
 Marathon Petroleum Company	SAFE WORK INSTRUCTION				HS-SWI-020
SALT LAKE REFINERY	Hazard Communication				Page 1 of 19
RESPONSIBLE DEPT.	CONTENT STEWARD		APPROVED BY		
Safety	Industrial Hygienist		ES&S Manager		
ORIGINAL ISSUE:	12/13/1983	LATEST REVISION:	12/28/2020	NEXT REVIEW:	12/28/2025

CONTENTS

1.0 Introduction2	4.6 Other Chemical Containers Leaving the Facility.....11
1.1 Purpose.....2	4.7 Labeling for Shipment of Small Containers.....11
1.2 Scope.....2	4.8 Chemicals Entering the Facility.....12
1.3 Out-of-Scope.....2	4.9 Laboratory Chemical Containers.....13
1.4 Corporate References.....2	5.0 Safety Data Sheet Creation and Maintenance13
1.5 Tools and Templates.....3	5.1 SDS Creation and Maintenance13
2.0 Definitions.....3	5.2 Unforeseen Occurrences13
3.0 Roles and Responsibilities7	5.3 Foreign Requirements or Language.....14
3.1 Health and Safety Department.....7	5.4 Trade Secrets14
3.2 Security.....7	6.0 Training14
3.3 Purchaser.....8	6.1 Employee Information and Training14
3.4 Supervisor of Materials Management (Storehouse)8	6.2 Informing Personnel of Other Hazards ..14
3.5 Hazardous Material User8	6.3 Informing and Shared Information15
3.6 Contractors.....8	7.0 Program Review.....15
3.7 Toxicology & Product Safety (T&PS)8	7.1 Procedure Review.....15
4.0 Practices.....8	8.0 Review and Revision History15
4.1 Newly Purchased Chemicals or Changes to Quantity of Existing Chemicals.....8	8.1 History of Revisions15
4.2 SDS Access9	9.0 Appendix A – Material Purchase Authorization Form.....17
4.3 Chemical Inventory List.....10	10.0 Appendix B– Minimum Label Requirements18
4.4 Labels and Other Forms of Warning10	
4.5 Bulk Products Leaving the Facility.....10	

LIST OF TABLES

Table 1	Terms and Definitions	3
Table 2	Revision History.....	16

	SAFE WORK INSTRUCTION	HS-SWI-020
SALT LAKE REFINERY	Hazard Communication	Page 2 of 19

1.0 INTRODUCTION

1.1 Purpose

- 1.1.1 The Salt Lake City Refinery has developed and maintains a Hazard Communication Program in accordance with the Federal OSHA Hazard Communication Standard (29 CFR 1910.1200) and the Utah Occupational Safety and Health Rules and Regulations, General Standards.
- 1.1.2 The intent of the Hazard Communication Program is to ensure that employees are provided information about hazardous substances known to be present in the workplace to which they may be exposed and about protective measures to be followed in the safe handling of these materials. The program is to be used as an integral part of employee safety training.

1.2 Scope

- 1.2.1 This Safe Work Instruction applies to all personnel, employee or contractor, and visitors, visiting or working in or on Marathon Petroleum Co. LP owned, operated, or maintained facilities.

1.3 Out-of-Scope

The following are excluded from the requirements of this Safe Work Instruction:

- Hazardous waste when regulated by EPA
- Tobacco and tobacco products
- Articles which do not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use
- Food, drugs, or cosmetics intended for personal consumption by employees while in the workplace
- Consumer products such as janitorial supplies, office supply chemicals, etc., that are used in the workplace in the same manner as normal consumer use and the use of such results in exposure no greater than normal consumer exposure.

1.4 Corporate References

The following sections list the references used to generate this SWI.

1.4.1 Marathon Standards, Policies & Procedures

- Material Purchase Authorization (MPA)
- SAF-4014 Hazard Communication Program
- SAF-4024 Safety Data Sheet Creation and Maintenance

1.4.2 Government Regulations

- Occupational Safety and Health Administration (OSHA): 29 Code of Federal Regulation (CFR) 1910.1200 Hazard Communication
- Homeland Security website: Appendix A: CFATS Chemicals of Interest List (<https://www.dhs.gov/cisa/appendix-chemicals-interest>).

