

Doc Custodian: Rinaldo Edmonson	 Marathon Petroleum Company LP <h1 style="text-align: center;">Los Angeles Refinery</h1>	Doc No.: HSS-013 Rev No: 8
Approved By: Personal Safety Manager		Health & Safety Standard
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Contractor Site Access

Overview

Purpose	This standard is intended to communicate and establish Health and Safety requirements that shall apply to all Marathon, Los Angeles Refinery (LAR) vendors and contractor employees requesting site access.
Scope	This standard will guide the safe entry of vendors and contract employees onto the LAR facilities. This standard identifies the initial demonstrated risk level and level of controls in place to help ensure a safe entry and visit to LAR facilities. Anyone requesting access to LAR is required to comply with this standard.
Out of Scope	Visitors and Guests are out of scope for this document, see HSS 040 Visitor Site Access document
Records Retention	Printed copies of this document should not be retained for more than 12 months. Any revision to this document will be retained indefinitely.

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1.0 References

1.1 Refining References

The table below lists the Refining references used with this document.

Number	Description
HSS 011	Contractor Safety Management
HSS 040	Visitor Site Access
HSS-201	Safe Work Permit
HSS 202	Stop Work Obligation
HSS 010	Life Critical Safety Rules
HSS 549	Fall Protection
HSS 630	Hot Work
HSS 215	Confined Space
HSS 208	Blinding and Isolation
SEC 011	LAR Access Control, System Employee, Contractor and Guest Access and Egress
SAF 4004	Contractor Safety Management
RSP 1306	PSM/RMP Contractors
HLT 2015	Drug and Alcohol policy
RSP-1127-000	Confined Space Entry
RSP-1128-000	Safe Work Permit

1.2 Government References

The table below lists the industry references used with this document.

Number	Description
<i>General Industry References</i>	
OSHA 29 CFR 1910.119	Process Safety Management of Hazardous Chemicals
Title 8, CCR, 5189.1	Process Safety Management for Petroleum Refineries.

1.3 Industry References

The table below lists the industry references used with this document.

Number	Description
<i>General Industry References</i>	
API 2221 RP	Contractor and Owner Safety Program Implementation.
LACC	Los Angeles Clean Card (LACC) Substance Abuse Policy

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1.4 Terms Use the link below to access the terms and definition used in this document:

References: For details, see **Appendix A**, [Terms and Definitions](#).

2.0 Roles and Responsibilities

2.1 Supply Chain **2.1.1** Verifies Recommended Contactor Company has an approved Safety Status in IS Networkd:
 a. Safety Status Met
 b. Safety Status Met with Restrictions
 c. **Safety Status not Met**

2.2 Safety Department **2.2.1** Administers’ the Site Access process outlined in this standard.
 2.2.2 Supports the verification of corporate common criteria for contractors.
 2.2.3 Reviews site access requirements and safety training curriculum for contractors
 2.2.4 Evaluate the safety training process on an annual basis to ensure information is current and effective
 2.2.5 Support MPC Contractor Sponsor/Badge Approvers regarding all site access requirements, badge requests and information supporting site access requirements.

2.3 Security Department **2.3.1** Front desk security attendant will follow the process outlined in this standard for contractors requesting access to the site.
 2.3.2 Badging Office Representatives: Verifies site access requirements are met per **4.0 Safety Access Requirements for Contractors** and **5.0 Security Access Requirements for Contractors**.
 2.3.3 Issues contractor, access badges.
 2.3.4 Maintain current, completed employee Site Access Acknowledgement Forms, Delivery Driver Safety Acknowledgement Form and guest access safety awareness training records in compliance with record retention requirements for 3 years.
 2.3.5 Support MPC Contractor Sponsor/Badge Approvers regarding badge requests and information supporting site access requirements.

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2.4 MPC Contractor Sponsor

- 2.4.1 Verifies scope of work for whoever they will sponsor (e.g., a tour, an inspection, contract work or emergency work, SSE participation etc.)
- 2.4.2 Will communicate with supply chain the requested contractor and the proposed scope of work and
- 2.4.3 Collaborate with supply chain or safety (if required, i.e., contract company is performing “Safety Sensitive work as defined in SAF 4004 Contractor Management) to verify IS Network Grade.
- 2.4.4 When vendor or contractor is performing work for LAR, the Contractor Sponsor is responsible for verifying and communicating the contractor’s scope of work and site access requirements.
- 2.4.5 Will use the site contractor onboarding resources, e.g., Safe Work Classifications documents for site access requirements verification, see the [Appendix B Safe Work Classifications](#) and [Contractors’ Onboarding Resource](#)

Note: the MPC Contractor Sponsor and Badge Approver can be the same person.

2.5 MPC Badge/Vehicle Approver

- 2.5.1 MPC employees who have their managers’ approval and have taken the badge approver’s training are responsible for the following:
 - a. Review the contractor’s badge/vehicle access request to ensure the site access requirement for the identified safe work classification is met and
 - b. Approve or deny the badge/vehicle access request based on this assessment.
- 2.5.2 The two badge submission processes:
 - a. Non-safety sensitive badge/vehicle submission and
 - Submitted to security directly (via excel sheet)
 - b. Safety Sensitive badge/vehicle submission
 - Submitted directly to ASAP Check

Note: For all badge submission security will perform a final check prior to issuing the access badge

Important: Use both the [Appendix B Safe Work Classifications](#) and [Contractors’ Onboarding Resource](#) on the share point to support making a complete assessment of site access requirements.

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- | | |
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| 2.6 Contractor Designated Employee Representative (DER) | <p>2.6.1 Shall manage the contractor site access including the following:</p> <ul style="list-style-type: none"> a. scheduling of contractor safety training, b. background and social security verification, c. drug and alcohol testing and d. submission of all safety sensitive and non-safety sensitive badge and vehicle requests (as required) per HIPPA rules. |
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3.0 How to become a Badge/Vehicle Approver

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|-----------------------------------|--|
| 3.1 Badge Approver Request | <p>3.1.1 Any MPC employee or DSC appointed by their manager may become a Badge/Vehicle Approver by submitting a request to become a Badge/Vehicle Approver to LAR-SafetyCompliance@Marathonpetroleum.com.</p> |
|-----------------------------------|--|
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|---------------------|---|
| 3.2 Training | <p>3.2.1 Once the manager has approved the request the new badge approver will be assigned training</p> <p>3.2.2 Once the training is complete login access will be issued to our badging system via email.</p> |
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4.0 Safety Access Requirements for Contractors

4.1 General Requirements

- 4.1.1 MPC contract sponsor/badge approver shall verify a Safety Status Met grade via Third Party Vendor (IS Networkd) or an active Temporary Approval (as required by SAF 4004 Contractor Management) is in place prior reviewing site access.

