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Approved By: Refining Sr. VP		Refining General Policy
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Safe Use of Electronic Devices

Overview

Purpose	The purpose of this policy is to provide guidance on the use and control of and approval process for Electronic Devices inside and within the Restricted Areas of any Marathon Petroleum Company LP (MPC) refinery, including Cincinnati Biofuels Division.
Scope	<p>The scope of this policy outlines the acceptable use of Company owned, issued and approved Electronic Devices and Personal Electronic Devices in MPC refineries, including but not limited to all process areas electrically classified as Class I, Division 1 or 2 in accordance with ISA 12.12.03. All personnel, including MPC employees, contract workers, and visitors are subject to this policy.</p> <p>Use of an Intrinsically Safe Electronic Device, including any Portable Electronic Product (PEP), which complies with ISA 12.12.03, is permissible when consistent with this policy. Use of Personal Electronic Devices, either intrinsically safe or non-intrinsically safe, is limited to prevent safety hazards in areas that are restricted, have hazardous classifications or are at high risk for ignition. Any Electronic Device, whether intrinsically safe, Company Approved Electronic Device or non-intrinsically safe, with video, recording or photo capabilities presents a security risk to MPC. Mitigation of such risk supports the restrictions outlined herein.</p>
Records Retention	Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained indefinitely.

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1.0 References

1.1 Refining References

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

Number	Description
Policy 6002	Use of Company and Personal Information Systems for Company Business
Policy 10006	Recording
Policy 12002	Internal and External Release of Proprietary Information
Policy 12003	Responding to the Media
RSP-1128-000	Safe Work Permit
RSP-1715-000	Hot Work

1.2 Industry References

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

Number	Description
<i>International Society of Automation (ISA)</i>	
ISA 12.12.03	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

1.3 Regulatory References

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

Number	Description
29 CFR 1910.307	Hazardous (Classified) Locations
6 CFR Part 27	Chemical Facility Anti-Terrorism Standards

1.4 Terms

For the terms and definitions used with this document, see [Appendix A: Terms and Definitions](#).

2.0 Roles and Responsibilities

2.1 Roles and Responsibilities

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

Roles	Responsibilities
Refining Safety and Security Manager	<ul style="list-style-type: none"> (a) Establish a process to ensure approved case/device are available for personnel through Cellular Services and/or 3rd Party. (b) Review and approve Portable Electronic Products (PEP) for use within hazardous environments as “PEP2” devices. (c) Maintain an approved device/case list and update as new devices/cases are approved.
Corporate Refining HES Professional	<ul style="list-style-type: none"> (a) Review and approve Portable Electronic Products (PEP) for use within hazardous environments as “PEP2” devices. (b) Maintain a file on approved devices/cases that documents meeting the ISA 12.12.03 standard.
Cellular Services	<ul style="list-style-type: none"> (a) Receive approved devices from the Refineries and ensure they are approved per the file of approved devices/cases kept by Corporate Refining HES Professional. (b) Ensure approved cases are etched with MPC Logo. (c) Distribute approved cases to the Refinery personnel authorized by their supervisor to have an “MPC Rugged Case” approved for use in hazardous locations.
Refinery Safety Supervisors	<ul style="list-style-type: none"> (a) Incorporate this policy into any existing site policy on mobile devices. Implementation of this policy must be in compliance with existing collective bargaining agreements. (b) Establish a process to document Refinery Personnel who have a business need for an approved case/device and the process for ordering approved devices/cases through a 3rd party and sending to cellular services for MPC Logo. (c) Review and Approve Contractor Portable Electronic Products (PEP) for use within hazardous environments as “PEP2” devices.

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3.0 Electronic Device Approval Process

3.1 Electronic Device Approval Process

3.1.1 Any new types of non-intrinsically safe Company Electronic Devices to be used in the Refinery locations outlined in [Section 4.0](#) of this policy must be approved by the Refining Safety and Security Manager if the device is to be used without a hot work permit in order to determine an appropriate case for the hazard location.

