT Chief reports to the IC and provides updates as emergency operations proceed. The REACT Chief assesses the need for use of Self-Contained Breathing Apparatus (SCBA) and other required PPE by emergency responders.

REACT personnel must be in full bunker gear including SCBA when responding to fire emergencies. Full bunker gear including SCBA must be worn until the REACT Chief advises otherwise.

On-duty O&M REACT personnel should secure work and operational controls if working within the area of the emergency. These personnel will report to the scene of the emergency as soon as they are released from the work area where they will report to the IC, REACT Chief, or apparatus operator. If necessary, the first O&M REACT responder at the scene may assume initial command from the Shift Foreman and may position arriving equipment and direct control activities until relieved by a senior REACT member.

Off-duty O&M REACT personnel should report to the Refinery and report to the IC for assignment.

### **6.2.9 Logistics**

Logistics personnel will report to a variety of areas. Communications will occur via Channel 4 (Maintenance). Logistics personnel include:

- Logistics Chief
- Assistant Maintenance Superintendent

- Coordinator
- Electrical/Instrument Coordinator
- Maintenance Planner
- Mechanic Foreman
- Truck Driver/CPI Foreman
- Pipe Fitter/Welder Foreman
- Electrician Foreman
- Instrument Foreman
- Warehouse Foreman
- Contract Labor Superintendent
- Contract Labor Foreman

A summary of the duties and responsibilities for each identified position is presented in Table 10.

## **6.3 NOTIFICATION**

### **6.3.1 Informing Employees**

The Refinery's emergency warning system consists of an emergency alarm as described in Section 8.1 and a system of emergency alarm buttons as described in Section 5.4. Additionally, cellular phones, the Refinery telephone system, and radio system augment warning communications during an emergency situation. Radio channels for emergency communications are as follows:

- CHANNEL 1 – FCC; 151.535 MHz
- CHANNEL 2 – North Plant; 151.58 MHz
- CHANNEL 3 – South Plant/Blender; 152.270 MHz
- CHANNEL 4 – Maintenance; 152.3750 MHz
- CHANNEL 5 – Safety; 152.4500 MHz
- CHANNEL 6 – CCR/Alky; 153.185 MHz
- CHANNEL 7 – MHC; 153.465 MHz
- CHANNEL 8 – Blender; 151.910 MHz
- CHANNEL 9- Emergency Operations Center; 153.545 MHz

In all cases, the Logistics Section will be operating on Channel 4 (Maintenance) at 153.050 MHz. Fire Ground Operations (REACT and Incident Command) will be operating on Channel 5 (Safety) at 153.245 MHz.

### **6.3.2 Notifying Local and State Agencies (Revised 8/13/15)**

REACT personnel have the primary responsibility for responding to a fire, release, or explosion at the Refinery. The following outside entities may be contacted if help is needed:

Navajo Refinery – Main Telephone Number	(575) 748-3311
Navajo Refinery – Environmental Department	(575) 365-8365
Navajo Refinery – Safety Department	(575) 365-8364
Artesia Fire Department & Artesia Ambulance Station 1	911 (575) 746-5051
Station 2	(575) 746-5050
New Mexico State Police (Roswell, NM)	(575) 622-7200
Eddy County Sheriff	911 (575) 746-9888 – Artesia (575) 887-7551 - Carlsbad
Artesia City Police	911 (575) 746-5000
Artesia General Hospital	(575) 748-3333
Eastern New Mexico Medical Center (Roswell, NM)	(575) 622-8170
Carlsbad Medical Center (Carlsbad, NM)	(575) 887-4100
Local Emergency Planning Committee (LEPC) (Carlsbad, NM)	(575) 449-5111 Cell Emergency (575) 887-3581 Office

## **6.4 REPORTING THE INCIDENT**

The EC or designee will immediately report to the government official designated as the on-scene coordinator or the National Response Center (at 1-800-424-8802) all of the following information:

- Name and telephone number of reporter
- Name and address of facility
- Time and type of incident (e.g., release, fire)
- Name and quantity of the material(s) involved, to the extent known
- The extent of injuries, if any
- The possible hazards to human health or the environment outside the facility

## **7 CONTROL PROCEDURES**

The procedures used by personnel to control a fire, release, or explosion at the HWMUs and less-than-90-day storage areas will be dependent on the nature of the incident. In all responses, care must be taken to ensure the safety of all persons that might be affected. Response to an incident should not be attempted by anyone who is not properly trained. Response by an individual should only occur when the incident is small and can be easily controlled. Spilled material should be avoided in the absence of specific knowledge of its characteristics. A means of egress must be available at all times. If immediate response is not an option, personnel should remain in a safe location upwind of the incident until assistance arrives.

### **7.1 FIRES**

Fires at the refinery units on the western side of the NCL, the TEL Site, or EPs 2 through 6 would be confined to the surface of the facilities. Fires at the less-than-90-day storage areas may involve drums or other small containers. Small fires may be suppressed with portable fire extinguishers. Larger fires or those involving multiple containers require response from the REACT personnel.

The following procedures will be performed in the order specified as follows.

- 1) Request assistance.
- 2) Warn others in the area.
- 3) Attempt to identify the material involved and don appropriate PPE for approaching the fire, if it is safe to do so.

- 4) If the fire is small and easily controlled, attempt to control the fire using foam or a fire extinguisher. When using a fire extinguisher, use the “PASS” technique for effective fire suppression. PASS is an acronym for Pull, Aim, Squeeze, and Sweep:
  - Pull the safety pin at the top of the extinguisher
  - Aim the nozzle or hose at the base of the flames
  - Squeeze the handle of the extinguisher
  - Sweep the nozzle from side to side until the fire goes out
- 5) If the fire cannot be easily controlled:
  - a. Stay upwind and wait for arrival of fire fighting personnel.
  - b. REACT personnel will apply the appropriate fire suppressant (e.g., foam, water) to bring the situation under control.
- 6) Once the fire is out:
  - a. Determine the specific material(s) involved in the fire and if new hazards exist as a result of chemical reactions that may have occurred during the incident. Consult material safety data sheets, chemical reference texts, and/or perform chemical analyses to make this determination.
  - b. Determine the most appropriate manner for clean up and disposal of involved substances.
  - c. Using appropriate PPE, tools, and containers, clean up and properly dispose of all involved substances (including fire fighting materials).

## 7.2 POTENTIAL EXPLOSIONS

The only item associated with the RCRA-permitted HWMUs that has any potential to explode is Tank 815, which contains ultra-low sulfur diesel, at the NCL. Containers stored at the less-than-90-day storage areas also have the potential to explode. The following procedures will be performed in the order specified as follows.

- 1) Request assistance.
- 2) Warn others in the area.
- 3) Account for personnel in the area.
- 4) Take any measures necessary to mitigate the effects of the explosion.

- 5) Take any measures necessary to mitigate further explosions, with emphasis on the least risk to responding personnel.
- 6) Determine the most appropriate manner for clean up and disposal of involved substances.
- 7) Using appropriate PPE, tools, and containers, clean up and properly dispose of all involved substances.

### **7.3 RELEASES**

The only item associated with the RCRA-permitted HWMUs that has the potential for catastrophic release is Tank 815 at the NCL. Containers stored at the less-than-90-day storage areas also have the potential to release hazardous wastes. The following procedures will be performed in the order specified as follows.

- 1) Request assistance.
- 2) Warn others in the area.
- 3) Account for personnel in the area.
- 4) Take any measures necessary to mitigate the effects of the release.
- 5) Determine the most appropriate manner for clean up and disposal of involved substances.
- 6) Using appropriate PPE, tools, and containers, clean up and properly dispose of all involved substances.

### **7.4 PREVENTION OF RECURRENCE OR SPREAD OF FIRES, EXPLOSIONS, OR RELEASES**

All operations at or near a hazardous waste spill, release, fire, or uncontrolled explosion site will be suspended until cleared by the REACT Chief. Containers that may pose a threat of causing an escalation of the incident will be isolated, removed, and managed until the REACT Chief determines that they no longer pose any threat.

If the facility stops operations in response to a fire, explosion, or release, the EC must monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes, or other equipment, wherever this is appropriate.

Prior to restarting operations, process and structural equipment will be inspected for leaks, cracks, and other potential problems. Released material will be properly collected and containerized. Containers of released material will be stored in a less-than-90-day storage area pending on-site treatment or shipment to an off-site facility for proper disposal.

## 8 EVACUATION PLAN

### 8.1 ALARM WARNING SYSTEM

Facility personnel, on-site contractors, and visitors are required to receive health and safety orientations prior to being admitted to the facility. The following alarm warning system is a part of that orientation:

- **Whoop Tone** – Indicates an emergency situation in the units. Examples include fire, spill, vapor release, etc.
  - All work permits are voided and all work stops.
  - Contract personnel must evacuate the unit to a predetermined assembly point.
- **Hi-Lo** – Indicates a unit evacuation has been ordered.
  - All personnel must leave the unit immediately.
  - Evacuate to predetermined assembly points.
- **Continuous Siren** – Indicates severe weather in the area.
  - All work permits are voided.
  - Personnel are removed from confined spaces
  - Personnel are moved indoors until the “All Clear” is sounded.
- **Single Cycle of the Siren** – Indicates the end of the emergency (i.e., “All Clear”).

