

Subsits, Joe (UTC)

From: Williams, Dean [dean.williams@swissport.com]
Sent: Wednesday, March 10, 2010 5:51 PM
To: Subsits, Joe (UTC)
Subject: RE: Swissport Public Awareness Program
Attachments: PUBLIC AWARENESS PROGRAM,031010.pdf

See amendments highlighted in yellow below and in attached.

L. Dean Williams
Swissport Fueling, Inc.
Seattle, WA
Ph# 206.246.0407
Cell#253.670.0040

From: Subsits, Joe (UTC) [mailto:JSubsits@utc.wa.gov]
Sent: Tuesday, March 09, 2010 12:55 PM
To: Williams, Dean
Subject: RE: Swissport Public Awareness Program

Hi Dean

I could not find the following items in your plan

SEE LISTED SECTIONS

- Statement of program acceptance and authority by person authorized to fund program
2.4
- Frequency that messages will be delivered to affected public, emergency officials, local public officials
3.0,5.0
- List of records to be maintained should include items on section 8 of
checklist 6.0
- Annual review should state that actions called for need to be carried
out 7.0
- Audit Records must be maintained by the program
administrator 2.4
- Program changes must be
documented
revisions will be recorded Yes, all documents,
- Should be procedures for assessing program
effectiveness 7.0

Any thoughts to when you can get this back to me with corrections

Call if you have questions

Joe Subsits, PE
Chief Pipeline Safety Engineer
WA Utilities and Transportation Commission
Office (360) 664-1322
e-mail:jsubsits@utc.wa.gov

From: Williams, Dean [mailto:dean.williams@swissport.com]
Sent: Monday, March 08, 2010 7:25 PM
To: Subsits, Joe (UTC)
Cc: Soriano, Nestor
Subject: Swissport Public Awareness Program

Dear Joe,

Attached is Swissport's Public Awareness Program. Any comments or advise are always welcome.

Best regards,
L. Dean Williams
Swissport Fueling, Inc.
Seattle, WA
Ph# 206.246.0407
Cell#253.670.0040



PUBLIC AWARENESS PROGRAM

1.1 Introduction

Swissport Fueling Inc. (SPF) as the operator of the Sea-Tac Jet Fuel Storage and Distribution System (SJFSDS) facility has developed and actively manages a Public Awareness Program (PAP) and has used the Recommended Practice (RP) in API 1162, 2003 1st Edition as guidance to comply with Washington Utilities and Transportation Commission (WUTC) requirements and to communicate with the public for the safe operation of pipelines and their related facilities. Swissport Fueling Inc. will help the public understand the Sea-Tac Jet Fuel facility's purpose and its importance to the transportation infrastructure in the region, enhance public safety, pipeline safety and its related facilities, attempt to enhance emergency response coordination, attempt to improve security and environmental performance.

The Sea-Tac Jet Fuel Storage and Distribution System is a tank farm facility and not a pipeline system. But because one of the above ground storage tank has a pressure relief valve that protects the lateral line to the main pipeline that tank and associated piping places it under the jurisdiction of the WUTC who require a Public Awareness Program to be included.

1.2 Scope

The scope of the Public Awareness Program is to develop, implement and actively manage the program to reach the desired audience, communicate its message to the public at least annually and then evaluate the program's effectiveness at least annually.

Although RP in API 1162 does not specifically state the geographical radius in which to include the public in its notifications, Swissport Fueling will communicate with its neighbors within a half mile (0.5mile) radius of the facility's operational footprint.

Swissport Fueling Public Awareness Program was put in place despite the existence of other public awareness programs that surround and overlap the Sea-Tac facility like the programs of the Port of Seattle (POS), Olympic Pipeline Company, public utilities and other energy infrastructure operators.

1.3 Description of the Facility

Landlord: Port of Seattle
Phone Number: 206-787-3000
Address: 2711 Alaskan Way, Seattle, WA 98121

Emergency Contact:
Port of Seattle Fire Department
Phone Number: 911 or 206-433-4654
Address: 2400 South 170th St., Seattle, WA 98158

Tank Farm Operator:

Swissport Fueling, Inc.