Note: The Refining Safety and Security Manager will utilize the approval process outlined in [Appendix B](#) of this policy.

3.1.2 Any device that no longer meets the requirements of [Appendix B](#) (e.g., cracked screen, broken case or port covers, etc.) no longer met the requirements of **ISA 12.12.03** and shall be removed from service.

3.2 Contractor Device Approval Process

3.2.1 Contract Companies with a legitimate business purpose may use Contractor - Issued Electronic Devices in the Refinery locations outlined in [Section 4.0](#) of this policy. Contractor Issued Electronic Devices shall meet one of the following criteria:

- (a) 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,
- (b) Establish an approval process consistent [Appendix B](#) of this document, or
- (c) Obtain a hot work permit.

3.2.2 Refinery locations that utilize [Appendix B](#) of this policy to approve Contractor Issued Electronic Devices shall ensure:

- (a) The form is completed by the requesting contract company and supporting documentation is provided to MPC Safety Supervisor for retention, and
- (b) Once approved by MPC Safety Supervisor for use within Restricted Areas, the MPC Safety Supervisor shall apply the “Contractor Approved for Use” decal (see [Appendix C](#)).

3.2.3 If the Electronic Device or case becomes damaged the Electronic Device is no longer approved for use.

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4.0 Safety Considerations

4.1 Electronic Device Use in Restricted Areas

- 4.1.1 Only an Intrinsically Safe or Company Approved Electronic Device as defined herein is permitted within Restricted Areas. Company issued devices specifically intended for use within the Restricted Areas, such as radios, RADAR handhelds, etc., do not require additional approval prior to use.
- 4.1.2 Possession of any personal non-Intrinsically Safe Electronic Device whether powered on or off, is strictly prohibited in Restricted Areas, with the exception of personal medical devices. Non-Intrinsically Safe Electronic Devices should be stored and used only in vehicles, offices, locker rooms or designated lunch/break areas.
- 4.1.3 Non-Intrinsically Safe Personal Medical Devices (e.g., insulin pump) require the user to wear a four-gas meter in lieu of obtaining a hot work permit. If the four-gas meter alarms, the person must evacuate immediately to a safe location.
- 4.1.4 Use of a non-Intrinsically Safe Company Electronic Device or Company Approved Electronic Device for use in hazardous locations in a Restricted Area shall serve a legitimate business purpose, be approved by Refinery management, and be accompanied by a hot work permit.
- 4.1.5 Electronic Devices, with the exception of radios, may not be used while moving through the unit (e.g., walking or climbing). No external electrical or wireless connections or accessories, including ear buds, headphones, or Bluetooth technologies, are permitted to be used in any Restricted Area. Phone conversations are prohibited where hearing protection is required.

4.2 Electronic Device Use in Vehicles within the Refinery

- 4.2.1 Use of any Electronic Device while driving a vehicle or operating equipment within the refinery is strictly prohibited unless a wireless, Bluetooth or hands-free communication technology is used. Prohibited usage includes but is not limited to texting, instant messaging, reading or sending messages or e-mails, receiving or making phone calls, and/or taking pictures, videos or recordings.
- 4.2.2 Electronic Device use within vehicles is permissible when riding as a passenger or the vehicle or equipment is pulled over in a safe location, out of the way of traffic/work, and parked at a complete stop prior to the user engaging in any of the above-listed activities and should serve a legitimate business purpose.
- 4.2.3 Equipment subject to this prohibition includes but is not limited to cars, trucks, forklifts, man-lifts, cherry pickers, cranes, golf carts, all terrain buggies, bicycles, or anything similar in nature.

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4.0 Safety Considerations, Continued

4.3 Personal Electronic Device Use in Central Control Rooms and Operator Boards/Consoles

4.3.1 To ensure security and avoid safety distractions, Personal Electronic Devices can only be used or charged at the consoles/boards at the discretion of the Owning Department Manager. Personal Electronic Devices should be stored in vehicles, offices, locker rooms or designated lunch or break areas.

