


Authored By: Rinaldo Edmonson	 Marathon Petroleum Company LP <u>Los Angeles Refinery</u>	Doc No: HSS 208 Rev No:05
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Right of Way Projects

Overview

Purpose	To establish a process that will help ensure a safe work area for an external party Right of Way (ROW) projects.
Scope	The scope of this document applies to all external parties not directly employed by the Los Angeles Refinery that have ROW privileges and are requesting to conduct work on property.
Out of Scope	This document does not apply to contractors or work that does not have a Confirmation to Proceed letter/email from MPC Corporate Real Estate
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.
Supersedes	This document is replacing FS 308 - Right of Way Projects.

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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1.0 References

1.1 Refining References

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

Number	Description
HSS 501	Personal Protective Equipment
HSS 013	Site Access
HSS 262	Entering Operating Areas

1.2 Regulatory References

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

Number	Description
5189.1	PSM Refineries

1.4 Terms

The following terms are used in this document:

Reference: For details, see [Appendix A: Terms and Definitions](#).

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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.

2.1.1 Right of Way (ROW) Site Coordinator

- Shall act as the initial point of contact for ROW work for LAR.
- Shall contact the MPC Real Estate Agent and any LAR stake holders to review the Scope of Work (SOW) to ensure SOW aligns with current easement agreement and does not present any issues for LAR operations.
 - If the External Parties SOW is a change to the current agreement but **does not affect** LAR operations, ROW Site Coordinator shall contact the MPC Real Estate Agent and request a “Confirmation to Proceed” letter/e-mail for ROW to proceed.
 - If the work **does interfere** with the normal operations of the LAR, then the scope of work must be approved by a LAR Refinery Leadership Team prior to contacting the MPC Real Estate Agent and obtain “Confirmation to Proceed” letter/e-mail for ROW to proceed.

Note: The Confirmation to Proceed letter will need to be presented to the MPC Routine Maintenance Supervisor prior to proceeding on site.

- Shall notify Refinery Leadership Team when there is **no current/existing external party’s Right of Way Agreement in place** to assess the proposed ROW SOW and verify path forward.
- Once approved, shall ensure ROW SOW is guided to the correct site stake holder (i.e., Maintenance Supervisor) with “Confirmation to Proceed” letter/e-mail (if required).

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2.1.2 Right of Way (ROW) Owner's Person in Charge

- Shall contact the Right of Way Site Coordinator to deliver the SOW and current easement agreement (if available).
- The external party shall contact the Marathon Maintenance Supervisor or designee to review the scope of work once approved.
- If required, shall verify a Confirmation to Proceed letter has been approved and presented to the MPC Maintenance Supervisor to proceed.
- Shall develop and submit a written safe work plan a week prior to the proposed start date to the MPC Safety Supervisor (or designee).
- Shall attend the pre-work meetings and work with MPC ROW Support Lead.
- Be knowledgeable in the type of work that is to be conducted and understand how the scope of work can affect the LAR assets.
- Shall ensure work crew generates a JHA and permit for accessing the work area (e.g., the process unit)

Note: If the external party does not have a safe work plan, then the [Safety, Health, Environmental Plan \(SHEP\) form in Appendix B](#) may be used.

- All materials containing chemicals brought into the LAR shall require a Safety Data Sheet (SDS) and must be approved by the Marathon Health Department prior to that material entering the LAR.
- LAR recognizes Right of Way Owners (i.e., direct company employees) differently from their contractors. Right of Way Contractors performing work that falls under T8, 5189.1 (i.e., working in the refinery in/on or adjacent to the process) requesting badge access to the facility are required to meet Marathon badging requirements, see [Appendix C Site Access Requirements Table for ROW contractors](#).

