

Alliance Pipeline Limited Partnership

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1 External Stakeholder Reporting

Depending on the type and severity of the incident, additional parties outside Alliance may need to be notified. The following are guidelines regarding when these parties are to be contacted and by whom.

Table 1 External Notification Requirements

External Stakeholder	Qualifying Incident	Responsible	Notification Requirements
911 – Public Safety Answering Point (PSAP)	As deemed necessary	First available individual at the earliest practicable moment after discovery.	Check APL database to find direct dial number to locally affected PSAP.
Board of Directors	As necessary or deemed best practice	Senior Leadership Team	Advise and regularly update. Refer to COM-PLAN-0001 Crisis Communications Plan for guidance regarding the development of Board advisories.
Building Management	If the incident affects a corporate office	Corporate Facilities & Office Services Coordinator (Calgary) or the Team Leader, Budgets and Business Service (Eden Prairie)	Notify a Building Management representative and involve this person in the response, investigation, and follow-up to the incident, as appropriate
Common Stream Operators Downstream Operators	Potential or actual interruptions in service	Customer Service and/or Gas Controllers	Notify as soon as possible
Insurance Broker/ Insurers	Any circumstance or event that could lead to a claim	Risk Management Coordinator	Immediately notify
News Media ¹	If the incident has or may garner news media interest	Public Information Coordinator	Develop news releases. Refer to COM-PLAN-0001 Crisis Communications Plan for more information.
Public	If the public has been or may be affected by the incident	Information Team	Develop and implement a public communication strategy. Refer to COM-PLAN-0001 Crisis Communications Plan.
Shippers	Emergency situation; interruptions in service	Public Information Coordinator	Issue shipper notifications upon approvals from the Incident Commander, Customer Services, Legal and others, as needed



2 Federal Regulatory Reporting: Canada

The National Energy Board (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. With the exception of "significant incidents", 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). Significant incidents shall be reported to both the TSB and the NEB. The TSB must be notified using the hotline.

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), and Canada Oil and Gas Drilling and Production Regulations (DPR)/Oil and Gas Drilling Regulations; See subsequent section(s) for types and definitions of incidents.
- unauthorized activities under the National Energy Board Pipeline Damage Prevention Regulations;
- emergency burning or flaring under the PPR;
- hazard identification under the PPR;
- suspension of operations under the PPR;
- near-misses under the DPR;
- serious accidents or incidents under the Canada Oil and Gas Geophysical Operations Regulations/Oil and Gas Geophysical Operations Regulations;
- emergencies or accidents under the Canada Oil and Gas Installation Regulations/Oil and Gas Installation Regulations; and
- accidents, illnesses, and incidents under the Canada Oil and Gas Diving Regulations/Oil and Gas Diving Regulations.

As a federally-regulated pipeline company in Canada, Alliance has to address qualifying events under the Onshore Pipeline Regulations and the Pipeline Damage Prevention Regulations through OERS. The PPR aspects are not applicable as Alliance does not currently have any processing plant facilities. The balance of the event types are also not applicable, as they purely relate to drilling and production activities in northern Canada which are governed by the Canada Oil and Gas Operations Act.

The OERS web link can be accessed at:

<https://apps.neb-one.gc.ca/ERS/Home/Index/>

If the incident is "significant", an immediate telephonic notice to the Transportation Safety Board (TSB) is required in addition to an OER notification.

The relevant TSB Hot Line number is 819-997-7887.

A significant incident is an acute event that results in:

- death;
- a serious injury (as defined in the OPR or TSB regulations);
- a fire or explosion that causes a pipeline or facility to be inoperative;
- an LVP hydrocarbon release in excess of 1.5 m³ that leaves company property or occurs on or off the right of way;

- any unintended or uncontrolled release of sour natural gas or hydrogen sulphide
- a significant adverse effect on the environment
- a rupture; or
- a toxic plume as defined in CSA Z662.

For additional Information regarding TSB reporting see:

<http://www.tsb.gc.ca/eng/incidents-occurrence/pipeline/>

For additional guidance for types and timing of reporting, see the updated version of the *National Energy Board Event Reporting Guidelines* that was issued on January 12, 2018.

<http://www.neb-one.gc.ca/bts/ctrq/gnnb/rprtnggdlns/2018rprtnggdlns-eng.pdf>

2.1 Precautionary Approach

APL's top priorities are the safety and security of people, and the protection of the environment and property. Accordingly, APL will take a precautionary approach to the reporting of events. This means that even if there is some doubt as to whether an event should be reported, APL should report the event. In other words, APL adopts a "when in doubt, report" approach. This approach to event reporting is consistent with NEB-regulated companies' responsibility for anticipating, preventing, mitigating, and managing incidents of any size or duration.

In cases where an event was reported and subsequent evidence indicates that it was not reportable, the NEB records will reflect this and the event will not be included on APL's compliance record.

2.2 National Energy Board (NEB) Definition of "Incident"

In tandem with the definition of "incident" contained in Section 1 of the OPR, Section 52 of the OPR requires companies to notify the NEB of all incidents relating to the construction, operation, or abandonment of their pipelines that results in:

- a) the death of or serious injury to a person;
- b) a significant adverse effect on the environment;
- c) an unintended fire or explosion;
- d) an unintended or uncontained release of low-vapor pressure (LVP) hydrocarbons in excess of 1.5 m³;
- e) an unintended or uncontrolled release of gas or high-vapor pressure (HVP) hydrocarbons;
- f) the operation of a pipeline beyond its design limits as determined under CSA Z662 or CSA Z276 or any operating limits imposed by the Board.

As already noted, the NEB has issued Event Reporting Guidelines with the intent of providing further context around these various incident reporting criteria. While the guidelines have to be referred to for the full particulars, some of the key contextual information is as follows:

Serious Injury

The OPR defines "serious injury" as an injury that results in the fracture of a major bone, the amputation of a body part, the loss of sight in one or both eyes, internal hemorrhage, third degree burns, unconsciousness, or the loss of a body part or function of a body part.

