

Marathon Petroleum Company Ohio Refining Division			
DRUG & ALCOHOL PROGRAM FOR CONTRACT EMPLOYEES (Security Procedure)	Document No.: RDP-ESS0159-SEC-CN	Effective Date: 10/24/2018	
	Revision No.: 6	Revision Date: 10/24/2018	
	Records Retention: Active+10	Next Rev Date: 10/24/2023	
	Document Custodian: Security Coordinator / HR	Page 1 of 8	

1. PURPOSE

This procedure defines and establishes contract personnel drug and alcohol testing requirements for entry into the Ohio Refining Division.

2. APPLICATION

This program applies to all contract employees who work on ORD property. This program excludes non-safety sensitive contract employees, contract employees who are not required to receive site-specific safety orientation training, delivery drivers, contract employees performing administrative functions, drivers covered under the DOT Drug and Alcohol Testing Program, and MPL/M&TE contactors working inside refinery property solely on DOT assets and covered by the NCMS DOT Drug and Alcohol Program.

3. IMPLEMENTATION

As of 9/30/11, all applicable contract employees must meet the requirements of this document.

4. SAFETY SENSITIVE DEFINED:

4.1. Safety-Sensitive Position means a position which requires that the employee perform the duties which are related to the safe operation or security of a facility or a piece of equipment and which, if not performed properly, could result in a serious safety risk or environmental hazard to employees, a facility, or the general public. All employees who have the direct responsibility of supervising employees who perform such duties are considered as occupying a safety-sensitive position.

4.2. As defined, all contractors performing safety-sensitive duties must enroll in DISA **prior** to beginning work at ORD. This excludes non-safety sensitive contract employees, contract employees who are not required to receive site-specific safety orientation training, delivery drivers, contract employees performing administrative functions, drivers covered under the DOT Drug and Alcohol Testing Program and MPL/M&TE contactors working inside refinery property solely on DOT assets and covered by the NCMS DOT Drug and Alcohol Program.

4.3. Administrative functions include contract employee's job duties similar to those in Accounting, Global Procurement, Human Resources, Human Resource/Training, Information Technology (IT), and secretarial functions.

5. ADMINISTRATION/RESPONSIBILITIES

5.1. Global Procurement (GP)

5.1.1. Ensure that all new contracts that are set up with contract companies that will be performing safety sensitive duties are provided with letters detailing the program. Sample letter is in Appendix A.

5.1.2. Communicate to contract employer that enrollment in the process is done before contractor sends employee on-site.

Marathon Petroleum Company		DRUG & ALCOHOL PROGRAM FOR CONTRACT EMPLOYEES		
Ohio Refining Division	Doc. No.: RDP-ESS0159-SEC-CN	Rev. No.: 6	Effective: 10/24/2018	Page 2 of 8

5.1.3. Be point-of-contact for Contract Company on DISA related billing questions.

5.2. Security Coordinator

5.2.1. Provide training for security officers on using the DISA system.

5.2.2. Should formal training be needed from DISA, contact DISA Sales at:

call 800-752-6432 or 281-673-2530,
or Email: sales@disa.com

5.2.3. Direct Security Officer Activities.

5.3. Security Officers

5.3.1. Verify contractor is enrolled in DISA and has a DISA status using procedures from training or request assistance from the Security Shift Supervisor.

5.3.1.1. If status is "green-lighted", issue employee Lenel system badge.

5.3.1.2. If status is "red-lighted" or "yellow-lighted", inform contract employee that they are unable to be allowed access into the facility until the status has changed to a green light. Direct contract employee to contractor supervisor. Should the contractor supervisor have a DISA question direct them to call DISA client services at: 281-673-2534. Should a contract supervisor question security, the contract supervisor needs to be directed to their corporate office.

5.3.1.3. If contract employee has no status or an inactive status in the DISA program, verify the contract employee is excluded from the program as outlined in section 4.0. For questions on whether contract employee should be excluded or not, contact Security Supervisor or HR. If a contract employee is not required to be in DISA, it should be notated on their Lenel badge in the proper location.

5.4. Exception Process Defined:

5.4.1. Five Day exceptions based upon quick tests will be allowed for contractors entering ORD only with an exception document (as seen in Appendix B) signed by the division manager or his designee.

