

Doc Custodian: Safety Professional	Marathon Petroleum Company LP Refining Forgotten Badge	Doc No: RSW-0142-GV Rev No: 5
Approved By: Security Supervisor		Garyville Refining Safe Practice
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INDEX

	<u>PAGE</u>
1.0 PURPOSE	2
2.0 APPLICATION	2
3.0 IMPLEMENTATION	2
4.0 ADMINISTRATION/RESPONSIBILITIES	2
5.0 DEFINITIONS	2
6.0 REQUIREMENTS	2
7.0 TRAINING	3
8.0 REFERENCES	3
9.0 APPENDICES	3
10.0 REVISION HISTORY	3

Marathon Petroleum Company LP	Garyville Refining Safe Practice	
Forgotten Badge Standard Practice	Doc Number: RSW-0142-GV	Rev No: 5

1.0 PURPOSE

- 1.1 To establish guidelines for issuing Marathon and contractor employees a temporary “Forgotten” badge.

2.0 APPLICATION

- 2.1 These guidelines are to be followed for all Marathon and contractor employees who report to work and have forgotten their Company issued LENEL I.D. badge.

3.0 IMPLEMENTATION

- 3.1 The implementation of the requirements outlined in the Forgotten Badge Standard Practice shall be adhered to effective on September 15, 2009.

4.0 ADMINISTRATION/RESPONSIBILITIES

- 4.1 The Division’s Security Coordinator is designated as the administrator of this standard practice and is responsible for implementation of the LRD Forgotten Badge Standard Practice.

5.0 DEFINITIONS

- 5.1 “Forgotten” badge – A LENEL badge format with a green background and a black letter “F” on the front. This badge type allows the user to access the same areas of the refinery allowed by use of his/her regular LENEL badge. Additionally, the forgotten badge allows time and attendance and cost control to capture the employee’s clock activity.

6.0 REQUIREMENTS

- 6.1 Marathon and contractor employees that have forgotten their badge may report to any security gate, the Admin Building lobby, or to the security building orientation/badging office.
- 6.2 The employee shall inform the guard, or badge administrator that he/she has forgotten their badge.
- 6.3 By use of the LENEL data base, prior to issuing the forgotten badge, Security shall confirm the employee’s identity and ensure that the employee has a current and active Lenel badge.
- 6.4 The employee will then be issued the temporary “Forgotten” badge identified by a green background and an upper case “F” on the front.
- 6.5 The employee will use the badge just as they would their regular LENEL refinery I.D. badge. The temporary badge allows the employee all of their normal access and is linked to the employee so that all reader activity, such as when clocking in or out for work becomes part of the employees time and attendance record.
- 6.6 At the end of the same workday, the employee shall return the temporary badge to security.

Marathon Petroleum Company LP	Garyville Refining Safe Practice	
Forgotten Badge Standard Practice	Doc Number: RSW-0142-GV	Rev No: 5

The employee's regular badge can not be re-activated until the temporary badge is de-activated and is no longer assigned to that employee.

6.7 Upon return to work, the employee must report back to security or the Admin receptionist to have their regular permanent badge re-activated.

7.0 TRAINING

7.1 Security officers and badge administrators shall be given sufficient training to effectively issue a forgotten badge, ensure that proper vetting is completed and that only authorized personnel are given access into the facility.

8.0 REFERENCE

DOC. LIB. NO.: 311.42

9.0 APPENDICES

10.0 REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	New Procedure	Security	Refinery Management Team (RMT)	9-15-09	9-15-09
1	3 Year Review	Security	Security	9/15/12	9/15/12
2	6.3 Modified verbiage to allow security to use the LENEL database to verify the identification of an employee, prior to issuing a forgotten badge.	Keith Accomando	Gail Watts	2/25/2013	2/25/2013
3	3 Year Review No Changes	Keith Accomando	Gail Watts	9/22/2015	9/22/2015
4	Routine triennial review, no changes	Brandon Manuel	Keith Accomando	7/23/2018	7/23/2018
5	Routine triennial review, no changes	Tom Walker	Jim Manning	6/16/2021	6/16/2021