

Authored By: James Bergeron	Blanchard Refining Company LLC Galveston Bay Refinery	Doc No.: RSW-000026-GB Rev No: 1
Doc Custodian: Safety Supervisor		PR-8 Safe Use of Electronic Devices
Approved By: Von Meeks		
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TABLE OF CONTENTS

1.0	Purpose and Scope	2
2.0	Roles and Responsibilities	2
3.0	Electronic Device Approval Process	2
3.1	Electronic Device Approval Process	2
3.2	Contractor Device Approval Process	3
3.3	Electronic Device Matrix	3
4.0	Safety Considerations	3
4.1	Electronic Device Use in Restricted Areas	3
4.2	Electronic Device Use in Vehicles within the Refinery	4
4.3	Personal Electronic Device Use in Central Control Rooms, Dock Houses, Blast Resistant Modules, and at Operator Boards/Consoles	4
4.4	Personal Electronic Devices Use in Maintenance Shops	4
5.0	Security of Refinery	5
5.1	Recording Proprietary Information with Electronic Devices	5
6.0	Criteria for Electronic Device Approval	5
6.1	Minimum Requirements	5
6.2	Portable Electronic Product (PEP) Requirements	5
6.3	PEP1 Requirements	5
6.4	PEP2 Requirements	5
6.5	Radio Frequency	6
6.6	Drop Test	6
6.7	Power On-Off Switches	7
7.0	Contractor Electronic Device Form	7
8.0	Terms and Definitions	7
9.0	References	8
10.0	Attachments	8
11.0	Revision History	9

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

Attachment A: "Contractor Approved for Use" Decal & Approval Form Link 10

Attachment B: Electronic Device Matrix 11

1.0

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

Purpose and Scope

1.1 Purpose

The purpose of this policy is to provide guidance on the use and control of an approval process for Electronic Devices inside the Galveston Bay Refinery (GBR).

1.2 Scope

The scope of this policy outlines the acceptable use of Company owned, issued and approved Electronic Devices and Personal Electronic Devices in GBR, including but not limited to all process areas electrically classified as Class I, Division 1 or 2 in accordance with ISA 12.12.03. All personnel, including MPC employees, contract workers, and visitors are subject to this policy.

Use of an Intrinsically Safe Electronic Device, including any Portable Electronic Product (PEP), which complies with ISA 12.12.03, is permissible when consistent with this policy. Use of Personal Electronic Devices, either intrinsically safe or non-intrinsically safe, is limited to prevent safety hazards in areas that are restricted, have hazardous classifications or are at high risk for ignition. Any Electronic Device, whether intrinsically safe, **Company Approved Electronic Device or** non-intrinsically safe, with video, recording or photo capabilities presents a security risk to MPC. Mitigation of such risk supports the restrictions outlined herein.

2.0 Roles and Responsibilities

2.1 Safety Supervisors

2.1.1 Incorporate REF-1056 Safe Use of Electronic Devices into any existing site policy on mobile devices. Implementation of REF-1056 must be in compliance with existing collective bargaining agreements.

3.0 Electronic Device Approval Process

3.1 Electronic Device Approval Process

3.1.1 Any new types of non-intrinsically safe Company Electronic Devices to be used in GBR as outlined in Section 4.0 of this procedure must be approved by the Refining Safety and Security Manager if the device is to be used without a hot work permit in order to determine an appropriate case for the hazard location.

Note: The Refining Safety and Security Manager will utilize the approval process outlined in Appendix B of REF-1056 Safe Use of Electronic Devices. See 6.0.

3.1.2 Any device that no longer meets the requirements of 6.0 (e.g., cracked screen, broken case or port covers, etc.) no longer met the requirements of ISA 12.12.03 and shall be removed from service.

3.1.3 All Marathon purchased and issued phones will either have the Marathon approved life proof case or the approved "Nextel" type (Kyocera DuraXV flip phone). (No decal required).

