

Marathon Petroleum Company LP			
<b>Plant Tour Procedure</b>	Document No.: <b>RSW-SAF-074-DT</b>	Approval Date: <b>7-21-16</b>	Page <b>1 of 3</b>
	Revision No.: <b>9</b>	Next Revision Date: <b>07-26-21</b>	
	Document Custodian: <b>Environmental, Safety and Security</b>		

## 1.0 PURPOSE

- 1.1 To establish a common protocol for the facilitation of a safe and efficient tour of the Detroit Refinery.

## 2.0 SCOPE

- 2.1 This procedure will cover all tours conducted in the Detroit Refinery.
- 2.2 Marathon Petroleum Company personnel, Representatives of Federal, State or Local agencies, government officials and contractor or vendors visiting the site for work related purposes can be excluded from the requirements outlined in this procedure provided they are accompanied by a Marathon Petroleum Company employee.

## 3.0 PROCEDURE

### 3.1 RESPONSIBILITIES

- 3.2.1 Tour Sponsor: Individual responsible for initiating the tour.
- 3.2.2 Tour Coordinator: Individual responsible for all logistical elements of the tour (Assigning guides/tour routes/vehicles, providing companies/names of persons on the tour, etc.).
- 3.2.3 Security Officer: Contract security staff member having safety and security responsibilities during the tour.
- 3.2.4 Tour Guide(s): Individual or individuals who will physically accompany the tour group and can adequately explain the various areas and processes in the plant.
- 3.2.5 Security Supervisor: Individual which has supervision over the security staff.

### 3.2 GENERAL REQUIREMENTS

- 3.2.1 The **Tour Sponsor** must get approval from Detroit Leadership Team (DLT) at least 48 hours before the tour.
- 3.2.2 The **Tour Coordinator** is responsible for all logistical elements of the tour including but not limited to establishing the route, making affected parties aware of the tour, assigning guides, obtaining vehicles, ensuring security can adequately cover and provide names of personnel which will participate in the tour and comply with RSW-SAF-023-DT- Safety Orientation Procedure.
- 3.2.3 Tours may be accompanied by a **Security Officer** as determined by the DLT. **Security Officers** will be equipped with a plant radio while on the tour.
- 3.2.4 A **Tour Guide** will accompany all tours.

- 3.2.5 The **Security Supervisor** must receive a full list of tour participants at least 48 hours in advance of the tour in order to prepare for secure admittance to the plant for all tour participants. Exceptions may be granted by the HESS Manager.
- 3.2.6 If conducting a walking tour, the **Tour Guide** will be responsible for reviewing [RSW-SAF-001-DT General Safety Rules](#) and [RSW-SAF-052-DT Refinery PPE Policy](#) and ensure the tour participant is complying with all of the Refinery rules.
- 3.2.7 Specific clothing requirements are addressed in [RSW-SAF-001-DT General Safety Rules](#) and [RSW-SAF-052-DT Refinery PPE Policy](#).
- 3.2.8 Cameras or video cameras may not be used in the refinery without permission from the Safety Department. The photographer must have a completed copy of the camera pass with them at all times. Cameras (except for intrinsically safe cameras approved by safety; for more information see General [RSW-SAF-001-DT General Safety Rules](#)) need hot-work permits following the requirements of [RSW-SAF-006-DT Safe Work Permit](#). More information can be found in [RSW-SAF-001-DT General Safety Rules](#).
- 3.2.9 There are restrictions for the use of Cell Phones, Pagers and PDA's at the Detroit Refinery. Intrinsically safe cell phones, pagers or PDA's can be used throughout plant provided they are marked as such. More information can be found in [RSW-SAF-053-DT Cell Phone, Pager, PDA Use and Restrictions Policy](#).
- 3.2.10 Tour participants do not have to comply with the Plant Facial Hair requirements provided they remain in the vehicle at all times. If exiting the vehicle the tour participants must comply with the plant requirements and a beard waiver form will be required. More information can be found in [RSW-SAF-001-DT General Safety Rules](#) and [RSW-SAF-052-DT Refinery PPE Policy](#).
- 3.2.11 Tour participants will be able to have beards during tours of the DCS building only. A beard waiver form will still be required per [RSW-SAF-001-DT General Safety Rules](#) and [RSW-SAF-052-DT Refinery PPE Policy](#).
- 3.2.12 Tour participants must be 18 years of age or older to be given a walk through tour. Tour participants under 18 years of may be given drive through tour. All tours with persons under 18 years of age will be discussed at a DLT meeting.
- 3.2.13 The refinery has numerous health and safety procedures that may apply to tour participants and this procedure does not attempt to list them all; contact the refinery management or health and safety representative if there are any questions about additional health and safety measures which may be necessary.

#### 4.0 DEFINITIONS

Tour – A group of 2 or more persons seeking access to the Detroit Refinery for personal gain or knowledge.

## 5.0 REFERENCES

[RSW-SAF-001-DT General Safety Rules](#)

[RSW-SAF-006-DT Safe Work Permit](#)

[RSW-SAF-052-DT Refinery PPE Policy](#)

[RSW-SAF-052-Form1-DT Beard Waiver Form](#)

[RSW-SAF-053-DT Cell Phone, Pager, PDA Use and Restrictions Policy](#)

## 6.0 ATTACHMENTS

[Form 1 - Plant Tour Request Form](#)

## 7.0 REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
5	Updated Camera Use Language	A. Tys	Safety Steering Committee	3/18/11
6	Added the reference to the tour coordinator the requirements of RSW-SAF-023-DT- Safety Orientation Procedure.	J. Wolfe	S. Windom	07/30/13
7	Updated header per RGD-1051-DT	F. Ebbert	J. Rabideau	12/12/15
8	Procedure review, Form01 lines cleaned up	B. Dibert	J. Rabideau	7/21/16
9	Check out by mistake updated rev#	F. Ebbert	J. Rabideau	07/21/16