



LOUISIANA FUEL TEAM PLAYBOOK



2021



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LOUISIANA FUEL TEAM PLAYBOOK UPDATE SUMMARY			
REVISION NUMBER	DATE	SECTION UPDATED	UPDATE DESCRIPTION
4	5/30/2012		Contact information updated
5	5/30/2013		Contact information updated
			Template for LDAF fuel waiver added
			LDNR roles and responsibilities updated
6	7/1/2014	VI	Updated steps to procedures and grammatical changes
		Appendix A	Updated contact information
		Appendix E	Updated web site information and input protocols
		Appendix F	Updated web site information and input protocols
7	6/1/2016		Updated websites and contact information
8	6/1/2017		Changed ITGA Team to Project Management Team
			Updated roles and responsibilities
			Updated web addresses
			Updated Appendices
9	6/1/2021		Contact information updated; Appendix A & attachments, Appendix D & attachments updated

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Louisiana Fuel Team Playbook

I. PURPOSE

This document establishes operational concepts, organizational arrangements, roles, and technology requirements for public and private industry to work together to optimize public fuel availability for coastal evacuees and recovery efforts in the event of an emergency situation along Louisiana’s Coast and to minimize the potential or realized disruptions to the public fuel supply.

Fuel for emergency response is managed under a separate emergency support function. The Louisiana Department of Agriculture & Forestry (LDAF) serves as the lead state agency for coordination and optimization of the emergency fuel supply.

This document, developed with an all-hazards approach, shall supplement the State of Louisiana’s Emergency Operations Plan in order to ensure that the state of Louisiana is prepared for and ready to be responsive in a coordinated, effective, and efficient manner towards disruptions to the public fuel supply. The Louisiana Department of Natural Resources (LDNR) serves as the lead state agency to oversee this function.

II. EXPLANATION OF TERMS

A. ACRONYMS

ATG	Automatic Tank Gauge
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
GIS	Geographic Information Systems
GOHSEP	Governor’s Office of Homeland Security and Emergency Preparedness
LA BEOC	Louisiana Business Emergency Operations Center
LDAF	Louisiana Department of Agriculture & Forestry
LDEQ	Louisiana Department of Environmental Quality
LDNR	Louisiana Department of Natural Resources
LMOGA	Louisiana Mid-Continent Oil and Gas Association
LOMSCA	Louisiana Oil Marketers & Convenience Store Association
LMTA	Louisiana Motor Transport Association, Inc.

PSA	Public Service Announcement
RVP	Reid Vapor Pressure
SME	Subject Matter Expert
SOC	State Operations Center

B. DEFINITIONS AND GENERAL BACKGROUND

Hurricane Information

- a. Hurricane season in the Atlantic begins June 1st and ends November 30th.
- b. Categories of Storms

Tropical Depression—A tropical cyclone with maximum sustained winds of 38 mph (33 knots) or less.

Tropical Storm— A tropical cyclone with maximum sustained winds of 39 to 73 mph (34 to 63 knots).

Hurricane—A tropical cyclone with maximum sustained winds of 74 mph (64 knots) or higher.

Major Hurricane—A tropical cyclone with maximum sustained winds of 111 mph (96 knots) or higher, corresponding to a Category 3, 4 or 5 on the SaffirSimpson Hurricane Wind Scale (See Table 1).

Table 1. Saffir-Simpson Hurricane Wind Scale		
Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	Very dangerous winds will produce some damage: Wellconstructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

On-boarding: The process of orientating, training and setting expectations of new team members.

Project Management Team – GIS managers, designated IT-GIS Technical Specialists, designated software engineers

Louisiana Fuel Team: A group of public and private sector fuel volunteers representing various aspects of the fuel industry.

Threshold Capacity: The total fuel capacity limit that determines facilities to be included in this project

III. **CONCEPT OF OPERATIONS**

A. **GENERAL**

1. Louisiana Fuel Team
 - a. The Louisiana Fuel Team was developed to assist the State of Louisiana prepare and respond to the threat of hurricanes and disruptions to the public fuel supply. As such, members of the Louisiana Fuel Team shall assist as needed for ongoing Hurricane Planning and Preparation and Hurricane Event planning, preparation, and execution.
 - b. The Louisiana Fuel Team may be activated by the Fuel Team Coordinator in preparation and/or response to any scenario that may cause disruption to the public fuel supply.
 - c. Fuel Coordination Team - Each year, the Louisiana Fuel Team shall assemble an industry Fuel Coordination Team. The Fuel Coordination Team is comprised of volunteer representatives from the public sector, private sector, and trade organizations who coordinate the various industry efforts towards maintaining a reliable fuel supply throughout the State of Louisiana. The Fuel Coordination Team shall:
 - 1) Actively participate in Louisiana Fuel Team preparatory and response efforts as determined by the Fuel Team Coordinator.
 - 2) Provide contributing documentation and updates to procedures and protocols to the Louisiana Fuel Team Playbook at least one time annually.
2. Louisiana Fuel Team Playbook
 - a. The Louisiana Fuel Team Playbook compiles industry assets and expertise with the State's communication and command capabilities to gain greater efficiency and expedite evacuations and recovery.
 - b. The Louisiana Fuel Team Playbook shall:
 - 1) Assist the State of Louisiana in its efforts to ensure a reliable fuel supply to stations along emergency evacuation routes during times of emergency;

- 2) Assist the State of Louisiana in its efforts to minimize disruptions to the public fuel supply.
- 3) Assist the State to assure expeditious recovery of the public fuel supply network post-emergency.

B. PROCESS DETAILS

The key elements of the Louisiana Fuel Team Playbook are contained within a comprehensive set of documents referenced below.

Key Elements

- 1) Ongoing Planning and Preparation (Section V)
- 2) Activation Event Operations Plan (Section VI)

IV. LOUISIANA FUEL TEAM

The Louisiana Fuel Team is comprised of volunteer members from multiple governmental agencies and representatives from the private sector and trade organizations.

Fuel Team Coordinator is the designated leader of the Louisiana Fuel Team. This role shall be filled by the Assistant Secretary of the LDNR or another appointed designee.

Public sector Fuel Team members shall include members of the LDNR staff, including but not limited to: designated IT personnel, designated GIS personnel, and other personnel designated by the Fuel Team Coordinator. In addition, partnering agency representatives may be designated as members of the Louisiana Fuel Team. Partnering agencies may include the following:

- LA Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)
- LA Attorney General’s Office
- LA Department of Agriculture and Forestry (LDAF)
- LA Department of Environmental Quality (LDEQ)
- LA Department of Revenue (LDR)
- LA Department of Transportation and Development (LDOTD) □ LA Public Service Commission (LPSC)

Private sector Fuel Team members include industry representatives from the refiner and supplier sector, supply and terminal sector, retail sector, and tank truck carrier sector. The Louisiana Fuel Team shall also include those parties who have been contracted by LDNR to assist in implementing protocols outlined in the Louisiana Fuel Team Playbook.

The Louisiana Fuel Team shall meet at least one (1) time annually to discuss strategies, needs, and improvements for the Louisiana Fuel Team Playbook.

ONGOING PLANNING AND PREPARATION

LDNR Fuel Team Members and Duties:

Fuel Team Coordinator - LDNR Assistant Secretary or other designated appointee

- Responsible for overall implementation of the Fuel Team activities
- Designates members of the Project Management Team
- Works closely with private and public sector members to develop and successfully implement Fuel Team activities
- Coordinates with law enforcement and GOHSEP to gather and disseminate time critical information to the Fuel Team and ensure Fuel Team issues are addressed

Project Manager - LDNR Deputy Assistant Secretary or other designated representative

- Second in command to the Fuel Team Coordinator
- Coordinates and assigns tasks to Operations Group
- Coordinates and assigns tasks to Project Management Team
- Serves as a liaison between public and private sector for the Fuel Team Coordinator

Operations Group – LDNR personnel designated by the Fuel Team Coordinator and/or Project Manager

- Prepares and manages contracts and technology advances to supply fuel availability information, as needed
- Prepare and provide daily status update reports as needed to the Fuel Team Coordinator and the DNR Secretary, Communications Director, and liaison officer for preparation for the Unified Command Group.

- Revises and updates playbook
- Coordinates Fuel Team meetings (both internal and public)
- Coordinates implementation of training regimen with the Project Management Team members
 - LDNR Fuel Team members
 - EOC representatives
 - Other applicable personnel
- Act as a liaison between public and private sector for the Fuel Team Coordinator
- Miscellaneous duties assigned by the Fuel Team Coordinator or the Project Manager

Partner agency representatives and private sector representatives:

It is the responsibility of these personnel to develop and maintain a standard operating procedure for potential disaster scenarios. These plans shall be incorporated into the Louisiana Fuel Team Playbook; however, they shall be developed and maintained by designated personnel.

