

EPC Safety Subcommittee Meeting Minutes

Place: Double Tree Hilton – Greenway Plaza

Time: February 4, 4:30 – 5:00

Attendees: Mark Schmidt, Gwen Kelly, Sankar Mahalingam, Rob Fox, Toby Darbonne, David Gent, Michael Smith, Gene Osborne

1. Welcome / Review Agenda – M. Schmidt

2. Reading of the Anti-Trust Statement – M. Schmidt

“No activity of the Committee shall involve the exchange, collection or dissemination of information among competitors for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, express or implied, among competitors with regard to costs, prices or pricing methods, terms or conditions of sale, distribution, production quotas or other limitations, on either the timing, or volume of production, or sales, or allocation of territories or customers.”

3. Safety Moment – R. Fox

4. Review & Update Committee Membership – M. Schmidt

- The attached sign in sheet was reviewed and updated by everyone present. For those that were not at the meeting it is asked that they review the sign in sheet to verify the listing is correct.

5. Elect new Committee Chair & Co-Chair

- Current Co-Chair Jake Berret was nominated for Chair. He was not present however, he had indicated he was willing to serve. Nominations were closed and Jake was elected unanimously.
- With the Co-Chair position vacant, Toby Darbonne was nominated. Nominations were closed and Toby was elected unanimously.

6. Review Program for 2016

- Mark showed the line-up for the session.
- There are 6 papers; all have been arranged.
- Mark & Jake will contact the authors to remind them of important dates to remember:
 - March 1, 2016 Draft papers available in Confex
 - March 5 Chairs comment on draft papers in Confex
 - March 15 Final papers due for review and inclusion in program
 - March 29 Draft presentations due to Session Chairs for review
- Committee members also volunteered to follow up with individual authors to ensure they had the information they needed.

7. New Business

- The committee began discussion of possible topics for the 2017 conference.

- Two session topics were discussed:
 - A session with tutorials or papers on SIS systems
 - Similar session done several years ago
 - The technology and application based has progressed since then
 - New Areas where SIS is applied
 - A more general paper session
 - One paper should be coming from the Low Temperature Safety Subcommittee
 - Potential paper(s) on flare capacity studies
 - This years unused paper – Process Safety Training of Operators
 - The potential CSB paper

8. New Action Items

- Mark & Jake to contact Authors about deadlines for Paper & Presentation.
- Committee members to contact authors to assist as needed.

9. Next Meeting

- The next meeting will occur after this year's conference. It should be held before the main committee meeting on June 9.