


OQ Documentation and Training Records for Controller on Duty (Trey Howard)

Date	Document Description	Document
3/14/2022	Operator Qualification Form-7/24/19	 E116D764.pdf

USER ID	USER FIRST NAME	USER LAST NAME	USER MIDI ENTITY ID	ENTITY TYP	ENTITY TITLE	COMPLETION	COMPLET	GRADE	CREDIT HO	TOTAL HO	ENTITY ASS	SCHEDULE	INSTRUCT	COMMENT	USER JOB	USER DEPT	LAST UPD	LAST UPDATED AT
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Monitor line pressure (EVAL OQ1033)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:06	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Operate valves remotely (field) (EVAL OQ1517)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:09	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Use Real-Time CPM (EVAL OQ1550)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:14	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Monitor metering (EVAL OQ1063)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:07	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Monitor hazardous atmosphere detectors (EVAL OQ1056)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:06	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Monitor sumps (EVAL OQ1062)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:08	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Select meter factor (EVAL OQ1107)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:13	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Set analog values (EVAL OQ1108)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:13	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Monitor relief systems (EVAL OQ1060)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:08	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Monitor tanks (EVAL OQ1208)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:09	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Perform remote pipeline start-up (EVAL OQ1515)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:11	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Verify communications (EVAL OQ1124)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:14	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Prove meters remotely (OC) (EVAL OQ1084)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:11	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Remotely operate control valve (EVAL OQ1247)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:12	
1134955	Trey	Howard	ITEM_MPL	ITEM - OTH	MPL Perform remote pipeline shutdown (EVAL OQ1516)	7/26/2019	COMPLETE	OTHER	0.25	0	REQUIRED_REGULATO	Smith,Jerel	Evaluation	Controller	L&S-MPL-L	Admin - 00	7/26/2019 4:10	

MPL OQ Evaluation Form



Marathon
Pipe Line LLC

Name: Trey Howard
 Employee #: 1134955
 Console(s): 2
 Date: 7/24/19 + 7/25/19

Incident Report
Completed?

Yes

No

An Incident Report is required
if the Analyst has been
Off-Console for greater than 12 weeks

Incident Report Completed By: N/A Incident Report #: _____

OQ Tasks – <i>Documented via Passport. Analyst must "Request Observation" for all tasks within Passport prior to evaluation. Evaluator should be selected for observation.</i>	Date
Control Numbers of Meters to Use (1030) <small>Only Required for Primary Specialists and PAOW, OWCT, VBBDT, WRPT Systems</small>	<u>N/A</u>
✓ Monitor Hazardous Atmosphere Detection (1056)	<u>7/24/19</u>
✓ Remotely Operate Control Valve (1247)	<u>7/24/19</u>
✓ Set Analog Values (1108)	<u>7/24</u>
✓ Monitor Tanks (1208)	<u>7/24</u>
✓ Monitor Metering (1063)	<u>7/24</u>
✓ Prove Meters Remotely (1084)	<u>7/24</u>
✓ Select Meter Factor (1107)	<u>7/24</u>
✓ Verify Communications (1124)	<u>7/24</u>
✓ Use Real Time CPM (1550)	<u>7/24</u>
✓ Monitor Relief Systems (1060)	<p><i>These tasks are completed during the Simulator Evaluation (page 2)</i></p> <u>7/24</u>
✓ Monitor Sumps (1062)	
✓ Operate Valves Remotely (1517)	
✓ Perform Remote Pipeline Shutdown (1516)	
✓ Perform Remote Pipeline Startup (1515)	
✓ Monitor Line Pressure (1033)	

[Handwritten signature]

Simulator Evaluation

Instructions for Evaluator

- Log into Corporate PC/Laptop for Inking/eDoc Access
- Log into Trainer Desk with Specialist Permissions
 - Username: TraineeSP
 - Password: InTraining!
- Navigate to Resources dropdown, TRAINER Support, "IC Reset" to open the 'Trainer Management' screen
- Click the Initial Condition you wish to run (i065 and i200 should be used initially)
 - Follow instructions on 'Trainer Management' screen
 - wait for the black dialog box to open, then click any button to close
 - wait for "sendReady:ok" message on task list
 - Click "Run"
 - wait for the black dialog box to open, then click any button to close
 - wait until all systems are showing normal statuses before beginning simulation
- Once the IC Reset is complete, click the "Alarm Reset" button on the 'Trainer Management' screen to reset the UAS
- Click 'Page Ack' on Alarm Screen to clear all current alarms from restarting IC
- **Review system conditions to make any corrections necessary prior to beginning evaluation**
- Complete Shift Change to change permissions to Analyst Role
 - Username: Trainee
 - Password: InTraining!
- Navigate to Resources dropdown, click AOR Selection
 - Click "Control" for ESMD and MVLI – **NOTE:** AOR's may need to be adjusted during evaluation depending on system used.

