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<b>Hazard Communication Protocol</b>					

## Overview

### Purpose

This Devon Energy EHS Protocol defines what is required to communicate chemical hazards in the workplace.

### Scope

This protocol applies to all Devon operated equipment and facilities and all Devon employees.

Contractors are required to follow site-specific requirements, and have their own programs which comply with applicable laws and regulations.

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### 1.0 RESPONSIBILITIES

#### Division/Business Unit Leadership

- Set the example by using and holding others accountable to this protocol and provide resources for application of the protocol.
- Ensure employees receive required training.

#### Line Supervisor

- Understand how this protocol applies to personnel in their area of responsibility.
- Ensure employees have training, skills, knowledge and understanding to comply with this protocol.
- Check periodically to ensure the requirements of this protocol are being met.

#### Environmental, Health and Safety

- Provide technical resources and tools for protocol application.
- Monitor compliance through the audit process.

#### Devon Employees

- Adhere to the requirements of this protocol.
- Identify and report gaps in this protocol.
- Complete required training.

#### Contract Company Representative

- Comply with regulatory requirements and follow the Devon EHS protocol.

### 2.0 TERMS AND DEFINITIONS

#### 2.1 Hazard Communication Terms and Definitions

**3E Online** - a web-based application that provides access to Devon's hazardous chemical inventory(s) and associated safety data sheets.

**Chemical** - any element, compound, or mixture of elements and/or compounds (e.g., fumes, gases, liquids, mists, solids and vapors).

**Chemical Inventory** - a list of the hazardous chemicals known to be present for the work area.

**Consumer Product** - any article, or component produced or distributed for sale to a consumer for use in or around a household or residence, a school, in recreation or otherwise.

**Container** - any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, or storage tank that contains a hazardous chemical. Pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

**Hazard Statement** - a statement assigned to a hazard class and category that describes that nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

**Hazardous Chemical** - any chemical which is a physical hazard (e.g., flammability) or health hazard (e.g., cancer, irritation and/or lung damage).

**HAZCOM Coordinator** - Corporate EHS employee assigned responsibility for providing oversight to Devon's Hazard Communication Program.

**Health Hazard** - a chemical(s) for which acute or chronic health effects may occur in exposed employees.



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**Identity** - any term which appears on the label, the safety data sheet, and the list of chemicals/chemical inventory, and thus links these three sources of information. The identity may be a common or trade name (e.g., "Antifreeze"), or a chemical name (e.g., Ethylene glycol).

**Immediate Use** - a chemical under the control of and used only by the person who transfers it from the labeled container and only within the work shift in which it was transferred.

**Label** - written, printed or graphic material displayed on or affixed to a container.

**Label Elements** - specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category on shipped containers.

**Safety Data Sheet(s)** - a written or printed sheet, developed by manufacturers, that contains the details of the physical and health hazards, routes of exposure, emergency and first-aid procedures, control measures, and precautions for safe handling and use of the hazardous chemical.

**Mixture** - any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

**Personal Protective Equipment** - any device or clothing worn to protect against hazards. (e.g., flame resistant clothing, gloves, respirators, safety glasses, steel-toed safety shoes, etc.)

**Physical Hazard** - a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

**Pictogram** - composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the Hazard Communication Standard.

**Precautionary Statement** - a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

**Responsible Employee** - employee(s) identified by the line supervisor as responsible for obtaining and maintaining safety data sheets and for preparing and updating the chemical inventory in the work place.

**Signal Word** - a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the shipped container label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

**Use** - package, handle, react, emit, extract, generate as a byproduct or transfer.

## 2.2 General Terms and Definitions

**Area** - individual operating fields or components that collectively comprise a Region; Areas normally include an area office.

**Area Office** - field office with assigned employees that support an area. (e.g., Cuero, Artesia, etc.).

**Business Unit** - individual components that collectively comprise a Division. Business Units may also be referred to as Basins.

**Contract Company Representative** - a contractor who is assigned responsibilities and oversight for a specific task that requires adherence to Devon EHS Protocols.

**Division** - the division operations of Devon are Canada, Corporate, Strategic-Services, Facilities and Pipeline and U.S.

**Facility** - the collection of tangible structures, piping, valves, vessels, tanks, compression, and processing equipment located in close geographic proximity, that are involved directly in the



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development, production, processing or delivery of oil and gas to market (e.g., a tank battery, drill site, well-site, compressor station, pipeline, and gas plant).

**Division EHS** - a titled position that provides EHS guidance and support within a Division. This could be EHS manager, EHS supervisor, EHS advisor, EHS professional and/or EHS associate.

**Line Supervisor** - titled position that has assigned authority and responsibility for financials, production, maintenance, projects and personnel for a defined area. In Devon, this could be any Supervisor, Superintendent, Foreman, or Assistant Foreman.

**Person-in-Charge (PIC)** - a person that has been authorized by Devon to perform specific tasks to comply with this Devon protocol and/or regulatory requirements related to EHS. The PIC is defined in all protocols in the second column of the protocol section.

<b>3.0</b>	<b>PROTOCOL</b>	
<b>3.1</b>	<b>Hazardous Chemical Evaluation</b>	
<b>Step</b>	<b>Person In Charge (PIC)</b>	<b>Action</b>
3.1.1	Line Supervisor	Assess hazards of job tasks and situations where a hazardous chemical is present. <b>Note:</b> Document on Personal Protective Equipment Hazard Assessment Form (Located on the Personal Protective Equipment Strata page).
3.1.2	Employee	Evaluate hazards of chemical mixtures based on the most hazardous component in the mixture. <b>Note:</b> Assume a mixture has a carcinogenic hazard if it contains any components that are considered carcinogens.
3.1.3	Employee	Take steps to reduce exposures (e.g., substitute less hazardous materials and establish proper work practices) when possible.
3.1.4	Line Supervisor	Implement applicable control measures such as engineering controls, administrative controls, and/or personal protective equipment for exposed employees. <b>Note:</b> Employer will provide all applicable chemical personal protective equipment referenced on safety data sheets.
<b>3.2</b>	<b>Chemical Inventory</b> The chemical inventory is used to track the different chemicals stored/used at Devon locations. In addition, it can be a useful tool when training new individuals on the chemicals and associated hazards of the chemicals. The business units are responsible for assigning a responsible employee and managing their chemical inventories.	
<b>Step</b>	<b>Person In Charge (PIC)</b>	<b>Action</b>
3.2.1	Line Supervisor	Assign a responsible employee to manage the chemical inventory.
3.2.2	Responsible Employee	Maintain an inventory of all hazardous chemicals in the workplace using 3E Online.
3.2.3	Responsible Employee	Update the chemical inventory as new chemicals are purchased, when chemical use is discontinued, and/or when necessary.



