

Minutes of Meeting

SafeLandUSA Advisory Board Meeting

April 30, 2009

Attendees:

Roosevelt Smith, Tetra Tech	(Call In)
Larry Jones, High Mount	Dustin Hoffpauir, Anadarko
Charlie Carr, PEC/Premier	Brittany Boynton, ISNetworld
Jeff Ostermeyer, Anadarko	Kim Davis, ISNetworld
Damon Buster, Shell E & P	Joe Hurt, IADC
Robert Pickering, Shell E & P	
Brenda Kelly, IADC	

Safety Orientation & Welcome

Larry Jones, High Mount, provided building safety orientation.

Introductions

All attendee introduce themselves.

Mission Statement

The Mission Statement and Anti-Trust Policy Statements were read.

Safety Minute -- Planning for Swine Flu Pandemic

1. Attendees discussed preparations they were making for responding to a swine flu pandemic. Operator company representatives present indicated their companies have or are preparing response plans. Companies are anticipating potentially a 1 month office closure.
2. Brenda Kelly illustrated the benefit of having a home emergency shelter plan. The recent severe weather provided opportunity to test the home emergency shelter plan. She encouraged the designation of a place in your home for emergency shelter, and communication of that plan to family members.

Update on Letters of Operator Endorsement and Contractor Notification

(Attachments 1 and 2)

High Mount -- has agreed to accept SafeLandUSA (SL) orientation; not all High Mount contactors are in a position to comply with SL orientation at this time; ultimately High Mount wants to require SL orientation.

Anadarko -- will encourage management to require SL orientation; management has not yet approved; Dustin and Jeff can require SL orientation, but they prefer to receive management support and requirement to come from management level.

Shell -- Billy has not seen letter; some items in the Operator Endorsement letter are unclear, specifically para. 2

BP -- not available for comment; earlier indication is that BP will cease in-house orientation and will require SL orientation

Marathon -- has already sent a letter to contractors indicating they are accepting SL orientation; they are also accepting the OSHA 10-hour course and in-house programs with equivalent curriculum.

Discussion: (1) The operator endorsement letter is fixed. Text should not be edited or altered. (2) concern that operators are accepting SL orientation but not requiring it. The original goal was for the SL orientation to be required. (3) Concern that few operators are participating in SL program development meetings. (4) Operators agreed to hold a separate meeting (teleconference at 1 p.m.) on 18 May to discuss this issue.

Update on IADC/PEC meeting

(Attachment 3)

Brenda Kelly reviewed the handout summarizing the meeting between IADC and PEC about database issues and process for implementing central database records.

-- Eight steps were identified

-- Time to completion was identified as 4 months ++

--Cost to the Accrediting Organizations for participation was identified as ranging from \$7,000 to \$16,500 for application review, audit, and database modifications; many costs as legal fees are unknown and could be high.

Discussion:

--Average cost of audits was reported at and average of \$1,500; a more realistic cost would be \$2,000 to \$3,000

--Cost for operator access to ISN records was indicated as \$350 when there is no cost for access. ISN has a member cost that varies depending upon size of company. For this purpose, the cost should be reported as \$0.

--Are there any "deal killers" in the database implementation process? None anticipated. Several items may slow the process but would not stop the process.

--Can IADC and PEC agreement be worked out by June 1? PEC anticipates 3 months required to form first agreement with an accrediting organization.

--Database format requirements - can they be defined and a list of requirements placed on the website?

Accrediting Organization Requirements

--All documents have been approved, but all are not currently available through the website.

--Dustin to send a copy of approved documents to IADC

--Who will conduct application reviews and audits? Sonny may not be available to conduct audits. At last meeting, we decided that at least 2-3 auditors needed to be identified and available to conduct reviews and audits.

Discussion:

--The Accrediting Organization Decision Flowchart should be edited to show decision point between "Sent report to Slag Review Committee" and "Endorsed Add to Website list". Two paths should flow from the decision point: 1. Approved, and 2. Not approved.

--Where to store application, accrediting organization documents? They could be kept in a password protected section of the website, and available for Board member access only.

--Sonny has conducted audit of PEC SafeLandUSA program. He needs to submit a report/letter of recommendation to SafeLandUSA Advisory Board.

Management Collaborative Event

- This is an event to promote the SL program to other operators
- Plans have not been made; move this to next meeting for discussion
- Roosevelt - to develop preliminary plans for the event

Minutes of Last Meeting

A motion was made and seconded to amendment to the minutes of the last meeting:

1. Page 3, IADC & PEC to verify accredited organizations: a. heading should read "IADC & PEC to be verified as accrediting organizations"; b. fourth bullet - "(operators pay for)" should read "(accrediting organizations pay for)"; c. fifth bullet - add "There will be no application fee."; d. sixth bullet - "The organizations can "shop" for accrediting provider." should read "The organizations can "shop" for endorsement auditor."

Next Meeting

May 28, 2009 at Shell's Wood Creek facility, 200 N. Dairy Ashford

Action Items:

1. **ISN** -- provide copy of hardware, software requirement to Elizabeth
2. Invite potential Accrediting Organization as ETC to attend or call in to next meeting
3. **Anadarko** -- Invite potential third party auditors to attend or call in to next meeting
4. Place Application for Accrediting Organization on website
5. **Roosevelt** -- work on Management Collaborative event plans
6. **Dustin** -- send copy of approved documents to IADC (application, accreditation criteria, agreement)
7. **Sonny** -- submit a report/letter of recommendation to SafeLandUSA Advisory Board re PEC audit.
8. **IADC** -- to submit application for Accrediting Organization
9. **All members** -- identify persons who could serve as endorsing auditors; submit names, qualifications at next meeting.

Topics for Next Agenda:

1. Review position on Retroactive
2. Identify and select third party auditors to review AO applications and conduct audits
3. Review of Minutes from last meeting
4. Creation of Database Oversight Committee
5. Management Collaborative Event
6. Rollout Process

Meeting adjourned at 12:30 p.m.