Significant Adverse Effect on the Environment

This is defined in the guidelines as “a release of any chemical or physical substance at a concentration of volume sufficient to cause an irreversible, long-term, or continuous change to the ambient environment in a manner that causes harm to human life, wildlife, or vegetation”. Examples include:

- release of a toxic substance into a sensitive environment or into a designated national/provincial area;
- “frac outs” released directly into a watercourse during horizontal directional drilling operations;
- the release of a toxic substance in an area where there is a pathway to a receptor nearby; and
- the destruction of critical habitat, as that term is defined in the Species at Risk Act.

Unintended Fire or Explosion

This is qualified in the guidelines as “any unintended fire or explosion that is caused by or impacts the construction, operation, or abandonment of a pipeline”. Examples include:

- battery explosion;
- fire caused by an arc, a cable fault, or a breakdown of any component of the interruptible power system or the back-up generator;
- wildland or forest fires that damage pipeline infrastructure or impact the construction, operation, or abandonment of a pipeline; and
- small welding or housekeeping related fires.

Unintended or Uncontrolled Release of Natural Gas

Per the NEB’s guidelines, pipeline companies have to report a natural gas release of any size that occurs through the body of a pipeline or a welded connection. Pipeline companies are also expected to report any release of natural gas occurring at a rate exceeding 0.1 kg/s from any malfunctioning or any part of a pipeline, facility, or appurtenance including but not limited to seals, packing, gaskets, o-rings, plugs, or valves. Alliance’s pipeline integrity group has advised that any leak of this size would likely be heard or seen, with a frost-ball likely forming over the leaking area.

Operation Beyond Design Limits

The NEB’s guidelines qualify this criterion as follows: “The operation, for any amount of time, of a pipeline beyond the criteria for which the pipeline was designed and/or the operation of the pipeline beyond criteria imposed by the NEB to mitigate a condition on the pipeline. This includes any condition that triggered an engineering assessment to be conducted to determine continued fitness for service of the pipeline.”

- Please refer to Section 5.15 of the NEB’s guidelines for further context on this criterion, including specific qualifying examples.

2.3 National Energy Board Pipeline Damage Prevention Regulations – Obligations of Pipeline Companies

Obligation to Report

11 (1) The pipeline company must immediately report to the Board

(a) every contravention of the [National Energy Board Pipeline Damage Prevention Regulations – Authorizations](#);

(b) all damage to its pipe caused or identified during the construction of a facility across, on, along or under a pipeline, the operation, maintenance or removal of a facility, an activity that caused a ground disturbance within the prescribed area or the operation of vehicles or mobile equipment across the pipeline; and

(c) any activity related to the construction of a facility across, on, along or under a pipeline, an activity that caused a ground disturbance within the prescribed area or the operation of vehicles or mobile equipment across a pipeline that the pipeline company considers could impair the safety or security of the pipe.

Contents of report

(2) The report must include the following information:

(a) details of any contravention or of any damage, including, in the case of damage, the cause and nature of the damage;

(b) any concerns that the pipeline company may have regarding the pipeline's safety or security as a result of the construction of the facility, the activity that caused a ground disturbance or the operation of vehicles or mobile equipment across the pipeline; and

(c) any action the pipeline company intends to take or request.

2.4 Reporting Timelines

Any significant incident has to be reported immediately to the TSB Hot Line and through OERS. More particularly, such reporting has to be made as soon as possible and in any case within three (3) hours of the incident being discovered. Other qualifying events have to be reported through OERS as soon as possible and in any case within 24 hours of discovery.

2.5 Environment Canada

The following NRGreen facilities are registered under the Canadian Environmental Protection Act (CEPA), 1999 Environmental Emergency (E2) Regulations:

- Windfall
- Kerrobert
- Loreburn
- Estlin
- Alameda

Any environmental emergency event involving pentane that occurs at these facilities is to be reported immediately to Environment Canada through the provincial contact number provided in Section 4.3. As a best practice, Alliance will notify Environment Canada via the provincial regulatory bodies for any release meeting the requirements specified in:

- [ENV-GUID-0003 - SK Release Reporting Requirements](#)
- [ENV-GUID-0001 - AB Release Reporting Requirements](#)
- [ENV-GUID-0002 - BC Release Reporting Requirements](#)

2.6 Human Resources and Skills Development Canada (HRSDC)

Human Resources and Skills Development Canada has a Memorandum of Understanding with the National Energy Board, whereby select NEB staff are designated as safety officers for the purpose of addressing compliance with the Canada Occupational Health and Safety Regulations for work sites on federally regulated pipeline systems. The HRSDC's requirements for the reporting of hazardous occurrences are set out in the Canada Occupational Safety and Health Regulations made pursuant to the Canada Labour Code, Part II. Part XV sets out a three-tier reporting scheme: immediate notification, case-specific reports, and annual reports (annual reports will not be discussed in this practice).

Table 2 HRSDC Incident Reporting – Immediate Notification

Qualifying Incident	Responsible	Report
Any accident, occupational disease, or other hazardous occurrence that results in <ul style="list-style-type: none"> the death of an employee; a disabling injury to two or more employees; the loss by an employee of a body member or a part thereof or the complete loss of the usefulness of a body member or a part thereof; the permanent impairment of a body function of an employee; an explosion; damage to a boiler and pressure vessel that results in fire or the rupture of the boiler or pressure vessel; or any damage to an elevating device that renders it unserviceable, or a free fall of an elevating device. 	Liaison Coordinator	Section 15.5 of the Canada Occupational Health and Safety Regulations requires that an employer notify the HRSDC as soon as possible via the TSB Occurrence Hot Line (819) 997-7887. The base information to be communicated includes the date, time, location, and nature of the occurrence.

