



Contractor Business Partner Onboarding

# Welcome to Marathon Petroleum *Louisiana Refining Division!*





## Management's Commitment to Safety

**NO GO!**

**SUSPEND WORK OBLIGATION**

*This is my commitment to you.*

As an employee or contractor of MPC Refining, you have the authority and responsibility, without fear of reprimand or repercussion, to immediately suspend any work that is unsafe or presents a danger to you, your co-workers, or the public. You are empowered to get others involved to determine a safe resolution before proceeding with the work.

*Make the Safe Choice,  
on Every Task, Always!*

*Michael Henschen II, VP, Louisiana Refining Division*



# General Refinery Information

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## General Refinery Information

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### Units:

A process unit is a collection of equipment grouped together that performs a function. (i.e., Crude Unit, Steam Unit, etc. )

- Some units will be mixed in one area.

### Domains:

A group of units that are combined for operations.

- Ideally, domains are grouped together according to a common purpose of the individual units.
- The term “domain” applies to Operations.
- **LRD has 10 Domains.**

### Zones:

Zones are an area that is applied to maintenance activities.

- Where domains are the term used by operations, zones are the terms used by maintenance.
- Note Domain 2 and Zone 2 do not necessarily include the same units.



## Equipment Numbering System

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### Example

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212-1201-01



**212:** Unit Number

**1201:** (Tower  
Number)

**01:** (Series Number)

| Function Number | Function Name                       |
|-----------------|-------------------------------------|
| XXX-0XXXX       | Piping                              |
| XXX-11XXX       | Vessels/ Columns                    |
| XXX-12XXX       | Drums/ Towers                       |
| XXX-013XXX      | Heat Exchangers                     |
| XXX-14XXX       | Heaters                             |
| XXX-15XXX       | Pumps                               |
| XXX-16XXX       | Boilers                             |
| XXX-17XXX       | Cooling Towers                      |
| XXX-18XXX       | Compressors/ Blowers/<br>Gearboxes  |
| XXX-19XXX       | Tanks                               |
| XXX-20XXX       | Materials and Handling<br>Equipment |
| XXX-22XXX       | Filters/ Separation<br>Equipment    |
| XXX-24XXX       | Agitators/ Mixers                   |
| XXX-25XXX       | Reactors                            |
| XXX-26XXX       | Hoppers/ Bins/ Chutes/<br>Silos     |
| XXX-27XXX       | Air Conditioning Units              |
| XXX-29XXX       | Silencers/ Stacks                   |
| XXX-30XXX       | Sample Stations                     |
| XXX-41XXX       | Concrete Pit/ Sumps                 |
| XXX-43XXX       | Structures                          |
| XXX-44XXX       | Instruments & Controls              |
| XXX-81XXX       | Communication<br>Equipment          |
| XXX-83XXX       | Leased Equipment                    |



# Contractor Business Partner Onboarding

## Unit Name and Numbering

| Unit # | Name                                   | Zone | Domain          |
|--------|--|------|-----------------|
| 5      | Delayed Coker                          | 7    | 7               |
| 7      | Rose                                   | 2    | 2               |
| 8      | LSR Naphtha Hydrotreater               | 2    | 2               |
| 9      | Penex                                  | 2    | 2               |
| 10     | Crude and Vacuum                       | 1    | 1               |
| 11     | Naphtha Hydrotreater                   | 4    | 4               |
| 12     | Platformer                             | 4    | 4               |
| 14     | Distillate Hydrotreater                | 4    | 4               |
| 15     | Heavy Vacuum Gas Oil Hydrotreater      | 4    | 4               |
| 16     | FCC Gasoline Merox                     | 3    | 3               |
| 17     | FCC LPG Merox                          | 3    | 3               |
| 18     | Light Straight Run Merox               | 5    | 5               |
| 19     | Amine/Sour Water Stripper              | 5    | 5               |
| 20     | Sulfur Recovery                        | 5    | 5               |
| 21     | Tail Gas                               | 5    | 5               |
| 22     | Saturates Gas                          | 1    | 1               |
| 23     | Propane Merox                          | 1    | 1               |
| 24     | Butane Merox                           | 1    | 1               |
| 25     | FCCU Cracking                          | 3    | 3               |
| 26     | FCC Gas Concentration                  | 3    | 3               |
| 27     | HF Alkylation                          | 2    | 2               |
| 28     | Butane Isomerization                   | 2    | 2               |
| 30     | Wet Gas Scrubber                       | 3    | 3               |
| 31     | Caustic Storage                        | 3    | 3               |
| 32     | DEA Regeneration                       | 2    | 2               |
| 33     | Sour Water Stripper                    | 2    | 2               |
| 34     | Sulfur Recovery                        | 5    | 5               |
| 36     | Steam Plant                            | 1    | 1               |
| 37     | Cooling Towers                         | 13   | 13              |
| 38     | Potable Water System                   | 1    | 9               |
| 39     | Plant Water Treatment                  | 1    | 1               |
| 40     | Plant and Instrument Air System        | 1    | 1               |
| 41     | Intermediate Product Storage           | 1    | 1               |
| 42     | North Steam Plant                      | 3    | 3               |
| 43     | Fuel Oil and Gas System                | 4    | 4               |
| 44     | Sulfur and Asphalt Handling Facilities | 6    | Product Control |
| 45     | Sulfur Plant #3                        | 5    | 5               |