4.3.2 Use of Company Electronic Devices or Company Approved Electronic Devices, including Company computer stations in the control rooms, shall be in accordance with [Policy 6002](#).

4.4 Personal Electronic Devices Use in Maintenance Shops

Possession of Personal Electronic Devices, either intrinsically safe, Company Approved Electronic Device or non-intrinsically safe, whether powered on or off is limited in Maintenance Shops at the discretion of the Owning Department Manager. Use of Personal Electronic Devices should be restricted to non-working time, including break periods, in designated lunch or break areas, locker rooms, offices, external parking areas and during transition to and from the gate, such as before and after shift.

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5.0 Security of Refineries

5.1 Recording Proprietary Information with Electronic Devices

- 5.1.1** The use of Electronic Devices to record and distribute Proprietary Information at a refinery shall comply with all company policies, including but not limited to [Policy 10006](#), [Policy 12002](#), and [Policy 12003](#), and be consistent with the site Facility Security Plan (FSP) requirements.
- 5.1.2** Recording is permissible if it otherwise complies with this policy and the recording is for a legitimate business purpose, unless such Recording adversely affects or compromises:
- (a) a company trade secret or provides competitive insight to development of systems, processes, products, know-how and technology,
 - (b) legal patents, intellectual property, licensing agreements or copyrighted material,
 - (c) attorney-client privileged information, including information related to pending enforcement or litigation,
 - (d) business development information subject to a confidentiality agreement, or
 - (e) non-public financial or operational information or results subject to [Policy 12002](#).
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Appendix A: Terms and Definitions

A.1 Company Approved Electronic Device *Company Approved Electronic Devices* are Electronic Devices (other than Contractor Issued Electronic Devices) that are not owned or issued by MPC (i.e., approved personal devices). Use of such devices must be vetted and approved by local management. Personal Devices enrolled in the Bring Your Own Device (BYOD) program are considered Company Approved Electronic Devices and will require a hot work permit if used in a Restricted Area.

A.2 Company Issued Electronic Device *Company Issued Electronic Devices* are MPC owned/issued Electronic Devices or Electronic Devices reimbursed by MPC for individuals' business use in the course and scope of providing services to MPC.

Company Issued Electronic Devices with an MPC Rugged Case satisfy the criteria in **ISA 12.12.03** and are approved for use in certain hazardous (classified) locations (i.e., Class I, Division II).

A.3 Contractor Issued Electronic Device *Contractor Issued Electronic Device* is 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, tablet, and similar devices. These Electronic Devices are Issued by their employer and must satisfy the criteria in [Section 3.2.1](#) before they can be brought into or used in a Restricted Area.

A.4 Electronic Device *Electronic Device* is 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 steaming devices (e.g., Amazon TV) and similar devices.

A.5 Inside or Within the Refinery *Inside or Within the Refinery* is 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, docks, satellite buildings, control rooms, control board areas, shops, office buildings, maintenance buildings, turnaround 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.

A.6 Intrinsically Safe Device *Intrinsically Safe Device* is 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.

A.7 MPC Rugged Case *MPC Rugged Case* is a case reviewed and pre-approved by the Refining Safety and Security Manager using process outlined in [Appendix B](#) that has been proven to pass a drop test. The device with its protective case will be deemed acceptable in lieu of performing a drop test on Company Electronic Devices.

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Appendix A: Terms and Definitions, Continued

A.8 Outside the Refinery

Outside the Refinery is any area not considered inside or within the refinery.

A.9 Personal Electronic Device

Personal Electronic Device is a non-Company owned, issued or approved Electronic Device. Use of such devices must be vetted and approved by local management.

A.10 Portable Electronic Product (PEP)

Portable Electronic Product is a battery-powered or photovoltaic cell-powered apparatus that can be hand-held or that is intended for use while worn on a person's body.

