

**Safety Regulatory Compliance Schedule
Training Matrix Table**

Description of training and testing of emergency equipment	Regulation	Agency	Retention Time	Next Due Date	Frequency	J	F	M	A	M	J	J	A	S	O	N	D
						A	E	A	A	A	U	U	U	E	C	O	N
Introduction to Environmental Regulation and Inspections	49 CFR	EPA			annually												
Liquid Storage Tanks and Liquid Measurements	29 CFR 1910, 110	OSHA			initially												
Lock Out/ Tag Out	29 CFR 1910, 147	OSHA			initially/ when needed												
The Nature and Properties of Petroleum	COMPANY	COMPANY			initially												
Principles of Liquid Product	COMPANY	COMPANY			initially												
Product Properties	COMPANY	COMPANY			initially												
Pump Station Operations Equipment	COMPANY	COMPANY			initially												
Quality Assurance Tests	COMPANY	COMPANY			initially												
RCRA Handling and Storage	40 CFR 264, 16	EPA			annually												
Respiratory Fit Testing	29 CFR 1910, 134	OSHA			annually												
Respirators and Fundamentals	29 CFR 1910, 134	OSHA			annually												
Safe Handling of (LPG)	29 CFR 1910, 110	OSHA			initially												
Safe Handling of Petroleum Products	29 CFR 1910, 106	OSHA			initially												
Safety and Environmental Programs	COMPANY	COMPANY			initially												
Safety Equipment	COMPANY	COMPANY			annually												
Spill Preventions and Responses Procedures	40 CFR 112, 7(e)(10)	EPA			bi-annually												
Spill Response Simulation	29 CFR 1910, 120(g)	OSHA			bi-annually												
Storage Tanks	29 CFR 1910, 106	OSHA			annually												
Worker Right to Know Part 1	29 CFR 1910, 1200	OSHA			annually												
Worker Right to Know Part 2	29 CFR 1910, 1200	OSHA			annually												
Portable Fire Extinguisher (Hydrostatic testing) Dry powder cartridge or cylinder operated	29 CFR 1910, 157(e)(f)	OSHA	life of extinguisher shell		Every 12 years or when extinguisher shows corrosion												
Portable Fire Extinguisher Employee Training	29 CFR 1910, 157(g)(2)	OSHA	life		Initially/ Annually												
Fixed Extinguisher Systems, General (tested by qualified person)	29 CFR 1910, 160(b)(6)	OSHA	life of the system		annually												
Fixed Extinguisher Systems, Dry chemical (tested by qualified person)	29 CFR 1910, 181(a)(4)	OSHA	Check the dry powder for moisture and clumps		annually												
Fixed Extinguishing Systems, Water spray and Foam (tested by qualified person)	29 CFR 1910, 163	OSHA	life		annually												
Fire Detection Systems (tested by qualified person)	29 CFR 1910, 164(c)(2)(5) NFPA 74 Fire Alarm Systems	OSHA	life		As often as needed to maintain proper reliability												
Derricks (Wenches or Hoist) Peoria Terminal dock area	29 CFR 1910, 181(d)(2)	OSHA	life of equipment		Frequent inspection/ Before every use												
Derricks (Wenches or Hoist) Peoria Terminal dock area	29 CFR 1910, 181(d)(3)	OSHA	life of equipment		Periodic inspection/												

