

 Marathon Petroleum Company LP	SAFE WORK INSTRUCTION			SWI-038
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RESPONSIBLE DEPT.	CONTENT STEWARD		APPROVED BY	
Health & Safety	Health & Safety Supervisor		HES&S Manager	
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1.0 INTRODUCTION

1.1 Purpose

- 1.1.1 The purpose of this Safe Work Instruction is to document the procedure to control the entrance and exit of maintenance, contractors, laboratory, and other support personnel in Process Safety Management (PSM) covered process areas in accordance with **29 CFR 1910.119(f)(4)**, "The employer shall develop and implement safe work practices to provide for...control over entrance into a facility by maintenance, contractor, laboratory, or other support personnel".

1.2 Scope

- 1.2.1 The SWI applies to all maintenance, contractor, and other support personnel (e.g., laboratory, safety, environmental, engineering, and technical service), who have a need to enter PSM covered process area(s). Area Operations and Product Control personnel (specifically hourly operators, supervisors, and operations management including the Operations Manager, Products Control Manager, and General Manager with no other exceptions) who are assigned to a unit are exempt from the entrance and exit procedure if they monitor the appropriate radio channel.
- 1.2.2 This SWI is intended to control the entrance and exit of personnel in PSM covered process areas. Detailed requirements for Process Units and Tank Farms are discussed in this document. The goals of this entrance and exit procedure are to ensure that:
- 1.2.2.1 The individuals entering the unit are aware of any unique hazards.
 - 1.2.2.2 Operating personnel are aware of what the individuals entering the unit are doing and they gain permission to enter the unit either with a verbal approval or through a work permit.
 - 1.2.2.3 The names of all individuals entering the unit are logged into the sign-in/sign-out book such that operating personnel can account for everyone in the unit in the event of an emergency incident requiring a small-scale evacuation.
- 1.2.3 This document does not supersede the primary method for plant wide or large-scale emergency mustering and personnel accountability. The PSM covered process entrance and exit SWI provides a means of accountability of personnel in a process unit or tank farm if an incident requires a small-scale evacuation or restricted access for that area.

1.3 Corporate References

The following sections describe references used to generate this Site Safety Practice.

1.3.1 Marathon Standards, Policies and Procedures

- Local: HS-SWI-001 Safe Work Permit

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- Refining: RSP-1709-000, Process Unit Sign-in and Sign-out
- Refining: RSP-1128-000 Safe Work Permit

1.3.2 Government Regulations

- Federal: 29 CFR 1910.119 Process Safety Management of Highly Hazardous Chemicals
- Federal: OSHA No. 1215805 OSHA Informal Settlement Agreement

2.0 DEFINITIONS

N/A

3.0 ROLES AND RESPONSIBILITIES

3.1 Operations Personnel

Operations personnel are responsible for notifying contractors, maintenance personnel, and visitors of process hazards and conditions that may adversely affect these individuals or the work they are to perform within the unit.

3.2 Non-Operating Personnel

Non-Operating personnel requesting entry into a process unit must obtain authorization from the respective Unit Operator and sign in on the process unit sign in/out log. Upon exiting the unit, they must sign out and notify the Unit Operator of their exit.

3.3 Unit Operator

Unit Operators are responsible for activities performed within their unit boundaries, for identifying hazards, which might exist, for notifying all personnel if a hazardous condition develops and for knowing the location of people within their unit boundaries.

4.0 PROCESS UNITS ENTRANCE AND EXIT PRACTICES

The following section details the proper process to obtain authorization before entry into any PSM covered process area.

