

Marathon Petroleum Company LP			
Safety Procedure #21 RESPIRATORY PROTECTION	Document No. 1021	Page Page 1 of 14	Revision No. 16
	Original Issue Date 02-92	Revision Date 10-5-18	Next Revision Date 12-6-2020
Document Custodian: Safety	Content Category: REF.08.05 Refining – PSM – Safe Work Practices Retention Period: Until revised, superseded or no longer required		

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I. General

This Safety Procedure is designed to supplement and clarify the OSHA Regulation on respiratory protection, 29 CFR 1910.134 and Marathon's *Respiratory Protection Health Monitoring Plan*. This procedure will outline the minimum requirements for selection, use, inspection, maintenance, and storage of all types of respiratory protection. For further detail, the *Respiratory Protection Health Monitoring Plan* should be referenced. However, the OSHA Regulation, 29 CFR 1910.134, should be consulted for requirements applicable to situations or procedures not specifically addressed in this Safety Procedure or the *Respiratory Protection Health Monitoring Plan*. *All employees and contractors utilizing respiratory protection must be trained, medically cleared and fit tested on the specific respirator they are using.*

II. Definitions

- A. Assigned Protection Factor- (APF) - the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees.
- B. IDLH - Immediate Danger to Life or Health; an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- C. Restricted Employees - Employees restricted from respirator use. These employees are identified by the Corporate Medical Department. This information is distributed by the Division Health Monitoring Plan Administrator who informs the affected departments and employees.
- D. Covered Employees - Employees that are required to wear a respirator as part of their job duties and enrolled in IRD's respiratory Protection Program. Medical evaluations are required as noted in the *Respiratory Protection Health Monitoring Plan*.
- E. General Exhaust Ventilation - Air movers that are attached to manways on a vessel to draw ambient air in or out of the confine space. In a building, it is a heating/cooling system, similar to home systems.
- F. Local Exhaust Ventilation - Captures and removes the contaminants at the point they are being produced before they escape in your breathing zone. ("Smoke Suckers") can use a flexible hose connected to either HEPA (P100) filters or can be exhausted outside work area.
- G. Grade "D" Breathing Air - Breathing air that meets the latest edition of the Compressed Gas Association Specifications G-7.1.
- H. Nearest Fresh Air Base - At a job site where SCBA, an air cart, or the NOMONOX system is used, the nearest area that is free from the toxic and/or oxygen deficient atmosphere.
- I. NOMONOX Air System - The in-plant air systems at Complex II supply breathing air to routine loading, sample and work areas.
- J. Respirator Maintenance Facility - The facility at the Firehouse is dedicated to the maintenance of all respirators.
- K. Voluntary Respirator Use - The use of a respirator due to objectionable, "nuisance" odor. The employee must be medically able to use that respirator.

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III. Fit Test and Medical Surveillance

- A. Each employee must be enrolled in the IRD’s Respiratory Protection Program and be quantitatively fit tested when initially assigned to jobs requiring respirator use and thereafter on an annual basis.
- B. In addition, a positive and negative pressure test (user seal check) will be performed by the employee donning the respirator at the initial fitting, the annual fitting, and before each use.
- C. All personnel working at the IRD must be clean shaven. Mustaches must not extend beyond the crease of the chin and short sideburns are permitted, if they do not interfere with the facial seal of respiratory protection. Refer to **Appendix B “Facial Hair Graphic”** for acceptable and unacceptable employee facial hair.

EXCEPTIONS: The facial hair policy does not apply to truck drivers only making deliveries or pickups to the refinery and visitors covered under a visitor pass, as long as they are not required to wear respiratory protection. Other exceptions for non IRD MPC employees may be approved by the appropriate Department Manager, completing the form in Appendix C (This form is located on O: drive under ‘Forms’ as ‘Facial Hair Waiver’.)