# Contractor Business Partner Onboarding

## Unit Name and Numbering

| Unit # | Name                            | Zone | Domain          |
|--------|---------------------------------|------|-----------------|
| 46     | Propylene Splitter              | 3    | 3               |
| 47     | Amine Unit                      | 5    | 5               |
| 48     | Sour Water Stripper             | 5    | 5               |
| 50     | Marine Docks (1 &2)             | 6    | Product Control |
| 55     | Gasoline Desulfurization        | 7    | 7               |
| 56     | Distillate Hydrotreater         | 6    | 8               |
| 59     | Relief Flare System             | 3    | 3               |
| 60     | Effluent Treating               | 4    | 4               |
| 63     | Tank Farm and Spheres           | 6    | Product Control |
| 64     | RxR and LPG Truck Racks         | 6    | Product Control |
| 65     | LPG Rail/Truck Racks            | 6    | Product Control |
| 66     | Refrigerated Butane Storage     | 6    | Product Control |
| 67     | Gasoline Blending Facilities    | 6    | Product Control |
| 69     | Lab                             | 6    | Product Control |
| 70     | Warehouse                       | 2    | N/A             |
| 71     | Barge Dock #3                   | 6    | Product Control |
| 77     | Coke Handling System            | 7    | 7               |
| 205    | Delayed Coking/ Ammonia Storage | 7    | 8               |
| 210    | Crude and Vacuum                | 1    | 9               |
| 211    | Naphtha Hydrotreater NHT        | 10   | 10              |
| 212    | Platformer                      | 10   | 10              |
| 214    | Kerosene Hydrotreater KHT       | 10   | 10              |
| 215    | Hydrocracker HCU                | 10   | 10              |
| 220    | Sulphur Recovery                | 5    | 5               |
| 221    | Tail Gas                        | 5    | 5               |
| 222    | Saturates Gas                   | 1    | 9               |
| 231    | Caustic Storage                 | 1    | 9               |
| 232    | DEA Regeneration                | 5    | 5               |
| 233    | Sour Water Stripper             | 5    | 5               |
| 234    | Sulfur                          | 5    | 5               |
| 236    | Boiler/ Utilities               | 1    | 9               |
| 238    | Potable Water                   | 1    | 9               |
| 239    | Plant Water                     | 1    | 9               |
| 240    | Plant/ Instrument Air           | 1    | 9               |
| 243    | Fuel Gas treater                | 1    | 9               |
| 247    | Amine                           | 5    | 5               |
| 259    | Ground Flares                   | 10   | 10              |
| 263    | Tank Farm                       | 6    | Product Control |



## Unit Exclusion Zone Policy

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The intent of this policy is to formalize our current work practice of limiting access of non-essential personnel in process units during abnormal events.

- Shutdown Activities
  - Startup activities.
  - Unit Emergencies
- 

### Notifications

- A refinery wide announcement will be made on the radio system and loudspeakers whenever a process unit is entering, or removing, an Exclusion Zone.
- An announcement will be made at the beginning of each shift (0630 and 1830) for Exclusion Zones that extend past 1 shift.

### Essential vs Non-Essential Personnel

- **Critical-** personnel deemed critical to the safe startup, shutdown, or response to a unit upset. Access into the restricted area can ONLY be granted by the unit operator.
- **Non-Critical-** Personnel deemed not immediately critical to the ongoing safe operation of a refinery process unit.

**RESTRICTED ACCESS RESTRICTED ACCESS**



# Security Information

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## Daily GVL REF Plantwide Alarm Tests

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|                                    |   |   |
|------------------------------------|---|---|
| Plantwide Evacuation Alarm         | → | Silent Test that will not be heard by the plant |
| Plantwide Emergency Alarm          | → | Monday @ Noon                                   |
| HydroCracker Alarm                 | → | Tuesday @ Noon                                  |
| HF Alky Alarm                      | → | Wednesday @ Noon                                |
| Dock Liquified Hazardous Gas Alarm | → | 2nd Thursday of each Month @ Noon               |

The surrounding community also has a civil defense alarm which is tested at noon on the first Thursday of each month.



## Weapons Policy

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The following are examples of weapons that are not allowed on site, including contractor parking areas.

- Firearms of any kind
- Explosives or incendiary devices of any kind (including ammunition)
- Knives with a blade greater than 4" in length
- Taser Guns
- Machetes
- Swords
- Martial arts equipment
- Bows & Arrows
- Brass Knuckles
- Billy Clubs
- Any item altered or constructed for the purpose of causing injury

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Firearms are allowed in designated parking areas outside of the refinery if the following conditions are met:



1. Complete the "Firearm Approval Form"
2. Attest he/she is in lawful possession
3. Firearm must be in a locked case and vehicle must remain locked
4. Park in designated parking area
5. Employee may not return to vehicle during their shift other than to exit premises for the day

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**Vehicles are subject to search while on Marathon property including contractor parking areas.**



## Vehicle Driving Policy

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The following policies **SHALL** be adhered to while on MPC property:

- Seatbelts **SHALL** be worn when a vehicle is both equipped and in motion.
- All signage such as speed limits, stop signs, yield signs, and crosswalks, **SHALL** be adhered to while on MPC property.
- The Louisiana Refining Division of MPC is a “Hands Free” facility. While operating a vehicle, the use of cell phones and other electronic devices is prohibited.
- Vehicle operators **SHALL** use added caution while operating a vehicle on gravel surfaces, in low light conditions, and when in an area of increased work/personnel.
- Pedestrians and bicyclists have the right-of-way on roadways at LRD.

The use of any vehicles on LRD property is at the sole discretion of Marathon Petroleum. Any operation of vehicles in an unsafe manner or violations of the above-listed policies, may result in the revocation of those privileges.



## GVL VEHICLE INCIDENT REPORTING

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### Assess the Incident Scene:

- **If injuries occurred, follow the MPC injury reporting guidelines.**
- If no injuries - do not move the vehicles, contact Security (6-Security).
- Additionally, if the vehicle incident occurred within a unit battery limits contact unit operator and report incident.

### Meet Security at the scene:

- Obtain vehicle operator and all witness statements.
- Take pictures for documentation.
- Assist Security in completing report.

### Finalize Documentation:

- Forward all statements to MPC Safety Rep.
- Security will complete an Intellex Report



# Emergency Information

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## Reporting an Emergency

Emergencies can be reported via:

- plant telephone by dialing 2500
- Cell phone by dialing 985-535-2500
- by pressing and holding the Orange Emergency Button on a plant radio. (press/hold for 3 seconds)



State:

- Name,
- exact location
- nature of the emergency (Fire, toxic release, medical emergency, rescue, etc.).

After making contact with the SOC, you must then reset your radio.



Press and hold orange emergency button for 3 seconds to clear.



