

## **SafeLandUSA Minutes** **March 27, 2008**

Time: 9:00am until 2:00pm

Place: Anadarko Office, 1201 Lake Robbins Dr., The Woodlands, TX 77251

Present:

Dustin Hoffpauir, Anadarko: Chair

Marie Martin, TEEX: Scribe

Jim Shelton, OSHA

Margie Vicknair-Pray, Anadarko

Brenda Kelly, IADC

Dottie Kennedy, IADC

Eric Rosemann, Gray Wireline

Jennifer Greaves, Marathon

Pete Eustis, PEC

Charlie Carr, PEC

Arthur Washington, ExxonMobil

Jim Hiebert, Shell

Roosevelt Smith, Tetra

Jeff Ostmeyer, Anadarko

Rick Ingram, BP

Merle Hellickson, Key Energy

Melanie Gordon, ISNetworld

Saks Ishrat, ISNetworld

Brandi Surine, ISNetworld

### Topics

- Open/Introductions completed.
- Facility Safety/Safety Moment completed.
- Anti Trust Guidelines read.
- Read/Adopt previous minutes
  - CBT question still stands – meeting with SafeGulf has not taken place. SafeGulf's curriculum meeting has been in flux.
- Communications Committee Update
  - Conference call was held Monday 3/24.
  - We are holding communication sessions, getting as many operators as possible to participate, in various regions.
  - About 35,000 contract employees have already gone through training designed to meet SafeLandUSA criteria through approved organizations.
  - Meeting following this meeting to review the accuracy of the PowerPoint presentation and ensure that we have a consensus on how to present the information.

- Corpus Christi STEPS meeting April 23: We are on the agenda. We would like to have as many operator volunteers as possible attend to represent us. About 6 people so far think they can go, and others can call in.
  - Action item: Operators here: Please provide Roosevelt with the name of a person who can attend, by April 4.
- We will also have to rely on operators to contact their contractors – when they have decided they are accepting or requiring it.
- We would like to be a part of any existing oil and gas industry meetings, e.g. IADC, AESC, API...
  - Action item: If you know of an organization having a meeting, please tell Roosevelt.
  - (Mid-may: CDT meeting. IADC training committee agenda is also a possibility.
  - Rick has a meeting with East Texas STEPS meeting coming up. The other STEPS networks and regional groups Rick is communicating with are in the Permian basin, Oklahoma City, Four Corners, Rifle CO, Wyoming (Pinedale and one other), and Illinois. Future outreach is planned for Lafayette, Fort Worth, Amarillo, Kansas, and western Arkansas. Some Canadian groups are also included. The first national STEPS meeting is to be held in conjunction with UT Arlington. All the STEPS web pages will be interlinked, and we can get reciprocal links between their page and ours. (Permian basin has used the acronym Service Transmission Exploration and Production Safety Network.)
- Everyone will use the same communication package, and we will develop Q&As to answer expected questions. We will use initial feedback from outreach meetings to refine the communication package. Rick has been collecting the questions and feedback he has been receiving around the country.
- We will send the revised presentation and the Q&A to both Pete and Emile at PEC for posting on the website. Dates of communication meetings can be posted as well, and PEC can send information to South Texas contractors.
- (The website is [www.safelandusa.org](http://www.safelandusa.org). The SafeLandUSA guidance document as voted on today will be updated after it's approved.)
- Note: the endorsement mechanism may need to be stable before the communication sessions, or at least we need to know what we will say about it.
- Communication committee will likely not be the main one working with colleges and people seeking accreditation (such as ARSC and the people in Rifle, CO); the accreditation committee will likely do that. The communication committee will reach out to ETC in Oklahoma.
- Action item: We will get our communication package out to the SafeLandUSA group before the next meeting.
- Can we get the endorsement/accreditation done by then? Maybe not – but we'll have a coherent message.
- SLAG Guidance Document – Vote
  - Jennifer Greaves led discussion. Things in last meeting were addressed. The question about what requires a vote is still open. But other than that, fairly minor changes.
  - We still have an open contractor representative position. How do we handle multiple people who might be interested in it? Collect nominations, vote next time.

- Action item: Vote on a company to fill the open contractor position. Set it up to vote on it at the April meeting. The main candidates are Key and BJ Services. Rick Ingram will contact Ted Reed, and Merle Hellickson will make sure John Vidrine knows about it.
- Moved and seconded: add after the Mission Statement: “Method: Foster reciprocal agreements between Operating Companies, Industry Associations, Contractors, and Training Providers.”
- “Coordinate with each meeting host to” added at the beginning of Facilitator definition.
- “Simple” added before majority in the Quorum section.
- “Each industry group” changed to “Each member” underneath the member list.
- Moved and seconded to accept as amended. Accepted unanimously. Marie will send it out.
- Many thanks to the committee!
- Open discussion on Mission Statement
  - Achieved during SLAG discussion.
- Administration proposal of SafeLandUSA by PEC
  - Charlie Carr presented the attached proposal to the group.
    - Clarification: Discussion of administration cost is not in violation of our conflict of interest statement.
  - To start from scratch, it would cost about \$178,000 based on prospective calculations.
  - PEC has a lot of the elements necessary already, from running SafeGulf.
  - The numbers in the proposal are an estimate based on learning from SafeGulf.
  - Legal expenses: Before implemented, recommended highly to have legal counsel review it to minimize liability of volunteers or organizations involved.
  - Implementation phase may include informational meetings around the country, continuous communication with contractors to answer questions, changes in any documentation, accounting and reporting, and cards. (Estimate: 1.7 million people to be trained.)
  - Accreditation is done by 3<sup>rd</sup> party; PEC handles money, paperwork, releases, and other administration.
  - The proposal comes from PEC, not the Finance Committee.
  - Voting members will discuss this after 1.
  - Charlie would like to discuss with the Finance Committee and individual operators and contractors between this and the next meeting.
  - Cost for contractors will be different and will be discussed with the database presentation.
- Database proposal by ISNet
  - The three ISNet attendees presented the attached proposal to the group.
  - Contractor subscription (for those who want to get data out) costs a fee based on # of employees \$600-1000 – contractors are not required to be members to have their information stored, but to have access to the data they have to be members. Benefit to contractors is centralization and tracking of training, including in-house training and company’s course catalog, with expiration tracking. Also available are OSHA 300 logging and SQV standard contractor information questionnaire. One subscription fee