Alarm signals are tested on Mondays at 6:30 pm and Thursdays at 9:45 am.

### 8.2 EVACUATION ROUTES AND ASSEMBLY POINTS

On-site personnel are directed to evacuate to the nearest assembly point in a direction that is into or ninety degrees from the prevailing wind direction. Assembly points were chosen based on the probable locations of personnel and availability of a safe location upwind of an incident regardless of the prevailing direction of the wind. Assembly points are listed in Table 11 and are shown in Figure 3.

In the event of a Refinery-wide evacuation, the assembly point is the west end of the Wal-Mart parking lot located at the corner of North 26th Street and West JJ Clarke Drive (604 North 26th Street, Artesia, NM). This location is shown in Figure 4.

### 8.3 EVACUATION OF OFF-SITE INDIVIDUALS

If the EC determines that the facility has had a release, fire, or explosion that could threaten human health or the environment outside the facility, the EC must notify appropriate



local authorities (i.e., local police, fire department personnel, and/or state police) who will coordinate the evacuation. The EC must be available to help appropriate officials decide whether local areas should be evacuated.

Additionally, when the EC determines that evacuation outside the facility is necessary, he must notify either the government official designated as the on-scene coordinator for that geographical area and the National Response Center (using their 24-hour toll free number (800) 424-8802). The EC must report all of the following information:

- Name and telephone number of the reporter
- Name and address of the facility
- Time and type of incident (e.g., release, fire)
- Name and quantity of the material(s) involved, to the extent known
- The extent of injuries, if any
- The possible hazards to human health or the environment outside the facility

## **9 POST-EMERGENCY ACTIONS**

### **9.1 STORAGE AND TREATMENT OF RELEASED MATERIAL**

Waste and contaminated material that results from a release, fire, or explosion will be handled and disposed in accordance with all applicable local, state, and federal regulations.

Every effort will be made to reduce the amount of waste-contaminated debris generated during a response. Waste minimization through the use of recycling, recovery, or treatment will be given a high priority.

Current practices for recovery of large amounts of spilled liquid materials may include initial recovery with a vacuum truck, dewatering in fractionation tanks, treating water in the on-site Waste Water Treatment Plant, and recycling oil in on-site process equipment. Solid materials may be placed into bags, drums, or roll-off containers.

### **9.2 MANAGEMENT OF INCOMPATIBLE WASTES**

The area affected by a fire, explosion, or release of hazardous material will be marked during response activities. Until clean-up procedures are complete, no treatment or storage of incompatible wastes will be permitted within this marked area. Wastes that might be incompatible with the wastes involved in the incident will be determined based on the classification of the wastes pursuant to 40 Code of Federal Regulations (CFR) 264, Appendix V, and pages B9A-9F of the United States Environmental Protection Agency (U.S. EPA) Office of Solid Waste and Emergency Response (OSWER) Document Number 9938.4. Examples of

potential consequences of mixing incompatible wastes as provided in 40 CFR 264, Appendix V, are presented in Table 12. Furthermore, Figure 5 lists chemical substances, identifies the Reactivity Group Number (RGN), and provides references for determining the compatibility reactions of most binary combinations of hazardous wastes.

### **9.3 POST-EMERGENCY EQUIPMENT MAINTENANCE**

All emergency equipment will be cleaned and fit for its intended use before operations are resumed. The equipment will either be cleaned at the spill site in a manner appropriate for the specific type of spill (i.e., with water, steam, or an appropriate solvent). The North Heat Exchanger Bundle Cleaning Pad or the South Heat Exchanger Bundle Cleaning Pad may also be used as areas for cleaning emergency equipment, if appropriate. If necessary, scrub brushes also may be used to remove any waste. The rinse-water will be collected and disposed of in an appropriate manner.

## **10 REPORTING REQUIREMENTS**

### **10.1 OPERATING RECORD**

The time, date, and details of any incident that requires implementation of this contingency plan will be recorded in the Refinery's operating record.

### **10.2 WRITTEN REPORT**

Per the requirements of Section 20.4.1.500 of the New Mexico Administrative Code (NMAC) (incorporating 40 CFR 264.56(i)), a written report of the incident will be submitted to the U.S. EPA Region VI Administrator and the Secretary of the NMED within 15 days after the incident. This report will include:

- Name, address, and telephone number of the owner or operator
- Name, address, and telephone number of the facility
- Date, time, and type of incident (e.g., fire, explosion)
- Name and quantity of material(s) involved
- The extent of injuries, if any
- An assessment of actual or potential hazards to human health or the environment, where applicable
- Estimated quantity and disposition of recovered material that resulted from the incident

## **11 COORDINATION AGREEMENT REQUIREMENTS**

### **11.1 DOCUMENTATION OF AGREEMENTS & ARRANGEMENTS**

Written mutual aid agreements are not currently available at the facility; however, local emergency responders are apprised of Refinery procedures as discussed in Section 11.3. H2O Oil Spill Response Organization, Inc. in Ranchos de Taos, New Mexico has been contracted to act as the Oil Spill Response Organization (ORSO) for the Refinery.

### **11.2 COORDINATION AGREEMENTS**

It is anticipated that each response organization will provide assistance in the following manner:

- The Artesia Fire Department will provide primary backup assistance in the form of equipment
- The Artesia Police Department will provide assistance for traffic control
- The hospital will provide assistance to persons who need medical attention beyond first aid

### **11.3 FACILITY OPERATIONS**

The Refinery has provided copies of this Contingency Plan to police, fire departments, hospitals, and other local emergency responders in order to familiarize them with the Refinery's layout and the potential emergencies for which they might be asked to respond. In addition, the facility conducts periodic training drills and tours for local responders that have agreed to assist in case of an emergency.

## **12 AMENDMENT OF THE CONTINGENCY PLAN**

This Contingency Plan must be reviewed and immediately amended, if necessary, whenever:

- The Refinery's RCRA permit is revised
- The Contingency Plan fails in an emergency
- The facility changes (in its design, construction, operation, maintenance, or other circumstances) in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency
- The list of emergency coordinators changes
- The list of emergency equipment changes

## **TABLES**

1. Basis for Hazard Designation and Management Units for Refinery Wastes
2. Probable Products of Incomplete Combustion for Historically Managed Waste Streams
3. Typical Effects that Might be Expected from Materials Present in a Fire, Release, or Explosion
4. Typical Navajo Emergency Equipment
5. Typical Equipment Available in the Navajo Emergency Response Trailer
6. Typical Equipment Available in the Navajo Spill Response Connex
7. Typical Equipment Available from the HEP Emergency Response Trailer
8. Emergency Coordinators
9. EOC Personnel Duties and Responsibilities
10. Logistics Personnel Duties and Responsibilities
11. Evacuation Assembly Points
12. Incompatible Material and Potential Consequences

**Table 1. Basis for Hazard Designation and Management Units for Refinery Wastes**

<b>Waste</b>	<b>Basis for Listing</b>	<b>EPA Waste No.</b>	<b>Management Unit</b>
API Separator Sludge	Hexavalent chromium, Lead	K051	NCL
Heat Exchanger Bundle Cleaning Sludge	Hexavalent chromium	K050	NCL <90 Day
Slop Oil Emulsion Solids	Hexavalent chromium, Lead	K049	NCL
Tank Bottoms, Leaded	Lead	K052	NCL
Tetraethyl Lead	Lead	D008, P110	TEL
Wastewater	Benzene	F037, F038	EVAP
Ignitable Wastes	Ignitability	D001	<90 Day
Corrosive Wastes	Corrosivity	D002	<90 Day
Reactive Wastes	Reactivity	D003	<90 Day
Arsenic-Containing Wastes	Arsenic	D004	<90 Day
Mercury-Containing Wastes	Mercury	D009	<90 Day
Benzene-Containing Wastes	Benzene	D018	<90 Day
Primary Oil/Water/Solids Separation Sludge	Benzene, Benzo(a)pyrene, Chrysene, Lead, Chromium	F037	<90 Day
API Separator Sludge	Hexavalent Chromium, Lead	K051	<90 Day
Crude Oil Storage Tank Sediment	Benzene	K169	<90 Day
Clarified Slurry Oil Storage Tank Sediment and/or In-Line Filter/Separation Solids	Benzo(a)pyrene, Dibenz(a,h)anthracene, Benzo(a)anthracene, Benzo(b)fluoranthene, Benzo(k)fluoranthene, 3-Methylcholanthrene, 7,12-Dimethylbenz(a,h)anthracene	K170	<90 Day
Spent Hydrotreating Catalysts	Benzene	K171	<90 Day
Spent Hydrorefining Catalysts	Benzene	K172	<90 Day