## Emergencies

| EMERGENCY LEVEL OVERVIEW                                  |   |
|---|---|
| LEVEL   | OVERVIEW  |
| Level 1 – Unusual Event (No Off-Site Impact)              | Slight to no danger to environment, property, surrounding community, and life.<br><i>Examples: small fire, small spill, medical emergencies</i>   |
| Level 2 – Site Area Emergency (Potential Off-Site Impact) | Moderate danger to environment, property, surrounding community, and life.<br><i>Examples: large fire, medium to large hazardous material release</i>   |
| Level 3 – General Emergency (Immediate Off-Site Impact)   | Significant danger to environment, property, surrounding community, and life.<br><i>Examples: major fire that will require outside fire departments to respond, major release of hazardous materials, evacuation of refinery.</i> |

Emergencies are reported via the **Orange** button on LRD plant radios.

The Refinery Supervisor (001) will make the determination of the “level”.

Level 2 emergencies require ALL personnel to report to and scan a muster reader.





# Safety Information

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## Refinery PPE Requirements

**Hardhat**

**Headlamp**

(For confined spaces)

**H2S Monitor**

10" from breathing zone

**Safety Glasses**

**FR Clothing**

Tucked in

Buttoned up

Sleeves rolled down

**Ear Plugs**

**Gloves**

Cut resistant (minimum level 3)

Impact resistant (when handling equipment)

**Outer layer FR**

Disposable coveralls

Rain Gear

**Safety Toe Boots**

Must have ¼" defined heel

**Natural fiber undergarments**





## Injury & Illness Notification and Reporting

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The Contractor's Injury Notification & Reporting Flow Chart shall be followed when conducting work activities on Marathon property.

- *Inside the Marathon Petroleum Company – Garyville Refinery Perimeter*
  - Reference the Contractor's Injury Notification & Reporting Flow Chart
- *Outside of the Marathon Petroleum Company – Garyville Refinery Perimeter*
  - (On Marathon Petroleum Property)
  - Reference the Contractor's Injury Notification & Reporting Flow Chart
  - **Do Not call 911, as municipal emergency services work through GVL REF**

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➤ **Report all injuries regardless of severity**

➤ **All emergencies and non-emergencies shall be immediately reported to the GVL Medical Department.**

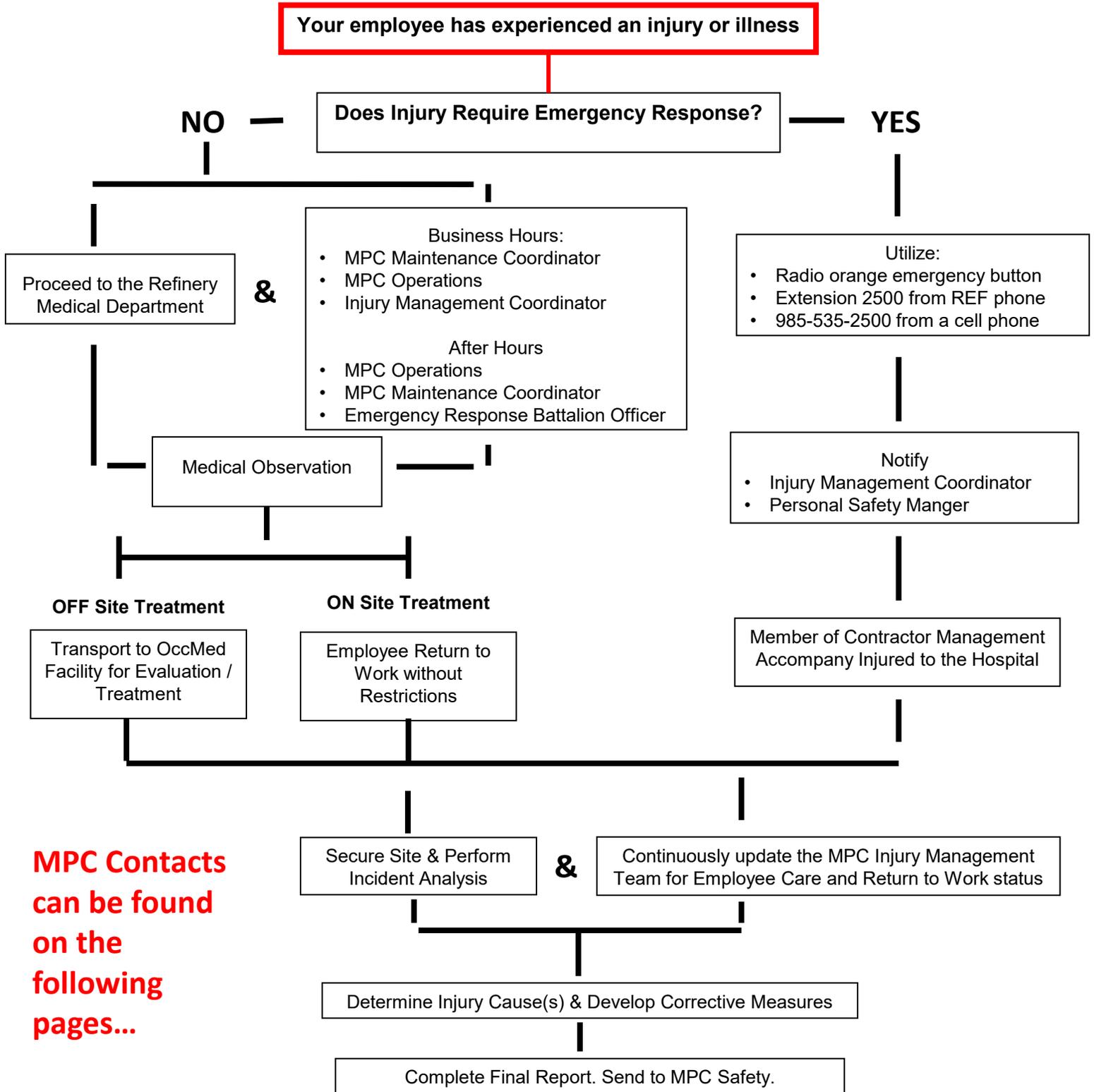
➤ **Self-treating or delayed reporting is not an option**

➤ **The GVL Medical Dept. may refer your employee to an off-site evaluation once the initial MPC care has been provided.**



