

ExxonMobil Canada

Canada East-Sable

OIMS

System 9-1 Incident Management

Comments: Document update

This document may not be released in whole or in part without the express written permission of ExxonMobil Canada Properties – Sable Project 1701 Hollis Street, Founders Square, Halifax, NS B3J 3M8

C12	April 2015	Updated CNSOPB regulations and contact info; NEB online incident reporting; & NS EMO Role	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
			Sable Safety Lead	Env & Reg Supervisor	SSHE Manager	Sable Operations Superintendent	
C11	September 2013	Update of to meet CNSOPB Nov 2012 incident reporting guidelines	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
			Sable Safety Lead	Env & Reg Supervisor	SSHE Manager	Sable Operations Superintendent	
C10	July 2012	Update of TSB responsibilities /Jurisdiction and Halocarbon reporting clarification in Appendix A	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
			9-1 Admin	Sable Safety Lead	Env & Reg Supervisor	SSHE Manager	Sable Operations Superintendent
Rev.	Date	Reason for Issue	Originated	Reviewed	Approved	Endorsed	

Professional Stamp/Seal (Where Applicable)

**Title:
EMCE Regulatory Incident Notification Process (Sable)**

**Total Number Pages:
25**

Revision:C12

Document Control Number: ZA-A00-X-00-0901.02

Revision Key: A=Draft Issued for Comments, B=Issued for Internal Review/Signatures, C=Approved /Issued for Use

C9	May 2012	Update of NEB/TSB Incident contact details					
			9-1 Admin	Sable Safety Lead	Env & Reg Supervisor	SSHE Manager	Sable Operations Superintendent
C8	March 2012	Clarification of release reporting of halocarbons under 10kg and Update to the CNSOPB Offshore Incident Reporting Checklist (Appendix A)					
			9-1 Admin	Sable Safety Lead	Env & Reg Supervisor	SSHE Manager	Sable Operations Superintendent
C7	August 2011	Clarification of halocarbon release reporting process					
			9-1 Admin	Sable Safety Lead	Env & Reg Supervisor	SSHE Manager	Sable Operations Superintendent
C6	July 2011	Update CNSOPB incident reporting guidelines; Spills <5 L					
C5	Mar-2011	Update CNSOPB incident reporting guidelines; General update					
C4	02-Apr-08	Revised issuance in response to CNSOPB Env. Incident Reporting Audit					
C3	07-Nov-06	Revised Issuance					
C2	16-Dec-04	Revised Issuance					
C1	21-Sep-04	Issued for Use					
Rev.	Date	Reason for Issue	Originated	Reviewed	Approved	Endorsed	

Table of Contents

1.0	Purpose	4
2.0	Scope	4
3.0	Acronyms	5
4.0	Responsibilities	5
5.0	Incident Reporting Requirements	8
6.0	Regulator Requirements and Scope	9
	Appendix A - CNSOPB Offshore Incident Reporting Checklist	12
	Appendix D - ExxonMobil Canada CNSOPB Incident Report	21
	Appendix E - External Incident Notification Form (other than CNSOPB)	23
	Appendix F – Halocarbon Release Report Form	24
	Appendix G – NEB On-line Event Reporting System	25

1.0 Purpose

The EMCE (ExxonMobil Canada East) Incident Regulatory Incident Notification Process (Sable) has been developed to ensure regulatory agency incident reporting requirements are met.