3.1.4 Electronic Devices Types

There are four types of Electronic Devices covered under this policy.

3.1.4.1 Type I – MPC Owned or Approved Devices with an MPC Approved Rugged Case or Intrinsically Safe Device

3.1.4.2 Type II – Approved Contractor Devices with a case that meets all minimum requirements listed below & has an MPC Refining Approval

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

Decal obtained from the Safety Supervisor in Attachment A.

3.1.4.3 Type III – Contractor Issued phones that are not Approved Contractor Devices (Type II),

3.1.4.4 Type IV – Personal Devices / Cell Phones

3.2 Contractor Device Approval Process

3.2.1 All contractors who have a cell phone in restricted areas will be required to go through the approval process.

3.2.2 Contract Companies with a legitimate business purpose to use Contract-Company issued Electronic Devices in “Restricted” locations per the Electronic Devices Matrix must have those devices approved by a Department Manager by completing the [PR-8 Attachment A Contractor Electronic Device Approval Form](#). Upon obtaining the approval form for business use on the device, the Contract Company must provide documentation that their device and/or device w/ case meets the minimum requirements listed below to the Safety Supervisor.

3.2.3 Contract Companies shall meet one of the following criteria:

3.2.3.1 Electronic Devices clearly identified by or with factory labeling as “intrinsically safe”, “explosion proof”, or labeled as approved for use in hazardous locations rated as Class 1, Div. 1 or 2.

3.2.3.2 In order to use an Electronic Device in a hazardous area without a hot work permit, the Contract Company must establish a process consistent with the minimum requirements listed in 6.0.

3.2.4 All contractors who are approved to have a cell phone must possess either an intrinsically safe device or a device in approved case and the device must have the MPC approval decal in Attachment A.

3.3 Electronic Device Matrix

3.3.1 See Electronic Device Matrix in Attachment B.

3.3.2 Reference the Electronic Devices Matrix above for detailed guidance of Restricted Areas and where each type of device may be carried and/or used.

3.3.3 Even if powered off, Personal Devices/Cell Phones are unauthorized and not approved for use in Restricted Areas. An “Approved Device” refers to a cell phone that has been issued by MPC or “approved” by issuing the user an MPC approval decal in Attachment A.

4.0 Safety Considerations

4.1 Electronic Device Use in Restricted Areas

4.1.1 Only an Intrinsically Safe Company Electronic Device or an Intrinsically Safe Company Approved Electronic Device as defined herein is permitted within Restricted Areas without a permit. Company issued devices specifically intended for use within the Restricted Areas, such as radios, RADAR handhelds, etc., do not require additional approval prior to use.

4.1.2 Possession of any personal and/or non-Intrinsically Safe Electronic Device, whether powered on or off, is strictly prohibited in Restricted Areas within the refinery, with the exception of personal medical devices. Non-Intrinsically Safe Electronic Devices shall be stored out of sight in non-restricted areas and are to be used only in offsite personal

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

vehicles, external parking lots, blast resistant modules, control rooms, dock houses, offices, locker rooms or designated lunch/break areas.

- 4.1.3 Non-Intrinsically Safe Personal Medical Devices (e.g., insulin pump) require the user to wear a four-gas meter in lieu of obtaining a hot work permit. If the four-gas meter alarms, the person must evacuate immediately to a safe location.
- 4.1.4 Use of a non-Intrinsically Safe Company Electronic Device or Company Approved Electronic Device **or use in hazardous locations** in a Restricted Area shall serve a legitimate business purpose, be approved by Refinery management, and be accompanied by a hot work permit.
- 4.1.5 Electronic Devices, with the exception of radios, may not be used while moving through the unit (e.g., walking or climbing). No external electrical or wireless connections or accessories, including ear buds, headphones, or Bluetooth technologies, are permitted to be used in any Restricted Area. Phone conversations are prohibited where hearing protection is required, **unless used on speaker.**