ATTENTION: Printed copies should be used with caution.	
The user of this document must ensure the current approved version of the document is being used.	
HS-SWI-020 Hazardous Communication - Final	This copy was printed on 12/17/2020

1.4.3 Industry References

- National Fire Protection Association (NFPA) 704M

1.5 Tools and Templates

The following tool is provided in support of this instruction:

- HS-FRM-123 Material Purchase Authorization Form

2.0 DEFINITIONS

The following terms and definitions are used in this Safe Work Instruction.

Table 1 Terms and Definitions

Term	Definition
Article	A manufactured item other than a fluid or particle: <ol style="list-style-type: none"> a. which is formed to a specific shape or design during manufacture; b. which has end use function(s) dependent in whole or in part upon its shape or design during end use; and c. which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section) and does not pose a physical hazard or health risk to employees.
BOL	Bill of Lading
Carcinogen	As defined by Appendix A of 29 CFR 1910.1200.
CAS	Chemical Abstracts Service
Chemical	Any substance, or mixture of substances
Chemical Inventory List	A list of all Hazardous Chemicals present at a facility. (Consumer Products as defined in this section are exempted).
Chemical Manufacturer	An employer with a workplace where chemical(s) are produced for use or distribution.
Chemical Name	The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.
Classification	A process that includes the following three steps: <ol style="list-style-type: none"> a. identification of relevant data regarding the hazards of a chemical; b. review of those data to ascertain the hazards associated with the chemical; and c. determination whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this standard. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.
COI	Chemicals of Interest

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

Table 1 Terms and Definitions

Term	Definition
Consumer Product	Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, where the employer can show that the product is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and that use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended. An example of a Consumer Product would be bleach or Windex® cleaning agents in consumer size packages that are used as recommended by the manufacturer. Exceedence of intended use per the manufacturer or storage in a volume that if released would overexpose individuals to levels beyond typical consumer exposures, is not a Consumer Product, and shall be considered a Hazardous Chemical.
Container	Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
Designated Representative	Any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent will be treated automatically as a designated representative without regard to written employee authorization.
Distributor	A business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.
Employee	A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.
Employer	A person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.
ES&S	Environment, Safety, & Security
Exempt Products	Office products such as pens, pencils, and adhesive tape are exempt. However, the best practice is to acquire an SDS if one is available from the product manufacturer, as unexpected exposures may occur from accidents, even when dealing with small quantities.
Exposure or Exposed	An employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g., accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g., inhalation, ingestion, skin contact or absorption.)
Foreseeable Emergency	Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.
GHS	Globally Harmonized System of Classification and Labeling of Chemicals
Hazard Category	The division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.
Hazard Class	The nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

Table 1 Terms and Definitions

Term	Definition
Hazard Not Otherwise Classified (HNOC)	An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).
Hazard Statement	A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
Hazardous Chemical	Any chemical, including intermediates, which is classified as a physical hazard, a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified (HNOC).
Health Hazard	A chemical which is classified as posing one of the following hazardous effects: <ul style="list-style-type: none"> ➤ acute toxicity (any route of exposure); ➤ skin corrosion or irritation; ➤ serious eye damage or eye irritation; ➤ respiratory or skin sensitization; ➤ germ cell mutagenicity; ➤ carcinogenicity; ➤ reproductive toxicity; ➤ specific target organ toxicity (single or repeated exposure); ➤ or aspiration hazard.
Immediate Use	That the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
Importer	The first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.
Label	An appropriate group of written, printed, graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging. Labeling can be accomplished with pull-out labels, fold-back labels, signs, tags, or other methods
Mixture	A combination or a solution composed of two or more substances in which they do not react.
MoC	Management of Change
MPA	Material Purchase Authorization
Non-Hazardous Chemical	Means any chemical determined by the manufacturer or distributor to not be hazardous. The non-hazardous status is often stated within an SDS.