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

- Provide updates to Fuel Team regarding declarations of emergency and other applicable response and recovery information

Louisiana Department of Agriculture and Forestry (LDAF)

- Prepare State Reid Vapor Pressure (RVP) waiver after the LDEQ RVP waiver request has been approved by U.S. Environmental Protection Agency (EPA).
- Assists in determining facility open/closed statuses
- Post-event works with facility owners/operators to ensure facilities that have flooded take the appropriate measures prior to operating
- SEE APPENDICES A and B

Louisiana Department of Environmental Quality (LDEQ)

- Prepare RVP waiver requests on behalf of the State. Ensures that this protocol is reviewed and updated by June 1st of each year.
- SEE APPENDICES A and B

Louisiana Public Service Commission (LPSC)

- Provide power outage and power restoration reports to Fuel Team

Louisiana Department of Transportation and Development (LDOTD)

- Assist in reporting road closures, contraflow measures, and other pertinent information
- Assists with Motor Fuel Transport and Truck Weight Exemptions

- Assist in public outreach with variable message boards
- SEE APPENDIX D

Louisiana Mid-Continent Oil and Gas Association (LMOGA)

- Coordinates refinery assets. Maintains and provides a current list of refinery and terminal contacts.
- Provides refinery and terminal/rack updates to Fuel Team Coordinator regarding potential and realized impacts to service
- SEE APPENDIX C

Louisiana Motor Transport Association, Inc. (LMTA)

- Prepares potential transportation exemptions
- Update contact information to access additional transportation assets
- Review and update credentialing procedures for transporters entering critical infrastructure.
- Provides updates to the Fuel Team Coordinator regarding issues for transporters
- SEE APPENDIX D

Louisiana Oil Marketers & Convenience Store Association (LOMSCA)

- Coordinate with marketers, retailers and distributors to develop emergency plans and business continuity plans.
- Gather data and disseminate information to marketers and distributors and provide feedback to fuel team.
- Provides updates to Fuel Team Coordinator regarding facility statuses

V. *ACTIVATION EVENT OPERATIONS PLANNING*

Due to the unpredictable timing and direction of hurricanes this plan may be initiated at different times. The triggers for the initiation of the plan include:

- Predicted tropical system entering in the Gulf of Mexico.
- Predicted landfall of tropical system within 100 miles of the Louisiana coastline.
- H-120 hours before landfall.*
- At the request of a representative from the Governor’s Office, GOHSEP, and/or Fuel Team Coordinator.

The Louisiana Fuel Team shall be activated when one or more of the triggers for the initiation of the plan have been met. Members of the Louisiana Fuel Team shall be notified about activation and will be provided the activation status (See Table 2).

Table 2. Activation Status	
Activation Status	Roles and Responsibilities
Standby	<ul style="list-style-type: none"> • Conduct a preliminary assessment of constituents to determine baseline information • Report issues or problems to the Fuel Team Coordinator as soon as possible • Maintain visibility on constituents throughout the event • Participate in and provide feedback to the Louisiana Fuel Team during conference calls, through email and/or telephone requests, etc. • Report to the EOC or LA BEOC as needed • Follow procedures and protocols outlined in this document
Active	<ul style="list-style-type: none"> • Maintain visibility on constituents throughout the event • Report issues or problems to the Fuel Team Coordinator as soon as possible • Participate in and provide feedback to the Louisiana Fuel Team during conference calls, through email and/or telephone requests, etc. • Report to the EOC or LA BEOC as needed • Follow procedures and protocols outlined in this document
Stand down	<ul style="list-style-type: none"> • Provide feedback on improvements to processes Update Playbook as needed

Due to the unpredictable timing of hurricane scenarios, H hour should be used as a guideline for planning efforts, as it may be adjusted to reflect real-time information (i.e. changes in track or movement of the storm that could affect predicted landfall) that is available for the emergency scenario.

In order to meet the needs of coastal parishes, parishes may be monitored for fuel supply as necessary at the request of GOHSEP, the Fuel Team Coordinator, or an authorized designee. Parishes shall be monitored based upon the monitoring schedule outlined in Table 3. 3

Table 3. Parish Monitoring Schedule	
Mandatory Monitoring Parish(es)	<ul style="list-style-type: none"> ▪ Directly in the path of the hurricane/tropical storm ▪ Directly impacted by the hurricane/tropical storm ▪ Included in official mandatory evacuation ▪ Directly impacted by tropical storm force winds ▪ Areas outside of the levee protection system that may be vulnerable to Category 1 and 2 storms ▪ Included in a declared state of emergency ▪ Indicated by GOHSEP or the Fuel Team Coordinator or an authorized designee

<p>Recommended Monitoring Parish(es)</p>	<ul style="list-style-type: none"> ▪ Indirectly in the path of the hurricane/tropical storm ▪ Impacted by the hurricane/tropical storm ▪ Indirectly impacted by tropical storm force winds ▪ Located geographically near a parish under Mandatory Monitoring ▪ Included in an official recommended evacuation ▪ Contains critical infrastructure for fuel supply and distribution ▪ Contains major/minor evacuation route(s) ▪ Contains shelter areas for evacuees ▪ Indicated by GOHSEP or the Fuel Team Coordinator or an authorized designee
<p>Suggested Monitoring Parish(es)</p>	<ul style="list-style-type: none"> ▪ Located geographically near a parish under Recommended Monitoring ▪ Throughout the state that contains major/minor evacuation route(s) ▪ Throughout the state that contains designated critical infrastructure for fuel supply and distribution ▪ Throughout the state that serve as shelter areas for evacuees ▪ Indirectly in the path of the hurricane/tropical storm ▪ Indirectly impacted by the hurricane/tropical storm ▪ Indirectly impacted by tropical storm force winds ▪ Indicated by GOHSEP or the Fuel Team Coordinator or an authorized designee

Due to the unpredictable timing of hurricane scenarios, H hour should be used as a guideline for planning efforts, as it may be adjusted to reflect real-time information (i.e. changes in track or movement of the storm that could affect predicted landfall) that is available for the emergency scenario.

H-120 to 48 Hours to landfall

LDNR Fuel Team Members and Duties:

Fuel Team Coordinator and/or Project Manager

- Notify Fuel Team members that the Fuel Team has been activated and provide activation status.
- Conduct conference calls to obtain baseline and status updates from Fuel Team members. The initial conference call for each event shall be conducted as soon as practicable once the Fuel Team has been activated and/or activation status has been upgraded.

- Facilitate communication with LOMSCA, LMTA, LMOGA, public sector representatives, and additional personnel to identify problems in public fuel supply chain and develop solutions.
- Verify emergency contact and back-up information.
- Obtain passwords to access systems/online systems, if available.
- Notify designated public and private sector personnel on standby to report to the EOC or LA BEOC, as directed by GOHSEP.
- Coordinate with law enforcement, GOHSEP, and other resources (as needed) to gather and disseminate time-critical information to the Fuel Team and ensure fuel team issues are addressed
- Coordinate with designated personnel to organize needs for Fuel Waivers, Supply and Terminals, Transporters, and Communications. Enact individual emergency plans.
- Coordinate with federal and state agencies to focus on waiver needs and identify areas that may need aid.
- Coordinate with contractors and provide instructions to complete the mission. Provide routine updates as the scenario changes.
- Provide updates and information to Fuel Team members regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel shortage/outage reports, etc. to Fuel Team members as soon as practical
- Coordinate with additional resource agencies/private sector representatives to address fuel supply issues as needed

Operations Group

- Provide status updates to the Fuel Team Coordinator or his designee at least two times per day or as requested by Fuel Team Coordinator
- Provide updates and information to Fuel Team members regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel shortage/outage reports, etc. to Fuel Team members as soon as practical or as directed by Fuel Team Coordinator
- Prepare schedule for personnel coverage at Emergency Operations Center
- Save a portable back-up electronic copy of the most recent map of all stations, evacuation analysis and check all systems
- Ensure that all websites are functioning properly.
- Perform a refresher training session for Fuel Team personnel, EOC representatives, and other applicable personnel
- Miscellaneous duties assigned by the Fuel Team Coordinator or the Project Manager

H-48 to 24 Hours to landfall

LDNR Fuel Team Members and Duties:

