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Doc Custodian: Safety Supervisor		Refinery Safe Work Procedure
Approved By: Von Meeks	<b>ADM-10 Process Unit Entry</b>	
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## 1.0 Purpose

The purpose of this document is to establish consistent procedures to control the entrance and exit of maintenance, contractors, laboratory and other support personnel in Process Safety Management (PSM) covered process areas in accordance with 29 CFR 1910.119(f)(4), "*The employer shall develop and implement safe work practices to provide for... control over entrance into a facility by maintenance, contractor, laboratory, or other support personnel*".

## 2.0 Scope

- 2.1 This standard practice shall apply to all maintenance, contractor, and other support personnel (e.g., laboratory, safety, environmental, engineering, and technical service), who have a need to enter PSM covered processes.
- 2.2 This standard practice is intended to control the entrance and exit of personnel. Detailed requirements for Process Units and Tank farms are in the following sections. The goals of this entrance and exit procedure are to ensure that:
  - 2.2.1 The individuals entering the unit are aware of any unique hazards,
  - 2.2.2 Operating personnel are aware of what the individuals entering the unit are doing,
  - 2.2.3 The individuals gain permission to enter the unit from the operating personnel either with a verbal approval or through a work permit, and
  - 2.2.4 The names of the individuals entering the unit are logged (e.g. sign-in/ sign-out logbook, Lenel® badging system) such that operating personnel can account for everyone in the unit in the event of an emergency incident requiring a small-scale evacuation.
- 2.3 GBR uses Lenel® as the primary mustering method for personnel accountability in the event of a unit evacuation or plant-wide/large scale emergency in accordance with GBR's Emergency Action Plan. The PSM covered process entrance and exit procedure could be used to provide a means of accountability of personnel in a process unit or tank farm in the event that an incident requires a small-scale evacuation or restricted access for that area.

## 3.0 Procedure

### 3.1 Process Unit Entrance and Exit Guidelines

- 3.1.1 Verbal permission is always required from the appropriate Area Operations or Products Control personnel along with logging into the unit prior to entering a PSM Covered Process.
  - 3.1.1.1 PSM covered processes that have Lenel® badging capability shall use the badging system to track persons logged in their unit.
    - 3.1.1.1.1 Area Operations/Products personnel must contact SOC in the event the badge reader system fails.
    - 3.1.1.1.2 PSM covered processes that lose their Lenel® badging capability shall follow 3.1.1.2.
  - 3.1.1.2 PSM covered processes that do not have Lenel® badging capability shall maintain a sign-in/sign-out log (see Form ADM-10A) to track persons logged in their unit.
    - 3.1.1.2.1 A Foreman or Craft representative may sign-in/sign-out their work crew and verbal notify appropriate Area Operations or Products Control personnel.
- 3.1.2 At a minimum the following must be verbally communicated to the Area Operations or Products Control personnel prior to logging in PSM covered process:
  - 3.1.2.1 Nature of business