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

Table 1 Terms and Definitions

Term	Definition
Physical Hazard	A chemical that is classified as posing one of the following hazardous effects: <ul style="list-style-type: none"> ➤ explosive; ➤ flammable (gases, aerosols, liquids, or solids); ➤ oxidizer (liquid, solid or gas); ➤ self-reactive; ➤ pyrophoric (liquid or solid); ➤ self-heating; ➤ organic peroxide; ➤ corrosive to metal; ➤ gas under pressure; or ➤ in contact with water emits flammable gas. See Appendix B to §1910.1200—Physical Hazard Criteria.
Pictogram	A picture conveying health, physical, and/or environmental hazard information about a chemical. Each pictogram consists of a different symbol on a white background within a black or red square frame set on a point (i.e. a black or red diamond).
Portable (Secondary) Container	A smaller container utilized to transfer hazardous chemical(s) from the original labeled container. These are often portable or known as "working containers". Examples include pails, buckets, beakers, sample containers, flasks or bottles.
PPE	personal protective equipment
Precautionary Statement	A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.
Product Identifier	Name, number or synonym used for a hazardous chemical on a label or in the SDS. Provides a unique means to which users can identify the chemical. Shall permit cross references with the corresponding Label and SDS.
Purchaser	The person who initiates the acquisition of a new chemical.
Pyrophoric Gas	A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130°F (54.4°C) or below.
Safety Data Sheet (SDS)	Written or printed material concerning a Hazardous Chemical that is prepared in accordance with 29 CFR 1910.1200(g). Formerly known as a Material Safety Data Sheet (MSDS).
Shipped Container	Any container leaving the workplace, whether through normal shipping routes or physically handed to another person (including via lab courier services).
Signal Words	A single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.
Simple Asphyxiant	A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.
Stationary Process Container	A container that is not mobile, in which a process other than storage takes place, or a stationary container which contains a liquid (other than water) used for dipping and coating. Examples include knockout drums, "frac" tanks, and treatment, separator and reactor vessels

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

Table 1 Terms and Definitions

Term	Definition
Stationary Container	A container, other than a stationary process container, used for holding hazardous chemicals (even if connected to a distribution system). Examples include swing tanks (i.e. storage tanks wherein the chemical content changes periodically), and crude oil, crude condensate, and product storage tanks.
Substance	Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.
T&PS	Toxicology & Product Safety
Trade Secret	Any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix E to §1910.1200—Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.
Use	To package, handle, react, emit, extract, generate as a byproduct, or transfer.
Work Area	A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
Workplace	An establishment, job site, or project, at one geographical location containing one or more work areas.

3.0 ROLES AND RESPONSIBILITIES

3.1 Health and Safety Department

The Health and Safety Department is responsible for the following:

- Maintains Salt Lake Refinery's Hazard Communication Standard, in accordance with 29 CFR 1910.1200.
- Reviews SDSs for any new chemical use at the refinery.
- Makes SDS information and updates available to all employees in a timely fashion.
- Notifies purchaser if new chemical SDS review reveals any unacceptable chemical components and works with the purchaser to find an alternate, less hazardous product.
- Rejects/Disapproves any MPA submitted that lacks a required MOC review.
- Notify the purchaser of any use restrictions that might affect the use of a new product, including any potential incompatibilities with other chemicals or materials.

3.2 Security

- Security is responsible for administering the hazardous materials related elements of the Chemical Facility Anti-Terrorism Standard in coordination with this instruction.

3.3 Purchaser

The Purchaser is responsible for the following:

- Prior to purchase of a product containing hazardous components, determines whether the product has been reviewed and approved for purchase.
- For any new product (product not previously approved), submits a copy of the SDS with Material Purchase Authorization form. The purchaser of a new product, or a designated person in the same department, is responsible for determining if the product is already approved.
- Ensures an MOC is conducted for the introduction of a new chemical (not a replacement in-kind) into a process

3.4 Supervisor of Materials Management (Storehouse)

- Ensure that storehouse personnel receiving chemicals inspect all chemical containers received are properly labelled prior to placing into bench stock or issuing.
- Ensure that each chemical container leaving the refinery (other than bulk material) is properly labeled, tagged, or marked.

3.5 Hazardous Material User

- The end user or product user is the person who uses the chemical or product in accordance with the stipulated on the product label and SDS. This person must know where to obtain a copy of the SDS.