A.11 PEP1

PEP1 is a body worn electronic product, in direct contact with the skin that is deemed incapable of causing an ignition under normal conditions such as a wrist watch, smart watch, hearing aid, or wrist-worn personal fitness tracker.

A.12 PEP2

PEP2 is a portable electronic product that is deemed incapable of causing an ignition under normal conditions, such as approved cellular phones or tablets.

A.13 Proprietary Information

Proprietary Information is attorney-client privileged information, non-public financial and operating results, trade secrets, patents, intellectual property, licensing agreement or copyrighted material, or information that provides competitive insights to development of systems, processes, products, know-how and technology.

A.14 Restricted Area

Restricted Areas include areas within the process units (both inside and outside battery limits), tank dikes, docks, satellite buildings, and any area in which the minimum requirements for standard PPE apply.

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Appendix B: Criteria for Electronic Device Approval

B.1 Minimum Requirements

In order to use an Electronic Device in a hazardous environment without a hot work permit, the device alone and/or device and case must meet the minimum requirements established in **ISA 12.12.03**.

B.2 Portable Electronic Product (PEP) Requirements

The following requirements in this policy classify a device as a Portable Electronic Product (PEP):

- (a) Radio frequency energy transmission limited in accordance with [Appendix B.5](#),
- (b) No provisions for forced ventilation (e.g., does not contain a fan),
- (c) No sparks visible during operation,
- (d) No camera flash unless it is mechanically disabled,
- (e) No motors unless it can be demonstrated the motor incorporates non-arcing, and
- (f) No visible damage which compromises the structural integrity of the phone or case.

B.3 PEP1 Requirements

PEP1 devices can be used in a classified area without a hot work permit. PEP1 devices must meet the following criteria:

- (a) Powered by a maximum of two button cells,
- (b) Body-worn and in direct contact with the skin, and
- (c) No external electrical connections or accessories are used in the hazardous (classified) location.

Examples: Wrist Watches, Smart Watches, Fitness Trackers, and medical devices (e.g., hearing aids, etc.)

B.4 PEP2 Requirements

B.4.1 In order to determine if a PEP can be used in a classified area without a hot work permit, it must be on the list of preapproved devices with/without required protective casing as detailed in [Appendix A](#). The Refining Safety and Security Manager and MPC ES&S Attorney will use the following criteria in its evaluation:

- (a) Powered by one or more cells, batteries, or photovoltaic cells,
- (b) Cell or battery secured so it will not fall out in the drop test as described [Appendix B.6](#),
- (c) Body-worn or hand held,
- (d) No external electrical connections or accessories are used in the hazardous (classified) location,
- (e) Exposed terminals (for example battery charging terminals) are either recessed or diode protected to prevent a discharge caused by an accidental shorting of these terminals,
- (f) Power switch in accordance with [Appendix B.7](#), and
- (g) No damage that exposes the electrical/electronic circuitry as a result of the drop test described in [Appendix B.6](#).

Note: PEP2 devices may be used in a classified area with a hot work permit. For PEP2 Medical Devices (e.g., insulin pump), user will wear a four gas meter in lieu of obtaining a hot work permit.

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Appendix B: Criteria for Electronic Device Approval, Continued

B.4 PEP2 Requirements (continued)

- B.4.2** If a device or device and case are approved; this device will then be allowed to be used in Class I, Division 2 areas without a hot work permit. Only devices that are approved and labeled will be allowed.
- B.4.3** MPC's Approved Case will be a Black/Yellow Lifeproof Case with the Marathon "M" logo on the back available via Cellular Service.

Note: Approved devices will not be allowed in Class 1, Division 1 areas without a hot work permit. This includes areas where ignitable concentrations of flammable vapors can exist under normal conditions, possibly due to operational activities, line-breaks, repair or leakage.