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4.1 Sign-In/Out Locations and Units

Authorization can be obtained from one of the Unit Operators at the following locations. Sign-in/out books are also found at the following locations:

- 4.1.1 Hydrocarbon Processing Division South (HPDS) Ops Shelter
 - 4.1.1.1 Units – Crude (N2C), Ultraformer (UFU), Distillate Hydrotreater (DDU), Gasoline Hydrotreater (GHT), Bensat, Flare Gas Recovery (FGR), and South Flare
- 4.1.2 Hydrocarbon Processing Division North (HPDN) Ops Shelter
 - 4.1.1.1 Units – FCC, Alky, and North Flare
- 4.1.3 Butane Loading Rack (BLR) Ops Shelter
- 4.1.4 Oil Movements Division (OMD) Ops Shelter
- 4.1.5 Sulfur Recovery Unit (SRU) Ops Shelter
 - 4.1.1.1 Units – Sulfur Recovery Unit (SRU), Boiler Plant, and Cogens
- 4.1.6 Waste Water Treatment Facility Ops Shelter (WWTF)
- 4.1.7 Truck Loading Terminal (TLR) will be at the terminal operator's office

Sign-in logbooks contain process safety information. It is the responsibility of the entrant to review and understand the process safety information for the area they are entering.

Sign-in logbooks must be kept centrally located, properly marked and within reasonable distance of operations personnel. The Area Team Leader may establish secondary sign in logbooks and sign in locations during times of significant visitor traffic (e.g., TAR's).

4.2 Obtaining Authorization to Enter a Process Unit

- 4.2.1 All entrants to a process unit or area must sign in to the sign-in book located at each operations shelter. The entrant, foreman, or craft representative that is signing in must contact the appropriate operating personnel to receive verbal authorization for entry. The discussion between the entrant and operating personnel must include:
 - 4.2.1.1 Any unique hazards
 - 4.2.1.2 What the person entering the unit is going to do.
 - 4.2.1.3 General location within the operating area
- 4.2.2 Either the operating personnel or the person entering the unit can request a face to face meeting to more thoroughly review hazards or work scope.
- 4.2.3 Sign in on the unit sign in/out log represents the following:
 - 4.2.1.1 A notification to the operator has been made and the operator knows they are in the unit, the operator knows the scope of work, and the operator has informed the entrant of any known hazards.

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4.3 Group Sign-In

Group sign-in is not permitted. Each entrant into a process unit must be signed into the sign-in book regardless of whether they are listed on a Safe Work Permit or not. It is acceptable for a foreman or a craft representative to sign in their work partner or other workers to reduce congestion in a control room so long as each person is individually accounted for in the sign-in book. Each entrant must also be individually signed out when leaving the unit.

4.4 Safe Work Permit Use

If the personnel entering the unit will require a Safe Work Permit per HS-SWI-001, the Safe Work Permit process will be used to gain permission from the appropriate operating personnel to conduct work in the unit. Logging in to the unit logbook **is still required because the Safe Work Permit does not grant access to the unit.**

4.5 Sign-in for Work Not Requiring a Safe Work Permit

- 4.5.1 Each entrant must sign into the sign-in book for the area in which they are entering. In addition, each entrant must receive verbal authorization from the appropriate operating personnel when signing into a unit. A radio station or radio is provided at each sign-in book so that the appropriate operating personnel can authorize the entrant.
- 4.5.2 The verbal discussion – either face to face or over the radio – must cover the same information as listed in 4.2.1
- 4.5.3 Verbally authorized work will be administratively controlled by documented acknowledgement from a qualified permit issuer on the unit sign in/out log.

4.6 Repeated Unit Sign-In/Out

- 4.6.1 Non-operating personnel are permitted to temporarily move outside the battery limits of the unit/area for activities like retrieving tools, retrieving scaffolding material from the roadway, operating a skid loader in/out of the unit, etc.
- 4.6.2 Non-operating personnel may also leave the process area for scheduled activities such as scheduled breaks or short duration trips back to the Maintenance Shop for tools and other equipment, but the Entrant must notify the Unit Operator verbally – either face to face or over the radio – that they are leaving the area and then notify them once more when they return.
- 4.6.3 Breaks or interruptions lasting longer than 60 minutes require that a person must log out of the unit.

