

Appendix

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IRKUTSK POLYMER PLANT

STANDARD

ACCIDENTAL FINDS HANDLING PROCEDURE ON THE SITE OF THE IRKUTSK POLYMER PLANT

СТ.03.18.ИЗП

Revision 1

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1 General Provisions

1.1 Purpose of the document

- 1.1.1 OOO "Irkutsk Polymer Plant" recognizes the need to protect any forms of cultural heritage in the zone of influence of the Irkutsk Polymer Plant construction site and, in particular, cultural heritage of great importance and value for the local population and organizations making efforts for protection of archaeological and/or other items of historical and cultural importance.
- 1.1.2 This standard is developed according to cl. 8 of International Finance Corporation (IFC) Performance Standard 8 "Accidental Finds Procedures", binding on all companies seeking loans from international financial institutions
- 1.1.3 This standard describes the main actions to ensure compliance with the requirements of international and Russian laws when accidental finds are found on the construction site of the Irkutsk Polymer Plant.
- 1.1.4 The objectives of this Standard are as follows:
- determining stage-by-stage actions in case of finding out any previously unknown or unregistered areas, items or attributes of cultural, historical, religious or spiritual importance during construction works and related activities;
 - determining actions in case of finding any items that are potentially dangerous for the Company personnel involved in the work, its contractors, subcontractors and other persons engaged in the Project implementation and supervision, as well as for the environment components;
 - ensuring the appropriate protection of resources and cultural heritage items found during construction, commissioning of facilities and at the operation stage, as well as managing these resources in accordance with the applicable requirements;
 - ensuring safety upon discovery of potentially dangerous items.

1.2 Terms and definitions

Term	Definition
Accidental finds	Material cultural resources (movable or immovable items, sites, structures, groups of structures, things, as well as natural objects of archaeological, paleontological, historical, architectural, religious, aesthetic or other cultural importance). They can be of local, regional, national or international cultural value

<p>Archaeological heritage sites</p>	<p>Traces of human existence in past eras (including related archaeological items and cultural layers) partially or completely hidden in the ground or under water, where archaeological excavations or finds are the sources of information. These include, among others, ancient settlements, burial mounds, ancient burials, man sites, stone statues, steles, rock carvings, remains of ancient fortifications, production, canals, ships, roads, places of ancient religious rites, and cultural layers classified as archaeological heritage sites</p>
<p>Cultural heritage resources</p>	<p>Certain resources and items including works of painting and sculpture; works of arts and crafts; science and technology items; other items of material culture that have arisen as a result of historical events and are valuable in terms of history, archaeology, architecture, urban planning; aesthetics, ethnology, anthropology, social culture and which are evidence of eras and civilizations, genuine sources of information about the origin and development of culture (Federal Law No. 73-FZ of June 25, 2002 On Cultural Heritage Items (Historical and Cultural Monuments) of the Peoples of the Russian Federation)</p>
<p>Physical cultural resources</p>	<p>Tangible (physical) forms of cultural heritage, such as movable or immovable items, territories, structures or ensembles of archaeological/prehistoric, paleontological, historical, cultural, artistic and religious value, as well as unique attributes and components of environment that represent cultural values such as sacred groves, rocks, lakes and waterfalls</p>
<p>Explosive ordnance</p>	<p>Conventional ammunition containing explosives, excluding mines, trap mines and other devices</p>
<p>Unexploded ordnance</p>	<p>Explosive ordnance that has been primed, fused, armed or otherwise prepared for use and used in an armed conflict; it could have been shot, dropped, fired, or shot and should have exploded, but did not explode</p>
<p>Abandoned explosive ordnance</p>	<p>An explosive ordnance that has not been used during an armed conflict, has been left behind or dumped by a party to the armed conflict, and which is no longer under the control of the party that left it behind or dumped it. Abandoned explosive ordnance may or may not have been primed, fused, armed or otherwise prepared for use</p>