Note: In the rare case a worker does not have their TWIC card, and there is a business need, LAR does recognize the **CFATS PII Form** verification, for details/approval contact Security Supervisor or email the request to lar-securitybadge@marathonpetroleum.com

- Right of Way Owners & Contractors shall submit the [Excel Badge and Vehicle request form](#), completing the following sections:
 - Badge Contact Information

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- Vehicle Registration
 - Employee Badge Request
 - Then submit form via email to security badging for approval to LAR-SecurityBadge@Marathonpetroleum.com
- Note:** For more details, please note the tabs on the bottom of the Badge and Vehicle Request form, the General Guidance and LAR Pedestrian & Vehicle Gates, and use the [Step-by-Step Guide](#) to complete the excel [Badging and Vehicle Request form](#), See **Appendix D**.

2.1.3 Maintenance Supervisor

- Shall review the proposed scope of work and assign a **MPC ROW Support Lead** to sponsor the external party throughout the job.
 - If the work interferes with the normal operations of the LAR, then the scope of work must be approved by a LAR Refinery Leadership Team member, see [Sec. 2.1.1](#)
- Shall confirm that the external party has received a copy of the “Confirmation to Proceed” letter/ e-mail from the MPC Real Estate Agent.
- Shall set a target start date with the Right of Way (ROW) Owner’s Person in Charge and inform the Scheduling Department in order to place the event on the work schedule.
- Shall notify the Operations Maintenance Coordinator (OMC), of type of work and where the work will be conducted
- Shall inform MPC Cogen operations of all work that will be conducted within 20 feet of high voltage electrical lines

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2.1.4 MPC ROW Support Lead

- Shall attend the pre-work meetings
- Be knowledgeable in the type of work that is to be conducted and understand how the scope of work can affect the LAR assets.
- Shall ensure the ROW receives a “Safe to Work” permit check prior to granting access to the work area (e.g., the process unit).
- Shall ensure that Right of Way (ROW) Owner’s Person in Charge/Work crew understands how to report an emergency and where the evacuation points are for their work location.

2.1.5 Operations Maintenance Coordinator (OMC)

- The OMC shall participate in a job walk with the Permit Issuer and the Right of Way (ROW) Owner’s Person in Charge to identify and avoid potential SIMOPS hazards.

2.1.6 Safety Supervisor (or delegate)

- Shall review and approve the external party’s safety plan
- Reserves the right to inspect all work occurring at the job site and suspend the job if unsafe conditions or behaviors exist
- May assign a designee for the completion of the tasks above

3.0 Procedure (Execution)

3.1 Right of Way (ROW) Owner’s Person in Charge

- 3.1.1 Shall ensure that all personnel under their direction comply with the [HSS 501 Personal Protective Equipment](#) procedure
- The minimum PPE requirements are a hard hat, flame resistant clothing (FRC CAT-2), safety toed boots, ANSI approved safety glasses and protective goggles immediately available.
- 3.1.2 Shall work with MPC ROW Support Lead obtain a safe work permit from the Permit Issuer prior to starting work for the day
- 3.1.3 Shall notify the Permit Receiver with all changes with regards to the SOW.

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- 3.1.4 Shall ensure work conducted complies with State and Federal regulations and the easement agreement, or any amendments previously agreed to (by MPC LAR RLT, MPC Real Estate Representative).
- 3.1.5 Shall ensure reporting of all safety, health, and environmental issues to the appropriate State, Local, Federal agencies and to the MPC RSS/501, when applicable (i.e., injuries, illness, etc.,) via the following numbers:
 - a. Carson: 310-918-5585
 - b. Wilmington: 310-261-8055
- 3.1.6 Shall immediately notify the Permit Receiver and MPC ROW Support Lead with regards to all health, safety, security, and environmental events (i.e., injuries, illness, near misses etc.,).
- 3.1.7 Shall sign in each worker that will be at the job site in the operations sign in / out book located at the operation shelter per **HSS - 262 Entering Operating Areas**.
- 3.1.8 Generally, shall remain at the job site while work is being conducted.
 - If the Right of Way (ROW) Owner’s Person in Charge must leave the job site, an alternate person who understands the scope of work and safety concerns for the job must be put in place.
 - Shall notify the Permit Issuer and MPC ROW Support Lead when immediately if the scope of work changes become required for any reason.
- 3.1.9 All ROW work crew members are responsible for stopping the work and notifying the Permit Receiver and MPC ROW Support Lead immediately if unexpected hazards are encountered.
 - The work shall be suspended pending an evaluation of the changes in the scope of work.

