

**SCHEDULE A**

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**Fuel Farm Operations Manual**

# PETERRA, INC.

GPA BULK FUEL STORAGE FACILITY

HARBOR OF REFUGE

PITI, GUAM

## OPERATIONS MANUAL

Peterra, Inc.  
P.O. Box 3549  
Hagatna, GU 96932

June 27, 2005

Captain of the Port  
Commander U.S. Coast Guard Sector Guam  
PSC 455 Box 176  
FPO AP 96540-1056

Dear Captain of the Port,

Please accept this as our Letter of Intent to operate a facility capable of transferring oil or hazardous materials in bulk to or from a vessel with a capacity of 250 barrels or more. The following information is provided to your office under the provisions of Title 33, Code of Federal Regulations, Part 154.110;

Facility Owner: Guam Power Authority (G.P.A.)  
P.O. Box 2977 Hagatna, GU 96932  
Tel: (671) 475-1472

Facility Operator: Peterra, Inc.  
P.O. Box 3549  
Hagatna, GU 96932  
Tel: (671) 477-6333  
Fax: (671) 472-1158

Facility Information: G.P.A Bulk Fuel Storage Facility  
Harbor of Refuge  
Piti, GU 96913

Geographic Location: The facility is located on the Eastern Piti Channel in Apra Harbor, GU. The location is at 13° 27' 09'' N by 144° 40' 37'' E (Reference map attached)

Best Regards,

Joseph C. Yamashita  
Vice President

cc: Mr. Randy Sablan, Acting Administrator G.E.P.A.  
Ms. Sylvia Tumaneng, G.P.A.

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
U.S. Coast Guard Sector Guam

PSC 455, Box 176  
FPO, AP 96540-1056  
Staff Symbol:  
Phone: (671) 339-2001  
Fax: (671) 339-2005  
Email: jthomas@d14.uscg.mil

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Peterra Incorporated  
Attn: Mr. Joseph Yamashita, Vice President  
P.O. Box 3549  
Hagatna, Guam 96932

Mr. Yamashita:

My office has conducted a review of Peterra Incorporated's Fixed Facility Operations Manual for compliance with 33 Code of Federal Regulations (CFR) Part 154.310. Your operations manual satisfactorily complies with the federal regulations for a Marine Transfer Related facility.

I have enclosed a copy of your Operations Manual's table of contents page that has been stamped "Examined by the Coast Guard". Please ensure each working copy of your Operations Manual has this page attached. The manual is a vital working document and should be reviewed annually to ensure all items and procedures are current.

If you have any questions on this matter, please contact Petty Officer Jennifer Thomas at (671) 339-2001 ext. 160.

Sincerely,

W. R. MARHOFFER  
Captain, U.S. Coast Guard  
Captain of the Port

Enclosure: Table of contents marked "Examined by the U.S. Coast Guard"

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## 1. Geographic Location of the Facility

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G.P.A. Bulk Fuel Storage Facility  
Harbor of Refuge  
Piti, GU 96913

The Guam Power Authority Bulk Fuel Storage Facility is located on the Eastern Piti Channel in Apra Harbor, GU. The location is at 13°: 27': 09'' N by 144°: 40': 37'' E.

## 2. Physical Description of the Facility

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The facility is located on thirty (30) acres adjacent to the Cabras, Piti, and MEC power plants in the municipality of Piti near Apra Harbor on the island of Guam. The tanks and associated infrastructure were completed in 1976. The operations at the site include the storage of fuel oil, transfer of fuel oil into and out of the facility, and the processing of oily water. A twenty-four (24) inch pipeline to a “tie-in” junction pipeline system connects the tanks approximately one thousand five hundred (1,500) feet from the facility. The “tie-in” junction pipeline system connects to a privately owned petroleum products storage facility and to a privately operated petroleum dock facility located at the Port Authority of Guam on Apra Harbor.