Table 3 HRSDC Incident Reporting – Case-Specific

Qualifying Incident ²	Responsible	Report
Any occurrence which results in <ul style="list-style-type: none"> a disabling injury to an employee; an electric shock, toxic atmosphere or oxygen deficient atmosphere that caused an employee to lose consciousness; the implementation of rescue, revival or other similar procedures; or a fire or an explosion. 	Liaison Coordinator	Section 15.8 requires that an employer file a written report within 14 days of the occurrence, and the format has to correspond with Schedule I of Part XV. The report is to be sent to: HRSDC Health & Safety Officer National Energy Board 444 Seventh Avenue SW Calgary, Alberta, T2P OX8

3 Federal Regulatory Reporting: U.S.

The National Response Center is a one-window reporting service for incidents and spills. The NRC will contact Pipeline

² This set of criteria is intentionally narrower than the notification criteria, as it is expected that the HRSDC will independently investigate the more serious occurrences.

and Hazardous Materials Safety Administration (PHMSA) (an office under the Department of Transportation) and/or the National Transportation Safety Board as required.

The PHMSA requirements for the reporting of gas pipeline incidents are set out in 49 CFR §191.3, §191.5

3.1 Pipeline and Hazardous Materials Safety Administration (PHMSA) Incident

Table 4 PHMSA Incident Reporting

Qualifying Incident	Preliminary Report	Written Report
<p>Natural Gas Pipeline An event that involves an uncontrolled release of gas from a pipeline and</p> <ul style="list-style-type: none"> • A death or personal injury necessitating in-patient hospitalization, or • Estimated property damage, including cost of gas lost, of the operator and/or others, of \$50,000 or more; or • Unintentional estimated gas loss of ≥ 3 million cubic feet • An event that is significant, in the judgment of the operator, though it may not meet the criteria listed above. <p>Hazardous Liquid Pipeline (Tioga) The discovery of a release of the hazardous liquid resulting in</p> <ul style="list-style-type: none"> • A release of 5 gallons (19 liters) or more of hazardous liquid, except that no report is required for a release of less than 5 barrels (0.8 cubic meters) resulting from a pipeline maintenance activity if the release is: <ul style="list-style-type: none"> ○ Not otherwise reportable under this section; ○ Not one described in § 195.52(a)(4); ○ Confined to company property or pipeline right-of-way; and ○ Cleaned up promptly; • A death or a personal injury requiring hospitalization; • Resulted in either a fire or explosion not intentionally set by the operator; • Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000; • Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or • In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section. 	<p><u>At the earliest practical moment following the confirmed discovery³ of an incident (no later than 1 hour)</u>, report the incident to the National Response Center (NRC):</p> <ul style="list-style-type: none"> • Telephonically at 1-800-424-8802 (in Washington, DC, 202-267-2675); OR • Electronically at (http://www.nrc.uscg.mil). <p>The notice must include the following information:</p> <ul style="list-style-type: none"> • Names of operator and person making report and their telephone numbers. • Location and time of the incident. • Number of fatalities and personal injuries, if any. • All other significant facts that are known by the operator relevant to the cause of the incident or extent of the damages. • <u>Liquid: reasonable initial estimate of the amount of released product</u> <p>The following form is used as a guide: DOT Telephonic Report EM-FORM-0030.</p> <p>Make an additional report <u>within 48 hours</u> following the confirmed discovery of the incident. Additional reports should clearly state to the NRC that additional information is being provided, and should provide the NRC number of the initial report. Additional info to provide...</p> <ul style="list-style-type: none"> • NRC initial report # • Estimated amount of product released • Fatalities • Any other significant facts <p>Note: Any incident reported to PHMSA also needs to be reported at the state level. Refer to the section entitled State Regulatory Reporting</p>	<p>A written report, Form PHMSA F 7100.2, must be submitted as soon as practicable but <u>not more than 30 days after detection</u> of an incident. This report may be submitted electronically on the OPS Online Data Entry and Operator Registration System, or mailed to the following address: Office of Pipeline Safety Pipeline and Hazardous Materials Safety Administration U.S. Department of Transportation Information Resources Manager PHP-10, 1200 New Jersey Avenue, SE Washington, DC 20590-0001</p> <p>Note: A copy of this report must also be submitted to the FERC Director, Division of Pipeline Certificates <u>within 30 days</u> of the reportable incident.</p> <p>Note: If new information is gathered, or if the original information has changed, a supplemental report must be submitted as soon as possible, but <u>no later than 60 days</u> after the date Form PHMSA F 7100.2 is submitted, with a reference to the original report by date and subject.</p>

³ Confirmed Discovery is when it can be reasonably determined, based on information available to the operator at the time a reportable event has occurred, even if based only on a preliminary evaluation.

3.2 Occupational Safety & Health Administration 29 CFR 1904.39 (reference e-CFR)

3.2.1 (OSHA)

- The U.S. Occupational Safety & Health Administration (OSHA) requires Alliance to report injuries and illnesses in the following circumstances:

Table 5 OSHA Incident Reporting

Qualifying Incident	Responsible	Report
<ul style="list-style-type: none"> Fatality of an Alliance Employee-Partner Hospitalization overnight of one or more Alliance Employee-Partner or an amputation or loss of an eye of by an Alliance Employee-Partner 	Health & Safety Advisor	<p>Report must be made orally by telephone, or in-person, <u>within eight (8) hours</u> of an employee fatality,</p> <p>Report must be made orally by telephone or in person, <u>within (24) hours</u> of an employee hospitalization overnight, an amputation or a loss of an eye.</p> <p><u>If the incident occurred in North Dakota or Illinois:</u> Occupational Safety & Health Administration, U.S. Department of Labor 1-800-321-OSHA(6742)</p> <p><u>If the incident occurred in Minnesota:</u> Minnesota Department of Labor & Industry 1-877-470-OSHA(6742)</p> <p><u>If the incident occurred in Iowa:</u> Iowa Department of Labor Service 1-877-2IA-OSHA(42-6742)</p> <p>Report must include:</p> <ul style="list-style-type: none"> The establishment name The location of the incident The time of the incident The number of fatalities or hospitalized employees The names of any injured employees Your contact person and his/her phone number A brief description of the incident

3.3 Federal Energy Regulatory Commission

The Federal Energy Regulatory Commission, or FERC, is an independent agency that regulates the interstate transmission of electricity, natural gas, and oil. The FERC's incident reporting requirements are set out in 18 CFR 260.9.

