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	Electronic Device and Camera Use Policy	Page 1 of 1	
		Date: 11/06/2019	Rev: 0

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1.0 INTRODUCTION

1.1 Purpose

This procedure describes the proper use of and restrictions on Electronic Devices and cameras at the Mandan Refinery.

1.1 Scope

Responsible Dept:	Preparer:	Approver:	Date:
HESS	Clark Preszler	Doug Scheetz	11/6/19
Original Issue: 11/xx/2019		Next Review Date: 11/xx/2022	
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- 1.1.1 This RSSI describes the Mandan Refinery requirements with the Use of Electronic Devices including cameras within the refinery. The use of such devices presents special safety and security hazards. Due to technology available with today's electronic devices (e.g., photographic capability), electronic devices also present a security risk to the refinery.
- 1.1.2 This procedure applies to all personnel (employees, contractors, visitors, etc.) on Mandan Refinery property and outlines where Electronic Device use is acceptable within the refinery and/or special provisions that may apply.
- 1.1.3 For purposes of this policy, the term "cameras" includes Electronic Devices with video, recording, and photo capabilities as well as picture cameras, video cameras, television cameras, and any other photographic, video, or recording equipment.

2.0 REFERENCES

The following sections describe references used to generate this RSSI.

2.1 Marathon Corporate Standards, Policies, & Procedures

- REF-1056 Safe Use of Electronic Devices

2.2 Industry Standards

- ANSI/ISA-12.12.03-2011 Standard for Portable Electronic Products Suitable for Use in Class I and II, Division 2, Class I Zone 2 and Class III, Division 1 and 2 Hazardous (Classified) Locations

2.3 Tools and Templates

The following tools are provided in support of this practice. They are attached to this document for convenience.

- RSSI-01-68-F01 Camera Pass Approval Form
- RSSI-01-68-F02 MPC-Approved Case Request form

3.0 DEFINITIONS

The following definitions are applicable to this procedure.

Table 1 – Definitions

Term	Description
Company Approved Electronic Device	Electronic devices that is not owned or issued by MPC (i.e. approved personal devices or contractor devices) but are approved for use on-site. Use of such devices must be vetted and approved by the owning department manager. Personal Devices enrolled in the Bring Your Own Device (BYOD) program are considered Company Approved Devices.
Electronic Device	Any intrinsically safe or non-intrinsically safe device, including but are not limited to cellular phone, two-way phone/radio, personal data or digital assistant (PDA), iPad, iPod, tablet, Kindle, smart watch (e.g., Apple Watch), wearable technology (e.g., Google Glass), media streaming devices (e.g., Amazon TV) and similar devices



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Inside or Within the Refinery	Any area within the perimeter of Company owned, leased or managed property, up to but not limited to, inside and outside battery limits, process units, operations shelters, tank dikes, control rooms, control board areas, shops, office buildings, maintenance buildings, turn around buildings, contractor buildings, warehouses, blast resistant modules, permanent/temporary buildings or structures, whether or not occupied, laydown yards, and parking areas as well as any area in which the minimum requirements for standard PPE apply.
Intrinsically Safe Device	An Electronic Device clearly identified by or with factory-labeling as "Intrinsically Safe," "Explosion Proof" or labeled as approved for use in hazardous locations rated as Class I, Div. 1 or 2. This includes PEPs that comply with the ISA 12.12.03. Any Electronic Device, case or cover not identified as such is Non-Intrinsically Safe under this policy.
MPC Rugged Case	A case reviewed and pre-approved by the Refining Safety and Security Manager using process outlined in REF-1056 Safe Use of Electronic Devices Appendix B that has been proven to pass a drop test. Electronic Devices with an MPC approved rugged case are managed similarly as Intrinsically Safe Devices under this policy.
PPE	Personal Protective Equipment
Restricted Areas	Areas within the refinery that are classified hot work regulated, such as process units, classified roadways, and tank dikes
RSSI	Refinery Rules, Standards & Standing Instructions