# Contractor Business Partner Onboarding

## Contractor Injury Notification & Reporting Flow Chart



**MPC Contacts can be found on the following pages...**



# Contractor Business Partner Onboarding

## Injury & Illness Notification and Reporting

### Marathon - Garyville Refinery Contacts:

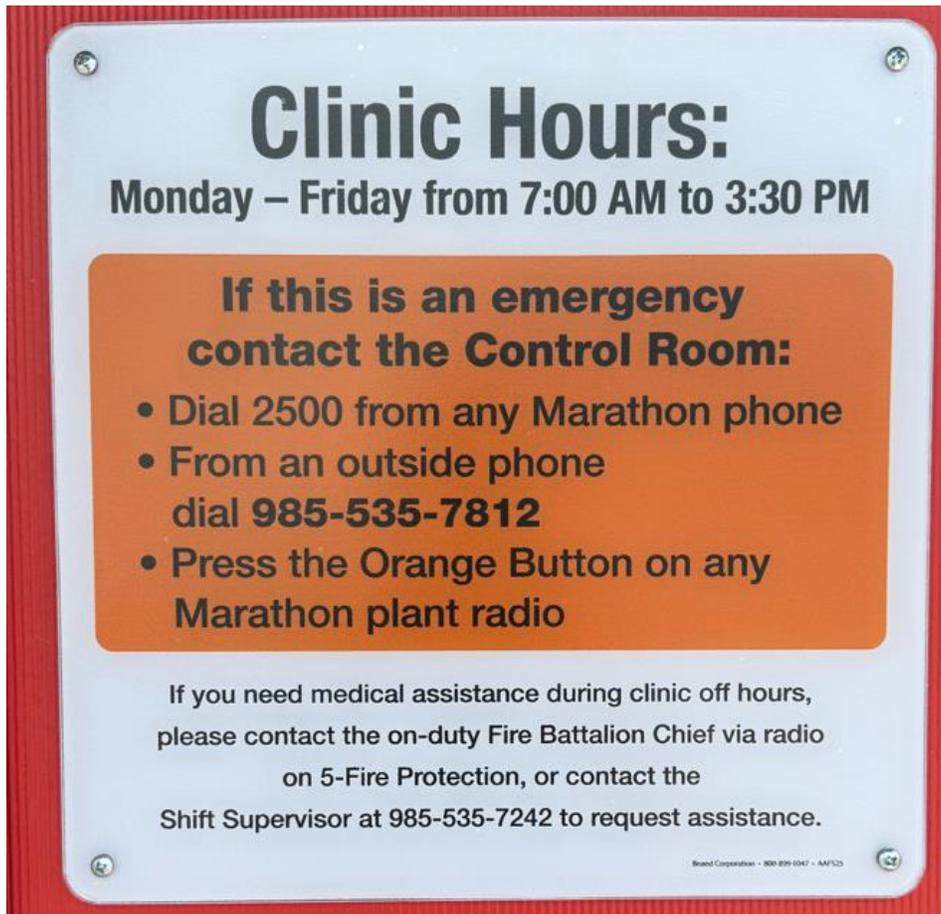
| Department | Name             | Contact        | Email                             |
|------------|------------------|----------------|-----------------------------------|
| Medical    | Main Office      | (985) 535-7305 | -----                             |
| Medical    | Jason Ghahramani | (985) 722-0667 | jghahramani@marathonpetroleum.com |
| Medical    | Lindsay Johnson  | (504) 239-1845 | ltjohnson@marathonpetroleum.com   |

| Department | Name                | Contact        | Email                             |
|------------|---------------------|----------------|-----------------------------------|
| Safety     | 1. Sam Streacker    | (419) 306-1057 | spstreacker@marathonpetroleum.com |
| Safety     | 2. Amanda Fortie    | (225) 218-3106 | avfortie@marathonpetroleum.com    |
| Safety     | 3. Patrick Williams | (281) 382-7255 | pawilliams@marathonpetroleum.com  |

| Role         | Name               | Contact        | Email                            |
|--------------|--------------------|----------------|----------------------------------|
| Injury Mgmt. | 1. Kelli Cazenave  | (504) 313-0432 | kbcazenave@marathonpetroleum.com |
| Injury Mgmt. | 2. Russell Perkins | (504) 421-6494 | RPerkins@marathonpetroleum.com   |
| Injury Mgmt. | 3. Travis Gregory  | (504) 494-5761 | tgregory@marathonpetroleum.com   |



## Injury & Illness Notification and Reporting Reporting



After hours / weekends; onsite ERT Paramedics are available.

| Who?  | Contact:                       |
|---|--------------------------------|
| <b>Fire Battalion Chief</b>                               | Plant Radio: 5-Fire Protection |
| <i>(No Plant Radio? Notify any MPC Operations member)</i> |                                |
| <b>GVL REF Operations Shift Supervisor</b>                | (985) 535-7242                 |



## Medical Department Location

The Medical Department is located:

- Old Administration Building
  - West side
  - Red Door

\*\*

The Medical Department has the only Red Door within the Refinery





## H2S Alarm Reporting

Any personal H2S detector alarm, regardless of respiratory protection must be documented.

Include the following:

- maximum concentration,
- source of H<sub>2</sub>S,
- all personnel involved (including detector serial number), and
- personnel notified.

### REPORTING PROCEDURE

1. Evacuate the area immediately, upwind/crosswind

2. Notify Owning Department, typically Operations.

3. Notify Supervisor

4. If exposed to 100 ppm or higher report to medical.

5. Recalibrate H<sub>2</sub>S monitor on the docking station ASAP.

- **This shall be complete prior to end of shift.**

6. Incident report filled out with all required info by end of shift.



Bump Tests, Calibration Reports and Event Logs must be sent to Taiwo Oyadiran (Industrial Hygienists)



## Contractor Orientation Class – Target 30

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The Garyville Refinery has established an instructor led orientation aimed to inform incoming workers (both English and Spanish speaking) of the GVL REF culture and expectations for working safely.

---

This orientation “Targets” the following employees within 30days of working at the Garyville Refinery:

- Contractor Business Partners designated as Short Service Workers (SSW).
- Criteria Includes:
  - Contractor Business Partners (CBP) who meet their respective company’s SSW requirements.
  - Any Contractor Business Partner who has less than 6months’ in industry/career.

Note: We welcome anyone to this class, including those outside of the noted criteria above.

### Expectations:

- Contractor Business Partners are expected to track employees who meet the SSW criteria and schedule their participation within 30days.
- Contractor Business Partners are expected to track returning TAR EE’s meeting the SSW criteria and schedule their participation within 30days of refinery normal operations.