Fuel Team Coordinator and/or Project Manager

- Maintain regular communication with Fuel Team members to provide updates, obtain status reports, identify problems, and develop solutions.
- Continue to provide updated information regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel shortage/outage reports, damage reports, power outages, rack and refinery statuses, curfews, etc. to Fuel Team members as soon as practical
- Notify designated public and private sector personnel on standby to report to the EOC or LA BEOC, as directed by GOHSEP.
- Conduct conference calls to obtain baseline and status updates from Fuel Team members. The initial conference call for each event shall be conducted as soon as practicable once the Fuel Team has been activated and/or activation status has been upgraded.
- Facilitate communication with LOMSCA, LMTA, LMOGA, public sector representatives, and additional personnel to identify problems and develop solutions. □ Verify emergency contact and back-up information.
- Obtain passwords to access systems/online systems, if available.
- Coordinate with law enforcement, GOHSEP, and other resources (as needed) to gather and disseminate time-critical information to the Fuel Team and ensure fuel team issues are addressed
- Coordinate with designated personnel to organize needs for Fuel Waivers, Supply and Terminals, Transporters, and Communications. Enact individual emergency plans.
- Coordinate with federal and state agencies to focus on waiver needs and identify areas that may need aid.
- Coordinate with contractors and provide instructions to complete the mission. Provide routine updates as the scenario changes.
- Continue to use the results from monitoring to identify fuel needs and coordinate with Louisiana Fuel Team members to meet evacuation needs and pre-event maintenance.
- Continue to provide updated information to Fuel Team members regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel shortage/outage reports, etc. to Fuel Team members as soon as practical

- Continue to coordinate with additional resource agencies/private sector representatives to address fuel supply issues as needed

Operations Group

- Provide status updates to the Fuel Team Coordinator or his designee at least two times per day or as requested by Fuel Team Coordinator
- Provide updates and information to Fuel Team members regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel shortage/outage reports, etc. to Fuel Team members as soon as practical or as directed by Fuel Team Coordinator
- Provide as needed on-boarding training for personnel to the websites, procedures, and protocols
- Analyze results from status updates, fuel modeling, and any additional information to assist in critical decision-making.
- Continue to coordinate with additional resource agencies/private sector representatives to address fuel supply issues as needed
- Prepare schedule for personnel coverage at Emergency Operations Center
- Save a portable back-up electronic copy of the most recent map of all stations, evacuation analysis and check all systems
- Ensure that all websites are functioning properly.
- Provide as needed updates to instructions for usage of the websites by various personnel
- Provide as needed on-boarding training for personnel to use the websites
- Ensure that the most up-to-date versions of instructions are available to personnel.
- Miscellaneous duties assigned by the Fuel Team Coordinator or the Project Manager

H-24 to +24 Hours

LDNR Fuel Team Members and Duties:

Fuel Team Coordinator and/or Project Manager

- Continue to facilitate regular communication with Fuel Team members to provide updates, obtain status reports, identify problems, and develop solutions.
- Continue to provide updated information to Fuel Team members regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel

shortage/outage reports, damage reports, power outages, rack and refinery statuses, curfews, etc. to Fuel Team members as soon as practical

- Notify designated public and private sector personnel to report to the Emergency Operations Center as directed by GOHSEP.
- Coordinate with law enforcement and GOHSEP to gather and disseminate time-critical information to the Fuel Team and ensure fuel team issues are addressed
- Communicate with the Fuel Team members to determine if Fuel Waivers and/or Weight Exemption Waivers should be requested.
- Facilitate communication with federal and state agencies to issue and obtain requests for waivers, provide aid, post-event maintenance, and reconnaissance efforts – as needed.
- Analyze results from status updates, fuel modeling, and any additional information to assist in critical decision-making.
- Continue to coordinate with additional resource agencies/private sector representatives to address fuel supply issues as needed

Operations Group

- Provide status updates to the Fuel Team Coordinator or his designee at least three times per day or as requested by Fuel Team Coordinator
- Provide updates and information to Fuel Team members regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel shortage/outage reports, damage reports, power outages, rack and refinery statuses, curfews, etc. to Fuel Team members as soon as practical or as directed by Fuel Team Coordinator
- Provide as needed on-boarding training for personnel to use the websites
Provide regular (at least one time per 24 hour period or as directed by Fuel Team Coordinator) updates to websites focusing on affected areas and parishes. Provide deliverables as requested.
- Analyze results from status updates, fuel modeling, and any additional information to assist in critical decision-making.
- Prepare schedule for personnel coverage at Emergency Operations Center
- Act as a liaison to meet the needs and requests of the GOHSEP, Fuel Team Coordinator, and Project Manager. Provide continual updates to websites. Provide deliverables as requested.
- Miscellaneous duties assigned by the Fuel Team Coordinator or the Project Manager

+24 Hours

LDNR Fuel Team Members and Duties:

Fuel Team Coordinator and/or Project Manager

- Continue to facilitate regular communication with Fuel Team members to provide updates, obtain status reports, identify problems, and develop solutions.
- Continue to provide updated information regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel shortage/outage reports, damage reports, power outages, rack and refinery statuses, curfews, etc. to Fuel Team members as soon as practical
- Notify designated public and private sector personnel to report to the Emergency Operations Center as directed by GOHSEP.
- Coordinate with law enforcement and GOHSEP to gather and disseminate time-critical information to the Fuel Team and ensure fuel team issues are addressed
- Communicate with the Fuel Team members to determine if Fuel Waivers and/or Weight Exemption Waivers should be requested.
- Facilitate communication with federal and state agencies to issue and obtain requests for waivers, provide aid, post-event maintenance, and reconnaissance efforts – as needed.
- Analyze results from status updates, fuel modeling, and any additional information to assist in critical decision-making.

Operations Group

- Designated personnel report to EOC as needed.
- Continue to provide updated information regarding declarations of emergency, evacuation orders, contraflow, road closures, storm updates, fuel shortage/outage reports, damage reports, power outages, rack and refinery statuses, curfews, etc. to Fuel Team members as soon as practical or as directed by Fuel Team Coordinator
- Analyze results from status updates, fuel modeling, and any additional information to assist in critical decision-making
- Act as a liaison to meet the needs and requests of the GOHSEP, Fuel Team Coordinator, and Project Manager.
- Provide as needed on-boarding training for personnel to use the websites

- Provide regular (at least one time per 24 hour period or as directed by Fuel Team Coordinator) updates to websites focusing on affected areas and parishes. Provide deliverables as requested
- Miscellaneous duties assigned by the Fuel Team Coordinator or the Project Manager

VI. POST EVENT

- Fuel Team members shall be notified that the activation status has been downgraded to Stand Down at the discretion of the Fuel Team Coordinator or his designee.
- Fuel Team members, contractors; industry and refinery representatives; parish, state, and federal representatives; and other key personnel shall evaluate system efficiency and effectiveness and provide feedback on plan implementation.
- Revise and update playbook as necessary based on feedback

REFERENCES & USEFUL LINKS

American Petroleum Institute – Oil and Natural Gas Industry Preparedness Handbook (<http://www.api.org/policy-and-issues/policy-items/safety/oil-and-natural-gas-industrypreparedness-handbook>)

Energy Supply Logistics (<http://www.energysupplylogistics.com/map/>)

Federal Emergency Management Agency (<http://www.fema.gov/>)

State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (<http://www.gohsep.la.gov/>)

State of Louisiana Emergency Information (<http://emergency.louisiana.gov/>)

State of Louisiana Department of Natural Resources – Fuel Team (<http://dnr.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=786>)

State of Louisiana Agriculture and Forestry (<http://www.ldaf.state.la.us/>)

State of Louisiana Department of Environmental Quality (<http://www.deq.louisiana.gov/>)

State of Louisiana Department of Transportation and Development (<http://wwwsp.dotd.la.gov/Pages/default.aspx>)

State of Louisiana Public Service Commission (<http://www.lpsc.louisiana.gov/>)

Louisiana Mid-Continent Oil and Gas Association (<http://www.lmoga.com/>)

Louisiana Oil Marketers & Convenience Store Association (<http://www.lomcsa.com/>)

Louisiana Motor Transport Association, Inc. (<http://www.louisianatrucking.com/>)

U.S. National Weather Service - National Hurricane Center (<http://www.nhc.noaa.gov/>)

U.S. Department of Energy (<http://energy.gov/>)

U.S. Department of Homeland Security (<http://www.dhs.gov/>)

U.S. Environmental Protection Agency (<http://www.epa.gov/>)

U.S. Coast Guard

(<https://homeport.uscg.mil/mycg/portal/ep/portDirectory.do?tabId=1&cotpId=39>)

Louisiana Business Operations Center (<http://www.labeoc.org/labeoc/welcome.aspx>)

APPENDIX A. Protocol for Managing Emergency Fuel Waivers

Purpose

This protocol addresses the sequencing and the processes necessary for the State to request and potentially receive emergency fuel waivers from the Environmental Protection Agency (EPA) during declared states of emergency.

