



CELLULAR PHONE, WIRELESS DEVICES AND CAMERA USAGE POLICY

Facility: Marathon - Gallup	SAF-SF-1471 Safety Approved By: Pruner, Dave	Revision Date: 4/1/2019
Unit: 50 Safety		Revision: 1

Purpose

The purpose of this standard is to provide guidance on the use and control of portable electronic devices such as cell phones and tablets within the process areas of the Gallup Refinery.

Objective

Ensure safe and controlled operations of portable electronic devices. This procedure applies at all PEPs regardless of ownership.

Safety Equipment

Standard PPE

Environmental Considerations

None

Reference Material

ANSI 12.12.03-2011 – 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.

Gallup Refinery Procedure Safe and Hot Work Permitting (SAF-SF-0001).

Insurance Institute for Highway Safety at iihs.org/laws/cellphonelaws.aspx

Definitions

- **PEP 1** – Body worn electronic product, in direct contact with the skin that is deemed incapable of causing an ignition under normal conditions such as a wrist watch, hearing aid, or wrist-worn personal fitness tracker.
- **PEP 2** - Portable electronic product that is deemed incapable of causing an ignition under normal conditions, such as approved cellular phones or tablets.
- **Portable Electronic Product (PEP)** - Battery powered or photovoltaic cell powered apparatus that can be hand-held or that is intended for use while worn on a person's body.

Precautions / Prerequisites

Approval to carry a portable electronic device in the facility from an RLT member or designee.

****Procedure Starts on Next Page****

Procedure

Step/Action

1 On Site – Device Approval

- 1.1. This procedure establishes safety criteria for the use of Portable Electronic Product (PEP). The approval to carry a device shall come from RLT or designee and is required before any PEP is allowed in the facility.
- 1.2. The use of electronic devices within process areas for any non-work related use is strictly prohibited.
- 1.3. Restricting the use of cell phones or wireless devices ensures that personnel can:
 - a. Focus attention on the primary task at hand
 - b. Avoid distraction from tasks by cellular phone usage
 - c. Prevent incidents from occurring
- 1.4. The following areas are approved for PEP use:
 - a. Outside the Refinery fence
 - b. Inside buildings, offices and break rooms
 - c. On paved roads
- 1.5. The following are areas, times, or activities where PEP use is prohibited:
 - a. During vehicle or equipment fueling operations
 - b. Locations included under any active hot work permit
 - c. Any Class I Div. I designated area
 - d. Laboratory chemical storage rooms
 - e. While driving within the refinery
 - f. While driving outside the refinery
 - g. While operating equipment even if the equipment is not being driven but is still being operated (e.g., cranes, lift trucks, vacuum trucks any other equipment).

2 PEP Criteria

- 2.1 In order to be considered a PEP under this Refinery procedure, an employee or contractor must ensure that the device meets the following criteria:
 - Radio frequency energy transmission limited in accordance with Section 3.2;
 - No provisions for forced ventilation, i.e. does not contain a fan;
 - No sparks visible during operation;

Procedure

Step/Action

- No excessive temperatures generated during normal operation;
- No external camera flash unless it is mechanically disabled;
- No motors unless it can be demonstrated the motor incorporates non-arcing technology; and,
- No visible damage; which compromises the structural integrity of the phone or case.

2.2 In order to determine if a PEP can be used in a classified area it must be either (1) on the list of pre-approved devices with recommended protective casing as detailed in Attachment I or (2) be evaluated by the Safety Department against PEP 2 criteria. The Safety Department will use the following criteria in its evaluation:

- Powered by one or more cells, batteries, or photovoltaic cells;
- Cell or battery secured so it will not fall out in the drop test as described Section 3.3;
- Body-worn or hand held;
- No external electrical connections or accessories are used in the hazardous (classified) location.
- Exposed terminals (for example battery charging terminals) are either recessed or diode protected to prevent a discharge caused by an accidental shorting of these terminals;
- Power switch in accordance with Section 3.4; and
- No damage that exposes the electrical/electronic circuitry as a result of the drop test described in Section 3.3.

2.3 If a device is approved by either of the two methods noted in Section 2.3, the Safety Department will apply a label to the device so it can be identified as an approved device in the field. This device will then be allowed to be used in Class I, Division 2 areas without a hot work permit. Only devices that are approved and labeled will be allowed.



