Community Engagement

ANSI/API RECOMMENDED PRACTICE 100-3
SECOND EDITION, APRIL 2024

ERRATA 1, APRIL 2024

Special Notes

API publications necessarily address problems of a general nature. With respect to particular circumstances, local, state, and federal laws and regulations should be reviewed. The use of API publications is voluntary. In some cases, third parties or authorities having jurisdiction may choose to incorporate API standards by reference and may mandate compliance.

Neither API nor any of API's employees, subcontractors, consultants, committees, or other assignees make any warranty or representation, either express or implied, with respect to the accuracy, completeness, or usefulness of the information contained herein, or assume any liability or responsibility for any use, or the results of such use, of any information or process disclosed in this publication. Neither API nor any of API's employees, subcontractors, consultants, or other assignees represent that use of this publication would not infringe upon privately owned rights.

API publications may be used by anyone desiring to do so. Every effort has been made by the Institute to assure the accuracy and reliability of the data contained in them; however, the Institute makes no representation, warranty, or guarantee in connection with this publication and hereby expressly disclaims any liability or responsibility for loss or damage resulting from its use or for the violation of any authorities having jurisdiction with which this publication may conflict.

API publications are published to facilitate the broad availability of proven, sound engineering and operating practices. These publications are not intended to obviate the need for applying sound engineering judgment regarding when and where these publications should be used. The formulation and publication of API publications is not intended in any way to inhibit anyone from using any other practices.

Any manufacturer marking equipment or materials in conformance with the marking requirements of an API standard is solely responsible for complying with all the applicable requirements of that standard. API does not represent, warrant, or guarantee that such products do in fact conform to the applicable API standard.

Foreword

Nothing contained in any API publication is to be construed as granting any right, by implication or otherwise, for the manufacture, sale, or use of any method, apparatus, or product covered by letters patent. Neither should anything contained in the publication be construed as insuring anyone against liability for infringement of letters patent.

The verbal forms used to express the provisions in this document are as follows.

— Shall: As used in a standard, "shall" denotes a minimum requirement to conform to the standard.

— Should: As used in a standard, "should" denotes a recommendation or that which is advised but not required to conform to the standard.

— May: As used in a standard, "may" denotes a course of action permissible within the limits of a standard.

— Can: As used in a standard, "can" denotes a statement of possibility or capability.

This document was produced under API standardization procedures that ensure appropriate notification and participation in the developmental process and is designated as an API standard. Questions concerning the interpretation of the content of this publication or comments and questions concerning the procedures under which this publication was developed should be directed in writing to the Director of Standards, American Petroleum Institute, 200 Massachusetts Avenue, Suite 1100, Washington, DC 20001. Requests for permission to reproduce or translate all or any part of the material published herein should also be addressed to the director.

Generally, API standards are reviewed and revised, reaffirmed, or withdrawn at least every five years. A one-time extension of up to two years may be added to this review cycle. Status of the publication can be ascertained from the API Standards Department, telephone (202) 682-8000. A catalog of API publications and materials is published annually by API, 200 Massachusetts Avenue, Suite 1100, Washington, DC 20001.

Suggested revisions are invited and should be submitted to the Standards Department, API, 200 Massachusetts Avenue, Suite 1100, Washington, DC 20001, standards@api.org.

Contents

Contents

Figures

Tables

Introduction

To support and provide a common industry-accepted approach to community engagement, API has compiled the best practices that operating companies should consider in their interaction with communities and stakeholders. This document is an accumulation of efforts currently undertaken throughout the oil and natural gas industry to proactively engage with communities during the project development process.

This document aims to help ensure that safe and responsible development of oil and natural gas resources is achieved with community and stakeholder input. API has revised the guidance within this document to address ongoing changes in industry practices, stakeholder expectations, and increased digital engagement. These updated guidelines include common communications and practices described by member company representatives, additional information regarding approaches for virtual engagement with stakeholders, emerging practices regarding environmental justice, and strategies and techniques highlighted by member companies and stakeholders.

To promote oil and natural gas development that results in a positive and beneficial experience for communities, recommended activities may align with community concerns and priorities, grounded in responsible practices and lessons learned from experiences. The industry's commitment to community engagement requires ongoing dialog with local communities and other key stakeholders. Stakeholders, for use of the Community Engagement Guidelines, are defined as:

Any person, group, or entity impacted by or with the ability to impact an organization and its activities is considered a stakeholder. Stakeholders can affect or be affected by the organization's actions, objectives, and policies.