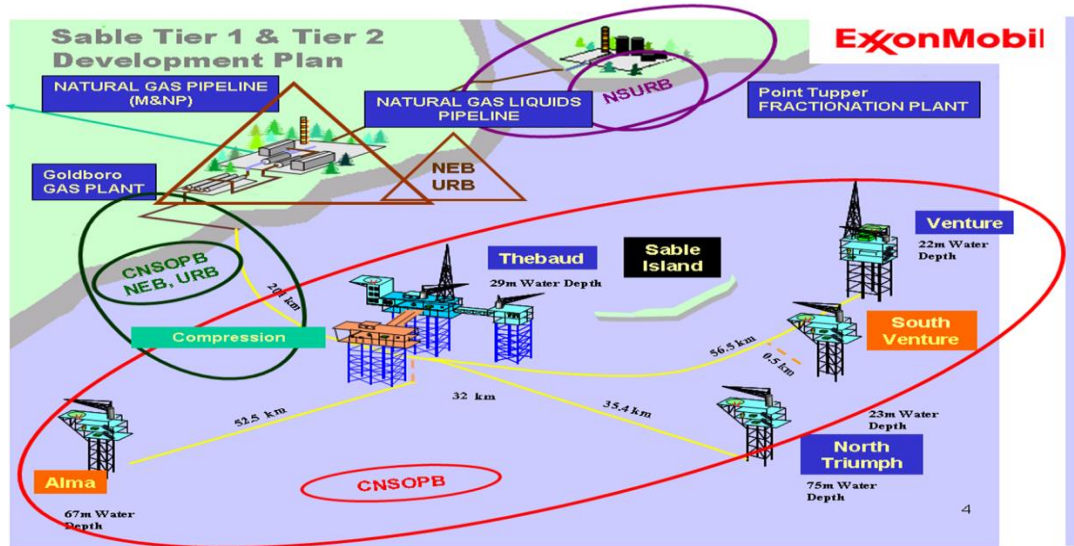
2.0 Scope

This process is applicable to regulatory reportable incidents within the ExxonMobil Canada Properties (EMCP) Sable Offshore Energy Project (SOEP) offshore and onshore operations. The table below lists the SOEP facilities and summarizes the agencies and the applicable requirements.

The process includes defined responsibilities, notification requirements, established timeframes, and provides guidelines and examples to assist in the elimination of subjectivity and ambiguity.

Facility	Agency	Applicable Regulation(s)
Offshore Platforms and pipelines (all) Support Vessels/Aircraft	CNSOPB	<ul style="list-style-type: none"> – Nova Scotia Offshore Petroleum Drilling and Production Regulations – Nova Scotia Offshore Petroleum Installations Regulations – Canada – Nova Scotia Offshore Area Diving Operations Safety Transitional Regulations – Canada – Nova Scotia Offshore Marine Installations and Structures Occupational Health and Safety Transitional Regulations
Offshore Platforms & Goldboro Gas Plant	Environment Canada	<ul style="list-style-type: none"> – Federal Halocarbon Regulations (2003)
Goldboro Gas Plant & 26" Subsea Gathering Pipeline	NEB and NEB Role with regards to Canada Labour Code	<ul style="list-style-type: none"> – National Energy Board Onshore Pipeline Regulations – National Energy Board Processing Plant Regulations – Canada Labour Code & Applicable Regulations
	TSB	<ul style="list-style-type: none"> – Transportation Safety Board Act and Transportation Safety Board Regulations
NGL Pipeline and Point Tupper Fractionation Plant	NSUARB	<ul style="list-style-type: none"> – Nova Scotia Pipeline Regulations – Gas Plant Facility Regulations
	NSDOE	<ul style="list-style-type: none"> – Environmental Emergency Regulations

Sable Regulatory Reporting Jurisdictions



3.0 Acronyms

Term or Abbreviation	Definition
CCGROC	Canadian Coast Guard Regional Operations Centre
CLC	Canada Labour Code
CNSOPB	Canada-Nova Scotia Offshore Petroleum Board
EMCE	ExxonMobil Canada East
JRCC	Joint Rescue Coordination Centre
NEB	National Energy Board
NSDOE	Nova Scotia Department of Environment
NSUARB	NS Utilities and Review Board
OIM	Offshore Installation Manager
OIMS	Operations Integrity Management System
OPS	Onshore Plant Superintendent
SSHE	Safety, Security, Health and Environment
TSB	Transportation Safety Board

4.0 Responsibilities

This section outlines the responsibilities for internal communication of incident information to the appropriate SSHE resources to support notification, reporting and follow-up between EMCP and external parties for reportable incidents.

4.1 Sable Operations Superintendent

The Sable Operations Superintendent is responsible for:

- Determining whether an event is reportable to a government agency and which one(s) based on the event information and the requirements of the agency;
- Classification of the incident type;
- Ensuring appropriate incident investigations are carried out; and
- Ensuring incident notifications and required follow up reports are issued within prescribed time periods.

