# BP OIL -- TOLEDO REFINERY

<table>
<thead>
<tr>
<th>Document Type: Procedure</th>
<th>Refinery Wide</th>
<th>Reference No.: ENV-06-009</th>
</tr>
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<tbody>
<tr>
<td><strong>Effective Date:</strong></td>
<td>Demolition, Decommissioning, or Mothballing Process Units and Equipment</td>
<td><strong>Rev. No.:</strong> 1</td>
</tr>
<tr>
<td>December 5, 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Owner:</strong></td>
<td>Auth. By:</td>
<td></td>
</tr>
<tr>
<td>Tom Harvey</td>
<td>Neal Thurber</td>
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<tr>
<td>(signature on file)</td>
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</table>

## SCOPE

This document will help guide personnel involved in the planning, management and implementation of the steps necessary to mothball, decommission, or demolish process and/or related equipment in a safe and compliant manner that recognizes the risks associated with such operations.

## HEALTH

| Special PPE & Special Hazards | N/A |

## SAFETY

Safety Department must be contacted prior to undertaking any demolition, decommissioning or mothballing activities.

## REFERENCE DOCUMENTS


## SPECIAL MATERIALS & EQUIPMENT

| N/A |

## QUALITY

| N/A |

## ENVIRONMENTAL

Environmental Department must be contacted prior to undertaking any demolition, decommissioning or mothballing activities.
1.0 Purpose

The purpose of this document is to define the process for temporary or permanent shutdown or closure of a unit, plant or equipment within a facility by mothballing, decommissioning, or demolition.

Included are steps to mitigate health, environmental, and safety risk and also future or projected risk.

This encompasses processing units, utilities, storage tanks and tank farms, and buildings. The project team will determine the specific requirements of each project.

It is cautioned that the individual project team must pay specific attention to the regulatory requirements in the jurisdiction of the proposed shutdown, mothballing, decommissioning, or demolition to assure compliance and preservation of rights.

2.0 Definitions & Explanations

Abandoned in Place – The practice of leaving all or part of a decommissioned facility, building, or its equipment in its pre-decommissioned location, but having been otherwise made non-functional.

Idled - Shutting down and safing a unit with the intent to restart it within 90 days or less. For units that are idled and restarted on a periodic or seasonal basis the restart can be greater than 90 days. Once the duration of the shutdown is greater than 1 year the unit should be decommissioned or mothballed.

Long Term Shutdown - Any unit shutdown longer than idled status. At this juncture the unit should be either decommissioned or mothballed.

Mothball – To shut down a unit with the intent to restart it. Special procedures are followed to ensure equipment will be protected during the shutdown period, e.g., nitrogen purge to retard rust. If there is any uncertainty as to whether a unit will be restarted or a unit will be reused, then at the oil out date, it should then be considered to be mothballed.

Decommission – Orderly shutdown of a unit. Consideration is given to removal of fluids from tanks and pipelines (to hydrocarbon-free status) followed by internal cleaning. There is no intention for reuse of the unit or facility.

Safing – Shutting down a unit to standby mode or preparation for decommissioning or mothballing. Lock-out/tag-out (LOTO) and removal of energy sources is performed. It may be necessary to drain lines to hydrocarbon-free status and this must be determined beforehand.

Scrapped – The practice of segregating an old, discarded or rejected piece of equipment, piping or device, otherwise having value for its constructed materials contents to be reprocessed, or for its raw material value (e.g. old metal that can be melted and reworked).
Demolition – Removal of equipment, pipelines, or buildings from the unit site.

Oil Out Date - For unit closure this is considered the shutdown date of the unit. Unless it is stated otherwise this would generally be the date that is the starting point for the decommissioning timetable.

3.0 General Requirements

This procedure is in place to assure that long term shutdown and decommissioning requirements are fulfilled including:

- MOC required for any decommissioning, mothballing, or demolition project

IMDC Information Management Document Control as required to assure updates to Maximo, SAP and Documentum

- CVP process will be followed
- Environmental requirements
- Regulatory requirements, e.g. building codes, storage tank regulations, and LOTO
- Safety
- Security

Consideration must be given to any legal and regulatory requirements. The appropriate group, e.g., legal, environmental, etc. must be consulted to ensure conformance.

4.0 Roles & Responsibilities

Process Safety Engineer - Tracks progress of the MOC process.

