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1.0 INTRODUCTION

1.1 Purpose

This procedure explains the elements of the Hazard Communication Program (HazCom). It also outlines employee and contractor access to Safety Data Sheets (SDS) and their management which includes our new chemical approval process.

1.2 Scope

This procedure applies to Marathon Anacortes Refinery employees and contractors in order to ensure chemical safety in the workplace All personnel working on Marathon property must comply with this procedure.

Hazardous materials that workers may be exposed to under normal conditions or in a foreseeable emergency are covered under this procedure, including the following: carcinogens, corrosives, irritants, sensitizers, toxins, compressed gases, combustible liquids, explosives, flammable materials, oxidizers, pyrophoric materials, and reactive agents.

This procedure does not apply to consumer products or hazardous substances that fall under the Consumer Product Safety Act or Federal Hazardous Substances Act and bear the manufacturer's original warnings (i.e., HMIS), provided that they are used for the purpose intended, and the duration and frequency of exposure is not greater than the manufacturer could reasonably expect.

2.0 REFERENCES

2.1 Marathon Standards, Policies & Procedures

- SAF-4014, Hazard Communication Program
- SAF-4024, Safety Data Sheet Creation and Maintenance

2.2 Government Regulations

- OSHA 29 CFR 1910, 1915, & 1926 Globally Harmonized Hazard Communication Standard
- WAC 296-839-100 MSDS and Label Preparation
- WAC 173-303, Dangerous Waste Regulations
- WAC 296-800-170, Employer Chemical Hazard Communication
- Department of Labor and Industries Understanding "Right to Know"
- EPA Toxic Substances Control Act (TSCA)

3.0 DEFINITIONS

The following definitions are applicable to this procedure.

Table 1 Definitions

Term	Description
Carcinogens	Chemicals found to produce cancer.
Chemical	May be a pure chemical, a chemical mixture, or a substance that can generate exposure to a hazardous material through use. Examples include process streams, additives, solvents, cleaners, compressed gases, catalysts, water treating chemicals, laboratory reagents, paints, welding rods, or any other chemical or hazardous material. Such chemicals or materials in consumer sized containers are included in the chemical approval process. Vendor-provided samples of chemicals are included as are chemicals used only by contractors. Excluded exceptions include tobacco products, foods, drugs, or cosmetics intended for personal consumption, and wood or wood products.
Corrosives	Chemicals that upon contact causes destruction of or irreversible alterations in, human tissue.
Hepatoxins	Chemicals that cause liver damage.
Irritants	Substances which upon sufficient contact cause a rash, inflammation, or allergic reaction.
Safety Data Sheets (SDS)	Documents prepared in accordance with 29 CFR 1910.1200(g) on hazards and precautions for using hazardous chemicals or products are now referred to as Safety Data Sheets (SDS).
Nephrotoxins	Chemicals that cause kidney damage.
Neurotoxins	Chemicals that affect the nervous system.
Originator	The person who initiates the acquisition of a new chemical. The Originator may be an end user, a process engineer, or any employee who wants to acquire a new chemical.
Reproductive Toxins	Chemicals that affect reproductive abilities, including chromosome damage and effects on fetuses.
Sensitizers	Chemicals that cause a substantial proportion of humans or animals to develop an allergic reaction.
Toxins	A poisonous substance, such as hepatoxins, neprotoxins, neurotoxins, or reproductive toxins.

4.0 ROLES AND RESPONSIBILITIES

4.1 Employees/Contractors

Supervisors of employees and contractors who will work with hazardous chemicals are responsible for ensuring current Safety Data Sheets (SDS) have been approved through the process described in this document. Employees and contractors are responsible for reviewing the SDS of the hazardous chemical they are going to use so that the hazards and safe use is well understood prior to any work activities. Each work area is responsible for ensuring that the proper SDS are obtained and assigned in the correct

work area. Injuries involving chemicals must be reported immediately and in accordance with R-11-006.

4.2 Environmental Department

The Environmental Department is responsible for reviewing incoming Safety Data Sheets (SDS) for new or significant regulatory/environmental information/requirements.

4.3 SDS Administrator

The SDS Administrator is responsible for updating and maintaining the SDS Master copies, inputting, and assigning SDS in the on-line computer system. The SDS Administrator is a role within the local Health & Safety Department.

4.4 SDS Coordinator

The SDS Coordinator (Industrial Hygienist), and the Marathon Anacortes Refinery Health & Safety Department is responsible for the following:

- Establishing and monitoring the SDS program.
- Developing procedures to obtain necessary SDS.
- Maintaining an up-to-date set of SDS and archive of SDS.
- Ensuring that new and revised SDS are distributed to user departments.
- Reviewing the technical quality of SDS on all new products.
- Coordinating requests for SDS.
- Periodically auditing the SDS on-line system.
- Reviewing SDS of process and large-volume chemicals for health and safety chemical management issues.
- Ensuring that annual HazCom training is updated and provided to all applicable employees.

4.5 Marathon Toxicology and Product Safety

Marathon Toxicology and Product Safety (T&PS) evaluates chemicals that are manufactured, processed, produced, or distributed by Marathon Corporation and creates SDS for these chemicals. T&PS maintains all Marathon SDS.

New Marathon Product SDS - In the case that our site was to produce a new chemical for distribution, we would work with T&PS for the creation of a new product SDS.

Unforeseen Occurrences - In the event a product is outside normal specifications and its hazards do not match those reflected on the related SDS due to an unforeseen occurrence or product variation, the following steps will be taken:

T&PS will be notified of the unforeseen occurrence.

- If unforeseen occurrence is discovered after product shipment: Our site is responsible for notifying the customer of new hazard information including any

additional precaution via a phone call in conjunction with or followed by a letter or email. If the unforeseen occurrence is likely to recur, TP&S shall generate a new SDS within 3 months.

- If unforeseen occurrence is discovered prior to product shipment: If feasible, T&PS shall generate and provide a new SDS using the Expedited Review Process. If development of a new SDS prior to shipment is not feasible, T&PS shall provide the current SDS. Our site is responsible for notifying the customer of new hazard information including any additional precaution via a phone call in conjunction with or followed by a letter or email. If the unforeseen occurrence is likely to recur, TP&S shall generate a new SDS within 3 months.

5.0 OVERVIEW

The Hazard Communication (HazCom) Program includes the Safety Data Sheets (SDS): Identify physical and health hazards associated with specific chemicals found in the workplace.

6.0 GLOBAL HARMONIZATION

OSHA recently revised Hazard Communication Standard, 29 CFR 1910.1200 (HCS), bringing it into alignment with the United Nations' Globally Harmonized System of Classification and Labelling of Chemicals (GHS). These changes will help ensure improved quality and consistency in the classification and labeling of all chemicals and will also enhance worker comprehension. As a result, workers will have better information available on the safe handling and use of hazardous chemicals, thereby allowing them to avoid injuries and illnesses related to exposures to hazardous chemicals.

