

# EXHIBIT 13

Procedural Manual for Operations, Maintenance & Emergencies  
Operator: Pacific Energy & Mining Company (PEMC)  
PHMSA - Issued Operator Identification Number (OPID): 39049  
Paradox Natural Gas Pipeline, Grand County, Utah

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## **POLICIES AND PROCEDURES MANUAL SECTION NO. 8** **START-UP AND SHUT-DOWN PROCEDURES**

### 34. **NORMAL OPERATIONS AND MAINTENANCE: START-UP AND SHUT DOWN PROCEDURES (§ 192.605(5))**

- a. **Required Safety Equipment:** The PEMC Field Supervisor shall have the following safety equipment in working condition in his vehicle at all times, be proficient in its usage, and ensure that all other PEMC personnel are trained and proficient in their usage:
- i. A tested and functional gas monitoring instrument that can detect LEL/Carbon Dioxide/Oxygen/Methane;
  - ii. An extra charged battery for the cell phone;
  - iii. A fully functional and fully charged, Self-Contained Breathing Apparatus (SCBA);
  - iv. A complete first aid kit;
  - v. Fully charged and functional 10-lb Fire Extinguisher of the ABC type; and
  - vi. At least two portable 2-way radios fully charged with charger.
- b. **Shut-Down Procedures:** (See Figure/Exhibit #1 Map of Paradox Pipeline-OPID 39049)
- i. Power off compressor at gas plant and record outlet pressure and time:  
Date/time: \_\_\_\_\_, psig: \_\_\_\_\_.
  - ii. Identify location on a map of emergency incident scene, if not already known;
  - iii. If the emergency incident scene is between the outlet of compressor at the gas plant and the north side of the block valve, then go to ¶ 5(h)(v) below;
  - iv. If the emergency incident scene is located between the block valve and the

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outlet of the 16" line at the tie-in to Northwest Pipeline, then go to ¶ 5(h)(ix) below;

- v. Close valve between the outlet of the compressor and the inlet of the 16" gas Pipeline and record pressure reading (and time taken), downstream of closed valve (towards block valve);

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

- vi. Close the block valve and record pressure gauge reading (and time taken), on the upstream side of the closed block valve (towards gas plant)

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

Record the pressure gauge reading (and time taken), on the downstream side of the closed block valve (towards tie-in to Northwest Pipeline)

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

- vii. Close valve between the outlet of the 16" Pipeline line and the meter located at the tie-in to Northwest Pipeline and record pressure gauge reading (and time taken) on upstream side of closed valve (towards block valve).

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

Record the pressure gauge reading (and time taken), on the downstream side of the closed valve (towards meter)

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

- viii. Call the PEMC Compliance Officer, Dan Green, at (775) 636-3132 and relay information on location, time and pressures.

- ix. Close valve between the outlet of the 16" Pipeline and the meter located at the tie-in to Northwest Pipeline and record pressure gauge reading (and time taken) on upstream side of closed valve (towards block valve).

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

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Record the pressure gauge reading (and time taken), on the downstream side of the closed valve (towards meter)

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

- x. Close the block valve and record pressure gauge reading (and time taken), on the upstream side of the closed block valve (towards gas plant)

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

Record the pressure gauge reading (and time taken), on the downstream side of the closed block valve (towards tie-in to northwest pipeline)

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

- xi. Close the valve between the outlet of the compressor and the inlet of the 16" the Pipeline and record pressure reading (and time taken), downstream of closed valve (towards block valve).

Date/time: \_\_\_\_\_, psig\_\_\_\_\_.

- xii. Call the PEMC Compliance Officer Dan Green at (775) 636-3132, and relay any new information on the time, pressures. Get further instructions.

- c. Start-Up Procedures: To restart the Pipeline, ensure that either Tariq Ahamd or Dan Green is present and then follow the steps in the paragraph immediately above in the reverse order.

35. **PERIODIC REVIEW TO DETERMINE EFFECTIVENESS AND ADEQUACY OF PROCEDURES (§192.605(b)(8)):**

See generally the requirements in ¶ 13 ¶ 14 above.

36. **ROUTINE TESTING AND INSPECTION (§ 192.605(b)(10))**

See generally the requirements in ¶ 13 and ¶ 14 above.

37. **CONTROL ROOM MANAGEMENT (§ 102.605(b)(12))**