Note: Supply chain will be the first discussion in this process

- 4.1.2 MPC contract sponsor/badge approver shall identify the contractor site access requirements based on the contractor onboarding resources, see [2.3 MPC Contractor Sponsor](#) or [2.4 MPC Badge/Vehicle Approver](#).

Note: Site Orientation is always required to perform work pass the refinery gates unescorted.

4.2 Safe Work Classification

- 4.2.1 MPC identifies two safe work classifications that apply to contractor work defined in SAF 4004 Contractor Management and T 5189.1 The full definitions for both classifications are defined in detail in [Appendix A: Terms and Definitions](#):
- 4.2.2 Safety Sensitive (Process area or Life Critical Work)
- a. Badge/Vehicle Access requests must go through ASAP Check for approval
- 4.2.3 Non-Safety Sensitive (Non-Process area & Life Critical Work)
- a. Badge/Vehicle Access requests are submitted to security via excel sheet as noted in [section 2.4.2](#)

Important: If a contract company is not performing Safety Sensitive work, **then the IS Networkd score is not required.**

Note: The [Los Angeles Contractor Work Code Matrix](#) will be relocated to the Contractors Onboarding Resource page in Share Point as a reference document.

**4.3 Safety
Sensitive Work
Selection Process**

4.3.1 The **ASAP badging process** is **only** for workers performing work that is classified as **Safety Sensitive** (i.e., hands on work, on the process equipment or in the process area or Life Critical Work).

Note: Below are a few of the known jobs task examples that fall into the " **Safety Sensitive** " classification, please consult your Area HES Professional if you have any additional questions.

Environmental with field impact i.e., personal, soil etc.	Steel Erection and Assembly
Maintenance repair on process equipment	Structural Repair
Heavy Equipment (In the Process Area)	Tanks repair
Hydro blasting	Inspection (In the Process Area)
Piling - Installation / Repair/ Maintenance In process areas	Plumbing Construction/Industrial; In process areas
Scaffolding (Installation / Erection / Inspection / Disassembly)	Industrial Steel Cutting / Installations / Linings and Coatings
Vacuum Truck Services	Bundle Extraction/ Corrosion Control / Electrochemical Cleaning
Towers or Vessel Construction/Repair	Valve Repair / Installation / Maintenance
Welding, Cutting, Grinding	Permit Required Confined Space
Fall Protection Use	
Blinding Isolation-Lock Out Tag Out	

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4.4 Safety Non-Sensitive Work Selection Process

4.4.1 The **Excel Badging process** is **only** for workers performing work that is classified as **Non-Safety Sensitive** (i.e., incidental work that cannot affect the process equipment or is not in the process area or For MPC contractors only: not Life Critical Work).

Note: Below are a few of the known jobs titles examples that fall into the " **Non-Safety Sensitive** " classification, please consult your Area HES Professional if you have any additional questions.

Administrative: Recruiting, Staffing etc.: w/o LCSR, or Hands on tools Process Area work	Tankerman	Municipal Waste	Rail Services, including maintenance and inspection
Catering / Food Services	Janitorial Services	Pest Control	Public Emergency Services
Computer Services (IT Service including Software Developers) w/o LCSR, or Hands on tools Process Area work	Laboratory Workers: w/o LCSR, or Hands on tools Process Area work	Plumbing Service	Public Utilities (including Water, Electric, Gas, Phone, Internet, Cable)
Consultants: w/o LCSR, or Hands on tools Process Area work	Logistics contractors (i.e., MPLx etc.)	Postal (FedEx, USPS etc. <150 lbs.) that need to enter the refinery	Third Party Owner's (ROW) Contractors
Couriers: that enter the refinery	Marine Chemist	Private Utilities, i.e., easement to self-owned and managed equipment on MPC property	Pre Job Planning or Job Walks: w/o LCSR, or Hands on tools Process Area work
Drivers: that do not connect to our Process Equipment (ex. Vending Machine, Fastenal, Grainger, Water Delivery Truck, Totes etc.),	Motor Carriers	Equipment Monitoring or Inspection: w/o LCSR, or Hands on tools Process Area work	

Important: Please use the [Badge and Vehicle Excel Request Form](#), ensure you identify your reporting department and job end date on the application, use the [Step-by-Step Guide](#) and send Badge and Vehicle Excel Application to the following security email LAR-SecurityBadge@andeavor.com

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Note: If the contractor Designated Employee Representative (DER) submits this application, they must include their MPC representative in the email, and the MPC representative must respond "I Approve" or similar for badge approval.

4.5 State Mandated Contractor Training

4.5.1 In California, SB 54/AB 55; Advanced High Hazard Facility Training, is required for all contractors requesting to perform maintenance or repair, supply services, turnaround, major renovation or specialty work on or adjacent to a process, Title 8 CCR 5189.1. LAR. Advanced High Hazard Facility Training, a 20-hour - Instructor Lead Training:

- (a) Principles of Petroleum Refining - 4 hour (OSCAHHFT-1)
 - (b) Refinery Safety Overview - 8 hour (OSCAHHFT-2)
 - RSO Refresher WBT - 2 hour
 - (c) Craft Specific Hazards - 8 hour (OSCAHHFT-3)
-

4.6 Site Safety Training

- 4.6.1** Site Orientation (30MLACSO) - Class time: CBT-1 hours
 - 4.6.2** Safe Work Permit (30LARSWP) - Class time: CBT-1 hours
 - 4.6.3** Continuous Gas Monitoring (19BPCGM) - Class time: Instructor Lead-CBT-1 hours
 - 4.6.4** Safety Attendant Training (19BPCSA) Class time: CBT-1 hours
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4.7 LAR Contractors Onboarding Resources

- 4.7.1 Safety department has collaborated with Corporate to create an external website for contractors’ use, to access all the [Los Angeles Contractor Site Access](#) for all on-boarding information:
- 4.7.2 Safety department has also created the internal [Contractors Onboarding Resource](#) Share Point Page to access the most current Contractor On-Boarding information, requirements, documents, and forms. This is the main go-to-resource page for the following groups:
- a. Supply Chain Members (who ensures contract companies have their initial site set up (i.e., appropriate MPC department etc.)
 - b. Badge/Vehicle Application Approvers (MPC Representatives etc.)
 - c. Site Routine or Project Planners (including Turnarounds)
 - d. Site Routine or Project Schedulers (including Turnarounds)
 - e. Core Contractors DERs (who are on boarding new employees)

Note: If you have any questions, please contact your Area Safety professional.

