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# Introduction

## Purpose

This procedure provides guidance on the use and control of Electronic Devices and cameras at the Dickinson Facility.

## Scope

This RSSI describes the Dickinson Facility requirements with the Use of Electronic Devices including cameras within the facility. The use of such devices presents special safety and security hazards. Due to the technology available with today’s electronic devices (e.g., photographic capability) they present a security risk to the facility.

* For purposes of this policy, the term “cameras” includes Electronic Devices with video, recording, and photo capabilities as well as picture cameras, video cameras, television cameras, and any other photographic, video, or recording equipment.

# References

The following sections describe references used to generate this RSSI.

## Marathon Standards

* [REF-1056](http://reweb.cbg.mapllc.com/_GetFile/GetDocFromLibrary.aspx?lib_no=32&doc_no=3555&rev_no=6) Safe Use of Electronic Devices
* [RSP-1715-000](http://reweb.cbg.mapllc.com/_GetFile/GetDocFromLibrary.aspx?lib_no=32&doc_no=3150&rev_no=3) Hot Work
* [RSP-1128-000](http://reweb.cbg.mapllc.com/_GetFile/GetDocFromLibrary.aspx?lib_no=32&doc_no=1427&rev_no=12) Safe Work Permit

## Industry Code and Standards

* ANSI/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
* OSHA 29 CFR 1910.307 Hazardous (Classified) Locations
* 6 CFR Part 27 Chemical Facility and Anti-Terrorism Standards

## Supporting Documents / Attachments

* RSSI-01-68a Camera Pass Approval Form
* RSSI-01-68b MPC-Approved Case Request form

# Definitions

The following definitions are applicable to this procedure.

| Table 1 – Definitions |
| --- |
| Term | Description |
| Company Approved Electronic Device | Electronic devices not owned or issued by MPC (i.e. approved personal devices or contractor devices) but are approved for use on-site. Use of such devices must be vetted and approved by the owning department manager. Personal Devices enrolled in the Bring Your Own Device (BYOD) program are considered Company Approved Devices. |
| Electronic Device | 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 steaming devices (e.g., Amazon TV) and similar devices |
| Inside or Within the Facility | Any area within the perimeter of Company owned, leased or managed property, up to but not limited to, inside and outside battery limits, process units, operations shelters, tank dikes, control rooms, control board areas, shops, office buildings, maintenance buildings, turn around buildings, contractor 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 | 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, Div. 1 or 2. This includes portable electronic products that comply with the ISA 12.12.03. Any Electronic Device, case or cover not identified as such is Non-Intrinsically Safe under this policy.  |
| MPC Rugged Case | A case reviewed and pre-approved by the Refining Safety and Security Manager using process outlined in REF-1056 Safe Use of Electronic Devices Appendix B that has been proven to pass a drop test. Electronic Devices with an MPC approved rugged case are managed similarly as Intrinsically Safe Devices under this policy. |
| PPE | Personal Protective Equipment |
| Restricted Areas | Areas within the facility that are classified hot work regulated, such as process units, classified roadways, tank dikes, or anywhere in which the minimum requirements for PPE apply. |
| RSSI | Refinery Rules, Standards & Standing Instructions |

# Roles & Responsibilities

This procedure applies to all personnel (employees, contractors, visitors, etc.) on Dickinson Facility property and outlines where Electronic Device use is acceptable within the facility and/or special provisions that may apply.

## Marathon Employees

Company employees should remind vendors and contractors of the restrictions of using electronic devices within restricted areas.

## Contractors/Non-MPC Personnel/Visitors

Contract Workers who have a legitimate business purpose may be approved to use electronic devices so long as the following criteria is followed:

1. Electronic devices meet the definition of an intrinsically safe device per Table 1, are contained within an MPC-approved rugged case and have accompanying approval, or a hot work permit has been issued.
2. Contract worker has obtained permission to use the device; contract company utilizing electronic devices will maintain a list of authorized personnel per approval of owning department supervision.

Contractors and non-MPC personnel using camera/video equipment for legitimate business purposes should be escorted by Marathon personnel.  *Exceptions are at the discretion of the department supervisor.*

# Electronic Devices

Use of Electronic Devices for non-business purposes will be kept to a minimum. Phone conversations are prohibited where hearing protection is required. Use of personal Electronic Devices should be restricted to non-working time, including break periods or before/after shift.

Social media, games, streaming media, downloaded content, and internet for non-business purposes should not be accessed during work time.

Intrinsically Safe Electronic Devices that are rated for classified areas may be used in any area of the facility, provided they meet the definition in Table 1.