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3.2.4	Responsible Employee	Review the chemical inventory annually. Chemicals that are no longer in use should be removed from the chemical inventory and archived in 3E Online.
3.2.5	HAZCOM Coordinator	Run an "Event Journal / Archive from Inventory Report" in 3E Online annually.
3.2.6	HAZCOM Coordinator	Keep the "Event Journal / Archive from Inventory Report" for 30 years per Devon's Enterprise Classification Structure. <b>Note:</b> See Section 4.2 for more information.
<b>3.3</b>	<b>Safety Data Sheets</b> Safety data sheets are kept on 3E Online. The business unit is responsible for the management of supplier safety data sheets and assigning a responsible employee.	
<b>Step</b>	<b>Person In Charge (PIC)</b>	<b>Action</b>
3.3.1	Line Supervisor	Assign a responsible employee to obtain and maintain the safety data sheets.
3.3.2	Employee/Contractor Company Representative	Verify safety data sheets are received with incoming hazardous chemicals and hazardous chemicals contractors bring on-site.
3.3.3	Employee	Do not use any hazardous chemicals for which safety data sheets have not been received. Contact your supplier immediately and request safety data sheets if any are missing.
3.3.4	Employee	Send safety data sheet(s) to the responsible employee for your worksite. <b>Note:</b> Safety data sheets are not required to be kept for consumer products which are used in the manner intended, and the duration that could reasonably be experienced by consumers.
3.3.5	Employee	Access safety data sheets in 3E Online, either through Strata or by logging in to <a href="http://www.3eonline.com">www.3eonline.com</a> (User Name: devonenergy, Password: Oklahoma). <b>Note:</b> In the event that safety data sheets cannot be accessed through the website, 3E SDS On Demand can provide safety data sheets 24-7-365. Call 800-451-8346 to request up to ten safety data sheets. 3E will fax or email the safety data sheet directly to you or whomever you request. Be prepared to provide as much of the following information as possible: <ul style="list-style-type: none"> <li>• Contact phone</li> <li>• Fax number</li> <li>• Email address</li> <li>• Product name</li> <li>• Manufacturer name</li> <li>• Product number</li> </ul>
3.3.6	Responsible Employee	Ensure safety data sheets are added in 3E Online within 30 days of a new hazardous chemical being brought on the worksite.
3.3.7	Responsible Employee	Maintain safety data sheets for the location you are assigned in 3E Online.



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3.3.8	Responsible Employee	Update safety data sheets in 3E online whenever new sheets are provided by the manufacturer. <b>Note:</b> Send safety data sheets that need to be updated to <a href="mailto:updates@3ecompany.com">updates@3ecompany.com</a> <b>Note:</b> See <b>Appendix A</b> for more detailed instructions on accessing 3E Online.
3.3.9	Employee	Contact corporate EHS if/when Devon produces a hazardous chemical for use or distribution and a safety data sheet needs to be prepared or revised.
<b>Multi-Employer Worksite SDS</b>		
3.3.10	Employee	Provide safety data sheets to contractors upon request. <b>Note:</b> Safety data sheets will be on 3E Online.
3.3.11	Employee	Inform contractors during the pre-task tailgate of any precautionary measures that need to be taken for protection for normal operations and foreseeable emergencies.
3.3.12	Employee	Communicate to contractors which labeling system is in place at the facility. <b>Note:</b> Devon uses either the NFPA system (NFPA 704) or the Globally Harmonized System for workplace labeling.
<b>3.4</b>	<b>Safety Data Sheet Development &amp; Maintenance</b>	
<b>Step</b>	<b>Person In Charge (PIC)</b>	<b>Action</b>
3.4.1	HAZCOM Coordinator	Assign an identity to be used on every label and safety data sheet for each hazardous chemical.
3.4.2	HAZCOM Coordinator	Coordinate product sampling to obtain compositional information and physical/chemical data analysis. Sampling must: <ul style="list-style-type: none"> <li>• Use methods that ensure a representative sample is collected</li> <li>• Use testing methods that enable classification of the material under the Hazardous Materials Regulation</li> <li>• Include duplicate sampling for QA/QC</li> <li>• Use testing methods to identify properties relevant to packaging requirements (e.g., specific gravity, boiling point, flash point).</li> </ul>
3.4.3	HAZCOM Coordinator	Coordinate sampling and analysis of unrefined petroleum products in accordance with requirements listed in the <i>Interim Sampling and Analysis Plan for Shipments of Unrefined Petroleum Products</i> , found in <b>Appendix H</b> .
3.4.4	HAZCOM Coordinator	Contact the 3E SDS Authoring Service to assist with creation of safety data sheets.
3.4.5	HAZCOM Coordinator	Verify the created safety data sheets meet the requirements in <b>Appendix B</b> .
3.4.6	HAZCOM Coordinator	Submit created safety data sheets to 3E Online to be uploaded ( <a href="mailto:updates@3ecompany.com">updates@3ecompany.com</a> ).