Responsibilities

Department of Agriculture (LDAF) – Must grant waivers to state requirements for Reid Vapor Pressure (RVP).

Department of Environmental Quality (LDEQ) – Develops RVP waiver requests on behalf of the State and submits them to EPA for consideration. Ensures that this protocol is reviewed and updated by June 1 of each year.

Louisiana Mid-Continent Oil and Gas Association (LMOGA) – Maintains a current list of refinery contacts that is used to facilitate discussions with EPA on waiver requests.

Louisiana Department of Natural Resources (LDNR) – Responsible for coordination of overall fuel effort.

Refineries, Pipelines and Distributors - Present information relative to a distribution issue that is affecting fuel availability.

Steps for Requesting Gasoline RVP Waivers

- 1) The President or the Governor must have declared an emergency before the process can officially begin.
- 2) Documentation of an actual or impending shortage should be provided to DEQ and LDAF
 - a. Refineries to present information relative to a refining capacity shortage
 - b. Pipeline Operators and/or fuel distributors present information relative to a distribution issue that is affecting fuel availability.
- 3) NOTES:
If needed, DEQ shall develop the waiver request while working in conjunction with EPA (Region 6 and Headquarters) and on behalf of the Governor
 - a. Sample waiver request letter is included in this document
- 4) If EPA needs additional information, they will work with the Department of Energy (DOE) and will contact refineries individually for more information
 - a. There are federal antitrust rules that dictate which parties can engage in discussions
- 5) EPA and DOE jointly determine if the waiver request is justified
- 6) The EPA Administrator or designee will either issue a waiver or a denial

- 7) If a federal waiver is granted, then LDAF shall issue a waiver of their state requirements upon implementation of federal waiver.³
 - a. State waivers normally are granted through emergency rule.

Components of a Gasoline RVP Waiver Request

Refineries or distributors requesting a waiver to any fuel requirement should provide, to the greatest extent possible and as applicable, the following types of information in their request to LDEQ and LDAF:

- Documentation of fuel shortages, including information relative to the geographic area of the shortage and the availability of fuel within that area. The area identified as experiencing the shortage should be specified as being either a national, geographic or local area. If this request is confined to a local area, the parish names should be included.
- Documentation from national agencies such as Department of Energy or Department of Commerce that corroborate the shortage concerns.
- A description of how granting the request to market a higher RVP as opposed to lower RVP fuel in Louisiana will alleviate supply issues.
- Identification of the geographic areas where the higher RVP fuel will be marketed and sold.
- A description of how and where the higher RVP fuel will be stored (i.e. types of tanks, specific locations, etc...).
- The anticipated start date of supplying this fuel in the event that a waiver is granted.
- The quantity of higher RVP fuel that is anticipated to be supplied within Louisiana during this period of the waiver request (by market if known or available).
- With regard to fuel refining, storage and handling, a detailed analysis of estimated emissions increases resulting from making the shift from lower to higher RVP fuel

Ethanol Blending Requirements

In certain cases, an EPA waiver may also be needed to address fuel blending requirements. Such a temporary request would seek to extend the 1.0 psi RVP allowance to gasolines containing 1-10% ethanol. Changes to the EPA National Renewable Fuel Standard for 2010 might have additional requirements.

Authorities

There is no limitation on who can request a waiver to fuel requirements. 42 USC 7545(c)(ii) provides the EPA administrator with the authority to “waive” fuel requirements established by 7545(c) [general fuel requirements], (h) [RVP requirements], (i) [sulfur content], (k) [Reformulated gasoline], (m) [oxygenated fuels], and any fuel requirement in a SIP provided the Administrator determines that:

- (I) extreme and unusual fuel or fuel additive supply circumstances exist in a State or region of the Nation which prevent the distribution of an adequate supply of the fuel or fuel additive to consumers;
- (II) such extreme and unusual fuel and fuel additive supply circumstances are the result of a natural disaster, an Act of God, a pipeline or refinery equipment failure, or another event that could not reasonably have been foreseen or prevented and not the lack of prudent planning on the part of the suppliers of the fuel or fuel additive to such State or region; and
- (III) it is in the public interest to grant the waiver (for example, when a waiver is necessary to meet projected temporary shortfalls in the supply of the fuel or fuel additive in a State or region of the Nation which cannot otherwise be compensated for).

Sample Gasoline Waiver Request Letter from LDEQ¹

Mr. Granta A. Nakayama
Assistant Administrator
Office of Enforcement and Compliance Assurance
US Environmental Protection Agency
1200 Pennsylvania Avenue, Northwest
Washington, DC 10460

RE: Request for Fuel Waiver Concerning Gasoline for Louisiana

Dear Mr. Nakayama:

As you already know, a tropical cyclone, “Gustav”, is near the Gulf of Mexico and is projected to make landfall at/near the Louisiana coast as a category 3 hurricane. Voluntary and mandatory evacuations are beginning today in South Louisiana parishes. Certain areas, including critical evacuation routes, will experience a shortage of the 7.8 RVP gasoline. Because of difficulties associated with matching the correct RVP fuel with the correct parish, providing an adequate supply of gasoline to support evacuation, rescue, and recovery efforts will present extreme and unusual challenges as suppliers will struggle to provide an adequate quantity of fuel to those areas needing it most. As we have seen previously, in events such as Hurricane Katrina, successful evacuation is a matter of life and death.

On behalf of Governor John Bel Edwards and in consultation with United States Environmental Protection Agency Region 6 (EPA), the State of Louisiana respectfully requests temporary emergency relief from certain federal fuel requirements:

- 1) Waiver of RVP requirements: Louisiana has fuel requirements that differ from parish to parish creating a geographic complexity that presents unique fuel supply challenges during an event where evacuation is required.
- Gasoline in certain areas of Louisiana, as designated in 40 CFR 80.27 and in the federally approved air quality State Implementation Plan, is required to have a Reid Vapor Pressure (RVP) of 7.8 pounds per square inch (psi) during the ozone season.

¹ THIS IS A SAMPLE LETTER FOR REFERENCE ONLY. DOCUMENTATION OF ACTUAL/IMPENDING FUEL SHORTAGE INFORMATION, CONTACT NAMES, AND PHONE NUMBERS SHALL BE UPDATED FOR EACH REQUEST FOR FUEL

WAIVER
EPA Fuel Waiver Request

- Other parishes (mostly northern parishes of the State) can have 9.0 psi RVP. It is expected that certain areas will experience a shortage of the 7.8 psi RVP gasoline.

DATE

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- In the evacuation for Gustav, certain areas including critical evacuation routes will experience a shortage of 7.8 RVP gasoline. Because of difficulties associated with matching the correct RVP fuel with the correct parish, Louisiana is requesting a temporary emergency waiver of the 7.8 psi RVP requirements effective immediately that will allow use of 9.0 psi fuel.

Fuel demand in certain portions of the metro New Orleans area is already up 250 percent based upon information we are receiving from some fuel marketers. In the month immediately following Katrina, statewide gasoline sales increased by 16% over August 2005. Voluntary and mandatory evacuations are beginning today in South Louisiana parishes. This will have an impact on the employee base for the refineries supplying fuel to the region. The resulting production decreases or facility shutdowns will impact the availability of fuel in much of the area expected to be impacted by the hurricanes. Again, a waiver of the 7.8 psi RVP requirements will allow use of 9.0 psi fuel, if necessary, to help ensure that an adequate fuel supply is in place.

During the evacuations in the pre-landfall of Katrina in 2005, panic began to set in within the 7.8 psi RVP fuel service area when an adequate supply of the proper fuel was not available. Based on our experience with Katrina, it is likely that most 9.0 psi RVP fuel that would be sold in the lower RVP area will be needed as part of the evacuation/rescue efforts and very little will be used to fuel vehicles that will remain in the area for normal use. Ultimately, we would expect to see minimal or no observable impact on local ozone levels as a result of using the higher RVP fuel in one of these designated areas. Again, approval of this request will allow 9.0 psi fuel to be sold for the duration of the waiver.