Company Official: Michael J. Hagan, General Manager

Phone Number: 206-246-0407, Office

206-988-4989, 24hr Operations Line

Address: 2350 S. 190th Street, Seattle, WA 98188

Facility Description:

Sea-Tac Jet Fuel Storage/Distribution System (SJFSDS) is located on Seattle-Tacoma International Airport at 2350 S. 190th Street, Seattle, Washington 98188. The purpose of the facility is to receive, perform quality control checks, remove impurities, and distribute all the Jet-A fuel required to Sea-Tac International Airport. The facility operates and is manned by an operator 24 hours a day.

The type of oil being transferred to and from this facility is Jet-A fuel, a kerosene-like mixture of hydrocarbons with a boiling point range of 300 to 575°F. Jet-A fuel is colorless to pale yellow liquid with a kerosene odor; it's moderately combustible and can cause eye, skin, and respiratory tract irritations. Detailed safety and fire-fighting procedures can be found in the MSDS for Jet-A fuel, located in Appendix F. The facility consists of a tank farm, hydrant pump pad, product recovery system, full airport-wide hydrant system to all concourses/satellites and a north refueling rack. The delivery pipeline to the tank farm is via the Olympic System, operated by BP Pipelines North America while all equipment within the tank farm and refueler loading rack is owned by Port of Seattle (POS) and operated by Swissport Fueling (SPF). All facilities are equipped with No Smoking or Open Flame signs. Major components of the facility include the following:

- Pipeline receiving manifolds
- Three aboveground Issue storage tanks (T-110, T-112, & T-113). The three tanks provide a gross capacity of 6.9 million gallons.
- Five aboveground Receipt storage tanks (T-108, T-109, T-111, T-114, & T-115). The five tanks provide a gross capacity of 17.2 million gallons. T-115 is a Breakout tank.
- Bulk to issue tank filtration system.
- Hydrant pump pad
- Underground Effluent tank (UST-1)
- Operations and controls building (South)

- Portable stripper pump
- Airport supply pumps
- Product sump tank
- Control building (North)
- Warehouse
- Spill Containment dikes
- North refueling rack
- North refueler loading rack sump tank (UST)
- Tank transfer pumps

2.0 Public Awareness Program Development

The overall goal of Swissport Fueling Inc.'s Public Awareness Program (PAP) is to enhance public safety and environmental safety through increased public awareness and knowledge.

2.1 Objectives

Public Awareness of Pipelines and their related facilities; The Public Awareness Program should raise the awareness of the affected public and key stakeholders of the presence of pipelines and their related facilities in their communities and increase their understanding of the role of the pipeline and the related facilities in the transporting of energy. A more informed public along pipeline routes should supplement the operator's safety measures and should contribute to reducing the likelihood and the potential impact of pipeline and their related facilities emergencies and releases. Public Awareness Programs may help the public understand that while accidents are possible, pipelines and their related facilities are a relatively safe mode of transporting and storage of fuel and that the operator has programs for managing and preventing accidents. Finally, the public can play a significant role in preventing damages, accidents and provide additional security to pipelines and their related facilities.

Prevention and Response; The Public Awareness Program should help the public understand the steps they can take to prevent and respond to emergencies. "Prevention" refers to the objective of reducing the occurrences of emergencies caused by third-party damage through the safe excavation and construction with the use of One-Call Systems like "Call before you Dig" or informing excavators of the potential hazards in the area with signage on the facility. "Response" refers to the objective of communicating to the public the appropriate steps in the event of an emergency or release.

2.2 Communicating Objectives

In general, the Public Awareness Program should communicate relevant information to the following stakeholders:

2.2.1 Affected Public:

- Awareness that they live and work near the facility
- Hazards associated with unintended releases

- Overview of Operators release and accident prevention and contingency plans
- How to recognize and respond to facility emergencies and releases
- Protective actions in the event of an emergency or release
- How to contact the facility Operator with questions, concerns or emergencies
- How to assist in preventing emergencies and releases caused by excavation and construction.