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3.4.7	HAZCOM Coordinator	Review Devon safety data sheets every three years. Conduct sampling to check accuracy of information when needed. Unrefined petroleum products will be reviewed as defined in step 3.4.3.
<b>3.5</b>	<b>Labels and Other Forms of Warning</b>	
<b>Step</b>	<b>Person In Charge (PIC)</b>	<b>Action</b>
3.5.1	Employee	<p>Label, tag or mark containers of Devon produced hazardous chemicals leaving the workplace with the following information:</p> <ul style="list-style-type: none"> <li>• Identity of the hazardous chemical(s) contained</li> <li>• Appropriate signal word, hazard statement(s), pictogram(s) and precautionary statement(s) which provide information regarding the hazardous chemical (See Appendix C for pictograms).</li> <li>• Name and address of the chemical manufacturer, importer or other responsible party</li> </ul> <p><b>Note:</b> See Appendix E for example product labels.  <b>Note:</b> See Appendix D for labeling exceptions.  <b>Note:</b> Ensure that labels do not conflict with the requirements of the Hazardous Materials Transportation Act (49 USC 1801) and regulations issued under that Act by the Department of Transportation.  <b>Note:</b> See 49 CFR 1910.1200 Appendix C for Allocation of Label Elements.</p>
3.5.2	Employee	Maintain labels on containers of hazardous chemicals received from the manufacturer. If labels are removed, defaced, or illegible, re-label immediately with the information in step 3.5.3.
3.5.3	Employee	<p>Label portable containers with the name of the chemical and the primary hazard through words and/or symbols.</p> <p><b>Note:</b> See labeling requirements in step 3.5.1 for sample containers that will be shipped.  <b>Note:</b> Portable containers which are used to transfer hazardous chemicals do not require a label if they are intended only for the immediate use of the employee who performs the transfer.</p>
3.5.4	Employee	<p>Label all stationary storage containers, as follows:</p> <ul style="list-style-type: none"> <li>• Identity of the hazardous chemical(s) contained, and</li> <li>• A National Fire Protection Association "diamond"</li> </ul> <p><b>Note:</b> All labeling on stationary storage containers must match information included in Devon SDSs.  <b>Note:</b> Appendix F describes the National Fire Protection Association's label.</p>
3.5.5	Employee	Revise the labels for hazardous chemicals as soon as possible, not to exceed six months, after becoming aware of new information regarding the hazards of the chemical.



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### 4.0 RECORDKEEPING

Step	Person In Charge (PIC)	Action
------	------------------------	--------

4.1	Employee	Forward records to Field EHS for filing.
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4.2	Field EHS	File the records from Section 4.1 as noted below:
-----	-----------	---

Record	File Location & Number	Retention Time	Records Management Enterprise Classification Structure Code
Active safety data sheets	3E Online	As long as chemical is present at site	
Devon company safety data sheets	3E Online	As long as chemical is present at site	
Archive from Inventory Report	EHS Sharepoint	30 years	EH40

**Note:** The Records Management Enterprise Classification Structure Code is listed as a reference, which should be utilized when records are sent to stored records.

### 5.0 TRAINING REQUIREMENTS

Step	Person In Charge (PIC)	Action
------	------------------------	--------

5.1	Line Supervisor	<p>Verify all Devon employees have completed the Hazard Communication Training at the time of their initial assignment.</p> <p>Training must include:</p> <ul style="list-style-type: none"> <li>• Location of chemical inventories and safety data sheets for their work area.</li> <li>• Instructions on how to read and use labels received on shipped containers and the workplace labeling system.</li> <li>• Instructions on how to read safety data sheets, including the order of information.</li> <li>• Measures available for employees to protect themselves from hazardous chemicals in the work area (e.g., appropriate work practices, emergency procedures, and personal protective equipment, etc.).</li> <li>• Methods and observations that may be used (e.g., monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals being released) to detect the presence or release of a hazardous chemical in the work area.</li> <li>• Physical and health hazards of the chemicals in the work area.</li> </ul>
-----	-----------------	--

5.2	Line Supervisor	Confirm employees are trained when new chemical hazards are introduced into their work area.
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5.3	Line Supervisor	Confirm Responsible Employee is trained on how to use 3E Online for chemical inventory and safety data sheet maintenance.
5.4	Line Supervisor	Verify all Devon employees responsible for shipping of hazardous chemicals have completed Hazardous Materials Shipping training.
<b>6.0</b>	<b>REFERENCES</b>	
	29 CFR 1910.1200 Hazard Communication NFPA 704 Personel Protective Equipment Hazard Assessment Form ( <a href="#">Link</a> )	



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### Appendix A - 3E Online Training Guide

#### Accessing 3E Online

- Go to [www.3eonline.com](http://www.3eonline.com)
- Enter the username (devonenergy) and password (Oklahoma) to enter the 3E Online Site  
\*When accessing 3E Online from within the Devon network, users will be directed straight to the home page (as shown on page 10).

3EIQ Intelligent Compliance

Fill in the User Name and Password the select Log In

Welcome to 3E Online

User Name  
devonenergy

Password  
Oklahoma


Forgot your password?

Log In

System Requirements  
English

Tools available:

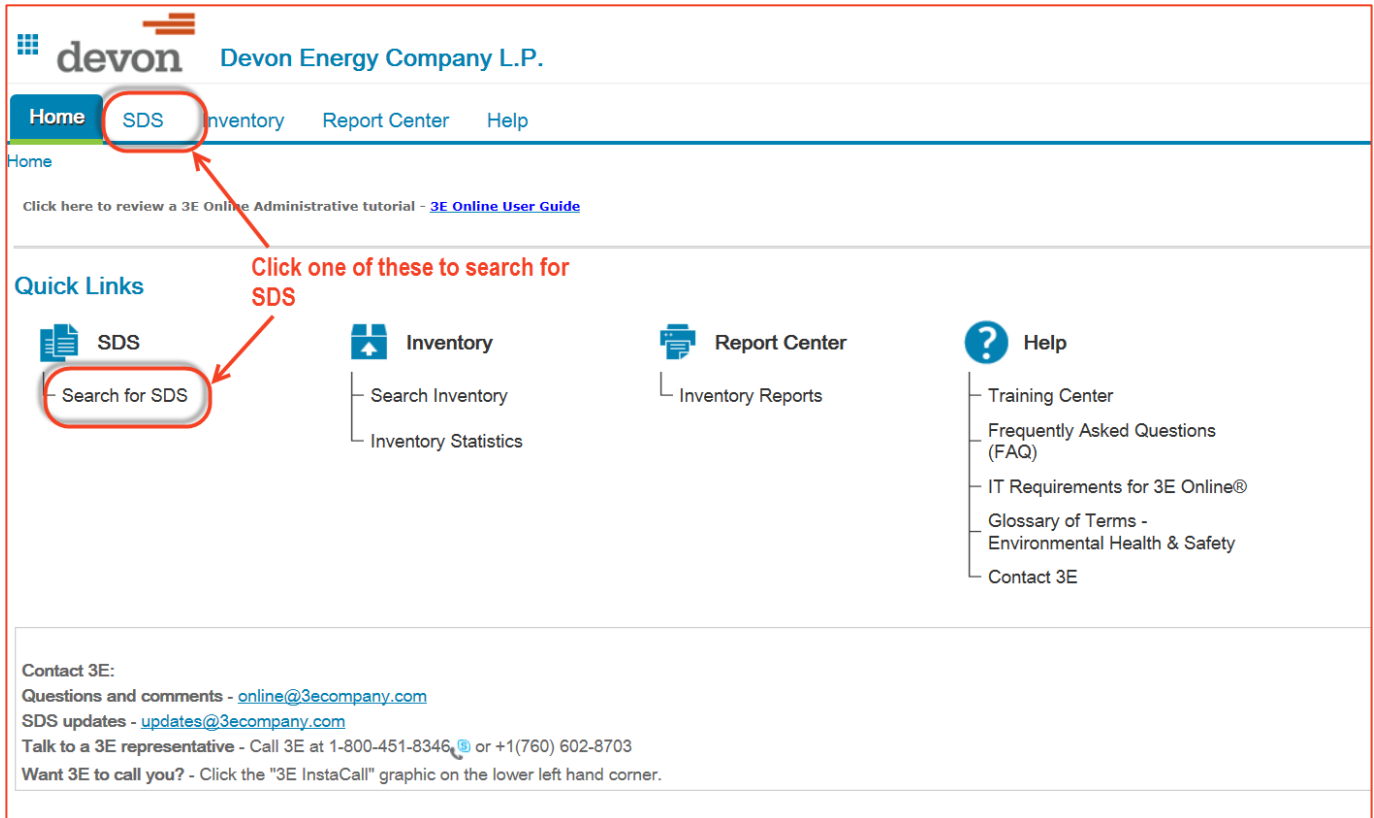
- 3E Online@-SDS (Log In)
- 3E Supply Chain (Log In)
- Ariel@ WebInsight (Log In)
- Regulatory Monitoring (Log In)
- ArielLogic (Log In)
- Authoring on Request (Log In)
- Integrated Content (Log In)
- MSDgen® (Log In)

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## Appendix A - 3E Online Training Guide (Continued)

### 3E Online SDS Tab

- Search for a specific MSDS in the catalog to view, email, or fax by selecting one of the links from the home page outlined below.



The screenshot shows the 3E Online interface for Devon Energy Company L.P. The navigation bar includes links for Home, SDS, Inventory, Report Center, and Help. The SDS link is circled in red. Below the navigation bar, there is a link to a 3E Online Administrative tutorial. The Quick Links section features four main categories: SDS, Inventory, Report Center, and Help. The SDS category includes a 'Search for SDS' link, which is also circled in red. A red text annotation 'Click one of these to search for SDS' has arrows pointing to both the SDS tab in the navigation bar and the 'Search for SDS' link. The Inventory category includes 'Search Inventory' and 'Inventory Statistics'. The Report Center category includes 'Inventory Reports'. The Help category includes 'Training Center', 'Frequently Asked Questions (FAQ)', 'IT Requirements for 3E Online®', 'Glossary of Terms - Environmental Health & Safety', and 'Contact 3E'. At the bottom, there is contact information for 3E, including an email address (online@3ecompany.com), an updates email (updates@3ecompany.com), a phone number (1-800-451-8346 or +1(760) 602-8703), and a note about the '3E InstaCall' graphic.

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## Appendix A - 3E Online Training Guide (Continued)

SDS Search

Searching for an SDS:

Step 1) From the horizontal menu bar, select: SDS

*OR*

From the home page, select: Search for SDS

\*Both options are shown above.

Step 2) Click "Show All: to display all products available.

*OR*

Use search criteria to refine results. Example: "WD-40 Aerosol", by WD-40 Company.

a) Select a search criteria from the first drop down box:

- "Product name" = WD-40 Aerosol

And/or

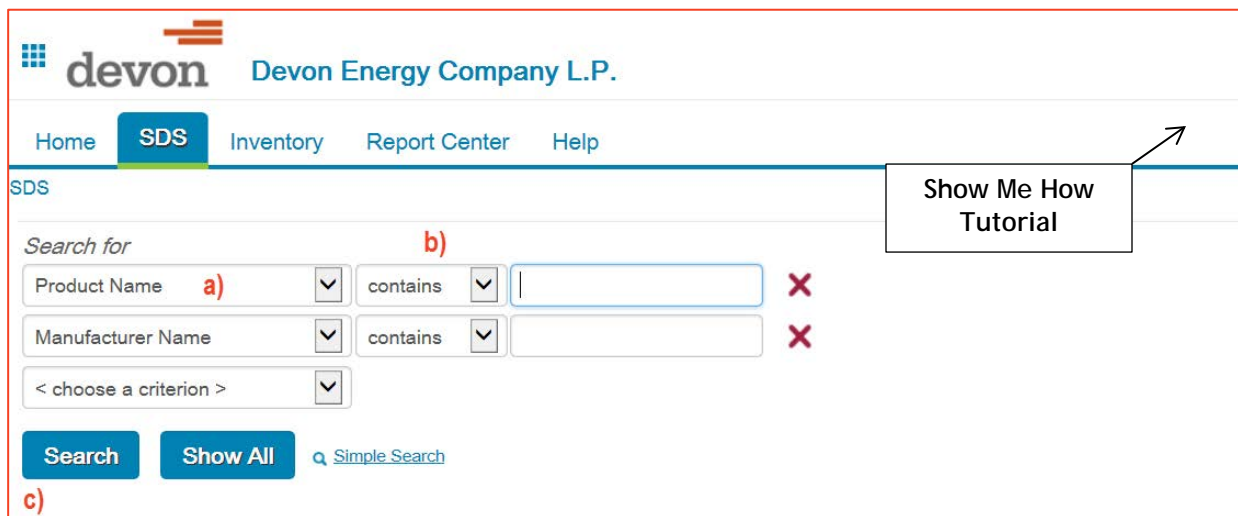
- "Manufacturer name" = WD-40 Company

\*Multiple search criteria can be selected to help refine results.

b) Select one of the search methods from the second drop down box:

- Contains = "WD-40 Aerosol"
- Equals = "WD-40 Aerosol"
- Begins with = "WD-" All words beginning with these 3 characters will be suggested while typing out the rest of the product name.

c) Click "Search" to display search results.