Table 6 FERC Incident Reporting

Qualifying Incident	Responsible	Report
<ul style="list-style-type: none"> • Damage that results in a loss of or reduction in pipeline throughput or storage deliverability. • Serious interruptions of service to any shipper (i.e., >3 hours). • Damage that creates the potential for serious delivery problems on its own system or the pipeline grid. 	<p>Liaison Coordinator</p>	<p>Report at the earliest feasible time to: Director, Division of Pipeline Certificates Office of Energy Projects pipelineoutage@ferc.gov or fax: (202) 208-2853</p> <p>Report must include:</p> <ul style="list-style-type: none"> • The location and cause of the service interruption or damage to natural gas pipeline or storage facilities; • The nature of any damage to pipeline or storage facilities; • Specific identification of any facilities damaged; • The time the service interruption or damage to facilities occurred; • The customers affected by the interruption of service or damage to facilities; • Emergency actions taken to maintain service; and • Company contact and telephone number. <p>Also report at the earliest feasible time when pipeline throughput or storage deliverability has been restored.</p> <p>Note: A copy of the report must also be sent to each state commission for the states in which the reported service interruptions or damage has occurred. Refer to 5.</p>

4 Provincial Regulatory Reporting

4.1 NRGreen Reporting

The NRGreen facilities in Alberta and Saskatchewan are provincially regulated, and, as such, do not fall under the jurisdiction of the three Canadian federal agencies identified above but rather under the Alberta Occupational Health and Safety Regulation and the Saskatchewan Occupational Health and Safety Regulations.

Qualifying Incident	Responsible	Report
<p>Every accident at a place of employment that:</p> <ul style="list-style-type: none"> causes or may cause the death of a worker; or will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more. 	<p>Liaison Coordinator</p>	<p>You must provide each co-chairperson or the representative of the division with a copy of the notice. Send to: Occupational Health and Safety Division Head Office 6th Floor, 1870 Albert Street Regina SK S4P 4W1</p> <p>Call: Toll Free: 1-800-567-7233 Tel: 306-787-4496 (in Regina)</p> <p>The notice must include:</p> <ul style="list-style-type: none"> the name of each injured or deceased worker; the name of the employer of each injured or deceased worker; the date, time and location of the accident; the circumstances related to the accident; the apparent injuries; and the name, telephone number and fax number of the employer or contractor or a person designated by the employer or contractor to be contacted for additional information.
<p>Any dangerous occurrence that takes place at a place of employment, whether or not a worker sustains injury. "Dangerous occurrence" means any occurrence that does not result in, but could have resulted in, a condition or circumstance that includes:</p> <ul style="list-style-type: none"> the structural failure or collapse of: <ul style="list-style-type: none"> a structure, scaffold, temporary falsework or concrete formwork; or all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation; the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment; an accidental contact with an energized electrical conductor; the bursting of a grinding wheel; an uncontrolled spill or escape of a toxic, corrosive or explosive substance; a premature detonation or accidental detonation of explosives; the failure of an elevated or suspended platform; and the failure of an atmosphere-supplying respirator. 	<p>Liaison Coordinator</p>	<p>You must provide each co-chairperson or the representative of the division with a copy of the notice. Send to: Occupational Health and Safety Division Head Office 6th Floor, 1870 Albert Street Regina SK S4P 4W1</p> <p>Call: Toll Free: 1-800-567-7233 Tel: 306-787-4496 (Regina)</p> <p>The notice must include:</p> <ul style="list-style-type: none"> the name of each employer, contractor and owner at the place of employment; the date, time and location of the dangerous occurrence; the circumstances related to the dangerous occurrence; and the name, telephone number and fax number of the employer, contractor or owner or a person designated by the employer, contractor or owner to be contacted for additional information.
<p>Any incident involving pressure vessels in Saskatchewan shall be reported.</p>	<p>Chief Inspector</p>	<p>Technical Safety Authority of Saskatchewan (TSASK) Call: Toll Free: 1.866.530.8599 Call Regina: 306.798-7112 or 798-7111 Call Saskatoon: 306.933.5045</p>

