	<b>CONOCOPHILLIPS ALASKA</b> <b>Health Safety and Environmental</b> <b>Tundra Travel Procedure</b>		<b>Field: Alaska</b>
			<b>Last Reviewed:</b> <b>12-11-2025</b>
<b>Retention Code</b> <b>AD01</b>	<b>Owner/Author</b> <b>Operations Environmental</b> <b>Coordinator</b>	<b>SOP Number:</b> <b>L-003</b>	<b>Review Frequency:</b> <b>3 years</b>

**Purpose**

Outline requirements for obtaining tundra travel authorization and address the specific requirements of tundra travel authorizations/permits.

**Scope**

In scope	Out of scope
ConocoPhillips Alaska Inc (CPAI) facilities and leases on the North Slope Summer Tundra Travel Winter Tundra Travel Emergency Tundra Travel	Remote <sup>1</sup> Summer Tundra Travel <sup>2</sup>

**Authorized user**

All users of the Tundra Travel permits/approvals in the Greater Kuparuk Area (GKA), Western North Slope (WNS) area.

**Definitions**

- **Summer Tundra Travel.** Opens July 15 annually and continues until Winter Tundra Travel opens.
- **Winter Tundra Travel.** Opens when agency determines there is adequate snow cover and frost to the protect tundra and closes when they determine snow cover and frost is no longer adequate.
- **Closed Tundra Travel.** During spring break-up between Winter Tundra Travel and Summer Tundra Travel.

**Exhibits**

- Exhibit A** Tundra Travel Application
- Exhibit B** Daily Summer Travel Field Verification
- Exhibit C** Tundra Disturbance Incident Report

<sup>1</sup> Remote summer tundra travel is travel that occurs outside of established field boundaries; or within established field boundaries with a sufficiently different or increased scope compared to normal in-field tundra travel required for operations and maintenance, that may present a higher level of risk...

<sup>2</sup> If conducting Remote Summer Tundra Travel, contact your FEC for guidance.

# Tundra Travel Request


## Prerequisites

Before you start, confirm the following:


- All operators have taken tundra travel training within the last year.
- Travel is non-emergency.

## Prepare Request

Perform these steps to prepare and submit the tundra travel request.

Step	Action												
1.	<b>Mark-up</b> map or figure showing the travel area/route.												
2.	<b>Identify</b> vehicle(s) and attachment(s) to be used.												
3.	<p><b>Verify</b> the vehicle(s) and attachment(s) are approved for the travel season<sup>3</sup>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p><b>NOTE:</b> Certain vehicles have additional requirements. The FEC will provide details with the approval.</p> </div>												
4.	<b>Complete</b> Tundra Travel Application/Completion Form.												
5.	<p><b>Submit</b> completed form to area FEC with map or figure showing route.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Area</th> <th>FEC Contact</th> </tr> </thead> <tbody> <tr> <td>Alpine</td> <td><a href="mailto:n1838@conocophillips.com">n1838@conocophillips.com</a>; 670-4200; 907-215-8503</td> </tr> <tr> <td>Kuparuk</td> <td><a href="mailto:n1438@conocophillips.com">n1438@conocophillips.com</a>; 659-7212; 907-659-0430</td> </tr> <tr> <td>CPO</td> <td><a href="mailto:n1662@conocophillips.com">n1662@conocophillips.com</a>; 670-4943; 907-231-9309</td> </tr> <tr> <td>Ice</td> <td><a href="mailto:alp2216@conocophillips.com">alp2216@conocophillips.com</a>; 659-7217; 907-223-5897</td> </tr> <tr> <td>Willow</td> <td><a href="mailto:wil0015@conocophillips.com">wil0015@conocophillips.com</a>; 659-1412; 907-341-9760</td> </tr> </tbody> </table>	Area	FEC Contact	Alpine	<a href="mailto:n1838@conocophillips.com">n1838@conocophillips.com</a> ; 670-4200; 907-215-8503	Kuparuk	<a href="mailto:n1438@conocophillips.com">n1438@conocophillips.com</a> ; 659-7212; 907-659-0430	CPO	<a href="mailto:n1662@conocophillips.com">n1662@conocophillips.com</a> ; 670-4943; 907-231-9309	Ice	<a href="mailto:alp2216@conocophillips.com">alp2216@conocophillips.com</a> ; 659-7217; 907-223-5897	Willow	<a href="mailto:wil0015@conocophillips.com">wil0015@conocophillips.com</a> ; 659-1412; 907-341-9760
Area	FEC Contact												
Alpine	<a href="mailto:n1838@conocophillips.com">n1838@conocophillips.com</a> ; 670-4200; 907-215-8503												
Kuparuk	<a href="mailto:n1438@conocophillips.com">n1438@conocophillips.com</a> ; 659-7212; 907-659-0430												
CPO	<a href="mailto:n1662@conocophillips.com">n1662@conocophillips.com</a> ; 670-4943; 907-231-9309												
Ice	<a href="mailto:alp2216@conocophillips.com">alp2216@conocophillips.com</a> ; 659-7217; 907-223-5897												
Willow	<a href="mailto:wil0015@conocophillips.com">wil0015@conocophillips.com</a> ; 659-1412; 907-341-9760												