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- 3.1.2.2 Number of people in the group
  - 3.1.2.3 The exact location within the process area to be entered
  - 3.1.2.4 The expected time they will be in the process area
  - 3.1.3 The discussion between the person(s) entering the unit and the Area Operations or Products Control personnel must include any unique hazards and what precautions the person entering the unit must follow. For personnel working under a Safe Work Permit, this discussion can be covered by the Joint Job Site Visit.
  - 3.1.4 When work will be performed on assets of an Owning department within the ISBL of another process unit:
    - 3.1.4.1 Personnel shall badge/sign in and communicate to the unit where the work is located for the purposes of personnel accountability in the event of an emergency and situational awareness.
    - 3.1.4.2 The Safe Work Permit shall be issued in accordance with the PR-3 Safe Work Permit Procedure, section 3.4.6.
    - 3.1.4.3 Personnel shall also badge/sign out and communicate to the unit when the work is complete and they are leaving the unit for the purposes of personnel accountability in the event of an emergency and situational awareness.
  - 3.1.5 At any time Area Operations/Products Control personnel or the person entering the unit can request a face to face meeting to more thoroughly review hazards or work scope.
  - 3.1.6 By logging in, personnel (Marathon, Contractor, and Visitors) acknowledge they have read and understood the facility process safety overview (PSO) board posted at the log in/out locations.
  - 3.1.7 For units that do not have a PSO board at the log-in/log-out locations, a PSO sheet is provided in the corresponding Operations Shelter.
  - 3.1.8 Once the nature of business is complete all personnel must log out of the unit.
    - 3.1.8.1 All personnel badged-in a unit must badge-out at the completion of their work, as they leave the unit.
    - 3.1.8.2 A Foreman or Craft representative may sign-in/sign-out their work crew and verbally notify appropriate Area Operations or Products Control personnel.
  - 3.1.9 For non-area operations/products control personnel, breaks or interruptions lasting longer than 60 minutes require that a person must log out of the unit. Breaking for lunch regardless of time requires a person log out of the unit.
  - 3.1.10 Repeated logging in/out is not required for activities that are within the immediate worksite that inherently require personnel to temporarily move outside the battery limits of the unit/area (e.g., retrieving tools from a gangbox, using port-a-johns, retrieving scaffolding material from the roadway, operating a skid loader in/out of unit, etc.).
  - 3.1.11 All operators and operations/products supervisors housed at the unit shall badge into and out of the unit at the start and end of the shift, so they do not have to badge in and out every time they leave the control room to enter the unit. This includes operators, shift supervisors, asset coordinators, other day operators/supervisors located in the control room and control board operators physically located on the unit.
  - 3.1.12 When any person(s) logs into another location, building, or unit, the employee must log back into the assigned unit upon return.
- Note:** Section 3.1.11 applies to Operators and Operations/Products Supervisors affected under section 3.1.10.

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### 3.2 Evacuations

- 3.2.1 If a refinery-wide evacuation occurs at any time (e.g., refinery emergency siren is activated), or a unit evacuation alarm has been sounded, personnel shall respond in accordance with GBR's Emergency Action Plan.
- 3.2.2 The following will occur after personnel accountability is confirmed utilizing the Lenel® mustering system:
- 3.2.2.1 If sign-in/out logs are being used at the time of an emergency, then a new log must be started by Area Operations/Products Control prior to re-entry into the PSM Covered Process. (This is not needed if the Lenel® badging system is being utilized to log personnel.)
- 3.2.2.2 Servicing and support personnel will restart the entry process and receive verbal permission from Area Operations/Products Control personnel before returning to a PSM Covered Process.

### 3.3 Personnel Checks

- 3.3.1 Operators will check for personnel still in the unit at the end of their shift and relay this information to the next shift during shift handover.
- 3.3.2 Sign-In/Out Logs that are complete (personnel have all signed-in/out) may be discarded.
- 3.3.2.1 Personnel that are signed-in on a log but verified to be not on site can be removed from the log.

### 3.4 Auditing

- 3.4.1 Area Team Operations and Products Control personnel will conduct audits to ensure employees in the PSM Covered Process are logged in properly.
- 3.4.2 At a minimum, Audits must be conducted and documented by each Area Team on a monthly basis for and submitted to Becky Pierce for tracking (see Form ADM-10B).
- 3.4.3 Any personnel found to be within a PSM Covered Process that are not logged in properly will be escorted out of the covered process immediately, the incident will be reported to their immediate supervisor or Marathon Job Representative and an Incident Report submitted by the end of shift.

## 4.0 **Definitions**

- 4.1 **Logging-In/Out** – process by which personnel badge-in/out or where applicable, sign-in/out of a PSM Covered Process.

## 5.0 **References**

- 5.1 MPC RSP-1709-000 Process Unit Sign-in and Sign-out

## 6.0 **Attachments**

- 6.1 ADM-10A Process Unit Sign-In and Sign-Out Log
- 6.2 ADM-10B Process Unit Log-In/Out Audit

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## 7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue. See MOC M20183431-001.	A. Robinson	J. G. Montminy	4/24/2018	5/21/2018
1	Technical Revision: grammar correction on lunch breaks, added clarification to use written sign-in/out logs if badge readers fail.	A. Robinson	J. G. Montminy	5/30/2018	5/30/2018
2	Updated to remove Chief Operator references under MOC 61504.	M. K. Alberts	V. J. Meeks	7/17/2019	7/18/2019
3	Updated to clarify the badge in/out requirements when work will be performed on assets of an Owning department within the ISBL of another process unit.	M. K. Alberts	E. R. Kaysen	7/15/2020	7/24/2020



