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Approved By: Safety Supervisor		Garyville Refining Safe Practice
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1.0 PURPOSE

- 1.1 The purpose of this standard is to establish a sign-in/sign-out process to control access and hazard notification for personnel entering into a Process Area or Tank Farm Process Area.

2.0 APPLICATION

- 2.1 The Process Area Sign-In/Sign-Out standard applies to all Maintenance, Contractor, and Administrative personnel (e.g. Laboratory, Safety, Environmental, Engineering, Technical Service, and Visitors), who have a need to enter a Process Area or a Tank Farm Process Area.
- 2.2 Operations and Products Control personnel (Operators and Supervision) are exempt from the Process Area Sign-in/Sign-Out procedure. Operations and Product Control personnel who are outside their assigned job area are only required to notify the area operator prior to entry and are also required to monitor the area operations radio channel at all times while in the Process Area.
- 2.3 The goals of the Process Area Sign-In/Sign-Out procedure are to ensure that:
- Maintenance, Contractor and Administrative personnel entering are notified of any unique hazards prior to entering a Process Area.
 - Operations personnel are aware of what the individuals entering the unit are doing
 - The names of the Maintenance, Contractor, and Administrative personnel entering a Process Area or a Tank Farm Process Area are logged such that operations personnel can account for everyone and can notify personnel if conditions in the area change.
- 2.4 The Louisiana Refining Division (LRD) will use Lenel® as the primary mustering method for emergency mustering and personnel accountability. The Process Area Sign-In/Sign-Out procedure will provide an additional means of accountability of personnel.

3.0 IMPLEMENTATION

- 3.1 Effective Date: August 1, 2009

4.0 ADMINISTRATION/RESPONSIBILITIES

- 4.1 The LRD Environmental, Safety and Security Manager shall be responsible for the implementation and administration of the requirements of this standard.

5.0 DEFINITIONS

- 5.1 **Process Area** – a PSM covered areas that use, stores or manufactures highly hazardous chemicals. Examples of Process Areas within the LRD Refinery shall include all process units and storage vessels.
- 5.2 **Tank Farm Process Area**- a Classified or hazardous area that is typically restricted from vehicle access without a vehicle entry permit. Examples include areas within tank dikes, in or around blending areas, LPG pump / storage areas, Docks, RBS Area, analyzer buildings, knock engine rooms or other areas restricted by electrical classification. The distances between Tank farm control rooms and work activities will typically require unit control different from process units.
- 5.3 **Essential Personnel**- Direct support personnel with specific work activities that require them to be located in immediate vicinity near a hazardous process area for logistical and response purposes. The identification of essential personnel may vary with the phase of operation and work activities including normal operation, start-up, and planned shut-down. Essential personnel will include:

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- 5.3.1 Unit operations personnel including supervision.
- 5.3.2 Emergency response personnel.
- 5.3.3 Rescue and medical personnel.
- 5.3.4 Maintenance personnel required to repair or install equipment required for safe start up or shutdown of the unit.

6.0 REQUIREMENTS

6.1 PROCESS AREA ENTRANCE & EXIT GUIDELINES

- 6.1.1 All maintenance, contractor and other support personnel are required to sign-in on the Process Area Sign-In/Sign-Out Log Sheet and make contact per 6.1.3 upon initial entry to a process area. Personnel are also required to sign-out upon exiting the process area.

NOTE: A sign will be posted at the unit's sign in log sheet when the Wildlife Control Officer is working in the unit. The sign will read "Shooting Pigeons in Area with Air Rifle."
- 6.1.2 If the purpose of the entry into the process area does not require a work permit, the personnel entering the process area must obtain verbal permission from operations personnel prior to performing any activity.
- 6.1.3 The discussion between the person entering the process area and operations personnel shall include any unique hazards and the person's planned activity.
- 6.1.4 If work requires a Safe Work Permit, the permit process will be used to gain permission from the appropriate operations personnel. Personnel are still required to log on the Process Area Sign-In/Sign-Out Log Sheet in addition to the Safe Work Permit. The Joint Job Site Visit (JJSV) will provide the means for operating personnel to inform servicing or support personnel of any unique hazards that may exist in the area and discuss the type of work that the servicing or support personnel are to perform. If a Safe Work Permit is not required, operating personnel shall inform entering personnel of any special hazards that may exist in the area.
- 6.1.5 The Process Area Sign-In/Sign-Out Log Sheets will be stored in a 3-ring binder located near the unit operator shelters.

6.2 TANK FARM AREA ENTRANCE & EXIT GUIDELINES

- 6.2.1 If work does not require a Safe Work Permit, entrants must obtain verbal (i.e. radio) permission to enter the Tank Farm Process Area from Operating personnel. Personnel are also required to make an entry log on the Process Sign-In/Sign-Out Log Sheet. Exception: If the entrant will be escorted by a MPC / SGS Operator at all times, sign in / sign out is not required. The discussion with Products Control personnel must cover any unique hazards present in the area. Either the Tank Farm personnel or entrant may request a face-to-face meeting to more thoroughly review the hazards or work scope. Personnel must complete their entry Process Area Sign-In/Sign-Out Log Sheet when exiting the Process Area.
- 6.2.2 If work requires a Safe Work Permit, a Process Area Sign-In/Sign-Out Log Sheet shall be kept at the job site with the field copy of the work permit. The completed Log Sheets should be discarded at the end of the shift.

6.3 GENERAL GUIDELINES

- 6.3.1 During turnaround or major shutdowns, the Refinery Leadership Team may suspend the requirements of this standard as long as all non-operations personnel are knowledgeable of the general refinery process hazards and the process area has been isolated at its boundaries. The specific requirements for turnarounds or major shutdowns must be communicated to all affected personnel. The Sign-In/Sign-Out requirements will be in effect once battery limit blinds begin to be removed.