Temporary Reminders:

- Alarm tones will only play once
- Change MVLI delivery from Lima Tankage to Maumee
- Turn off ROC on Lima (MVLI) delivery API
- Adjust tank analogs
- Turn off Hot Start on all stations
- Issue Resets to any stations with alarms

Scenario #1	Startup and Shutdown of a Pipeline System
	System: <u>MVLI - Maumeeville to Lima Mid-Valley</u>

Tasks/Questions	PASS	FAIL
<i>Evaluator: Introduce System to be used for evaluation and instruct Analyst to complete a startup</i>		
T: Procedures pulled up	✓	
T: Was flow path verified	✓	
T: Appropriate notifications made	✓	
<i>-Initiate Communication Outage at Booster Station-</i>		
T: Communication outage responded to appropriately	✓	
<i>Prior to executing commands in Startup Procedure</i>		
Q: When headgate is opened, what changes do you expect to see?	✓	
Q: What should you do if you do not observe this? (pressure decrease, flow on meter)	✓	
Q: After starting the receipt booster, what are you watching for?	✓	
Q: What would you do if you did not observe this? (suction pressure increases)	✓	
Q: After starting a unit, what are you watching for?	✓	
<i>Once line is running steady state</i>		
Q: What would you expect to happen if a booster station shuts down? What impact would you expect this to have on your upstream units?	✓	
Q: What if these were not the results you observe? (increase discharge pressure)	✓	
<i>Instruct Analyst to shut system down</i>		
Q: When shutting down, what are you attempting to do? (trap pressure)	✓	
T: Procedures pulled up	✓	
T: Appropriate notifications made	✓	
T: Shutdown completed per procedure	✓	

Simulator Evaluation (continued)

Scenario #2	High Sump at Station While Running
	System: <u>MKL - Celina</u>

Tasks/Questions	PASS	FAIL
<i>Evaluator: Introduce System to be used for evaluation and explain that System is running steady state -Initiate High Sump Alarm at Station-</i>		
T: Alarm Response pulled up	✓	
Q: What actions are necessary in response to this alarm?	✓	
T: Appropriate notifications made	✓	
Q: If this alarm had occurred at a different station (Receipt/Delivery/Booster), would anything change in your response?	✓	
Q: In order for the line to continue running, what three things must we verify at the Booster Station? (station bypassed, pressure differential, sump not rising)	✓	
Q: What would the appropriate response be to this alarm if received at a Receipt Station?	✓	
Q: What equipment causes product to drain to the sump?	✓	

*m-f → override 3 → set fault to 4
m-L → override 2 → set + Active*

Scenario #3	AC Power Failure at Booster Station While Running
	System: <u>MKL - Elwood</u>

Tasks/Questions	PASS	FAIL
<i>Evaluator: Introduce System to be used for evaluation and explain that System is running steady state -Initiate AC Power Failure at Booster Station-</i>		
T: Alarm Response pulled up	✓	
Q: What actions are necessary in response to this alarm?	✓	
T: Appropriate hydraulic adjustments made to stabilize line	✓	
Q: What changes in pressures and flow rates are expecting in reaction to this event?	✓	
Q: If this alarm had occurred at a Delivery Station, would anything change in your response?	✓	
Q: With the station being without power, what equipment should allow us to continue monitoring analogs/statuses? (UPS)	✓	
Q: Will communications at the station remain during the entire power outage?	✓	
Q: Without power or communications, what equipment must be continuously monitored by the field?	✓	
Q: If the sump cannot be monitored by the field, what must be done to the system? (shutdown until monitoring is established)	✓	

Simulator Evaluation (continued)

Scenario #4	Uncommanded Change of State for Valve in System's Flow Path
	System: <i>MPLI - Lebanon Valve HES</i>

