

Kinder Morgan Contractor - Site Tracker – Quick Reference Guide

Key Kinder Morgan Site Tracker Definitions:

- **Exposure Hour Definition:**
 - Hour worked by Kinder Morgan contractor (or subcontractors) at a Kinder Morgan location, property, facility, Right-of-Way or any other Kinder Morgan site.
 - **NOT** hours worked by contractors at their office, their fabrication facilities, etc. for a Kinder Morgan funded project
 - OSHA 1904 Recordkeeping Standard - <https://www.osha.gov/laws-regs/standardinterpretations/2005-09-01>
- **Major Projects Definition:**
 - Kinder Morgan defined by size of total project budget (not specific contractor portion)
 - \$10 million or above AFE (funding allocation)
 - Defined by our OMS (Operations Mgmt System)
- **Non-Major Projects:**
 - **Operations & Maintenance:** work that is considered to be for the operating and maintaining of the facility/asset.
 - **Project Management:** work that is considered to be for capital expansion activities under the direction of a project manager.
- **Terminals**
 - Hours submitted for each Terminals project is broken into regions (listed below). A list of specific locations per region can be found in the bulletin board of your account.
 - Kinder Morgan - Terminals - Central Gulf Region
 - Kinder Morgan - Terminals - Gulf Liquids Region
 - Kinder Morgan - Terminals - Lower Rivers Region
 - Kinder Morgan - Terminals - Mid-Atlantic Region
 - Kinder Morgan - Terminals - Pacific Northwest Region
 - Kinder Morgan - Terminals - Midwest Region
 - Kinder Morgan - Terminals - Northeast Region
 - Kinder Morgan - Terminals - Southeast Region

If Your Company does **NOT** have any Exposure Hours for Kinder Morgan

1. Log into your **ISNetworld** account
2. Click **Company Information**
3. Click **Site Tracker**
4. Click **Add Hours and Incidents**
5. Click “No Work Performed” in the upper right-hand corner
6. Search for “Kinder Morgan” in the Search Hiring Client Filer
7. Check the box(es) for the applicable projects in which your company had **ZERO** Exposure Hours
8. Select “No Work Performed”
9. Select “OK” to confirm the information for processing

Home > Site Tracker > No Work Performed

Site Tracker - No Work Performed

View Projects No Work Performed

Kinder Morgan Search Site/Project Search Time Period No Work Performed

2 Total Records 1

Hiring Client	Site/Project	Time Period	Select
Kinder Morgan	CO2 (Non-Major Projects)	February 2020	<input checked="" type="checkbox"/>
Kinder Morgan	Kinder Morgan - CO2 - Major Projects	February 2020	<input checked="" type="checkbox"/>

2 Total Records 1

No Work Performed

How to Submit Your Exposure Hours to Kinder Morgan

10. Log into your **ISNetworld** account
11. Click **Company Information**
12. Click **Site Tracker**
13. Click **Add Hours and Incidents**
14. Click on the **Client Name** (Kinder Morgan)
15. Select the applicable **project** (Ex. Kinder Morgan - Natural Gas - Major Projects)
16. Select **Submit** for the applicable month
17. **Work Performed:**
 - a. Please indicate "Yes" if your company had any onsite exposure hours for the indicated Kinder Morgan Business Unit's Major Projects
18. **Questions (if above answer was "Yes"):**
 - a. Please Note: The hours collected are intended for "onsite exposure hours", if yes, proceed onward, if not please go back and update initial "**Worked Performed**" question to no and no further action is required for that month
19. **Answer Questions:**
 - a. Identify your applicable project(s) in the list of projects provided (use Ctrl+F to type in your project name or scroll through questions)
 - b. Answer the two questions associated with each project:
 - i. Total Exposure Hours (including Subcontractor Hours)
 - ii. Of the Total Exposure Hours entered above, how many are Subcontractor Hours
 - c. For the remaining projects that are not applicable, please select the N/A Checkbox (as shown below for questions 3-4)
20. Select **Save & Submit**
 - a. Please note, once this is submitted, you will have to submit a Change Request in order to edit, steps below