G.P.A. owns two steel aboveground fuel oil storage cone roof tanks (268,000 bbls. each), with associated piping and valves, and pumps to receive, store, and deliver fuel oil to the electric power generating plants on the island of Guam. They are constructed to ASTM and API standards for fuel oil storage and operating conditions. The facility is currently managed and operated by Peterra, Inc., an independent private company. The facility receives up to approximately three million (3,000,000) barrels of fuel oil annually on tankers berthing at the P.A.G. petroleum dock (F-1) managed and operated by Shell Oil Guam. Tankers discharge into the twenty-four inch pipeline and route the fuel oil through the “tie-in” junction. Fuel oil is distributed from the facility by pipeline to four locations: the Cabras, Piti, and M.E.C. Power Plants, all located adjacent to the facility, and to the Tanguisson Power Plant located approximately sixteen and seven tenths (16.7) miles away on the northern portion of the island.

On site safety equipment consists of ten (10), twenty (20), and thirty-two (32) pound fire extinguishers situated in the pump stations, office, and storage room. Personal Protective Equipment (PPE's), first aid kits, absorbent pads, kitty litter, and spill kits are located in the office and storage room and from the local O.S.R.O, Guam Response Services, Ltd., which is located 3 minutes from the facility.

### 3. Hours of Operation

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The facility is manned twenty-four (24) hours a day, seven (7) days a week, and three hundred sixty-five (365) days a year. Normal operations at the facility span from 0730 to 1930 hours, seven (7) days a week. Normal operations include maintenance and upkeep by facility operators and the delivery of fuel oil to power plants.

During product movement (to include vessel discharges, and transfer of product from the facility to the power plants and vice versa), operations can last for more than twelve (12) hours. Vessel discharge operations require complete product discharge from the vessel and may require twenty-four (24) hour operations until product discharge is complete. During emergency product movement from the facility to the power plants, operations can last for more than twelve (12) hours up to 2300 hours.

Contracted security monitors the facility twenty-four (24) hours a day.

### 4. Size, Type, and Number of Vessels

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This facility does not directly handle any vessels. Any transfers from a vessel are done through Shell Guam Incorporated at the F-1 dock located in the Port Authority of Guam. Shell Guam then transfers the fuel oil via pipeline to this facility. The maximum allowable vessel size to berth at F-1 Dock is 90,000 dead weight tons.

### 5. Product Information

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Peterra, Inc. regularly transfers No. 6 Residual Fuel Oil in bulk. Information on the appearance, odor, hazards, instructions for safe handling, procedures for spills, leaks or exposures, and fire fighting procedures and agents for the product handled by this facility is available on the MSDS for the product.

- A copy of the MSDS is located in Appendix B of this manual.

## **6. Personnel on Duty During a Transfer & Their Duties**

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The G.P.A. bulk fuel storage facility will have a minimum of two personnel on duty during any transfer operation. One person will be the designated person-in-charge (P.I.C.) of the transfer and the second person will be a contracted security guard in charge of monitoring access points and restricted areas.

### **Duties of the Person-In-Charge**

- The P.I.C. (Usually the facility operator) will be present at the facility monitoring the product movement during the entire operation.
- The P.I.C. will have a current copy of the operations manual in his/her possession and be familiar with its contents.
- The P.I.C. will conduct all transfers in accordance with the operations manual, including tank gauging and report filing.
- The P.I.C. will maintain communications (two-way radio, telephone, & cell phone/radio phone) with all other parties involved (including security) in the product movement and respond to any emergencies.
- The P.I.C. will monitor all transfer equipment for malfunction, as well as conduct periodic checks with the security guard to ensure facility security.

### **Duties of the Security Guard**

- The security guard will restrict all access to unauthorized personnel.
- The security guard will maintain a log of authorized traffic entering and exiting the facility. The log will include names, identification checks, license plate numbers, times, dates of all personnel granted access to the facility.
- The security guard will monitor the perimeter of the facility.