IV. Respirator Maintenance and Inspection

- A. All respirators which are assigned to an individual should be cleaned (using a disinfectant cleaner) after each use by the user. However, at the end of each job, the respirator must be taken to the Respirator Maintenance Facility at the Firehouse for thorough cleaning. Each unit/department is responsible for placing the used respirators in the unit pick-up boxes.
- B. Inspection of SCBA should be conducted by the employee before and after each use or monthly if the respirator has not been in use. Records of monthly inspections by each unit are documented in the Fixed and Portable Safety Equipment manuals or in the RADAR system.
- C. After each use, the SCBA shall be sent to the Respirator Maintenance Facility at the Firehouse by the owning department for cleaning and inspection.
- D. Respirators used for fit testing shall be taken to the respirator maintenance facility at the firehouse at the end of each day to be cleaned and disinfected.
- E. Respirator Maintenance Facility Responsibilities:
 - a. Inspect and clean respirators. Clean respirators must be stored in sealed plastic bags.
 - b. Perform annual inspection on respirators and SCBA packs and maintain records.
 - c. Inspect and fill empty SCBA cylinders and maintain records.

V. Contractors Use of Marathon Fresh Air Systems

- A. Appendix A ‘Contractor Use of Marathon Air System Pre-Job Checklist must be completed with all necessary signatures prior to checking out or using any MPC Fresh Air System.
- B. Prior to any use of Marathon’s Fresh Air System (Fresh Air Carts, SCBA, and permanently installed breathing air systems such as NOMONOX) by a contract company, the following must be verified by the MPC Coordinator:
 - a. Each contractor has no physical feature (e.g. facial hair, absence of dentures, scarring, etc.) that may prevent a satisfactory facial seal.
 - b. Each contractor has been trained or refreshed on the specific Marathon Fresh Air System being used.
 - i. When using a SCBA from the Respirator Maintenance Facility (Firehouse) each SCBA must be

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checked out to by the contract company. Employees must be trained on the proper use and limitations of a SCBA prior to use.

- ii. When using a MPC Air Cart from the Tool Room, the Tool Room Attendant must be notified when taking and returning the air cart. Employees must be trained on the proper use and limitations of the air cart.
 - iii. When using the NOMONOX System, contract supervisor/foreman must ensure each employee has received Contractor Alky Training.
 - iv. For Alky NOMONOX use in Class A/B HF Acid Suits, MPC Operations must confirm each contract employee has received MPC Class A/B Alky Training.
 - v. Couplings & Fittings used for breathing air lines shall be incompatible with all other fittings with plant utilities. Contractors will be required to use foster air fittings when connecting to Marathon Fresh Air Systems.
- c. Each contractor must be fit tested using the MSA Ultra Elite Face Piece
 - d. Each contractor has been qualified by his/her contract company to wear respirators and the contract company maintains respiratory protection, exposure and medical surveillance programs and records required by OSHA for each contract employee, and each contract company has a Contract Foreman/Supervisor on-site that is familiar with the contract company's programs and records sufficient to verify compliance with the requirement of Appendix A, 'Contractor Use of Fresh Air Systems Pre-Job Checklist'.

VI. Air Purifying Respirators

These half-mask or full-face respirators purify the air an employee breathes through filter/chemical cartridges. They provide protection against lower levels of contaminants, as specified by OSHA, and must be used only in areas with sufficient oxygen (19.5% - 23.5%)

A. Limitations

1. Use in areas containing only 19.5% – 23.5% oxygen.
2. Do not use when concentrations of contaminants are unknown, or Immediately Dangerous to Life or Health (IDLH).
3. Air purifying respirators **CANNOT** be worn for protection from the following substances, regardless of concentration:
 - * Carbon Monoxide
 - * Carbon Dioxide
 - * Hydrofluoric Acid (HF)
 - * Nickel Carbonyl
4. **A new pair of filter cartridges must be changed at the beginning of each shift unless the respirator is used for protection from benzene exposure. For these additional requirements see Attachment A, 'Respirator Cartridge Change Out Schedule'.**
5. **An H2S monitor, with 10 ppm alarm set point, must be worn in the breathing zone when using an APR for Hydrogen Sulfide, evacuate if monitor alarms and following SP #44 Personal Monitor requirements.**

Exceptions:

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- Air purifying respirators may be used for the task of PDU Sulfur Loading of trucks and railcars, **with 50 ppm alarm set point.**
- The North Model 7902 Escape Mouthpiece Respirator can only be used for escape to protect against Hydrofluoric Acid and Hydrogen Sulfide.