4.8 Contractor Training Process

- 4.8.1 Training can **only be** scheduled through the contractor company **Designated Employee Representative (DER)** and conducted through the Occupational Safety Councils of America (OSCA) or any approved AHHFT provider (e.g. HASC)
- 4.8.2 Upon completion of required training every contractor will be issued a card validating state and site training and successful completion of classes with expiration dates, from Occupational Safety Councils of America (OSCA) in Carson, CA.

Note: The OSCA training card must be always on your person while working in Los Angeles Refinery. OSCA is located at 455 East Carson Plaza Drive, Carson, California 90746.

4.9 Contractor Safety Supervisor Expectations for Projects and Turnarounds

- 4.9.1 Safety Department, in conjunction with Maintenance and Local Core Contractors, have created the [LAR On-site Contractor Safety Supervisor Expectations](#) to outline the effective safety leadership of LAR’s on-site contractor safety supervision. For more detailed explanation of these standards and expectations, please click on the link to review the document.

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4.10 Contractor Face to Face or TAR HSE Training

- 4.10.1 All contract employees that perform maintenance or construction work (Hands on Tools) within LAR are required to attend the Contractor Face to Face (F2F) Orientation within fifteen (15) days of the MPC access badge activation. Non-attendance will be tracked by ESS department and reported to MPC and Contractor Supervision.
- 4.10.2 Review the F2F schedule and locations on the Contractor Safety Council SharePoint page: Contractor Safety Council (sharepoint.com)
- 4.10.3 All contract employees that perform Turnaround work (i.e., maintenance or construction work for TAR) within LAR are required to take the TAR HSE training as a prerequisite to beginning work, contact your TAR coordinator for more details.

Note: TAR HSE Training is acceptable in lieu of Face to Face.

4.11 MPC/LAR Drug and Alcohol Policy and Consortium Participation

- 4.11.1 LAR requires every MPC employee and contractor to comply and participate in the [MPC Drug and Alcohol Policy Employee Guide For Employees in California.](#)
- 4.11.2 Marathon Refinery uses the Third-Party Administrator (TPA):
 - (a) DISA; DISA Contractor Consortium (DCC), DISA Contractor Consortium-Hair Testing (DCCHT), Test Types: urine and hair
 - (b) ASAP Check; Clean Card Program (CC) and Test Types: oral swab and urine
- 4.11.3 All Drug and Alcohol tests must be performed using the criteria in the above consortiums. All contractors and sub-contractor must enroll with one of the Approved Drug and Alcohol Testing Providers and notify them that they will be performing services for Marathon Los Angeles. LAR uses these two Approved Drug and Alcohol Testing Providers:
 - (a) DISA Global Solutions.
 - (b) ASAP Solutions.
- 4.11.4 All contractors and sub-contractors must have a Valid Drug & Alcohol Test, i.e., both Drug and Alcohol tests must be performed using the criteria in the above consortiums, prior to receiving site access.
- 4.11.5 Acceptable testing methods: Oral Swab, Urine, Breathalyzer or Hair

Note: The Hair Test is no longer a required contractor testing method for Pre-Access and Pre-Employment in Los Angeles Refinery.

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4.12 Drug Testing Locations

4.12.1 Drug Testing is scheduled by contract company’s DER and conducted through the ASAP Check, DISA or any approved provider (e.g. HASC)

Note:-ASAP Check is located at 455 East Carson Plaza Drive, Carson, California 90746.

5.0 Security Access Requirements for Contractors

5.1 General Requirements

(a) The table below describes the minimum-Security Access Requirements related to this document. All contractors and sub-contractor must have a Valid Background Check (i.e., Background check was approved via the MPC Background Check Criteria.) prior to receiving site access

5.2 Background Check (Including an SSN Verification)

5.2.1 Marathon Refinery uses the Refining Contractor-Employee Background Security Check Program. Background checks are performed using the MPC Background Check Criteria. All contractors and sub-contractor must enroll with one of the Approved Background Check Providers and notify them that they will be performing services for MPC. These Approved Background Providers are as follows:

- a. DISA Global Solutions
- b. First Advantage
- c. ASAP Solution
- d. S2 Verify; and
- e. Safety Council of Texas City.

Note: A waiver for the verification of the background requirement may be granted for five days if all background documents have been submitted to ASAP or DISA.

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**5.3
Transportation
Worker
Identification
Card (TWIC)**

- 5.3.1 The TWIC is required for contractor site unescorted site access in Los Angeles Refinery
- 5.3.2 As a resource, LAR now has an operating TWIC office located in the badging office location, end office.

Note: LAR only accepts the completion of the CFATS PII form, as a final alternative to having the TWIC after the initial email has been verified and shared with security, see SEC 011 for more details on the process.

**5.4 Foreign
National Site
Access
Requirements**

- 5.4.1 LAR recognizes Foreign Nationals the same as any contractors requesting unescorted access to the refinery to perform work covered by this standard hence, they must also comply.
- 5.4.2 All Foreign National must have the appropriate work visa to perform work in the refinery.

Note: For more details <https://www.uscis.gov/working-in-the-united-states>

**5.5 Background
Verification
Locations**

- 5.5.1 Background verifications can be scheduled by contractor DER and conducted through the ASAP Check or any approved provider (e.g. HASC)

ASAP Check is located at **455 East Carson Plaza Drive, Carson, California 90746.**

6.0 Contractor Badging Process

**6.1 MPC
Contract
Sponsor**

- 6.1.1 Shall work with MPC contractor support outlined in [Appendix I: Contractor Badge/Vehicle Site Access Workflow](#) to ensure site expectations of compliance are met in a timely fashion.
- 6.1.2 Shall communicate with supply chain and the contract company regarding the scope of work and identify appropriate contractor site access and communicates the expectation of compliance with the contract company.
- 6.1.3 If the MPC contract sponsor and badge approver are different, the contract sponsor shall communicate and engage with the badge approver all the site access requirements.