4.0 PROCEDURE

- 4.1 Use of Electronic Devices for non-business purposes will be kept to a minimum.
- Social media, games, streaming media, downloaded content, and internet for non-business purposes should not be accessed during work time.
- 4.2 Intrinsically-Safe- Electronic Devices– Electronic Devices that are rated for classified areas may be used in any area of the refinery, provided they meet the definition in Table 1.
- 4.3 Non-Intrinsically-Safe Electronic Devices - Possession of any personal non-Intrinsically Safe Electronic Device or device not contained in an MPC-approved rugged case, whether powered on or off, is strictly prohibited in restricted areas of the refinery, such as process units and tank dikes. Use of non-intrinsically-safe Electronic Devices is permitted in the designated areas below. Use of non-intrinsically safe Electronic Devices is otherwise prohibited unless noted in the exceptions.
- Administration Building
 - Old Administration Building
 - Laboratory office and break areas
 - Operations Permit Buildings Operator Shelter, Central Control Room, and Power Station Control Room break areas
 - Inside stationary vehicles outside of process units, battery limit, and tanks dikes
 - Maintenance and Turnaround Buildings
 - The Warehouse
 - Fire Hall



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- 4.4 Headphones (earbuds, Bluetooth) and electronic notebooks inside the refinery gates or Central Control Building are prohibited except for official and/or approved business.
- 4.5 Electronic Devices, with the exception of those used for official business purposes such as data gathering or troubleshooting (radios, RADAR, gas testing, rotating equipment monitoring, etc.), may not be used while moving through the unit (e.g., walking or climbing).
- 4.6 No external electrical or wireless connections or accessories, including ear buds, headphones, or Bluetooth technologies, are permitted to be used in any classified locations.
- 4.7 Phone conversations are prohibited where hearing protection is required.
- 4.8 Electronic Device use is prohibited while operating a vehicle on company property. This includes phone use, reading or composing text messages, email messages, instant messages or other similar functions while operating a vehicle.
- 4.9 Company employees should remind vendors and contractors of the restrictions of using electronic devices within restricted areas.
- 4.10 Contract Workers who have a legitimate business purpose may be approved to use electronic devices so long as the following criteria is followed:
 - a. Electronic devices meet the definition of an intrinsically safe device per Table 1, are contained within an MPC-approved rugged case and have accompanying approval, or a hot work permit has been issued.
 - b. Contract worker has obtained permission to use the device; contract company utilizing electronic devices will maintain a list of authorized personnel per approval of owning department supervision.
- 4.11 Non-intrinsically-Safe Electronic Devices may be utilized in restricted areas for business purposes with Manager approval. A Hot Work Permit must accompany the device.
 - Non-intrinsically-Safe Electronic Devices may also be utilized in restricted areas for business purposes if utilized with a continuous atmospheric meter.

5.0 CAMERA USE

- 5.1 Cameras/video equipment, including the photo and/or video recording capabilities on an Electronic Device cannot be used by contractors in the refinery without completing the Camera Pass Approval Form (RSSI 01-68-F01) and getting the department manager approval, or approval of the MPC personnel overseeing their activity. The MPC personnel overseeing any non-MPC personnel using cameras/video equipment is responsible for the proper use of such equipment and the proper management of any materials produced, in accordance with these guidelines.
- 5.2 Marathon employees may use company approved cameras in the course of their work activities, including cameras on Electronic Devices without special approval, for legitimate business purposes and consistent with the requirements of this policy, making sure to follow all safety provisions.
- 5.3 Cameras/video equipment used on refinery property outside the fence line for legitimate business purposes also requires department manager approval, or approval of the MPC personnel overseeing the activity. Security must also be notified of each occasion when this will occur.



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- 5.4 Contractors and non-MPC personnel using cameras/video equipment for legitimate business purposes should be escorted by Marathon personnel. Exceptions are at the discretion of the department manager.
- 5.5 When entering process areas in the refinery with cameras/video equipment, any equipment which is not intrinsically safe or contained in an MPC-approved rugged case will be permitted by Operations.
- 5.6 Use of photograph and/or videos for purposes other than Marathon related work/activity is not authorized.
- 5.7 Refinery pictures and videos cannot be provided to any individual who is not a Company employee without department manager approval.
- 5.8 Company employees wishing to use refinery photographic information for publication purposes or other activities outside the refinery will need the approval of the Human Resources Manager.
- 5.9 Pictures needed for engineering work must be controlled by the Project Engineer. The pictures should remain in the project file at the conclusion of the project.