4.2 Electronic Device Use in Vehicles within the Refinery

- 4.2.1 Use of any Electronic Device while driving a vehicle or operating equipment within the refinery is strictly prohibited. Prohibited usage includes, but is not limited to, texting, instant messaging, reading or sending messages or e-mails, receiving or making phone calls, and/or taking pictures, videos or recordings.
- 4.2.2 **Type I, II or III** Electronic Device use within vehicles is permissible when riding as a passenger or when the vehicle or equipment is pulled over in a safe location, out of the way of traffic/work, and parked at a complete stop prior to the user engaging in any of the above-listed activities and should serve a legitimate business purpose.
- 4.2.3 **Equipment subject to this prohibition includes but is not limited to cars, trucks, forklifts, mobile elevated work platforms, cherry pickers, cranes, golf carts, all terrain buggies, bicycles, or anything similar in nature.**
- 4.2.4 **Delivery drivers are allowed to store their Personal Devices/Cell Phones in their vehicle while loading/unloading at units.**
- 4.2.5 Galveston Bay hourly staff may use a personal electronic device (other than those approved by management) only when off the pay clock or during the designated times outlined in this policy (see 4.3.1).

4.3 Personal Electronic Device Use in Central Control Rooms, Dock Houses, Blast Resistant Modules, and at Operator Boards/Consoles

- 4.3.1 To ensure security and avoid safety distractions, Personal Electronic Devices shall not be charged out in the open. A portable charging device may be used within the guidelines set forth in this policy. Personal electronic devices (intended to apply to conventional cell phones only and not to cellular enabled smart watches, etc.) can be used at the console/boards, Dock Houses, and in Blast Resistant Modules. **This use is to be kept to limited duration during work (acceptable use includes checking with family, checking weather, catching up on breaking news, etc.). At no time should a personal device be used for watching videos, movies, or sporting events during work hours. Personal device use should not be a distraction or detrimental to focus on work tasks, safety, or job performance.** Personal Electronic Devices should otherwise be stored in offsite vehicles, offices, locker rooms or designated lunch or break areas out of sight.
- 4.3.2 Use of Company Electronic Devices or Company Approved Electronic Devices, including Company computer stations in the control rooms, shall be in accordance with [Policy](#)

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

[6002](#).

4.4 Personal Electronic Devices Use in Maintenance Shops

4.4.1 See Maintenance Cell Phone and Tablet Use Policy – [RGD-M-000005-GB](#).

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

5.0 Security of Refinery

5.1 Recording Proprietary Information with Electronic Devices

- 5.1.1 The use of Electronic Devices to record and distribute Proprietary Information at a refinery shall comply with all company policies, including but not limited to [Policy 10006](#), [Policy 12002](#), and [Policy 12003](#), and be consistent with the site Facility Security Plan (FSP) requirements.
- 5.1.2 Recording is permissible if it otherwise complies with this policy and the recording is for a legitimate business purpose, unless such Recording adversely affects or compromises:
 - 5.1.3 a company trade secret or provides competitive insight to development of systems, processes, products, know-how and technology,
 - 5.1.4 legal patents, intellectual property, licensing agreements or copyrighted material,
 - 5.1.5 attorney-client privileged information, including information related to pending enforcement or litigation,
 - 5.1.6 business development information subject to a confidentiality agreement, or
 - 5.1.7 non-public financial or operational information or results subject to [Policy 12002](#).

6.0 Criteria for Electronic Device Approval

6.1 Minimum Requirements

To use an Electronic Device in a hazardous environment without a hot work permit, the device alone and/or device and case must meet the minimum requirements established in ISA 12.12.03.

