

## **DEPARTMENT OF NATURAL RESOURCES**

### **ADMINISTRATIVE POLICY: 19**

**EFFECTIVE DATE: MAY 20, 2015**

**SUBJECT: OIL AND GAS PIPELINE/INFRASTRUCTURE RECORDS**

**AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY**

#### **I. POLICY**

The Department of Natural Resources' (DNR) policy is to disclose, in accordance with law, upon request, records prepared or received by its employees related to oil and gas pipelines and infrastructure. In compliance therewith, employees must recognize that certain records are inherently sensitive such that, prior to disclosure, assurance must be obtained that the records requested will not be used for an unlawful purpose. Moreover, the safety and security of pipelines and related infrastructure are now, more than ever, afforded heightened scrutiny by a number of federal regulatory agencies, including the Pipeline and Hazardous Materials Safety Administration (PHMSA) within the Department of Transportation, the Transportation Security Administration (TSA) within the Department of Homeland Security and the Federal Energy Regulatory Administration (FERC), which have responsibility for developing strategies for improving safety and security practices, promoting compliance with regulatory requirements and precluding or reducing future risks.

In this state, the Louisiana State Police Analytical and Fusion Exchange (LA-SAFE) collects and analyzes information and intelligence, for collaborative use by federal, state and local government authorities, to detect, prevent, investigate and respond to criminal and terrorist activity. To protect against the potentially devastating consequences which could ensue from inappropriate disclosure, it is DNR's policy that all requests for oil and gas pipeline and infrastructure records be evaluated by LA-SAFE prior to release.

#### **II. PURPOSE**

This policy establishes a procedure to be followed by all DNR employees in processing a request for records of oil and gas pipelines and infrastructure in this State.

#### **III. APPLICABILITY**

This policy applies to all DNR employees, regardless of status.

#### **IV. PROCEDURE**

When a request for records of oil and gas pipelines and infrastructure is received by DNR, and the records requested are not available on SONRIS, the request immediately is to be forwarded to the DNR Legal Division which will be responsible for then providing the request to LA-SAFE for assessment. DNR's release of the records requested will occur only after review by LA-SAFE and upon determination that such records are not privileged, confidential or otherwise not subject to disclosure for safety/security reasons.

#### **V. COMPLIANCE**


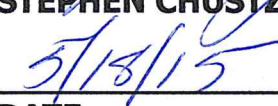
Strict adherence to the requirements of this policy is expected. Any employee found, after investigation, to have released records in violation of the procedure set forth herein will be subject to corrective action as authorized by the Civil Service Rules.

#### **VI. EXCEPTIONS**

Exceptions to this policy require the express, written approval of the Secretary. Any exception granted will further the safety/security purposes of this policy and comply with express law.

#### **VII. QUESTIONS**

Questions regarding this policy should be directed to the DNR Legal Division.

  
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**STEPHEN CHUSTZ, SECRETARY**  
  
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**DATE**

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**INITIAL ISSUE DATE: 06/11**

**REVISION DATE: 05/15**