APPENDIX C
CODE CHANGE PROPOSAL
NORTH CAROLINA
BUILDING CODE COUNCIL

B-15

B-7: Resubmitted on 12/12/23 to ensure compliance with NCGS 150B Administrative Procedures Act.

325North Salisbury Street, Room 5_44
Raleigh, North Carolina 27603
(919) 647-0009
carl.martin@ncdoi.gov

Petition for Rule Making Item Number _____

Granted by BCC	_____	**Adopted by BCC**	_____	**Approved by RRC**	_____
Denied by BCC	_____	**Disapproved by BCC**	_____	**Objection by RRC**	_____

PROPONENT: Marielena Salazar & Kyle Baker PHONE: (281 627 5806
REPRESENTING: Shell Retail & Convenience Operations (dba Shell TapUp)
ADDRESS: 757 North Eldridge Suite 615
CITY: Houston STATE: Tx ZIP: 77079
E-MAIL: M.salazar@shelltapup.com , Kyle.baker@shell.com FAX: ( ) -
North Carolina State Building Code, Volume 2024 North Carolina Fire Code - Section 5706.5.4.5

CHECK ONE: [x] Revise section to read as follows: [ ] Delete section and substitute the following:

[ ] Add new section to read as follows: [ ] Delete section without substitution:

Please type. Continue proposal or reason on plain paper attached to this form. See reverse side for instructions.

5706.5.4.5 Commercial, industrial, governmental or manufacturing establishments. Dispensing of Class I, II and III motor vehicle fuel from tank vehicles into the fuel tanks of motor vehicles located at commercial, industrial, governmental or manufacturing establishments is allowed where approved ~~permitted~~ provided that such dispensing operations are conducted in accordance with the following:

Will this proposal change the cost of construction?	Decrease [ ]		Increase [ ]		No	[x]
Will this proposal increase to the cost of a dwelling by $80 or more?		Yes [ ]			No	[x]
Will this proposal affect the Local or State funds?	Local [ ]		State [ ]		No	[x]
Will this proposal cause a substantial economic impact (≥$1,000,000)?		Yes [ ]			No	[x]

- Non-Substantial – Provide an economic analysis including benefit/cost estimates.
- Substantial – The economic analysis must also include 2-alternatives, time value of money and risk analysis.
- Pursuant to §143-138(a1)(2) a cost-benefit analysis is required for all proposed amendments to the NC Energy Conservation Code. The Building Code Council shall also require same for the NC Residential Code, Chapter 11.

REASON: Proponent seeks to add approved & add Class I liquids to Section 5706.5.4.5, which governs fleet fueling at commercial, industrial, governmental and manufacturing establishments. The proposed revision I was approved and made final by the ICC Board during the 2024 IFC during the Group A cycle (see attached).

Signature: _____ Date: _____ FORM 11/26/19

INSTRUCTIONS

Each proposed Code change request shall comply with the following policies:

Rule 1: The Original and twenty-two (22) copies of the proposed Petition for Rule-Making along with supporting documentation shall be filed with the Building Code Council Secretary. Submit one (1) electronic copy via email.

Rule 2: The filing shall be received by the first day of the month prior to the quarterly scheduled meeting date. Example: A December meeting date will require filing by November 1 prior to the meeting.

Rule 3: Each request shall be typewritten on this form and shall contain the following:

(1) The proposed rule change must be set forth in full and contain explicit reference to the affected section or sections of the Code.
(2) The request shall state the reasons for the proposed rule change with supporting documentation.
(3) The proposed rule change shall comply with the standards set forth in GS 143-138(c) and reference to the particular standards shall be set forth in the request for the amendment.
(4) The proposed rule change shall contain an economic impact analysis as required by GS 143-138(a).
(5) A proposed rule change to the NC Energy Conservation Code shall have an accompanying cost-benefit analysis as required by GS 143-138(a1)(2).

Secretary shall reject the submittal and notify the applicant of the proper procedure to follow.

Rule 5: Upon the proper filing of a request, the BCC Secretary shall forward one copy of said request to each council member prior to the scheduled meeting date. Persons filing proposed petitions are hereby notified of the place and time of the scheduled hearings. The BCC Secretary shall cause to be published the notice of public hearing as specified in GS 143-138(a).