6.2 Portable Electronic Product (PEP) Requirements

The following requirements in this policy classify a device as a Portable Electronic Product (PEP):

- 6.2.1 Radio frequency energy transmission limited in accordance with Section 6.5,
- 6.2.2 No provisions for forced ventilation (e.g., does not contain a fan),
- 6.2.3 No sparks visible during operation,
- 6.2.4 No camera flash unless it is mechanically disabled,
- 6.2.5 No motors unless it can be demonstrated the motor incorporates non-arcing, and
- 6.2.6 No visible damage which compromises the structural integrity of the phone or case.

6.3 PEP1 Requirements

PEP1 devices can be used in a classified area without a hot work permit. PEP1 devices must meet the following criteria:

- 6.3.1 Powered by a maximum of two button cells,
- 6.3.2 Body-worn and in direct contact with the skin, and
- 6.3.3 No external electrical connections or accessories are used in the hazardous (classified) location. This is intended to include any Bluetooth connections, cellular connections, internet connections or other wireless/wired means to expand the device.

Examples: Wrist Watches, Smart Watches, Fitness Trackers, and medical devices (e.g., hearing aids, etc.)

6.4 PEP2 Requirements

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

6.4.1 In order to determine if a PEP can be used in a classified area without a hot work permit, it must be on the list of preapproved devices with/without required protective casing as detailed in 8.0. The Refining Safety and Security Manager and MPC ES&S Attorney will use the following criteria in its evaluation, per REF-1056 Safe Use of Electronic Devices:

- 6.4.1.1 Powered by one or more cells, batteries, or photovoltaic cells,
- 6.4.1.2 Cell or battery secured so it will not fall out in the drop test as described 6.6 ,
- 6.4.1.3 Hand held
- 6.4.1.4 No external electrical connections or accessories are used in the hazardous (classified) location,
- 6.4.1.5 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,
- 6.4.1.6 Power switch in accordance with 6.7, and
- 6.4.1.7 No damage that exposes the electrical/electronic circuitry as a result of the drop test described in 6.6.

Note: PEP2 devices may be used in a classified area without a hot work permit. For PEP2 Medical Devices (e.g., insulin pump), user will wear a four-gas meter in lieu of obtaining a hot work permit.

6.4.2 If a device or device and case are approved; 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.

6.4.3 MPC's Approved Case will be a Lifeproof Case with the Marathon "M" logo on the back available via Cellular Service.

Note: Approved 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.

6.5 Radio Frequency

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:

- 6.5.1 2 watt (W) maximum output averaged over 20 microseconds for Groups A and B and Group IIC,
- 6.5.2 3.5 W maximum output averaged over 100 microseconds for Group C and Group IIB, or
- 6.5.3 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 PEP2 products.

6.6 Drop Test

For PEP2, the device shall be capable of passing a drop test. The test requires the device (or a sample of the product) in the form in which it is intended to be used to 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

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

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 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 company issued devices.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

6.7 Power On-Off Switches

Any device with a power on-off switch with contacts that directly interrupt battery current is not acceptable for PEP2 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.

7.0 Contractor Electronic Device Form

7.1 The following links to the [PR-8 Attachment A Contractor Electronic Device Approval Form](#).

8.0 Terms and Definitions

8.1 **Company Approved Electronic Device** – Company Approved Electronic Devices are Electronic Devices (other than Contractor Issued Electronic Devices) that are not owned or issued by MPC (i.e., approved personal devices). Use of such devices must be vetted and approved by local management. Personal Devices enrolled in the Bring Your Own Device (BYOD) program are considered Company Approved Electronic Devices and will require a hot work permit if used in a restricted area.

8.2 **Company Issued Electronic Device** – Company Issued Electronic Devices are MPC owned or issued Electronic Devices provided to individuals by MPC for business use in the course and scope of providing services to MPC.

8.3 **Contractor Issued Electronic Device** - Contractor Issued Electronic Device is 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, tablet, and similar devices. These Electronic Devices are Issued by their employer and must satisfy the criteria in Section 3.2.1 before they can be brought into or used in a Restricted Area.

8.4 **Electronic Device** – Electronic Device is 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 streaming devices (e.g., Amazon TV) and similar devices.