2) Waiver for Ethanol Blending Requirements

- Now that industry is blending ethanol into gasoline in many areas of Louisiana to comply with the 2007 Energy Independence and Security Act, we seek flexibility in ethanol blending related provisions. Louisiana is requesting temporary extension of the 1.0 psi RVP allowance to gasolines containing 1-10% ethanol (currently limited to 9%-10% only).

EPA Fuel Waiver Request

DATE

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We trust that you will respond favorably to our request to maintain an adequate supply of fuel during the evacuation and aftermath of the storm. Thank you for your consideration and attention in this matter. If you have any questions, please call me at 225 219-3950 or your staff may contact Michael Vince at 225 219-3482.

Sincerely,

Chuck Carr Brown

Secretary

c: Governor John Bel Edwards
Mayor Richard E. Greene, US EPA Region 6
Guy Donaldson, US EPA Region 6

Attachment A.1 - Gasoline Fuel Requirements

Summer Grade Fuel for High Ozone season: May 1 to September 15

9.0psi (for all parishes)

- For all regulated parties except retailers and wholesale purchaser-consumers, maximum standards generally take effect May 1.
- Standards for June 1 to September 15 are maximum standards for all regulated parties including retailers and wholesale purchaser-consumers, unless state has an extended summer season as part of the federally-approved SIP.
- Gasoline alcohol blends meeting requirements of 40 CFR 80.27(d) have 1.0 psi waiver of applicable RVP standard unless:
 - 1) the State has adopted and enforces a SIP-approved RVP standard which does not provide for the 1.0 psi;
 - 2) the State has received EPA approval to opt-out of the 1.0 psi waiver provision per Section 1501(c) of the Energy Policy Act of 2005 [Clean Air Act 211(h)(5), as amended]; or
 - 3) the State uses reformulated gasoline (RFG), which has a more stringent VOC performance standard. Additional information about RFG can be found at www.epa.gov/otaq/rfg.htm

EPA regulates summer grade fuel requirements. Requests for waivers from summer grade fuel requirements should be submitted to LDEQ. When warranted, LDEQ will prepare and submit waiver requests to the EPA. EPA Headquarters staff work with Department of Energy staff to evaluate and make determinations on these requests. They will communicate directly with refiners and other related parties to ensure that they have completely evaluated these requests before they make a decision. LDAF must also grant a waiver to state fuel requirements once EPA has issued their waiver.

Winter Grade Fuel:

Sold from September 16 to October 31

11.5psi (All parishes)

Sold from November 1 to March 31

13.5psi (All parishes)

Sold from April 1 to April 30

11.5psi (All parishes)

The Louisiana Department of Agriculture (LDAF) regulates winter grade fuel Reid Vapor Pressure (RVP) requirements, therefore winter grade fuel waiver requests should be submitted to LADF. LDEQ will work both EPA and LDAF in reviewing requests and granting fuel waivers.

Attachment A.2 – Understanding Diesel Fuel Requirements¹

U.S. Environmental Protection Agency (EPA) standards require a major reduction in the sulfur content of diesel fuels and emission levels from diesel engines and vehicles. To meet the EPA standards, the petroleum industry must produce Ultra Low Sulfur Diesel (ULSD) fuel, a cleaner-burning diesel fuel containing a maximum of 15 parts-per-million (ppm) sulfur to replace most Low Sulfur Diesel (LSD) fuel, which contains a maximum of 500 ppm sulfur.

By December 1, 2010, all highway and non-road diesel fuel offered for sale must be ULSD fuel. Between 2006 and 2010, both ULSD fuel and Low Sulfur Diesel fuel will be available. Some retail outlets will sell ULSD fuel, others Low Sulfur Diesel fuel and some will sell both. By December 1, 2014, all locomotive and marine diesel fuel offered for sale must be ULSD.

ULSD fuel will burn cleaner in both existing diesel engines and in the new diesel engines and vehicles that will be equipped with advanced emissions control systems beginning with the 2007 model year. Because of this advanced technology, diesel-powered vehicles produced in the 2007 model year and later must use ULSD only.

ULSD requirements for non-road use (e.g., locomotives, boats and construction and farm vehicles) will be phased in on a slightly delayed timetable, except in California.

Both the IRS and the EPA use a red dye to designate different qualities of fuel. The IRS uses the red dye to identify diesel normally sold for uses exempt from excise tax, such as to farmers for farming or to local governments for buses. The EPA uses a red dye to designate high-sulfur, off-road diesel.

Not all diesel fuels have the same destination. Home heating oil is designated to be pumped into aboveground storage tanks and used as a source of heat. Diesel fuel for automobiles contains less sulfur than home heating oil, and is designed strictly for use in diesel engines. Automotive diesel fuel is also subject to taxes not levied on home heating oil. In order to tell the two fuels apart, a special red dye is added to home heating oil to create red diesel.

Red diesel fuel is only slightly different chemically from regular automotive diesel fuel, but there can be a significant difference in cost. The cheaper red diesel fuel could conceivably work in place of the more expensive automotive diesel fuel but that would defeat the purpose of the fuel tax. In order to ensure that home heating oil, which is minimally taxed and is not used as diesel vehicle or non-road fuel, revenue agents require home heating oil to receive a special red dye, which contains the marker solvent yellow 124.

IRS Tax Code with Diesel Fuel Dye Requirement (26 CFR Chapter I, 48.4082-1): states diesel fuel that is dyed red is not highway fuel and may not be used in highway vehicles since it does not meet federal,

¹ NOTE: There is a reasonable expectation that diesel fuel requirement waivers will not be required under emergency evacuation or recovery events due to recent changes in fuel formulation and the methodology for applying red dye at the distribution racks. Information in this Appendix is included for historical reference only. In the event that a waiver to these requirements may become necessary, the procedures for gasoline waivers are appropriate.

diesel quality standards (e.g., sulfur content) unless it is used in a manner that is tax-exempt as defined by the IRS.

Attachment A.3 – Waiver Required from LDAF³

Declaration of Emergency
Department of Agriculture and Forestry
Office of Agro-Consumer Services
Chapter 3. Petroleum Products
(LAC 7:XXXV.303)

In accordance with the emergency provisions of the Administrative Procedure Act, R.S. 49:953 (B), and under the authority of R.S. 3:4608 and 4680, the Commissioner of Agriculture and Forestry declares an emergency to exist and adopts by emergency process the attached regulations for the suspension of rules governing the sale of gasoline with greater than 7.8 psi Reid vapor pressure (RVP).

On August 26, 2012, Governor Bobby Jindal declared a state of emergency in Louisiana for purposes of preparing for Tropical Storm Isaac. Tropical Storm Isaac was upgraded to a hurricane on August 28, 2012. Hurricane Isaac made landfall in Louisiana on August 29, 2012 creating widespread flooding and structural damage.

On August 28, 2012 the Department of Agriculture and Forestry issued a waiver, by way of an emergency rule, suspending the RVP requirements in certain areas. In spite of the prior waiver issued, there still remain problems with gasoline availability in many areas of the state, particularly the areas in and around the southeast quadrant of the state. While some amounts of low volatility gasoline remain throughout the fuel distribution system in varying quantities, the refinery shutdowns and slow pace of restarts have resulted in an inadequate supply of the overall volume of low volatility gasoline. The state faces great challenges providing an adequate supply of gasoline to support recovery efforts to those areas needing it most. Louisiana is granting a temporary emergency waiver of the RVP requirements in all parishes to allow statewide use of 11.5 psi RVP gasoline. Regulated parties should continue to sell or distribute gasoline meeting the 9.0 psi RVP and 7.8 psi RVP standards, as applicable, where such supplies are available. The intent of this emergency rule is to rescind and replace the emergency rule issued on August 28, 2012.

The Department of Agriculture and Forestry has adopted rules and regulations adopting the ASTM International standards for gasoline Reid vapor pressure. A temporary suspension of these rules and regulations during the emergency is necessary to provide for an adequate supply of gasoline. Failure to suspend these rules and regulations creates an imminent peril to the public health, safety, and welfare of the citizens of this state.

These emergency rules become effective upon signature of the Commissioner and shall remain in effect until 11:59 p.m. on September 15, 2012.

Title 7
Agriculture and Animals
Part XXXV. Agro-Consumer Services
Chapter 3. Petroleum Products and Motor Fuels
§303. Standard Fuel Specifications for Gasoline and Gasoline-Oxygenate Blends

A. – 8. ...

9. The ASTM D 4814, "Standard Specifications for Automotive Spark-Ignition Engine Fuel" seasonal volatility standards for all parishes in the state of Louisiana are hereby suspended to immediately allow the statewide use of 11.5 psi RVP gasoline.

