



October 8, 2021

Dear Buckeye Contractor,

The purpose of this letter is to inform all Contractors and Sub-Contractors performing work for Buckeye Partners, L.P. of changes to be implemented to the Buckeye Certified Contractor Person in Charge (PIC) program. The implementation of these changes is scheduled to start in the fourth quarter of 2021 and continue through 2022.

Changes to Buckeye's PIC program include:

- Newly defined designation and eligibility requirements
- Newly clarified roles and responsibilities
- New training curriculum
- Updated certification requirements
- Redefined expectations
- Removal of the "line-of-sight" requirement

In an effort to facilitate a smooth transition to the new program, there are some key points we would like to communicate with our contracting partners to ensure the information is disseminated effectively.

Our goal is to have all PIC's certified through the new training course by the end of 2022. To alleviate any immediate hardship, currently certified PIC's (meeting the criteria of requirements of core qualifications, knowledge and experience listed below) that are set to expire before they can attend the new instructor led class will be allowed to recertify under the current online refresher test. This will allow for ample time for all PIC's to schedule, attend and test under the new PIC program.

Candidates for the PIC 2.0 Certification must meet the requirements listed below. The determination and confirmation of eligibility must come from you, the employer. Buckeye reserves the right to audit and verify these determinations. Any individuals currently certified as a PIC that do not meet the prerequisite requirements, will no longer be eligible to act in the role of a PIC, and their certifications will be invalidated. Until a date yet to be determined, all PIC's will continue to operate under the current requirements. We will continue to communicate training dates in future communications and provide a more in-depth overview of the program.



## **CONTRACTOR PIC EXPECTATION**

The PIC is the crew leader and Subject Matter Expert (SME) with a competent understanding of the work being performed under the JSA and Buckeye safe work permit, who assumes responsibility for the performance of the crew(s) and all aspects of quality for the work being performed under the safe work permit, all applicable codes, policies, procedures, specifications, and standards.

## **CONTRACTOR PIC DESIGNATION**

The following designation describes the extent of knowledge, experience, qualifications, and competency required for the PIC role:

### **Requirements - Core Qualifications, Knowledge, Experience**

- Individuals meeting the requirements listed below are typically, crew leaders, foremen, superintendents, etc.
- Trained and competent with at least two years of experience directly related to the scope of work that would normally be executed by the hiring Contractor, and fully conversant with the requirements of the work to be performed as part of the Safe Work Permit issued
- Must have the judgment, maturity, experience and understanding of risk management to be in charge of the safety of the crew, surrounding personnel, the public, the environment, and company facilities
- Must be considered an SME for the scope of work being executed
- Must have a thorough understanding of the company's safety expectations and all policies, procedures, specifications, and standards (including any emergency and rescue procedures) that are applicable to the work being executed under the issued Permit to Work
- Ability to identify existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous, or dangerous to employees, and take prompt corrective measures to eliminate them.
- Competent understanding of technology required to perform the work.
- Ability to read and interpret maps, diagrams, plans, contracts and specifications.
- Ability to interpret and communicate codes and ordinances that apply under the assumed Safe Work Permit.
- Ability to communicate professionally, clearly, and concisely, both orally and in writing. Be able to read, write, understand, and speak English.



**NOTE:** If a member(s) of the crew does not speak English, the PIC must also be able to communicate professionally, clearly, and concisely, both orally and in writing with all members of the crew.

- Successful completion of a recognized construction safety/hazard recognition training course is recommended.

### **Leadership Skills/Point Person**

- Must possess the ability to lead, provide guidance, and mentor teammates and crews in the safe execution of work.

### **In Person Training**

- Schedule and enrollment for PIC 2.0 training can be found on the Buckeye LIVE Safe Website at: <https://buckeyelivesafe.com/pic-schools/>
- Please schedule your personnel to a course that best meets your organization's needs.
- Enrollment in the courses will be verified against your organization's designation response to this letter (found below this section).
- If your organization has a facility to accommodate training and you have enough PIC trainee's to make it feasible, Warren Reichle will be available to provide PIC 2.0 training at your organization's facilities Buckeye will provide food and refreshments for these occasions. Please email Warren Reichle with these requests.

Please respond via email to this letter designating those individuals who meet the requirements above, and who will be performing the role of the PIC on behalf of your organization.

All emails should be sent to:

Warren Reichle  
[wreichle@buckeye.com](mailto:wreichle@buckeye.com)  
267-964-2793

Please feel free to contact us with any questions you may have.

Regards,

Buckeye Construction Services Team

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