



## Removal From Service / Decommissioning / Demolition Program

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### 1. PURPOSE

To define a uniform process required when removing equipment from service for extended and indefinite periods of time, or permanently, and the physical demolition of buildings that housed the equipment. Any change in any action that is not a Replacement-In-Kind that modifies or alters existing equipment, conditions, or procedures in a mining or manufacturing process, reference the Mosaic Management of Change Program. It is not the intent of this policy to address short or long term maintenance activities which are covered by the Lockout Policy.

### 2. SCOPE

2.1 This policy applies to all Mosaic owned or directed equipment, facilities, and buildings located within Mosaic Phosphates Business Unit.

### 3. DEFINITIONS

- 3.1 Assessment- An evaluation by a professional engineer of the structural characteristics of the building or structure that is to be demolished.
- 3.2 Available For Service - When a facility, plant, portion of the plant, or one or more pieces of equipment are available for service without any further checkout, testing, inspections, or mechanical / electrical work required.
- 3.3 Decommissioned - Removed from operation for a long or indefinite term with no intent to place back into service.
- 3.4 Decommissioning - The process of removing equipment from service indefinitely with no foreseeable start-up date and rendering hazards posed to a safe level.
- 3.5 Decommissioning Plan (Demolition Plan) - A definitive plan that addresses all the aspects of decommissioning a facility, portion of a facility, or equipment.



- 3.6 Demolition - The removal of any material part of a building or other structure.
- 3.7 Demolition Contractor - The person or firm carrying out the demolition of the building or structure.
- 3.8 Out-of-Service - When a facility, section of a facility, or one or more pieces of equipment is removed from operation with the expressed intent that it will be placed back into service in the future. Normally Out-of-Service periods do not exceed 6 months.
- 3.9 Removed From Service - Removed from operation for a long or indefinite term with intent to place back into service.
- 3.10 Return to Service - Returning equipment back to service and ensuring all systems, equipment, and buildings have been returned to an Available for Service condition.
- 3.11 Short Term Out-of-Service - When a facility, plant, portion of the plant, or one or more pieces of equipment are temporarily removed from service and which have a planned time or date to place back into service.

#### 4. RESPONSIBILITIES

- 4.1 Project Management shall be responsible for:
  - 4.1.1 Identifying those facilities or equipment that should be removed from service and / or decommissioned.
  - 4.1.1 Initiating the request for removing from service or decommissioning of equipment or facilities in their area of responsibility.
  - 4.1.2 Determining if the equipment or facility can be reused for other purposes within Mosaic.
  - 4.1.3 Determining when a decommissioned facility or equipment should be demolished.
  - 4.1.4 Ensuring equipment and facilities decommissioned are provided adequate security if required.
  - 4.1.5 Ensuring any remaining active equipment in a decommissioned facility is inspected and maintained routinely.
  - 4.1.1 Developing plans for returning to service any equipment that has been removed from service or decommissioned.
- 4.2 Maintenance & Maintenance Engineering shall be responsible for:
  - 4.2.1 Participating in removal and decommissioning activities as needed.
  - 4.2.2 Updating equipment files for equipment that has been removed from service or decommissioned, and removing equipment files for demolished equipment.
- 4.3 Technical Services shall be responsible for:
  - 4.3.1 Participating in removal and decommissioning activities as needed.
  - 4.3.2 Maintaining current drawings up to the battery limits of any portions of the Mosaic facilities that have been removed from service or decommissioned.
  - 4.3.3 Providing technical assistance during removal from service or decommissioning.
- 4.4 Safety Dept. is responsible for:
  - 4.4.1 Participating in any decommissioning, return to service, or demolition planning and activities as requested.
- 4.5 Environmental Dept. is responsible for:
  - 4.5.1 Participation and removal of decommissioning activities as needed.
  - 4.5.2 Evaluation of any environmental issues concerned with demolition.
  - 4.5.3 Ensure remediations of environmental issues are addressed in a manner that complies with all applicable company policies, regulations and permit requirements.
  - 4.5.4 Updating of any permits or environmental documents as necessary.