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					Annually												
Safety Related Work Practices (Electrical)	29 CFR 1910, 330	OSHA	life		annually												
Training - Operations, Maintenance, and Emergency Response for Transportation of Hazardous Liquid Pipeline (Hammond, Toledo)	29 CFR 195, 403	DOT	life		Not to exceed every 15 months												
Hazardous Communication	20 CFR 1910, 1200(h)	OSHA	life		Upon initial assignment and if a new hazard is introduced into the work area												
General Requirements for Shipments and Packaging(s)	49 CFR 173, 1(b)	DOT	life		Must be completed within 90 days of initial assignment												
CBT MODULE NAME	WKS MODULES																
Confined Space Entry	29 CFR 1910, 146	OSHA			annually												
Contractor Safety	COMPANY	COMPANY			initially												
Digital Multi-meter (Electrical Safety)	29 CFR 1910, 33(b)(1)	OSHA			initially												
Drugs in the Work Place Part 1	49 CFR 382, 601	DOT			annually												
Drugs in the Work Place Part 2	49 CFR 382, 601	DOT			annually												
Drugs in the Work Place Part 3	49 CFR 382, 603	DOT			annually												
Electrical Safety	29 CFR 1910, 332	OSHA			initially												
Emergency Preparation and Response	29 CFR 1910, 120(q)	OSHA			annually												
Emergency Response and Pre-Planning	29 CFR 1910, 120(q)	OSHA			annually												
Facilities Operations Challenge	COMPANY	COMPANY	not specified		annually												
Hazard Recognition and Evaluation	29 CFR 1910, 1200	OSHA			annually												
Hazard Spill Emergency Response	29 CFR 1910, 120(q)	OSHA			annually												
Access to Employee Medical Records	29 CFR 1910, 20	OSHA	Duration of Employment plus 30 years		Upon employee request to review his/her medical records												
Means of Egress (check exit signs and emergency lighting)	29 CFR 1910, 37	OSHA	LIFE		monthly												
(EAP) Emergency Action Plan	29 CFR 1910, 38(a)(5)	OSHA	LIFE		initially, when employee's duties change, or if Plan changes												
Fire Prevention Plans	29 CFR 1910, 38(b)	OSHA	LIFE		initially, when employee's duties change, or if Plan changes												
Inspections of Shutdown's and Fire	29 CFR 1910,	OSHA	LIFE		annually												

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Protection equipment per manufactured requirements	38(b)(5)																
Occupational Noise Exposure (If above an 8hr. TWA average of 85 (db) (if applicable to terminal)	29 CFR 1910, 95	OSHA	LIFE		initially and annually thereafter												
Flammable liquid storage in flood areas	29 CFR 1910, 106 (b)(5)(v)(v)	OSHA	not specified		Upon initial assignment												
Storage and handling of LPG	29 CFR 1910, 110	OSHA	not specified		Upon initial assignment												
(PSM) Process Safety Management (Hartford Terminal Covered Process Unit) LPG Storage Unit	29 CFR 1910, 119(g)(2)	OSHA	LIFE		Initially, every 3 years, when employees duties change, or start-up of modified process unit												
Hazardous Waste Operations and Emergency (IC) Incident Command Training	29 CFR 1910, 120(q)(6)(1)	OSHA	5 years		24 hr. initially, 8 hr. refresher every year hereafter												
Employees medical status review	29 CFR 1910, 134 (b)(10)	OSHA	LIFE		24 hr. initially, 8 hr. refresher every year hereafter												
Inspections of Respirators/Cartridges	29 CFR 1910, 134(f)	OSHA	LIFE		Initially and annually												
Inspection and Evaluation to determine the continued effectiveness of the Respiratory Program	29 CFR 1910, 134(a)(9)	OSHA	LIFE		Before and after every use / Monthly												
Safety color code for marking physical hazards	29 CFR 1910, 144	OSHA			Every 6 months												
Specifications for accident prevention signs and tags	29 CFR 1910, 145	OSHA	not specified		not specified												
Permit Required Confined Spaces	29 CFR 1910, 146	OSHA	Retain expired C/S Permits for year		not specified												
The control of hazardous energy (Lock Out/ Tag Out)	29 CFR 1910, 147	OSHA			Initially/Annually												
First Aid -(if emergency response team is more than 10 minutes from Terminal, First Aid training is required)	29 CFR 1910, 151	OSHA	not specified		Initially, if upon completion of LO/TO audit showing deficiencies in program												
Portable Fire Extinguishers	29 CFR 1910, 157(e)(2)	OSHA	life of equipment		Recertification depends on agency (eg: red Cross)												
Portable Fire Extinguishers	29 CFR 1910, 157(e)(3)	OSHA	life of extinguisher		Visual Inspected Monthly												
Portable Fire Extinguishers (Hydrostatic testing) Dry chemical, stored pressure	29 CFR 1910, 157(e)(4)	OSHA	life of extinguisher shell		Every 6 years												