4.2 EMCP SSHE Manager

The EMCP SSHE Manager is responsible for:

- Advising on the classification of the incident type;
- Advising on incident reporting requirements; and
- Ensuring appropriate SSHE resources are made available to support incident reporting and investigations, as needed;

4.3 EMCP Environment & Regulatory Supervisor and Sable Safety Lead

The EMCP Environment & Regulatory Supervisor and/or the Sable Safety Lead are responsible for:

- Informing the SSHE Manager that an incident has occurred;
- Advising on the classification of the incident type;
- Advising on incident reporting requirements;
- Ensuring that when necessary, the appropriate external agency is informed of the incident as per the offshore notification matrix (Appendix A) and the onshore notification matrix (Appendix B); Verifying the fax transmission or submission of all incident reports to the external agencies;
- Tracking report due dates; and
- Maintaining files of incident communications

4.4 Thebaud Offshore Installation Manager (OIM)

The Thebaud OIM is responsible for:

- Reporting all incidents immediately to the Operations Superintendent per the ExxonMobil Canada East Production Company's Notification Matrix contained in the Sable Incident Notification, Investigation and Reporting procedure.
- Ensuring prompt entry of all incidents into the ExxonMobil Impact Database with notification sent to the Operations Superintendent, SSHE Manager, the Sable Safety Lead and the EMCP SSHE Technician.
- Consulting with the Operations Superintendent and Sable Safety Lead to assess incident severity, a level of investigation required, and to assign appropriate qualified personnel to investigate and report on the incident.
- Reviewing the notifications and / or reports prior to distribution.
- Ensuring leak test notices and documentation related to halocarbon releases are scanned and sent via email or copied and sent by fax to the Environmental Advisor.

4.5 Onshore Plant Superintendent (OPS)

The Onshore Plant Superintendent is responsible for:

- Reporting all incidents immediately to the Operations Superintendent per the ExxonMobil Canada East Production Company's Notification Matrix contained in the Sable Incident Notification, Investigation and Reporting procedure
- Ensuring prompt entry of all incidents into the ExxonMobil Impact Database with notification sent to the Operations Superintendent, SSHE Manager, the Sable Safety Lead and the EMCP SSHE Technician.
- Consulting with the Operations Superintendent and Sable Safety Lead to assess incident severity, a level of investigation required, and to assign appropriate qualified personnel to investigate and report on the incident.
- Review the notifications and / or reports prior to distribution.
- Ensuring leak test notices and documentation related to halocarbon releases are scanned and sent via email or copied and sent by fax to the Environmental Advisor.

4.6 Environmental Advisor

The Environmental Advisor is designated at the time an incident is entered into the ExxonMobil Impact Database and is responsible for:

- Providing support and advice in the investigation and reporting of environmental incidents

- Comparing leak test notices received from offshore and the information included in Impact to confirm the reporting requirements for halocarbon releases
- Obtaining any necessary clarifications to support either immediate reporting or future reporting according to regulatory requirements
- Preparing the final incident report on halocarbon releases for regulatory submission based on information included in Impact and any necessary follow up with offshore personnel, maintenance staff and technicians
- Ensuring copies of final incident reports are maintained in appropriate files.
- Ensures leak test notice number is included on the final incident report.

5.0 Incident Reporting Requirements

The following appendices are enclosed to define the incident notification and reporting requirements:

- Appendix A - Offshore Incident Reporting Checklist - CNSOPB - based on CNSOPB regulations and incident reporting guidelines;
- Appendix B - External Offshore Incident Notification Matrix - excludes CNSOPB and based on agency requirements
- Appendix C - External Onshore Incident Notification Matrix - based on agency requirements

The following forms are included as appendices:

- Appendix D - ExxonMobil Canada CNSOPB Incident Report - to be used for initial notification and subsequent (if any) progress reports on the incident follow up
- Appendix E - External Incident Notification Form - to be used for initial notification to all agencies other than the CNSOPB
- Appendix F – Halocarbon Release Report – to be used for reporting halocarbon releases to Environment Canada as per the Federal Halocarbon Regulations (2003)
- Appendix G – NEB Online Event Reporting System (OERS) Information

6.0 Regulator Requirements and Scope

Offshore - CNSOPB

In the event that an offshore incident occurs that requires immediate notification as per the appendices the external parties will be notified by the Operations Superintendent or the SSHE Manager or designate and the JRCC notification will be made by the Thebaud OIM. Notification will be done verbally as follows:

- CNSOPB Duty Officer - (902) 422-5588 during business hours or alternatively (902) 496-4444; and
- JRCC – (902) 427-7358.