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6.3.1.1 The suspension of the sign-in/sign-out requirements will be communicated by posting a sign at the sign in book that reads, "No Signature Required for Entry/Exit in Unit."

6.3.1.2 Posting of the sign will require signatures from an Area Team Leader, Maintenance Manager, Operations Manager, and the Safety Department.

NOTE: The entrance and exit procedure for HF Alkylation Units cannot be significantly altered during turnaround or shutdown.

6.3.2 During major shutdown/start-up, the unit start up and shutdown sequences can create conditions that have potential for exposing personnel within the unit to hazardous conditions. Operations may restrict or deny access to non-essential personnel. These restricted or denied access periods should be communicated to all affected departments in advance to minimize work interruptions.

6.3.3 Major Greenfield and Brownfield construction areas are exempt from this standard. The Refinery Management Team will define and designate these areas based on the lack of process hazards present. The Sign-In/Sign-Out requirements will be in effect once Operations begin start-up procedures.

NOTE: Sign-In/Sign-Out requirements for the Utilities will be in effect when the fuel-gas and/or hydrocarbon systems are commissioned.

6.3.4 In the event of a refinery emergency, (i.e., refinery alarm is activated), personnel shall report to their designated mustering location and shall NOT return to Process Area or Tank Farm Process Area sign-in location. After personnel accountability is confirmed utilizing the Lenel® mustering system, Operations personnel are required to close out any partially completed Process Area Sign-In/Sign-Out log sheets and establish new log sheets for personnel as they re-enter the Process Area or Tank Farm Process Area.

6.3.5 Activities that require personnel to temporarily move outside the Process Area or Tank Farm Process Area (i.e. retrieving tools, retrieving material, bathroom, breaks, lunch, moving equipment, etc.) do not require repeated sign-in/sign-out.

6.3.6 Operators will verify if personnel are still in the unit/area at the end of their shift and relay this information to the next shift personnel when conducting relief turnover.

6.3.7 Process Area Sign-In/Sign-Out log sheets are valid for 24 hours. Log sheets will be signed and close out by the area operator at the end of each Night Shift after verification. If personnel are working in the Process Area during this period, their names and sign-in times will be transferred to the new log sheets. The area operator will be responsible for transferring this information to the new log sheets.

6.3.8 Blank, current and completed log sheets will be stored in a 3-ring binder located in the unit operator shelters or in the Tank Farm / RBS control rooms. Appendix 9.2 identifies these locations within the refinery.

6.3.9 Completed Process Area Sign-In/Sign-Out log sheets should be discarded at the end of the shift. The form (RSW-0127-FORM 01-GV) will be located with the Safe Practices under FORMS.

6.3.10 Compliance with this standard will be audited periodically by the Division's HESS Committee. Any deficiencies will be addressed with the appropriate work group.

7.0 TRAINING

7.1 Operations and Products Control personnel will be trained on the implementation of this standard via VTA. Future Operations and Products Control personnel will be trained during the Basic Operator Training (BOT) program.

7.2 Maintenance, Contractor and Administrative personnel will be notified of this standard via the Garyville Site Orientation. Existing personnel will be notified via VTA.

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8.0 REFERENCES

Document	Description
RSP-1709-000	Process Unit-Sign In & Out

9.0 APPENDICES

9.1 Process Area Sign-In/Sign-Out Log Sheet See **RSW-0127-FORM 01-GV** [Process Area Sign-In/Sign-Out Log Sheet](#)

9.2 Map of Process Area and TF Process Area Sign-in/Sign-out Locations, See **RSW-A-008-GV** [Process Units and Tank Farm Sign In/Sign Out Map](#)

9.3 Process Area Sign In-Out Waiver Form [Process Area Sign-In/Out Waiver Form](#)

10.0 REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Document	Safety Department	LRD Staff	8/1/2009	8/1/2009
1	6.3.1 and 6.3.2 when the Sign-In/Sign-Out requirements will become effective	Safety Department	LRD Staff	9/1/2009	9/1/2009
2	6.3.8 was revised to have completed sheets returned to Safety & revise form to add more time in/time out columns & moved form to Form Section.	Safety Department	Safety	8/16/2011	8/16/2011
3	3 Year Review. Grammatical corrections.	Safety Department	Safety	8/1/2012	8/1/2012
4	Took our if necessary from section 6.1.3	Safety Department	Safety	2/10/2013	2/10/2013
5	Added definition of Essential Personnel and section 6.3.2 to allow operations to restrict/deny	Amanda Hall	Safety	3/26/2014	3/26/2014

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	access to non-essential personnel during start-up/shut-down.				
6	Updated 6.2.2 and 6.3.9 for completed log sheets to be discarded at the end of shift.	Amanda Hall	VPP Committee 7/17/2014 RLT-8/7/2014	8/14/2014	8/14/2014
7	Added 6.1.1 Note to include Wildlife Control Officer protocol.	David Wilkinson	Safety Department	7/13/15	7/13/15
8	3 Year Review. Added 6.3.1.1 and 6.3.1.2 to allow a method to communicate when unit sign-in/out has been waived.	Al Morales	VPP – 8/18/16 RLT – 9/1/16	9/6/16	9/6/16
9	Minor clarification to process area entrance and exit guidelines	Fritz Kin / Sam Windom	Fritz Kin / Sam Windom	10/02/18	10/02/18
10	3 Year Review. Added RSP-1709-000 as a reference instead of the previous IG. General formatting. Modified section 6.1.4 to comply with latest JJSV requirements.	Clay Berthelot	Jim Manning / Nate Bumstead	7/11/2019	7/11/2019
11	3 Year Review – No changes	Blake Luminais	VPP Committee – 7/21/22	7/21/2022	7/21/2022