

EMERGENCY TOLL-FREE NUMBER:

888-871-3550



Riverside
petroleum indiana



**Know what's below.
Call before you dig.**



PIPELINE SAFETY INFORMATION

FOR

EMERGENCY RESPONDERS AND PUBLIC OFFICIALS

Dear Emergency Responder or Public Official,

Riverside Petroleum Indiana LLC (“Riverside”) is committed to helping communities live safely with nearby underground pipelines that we operate. Assurance of pipeline safety can best be achieved with the assistance of local government officials and first response agencies.

We are enclosing important pipeline safety information for you because your emergency station is located within the vicinity of the underground pipelines operated by Riverside. Please take a few minutes to familiarize yourself and your personnel with this safety information and keep it as a reference to be reviewed periodically. This booklet contains information that will be helpful in locating and identifying pipelines within your response area. We have included safety recommendations to be followed in the unlikely event of a pipeline leak or any other type of pipeline emergency.

Your agency is a vital partner in Riverside’s commitment to protecting the public and environment in the unlikely event of a pipeline emergency. We value your input and would like to hear from you. You are not required to provide your name. We welcome your comments and/or suggestions.

If you would like more information about Riverside, or if you would like a company representative to meet with you, please contact us using the information provided below.

Thank you for your attention and cooperation.

Sincerely,

Riverside Petroleum Indiana LLC

Contact Information:

Office: (812) 610-4656 (M-F; 8am-5pm)
Emergency: 888-871-3550 (24 hrs.)
Email: pipelinesafety@riversideoperating.com
Web: www.riversideenergygroup.com

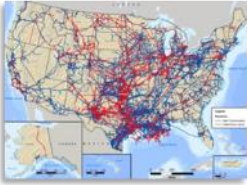
Table of Contents

1. Knowledge (Equals Safety)
2. About Natural Gas
3. Locating a Pipeline
4. Evaluating the Situation
5. Protecting Yourself and Others
6. Securing the Site
7. Response Summary
8. Learn More
9. Riverside Pipelines Map



Knowledge

The first step in pipeline safety



The management of pipeline safety involves the cooperation and teamwork of pipeline operating companies and all emergency response agencies.

The nation's pipelines are essential to our national energy supply. There are over 2 million miles of underground pipeline systems transporting petroleum products safely and economically in the United States. Pipelines transporting petroleum and natural gas products are an integral part of the infrastructure of all communities. Truck and rail transportation cannot equal the safety records of pipeline transportation of these products, and they cannot match the efficiency of pipelines to deliver these products economically.

Population growth and suburban development in previously rural areas has placed many residential communities, businesses, schools, churches, and shopping complexes closer to our nation's pipeline systems. We at Riverside take seriously our responsibility to inform and educate communities on how to live safely alongside nearby pipelines. Riverside monitors its natural gas pipeline system, conducting regular checks and preventative maintenance. Riverside has taken measures to quickly respond to any natural gas emergency.



Working together, our education program will assure your community of our commitment to safety and raise public awareness of the presence of pipelines in your neighborhoods and near places of business. This booklet provides Emergency Response and Public Officials with essential information to make informed decisions about pipeline safety and to manage a safety program that is tailored to the communities we mutually serve. We hope the information in this booklet will serve as your guide for increased pipeline safety awareness in your community.

About Natural Gas

Know the facts



Natural Gas & Pipelines

Natural gas is non-toxic and lighter than air. In large concentrations it will displace the air in enclosed spaces and cause suffocation because of the lack of oxygen. However, it will rise and disperse if released into open air. Natural gas goes through a series of production, transmission and distribution processes before it arrives ready for use at homes and businesses. According to statistics by the National Transportation Safety Board, pipelines are the safest and most reliable mode of transporting natural gas. However, a damaged pipeline can leak natural gas, possibly causing fires, explosions or asphyxiation. All pipeline and local distribution companies, including Riverside, have programs designed to assess and mitigate pipeline risks to reduce both the likelihood and consequences of incidents.