This initial notification will be followed by the submission of a notification form or incident report form as appropriate.

For each incident reported, the CNSOPB verifies that the operator takes the appropriate actions to determine the cause of the incident and to prevent its recurrence. CNSOPB staff may also investigate health, safety and environmental incidents that occur at offshore worksites, depending upon their nature and severity.

For significant spills, hydrocarbon releases and unauthorized discharges, the CNSOPB assesses the potential environmental impact. In addition to following up on these incidents, the CNSOPB also monitors whether trends are occurring. Environmental concerns include the potential impact of sea-surface petroleum products on seabirds and the marine habitat.

Notification of offshore incidents made to other regulatory agencies must also be reported to the CNSOPB. If a written report is sent to that agency then a copy must be forwarded to the CNSOPB.

Offshore / Onshore - NEB

For offshore and onshore incidents under the NEB jurisdiction, contact will be made by the Operations Superintendent, the SSHE Manager or designate.

The NEB's priority in any emergency is to make sure that people are safe and secure, and that property and the environment are protected. Any time there is a serious incident NEB Inspectors may attend the site to oversee a company's immediate response. The NEB will require that all reasonable actions are taken to protect employees, the public and the environment. Further, the NEB will verify that the regulated company conducts adequate and appropriate clean-up and remediation of any environmental effects caused by the incident.

The NEB has developed a web-based Online Event Reporting System (OERS) that regulated companies are required to use to report events under the various regulations administered by the Board.

The OERS replaces the requirement for companies to report events relating to NEB-regulated facilities to the Transportation Safety Board (TSB) reporting hotline (as established by the “Single-Window Reporting Letter” issued by the NEB dated 25 August 1999).

The events that are reportable using the online reporting system are:

- incidents under the *National Energy Board Onshore Pipeline Regulations (OPR)*, *National Energy Board Processing Plant Regulations (PPR)*
- unauthorized activities under the *National Energy Board Pipeline Crossing Regulations Part II*;
- emergency burning or flaring under the PPR;
- hazard identification under the PPR;
- suspension of operations under the PPR;

Effective 1 January 2015, regulated companies are directed to follow the NEB Event Reporting Guidelines and report the events listed above to OERS located at the following web address: <https://apps.neb-one.gc.ca/ers>

In the event that OERS is unavailable, companies are directed to report events to the TSB Reporting Hotline at **819-997-7887**.

Pipeline Incidents – Transportation Safety Board

The Transportation Safety Board (TSB) Regulations require the reporting of pipeline occurrences to the TSB. The Canadian Transportation Accident Investigation and Safety Board Act states that “*pipeline*” means a pipeline that is used for the transportation of commodities and includes all branches, extensions, pumps, racks, compressors, loading facilities, storage facilities, reservoirs, tanks, preparation plants, separation plants, interstation systems of communication and property and works connected therewith”. This definition incorporates the federally regulated Sable Facilities (the Goldboro Gas Plant and the 26” Subsea Gathering Pipeline).

Reporting via the OERS noted above satisfies the TSB regulatory reporting requirements as the NEB and TSB both have access to the reported information.

The TSB’s mandate is to advance transportation safety in the marine, pipeline, rail and air modes of transportation by:

- conducting independent investigations, including public inquiries when necessary, into selected transportation occurrences in order to make findings as to their causes and contributing factors;
- identifying safety deficiencies, as evidenced by transportation occurrences;
- making recommendations designed to eliminate or reduce any such safety deficiencies; and

- reporting publicly on investigations and on the related findings.

Onshore - NSUARB

Onshore incidents under the NSUARB jurisdiction (NGL Pipeline and Fractionation Plant) will be reported to telephone number (902) 424-4488 and to the appropriate provincial agency as required by regulation. The NSUARB and provincial regulator expectations on incident follow up is similar to the CNSOPB and NEB/TSB.

Halocarbon Release Events

Notification requirements to Environment Canada for halocarbon releases are prescribed in the Federal Halocarbon Regulations (2003) as follows:

- For quantities greater than 100kgs – initial notification within 24 hours of the occurrence followed by a written report within 14 days.
- For quantities less than 100kgs (but greater than 10kgs) – a written report by January 31 and July 31 of each year for incidents occurring in the preceding six months.
- No reporting is conducted for releases of less than 10 kgs.