5.4.2. Five Day exceptions with quick test exceptions will be handled as follows:

- Once receiving an exception document signed by the division manager or his designee, the security officer will allow the contractor into safety training but will not issue the contractor a badge until he/she has documented that a MPC equivalent quick-test has been passed.
- Quick tests are conducted at Safety Resources,
- Security notifies Safety Resources of employees coming for quick test, once the safety training is complete. (Safety Resources phone number (330) 477-1100
- Safety Resources performs quick test for the contract employee and sends pass/fail information to contractor supervisor.

Marathon Petroleum Company		DRUG & ALCOHOL PROGRAM FOR CONTRACT EMPLOYEES		
Ohio Refining Division	Doc. No.: RDP-ESS0159-SEC-CN	Rev. No.: 6	Effective: 10/24/2018	Page 3 of 8

- Contractor employee returns to Lenel Administration office with Contractor supervisor who provides Security with quick test pass/fail information.
- Contractor is given Lenel access into the plant for 5 days.

5.4.3. Quick-test exception tracking process:

- When contract employee is issued 5-day exception per quick-test as outlined in 5.4.2, a copy of the quick test results will be maintained by Security.
- Security will note the DISA exception in the contract employee's Lenel file along with the date the exception was granted. The contract employee's badge will be set to expire at the end of the 5th day.
- At the end of the 5th day, contract employee information is run in DISA system. If contractor is on-site and status is red, contractor is to be removed from site per procedure in 6.1 and Lenel access is to be shut off.

5.5. Management Exceptions – Exception Document

5.5.1. For Contract employees identified as needing an exception, the department manager or designee over the contract company will fill out an exception form, (Appendix B) sign and present to the division manager or designee for approval. Once the division manager has signed, the form will be sent to security.

5.6. Human Resources

- 5.6.1. Be liaison with Safety Supervisor for determination on whether a contractor is safety sensitive or not.
- 5.6.2. Be liaison between MPC and DISA if necessary.
- 5.6.3. Audit Management Exceptions as needed.

5.7. Contract Supervisors

- 5.7.1. Direct employees with inactive or unknown statuses to Safety Resources to produce "quick test, in the event that an exception is granted".
- 5.7.2. Contact corporate office and identify why contractor has red/yellow DISA status.
- 5.7.3. Remain point of contact for Security and provide quick-test status information.

6. DAILY STATUS AND REASONABLE SUSPICION AND RANDOM PROCEDURES

6.1. Daily status change procedure.

- 6.1.1. Security will receive list from Corporate of any contract employee with DISA status change.
- 6.1.2. Security will verify in DISA system.
- 6.1.3. For any contract employee who is "yellow" or "red-lighted" the Security Supervisor is to contact MPC host to inform them of the change of status.
- 6.1.4. MPC host is to contact contract supervisor and have employee removed from site.
- 6.1.5. Contract employee's Lenel badge is to be confiscated and Lenel access is to be shut-off once contract employee leaves facility.

6.2. Reasonable Suspicion Procedure

- 6.2.1. Should someone be suspected of reasonable suspicion for being under the influence of drugs and alcohol, their supervisor needs to be notified and the contractor removed from the plant.
- 6.2.2. The contractors badge must be turned off and confiscated.
- 6.2.3. Should the Contract Company decide to test the individual and the results come back negative, the badge should not be turned back on without the consent of the owning department manager and HR.
- 6.2.4. DISA should be alerted to any positive tests.

7. REFERENCES

- 7.1. None

8. APPENDICES

- A. Contractor Letter for DISA Program
- B. ORD Drug and Alcohol Testing Manager approval for access letter.