**Table 2. Probable Products of Incomplete Combustion for Historically Managed Waste Streams**

<b>Waste</b>	<b>Products of Incomplete Combustion</b>
API Separator Sludge	Hydrogen cyanide, Phosgene, Hydrochloric acid, Dioxins, Furans, Hydrogen gas, Lead fumes, Nickel carbonyl, Carbon monoxide, Carbon dioxide
Heat Exchanger Bundle Cleaning Sludge	Hydrogen cyanide, Hydrogen gas, Lead fumes, Nickel carbonyl, Carbon monoxide, Carbon dioxide
Slop Oil Emulsion Solids	Hydrogen cyanide, Hydrogen gas, Lead fumes, Nickel carbonyl, Carbon monoxide, Carbon dioxide, Sulfur dioxide, Sulfur trioxide
Tank Bottoms, Leaded	Hydrogen cyanide, Hydrogen gas, Lead fumes, Nickel carbonyl, Carbon monoxide, Carbon dioxide
Tetraethyl Lead	Hydrogen cyanide, Hydrogen gas, Lead fumes, Carbon monoxide, Carbon dioxide
Wastewater	Carbon monoxide, Carbon dioxide
Ignitable Wastes	Carbon monoxide, Carbon dioxide
Corrosive Wastes	Carbon monoxide, Carbon dioxide
Reactive Wastes	Hydrogen cyanide, Hydrogen sulfide
Arsenic-Containing Wastes	Arsenic fumes, Arsine
Mercury-Containing Wastes	Mercury fumes
Benzene-Containing Wastes	Carbon monoxide, Carbon dioxide
Primary Oil/Water/Solids Separation Sludge	Carbon monoxide, Carbon dioxide, Lead fumes, Chromium fumes
API Separator Sludge	Chromium fumes, Lead fumes
Crude Oil Storage Tank Sediment	Carbon monoxide, Carbon dioxide
Clarified Slurry Oil Storage Tank Sediment and/or In-Line Filter/Separation Solids	Carbon monoxide, Carbon dioxide
Spent Hydrotreating Catalysts	Carbon monoxide, Carbon dioxide, Arsenic fumes, Arsine
Spent Hydrorefining Catalysts	Carbon monoxide, Carbon dioxide, Arsenic fumes, Arsine

**Table 3. Typical Effects that Might be Expected from Materials Present in a Fire, Release, or Explosion**

<b>Material</b>	<b>Effects</b>
Arsenic fumes	Burning lips, throat constriction, abdominal pain, nausea, bloody vomit, shock, rapid pulse, cold sweats, coma, cyanosis (onset may be delayed 2 to 4 hours or longer), death
Arsine	Headache, malaise (vague feeling of discomfort), lassitude (weakness, exhaustion), dizziness; dyspnea (breathing difficulty); abdominal, back pain; nausea, vomiting; bronze skin; hematuria (blood in the urine); jaundice; peripheral neuropathy; liquid: frostbite; [potential occupational carcinogen]
Carbon dioxide	Headache, dizziness, restlessness, paresthesia; dyspnea (breathing difficulty); sweating, malaise (vague feeling of discomfort); increased heart rate, cardiac output, blood pressure; coma; asphyxia; convulsions; frostbite (liquid, dry ice)
Carbon monoxide	Headache, tachypnea, nausea, lassitude (weakness, exhaustion), dizziness, confusion, hallucinations; cyanosis; depressed S-T segment of electrocardiogram, angina, syncope
Chromium fumes	Irritation eyes; allergic dermatitis, gastrointestinal disturbance; flu-like symptoms, metallic taste, chest pain, muscle pain, increased white blood cell count
Dioxins	Irritation eyes; allergic dermatitis, chloracne; porphyria; gastrointestinal disturbance; possible reproductive, teratogenic effects; in animals: liver, kidney damage; hemorrhage; [potential occupational carcinogen]
Furans	Harmful or fatal if swallowed. Vapor harmful if inhaled. Symptoms: Headache, dizziness, hallucinations, distorted perceptions, changes in motor activity, nausea, respiratory irritation, central nervous system depression, unconsciousness, liver damage, kidney damage, lung damage. Contact may cause severe eye and skin irritation
Hydrochloric acid	Irritation nose, throat, larynx; cough, choking; dermatitis; solution: eye, skin burns; liquid: frostbite; in animals: laryngeal spasm; pulmonary edema
Hydrogen cyanide	Asphyxia; lassitude (weakness, exhaustion), headache, confusion; nausea, vomiting; increased rate and depth of respiration or respiration slow and gasping; thyroid, blood changes
Hydrogen gas	Hydrogen is non-toxic and classified as a simple asphyxiant. Can be an anesthetic at high concentrations, producing dizziness, incoordination, and narcosis. At extremely high concentrations, hydrogen gas can cause asphyxiation by exclusion of oxygen

**Table 3. Typical Effects that Might be Expected from Materials Present in a Fire, Release, or Explosion (continued)**

<b>Material</b>	<b>Effects</b>
Hydrogen sulfide	Irritation, cough, lack of sense of smell, sensitivity to light, changes in blood pressure, nausea, vomiting, difficulty breathing, headache, drowsiness, dizziness, disorientation, hallucinations, pain in extremities, tremors, visual disturbances, suffocation, lung congestion, internal bleeding, heart disorders, nerve damage, brain damage, convulsions, coma, death
Lead fumes	Headaches, dizziness, irritability, memory problems, disturbance in sleep, nausea, vomiting, constipation, appetite loss, abdominal pain, anemia, muscle weakness, decreased feeling in hands and feet, a metallic taste in the mouth, kidney damage, high blood pressure, miscarriage, stillbirth, infertility
Mercury fumes	Chemical burns to the respiratory tract, metal fume fever [flu-like symptoms], metallic taste, fever, chills, cough, weakness, chest pain, muscle pain, increased white blood cell count, vertigo, anxiety, depression, muscle incoordination, emotional instability, pulmonary edema
Nickel carbonyl	Headache, dizziness; nausea, vomiting, epigastric pain; substernal pain; cough, hyperpnea; cyanosis; lassitude (weakness, exhaustion); leukocytosis (increased blood leukocytes), pneumonitis; delirium, convulsions; [potential occupational carcinogen]; in animals: reproductive, teratogenic effects
Phosgene	Irritation eyes; dry burning throat; vomiting; cough, foamy sputum, dyspnea (breathing difficulty), chest pain, cyanosis
Sulfur dioxide	Irritation eyes, nose, throat; rhinorrhea (discharge of thin mucus); choking, cough; reflex bronchoconstriction
Sulfur trioxide	Very hazardous in case of skin contact (corrosive, irritant, permeator), of eye contact (irritant, corrosive), of ingestion, of inhalation. Liquid or spray mist may produce tissue damage particularly on mucous membranes of eyes, mouth and respiratory tract. Skin contact may produce burns. Inhalation of the spray mist may produce severe irritation of respiratory tract, characterized by coughing, choking, or shortness of breath. Severe over-exposure can result in death. Inflammation of the eye is characterized by redness, watering, and itching. Skin inflammation is characterized by itching, scaling, reddening, or, occasionally, blistering



**Table 4. Typical Navajo Emergency Equipment (Rev 1, 12/8/14)**

<b>Equipment</b>	<b>Quantity</b>	<b>Description</b>	<b>Location</b>	<b>Use/Capability</b>
<b>Portable Pumps</b>				
Pump	1	Blue Diesel Pump	WWTP	Liquid Transfer
Pump	1	New Portable Pump	North of Maintenance Shops	Liquid Transfer
Pump	1	Red Gasoline Driven Pump	Tank 439	Liquid Transfer
<b>Fire Fighting and Personnel Protective Equipment</b>				
1986 National Pumper Truck	1	E-1 Truck, 1250 GPM Pump, 1000 GPM Deck Gun, 1000 Gallon Foam Tank	Fire Station	Fire Fighting
2014 Kenworth Fire Truck	1	E-2 Kenworth Fire Truck, 3000 GPM, Rosenbauer Equipment	Fire Station	Fire Fighting
2003 Ford Mini Pumper	1	R-2 Mini Pumper, 250 Gallons Water, 50 Gallons Foam	Fire Station	Fire Fighting
Foam Trailer	1	Trailer, 1650 Gallons Foam Concentrate, 1000 GPM Monitor & Water Way Mounted to Trailer	PNM Building	Fire Fighting
Williams Ranger 1 X 3 Monitor Trailer	1	Trailer, 4000 GPM Nozzle	PNM Building	Fire Fighting
Portable Monitors	Appx. 30	500 GPM Portable Monitors	Refinery-Wide	Fire Fighting
30 lb Extinguishers	Appx. 500	30 lb Dry Chemical Extinguishers	Refinery-Wide	Fire Fighting
150 lb Extinguishers	Appx. 30	150 lb Wheeled Dry Chemical Extinguishers	Refinery-Wide	Fire Fighting
Fire Water Loop System	NA	Extensive Fire Water Loop System	Refinery-Wide	Fire Fighting