A copy of the report will be provided to the CNSOPB at the same time it is issued to Environment Canada.

Emergency Management Organizations

Emergency Management Organizations (EMOs) are established on a local area basis and are in place for the municipal units in which the onshore facilities are located (Municipality of the District of Guysborough and Richmond County). Their mission is to assist local responders with the protection of life, property, and the environment from loss, suffering, and damage due to an abnormal event.

The role of the EMO, as set out by the Emergency Management Act of the Province of Nova Scotia, is to assist local responders with their role in any emergency.

Additional support for local area EMO responders is sourced first from within the municipal unit and then from the Provincial organization. Further support is available, as needed, from the Federal EMO.

Appendix A - CNSOPB Offshore Incident Reporting Checklist
(Reference CNSOPB Incident Investigation and Reporting Guidelines – November 2012)

	Reportable	When	Form	Investigation Report
Injury / Illness				
Fatality	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Lost Time (Major Injury) Definition in accordance with CNSOPB incident reporting guidelines (section 6.4.1) CNSOPB Nov 2012 guidelines	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Restricted Work	YES	Within 24 hours	Written incident notification within 24 hours	Update or finalize incident report within 21 days of last written report
First Aid	NO	---	---	---
No Treatment	NO	---	---	---
Not work related	NO	---	---	---
Medical Evacuation (MEDEVAC)	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Case Evacuation (CASEVAC)	NO	---	---	---
Missing Person Offshore	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Fire / Explosion				
Resulting in injury to person	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Resulting in impairment of critical device or structure	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
No injury or major damage	YES	Within 24 hours	Written incident notification within 24 hours	Update or finalize incident report within 21 days of last written report
Collision with Platform Structure Only if damage is critical to structure if not 24 hours	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Loss of Well Control	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report

	Reportable	When	Form	Investigation Report
Gas Release				
1 kg / sec > 5 minutes or > 300 kg (major release)	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
0.1 kg / sec > 2 minutes or > 1 kg (significant release)	YES	Within 24 hours	Written incident notification within 24 hours	Update or finalize incident report within 21 days of last written report
< 1 kg	NO	---	---	---
Spill to Ocean				
> 25 liters	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
< 25 liters	YES	Immediate	Immediate email (incident@cnsopb.ns.ca) followed by written incident notification within Next Business Day	Update or finalize incident report within 21 days of last written report
Unauthorized Discharge				
OIW above allowable limits	YES	Within 24 hours	Written incident notification within 24 hours	Update or finalize incident report within 21 days of last written report
Flare above 0.5% of daily raw gas production ¹	YES	Within 24 hours	Written incident notification within 24 hours	Update or finalize incident report within 21 days of last written report
Halocarbon releases greater than 100 kg.	YES	Within 24 hours	Written incident notification within 24 hours	Update or finalize incident report within 14 days of last written report; See Appendix B for reporting requirements for Environment Canada
Halocarbon releases greater than 10 kg and less than 100kg.	YES	Bi-annual	See Appendix F for Environment Canada bi-annual report form	Update or finalize incident report by January 31 and July 31 of each year for incidents occurring in the preceding six months. See Appendix B for reporting requirements for Environment Canada
Halocarbon releases less than 10 kg.	NO	---	---	---
Equipment Damage / Critical Device Impairment				
Loss of structural integrity	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report

¹ Note: Criteria does not apply to emergency flaring which is addressed as per section 67 (b) of the Drilling and Production Regulations