VII. Air Supplied Respirators (Self-Contained Breathing Apparatus - SCBA)

These respirators supply Grade “D” Breathing Air and should be worn in areas where oxygen content is <19.5% or >23.5% and in areas that require supplied air due to the toxic atmosphere.

1. For non-confined space work, a standby person must be at the nearest fresh air base with an SCBA to render assistance in the event of an emergency.

NOTE: Only Rescue Team members will conduct rescues for personnel in confined spaces.

2. SCBAs shall be in their designated location and access to SCBAs shall not be obstructed.

VIII. NOMONOX Breathing Air System

1. Only employees who are trained shall use the Class “A” and Class “B” personal protective equipment and the NOMONOX breathing system with 5-minute MSA Escape Pak at the HF Alky Unit.
2. When in use, one person must be stationed at the NOMONOX monitor at all times
3. When Class A or Class B type protection is used, a standby person must be at the nearest fresh air base to render assistance in the event of an emergency, and will be dressed in the same class of personal protective equipment.
4. A limit of four employees may use the NOMONOX breathing air system at any one time.
5. All personnel donning full face mask airline supplied breathing apparatus must sign and date a tagout device for their particular breathing air supply line. The tagout device must then be affixed by the individual to the main supply manifold valve/hose line prior to work. This tag states, “Supplied Air Line in Use”, “Do Not Disconnect/Turn Off”. Once the work has been completed, ONLY the same individual may remove the tagout device.
6. Hoses that run from the NOMONOX to the individuals in protective suits must be arranged so that adequate ingress and egress are possible.

MPC & Contractors shall test 25% of all breathing air cylinders received. Breathing air compressors shall also be tested on a quarterly basis to ensure breathing air meets Grade D requirements.

IX. Respiratory/Ventilation Welding Guidelines

Reference SP #39, ‘Toxic Metals’, for procedures regarding Chromium, Stainless, Inconel, Hastelloy and Alloy 20 materials.

A. Area Shops/Welding Shop

1. Area Shops/Welding Shop

a. Local exhaust ventilation **is required**, when welding, cutting, grinding or air arcing with Monel, Galvanized, and Stainless.

B. Welding Outdoors

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- When welding, cutting, grinding or air arcing on carbon steel (in an open environment) exhaust systems are **not required**. However, when welding, cutting, grinding or air arcing on Monel, galvanized, and stainless (in an open environment) a half mask with a HEPA (P100) **is required**.
- Welding, cutting, grinding, or air arcing on process piping in sour services may cause personal H₂S monitor alarms from small quantities of H₂S entrained in the metal being burnt off during the welding/cutting/grinding process and generating SO₂. In addition to the requirements listed in SP #44 – 'Personal Monitors', the following mitigation considerations must be made prior to welding, cutting, grinding, or air arcing on process piping in sour services; wearing a full-face respirator with combination cartridges for Acid Gas & P100, using an air mover, or cold cutting.

C. Confined Space

- General exhaust ventilation **must** always be in place.
- A minimum half mask respirator with a HEPA (P100) filter is required during welding activities. When performing hot work on stainless in a confined space a supplied air welding helmet, powered air purifying respirator, or a similar style respirator that has an assigned protection factor of 25 is required.
- During cutting and/or air arcing activities ventilation and a half mask respirator with a HEPA (P100) filter is required; if ventilation cannot control the emission of carbon monoxide supplied air respiratory protection must be utilized.
- During cutting and/or air arcing stainless steel, ventilation and a supplied air welding helmet, powered air purifying respirator, or a similar style respirator that has an assigned protection factor of 25 is required. If ventilation is not feasible or cannot control the emission of carbon monoxide supplied air respiratory protection must be utilized.