Tank Engineer - Coordinates all mechanical activities to implement the temporary or permanent closure of storage tanks, aboveground (AST) and underground (UST). The tank engineer is responsible for keeping all mechanical records for any storage tank, in-service and out-of-service. Provides consultation for storage tank regulations.

Project Planner – Plans demo and decommissioning projects, including identifying work tasks that will be performed and in what sequence to effect a safe, economical outcome. Works with Maintenance Planner to ensure that equipment affected by those projects is removed from Maximo preventive maintenance schedules, plant records, etc. as appropriate.

Document Control Specialist – Receives and checks in IFC drawings. Voids or supersedes vendor drawings documents and coordinates as-built and redlined drawings.
Financial Authority – Receives and reviews financial information about the demolition / decommissioning project and maintains records of equipment resale, materials scrap values, etc.

Accounting – Assures financial data are collected and researched. Updates Asset/Transfer Retirement Form and sends to Accenture to retire asset in Fixed Asset Ledger.

Learning & Development - Determines what training materials must be revised to reflect the changes implemented via the demolition / decommissioning project, and advises as to any likely benefits from use of decommissioned equipment as training aids.

Environmental Engineer - Responsible for:
- Coordination with government regulatory agencies for mothballing, decommissioning, or demolition of storage tanks and units.
- Disposition of operating permits for storage tanks
- Compliance with environmental regulations, including but not limited to, air emissions, waste and water discharges, and solid/hazardous waste disposal
- Coordination of any environmental monitoring and remediation requirements during and after the project
- Preparation and submittal of appropriate “maintenance plans” to assure preservation of emission allowances

Field Construction Supervisor - Provides day-to-day oversight of the contract service provider’s activities. Primary contact with the contract service provider’s management.

Health and Safety Coordinator - Work with the project coordinator and contract administrator to establish and implement site specific safe work practices.

Operations Representative - Provide operations department expertise to implement the project. Includes day to day supervision of operations personnel for the decommissioning or demolition phase.

Project Coordinator - Overall responsibility for the entire project including initiating the MOC and implementing the CVP process for project funding and prioritization. For major projects this position may be held by a project engineer. For less complicated efforts, e.g., demolition of a section of piping, this position may come from operations or another appropriate department.

Inspection Coordinator - Responsible for all inspection requirements. For mothballing projects, the inspection coordinator will produce an inspection plan that includes mothballing requirements and a schedule of inspection requirements during the mothball period. A startup plan will also be included. The inspection coordinator is responsible for relief valves and pressure vessels and their associated operating permits.
5.0 General Timetable Milestones

<table>
<thead>
<tr>
<th>Decision point</th>
<th>Time from status determination</th>
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</thead>
<tbody>
<tr>
<td>Hazardous waste removal</td>
<td>90 days</td>
</tr>
<tr>
<td>Startup readiness checklist required to resume operation</td>
<td>90 days</td>
</tr>
<tr>
<td>Residual waste removal</td>
<td>1 year</td>
</tr>
<tr>
<td>LOTO change to long term locks</td>
<td>1 year</td>
</tr>
<tr>
<td>Operating procedures update</td>
<td>1 year</td>
</tr>
<tr>
<td>Pressure vessel certifications and operating permits</td>
<td>Varies</td>
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<tr>
<td>Corrosion inspection</td>
<td>Varies</td>
</tr>
<tr>
<td>Other inspection activities</td>
<td>Varies</td>
</tr>
<tr>
<td>Fired boilers</td>
<td>2 years</td>
</tr>
<tr>
<td>Operator certification training</td>
<td>3 years</td>
</tr>
<tr>
<td>Air emission permits</td>
<td>1 year</td>
</tr>
<tr>
<td>Storage tank temporary to permanent OOS status</td>
<td>5 years</td>
</tr>
</tbody>
</table>

6.0 Mothballing

When a plant, unit, or building is declared out of service it will be either mothballed or decommissioned. If demolition does not follow decommissioning then periodic reviews will take place to determine future status.

Assessment of Mothballed or Decommissioned Units

Annual review of mothballing plans is required, with consideration given to proceeding to the demolition phase.

At a minimum of once every three years perform a review and condition assessment of mothballed unit based upon recommendations developed in the project plan if it is available. Some examples of what would be reviewed in the condition assessment are: condition of asbestos insulation, steam leaks, any hazards that might be caused by corroding equipment, e.g., handrails or stairways.

Facility operations will schedule and conduct the reviews and assessments in accordance with the appropriate facility practices.