covers as many branches as desired, and the number of employees covered determines the fee.

- Operators required to have a subscription: just under \$18,000 per year. Operator benefits can include access to contractor training records, incident reports, safety manuals reviewed by safety and health professionals to see whether they meet the applicable regulations, field audits, citation verification for OSHA and EPA databases, insurance verification, and a dashboard grade system made up of several types of records.
- Training providers do not pay to upload records; they just sign a user's agreement saying that they stand behind the information they upload.
- SafeGulf lesson learned: Privacy policy needs to be agreed to under user agreement. If not part of a subscription, there should be a disclaimer at the trainer location saying that the trainee is aware that their information is being shared with operators. Does this signature need to be the employee or the contractor employer?
- Database proposal by PEC
  - The attached database proposal was presented by Pete Eustis.
  - Suggestion to include company name – hideable from contractors but visible to operators. Could move employee between contractors as needed or have multiple companies associated with one employee.
  - No cost to operators **who require SafeLandUSA**. Those who accept it but do not require it might pay – that's up to the committee.
  - Training organizations can search for trainees without charge, not just upload.
  - Accessible either by bar code or by typing in information.
  - PEC doesn't object to dumping to ISNet if operators like.
  - Database is prepared to expand beyond orientation.
  - Data security and integrity: 3 copies are kept: nightly in Virginia, mirrored in Mandeville, and PEC copy.
  - Suggestion: having two entities with the information allows no one company to control it all. Could upload to ISNet. Whether ISNet would share with PEC is up to them.
  - This would be part of PEC's current training tracker database which is already running and customizable.
- 1:00pm until 2:00pm discussion on ISNet & PEC proposals
  - (Discussion is not described in this document.)
  - Action item: Rick, Jennifer, and Marie will draft a written response and run it by the committee.
- Discussion of administration proposal:
  - (Discussion is not described in this document.)
  - This will be on the agenda next time.
  - Action item: operators approach management asking for initial funding.
- Accreditation/endorsement committee: Marathon, Anadarko, BP, and Tetra named as members. Action item: Accreditation/endorsement committee will meet before next meeting.
- A meeting of the Communication Committee was held at Tetra's office (25025 I-45 North/Chase Bank Bld.) following the SafeLandUSA meeting.
  - Committee will meet in Corpus Christi at 5PM on 4/22 to discuss Q&A and talking points.

- Questions outstanding:
  - Can we approach STEPS as a pilot area? (Try out the database and ID cards.)  
Some people down there are already using PEC, ARSC, etc.
- Marie will email the PPT to the whole group and tell them about the night-before meeting.

Next meeting: after STEPS, Holiday Inn Corpus Christi, 2-4 PM, April 23, 2008.

Action items:

- Operators here: Please provide Roosevelt with the name of a person who can attend the STEPS meeting, by April 4.
- If you know of an organization having a meeting, please tell Roosevelt.
- Marie will get our communication package out to the SafeLandUSA group before the next meeting.
- Vote on a company to fill the open contractor position. Set it up to vote on it at the April meeting. The main candidates are Key and BJ Services. Rick Ingram will contact Ted Reed, and Merle Hellickson will make sure John Vidrine knows about it.
- Rick, Jennifer, and Marie will draft a written response and run it by the committee.
- Operators: approach management asking for initial funding.
- Accreditation/endorsement committee will meet before next meeting.
- Communication committee will meet to discuss questions and answers at 5PM 4/22 in Corpus Christi, the night before the STEPS meeting.

Agenda for April meeting:

- Curriculum committee CBT
- Vote on filling open contractor position in SLAG
- Follow-up on PEC administration proposal
- Vote on administration
- Accreditation update
- SLAG voting member discussion: Endorsement of accrediting organization

## **Mission Statement**

**To monitor and continuously improve the HSE orientation standards for the US land contractor community.**

“All meetings must have a written agenda that is circulated and reviewed prior to the meeting. Attendees must strictly follow the agenda. Topics not on the agenda must be deferred until the next meeting. An attendee shall be assigned to record and distribute the minutes of each meeting. The minutes shall include a record of who attended the meeting. Under no circumstances shall attendees discuss: Price, production decisions, marketing decisions, and the person with whom, and the terms on which, each company conducts business. These matters are to be decided unilaterally by each company without agreement or even communication with competitors.”