Explosive remnants of war	Unexploded ordnance and abandoned explosive ordnance
Existing explosive remnants of war	Unexploded ordnance and abandoned explosive ordnance that existed before the entry into force of the Protocol on Explosive Remnants of War (Protocol V) to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which may be Deemed to be Excessively Injurious or to have Indiscriminate Effects (ratified by the Federal Law of the Russian Federation No. 72-FZ of May 16, 2008)

1.3 Regulatory references

Document ID	Document name
No. 73-FZ dated 25.06.2002	Federal Law On Cultural Heritage Sites (Historical and Cultural Monuments) of the Peoples of the Russian Federation
No. 57-OZ dated 23.07.2008	On Cultural Heritage Sites (Historical and Cultural Monuments) of the Peoples of the Russian Federation in the Irkutsk region
No. 31-PP dated 09.03.2010	Decree of the Government of the Irkutsk Region On the Department for Protection of Cultural Heritage of the Irkutsk Region
No. 330-PP dated 06.07.2015	Decree of the Government of the Irkutsk Region On Approval of the Procedure for Organizing and Implementing Regional State Supervision over the Conditions, Maintenance, Preservation, Use, Promotion and Protection of Cultural Heritage Sites of Regional Scale, Cultural Heritage Sites of Local (Municipal) Importance, Identified Cultural Heritage Items and Invalidation of Certain Legal Acts of the Government Irkutsk region
No. 756-PP dated 24.11.2016	Decree of the Government of the Irkutsk Region On Determining the Procedure for Establishing Preferential Rent for Unused Cultural Heritage Sites Included in the Unified State Register of Cultural Heritage Sites (historical and cultural monuments) of the Peoples of the Russian Federation that are in an Unsatisfactory Condition being the State Property of the Irkutsk region or Municipal Property

<p><u>No. 198-PP dated 27.07.2011</u></p>	<p>Decree of the Government of the Irkutsk Region On Approval of the Procedure for Determining the Amount of Payment for the State Historical and Cultural Study relating to Cultural Heritage Sites of Regional Importance, Cultural Heritage Sites of Local (municipal) Importance, Identified Cultural Heritage Sites, Sites of Historical and Cultural Value, Sites Having the Signs of a Cultural Heritage Site as well as Land Plots Subject to Economic Development</p>
<p><u>No. 68-FZ dated 21.12.1994</u></p>	<p>Federal Law On Protection of Population and Territories against Natural and Man-Made Emergencies</p>
<p><u>Protocol V (ratified by the Federal Law of the Russian Federation No. 72-FZ of May 16, 2008)</u></p>	<p>Finding explosive ordnance is governed by the Protocol on Explosive Remnants of War (Protocol V) to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which may be Deemed to be Excessively Injurious or to have Indiscriminate Effects</p>

2 ACCIDENTAL FINDS HANDLING PROCEDURE

2.1 Description of activities where accidental finds may be found

- 2.1.1 Previously, at the stage of engineering surveys and development of design documentation, the construction site of the Irkutsk Polymer Plant was studied for historical and cultural importance.
- 2.1.2 Based on the results of the research carried out, no cultural heritage items were found on the construction site, however, this does not preclude the fact that some accidental finds may turn out to be the items of historical and cultural heritage.
- 2.1.3 During the Irkutsk Polymer Plant construction, such objects may be found in the process of work execution, especially when performing excavations. This work may include the following activities where some accidental finds of cultural heritage could be most likely found:
- geological engineering surveys and studies of soil/subsoil resources;
 - drilling;
 - site clearing;
 - surface planning;
 - excavation of trenches for pipeline network installation;
 - civil engineering;
 - construction of ground and underground infrastructure facilities, supply networks and utilities;
 - construction of service roads, access ways and internal project roads;
 - auxiliary activities such as driving and parking outside the designated roads and parking lots;
 - any other activities associated with earthworks that may lead to disturbance of surface and underground soil layers.