Rule 6: The Council shall either Grant or Deny the proposed Petition for Rulemaking at the meeting following receipt of the proposed rule change. The Council will take no further action on items that are Denied. Granted items may be referred to Committee for review.

Rule 7: The Council will hold a public hearing on Granted items at the next quarterly scheduled meeting. The Council will take final action on Granted items at the next quarterly scheduled meeting after the public hearing.

Timeline Example

Petition received:	**February 1**
Petition Granted:	**March BCC meeting**
Notice of Hearing published:	**April NC Register**
Committee review:	**May - June**
Hearing held:	**June BCC meeting**
Final Adoption:	**September BCC meeting**
Rules Review Meeting:	**November RRC meeting**
Approved:	**December 1**

SHELL TAPUP HSSE

COMPLIANCE GROWTH 2022

SOP Development and Updates

Security Plan Development

Hiring Vetting Process Changes

Maintenance Standards

Monthly HSSE Trainings

UK TapUp Audit Standard Developed

GHD Waste Management Rollout

MSC Training Development + Houston Workshop

ERPs docs + ER Quarterly Drills+ Incident Mgmt Standard

Safety Day Standdowns (May/Sept)

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SHELL TAPUP PROCESS

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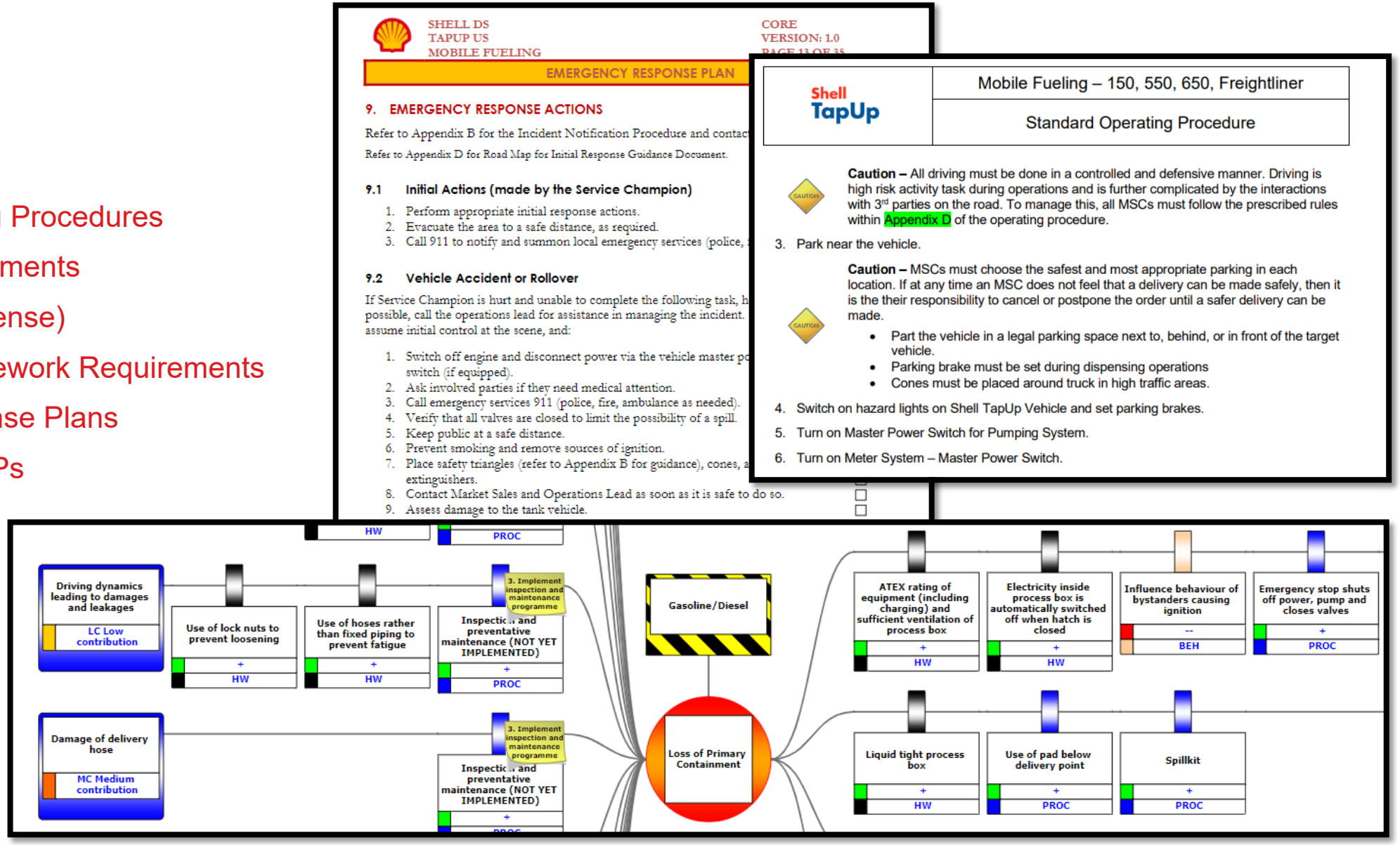
PROCESS