The revised HCS changes the existing Hazard Communication Standard (HCS/HazCom 19941) from a performance-based standard to one that has more structured requirements for the labeling of chemicals. The revised standard requires that information about chemical hazards be conveyed on labels using quick visual notations to alert the user, providing immediate recognition of the hazards. Labels must also provide instructions on how to handle the chemical so that chemical users are informed about how to protect themselves.

The GHS label provides information to the workers on the specific hazardous chemical. While labels provide important information for anyone who handles, uses, stores, and transports hazardous chemicals, they are limited by design in the amount of information they can provide. Safety Data Sheets (SDSs), which must accompany hazardous chemicals, are the more complete resource for details regarding hazardous chemicals. The revised standard also requires the use of a 16-section safety data sheet format, which provides detailed information regarding the chemical.

All hazardous chemicals shipped after June 1, 2015, must be labeled with specified elements including pictograms, signal words and hazard and precautionary statements as noted in section 8.2 Container Labeling Requirements for Shipments.

7.0 SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS), provide detailed information about hazardous chemicals found at Marathon Anacortes Refinery, including

their potential hazardous effects, physical and chemical characteristics, and recommended protective measures.

Contact the SDS Coordinator and your Training Supervisor if you have any questions or discover errors regarding HazCom/SDS files.

7.1 Hazard Determination

All Marathon Anacortes Refinery feeds, products, by-products, waste materials, and intermediate streams are evaluated to determine whether they present physical or health hazards. A hazard determination is performed by the Safety and Environmental Departments, with outside consultation if needed. Results are reflected on Safety Data Sheets (SDS).

Suppliers must provide hazard evaluations and results to the Marathon Anacortes Refinery in the form of Safety Data Sheets. Procurement, in cooperation with the Health & Safety Department and the chemical user, shall work with suppliers to acquire SDS and ensure they meet the requirements. Any new or revised SDS must be forwarded to the Health & Safety Department. Once SDS are received and entered into the on-line computer system, the Training Department (if applicable) and the originator will be notified via email.

Contractors must provide the Safety and Environmental Departments with an SDS for any product or material they bring on-site. Authorization must be received prior to the time the chemicals and/or chemical mixtures enter the refinery. The work permitting process will be utilized to communicate hazardous chemical/mixture use and safeguards to other personnel working in an affected area.

All new chemicals or chemical changes must be reviewed for potential physical and health effects prior to use. In addition, all new chemicals planned for use in the operating areas as a process chemical or additive must be approved through an MOC prior to introduction unless the new chemical is a replacement in kind. Refer to R-12-006 for MOC guidance.

7.2 New or Revised Chemical Approval

Properties of hazardous chemicals shall be reviewed by the Health & Safety and Environmental Departments prior to being brought into the refinery. This is the responsibility of the person/originator introducing the chemical into the Marathon Anacortes Refinery. The person/originator is responsible for contacting the Purchasing Department to purchase/order the needed chemical once approved (Attachment 2).

The employee or contractor who needs a chemical is responsible for checking to ensure the chemical is in the SDS Database. This can be accomplished by contacting the SDS Coordinator or by using the Marathon SDS Database Search Portal. If the chemical is in the database, proceed to order the chemical through Procurement. If the chemical is not in the database, complete Attachment 3 - New or Revised Chemical Approval Form. Once this form is approved, a purchase order may be submitted through Procurement. Upon arrival of the chemical into the facility, the Purchasing Department shall ensure that the product SDS has been entered into the SDS Database prior to releasing it into the field.

Buying chemicals with Pro-Cards or Credit Cards is not allowed, except in emergency situations. Supervisors are permitted to purchase chemicals in emergency situations when the hazards of the chemical are well understood and documented on the JHA or Work Permit. In these situations, Supervisors must submit a copy of the SDS to the SDS Coordinator as soon as possible for entry into the SDS Database.

Employees in the work area(s) where a new or revised chemical is introduced must have the SDS for that chemical available to them, and complete the following review prior to use of the chemical:

- Physical and health hazards of substance
- Methods and observations used to detect its presence (ex: monitoring, appearance or odor when released)
- Measures employees can take to protect themselves from hazards, including procedures (ex: work practices, emergency procedures, and personal protective equipment to be used)

7.3 Shipping

A copy of the applicable SDS must be included with initial shipments of hazardous chemicals, in accordance with WAC 296-800-17010. When hazardous chemicals may be present as contaminants, a copy of the applicable SDS must accompany equipment taken off-site for cleaning, disposal, or repair.

Shipping containers must indicate that a copy of the applicable SDS is enclosed. Tables within 49 CFR 172.101 contain additional requirements on transporting hazardous chemicals.

7.4 SDS Database

The Marathon SDS Database acts as our inventory for all hazardous chemicals found at Marathon Anacortes Refinery. SDS' are assigned by facility, area, unit, and section or equipment when appropriate. Personnel assigned to an area full time are expected to be familiar with the SDS for all products in their area.

Any SDS received directly from a vendor or contractor must be forwarded to the SDS Coordinator for indexing, entry into the master file and on-line system. The SDS Coordinator must be informed when a hazardous chemical is no longer used or stored in a work area.

Copies of SDS for all hazardous chemicals present in a work area must be readily accessible to Marathon personnel and contract employees who may be exposed to chemicals under normal conditions or foreseeable emergency situations. This is accomplished by maintaining all SDS in the SDS Database. Each department is responsible for ensuring that SDS assigned to their area are current and accurate. Requests for new or additional SDS must be directed to the SDS Coordinator.

An SDS is required for all Marathon feeds, products, intermediate chemical and refinery streams, waste streams, and mixtures manufactured at the Marathon Anacortes Refinery. In addition, an SDS is required for all purchased products brought on-site, including the

following: additives, compressed gases, catalysts, water treating chemicals, laboratory reagents, paints, and any other chemical or chemical mixtures manufactured off-site.

8.0 CONTAINER LABELS AND OTHER FORMS OF WARNING

8.1 Container Labeling Requirements - On Site

All containers (ex: bags, barrels, bottles, cans, cylinders, drums) that contain a hazardous material, including residue from the transfer of a hazardous chemical (secondary container), must be labeled, tagged, or marked with the following:

- Identity of the materials contained
- HMIS or NFPA 704 Diamond, and
- Chronic Health Hazard information if identified on SDS (statement or pictogram with a black or red border). These hazard warnings, in conjunction with other information immediately available to employees, provide them with specific information regarding the hazardous material.

Procurement is responsible for ensuring that containers received for use in the Marathon Anacortes Refinery are clearly labeled as to the contents, hazards, and the name and address of the manufacturer. No containers shall be released for use until labeling includes the following:

- Identity of the chemical (i.e., may be a chemical, common, or trade name or other designation as long as it allows cross-reference to the SDS)
- Appropriate hazard warnings
- Name, address, and telephone number of the manufacturer or vendor

Vendor labels must not be removed or defaced unless they are immediately replaced with an equivalent label.