9. REVISION HISTORY

Revision number	Description of change	Written by	Approved by	Revision Date	Effective Date
0	New Document	HR Consultant	Human Resources Manager		09/01/2008
1	Change of ES&S Manager Name		HR Manager	09/01/2009	09/01/2009
2	Document number change from RGD-H013-CN to RDP-ESS0159-SEC-CN. Custodian of document changed from HR to ES&S Manager. Minor revisions made to procedure.	Security Coordinator	ES&S Manager	02/18/2011	02/18/2011
3	Updated provision exempting MPL/M&TE contractors working on DOT covered assets from DISA; Updated DISA contact information; Updated Letter to include hair testing.	HR Consultant	Human Resources Manager	9/19/2011	09/19/2011
4	Deleted 5.1.3 as this is a function of the contract company. Moved 5.1.4 under HR and changed it to audits as needed. Moved 5.1.6 to security role and deleted website, as Security maintains this list in their office. Updated DISA Contact in 5.2.1 Deleted reference to list in 5.3.1.3. Updated 5.4, exception process. Updated 6.1 to reflect current process.	HR Consultant			9/27/2012
5	Update title of 5.1 to Global Procurement following their review. Changed DISA contact info in 5.2.2. Update 5.4.3 to current procedure by Security. Updated Section 6 to include confiscating Lenel badge from contract employee being removed.	Security Coordinator/ HR Consultant	HR Manager/ ES&S Manager	10/01/2015	10/01/2015
6	HR clarified language in sections 4.3 and 5.6.1	Security Coordinator/ HR Consultant	HR Manager/ ES&S Manager	10/24/2018	10/24/2018

Marathon Petroleum Company	DRUG & ALCOHOL PROGRAM FOR CONTRACT EMPLOYEES			
Ohio Refining Division	Doc. No.: RDP-ESS0159-SEC-CN	Rev. No.: 6	Effective: 10/24/2018	Page 5 of 8

Marathon Petroleum Company	DRUG & ALCOHOL PROGRAM FOR CONTRACT EMPLOYEES			
Ohio Refining Division	Doc. No.: RDP-ESS0159-SEC-CN	Rev. No.: 6	Effective: 10/24/2018	Page 6 of 8

APPENDIX A CONTRACTOR LETTER FOR DISA PROGRAM

September 19, 2011

To: Ohio Refining Division Contractors

RE: Implementation of the DISA Hair Testing Program

Dear Contractor:

To elevate our commitment to maintaining a drug-free workplace, Marathon Petroleum Company LP is implementing the Hair Testing portion of the DISA Contractors Consortium Program at the Ohio Refining Division (ORD).

Effective September 30, 2011, all Contractors and Contractor employees performing safety sensitive work at the ORD will be required to have their employees enrolled in the Hair Testing portion of the DISA program. This program will require pre-access breath alcohol, hair and urine testing prior to entry into the ORD. All contractors and contractor employees currently on site will have to have a hair test done through DISA prior to the implementation date. As currently handled, this program will require participation in the random urine and breath alcohol testing. Contractors are responsible for informing their subcontractors of this requirement.

If you have received this letter, the Company has determined that you have employees that perform work or could perform work which would fall into this category. Accordingly, effective September 30, 2011, contractor and contractor employees, as well as applicable subcontractors, not enrolled in the hair testing program will be denied access to the ORD. The Company believes denying access to noncompliant contractor and contractor employees is crucial to achieving a safe workplace, free of drugs and alcohol.

We appreciate your cooperation with this important initiative. In order to initiate this process for your Company, please contact Brandi Kitko or the Sales Department for assistance.

Brandi Kitko Sales Department
Business Development Manager
281-673-2532 713-972-3449 Fax
713-972-3449 or
brandi.kitko@disa.com

281-673-2530

sales@disa.com

Sincerely,

Kevin Bogard
Division Manager
Ohio Refining Division

Marathon Petroleum Company	DRUG & ALCOHOL PROGRAM FOR CONTRACT EMPLOYEES			
Ohio Refining Division	Doc. No.: RDP-ESS0159-SEC-CN	Rev. No.: 6	Effective: 10/24/2018	Page 7 of 8

**APPENDIX B
ORD DRUG AND ALCOHOL TESTING
MANAGER APPROVAL FOR ACCESS.**

**ORD DRUG AND ALCOHOL TESTING
EMERGENCY ACCESS EXCEPTION APPROVAL**

In order to ensure that _____ (contract employee name), an employee of _____ (contact company name) is in compliance with Marathon Petroleum Company's Drug and Alcohol Policy, I authorize a "Quick Test" drug screen to be administered by a certified collection agency at the same time that a urine drug screen and alcohol breath screen are administered. Negative results on a "Quick Test" will allow the employee to have an access card that is activated for five days only. Extension of access will be permitted once the employee is "green-lighted" in the DISA system or upon further management review.

Circumstances requiring Emergency Access

Requested by:
Department Manager or Designee

Date

Approved <input type="checkbox"/>	_____	_____
Denied <input type="checkbox"/>	Division Manager or Designee	Date
Start Date _____	Duration not to exceed 5 working days	