Possession of any personal non-Intrinsically Safe Electronic Device or device not contained in an MPC-approved rugged case, whether powered on or off, is strictly prohibited in Restricted Areas of the facility, with the exception of personal medical devices. Use of non-intrinsically safe Electronic Devices are otherwise prohibited unless noted in the exceptions. Non-Intrinsically Safe Electronic Devices should be stored and used only in designated areas. These designated areas include:

1. Administration Building
2. Operations Control Building Break Area
3. Locker Rooms
4. Offices
5. Inside stationary vehicles outside of process units, battery limit, and tanks dikes
6. Maintenance shop, break room, and offices
7. The Warehouse
8. Fire Hall

No external electrical or wireless connections or accessories, including ear buds, headphones, or Bluetooth technologies, are permitted to be used in any classified locations and are prohibited inside the facility gates or Control Room except for official and/or approved business.

Electronic Devices, with the exception of those used for official business purposes such as data gathering or troubleshooting, may not be used while moving through the unit (e.g., walking or climbing). Examples of Electronic Devices for data gathering or troubleshooting may include, but not be limited to:

* Radios
* RADAR
* Gas Testing
* Rotating Equipment Monitoring

Electronic Device use is prohibited while operating a vehicle on company property. This includes phone use, reading or composing text messages, email messages, instant messages or other similar functions while operating a vehicle. This includes cars, trucks, forklifts, man-lifts, cherry pickers, cranes, golf carts, and all terrain buggies.

A Hot Work Permit must accompany any Non-Intrinsically Safe Electronic Device to be utilized, per Supervisor Approval, in a restricted area.

Non-intrinsically Safe Electronic Devices may also be utilized in restricted areas for business purposes if utilized with a continuous atmospheric meter.

Any device that no longer meets the criteria of an approved Electronic Device as noted in REF-1056 Appendix B (e.g. cracked screen, broken case or port covers, etc.) shall be removed from service. The Electronic Device no longer meets the requirements of ANSI/ISA 12.12.03.

## Camera/Video Equipment Use

Use of photograph and/or videos for purposes other than Marathon related work/activity is not authorized.

* Facility pictures and videos cannot be provided to any individual who is not a Company employee without department supervisor approval.
* Company employees wishing to use facility photographic information for publication purposes or other activities inside the facility will need the approval of the Human Resources Representative or designee.
* Pictures needed for engineering work must be controlled by the Project Engineer. The pictures should remain in the project file at the conclusion of the project.

Camera/video equipment, including any photo and/or video recording capabilities on an Electronic Device, cannot be used by contractors in the facility without completing the Camera Pass Approval Form (RSSI 01-68a), and getting the department supervisor approval, or approval of the MPC personnel overseeing their activity.

* The MPC personnel overseeing any non-MPC personnel using camera/video equipment is responsible for the proper use of such equipment and the proper management of any materials produced, in accordance with these guidelines.

Marathon Employees may use company approved cameras in the course of their work activities (including cameras on Electronic Devices) without special approval, for legitimate business purposes and consistent with the requirements of this policy, making sure to follow all safety provisions.

Camera/video equipment used on facility property outside of restricted areas for legitimate business purposes also requires department supervisor approval, or approval of the MPC personnel overseeing the activity.

Security must approve any picture or video taken on the site that may be distributed to others outside of MPC.

When entering process areas in the facility with camera/video equipment, any equipment which is not intrinsically safe or contained in an MPC-approved rugged case will be permitted by Operations.

## MPC-Approved Rugged Case

Select cases have been approved by MPC for use with electronic devices. The requirements for use are different between non-intrinsically safe devices contained in an MPC-approved rugged case and devices not contained in a case. Rugged cases that have been purchased through the approved case links shown in Figure 1 and have been returned to the user with an etched Marathon ‘M’ on the case are considered to be pre-approved and do not require any additional markers.

* For equipment to be recognized by the Dickinson Facility as being in an MPC-approved rugged case, the following must occur:

The case must be on the approved corporate list (see Figure 1 herein). Cases as approved by corporate, must meet the criteria in REF‑1056 Appendix B.

The case must carry the approved “Dickinson Electronic Device Sticker” (see Figure 2 Approved Device / Case Sticker).

1. Stickers are obtained from the Dickinson HESS group upon approval of the “MPC-Approved Case Request Form” (RSSI 01-68b).