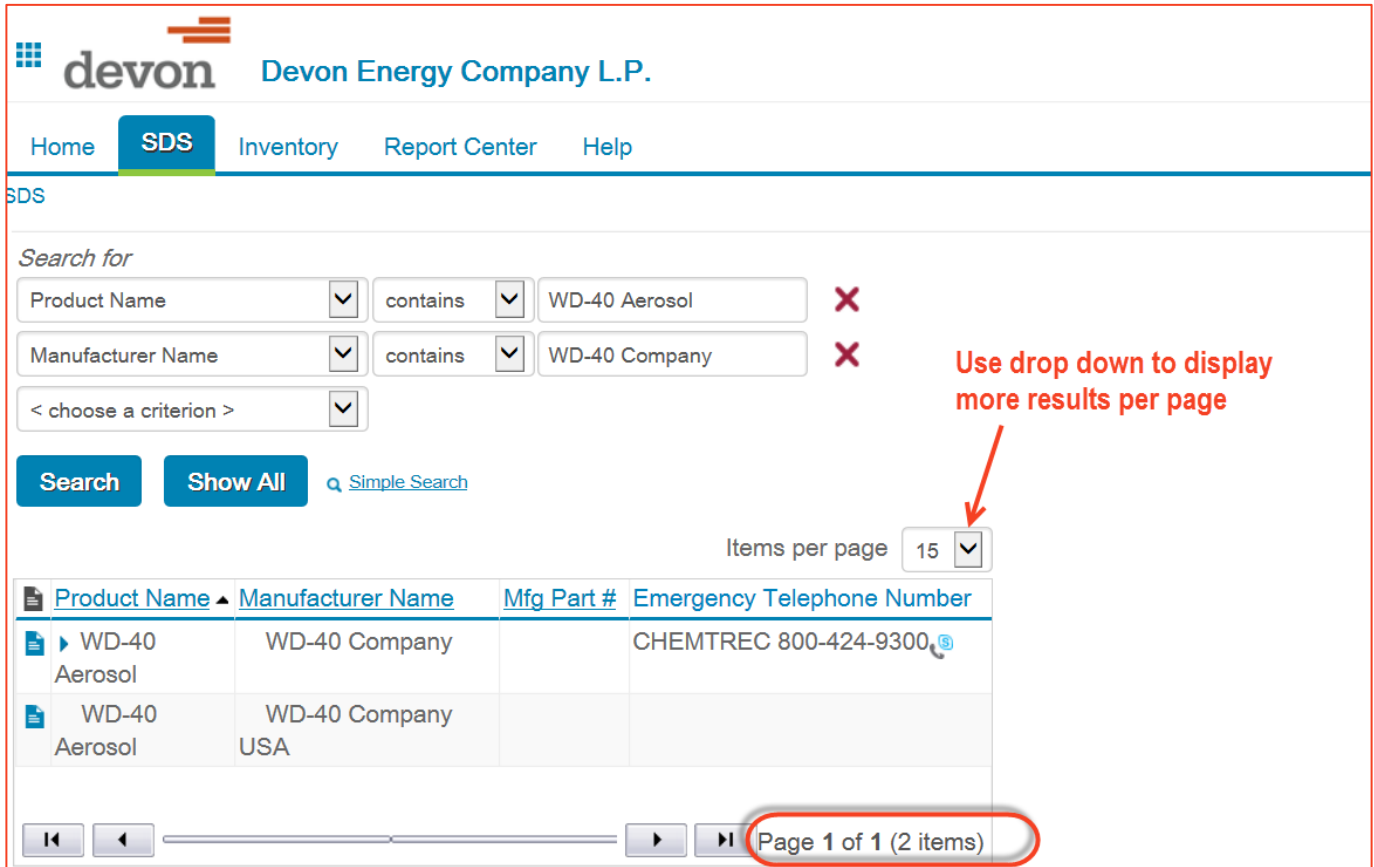


The screenshot shows the Devon Energy Company L.P. website interface. At the top, the Devon logo and company name are displayed. Below the logo is a navigation menu with options: Home, SDS (highlighted), Inventory, Report Center, and Help. The main content area is titled 'SDS' and contains a search form. The search form has a 'Search for' label and two dropdown menus. The first dropdown menu is labeled 'a)' and has 'Product Name' selected. The second dropdown menu is labeled 'b)' and has 'contains' selected. Below these are two input fields for search criteria, each with a red 'X' icon to its right. At the bottom of the search form, there are three buttons: 'Search', 'Show All', and a link for 'Simple Search'. A 'Show Me How Tutorial' button is located on the right side of the search form, with an arrow pointing to it.

### Appendix A - 3E Online Training Guide (Continued)

#### SDS Search Results

- Search results are populated and sorted alphabetically by product name.
- Re-sort results by clicking on a different column header.
- The total number of records found is displayed in the bottom right corner.
- To increase the volume of results displayed per page click on the drop-down selection box.
- To move to the next page of the search results, click the navigation arrows at the bottom of the page.



devon Devon Energy Company L.P.