	Reportable	When	Form	Investigation Report
Loss of pressured equipment integrity	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Loss of critical system functionality	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Critical device out of service not due to scheduled maintenance	YES	Within 24 hours	Include description on morning report, written incident notification within 24 hours	Update or finalize incident report within 21 days of last written report
Critical device out of service due to scheduled maintenance	YES	Within 24 hours	Include description on morning report	---
Security Incident				
See Operations Superintendent	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Severe Weather Event				
Downman decision (adverse environmental conditions)	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Significant Near Miss				
See Operations Superintendent ²	YES	Within 24 hours	Written incident notification within 24 hours	Update or finalize incident report within 21 days of last written report
Implementation of ER plan				
Emergency response plan activated in a real emergency (Defined in accordance with CNSOPB incident reporting guidelines page 21)	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
Contact to fishing gear				
Any contact to fishing gear	YES	Within 24 hours	Written incident notification within 24 hours	CNSOPB Nov 2012 guidelines
Helicopter Occurrence (An extensive list of reportable items exist for helicopter issues these should be referred to for all helicopter issues/incidents (section 6.20))			Please refer to CNSOPB Nov 2012 Incident Reporting Guidelines	As per CNSOPB Guidelines
Reportable Aviation accident as per Section 2(1) of Transportation Safety Board Regulations	YES	Immediate	Phone call to Duty Officer (902) 422-5588, or (902) 496-4444 followed by written incident notification within 24 hrs	Update or finalize incident report within 21 days of last written report
SAR resources become unavailable	YES	Within 24 hours	Written incident notification within 24 hours (morning report)	Call the CNSOPB if it causes an overnight stay on a satellite platform

² As identified by line operation and reported to Ops Supt on daily report;

Appendix B - Offshore Incident Reporting Notification Matrix (Other than CNSOPB)

IMM = Immediate (as soon as practical); NBD – Next Business Day

	CCGROC	JRCC	NEB and TSB	RCMP	WCB	Lloyd's Register	Env Canada
	(902) 426-6030	(902) 427-7358	Via OERS (see Section 6.0)	(902) 426-1323 (902) 426-7766	(800) 870-3331	(902) 423-7506	(902) 426-2004
Facility	All offshore	All offshore	26" Pipeline	All offshore	All offshore	All offshore	Platforms
Injury / Illness							
Fatality		IMM	IMM	IMM	72 hours		
Lost Time (Major Injury)			IMM		72 hours		
Restricted Work			IMM				
Medical Evacuation (MEDEVAC)	IMM	IMM					
Case Evacuation (CASEVAC)							
Missing Person Offshore		IMM		IMM			
Fire / Explosion (accidental or unintended)							
Resulting in injury to person		IMM	IMM			NBD	
Resulting in impairment of critical device or structure		IMM	IMM			NBD	
Collision with Platform Structure / Pipeline		IMM	IMM			NBD	
Loss of Well Control		IMM					
Gas Release							
1 kg / sec > 5 minutes or > 300 kg (major release)			IMM				
0.1 kg / sec > 2 minutes or > 1 kg (significant release)			IMM				
< 1 kg							
Hazardous substance release posing threat to personnel			IMM			NBD	

	CCGROC	JRCC	NEB and TSB	RCMP	WCB	Lloyd's Register	Env Canada
Spill to Ocean							
> 25 liters	IMM		IMM				
< 25 liters	IMM		IMM				
Unauthorized Discharge							
Halocarbon releases greater than 100 kg.							24 hours
Halocarbon releases greater than 10 kg and less than 100kg.							July 31 January 31
Equipment Damage / Critical Device Impairment							
Loss of structural integrity / Significant damage to installation or pipeline			IMM			NBD	
Helicopter Emergencies		IMM					
Uncontrolled Flooding		IMM					
Diving Emergency		IMM					
Evacuation / Abandonment		IMM					
Free fall of an elevating device						NBD	
Loss or damage to support craft		IMM					
Loss of pressured equipment integrity						NBD	
Operation of a pipeline beyond design limits			IMM				
Pipeline restricts safe operation of any mode of transportation			IMM				

	CCGROC	JRCC	NEB and TSB	RCMP	WCB	Lloyd's Register	Env Canada
Security Incident							
See Operations Superintendent (threat to personnel or facility)		IMM	IMM				
Significant Near Miss							
See Operations Superintendent ³							