- HAZOP
- Standard Operating Procedures
- Health Risk Assessments
- LOD 1 (Line of Defense)
- Shell Control Framework Requirements
- Emergency Response Plans
  - Site Specific ERPs
- Permitting



SHELL TAPUP HSSE STRUCTURE – HSSE & SP MANAGEMENT SYSTEM

Shell Control Framework

HSSE & SP Management System

Our "Global Safety Management System"

- Leadership and Commitment
- Policy and Objectives
- Organisation, Responsibility and Resources
  - Competence
  - Joint Venture HSSE & SP Management
- Managing Risk
- Planning and Procedures
  - Emergency, Spill Preparedness and Response
  - Management of Change
  - Permit to Work
  - Spill Preparedness and Response
- Implementation, Monitoring & Reporting
  - Implement
  - Incident Investigation and Learning
  - Performance Monitoring & Reporting
- Assurance
  - Exception to Shell HSSE & SP Control Framework Requirements
- Management Review

- Health
- Projects
- Process Safety
- Transport
- Process Safety
- Social Performance
- Personal Safety
- Product Stewardship
- Security
- Resources
- Environment
- Asset Management System
- Contractor HSSE Management

Shapes and develops our:

- SOPs
- Processes
- Standards
- Culture

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SHELL TAPUP EQUIPMENT

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VEHICLES

Shell TapUp Original Vans 3 - 100 gal tanks

Ford F-550 2 - 500 gal tanks

Ford F-650 1 - 1,200 gal tanks

Freightliner M-2 Chassis 1,200 & 1,600 gal tanks

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REQUIRED EQUIPMENT

Vehicle Equipment

- 1-2 compartment tank (dependent on size of truck, 550, 650, freightliner) system including, valves, pump, air eliminator, meter, meter electronics, 25-50' hose, nozzle and retracting hose reels.
- 1 Air compressor with attached 25-50' hose, air chuck, and retracting hose reel
- Spill Kit
- First aid kit including portable eyewash kit
- Fire extinguisher (1 – 40 BC)
- 1 Shell TapUp smartphone/tablet with app and charging equipment
- Snow brush for vehicles
- Accident kit

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REQUIRED EQUIPMENT

Spill Kit List (contained within a 20 gallon drum) includes:

- #L 100 White, Meltblown pads 15” x 17”
- Vermiculite (Dry absorbent or “Kitty Litter”)
- Oil only pillows 8” x 18”
- Poly socks 3” x 10’
- Poly socks 3” x 48”
- Premix absorbent, 1# container
- #5920-YE Prowler pool 20 gal
- Glove nitrile, XL
- Goggles
- Caution tape, 3” x 1000’
- Drain cover 36” x 36” neoprene black
- Drum liner 55 gal 38” x 63” 50 per roll, industrial 4 mil
- Seal drain cover (1)
- Spill kit instructions

Unloading Area

⚠ WARNING

- Loading and unloading operations should be supervised at all times.
- Always set parking brake before unloading.
- If tank is equipped with positive air vents that are connected to vapor adapter, open manhole or vapor adapter before unloading tank to avoid possibility of damaging tank.