**Table 4. Typical Navajo Emergency Equipment (continued)**

<b>Equipment</b>	<b>Quantity</b>	<b>Description</b>	<b>Location</b>	<b>Use/Capability</b>
<b>Fire Fighting and Personnel Protective Equipment (continued)</b>				
Eyewash/Shower	60	Fixed Location Eyewash/Shower	Refinery-Wide	PPE
Eyewash/Shower	4	Portable Eyewash/Shower	Fire Station	PPE
Shower	1	Portable Emergency Shower	Fire Station	PPE
<b>Other Heavy Equipment</b>				
2014 Vacuum Truck	1	Freightliner Vacuum Truck, 70 bbl Capacity	Crane Shed North of Maintenance Shops	Removal of Liquid
Lugger Bucket Truck	1	Lugger Bucket Truck	Crane Shed North of Maintenance Shops	Movement of Soil and Other Solid Material
Backhoes	1	Backhoes	Crane Shed North of Maintenance Shops	Movement of Soil and Other Solid Material
Truck	1	1.5 Ton Truck	Crane Shed North of Maintenance Shops	Movement of Equipment and Other Solid Material
Truck	1	2 Ton Winch Truck	Crane Shed North of Maintenance Shops	Movement of Equipment and Other Solid Material
Welding Rigs	5	Welding Rigs	Welding Shop	Metal Repair/Construction
Trailer	2	15000# Trailers	Crane Shed North of Maintenance Shops	Movement of Equipment and Other Solid Material
Trailer	1	5000# Trailer	Crane Shed North of Maintenance Shops	Movement of Equipment and Other Solid Material
Trailer	1	5500# Trailer	Crane Shed North of Maintenance Shops	Movement of Equipment and Other Solid Material
Trailer	1	2500# Trailer	Crane Shed North of Maintenance Shops	Movement of Equipment and Other Solid Material

**Table 4. Typical Navajo Emergency Equipment (continued)**

<b>Equipment</b>	<b>Quantity</b>	<b>Description</b>	<b>Location</b>	<b>Use/Capability</b>
<b>Communication Equipment</b>				
Telephones	205+	Telephones	Refinery-Wide	Communication
Base Stations	6	Base Stations	Refinery-Wide	Communication
Portable Radios	60+	Portable Radios	Refinery-Wide	Communication Inside the Facility in an Emergency
Mobile Radios	20+	Mobile Radios	Refinery-Wide	Communication
Remote Radios	12	Remote Radios	Refinery-Wide	Communication
Pagers	50+	Pagers	Refinery-Wide	Communication
Cellular Telephones	50+	Cellular Telephones	Refinery-Wide	Communication
<b>Emergency Response Trailer</b>				
Emergency Response Trailer	2	See Table 5 for a List of Supplies	In-Plant Service Center and PNM Building	Response to Emergency Situations

Appx      Approximately  
 bbl        Barrels  
 GPM       Gallons per Minute  
 Lb         Pound  
 WWTP     Waste Water Treatment Plant

**Table 5. Typical Equipment Available in the Navajo Emergency Response Trailer**

Item	Quantity	Description	Use/Capability
<b>Response Trailer</b>			
Blanket	1	Large Water Gel Blanket	Response to Injuries
	2	Rescue Blanket	Response to Injuries
Boom/Sorbent	40	3" X 10' Hot Hog Boom	Control of Spilled Liquids
	¾ cubic feet	Sphag Sorb	Control of Spilled Liquids
	1	10 gallon Spill Container Assorted Boom	Control of Spilled Liquids
Broom	1	Push Broom	Cleanup of Solid Material
Brushes	4	Scrub Brushes	Cleanup of Solid Material
Cans, Water	3	5 gallon Coolers	Personnel Hydration
Chairs	4	Folding Chairs	Response to Injuries
Caution Tape	1	Caution Tape	Incident Perimeter
Extension Cords	3	50 foot Extension Cords	Electricity from Generators
Extension Plugs	2	4-Plug Outlets	Electricity from Generators
Gas Can	1	5 gallon Gas Can	Fuel for Generators
Generator	1	Generator	Portable Electricity
Ladder	1	12 foot Folding Ladder	Climbing Up or Down
Lights	3	Portable Tripod Lights	Illumination
Plastic Sheeting	1 Roll	Black Plastic	Many Ad Hoc Uses
Pry Bar	2	Brass Pry Bar	Many Ad Hoc Uses
Rake	1	Rake	Cleanup of Solid Material
Rope	50 feet	3/8 Rope	Many Ad Hoc Uses
Shovels	2	Shovels	Cleanup of Solid Material
Slicker Suits	6	Slicker Suits	PPE
Suction Stinger	1	2 inch/8 feet Aluminum Suction with Ground Cable	Cleanup of Liquid Material
Suction Hose	2	2 inch X 8 feet Suction Hose	Cleanup of Liquid Material
Sprayer, Pump Up	1	Decontamination Sprayer	Decontamination
Tie Down Straps	3	2 inch Tie Down Straps	Many Ad Hoc Uses
Water	2	5 gallon Plastic Bottles	Personnel Hydration
<b>Gear Box #1</b>			
Tyvek Suits	18	Tyvek Suits (6 of Each Size)	PPE

**Table 5. Typical Equipment Available in the Navajo Emergency Response Trailer  
(continued)**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Use/Capability</b>
<b>Gear Box #2</b>			
Disposable Gloves	1 box	Nitrile Disposable Gloves	PPE
Boots	6 pair	Rubber Boots (Various Sizes)	PPE
Goggles	8	Goggles	PPE
Ear Plugs	1 box	Ear Plugs (100 pair)	PPE
Slicker Suit	1	Rain Suit	PPE
<b>Gear Box #3</b>			
Straps	2	2 inch Tie Down Straps	Many Ad Hoc Uses
Full Body Harnesses	2	Full Body Harnesses	PPE
Gloves	24	Cotton Gloves	PPE
	24	PVC Snorkel Gloves	PPE
<b>Gear Box #4</b>			
Grounding Cables	11	10 foot Cables	Ground for Off-Loading
Grounding Clamps	6	Battery Clamps	Ground for Off-Loading
Hose Plugs	6	3 inch Hose Plugs	Plugging Holes
Connections	5	Truck Unloading Fittings	Off-Loading Containers
<b>Gear Box #5</b>			
Hand Tools	Various	Brass Hammers, Air Drill, Bolt Cutters, Wrenches, Wire Cutters, Hole Saw, Clamps, Rubber Tie Straps	Many Ad Hoc Uses
<b>Gear Box #6</b>			
Crane Slings	2	6 inch Lifting Slings	Lifting or Pulling
	2	4 inch Lifting Slings	Lifting or Pulling
Rope	2	50 foot Sections	Tie-Off Rope

**Table 6. Typical Equipment Available in the Navajo Spill Response Connex**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Use/Capability</b>
Dust Masks	2 boxes of 12	Dust Masks	PPE
Caution Tape	6 rolls	100 foot Caution Tape	Incident Perimeter
Plastic Tarp	1	30' X 60' Tarp	Many Ad Hoc Uses
Water Hose	1	Utility Hose	Many Ad Hoc Uses
Tie Wire	1 case	500 foot Rolls of Wire	Many Ad Hoc Uses
Submersible Pump	1	12 Pump	Liquid Transfer
Decon Pool	1	Inflatable Pool	Decontamination
Salt	2 bags	50 lb Salt	Ice Control
Oil Sorb	3 bags	40 lb Oil Sorb	Control of Spilled Oil
Potting Soil	1 bag	10 lb Potting Soil	Control of Spilled Liquids
Absorbent Pads	1 bundle	36" X 36" Pads	Control of Spilled Liquids
Acid Spill Kit	1 overpack	Acid Absorbent	Control of Spilled Acids
<b>Poly Pak #1</b>			
T-Posts	33	T-Posts	Incident Perimeter
Boom	2	24' X 50' Deployment Boom	Control of Spilled Liquids
Goggles	6	Chemical Splash Goggles	PPE
Dust Masks	12	Dust Masks	PPE
Gloves	6	PVC Gloves	PPE
Tyvek Suits	10	Tyvek Suits	PPE
Plastic Bags	20	Large Plastic Bags	Many Ad Hoc Uses
Twine	1 roll	100 feet Twine	Many Ad Hoc Uses
<b>Poly Pak #2</b>			
Plastic Sheeting	1 roll	12' X 100' X 6 mil Plastic	Many Ad Hoc Uses
Bags	50+	Yellow Plastic Waste Bags	Cleanup of Solid Material
Absorbent	4	5" X 10' Socks	Control of Spilled Liquids
	5 bags	1" X 24" Strips	Control of Spilled Liquids
Tape	1 roll	Duct Tape	Many Ad Hoc Uses
Rakes	6	Rakes	Cleanup of Solid Material
Shovels	6	Shovels	Cleanup of Solid Material

