

# Shell Exploration & Production Company



One Shell Square  
701 Poydras Street  
New Orleans, LA 70139

## **Subject: Restrictions on Receipt of Personal Mail Offshore**

This letter is to advise you of changes in security protocol affecting contractors that perform work for Shell Exploration & Production Company (SEPCo) and Shell International Exploration & Production Incorporated (SIEP, Inc) in the Gulf of Mexico.

Effective **1 June 2009**, SEPCo and SIEP, Inc will refuse receipt of, and “return to sender” personal mail packages intended for delivery to personnel offshore at all heliports and marine terminals. Contractor companies including subcontractor companies, that perform any field operations for SEPCo and SIEP, Inc, whether full-time, part-time, or intermittent, at our locations should inform their employees of the change in security protocol. Contractor employees and subcontractors requiring personal items including, but not limited to medications, clothing, tobacco, toiletries, and other misc. items should pack sufficient supplies for the duration of their stay offshore.

Terminals will continue to accept mail packages of a business critical nature provided:

- a. Packages are marked “business critical” AND approved in advance by the Facility Security Officer (FSO)
- b. Packages are X-rayed at the terminal
- c. Packages are sent offshore in care of the location FSO
- d. Upon receipt, packages are opened in presence of the FSO

In cases of medical necessity or emergency, exceptions will be granted using the following protocol:

Heliports and marine terminals will accept personal mail packages marked “medical” AND approved in advance by the location FSO. Heliport/Terminal Staff will send the packages offshore in care of the location Medic and/or FSO. Upon receipt, personnel will open packages in the presence of the Medic (FSO where a medic is not on location), and the Medic will validate medication. To qualify for the exception, medications must be:

- a. Medically necessary (insulin, blood pressure, etc)
- b. Valid prescriptions (current within 1 calendar year, written for the person receiving, in the prescribed bottle and properly labeled for the prescription received).

Locations will refuse receipt of all over the counter medications as well as other commonly used remedies readily available from the Medic.

We believe the restriction on receipt of personal mail is a crucial step in managing asset security, reducing contraband, and achieving a workplace free of drug and alcohol abuse.

We appreciate your cooperation on this important initiative. If you have any questions or concerns, please contact your appropriate Shell buyer or James Preston, SEPCo Human Resources at [james.preston@shell.com](mailto:james.preston@shell.com). Together we can achieve goal zero.