



## NORM Sample: Pre-Shipment by Air Notification Procedures From Offshore to a PHI Heliport

Purpose: The purpose of the procedure outlined below is to notify heliport dispatchers, PHI Base Operations Managers, and pilots that a NORM Sample is being prepared for transportation by air in a passenger-carrying aircraft in accordance with CFR 49 Hazardous Material Regulations. Additionally, it provides applicable stakeholders the opportunity to review the Shipper's Declaration for Dangerous Goods as well as the packaging and package labeling/markings in order to facilitate first-time acceptance of the NORM Sample by the pilot-in-command.

### Required Actions:

1. The asset's HSE lead will provide oversight of the preparation for the NORM Sample's transportation by air to include proper packaging, labeling/markings, and completion of the Shipper's Declaration for Dangerous Goods. Strict compliance with Shell's HSE-131-PR02-TO.05E is required when preparing NORM Samples for transportation by air.
2. The HSE lead will notify the Offshore Logistics Coordinator (OLC) that a NORM Sample is ready for transportation by air.
3. The OLC will notify the Heliport Dispatcher via e-mail no later than 14:00 local time the day prior to shipment that a NORM Sample is ready for transportation by air.
  - (a) The e-mail shall be sent to the following distribution list(s):

#### PHI Boothville Heliport

To: [danielle.migues@shell.com](mailto:danielle.migues@shell.com); [seth.whiteley@shell.com](mailto:seth.whiteley@shell.com); [theresa.arnold@shell.com](mailto:theresa.arnold@shell.com)

Cc: [boothdispatch2@phihelico.com](mailto:boothdispatch2@phihelico.com); [dyarborough@phihelico.com](mailto:dyarborough@phihelico.com); [acreager@phihelico.com](mailto:acreager@phihelico.com); [bhagwood@phihelico.com](mailto:bhagwood@phihelico.com); [kevin.kendrick@shell.com](mailto:kevin.kendrick@shell.com); [warren.moity@shell.com](mailto:warren.moity@shell.com); [l.oller@shell.com](mailto:l.oller@shell.com); [steve.summers@shell.com](mailto:steve.summers@shell.com); [robert.jablonski@shell.com](mailto:robert.jablonski@shell.com); [jesse.boura@shell.com](mailto:jesse.boura@shell.com); [christy.ragas@shell.com](mailto:christy.ragas@shell.com); [gerren.hayes@shell.com](mailto:gerren.hayes@shell.com); [mark.hessel@shell.com](mailto:mark.hessel@shell.com); [michael.rains@shell.com](mailto:michael.rains@shell.com)

#### PHI Houma Heliport (North Ramp)

To: [blaise.bella@shell.com](mailto:blaise.bella@shell.com); [dale.lange@shell.com](mailto:dale.lange@shell.com); [jill.lovell@shell.com](mailto:jill.lovell@shell.com); [sandy.bonner@shell.com](mailto:sandy.bonner@shell.com)

Cc: [jschexnayder@phihelico.com](mailto:jschexnayder@phihelico.com); [cholder@phihelico.com](mailto:cholder@phihelico.com); [dyarborough@phihelico.com](mailto:dyarborough@phihelico.com); [acreager@phihelico.com](mailto:acreager@phihelico.com); [bhagwood@phihelico.com](mailto:bhagwood@phihelico.com); [kevin.kendrick@shell.com](mailto:kevin.kendrick@shell.com); [warren.moity@shell.com](mailto:warren.moity@shell.com); [l.oller@shell.com](mailto:l.oller@shell.com); [steve.summers@shell.com](mailto:steve.summers@shell.com);

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[robert.iablonski@shell.com](mailto:robert.iablonski@shell.com); [jesse.boura@shell.com](mailto:jesse.boura@shell.com); [christy.ragas@shell.com](mailto:christy.ragas@shell.com);  
[gerren.hayes@shell.com](mailto:gerren.hayes@shell.com); [mark.hessel@shell.com](mailto:mark.hessel@shell.com); [michael.rains@shell.com](mailto:michael.rains@shell.com)

PHI Galveston Heliport

To: [marco.rios@shell.com](mailto:marco.rios@shell.com); [d.everett@shell.com](mailto:d.everett@shell.com)

Cc: [mwassik@phihelico.com](mailto:mwassik@phihelico.com); [dlechner@phihelico.com](mailto:dlechner@phihelico.com); [dyarborough@phihelico.com](mailto:dyarborough@phihelico.com);  
[acreager@phihelico.com](mailto:acreager@phihelico.com); [bhagwood@phihelico.com](mailto:bhagwood@phihelico.com); [kevin.kendrick@shell.com](mailto:kevin.kendrick@shell.com);  
[warren.moity@shell.com](mailto:warren.moity@shell.com); [l.oller@shell.com](mailto:l.oller@shell.com); [steve.summers@shell.com](mailto:steve.summers@shell.com);  
[robert.iablonski@shell.com](mailto:robert.iablonski@shell.com); [jesse.boura@shell.com](mailto:jesse.boura@shell.com); [christy.ragas@shell.com](mailto:christy.ragas@shell.com);  
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(b) The e-mail shall state the following in the Subject line:

Subject: NORM Sample Pre-Shipment Notification (Date of Shipment: DD-MMM-YR)

(c) The e-mail shall include the following attachments:

- ✦ Completed copy of the Shipper's Declaration for Dangerous Goods
  
- ✦ Photos of the properly labeled/marked package that contains the NORM Samples  
[Six (6) photos: top view, bottom view, and all four side views]

4. The Heliport Dispatcher will initiate coordination with the PHI Base Operations Manager for the review of the attachments provided in the e-mail (Shipper's Declaration for Dangerous Goods and NORM Sample package photos).

5. The PHI Base Operations Manager will complete a review of the attachments provided in the original e-mail and will "Reply All" with one of the statements listed below:

- ✦ The attached Shipper's Declaration for Dangerous Goods and photos of the NORM Sample packaging appear to be acceptable in accordance with applicable CFR 49 - Hazardous Materials Regulations and Shell HSE-131-PR02-TO.05E. The final decision for transportation by air will be made by the pilot-in-command after a review of the shipping package and documents aboard the offshore asset.

--- Or ---

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- ✦ Rejected - the attached Shipper's Declaration for Dangerous Goods and photos of the NORM Sample packaging do not appear to meet the requirements of CFR 49 - Hazardous Materials Regulations and/or Shell HSE-131-PR02-TO.05E.
  
- 6. Once it has been determined that the NORM Sample is ready for manifesting and a flight has been assigned, the Heliport Dispatcher will notify the OLC and the PHI Base Operations Manager.
  
- 7. The Heliport Dispatcher will attach a copy of the Shipper's Declaration for Dangerous Goods and the previously received photos of the NORM Sample package to the Flight Summary / Manifest.
  
- 8. The PHI Base Operations Manager will ensure that the assigned pilots are briefed on the NORM Sample transportation by air in passenger-carrying aircraft requirements in order to ensure their familiarization with CFR 49 – Hazardous Material Regulations and Shell HSE-131-PR02-TO.05E requirements as they pertain to NORM Sample shipments via air.
  
- 9. Once the NORM Sample arrives at the heliport, the Heliport Assistant Dispatcher will receive it, log it, and store it in the holding area until it is signed-off and relinquished to the ground transporter.

Note: If the flight gets cancelled, the offshore Shipper must line through the date listed in the Shipper's Declaration for Dangerous Goods and update it accordingly so the OLC can resubmit all required paperwork and photos for the Norm Sample transportation by air request in accordance with the procedures stated above. The date change is the **ONLY** change allowed without having to complete a new form in its entirety.