Hazardous chemical users and producers at Marathon Anacortes Refinery are responsible for ensuring that containers used for storage or transfer of hazardous chemicals are conspicuously labeled, tagged or marked with the identity of the hazardous chemical(s) contained and the appropriate hazard warnings.

This may be accomplished by attaching one of the following:

- Manufacturer's or vendor's original warning label
- A Brady right-to-know tag
- A GHS compliant Marathon label (Attachment 4)

8.2 Container Labeling Requirements - Shipments

- To be in compliance with the Hazard Communication Standard we must ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked with the following information: product identifier; signal word; hazard statement(s); precautionary statement(s); and pictogram(s); and name, address and telephone number of the chemical manufacturer, importer, or other responsible

party. Marathon GHS compliant labels are available in our SDS Database (Attachment 4).

- GHS Label Elements

  Name, Address and Telephone Number of the chemical manufacturer, importer or other responsible party.

- Product Identifier is how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in section 1 of the SDS.

- Signal Words are used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. There are only two words used as signal words, "Danger" and "Warning." Within a specific hazard class, "Danger" is used for the more severe hazards and "Warning" is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a "Danger" signal word and another warrants the signal word "Warning," then only "Danger" should appear on the label.

- Hazard Statements describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: "Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin." All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard classification categories, and chemical users should always see the same statement for the same hazards no matter what the chemical is or who produces it.

- Precautionary Statements describe recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to the hazardous chemical or improper storage or handling. There are four types of precautionary statements: prevention (to minimize exposure); response (in case of accidental spillage or exposure emergency response, and first-aid); storage; and disposal. For example, a chemical presenting a specific target organ toxicity (repeated exposure) hazard would include the following on the label: "Do not breathe dust/fume/gas/ mist/vapors/spray. Get medical advice/attention if you feel unwell. Dispose of contents/container in accordance with local/regional/ national and international regulations."

- Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical. On hazardous chemicals being shipped or transported from a manufacturer, importer or distributor, the required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label.

- The pictograms OSHA has adopted improve worker safety and health, conform with the GHS, and are used worldwide. There are nine pictograms under the Globally Harmonized System (GHS) to convey the health, physical and environmental hazards.

The final Hazard Communication Standard (HCS) requires eight of these pictograms, the exception being the environmental pictogram, as environmental hazards are not within OSHA's jurisdiction. The hazard pictograms and their corresponding hazards are within Attachment 5.

8.3 Stationary Container (Storage Tank) Labeling

All storage tanks inside the refinery must be marked with the following minimum label elements by February 28, 2020:

- Product identifier or synonym (as listed on SDS),
- Tank Identification Number,
- HMIS or NFPA 704 Diamond and,
- Chronic Health Hazard information if identified on SDS (statement or pictogram with a black or red border).

8.4 Labeling Exceptions

Containers smaller than 10 gallons do not require labels if they are used for the immediate transfer of hazardous chemicals, then thoroughly decontaminated by the employee who performs the transfer.

8.5 Brady Right-to-Know Tag

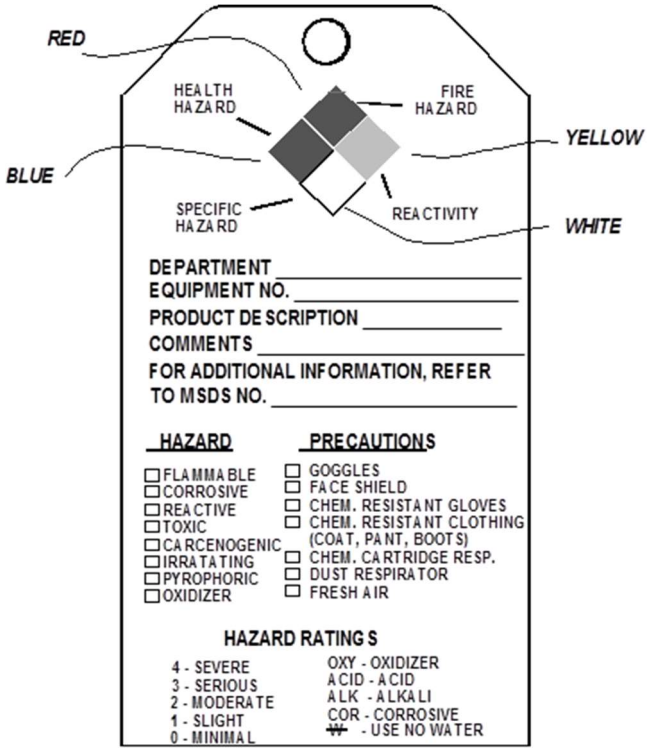
Brady right-to-know tags may be used to identify the source of the chemical present, associated hazards and hazard ratings, recommended precautions, and applicable SDS numbers. Hazards and/or precautions (ex: H2S, fresh air) that are not reprinted on the tag must be added.

If attaching a Brady label is impractical (i.e., very small container) the container label may be minimized by:

- Developing a placard for the container or group of common containers
- Marking the container with the common name of the chemical contained and the words.

If equipment that may contain hazardous chemicals leaves its normal location (ex: to the shop for repair), it must be labeled in the same manner as a hazardous chemical container.

A copy of the applicable SDS must accompany hazardous chemicals transported within the refinery via a vacuum truck or other multipurpose container. The driver must be informed on the chemicals being transported, including the chemical hazards and measures that must be taken to protect against those hazards. The SDS must accompany the container until it is thoroughly decontaminated.



8.6 Sample Tags

All samples sent to the Quality Assurance (QA) lab must be appropriately tagged to provide sample handlers with HazCom information. Sample labels are available in the LIMS system. The sample tag must show the sample's origin, common name, physical and health hazards, and related SDS number(s). The words "See Master List" may be substituted for the SDS numbers if there are multiple SDS numbers, and if the following requirements are met:

- The common name of the sample is written on the top (i.e., HazCom section of the tag)
- The SDS numbers for the sample are readily available to the sample handlers

Samples high in H_2S or corrosive must use the manila tag with a vertical red stripe. The Product Sampling and Draining Procedure D-30-008 provides additional information on the proper use of sample tags.