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6.2 Contract Company DER

- 6.2.1** Shall communicate with MPC Contract Sponsor/Badge Approver what are the site requirements for site access.
- 6.2.2** Assigns site access requirements to contract employees and submits the Badge/Vehicle (B/V) request for approval based on the Safety work classification, see attachments below:
- a. [Attachment B: Safe Work Classification.](#)
 - b. [Attachment C: Information Required for Badge and Vehicle Application Completion;](#)
 - c. [Attachment D: Contractor Required Information when showing up at the Badging Office](#)
 - d. [Attachment E: Access Verification Review Process.](#)
 - e. [Los Angeles Contractor Site Access website](#)

6.3 Badge/Vehicle Approver

- 6.3.1** Will, review, approve or deny the Badge/Vehicle request will verify if a vehicle is required.
- 6.3.2** Vehicle approvals have a 12-month limit.
- 6.3.3** A system-generated email will be sent to the Contract DER, regarding the Badge/Vehicle request status, any time changes are made to the Badge Application by the Badge Approver.
- 6.3.4** Badge/Vehicle Approver can change job end date and gate access two ways:
- a. For Safety Sensitive access, changes are allowed before submission approval, after submission, changes can only be made by email request to security, stating the reason for the specific change.
 - b. For Non-Safety Sensitive access, changes can only be made by email request to security, stating the reason for the specific change.

Note: If a Badge/Vehicle request is denied, space to input the reason for the denial will be automatically attached in the email sent to the Contract DER, regarding the Badge Application status.

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**6.4 Badging
Office
Representatives**

- 6.4.1 Will verify contract employee Access Status via the Site Access Verification Review Process:
- 6.4.2 If contractor is approved a Red Photo Badge is issued.
- 6.4.3 If the contractor is not approved, he/she is sent back to their company to correct the issue

Note: All site access questions will be referred to safety.

**6.5 Contract
Employee Badge
Issuance**

- 6.5.1 Will receive a one of the following types of orange badges:
 - a. Long-Term Contractor badge (i.e., ACS photo badge has a White background, two orange bars on the side and black lettering), example is below:



- b. Turnaround Contractor (i.e., No photo ACS badge White background with an orange bar on each side and black lettering), example is below:



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7.0 Steps to Complete Site Access Exemption

7.1 Available Exemptions and Variances Process

- 7.1 On a case-by-case basis, individuals may be exempt from specified Site Access requirements listed in this standing instruction. LAR recognizes the following three Variance processes:
- a. **Site Specific Requirement Variance**; uses the [Site Variance Approval Form.docx \(sharepoint.com\)](#) for an exemption of a site requirement, i.e., Safe Work Practice Training
 - b. **Temporary Exemption 5 Day Drug & Alcohol Program Participation**; uses the LAR Contractor Drug and Alcohol Testing Exception Form, see [Attachment G LAR Contractor Drug and Alcohol Testing Exception Form](#) for requirements.
 - c. **Temporary Waiver from Background Check Program Participation**; uses Background Check Waiver form here is the link; [Background Waiver form](#), See SEC 011 for the requirements.
- 7.2 Consideration for an exemption from any site access or corporate requirement(s) may be given to the contractor based on compliance with the requirements for the requested Variance or Waiver listed above.
- 7.3 All of these forms can be found on the **Contractor On-Boarding Resource** page, in the Quick Links to Contractor Resource Sheets, Form and Guidance Documents section, here the link; [LAR Contractors Onboarding - Home \(sharepoint.com\)](#)

7.2 Exemption Review Process

- 7.2.1 All exemption requests go through a detailed safety review process and approvals are for a specific job scope requested, including the time period of that job scope.
- 7.2.2 Exemption period that requires an extension or has scope of activity expanded must be approved prior to work continuance.
- 7.2.3 Contractors are still required to meet regulatory compliance requirements (i.e., governmental, and industrial regulatory requirements)
- 7.2.4 Exemption (s) shall not to be used to resolve issues arising from planning misalignments.
- 7.2.5 Exemptions shall take effect once all mitigations required but the specific listed variance request are met, and the required authorizing signatures have been given

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Appendix A: Terms and Definitions

A.1 Adjacent to	Means: close or near, sharing a border, wall, or point. Industrial reference is commonly known as “Boundary Limits”
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A.2 American Substance Abuse Professionals (ASAP)	Refers to the organization called ASAP Drug Solutions, which is a current provider of both Background Checks and Drug & Alcohol Testing for LAR, for Los Angeles Clean Card (LACC) and ASAP Hair Testing policy (ASAPHT). These two consortiums cover both Urinalysis and Hair testing Policies for LAR and these programs are specific and complaint to MPC Drug and Alcohol and Background check requirements.
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A.3 Badge/Vehicle Approver	Refers to an MPC employee (including a DSC) who has taken the training and has been given the authority to approve contractor badge and vehicle access to enter into LAR facilities.
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A.4 Contractors	Non-Marathon companies or individuals who are hired by Marathon to provide work or services. The term “Contractor” includes any and all Contractor employees and any Subcontractor, working in Marathon LAR (Carson, Watson Cogeneration, Wilmington, Calciner and Sulfur Recovery Plant) properties, who are working for the Contractor hired by Marathon.
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A.5 Contractor Safety Council (CSC)	A collective group of contractors (their elected committee officers and steering committee members.) Established in 1998, this group in conjunction with Marathon Safety seeks to ensure participation in shared Marathon Contractor HSE goals and programs to prevent injuries
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A.6 MPC Contractor or Guest Sponsor	Marathon employee, who requests contractor, Guest, vendor or third-party entrance into LAR and is accountable for their safe visit or work performance (as applicable), this level example is: Manager, Lead Planner, Superintendent.
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A.7 Designated Employee Representative (MPC Employee or Contractor)	Any individual or organization to whom an employee gives written authorization to exercise access to employee Training, Medical or Exposure records for company management purposes.
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A.8 DISA	Refers to the organization called DISA Global Solutions, Inc., which a provider of both Background Checks and Drug & Alcohol Testing for LAR, for the DISA Contractor Consortiums for both Urinalysis and Hair Policies (DCC & DCCHA). These programs are specific and complaint to MPC Drug and Alcohol and Background check requirements.
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A.9 Driver Limited Access Card An annual guest access video card issued by Marathon security, which validates the holder has already reviewed the guest access video training and understands the emergency protocol.
Note: This card is only for non-chemical truck drivers.

A.10 Emergency Work An unexpected event that could possibly negatively affect people, community, refining or production process or environment, requiring immediate action.