## 7. Emergency Contacts

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Agency / Company	Name	Contact
U.S. Coast Guard	Sector Guam	(671) 355-4821-7
National Response Center		(800) 424-8802
Guam Fire Department		911
Guam Police Department		911
Guam E.P.A		(671) 475-1658/59
P.A.G. Harbor Master		(671) 477-8679/5931
Dept. of Aquatics and Wildlife Resources		(671) 735-3955
Peterra, Inc.	Joseph C. Yamashita (QI)	Office: (671) 475-7520 Home: (671) 477-0256 Cell: (671) 888-9387 Pager: (671) 720-6410
Peterra, Inc.	Martin Gerber (AQI)	Office: (671) 475-7520 Home: (671) 477-0123 Cell: (671) 888-9392 Pager: (671) 720-1677

## 8. Duties of the Watchman for Unmanned Vessels

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This section does not apply since this facility does not have a dock.

## 9. Communications Systems Description

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Facility personnel can be contacted on several primary and secondary communication devices during ship transfer operations, tank transfer operations, emergency response operations, and remote operations. The communication devices include:

- I-Connect Radio Phone
- Landline Telephone
- Cellular Telephone
- Pagers
- Two-Way VHF Radio

Facility personnel are equipped with I-Connect radios, which are convenient for contacting other personnel, including the security guard, local O.S.R.O. (G.R.S.L.), Guam E.P.A., and other local agencies. Telephones and pagers are often used to contact personnel outside the facility. The VHF radios are typically used when coordinating vessel activities with other parties involved in product movements, or for contacting other facility personnel.

The VHF radios provided by the facility meet the Class 1, Division 1, Group D requirements defined in 46 CFR 110.80 for intrinsically safe radios.

## 10. Locations and Facilities of Personnel Shelters

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There are two personnel shelters located on this facility. The primary shelter is the office and storage room located adjacent to the main pump station. The office is equipped with electricity, running water, lighting, air conditioning, radios, telephone, a computer, and a restroom.

The second personnel shelter is the guardhouse located at the main entrance to the facility. The guardhouse is equipped with electricity, lighting, radios, and a telephone.

- Diagrams containing evacuation routes and placement of safety equipment can be located in Appendix A.

## 11. Drip and Discharge Collection and Vessel Slop Reception Facilities

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This section is not applicable to this facility, however, the G.P.A. bulk fuel storage facility is equipped with an eighteen hundred (1,800) gallon sump that collects and temporarily stores oil leaked by delivery pumps and valves. The sump reservoir tank is located adjacent to the pump station and office building. The sump is equipped with a pump and associated piping to transfer the collected product to an oily water separator for further processing.

Procedures for draining the sump to the oil water separator are:

1. Check oil water separator, sump, and sump pump for integrity, obstructions, or abnormalities.
2. Open all associated valves to line up the sump and the oil water separator.
3. Engage sump pump and monitor the progress of the transfer to ensure receipt by the oil water separator.
4. When the sump has been adequately drained or the oil water separator is nearing capacity, deactivate the sump pump and secure all associated valves.

This facility does not have the capability to receive vessel slop directly but does provide access to a contracted vacuum truck service that is certified to receive slop.

## 12. Emergency Shutdown System

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This facility is not equipped with an automated emergency shutdown system. In the event that an emergency shutdown must be implemented, Peterra Inc.'s person in charge shall contact all concerned parties and coordinate the shutdown via VHF radio and/or telephone. The discharging vessel shall first secure all discharge pumps and valves. Peterra Inc.'s person in charge shall then secure all inlet gate valves entering the facility. The person in charge of Shell Guam Inc.'s operation shall secure all valves on his/her side of the operation, including the navy tie-in, and serve as the dispatch center for all information coming to and from the discharging vessel.

## 13. Monitoring Devices

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The Captain of the Port does not require this facility to install any monitoring devices.