9.0 DECONTAMINATION

All equipment sent off-site (ex: for repair, reclamation, disposal) must be thoroughly decontaminated to eliminate all hazardous chemicals. Equipment is decontaminated when it is sufficiently cleaned so that the hazards presented by the original contaminate(s) have been eliminated, for example:

- Equipment originally containing flammable hydrocarbons would not show a flammable reading on the gas detector
- Equipment originally containing acid or caustic does not cause chemical irritation upon exposure (i.e., pH between 6 and 9)
- Equipment originally containing toxic materials would not show measurable contaminants using a recognized sampling method

  If equipment cannot be decontaminated it must be appropriately labeled as to the contents or potential contaminants (ex: used pressure gauges). The decontamination procedure for used pressure gauges is the following:

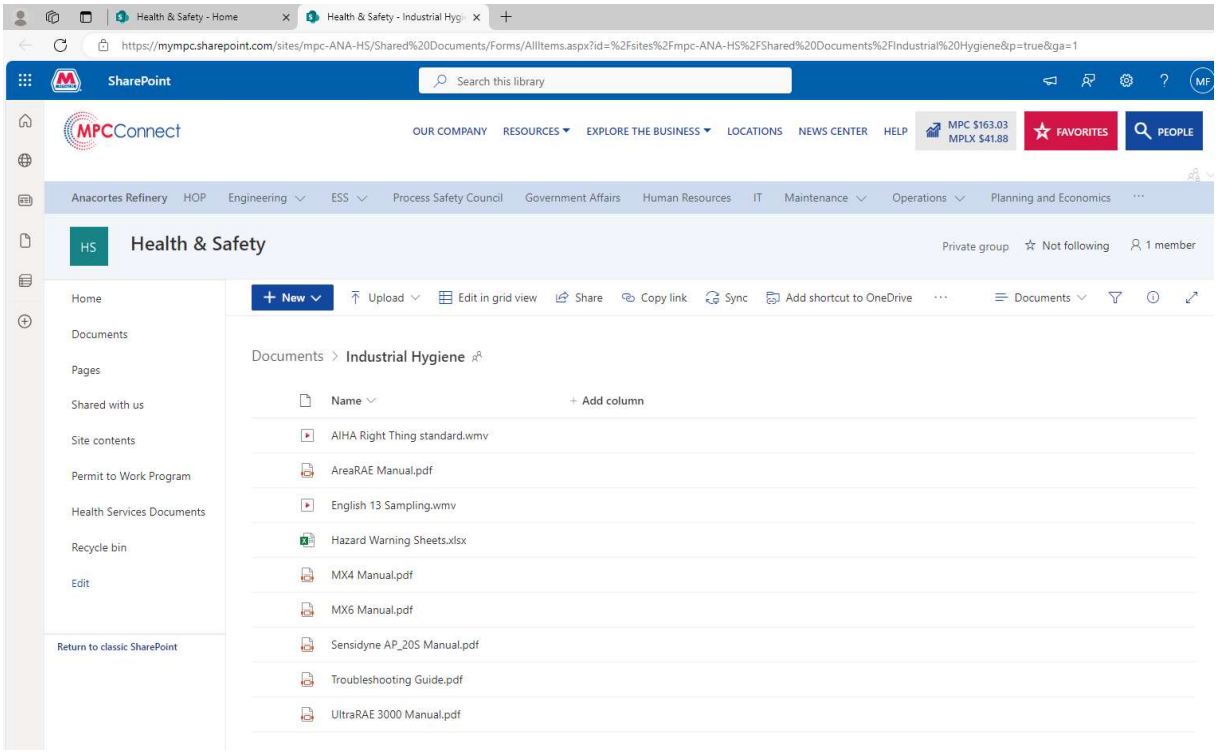
  - Rinse gauge with warm water
  - Place dried gauge in a clear zip lock plastic bag

- Insert a completed Brady tag in the zip lock bag with the gauge (i.e., only one gauge per zip lock bag)
- Place the bagged gauge in one of the yellow garbage cans marked "Used Gauges Only" located at drop-off locations

Notify the Instrument Group Maintenance Supervisor to have the container emptied into the special waste trailer either up by the CR near 6A Street or at the one on 3rd Street at the G Street intersection.

9.1 Locating Hazard Warning Sheets

1. Start at the Industrial Hygiene page on Share Point



2. Click on the Hazard Warning Sheets at the center of this list.
3. Select (Control, click) any blue link on the page.
4. Select 'Open in Desktop'.
5. Navigate to the vessel of your choice using columns 'C' and 'D'. Click on the blue link.
6. If there is any missing data, please contact the SDS Administrator

10.0 TRAINING

HazCom training at Marathon Anacortes Refinery is conducted upon initial employment and is required annually. HazCom training objectives and requirements are available upon request of

the Marathon Anacortes Refinery Training Department. Additional training must be provided when a new or revised hazardous material is introduced to a work area.

11.0 REVIEW AND REVISION HISTORY

Revision #	Preparer	Date	Description
0	Mark Willand	1/30/2022	Reformatted and Numbered per Document Control Policy, R-63-001.
1	Michael Fazio	4/13/2022	Updated showing approvals are required per RSP-1501-010 for purchased finished additives. Updated Content Custodian to Michael Fazio.
2	Michael Fazio	6/30/2022	Revisions were required to correspond with release of Marathon's MSDS online application.
3	Michael Fazio	07/10/24	Minor changes included vortalbliss to LIMS on page 10 and added Hazard Warning Sheets to page 12.

12.0 ATTACHMENT 1 – PROCEDURE FOR INTRODUCTION OF A NEW / REVISED CHEMICAL

1. To obtain approvals, completely fill out the New or Revised Chemical Approval Form (see Attachment 2) and route to:
   a. Superintendents of the areas in which chemical product is to be used.
   b. Environmental Department for regulatory review including:
      - The product constituents are on the national TSCA Inventory
      - The product is acceptable relative to environmental parameters including fish toxicity, biotreater operation, and air toxin regulations.
      - Any spill reporting procedure (ex: EP-44) modification, if necessary
      - Evaluate if the SDS needs to be forwarded to the State, Local Fire Department and Department of Emergency Management
   c. Health & Safety Department for safety and health review.
   d. Economics & Planning Supervisor if new chemical is a Finished Fuel Additive or will end up in a Finished Fuel. Evaluate and follow RSP-1501-010.
2. After the originator has obtained approvals, route the original copy to the SDS Coordinator for input into the on-line portal, and email notification to the following:
   a. Superintendent of the user area
   b. Originator of the form - Action:
      - Test/Trial run chemical products - If use is discontinued or switched to long-term usage, indicate new status of that chemical, fill out the New or Revised Chemical Approval Form (See Attachment 3) and follow routing procedure indicated on the form.
   c. Training Supervisor(s) - Action:
      - Update Zone Equipment and send to SDS Coordinator or Administrator for entry into the SDS database.
      - Ensure that required HazCom training is completed for the new chemical if applicable.

13.0 ATTACHMENT 2 – NEW OR REVISED CHEMICAL APPROVAL FORM SAMPLE (R-11-019-F01)

Marathon Petroleum Company	REFINERY-WIDE	R-11-019-F01
ANACORTES REFINERY	New or Revised Chemical Approval	Page 1 of 1 REVISION: 3

Originator Name: (Name of person requesting approval)	**Today's Date:**
SDS Approval Routing: Attach a legible copy of the SDS with this form and route as indicated. (See R-13-003 (EP-05) for more information on TSCA)	
☐ Check here if TSCA Category I; or if container size is equal to or greater than one drum; or if quantity being received is equal to or greater than one RQ (Reportable Quantity).	
☐ Check here if TSCA Category II.	