Home **SDS** Inventory Report Center Help

SDS

Search for

Product Name  contains

Manufacturer Name

< choose a criterion >

Search Show All [Simple Search](#)

Items per page 15

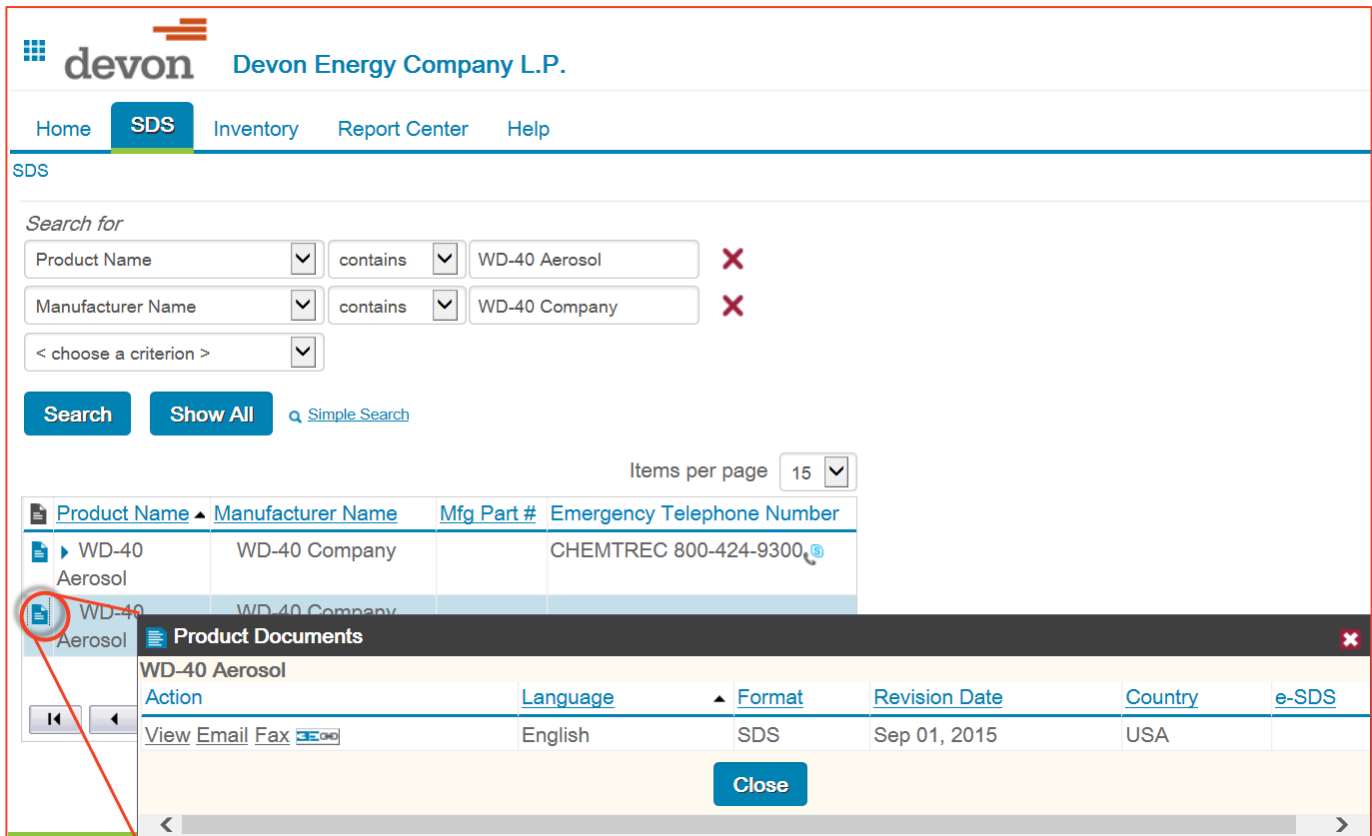
Product Name	Manufacturer Name	Mfg Part #	Emergency Telephone Number
WD-40 Aerosol	WD-40 Company		CHEMTREC 800-424-9300
WD-40 Aerosol	WD-40 Company USA		

Page 1 of 1 (2 items)

### Appendix A - 3E Online Training Guide (Continued)

**MSDS Viewing**

- To view an MSDS for the product selected, click the document icon beside the product name.
- A pop-up menu will display all of the documents available for the product selected.
- Click either "View", "Email", or "Fax".



The screenshot shows the Devon Energy Company L.P. SDS web application. The navigation bar includes Home, SDS (selected), Inventory, Report Center, and Help. The main content area is titled 'SDS' and features a search interface with the following criteria:


- Product Name: contains WD-40 Aerosol
- Manufacturer Name: contains WD-40 Company

Buttons for Search, Show All, and Simple Search are visible. Below the search criteria is a table with columns: Product Name, Manufacturer Name, Mfg Part #, and Emergency Telephone Number. The table lists 'WD-40 Aerosol' by 'WD-40 Company' with the emergency number 'CHEMTREC 800-424-9300'. A red circle highlights a document icon next to the product name.

A 'Product Documents' pop-up window is open, showing a table of document details for 'WD-40 Aerosol':

Action	Language	Format	Revision Date	Country	e-SDS
View Email Fax	English	SDS	Sep 01, 2015	USA	

The pop-up window includes a 'Close' button at the bottom.

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### Appendix B - Required Information Safety Data Sheet

Safety data sheets will be created in accordance with OSHA 1910.1200 Appendix D. Each safety data sheet will be in English (although the employer may maintain copies in other languages as well), and will contain at least the following information:

The name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party preparing or distributing the safety data sheet, who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

The identity used on the label, and, except as provided for in the trade secret section of the regulations:

- If the hazardous chemical is a single substance, its chemical and common name(s);
- If the hazardous chemical is a mixture which has been tested as a whole to determine its hazards, the chemical and common name(s) of the ingredients which contribute to these known hazards, and the common name(s) of the mixture itself; or,
- If the hazardous chemical is a mixture which has not been tested as a whole:
  - The chemical and common name(s) of all ingredients which have been determined to be health hazards, and which comprise 1% or greater of the composition, except that chemicals identified as carcinogens under paragraph (d) of this section will be listed if the concentrations are 0.1% or greater; and,
  - The chemical and common name(s) of all ingredients which have been determined to be health hazards, and which comprise less than 1% (0.1% for carcinogens) of the mixture, if there is evidence that the ingredient(s) could be released from the mixture in concentrations which would exceed an established OSHA permissible exposure limit or American Congress of Governmental Industrial Hygienist (ACGIH) Threshold Limit Value, or could present a health risk to employees; and,
  - The chemical and common name(s) of all ingredients which have been determined to present a physical hazard when present in the mixture;
- Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point);
- The physical hazards of the hazardous chemical, including the potential for fire, explosion, and reactivity;
- The health hazards of the hazardous chemical, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical;
- The primary route(s) of entry;
- The OSHA permissible exposure limit, ACGIH Threshold Limit Value, and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available;
- Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by OSHA;
- Any generally applicable precautions for safe handling and use which are known to the chemical manufacturer, importer or employer preparing the safety data sheet, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks;



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### Appendix B - Required Information Safety Data Sheet (Continued)

- Any generally applicable control measures which are known to the chemical manufacturer, importer or employer preparing the safety data sheet, such as appropriate engineering controls, work practices, or personal protective equipment;
- Emergency and first aid procedures;
- The date of preparation of the safety data sheet or the last change to it; and,

If no relevant information is found for any given category on the safety data sheet, it will be marked it to indicate that no applicable information was found.