**Table 7. Typical Equipment Available From the HEP Emergency Response Trailer**

Item	Quantity	Description	Use/Capability
Absorbent	6	8 X 10 Socks	Control of Spilled Liquids
	2 Bags	Peat Moss	Control of Spilled Liquids
	1	Small Spill Kit - Pillows	Control of Spilled Liquids
Bags	1 Roll	Plastic Bags	Cleanup of Solid Material
Batteries	3	6-Volt Batteries	Portable Electricity
	24	Duracell Batteries	Portable Electricity
Battery Case	1	12-Volt Battery Case	Battery Storage
Binoculars	2	Binoculars	Enhanced Observation
Blankets	2	Rescue Blankets	Response to Injuries
	1	3' X 2' Watergel Blankets	Response to Injuries
Blood Pressure Cuff	1	Blood Pressure Cuff	Response to Injuries
Boots	6 Pairs	Rubber Knee Boots	PPE
Brooms	1	Street Brooms	Cleanup of Solid Material
Buckets	2	1 Gallon Bucket	Many Ad Hoc Uses
	2	#3 Galvanized Washtub	Many Ad Hoc Uses
Caution Flag	1	Caution Flag	Incident Perimeter
Caution Tape	1 Roll	Caution Tape	Incident Perimeter
Chairs	5	Folding Chairs	Response to Injuries
Cones	25	Orange Reflective Cones	Incident Perimeter
Coveralls	18 Pairs	Pro-Shield Coveralls	PPE
Drill	1	Air Drill	Many Ad Hoc Uses
Ear Plugs	1 Box	Ear Plugs	PPE
Fire Extinguisher	1	5# Ansul ABC Extinguisher	Fire Suppression
Flags	6	Orange Flags	Incident Perimeter
Flashlights	2	Pelican Flashlights	Illumination
Gasoline Can	3	5 Gallon Gasoline Can	Fuel for Generators
Generator	1	Gas Powered Generator	Portable Electricity
Goggles	2	Goggles	PPE
Gloves	1 Box	Disposable Nitrile Gloves	PPE
	24	Cloth Gloves	PPE
	24	Rubber Gloves	PPE
Grounding Rod	1	8' Brass Grounding Rod	Electrical Safety
Hard Hats	4	Hard Hats	PPE
Harnesses	2	Full Body Harnesses	PPE
Hose	1	Trailer Suction Spout	Control of Spilled Liquids
	2	2" X 14' Suction Hose	Control of Spilled Liquids
Jack	1	6 Ton Hydraulic Jack	Heavy Lifting
Ladder	1	12' Folding Ladder	Climbing Up or Down
Lights	1	Double Tripod Light	Illumination

**Table 7. Typical Equipment Available from the HEP Emergency Response Trailer  
(continued)**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Use/Capability</b>
Lug Wrench	1	Star Tool Lug Wrench	Tightening Bolts
Pigtails	6	4-Way Pigtails	Electrical Distribution
Plastic	1 Roll	6 mil X 12' X 100' Black Plastic	Many Ad Hoc Uses
Plugs	6	3" Plugs	Many Ad Hoc Uses
Posts	20	Delineator Posts & Weights	Incident Perimeter
	2	4' X 4' Posts	Incident Perimeter
	1	3' X 3' Highway Posts	Incident Perimeter
Putty	1 Case	Pig Putty	Many Ad Hoc Uses
Radio	2	Multi-Channel 2-Way Radio	Communications
Rags	1 Box	25# Box Rags	Control of Spilled Liquids
Rake	1	Yard Rake	Cleanup of Solid Material
Reflectors	2	Triangle Reflectors	Incident Perimeter
Respirators	10	Small OVAG	PPE
	9	Medium OVAG	PPE
	8	Large OVAG	PPE
Rope	6	5W Cords	Many Ad Hoc Uses
	2	50' Manila Rope	Many Ad Hoc Uses
Safety Vests	2	Safety Vests	PPE
Shovels	2	Shovels	Cleanup of Solid Material
Signs	3	Highway Signs	Incident Perimeter
Slicker Suit	1	Slicker Suit	PPE
Smoke Ejector	1	Electric Smoke Ejector	Smoke Removal
Soap	1 Gal.	Soap	Personnel Clean Up
Straps	2	4" Tie Down Straps	Many Ad Hoc Uses
	2	6" Lifting Straps	Many Ad Hoc Uses
Tape	1 Roll	Duct Tape	Many Ad Hoc Uses
Traffic Cone Tape Clips	30	Traffic Cone Tape Clips	Incident Perimeter
Weather Station	1	Davis Weather Station	Meteorological Observations

The HEP Emergency Response Trailer also contains the following miscellaneous items: hand cleaner, hand towels, drinking cups, water can, cup holder, whisk broom, office supplies, phone books, MSDSs, TLV information, assorted hand tools, and sash cord.

HEP            Holly Energy Partners Operating LLC  
OVAG         Organic Vapors & Acid Gas



**Table 8. Emergency Coordinators (Rev 2, 8/13/15)**

<b>Primary Emergency Coordinator</b>	
<i>Name:</i>	Robert O'Brien
<i>Position:</i>	Vice President and Refinery Manager
<i>Work Address</i>	501 East Main Street Artesia, NM 88211-0159
<i>Work Phone:</i>	(575) 746-5361
<i>Emergency Phone Numbers:</i>	(575) 703-8416 (Mobile)
<b>First Alternate Qualified Individual</b>	
<i>Name:</i>	Robert Boans
<i>Position:</i>	Operations Manager
<i>Work Address</i>	501 East Main Street Artesia, NM 88211-0159
<i>Work Phone:</i>	(575) 746-5248
<i>Emergency Phone Numbers:</i>	(575) 365-5930 (Mobile)
<b>Second Alternate Qualified Individual</b>	
<i>Name:</i>	King Kelly
<i>Position:</i>	Health Safety & Security Manager
<i>Work Address</i>	501 East Main Street Artesia, NM 88211-0159
<i>Work Phone:</i>	(575) 746-5465
<i>Emergency Phone Numbers:</i>	(575) 365-7508 (Mobile)

**Table 9. EOC Personnel Duties and Responsibilities**

<b>Position</b>	<b>Duties/Responsibilities</b>
Emergency Coordinator	Contact the Incident Command Post (Channel 5 [Safety])
	Establish and direct activities to gain control of the emergency situation
	Monitor all activity during the incident
	Receive status reports from applicable personnel
	Provide support for on-scene operations
	Coordinate contact and deployment of off-site emergency response organizations
	Update Holly Frontier Corporation with information by contacting the Senior Vice President of Refining Operations
	Prepare contingency plans for implementation in case the emergency situation continues for an extended period
	Designate a recording secretary to document the incident as it progresses (times and events)
	Relocate the EOC, if necessary
	Provide input and information for news media
	Make decisions regarding major financial issues related to the emergency
Public Information Officer	Official liaison between the company and the news media
	Formulates and releases information to the news media, public, and government agencies
	Uses National Response Center (NRC) Public Communications Plan for reference in all communications with the public
Refinery Engineering Manager	Assign personnel to account for all individuals working under the Process Engineering and Construction Departments including engineers, administrative personnel, contractors, and drafting department personnel
	Report the status of personnel to EOC
	Assist the EC with technical information included in this Contingency Plan and other emergency response plans necessary to control and document the incident
	Verify that contractor evacuation is complete
	Assist in reporting the incident

**Table 9. EOC Personnel Duties and Responsibilities (continued)**

<b>Position</b>	<b>Duties/Responsibilities</b>
Environmental Manager	Assign personnel to account for all individuals working under the Environmental Department including technical personnel, administrative personnel, and contractors
	Report the status of personnel to EOC
	Evaluates the environmental impact of the incident
	Advises EC of the need to contact regulatory agencies based on environmental issues
	Contacts regulatory agencies as mandated by law and directed by the EC
Oil Movement Manager	Assign personnel to account for all individuals working under the Oil Movements Department including technical personnel and laboratory personnel
	Report the status of personnel to EOC
	Evaluate the emergency situation as to movement
	Coordinates product movement
	Assists the Planning Section to address product delivery issues
Purchasing Manager	Assign personnel to account for all individuals working under the Purchasing and Warehouse Departments including purchasing personnel, warehouse personnel, and contractors
	Report the status of personnel to EOC
	Facilitate the acquisition of materials and supplies necessary to control the emergency situation
	Maintain pertinent information of events for use in insurance claims
	Contact insurance brokers or others to aid in processing incident claims
	Facilitates financial resolution of issues related to the emergency
Human Resources Manager	Assign personnel to account for all individuals working under the Human Resources and Office Services Departments including Human Resources personnel and Office Services personnel
	Report the status of personnel to EOC
	Coordinate with the EC to determine specific information to provide for incoming calls
	Generate and maintain , with the Administrative Assistant, a list of individuals whose location is not known
	Make notifications to immediate family of any confirmed injuries
	Contact the corporate Human Resources Director as needed

**Table 9. EOC Personnel Duties and Responsibilities (continued)**

<b>Position</b>	<b>Duties/Responsibilities</b>
Safety Manager	Evaluate the emergency situation as to safety
	Advise EC of safety issues
	Monitor all activity during the incident
	Coordinate contact and deployment of off-site emergency response organizations
Administrative Assistant	Record bulletin board information to track on-site and off-site personnel
	Maintain a comprehensive written record of the incident