Work Performed Questions Hours

1 2 3

Answer Questions

#	Question	Answer	N/A <input type="checkbox"/>
1	Roanoke Expansion- Kinder Morgan – Products Pipeline - Total Exposure Hours (including Subcontractor Hours)	<input type="text" value="155046"/>	<input type="checkbox"/>
2	Roanoke Expansion- Kinder Morgan – Products Pipeline - Of the Total Exposure Hours entered above, how many are Subcontractor Hours	<input type="text" value="5000"/>	<input type="checkbox"/>
3	Long Creek/Spring Brook Expansion- Kinder Morgan – Products Pipeline - Total Exposure Hours (including Subcontractor Hours)	<input type="text"/>	<input checked="" type="checkbox"/>
4	Long Creek/Spring Brook Expansion- Kinder Morgan – Products Pipeline - Of the Total Exposure Hours entered above, how many are Subcontractor Hours	<input type="text"/>	<input checked="" type="checkbox"/>
5	Whiting-Foreman Butte Project- Kinder Morgan – Products Pipeline - Total Exposure Hours (including Subcontractor Hours)	<input type="text" value="500"/>	<input type="checkbox"/>
6	Whiting-Foreman Butte Project- Kinder Morgan – Products Pipeline - Of the Total Exposure Hours entered above, how many are Subcontractor Hours	<input type="text" value="200"/>	<input type="checkbox"/>

How to Submit a Change Request

1. Login to your **ISNetworld** account
2. Click **Company Information**
3. Click **Site Tracker**
4. Click **Add Hours and Incidents**
5. Click **Submit Change Request** in upper right-hand corner
6. Select the **client** > select the **month** you want to submit a change request for
7. Confirm your **name/email**, **phone number** and **provide notes** as to why you are requesting a change request
8. Click **Ok**
9. Click **Submit Change Request**

How to Run Site Tracker Reports and View Data Submitted for Previous Months

1. Login to your **ISNetworld** account
2. Click **Company Information**
3. Click **Site Tracker**
4. Click **Reports**
5. Select the **Client**
 - **Kinder Morgan**
6. Select the **Country**
7. Select the **Year**
8. Select all projects your company is reporting for or a specific project
9. Click **Search**
- **All reports will populate on a separate tab (ensure your pop-up blocker is disabled)**
10. Click on a specific month "Ex: **November**"

SiteTracker - Annual Report			
Reporting Period Year:	2019	Owner:	Kinder Morgan
Country:	United States	Project:	Kinder Morgan - Natural Gas - Major Projects
Month	Employee Hours		
January	-		
February	-		
March	-		
April	-		
May	-		
June	-		
July	-		
August	-		
September	-		
October	-		
November	54,364		
December	-		
Total	54,364		

11. Click on each project name your company is required for individually to view statistics reported for that project

SiteTracker - Monthly Report			
Reporting Period Year:	2019	Country:	United States
Reporting Period Month:	November	Contractor:	Knox Construction Inc.
Project	Employee Hours	Number of Days Away From Work	
Kinder Morgan - Natural Gas - Major Projects	54,364	-	
Total:	54,364	0	

12. View statistics previously reported for a project:
13. Select your Company Name
 - If you feel any if this information is inaccurate, please submit a change request via the steps listed above.

Number	Question	Response
1	Acadiana Project (Sabine Pass Train 6) - Kinder Morgan - Natural Gas - Total Exposure Hours (including Subcontractor Hours):	75
2	Acadiana Project (Sabine Pass Train 6) - Kinder Morgan - Natural Gas - Of the Total Exposure Hours entered above, how many are Subcontractor Hours:	25
3	Altamont Blue Bell Expansion - Kinder Morgan - Natural Gas - Total Exposure Hours (including Subcontractor Hours):	N/A
4	Altamont Blue Bell Expansion - Kinder Morgan - Natural Gas - Of the Total Exposure Hours entered above, how many are Subcontractor Hours:	N/A

If you need additional assistance, please contact the ISN Customer Service Team:

Chat: [here](#)

Email: customerservice@isn.com

For International Toll Free/Free Call: [Contact ISN](#)

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