<p>Any accident involving pressure equipment in Alberta must be reported to an ABSA Safety Codes Officer. This must be done forthwith (without delay):</p> <ul style="list-style-type: none"> -all accidents involving pressure equipment (boiler, pressure vessel, pressure piping system, fitting, or thermal liquid heating system) that result in damage to property or injury to, or death of, a person -accidents not caused by pressure equipment but having some impact on pressure equipment <p>As required under the <i>Pressure Equipment Safety Regulation</i> Section 35, the accident scene must not be disturbed (except when it is absolutely necessary to prevent death or injury, or to prevent further property damage) unless approval to do so has been given by an ABSA Safety Codes Officer.</p> <p>For instance:</p> <ul style="list-style-type: none"> • Do not clean up the area. • Do not move any components. • Do not attempt to put equipment back into service. • Do not operate the equipment. <p>In addition to incident reporting, "unsafe condition" shall also be reported. An "unsafe condition" relating to pressure equipment is a condition of that equipment that could result in an accident leading to injury, death, or property damage.</p> <p>Unsafe conditions include (for example):</p> <ul style="list-style-type: none"> • pressure components found to be faulty in design or manufacture • malfunction of safety devices • improper operation of the pressure equipment • inappropriate components or materials • unauthorized repair or alteration • loss of containment • cracking • corrosion • improper repairs • "near misses" (events that could have caused injury or damage). 	<p>Chief Inspector</p>	<p>A full written report must be sent to ABSA as soon as possible by mail. Usually, the owner will investigate the cause of the accident before submitting the written report. The report must include the following information:</p> <ul style="list-style-type: none"> • exact place of the accident • name of any person killed or injured as a result of the accident • description of any damage to the property • cause and particulars of the accident, as far as can be ascertained. ABSA has an Accident Reporting Form (AB-97) for this purpose. The owner may submit the report in a different format, but must provide all information listed on the form. The owner should discuss the investigation progress and report timing with the ABSA Safety Codes Officer assigned to the investigation. <p>For "unsafe condition" reporting all verbal or e-mail reports must be followed up by a written report.</p> <p>Refer to ABSA's Unsafe Condition Reporting Form (AB-139). The owner may submit the report in a different format, but must provide all information listed on the form.</p> <ul style="list-style-type: none"> • Report all available information regarding the unsafe condition, including: <ul style="list-style-type: none"> • company name • name of owner/person in charge • description/detail of unsafe condition • location of the pressure equipment involved • equipment involved • date of reporting • name and phone number of person reporting • other persons who have been or will be notified. • Submit the written report to ABSA at the address on the form.
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4.2 Worker's Compensation Board (WCB)

- Refer to [HR-PRAC-0005 Worker's Compensation](#) for additional guidance on occupational injury and illness management.

Table 7 Provincial Workers' Compensation Board Incident Reporting

Qualifying Incident	Responsible	Report
<p>For Employee-Partners in British Columbia:</p> <ul style="list-style-type: none"> Any incident that kills, causes risk of death, or seriously injures a worker Any blasting accident that results in injury, or unusual event involving explosives A diving incident that causes death, injury, or decompression sickness requiring treatment A major leak or release of a dangerous substance A major structural failure or collapse of a structure, equipment, construction support system, or excavation Any serious mishap 	Health & Safety Advisor in conjunction with the Liaison Coordinator	<p>Complete the Employer's Report of Injury or Occupational Disease form.</p> <p>Report a serious incident or fatality immediately. Phone: Monday - Friday, 8:30 a.m. - 4:30 p.m. 1 888 621-SAFE (7233) After hours (Richmond) toll-free 1 866 WCB-HELP (922-4357)</p>
<p>For Employee-Partners workers in Alberta, the accident results in, or is likely to result in:</p> <ul style="list-style-type: none"> lost time or the need to temporarily or permanently modify work beyond the date of accident death or permanent disability (amputation, hearing loss, etc.) a disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.) the need for medical treatment beyond first aid (assessment by physician, physiotherapy, chiropractic, etc.) , incidents that cause an individual to be admitted to hospital as an inpatient. incurring medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.) 	Health & Safety Advisor in conjunction with the Liaison Coordinator	<p>You have 72 hours to complete and submit the Employer's Report of Injury or Occupational Disease form after receiving notice or knowledge of an injury or illness that disables or will likely disable a worker beyond the date of accident.</p> <p>Report immediately to Alberta Occupational Health and Safety (OHS) 1-866-415-8690 (toll-free) 780-415-8690 (Edmonton) alberta.ca/report-potentially-serious-incidents.aspx</p>
<p>For Employee-Partners workers in Saskatchewan:</p> <ul style="list-style-type: none"> all workplace injuries that need medical treatment 	Health & Safety Advisor in conjunction with the Liaison Coordinator	Complete the Employer's Initial Report of Injury (E1) .

4.3 Spill/Release Reporting

Spill and release reporting at both the provincial and federal level is accomplished via a report to the provincial Ministries of Environment. Verify with the Regulatory Coordinator – Canadian App. & Compliance that the report matches the report to the NEB/TSB.

Table 8 Provincial Spill/Release Incident Reporting

Qualifying Incident	Responsible	Preliminary Report	Written Report
Any release that occurs at an Alliance or NRGreen Facility that meets the requirements of ENV-GUID-0003 SK Release Reporting Requirements .	Environmental Unit Leader in conjunction with the Liaison Coordinator	<p>Verbal report is required immediately via 24-hour telephone line: (800) 667-7525</p> <p>Verbal Notification: The verbal report should include as much of the following information as is known at the time of the report:</p> <ul style="list-style-type: none"> the reporting person's name and telephone number at which the person can be immediately contacted; the name of the person who owns or has the charge, management or control of the substance immediately before the environmental emergency; the date and time of the release; the location of the release; the name/UN number of the substance released; the estimated quantity of the substance released; the means of containment (from which the substance was released) and a description of its condition; the number of deaths and injuries resulting from the environmental emergency; the surrounding area/environment affected and potential impact of the release (mobility of release and weather or geographic conditions at the site); a brief description of the circumstances leading to the release; the cause of the release (if known); details of the actions taken or further actions contemplated (to contain, recover, clean up and dispose of the substance involved); the names of agencies notified or on-scene; and other pertinent information. 	<p>Written report is required within 7 days of incident to: Director, Enforcement and Compliance Branch Saskatchewan Environment 63-12th Street East, Box 3003 Prince Albert, SK S6V 1B3</p> <p>Written Report: The following information should be included in the written report:</p> <ul style="list-style-type: none"> the name and address of the person who owns or has the charge, management or control of the substance involved in the environmental emergency and the telephone number, including the area code, at which the person may be contacted; the date, time and exact location of the release; the name/UN number of the substance released; the composition of the substance released showing, with respect to each substance involved, its concentration and total weight; the estimated quantity of the substance released and the total quantity of substance in the means of containment before the release; <p>the duration of the release of the substance and its release rate;</p>
Any release that occurs at an Alliance or NRGreen Facility that meets the requirements of ENV-GUID-0001 -	Environmental Unit Leader in conjunction with the Liaison Coordinator	<p>Verbal report is required immediately Alberta Environment via 24-hour telephone line: (800) 222-6514 (accessible within province)</p> <p>Include the same information in the reports as specified for Saskatchewan Ministry of Environment.</p>	<p>Written report is required within 7 days of incident to: Director, Enforcement and Monitoring Branch Alberta Environment 11th Floor, Oxbridge Place 9820 106th Street Edmonton, AB</p>