Signed and attested to this 5th day of September, 2012.



Mike Strain, DVM
Commissioner of Agriculture and Forestry

APPENDIX B. Underground Storage Tank Flood Guide

Guidance from EPA (EPA-510-R-10-002) to assist UST owners in the event of a threatened or actual flood. The guidance provides assistance for operators to prepare for a flood, important actions to complete after the disaster strikes, and information on financial assistance. The guide is intended to prepare for, prevent, or lessen the catastrophic effects and environmental harm that could occur as a result of flooded UST systems. The guide is also intended to assist UST systems to return to service as soon as possible.

<https://www.epa.gov/sites/production/files/2014-03/documents/ustfloodguide.pdf>

In addition to this guidance owners/operators are still required to follow normal procedures for reporting incidents to the Single Point of Contact (SPOC) system if warranted by UST regulations. When contacting SPOC about releases, please have the following information available:

- Your name and the name of your company
- The **mailing** address of your company
- The telephone number(s) where you can be reached
- The parish **where the incident occurred**
- The name of the responsible party
- The Hazardous Material Hotline Incident Number
- The **physical** address/location of the incident
- The date that the release occurred
- The times when the release began and ended
- The product released and an estimated amount
- Description of how the product was released, along with any information on remedial actions
- Directions on how to reach the incident location

SPOC Reporting Procedures: <http://deq.louisiana.gov/page/single-point-of-contact>

SPOC Online Reporting: <http://deq.louisiana.gov/page/file-a-complaint-report-an-incident>

APPENDIX C. Refineries and Terminals

Background

LMOGA would like to remind all petroleum refiners, marketers, distributors, trucking companies and other petrochemical interests of the steps that can be taken now to facilitate fuel logistics in the event of a storm in Louisiana or surrounding states. For your consideration, LMOGA suggests that early preparations and efforts to apply these practices, well in advance of any storm landfall, could make a significant difference in the effectiveness of fuel logistics should a storm disrupt supplies.

Early Preparation Steps

Based on input from LMOGA membership and difficulties that industry experienced in the aftermath of previous hurricanes, some useful early preparation steps would include:

- Determining what locations your firm desires to load fuel, including potential backup locations
- Ensuring that a contract and associated financial credit guarantees have been established to pick up fuel loads at the selected locations
- Transmitting cumulative contractual volumes, and real-time status, to drivers, dispatchers, and supervisors to ensure clear fuel loading expectations (to remain within pre-arranged contract and credit limits)
- Understanding and complying with driver training that may be required for selected terminals and loading racks (before the storm)
- Utilizing trucks with appropriate safety equipment and loading configurations that meet selected terminal or loading rack requirements
- Informing any back-up drivers, or other personnel who may be involved in the post storm response, of all of the above

As you know, statistics from the National Hurricane Center indicate mid-August through mid-September have the highest historical frequency of hurricanes for the Gulf Coast. There is still sufficient time to plan for and apply the recommended practices for fuel logistics. To assist with applying these practices, LMOGA recommends that contact be made at the numbers provided below, to facilitate pre-storm planning.

Contact LMOGA for additional contact information 225-387-3205.

Attachment C.1 – Contact Information for Refineries and Rack/Terminals

	Phone	Aux. Phone	Aux. Phone	Contact name	Supplied by	How Supplied
Shell-Convent Terminal	251-490-4123			Sarah Connell	Shell-Cnvt	Refinery
Shell-Kenner	504-468-3605	504-231-6782		Michael Blanchard	Shell-Nrco	Refinery
Marathon-Garyville	985-595-2018			Sean Fult	Marathon	Refinery
Buckeye-Opelousas	337-381-2272	337-381-2271	337-290-9580	Trey Lafleur	Colonial Pipeline	Colonial Pipeline
Chalmette Refining Terminal	504-281-1819			Daniel Kees	Chalmette Refining	Refinery
Exxon BR	225-977-4575	225-977-5014 (FINK)		Chris Roberts (FINK)	XON-BR	Refinery
Valero-Meraux	(504) 271-4141				Vlro-Mrx	Refinery
Placid-Port Allen	225-346-7450	225-315-1346		Amber Delapasse/Blaine Pitre	Placid	Refinery
Chevron-Arcadia	318-263-8428	404-376-4379		Lane Beavers/Tim Taylor	Texas Eastern Pipeline	Pipeline
Energy Transfer Sunoco-Arcadia	318-263-2272			Joel Hasette		Enterprise Pipeline
ERPC Shreveport-Bossier City (Former Teppco)	318-752-4362			Scott Flack	Texas Eastern/ Colonial	Pipeline
Archie-Alex.	318-339-7933			Rickie Painter		Barge
Phillips 66 Lake Charles	377-882-4210	337-540-		Shannon Castille		Refinery

		4759				
Calumet Shreveport	318-632-4198			Donna Emfinger		
Phillips 66 Belle Chasse	504-656-3016	979-373-8612		Wes Tindall		
Citgo Lake Charles	337-842-1573			Charles Jernigan	CITGO	Refinery
Krotz Springs Refinery	337-566-0184	504-875-9771		Anita Junker	Delek	Refinery

APPENDIX D. Fuel Transportation

Goal: Transportation exemptions will be needed to ensure availability of fuel for an orderly and efficient evacuation and following the aftermath of a hurricane so the public will be able to acquire essential services; to establish a formal process to get assets when and where needed; to provide additional transportation assets and; pursue options for statewide credentialing for transporters entering critical infrastructure.

D1. **Vehicle Size & Weight Exemptions.** In order to transport the greatest amount of supplies quickly and efficiently, the state and federal government issue limited truck exemptions for commercial motor vehicles responding to a disaster.

State. To complement the Gubernatorial Declaration of an Emergency (Attachment 1), the Governor's Office routinely issues an Emergency Order granting certain size, weight, permit, fuel and registration exemptions for trucks involved in the relief effort (Attachment 2 and 3). The increased weight limits allow fuel trucks to transport greater amounts of fuel per trip and thereby reduce the overall number of truckloads necessary to satisfy the demand for the fuel. NOTE: There is legislation pending that will allow the Louisiana Department of Transportation & Development to issue the size and weight emergency exemptions.

Federal. When the President issues a Declaration of Emergency, the Emergency Order automatically triggers the temporary suspension of certain Federal safety regulations, including Hours of Service, for motor carriers and drivers engaged in specific aspects of the emergency relief effort. [49 CFR 390.23] The Federal Motor Carrier Safety Administration (FMSCA) can also declare that a regional emergency exists in portions of the Southern Region in the highway transportation of certain petroleum products and ingredients. Motor carriers and drivers transporting gasoline, diesel fuel, jet fuel, propane, natural gas/CNG, and ethanol to address emergency needs arising from a disaster (such as fuel supply shortages) would be exempt from 49 CFR Parts 390-399 for 14 days. No other products are covered by this special exemption (Attachment 4).

Foreign Carrier Certification. In order to satisfy the needs of the public in response to a disaster, it is often necessary to utilize motor carriers that are domiciled in other states to assist in the delivery of fuel in the state. Since these motor carriers do not usually do business with oil refineries in Louisiana, we need to develop a process to expedite the certification of foreign carriers and the issuance of credentials to their drivers that will enable them to load fuel at the racks. The refineries can also provide personnel stationed at the rack to assist in the loading of fuel.

Fuel Rack/Transporter Coordination. In order to expedite the delivery of fuel we must eliminate unnecessary trips to the fuel rack that result in no fuel being loaded into a truck. It is therefore critical to establish a process to 1) notify motor carriers and customers of refinery status changes, 2) confirm the allocation status of specific suppliers and 3) to notify the transporter of the allocation status prior to arrival at the fuel rack. It is also important to establish a process for immediate notification of road closures and highway detours directly to motor carriers and/or the DNR Fuel Coordination Team

Credentials/Re-entry. As a result of our experience in hurricane Katrina, the state implemented a plan that established uniform criteria to allow re-entry of essential personnel and critical infrastructure owners, operators, subcontractors and other personnel into a disaster area. Several local jurisdictions in the New Orleans area have created their own re-entry credentialing program.

We need to verify a credentialing process that will allow fuel transporters to deliver fuel in disaster areas so that there would be no confusion and/or delay at the various points of entry. Expediting access for commercial motor vehicles transporting fuel to the disaster area without compromising safety is the primary objective. There is also a need to determine the credentials needed for support personnel.