B.5 Radio Frequency

The radiated radio frequency energy from a device, such as a radio or cell phone, is not considered an ignition source if it is below the following limits:

- (a) 2 watt (W) maximum output averaged over 20 microseconds for Groups A and B and Group IIC,
- (b) 3.5 W maximum output averaged over 100 microseconds for Group C and Group IIB, or
- (c) 6 W maximum output averaged over 100 microseconds for Group D and Group IIA

Note: Most cell phones radiate under 2 W so their level of radio frequency radiation is acceptable for PEP2 products.

B.6 Drop Test

For PEP2, the device shall be capable of passing a drop test. The test requires the device (or a sample of the product) in the form in which it is intended to be used to be dropped onto a horizontal concrete surface from a height of 2 meters (6 feet 6 inches). The test is repeated six times with the device being dropped in the six orientations that are considered most likely to cause a failure. At the conclusion of the testing, the integrity of the case shall not have been compromised, the battery shall not have fallen out or become disconnected, and the device shall operate as intended.

Note: If the device is in a pre-approved case that has been proven to pass a drop test, the device with its protective case will be deemed acceptable in lieu of performing a drop test on company issued devices.

B.7 Power On-Off Switches

Any device with a power on-off switch with contacts that directly interrupt battery current is not acceptable for PEP2 because the switch may cause an ignition-capable arc.

Note: If the switch operator is not a maintained position device and requires the same action for on and off, then it is likely to be an electronic switch. Generally, electronic products use the electronic circuit type of switch.

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Appendix B: Criteria for Electronic Device Approval, Continued

B.8 Contractor Electronic Device Form

The following shows the Contractor Electronic Device Form ([REF-1056-FORM01](#)).

Reference: For the most up-to-date, working copy of this form, go to:
http://cbgrs20/red/copyout.aspx?lib_no=32&doc_no=3701

