

January 13, 2010

Dear ConocoPhillips Los Angeles Refinery Contractor,

We are pleased to announce ConocoPhillips Los Angeles Refinery has recently established a business relationship with ISNetworkd (www.isnetworkd.com). Effective immediately, ISNetworkd will begin serving as ConocoPhillips Los Angeles Refinery's primary contractor information management system. As a result of this action, contractors and their subcontractors performing services for ConocoPhillips Los Angeles Refinery are required to become subscribers to ISNetworkd. If your company is a current subscriber to ISNetworkd, there is no additional fee; however, please ensure your company has completed the items below.

There is a nominal fee for this service. ConocoPhillips Los Angeles Refinery believes the benefits to both parties will far exceed any associated costs. A more comprehensive list of contractor benefits is attached from ISNetworkd.

Your company's ISNetworkd subscription will provide ConocoPhillips Los Angeles Refinery access to the following required information:

1. **Company Profile** – Populate your company's Dashboard in ISNetworkd to include company contact information, office locations, types of work/industry classifications, geography served, etc. This will provide ConocoPhillips Los Angeles Refinery and other Owner Clients with your company's most current contact information at any time.
2. **HSE Questionnaire Management** – ISNetworkd contains the Management System Questionnaire (MSQ) which will be utilized to gather your company's HSE data. The MSQ will replace all previous ConocoPhillips Los Angeles Refinery questionnaires sent to your company.
3. **Document Submittal** – ConocoPhillips Los Angeles Refinery will use ISNetworkd to track and verify your company's *OSHA Forms and EMR Letters*. During your company's subscription set up, ISNetworkd will explain how to submit these documents within your company's subscription and make them available online to ConocoPhillips Los Angeles Refinery.
4. **Review and Verification** – ISNetworkd RAVS will review your company's written health and safety program for conformance with regulatory and/or ConocoPhillips Los Angeles Refinery's standards. Your company will be required to submit to ISNetworkd RAVS copies of your company's written health and safety program. Detailed instructions will be communicated during your company's subscription set up. ISNetworkd RAVS will also verify your company's OSHA and EMR statistics.

In order to be considered by ConocoPhillips Los Angeles Refinery during the contractor services selection process, your company's subscription must be in place and all required data must be posted **by February 22, 2010**. For further details about ISNetworkd, **please contact the ISNetworkd Customer Service Team at (214) 303-4900 or (800) 976-1303 or visit their website at www.isnetworkd.com.**

Your company's cooperation and participation in bringing this cost effective technology solution to our business relationship is appreciated. ConocoPhillips Los Angeles Refinery and ISNetworkd representatives will schedule contractor Users Group Meetings and Help Desks throughout the year. All contractors who have met the above requirements for ConocoPhillips Los Angeles Refinery will receive details of dates/locations of these meetings which will be held throughout California.

Sincerely,



Gordon Harder
Procurement Supervisor
ConocoPhillips Los Angeles Refinery