## Exceptions

1. Non-Intrinsically Safe Personal Medical Devices (e.g., insulin pump) require the user to wear a four-gas atmospheric meter in lieu of obtaining a hot work permit.
* If the four‑gas meter alarms, personnel must evacuate immediately to a safe location.
1. During facility emergencies, phone conversations to provide emergency response updates may be granted at the Facility General Manager or designee’s discretion, so long as the employee is a safe location and a compliant device is used.
2. Additional exceptions to this policy will be approved at the discretion of the Dickinson Facility General Manager or designee.

# Training

No training outside of initial on-boarding and 3-year document review.

# Change Log

|  |  |  |  |
| --- | --- | --- | --- |
| Revision # | Preparer | Date | Description |
| 0 | T. Chvojka  | 3/23/2020 | Initial Issue of the RSSI under PMOC#71620 |

# Figure 1 – MPC Approved Cases and Purchase Link

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone** | **Case** | **Link to Order** | **Approved Color** |
| iPhone 6 | LifeProof FRE | [Order iPhone 6](https://www.amazon.com/Lifeproof-Waterproof-iPhone-4-7-Inch-Version/dp/B00Z7RQ5QY/ref%3Dsr_1_9?keywords=lifeproof+iphone+6s%2B&qid=1550762723&s=gateway&sr=8-9) | Black Case with Gray Stripe |
| iPhone 6s | LifeProof FRE | [Order iPhone 6s](https://www.amazon.com/Lifeproof-Waterproof-iPhone-4-7-Inch-Version/dp/B00Z7RQ5QY/ref%3Dsr_1_9?keywords=lifeproof+iphone+6s%2B&qid=1550762723&s=gateway&sr=8-9) | Black Case with Gray Stripe |
| iPhone 6 Plus | LifeProof FRE | [Order iPhone 6+](https://www.amazon.com/Lifeproof-iPhone-Plus-Waterproof-Version/dp/B00Z7RPGSC/ref%3Dsr_1_7?keywords=lifeproof+iphone+6s%2B&qid=1550762651&s=gateway&sr=8-7) | Black Case with Gray Stripe |
| iPhone 6s Plus | LifeProof FRE | [Order iPhone 6s+](https://www.amazon.com/Lifeproof-iPhone-Plus-Waterproof-Version/dp/B00Z7RPGSC/ref%3Dsr_1_7?keywords=lifeproof+iphone+6s%2B&qid=1550762651&s=gateway&sr=8-7) | Black Case with Gray Stripe |
| iPhone 7 | LifeProof FRE | [Order iPhone 7](https://www.amazon.com/Lifeproof-x112-Waterproof-Case-iPhone/dp/B00Z7SOICG/ref%3Ddp_ob_title_wld) | Black Case with Lime Green Stripe |
| iPhone 7 Plus | LifeProof FRE | [Order iPhone 7+](https://www.amazon.com/Lifeproof-Waterproof-Case-iPhone-Plus/dp/B00Z7SIJPI/ref%3Dsr_1_7?keywords=lifeproof+fre+iphone+7%2B&qid=1550762817&s=gateway&sr=8-7) | Black Case with Gray Stripe |
| iPhone 8 | LifeProof FRE | [Order iPhone 8](https://www.amazon.com/Lifeproof-Waterproof-Case-iPhone-ONLY/dp/B00Z7SOICG/ref%3Dsr_1_5?keywords=lifeproof+fre+iphone+8&qid=1550762840&s=gateway&sr=8-5) | Black Case with Lime Green Stripe |
| iPhone 8 Plus | LifeProof FRE | [Order iPhone 8+](https://www.amazon.com/Lifeproof-Waterproof-Case-iPhone-Plus/dp/B00Z7TXGC8/ref%3Dsr_1_4?keywords=lifeproof+fre+iphone+8&qid=1552948293&s=gateway&sr=8-4) | Black Case with Lime Green Stripe |
| iPhone X | LifeProof FRE | [Order iPhone X](https://www.amazon.com/Lifeproof-Waterproof-Case-iPhone-ONLY/dp/B00Z7SZ1D6/ref%3Dsr_1_fkmr0_2?keywords=lifeproof+fre+iphone+X+black%2Fgray&qid=1552948516&s=gateway&sr=8-2-fkmr0) | Black Case with Gray Stripe |
| iPhone XR | LifeProof FRE | [Order iPhone XR](https://www.amazon.com/Lifeproof-FR%C4%92-Waterproof-Case-iPhone/dp/B07GBH64Y7/ref%3Dsr_1_5?keywords=lifeproof+fre+iphone+8&qid=1552948293&s=gateway&sr=8-5) | Black Case with Gray Stripe |

# Figure 2 – Approved Device / Case Sticker