Mothballing Project Plan Checklist (safety, risk, or legal related)

2) Generate MOC
3) Decision must be made if process area/unit will have to be hydrocarbon freed.
4) Determine expected idle period and follow MTI guidelines to protect equipment based upon that period. See references, section 6.0.
5) Ensure that ongoing HSSE requirements are met, e.g., PCBs, sewers, environmental monitoring.
6) Depending upon the planned mothballing period, notify applicable government agencies. OEPA may require that storage tanks be placed temporarily out of service.

7) Modify computerized maintenance management (CMMS) or inspection notifications that are automatically generated by associated computer programs.

8) Equipment that must remain in service must be noted in the project plan.

9) Lock out, drain, and clean process equipment as required.

10) Isolate steam lines unless they are to be kept on during the mothballing period for tracing or building heat.

11) Air lines can be left in service but ensure that leaks are minimized.

12) Unless the project plan states otherwise it is normally required to keep sumps and sump pumps operational.

13) Check pressure vessel operating permits and any heater or boiler permits.

14) Stabilize asbestos insulation and asbestos building products.

15) Properly preserve all data for the mothballed unit, e.g., manufacturing data, permits, equipment data, drawings.

16) Consider the preservation of valuable process equipment as per MTI guidelines. Consideration should be given to:
   - Protection from moisture
   - Sealing of insulation
   - Continued maintenance of heat tracing
   - Inert atmosphere for piping and/or vessels
   - Cleaning out sludges from inside of equipment
   - Protect with an oil coating or filling with inert oil.
   - Coating systems or covering with plastic membranes
   - Corrosion characteristics of any fluid remaining in the system may change over time. Water can settle out of hydrocarbon filled lines and cause corrosion, leaks, or line freezing in the winter.

17) Provide MSDS information for any materials used in the mothballing process.

18) Provide a plan for continuing inspection of the facility.

19) Develop a recommissioning plan per MTI guidelines and validate and/or update the plan before recommissioning.

Mothballing checklist items

1) Determine source of funding to maintain the unit until re-start. Consideration should be given to site security, roads, landscaping, utilities, fire protection systems, and vermin control.

2) Examine whether any maintenance contracts can be suspended.

3) Provide for continuing vermin control, e.g., rat poison and bird control. Close up all holes to keep out animals and birds. If the unit will be empty for a long period, and buildings may be reused, then a continuing contract may be necessary for pest control.

4) Secure buildings and re-key as necessary.

5) Check for RMP impact - reduction of inventory, worst case and alternative release scenarios.

6) Check for PSM impact - status of Process Hazard Analysis.
7.0 Decommissioning

**Assessment of Decommissioned Units**

Annual review of decommissioning plans is required, with consideration given to proceeding to the demolition phase.

At a minimum of once every three years perform a review and condition assessment of decommissioned unit based upon recommendations developed in the project plan if it is available. Some examples of what would be reviewed in the condition assessment are: condition of asbestos insulation, steam leaks, any hazards that might be caused by corroding equipment, e.g., handrails or stairways.

Facility operations will schedule and conduct the reviews and assessments in accordance with the appropriate facility practices.