3.6 Contractors

- Comply with all requirements of this instruction.

3.7 Toxicology & Product Safety (T&PS)

- Evaluate chemicals that are manufactured, processed, produced, distributed or are of interest and will apply Classification(s) to these materials according to the health and physical hazard criteria.

4.0 PRACTICES

4.1 Newly Purchased Chemicals or Changes to Quantity of Existing Chemicals

- 4.1.1 Prior to purchasing any new chemical, the Purchaser will obtain an SDS and complete a Material Purchase Authorization (MPA) ([See HS-FRM-123](#) attached to this document).

NOTE: The supplier or manufacturer of hazardous substances has the responsibility for providing SDS for the products they sell.

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

-
- 4.1.2 ES&S will not process the MPA if it has a new chemical whose risk has not been assessed and documented through the MOC process.
- 4.1.3 Purchaser will submit the completed MPA and SDS to ES&S Department prior to purchase.
- 4.1.4 Information must be reviewed and approved by ES&S (both Health/Safety and Environmental). The MPA will document on any incompatibilities.
- 4.1.5 The following are addressed as part of the MPA/MOC processes:
- A. Applicable regulations associated with the chemical's use,
 - B. Physical and/or health hazards associated with the chemical's use or disposal,
 - C. Training necessary for the chemical's safe use or proper disposal,
 - D. Necessary personal protective equipment (PPE), and
 - E. The availability of an alternative with a lower hazard profile.
- 4.1.6 Security will document changes to the current Chemicals of Interest (COI) that have been declared through the Top Screen process. Security will submit to the Department of Homeland Security any changes. Additionally, Homeland Security must be notified if a new chemical is introduced that meets the threshold quantity of chemicals listed in on the Homeland Security website Appendix A: CFATS Chemicals of Interest List (<https://www.dhs.gov/cisa/appendix-chemicals-interest>).
- 4.1.7 ES&S must be informed prior to any new chemical being brought onsite. Security must be informed of any changes in our current COIs prior to any new chemical being brought onsite. Both of these can be communicated by filling out the Material Purchase Authorization form and returning it to the ES&S department.
-

4.2 SDS Access

- 4.2.1 The Salt Lake City Refinery maintains an SDS database to ensure that employees and contractors have ready access to information regarding chemicals in their work area.
- 4.2.2 SDS may be printed from the web site.
- 4.2.3 In case of intranet/internet service interruption, SDSs can be accessed by calling CHEMTREC.
-

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

4.3 Chemical Inventory List

- 4.3.1 A list of hazardous chemicals known to be present in the workplace is provided on the refinery web page. The list is organized via division, unit, and process equipment.
- 4.3.2 Identities used on the facility chemical list include product names, synonyms, and other substance names commonly used by refinery personnel.
- 4.3.3 To ensure the completeness of this inventory, Technical Services and ES&S are to periodically review the list of all chemicals presently being purchased or used.
- 4.3.4 Hazardous Chemicals (non-bulk) that are utilized on a temporary basis and stored on-site for less than 90 days during the entire calendar year are not required to be added to the chemical inventory list maintained within the online SDS management system; however, printed SDSs and inventory listing for these chemicals must be readily accessible on-site.
- 4.3.5 ES&S is to be immediately advised of any changes or new chemicals discovered during the review.

4.4 Labels and Other Forms of Warning

- 4.4.1 Written or printed warning labels must be affixed to all containers of hazardous chemicals with the exception of pipes, piping systems, pump and exchangers (see [Appendix B](#) for minimum label requirements by container type).
- 4.4.2 Labels shall be affixed to, printed on, or attached to the container such that all letters, numerals and/or pictogram(s) shall be of sufficient size to be legible and prominently displayed.
- 4.4.3 Containers include any bag, barrel, box, can, cylinder, drum, or storage tank which contains a hazardous chemical.
- 4.4.4 Warning labels are used to provide information regarding the physical and health hazards of chemicals in containers.
- 4.4.5 The T&PS has the primary responsibility for coordinating the development of label language and format, as well as label distribution, for all Marathon Petroleum products.
- 4.4.6 All labels for Marathon Petroleum products will be based upon the information obtained from the hazard determination.
- 4.4.7 The Area Team Leads are responsible for ensuring that all containers of hazardous substances within their divisions are properly labeled.