## Contractor Orientation Class – Target 30

---

The Garyville Refinery has established an instructor led orientation aimed to inform incoming workers (both English and Spanish speaking) of the GVL REF culture and expectations for working safely.

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### Target30 Orientation Schedule *Weekly (Every Wednesday)*

#### *English Class:*

- *2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month*
- *6:30am*
- *Safety Trailer*

#### *Spanish Class:*

- *1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month*
- *6:30am*
- *Safety Trailer*

*Reach out to Travis Gregory (Personal Safety Professional) for questions.*

*Target 30 classes suspend during planned maintenance outages.*

**[Find the Safety Trailer Map on the following slides.](#)**

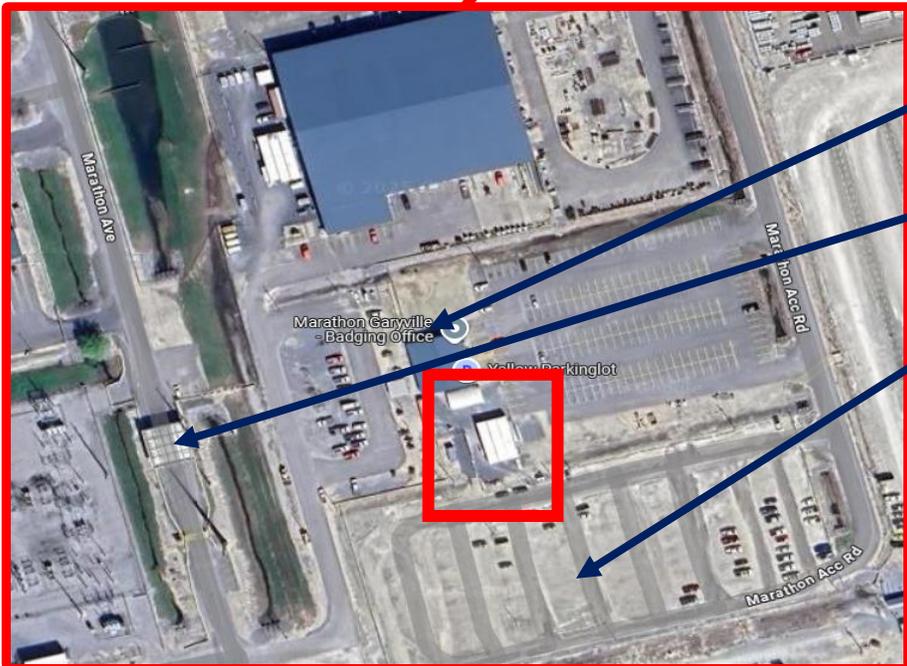


# Contractor Business Partner Onboarding

## GVL REF Safety Trailer Location

The Safety Trailer is located:

- Outside Refinery Gates
- South of Security Badging Bldg.
- East of Gate 3
- North of Yellow Parking Lot



Security Badging Building

Gate 3

Yellow Parking Lot



## Contractor Safety Meetings

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### Weekly Contractor Safety Meeting:

Each week, contractor safety meetings will cover the following:

- Key Lessons Learned
- Injury and Illness Trending
- Refinery Audit and BBS (Behavior-Based Safety) Data
- Special Topics

Attendance is mandatory for all dedicated **Contractor Safety Management and Dual-Role Contract Employees.**

When: Every Wednesday at 9am

Where: GVL REF Safety Trailer

**[Find the Safety Trailer Map on the following slide](#)**

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### Monthly Contractor Safety Sequential Meeting

Each week, contractor safety meetings will cover the following:

- Refinery Safety Performance & Refinery/Company Initiatives
- Review of Monthly Special Topics

Attendance is mandatory for all dedicated **Contractor Site Management, Contractor Safety Management, and Dual-Role Contract Employees.**

When: 3<sup>rd</sup> Wednesday of Every Month at 9am

Where: GVL REF Safety Trailer

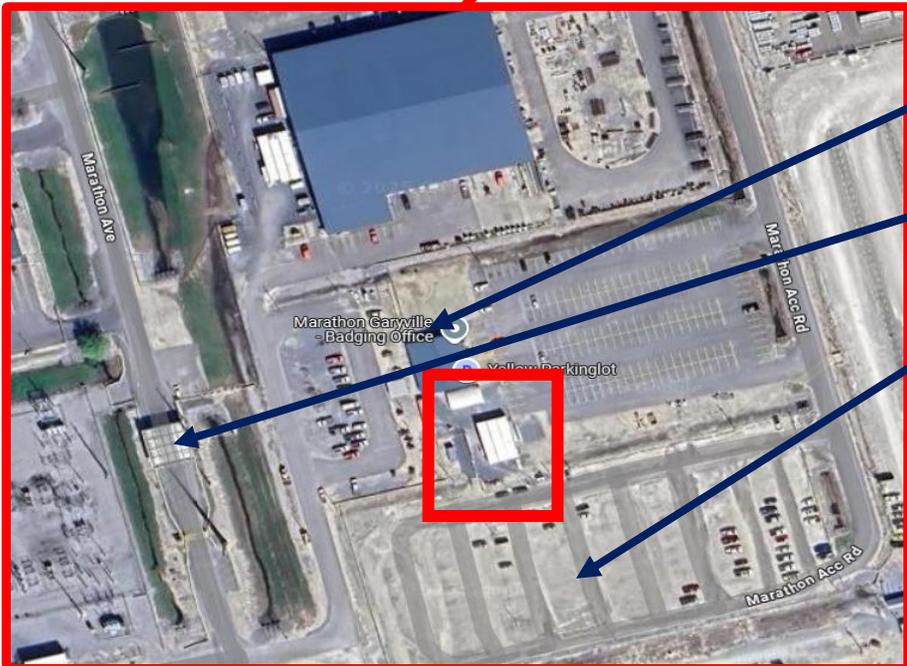
**[Find the Safety Trailer Map on the following slide](#)**



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Security Badging Building

Gate 3

Yellow Parking Lot



## LRD's 9 Life Critical Safety Rules



Safe  
Work  
Permit



Fall  
Protection



Confined  
Space Entry



Energy  
Isolation



Hot  
Work



Process  
Safety  
(Bypassing  
Safety Systems)