Tasks/Questions	PASS	FAIL
<i>Evaluator: Introduce System to be used for evaluation and explain that System is running steady state</i>		
<i>-Initiate Closed Valve on Mainline-</i>		
T: Corrective actions taken (valve re-opened, setpoint adjustments, alternate flowpath, shutdown upstream units if necessary, etc.)	✓	
T: Alarm Response pulled up	✓	
Q: What actions are necessary in response to this alarm?	✓	
T: Appropriate hydraulic adjustments made to stabilize line	✓	
Q: What is the risk of this AOC?	✓	
<i>If Pressure Relief Event or High Discharge Shutdown Occurs:</i>		
Q: What must be done with the system? (shutdown)		
Q: Who must be contacted in response to this event?		
Q: How must this event be documented? (Shift Report, Incident Report via Intalex)		
<i>If Pressure Relief Event or High Discharge Shutdown DOES NOT Occur:</i>		
Q: If the valve was unable to be re-opened and a Pressure Relief Event occurred, what would need to be done with the system? (shutdown)	✓	
Q: How would this event be documented? (Shift Report, Incident Report via Intalex)	✓	
Q: If a High Discharge Shutdown occurred as result of this event, what must be done to the mainline? (depends on Receipt or Booster Station)	✓	
Q: What must be investigated in the event of a High Discharge Shutdown Alarm? (MAOP)	✓	
Q: If the valve re-opened and no Pressure Relief Event or High Discharge Shutdown occurred, what would need to be done to the system? (If possible quality/integrity risk, system must be shutdown)	✓	

SP

Simulator Evaluation (continued)

Scenario #5	Rupture on Active Pipeline System
	System: <u>MVL1 - MP 132 - 8 sq in hole</u>

Tasks/Questions	PASS	FAIL
<i>Evaluator: Introduce System to be used for evaluation and explain that System is running steady state -Initiate Rupture on Mainline-</i>		
T: Recognition of Leak Signature in SCADA and CPM data	✓	
T: Corrective actions taken (shutdown upstream units, leave downstream units running)	✓	
T: Appropriate Alarm Responses pulled up	✓	
T: Appropriate notifications made	✓	
Q: Which Shutdown Procedure should be utilized in this event (Emergency or Normal)?	✓	
Q: What data can be used to estimate the location of the leak?	✓	
Q: What SCADA indications led to the determination that a leak was likely occurring?	✓	
Q: What CPM indications led to the determination that a leak was likely occurring?	✓	
Q: What is the purpose for the Emergency Shutdown/Shut-In Procedure?	✓	

*Optimum value = milepost
(must be between stations selected)
Final Severity = 8 (sq. in)*

Panel Evaluation

Panel Date: <u>7/25/19</u>	Evaluation Result	PASS	FAIL
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attendees:	<i>Darryl Soumville, Abe Sparking, Brett Pasche, Dan Seman, Jeremy Smith</i>
Resources:	<i>3.2, 3.3, 3.3, 3.4, 3.2 Avg = 3.3</i> - <u>Panel Evaluation Cover Sheet</u> ✓ - <u>Panel Evaluation Guide</u> ✓

Training Specialist Tasks

Update the <u>OQ Tracking/History Spreadsheet</u>	<input checked="" type="checkbox"/>
For Initial Certification	
Print <u>SCADA Change Request Form</u> and submit to SCADA for new Analyst	<input checked="" type="checkbox"/>
Verify Practicum Playbook is complete and signed ***Submit to O&L Admin for documentation***	<input checked="" type="checkbox"/>
Print <u>Bellingham Fireball PLTrain Form</u> for meeting with OC Manager	<input checked="" type="checkbox"/>
Request Shift Specialists to update SchedulePro for New Analyst	<input checked="" type="checkbox"/>
Verify <u>PLTrain Template</u> has been updated to reflect new Console Assignment	<input checked="" type="checkbox"/>
Verify Passport has been updated to include new Analyst on Console Team	<input checked="" type="checkbox"/>
For Re-Certification	
Request Shift Specialist to update Analyst's Effective Qualification Date in SchedulePro	<input type="checkbox"/>

Training Specialist Signature: *[Signature]*

*- Pump Seal Failure
Send to Tray*