4.7 Turnaround and Shutdown Situations

- 4.7.1 During turnaround or major shutdown situations when the unit is cleared of hydrocarbons and toxics plus blinded from other units, the Refinery Leadership Team (RLT) may suspend the requirements of the PSM covered process entrance and exit procedure as long as emergency accountability is maintained

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and all non-operations personnel are knowledgeable of nearby or general process hazards.

- 4.7.2 The specific requirements for the turnaround or major shutdown procedure must be clearly communicated to all affected personnel.

4.8 Evacuation of Non – Essential Personnel

- 4.8.1 If a refinery-wide evacuation occurs at any time (e.g., refinery emergency siren is activated), personnel should be instructed to immediately exit the plant on foot and should NOT return to Unit Ops Shelters to log out.
- 4.8.2 If a condition develops that requires the evacuation of all non-essential personnel from the facility, visitors must acknowledge that they have left the facility. This can be accomplished by radio, telephone, or verbally. The supervisor or group leader must acknowledge that all members of the group have left the facility.
- 4.8.3 After personnel accountability is confirmed, Operating personnel must void any unit log and establish a new log for servicing and support personnel as they re-enter process units and tank farms.

4.9 Personnel Checks

- 4.9.1 Operators will check the sign-in/out logbook at the end of shift and verify everyone has signed out. If an entrant has not signed out the Operator must check for personnel still in the unit at the end of their shift and relay this information to the next shift per shift turnover protocol.

5.0 TANK FARM ENTRANCE AND EXIT PRACTICES

The following section details the proper process to obtain authorization before entry into Tank Farm PSM covered process areas.

5.1 Tank Process Area

- 5.1.1 For the purposes of controlling entrance and exit in accordance with 29 CFR 1910.119(f)(4), the “Tankfarm Process Area” is defined as “classified or hazardous areas that are typically restricted from vehicle access without a vehicle entry permit.”
- 5.1.2 Examples of these Tank Farm Process Areas include areas inside tank dikes, in or around blending areas, pump pads, LPG storage areas, compressor areas, or analyzer buildings.
- 5.1.3 Due to the differences between refinery Process Units and Tank Farms regarding overall size, congestion, and distances between Tank Farm control rooms and work activities, a unit entry/exit control procedure for the Tank Farm Process Area may be different from PSM Covered Process Units.

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5.2 Obtaining Authorization to enter the Tank Farm Process Area

- 5.2.1 If the personnel entering the Tank Farm will require a Safe Work Permit per HS-SWI-001, the Safe Work Permit process will be used to gain permission from the appropriate operating personnel. Logging into the unit ***is still required because the Safe Work Permit does not grant access to the unit.***
- 5.2.2 Personnel who are entering a Tank Farm Process Area but not performing work under a Safe Work Permit must obtain verbal permission to enter the PSM covered process area from operating personnel and log into the Tank Farm Process Area.

6.0 TRAINING

6.1 Initial Training

- 6.1.1 All personnel will receive training on HS-SWI-038 Entering Process Units practice prior to entering the refinery either through company onboarding for new employees or contractor safety onboarding for entering the refinery.
- 6.1.2 All contractors entering process areas are required to train their employees on entering PSM covered process units before access is given to the refinery.

6.2 Safety Audits

- 6.2.1 Regular safety audits will be conducted to ensure that all personnel are following HS-SWI-038 site practice. In instances of non-compliance, personnel will be given one-on-one training by their direct supervisor to ensure present and future compliance with the site practice.

7.0 REVIEW AND REVISION HISTORY

7.1 Procedure Review

The Site Safety Practice will be reviewed every 3 years.

7.2 History of Revisions

The Table 1 provides the revision history for this Site Safety Practice.

Table 1 Revision History

Revision	Date	Change Author	Reason for Change
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1.0	8/17/1989		Document Creation
2.0	2/17/2016		Updated to the new SWI format
3.0	6/25/2020	Chris Duncan	MPC Gap Assessment Update / New MPC format