Figure 16

Product unloads from designated compartment through pump, meter to nozzle.

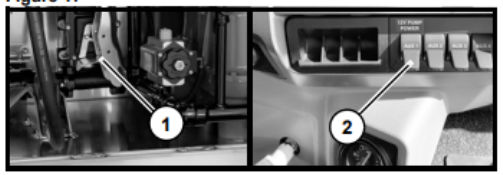
PTO

PTO is installed on transmission and is coupled to drive-shaft. When PTO is engaged pump will start.

Note: See Meter for PTO operation.

12V Electric Pump

Figure 17



AUX 1 switch in cab (2)*(Figure 17)* and switch on pump (1)*(Figure 17)* must be in **ON** position.

Note: See Meter for electric Pump operation.

Meter

Figure 18

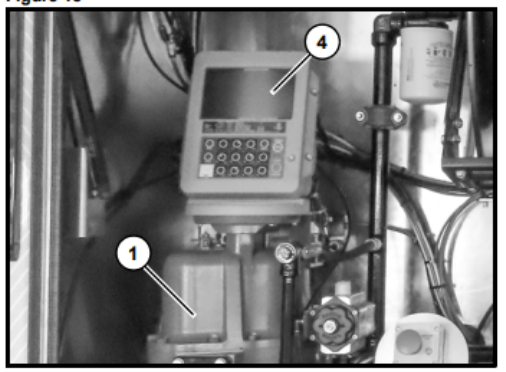
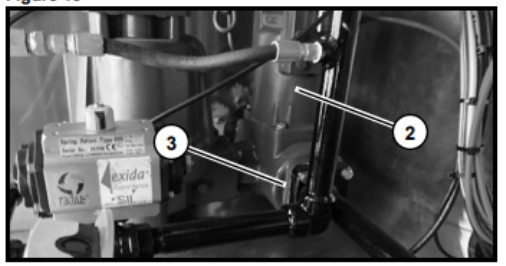


Figure 19



When meter register is started:

- PTO is engaged
- 12V Electric Pump is powered, both switches must be in the **ON** position
- Brakes lock
- Emergency valves are opened

1. Meter (1) *(Figure 18)* measures amount of product being delivered.
2. Air eliminator (2) *(Figure 19)* is installed on inlet side of meter and senses when air passing through and eliminates it before reaching meter. Air vent line from air eliminator is plumbed to product tank.
3. Strainer (3) *(Figure 19)* Is Located On Inlet Side Of Meter And Protects Meter From Foreign Debris From Tank. Inspect Yearly, Replace As Needed When Clogged.
4. Register (4) *(Figure 18)* displays amount of product being delivered. After delivery, registered results can be generated and printed for records.