Welding Respiratory Protection Requirements

Respiratory Protection Requirements for stainless:	
If...	Then...
Buffing, Grinding, Welding, or Air arcing outdoors, shops, or temporary shelters.*	Half Mask APR HEPA P100 is required. APF of 10
Buffing in a confined space.**	Half Mask APR HEPA P100 is required. APF of 10
Grinding or Welding in a confined space.**	Supplied Air Welding Helmet. APF of 25
Air arcing in a confined space*	Supplied Air Welding Helmet, if ventilation cannot control the emission of carbon monoxide Supplied Air is Required. APF of 25 or 1000
Full body tyvek is required when buffing, grinding, welding, or air arcing stainless inside a confined space.	

Respiratory Protection Requirements for Monel (Nickel Alloys) and Galvanized:	
If...	Then...
Buffing, Grinding, Welding, or Air arcing outdoors, shops, or temporary shelters.*	Half Mask APR HEPA P100 is required. APF of 10
Buffing, Grinding, or Welding in a confined space.**	Half Mask APR HEPA P100 is required. APF of 10
Air arcing in a confined space*	Half Mask APR HEPA P100, if ventilation cannot control the emission of carbon monoxide Supplied Air is Required. APF of 10 or 1000

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Respiratory Protection Requirements for Carbon Steel:	
If...	Then...
Buffing, Grinding, Welding, or Air arcing outdoors, shops, or temporary shelters.*	No respiratory protection is required
Buffing, Grinding, or Welding in a confined space.**	Half Mask APR HEPA P100 is required. APF of 10
Air arcing in a confined space*	Half mask APR HEPA P100, if ventilation cannot control the emission of carbon monoxide Supplied Air is Required. APF of 10 or 1000.

*Local Exhaust Ventilation (LEV) is required (Exception: LEV is not required when outdoors).

**General Exhaust Ventilation is required (E.g. A/C units, air movers, or eductors.)

A HEPA vacuum is required for cleaning employee clothing and work area at the conclusion of the job for all metals except carbon steel. Compressed air **cannot** be used to remove dust from clothing or a work area.

Reference SP #20, Confined Space Entry, for additional confined space entry procedures.

X. Barricading Requirements for Work Areas Requiring Respiratory Protection

A. Anytime work is performed that requires respiratory protection (Half-Face Respirator, Full-Face Respirator, or Supplied Air), the servicing group (Operations, Maintenance, or Contractor) must properly barricade the work area so that bystanders do not walk into the area unprotected. Employees performing the work should take into account the wind direction prior to opening or parting any process equipment and communicate to any groups working nearby or downwind.

NOTE: Tank gauging/sampling, loading/unloading of rail cars, and loading/unloading of trucks is exempt from this requirement.

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REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issuance	SP Review Team	Refinery Mgt. Team	2/92	2/92
1	Changes to: Update header	SP Review Team	Refinery Mgt. Team	3/06	3/06
2	Minor changes to: III.E.4 & V.D.2.c.	SP Review Team	Refinery Mgt Team	3/08	3/08
3	Updated Section VI	SP Review Team	Refinery Mgt Team	12/08	12/08
	Name change to Marathon Petroleum Company LP			6/11	
4	Updated Sections: II, III, IV, V, VI and VII; added Attachment A	SP Review Team	Refinery Leadership Tm	12/11	12/11
5	Correction to Section VI	Safety Professional	Safety Supervisor	2/1/11	2/1/11
6	Correction to Section V	Safety Professional	Safety Supervisor	3/17/12	3/17/12
7	Added Attachment B	Mechanical Field Foreman	Refinery Leadership	3/19/13	3/19/13
8	Update in Section V & App. A	Safety Focus Group	Safety Supervisor	5/10/13	5/10/13
9	Correction to App. A	Safety Professional	Safety Supervisor	8/13	8/13
10	Three Year Review – No Changes	SP Review Team	Refinery Leadership	12/14	12/14
11	Updated Section VII. B.	SP Review Team	Division Staff	6/16	7/16
12	Changes to Section V, VI, & Appendix A	SP Review Team	Division Staff	8/16	10/16
13	Added Section VIII.	SP Review Team	Division Staff	2/17	4/17
14	Added Section III., IV., V., & Appendix A/B	Safety Professional & SP Review Team	Division Staff	12/17	5/18
15	Changes to Section III. & Added Appendix C	Safety Professional & SP Review Team	Division Staff	8/18	9/18
16	Changes to Section V., VI., & Added Attachment B	Industrial Hygienist & SP Review Team	Division Staff	10/18	10/18