CAUTION: Approved and labeled devices will not be allowed in Class 1, Division 1 areas without a hot work permit. This includes areas where ignitable concentrations of flammable vapors can exist under normal conditions, possibly due to operational activities, line-breaks, repair or leakage. These areas include, but are not limited to vents, drains, sample points, hatches, connection points, etc.

3 Examination and Testing Specifications

3.1 Radio frequency energy - The radiated radio frequency energy from a device, such as a radio or cell phone, is not considered an ignition source if it is below the following limits:

- 2 watt (W) maximum output averaged over 20 microseconds for Groups A and B

Procedure

Step/Action

and Group IIC

- 3.5 W maximum output averaged over 100 microseconds for Group C and Group IIB
- 6 W maximum output averaged over 100 microseconds for Group D and Group IIA

NOTE: Most cell phones radiate under 2 W so their level of radio frequency radiation is acceptable for PEP 2 products. Please see Appendix A for a list of pre-approved cell phones.

3.2 **Drop test** - For PEP 2, the device shall be able to pass a drop test. The device (or a sample of the product) in the form in which it is intended to be used, shall be dropped onto a horizontal concrete surface from a height of 2 meters (6 feet 6 inches). The test is repeated six times with the device being dropped in the six orientations that are considered most likely to cause a failure. At the conclusion of the testing, the integrity of the case shall not have been compromised, the battery shall not have fallen out or become disconnected, and the device shall operate as intended.

NOTE: If the device is in a pre-approved case (such as an Otter Box, TECH21 or Life Proof), which has been proven to pass a drop test, the device with its protective case will be deemed acceptable in lieu of performing a drop test on the employee or contractor's device.

3.3 **Power on-off switches** - Any device with a power on-off switch with contacts that directly interrupt battery current is not acceptable for PEP 2 because the switch may cause an ignition-capable arc.

NOTE: If the switch operator is not a maintained position device and requires the same action for on and off, then it is likely to be an electronic switch. Generally, electronic products use the electronic circuit type of switch.

4 Safety Considerations

- 4.1 While approved devices are allowed inside process areas, devices may not be used while moving throughout the unit including walking or climbing. A device can only be used after you have ensured you are in a safe location and you remain stationary while the device is in use. No external electrical connections or accessories are permitted to be used in any classified locations.
- 4.2 You may not talk on a phone within process area limits or hearing protection required areas.
- 4.3 If at any time conditions change making portable electronic device use more hazardous, the device must be stowed and not used until it is deemed safe.

5 Photography

- 5.1 Any photographs taken within the facility are considered the property of **Gallup Refinery** and shall not be shared outside the facility without prior written permission from a member of the Refinery Leadership Team. This includes the posting of material on any social media sites. Any violations to this guideline may result in discipline, including termination of employment of the employee or removal of the

Procedure

Step/Action

contractor from the **Gallup** Refinery.

- 5.2 The use of any camera to take photographs in any area of the refinery is restricted without the express authorization by Gallup Refinery Management. When authorized use of a camera is approved, the following shall apply:
- a. An appropriate safe work permit shall be required and issued for use of any camera in accordance Gallup Refinery Procedure Safe and Hot Work Permitting (SAF-SF-0001).
 - b. The Refinery Manager (or designee) shall review and approve all photographs prior to removal from the facility (digital or film).

****End of Procedure****

Responsibilities

The Gallup Safety Department is responsible for administering and maintaining the cellular phone, wireless device and camera policy.

Field of Application

This safety policy is applicable to all Gallup Refinery personnel, contractors and visitors and shall be consistently applied throughout the Gallup Refinery (on-site) and to off-site use of cellular phones and wireless devices.

Record Retention

N/A

Training

N/A

Forms and Attachments

Attachment I - Approved devices and covers

Phones/Devices	Covers
Apple iPhone 6, 6 Plus, 5s and newer	OtterBox
Samsung Galaxy S5, S6, S7 and newer	Tech21
Samsung Galaxy Note 3, 4, 5 and newer	Life Proof
LD G6 and newer	Any Marathon IT provided cover
IPAD2 or newer	