AB Release Reporting Requirements.			<p>T5K 2J6</p> <p>Include the same information in the reports as specified for Saskatchewan Ministry of Environment.</p>
<p>Any release that occurs at an Alliance Facility that meets the requirements of ENV-GUID-0002 - BC Release Reporting Requirements.</p>	<p>Environmental Unit Leader in conjunction with the Liaison Coordinator</p>	<p>Verbal report is required immediately via 24-hour telephone line: (800) 663-3456</p> <p>Include the same information in the reports as specified for Saskatchewan Ministry of Environment.</p>	<p>Written report may be required by MOE to: Written Report/Designated person: Director, Environmental Protection Pacific and Yukon Region Environment Canada #201 - 401 Burrard Vancouver, BC V6C 3S5</p> <p>Include the same information in the reports as specified for Saskatchewan Ministry of Environment.</p>

5 State Regulatory Reporting

The NRC passes on information received to affected federal and state agencies, but Alliance will directly contact the state agency as appropriate.

Table 9 State Incident Reporting

Qualifying Incident	Responsible	Report
<p>The incident occurs in North Dakota and is an incident as defined by PHMSA OPS in Section 3.1</p>	<p>Liaison Coordinator</p>	<p><u>At the earliest practicable moment following discovery of an incident,</u> report it to the North Dakota Department of Health, Division of Emergency Management (DEM), 24 Hour State Duty Officer: In-state Phone: (800) 472-2121 Outside North Dakota (701) 328-2121</p>
<p>The incident occurs in Minnesota and is an incident as defined by PHMSA in Section 3.1. In addition the Minnesota Office of Pipeline Safety (MNOPS) has the following Reportable Event Policy.</p> <p>A reportable event is a release causing any of the following:</p> <ul style="list-style-type: none"> • Evacuation of 10 or more people, • Evacuation of a school, hospital or health care facility, • Rerouting of traffic or closing a highway by public emergency responders, • 50 or more customers out of service, • Media attention, • Unintentional fire or explosion 	<p>Liaison Coordinator</p>	<p><u>At the earliest practicable moment following discovery of an incident,</u> report it to the Minnesota Department of Public Safety, Division of Emergency Management (DEM), 24 Hour State Duty Officer: 1-800-422-0798 (in state) (651) 649-5451 (out of state)</p>
<p>The incident occurs in Iowa and is an incident as defined by PHMSA in Section 3.1</p>	<p>Liaison Coordinator</p>	<p><u>At the earliest practicable moment following discovery of an incident,</u> report it to the Iowa Department of Natural Resources, Emergency Response Unit: 515-725-8694 (24 hours) State Emergency Response Commission - 515-725-3231</p>
<p>The incident occurs in Illinois and is an incident as defined by PHMSA in Section 3.1</p>	<p>Liaison Coordinator</p>	<p><u>At the earliest practicable moment following discovery of an incident,</u> report it to Illinois Emergency Management Agency: 1-800-782-7860 (in state) (217) 782-7860 (out of state)</p>

5.1 Worker's Compensation Board

- Refer to [HR-PRAC-0005 Worker's Compensation](#) for additional guidance on occupational injury and illness management.

Table 10 State Workers' Compensation Board Incident Reporting

Qualifying Incident	Responsible	Report
<p>For Employee-Partners in North Dakota:</p> <ul style="list-style-type: none"> Any incident that causes a worker to seek medical attention 	Health & Safety Advisor in conjunction with the Liaison Coordinator	<p>Call 1-800-777-5033 or (701) 328-3800.</p> <p>Complete the First Report of Injury form within 24 hours of injury occurrence (recommended). (Under North Dakota law, an employer is required to file a First Report of Injury form with Workforce Safety & Insurance [WSI] within 7 days of receiving notice of an injury from a worker.)</p>
<p>For Employee-Partners in Minnesota:</p> <ul style="list-style-type: none"> Deaths and serious injuries. All other injuries, where claimed disability exceeds 3 calendar days 	Health & Safety Advisor in conjunction with the Liaison Coordinator	<p>Phone the Workers' Compensation Hotline: 1-800-DIAL-DLI.</p> <p>Deaths and serious injuries must be reported within 48 hours.</p> <p>Get the First Report of Injury form to insurance company within 10 days of the first day of disability or the date first aware of disability, whichever is later. The insurance company must file the First Report of Injury form with the department within 14 days of the first day of disability or the date the employer was aware of disability, whichever is later. For self-insured employers, the First Report of Injury form must be filed with the department within 14 days of the first day of disability or the date the employer was aware of the disability, whichever is later.</p>
<p>For Employee-Partners in Iowa:</p> <ul style="list-style-type: none"> The injury results in temporary disability, causing incapacity for a longer period than 3 days The injury results in permanent total disability, permanent partial disability, or death 	Health & Advisor in conjunction with the Liaison Coordinator	<p>Within 4 days of the report of injury, not counting Sundays and legal holidays, the employer or insurance carrier shall file a First Report of Injury form.</p> <p>Within 4 days of the report of permanent total disability, permanent partial disability or death, not counting Sundays and legal holidays, the employer or insurance carrier shall file Subsequent Report of Injury (SROI).</p> <p>Any questions should be referred to Iowa Division of Workers' Compensation (515) 281-5387 or (800) 562-4692.</p>
<p>For Employee-Partners in Illinois:</p> <ul style="list-style-type: none"> Accidents involving more than 3 lost workdays 	Health & Safety Advisor in conjunction with Liaison Coordinator	<p>Complete a First Report of Injury form.</p> <p>First reports on fatal accidents are due within 48 hours after the death; reports on nonfatal cases shall be reported within the month. A supplementary or subsequent report should be made if it is determined that a permanent disability is involved.</p> <p>Call 866-352-3033 if you have questions.</p>