* **NOTE:** The Revision History Table was implemented in 2006.

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Attachment A

[Link to Respiratory Protection Plan – See Appendix M, Respirator Change-Out Schedule](#)

Attachment B

[Link to IRD Contaminant Testing and Respiratory Protection Guide](#)

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Appendix A - Contractor Use of Marathon Fresh Air Systems Pre-Job Checklist

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CONTRACTOR USE OF MARATHON FRESH AIR SYSTEMS PRE-JOB CHECKLIST		YES	NO	N/A
1	Contractor Foreman/Supervisor confirms that each contractor has no facial hair, absence of dentures, scarring, etc. that may prevent a satisfactory facial seal.			
2	Contractor Foreman/Supervisor confirms that each contractor has undergone and passed Pulmonary Function Testing and has no medical restrictions to prohibit his/her use of a respirator.			
3	Contractor Foreman/Supervisor confirms that each contractor has undergone and passed Respirator Fit Testing with MSA Ultra Elite face piece. (Respirator Fit Testing is an annual requirement)			
4	Contractor Foreman/Supervisor confirms that each contractor has received training specific to the type of fresh air system to be used as indicated above.			
5	Contractor Foreman/Supervisor has reviewed with each contractor, the guidance and requirements in SP #21 for the specific fresh air system to be used.			
6	For Fresh Air Cart Use ONLY - Fresh Air has been tested and meets or exceeds Grade D breathing air quality specification. (Check inspection sticker on Air Cylinder)			
7	For Fresh Air Cart Use ONLY - Air Cart is located at the nearest fresh air base with portable windsock to check wind direction.			
8	For Fresh Air Cart Use ONLY - Contractor use of Fresh Air Cart has been approved by the Area Maintenance Supervisor or Maintenance Craft Supervisor.			
9	For NOMONOX with Class A/B HF Acid Suit ONLY - Contractor Foreman/Supervisor confirms that each contractor has received Contractor ALKY Training provided by the Contractor Company they work for.			

PRINT NAME & SIGNATURE		DATE
Area Maintenance Supervisor / Maintenance Craft Supervisor	/	
Marathon Coordinator/Foreman	/	
Contractor Foreman/Supervisor	/	
Contractor performing work	/	
Contractor performing work	/	
Contractor performing work	/	
Contractor performing work	/	
Contractor performing work	/	