- 4.6 Security Dept. is responsible for:
  - 4.6.1 Application for amendment of security plans if applicable.
  - 4.6.2 Updating of appropriate documents if applicable.
  - 4.6.3 Ensuring compliance with all security procedures and measures applicable.

## 5. PROCEDURE

- 5.1 Demolition Guidelines
  - 5.1.1 Demolition of decommissioned facilities will require a separate Demolition plan, meeting the requirements of Appendix A.
  - 5.1.2 Demolition Preparations shall follow guidelines set forth in the Technical Manual found in Appendix B.
  - 5.1.3 If potential safety hazards and risks exist and hazard markings and warning signs are needed, reference the Business Unit Hazard Marking – Sign and Tags Program.
- 5.2 Service Status of Equipment
  - 5.2.1 Various levels of the Service Status of Equipment and Facilities are listed in Appendix C. Included in the Appendix are typical examples, special considerations, record keeping, and labeling / marking requirements.
  - 5.2.2 Levels of placing equipment Out-of-Service include:
    - a. Short-Term Out-of-Service – covered by the Lockout Policy.
    - b. Removed From Service – This level of Out-of-Service is covered by this Policy.
    - c. Decommissioned – This level of Out-of-Service is covered by this Policy.
- 5.3 Removal From Service
  - 5.3.1 Equipment or facilities to be removed from service shall be identified by local management.
  - 5.3.2 All energy sources shall be secured except those necessary for utilities or any equipment that is to remain in service.
  - 5.3.3 Hazardous materials systems shall be secured, drained, and rendered safe.
  - 5.3.4 Confined spaces shall be firmly secured from unauthorized entry and Confined Space Permit is required for entry.
  - 5.3.5 Routine inspections and tests shall be continued during the Removal from Service period as determined by the project manager. A review of all Confined Space and Safe Work Permits are to be completed during this period and forward to the appropriate personnel on or off site.
  - 5.3.6 The equipment or facility shall be tagged with danger tags or signs indicating that it has been removed from service, along with the removed from service date.
- 5.4 Decommissioning
  - 5.4.1 Equipment or facilities to be decommissioned shall be identified by local management.
  - 5.4.2 A Decommissioning Plan shall be prepared for any equipment or facility that is to be decommissioned. Particular attention shall be provided to hazardous material pipelines that are no longer being utilized and for which there is no intent of placing back into service.
  - 5.4.3 The Decommissioning Plan shall be approved by Management and shall include the following elements as appropriate:
    - a. Scope of work all the way through demolition,
    - b. Disconnecting all energy sources (except those needed for utilities),
    - c. Securing radioactive sources,
    - d. Isolating, securing and cleaning hazardous material pipelines,



- e. Cleaning and decontaminating of equipment,
  - f. Securing confined spaces,
  - g. Addressing any environmental safety and security issues and permits,
  - h. Disposing of hazardous materials,
  - i. Canceling any storage tanks registration and operating permits with the appropriate government agencies,
  - j. Identifying any equipment or support services that will remain active or energized (that may be servicing other areas of a facility),
  - k. Securing the area as appropriate (blocking access, locking doors), providing site security if needed,
  - l. Record keeping,
  - m. Updating drawings and P&IDs,
  - n. Marking and labeling the equipment or facility with signs or stenciling which shall include the Decommissioning date.
  - o. All Affected employees shall have general hazard awareness training per the identified hazards.
- 5.4.4 Decommissioned equipment shall be physically disconnected from all hazardous material sources either by the use of blinds or removal of a pipe spool and inserting a blank flange.
- 5.4.5 Decommissioned equipment and pipelines shall be marked with signs or stenciling with the word "Decommissioned" along with the decommissioning date.
- 5.4.6 Equipment or pipelines that will remain active within the decommissioned area should be marked or labeled as being in service or rerouted.
- 5.4.7 Records related to the decommissioning shall be retained in accordance with the Mosaic Retention Policy.
- 5.5 Return to Service
- 5.5.1 Equipment or facilities to be returned to service shall be identified by management.
- 5.5.2 Depending on the size of the facility to be returned to service, a plan should be prepared.
- 5.5.3 The plan shall be approved by Management and shall include the following elements as appropriate:
- a. Scope of work,
  - b. Reconnecting all energy sources,
  - c. Reinstalling / reactivating radioactive sources,
  - d. Inspecting hazardous material pipelines; water testing if appropriate,
  - e. Inspecting and bump testing of equipment,
  - f. Testing and calibration of instrumentation loops,
  - g. Addressing any environmental issues and permits,
  - h. Verifying any storage tanks registration and environmental operating permits are in place,
  - i. Record keeping,
  - j. Updating drawings and P&IDs if any changes have been made.
  - k. All Affected employees shall have general hazard awareness training per the identified hazards.