A.11 Escort (s) LAR employee or authorized contractor, who is designated to accompany a Guest; offering site safety and location guidance, while visiting the Marathon, Los Angeles Refinery

A.12 Exempt Refers to Contractors that are not subject to LAR health and safety training and enrollment requirements (e.g. OSCA training, Substance Screening etc.).

A.13 Driver Limited Access Card An annual guest access video card issued by Marathon security, which validates the holder has already reviewed the guest access video training and understands the emergency protocol.
Note: This card is only for non-chemical truck drivers.

A.14 Los Angeles Refinery (LAR) Refers to Carson, Watson Cogeneration, Wilmington, and Sulfur Recovery Plant

A.15 Occupational Safety Councils of America (OSCA) OSCA means Occupational Safety Councils of America. OSCA provides Online Safety Training (WBT/CBT), Instructor Lead Safety Training (SB 54 20-hour Advanced High Hazard Training) and Data Management for LAR. Once training is complete a card is issued to the contract employee identifying them as having been safety trained.

A.16 Non-Process Unit/Area Non-operating refinery process units/areas (e.g., office buildings, warehouses and maintenance shops) are not located inside or adjacent to an operating processing unit/area.

A.17 Non - Safety Sensitive This is work performed at MPC Los Angeles Refinery that **will not** affect either of the two bullets below:

- Work is not performed on process equipment or within a process boundary.
- Work that does not involve Life Critical Activities or other hazardous activities as defined by the Organization without prior approved pre-defined risk mitigations as referred to in SAF 4004 Contractor Safety Management, A.22 & T8 5189.1.

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A.18 Process Safety Management (PSM)

Refers to 29 CFR 1910.119 and Title 8 5189.1: A blend of engineering and management skills focused on preventing catastrophic accidents, particularly explosions, fires, and toxic releases, associated with the use of chemicals and petroleum products.

A.19 Process Unit/Area

Operating refinery process unit/area: e.g. Crude, FCC, Alky units. Covered under the 1910.119 and 5189.1 regulations.

A.20 Refinery Safety Overview

Refinery Safety Overview is a class administered by OSCA. Its purpose is to provide basic information on refinery processes and hazard identification to those working in or near process units. It is the main course in the Advanced High Hazard Training required by the State of California.

A.21 Restricted Area

An area where there is an increased special access control, activity limitations, equipment requirements, or other special, defining measures (usually but not always security measures) employed to prevent unauthorized entry; limit access to specific personnel; or elevate security, safety, or some other characteristic to a higher degree of protection.

A.22 Safe Work Practice

This is referring to the training in any skill mentioned in the PSM regulations, 29 CFR 1910.119 or T8 5189.1, which is required to perform job tasks safely. If the contract employees will be performing work on, in or near covered process equipment, process unit/area, including an overview of the process, plant or work zones, its hazards, and operational or maintenance procedures applicable to the job task.

A.23 Safety Sensitive Services

Work performed at Facilities owned, leased, operated, or controlled by MPC, that may affect personal & process safety including but not limited to:

- Work performed on process equipment or within a process boundary.
- Work that involves **Life Critical Activities or other hazardous activities** as defined by the Organization without prior approved pre-defined risk mitigations as referred to in SAF 4004 Contractor Safety Management, A.22 & T8 5189.1.

Note:

- Utilize the Safety Sensitive Decision Flowchart (Appendix F) or consult the appropriate Supply Chain / HES&S Representative to assist in decisions.
- Work performed by third-party contractor services on facilities or equipment owned by business partners of MPC but located on MPC owned or controlled property is excluded from this Standard (e.g., electrical substation, specialty gas plant, pipeline station, communication equipment).

A.24 Secured Area

An area where there are special access controls, activity limitations or other special, defining measures (usually but not always security measures) employed to prevent unauthorized entry; limit access to specific personnel; or elevate security, safety, or some other characteristic to a higher degree of protection.

A.25 Side by Side

In view of the escort, (i.e., a guest shall not be around the corner or on a separate floor where the escort cannot observe their activity while visiting).

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**A.26
Transportation
Workers
Identification
Credential (TWIC)**

Los Angeles Refinery (LAR) is regulated by the U.S. Department of Homeland Security (DHS) Chemical Facility Anti-Terrorism Standards (CFATS) – 6 CFR Part 27. All personnel requesting unescorted access to the LAR must be screened through DHS Terrorist Screening Database.

A.27 Vendor

Is used to describe the person or entity that is paid for the goods provided, rather than the manufacturer of the goods. A Vendor would provide their goods to MPC or a Contractor. Once a Vendor performs Safety Sensitive Services, as defined by this Standard, they will be considered a Contractor and required to comply with this Standard.

A.28 Work

Any physical task performed with tools or equipment by a contractor. (Excluding: consulting, data collecting, startup observations, monitoring, inspection (with no hands-on work etc.).)

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Appendix B: Safety Work Classifications

Safety Sensitive Work Classifications Site Access Requirements

This Table applies to **All Contractors** performing work that **Does Falls under** T8, 5189.1 (i.e., **working in the refinery in, on or adjacent to the process equipment**) or SAF 4004 definition of a contractor requesting to gain unescorted badge access to the LAR facility, i.e., **Hands on Tools in the Process Area, Safety Sensitive or Life Critical Work**, see **Safety Sensitive Job title examples below**.

Safety Sensitive Site Access Requirements

Security Requirements
<ol style="list-style-type: none"> 1. D&A (Test Type: Oral Swab); Test Type: Pre-Employment 2. Background Check 3. SSN Verification 4. TWIC Verification*
Safety Training:
<p>Advanced High Hazard Facility Training: 20 hours (As Required)- Instructor Lead; State (Cal OSHA)</p> <p>Always Required:</p> <ul style="list-style-type: none"> • Principles of Petroleum Refining (OSCAHHFT1) Class time: 4 hours • Refinery Safety Overview (OSCAHHFT 2) Class Time: 8 hours • Craft Specific Hazards (OSCAHHFT 3) Class Time: 8 hours <p>Marathon Site Specific Training:</p> <ul style="list-style-type: none"> • Site Orientation (30MLACSO) Always Required - Class time: CBT-1 hours • Safe Work Permit (30LARSWP) Always Required - Class time: CBT-1 hours • Continuous Gas Monitoring (19BPCGM) As Required**- Class time: Instructor Lead-CBT-1 hours • Safety Attendant Training (19BPCSA) As Required** - Class time: CBT-1 hours
<p>*Note: In the rare case a worker does not have their TWIC card, and there is a business need, LAR does recognize the CFATS PII Form verification, for details/approval contact Security via email: lar-securitybadge@marathonpetroleum.com</p> <p>**As Required means; this training is required if the contractor will be performing this type of work.</p>