Curfews. In the immediate aftermath of the disaster, it is imperative that fuel transporters be allowed to load and unload fuel after government-imposed curfews are in effect to avoid interaction with emotionally charged crowds and to protect the truck drivers and equipment. In some instances, it may be necessary for local officials to provide law enforcement escorts for fuel trucks.

NOTE: A Fuel Workshop to include members of private industry and public agencies is planned to discuss and resolve fuel chain issues. The date of this workshop has not yet been set. A FINAL draft of this document will be provided after the workshop.

Attachment D.1 – State Declaration of Emergency

State of Louisiana



EXECUTIVE DEPARTMENT

PROCLAMATION NUMBER JBE 2021 – 84

STATE OF EMERGENCY – COLONIAL PIPELINE SYSTEM

- WHEREAS,** when the Governor determines that an emergency has occurred, or the threat thereof is imminent, La. R.S. 29:724(B)(1) empowers the Governor to declare a state of emergency by executive order or proclamation, or both;
- WHEREAS,** the Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S. 29:721, *et seq.*, confers upon the Governor of the State of Louisiana emergency powers to deal with emergencies, including those caused by breach of cybersecurity, in order to ensure that preparations and response of this state will be adequate to deal with such emergencies or disasters and to preserve the lives and property of the people of the State of Louisiana, including the authority to suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business, or the orders, rules, or regulations of any state agency, if strict compliance with the provisions of any statute, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency;
- WHEREAS,** the Colonial Pipeline system, a primary fuel pipeline for the East Coast of the United States, reported a ransomware cyberattack on May 7, 2021, which has resulted in a temporary shutdown of that line and may cause a disruption in the delivery of refined petroleum products including but not limited to fuel oil, jet fuel, and gasoline;
- WHEREAS,** on May 9, 2021, the Federal Motor Carrier Safety Administration (“FMCSA”) issued Regional Emergency Declaration 2021-02 in response to this emergency;
- WHEREAS,** the cyberattack on the Colonial Pipeline system and its consequent disruption and shutdown have necessitated an increased need for supply chain movement of commerce that extends beyond the normal call for demand; and
- WHEREAS,** the uninterrupted supply of refined petroleum products, including but not limited to fuel oil, diesel, jet fuel, and gasoline, is essential for the health, safety, and economic well-being of persons or property in Louisiana and throughout the nation, and any interruption in the delivery of those products threatens the public welfare.

NOW THEREFORE, I, JOHN BEL EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and the laws of the State of Louisiana, do hereby order and direct as follows:

SECTION 1: There shall be an exemption to the regulations found in La. R.S. 32:386 and related orders, rules, and regulations, regarding total gross weight of vehicles, as determined by the Secretary of the Department of Transportation and Development, in order to ensure the uninterrupted supply of essential goods and commodities.

SECTION 2: All departments, commissions, boards, agencies and officers of the State, or any political subdivision thereof, are authorized and directed to cooperate in actions the State may take in response to the effects of this event.

SECTION 3: This proclamation is effective upon signature and shall remain in effect from Wednesday, May 12, 2021 to Wednesday, May 26, 2021, unless terminated sooner.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana in the City of Washington, D.C., on this 12th day of May, 2021.



GOVERNOR OF LOUISIANA

**ATTEST BY THE
SECRETARY OF STATE**

SECRETARY OF STATE

SECTION 2: The Director of the Governor’s Office of Homeland Security and Emergency Preparedness is hereby authorized to undertake any activity authorized by law which he deems necessary and appropriate in response to this declaration;

SECTION 3: The state of emergency extends from August 27, 2008 through September 26, 2008, unless terminated sooner.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the city of Baton Rouge, on this 27th day of August, 2008.

/S/ Bobby Jindal
GOVERNOR OF LOUISIANA

**ATTEST BY
THE GOVERNOR**

/S/ Jay Dardenne
SECRETARY OF STATE

Attachment D.2 State Issued Declaration of Waiver for Vehicles, Trucks, and Loads



Office of the Secretary
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1200 | fx: 225-379-1851

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

SECRETARY'S EMERGENCY ORDER

STATE OF EMERGENCY – HURRICANE DELTA

- WHEREAS,** pursuant to the Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S. 29:721, *et seq.*, the Governor declared a State of Emergency in Proclamation Number 133 JBE 2020 whereby said provision of law confers upon the Governor of the State of Louisiana emergency powers to deal with emergencies and disasters, including those caused by fire, flood, earthquake or other natural or manmade causes, in order to ensure that preparations of this State will be adequate to deal with such emergencies or disasters and to preserve the lives and property of the people of the State of Louisiana;
- WHEREAS,** when the Governor determines that a disaster or emergency has occurred, or the threat thereof is imminent, La. R.S. 29:724(8)(1) empowers him to declare a state of emergency by executive order or proclamation, or both;
- WHEREAS,** the National Weather Service indicates that Hurricane Delta is projected to make landfall as a category 1 or 2 hurricane on Friday along the Louisiana Coast and will put southeast Louisiana at risk for flash flooding and river flooding through Friday. Significant storm surge is expected across the Texas, Louisiana, and Mississippi coasts;
- WHEREAS,** the safety and welfare of the inhabitants of the state of Louisiana and surrounding states requires the movement of motorist traveling on the public highways of the state of Louisiana;
- WHEREAS,** Louisiana Revised Statute 29:724 confers upon the Governor the authority to suspend the provisions of any regulatory statute prescribing the procedures for the conduct of state business, or the orders, rules, or regulations of any state agency, if strict compliance with the provisions of any statute, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency;
- WHEREAS,** Louisiana Revised Statute 32:387 confers that the Governor may delegate the authority to the Secretary of the Department of Transportation and Development to waive the requirements relative to the rules of permits for the purpose of disaster, emergency or emergency preparedness; and,

Secretary Waiver Order
October 9, 2020

WHEREAS, to deal with emergencies or disasters and to ensure that preparations of this state will be adequate to deal with such emergencies or disasters, and to preserve the lives and property of the citizens of the state of Louisiana, including the authority to suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business, or the orders, rules, or regulations of any state agency, if strict compliance with the provisions of any statute, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency.

NOW THEREFORE, I, SHAWN DAVID WILSON, Secretary of Department of Transportation and Development, State of Louisiana, by virtue of the authority vested by the Constitution and the laws of the State of Louisiana, do hereby order and direct as follows:

SECTION 1: With respect to commercial motor carriers traveling on public highways of the State of Louisiana for the purpose of emergency preparedness and disaster relief efforts, the provisions of Louisiana Revised Statute 32:386 (A) is hereby suspended and the following size and weight restrictions for such vehicles shall be as follows:

A. The total gross weight of any vehicle or combination of vehicles shall not exceed eighty-eight thousand pounds.

SECTION 2: Nothing in this Order shall be construed to allow any vehicle transporting commodities or fuel for disaster preparedness and relief to exceed weight limits posted for bridges and like structures, or relieve any vehicle or carrier, owner or driver of any vehicle from compliance with any restrictions other than those specified, or from any statute, rule, order, or other legal requirement not specifically waived herein.

SECTION 3: Nothing in this Order shall be construed or interpreted as being applicable to travel on interstate highways, non-state maintained highways, or as being applicable to the transport of commodities that are not in support of rescue, recovery and repair efforts associated with the emergency which prompted the emergency declaration in Proclamation Number 133 JBE 2020 or subsequent proclamations regarding the same.

SECTION 4: This Order is effective October 9, 2020 at 8:00 A.M. and shall remain in effect until amended, modified or rescinded.