Sour Gas (DOT ERG 117)

Natural gases, such as Riverside's natural gas, that contain higher than average concentrations of sulfur and hydrogen sulfide (H_2S) are commonly referred to as "sour" gas. Hydrogen sulfide is a color-less, flammable, corrosive and extremely toxic gas with an offensive rotten egg odor, created naturally by the bacterial breakdown of sulfur-containing organic materials. It is a contaminant that must be removed before products are sent to commercial markets. Hydrogen sulfide can be dissolved in liquids and may be released by agitation, depressurization, or heating. Since hydrogen sulfide is heavier than air, it will collect in low places. Its offensive odor is readily detectable at very low concentrations. However, smell cannot be relied upon to forewarn of dangerous concentrations because it rapidly degrades the sense of smell due to paralysis of the olfactory nerve. A longer exposure to lower concentrations has a similar desensitizing effect on the sense of smell. Exposure to even relatively low concentrations of hydrogen sulfide can be fatal.

Locate

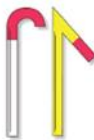
Know the location of pipeline right-of-way corridors in your community



Markers are located at road, railroad and water crossings, fences, and along pipeline right-of-way.



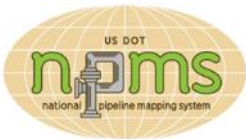
Pipeline aerial patrol.



Pipeline casing vents.



Know what's below.
Call before you dig.



Pipeline Markers and Rights-of-Way

Pipeline markers are located above the ground and indicate the presence of underground petroleum and/or natural gas pipelines. The various examples of pipeline markers are illustrated on the left and will indicate the name of the company, type of products being transported, and a toll free emergency contact number (located near the bottom of the markers). Please ensure you and your colleagues are aware of each marker's significance and their locations. Note that pipeline markers will not indicate the depth of the pipeline buried below nor the exact location. If someone in your community is planning to dig or excavate, please remind them to **call 811** two business days before digging to allow flags to be placed. Digging should be carried out carefully, away from all underground utility line locations.

Pipeline markers are located at road, railroad and water crossings, and along pipeline the right-of-way (ROW) and show the pipelines general. ROWs are areas where written agreements with between the company and landowners have allowed for the construction of pipeline across privately owned property. They must be kept clear to allow the pipeline to be protected, surveyed and properly maintained. Certain land use practises such as construction and other encroachments along a ROW can therefore adversely affect community safety.

Please report pipeline marker damage, removal or ROW encroachments to the company and/or the regional One-Call Center by dialling 811.

National Pipeline Mapping System

Knowing the location of pipelines in your communities can assist your safety effectiveness and response time. The National Pipeline Mapping System is an interactive, Web-based tool that displays maps of hazardous liquid and gas transmission pipelines, liquefied natural gas plants and other facilities. Emergency responders can access a sophisticated and detailed version available only to government officials. See www.npms.phmsa.dot.gov

Evaluate

Know the facts



If you suspect a pipeline leak is occurring, your first concern should be for your personal safety and the safety of the people in the surrounding area. Your observation and your knowledge of leak indications are the most important evaluation of the first response. Act on your instincts.



Sight

Some are gases that cannot be seen. Look for any brown or discoloured grasses or vegetation that would otherwise be green. Watch for any vapor clouds or blowing dust rising above the pipeline area.



Sound

Listen for hissing, rumbling or roaring sounds that indicate the escape of pressurized liquids or gases from a pipeline in the area near the right-of way corridor.



Smell

Odorants are sometimes added to the gas to cause an odd and pungent odor within the pipeline. Gaseous products leaking from pipelines generally have the odor of sulfur or “rotten eggs.” Be alert to any foul or unusual smells surrounding the area near any pipeline markers.

If you observe any of the above pipeline damage or leak indicators:

- Do not investigate further.
- Avoid all contact with any escaping liquids or gases. Leave the area immediately.
- Once you are in a safe area, call your regional One-Call Center toll-free by dialling **811** and call Riverside toll-free on 888-871-3550.



Protect

Establishing control of an incident and assisting with safety procedures

In the event of a pipeline accident or leak, your personal safety is the first priority. Wear suitable safety equipment to protect yourself. The situation will require your professional presence to assist the public and other emergency teams.

Your next concern is for the safety of all residents and the public in the surrounding area. Establishing control of the situation as quickly as possible is vital in order to protect lives, property and the environment.

