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1.0 INTRODUCTION

1.1 Purpose

The purpose of this policy is to provide guidance on the use, control of, and approval process for Electronic Devices inside and within the refinery.

This standard applies to normal operations, shutdown/turnaround operations, and major project work at the Anacortes Refinery.

1.2 Scope

- This Policy applies to all personnel, employee or business partner, and visitors, visiting or working in or on Marathon Petroleum Co. LP owned, operated, or maintained facilities including, but not limited to, refineries, pipelines and pipeline rights-of-way, terminals, loading racks, tank farms, docks, and wharfs.
- This policy applies to the acceptable use of Company Owned, issued and approved Electronic Devices and Personal Electronic Devices.
- The use of Personal Electronic Devices, either intrinsically safe or non-intrinsically safe, should be limited to prevent safety hazards in areas that are restricted, have hazardous classifications, or are at high risk for ignition. Use of Portable/Personal Electronic Products shall be allowed per this policy only when accompanied by an employee or business partners and are NOT to be left unattended.

2.0 REFERENCES

The following sections describe references used to generate this Policy.

2.1 Marathon Standards, Policies & Procedures

- Policy 6002, Use of Company and Personal Information Systems for Company Business
- Policy 10006, Recording
- Policy 12002, Internal and External Release of Proprietary Information
- Policy 12003, Responding to the Media
- REF-1056, Safe Use of Electronic Devices
- RSP-1128-000, Safe Work Permit
- RSP-1715-000, Hot Work
- R-11-005, Safe Work Permit

2.2 Government Regulations

- OSHA 29 CFR 1910.307, Hazardous (Classified) Locations
- DHS 6 CFR Part 27, Chemical Facility Anti-Terrorism Standards

2.3 Industry Standards

- ISA 12.12.03: Standard for Portable Electronic Products Suitable for Use in Class I and II, Division 2, Class I Zone 2 and Class III, Division 1 and 2 Hazardous (Classified) Locations

3.0 DEFINITIONS

The following definitions are applicable to this procedure.

Table 1 Definitions

Term	Description
Company Approved Electronic Devices	Company Approved Electronic Devices are Electronic Devices that meet the criteria in Section 5.1 of this policy or devices that upon review meet the requirements of the Electronic Device Approval Form in Appendix A of this policy.
Electronic Device	Electronic Device is any intrinsically safe or non-intrinsically safe device, including but are not limited to cellular phone, two-way phone/radio, personal data or digital assistant (PDA), iPad, iPod, tablet, Kindle, smart watch (e.g., Apple Watch), wearable technology (e.g., Google Glass), media streaming devices (e.g., Amazon TV) and similar devices.
Inside or within the Refinery	Inside or Within the Refinery is any area within the perimeter of Company owned, leased, or managed property, up to but not limited to, inside battery limits, process units, operations shelters, tank dikes, docks, satellite buildings, control rooms, control board areas, shops, office buildings, maintenance buildings, turnaround buildings, business partner buildings, warehouses, blast resistant modules, permanent/temporary buildings or structures, whether or not occupied, laydown yards and parking areas as well as any area in which the minimum requirements for standard PPE apply.
Intrinsically Safe Device	Intrinsically Safe Device is an Electronic Device clearly identified by or with factory labeling as "intrinsically Safe," "Explosion Proof" or labeled as approved for use in hazardous locations rated as Class I, Division 1 or 2 by a recognized Agency such as Underwriter's Laboratories (UL).
Listed Devices	Listed Devices are electronic products that are certified by Nationally Recognized Testing Laboratories or approved third party testing agencies, to be rated for use in a hazardous classified area.
MPC Approved Case or Certified Case	MPC Approved or Certified Case is a case that has been proven to pass a drop test by a recognized agency (e.g., UL, MIL STD).
Personal Electronic Device	Personal Electronic Device is a non-Company owned, issued or approved Electronic Device. Use of such devices must be vetted and approved by local management.
Portable Electronic Device (PEP)	Portable Electronic Product is a battery-powered or photovoltaic cell-powered apparatus that can be hand-held or that is intended for use while worn on a person's body.
PEP1	PEP1 is a body-worn electronic product, in direct contact with the skin, that is deemed incapable of causing an ignition under normal conditions.

Table 1 Definitions

Term	Description
PEP2	PEP2 is a portable electronic product that is deemed incapable of causing an ignition by meeting all requirements in Section 3.0 of this document or approved through evaluation using the Electronic Device Approval Form in Appendix A of this document, such as approved cellular phones or tablets.
Proprietary Information	Proprietary Information is attorney-client privileged information, on-public financial and operating results, trade secrets, patents, intellectual property, licensing agreement or copyrighted material, or information that provides competitive insights to development of systems, processes, products, know-how and technology.
Restricted Area	Restricted Areas include areas within the process units (both inside and outside battery limits), tank dikes, docks, all Hazardous Classified Areas, and any area in which the minimum requirements for standard PPE apply.