Approvals:	Name	Initial	Date
1. Superintendents of User Areas			
2. Environmental Department			
3. Health & Safety Department			
4. *SDS Administrator			
5. Econ & Planning Supervisor (if new chemical is a Finished Fuel additive or will end up in Finished Fuel)			

* Notify Originator of approval status and initiate action. Forward copy of SDS and approval sheet to appropriate Training Supervisor(s).
Product/Material Name:
Name of SDS Manufacturer (if known):
Product Use/Synonyms:
Date of Product/Material Use: From: To:
Replacing another Product: Yes☐ No☐
Product to be Replaced:
Does a Hazard Warning Sheet already exist? Yes☐ No☐ Does it need to be updated? Yes☐ No☐

Location(s) Product/Material will be used: (circle all that apply)

Zone A	Zone B	Zone C	Maintenance	Lab	Other
CFH CGS CR Crude DA DHT Jet Treater NHT Rose SHU VF BSU	Alky Amine II Butamer Cat Cracker CC Treaters CO Boilers Fractionators Flue Gas Scrubber Gas Recovery Sour Water Stripper	Asphalt Blr/Comp Blending Boilerhouse Effluent Flares CWTs Tank Car Tank Farm Tank Truck Utilities Wharf	Garage Paint Shop Shop 1 (IE/MA) Shop 2 (BU/ME) Warehouse		

What section or equipment is associated with this chemical? (list all)
What is the maximum/average quantity (pounds) of this material to be inventoried at the refinery at any given time? Maximum: Minimum:
What is the anticipated annual usage (pounds) of this material?
If not to be inventoried continuously, how many days per year?
Where will this material be stored?

SAMPLE

ATTENTION: Printed copies should be used with caution.
The user of this document must ensure the current approved version of the document is being used.
R-11-019-F01 This copy was printed on 7/30/2024

14.0 ATTACHMENT 3 – SDS DATABASE INSTRUCTIONS

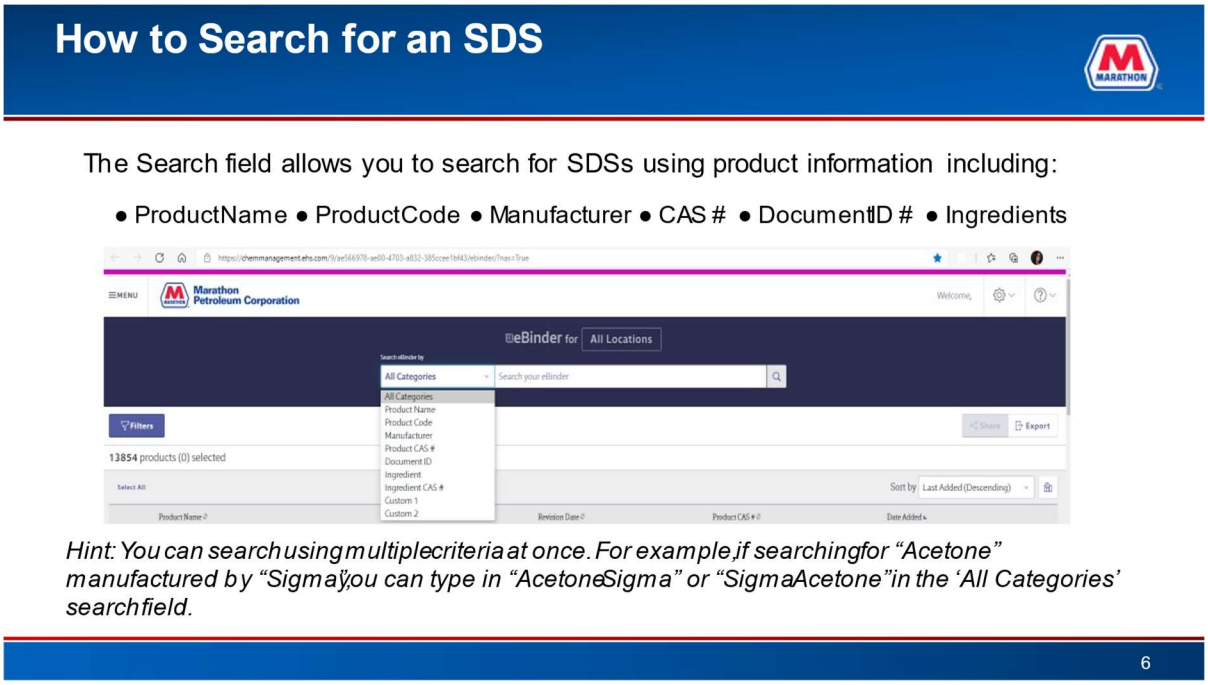
SDS Search Portal

The SDS Search Portal allows the user to search via the Refinery or Logistics Location, Refinery Work Areas, Equipment, or Product/Manufacturer names to find Marathon and Vendor SDS. To access the SDS Search screen, go to the <Marathon Sharepoint Website. From the top dropdown list, select Departments and click on Environmental, Health and Safety.

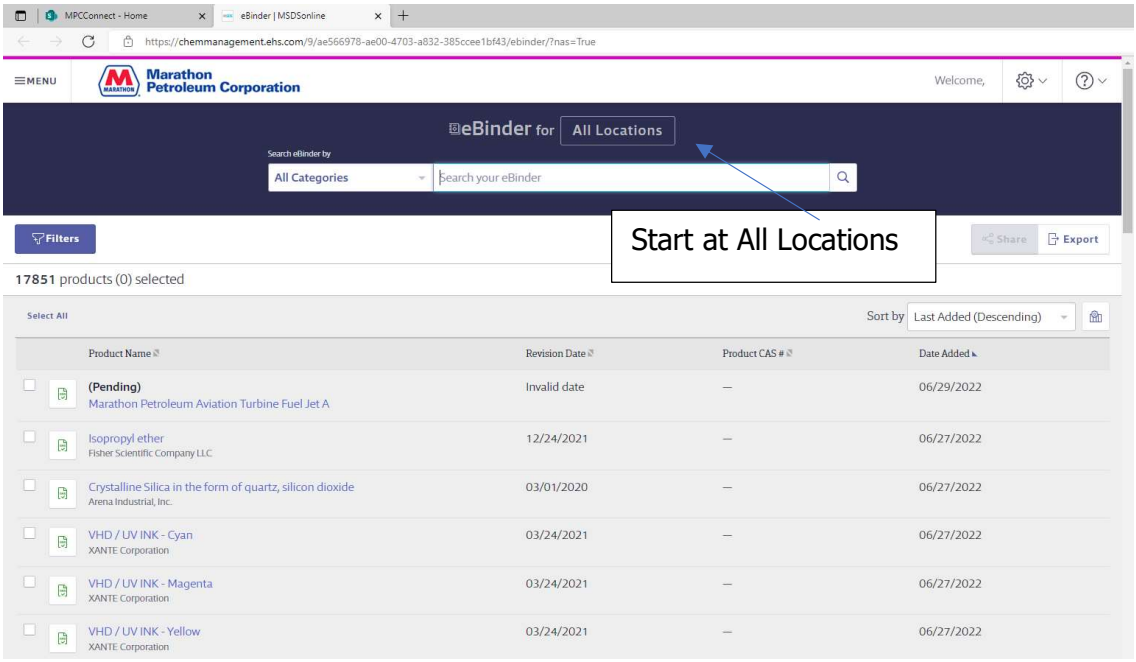
- On the Environmental, Health and Safety page you'll see on the bottom right Tools and Portals. Click on the Safety Data Sheet (SDS) Search. The **SDS Search Screen** will be displayed.