We recommend the following safety guidelines for all onsite response personnel

- TURN OFF all machinery and vehicles. Avoid driving over or near the affected area.
- DO NOT allow the creation of any sources of heat or spark, for example, do not turn any electrical switches on or off, operate vehicles or cellular telephones, or allow any smoking.
- MOVE the public upwind to a safe distance from the area of any leak or vapor clouds.
- DO NOT attempt to stop the leak. If the gas is burning, let it burn. Do not attempt to extinguish the flame. Burning gas will not explode.
- DO NOT attempt to turn or operate any pipeline valves. This could potentially make the situation more dangerous and spread the damage.

Recommended traffic control and evacuation procedures at the release site:

- Remain calm and courteous and continue to direct the nearby public to a safe location up-wind and away from the leak.
- Prohibit traffic and the public from entering the area and clear all roads from vehicles and traffic to make way for incoming emergency vehicles.

Notify all emergency agencies:

From an area that is a good distance up-wind and away from the leak:

- Call for emergency assistance from agencies or paramedics, if necessary.
- **CALL 811** to notify your regional One Call Center.
- Call the pipeline operating firm as indicated on the pipeline marker at the scene. Riverside's emergency toll-free number is 888-871-3550.



Securing the Site

Actions for securing the site further after protecting the accident site

Once notified, emergency personnel and equipment will be dispatched to the leak location or accident site as soon as possible. Trained professionals will confine the leak and control the spread of further damage to the property site and the pipeline.

Company personnel and other local emergency officials will assist with the emergency and provide information to aid in emergency response situations appropriate for the degree of the incident.

Pipeline operations personnel will take the necessary steps to systematically turn off the pumps, or compressors, closing and opening all affected valves, and similar mechanical actions to minimize the impact of the leak.

Pipeline operations and environmental personnel will then work to minimize the risks caused by the damaged pipeline and initiate repairs.



Response Summary

Retain this information in your emergency vehicle as a quick reference:

1. Remain calm and get detailed information about the emergency.
2. Eliminate and prevent ignition sources such as car engines, pilot lights, smoking materials and electronic devices.
3. Evacuate people from the area to an upwind location.
4. From a safe distance and upwind location, call your local emergency department, call 811, and call the pipeline operator.
(For Riverside Call: 888-871-3550).
5. Keep the area secure - block off roads, railroads and other routes around the site.
6. DO NOT attempt to extinguish a fire on the pipeline unless instructed by company representatives.
7. DO NOT attempt to close any valves without direction from pipeline company personnel.
8. Perimeter fires can be extinguished; be careful when containing liquid spills. Build an earthen dam to prevent oil from flowing further, or set up a boom or flume on waterways.

Learn More



The U.S. Department of Transportation's (DOT), Pipeline Hazardous Materials Safety Administration (PHMSA) and Office of Pipeline Safety (OPS) have made available free copies of the latest version of the **Emergency Response Guide (ERG)**, which can be downloaded from the PHMSA website (www.phmsa.dot.gov). The PHMSA website also offers a free, mobile web app for the ERG which provides emergency responders with fast, easily accessible information.

The PHMSA's Pipeline Safety Inspector Training and Qualifications Division (TQ) offers a wide variety of training activities designed to familiarize government and industry personnel with the requirements of pipeline safety regulations (see www.phmsa.dot.gov/pipeline/tq).

The following organizations provide detailed information on pipeline safety as well as general information related to oil and gas production and transport. Riverside recommends visiting their websites for more information:



Indiana Utility Regulatory Commission: Pipeline Safety Div.
www.in.gov/iurc



American Petroleum Institute - Pipeline Information
www.api.org



National Pipeline Mapping System
www.npms.phmsa.dot.gov



American Gas Association
www.aga.org



Riverside Petroleum Indiana LLC
www.riversideenergygroup.com



Pipeline Location Map

Legend

- Towns
- ▭ County Boundaries
- ▬ Riverside Pipelines
- ▬ Interstate 69
- ▬ Main Roads/Highways
- ▬ Other Roads & Tracks

*Locations shown are approximate and for reference only.

Safety First!



**Know what's below.
Call before you dig.**

Call 811 toll-free at least two working days before you dig. The utility operator will mark the location of the underground lines.