## 6. TRAINING

- 6.1 General awareness training, pertaining to the site specific hazards, shall be provided prior to start of any activities included in this policy.
  - 6.1.1 No refresher training is required.
  - 6.1.2 The general awareness training is intended to inform all affected employees of this policy and its requirements.
- 6.2 All contractors operating within Florida phosphate facilities shall have the Phosphate Council Safety Training along with the Contractors Site Safety training. All contractors operating within Louisiana phosphate facilities shall have the General Safety and Health orientation (issued by local Safety Council).
- 6.3 Contractors site specific training for the site where work is to be performed.
- 6.4 All contractors operating within Louisiana phosphate facilities and the Riverview facility shall have a Transportation Workers Identification Credential (TWIC).

## 7. PROGRAM REVIEW / INSPECTIONS

- 7.1 This policy shall be reviewed every 7 years for accuracy and completeness.
- 7.2 Equipment and systems that have been removed from service shall be inspected using methods and intervals specified by Maintenance Engineering.
- 7.3 All periodic inspections shall be generated by a repetitive work order system.

## 8. DOCUMENTATION

- 8.1 Record retention of all associated documents shall be kept in accordance with the Mosaic Record Retention Policy.

## 9. CONTRACTORS AND CUSTOMERS

- 9.1 Contractors or vendors shall be responsible for knowing the regulations, standards, codes, and best management practices that apply to each location where work is performed.

## 10. APPENDICES

- 10.1 Appendix A - Demolition Preparatory Operations
- 10.2 Appendix B - Demolition Technical Manual
- 10.3 Appendix C - Service Status of Equipment and Facilities

## 11. REFERENCES

- 11.1 Decommissioning Process Plant Facilities, Louis T. Phillips, Chemical Engineering Progress, December, 2002
- 11.2 Professional Engineers Providing Services for Demolition of Buildings and other Structures, Ken Andrus, CBCO; Neil Kennedy, P.E. Gabriel Mansour, P.E.; Peter Sheffield, P.E.; Andrew Steen, P.E., May 2009
- 11.3 Occupational Safety & Health Administration, United States Department of Labor, Standards-29 CFR, 1926 Subpart T, Demolition Standard Number 1926.850
- 11.4 Occupational Safety & Health Administration, United States Department of Labor, Technical Manual, Section V: Chapter 1



## 12. REVISION LOG

Revision Log				
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0	Initial Issue		CSIP Task Team	Dec. 2004
1	Taylor Abel			Nov.8, 2010
	Reformat for ISO		D. Allen	June 30, 2011
2	Safety Dept.	Mike Neal	Mitch McDowell	October 2, 2012
3	Mike Neal		Reese Withers	December 13, 2012
4	Safety Department		Mitch McDowell	3/10/2013
5	Adriah Bugge	Mitch McDowell	Reese Withers	7/19/2013
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Contact Subject Matter Expert for additional information on this policy.