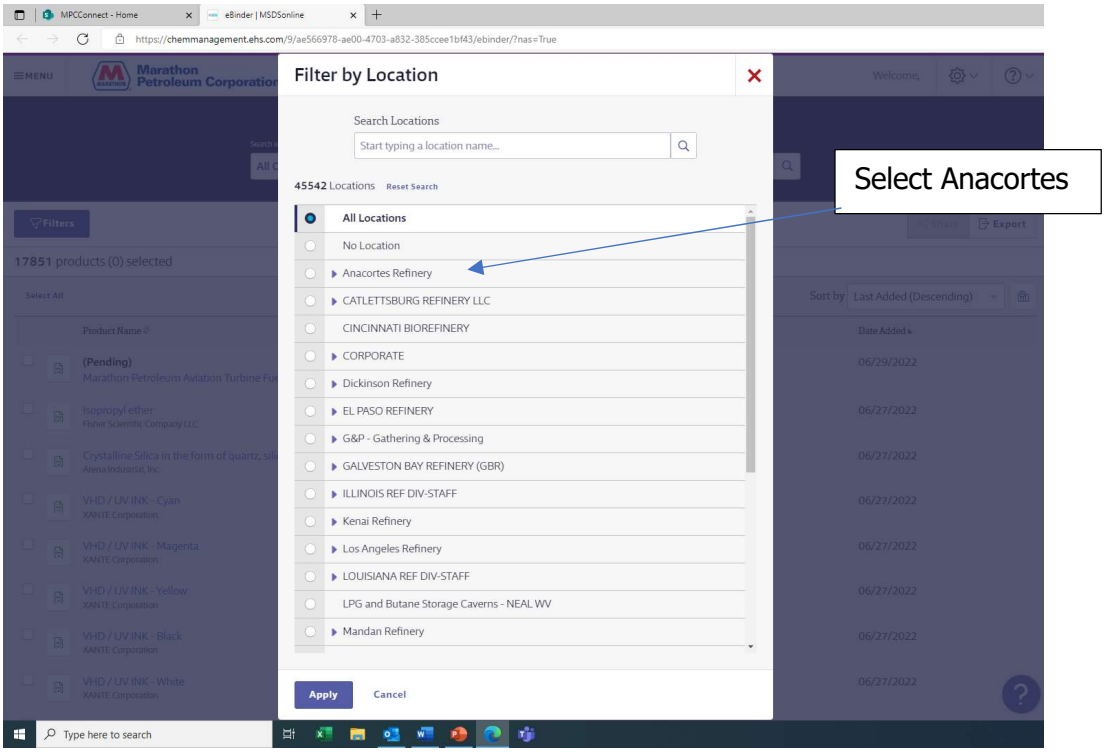
Required fields:

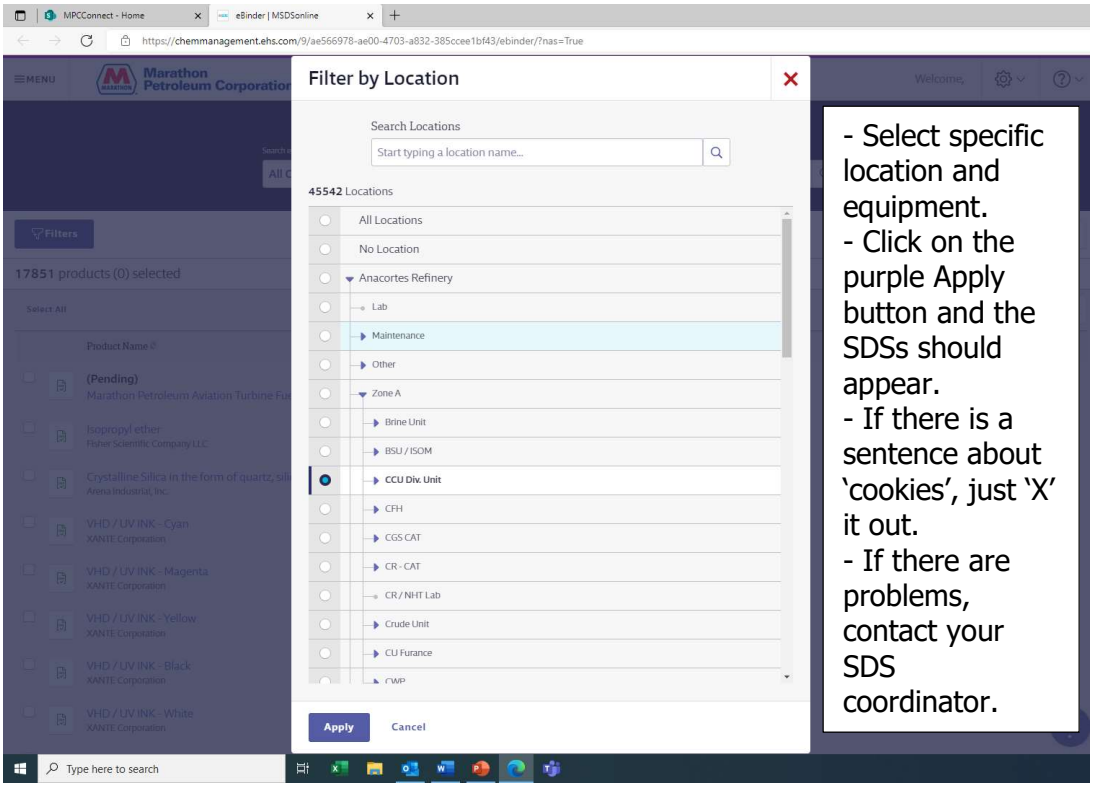
- Click in the Logistics/Refinery field to display the list of values.



- Click on the desired Logistics/Refinery to select.