**Table 10. Logistics Personnel Duties and Responsibilities**

<b>Position</b>	<b>Duties/Responsibilities</b>
Logistics Chief (Maintenance Superintendent)	Report to the Maintenance Coordinator office and establish the Incident Base.
	Contact Emergency Coordinator on Channel 5 (Safety) to advise him of your arrival and assume duties as Logistic Section Chief.
	Provide support and services to maintain the on-scene operations.
	Obtain manpower, supplies, and resources for support necessary to control the incident.
	Plan damage control measures.
	Standby at the Incident Base (Maintenance Office) in order to provide logistical support as needed.
Assistant Maintenance Superintendent	Report to the Incident Base (Maintenance Office) and standby to assist the Logistics Section Chief (Maintenance Superintendent).
	In the absence of the Maintenance Superintendent, assume the duties of Logistics Section Chief.
Coordinator	In the absence of the Logistic Section Chief or Assistant, assume duties of the Logistics Section Chief.
	Report to the Fire Station, transport REACT members to scene. Return to the Incident Base.
	Select 10 personnel and standby at the Incident Base for assignment.
	Assist the Logistics Section Chief in coordinating personnel and equipment.
Electrical/Instrument Coordinator	Report to the scene of the emergency. Maintain a safe distance from the hot zone.
	Communicate with the Process Superintendent and Shift Foreman.
	Report status to Process Superintendent and Maintenance Superintendent (Logistics Section Chief).
	After addressing immediate problem areas, report to the Incident Command Post and inform the Emergency Coordinator of any conditions that may affect emergency response activities.
Maintenance Planner	Report to the Fire Station. Arrange transportation for REACT members as needed.
	Report to the Logistics Section Chief.
	Contact the Coordinator to assist the Transportation Foreman with headcount and transportation of unit evacuees from the assembly sites to the incident base.
Maintenance Turnaround Planner	Report to the Fire Station. Arrange transportation for REACT members as needed.
	Report to the Logistics Section Chief
	Contact the Coordinator to assist the Transportation Foreman with headcount and transportation of unit evacuees from the assembly sites to the incident base.

**Table 10. Logistics Personnel Duties and Responsibilities (continued)**

<b>Position</b>	<b>Duties/Responsibilities</b>
Mechanic Foreman	Transport a pump mechanic or personally attend to the diesel fire pumps at the ponds. Maintain contact with mechanics to monitor the pumps and their needs.
	Mechanics at the Maintenance Shop are to gather tools, equipment and standby for instructions.
	Tour the assembly sites; arrange transportation of unit evacuees from assembly sites to the incident base. Perform a headcount of assembly sites, shop area and account for all Mechanics and Associated Contractors. Report this information to Logistics Section Chief.
	Report to the Incident Base for additional assignments from the Logistics Section Chief or designee.
Truck Driver/CPI Foreman	Tour the assembly sites; arrange transportation of unit evacuees from assembly sites to the incident base. Perform a headcount of assembly sites, shop area and account for all Equipment Operators, CPIs and associated contractors. Report this information to Logistics Section Chief.
	Monitor Channel 4 (Maintenance) to receive additional direction from the Logistics Section Chief or designee, unless assigned other emergency response duties (i.e., REACT Member).
	During off hours, call out appropriate drivers as needed.
	Advise drivers as to location to report to, day or night.
Pipe Fitter/Welder Foreman	Tour the assembly sites; arrange transportation of unit evacuees from assembly sites to the incident base. Perform a headcount of assembly sites and shop area and account for all Welders, Pipefitters and associated contractors. Report this information to Logistics Section Chief.
	Report to the Logistics Section Chief or designee, monitor Channel 4 (Maintenance) and standby to dispatch Pipefitter and Welder personnel if needed.
Electrician Foreman	Tour the assembly sites; arrange transportation of unit evacuees from assembly sites to the incident base. Perform a headcount of assembly sites and shop area and account for all Electricians and associated contractors. Report this information to Logistics Section Chief.
	Report to the Logistics Section Chief or designee; monitor Channel 4 (Maintenance) and standby to dispatch Electrician personnel if needed.
Instrument Foreman	Tour the assembly sites; arrange transportation of unit evacuees from assembly sites to the incident base. Perform a headcount of assembly sites, shop area and account for all Instrument Techs and associated contractors. Report this information to Logistics Section Chief.
	Report to the Logistics Section Chief or designee; monitor Channel 4 (Maintenance) and standby to dispatch Instrument personnel if needed.

**Table 10. Logistics Personnel Duties and Responsibilities (continued)**

<b>Position</b>	<b>Duties/Responsibilities</b>
Warehouse Foreman	Report to the Warehouse for general issue and supply duties.
	Take charge of purchasing procedures through direction of Manager of Purchasing.
Contract Labor Superintendent	Document names of all personnel at primary and secondary assembly sites. Return to the Logistics Base and communicate with the Logistics Section Chief or designee to determine if all personnel are accounted for.
	Perform a driving perimeter tour of the North and South Plant to pick up personnel and return to Incident Base (Maintenance Office). During tour, request assistance for any injured personnel evacuated from the units during the emergency.
Contract Labor Foreman	Perform a driving perimeter tour of the North and South Plant to pick up personnel, document names, return to the Incident Base (Maintenance Office) and communicate with the Logistics Section Chief or designee to determine if all personnel are accounted for.
	Report to the Maintenance Superintendent or Coordinator (Logistics Section Chief); monitor Channel 4 (Maintenance) and standby for further assignments.

**Table 11. Evacuation Assembly Points**

<b>Assembly Areas</b>	<b>Units</b>	<b>Primary Assembly Point</b>	<b>Secondary Assembly Point</b>
A	North Division: FCC North Plant	Parking Lot at Main Gate	North of Eagle Draw on Freeman Street
B	South Division: South Crude TCC	South Division Control Room	West End of the Process Unit East of Freeman St.
C	CCR/Alky Unit Hydrogen Unit Mild Hydrocracker ROSE 2	Open area East of Fifth and FCC Road	Parking Lot at Main Gate
D	Administration Maintenance Blender Building	Parking Lot East of Administration Offices	South Asphalt Loading Rack Area
E	HEP Gasoline Loading Rack, Truck Scales	Parking Lot at Main Gate	Open area East of Fifth and FCC Road

CCR Central Control Room  
 FCC Fluid Catalytic Cracking  
 HEP Holly Energy Partners  
 ROSE Residuum Oil Supercritical Extraction  
 TCC Thermal Contact Cracking



**Table 12. Incompatible Material and Potential Consequences**

<b>Group 1-A</b>	<b>Group 1-B</b>	<b>Potential Consequences</b>
Acetylene sludge Alkaline caustic liquids Alkaline cleaner Alkaline corrosive liquids Alkaline corrosive battery fluid Caustic waste water Lime sludge & other corrosive alkalis Lime waste water Lime and water Spent caustic	Acid sludge Acid and water Battery acid Chemical cleaners Electrolyte, acid Etching acid, liquid or solid Pickling liquor and other corrosive acids Spent acid Spent mixed acid Spent sulfuric acid	Heat generation; violent reaction
<b>Group 2-A</b>	<b>Group 2-B</b>	<b>Potential Consequences</b>
Aluminum Beryllium Calcium Lithium Magnesium Potassium Sodium Zinc powder Other reactive metals and metal hydrides	Any waste in Groups 1-A or 1-B	Fire or explosion; generation of flammable hydrogen gas
<b>Group 3-A</b>	<b>Group 3-B</b>	<b>Potential Consequences</b>
Alcohols Water	Any concentrated waste in Groups 1-A or 1-B Calcium Lithium Metal hydrides Potassium SO <sub>2</sub> CL <sub>2</sub> , SOCl <sub>2</sub> , PCl <sub>3</sub> , CH <sub>3</sub> SiCl <sub>3</sub> Other water-reactive metals and metal hydrides	Fire, explosion, or heat generation; generation of flammable or toxic gases