³ As identified by line operation and reported to Ops Supt on daily report

Appendix C - Onshore Incident Reporting Notification Table

IMM = Immediate (as soon as practical); NBD – Next Business Day

Agency / Contact	NEB and TSB	NSUARB	NS Dept. of Environment	RCMP	WCB	Lloyd's Register	Environment Canada
	Via OERS (see Section 6.0)	(902) 424-4488	(902) 427-7358	(902) 426-1323 (902) 426-7766	(800) 870-3331	(902) 423-7506	(902) 426-6200
Facility	Goldboro Gas Plant & Pipeline Landfall to Plant Inlet	NGL Pipeline; Fractionation Plant; Goldboro Gas Plant	NGL Pipeline; Fractionation Plant; Goldboro Gas Plant	NGL Pipeline; Fractionation Plant; Goldboro Gas Plant	NGL Pipeline; Fractionation Plant; Goldboro Gas Plant	Pipeline Landfall to Plant Inlet	Goldboro Gas Plant
Injury / Illness							
Fatality	IMM	IMM		IMM	72 hours		
Lost Time (Major Injury)	IMM	IMM					
Loss of consciousness from electric shock / toxic atmosphere	IMM						
Medical Evacuation (MEDEVAC)	IMM						
Missing Person Offshore	IMM	IMM		IMM			
Fire / Explosion							
Resulting in injury to person	IMM	IMM				NBD	
Resulting in impairment of critical device or structure	IMM	IMM				NBD	
No injury or major damage	IMM	IMM					
Gas Release							
1 kg / sec > 5 minutes or > 300 kg (major release)	IMM	IMM	IMM *				
0.1 kg / sec > 2 minutes or > 1 kg (significant release)		IMM	IMM *				

Agency / Contact	NEB and TSB	NSUARB	NS Dept. of Environment	RCMP	WCB	Lloyd's Register	Environment Canada
	Via OERS (see Section 6.0)	(902) 424-4488	(902) 427-7358	(902) 426-1323 (902) 426-7766	(800) 870-3331	(902) 423-7506	(902) 426-6200
Hazardous substance release posing threat to personnel	IMM	IMM	IMM *				
Impending Hazardous substance release threat to people / environment			IMM *				
Gas or HVP hydrocarbon release	IMM	IMM	IMM *			NBD	
Major release Pt. Tupper storage (LPG) *							See Sect. 6 Onshore ER Reference Document
Emergency Burning / Flaring	IMM		IMM				
Spills							
Volume Dependent			As per NS Environmental Emergency Regulations				
Liquids Release (LVP hydrocarbons > 100L)	IMM	IMM	IMM *			NBD	
Unauthorized Discharge							
Halocarbon releases greater than 100 kg.							24 hours
Halocarbon releases greater than 10 kg and less than 100kg.							January 31 July 31
Flare resulting in community concern			IMM				
Equipment Damage / Critical Device Impairment							
Precautionary or emergency shutdown of pipeline	IMM	IMM					
Loss of structural integrity / Significant damage to	IMM	IMM	IMM			NBD	

Agency / Contact	NEB and TSB	NSUARB	NS Dept. of Environment	RCMP	WCB	Lloyd's Register	Environment Canada
	Via OERS (see Section 6.0)	(902) 424-4488	(902) 427-7358	(902) 426-1323 (902) 426-7766	(800) 870-3331	(902) 423-7506	(902) 426-6200
installation or pipeline							
Activity in area of pipeline threat to structural integrity	IMM	IMM					
Pipeline causes obstruction to ship or surface vehicle		IMM				NBD	
Evacuation / Abandonment	24 hours						
Damage to an elevating device that renders it unserviceable	IMM						
Free fall of an elevating device	IMM						
Damage to a boiler or pressure vessel ; results in a fire / rupture	IMM	IMM					
Loss of pressurized equipment integrity	IMM	IMM					
Operation of plant / pipeline beyond design limits	IMM	IMM				NBD	
Security Incident							
Imminent threat to personnel - See Operations Superintendent	IMM	IMM		IMM			
Significant Near Miss							
Issue Dependent - See Operations Superintendent							

TSB – For NEB reportable incidents – contact TSB at (819) 997-7887 if OERS is unavailable

Appendix D - ExxonMobil Canada CNSOPB Incident Report

Report Number:

Incident Title:

Other Regulatory agencies notified YES NO

Initial

Update

Final

Report History Description	Date issued
Initial written report	
Verbal report to Duty Safety Officer	

Location:

Date:

Time:

Incident classification Actual:

- | | | |
|--------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Fatality | <input type="checkbox"/> Lost Time Injury | <input type="checkbox"/> Restricted Work Injury |
| <input type="checkbox"/> Medevac | <input type="checkbox"/> Missing person | <input type="checkbox"/> Fire / Explosion w major damage or injury |
| <input type="checkbox"/> Fire / Explosion with no major damage or injury | <input type="checkbox"/> Collision with platform structure | <input type="checkbox"/> Loss of well control |
| <input type="checkbox"/> Gas release > 1kg | <input type="checkbox"/> Contained hydrocarbon release > 5 L | <input type="checkbox"/> Spill to ocean |
| <input type="checkbox"/> Unauthorized discharge | <input type="checkbox"/> Major equipment damage | <input type="checkbox"/> Critical device impairment |
| <input type="checkbox"/> Security incident | <input type="checkbox"/> Severe weather event | <input type="checkbox"/> Significant near miss |
| <input type="checkbox"/> Other significant event | | |

Incident classification Potential:

- | | | |
|--------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Fatality | <input type="checkbox"/> Lost Time Injury | <input type="checkbox"/> Restricted Work Injury |
| <input type="checkbox"/> Medevac | <input type="checkbox"/> Missing person | <input type="checkbox"/> Fire / Explosion w major damage or injury |
| <input type="checkbox"/> Fire / Explosion with no major damage or injury | <input type="checkbox"/> Collision with platform structure | <input type="checkbox"/> Loss of well control |
| <input type="checkbox"/> Gas release > 1kg | <input type="checkbox"/> Contained hydrocarbon release > 5 L | <input type="checkbox"/> Spill to ocean |
| <input type="checkbox"/> Unauthorized discharge | <input type="checkbox"/> Major equipment damage | <input type="checkbox"/> Critical device impairment |
| <input type="checkbox"/> Security incident | <input type="checkbox"/> Severe weather event | <input type="checkbox"/> Significant near miss |
| <input type="checkbox"/> Other significant event | | |

Description (include description of underlying job / task / activity / operation in progress and what happened)

Contributing Causes:

Root Causes:

Root Cause End Points:

Equipment Difficulty:

- Tolerable Failure
- Design
- Equipment / parts defective
- Preventative / Predictive Maintenance
- Repeat Failure
- Procedures

Training

Quality Control

Communications

Actions planned or taken to address root causes

Actions	Status	Target Date

Investigated By:	
Investigation Lead	

CNSOPB Questions or Comments

Appendix E - External Incident Notification Form (other than CNSOPB)

ExxonMobil	EXTERNAL INCIDENT NOTIFICATION FORM
SECTION 1 - SUMMARY INFORMATION	
Facility Name: _____	Department (i.e. Operations, Drilling,...): _____
Occurrence Location: _____	
Date of Incident: _____	Time of Incident: _____
SECTION 2 - EMPLOYEE INFORMATION	
Employer/Contractor Company Name: _____	
Worker's Name: _____	Job Title/Occupation: _____
SECTION 3 - INCIDENT DETAILS (attach work permits, maps, drawings and other supporting material as required)	
Incident Description: (Events leading up to and description of the incident - what, when, who)	
Type of Incident:	
Summary Description:	
Submitted to: 1) _____	
2) _____	
Submitted by: _____	
Date: _____	Time: _____

This form is utilized to provide initial notification. If warranted by the incident or required by the applicable regulation, additional information is provided with the follow up incident report.

Appendix F – Halocarbon Release Report Form

Halocarbon Release Report

REPORT TO ENVIRONMENT CANADA OF RELEASES OF HALOCARBONS ESTIMATED TO EXCEED 10 KG

REPORTING PERIOD: JULY 1, 2011 TO DECEMBER 31, 2011 REPORTING DEADLINE: JANUARY 31, 2012

OWNER/OPERATOR: ExxonMobil Canada Properties (as operator of the Sable Offshore Energy Project)

ADDRESS:

CONTACT:



Number	Leak test notice(s)	Date of Release/Leak (or detection)	Halocarbon Released	Quantity Released or Leaked (measured or estimated)	Type of Halocarbon System or Equipment	Equipment Location	Description of System

Number	Circumstances Leading to Release (description of cause)	Corrective Actions Taken to Prevent Subsequent Releases

Appendix G – NEB On-line Event Reporting System

Effective **1 January 2015**, regulated companies are directed to follow the NEB Event Reporting Guidelines and report events On-line Event Reporting System (OERS) located at the following web address: <https://apps.neb-one.gc.ca/ers>