Alky PPE



Cranes  
and  
Lifting

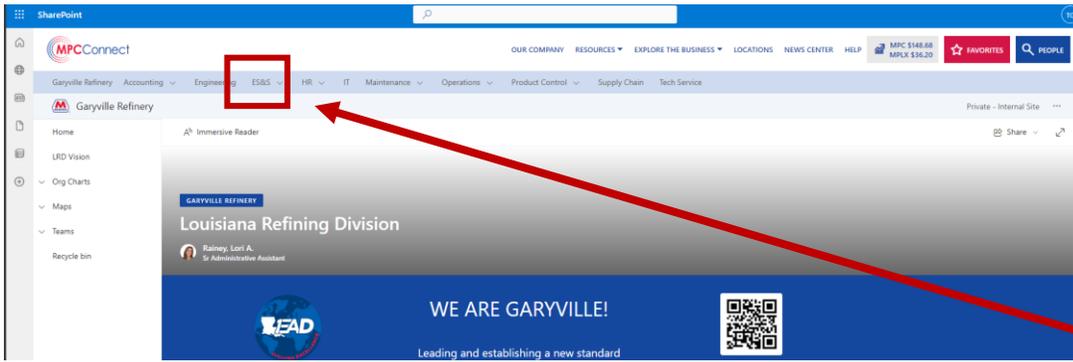


Electrical Safe  
Work Practices



# Contractor Business Partner Onboarding

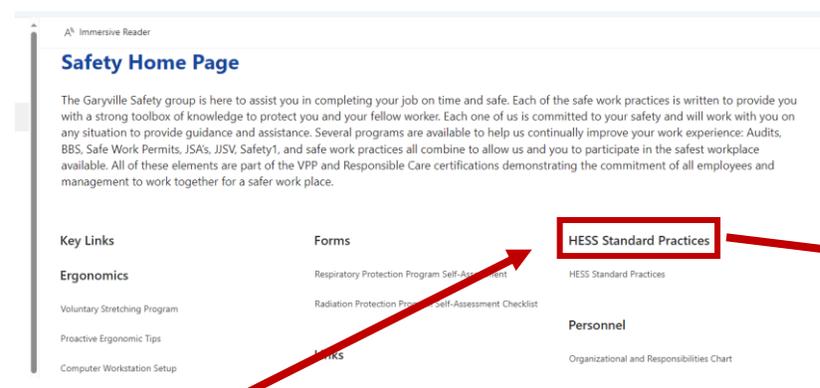
## How to access MPC's Safe Work Practices ("RSW's") Internal Website



Go to the "Garyville  
Homepage"  
(internet browser on your MPC  
computer)  
Click on "ES&S"



Click on the  
"Safety"  
tab.



Click on "HESS  
Standard Practices"

| Document No. | Standard Practices                                     | Link   | Category           |
|--------------|--|--|--------------------|
| RSW-0101-GV  | Developing and Maintaining HESS Standard Practice      | Developing and Maintaining HESS Standard Practice      | Standard Practices |
| 000          | Instructions for Using Searchable Safe Practices an... | Instructions for Using Searchable Safe Practices an... | Standard Practices |
| RSW-0114-GV  | Vacuum Truck Standard Practice                         | Vacuum Truck Standard Practice                         | Standard Practices |
| RSW-0102-GV  | Work Permit Standard Practice                          | Work Permit Standard Practice                          | Standard Practices |
| RSW-0115-GV  | Hearing Conservation Standard Practice                 | Hearing Conservation Standard Practice                 | Standard Practices |
| RSW-0104-GV  | Scaffolding Standard Practice                          | Scaffolding Standard Practice                          | Standard Practices |
| RSW-0116-GV  | Bloodborne Pathogens Standard Practice                 | Bloodborne Pathogens Standard Practice                 | Standard Practices |



## How to access MPC's Safe Work Practices ("RSW's") *External Website*

[Marathon Petroleum Refinery Contractor Website](#)

- Search for the Garyville Refinery



- Find Refinery Safe Work Practices

### Step 2: What to Know before Arriving Onsite

|  |   |
|--|---|
| Drug, Alcohol, and Weapons Policy  | + |
| General Personal Protective Equipment  | + |
| Refinery Safe Work Practices   | - |
| <a href="#">Refinery Safe Work Standards, Forms, &amp; Appendices</a>  |   |
| <a href="#">Electronic Device Policy</a>   |   |
| Facial Hair Guidance - Contractor Business Partners are expected to comply with their respective company policies. |   |
| <a href="#">Smoking Policy</a>   |   |



## Contractor Audits (FAST)

Expectations for conducting FAST Audits while working at the Marathon Petroleum; Garyville Refinery.

Normal Run and Major Projects:  
Per Contractor Safety Professional

4 FAST Audits per week

Planned Maintenance Outage / Turnaround:  
Per Contractor Safety Professional

4 FAST Audits for Day / Shift

## Scheduling Board



Desktop link / QR Code



## Contractor Audit (FAST) Dashboard Access

### Internal Website

When you navigate to this page via the link below, click on “Field Auditing Scoring Tool” to view audit dashboard.

The screenshot shows the MPCConnect SharePoint interface for the Garyville Refinery. The top navigation bar includes 'OUR COMPANY', 'RESOURCES', 'EXPLORE THE BUSINESS', 'LOCATIONS', 'NEWS CENTER', and 'HELP'. The left sidebar shows navigation options like 'Home', 'LRD Vision', 'Org Charts', 'Maps', 'Teams', and 'Recycle bin'. The main content area is divided into two columns: 'Site Links' and 'LRD Information'. Under 'Site Links', there is an 'Emergency Response Plan' section with links to 'Emergency Response Plan', 'Fire And Rescue Team Application', and 'Emergency Telephone Numbers'. Below that is a 'Key Applications' section with a list of links, including 'F.A.S.T. Field Audit', 'F.A.S.T. Field Audit Dashboard', 'KMS Historical Data', 'Intelex', 'IPS', 'Major Equipment Deficiency', 'Ops Core', 'Passport Learning', 'PI Vision', 'PM Deferral', 'RED Home Page', 'Refining Standards and Specifications', 'SAP On-line Services', 'SDS Site SDS Guidance', 'Universal Plant Viewer Tool', and 'Work Day Work Day How to Video'. A red arrow points from the text box above to the 'F.A.S.T. Field Audit Dashboard' link.