6.0 MPC-APPROVED RUGGED CASE

- 6.1 Select cases have been approved by MPC for use with electronic devices. As noted in the procedure above, the requirements for use are different between non-intrinsically safe electronic equipment contained in an MPC-approved rugged case and electronic equipment not contained in a case.
- 6.2 For equipment to be recognized by the Mandan Refinery as being in an MPC-approved rugged case, the following must occur:
 - a. The case must have been approved by on the approved corporate list (see REF-1056 Appendix D). Cases are approved by corporate after meeting the criteria in REF1056 Appendix B.
 - c. The case must carry the approved "Mandan Electronic Device Sticker" (see section 12.0, Appendix D – Mandan Electronic Device Sticker).
 - Stickers are obtained from the Mandan HESS group upon approval of the "MPC-Approved Case Request Form" (RSSI 01-68-F02).

7.0 EXEPTIONS

- 7.1 Non-Intrinsically Safe Personal Medical Devices (e.g., insulin pump) require the user to wear a four-gas atmospheric meter in lieu of obtaining a hot work permit. If the fourgas meter alarms, personnel must evacuate immediately to a safe location.
- 7.2 During refinery emergencies, phone conversations to provide emergency response updates may be granted, so long as the employee is a safe location and a compliant device is used, at the Refinery General Manager or designee's discretion.
- 7.3 Additional exceptions to this policy will be approved at the discretion of the Mandan Refinery General Manager or designee.