2.2.1 Local Public Officials:

- Land use practices associated with right-of-way that may affect public safety
- Hazards associated with unintended releases
- Overview of Operators release and accident prevention and contingency plans
- How to recognize and respond to facility emergencies and releases
- Protective actions in the event of an emergency or release
- How to contact the facility Operator with questions, concerns or emergencies

2.2.2 Emergency Officials:

- Awareness that they live and work near the facility
- Hazards associated with unintended releases
- Overview of Operators release and accident prevention and contingency plans
- How to recognize and respond to facility emergencies and releases
- Protective actions in the event of an emergency or release
- How to contact the facility Operator with questions, concerns or emergencies

2.2.3 Excavators:

- Awareness of hazards associated with digging and construction that may affect public safety.
- Hazards associated with unintended releases
- Overview of Operators release and accident prevention and contingency plans
- How to recognize and respond to facility emergencies and releases
- Protective actions in the event of an emergency or release
- How to contact the facility Operator with questions, concerns or emergencies

2.3 Regulatory Compliance

The Public Awareness Program (PAP) is intended to comply with WUTC's requirements as they relate to federal regulatory code 49 CFR Parts 192 and 195 and the elements that include Public Education (49 CFR Parts 192.616 and 195.440), Emergency Responder (49 CFR Parts 192.615 and 195.402) and Damage Prevention (49 CFR Parts 192.614 and 195.442).

2.4 Management Commitment

Swissport Fueling Inc. is committed to supporting the Public Awareness Program (PAP) by the company's efforts to inform the public through the Public Awareness Program and through existing company programs established to train employees with but not limited to the Operator Training Program that provide training programs used to help ensure a safe and efficiently operated facility. Safety and environmental policies including the Spill Contingency Plan (SCP) and the Spill Prevention Control and Countermeasures (SPCC) programs that help prevent releases and emergencies and plan for the releases and emergencies. Swissport management will provide the necessary support and resources for the development, the implementation, the operation and review of the effectiveness of the Public Awareness Program by assigning a member of the management team to oversee the program and a senior management review. Swissport will also contract a third party environmental engineering firm to evaluate the effectiveness of the program. Finally, Swissport will make all reasonable efforts to comply with the goals of the Public Awareness Program as long as it does not adversely affect the company's ability to meet its operational and financial obligations and will not be held responsible for third party damages.

3.0 Stakeholder Audience

The Public Awareness Program (PAP) should identify the stakeholder audiences that should receive the program's messages. Swissport Fueling Inc. will define the "Affected Public", "Emergency Officials", "Local Public Officials" and "Excavators" in the geographical area of approximately a half a mile radius surrounding the facility.

3.1 Affected Public

The Affected Public is defined as the public that lives or works within a half mile of the facility and includes occupants, farmers, business, industrial facilities, schools, churches, hospitals, parks and playgrounds. The Affected Public's message distribution includes a half a mile radius surrounding the facility.

The Affected Public will be informed by flyers or letters mailed to their address. See Appendix A; Map, Appendix B; Letter, Appendix C; PAP List, Affected Public

3.2 Emergency Officials

The Emergency Official is defined as the local, state or regional officials with emergency response and public safety jurisdiction and is within a half mile of the facility that includes the POS Fire and Police

department, Local and County Emergency Management Agencies and other emergency response and public safety organizations.

The Emergency Officials will be informed by flyers or letters mailed to their address and contacted by periodic meetings.

See Appendix A; Map, Appendix B; Letter, Appendix C; PAP List, Emergency Officials

3.3 Local Public Officials

The Local Public Official is defined as the local, state or regional officials with having land use and street jurisdiction and is within a half mile of the facility that includes planning, utility and zoning boards, licensing, permitting and business code enforcement departments, city and county managers, public and government officials.

The Local Public Officials will be informed by flyers or letters mailed to their address and contacted by periodic meetings.

See Appendix A; Map, Appendix B; Letter Appendix C; PAP List, Public Officials

3.4 Excavators

The Excavators is defined as companies and local/state government agencies who are involved in excavation activities and are within a half mile of the facility that include construction and excavation companies, Public Works, Public street/highway maintenance and construction agencies, landscapers and well drillers.

The Excavators will be informed by flyers or letters mailed to their address and contacted by periodic meetings.

See Appendix A; Map, Appendix C; PAP List, Excavators List

4.0 Message Content

The Public Awareness Program message content will attempt to inform the intended audience the purpose of the pipeline facility, what to do and whom to contact in the event of emergency, how to identify a potential hazard or security threat, how to protect themselves and how to contact emergency response personnel.

4.1 Pipeline and Related Fuel Farm Facility Purpose and Reliability

The Public Awareness Program message will give a general explanation of the purpose of the facility and information to help protect the public and the environment.

For example an excerpt of a flyer to the public:

What is the Fuel Facility's purpose?

