

<b>Doc Custodian:</b> Safety	 <b>Marathon Petroleum Company LP</b> <b>Los Angeles Refinery</b>	<b>Doc No.:</b> HSS-016 <b>Rev No:</b> 03
<b>Approved By:</b> Safety Supervisor		<b>Site Safety Standard</b>
<b>Revision Approval Date:</b> 03/14/2024		<b>Next Review Date:</b> 03/14/2027

## HSS-016 Camera and Video Equipment Procedure

### Overview

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**Purpose** The purpose of this document is to establish the guidelines for the use of cameras and video equipment primarily for security and proprietary reasons, inside the Los Angeles Refinery (LAR).

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**Scope** The scope of this document includes all employees, contractors and vendors working at LAR.

Note: The Los Angeles Refinery includes Carson Operations, Wilmington Operations, Watson Cogen, Blue Barn, and Sulfur Recovery Plant.

Note: This document does not apply to cell phones compliant with HSS 056 Safe Use of Electronic Devices policy.

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**Records Retention** Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained a maximum of 10 years following the revision.

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## 1.0 References

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### 1.1 Refining References

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

Number	Description
HSS-201	Safe Work Permit <ul style="list-style-type: none"> <li><a href="#">Permitted Task List</a> under SWP Forms</li> </ul>
REF-1056	Safe Use of Electronic Devices
HSS-056	Safe Use of Electronic Devices

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## 2.0 Roles and Responsibilities

### 2.1 Roles and Responsibilities

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

<b>Roles</b>	<b>Responsibilities</b>
Marathon Employees	<ul style="list-style-type: none"> <li>(a) LAR employees may use camera or video equipment without a Camera &amp; Video Authorization Form as long as the photography is directly job related.</li> <li>(b) When photography is performed by LAR employees or at the request of a LAR employee (e.g., commercial photography) all negatives, prints, slides, photos, etc. are property of Marathon. LAR employees obtaining services of a commercial photographer shall ensure that all photos, negatives, slides, and tapes are delivered to Marathon.</li> <li>(c) If artificial lighting, (flash equipment, etc.), extension cords, or other electrical equipment that is not intrinsically safe is to be used, assure that appropriate Safety Procedures are satisfied (e.g., Safe Work Permit &amp; Confined Space Entry Procedure etc.)</li> </ul>
Contractors & Vendors	<ul style="list-style-type: none"> <li>(a) Contractors or Vendors require approval to take photos via the Camera and Video Authorization Form.</li> <li>(b) Contract inspectors working for the LAR Inspection Group may use a camera without a Camera &amp; Video Authorization Form when used to record and archive process equipment conditions. All other provisions (e.g. permitting) of this instruction must be met for these activities.</li> <li>(c) If artificial lighting, (flash equipment, etc.), extension cords, or other electrical equipment that is not intrinsically safe is to be used, assure that appropriate Safety Procedures are satisfied.</li> <li>(d) A LAR Camera &amp; Video Authorization Form shall be issued for a specific period of time (i.e. project, job scope etc.) If the photographer is to participate</li> </ul>

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	in another project, or if more time is required for the photography, a new request form must be approved and issued.
Government Agencies	<p>(a) Government Agencies (e.g., AQMD, OSHA, LACSD, etc.) are allowed to take pictures inside LAR. The LAR department responding to the visitor agency shall secure legal and management guidance in handling the request. Escorts must carry a 4-gas monitor if the agency representative’s device is not intrinsically safe. Duplicate pictures should be taken by the escort.</p> <p>(b) Governmental visitors shall be escorted 100% during visit.</p> <p>(c) LAR Representative performing the escort shall observe the photography, take identical pictures, and request the agency deliver duplicates of the pictures they have taken to LAR.</p> <p>(d) All photo and video requests from the News Media shall be referred to Marathon External Affairs.</p>

Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used.

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### 3.0 Procedure

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#### 3.1 Camera & Video Equipment

- (a) The possession or use of photographic equipment (film cameras, digital cameras, videotaping equipment, etc.) is restricted to authorized individuals and purposes;
  - (b) Authorization is obtained by completing the LAR Camera & Video Authorization Form (Attachment A) and,
  - (c) The Unit/Department Supervisor must approve all cameras and video equipment.
  - (d) In all cases, both Marathon and contract personnel utilizing cameras that are not intrinsically safe must follow the requirements of HSS-056 Safe Use of Electronic Devices.
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#### 3.2 Steps in Sequence

- (a) Photographer obtains and completely fills out the LAR Camera & Video Authorization Form (Appendix A) if not a Marathon employee.
  - (b) The LAR Representative will identify the expiration date (not required for cell phones in rugged case).
  - (c) Obtain the authorization signature from LAR Representative.
  - (d) The Safety Department will retain a copy of the LAR Camera & Video Authorization Form.
  - (e) All personnel (MPC and contractor) using non-intrinsically safe equipment must follow the Safe Work Permit process.
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## Revision History

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**Document Revision History** Complete the following table for each document revision.

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
01	Changed Tesoro to MPC. Changed Permit to Work references to Safe Work Permit. Converted to MPC HSS format.	Ramon Martinez	Connie Lema	05/12/20	05/12/20
02	Revised to align with HSS-056 Safe Use of Electronic Devices	Mike Kulakowski	Denis Kurt	2/5/21	2/5/21
03	Removed Calciner from list of covered areas.	Connie Lema	Mike Kulakowski	3/14/24	3/14/24

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