Safety Sensitive Task Examples

Hands on Tools in the Process Area, Life Critical Work i.e., Confined Space, Fall Protection, Excavation, Electrical or Lock Out Tag Out are always Safety Sensitive!	
Environmental with field impact i.e., personal, soil etc.	Steel Erection and Assembly
Maintenance repair on process equipment	Structural Repair
Heavy Equipment (In the Process Area)	Tanks repair
Hydro blasting	Inspection (In the Process Area)
Piling - Installation / Repair/ Maintenance In process areas	Plumbing Construction/Industrial; In process areas
Scaffolding (Installation / Erection / Inspection / Disassembly)	Industrial Steel Cutting / Installations / Linings and Coatings
Vacuum Truck Services	Bundle Extraction/ Corrosion Control / Electrochemical Cleaning
Towers or Vessel Construction/Repair	Valve Repair / Installation / Maintenance
Welding, Cutting, Grinding	Permit Required Confined Space
Fall Protection Use	
Blinding Isolation-Lock Out Tag Out	

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Non-Safety Sensitive Work Classifications Site Access Requirements

This Table applies to **All Contractors** performing work that is classified as **Non-Safety Sensitive**, i.e., **Does Not falls under** T8, 5189.1 (i.e., **working in the refinery in, on or adjacent to the process equipment**) or SAF 4004 definition of a contractor requesting to gain unescorted badge access to the LAR facility, i.e., **Non-Life Critical work, No Hands-on Tools in the Process Areas**, see **Non-Safety Sensitive Job title examples** below.

General Site Access Requirements Table for Contractors

Security Requirements
1. D&A (Test Method: Oral Swab); Test Type: Pre-Employment/Access
2. Background Check
3. SSN Verification
4. TWIC Verification*
Safety Training:
<ul style="list-style-type: none"> Site Orientation (30MLACSO) Always Required for Life Critical work outside of the process area - Class time: 1hr. Limited Access Video (Viewed at Carson One Lobby-Test Required) used for: Drivers, Laboratory workers, Monitors, Pre-Job Walks, Inspections (with No Life Critical Safety Activities or process hands on work) Class Time: 20 mins
<p>*Note: In case a worker does not have their TWIC card, and LAR does have a TWIC office on site and available on request and if there is a business need the CFATS PH Form verification is available for use: details/approval contact Security via email: lar-securitybadge@marathonpetroleum.com</p> <p>**As Required means; this training is required if the contractor will be performing this type of work.</p>

Non-Safety Sensitive Job Titles Examples			
Administrative: Recruiting, Staffing etc.; w/o LCSR, or Hands on tools Process Area work	Tankerman	Municipal Waste	Rail Services, including maintenance and inspection
Catering / Food Services	Janitorial Services	Pest Control	Public Emergency Services
Computer Services (IT Service including Software Developers) w/o LCSR, or Hands on tools Process Area work	Laboratory Workers: w/o LCSR, or Hands on tools Process Area work	Plumbing Service	Public Utilities (including Water, Electric, Gas, Phone, Internet, Cable)
Consultants: w/o LCSR, or Hands on tools Process Area work	Logistics contractors (i.e., MPLX etc.)	Postal (FedEx, USPS etc. <150 lbs.) that need to enter the refinery	Third Party Owner's (ROW) Contractors
Couriers: that enter the refinery	Marine Chemist	Private Utilities, i.e., easement to self-owned and managed equipment on MPC property	Pre Job Planning or Job Walks: w/o LCSR, or Hands on tools Process Area work
Drivers: that do not connect to our Process Equipment (ex. Vending Machine, Fastenal, Grainger, Water Delivery Truck, Totes etc.),	Motor Carriers	Equipment Monitoring or Inspection: w/o LCSR, or Hands on tools Process Area work	

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Appendix C: Information Required for Badge and Vehicle Application Completion by DER

C.1 Form

The following chart outlines the contractor information required to successfully complete prior to submitting a badge or vehicle application.

Information Required to complete the Badge Access Application	Information Required to Complete the Vehicle Access Application
Appropriate Marathon Representative/Access Approver is selected	Primary driver or additional driver
Social Security Number	Vehicle description
Refinery Department	Make/Model
Appropriate Job End Date	License Plate #
New or renewing badge access	Purpose of Vehicle
20-hour Training (as applicable) see Contractor Work Code Matrix.	Vehicle Type
Appropriate gate access for site	
Valid TWIC Card	

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Appendix D: Contractor Required Information when showing up at the Badging Office

D.1 Form

The following chart outlines the contractor information required, on their person, to review the contractor's access status prior to receiving a access badge.

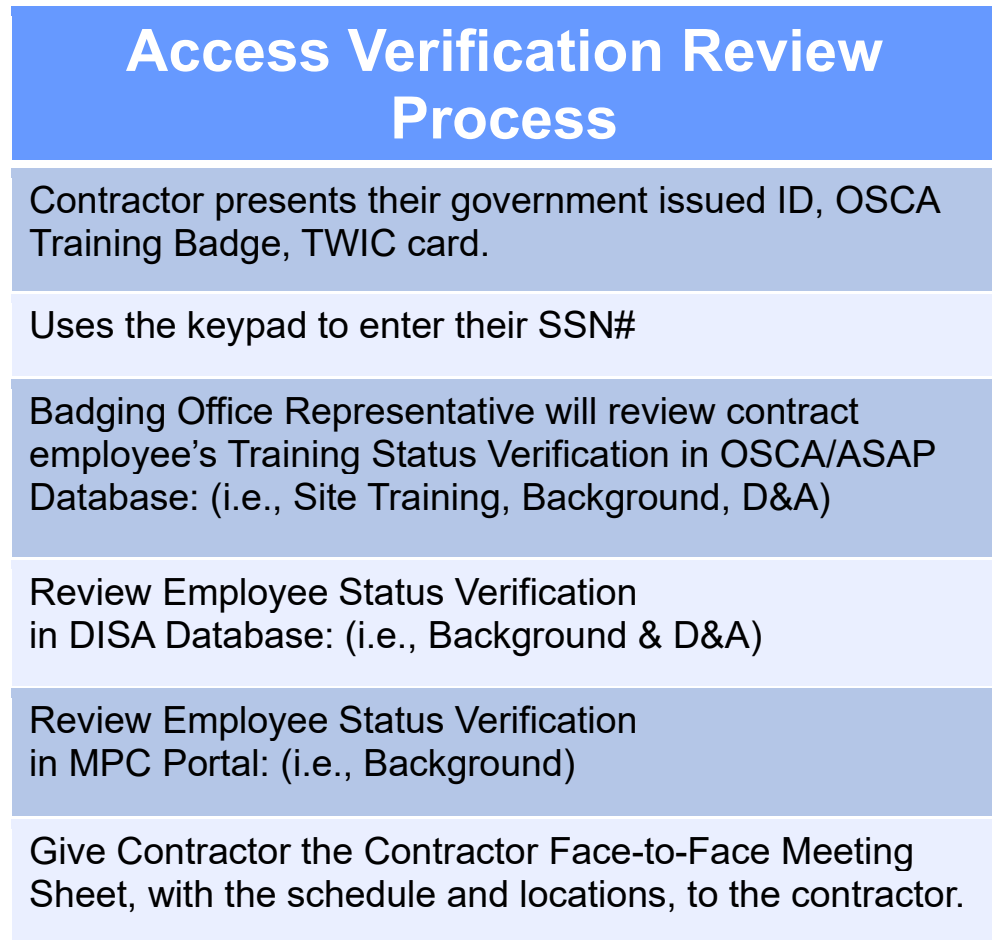
Contract Employees Required information when showing up at the Badging Office
Valid photo ID (Government Issued, or Passport)
OSCA Safety Training Badge
Knowledge of their full SS#
TWIC card