## 14. Containment Equipment

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Peterra, Inc. is a member of the local O.S.R.O. (G.R.S.L.). The G.R.S.L. warehouse is located three (3) minutes from the facility, thus additional equipment is readily available.

- An inventory of equipment available from G.R.S.L. is contained in Appendix C.

## 15. Fire Extinguishing Equipment

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Peterra, Inc. has equipped the G.P.A. Bulk Fuel Storage Facility with seven (7) class ABC fire extinguishers. The person in charge is responsible for ensuring all fire extinguishers are in proper working order and in their designated locations before any operation. There are four (4) extinguishers located in the diesel pump station (10 lbs. each), one (1) in the main pump station (20 lbs.), one (1) in the pump control room (32 lbs.), and one (1) in the storage room (10 lbs.). There are instructions for proper usage printed on a label attached to each fire extinguisher and are also provided below.

Instructions for use:

- 1) Remove the extinguisher from the holder.
- 2) Stand a safe distance from the fire.
- 3) Hold extinguisher upright, pull pin.
- 4) Stand back, aim at base of fire.
- 5) Depress lever and sweep side to side.

- Fire extinguisher placement diagrams can be located in Appendix A.

## 16. M.A.W.P. for loading arms, transfer pipe systems, and hose assemblies.

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The M.A.W.P. for each part of the transfer system is as follows:

Loading Arms: Loading arms are not used at this facility

Transfer Pipe System

All Transfer Piping Systems Except Tango Line	280 psi
Tango Transfer Piping System	850 psi
24'' Receiving Line (100psi normal working pressure)	120 psi

### Pressure Relief Valve Setting

24'' Receiving Line has no PRV or TRV

All Pressure Relief Valves Except Tango 250 psi

Tango Pressure Relief Valves 800 psi

### Hose Assemblies

Hose assemblies are not used at this facility

## 17. Procedures

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### Operating Loading Arms

This facility does not have any loading arms.

### Transferring Oil or Hazardous Material

#### 1. Check transfer site:

- a. Secure, check, and line up the pipelines and valves to be utilized
- b. Gauge the storage tank that will be put into use
- c. Secure and check the pump station to be utilized
- d. Prepare all miscellaneous equipment that may be utilized
- e. Check the availability of spill equipment and supplies
- f. Check the level of the sump and drain if necessary
- g. Prepare all reports and logs to be used during transfer

#### 2. Contact power plants:

- a. Call and identify the plants and operators who will receive product
- b. Ensure the power plants are lined up for the correct product
- c. Record the power plants' opening tank levels
- d. Agree on a start time

#### 3. Start pumps:

- a. Double check pipeline & tank line up
- b. Line up pumps and associated valves with all returns fully opened
- c. Start and warm up pumps

- d. Start with a low flow rate
- e. Check all pump connections and valves for leaks or malfunctions
- f. Slowly bring flow rate up to normal operating levels
- g. Contact power plant and confirm start time and confirm flow rate

#### **4. Monitor transfer:**

- a. Monitor pump station and pipeline continuously
- b. Check transfer pressure regularly and adjust as necessary
- c. Check valves fittings and connections for leaks
- d. Check surrounding grounds for signs of subsurface pipe ruptures

#### **5. Stop the transfer operation if:**

- a. Product is spilled outside of the containment area or in the water
- b. Communications or power is lost
- c. Severe weather endangers operations (i.e. lightning storms)

### **Completion of Transfer**

1. Fully open all return valves at the agreed upon time
2. Shutdown pumps
3. Close all transfer associated valves
4. Verify completion of transfer with power plants
5. Secure pump station, pipeline line up, tanks, and associated valves.
6. Gauge all tanks utilized
7. Collect closing meter readings and tank soundings from power plants
8. Complete all reports and logs

