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Doc Custodian: Safety Supervisor		PR-9 Cutting Equipment
Approved By: Eric Kaysen		
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1.0 Purpose

The purpose of this practice is to provide a safe and efficient procedure to prevent the accidental cutting of equipment that is in service.

2.0 Scope

This practice applies to all cutting activities performed on lines, vessels, tanks, conduit or their associated equipment which includes stand legs and other pieces of non-process piping/equipment which may be near / on / attached / welded to live process piping within the Galveston Bay Refinery. This applies to all routine maintenance, turn-around, and construction activities whether performed by MPC proprietary or contractor workforces. The general scope includes painting to identify and agree on work scope, with Owning Department permitting the work to proceed via a Cutting of Equipment Tag.

3.0 Procedure

3.1 Roles and Responsibilities

3.1.1 Owning Department Representative

The Owning Department Representative is responsible for ensuring that the work crew marks the cut point with paint that encompasses equipment circumference (360° around the line) if accessible. Ensures isolation and line preparation are complete, identifies cut locations requiring Operator presence, and signs Line Cutting Location Tags

3.1.2 Owning Department Supervisor

The appropriate Owning Department Supervisor is responsible for ensuring that the subject equipment is isolated and de-energized per PR-14 Energy Isolation, and that the applicable permits are prepared.

3.1.3 Responsible Party

The Responsible Party (e.g., Inspector, Maintenance/TAR Planner or Responsible Engineer) is responsible for gathering and reviewing relevant inspection data (e.g., x-rays/thickness readings), verifying that the equipment is marked correctly and that the mark is oriented correctly, and attaching and signing the line cutting location tag. An Owning Department Representative must be present to ensure the location is correct and that there are no additional concerns with the work being performed (e.g. additional safety hazards, obstruction to critical equipment, etc.).

3.1.4 Work Crew Members

Work Crew Members performing the work are responsible for marking the equipment/lines and ensuring Line Cutting Location Tags are in place prior to beginning work.

3.1.5 MPC Servicing Group Supervisor

The MPC Servicing Group Supervisor is responsible for ensuring that contractors are aware of this practice and meet the requirements.

3.2 General Requirements

3.2.1 Prepare for equipment or line removal

3.2.1.1 **Note:** For all electrical system demolitions, refer to the Electrical Raceway & Wire/Cable Demo Guideline, RDP-E-000025-GB, and Electrical Raceway and Wire/Cable Demo Checklist, RDP-E-Form-000026-GB.

3.2.1.2 If a MOC is required for the work, initiate a MOC and complete a Hazard

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Evaluation and Risk Ranking Checklist and additional evaluation as required prior to cutting a line or equipment in the field.

Note: Review RGD-PS-000001 PSM/RMP MOC and PSSR Site Plan for applicable requirements.

- 3.2.1.3 Meet and agree on scope and location of line or equipment cuts. Owing Department will identify the equipment by physically touching the line or equipment in the presence of the work crew member who will do the marking.
- 3.2.1.4 Mark the line or equipment to be cut. The line or equipment to be removed must be marked along its entire length with fluorescent green paint in four planes, if accessible. The work crew will mark cut locations on lines in circumference (i.e., 360° around the line) at the point of each cut, if accessible.
- 3.2.1.5 The Responsible Party shall verify that the correct equipment is marked and that the mark is oriented correctly, and sign and hang the line cutting location tags. Verify and agree that initial cut and subsequent cut locations are located and marked in safest possible location.

Note: If incorrect equipment has been marked, the fluorescent green paint must be immediately removed or re-painted in the appropriate service color. Cutting of the line or equipment cannot proceed until the condition is rectified, the equipment is isolated, and cut points are tagged. If the line or equipment will be removed and reinstalled, markings must be removed prior to reinstallation.
- 3.2.1.6 Develop isolation procedures for the work.
- 3.2.1.7 Isolate and de-energize the appropriate equipment, utilizing the appropriate isolation procedure.
- 3.2.2 Remove equipment or line
 - 3.2.2.1 After isolation is put in place and line verified, work crew and Owing Department prepare work permit for the job. The job requires a Safe Work Permit (SWP) and Job Safety Analysis (JSA).
 - 3.2.2.2 Ensure that a SWP has been completed and approved and reviewed with all work crew members. The line-tagging requirement must be addressed in the SWP and JSA.
 - 3.2.2.3 Owing Department and Work Crew Member who will perform cut sign a line cutting location tag (Attachment A) for each cut to denote that line is prepared and ready for work. Properly secure tag with a suitable material (i.e. wire etc.). Tags requiring Operator presence shall be signed and work completed prior to signing other tags.
 - 3.2.2.4 The Work Crew Member who will perform cut shall personally sign and date each tag just prior to work commencing.
 - 3.2.2.5 If the work is not performed during the shift the tag was signed and dated, the tag(s) must be re-signed and dated by the Owing Department representative and Work Crew Member who will perform cut.
 - 3.2.2.6 Operator must be present for initial cuts, cuts at boundary isolation, or any other cut where hydrocarbons may be trapped due to low points in lines, plugging, etc.

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3.2.2.7 Only perform cuts after signed tag is in place and operator is present (if required).

Note: Cold cut method of cutting shall be used for first line cuts until all equipment has been separated or the presence of no hydrocarbon has been verified.

3.2.2.8 Remove any markings remaining after work is complete.

3.2.2.9 Keep all signed tags with the SWP permit package after the line work has been completed.

3.2.3 Remove equipment or line during TAR/Shutdowns

3.2.3.1 During major turnarounds/shutdowns where equipment has been isolated (with perimeter blinds or without), or for major demolition, identification of the cut location(s) shall be marked with fluorescent green paint (360° around the line if accessible) and a Line Cutting Location Tag (Attachment A) shall be used at the furthest upstream and downstream "cut point(s)". All cuts between the furthest upstream and downstream cut points will **not** require tags to be hanged but the cut location shall be marked with fluorescent green paint (360° around the line if accessible).

Note: If insulation was painted or tagged and then removed, the above process (3.2.3.1) must be repeated.

4.0 Definitions

None

5.0 References

- 5.1 RGD-PS-000001 PSM/RMP MOC and PSSR Site Plan
- 5.2 RDP-E-000025-GB Electrical Raceway & Wire/Cable Demo Guideline

6.0 Attachments

- 6.1 Attachment A: Line Cutting Location Tag

7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original issue. New integrated site procedure replaces GBR-HESS-PR-09 under MOC 63380.	J. D. Madden	V. J. Meeks	7/19/2019	9/28/2019
1	Adds requirements when removing equipment or line during TAR/shutdowns under MOC 84022.	J. D. Madden	E. R. Kaysen	11/16/2020	12/18/2020

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Attachment A: Line Cutting Location Tag

LINE CUTTING LOCATION TAG

Line Verified
 Isolation in Place
 Line Ready for Work

Operator Required For This Cut Yes No

Line #: _____
 Line Size/Description: _____

Responsible Party *Date Marking Verified*

Owning Department Rep *Date Marking Verified*

Owning Department Rep *Date of Service*

Work Crew Member *Date of Service*
who performs cut

Date: _____
 LOCK BOX #: _____
 SWP #: _____

Note: Operator must be present for initial cuts, cuts at boundary isolation, or any other cut where hydrocarbons may be trapped due to low points in lines, plugging, etc.