The purpose of the facility is to safely store and deliver jet fuel to the airlines by pumps through piping.

Sea-Tac Airport Fuel Facility is in the city of SeaTac, WA west of International Blvd.

When should you call?

- **CALL BEFORE YOU DIG OR START CONSTRUCTION NEAR THE FACILITY.**
- **If you notice an unusual smell or sounds near the facility.**
- **Call if you notice suspicious activity near the facility.**
- **To learn more about the airport and the facility view the websites or contact Port of Seattle Airport Fueling Facility.**

In case of an emergency who should you call?

Emergency Contact Phone Number	: 911
Facility Name, Location, Phone	: Sea-Tac Airport Fuel Facility
	2350 South 190th St. Seattle, WA 98188
	206-787-3000
Facility Operator Contact	: Mike Hagan, General Manager
Phone	: 206-246-0407

Web sites: www.portseattle.org, www.swissport.com, www.olympicpipeline.com

4.2 Hazard Awareness and Prevention Measures

The Public Awareness Program will provide a general overview of the potential hazards and the measures the operator has taken to mitigate risks.

The public will be informed of the general hazards of jet fuel in flyers and meetings. For example an excerpt of a flyer to emergency and public officials:

Is jet fuel hazardous?

- Yes, jet fuel is considered hazardous if not handled properly.
- Jet fuel risks; Flammable, harmful if swallowed, inhalation and contact with skin should be avoided.
- See Material Safety Data Sheet (MSDS)

4.3 Leak Detection and Response

The Public Awareness Program will communicate with the public with the use of flyers and periodic meetings with information in the following subjects:

- Potential Hazards of jet fuel.
- How to recognize a leak through the sense of sight, unusual sound and smells
- Response to a Leak and the actions to take if release is suspected.
- Liaison with Emergency officials in response and prevention of releases.

4.4 Emergency Preparedness

The Public Awareness Program will periodically communicate with local and emergency officials emergency preparedness information to include:

- Operators public safety and environmental protection plans
- Share emergency contacts
- Emergency Preparedness drills and exercises

4.5 Damage Prevention

The Public Awareness Program will make excavators and related agencies aware of the potential hazards of digging and construction near the facility with flyers and periodic meeting by including:

- Facility Location and signage
- Facility and pipeline map (upon request and with excavator company verification)
- Emergency Contacts

An example of an excerpt of the flyer to excavators:

When should you call?

- **CALL BEFORE YOU DIG OR START CONSTRUCTION NEAR THE FACILITY.**
- **If you notice an unusual smell or sounds near the facility.**
- **Call if you notice suspicious activity near the facility.**
- **Call before you dig or do construction near the facility.**
- **To learn more about the airport and the facility view the websites or contact Port of Seattle Airport Fueling Facility.**

In case of an emergency who should you call?

Emergency Contact Phone Number	: 911
Facility Name, Location, Phone	: Sea-Tac Airport Fuel Facility
	2350 South 190th St. Seattle, WA 98188
	206-787-3000

4.6 Operator Website Content

The Public Awareness Program should include information via websites and contacts to include:

- Company website that lists company information
- General operational information

Example of excerpt from flyer to the public:

General information may be found at the following internet links or contact the Port of Seattle Airport at 206-787-3000.

Web sites: www.portseattle.org, www.swissport.com, www.olympicpipeline.com

4.7 Security

The Public Awareness Program should communicate with local, state and regional agencies with jurisdiction and public safety and security responsibilities that protect the facility from potential threats and respond to threats.

Communication will be in the form of periodic meetings with the appropriate officials. The aid of the public to help with security is requested in the mailing flyers to report any suspicious activity near the facility.

5.0 Message Delivery Methods

To communicate with the intended public, the Public Awareness Program may use the following delivery methods:

- Flyers, Letters through mailings.
- Personal Contact through meetings and events.
- Informational sources like websites and contact phone numbers.

6.0 Program Documentation and Recordkeeping

The Public Awareness Program will be properly documented with reports and records will retain records for life of the facility and update documents as necessary.