**Decommissioning Project Plan Checklist** (safety, risk, or legal related)

1) Develop definitive decommissioning project plan.
2) Generate MOC
3) Decision must be made if the process unit will have to be hydrocarbon freed and have catalyst removed. Pyrophoric catalyst must be removed from process equipment.
4) Notify applicable government agencies, e.g. OEPA, EPA.
5) Equipment that must remain in service must be noted in the project plan. Examples are sump pumps, utilities, and fire systems. Shutdown or re-route of these systems must be addressed in the demolition project plan.
6) At unit closure, maintenance contracts should be terminated, e.g., equipment calibrations and equipment preventive maintenance. Stop all automatic deliveries or services, e.g., bottled water and cleaning of rugs and FR clothing. Exercise caution when terminating preventive maintenance on “permit” related systems, e.g., fire systems, elevators, and pressure vessels. Once these systems are shut down, they may not be able to be restarted without recertification.
7) Suspend computerized maintenance management (CMMMS) or inspection notifications that are automatically generated by associated computer programs.
8) Keep MSDS information for every substance previously used or produced by the closing plant.
9) All pipelines must be locked out and/or disconnected at the unit battery limits. For piping that is connected to active lines outside battery limits, the blinding or disconnection should take place as close as possible to the active piping to minimize dead legs. Piping must be left in drained condition and should be cleaned if necessary.
10) Lock out, drain, and clean all process equipment.
11) Underground lines require special handling. Follow BP Husky underground line closure procedure.
12) Isolate steam and air lines and remove from service.
13) Lock and tag out all electrical services and equipment. Isolate any unused equipment. Label remaining equipment and wiring and update drawings to reflect any changes.
14) Sump pumps may need to stay in operation until the unit is demolished. Identify any equipment or utilities that will continue to be used after the decommissioning is completed.
15) Update site drawings showing any changes incurred by the
decommissioning, e.g., new blanks or flanges.
16) To prepare for demolition storage tanks and vessels must be drained and
cleaned. Follow site specific regulatory agency (e.g. OEPAl) storage tank
closure regulations. Special environmental regulations may apply for storage
tanks permanently removed from service.
17) Amend, as required by applicable regulation, storage tank permits
18) Cancel, as required by applicable regulation, pressure vessel certificates of
operation.
19) If required by applicable regulation, for permanent closure of storage tanks,
externally mark the tanks (with paint or a placard) as “out of service”
including the date of closure. Attach manheads loosely to disallow
unauthorized entry.
20) If flooding is a possibility, then ports should be cut low on the tank shell to
allow for liquid entry so the tank will not float away and cause damage in the
event of a flood.
21) Underground storage tanks can be handled in the same way as
aboveground tanks, but site specific environmental regulations will apply. If
the tank will be left in the ground then it is required to fill it with inert material,
e.g., concrete, before abandoning it.
22) Remove or stabilize asbestos insulation and asbestos building products,
develop inspection plan, and plan for future removal during demolition.
23) All chemicals and waste materials being removed from the unit site must be
disposed of according to applicable regulations.
24) Ensure that the decommissioned unit site is transferred or designated to the
new "owner" in the Operations Department. Buildings will be "owned" by the
Maintenance Department (Building Maintenance).
25) Archive data for the closed unit per OMS and BP Husky record retention
procedure.

**General Decommissioning Checklist Items**

1) Plan for the sale of idled equipment or scrap metal.
2) Determine source of funding, e.g., reserve, normal maintenance, etc., to
maintain the unit site until demolition or re-start. Consideration should
be given to site security, roads, landscaping, utilities, fire protection
systems, and vermin control.
3) Plan for the expense "write-off" of equipment and spare parts. Assess what
will remain in service and what will be written off.
4) Check with the tax department for possible tax savings from shutting down
buildings, tanks, or equipment.
5) Before unit closure inventory computer software and hardware, including
special programs, like distributed control (DCS) software.
6) Identify computers and telephones that will stay in service after
decommissioning.
7) Identify computer networks that will need to be rerouted or shut down.
8) Broom clean the unit.
9) Provide for continuing vermin control, e.g., rat poison and bird control.
   Depending upon future use considerations seal all holes to keep out
animals and birds. If the unit will be empty for a long period, and
buildings may be reused, then a continuing contract may be
necessary for pest control.
10) Secure buildings and re-key as necessary.
11) Provide security for idle unit sites as appropriate.
12) Check for RMP impact - reduction of inventory, worst case and alternative release scenarios.
13) Check for PSM impact - status of Process Hazard Analysis.

8.0 Demolition

Demolition

After demolition there may still be equipment left in place, e.g., underground piping, overhead utilities and piperacks, and sump pumps. This equipment must be designated to a new "owner" or designated to be part of an operating unit or plant. The demolished facility is no longer considered to exist as it previously did and the site is then considered an open area.

Demolition Project Plan Checklist (safety, risk, or legal related)

