

Safety and Environmental Management Systems (SEMS)	Revision Number:	1
	Revision Date:	2/16/14

(API RP 75 Element 2) § 250.1910 Safety and Environmental Information

SEMS program safety and environmental information must be developed and maintained for any facility that is subject to the SEMS program. SEMS program safety and environmental information must include the following.

Process Design Information:

1. A facility level Hazard Analysis,
2. Simplified process flow diagram (PFD),
3. Acceptable upper & lower limits for temperature, pressure and flow and composition, where applicable,

Mechanical and Facilities Design Information:

1. Piping and instrument diagrams (P&ID)'s,
2. Electrical area classification drawings,
3. Equipment arrangement drawings (layout or plot plans),
4. Design basis for relief sizing,
5. Description of alarm, shutdown, and interlock systems (refer to API 14C Safe Charts),
6. Description of well control systems,
7. Fire protection and safety equipment (refer to equipment layout drawing),
8. Emergency evacuation procedures: 33 CFR 146.140 USCG EEP
9. Information on materials of construction, equipment and piping specifications,
10. Hydrogen Sulfide Contingency Plan (if applicable) 30 CFR Parts 250.490 BSEE,
11. DOT Pipeline Gas and Oil Operations Manuals, Emergency Response plans, and standard operating and maintenance procedures, 49 CFR 192 and 195 Pipeline

Additional Information that should be available at each facility includes:

1. Safety Data Sheets (SDS)/inventory for all hazardous chemicals on site,
2. Oil spill contingency plan,
3. Environmental/safety manual,
4. Facility operating procedures,
5. Inventory list of ASME pressure vessels, including piping and vessel UT records, Documentation of U1A data reports, API external inspections (every 5 years) and internal inspections (up to 10 years), including applicable maintenance history,
6. Design codes, regulations and standards employed, (each facility should have applicable regulations available, i.e. 30 CFR, 33 CFR, 49 CFR, 29 CFR and API documents).

Safety and environmental information shall be kept on location for the life of the facility. For simple or nearly identical facilities, common documentation may be used provided site-specific differences are included. This information should be reviewed periodically and updated as needed via management of change (MOC) procedures.