Safety data sheets will have the following sections in the prescribed order.

1. Identification	9. Physical and chemical properties
2. Hazard (s) Identification	10. Stability and reactivity
3. Composition/information on ingredients	11. Toxicological information
4. First Aid Measures	12. Ecological information (Non-mandatory)
5. Fire-fighting measures	13. Disposal considerations (Non-mandatory)
6. Accidental release measures	14. Transportation information (Non-mandatory)
7. Handling and storage	15. Regulatory information (Non-mandatory)
8. Exposure controls/personal protection	16. Other information, including date of preparation or last revision



## Hazard Communication Protocol








### Appendix C - Pictograms\*


\*For additional requirements, see 49 CFR 1910.1200 Appendix C

#### 1. Pictograms

- a. Pictograms shall be in the shape of a square set at a point and shall include a black hazard symbol on a white background with a red frame sufficiently wide to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label.
- b. One of eight standard hazard symbols shall be used in each pictogram. The eight hazard symbols are depicted in Figure 1.
- c. Where a pictogram required by the Department of Transportation under Title 49 of the Code of Federal Regulations appears on a shipped container, the pictogram for the same hazard shall not appear.

Figure 1 - Hazard Symbols and Classes

Flame	Flame Over Circle	Exclamation Mark	Exploding Bomb
			
Flammables Self Reactives Pyrophorics Self-heating Emits Flammable Gas Organic Peroxides	Oxidizers	Irritant Dermal Sensitizer Acute Toxicity (harmful) Narcotic Effects Respiratory Tract Irritation	Explosives Self Reactives Organic Peroxides
Corrosion	Gas Cylinder	Health Hazard	Skull and Crossbones
			
Corrosives	Gases Under Pressure	Carcinogen Respiratory Sensitizer Reproductive Toxicity Target Organ Toxicity Mutagenicity Aspiration Toxicity	Acute Toxicity (severe)

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### Appendix D - Labeling Requirement Exceptions

The following chemicals do not require labeling:

- Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency.
- Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 2601 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency.
- Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission.

**Hazard Communication Protocol****Appendix E - GHS Label Example**

**Crude Oil (Sweet)**



**Danger**

Extremely flammable liquid and vapor. Causes serious eye irritation. May cause genetic defects. May cause cancer. Suspected of damaging fertility or the unborn child. May cause drowsiness or dizziness. May cause damage to organs (nervous system, central nervous system, liver, kidney, blood, spleen, thymus) through prolonged or repeated exposure. May be fatal if swallowed and enters airways. Toxic to aquatic life with long lasting effects.

Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Keep away from heat/sparks/open flames/hot surfaces. - No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion-proof electrical/ventilating/lighting equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Do not breathe mist or vapor. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. Avoid release to the environment. Wear protective gloves/protective clothing/eye protection/face protection.

Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Keep away from heat/sparks/open flames/hot surfaces. - No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion-proof electrical/ventilating/lighting equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Do not breathe mist or vapor. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. Avoid release to the environment. Wear protective gloves/protective clothing/eye protection/face protection.

If swallowed: Immediately call a poison center/doctor. Do NOT induce vomiting. If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. If inhaled: Remove person to fresh air and keep comfortable for breathing. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. If exposed or concerned: Get medical advice/attention. Call a poison center/doctor if you feel unwell. In case of fire: Use water fog, foam, carbon dioxide, dry chemical powder to extinguish. Collect spillage.

Store in a well-ventilated place. Keep container tightly closed. Keep cool. Store locked up.

Dispose of contents/container in accordance with local/regional/national/international regulations.

Devon Energy Production Company, 333 W. Sheridan Ave, Oklahoma City, OK 73102  
(405) 235-3611