1) Any previous decommissioning, mothballing, or idling of the unit will form the basis of the demolition project plan. If the information is available follow instructions from the previous decommissioning or mothballing project plan.
2) Generate MOC
3) Ensure that a “Site Specific OSHA Engineering survey” is in place. See 29 CFR, part 1926, Subpart T. Note also the OSHA safety requirements throughout the demolition project.
4) Process area/unit must be hydrocarbon freed.
5) Notify applicable government agencies, e.g., the OEPA and EPA.
6) Equipment that must remain in service must be noted in the project plan. Examples are sump pumps, utilities, and fire systems. Shutdown or re-route of these systems must be addressed in the demolition plan.
7) Review unit sewer and drainage systems. Be aware of sewer vent locations as potential routes for H2S and flammable/explosive gas. Hot work permits require that these vents and manholes be closed off.
8) Address removal of foundations during the project planning phase. Consider complete removal of all foundations to as deep as possible. If this is not economical then consider removal of foundation “pads” to grade to mitigate future tripping hazards.
9) Verify that flushing water can be drained to the sewer. Be aware that sewer lines may be plugged or waste water discharge may be prohibited.
10) Provide dust protection to adjacent buildings or areas. Place wind socks in the area to identify wind direction.
11) Ensure that personnel follow procedures to keep from being injured by airborne contaminants like asbestos fibers and metal dusts.
12) Ensure that heavy steel members that have been cut are lowered to grade and not dropped.
13) Assure that the Critical Lift Procedure is followed for the applicable heavy lifts of equipment and ensure that rigging diagrams are developed.
14) Any digging will require applicable excavation permits and/or calls to "one-call".
15) Verify that every live service that enters and exits the unit to be demolished is accounted for; examples are steam, air, water, sewer, pipelines, fiber optic networks, telephone lines, electrical power.
16) Verify that all equipment and piping has been depressured, safed, and drained.
17) Test drill (1/4") holes in the piping to be cut after isolation.
18) Isolate any remaining steam and air lines that are in the path of demolition and remove from service. Reroute if necessary
19) It may be necessary to reroute live process lines that traverse the facility to be demolished
20) Lock and tag out all electrical services and equipment. Isolate any unused equipment. Label remaining equipment and wiring and update drawings to reflect any changes. It may be necessary to reroute electrical equipment including unit fiber optic networks.
21) Update unit drawings upon completion
22) Follow regulatory agency (e.g. OEPA) regulations when preparing to demolish aboveground storage tanks and underground storage tanks. Consult with the tank engineer, environmental department and remediation personnel for any special regulations involving storage tanks.
23) When demolishing storage tanks or process equipment ensure that any voids underneath the tank or inside crevices have been freed of hydrocarbon before cutting with a torch. This may also be true for concrete pads under tanks and process equipment.
24) When demolishing storage tanks, special consideration needs to be given to the following areas:
25) Floating roofs with annular pontoons and/or double decks, all roof internals (pontoon interiors and/or compartments between double decks) must be free of flammable liquid and residue prior to beginning any hot work activities on the roof.
26) Pipe roof support columns, internal piping, and floating suction floats must be free of flammable liquid and residue prior to beginning any hot work activities in the tank.
27) To ensure these spaces are properly cleaned, a visual inspection must be completed. If the design or condition of the tank precludes personnel entry into any of the internal spaces for cleaning or inspection, then an adequate number of holes must be cold cut for visual inspection of the internal surface(s).
28) When demolishing piping eliminate any pockets or “deadlegs” at the point where the piping to be removed originates from remaining active piping.
29) Ensure that all asbestos will be removed via approved methods. This includes pipe insulation and other products like building materials, e.g., Transite panels.
30) Ensure that any lead paint removal is properly addressed.
31) Archive data for the demolished unit per OMS and BP Husky record retention policies, e.g., manufacturing data, permits, equipment data, drawings.

General demolition checklist items

1) If applicable, plan for the sale of equipment and scrap metal.
2) Shut down and disconnect computer networks and telephone systems.
3) Have a vacuum truck available during line cutting as an added precaution.
4) Exercise caution if buildings or fire systems are to remain in service after demolition because these systems can require both air (for dry sprinklers) and steam to heat sprinkler buildings.
5) Consider future security or maintenance of unit site.
6) Check for PSM impact - status of Process Hazard Analysis.
9.0 Authority for Disposal of Property and Idle Equipment Report Form

Instructions

Projects responsible for the removal of equipment must complete form DC-FRM-006 – Authority for Disposal of Property/Idle Equipment Form; to capture details about the equipment that is to be removed from service and disposed (Transfer, Donate, Sell, Scrap. Trade or Use for Training Purposes); or, taken out of service for future use.

STEPS:

Project:

1. If the equipment is being replaced as “not in kind” request a Property Record # and Maximo ID Numbers for the equipment.
2. Create a design package for review and approval with Operations. Obtain Operations approval in Section A of the form.
3. If the equipment is being recommended for scrap or for sale, contact Learning & Development (L&D) to see if the equipment should be kept for training purposes.
4. Update to identify recommended method of disposal.
5. Complete section A of the form and route the form to Accounting.

Accounting:

6. Update Section B of the form with cost information
7. Obtain Approval from the Financial Authority
8. Route the form to Project owner for completion.