**Table 12. Incompatible Material and Potential Consequences (continued)**

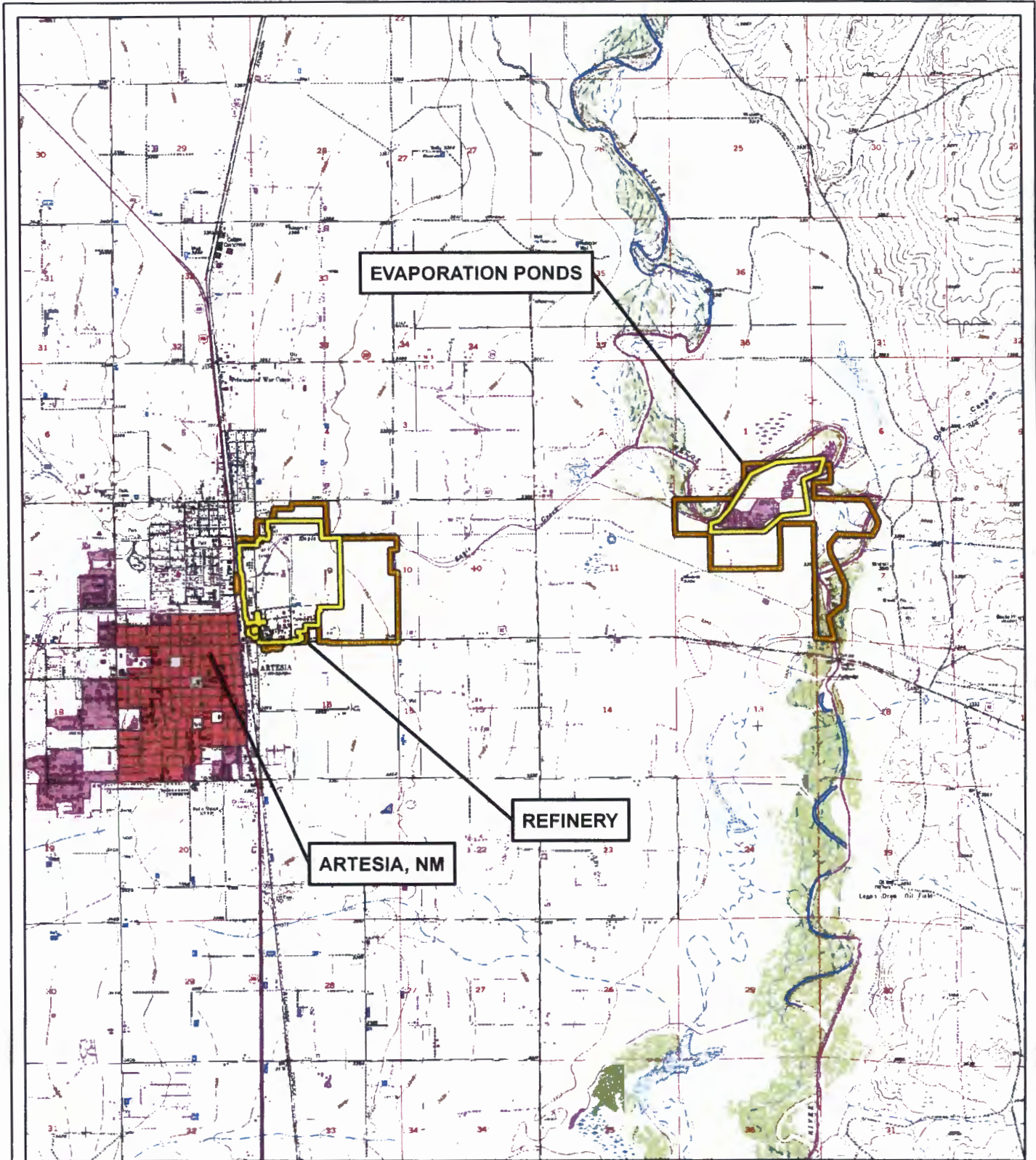
<b>Group 4-A</b>	<b>Group 4-B</b>	<b>Potential Consequences</b>
Alcohols Aldehydes Halogenated hydrocarbons Nitrated hydrocarbons Unsaturated hydrocarbons Other reactive organic compounds and solvents	Concentrated Group 1-A or 1-B wastes Group 2-A wastes	Fire, explosion, or violent reaction
<b>Group 5-A</b>	<b>Group 5-B</b>	<b>Potential Consequences</b>
Spent cyanide or sulfide solutions	Group 1-B wastes	Generation of toxic hydrogen cyanide or hydrogen sulfide gas
<b>Group 6-A</b>	<b>Group 6-B</b>	<b>Potential Consequences</b>
Chlorates Chlorine Chlorites Chromic acid Hypochlorites Nitrates Nitric acid, fuming Perchlorates Permanganates Peroxides Other strong oxidizers	Acetic acid and other organic acids Concentrated mineral acids Group 2-A wastes Group 4-A wastes Other flammable and combustible wastes	Fire, explosion, or violent reaction

## **FIGURES**



1. Facility Plot Plan
2. Topographic Map
3. Evacuation Assembly Points
4. Refinery-Wide Evacuation Assembly Point
5. Hazardous Waste Compatibility Chart

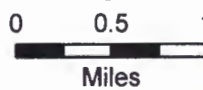
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Insert Figure 1



**LEGEND**

-  FENCELINE
-  PROPERTY BOUNDARY



SOURCE: U.S.G.S 7.5 MINUTE TOPOGRAPHIC MAPS

**TOPOGRAPHIC MAP**

**NAVAJO REFINING COMPANY, LLC  
ARTESIA, NEW MEXICO**

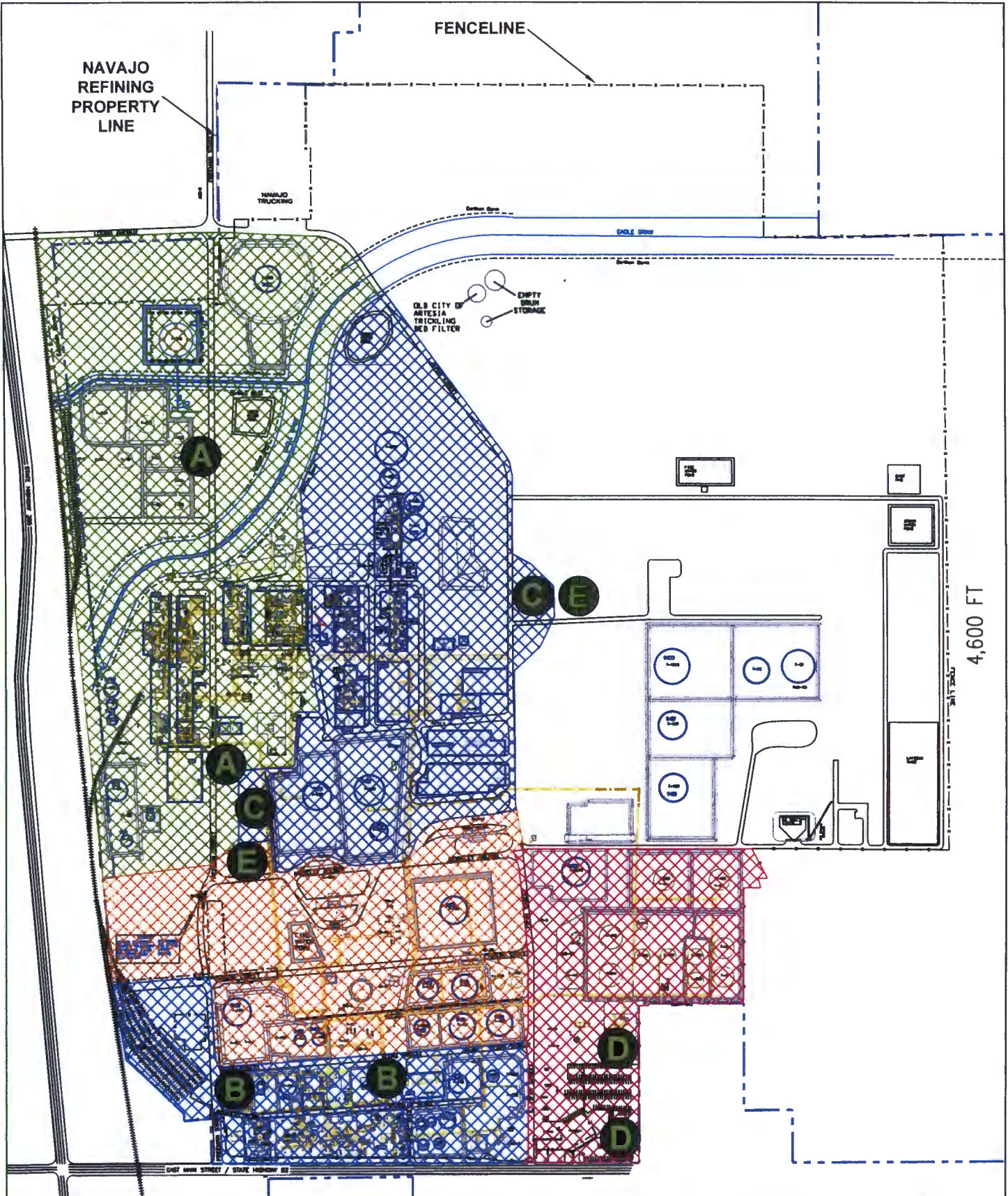
Project Number: 198832  
Author: SMAXWELL