MPCConnect - Home
eBinder | MSDSonline
https://chemmanagement.ehs.com/9/ae566978-ae00-4703-a832-385ccee1bf43/ebinder/?nas=True
MENU
Marathon Petroleum Corporation
Welcome,
eBinder for All Locations
Search eBinder by
All Categories
Search your eBinder
Start at All Locations
Filters
Share
Export
17851 products (0) selected
Select All
Sort by Last Added (Descending)
Product Name
Revision Date
Product CAS #
Date Added
(Pending)
Marathon Petroleum Aviation Turbine Fuel Jet A
Invalid date
06/29/2022
Isopropyl ether
Fisher Scientific Company LLC
12/24/2021
06/27/2022
Crystalline Silica in the form of quartz, silicon dioxide
Arena Industrial, Inc.
03/01/2020
06/27/2022
VHD / UV INK - Cyan
XANTE Corporation
03/24/2021
06/27/2022
VHD / UV INK - Magenta
XANTE Corporation
03/24/2021
06/27/2022
VHD / UV INK - Yellow
XANTE Corporation
03/24/2021
06/27/2022

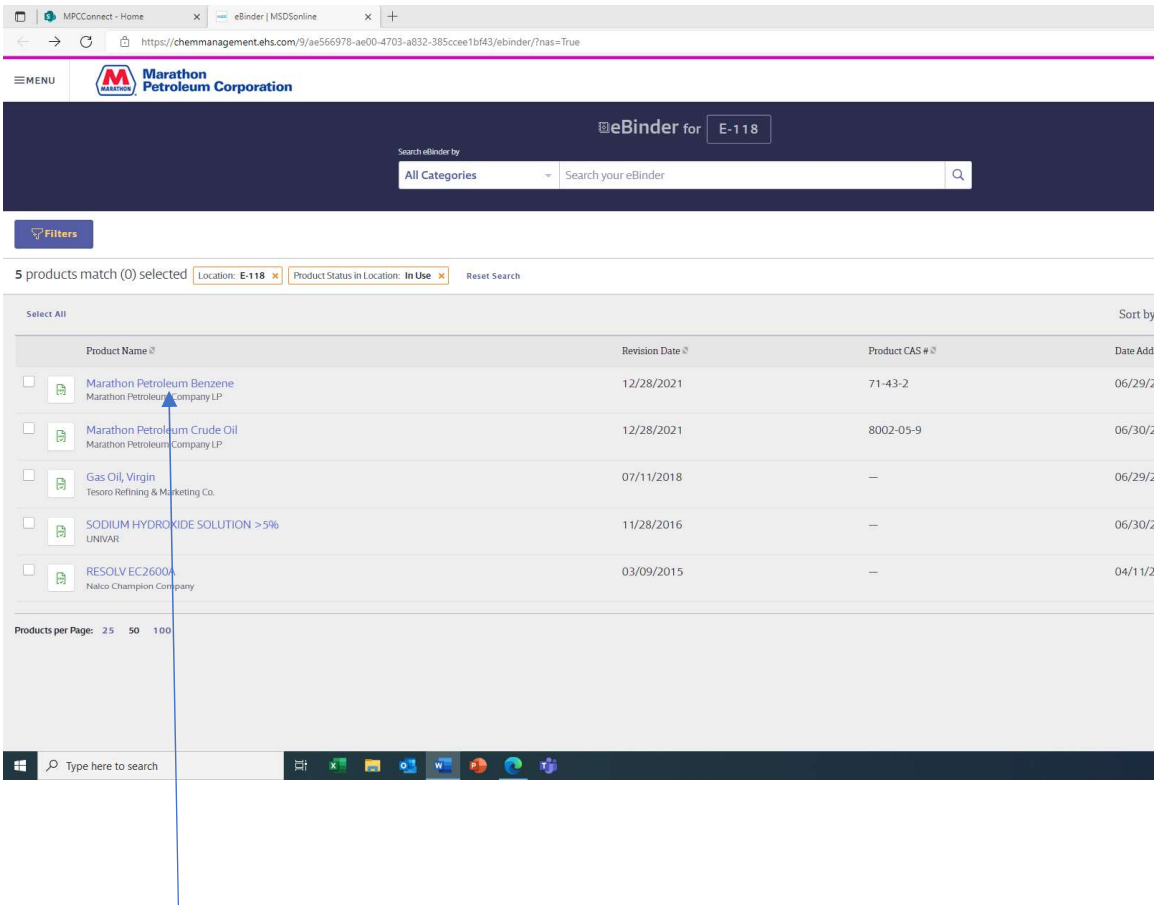

Filter by Location
Search Locations
Start typing a location name...
45542 Locations
Reset Search
Select Anacortes
All Locations
No Location
Anacortes Refinery
CATLETTSBURG REFINERY LLC
CINCINNATI BIOREFINERY
CORPORATE
Dickinson Refinery
EL PASO REFINERY
G&P - Gathering & Processing
GALVESTON BAY REFINERY (GBR)
ILLINOIS REF DIV-STAFF
Kenai Refinery
Los Angeles Refinery
LOUISIANA REF DIV-STAFF
LPG and Butane Storage Caverns - NEAL WV
Mandan Refinery
Apply
Cancel



- Select specific location and equipment.
- Click on the purple Apply button and the SDSs should appear.
- If there is a sentence about 'cookies', just 'X' it out.
- If there are problems, contact your SDS coordinator.

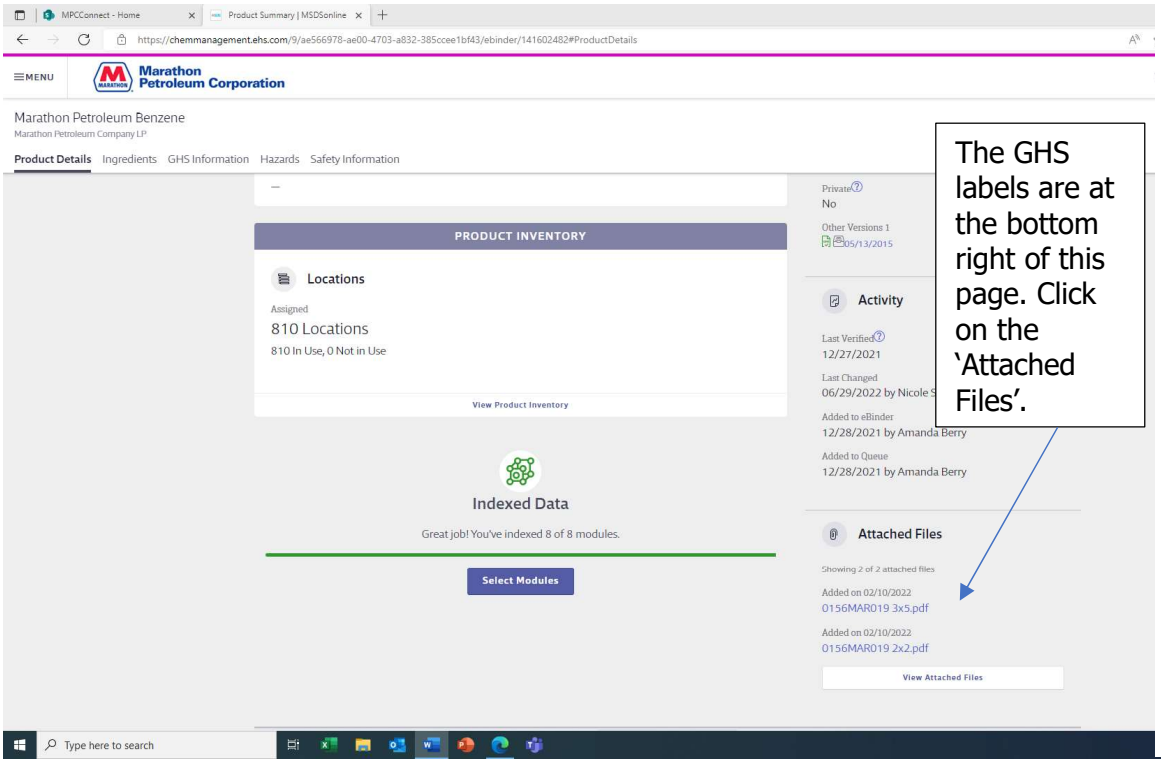
15.0 ATTACHMENT 4 – GHS SHIPPING LABELS

GHS shipping labels for Marathon Products can be found by accessing the SDS.



