



Federal Ministry for the  
Environment, Nature Conservation  
and Nuclear Safety

**Umwelt  
Bundes  
Amt**   
Für Mensch und Umwelt

UNECE Convention on the  
Transboundary Effects of  
Industrial Accidents

**Assistance  
Programme**



## UNECE Convention on the Transboundary Effects of Industrial Accidents

### Project under the Assistance Programme

**First meeting of the expert group  
for the elaboration of safety guidelines for terminals**  
within the project on hazard and crisis management in the Danube Delta

March 14, 2012

Berlin, Germany

Meeting minutes

## **I. Introduction**

The first meeting of the expert group for the elaboration of safety guidelines for terminals was hosted by Germany and organized on 14 March 2012 in the Federal Institute for Materials Research and Testing in Berlin. The meeting was chaired by Mr. G. Winkelmann-Oei. It is part of the project on hazard and crisis management in the Danube Delta between the Republic of Moldova, Romania and Ukraine (further referred to as the Danube Delta Project, DDP).

The DDP is mainly funded by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety and organized under the Assistance Programme<sup>1</sup> of the UNECE Convention on the Transboundary Effects of Industrial Accidents. The project aims at improving the cooperation between the three project countries in the Danube Delta region by enhancing and where possible harmonizing the mechanisms and approaches for efficient and effective hazard and crisis management. In this regard, one goal is also the development of practical recommendations/guidelines for authorities and operators to strengthen their hazard management.

With regard to that, the objective of the expert group meeting was to brainstorm with international experts the need to create safety guidelines for oil terminals and which shape they would have. The guidelines to be developed by 31 March 2013 would be mainly used within the DDP, but also by other UNECE countries and should help authorities and operators to improve the safety level at installations.

## **II. Safety standards for the prevention of industrial accidents at oil storing and processing facilities, including those with transboundary effects**

In order to start the discussion on material already available internationally, the secretariat circulated before the meeting previous guidelines elaborated under the auspices of the UNECE: (i) the Safety Guidelines and Good Practices for Tailing Management Facilities (ECE/CP.TEIA/2008/9) and (ii) the Safety Guidelines and Good Practices for Pipelines (ECE/CP.TEIA/2006/11). Furthermore, the OECD Guidance Concerning Chemical Safety in Port Areas (OCDE/GD(96)39) was provided.

During the meeting the experts discussed the before mentioned documents as well as other guiding material studied in preparation for the meeting, such as the HSE report on Safety and Environmental Standards for Fuel Storage Sites (Buncefield report), the TRCI Tank Farm Guidelines for the Chemical Industry or the OSHA Process Safety Management of Highly Hazardous Chemicals standard. The experts concluded that there is quite a number of guiding documents concerning oil terminals already internationally available. At the same time, they agreed that the existing material was either too complex for an effective use by operators and authorities or too specifically focused on given

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<sup>1</sup> <http://www.unece.org/env/teia/assistance.html>.

elements and that, thus, it does not provide the overview needed for running such a facility. On the other hand, some guidelines are too broad and general to allow the use and implementation by the operators. Therefore, it was agreed that the elaboration of a document, including all aspects of the life-cycle of an oil terminals and providing at the same time references to the existing material, would be of an added value. In addition, the guidelines to be developed would also incorporate aspects not yet considered in the existing material, such as the ageing of installations.

Furthermore, the experts defined more precisely the scope that the future safety guidelines should have; that is oil storing facilities, including those facilities dealing with oil derivatives and those loading, unloading and transferring oil and/or its derivatives.

Following the discussion, the experts decided that the safety guidelines for terminals to be developed within this project should:

- (i) be specific and concrete recommendations that would be simple to read and/or implement by operators, authorities and the public;
- (ii) be based on all phases of the life cycle of a facility;
- (iii) not duplicate or repeat existing material but refer to it in the guidelines incorporate it into them;
- (iv) be developed as a compilation/synergy of material developed following “Western” standards and standards followed in the CIS countries on all elements of process safety management.

### **III. Format and outline for the safety guidelines**

The experts agreed that the document on the safety guidelines would be divided into three parts: an introduction, a main body and an annex (see outline in annex I). The introduction should point out the framework and scope of the document, containing also general principles to be respected by operators and authorities. The main body that would be structured based on the different phases of a facility’s life cycle includes the concrete recommendations. The annex should contain further detailed information, such as a bibliography or other material. Such could be also a matrix that the experts discussed during their first meeting. The matrix to be prepared for the next meeting should highlight which aspects (personnel, equipment, finances etc.) play a crucial role for the safety in each of the phases of a facility’s life cycle.