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Appendix E: Badge Access Verification Review Process

E.1 Form

The following chart outlines the information and review process the Badging Office will use for verification of valid contractor site access.



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Appendix F: Delivery Driver Safety Acknowledgement

F.1 Form

The following [Delivery Driver Safety Acknowledgement Form](#) outlines the safety information and expectation for all non-Chemical Delivery Drivers (providing Non-Safety Sensitive Services) site access.



Delivery Driver Safety Acknowledgement

This Form will serve as the acknowledgement of Los Angeles Refineries Basic Safety Rules for non-Chemical Delivery Drivers (providing Non-Safety Sensitive Services). These Rules must be followed while in the Refinery:

- Maintain the Plant speed of 15 MPH unless otherwise posted, e.g. 5 MPH signs will be posted in congested areas and during TAR Events.
- You must remain with your escort at all times.
- When Delivering to Process Units or other Safety Sensitive Areas the Driver and passengers must stay inside the vehicle at all times unless you have on all the required Basic Personal Protective Equipment (PPE). These Basic PPE requirements in Safety Sensitive Areas are:
 - Hard Hat
 - Safety Glasses with side shields
 - Flame Resistant Clothing, FRC, long sleeve shirt and pant or jumpsuit, as your outer most garments
 - Note: No Shorts are allowed
 - Safety Toe footwear with a 1/4" defined heel
 - H2S Monitor
 - Hearing protection is also required inside Process Unit Boundaries or where indicated.
 - Goggles must be on your person
- No Cell Phone usage while the vehicle is in motion nor outside of the vehicle in the process areas unless it is approved by Safety Department
- Seat Belts must be worn while vehicle is in motion
- If available, Driver must use a spotter whenever backing up, making tight turns or maneuvering near process equipment; e.g. if the driver has a passenger, the passenger becomes the spotter.
- If an Emergency occurs while making a delivery, shut down vehicle and go with your escort to the nearest evacuation point.

I certify that I have read and understood all requirements in this form and will comply.	
Delivery Company Name:	
Date:	
Print Name:	Sign Name:
Print Name:	Sign Name:

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Appendix G: LAR Contractor Drug and Alcohol Testing Exception Form

G.1 Form

The following [LAR Contractor Drug and Alcohol Testing Exception Form](#) outlines the specific conditions upon which a site Drug and Alcohol Testing program participation exemption may be granted and the time limit expectations for this exemption. Click on link. Above.

Doc Custodian: Safety Dept.	Marathon Petroleum Company LP Refining	Doc No: 001 Rev No: 003
Approved By: ESS Manager	Los Angeles Refining Division LAR Drug & Alcohol Waiver Form	Safety & Security Department
Revision Approval Date: June 06, 2022		Next Review Date: June 06, 2025

I authorize _____ (contract employee name), an employee of _____ (contract company name) to enter the refinery and perform work.

Note: Contractor must submit current 9-panel urine Quick Test and a Breath Alcohol testing results with this form to the following email: LARSiteAccessExemptions@Marathonpetroleum.com.

Requesting MPC Manager (Maintenance, Capital Projects, or Routine etc.) sign and date below:

Manager Signature: _____ Date: _____

Select one box:

- This contract employee is granted a 5-day exception from having an active status in the DISA or ASAP (LACC) Program, upon a passed 9-panel urine Quick Test and a Breath Alcohol Test at an approved DISA and ASAP testing facility, due to infrequency of refinery visits and being onsite for 5 days or less. (Requires ES&S Manager or Designee Signature & Human Resources Signature).
- This contract employee is granted a 5-day exception from having an active status in the DISA or ASAP (Urinalysis or Hair Testing) Program, upon a passed 9-panel urine Quick Test and a Breath Alcohol Test at an approved DISA or ASAP testing facility and having submitted to the necessary hair, urine or breath samples to DISA or ASAP Consortium testing and are waiting on current testing results. (Requires ES&S Manager or Designee Signature & Human Resources Signature).
- All Drug & Alcohol testing has been waived for this employee for 5 days. (Requires ES&S Manager or Designee Signature, Human Resources Signature & Division Manager Signature)

Required; Explain circumstances requiring Drug and Alcohol Testing Exception:

Approved ___ Denied ___ _____
ES&S Manager or Designee (Signature) & Employee Number & Date

Approved ___ Denied ___ _____
Human Resources (Signature) & Employee Number & Date

Approved ___ Denied ___ _____
Division Manager (Signature) & Employee Number & Date (Division Manager Signature is required when all testing is waived)

Employees from the same contract Company may be listed below (print full name):

Security/Safety: Submit Exception Form with copies of testing forms to Human Resource

Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used

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Appendix H: LAR Background Check Waiver Form

H.1 Form The following [LAR Background Check Waiver Form](#) outlines the specific conditions upon which a Background Check Waiver participation exemption maybe granted and the time limit expectations for this exemption, see the link;

Doc Custodian: ESS Dept. Approved By: ESS Manager	Marathon Petroleum Company LP Refining Los Angeles Refining Division Background Check Waiver	Doc No: 001 Rev No: 005 Safety & Security Department
Revision Approval Date: 1-5-2022		Next Review Date: 1-5-2025

Contract Employee name (s): _____
 Contract Company name: _____
 Contractor Company Phone Number: _____

Note: Once complete email to LARSiteAccessExemptions@Marathonpetroleum.com for site approval.

