



The Chemical Company

November 18, 2009

Contractor badges, with the exception of those employees who attend orientation after January 1, 2010, will expire on March 31, 2010. In order for your employees to renew their badges and continue to have access onto the BASF Freeport plant site after March 31, 2010, it will be necessary for them to attend the BASF Site Specific training at the Contractors' Safety Council of Brazosport prior to April 1, 2010. If your employees' Basic Plus Refresher training is not current, they must also attend this training.

To schedule your employees for rebadging, please complete and submit the enclosed form to:

BASF Corporation
602 Copper Road
Freeport, Texas 77541
Attn: Mary Weber

Forms may be faxed to 979-415-6716. If completed forms are faxed, you should confirm with Mary that the fax was received.

The rebadging form must be completed entirely, must contain each employee's Sensor Card number and must be approved by the BASF representative. Forms must be received by 3:00 PM in order for employees to be scheduled for rebadging at the Safety Council for the following day.

Each employee must present his/her Sensor Card to Safety Council personnel for verification when attending the scheduled rebadging session. No employee will be allowed to attend a rebadging session without first presenting a Sensor Card.

If you have any questions, please contact Mary Weber (979-415-6276), Karen Schulze (979-415-8105).



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BASF CONTRACTOR REBADGING PROCEDURE

Exempt Companies - Mundy, Infinity (Alliance), HydroChem, Lemm, Railserve, GATX, RSC, EnGlobal, Guardsmark, Jacobson, Brand

- Companies will have through March 31, 2010, to complete any required training that was not done during 2009. The training curriculum will consist of the elements contained in the Basic Plus Refresher training as well as refresher training on BASF site-specific rules/standards/emergency procedures. The curriculum must be reviewed and approved on an annual basis by BASF Contractor Safety – Steve Reed (979-415-6583)
- Companies must complete and submit rebadge sheets to Mary Weber. Sheets should be submitted as soon as possible and can be submitted prior to the required refresher training being completed. Sheets must be filled out completely and must have each employee's Sensor Card number and the BASF representative's signature. It will not be necessary for each employee to sign the rebadge sheet.
- Mary will make copies of the rebadge sheets for hard-copy backup and forward the sheets to Security so that badges can be updated.
- BASF Security will program badges to expire on March 31, 2010.
- Exempt companies should inform their non-exempt subcontractors of rebadging requirements (See non-exempt company requirements below).
- Rebadging will end on March 31, 2010. Employees who did not attend a rebadging session must go through the regular orientation and registration process.

Non-Exempt Companies

- Companies will have through March 31, 2010, to complete rebadging that will consist of attending the BASF site specific program at the Safety Council. If Basic Plus Refresher training is not current, employees must also attend this training.
- Procurement will send out rebadging notifications to companies that are on the list from which we annually receive TRIR data.



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- The Safety Council will have a BASF rebadge notice on its website. Terry McAlister will request that the Houston Safety Council do the same.
- Rebadge sheets must be submitted to Mary by 3:00 PM before the following day's orientation. Sheets must be filled out completely, must contain each employee's Sensor Card number and must be approved by the BASF Representative. Mary will verify that sheets are properly completed as they are submitted.
- Mary will fax the sheets to the Safety Council and attendees will be scheduled for rebadging the following day. If it appears that the Safety Council may become overloaded with people on any given day, Mary and Terry will coordinate it so that a company may not have to report to the Safety Council until a certain time of the day.
- The Safety Council will check each employee's Sensor Card number when he/she arrives for rebadging. If the Sensor Card number in the employee's possession does not match the Sensor Card number on the rebadge sheet, the Safety Council will change the card number on the sheet to match the card number in the employee's possession. If the employee does not have a Sensor card in his/her possession when he/she arrives for rebadging, the employee will not be allowed to attend.
- After each rebadging session, the Safety Council will fax the sheets back to Mary. Mary will keep a copy and forward the sheets to Security so that the badges can be updated.
- Badges will be programmed to expire on March 31, 2010.
- Rebadging will end on March 31, 2010. Employees who did not attend a rebadging session must go through the regular orientation and registration process.