Fostering broad stakeholder engagement through every phase of development, from operations to decommissioning, has become standard industry practice. Upstream operators can explain their plans and activities in a reasonable time frame to community stakeholders. Then, operators may seek to identify, understand, listen, and respond to issues and concerns. Identifying and engaging stakeholders at the appropriate time and in a meaningful way allows for two-way communication, and involving them in identifying and managing potential community impacts helps establish trust and build mutually beneficial relationships. While a balanced resolution between industry and stakeholders remains ideal, some issues can present unique challenges.

Stakeholders have increased opportunities to articulate their voices and expectations regarding industry, social, and environmental issues. As such, these evolving stakeholder concerns influence what issues operators should address with their stakeholders. Stakeholders continue to express concerns on environmental, health, and safety issues related to wildlife and ecosystems, emissions and climate change, and impacts on air and water quality. Engagement on these topics is critical. Simultaneously, operators can engage stakeholders through mutually beneficial opportunities, including employment, economic development, workforce development and training, and community investment.

Increased opportunities for virtual engagement also have shaped stakeholder and community expectations on the options by which they interact. While some stakeholders prefer in-person meetings, other stakeholders expect virtual engagement opportunities for safety and/or convenience. Virtual engagement should not take the place of in-person engagement, especially in areas with stakeholders who may not have access to digital online resources. In addition to traditional mailing notifications, many stakeholders expect information to be available through email, social media, and websites. Operators have continued to develop means of engaging stakeholders, soliciting feedback, and addressing or mitigating concerns.

Industry operations have evolved. The Shale Revolution prompted exploration and operation in communities previously unaccustomed to upstream oil and natural gas presence. Industry efforts toward decarbonization also are introducing to communities emerging energy technology and opportunities (and growing opportunities with existing

practices), such as carbon capture and storage (CCS)□□[1] , carbon capture, utilization, and storage (CCUS)[2] , direct air capture[3] , geothermal energy[4] , and hydrogen hubs□□[5] . Increased focus on an energy transition will affect how communities relate to the oil and natural gas industry. Environmental justice, social justice, and the social costs of carbon have emerged as key policy themes affecting how operators may need to engage with communities in the future. Biodiversity and its intersection with communities, human rights, and indigenous people's rights also continue to gain momentum in the public eye.

Social media allows stakeholders to publicly share grievances related to perceived operational impacts on people and the environment. Grievances can be shared rapidly and widely, and can be misinterpreted when taken out of context. Engaging proactively with communities provides operators an opportunity to address concerns before they escalate publicly; build trust; educate; understand local priorities; pre-emptively mitigate community impacts; and seek mutually beneficial solutions.

Understanding communities' unique values and interests and seeking stakeholder input into operational plans continues to be a vital component of how the industry operates. Each community has different attributes, interests, and needs. Understanding cultural attributes is critical to developing an engagement plan, from identifying potential barriers to participation to potential partnerships and investments.

A fall 2022 API survey of some member-company representatives on upstream stakeholder engagement practices showed that while many operators are undertaking activities related to engagement—including stakeholder research, outreach, and feedback or grievance mechanisms—the industry has an opportunity to better promote these activities and relationships to continue demonstrating operators' active investment in communities.

Those involved in drafting this guidance document hope to encourage an ongoing meaningful dialog between operators, partners, contractors, communities, and other stakeholders as it pertains to the safety, health, and environmentally responsible performance of the industry. In addition, they hope that through ongoing stakeholder engagement, operators can successfully advance their projects while maintaining discussion about the role of these resources in serving the nation's need for energy security for generations to come.

---

[1] Carbon capture and storage (CCS) refers to the capture, transportation, and storage of carbon dioxide from industrial processes and energy production for storage or reuse.

[2] Carbon capture, utilization, and storage (CCUS) involves the capture, transportation, utilization, and storage of carbon dioxide from industrial processes to use in a range of applications.

[3] Direct air capture refers to technologies that extract and capture carbon dioxide directly from the atmosphere at any location.

[4] Geothermal energy is a source of renewable energy that utilizes heat energy from the earth.

[5] Hydrogen hubs are networks of clean-hydrogen producers, potential clean-hydrogen consumers, and connective infrastructure located in close proximity.

Community Engagement

1 Scope

This document is designed to provide guidance to U.S.-based upstream operators on how to assess, plan, and implement effective and meaningful stakeholder engagement strategies that are aligned with community values and priorities. The recommended strategies encourage constructive conversation between operators and stakeholders to address concerns and develop mutually agreeable solutions.

NOTE   The provisions in this document are based on the current regulatory environment, which is constantly evolving.

Figure 1 summarizes the overall concepts of the document that can lead to an effective community engagement plan.