However, the Chair suggested that guidelines be developed with the same structure as the previous safety guidelines and good practices for both pipelines and tailing management facilities. The earlier guidelines comprised general principles and recommendations to UNECE countries, competent authorities and operators, followed by a technical annex with detailed minimum safety standards. The experts decided to take the Chair's view into account and to insert principles and recommendations in the introductory part.

**IV. Next steps for the elaboration of the safety guidelines**

The experts agreed to share work among them to draw up a more detailed version of the outline identified for the guidelines as well as the matrix.

More specifically, the group agreed on the following tasks to be done by the indicated experts in preparation for the second meeting:

<b>Nr.</b>	<b>Task</b>	<b>Person in Charge</b>	<b>Deadline</b>
<b>1.</b>	Circulate the meeting minutes	UNECE secretariat	23 Feb 2012
<b>2.</b>	Send ppt presentation, including the phases of the life cycle, to A. Moskalenko	F. Candreva	28 Mar 2012
<b>3.</b>	Send headings from the Buncefield report to G. Winkelmann-Oei for the elaboration of an outline for the safety guidelines, with specific attention to the “Design” phase	R. Gowland	31 Mar 2012
<b>4.</b>	Prepare first draft of the matrix	A. Moskalenko	17 Apr 2012
<b>5.</b>	Comment on the matrix	All experts	14 May 2012
<b>6.</b>	Circulate the preliminary outline for the safety guidelines to be discussed at the second meeting of the expert group	G. Winkelmann-Oei	13 May 2012

The group also decided to discuss both the outline and matrix during a second meeting to be held between 18 and 20 June 2012 (preferably one and a half day). The second meeting will be hosted by the GCE Group in St. Petersburg, Russia and chaired by Mr. Moskalenko. It has further been agreed on that the chairmanship of the expert group would not be permanent but instead that it would change on a rotational basis. Mr. Gowland volunteered to chair the third meeting for the expert group.

**V. Summary and closure of the meeting**

The chair expressed his gratitude to the experts, the secretariat and the translator for their good work and cooperation during the meeting.

## **ANNEX I Outline for the safety guidelines**

1. Introduction (Part 1)
  - 1.1. Framework/general principles
2. Recommendations/guidelines for operators and authorities (Part 2)
  - 2.1. Strategy
  - 2.2. Feasibility and concept selection
  - 2.3. Design
  - 2.4. Construction
  - 2.5. Installation and commissioning
  - 2.6. Operation and life extension
  - 2.7. Decommissioning
3. Annex (Part 3)
  - 3.1. Matrix
  - 3.2. Bibliography

## **ANNEX II      Agenda for the first meeting of the expert group**

### **1. Introduction and welcome (10.00-10.30)**

Welcoming statement by the Chair

Introduction of the participants (tour the table)

The Chair will introduce the overall objectives and tasks to be achieved by the expert group as well as the time frame and deadlines to be observed.

### **2. Safety standards for the prevention of industrial accidents at oil storing and processing facilities, including those with transboundary effects (10.30-12.00)**

The expert group is expected to discuss the good practice and safety standards for the prevention of industrial accidents at oil facilities. They should also take stock of existing material and guidelines for oil facilities and identify deficiencies / challenges which might need to be addressed in the area of safety when designing, constructing, operating and decommissioning these facilities

The group may further wish to brainstorm how to assist, through guiding material (safety guidelines), authorities and operators of oil storing and processing facilities to improve the safety level at all phases of oil facilities life-cycle.

On the basis of the above discussions the group will decide which issues/aspects should be addressed and how they should be incorporated into guiding material.

(lunch break, 12.00-13.00)

### **3. Format and outline for the safety guidelines (13.00-15.00)**

Presentation on ideas for a structure based on former UNECE safety guidelines (Gerd Winkelmann-Oei)

The expert group should discuss the format/layout of the safety guidelines and, based on that, develop an extended outline for the document.

(coffee break, 15.00-15.30)

### **4. Next steps for the elaboration of the safety guidelines (15.30-16.30)**

The experts should decide how to share the responsibilities and tasks for the elaboration of the first draft of the safety guidelines for oil storing and processing facilities based on the extended outline. They should further elect the permanent Chair and agree on deadlines as well as the date and venue for the next meeting.

### **5. Summary and closure of the meeting (16.30-16.45)**

**ANNEX III List of participants**

<b>Nr.</b>	<b>Name</b>	<b>Organization</b>	<b>Contact details (e-mail, tel.)</b>
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