2.2 Requirements to follow if a cultural heritage item is found

- 2.2.1 If any explosive ordnance and items of potential cultural, historical and/or spiritual importance are found, all work in and around the area where the item was found, should be stopped immediately and can be resumed only after the find has been fully examined by a competent and qualified specialist.
- 2.2.2 In order to ensure the safety of the item/structure, any intervention, modification or movement of the find is prohibited until a qualified specialist arrives at the place where the item was found. The work can be resumed and any protection or urgent measures for carrying out emergency recovery operations related to the find can be carried out only after obtaining an appropriate permission and detailed instructions from an official expert body or authorities. Activities within the boundaries of the place of interest might be limited by the requirements established during the state historical and cultural study.

- 2.2.3 The necessary consultations with qualified experts/official authorities to determine further instructions will be organized by the company after receiving information about the discovery of an accidental find. So, it is necessary that the responsible persons in the company are immediately informed about any accidental find, namely:
- site construction/production manager;
 - head of the geodetic support department.
- 2.2.4 The following information about a find should be provided:
- date and time of discovery;
 - location of the find;
 - detailed description;
 - approximate dimensions;
 - measures taken to provide temporary protection the find.
- 2.2.5 A sequence of immediate actions to be taken if an accidental find is discovered and decisions to be made:
- accidental find discovery;
 - checking the probability of such a find to be found in this area (based on the results of previously made field surveys);
 - if such a find was expected, take measures specified in the survey reports having received the instructions from ООО "Irkutsk Polymer Plant", follow-up the measures accomplishment;
 - in the event that such a find was not expected, stop the work and immediately notify all responsible persons specified in cl. 2.5.6 of this Standard, ООО "Irkutsk Polymer Plant" should carry out a full survey at the place where the find was discovered together with authorities, experts and other interested parties.
- 2.2.6 Detailed procedure for notification of an accidental find and sequence of the further actions:
- employee who discovered the find should immediately notify the site manager; the work on and near the area where the find was discovered should be stopped to prevent a damage to the discovered item;
 - inform promptly the responsible persons specified in clause 2.5.6 of this Standard about the finding, who will send notifications to the relevant regional and federal authorities in accordance with the requirements of Russian Federation legislation;
 - site manager and the responsible employees of ООО "Irkutsk Polymer Plant" shall register the find in a special log (the form of the log is given in Annex 1, construction managers shall be responsible for the log maintaining), record the coordinates, specific features of the location and a general description of the find (results of examination, number of found items, names of persons who carried out the examination, etc.) and attach the photos;

- proper qualified and competent specialist (archaeologist or historian) or relevant government authorities, summoned by the ООО "Irkutsk Polymer Plant" responsible employees, shall visit the site to perform a detailed examination of the find and provide instructions on further actions;
- if the value of the find is confirmed, the work will not be resumed until a full survey is carried out and specific instructions are received;
- if the find is declared as of no value, then the item is carefully removed from the site and work is resumed.

2.2.7 All detailed information pertaining to the find shall be treated as confidential and all details such as coordinates, location, content, etc., shall be communicated with due care. Procedure for notifications when an accidental find is found:

- person who discovered the find (personnel, contractor);
- direct work manager and site manager — immediately upon discovery;
- project manager and head of the geodetic support department — immediately upon discovery;
- appropriate expert and relevant regional and federal authorities in accordance with the Russian Federation legislation.

2.3 Training and compliance

2.3.1. The following measures will be taken in order to ensure the effective implementation of this Standard and protection of previously unrecorded cultural heritage items from possible damage caused by the activities related to the Project implementation:

- Induction training (instructions) for the Project personnel, including contractor personnel, in order to provide general information about the specifics of the cultural heritage protection in the local context:
 - training can be carried out in the form of a separate training unit prepared and conducted by a qualified expert in the relevant discipline (archaeologist and/or historian);