Project:

9. Initiate a Management of Change (MOC) for the removal of the equipment.
10. Complete the Issued for Construction (IFC) design.
11. Return IFC drawings to Document Control for check-in of the project.
12. Remove the equipment and dispose of according to the method selected in Step 4 (above).
13. Update section C of the form with the final disposition of the equipment.
15. Return redlines to Document Control for as-built updates.
16. Distribute AEDPIER to the following departments for their actions:
   - Maintenance Planner – Update Maximo
   - Document Control – Receive and check in IFC drawings. Void or supercede associated vendor documents and coordinate as-built or redlined drawings
   - Learning & Development – Determine if training materials should be revised
   - Operations / PSM Coordinator – Determine if Operations Procedures should be revised
17. Close the MOC.
# DC-FRM-006

## Section A - To Be Completed by Project/Person Disposing of Item

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<th>Requestor:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Phone Number:</td>
<td>Cost Center:</td>
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<tr>
<td>PR Number:</td>
<td>Name of Equipment:</td>
</tr>
<tr>
<td>Facility:</td>
<td>Model Number:</td>
</tr>
<tr>
<td>Serial Number:</td>
<td>Size, Capacity, Weight</td>
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<tr>
<td>Location of Equipment:</td>
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</table>

### Operating Condition
- [ ] Excellant
- [ ] Good
- [ ] Fair
- [ ] Poor

### Description (accessories, parts)

### Removed; Not Replaced:

### Date Available

### Replaced By (Equip #)

### Estimated Value

### Cost to Modernize

### Cost to Remove

### Cost to Scrap

### Recommended Method of Disposal
- [ ] Hold for future project
- [ ] Transfer
- [ ] Donate
- [ ] Sell
- [ ] Scrap
- [ ] Trade

### Operations Approval

## Section B - To Be Completed by Accounting

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<td>Date</td>
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<tr>
<td>Approval by BUL (up to 10M)</td>
<td>Date</td>
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<tr>
<td>Approval by SLT (up to 1M)</td>
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## Section C - To Be Completed by Project/Person Disposing of Item

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<th>Action Taken</th>
<th>Sold</th>
<th>Traded</th>
<th>Donated</th>
<th>Scrapped</th>
<th>Transferred</th>
<th>AIP</th>
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</table>
AEDPIER Instructions

Purpose
Projects responsible for the removal of equipment must fill out form DC-FRM-005 - Authority for Discposal of Property/Idle Equipment Form (AEDPIER) to capture details about the equipment that is to be removed from service and disposed (Transfer, Donate, Sell, Scap, Trade or Use for Training purposes); or, taken out of service for future use.

Project:
1. If the equipment is being replaced as “not in kind” request new PR and Maximo Numbers
2. Create design package for review and approval with Operations. Obtain Operations approval in Section A of form
3. If the equipment is being recommended for scrape or sell contact L&D to see if the equipment should be kept for training purposes
4. Update form to identify recommended method of disposal
5. Complete Section A of form and route to Accounting

Accounting:
6. Update Section B of form with cost information
7. Obtain Approval from Financial Authority
8. Route form to Project owner for completion

Project:
9. Initiate MoC for removal of equipment
10. Complete IFC design
11. Return IFC drawings to Document Control for check-in to project
12. Remove equipment and dispose of according to method selection
13. Update Section C of form with final disposition of equipment
14. Redline PSI drawings to reflect any changes occurring during construction
15. Return redlines to Document Control for as-built update
16. Distribute AEDPIER to the following departments for their actions
17. Close MoC

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Update Maximo</th>
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<tbody>
<tr>
<td>Maintenance Planner</td>
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<tr>
<td>Document Control</td>
<td>Receive and check-in IFC drawings. Void or Supersedes associated vendor documents and coordinate as-built of redlined drawings</td>
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<tr>
<td>Accounting</td>
<td>Update SAP</td>
</tr>
<tr>
<td>Learning and Development</td>
<td>Determine if training material should be revised</td>
</tr>
<tr>
<td>Operations - PSM Coordinator</td>
<td>Determine if Operations Procedures should be revised</td>
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### Revision history

The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

<table>
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<th>Changes</th>
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<tr>
<td>11/30/2012</td>
<td>N. Thurber</td>
<td>Initiated use of ENV-06-009</td>
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<tr>
<td>12/5/12</td>
<td>N. Thurber</td>
<td>Added reference and form DC-FRM-006</td>
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