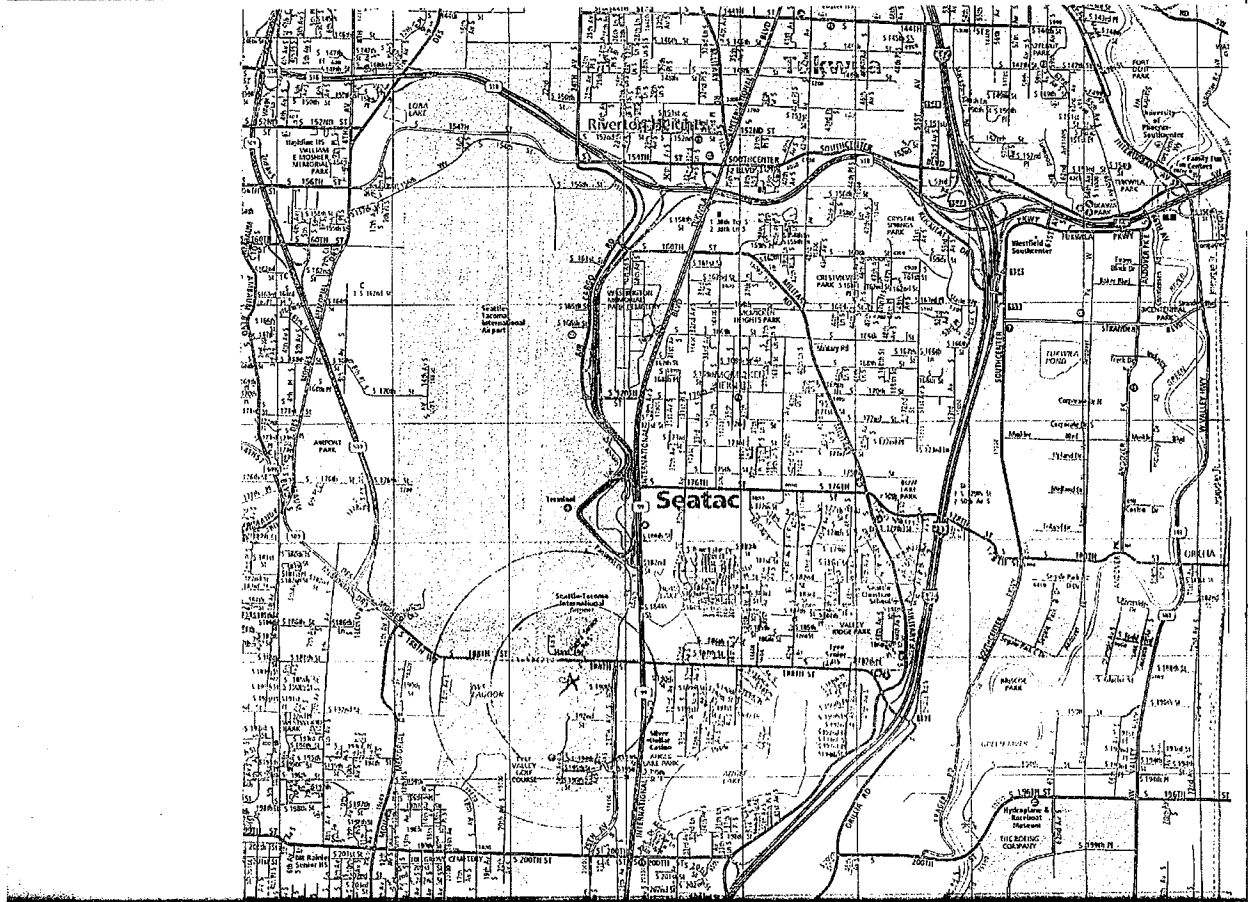
7.0 Program Evaluation

The Public Awareness Program will be periodically evaluated for effectiveness and determine if objectives of the program have been met. Swissport as the Operator and a third party environmental firm will conduct an annual audit to evaluate the effectiveness of the program and offer suggestions for improvements if needed.

end

APPENDIX A: PUBLIC AWARENESS MAP OF AFFECTED PUBLIC

Inner radius 0.5miles



APPENDIX B: PUBLIC AWARENESS NOTIFICATION LETTERS



Seattle-Tacoma International Airport Fuel Facility Public Awareness Program

Dear Neighbor,

Americans consume more than 700 million gallons of petroleum products each day and one of these products is jet fuel. **Sea-Tac International Airport Fuel Distribution Facility** since 1947 has delivered fuel to aircrafts that fly all over the world and to the next city. Did you know that Sea-Tac Airport is now the 17th largest U.S. airport serving more than 30 million passengers per year with 28 airlines and generates more 161,000 jobs?