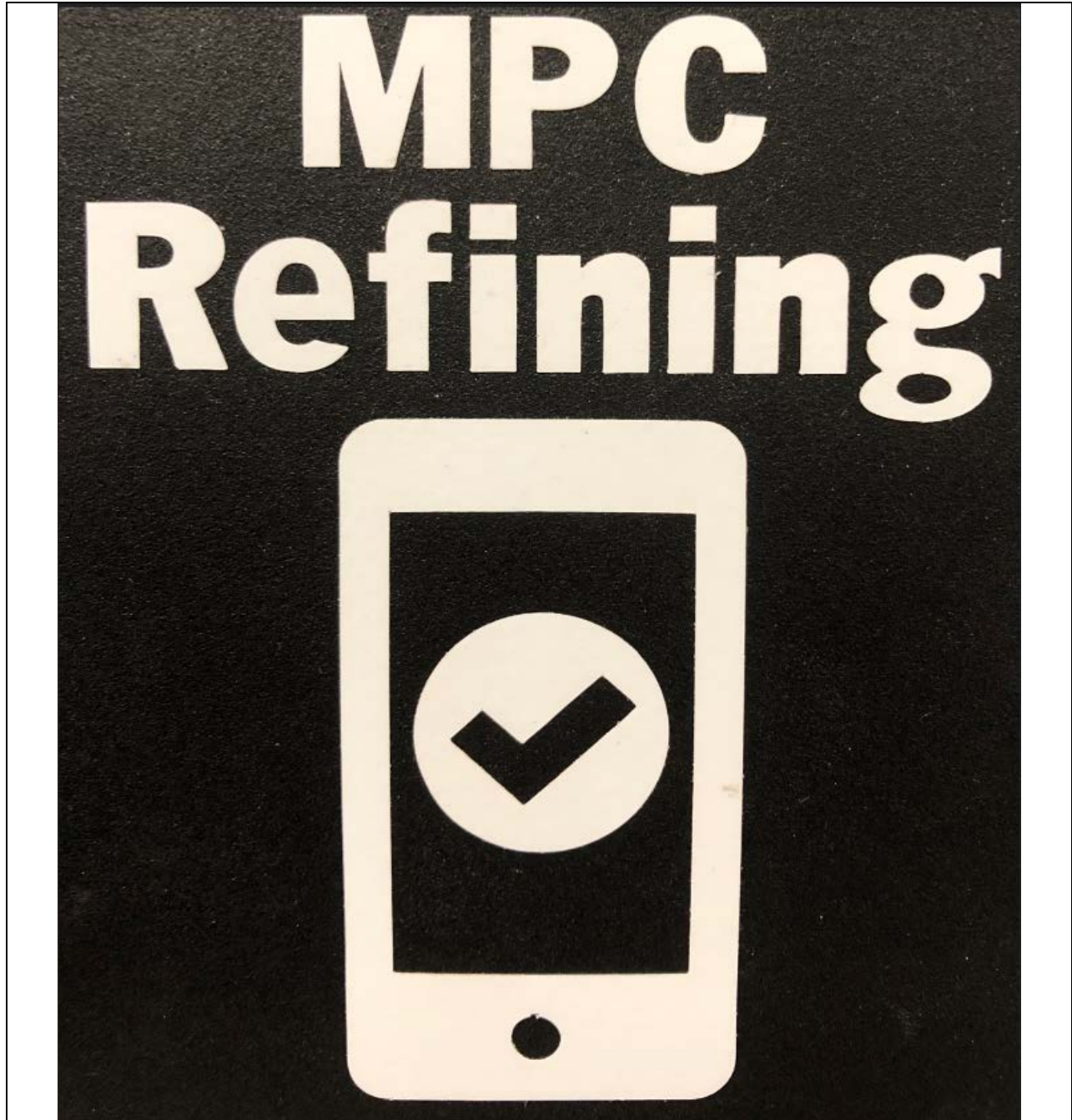
ANSI Section #	ANSI/ISA-12.12.03-2011 "PEP 2" Requirements Applicable to Case	Does the iPhone in a LifeProof Case meet the intent of ANSI/ISA-12.12.03-2011 "PEP 2" ?	Do iPhone (Model #) Specifications Meet Requirement?
6.1(b)	Radio frequency energy transmission limited in accordance with 8.3.		
6.1(c)	No provisions for forced ventilation.		
6.1(d)	No sparks visible in normal operation.		
6.1(e)	No excessive temperatures in normal operation (> 60°C or 140°F).		
6.1(f)	No camera flash unless it can be disabled.		
6.1(g)	No motors unless it can be demonstrated the motor incorporates non-arcing technology.		
6.3(c)	Body-worn or hand-held.		
6.3(a)	Powered by one or more cells, batteries, or photovoltaic cells.		
6.3(f)	Power switch in accordance with 8.2 (no power on-off switch with contacts that directly interrupt battery current).		
6.1(h)	No visible damage.		
6.3(b)	Cell or battery secured so it will not fall out in the drop test as described of 8.1 (2 meter drop).		
6.3(e)	Exposed terminals (for example battery charging terminals) are either recessed or diode protected to prevent a discharge caused by an accidental shorting of these terminals.		
6.3(g)	No damage that exposes the electrical/electronic circuitry as a result of the drop test described in 8.1 (2 meter drop).		
ANSI Section #	ANSI/ISA-12.12.03-2011 Other "PEP 2" Requirements	Does the iPhone in a LifeProof Case meet the intent of ANSI/ISA-12.12.03-2011 "PEP 2" ?	How will we meet these specifications?
	There must be no available listed apparatus suitable for the area classification and capable of performing the intended function (see section 4.12 definition of "listed").		
6.1(a)	OSHA defines "listed" in 1910.399 as "of a kind mentioned in a list that is published by a nationally recognized laboratory that makes periodic inspection of the production of such equipment, and states that such equipment meets nationally recognized standards or has been tested and found safe for use in a specified manner." Annex B of the ANSI standard, "Potential suitability of selected examples of portable products for use in hazardous (classified) location" does not include cell phones in the "available listed" category, indicating cell phones likely pass the 6.1(a) requirement.		
6.3(d)	No external electrical connections or wired accessories are used in the hazardous (classified) location.		
7.1	A process of administrative control and training is necessary to ensure that portable products do not present an unacceptable risk of ignition when used in hazardous classified areas.		
7.2	The owner/operator of the hazardous (classified) location should establish a process of inspection in which a qualified person establishes that particular products can be accepted as PEP 2.		
7.2	Supporting documentation for PEP evaluations should be maintained for the life of the use of those products. The documentation should include information for the products such as reference number or code, product manufacturer and model, owner name, approver name, and date approved or equivalent information.		
9	Accepted PEP 2 products should be marked as "PEP 2, evaluating company name, supporting documentation reference number."		
<p>The undersigned contractor represents and warrants that the Contractor issued Electronic Device presented for approval complies with all ANSI/ISA-12.12.03-2011 "PEP 2" requirements and that the MPC owning department manager has authorized use of the Contractor issued Electronic Device in the refinery for a legitimate business purpose.</p> <p>Contractor Name: _____</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>Approved By: _____</p> <p>MPC Safety Supervisor: _____</p> <p>Date: _____</p>			