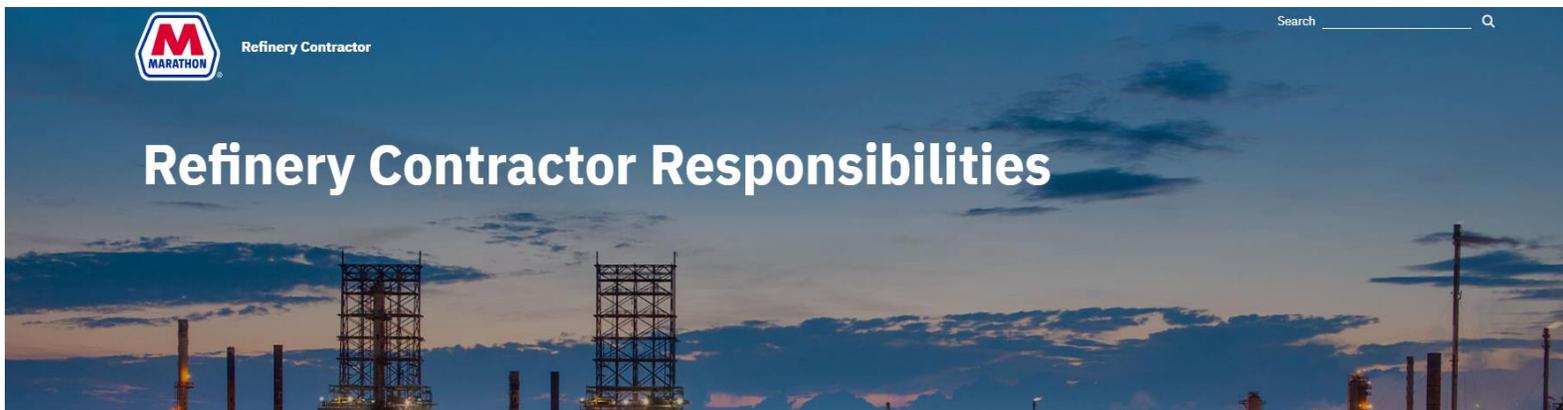


## Contractor Audit (FAST) Dashboard

### *External Website*

Marathon Refinery Contractor website

[Marathon Petroleum Refinery Contractor Website](#)



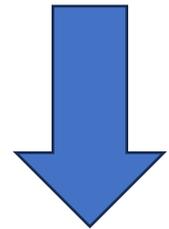
Scroll to the bottom of the page

FAST DATA via external link

### Links

[FAST Dashboard \(Audit Info\)](#)

[Refining Standards & Specifications](#)





## Marathon Refining Safety App

Mobile Phone App serving as a dedicated quick reference for GVL Refinery Fundamentals.

References include, but are not limited to:

- Safety Professional Contacts
- Emergency Contacts
- Refinery Contractor Website
- Refinery Policies & Standards
- Interactive Tools
- Links
  - FAST
  - SNAG'N

**SCAN TO  
DOWNLOAD**

APPLE ANDROID

**MARATHON**  
REFINING SAFETY APP

USE THIS QR CODE TO ACCESS APP TRAINING VIDEOS



## Contractor Safety Leadership Committee

THE HIVE



### Mission Statement

The Louisiana Refining Division (LRD) has established a Contractor Safety Leadership Committee Team is comprised of nested and long-term contractor safety representatives.

The Contractor Safety Leadership Committee Team is known as;

**THE HIVE.**

### THE HIVE Goals

1. Act as a resource to resolve health and safety issues by creating active committees aimed directly at problems facing MPC and Contractor employees at LRD.
2. Act as the voice of the contractor safety representatives while working as a cohesive team with both the LRD Safety Team and Refinery Leadership Teams.
3. Work together with LRD Safety Representatives on any proposed or actual changes in health and safety policies, practices, and procedures proposed by the various committees.
4. Conduct weekly Tier 1 audits on a cross section of Contractors performing work at LRD with a focus on human behavior rather than on policy and practice violations.
  - a. Track and report our weekly audit findings performed by the group.



## Contractor Notification Portal



### RYVER

The Louisiana Refining Division (LRD) has established a Contractor Communication Portal called “Ryver”.

All incoming Contractor Site Leadership and Contractor Safety Management should request access to receive important notifications.

#### **How Do I Gain Access?**

1. All email addresses requesting access should be forward to the Contractor Safety Program Owner – Safety Department  
  
Travis Gregory - [tgregory@marathonpetroleum.com](mailto:tgregory@marathonpetroleum.com)
2. Each email provided will receive a link to establish an account – this link expires in 30days.
3. Create an account
4. Upon each sign in, Ryver will ask for the “organization”. The organization is marathon – not case sensitive.

Ryver can be access from a desktop or Mobile App



## Incident Investigations

Marathon classifies all of their incidents. They will be classified with one of the following 5 categories. (CAT 4 being the most severe)

### CAT 0, CAT 1, CAT 2, CAT 3, CAT 4

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All incidents are reported via INTELEX and are discussed in the morning meeting. During this time each incident is given a classification.

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**If a contractor is involved with the incident (CAT 1 – 4), a contractor representative will participate in the investigation.**  
***(Typically the site safety supervisor for the contract company)***

Incidents classified as CAT 2 and above require a formal investigation. The investigation includes utilizing Taproot and developing a Snap Chart of the entire event. This will be shared with the Refinery Leadership Team (RLT).

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How  
Can You  
Help?



Gather witness statements, JSA's,  
Copy of Work Permit, Copy of  
associated Policies/Procedures  
Training Records, etc. Remain open  
and honest during investigation



# Contractor Business Partner Onboarding

Download any QR  
Scanner App  
Scan the QR Code  
Complete the  
Survey and **SUBMIT!**



Scan Here to Report!

## What is *SNAG'N*?

### Safety Suggestion:

An area that needs attention to improve the safety of personnel or the refinery in general.

### Not In My House:

Recognizing Operations & Salaried MPC Employees

### A-Game:

Recognizing Maintenance & Contract Employees

### Good Catch:

Observations of an individual, or crew, performing their work in an exceptionally safe manner, helping others or positive comments.