8.0 APPENDIX A – GUIDELINES FOR ENFORCEMENT OF CELL PHONE USE

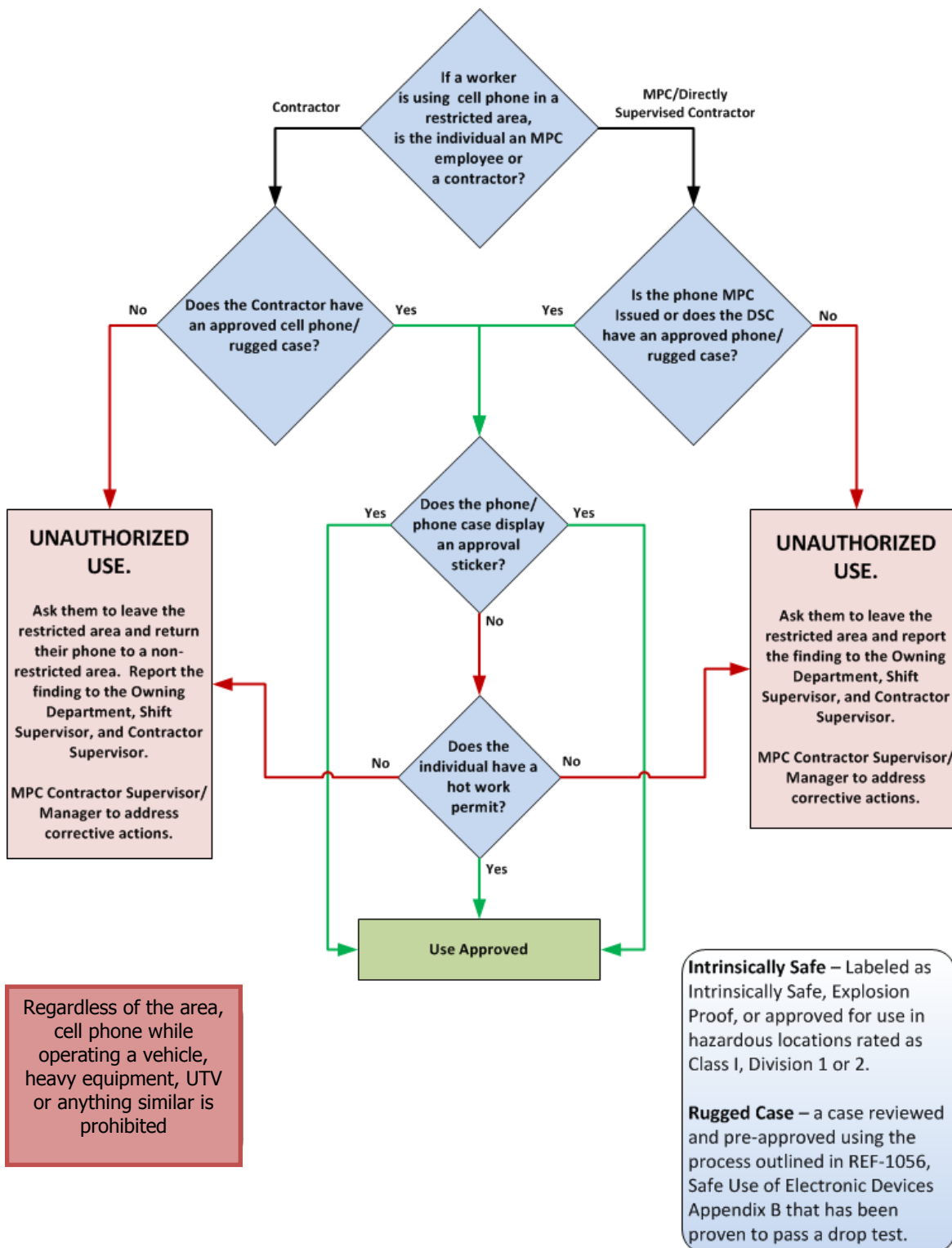



Figure 1 Guidelines for Enforcement of Cell Phone Use

9.0 APPENDIX B - CAMERA PASS APPROVAL FORM

RSSI 01-68-F01
Camera Pass Approval Form

 Marathon Petroleum Company LP Mandan Refinery	REFINERY RULES, STANDARDS & STANDING INSTRUCTIONS Camera Pass Approval Form	01-68-F01 Page 1 of 1
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Name: _____
 Company: _____
 Area the Camera will be used: _____
 Expiration Date: _____

Escort Required by Marathon Personnel? ☐ Yes ☐ No
 Permission given to provide pictures/videos to non-Marathon employee? ☐ Yes ☐ No

_____	_____
Department Manager Authorization	Date

_____	_____
Human Resources Authorization (If used for publishing purposes)	Date

Photographic information is not for sale, presentation advertising, or otherwise disclosed to third parties without written permission of Marathon.

Final approved original form goes to HESS Department for retention.


A paper or electronic copy of this signed form is to be carried by the authorized person while utilizing camera/video equipment on company property.

RSSI 01-68-F01 Camera Pass Approval Form Rev B01.docx Rev B01 (9/24/2019)

Figure 2 Camera Pass Approval Form (RSSI-01-68-F01) EXAMPLE

10.0 APPENDIX C – MPC-APPROVED CASE REQUEST FORM

RSSI 01-68-F02 MPC
Approved Case Request Form

 Marathon Petroleum Company LP	REFINERY RULES, STANDARDS & STANDING INSTRUCTIONS	01-68-F02
Mandan Refinery	MPC-Approved Case Request Form	Page 1 of 1

Name: _____

Company: _____

Purpose: _____

**Marathon Supervisor or
Site Contact:** _____

Initial next to each statement below. By initially next to each statement you are acknowledging that you agree to abide by each statement while using an electronic device contained in an MPC-approved rugged case.

Failure to abide by the requirements below will result in a revoking of an approved sticker and may result in either 1) disciplinary action for Marathon employees, or 2) loss of site access for contractors.

- I agree to never use the device while moving through a process unit (e.g., walk, climb, etc.). _____
- I agree to use the device only for legitimate business purposes while in in-process units. _____
- I agree to follow all requirements of camera use as contained in this policy (which may also include obtaining a camera pass). _____
- I agree to never make a phone call while working in areas requiring hearing protection. _____
- I agree to never use the device while operating equipment. _____

**Signature acknowledges agreement to comply with the Mandan Refinery
Electronic Device Policy and the conditions in this form**

Date

Safety Department Signature

Date

Final approved original form goes to ES&S Department for retention. The safety department will provide the sticker upon approval and receipt of this completed form.

RSSI 01-68-F02 MPC Approved Case Request Form Rev B01.docx

Rev B01 (9/24/2019)

Figure 3 MPC-Approved Case Request Form (RSSI-01-68-F02) EXAMPLE



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11.0 APPENDIX D – MANDAN ELECTRONIC DEVICE STICKER



Figure 2 Mandan Electronic Device Sticker (EXAMPLE)