The Tundra Travel Request has been submitted.




**NOTE:**

- If requested travel spans both GKA and WNS, a separate request must be submitted to the FEC in each area.
- Tundra travel cannot begin until approval received from FEC.

## Receive Approval

FEC will notify the requester by email and/or phone when the request has been approved.

The requester may then proceed with the requested activity as proposed.



**CAUTION:** Any changes from the original plan requires approval from the FEC prior to conducting tundra travel.

<sup>3</sup> [Tundra Travel Resources](#)

## Tundra Travel

### Emphasis of “Stop Work”

“Work is never too important to do safely and in an environmentally responsible manner.”



**WARNING:** Every worker has authority to STOP work to re-evaluate if it can be done safely, or there is unease about current or forecasted conditions.

### Invasive Species Prevention

- If a vehicle has been used off the North Slope within the past year, the vehicle must be inspected for seeds, plant material, and soil, including the undercarriage and tires or tracks.
- If any seeds, plant material, and/or soil is found, the vehicle shall be cleaned of any material that could potentially hold seeds prior to entry into the field.

### Summer

Once summer tundra travel approval is received:


Item	Check
<b>Review</b> the approval provided by the FEC and understand any special conditions of approval.	<input type="checkbox"/>
<b>Review</b> the current weather events specifically focusing on precipitation, to determine if the tundra is over saturated.	<input type="checkbox"/>
<b>Review</b> the weather forecast for potential weather events that could cause unfavorable future conditions.	<input type="checkbox"/>
<b>Establish</b> a frequency for re-evaluation if the proposed tundra travel requires multiple trips or passes over the same route, focusing on the integrity of the tundra in locations where passes have previously been completed.	<input type="checkbox"/>
<b>Complete</b> the Summer Tundra Tavel Daily Field Verification.	<input type="checkbox"/>
<b>Conduct</b> the work as planned.	<input type="checkbox"/>

Summer Tundra Travel complete.

Winter

Once Winter Tundra Travel approval is received:

Item	Check
<b>Review</b> the approval provided by the FEC and understand any special conditions of approval.	<input type="checkbox"/>
<b>Review</b> the current weather events specifically focusing on precipitation, to determine if the tundra is over saturated.	<input type="checkbox"/>
<b>Review</b> the weather forecast for potential weather events that could cause unfavorable future conditions.	<input type="checkbox"/>
<b>Establish</b> a frequency for re-evaluation if the proposed tundra travel requires multiple trips or passes over the same route, focusing on the integrity of the tundra in locations where passes have previously been completed.	<input type="checkbox"/>
<b>Conduct</b> the work as planned.	<input type="checkbox"/>



**NOTE:** If frozen water bodies are to be crossed, ice thickness readings must be taken to determine if the ice is grounded. Follow the Non-grounded Ice Entry and Use SOP.

Winter Tundra Travel is complete.

Tundra Travel Closeout

Closure

Once tundra travel is complete:

1.	<b>Complete</b> the bottom of Tundra Travel Application/Completion Form.												
2.	<b>Return</b> form to area FEC.												
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 20%;">Area</th> <th>FEC Contact</th> </tr> </thead> <tbody> <tr> <td>Alpine</td> <td><a href="mailto:n1838@conocophillips.com">n1838@conocophillips.com</a>; 670-4200; 907-215-8503</td> </tr> <tr> <td>Kuparuk</td> <td><a href="mailto:n1438@conocophillips.com">n1438@conocophillips.com</a>; 659-7212; 907-659-0430</td> </tr> <tr> <td>CPO</td> <td><a href="mailto:n1662@conocophillips.com">n1662@conocophillips.com</a>; 670-4943; 907-231-9309</td> </tr> <tr> <td>Ice</td> <td><a href="mailto:alp2216@conocophillips.com">alp2216@conocophillips.com</a>; 659-7217; 907-223-5897</td> </tr> <tr> <td>Willow</td> <td><a href="mailto:wil0015@conocophillips.com">wil0015@conocophillips.com</a>; 659-1412; 907-341-9760</td> </tr> </tbody> </table>	Area	FEC Contact	Alpine	<a href="mailto:n1838@conocophillips.com">n1838@conocophillips.com</a> ; 670-4200; 907-215-8503	Kuparuk	<a href="mailto:n1438@conocophillips.com">n1438@conocophillips.com</a> ; 659-7212; 907-659-0430	CPO	<a href="mailto:n1662@conocophillips.com">n1662@conocophillips.com</a> ; 670-4943; 907-231-9309	Ice	<a href="mailto:alp2216@conocophillips.com">alp2216@conocophillips.com</a> ; 659-7217; 907-223-5897	Willow	<a href="mailto:wil0015@conocophillips.com">wil0015@conocophillips.com</a> ; 659-1412; 907-341-9760
	Area	FEC Contact											
	Alpine	<a href="mailto:n1838@conocophillips.com">n1838@conocophillips.com</a> ; 670-4200; 907-215-8503											
	Kuparuk	<a href="mailto:n1438@conocophillips.com">n1438@conocophillips.com</a> ; 659-7212; 907-659-0430											
	CPO	<a href="mailto:n1662@conocophillips.com">n1662@conocophillips.com</a> ; 670-4943; 907-231-9309											
Ice	<a href="mailto:alp2216@conocophillips.com">alp2216@conocophillips.com</a> ; 659-7217; 907-223-5897												
Willow	<a href="mailto:wil0015@conocophillips.com">wil0015@conocophillips.com</a> ; 659-1412; 907-341-9760												

Tundra Travel activity closed.

## Tundra Disturbance

### Prevention

To minimize the potential for tundra disturbance:

Item	Check
Annual Tundra Travel Training for all tundra travelers.	<input type="checkbox"/>
Walk the route prior to vehicle departure to ensure vehicles stay out of low & wet areas. Look for adequate entrance, exit, and turn-around.	<input type="checkbox"/>
Restrict routes to dry tundra during the summer.	<input type="checkbox"/>
Consult a supervisor before proceeding if wet areas are encountered (water levels that cover your feet when walking the path).	<input type="checkbox"/>
Reassess necessity of continued tundra travel during rain events.	<input type="checkbox"/>
Avoid minimum radius turns.	<input type="checkbox"/>
Keep multiple passes over the same tracks to a minimum.	<input type="checkbox"/>
Stop motion immediately and contact the area FEC if the equipment is stuck.	<input type="checkbox"/>
Inspect the travel area the next day to ensure no disturbance took place, when operation at night, or during low visibility conditions during the summer.	<input type="checkbox"/>

### Disturbance

Visual clues of tundra disturbance are:

- Vegetation such as tussocks, grasses, shrubs seen in windrows.
- Broken willows or tussocks.
- Vehicle ruts (not just depression of grass).
- Vegetation disturbed and soil layer exposed.
- Gravel or soil observed in snow.

### Reporting

In the event of a suspected tundra disturbance incident or unintentional tundra travel incident (i.e., vehicle accident or leaving the gravel/ice road), the individual involved in, or the individual witnessing, the incident, must **immediately** notify the area FEC.

**If unsure whether disturbance occurred, report and have the FEC or their designee decide.**

Initial notification to the area FEC may be verbal, by email, or by submitting the Tundra Incident Report. Provide: Date, Project Name, Name and Contact Information for the Responsible Party, Location (GPS Coordinates and VSM numbers), Cause, Description, and any pictures.

## Emergency Tundra Travel

**Emergency Situations** In emergency cases, tundra travel can occur without agency or FEC approval.

Emergency Situations	Not Emergency Situations
Spill	Routine work
Urgent Power Line Repairs	
Accidents	
Medical Incidents	

Notify the FEC as soon as possible and provide the details of the travel.

Area	FEC Contact
Alpine	<a href="mailto:n1838@conocophillips.com">n1838@conocophillips.com</a> ; 670-4200; 907-215-8503
Kuparuk	<a href="mailto:n1438@conocophillips.com">n1438@conocophillips.com</a> ; 659-7212; 907-659-0430
CPO	<a href="mailto:n1662@conocophillips.com">n1662@conocophillips.com</a> ; 670-4943; 907-231-9309
Ice	<a href="mailto:alp2216@conocophillips.com">alp2216@conocophillips.com</a> ; 659-7217; 907-223-5897
Willow	<a href="mailto:wil0015@conocophillips.com">wil0015@conocophillips.com</a> ; 659-1412; 907-341-9760