Where is the Sea-Tac Airport Fuel Facility? What is its purpose?

Sea-Tac Airport Fuel Facility is in the city of SeaTac, WA west of International Blvd.

The purpose of the facility is to safely store and deliver jet fuel to the airlines by pumps through piping.

Is jet fuel hazardous?

Yes, jet fuel is considered hazardous if not handled properly. The Sea-Tac Fuel Facility has highly trained operators and safety programs to help ensure that the people are safe and to protect property and the environment in the community.

When should you call?

- **If you notice an unusual smell or sounds near the facility.**
- **Call if you notice suspicious activity near the facility.**
- **Call before you dig or do construction near the facility**
- **To learn more about the airport and the facility view the websites or contact the Port of Seattle Airport.**

In case of an emergency who should you call?

Emergency Contact Phone Number: 911
Facility Name & Location: Sea-Tac Fuel Facility at Sea-Tac Int'l Airport
Facility Phone: 206-787-3000

General information may be found at the following internet links or contact the Port of Seattle Airport at 206-787-3000.

Web sites: www.portseattle.org, www.swissport.com, www.olympicpipeline.com



Seattle-Tacoma International Airport Fuel Facility Public Awareness Program

Dear Public Officials and Emergency Response Officials,

What does the Sea-Tac Airport Fuel Facility do?

The Sea-Tac Airport Fuel Facility receives jet fuel from the pipeline along the I-5 corridor, stores the jet fuel in large above ground tanks at Sea-Tac and pumps the fuel through pipes and valves to aircrafts on the airport. The Fuel Facility distributes more than 400 million gallons of jet fuel per year.

What is the purpose of the facility and its public awareness program?

- To safely deliver fuel to the airport.
- The safety of people and property in and near the facility.
- To protect the environment by preventing releases and contingency programs to reduce the severity of an emergency.
- To notify the community of the potential hazards of jet fuel and who contact in an emergency.
- To inform the community about the facility and the facility's purpose.

Where is the Sea-Tac Airport Fuel Facility?

- Sea-Tac Airport Fuel Facility is in the city of Sea-Tac, WA west of International Blvd at 2350 South 190th St., Seattle, WA 98188.

Is jet fuel hazardous?

- Yes, jet fuel is considered hazardous if not handled properly.
- Jet fuel risks; Flammable, harmful if swallowed, inhalation and contact with skin.
- See Material Safety Data Sheet (MSDS)

When should you call?

- **CALL BEFORE YOU DIG OR START CONSTRUCTION NEAR THE FACILITY.**
- **If you notice an unusual smell or sounds near the facility.**
- **Call if you notice suspicious activity near the facility.**
- **To learn more about the airport and the facility view the websites or contact Port of Seattle Airport Fueling Facility.**

In case of an emergency who should you call?

Emergency Contact Phone Number	: 911
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	206-787-3000
Facility Operator Contact	: Mike Hagan, General Manager
Phone	: 206-246-0407

Web sites: www.portseattle.org, www.swissport.com, www.olympicpipeline.com



Seattle-Tacoma International Airport Fuel Facility Public Awareness Program

Dear Excavators,

What does the Sea-Tac Airport Fuel Facility do?

The Sea-Tac Airport Fuel Facility receives jet fuel from the pipeline, stores the jet fuel in large above ground tanks and pumps the fuel through pipes and valves to aircrafts on the airport.

The Fuel Facility distributes more than 400 million gallons of jet fuel per year.

What is the purpose of the facility and its public awareness program?

- To safely deliver fuel to the airport.
- The safety of people and property in and near the facility.
- To protect the environment by preventing spills and contingency programs to reduce the severity of an emergency.
- To notify the community of the potential hazards of jet fuel.
- To inform the community about the facility and the facility's purpose.

Where is the Sea-Tac Airport Fuel Facility?

- Sea-Tac Airport Fuel Facility is in the city of Sea-Tac, WA west of International Blvd at 2350 South 190th St., Seattle, WA 98188.

Is jet fuel hazardous?

- Yes, jet fuel is considered hazardous if not handled properly.
- Jet fuel risks; Flammable, harmful if swallowed, inhalation and contact with skin.

When should you call?

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APPENDIX C: PUBLIC AWARENESS PROGRAM AFFECTED PUBLIC MAILING LISTS

Available upon request.