4.0 ROLES AND RESPONSIBILITIES

4.1 MPC Supervision

- Management and Supervision are responsible for enforcing compliance with this Safe Work Instruction.

4.2 Business Partner Leadership

- Ensure compliance with this Safe Work Instruction.

4.3 Employees & Business Partners

- Utilize electronic devices in accordance with this policy.

4.4 Safety Department

- Sign approval on the Electronic Device Approval Form REF-1056-FORM01 (Appendix A) as required.

5.0 PROCEDURE

5.1 Company Approved Electronic Devices

5.1.1 Listed Devices for use in a Hazardous Classified Area will be deemed as Company Approved Portable/Personal Electronic Products.

5.1.1.1 UL Certified (e.g., Intrinsically Safe, Non Incendive, and Explosion Proof).

5.1.1.2 Third party tested and rated for the area that it's being used with accompanying label or paperwork.

5.1.2 Other Company Electronic Products to be used in Refinery locations must meet the following requirements to be considered Company Approved Electronic Devices.

5.1.1.1 PEP 1: Small body worn (e.g., makes contact with skin) electronic products such as a wristwatch, smart watch, hearing aid, or wrist-worn personal fitness tracker are deemed incapable of causing an ignition under normal conditions and are therefore considered company approved electronic devices.

5.1.1.2 PEP 2: Small handheld electronic Products –

a. Cell phones and tablets must meet a drop test standard established by a recognized agency (i.e., UL, MIL STD, etc.) either by the design of the device itself or through incorporation of a rugged case that protects the device from damage. These electronic devices should serve a legitimate business purpose.

Note: Other types of small handheld portable electronic products must meet the criteria of the Electronic Device Approval Form in Appendix A be considered Company Approved.

5.2 Electronic Device Use in Restricted Areas

5.2.1 Only Personal/Portable Products that meet the requirements of Section 5.1 and serve a legitimate business purpose are permitted for use within Restricted Areas. Those Personal/Portable Products that do NOT meet the requirements in Section 5.1 of this policy shall be accompanied by a Hot Work Permit for use in Restricted Areas.

5.2.2 Non-Intrinsically Safe Personal Medical Devices (e.g., insulin pump) require the user to wear a four-gas meter in lieu of obtaining a hot work permit. If the four-gas meter alarms, the person must evacuate immediately to a safe location.

5.2.3 Electronic Devices with the exception of radios, may not be used while moving through the unit (e.g., walking or climbing). No external electrical or wireless connections or accessories, including ear buds, headphones, or Bluetooth technologies, are permitted to be used in any Restricted Area. Phone conversations are prohibited where hearing protection is required unless using the speaker phone mode.

5.2.4 Any device that is damaged (e.g., cracked screen, cracked or broken device or case or damaged port covers or any other significant damage beyond normal wear) shall be removed from service.

5.2.5 No external electrical power connections such as plugging a portable electronic product into a power receptacle (e.g., fixed electrical outlet or portable battery source) is allowed in a hazardous (classified) location, unless a hot work permit is issued for that specific activity and location.

5.3 Electronic Device Use in Vehicles within the Refinery

5.3.1 Use of any Electronic Device while driving a vehicle or operating equipment within the refinery is strictly prohibited. Prohibited usage includes but is not limited to texting, instant messaging, reading or sending messages or e-mails, receiving or making phone calls, and/or taking pictures, videos or recordings.

5.3.2 Use of an Electronic Device within vehicles is permissible when riding as a passenger of the vehicle or equipment is pulled over in a safe location, out of

the way of traffic/work, and parked at a complete stop prior to the user engaging in any of the above-listed activities and should serve a legitimate business purpose.

5.3.3 Electronic devices whether approved or personal, are prohibited for use while operating a crane, bicycle, man-lift, forklift, golf cart, or anything similar in nature.

5.3.4 Delivery drivers can store their Personal Devices/Cell Phones in their vehicle while loading/unloading at units.

5.4 Criteria for Electronic Device Approval

5.4.1 The purpose of this section is to approve any electronic device that is not covered in Section 5.1. This appendix applies to electronic devices to be used in Restricted Areas without the use of a Hot Work Permit.

5.4.2 PEP2 Requirements In order to determine if a PEP can be used in a classified area without a hot work permit, The Refinery Safety Supervisor will work with the site Electrical Group or site Electrical Engineer to complete the Electronic Device Approval Form below in this appendix.