### Near Miss:

An unplanned event that has the potential to cause, but does not actually result in injury, environmental/equipment damage or an interruption to operation.



# Environmental Information

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**Environmental must notify the applicable agency within 15 minutes of the event!**

- Any unplanned release to atmosphere (liquid or vapor)
- Any unplanned event resulting in flaring (ex. Unit upsets, startup/shutdown, equipment failure)
- Spills to the slab, ground, ditch, or Mississippi River
- Visible sheen or solids in the Mississippi River
- Visible sheen or solids in any of the storm water ditches

**Notify your supervisor immediately of any spills/releases! Immediate Notification means within 5-10 minutes of the event.**



# Contractor Business Partner Onboarding



Environmental Can be reached on Radio Channel 5- ENV



## Leak Detection And Repair (LDAR)

- Marathon uses a contractor to monitor all valves, pumps, compressors, and some flanges in hydrocarbon service monthly.
- Each component in the LDAR program (pumps, valves, etc.) must have a stainless-steel tag attached to it.
  - **If you find one, please return it to the Environmental Department.**



- Orange Leak tags (to the right) are required when a component is found leaking. It must remain in place for two months after the valve is initially found to be leaking.
  - **If you find one on the ground, please turn it into the environmental department.**
  - Please ask before removing an orange tag (even if the data is old)





## Leak Detection And Repair (LDAR)

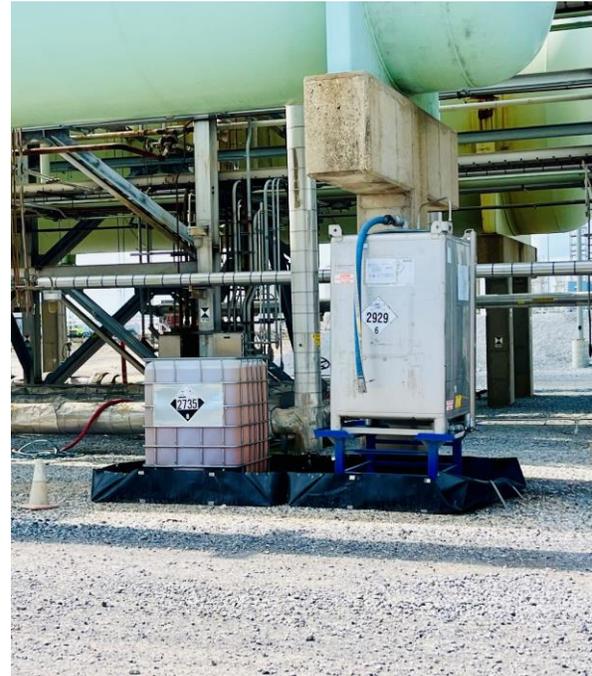
- If you see a pipe missing a plug, please let Operations, or your Maintenance contact know. This could potentially be an Open Ended Line (OEL)*





## Portable Containers & Frac Tanks

- All containers with the capacity to store 55 gallons or greater require secondary containment.
- Position portable containers within areas that drain to the oily water sewer system.
- When storing portable containers outside the oily water sewer system, secondary containment must be provided to contain 110% of the largest container, i.e. a plastic berm or spill pallet.
- Frac tanks must have a 6" containment berm
  - Must be located inside of either a tank dike or within the oily water sewer system
  - Frac tank and berm must be inspected by Operations once per day for spills, leaks, and accumulation of rain water
  - Sewer covers must be placed over nearby storm water drains





## Storm Water Drains

- Storm water runoff that falls on gravel or grassy areas and parking lots goes to ditches to be directly discharged into the environment
- Stormwater sewers are **Blue**
- Since this runoff gets no treatment, it is imperative that activities that could result in pollutants contaminating the storm water not take place in these areas
- **NEVER RINSE ANYTHING INTO THE STORM WATER DRAINS**
- Chemicals should always be stored on a paved area or have secondary containment
- If maintenance takes place around the storm water system, all blue drains in the area must be covered





## WASTE

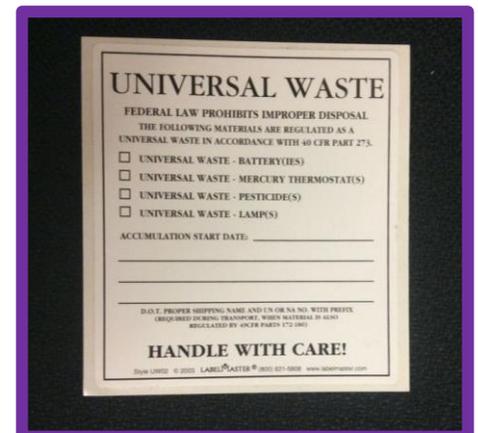
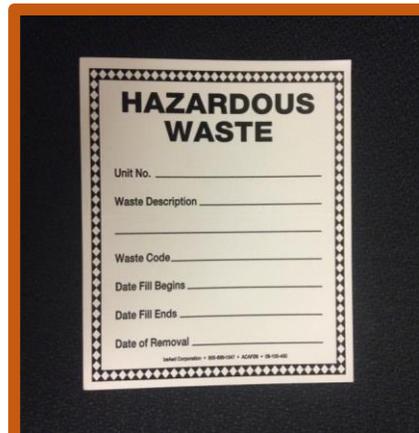
- **ALL CONTAINERS MUST BE LABELED**
- Divided into 3 categories:
  - Non-Hazardous
  - Hazardous
  - Universal

Non-Hazardous waste – items that can be disposed of in a normal landfill

- Liquids are prohibited at all landfills
- Used shop rags, oily PPE, and other oily trash should be placed in “Oily Trash” containers for disposal
- Bulk Containers must have “Non-Hazardous Waste” label

Universal Waste – more cost effective to dispose as universal waste

- Batteries
- Mercury-Containing Equipment
- Fluorescent Light Bulbs
- Disposal at Warehouse M





## Aerosol Cans & Leather PPE

- While these are not hazardous wastes at your house, they must be treated as such at the refinery.
- ALL Leather PPE and Aerosol Cans must be placed in red Satellite Accumulation containers.
  - This includes gloves, welding apparel, and boots.
- **Do *NOT* throw away aerosol cans or leather items in plant trash.**