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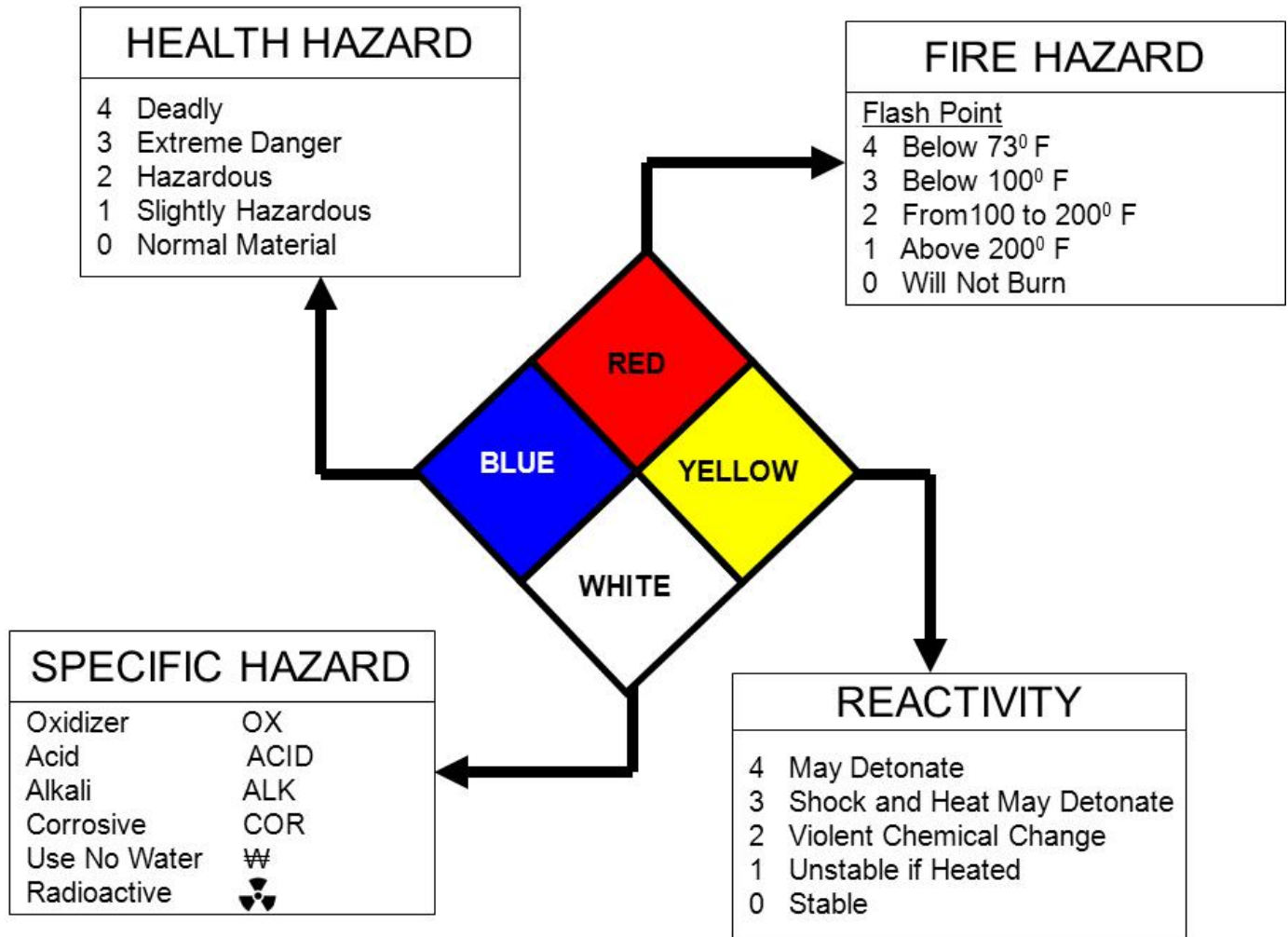
### Appendix E - GHS Label Example (Continued)


<p>Product Identifier</p> <p>Pictograms</p> <p>Signal Word</p> <p>Hazard Statement</p> <p>Precautionary Statement</p> <p>Manufacture Information</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;"><b>Crude Oil (Sour)</b></p> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px; text-align: center;"> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;"> <p style="background-color: #e0e0e0; display: inline-block; padding: 2px 10px;"><b>Danger</b></p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Extremely flammable liquid and vapor. May be fatal if swallowed and enters airways. Causes serious eye irritation. May cause drowsiness or dizziness. May cause cancer. May cause damage to organs (Liver) through prolonged or repeated exposure. Toxic to aquatic life with long lasting effects.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Do not handle until all safety precautions have been read and understood. Keep away from heat/sparks/open flames/hot surfaces. - No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion-proof electrical/ventilating/lighting equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Do not breathe mist or vapor. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. Avoid release to the environment. Wear protective gloves/protective clothing/eye protection/face protection.</p> <p>If swallowed: Immediately call a poison center/doctor. If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. If inhaled: Remove person to fresh air and keep comfortable for breathing. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If exposed or concerned: Get medical advice/attention. Call a poison center/doctor if you feel unwell. Do NOT induce vomiting. If eye irritation persists: Get medical advice/attention. In case of fire: Use appropriate media to extinguish. Collect spillage.</p> <p>Store in a well-ventilated place, keep cool and keep container tightly closed. / Dispose of content and container in accordance with local, state, and federal regulations.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Devon Energy Production Company, 333 W. Sheridan Ave, Oklahoma City, OK 73102 (405) 235-3611</p> </div>
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## Hazard Communication Protocol

### Appendix F - National Fire Protection Association Labeling

National Fire Protection Association "diamond" - the four divisions are color-coded, with blue indicating level of health hazard, red indicating flammability, yellow (chemical) reactivity, and white containing special codes for unique hazards. Each of health, flammability and reactivity is rated on a scale from 0 (no hazard; normal substance) to 4 (severe risk).



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### Appendix G - Comparison NFPA 704 and GHS Labeling

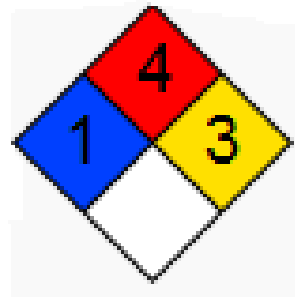
Acetylene rapidly vaporizes at a normal temperature and will burn readily. Because of these qualities, the NFPA 704 give acetylene a flammability rating of 4. However, on a GHS label, this same chemical will be rated a 1.

A GHS label is not required to contain the hazard category number (i.e., 1-4). They must contain the hazard category text associated with the number.

GHS



NFPA



GHS Numbering


Least Hazardous → Most Hazardous

4 → 1

NFPA Numbering

Least Hazardous → Most Hazardous

1 → 4

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## Appendix H - Interim Sampling and Analysis Plan Unrefined Petroleum Products

<http://strata.dvn.com/SafetyAndEnv/SafetyAndHealth/Documents/Interim%20Sampling%20and%20Analysis%20Plan%20for%20Shipments%20of%20Unrefined%20Petroleum%20Products.pdf>



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### Attachment A - Approval, Review and Modification History

Revision Number	Approved/Revised/Reviewed by	Approval/Revision/Review Date	Description (Initial Approval, Revision or Review along with further details of revision if needed)
00	Richard Luedecke	3/20/12	Initial Approval
01	Richard Luedecke	10/19/2012	Addition of requirements to communicate MSDS Sheets and hazards to contractors in Steps 3.3.11-3.3.13.
02	Richard Luedecke	10/17/2016	Reviewed and updated through DRT process, to include labeling and SDS requirements of the Global Harmonized System.