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SHELL TAPUP PEOPLE

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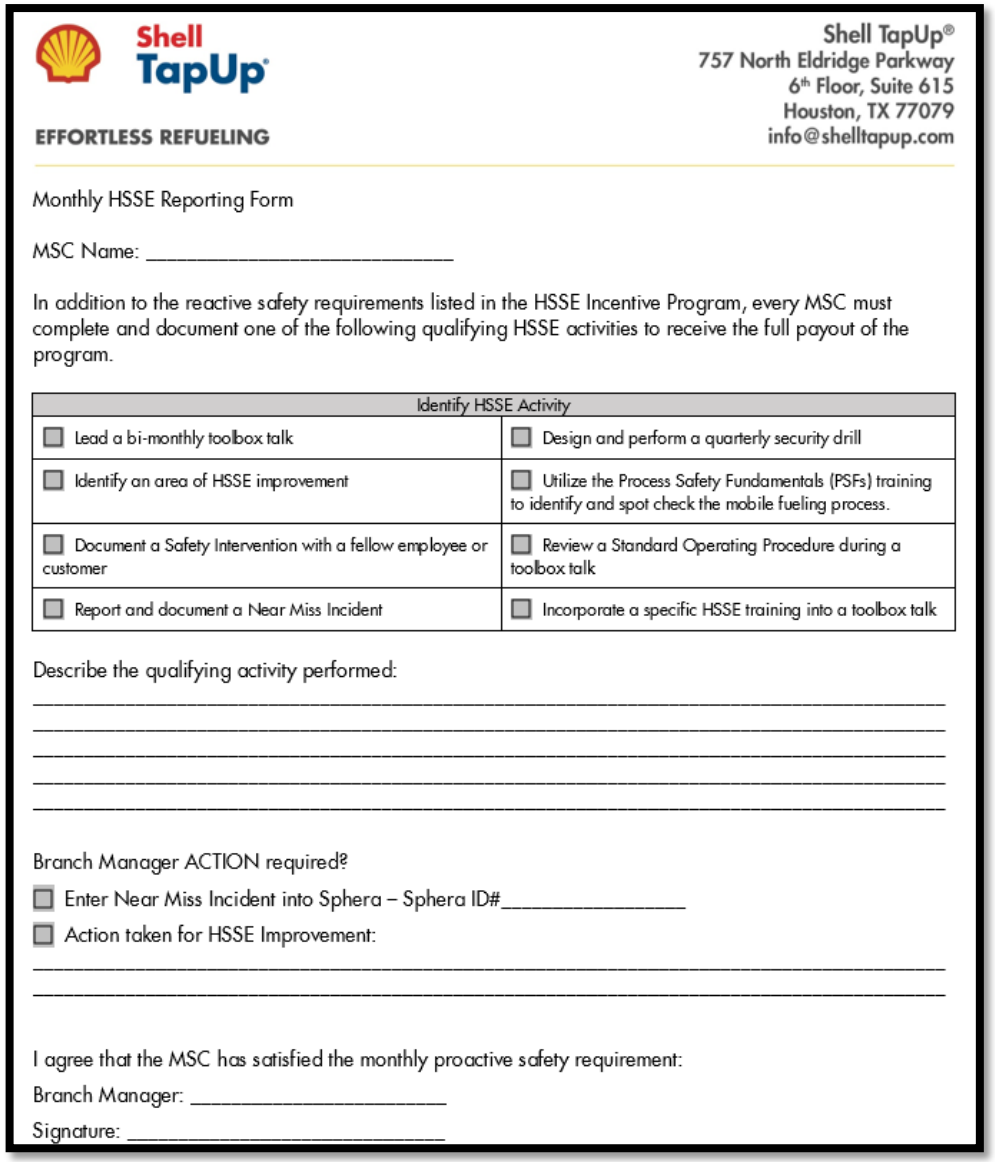
SHELL TAPUP PEOPLE

- Hiring + Training
  - Initial and Refresher trainings - Defensive driving, DOT compliance, safety culture, etc.
  - MSC investment – how to identify at risk behavior
- Market Assessments - Onsite by HSSE team in each market
  - Review and test our MSCs on the process, the equipment, and the human element
- Quarterly Safety Culture Review (KPIs)
  - Develops 'leading indicators' for the field (fatigue risk, journey management, security training, emergency response)
- HSSE Annual Incentive Program
  - Reactive + Proactive safety, ownership of safety by MSCs



Shell TapUp

EFFORTLESS REFUELING

Shell TapUp®
757 North Eldridge Parkway
6th Floor, Suite 615
Houston, TX 77079
info@shelltapup.com

Monthly HSSE Reporting Form

MSC Name: _____

In addition to the reactive safety requirements listed in the HSSE Incentive Program, every MSC must complete and document one of the following qualifying HSSE activities to receive the full payout of the program.

Identify HSSE Activity	
☐ Lead a bi-monthly toolbox talk	☐ Design and perform a quarterly security drill
☐ Identify an area of HSSE improvement	☐ Utilize the Process Safety Fundamentals (PSFs) training to identify and spot check the mobile fueling process.
☐ Document a Safety Intervention with a fellow employee or customer	☐ Review a Standard Operating Procedure during a toolbox talk
☐ Report and document a Near Miss Incident	☐ Incorporate a specific HSSE training into a toolbox talk

Describe the qualifying activity performed:

_____
_____
_____
_____
_____

Branch Manager ACTION required?

