



Marathon Petroleum Company LP

2408 Gambrinus Ave. SW
P.O. Box 8170
Canton, OH 44711
Telephone 330/478-5000
FAX 330/478-5918

OHIO REFINING DIVISION

Parking Lot Procedure For Concealed Handgun License Permit Holders

At ORD, an individual who possesses a valid Concealed Handgun License (CHL) from any state may properly store a legally owned firearm and ammunition in their privately-owned vehicle while parked in an ORD employee parking lot as authorized by the MPC Weapons Policy Addendum for Ohio after advising ORD Management in writing by using the MPC Concealed Carry Firearm Information Form (CCFIF). Any violation of MPC's Weapons Policy or procedures, including a first offense, will subject an individual to discipline, up to and including discharge from employment or removal from MPC property.

The proper procedure for valid Concealed Handgun License Permit Holders to obtain permission to store a legally owned firearm in their personally owned vehicle in an ORD employee parking lot:

1. Review the MPC Weapons Policy Addendum for Ohio and obtain the MPC Concealed Carry Firearm Information Form (CCFIF) from the ORD Security Home Page, under General Links, right side of page or the Security Office at MOB, Main Gate, G Gate or Stark Building.
2. Complete the Concealed Carry Firearm Information Form (CCFIF) making sure to list all firearms you may bring to ORD and properly store in your personally owned vehicle parked in an ORD employee parking lot.
3. Turn the fully completed and signed Concealed Carry Firearm Information Form (CCFIF) in long with a copy of your valid CHL to the Security Officer at the MOB, Main Gate, G Gate or Stark Building or Human Resources. Do not leave the form on an unattended desk. Make sure to hand it to an ORD Security Officer, the Security Coordinator or a Human Resources Consultant.
4. Create a reminder for yourself to provide (see step # 3) an updated Concealed Carry Firearm Information Form (CCFIF) for whichever date comes first, the renewal of your CHL or two (2) years from the date you filed the last Concealed Carry Firearm Information Form (CCFIF) with Security.
5. Verify that the vehicle you are going to properly store the firearm in while parked at ORD is properly registered with Security and has a valid ORD Parking Sticker appropriately displayed on the front windshield. Motorcycles must be properly registered with ORD Security but are not required to display a parking sticker. If you have any questions about your vehicle registration call Security Control at 330-479-5667 or x5667.
6. Park in an ORD employee parking lot where you would otherwise normally be allowed to park with the

properly assigned parking sticker.

7. At all times you must abide by MPC's Weapons Policy Addendum for Ohio and the Concealed Carry Firearm Information Form (CCFIF). These forms can be located on MPCCconnect or obtained from ORD Security.
8. If you plan on bringing a firearm not previously listed on your Concealed Carry Firearm Information Form (CCFIF) that is currently on file with ORD Security, you must first follow the provisions of MPC's Weapons Policy Addendum for Ohio prior to bringing the firearm onto ORD property.
9. **Under no circumstances can you take your firearm and ammunition anywhere on ORD property other than being properly stored in your vehicle while parked in an employee parking lot.**

August 1, 2019