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Camera and Video Equipment Procedure

Overview

Purpose The purpose of this document is to establish the guidelines for the use of cameras and video equipment primarily for security and proprietary reasons, inside the Los Angeles Refinery (LAR).

Scope The scope of this document includes all employees, contractors and vendors working at LAR.

Note: The Los Angeles Refinery includes Carson Operations, Wilmington Operations, Watson Cogen, Blue Barn, Calciner, and Sulfur Recovery Plant.

Records Retention Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained a maximum of 10 years following the revision.

MPC – Los Angeles Refinery	Document Type Health Safety Standard	
Title: Camera and Video Equipment Procedure	Doc Number: HSS-016	Rev No:01

Table of Contents

Camera and Video Equipment Procedure.....	1
Overview.....	1
Purpose.....	1
Scope.....	1
Records Retention.....	1
1.0 References.....	3
1.1 Refining References.....	3
1.2 Industry References.....	Error! Bookmark not defined. 3
1.3 Regulatory References.....	Error! Bookmark not defined. 3
1.4 Terms.....	Error! Bookmark not defined. 3
2.0 Roles and Responsibilities.....	4
2.1 Roles and Responsibilities.....	4
3.0 Procedure.....	65
3.1 Camera and Video Equipment.....	65
3.2 Steps in Sequence.....	65
Appendix A: LAR Camera and Video Authorization.....	7
Revision History.....	8
Document Revision History.....	8

MPC – Los Angeles Refinery	Document Type Health Safety Standard	
Title: Camera and Video Equipment Procedure	Doc Number: HSS-016	Rev No:01

1.0 References

1.1 Refining References

The table below lists the Refining references used with this document.

Number	Description
HSS-201	Safe Work Permit
	Permitted Task List
REF-1056	Safe Use of Electronic Devices

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2.0 Roles and Responsibilities

2.1 Roles and Responsibilities

The table below describes the roles and responsibilities related to this document.

Roles	Responsibilities
Marathon Employees	<p>(a) LAR employees may use camera or video equipment without a Camera & Video Authorization Form as long as the photography is directly job related.</p> <p>(b) When photography is performed by LAR employees, or at the request of a LAR employee (e.g., commercial photography), all negatives, prints, slides, photos, etc. are property of Marathon. LAR employees obtaining services of a commercial photographer shall ensure that all photos, negatives, slides, and tapes are delivered to Marathon.</p> <p>(c) If artificial lighting, (flash equipment, etc.), extension cords, or other electrical equipment that is not intrinsically safe is to be used, assure that appropriate Safety Procedures are satisfied (e.g., Safe Work Permit & Confined Space Entry Procedure etc.)</p>
Contractors & Vendors	<p>(a) Representatives (contract inspectors) of the LAR Inspection Group may use a camera without a Camera & Video Authorization Form when used to record and archive process equipment conditions. All other provisions (e.g. permitting) of this instruction must be met for these activities.</p> <p>(b) Contractors or Vendors may ask to take pictures inside the refinery for use in engineering or progress reports.</p> <p>(c) If artificial lighting, (flash equipment, etc.), extension cords, or other electrical equipment that is not intrinsically safe is to be used, assure that appropriate Safety Procedures are satisfied (e.g., Safe Work Permit & Confined Space Entry Procedure etc.)</p>

MPC – Los Angeles Refinery	Document Type Health Safety Standard	
Title: Camera and Video Equipment Procedure	Doc Number: HSS-016	Rev No:01

	<p>(d) A LAR Camera & Video Authorization Form shall be issued for a specific period of time (i.e. project, job scope etc.) If the photographer is to participate in another project, or if more time is required for the photography, a new request form must be approved and issued.</p>
Government Agencies	<p>(a) Government Agencies (e.g., AQMD, OSHA, LACSD, etc.) may ask to take pictures inside LAR. The LAR department responding to the visitor agency shall secure legal and management guidance in handling the request.</p> <p>(b) Governmental visitors shall be escorted 100% during visit.</p> <p>(c) LAR Representative performing the escort shall observe the photography, take identical pictures, and request the agency deliver duplicates of the pictures they have taken to LAR.</p> <p>(d) All photo and video requests from the News Media shall be referred to Marathon External Affairs. All photo and video requests from the News Media shall be referred to Marathon External Affairs.</p>