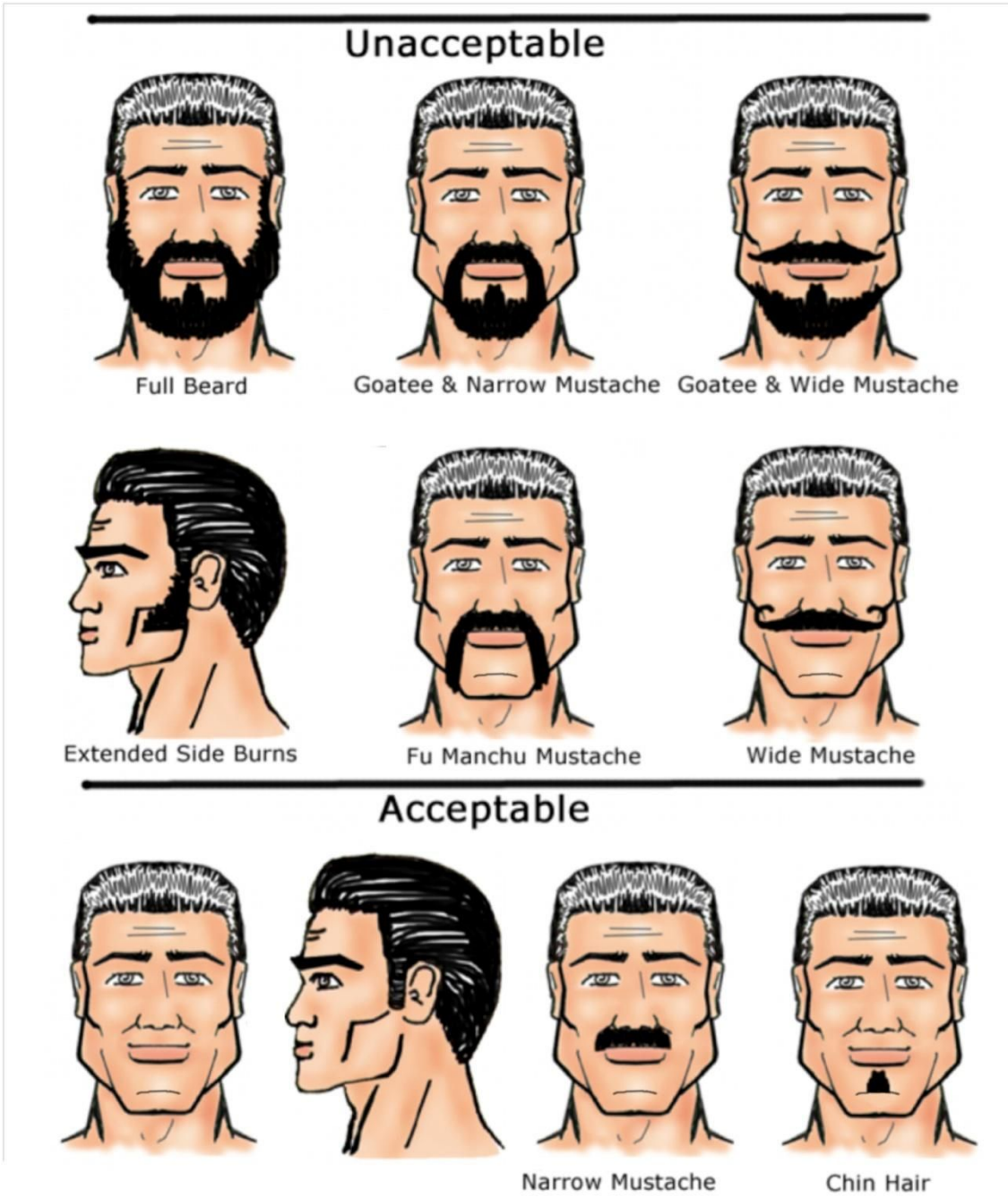
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The completed checklist must be attached to the Work Clearance Permit and forwarded to the Safety Department.

Appendix B- Facial Hair Graphic

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Appendix C

MARATHON PETROLEUM COMPANY LP
Illinois Refining Division

Date: _____

WAIVER OF FACIAL HAIR POLICY

A temporary waiver of the Marathon Petroleum Company LP Facial Hair Policy is being temporarily issued to _____, (name employee and company, or company only) for the purposes of performing the following work at the specified location within the refinery:

This waiver is valid for the following dates: _____

Department Manager
Illinois Refining Division

NOTES:

- This waiver is not required for delivery personnel and visitors covered under a visitor pass, as long as they are not required to wear respiratory protection.
- This waiver must be kept with the individual to which it was issued and a copy provided to Security when entering the gate.
- The waiver can only be written up to a 12 month period.