4.5 Bulk Products Leaving the Facility

- 4.5.1 All chemical products leaving the Salt Lake City Refinery in bulk shipments (tank cars or truck transports) will be labeled and placarded in accordance with Federal and State Department of Transportation (DOT) requirements.
- 4.5.2 Copies of appropriate product labels and placards will be maintained at each truck loading rack. Contract truck drivers will be advised by their employers of the requirement to have a

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

copy of the appropriate product labels in their possession whenever hauling Marathon Petroleum products.

- 4.5.3 Hazardous waste bulk shipments will also be transported in accordance with DOT requirements and hazardous waste disposal regulations and will be accompanied by a Hazardous Waste Manifest.
- 4.5.4 Prior to, or at the time of shipment, SDSs shall be provided to customers with the initial purchase of any MPC product and with any subsequent purchases after a major SDS revision.

4.6 Other Chemical Containers Leaving the Facility

- 4.6.1 The Warehouse Foreman will ensure that each chemical container leaving the refinery (other than bulk material) is properly labeled, tagged, or marked with at least the following:
- Identify.** This will be a chemical or common name as it appears on the SDS and facility chemical inventory listing.
 - Hazard Warnings.** This may be any words, pictures, symbols, or a combination thereof, which conveys the appropriate hazards.
 - Handling Procedures and First Aid.** This must include appropriate safe handling procedures such as the use of personal protective equipment (PPE), work practices, and engineering controls and first aid and medical information.
 - Contact Information.**

Marathon Petroleum
Salt Lake City Refinery
474 West 900 North
Salt Lake City, Utah 84103

and/or

CHEMTREC,
800-424-9300 or 202-835-9500

- 4.6.2 Labeling of containers leaving the workplace will be done in a manner which is consistent with and does not conflict with the Hazardous Materials Transportation Act or the Department of Transportation (DOT) and their associated regulations.

4.7 Labeling for Shipment of Small Containers

- 4.7.1 For containers too small to display the minimum label information in a print-on or stick-on format, pull-outs, fold-backs, or tags may be used. If none of those options is feasible, an abbreviated label can be used on the containers

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

provided a full label is attached to the outer package (e.g., an overpack) in which the container is placed.

4.7.2 When using an abbreviated label, the shipped small container (i.e., immediate or actual container holding the hazardous chemical) must at a minimum contain the following:

- Product identifier;
- Appropriate pictogram(s);
- Signal word;
- Manufacturer's name and phone number;
- A statement indicating the full label information for the chemical is provided on the outside package.

4.7.3 The outside packaging (e.g., an overpack) is the object (e.g., bag, jar, box) into which the immediate product container is placed. The label for the outside packaging, at a minimum, must meet the following:

- Contain all the previously referenced shipped container label elements;
- Clearly marked to ensure that the complete label elements are visible, and inform users that the inner small container(s) must be stored in the outer container (package) bearing the complete label;
- The integrity of complete label must be maintained on the outer package (e.g., not torn, defaced, destroyed);

4.8 Chemicals Entering the Facility

4.8.1 The Warehouse Foreman will ensure that storehouse personnel receiving chemicals inspect all containers for proper labeling. Any container which does not have the required labeling will not be accepted.


4.8.2 As a minimum, all chemical containers accepted into the refinery will contain the information in paragraphs 4.6.1.a and 4.6.1.b of this instruction. Storehouse personnel will also ensure that the chemical is listed on the approved chemical inventory list and that an SDS is on file for the chemical prior to accepting it.

4.8.3 If a chemical container is discovered without a label (i.e., it was torn off while being transported or defaced over time due to exposure to the elements, etc.), a new label will be immediately requested from the supplier and applied upon receipt. If a label is unattainable from the supplier or cannot be affixed prior to use of the product, then a substitute hazardous warning label will be affixed to the container. The hazardous warning label will include:

- a. Name of the product as it appears on the SDS;
- b. Type of physical/health hazards associated with the product (i.e., irritant, carcinogen, toxic, sensitizer, corrosive, flammable, combustible, ignitable, etc.); and

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

 Marathon Petroleum Company LP	SAFE WORK INSTRUCTION	HS-SWI-020
SALT LAKE REFINERY	Hazard Communication	Page 13 of 19

- c. National Fire Protection Association (NFPA) 704M code for showing hazards of materials. (diamond-shaped label with appropriate numbers or symbols).