8.5 **Inside or Within the Refinery** – Inside or Within the Refinery is any area within the perimeter of Company owned, leased or managed property, up to but not limited to, inside battery limits, process units, operations shelters, tank dikes, docks, satellite buildings, control rooms, control board areas, shops, office buildings, maintenance buildings, turnaround buildings, contractor buildings, warehouses, blast resistant modules, permanent/temporary buildings or structures, whether or not occupied, laydown yards, and parking areas.

8.6 **Intrinsically Safe Device** – Intrinsically Safe Device is 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.

8.7 **MPC Rugged Case** – MPC Rugged Case is a case reviewed and pre-approved by the Refining Safety and Security Manager using process outlined in 6.0 that 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 Company Electronic Devices.

8.8 **Outside the Refinery** – Outside the Refinery is any area not considered inside or within the

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

refinery.

- 8.9 ***Personal Electronic Device*** – Personal Electronic Device is a non-Company owned, issued or approved Electronic Device. Use of such devices must be vetted and approved by local management.
- 8.10 ***Portable Electronic Product (PEP)*** – Portable Electronic Product is a 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.
- 8.11 ***PEP1*** – PEP1 is a 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, smart watch, hearing aid, or wrist-worn personal fitness tracker.
- 8.12 ***PEP2*** – PEP2 is a portable electronic product that is deemed incapable of causing an ignition under normal conditions, such as approved cellular phones or tablets.
- 8.13 ***Proprietary Information*** – Proprietary Information is attorney-client privileged information, non-public financial and operating results, trade secrets, patents, intellectual property, licensing agreement or copyrighted material, or information that provides competitive insights to development of systems, processes, products, know-how and technology.
- 8.14 ***Restricted Area*** – Restricted Areas include areas within the process units (inside battery limits), **tank dikes, docks, and satellite buildings** as described in steps 4.2.4 and 4.3.1.

9.0 References

- 9.1 [REF-1056](#) Safe Use of Electronic Devices
- 9.2 [REF-1056-FORM01](#) Contractor Electronic Device Form
- 9.3 [Policy 6002](#) Use of Company and Personal Information Systems for Company Business
- 9.4 [Policy 10006](#) Recording
- 9.5 [Policy 12002](#) Internal and External Release of Proprietary Information
- 9.6 [Policy 12003](#) Responding to the Media
- 9.7 [RSP-1128-000](#) Safe Work Permit
- 9.8 [RSP-1715-000](#) Hot Work
- 9.9 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
- 9.10 29 CFR 1910.307 Hazardous (Classified) Locations
- 9.11 6 CFR Part 27 Chemical Facility Anti-Terrorism Standards

10.0 Attachments

- 10.1 Attachment A: "Contractor Approved for Use" Decal & Approval Form Link
- 10.2 Attachment B: Electronic Device Matrix