### **Emergency Shutdown Procedure**

1. Alert all parties involved
2. Secure all pumps
3. Secure all valves
4. Secure any possible sources of ignition
5. In case of large fire or explosion, call 911 and evacuate the area
6. In case of injuries, call 911 and if possible, administer first aid
7. In case of oil spill:
  - a. Call the U.S. Coast Guard at (671) 355-4821-7
  - b. Notify G.R.S.L. at (671) 475-7520
  - c. Implement the emergency response plan

## 18. Reporting and Initial Containment of Oil or Hazardous Material Discharges

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If there is a discharge of oil or hazardous material at the G.P.A. Bulk Fuel Storage Facility, the person in charge shall collect the following information:

Name of facility: G.P.A. Bulk Fuel Storage Facility  
 Address: Harbor of Refuge Piti, GU  
 Phone Number: (671) 477-6333  
 Body of Water Affected: \_\_\_\_\_  
 Name of Reporter: \_\_\_\_\_  
 Current Weather: \_\_\_\_\_  
 Type of Product Spilled: \_\_\_\_\_  
 Quantity of Product Spilled: \_\_\_\_\_  
 Source of the Spill: \_\_\_\_\_  
 Cause of the Spill: \_\_\_\_\_  
 Containment Action(s) Taken: \_\_\_\_\_

Once you have collected as much of the above information as possible, contact the following agencies and personnel:

U.S. Coast Guard	(671) 355-4821-7
Guam Response Services, Ltd.	(671) 475-7520
Guam E.P.A.	(671) 475-1658/59
Dept. of Aquatics and Wildlife	(671) 735-3955
National Response Center	(800) 424-8802
Joseph C. Yamashita (QI)	Home: (671) 477-0256 Office: (671) 475-7520 Cellular: (671) 888-9387 Pager: (671) 720-6410
Martin Gerber (AQI)	Home: (671) 477-0123 Office: (671) 475-7520 Cellular: (671) 888-9392 Pager: (671) 720-1677

Guam Police and Fire Departments 911

Procedures for initial containment:

The person in charge shall secure the source of the discharge as soon as possible, if it is safe to do so. After the source of the discharge has been secured, facility personnel will take the appropriate steps to contain the discharged product and avoid environmental and physical damage. Once G.R.S.L. personnel are on scene the person in charge will brief them and turnover the response.

Remember the **PRIMARY OBJECTIVE** is safety of life. Next, keep the spilled product from contaminating the environment any further.

**NOTE: Under no circumstances shall the transfer be restarted after any discharge without the permission of the U.S. Coast Guard.**

## **19.** Applicable Federal, State, and Local Oil or Hazardous Material Pollution Laws and Regulations

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### **Federal Pollution Laws**

The 1972 Federal Water Pollution Control Act (33 U.S.C. 1251 et seq), as amended (Clean Water Act of 1977 and Oil Pollution Act of 1990), prohibits the discharge of “harmful quantities” of oil or oily products into the navigable waters, or their tributaries, of the United States. “Harmful quantity” is defined as “any amount that produces a slick, sheen (rainbow color), or emulsion on the surface of the water.”

Violations can result in criminal prosecution or a civil penalty for each offense, multiplied by each day of the violation. This applies to both individuals and organizations. The spiller is also strictly liable for all cleanup costs, damage to other property, and environmental damage.

Federal law also requires that every spill be reported to the U.S. Coast Guard or the Environmental Protection Agency. Failure to report a spill is a criminal penalty punishable by fine and/or imprisonment.

Section 4301 of the Oil Pollution Act of 1990 (Public Law 101-380), referred to as OPA 90, has significantly increased the civil and criminal penalties under the Federal Water Pollution Control Act (Clean Water Act). Civil penalties now include up to \$25,000 a day for each day of the violation or up to \$1,000 per barrel of oil discharged. Criminal penalties include fines up to \$500,000 and/or up to 25 years of imprisonment. See 18 USC. 3553,3559,3572; 33 USC. 1321(b); 46 USC. 2303,3318,3718,5116; 33 CFR 153.205 for additional information.