4.9 Laboratory Chemical Containers

- 4.9.1 The Laboratory Supervisor will ensure compliance with the following minimum requirements applying to laboratories:
 - a. Labels on all chemical product containers are in place and legible.
 - b. Sample containers is tagged or labeled with sufficient information to identify its contents.
- 4.9.2 Laboratory employees will be apprised of the hazards of chemicals in their work areas in accordance with the Employee Information and Training section of this document.

5.0 SAFETY DATA SHEET CREATION AND MAINTENANCE

5.1 SDS Creation and Maintenance

- 5.1.1 SAF-4024 Safety Data Sheet Creation and Maintenance explains and governs the creation and maintenance of safety data sheets.


5.2 Unforeseen Occurrences

In the event a product is outside normal specifications and its hazards do not match those reflected on the related SDS due to an unforeseen occurrence or production variation, the following steps will be taken:

- a. The Component or Organization will notify T&PS of the unforeseen occurrence.
- b. If the unforeseen occurrence is discovered after product shipment:
 - The Organization having the business relationship with the customer (with assistance from T&PS and the Law Organization) will notify the customer of new hazard information including any additional precaution by a phone call in conjunction with or followed by a letter or email; and
 - If the unforeseen occurrence is likely to recur, T&PS will generate a new SDS within three months.
- c. If the unforeseen occurrence is discovered prior to product shipment:
 - If feasible, T&PS will generate and provide a new SDS using the Expedited Review Process described in paragraph **Error! Reference source not found.**
 - If development of a new SDS prior to shipment is not feasible:
 - ~ T&PS will provide the current SDS.
 - ~ The Organization having the business relationship with the customer (with assistance from T&PS and the Law Organization) will notify the customer of the new hazard information including

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

 Marathon Petroleum Company LP	SAFE WORK INSTRUCTION	HS-SWI-020
SALT LAKE REFINERY	Hazard Communication	Page 14 of 19

any additional precaution by a phone call in conjunction with or followed by a letter or email.

- ~ If the unforeseen occurrence is likely to recur, T&PS will generate a new SDS within three months.

5.3 Foreign Requirements or Language

- 5.3.1 The Component or Organization will notify T&PS in the event that it sells or plans to sell products outside of the United States.
- 5.3.2 T&PS will generate SDSs in formats or language(s) that are required by applicable governmental regulation.

5.4 Trade Secrets

- 5.4.1 Any request for disclosure of trade secrets identified on an SDS by a chemical manufacturer or importer shall be coordinated in partnership with the Law Organization and Corporate Health Services (Toxicology & Product Safety).

6.0 TRAINING

6.1 Employee Information and Training

- 6.1.1 Each supervisor is responsible for ensuring that employees who may be exposed to hazardous chemicals during their routine responsibilities or in an emergency are provided with information and training about potential hazards.
- 6.1.2 Such information and training will be provided at the time of initial assignment and whenever a new chemical is introduced into the employee's work area.
- 6.1.3 The ES&S Division will obtain, develop, and provide generic materials and assistance to supervisors for use in employee training.
- 6.1.4 Training required by a change in process or a new chemical will be the responsibility of the supervisor with assistance as required from Technical Services and ES&S.
- 6.1.5 As a minimum, employees will be informed of:
 - a. The requirements of the OSHA Hazard Communication Program.
 - b. The details of the Hazard Communication Program including an explanation of the in-plant labeling system, Safety Data Sheets, and how the employee can obtain and use the hazard information.

6.2 Informing Personnel of Other Hazards

6.2.1 Hazards of Non-Routine Tasks

- A. Employees and contractors of the Salt Lake City Refinery will be informed of chemical hazards associated with non-routine tasks (e.g., vessel cleaning, TAR, etc.). Employees will be informed by their supervisor and contractors will be informed by the Job Representative.