Requesting MPC Manager (Maintenance, Capital Projects, or Routine etc.) sign and date below:

Manager Signature: _____ Date: _____

- Short Term/One-Time Waiver:** This contract employee is granted a 5-day exception from having an active background status in the DISA or ASAP Program as contractor employee not likely to return to Los Angeles Refinery and shall not exceed ten days.
- 5 Day Temporary Waiver-** Background check results not received within the standard five days of the initial grace period.

Reason for Waiver:

- Exception to the Background Check :** The contractor (s) indicated above has received a background check score that has not meet the background score requirement for this facility. The requestor is asking for an exception of the minimum background check for a specific job or period of time based on the reason below. When providing an explanation for the exception do not provide any details of the criminal background check.

Approved: _____ Denied: _____ ESS Manager Signature _____
 Approved: _____ Denied: _____ VP Refining Signature _____

SECURITY USE ONLY:	BADGE NO.
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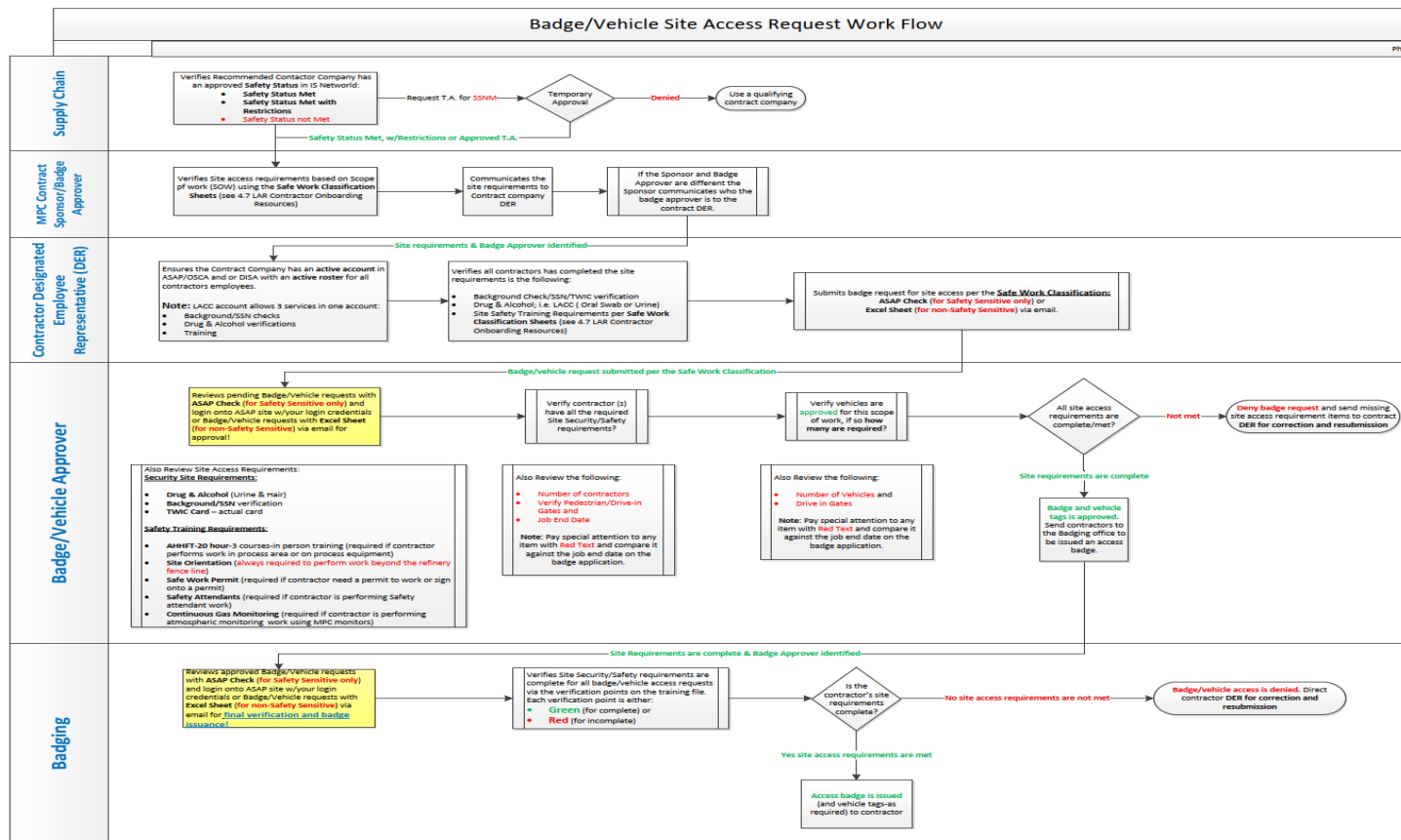
Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used

Doc Custodian: Rinaldo Edmonson	 Marathon Petroleum Company LP	Doc No.: HSS-013 Rev No: 8
Approved By: Personal Safety Manager	Los Angeles Refinery	Health & Safety Standard
Revision Approval Date: 08/20/2025		Next Review Date: 08/20/2028

Appendix I: Contractor Badge/Vehicle Site Access Workflow

I.1 Form

The following outlines the [Contractor Badge/Vehicle Workflow](#) and providing step-by-step expectations for contractor site access with MPC support roles for contractors requesting unescorted site access.



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Revision History

Document Complete the following table for each document revision.
Revision History

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
5	Update issue to include the corporate, state changes	Rinaldo Edmonson	Safety Manager	11/2/2023	11/23/20
6	Update badge access, contractor on boarding to include the corporate & state changes	Rinaldo Edmonson	Safety Manager	06/22/2022	06/25/2022
7	Update badge access, contractor on boarding to include the corporate & state changes	Rinaldo Edmonson	Safety Manager	09/26/2022	10/17/2022
08	Update badge approval process, site access steps and contractor on boarding share point and Contractor Website to include the corporate & state changes.	Rinaldo Edmonson	Safety Manager	8/20/2025	10/20/2025