5.4.3 If a device (or device and case) are approved per the Electronic Device Approval Form, this device will then be allowed to be used in Class I, Division 2 areas without a hot work permit. Only devices that are approved per this policy will be allowed.

5.4.4 Drop Test - For PEP2, the device (or device with protective case) shall be capable of passing a drop test defined by a recognized agency (e.g., Underwriters Laboratories (UL), MIL STD 810G, or equivalent). At the conclusion of the testing, the integrity of the case shall not have been compromised, the battery shall not have fallen out or become disconnected, and the device shall operate as intended.

5.4.5 Power On Switch - Any device with a power on-off switch with contacts that directly interrupt battery current is not acceptable for PEP2 because the switch may cause an ignition-capable arc.

Note: Other types of small handheld portable electronic products must meet the criteria of the Electronic Device Approval Form in Appendix A to be considered Company Approved.

6.0 SECURITY OF REFINING

6.1 Recording Proprietary Information with Electronic Devices

6.1.1 The use of Electronic Devices to record and distribute Proprietary Information at a refinery shall comply with all policies, including but not limited to Policy 10006, Policy 12002, and Policy 12003, and be consistent with the site Facility Security Plan requirements.

6.1.2 Recording is permissible if it otherwise complies with this policy and the recording is for a legitimate business purpose, unless such recording adversely affects or compromises:

- A company trade secret or provides competitive insights to development of systems, processes, products, know-how and technology;
- Legal patents, intellectual property, licensing agreements or copyrighted material;
- Attorney-client privileged information, including information related to pending enforcement or litigation;
- Business development information subject to a confidentiality agreement; or

- Non-public financial or operational information or results subject to Policy 12002.

7.0 PROCEDURE REVIEW

7.1 Procedure Review

R-11-001 will be reviewed every 5 years.

8.0 REVIEW AND REVISION HISTORY

Revision #	Preparer	Date	Description
2	Andrew Johnson	12/17/2024	Line-by-line review – Added approved phone models and updated document custodian.
3	Paula Bremer	5/29/2025	Updated Approver to Amber Larsen.
4	Michael Roache	6/24/2026	Changed the policy to provide for more general approval of cell phones and select devices with approved protective cases to align with industry peers regarding electronic device guidelines. Revised the approval form for electronic devices and removed limitations for use of electronic devices. Alignment with Corporate Standard REF-1056 Rev 14. Deleted "Appendix A - MPC Refining Approved Decal". Line by line review.

9.0 APPENDIX A – BUSINESS PARTNER ELECTRONIC DEVICE FORM (REF-1056-FORM01)

Ctrl + Click on image of form to open an electronic version:

Electronic Device Approval Form

Refinery: _____ **Requestor:** _____

Device Manufacturer: _____ **Device Model:** _____

Date of Evaluation: _____

No.	Evaluation Criteria (a YES answer to each item is required for approval of the device)	Yes	No
1	The device has no provisions for forced ventilation (e.g. open vented port and cooling fan)?		
2	The device does not produce visible sparks in normal operation?		
3	The device does not operate at excessive temperatures in normal operation (>60°C or >140°F)?		
4	The device has no motors unless the motors incorporate non-arcing technology (e.g., the motors do not contain brushes)?		
5	The device is bodily-worn and/or hand-held?		
6	The device is powered by an internal battery?		
7	The device battery or power cell is secured so it will not become disconnected, and the device (with the protective case if applicable) has been certified by a recognized agency to pass a drop test (e.g. MIL STD 810, UL RP 121203, etc.)?		
8	The device power switch operates without a make/break electrical contact that directly interrupts electrical current (e.g., a wall light switch) and could result in an electrical arc/spark?		
9	There is no visible damage to the device or it's protective case?		
10	The device has no exposed electrical terminals (e.g., battery charging terminals) or, the terminals are recessed, or securely covered, or diode protected to prevent an arc/spark caused by an accidental shorting of the terminals?		
11	The device has no external electrical power connections, or wired accessories, that will be connected or disconnected (plugged in or un-plugged) during use in the hazardous location?		

Note: If the answer to any of the above questions is unclear contact the site Electrical Group or a site Electrical Engineer for assistance.

Approve Name (printed): _____ **Job Title:** _____

Approver Signature: _____ **Date:** _____

The Refinery Safety Supervisor will sign above as the "Approver" in coordination with the site Electrical Group or site Electrical Engineer (as needed) to complete this form. The completed form must be maintained by the Safety Supervisor for the duration that the electronic device is in use within the refinery to document approval.

10.0 APPENDIX C – PROCESS TO OBTAIN MPC APPROVED CASES PER DEVICE

10.1 Approved Cases/Devices

Catalog - Browse - MPC ITNow Portal (service-now.com)