- Clicking on the 'Marathon Petroleum Benzene' link, will take you to a Product Details page (next screen shot).

- Clicking on the **.PDF** (left of the link) will take you directly to the SDS.



Marathon Petroleum Benzene 0156MAR019

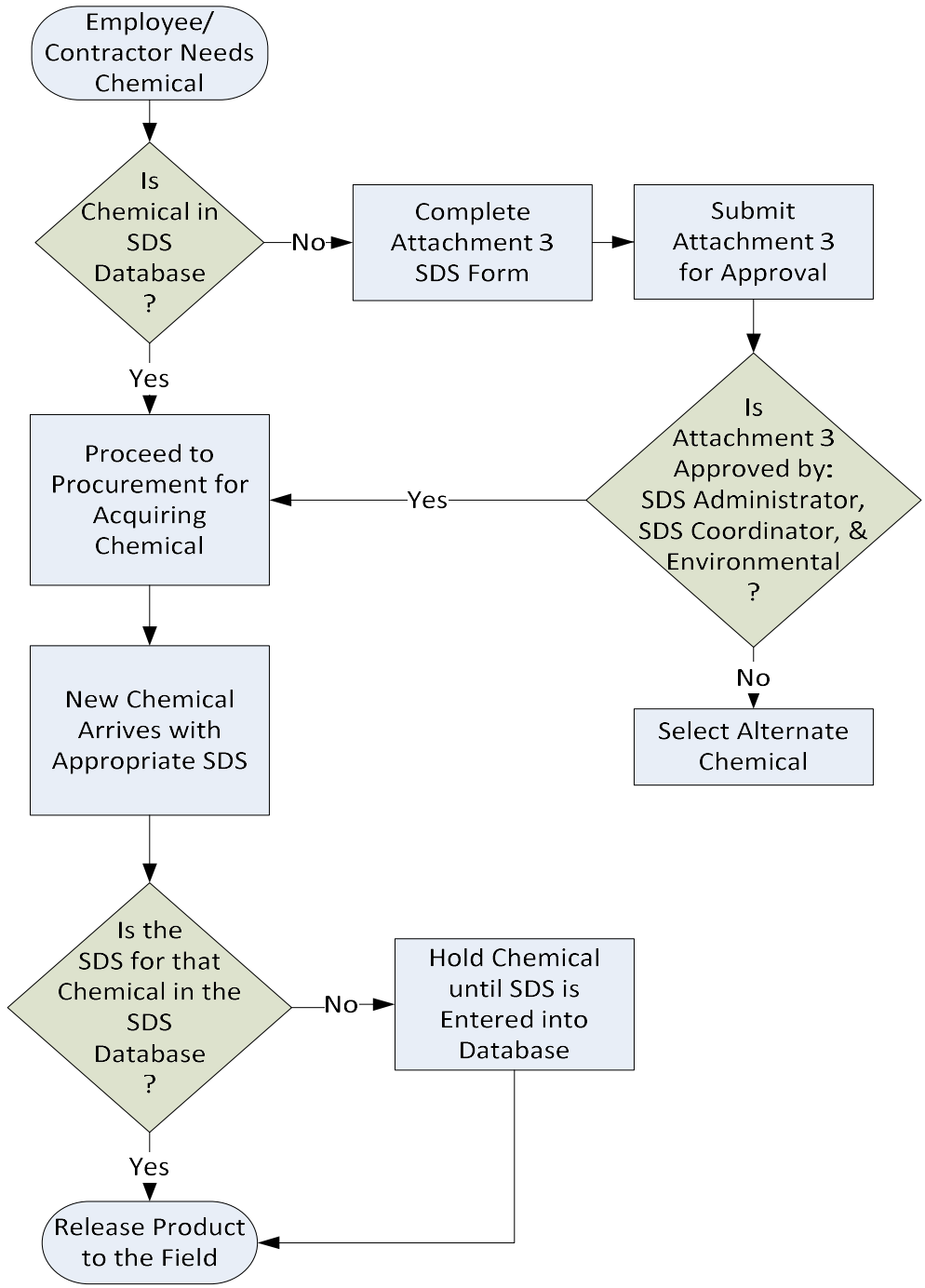
Danger
HIGHLY FLAMMABLE LIQUID AND VAPOR
May accumulate electrostatic charge and ignite or explode
May be fatal if swallowed and enters airways
Causes skin irritation
Causes serious eye irritation
May cause genetic defects
May cause cancer
Causes damage to organs (blood, blood-forming organs, immune system) through prolonged or repeated exposure
Toxic to aquatic life

MARATHON PETROLEUM COMPANY LP
539 South Main Street Findlay, OH 45840
SDS Information 1-419-421-3070 (M-F; 8-5 EST)

24 Hour Emergency Telephone 1-877-627-5463 Precautionary Statements - Prevention Obtain special instructions before use Do not handle until all safety precautions have been read and understood Keep away from heat/sparks/open flames/hot surfaces. - No smoking Keep container tightly closed Ground/bond container and receiving equipment Use explosion-proof

electrical/ventilating/lighting/equipment Use only non-sparking tools. Take precautionary measures against static discharge Do not breathe dust/fume/gas/mist/vapors/spray Do not eat, drink or smoke when using this product Wash hands and any possibly exposed skin thoroughly after handling Wear protective gloves/protective clothing/eye protection/face protection Avoid release to the environment. Precautionary Statements - Response IF exposed or concerned: Get medical attention. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing If eye irritation persists: Get medical attention. If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower If skin irritation occurs: Get medical attention Wash contaminated clothing before reuse. . If swallowed: Immediately call a poison center or doctor Do NOT induce vomiting. In case of fire: Use water spray, fog or regular foam for extinction. . Precautionary Statements - Storage Store in a well-ventilated place. Keep cool Store locked up. Precautionary Statements - Disposal Dispose of contents/container at an approved waste disposal plant.

16.0 ATTACHMENT 5 – HCS PICTOGRAMS AND HAZARDS

Health Hazard c • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame** • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark** • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder • Gases under Pressure	**Corrosion** • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb** • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle • Oxidizers	**Environment** (Non-Mandatory) • Aquatic Toxicity	**Skull and Crossbones** • Acute Toxicity (fatal or toxic)

17.0 ATTACHMENT 6 – BASIC PROCESS FLOW FOR BRINGING IN NEW CHEMICALS