5.2 Spill/Release Reporting

Table 11 State Spill/Release Incident Reporting

Qualifying Incident	Responsible	Report
<p>A hazardous substance⁴ spill or hazardous condition⁵, if:</p> <ul style="list-style-type: none"> The hazardous substance has the potential to leave the property by flowing over the surface or through sewers, tile lines, culverts, drains, utility lines, or some other conduit. The hazardous substance has the potential to reach any surface or groundwater. Any substance is spilled directly to a water of the state. Navigable waters crossed by the Alliance Pipeline project are: the Bois de Sioux River, the Minnesota River, the Mississippi River, the Rock River, the Fox River, the Illinois and Michigan Canal, and the Des Plaines River. The hazardous substance can be detected in the air at the boundaries of the facility property by the senses (sight and smell) or by monitoring equipment. There is a potential threat to public health and safety. Local officials respond to the incident. <p>If in doubt, report it. The details can be sorted out later. Remember, certain non-hazardous substances can become hazardous in the right conditions and amounts.</p>	<p>Environmental Unit Leader in conjunction with Liaison Coordinator</p>	<p><u>At the earliest practicable moment following the confirmed discovery⁶ of an incident (no later than 1 hour)</u>, report the incident to the National Response Center (NRC): report the incident to the National Response Center (NRC):</p> <ul style="list-style-type: none"> Telephonically at 1-800-424-8802 (in Washington, DC, 202-267-2675); OR Electronically at (http://www.nrc.uscg.mil). <p>The notice must include the following information:</p> <ul style="list-style-type: none"> Names of operator and person making report and their telephone numbers. Location and time of the incident. Number of fatalities and personal injuries, if any. All other significant facts that are known by the operator relevant to the cause of the incident or extent of the damages. <p><u>The following form is used as a guide: DOT Telephonic Report EM-FORM-0030.</u></p> <p>Consideration should be given to making an additional report <u>up to 48 hours</u> following the initial report. Additional reports should clearly state to the NRC that additional information is being provided, and should provide the NRC number of the initial report.</p>

⁴ "Hazardous substance" means any substance or mixture of substances that presents a danger to the public health or safety and includes, but is not limited to, a substance that is toxic, corrosive, or flammable, or that is an irritant or that, in confinement, generates pressure through decomposition, heat, or other means. The following are examples of substances which, in sufficient quantity, may be hazardous: acids; alkalis; explosive; fertilizers; heavy metals such as chromium, arsenic, mercury, lead and cadmium; industrial chemicals; paint thinners; paints; pesticides; petroleum products; poisons; radioactive materials; sludges; and organic solvents.

⁵ "Hazardous condition" means any situation involving the actual, imminent, or probable spillage, leakage, or release of a hazardous substance onto the land, into a water of the state or into the atmosphere, which, because of the quantity, strength and toxicity of the hazardous substance, its mobility in the environment and its persistence, creates an immediate or potential danger to the public health or safety or to the environment.

⁶ "Confirmed Discovery" is when it can be reasonably determined, based on information available to the operator at the time a reportable event has occurred, even if based only on a preliminary evaluation.

<p>In North Dakota, a spill:</p> <ul style="list-style-type: none"> Of any material listed in Error! Reference source not found. in a quantity of 5 gallons or greater. <p>Of any material listed in Error! Reference source not found. that enters a waterway”</p>	<p>Environmental Unit Leader in conjunction with Liaison Coordinator</p>	<p><u>At the earliest practicable moment following discovery of an incident,</u> report it to the North Dakota Department of Health: (701) 328-9921</p> <p>And</p> <p>Division of Emergency Management (DEM), 24 Hour State Duty Officer: 1-800-472-2121 (in state) (701) 328-9921 (out of state) After hours: (701) 328-9921</p>
<p>In Minnesota, a spill:</p> <ul style="list-style-type: none"> Of any material listed in Error! Reference source not found. in a quantity of 5 gallons or greater. Of any material listed in Error! Reference source not found. <u>directly</u> into water. 	<p>Environmental Unit Leader in conjunction with Liaison Coordinator</p>	<p><u>At the earliest practicable moment following discovery of an incident,</u> report it to the Minnesota Department of Public Safety, Division of Emergency Management (DEM), 24 Hour State Duty Officer: 1-800-422-0798 (in state) (651) 649-5451 (out of state)</p>
<p>In Iowa:</p> <ul style="list-style-type: none"> A spill that constitutes a hazardous condition. Any incident involving a person handling hazardous substances that constitutes a hazardous condition. 	<p>Environmental Unit Leader in conjunction with Liaison Coordinator</p>	<p><u>At the earliest practicable moment (but no longer than 6 hours) following discovery of an incident or the onset of a hazardous condition,</u> report it to the Iowa Department of Natural Resources, Emergency Response Unit: 515-725-8694 (24 hours)</p>
<p>In Illinois, a spill:</p> <ul style="list-style-type: none"> Of petroleum products greater than 100 lbs. Of petroleum products into a water of the state. The Illinois Emergency Management Agency defines waters of the state to be features such as streams, creeks, wetlands, and drainage ways, etc. Furthermore, the feature is not required to be holding water at the time of the spill. Therefore, a spill into a dry creek bed, an unsaturated wetland, a drainage way, would warrant a notification call. 	<p>Environmental Unit Leader in conjunction with Liaison Coordinator</p>	<p><u>At the earliest practicable moment following discovery of an incident,</u> report it to Illinois Emergency Management Agency: 1-800-782-7860 (in state) (217) 782-7860 (out of state)</p>

6 Municipal Regulatory Reporting

Motor vehicle incidents with an estimate of specified loss (\$) in damage must be reported to the local police/RCMP. Refer to municipal or provincial/state laws.