☐ Enter Near Miss Incident into Sphera – Sphera ID#_____

☐ Action taken for HSSE Improvement:

_____
_____

I agree that the MSC has satisfied the monthly proactive safety requirement:

Branch Manager: _____

Signature: _____

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TRAINING COMPLIANCE

MSC Onboarding

Compliance courses in JJ Keller

TapUp Onboarding Training developed and rolled out

BM & AM Houston Workshops

1 Workshop per quarter

All BMs/AMs will attend in annual rotation

Focus on key role information:

- Employee Engagement
- Product Management
- HSSE Managed Activities
- Soft Skills

Schedule	Activity	Session Leaders	Topic	Description
DAY ONE				
0800-0900	Breakfast			ordered, brought into office
0900-0930	Office Walk-Through			brief walkthrough of office, meet support
0930-1200	HR+Recruiter Overview Session	Lisa Deats, Robert Lopez, Ever Aguilera	**Meet Team** **Overview of Hiring Process, HR Policy**	Discuss hiring process, discuss offboarding/disciplinary process, discuss "show stoppers" during hiring process - i.e. DUI, background issues. HR Policy
1200-1300	Lunch			ordered, brought into office
1300-1400	Ops Team Overview Session	Wisam Nahhas, Zaid Khayat, Nour Baki	**Meet Team** **Ops Goals/BM Expectations** **Career Progression** **Account Management**	Branch manager expectations, department goals, career progression. Q&A with Ops support (launch support, product/stock support, loading rack)
1400-1500	HSSE Team Overview Session	Kyle Baker, Ever Aguilera, Wes Wood, Marielena Salazar, Brent McClintock, Michael Terry, Ezra Hill	**Meet Team** **Safety Culture Overview** **Permitting Process Overview** **Training and Compliance Overview**	safety culture overview, annual goals overview, permitting process, Training and compliance overview
1500-1530	Break			
1530-1700	Safety Session 1	Kyle Baker	**ERP/Incident Management Training** **SPHERA Training**	High Level - ERP/Incident Management, BMs role, Knowledge Session - how to perform Sphera initial entry, writing of Incidents,
1830-///	Team Dinner			Schedule
DAY TWO				
0800-0900	Breakfast			ordered, brought into office
0900 - 1000	Governance + GCC Session	Dalyce Bradshaw, Tricia Fulton, Lisa Deats	**Corporate Policy** **Hardware**	Connect.Shell questions, GCC review - High Level Concur
1000 - 1100	Safety Session 2	Wesley Wood	**DOT Compliance Training**	Overview of Telematics, DQ Files, FMCSA/DOT regulations (+new) Employer mandated training, OJT for new drivers/Entry Level Driver Training, managing driver behavior
1100-1200	Ops Session 1	Zaid Khayat	**Vendor Relationship Training**	Penske, Cintas, how to utilize
1200-1300	Lunch			
1300-1500	Safety Session 3	Ever Aguilera, Kyle Baker, Lisa Deats	**Reasonable Suspicion Training** **Case Management Training** **Disciplinary Training**	Role for BMs when it comes to these three subjects, how to coach and council, proper documentation of events
1500-1530	Break			
1530-1700	Safety Session 4		**Journey and Fatigue Risk Management** **Lockout Tagout Training** **How to run a Safety Meeting** **Drill Requirements**	JMP and FRM for branch managers, how to write a JMP, understanding the rules of the FRM. LOTO Training for managers, identify areas of LOTO. Discuss quarterly Drill requirements, how to run safety meetings
1830-///	Amazon Site Visit	Ezra Hill		Walk through Mobile Fueling Process - AMZ

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INCENTIVE PROGRAM

The Shell TapUp/Instafuel HSSE Incentive Program rewards team members for participation in this plan by completing both the Reactive Safety and Proactive Safety portions of the program. The program will present awards monthly based on full participation. The annual maximum per employee is $1200.00. Each team member must meet **two criteria** :

- **REACTIVE SAFETY**
  - Ensures we are following our compliance metrics
  - Ensures we are rewarding safe behaviour
  - Ensures we are enforcing 'at-risk' behaviour
- **PROACTIVE SAFETY**
  - Ensures we are seeking out opportunities to grow in the area of safety
  - Ensures we looking for potential risks
  - Ensures we engaging each other in building a safer operation

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