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

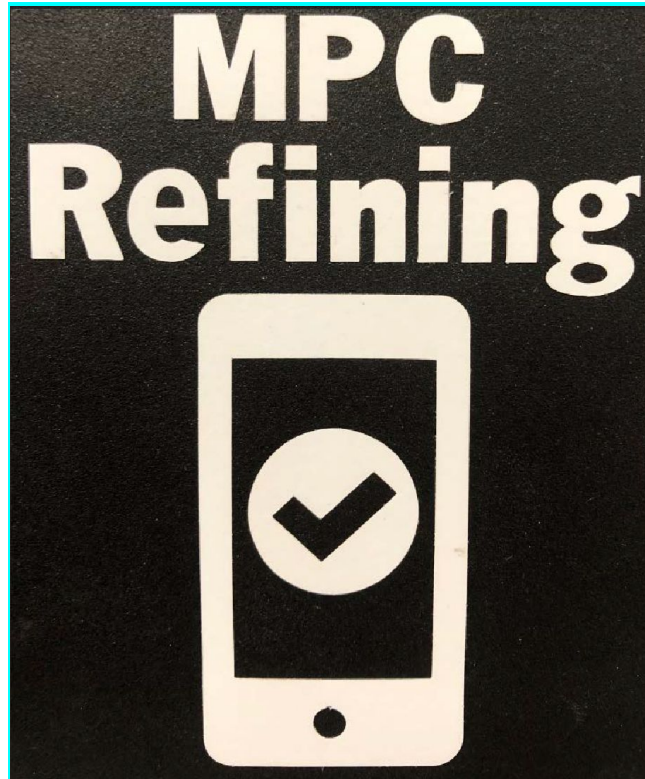
11.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	First issue of document.	Local GBR - ES&S Department	D. C. Staats	8/24/18	9/1/18
1	Edited by RLT group and HR.	Local GBR – ES&S Department	D. C. Staats	8/24/18	9/1/18
2	Revised to address approval process for contractor device approval process and align with REF-1056 update under MOC 66804.	J. D. Bergeron	V. J. Meeks	10/23/2019	10/31/2019

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-8 Safe Use of Electronic Devices	Doc Number: RSW-000026-GB	Rev No: 1

Attachment A: "Contractor Approved for Use" Decal & Approval Form Link

The picture below depicts the decal that is to be applied to a Contractor Issued Electronic Device that has been approved for use in restricted areas. Requires completion of [PR-8 Attachment A Contractor Electronic Device Approval Form](#).



Attachment B: Electronic Device Matrix

Electronic Devices Matrix		Type I Devices	Type II Devices	Type III Devices	Type IV Devices		
Re str ict ed	1	Inside Battery Limits of Process Areas, Tank Dikes	Allowed	Allowed	Not Allowed	Not Allowed	4.1.1 Only an Intrinsically Safe Company I Restricted Areas without a permit.
	2	Lab Areas where PPE is required, Fabrication Areas of Maintenance Shops	Allowed	Allowed	Not Allowed	Not Allowed	4.1.1 Only an Intrinsically Safe Company I without a permit. For Maintenance Shops, see 4.4.1 See Ma
	3	Central Control Rooms, Dock Houses, Blast Resistant Modules, and at Operator Boards/Consoles	Allowed	Allowed	Allowed	Allowed	4.3.1 To ensure security and avoid safety guidelines set forth in this policy Personal the console/boards, Dock Houses, and in E weather, catching up on breaking news, et use should not be a distraction or detrim offices, locker rooms or designated lunch o
	4	Designated Lunch / Break Areas	Allowed	Allowed	Allowed	Allowed	4.1.2 Non-Intrinsically Safe Electronic Devi resistant modules, control rooms, dock ho See 4.3 for personal electronic device use See 4.4 for personal electronic device use
	5	Vehicles	Allowed	Allowed	Allowed	Not Allowed	4.2.1 Use of any Electronic Device while o texting, instant messaging, reading or sen 4.2.2 Type I, II or III Electronic Device us the way of traffic/work, and parked at a co 4.2.3 Equipment subject to this prohibitio buggies, bicycles, or anything similar in na 4.2.4 Delivery drivers are allowed to ste 4.2.5 Galveston Bay hourly staff may use outlined in this policy (see 4.3.1).
	6	Offices/Meeting Areas	Allowed	Allowed	Allowed	Allowed	4.1.2 Non-Intrinsically Safe Electronic Devi resistant modules, control rooms, dock ho See 4.3 for personal electronic device use See 4.4 for personal electronic device use
	Approved Devices will NOT be allow						
	Type I – MPC Owned or Approved Devices with an MPC Approved Rugged Case or Intrinsically Safe Device Type II – Approved Contractor Devices with a case that meets all minimum requirements & has an MPC Refining Ap Type III – Contractor Issued phones that are not Approved Contractor Devices (Type II) Type IV – Personal Devices / Cell Phones						