If the incident affects public health, notify the regional health authority.

Other municipal or county authorities may be contacted at Alliance's discretion. The contact information for these people resides in the Area-Specific ERPs as well as LISA (Land Information Systems Application). Contact the Corridor Management Department for assistance with accessing information in LISA.

7 Courtesy Regulatory Reporting

7.1 Pipeline Incidents

Alliance will call and notify the following agencies as a courtesy.

Table 12 Courtesy Regulatory Reporting – Pipeline Incidents

Qualifying Incident	Responsible	Report
Any incident likely to trigger media interest	Liaison Coordinator	Report the incident to: <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 0.5em;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 0.5em;"></div> 1110, 505 – 3rd Street SW Calgary, Alberta T2P 3E6 <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 0.5em;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 0.5em;"></div>

7.2 Health & Safety Incidents

Alliance will notify the following agencies as a courtesy.

Table 13 Courtesy Regulatory Reporting – H&S Incidents

Qualifying Incident	Responsible	Report
Serious injury or death of a worker in British Columbia.	Health, & Safety Advisor in conjunction with the Liaison Coordinator	WorkSafe BC 1-888-621-7233 1-866-922-4357 (After hours)
Serious injury or death of a worker in Alberta.	Health & Safety Advisor in conjunction with the Liaison Coordinator	Alberta OHS 1-866-415-8690 (Mon-Fri, 8:30-16:30) 780-415-8690 (in Edmonton)
Serious injury or death of a worker in Saskatchewan.	Health & Safety Advisor in conjunction with the Liaison Coordinator	Saskatchewan OHS 1-800-567-7233 306-787-4496 (in Regina)

7.3 Security Incidents

Alliance is not required to issue any formal reports to regulatory bodies regarding security threats; however, if a threat is deemed to be “significant” (e.g., suspected acts of terrorism, sabotage, violent attacks on or destruction of property and people, and hijackings), then federal agencies should be contacted.

- All reports should include as much of the following information, as possible:
 - Names and contact information
 - The time and location of the incident, as specific as possible
 - A description of the incident or activity involved
 - Who has been notified and what actions or mitigation measures have been taken
 - The names and/or description of persons involved or suspicious parties and license plates as appropriate

Table 14 Courtesy Regulatory Reporting – Security Incidents

Qualifying Incident	Responsible	Report
Suspicious activity and/or criminal activity	Security Advisor	Report threat to Royal Canadian Mounted Police (RCMP) or local law enforcement. Note: Area ERPs have local phone numbers.
“Significant” threat to Canadian national security	Security Advisor	Report threat to: <ul style="list-style-type: none"> • Royal Canadian Mounted Police (RCMP) or local law enforcement. Note: Area ERPs have local phone numbers. • National Security Information Network at: 1-800-420-5805 • Canadian Security Intelligence Service (CSIS) at: (613) 993-9620
Suspicious activity, criminal extremism, and/or terrorism which could pose a threat to U.S. national security	Security Advisor	Report threat to local law enforcement. Note: Area ERPs have local phone numbers.
“Significant” threat to U.S. national security	Health, Safety & Security Advisor	Report threat to: <ul style="list-style-type: none"> • Local law enforcement. Note: Area ERPs have local phone numbers. • National Response Center (NRC) at: 1-800-424-8802 or 202-267-2675 • Transportation Security Operations Center (TSOC) at: 1-866-615-5150 or email TSOC.ST@dhs.gov

Appendix A: Hazardous Substances

Table 15 Typical Fuel, Lubricants and Hazardous Materials

Fluid Uses	Fluids	Typical Quantity a/	Method of Storage	Storage Location
Fuels	Diesel	5 - 5,000 Gallons	Tanks or Tankers	Compressor Station
	Gasoline	5 - 5,000 Gallons	Tanks or Tankers, 5-Gallon containers, Pick-up tanks	Compressor Station
Lubricants	Engine Oil	<100 Gallons	Bulk Storage or Retail Packaging	Compressor Station or Area Office Warehouse
	Transmission/ Drive Train Oil	<50 Gallons	Retail Packaging on Service Trucks	Compressor Station or Area Office Warehouse, Service Trucks
	Hydraulic Oil	<100 Gallons	Bulk Storage or Retail Packaging	Compressor Station
	Gear Oil	<50 Gallons	Retail Packaging or Service Trucks	Compressor Station or Area Office Warehouse
	Lubricating Grease	<25 Gallons	Tubes stored in paper cases	Compressor Station or Area Office Warehouse, Service Trucks
Miscellaneous/ Coolants, Hydraulic fluids	Ethylene Glycol	<100 Gallons	Bulk Storage or Retail Packaging	Compressor Station
	Propylene Glycol	10 – 600 Gallons	Bulk Storage or Retail Packaging	Compressor Station
	Power Steering Fluid	<50 Gallons	Retail Packaging on Service Trucks	Compressor Station or Area Office Warehouse, Service Trucks
	Brake Fluid	< 50 Gallons	Retail Packaging on Service Trucks	Compressor Station or Area Office Warehouse, Service Trucks

Revision History

Revision	Date	Summary of Changes	Checked by
00	2017-09-29	Put on new template (previous revisions see older version)	[REDACTED]
06	2018-05-08	Revised Links, RACI, amid minor content changes (no new versioning necessary)	[REDACTED]
06	2019-03-27	Revised RACI, amid minor format changes (no new versioning necessary)	[REDACTED]