- training should also address the potential sensitivity of local populations to cultural heritage (in particular indigenous peoples cultural heritage), and explanation of the Accidental Finds Handling Procedure and related procedures;
 - this training will be conducted for the relevant personnel involved in the Project implementation (including contractors' and subcontractors' personnel), and in particular for all workers who are engaged to the survey and construction works.
- If necessary, the Company will engage a qualified expert (archaeologist or historian) who will be authorized to provide comprehensive consultation in accordance with the Accidental Finds Handling Procedure including identification, registration, marking and assessment of discovered items, and give instructions on the implementation of specific protective measures to preserve the integrity of the discovered cultural heritage item. The expert (s) will also provide the required training and instructions of the personnel in the construction sites. The contact details of the authorized qualified experts will be available to the site manager at the Project site to contact them in case of need for urgent consultation regarding an accidental find.
 - If necessary, the Company will provide the personnel with illustrated brochures, posters and other visual materials that represent the cultural heritage features in the Project area to assist in identifying potential cultural heritage items or sites.
 - The so-called "treasure hunting", i. e. special search for potentially valuable material and items that can be intended for sale, commercial use or for personal collections is prohibited. Materials that may not be collected, taken from the place of discovery or damaged/broken also include ordnance, other attributes of military operations, and household items.
- 2.3.2 All finds shall be a part of the national heritage and should be left intact and in the place where they have been found, it is not acceptable to have them removed or eliminated. The decision regarding the found items withdrawal/relocation and specific protection measures or emergency recovery excavations shall be made by an appropriate expert or by the head of the geodetic support department in accordance with the recommendation of a subject matter expert.
- 2.3.3 All finds should be reported to the responsible officer specified in cl. 2.5.6, also in case of doubt about the potential value of the found item.

- 2.3.4 All detailed information pertaining to the find shall be treated as confidential and all details such as coordinates, location, content, etc., shall be communicated with due care.
- 2.3.5 Wherever possible, activities should be avoided in all known cultural heritage sites, or proper handling should be provided through prescribed protecting measures.
- 2.3.6 In case of finding any ordnance, items that look like ordnance, explosive ordnance, the security company should provide a cordon at a distance of at least 100 meters from the discovered item. Then the entrances shall be blocked, roving patrol shall be put out, and the internal affairs bodies and the Emergency Control Ministry of the Russian Federation shall be informed. Until the arrival of employees of the mentioned above services, access to the cordoned off territory shall be prohibited to all persons without any exception. Disarming and disposal of the item shall be carried out only by designated organizations.

2.4 Documenting the discovery of accidental finds

- 2.4.1 Responsible parties in the Company, as well as persons appointed from among the contractor’s and subcontractors’ personnel should maintain an accurate and up-to-date record of all accidental finds (including cultural heritage items and explosive remnants of war) and protection measures taken in case of confirmation of the cultural heritage finds value.
- 2.4.2 Information on accidental finds will be a part of monthly reports; in particular, the reports will include information on the evaluation of accidental finds, internal and external notifications and instructions, supporting photos and other reference materials.

2.5 Allocation of duties and liabilities

- 2.5.1 This Standard shall be considered as a standard practice for handling unregistered cultural heritage items and other types of accidental finds on the construction site of the Irkutsk Polymer Plant.
- 2.5.2 The director of ООО “Irkutsk Polymer Plant” is responsible for the overall implementation of and creating awareness about this Standard within the Company, and also contractors and subcontractors, including organization of necessary training in order to ensure that all employees and contractors involved in the Project implementation understand their obligations under this Standard.
- 2.5.3 Acting construction Director of ООО “Irkutsk Polymer Plant” Sergey Bobr is responsible for management and follow-up of the actions set forth in this Standard.
- 2.5.4 The construction manager shall register all breaches recording their nature in his area of responsibility.

- 2.5.5 If it is established that an employee is involved in the illegal collection and/or distribution of cultural and historical heritage items from the construction site, this employee will be immediately dismissed, and a message about such a fact will be forwarded to the relevant government authorities for making a decision on holding such an employee liable in accordance with the Russian Federation laws.
- 2.5.6 For questions regarding discovery of accidental finds in ООО "Irkutsk Polymer Plant", please contact the acting Construction Director of ООО "Irkutsk Polymer Plant" Sergey Bobr, e-mail: ipp@irkutskoil.ru, phone: 8-(3952)-211-352 (ext. 3118).

3 Annexes

No.	Title	Form ID	Note
1	Accidental finds log	Ф_01.СТ.03.18.ИЗП (rev. 1)	Included in this document