Secretary Shawn D. Wilson, Ph.D.
Department of Transportation and Development

Attachment D.3

EXECUTIVE ORDER NO. JBE 2016- _____

DOTD GUIDELINES FOR VEHICLES, TRUCKS & LOADS

AMENDS JBE 2016-

78

WHEREAS, the Louisiana Homeland Security and Emergency Assistance and Disaster Act, R.S. 29:721, et seq., confers upon the governor of the state of Louisiana emergency powers to deal with emergencies and disasters, including those caused by fire, flood, earthquake or other natural or man-made causes, to ensure that preparations of this state will be adequate to deal with such emergencies or disasters, and to preserve the lives and property of the citizens of the state of Louisiana;

WHEREAS, pursuant to Proclamation No. 51 BJ 2008, a state of emergency was declared and is currently in effect and as a result Louisiana has requested the assistance of other states;

WHEREAS, the safety and welfare of the inhabitants of the affected areas of Louisiana and surrounding states require that the movements of operators of commercial motor carriers traveling on the public highways of the state of Louisiana for the purpose of emergency preparedness and disaster relief efforts be expedited;

NOW THEREFORE, I, JOHN BEL EDWARDS, Governor of the state of Louisiana, by virtue of the authority vested by the Constitution and the laws of the state of Louisiana, do hereby order and direct as follows:

SECTION 1: The following sizes and weights for vehicles on roadways maintained by the state of Louisiana shall not exceed the following limitations:

A. For vehicles transporting green goods debris (trees and limbs, etc.), white goods debris (appliances, etc.), and construction goods debris (fence materials, roof repair debris, etc.), the maximum gross vehicle weight for vehicles equipped with five (5) or more weight-bearing axles with outer bridge spans of not less than forty (40) feet, but less than fifty-one (51) feet, shall not exceed ninety thousand (90,000) pounds. No single axle carrying such loads shall exceed twenty thousand (20,000) pounds. No group of two (2) axles carrying such loads shall exceed forty thousand (40,000) pounds. No group of three (3) axles carrying such loads shall exceed forty-eight thousand (48,000) pounds, except with a permit issued by the Louisiana Department of Transportation and Development (hereinafter "Department");

B. For vehicles transporting green goods debris (trees and limbs, etc.), white goods debris (appliances, etc.) and construction goods debris (fence materials, roof repair debris, etc.), the maximum gross vehicle weight for vehicles equipped with five (5) or more weight-bearing axles with outer bridge spans of not less than fifty-one (51) feet shall not exceed ninety-five thousand (95,000) pounds. No single axle carrying such loads shall exceed twenty thousand (20,000) pounds. No group of two (2) axles carrying such loads shall exceed forty thousand (40,000) pounds. No group of three (3) axles carrying such loads shall exceed forty-eight thousand (48,000) pounds, except with a permit issued by the Department.

C. For vehicles transporting green goods debris (trees and limbs, etc.), white goods debris (appliances etc.), and construction goods debris (fence materials, roof repair debris, etc.), the maximum

gross vehicle weight for vehicles equipped with four (4) weight-bearing axles with outer bridge spans of not less than forty-three (43) feet shall not exceed eighty thousand (80,000) pounds. No single axle carrying such loads shall exceed twenty thousand (20,000) pounds. No group of two (2) axles carrying such loads shall exceed forty thousand (40,000) pounds. No group of three (3) axles carrying such loads shall exceed forty-eight thousand (48,000) pounds, except with a permit issued by the Department.

D. For vehicles transporting green goods debris (trees and limbs, etc.), white goods debris (appliances etc.), and construction goods debris (fence materials, roof repair debris, etc.), the maximum dimensions shall not exceed fourteen (14) feet wide, fourteen (14) feet high, and ninety-five (95) feet long on Interstate highways and fourteen (14) feet wide, thirteen feet and 6 inches (13', 6") high, and ninetyfive (95) feet long on non-Interstate highways.

E. Carriers, owners and/or drivers of any vehicle being operated under this Order are responsible for verifying in advance that the actual dimensions and weights of the vehicles and loads are acceptable for all routes being traveled. This includes, but is not limited to, areas deemed by Federal, state or local officials as inaccessible due to damages caused by Hurricanes Gustav and/or Ike, overhead structures and/or construction areas; and

F. Any manufactured home owned by FEMA or any vehicle which is considered a hurricane disaster relief load and which measures more than eight feet six inches (8' 6") wide and less than fourteen (14) feet wide may travel during daylight hours only, beginning at sunrise and ending at sunset. All such vehicles must travel with the required signs and flags indicating that they are oversize loads. All such vehicles which measure over twelve (12) feet wide must travel with a certified escort.

SECTION 2. The commercial vehicle regulatory requirements regarding the purchase of trip permits for registration and fuel for commercial motor carriers engaged in disaster relief efforts in the state of Louisiana shall be waived. This permit waiver also applies to such vehicles/loads with the types of loads and the weights and dimensions not exceeding those described in Section 1(A) through (D) above. However such permits must be obtained from the Department for vehicles exceeding those weights.

SECTION 3. Nothing in this Order shall be construed to allow any vehicle to exceed weight limits posted for bridges and similar structures, or relieve any vehicle or carrier, owner or driver of any vehicle from compliance with any restrictions other than those specified, or from any statute, rule, order or other legal requirement not specifically waived herein.

SECTION 4. Nothing in this Order shall be construed or interpreted as being applicable to travel on non-state maintained highways, or as being applicable to construction and building projects that are not in support of Hurricanes Gustav and/or Ike recovery and repair efforts.

SECTION 5. This Order specifically supersedes Executive Order No. JBE 2016-78. This Order is effective upon signature and shall apply unless amended, modified, terminated or rescinded by the governor, or terminated by operation of law until November 07, 2016.

IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the city of Baton Rouge, on this _____ day of _____, 2016.

GOVERNOR OF LOUISIANA

ATTEST BY THE GOVERNOR

SECRETARY OF STATE

Attachment D.4



Federal Motor Carrier
Safety Administration

Southern Service Center
1800 Century Blvd., Suite 1700
Atlanta, GA 20245

Western Service Center
12600 West Colfax Ave., Suite B-300
Lakewood, CO 80215

October 7, 2020

REGIONAL EMERGENCY DECLARATION
UNDER 49 CFR § 390.23
No. 2020-007

ALABAMA, FLORIDA, LOUISIANA, MISSISSIPPI AND TEXAS

In accordance with 49 CFR § 390.23, the Regional Field Administrators for the Federal Motor Carrier Safety Administration's (FMCSA) Southern and Western Service Centers hereby declare that an emergency exists that warrants issuance of a Regional Emergency Declaration and an exemption from Parts 390 through 399 of the Federal Motor Carrier Safety Regulations (FMCSRs), except as otherwise restricted in this Emergency Declaration. Such emergency is in response to Hurricane Delta, and its current and anticipated effects on people and property, including immediate threat to human life or public welfare from heavy rains, strong winds, storm surge, high surf, and flooding. This Declaration addresses the emergency conditions creating a need for immediate transportation of supplies, goods, equipment, fuel and persons and provides necessary relief. Affected States included in this Emergency Declaration are: Alabama, Florida, Louisiana, Mississippi and Texas.

By execution of this Emergency Declaration, motor carriers and drivers providing direct assistance to the emergency in the Affected States in direct support of relief efforts related to Hurricane Delta are granted relief from Parts 390 through 399 of Title 49 Code of Federal Regulations except as restricted herein.

This Emergency Declaration provides for regulatory relief for commercial motor vehicle operations while providing direct assistance supporting emergency relief efforts transporting supplies, goods, equipment and fuel into the Affected States, and transporting persons into and from the Affected States, or providing other assistance in the form of emergency services during the emergency in the Affected States from Hurricane Delta. Direct assistance terminates when a driver or commercial motor vehicle is used in interstate commerce to transport cargo or provide services not in support of emergency relief efforts related to Hurricane Delta, or when the motor carrier dispatches a driver or commercial motor vehicle to another location to begin operations in commerce. (49 CFR § 390.23(b)). Upon termination of direct assistance to emergency relief efforts related to Hurricane Delta in the Affected States, the motor carrier and driver are subject to the requirements of 49 CFR Parts 390 through 399, except that a driver may return empty to the motor carrier's terminal or the driver's normal work reporting location without complying

with Parts 390 through 399. When a driver is moving from emergency relief efforts to normal operations a 10-hour break is required when the total time a driver operates conducting emergency relief efforts, or a combination of emergency relief and normal operation, equals 14 hours.

Nothing contained in this Emergency Declaration shall be construed as an exemption from the controlled substances and alcohol use and testing requirements (49 CFR Part 382), the commercial driver's license requirements (49 CFR Part 383), the financial responsibility (insurance) requirements (49 CFR Part 387), the hazardous material regulations (49 CFR Parts 100-180), applicable size and weight requirements, or any other portion of the regulations not specifically authorized pursuant to 49 CFR § 390.23.

Motor carriers or drivers currently subject to an out-of-service order are not eligible for the relief granted by this declaration until they have met the applicable conditions for its rescission and the order has been rescinded by FMCSA.

In accordance with 49 CFR § 390.23, this declaration is effective immediately and shall remain in effect for the duration of the emergency (*as defined in 49 CFR § 390.5*) or until 11:59 P.M. (ET), November 6, 2020, whichever is less.



Darrell L. Ruban, Regional Field Administrator
Federal Motor Carrier Safety Administration
Southern Service Center



Scott G. Hernandez, Regional Field Administrator
Federal Motor Carrier Safety Administration
Western Service Center