 Marathon Petroleum Company LP	SAFE WORK INSTRUCTION	HS-SWI-020
SALT LAKE REFINERY	Hazard Communication	Page 15 of 19

-
- B. Joint job site visit (JJSV) will be conducted with the express purpose of informing employees and contractors of actual and potential hazards, protective measures required, and the required operating procedures associated with the task. In addition, personnel will be reminded of the location of SDS and other pertinent hazard communication information.
-

6.3 Informing and Shared Information

6.3.1 Contractor Representative Notification

- A. The contractor supervisor and key employees performing work in the Salt Lake City Refinery will attend a safety briefing prior to starting work.
 - a. The Job Representative will review refinery safety regulations pertaining to the work to be performed.
 - b. The contractor will also be informed of any potential exposures to chemical hazards as a result of the planned work.
 - c. The contractor representative will be informed of the availability and location of SDS.
 - d. It will be the contractor representative's responsibility to provide this information to all their employees and subcontractors working at the Salt Lake City Refinery under their direction.
 - B. It will be the responsibility of the Job Representative to inform the contractor of chemical hazards associated with tasks that were not anticipated in the original scope of the job and therefore not discussed in the safety orientation briefing.
 - C. It will be the responsibility of the contractor to provide an SDS for any chemical or hazardous material that they intend to bring into the refinery. These should be given to the Job Representative at the time of the safety briefing and must be provided prior to the chemical or hazardous material being brought onto the premises. The Job Representative will complete the Material Purchase Authorization MPA prior to bringing chemicals onsite.
-

7.0 PROGRAM REVIEW

7.1 Procedure Review

The Safe Work Instruction will be reviewed every 5 years.

8.0 REVIEW AND REVISION HISTORY

8.1 History of Revisions

The Table provides the revision history for this Safe Work Instruction.

Table 2 Revision History


Revision	Date	Change Author	Reason for Change
1.0	12/13/83	---	Original Issue
2.0	11/20/92	---	Revised
2.0	05/15/97	---	Reviewed
3.0	02/22/99	---	Revised
4.0	05/02/02	---	Revised
5.0	06/02/03	---	Revised
5.0	01/21/04	---	Reviewed
6.0	04/20/06	---	Revised
7.0	11/18/09	---	Revised
8.0	06/21/10	---	Revised
9.0	04/23/13	Gary Pinto/Harry Larrigan/J. Darnell	Revised
10.0		K. Groth	Revised to align with OSHP-001
11.0	9/9/2019	J. Moffitt	Original Issue – Formerly HS-SWI-020 Rev 11. Modified to align with MPC SAF-4024 and REF-1051.
12.0	11/30/2020	J. Moffitt	Adopted gap assessment findings

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

9.0 APPENDIX A – MATERIAL PURCHASE AUTHORIZATION FORM

Figure 2 shows an example of the Material Purchase Authorization Form (HS-FRM-123).

	Safe Work Instruction	HS-FRM-123
Salt Lake Refinery	Material Purchase Authorization Form	Page 1 of 1

SECTION 1 -- GENERAL INFORMATION				
Requested by:		Date:		
Department/Unit:		Phone No.:		
Is this a replacement for a product that is already used onsite? <input type="checkbox"/> YES* <input type="checkbox"/> NO				
* If YES, please specify the material it is replacing:				
* Has all the replaced material been used or sent back to manufacturer? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Date when material is needed:				
Date when unused material is to be disposed:				
Is this MPA part of an MOC? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If this is a new product please include:				
Area:		Unit:		
Equipment:		Safety Data Sheet – GHS Compliant? <input type="checkbox"/> YES <input type="checkbox"/> NO		
SAFETY DATA SHEET MUST BE ATTACHED				
SECTION II -- PRODUCT INFORMATION, USE, AND STORAGE				
Manufacturer Product Name:		Common Name or synonym:		
Manufacturer/Supplier:		Phone No.:		
Address:				
Street		City	State	Zip Code
Briefly answer the following:				
1. How and where will the product be used?				
2. Size of Containers (please specify type and size):				
3. Expected Usage Quantity:				
4. How and where will the product be stored:				
5. Personnel responsible for unused material disposal:*				
6. How will the unused material be disposed?*				
*Consult with ESS before submitting MPA for approval.				
FOR ESS USE ONLY				
Recommended engineering controls for the use of this product:				
Recommended personal protective equipment to be worn when handling this material:				
The following chemicals should not be stored together:				
APPROVAL				
Environmental	<input type="checkbox"/> NO <input type="checkbox"/> YES	Signature: _____	Date: _____	
		<input type="checkbox"/> SARA Reportable (311, 312, or 313)*		
Health & Safety	<input type="checkbox"/> NO <input type="checkbox"/> YES	Signature: _____	Date: _____	
		<input type="checkbox"/> See attached comments.		
Security	<input type="checkbox"/> NO <input type="checkbox"/> YES	Signature: _____	Date: _____	
		<input type="checkbox"/> Department of Homeland Security Chemical of Interest		

