

Authored By: Chris Lamb	Blanchard Refining Company LLC Galveston Bay Refinery ADM-13 Smoking	Doc No.: RSW-000051-GB Rev No: 1
Doc Custodian: Safety Supervisor		Refinery Safe Work Procedure
Approved By: Honor Sheard		
Date Approved: 3/21/2022		
	Next Review Date: 3/31/2027	Effective Date: 3/31/2022

TABLE OF CONTENTS

1.0	Purpose	2
2.0	Scope	2
3.0	Procedure.....	2
3.1	General Requirements.....	2
3.2	Permanent Smoking Areas.....	2
3.2.1	Requirements	2
3.2.2	Roles and Responsibilities	2
3.3	Temporary Smoking Areas	3
3.3.1	Requirements	3
3.3.2	Roles and Responsibilities	3
4.0	Definitions	4
5.0	References.....	4
6.0	Attachments	5
7.0	Revision History	5
	Attachment A: Permanent Smoking Areas	6
	Attachment B: Authorization of Temporary Smoking Area Form.....	7

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ADM-13 Smoking	Doc Number: RSW-000051-GB	Rev No: 1

1.0 Purpose

- 1.1 To verify that proper safeguards and precautions have been taken to minimize the possibility of personnel injury and property damage associated with smoking.
- 1.2 To provide requirements for site preparation and communications required between all personnel and the Safety Department at the Galveston Bay Refinery (GBR).

2.0 Scope

- 2.1 This practice applies to all Marathon Petroleum Company (MPC) employees, contractors, subcontractors and visitors at GBR.
- 2.2 This practice applies to designated smoking areas as indicated in Attachment A.
- 2.3 This practice also applies to temporary smoking areas that are established in accordance with instructions contained below in section 3.3 Temporary Smoking Areas.

3.0 Procedure

3.1 General Requirements

- 3.1.1 No smoking in any form is allowed inside the plant-controlled gates, or in any company vehicle, except:
 - 3.1.1.1 Where the site has designated permanent smoking areas as indicated in Attachment A.
 - 3.1.1.2 Where the site has established temporary smoking areas meeting the requirements of this procedure.

3.2 Permanent Smoking Areas

3.2.1 Requirements

- 3.2.1.1 **Surface** – smoking area surfaces and the walkways to and from them shall be level and free of any tripping hazards such as holes, loose gravel, curbs, etc.
- 3.2.1.2 **Fire extinguisher** – minimum 5# Class ABC extinguisher shall be at each location, be visible, mounted at least 4 inches above the ground, and have unrestricted access to it within the smoking area.
- 3.2.1.3 **Butt Cans** – shall be provided at each location, be visible and have unrestricted access to prevent discard of smoking material to grade.
- 3.2.1.4 **Signage** – each smoking area shall have signage denoting it as a smoking area.
- 3.2.1.5 **Sewers** – smoke areas shall be established at a minimum of 35 feet away from an open sewer.
- 3.2.1.6 **Outside Classified Hazardous Areas** – smoking areas are prohibited in classified hazardous areas.

3.2.2 Roles and Responsibilities

3.2.2.1 Owning Department

- 3.2.2.1.1 Inspect smoking area locations to ensure that all requirements of this procedure are in place and identify any hazards associated with its use on a periodic basis.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ADM-13 Smoking	Doc Number: RSW-000051-GB	Rev No: 1

3.2.2.1.2 Inspect fire extinguishers monthly.

3.2.2.1.3 Notify personnel that are in the smoking area of any refinery emergency or changes in conditions that could affect the smoking area.

3.2.2.2 Users

3.2.2.2.1 Discard only smoking materials in "Butt Cans".

3.2.2.2.2 Ensure discarded smoking materials are completely extinguished.

3.2.2.2.3 Extinguish smoking materials and report to a safe muster point in the event of a refinery or unit emergency that affects the smoking area or if instructed to do so by MPC employees.

3.2.2.2.4 Do not discard smoking materials or any other trash onto the ground.

3.3 Temporary Smoking Areas

3.3.1 Requirements

3.3.1.1 **Safe Work Permit** – requires a safe work permit for unattended hot work.

3.3.1.2 **Barricades** - must be surrounded on all sides and have a designated entry/exit. Permanent structures that prevent entry may be used as part of the barricade. Portable / temporary scaffolding shall be self- supporting and designed to minimize tripping hazards.

3.3.1.3 **Surface** – smoking area surfaces and the walkways to and from them shall be level and free of any tripping hazards such as holes, loose gravel, curbs, etc.

3.3.1.4 **Fire extinguisher** – minimum 5# Class ABC extinguisher shall be at each location, mounted at least 4 inches above the ground, be visible and have unrestricted access to it within the smoking area.

3.3.1.5 **Butt Cans** – shall be provided at each location, be visible and have unrestricted access to prevent discard of smoking material to grade.

3.3.1.6 **Signage** – each smoking area shall have signage denoting it as a smoking area.

3.3.1.7 **Sewers** – smoke areas shall be established at a minimum of 35 feet away from an open sewer.

3.3.1.8 **Outside Classified Hazardous Areas** – smoking areas are prohibited in classified hazardous areas,

3.3.2 Roles and Responsibilities

3.3.2.1 Safety

3.3.2.1.1 Approve temporary smoking area locations.

3.3.2.1.1.1 If the temporary smoking area location is associated with a tent siting, the location should be addressed as part of the tent siting MOC.