MXD: Figure 2  
Date: 3/22/2013



505 E. HUNTLAND DR.  
SUITE 250  
AUSTIN, TX 78752  
(512) 329-6080

**FIGURE  
2**



0 200 400 800  
SCALE IN FEET

● ● ASSEMBLY  
● ● POINTS

- ▨ ASSEMBLY AREA A
- ▨ ASSEMBLY AREA B
- ▨ ASSEMBLY AREA C
- ▨ ASSEMBLY AREA D
- ▨ ASSEMBLY AREA E



FENCELINES AND PROPERTY LINE LOCATIONS ARE APPROXIMATE

**EVACUATION ASSEMBLY POINTS**

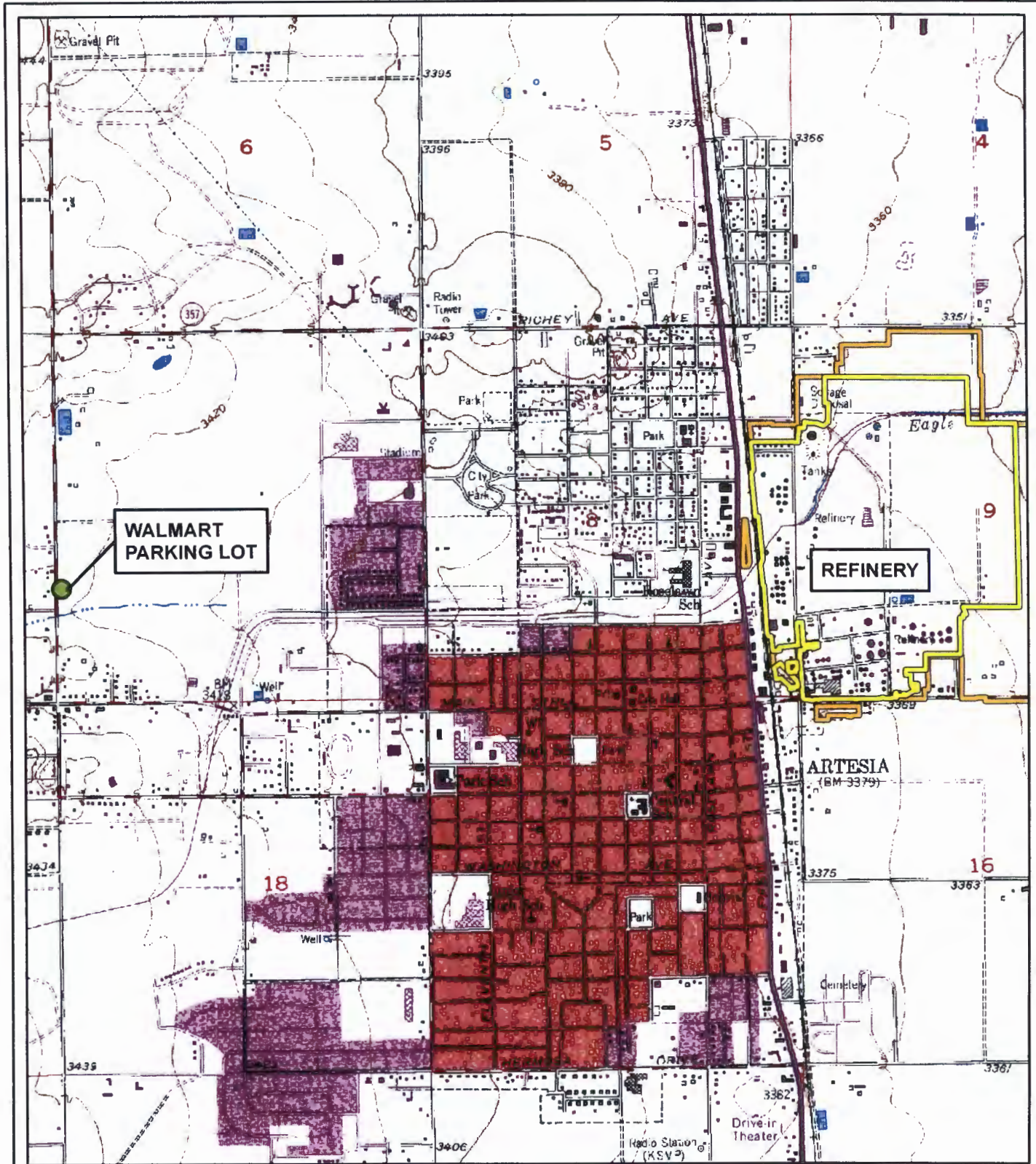
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ARTESIA, NEW MEXICO

PROJECT: 198832 DWG: FIGURE 3  
DATE: 4/1/13






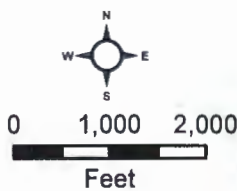
505 E. HUNTLAND DR.  
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AUSTIN, TX 78752  
PH: 512-329-0080

FIGURE  
**3**



**LEGEND**

-  FENCELINE
-  PROPERTY BOUNDARY
-  ASSEMBLY POINT



SOURCE: U.S.G.S 7.5 MINUTE TOPOGRAPHIC MAPS

**REFINERY - WIDE EVACUATION ASSEMBLY POINT**

Project Number: 198832      MXD: Figure 4  
 Author: RBLAISDELL      Date: 3/25/2013



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**FIGURE 4**

No.	Reactivity Group Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	Acids, Mineral, Non-oxidizing	1																				
2	Acids, Mineral, Oxidizing		2																			
3	Acids, Organic		G H	3																		
4	Alcohols and Glycols	H	H F	H P	4																	
5	Aldehydes	H P	H F	H P		5																
6	Amides	H	H GT				6															
7	Amines, Aliphatic and Aromatic	H	H GT	H				7														
8	Azo Compounds, Diazo Compounds and Hydrazines	H G	H GT	H G	H G	H						8										
9	Carbamates	H G	H GT									G H	9									
10	Caustics	H	H	H								H G	10									
11	Cyanides	GT GF	GT GF	GT GF								G										11
12	Dithiocarbamates	H,F GF	H,F GF	H,GT GF			GF GT				U	H G										12
13	Esters	H	H F									H G										13
14	Ethers	H	H F																			14
15	Fluorides, Inorganic	GT	GT	GT																		15
16	Hydrocarbons, Aromatic		H F																			16
17	Halogenated Organics	H GT	H,F GT					H GT	H G			H GF	H									17
18	Isocyanates	H G	H,F GT	H G	H P			H P	H G			H,P G	H G									18
19	Ketones	H	H F									H G										19
20	Mercaptans and Other Organic Sulfides	GT GF	H,F GT									H G										H H H 20
21	Metals, Alkali and Alkaline Earth, Elemental	H,F GF	H,F GF	H,F GF	H,F GF	H,F GF	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H	GF H 21
22	Metals, Other Elemental & Alloys as Powders, Vapors, or Sponges	H,F GF	H,F GF	F								H,F GT	U									H,F GF
23	Metals, Other Elemental & Alloys as Sheets, Rods, Drops, etc.	H,F GF	H,F GF									H,F G										H,F
24	Metals and Metal Compounds, Toxic	S	S	S				S	S													
25	Nitrides	GF HF	H,F E	H GF	H,E GF	GF H						U	H G	U	GF H	GF H	GF H					GF H U GF GF E
26	Nitriles	H,GT GF	H,F GT	H																		H P
27	Nitro Compounds, Organic		H,F GT			H																H,E GF
28	Hydrocarbons, Aliphatic, Unsaturated	H	H F			H																
29	Hydrocarbons, Aliphatic, Saturated		H F																			
30	Peroxides and Hydroperoxides, Organic	H G	H E		H F	H G		H GT	H,F E	H,F GT				H,E GT	H,F GT							H E H E H,F GT E
31	Phenols and Cresols	H	H F																			H P GF H
32	Organophosphates, Phosphothioates, Phosphodithioates	H GT	H GT																			H
33	Sulfides, Inorganic	GT GF	H GF	GT		H																H
34	Epoxides	H P	H P	H P	H P	U		H P	H P	H P	H P	H P	H P	U								H P H P
101	Combustible and Flammable Materials, Miscellaneous	H G	H,F GT																			H,F G
102	Explosives	H E	H E	H E																		H E
103	Polymerizable Compounds	P H	P H	P H																		P H
104	Oxidizing Agents, Strong	H GT	H GT	H F	H F	H,F GT	H,F GT	H E	H,F GT	H E	H,F GT	H F	H GT	H F	H GT	H F	H GT	H F	H GT	H F	H GT	H,F E
105	Reducing Agents, Strong	H GF	H,F GT	H,F GF	H,F GF	H GF	H G															H GF
106	Water and Mixtures Containing Water	H	H																			H GF
107	Water Reactive Substances	-----EXTREMELY REACTIVE!!!! DO NOT MIX WITH ANY CHEMICAL OR WASTE MATERIAL!!!! EXTREMELY REACTIVE!!!!-----																				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

LEGEND	
Code	Consequences
H	Heat Generation
F	Fire
G	Innocuous and Non-flammable Gas Generation
GT	Toxic Gas Formation
GF	Flammable Gas Formation
E	Explosion
P	Violent Polymerization
S	Solubilization of Toxic Substance
U	May be Hazardous, but Unknown

Figure 5. Hazardous Waste Compatibility Chart