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Appendix C: “Contractor Approved for Use” Decal

C.1 Decal

The picture below depicts the decal that is to be applied to a Contractor Issued Electronic Device that has been approved for use.



Appendix D: Process to Obtain MPC Approved Cases Per Device

D.1 Approved Cases/Devices

D.1.1 The following devices and cases have been approved per [Appendix B](#). The table below outlines the link to purchase the approved case. Any deviation from this matrix must be approved by the Corporate Refining Safety and Security Manager.

Phone	Case	Link to Order	Approved Color
iPhone 6	LifeProof FRE	Order iPhone 6 Amazon	Black Case with Gray Stripe
iPhone 6s	LifeProof FRE	Order iPhone 6s	Black Case with Gray Stripe
iPhone 6 Plus	LifeProof FRE	Order iPhone 6+	Black Case with Gray Stripe
iPhone 6s Plus	LifeProof FRE	Order iPhone 6s+	Black Case with Gray Stripe
iPhone 7	LifeProof FRE	Order iPhone 7	Black Case with Lime Green Stripe
iPhone 7 Plus	LifeProof FRE	Order iPhone 7+	Black Case with Gray Stripe
iPhone 8	LifeProof FRE	Order iPhone 8	Black Case with Lime Green Stripe
iPhone 8 Plus	LifeProof FRE	Order iPhone 8+	Black Case with Lime Green Stripe
iPhone X	LifeProof FRE	Order iPhone X	Black Case with Gray Stripe
iPhone XR	LifeProof FRE	Order iPhone XR	Black Case with Gray Stripe

D.1.2 Each Refinery shall order their approved case through the link above and send intercompany mail to Cellular Services with the following information:

- (a) List of Names of individuals
- (b) Cost Center to Bill Logo, and
- (c) Return Shipping Address and Attention To Name.

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0	First issue of document.	Corporate Refining Safety & Security	R.L. Brooks	8/30/17
1	Modified cell phone usage at control boards and maintenance shops to allow at the discretion of the owning department manager.	N.T. Birchall	R.L. Brooks	9/12/17
2	Updated to include the option to allow Contract Partners to approve the use of the electronic devices.	N.T. Birchall	R.L. Brooks	6/1/18
3	Updated to include a Contractor Electronic Device Form for Appendix B and added Appendix C .	K.M. Long	R.L. Brooks	8/16/18
4	Updated to allow BYOD Devices, Case Purchases through 3 rd Party, and Site Requirements to Document Personnel who have a business need.	K.M. Long	R.L. Brooks	6/11/19

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