In addition, failure to comply, cooperate or clean up the spill can be extremely costly. Under the oil pollution liability and compensation requirements in OPA 90, the

responsible party (spiller) can be held for up to three times the costs incurred for the clean up and could lose all defenses to liability and limits of liability.

The U.S. Coast Guard and the Environmental Protection Agency enforce Federal laws and regulations concerning pollution.

### **State Pollution Laws**

Guam Law mirrors the Federal Laws that are applicable to this facility.

### **Local Pollution Laws**

Guam Law mirrors the Federal Laws that are applicable to this facility.

## **20. Shielding of Portable Lighting Authorized by Captain of the Port**

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This facility has fixed lighting installed and does not use vessel lighting or portable lighting to meet the illumination requirements.

## **21. Training and Qualification Program for Persons in Charge**

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The training of personnel at Peterra, Inc. is accomplished through on-the-job training with other qualified personnel. Any person being qualified as a person in charge for transfer operations at this facility must complete a minimum of forty-eight (48) hours of hands on training under direct supervision of a qualified person in charge. The trainee must also demonstrate their knowledge of the following:

1. The hazards of each product to be transferred
2. Operations manual, S.P.C.C. plan, and Facility Response Plan (F.R.P.)
3. Operation of all oil-using and oil-storage areas
4. Basic hydraulic capacities of all spill containment structures
5. Discharge procedure protocols (i.e. the steps necessary to properly drain a banded area)
6. Operation, maintenance, and safety procedures to be used with all equipment in the event of a spill
7. Ignition prevention for all discharged products

8. Lessons learned from review and discussion of past discharges that relate to potential causes of spills
9. Location and use of personal protective equipment
10. Location of fire lanes and the procedures to be implemented to allow the fire department and other assistance teams access to the facility
11. Current U.S. Coast Guard, U.S.E.P.A., Guam E.P.A. regulations pertaining to oil spill prevention and pollution
12. Spill reporting and emergency response procedures
13. In addition to understanding the previous items, the P.I.C. must sign an acknowledgement that states that failure to comply with the federal regulations concerning oil and petroleum substances discharge prevention and control may result in adverse action against the employee, including disciplinary action, suspension, or termination.

### Follow-Up Training

All employees whose job involves the storage or handling of oil or petroleum substances shall receive follow-up training from their supervisor or a designated representative. This training may be accomplished individually, in groups, in brief segments, or complete reviews. The follow-up training will be conducted at least once a year, and includes:

1. A review of the operations manual, S.P.C.C. plan, and facility response plan
2. A discussion of discharges since the last review to illustrate the need for proper procedures
3. A review of spill reporting and emergency response procedures
4. An opportunity for employee feedback on conditions in their specific work area, including discussions of the results of any inspections relative to discharge prevention
5. A written reaffirmation by the employee of his/her understanding of the operations manual, F.R.P., and S.P.C.C. program and the possible ramifications of non-compliance with discharge prevention procedures
  - Authorization documents for qualified P.I.C.'s can be located in Appendix D

## **22.** Hazardous Material Transfer Hose Markings

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This section does not apply. This facility only transfers oil products in bulk.

## **23.** Tank Cleaning or Stripping Operations

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This facility does not conduct tank cleaning or stripping operations on vessels.

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**PETERRA, INC.**

GPA BULK FUEL STORAGE FACILITY

HARBOR OF REFUGE

PITI, GUAM

**OPERATIONS MANUAL**

# APPENDIX A

## FACILITY MAPS & DIAGRAMS

# APPENDIX B

No. 6 FUEL OIL M.S.D.S.

# APPENDIX C

## G.R.S.L. INVENTORY LISTING

# APPENDIX D

## P.I.C. AUTHORIZATION DOCUMENTATION