**Review Level Form**

**LEVEL 2 QUESTIONS**

If you answer “Yes” to any of the items below, the change requires **LEVEL 2** review/approval.

|  |  |
| --- | --- |
| 1. Is this a deviation from a global practice without purpose code [E] Environmental or [S] Safety?
 | [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| 1. Will the change impact a PSM unit?

  | [ ]  Yes [ ]  No    |
| 1. Will inventories of existing flammable, toxic or corrosive materials increase?

  | [ ]  Yes [ ]  No    |
| 1. Does the change flare or vent needs, but within the capabilities of the existing flare/vent?

  | [ ]  Yes [ ]  No    |
| 1. Is new or unusual technology being applied versus that presently used in the superiors’ area?

  | [ ]  Yes [ ]  No    |
| 1. Will emissions or discharges increase, this requiring new permits or

modifications to existing permits?  | [ ]  Yes [ ]  No    |

|  |  |
| --- | --- |
| 1. Is the work to be performed associated with a new pipeline connections agreement?
 | [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| 1. Will this change affect custody transfer measurement on the pipeline system?

  | [ ]  Yes [ ]  No |

**LEVEL 3 QUESTIONS**

If you answer “Yes” to any of the items below, the change requires **LEVEL 3** review/approval.

|  |  |
| --- | --- |
| 1. Is this a deviation from a global practice noted with a purpose code [E] Environmental or [S] Safety?

  | [ ]  Yes [ ]  No    |
| 1. Will the change result in an increased flowrate or storage capacity?

  | [ ]  Yes [ ]  No    |
| 1. Will the change increase or decrease leak detection timing?

  | [ ]  Yes [ ]  No    |
| 1. Will the change adversely affect emergency response?

  | [ ]  Yes [ ]  No    |
| 1. Are facilities located substantially closer (e.g., 20% or within 100ft)

to occupied company or public structures or environmentally sensitive areas?   | [ ]  Yes [ ]  No    |
| 1. Will the change introduce new flammable, toxic or corrosive material?

  | [ ]  Yes [ ]  No    |
| 1. Will the proposed change expose existing equipment to a new material or service?

  | [ ]  Yes [ ]  No    |
| 1. Will the change reduce the level of protection or security from 3rd party damage?

  | [ ]  Yes [ ]  No    |
| 1. Will the change introduce non-standard materials or deviate from company standards or specifications?

  | [ ]  Yes [ ]  No    |
| 1. Does this change adversely impact fire protection?

  | [ ]  Yes [ ]  No    |
| 1. Is there an increased risk of inadequate ventilation that could result in an explosive mixture?

  | [ ]  Yes [ ]  No    |
| 1. Is there increased potential for static electricity discharge?

  | [ ]  Yes [ ]  No    |
| 1. Does the change adversely affect the means of emergency escape?

  | [ ]  Yes [ ]  No    |
| 1. Is it necessary to add personal protective equipment beyond the company standard for similar facilities?

  | [ ]  Yes [ ]  No    |
| 1. Does the change adversely impact pressure/vacuum relief (including thermal relief)?

  | [ ]  Yes [ ]  No    |
| 1. Is there increased potential for spill or release?

  | [ ]  Yes [ ]  No    |
| 1. Are levels of stored energy (pressure, temperature, voltage) being increased?

  | [ ]  Yes [ ]  No    |
| 1. Does the change reduce the existing flare/vent design capacity, or require an increase in design capacity?

  | [ ]  Yes [ ]  No    |
| 1. Are maintenance, inspection or testing frequencies being extended beyond company or manufacturer standards?

  | [ ]  Yes [ ]  No    |
| 1. Is new or unusual technology being applied versus that presently used in the area manager's area?

  | [ ]  Yes [ ]  No    |
| 1. Are the safe operating limits or the equipment design life being reduced?

  | [ ]  Yes [ ]  No    |
| 1. Does the change alter the electrical classification of an area and require an upgrade of existing equipment and/or extend the classification area beyond company property?

  | [ ]  Yes [ ]  No    |
| 1. Is there a potential for the public or personnel (utilizing standard PPE) to be exposed to noise, or substances beyond established industrial hygiene limits?

  | [ ]  Yes [ ]  No    |
| 1. Will the change impact the CSE list by: adding a CSE, eliminating a CSE, reducing a CSE capability, make a CSE setpoint less stringent or change the program in a programmable device that affects a CSE?

  | [ ]  Yes [ ]  No    |



**PLEASE USE THE GUIDE BELOW TO DETERMINE THE REVIEW LEVEL:**

|  |  |
| --- | --- |
| [ ]  **LEVEL 1:**  | All other changes not categorized in the level 2 or 3 questions. (Field supervisor approval required) |
| [ ]  **LEVEL 2:**  | PSM facility changes or changes that have the potential for a moderate decrease in safety or increase in risk. (Area supervisor approval required) |
| [ ]  **LEVEL 3:**  | CSE list changes or changes that have the potential for a significant decrease in safety or increase in risk. (Area manager approval required). |