HS-SWI-020 Hazardous Communication

11/20/2020


Figure 1 Material Purchase Authorization Form (HS-FRM-123) Example

10.0 APPENDIX B– MINIMUM LABEL REQUIREMENTS

Container Type	Minimum Label Elements ¹
Stationary Container (Storage Tank)	<ol style="list-style-type: none"> Product identifier or synonym (as listed on SDS), Tank Identification Number, if applicable, HMS or NFPA 704 Diamond, and Chronic Health Hazard information if identified on SDS (e.g., statement or pictogram with a black or red border). <p><i>Alternatively, Elements 1-2 specified below for shipped containers.</i></p>
Portable (Secondary) Container ³	<ol style="list-style-type: none"> Product identifier or synonym (as listed on SDS), HMS or NFPA 704 Diamond, and Chronic Health Hazard information if identified on SDS (e.g., statement or pictogram with a black or red border). <p><i>Alternatively, Elements 1-2 specified below for shipped containers.</i></p>
Stationary Process Container	<ol style="list-style-type: none"> Vessel Identification Number⁴
Shipped Containers ⁵	<ol style="list-style-type: none"> Product identifier or synonym (as listed on SDS), GHS Pictogram(s) with <u>red</u> border as identified in SDS, Signal Word, Hazard Statement(s), Precautionary Statement(s), and Name, Address, and Telephone Number of the chemical manufacturer, importer, or other responsible party.
Distribution System	None Required
Non-Hazardous Waste per RCRA	Does not require generator of waste to develop their own labels. Include available SDSs and labels from upstream sources (if available). Do not remove any labeling if already affixed to container.
Hazardous Waste per RCRA	Labeled with the words 'Hazardous Waste', and <ol style="list-style-type: none"> EPA hazardous waste characteristic(s) (ignitable, corrosive, reactive or toxic), or OSHA/DOT pictogram(s), or NFPA 704 Diamond.
Rail Car ² & Cargo Tank ² (Truck)	<ol style="list-style-type: none"> Follow DOT labeling requirements. BOL shall convey means to obtain printable GHS label information.

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.

 Marathon Petroleum Company LP	SAFE WORK INSTRUCTION	HS-SWI-020
SALT LAKE REFINERY	Hazard Communication	Page 19 of 19

Note 1 - Labeled containers received by the Component for use in the workplace (e.g., totes, drums) do not need to be re-labeled unless the original manufacturer's label is removed or defaced.

Note 2 – A cargo tank (truck) or rail car containing a Hazardous Chemical that, incidental to transportation, is onsite waiting to be offloaded or fully loaded for a period of 30 days or more must be labeled in accordance with the minimum label requirements for stationary containers (storage tanks).

Note 3 - Portable (Secondary) containers do NOT need to be labeled if the hazardous chemicals were transferred from a labeled container, and which are intended only for the immediate use of the individual who performs the transfer.

Note 4 – Vessel identification number shall correlate with operations information systems (e.g., OI&S) to identify container contents and corresponding SDS.

Note 5 –The minimum label elements for this container type apply to shipped containers with off-spec products (i.e. expanded range products) provided said products are not shipped as hazardous waste per RCRA (See SDS Creation & Maintenance Standard for additional requirements applicable to off-spec products under unforeseen occurrences).

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.