3.3.2.1.2 Verify all requirements of this procedure are in place once erected.

3.3.2.2 Owning Department

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ADM-13 Smoking	Doc Number: RSW-000051-GB	Rev No: 1

- 3.3.2.2.1 Approve temporary smoking area locations.
- 3.3.2.2.2 Issue safe work permit for temporary smoking area locations.
- 3.3.2.2.3 Verify requirements of this procedure are in place once erected.
- 3.3.2.2.4 Inspect smoking area locations to ensure that all requirements of this procedure are in place and identify any hazards associated with its use on a periodic basis.
- 3.3.2.2.5 Inspect fire extinguishers monthly.
- 3.3.2.2.6 Notify personnel that are in the smoking area of any refinery emergency or changes in conditions that could affect the smoking area.
- 3.3.2.3 TAR Group
 - 3.3.2.3.1 Ensure that all smoking areas are properly constructed per the requirements of this procedure (e.g., barricades, surfaces, appropriate signage, "Butt Cans", fire extinguisher etc.).
 - 3.3.2.3.2 Inspect smoking area locations to ensure that all requirements of this procedure are in place and identify any hazards associated with its use on a daily basis.
 - 3.3.2.3.3 Clean up the smoke area upon the completion of each work shift.
 - 3.3.2.3.4 Completely dismantle the temporary smoking area and remove all of its components when no longer in use at the end of the TAR.
- 3.3.2.4 Users
 - 3.3.2.4.1 Discard only smoking materials in "Butt Cans".
 - 3.3.2.4.2 Ensure discarded smoking materials are completely extinguished.
 - 3.3.2.4.3 Extinguish smoking materials and report to a safe muster point in the event of a refinery or unit emergency that affects the smoking area or if instructed to do so by MPC employees.
 - 3.3.2.4.4 Do not discard smoking materials or any other trash onto the ground.
 - 3.3.2.4.5 Smoking materials (cigarettes, e-cigarettes, pipes, cigars, matches and lighters) must not be taken into process areas and/or tank farm areas. They will need to be kept in vehicle, lunchbox or designated lunch area.

4.0 Definitions

None

5.0 References

None

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ADM-13 Smoking	Doc Number: RSW-000051-GB	Rev No: 1

6.0 Attachments

6.1 Attachment A: Permanent Smoking Areas

6.2 Attachment B: Authorization of Temporary Smoking Area Form

7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue. Integrated site procedure and replaces GBR-HESS-ADM-13 and RSW-0010-TC General Safety Rules (section 5.1) to align with current practice. Updated Attachment A under MOC M20171679-001.	C. T. Lamb	V. J. Meeks	10/23/2019	12/2/2019
1	Moved smoking locations map to ePlot, added ePlot link to procedure, and added new smoking locations under MOC 104277.	C. T. Lamb	H. F. Sheard	3/21/2022	3/31/2022

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ADM-13 Smoking	Doc Number: RSW-000051-GB	Rev No: 1

Attachment A: Permanent Smoking Areas

Link to Smoking Area Map in [ePlot](#) – Safety layer, <https://gbrgis.mgroupnet.com/portal/home/>

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ADM-13 Smoking	Doc Number: RSW-000051-GB	Rev No: 1

Attachment B: Authorization of Temporary Smoking Area Form

Complex/Unit/Area: _____

Requesting Group Rep: _____

Requested Start Date: _____

Requested End Date: _____

Specific Location: _____

- ☐ Attach map showing proposed location.
- ☐ Attach Hazardous Area Classification Map of Tank Farm/OSBL showing that the proposed location is outside classified hazardous areas.
- ☐ Attach Hazardous Area Classification Maps of adjacent unit(s) showing that the proposed location is outside classified hazardous areas.

Approval Signatures:

Requesting Area Team Leader: _____

<i>Name</i>	<i>Signature</i>	<i>Date</i>
-------------	------------------	-------------

Owning Department Team Leader: _____

<i>Name</i>	<i>Signature</i>	<i>Date</i>
-------------	------------------	-------------

Affected Area Team Leader: _____

<i>Name</i>	<i>Signature</i>	<i>Date</i>
-------------	------------------	-------------

Safety Supervisor: _____

<i>Name</i>	<i>Signature</i>	<i>Date</i>
-------------	------------------	-------------

Prior to use, verify that following requirements are in place.

- ☐ **Barricades** - must be surrounded on all sides and have a designated entry/exit. Permanent structures that prevent entry may be used as part of the barricade. Portable / temporary scaffolding shall be self- supporting and designed to minimize tripping hazards.
- ☐ **Surface** – smoking area surfaces and the walkways to and from them shall be level and free of any tripping hazards such as holes, loose gravel, curbs, etc.
- ☐ **Fire extinguisher** – minimum 5# Class ABC extinguisher shall be at each location, mounted at least 4 inches above the ground, be visible and have unrestricted access to it within the smoking area.
- ☐ **Butt Cans** – shall be provided at each location, be visible and have unrestricted access to prevent discard of smoking material to grade.
- ☐ **Signage** – each smoking area shall have signage denoting it as a smoking area.
- ☐ **Sewers** – smoke areas shall be established at a minimum of 35 feet away from an open sewer.
- ☐ **Outside Classified Hazardous Areas** – smoking area is located at approved location outside classified hazardous areas,

Verification:

Owning Department Rep: _____

<i>Name</i>	<i>Signature</i>	<i>Date</i>
-------------	------------------	-------------

Safety Team Rep: _____

<i>Name</i>	<i>Signature</i>	<i>Date</i>
-------------	------------------	-------------