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MPC – Los Angeles Refinery	Document Type Health Safety Standard	
Title: Camera and Video Equipment Procedure	Doc Number: HSS-016	Rev No:01

3.0 Procedure

3.1 Camera & Video Equipment

- (a) The possession or use of photographic equipment (film cameras, digital cameras, videotaping equipment, etc.) is restricted to authorized individuals and purposes;
 - (b) Authorization is obtained by completing the LAR Camera & Video Authorization Form (Attachment A) and,
 - (c) The Unit/Department Supervisor (e.g. Lead Planner, Maintenance Supervisor, Shift Supervisor etc.) must approve all cameras and video equipment.
 - (d) In all cases, both Marathon and contract personnel utilizing cameras that are not intrinsically safe must follow the Safe Work Permit process.
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3.2 Steps in Sequence

- (a) Photographer obtains and completely fills out the LAR Camera & Video Authorization Form (Appendix A) if not a Marathon employee.
 - (b) The LAR Representative will identify the expiration date.
 - (c) Obtain the authorization signature from LAR Representative.
 - (d) The photographer shall have a copy of the LAR Camera & Video Authorization Form, on his/her person, while working inside the LAR facility.
 - (e) All personnel (MPC and contractor) using non-intrinsically safe equipment must follow the Safe Work Permit process.
 - (f) Return the form to the authorizing LAR Representative upon task completion.
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MPC – Los Angeles Refinery	Document Type Health Safety Standard	
Title: Camera and Video Equipment Procedure	Doc Number: HSS-016	Rev No:01

Appendix A: LAR Camera & Video Authorization Form

	LAR CAMERA & VIDEO AUTHORIZATION FORM
<p>The following Camera & Video Authorization Form is required to be completed by visitors and contractors prior to use of a camera inside LAR.</p> <p>Pictures of LAR employees shall be reviewed by the Public and Governmental Affairs Manager, HR Manager, EH&S Manager or designee prior to release.</p> <p>An approved Camera & Video Authorization Form is not required for LAR employees that use cameras during the course of their normal work as approved by their manager. Examples include but are not limited to, Reliability Inspectors, Pressure Equipment Inspectors, Engineers, etc.</p> <p>All Permitting Requirements must be followed. Refer to our Permitting Standing Instruction (HSS-201 Safe Work Permit)</p> <p><input type="checkbox"/> Intrinsically Safe Camera – Communicate to Operations <input type="checkbox"/> NOT Intrinsically Safe Camera – Safe Work Permit</p> <p>Pictures must not contain proprietary information. Upon request, all pictures may be reviewed by Marathon.</p> <p>Company: _____</p> <p>Name of Photographer: _____</p> <p>Unit/Area to be photographed: _____</p> <p>LAR Marathon Representative: _____</p> <p>Rep Phone# _____ Rep Radio Channel _____</p> <p>Expiration Date: _____</p> <p>Purpose of the photograph (specify equipment being photographed and why):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Area Team Lead or Leadership Team Member Approval:</p> <p>_____ (Signature)</p> <p>_____ (Printed Name)</p>	

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MPC – Los Angeles Refinery	Document Type Health Safety Standard	
Title: Camera and Video Equipment Procedure	Doc Number: HSS-016	Rev No:01

Revision History

**Document
Revision
History**

Complete the following table for each document revision.

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
01	Changed Tesoro to MPC. Changed Permit to Work references to Safe Work Permit. Converted to MPC HSS format.	Ramon Martinez	Connie Lema	05/12/20	05/12/20

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