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- The Right of Way (ROW) Owner’s Person in Charge, Permit Receiver and the Marathon Health & Safety Coordinator assigned to that area shall review the changes and agree that it is safe to proceed.

- 3.1.10 Shall be responsible for securing the job site at the end of the shift, during breaks or whenever the job site is unattended. Examples of job site securing methods are barricades, construction fences, metal plates, etc.
- 3.1.11 The Right of Way (ROW) Owner’s Person in Charge and Permit Receiver are responsible return the permits to the Permit Issuer at the end of the shift and sign out all personnel at the Operations shelter.
- 3.1.12 When the work is complete the Right of Way (ROW) Owner’s Person in Charge, Permit Receiver and Permit Issuer shall inspect the job site to ensure a hazard free area.

3.2 Permit Receiver

- 3.2.1 Shall assist the external party in obtaining a work permit for entry into the appropriate operating area from the Permit Issuer
- 3.2.2 Shall ensure that the Right of Way (ROW) Owner’s Person in Charge has the ROW “Confirmation to Proceed” letter / e-mail, the safe work plan, JHA and Permit is located at the job site
 - If any of these items are missing, then the job shall be shut down until the missing item is generated and authorized.
- 3.2.3 Shall remain at the job site while work is being conducted in order to safeguard the Marathon LAR assets
- 3.2.4 Shall suspend the work if unsafe conditions exist and/or if SIMOPS issues develop
- 3.2.5 Shall have a reliable communication method in place in order to contact Marathon Personnel

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3.2.6 Shall identify the evacuation routes and review emergency alarms for the refinery with the external party's work crew

3.3 Permit Writer

3.3.1 When work is in the process area or beyond the Refinery access gates the permit writer shall review the JHA with the Permit Receiver and External Third Party's PIC and issue a safe work permit allowing access into their unit for the purpose of conducting the work.

Important: Safe Work Permit and any additional paperwork issued to an External Third Party with ROW access will simply provide an acknowledgment for the External Third Party with ROW access that **the work site is free of any know safety hazards prior to the start of work.**

Note: External Third Party with ROW access will provide their own JSA and work permit for all work. All work taking place must fall under the easement agreement, or any amendments previously agreed to (by MPC Real Estate Representative and MPC Corporate Real Estate office), External Third-Party procedures, work plans, permits and/or risk assessments, except in an emergency condition.

3.4 MPC Level 1 Gas Tester

3.4.1 A Level 1 Gas Tester shall conduct a courtesy atmosphere check to ensure an acceptable work environment is present for all work including Life Critical Safety activities that may require atmosphere check under SWP.

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Appendix A: Terms and Definitions

A.1 Confirmation to Proceed Letter	This is a letter from the MPC Real Estate Agent that verifies the external party’s Right of Way agreement and insurance requirements are addressed
A.2 External Party	For the purpose of this procedure, the “External Party” will refer to third party companies with Right of Way access.
A.3 Permit Writer	The Permit Writer is the MPC employee, or designee, in charge of the operating area or refinery location where the External Third-Party ROW access work is to be conducted.
A.4 Permit Receiver	For the purpose of this procedure, the Permit Receiver is the Marathon personnel assigned to support the external party in their efforts to obtain work clearances.
A.5 Right of Way (ROW)	This is a limited right to make use of a property owned by another (i.e., a right of way across the property), also known as an easement. Right of Way Site Coordinator
A.6 ROW Person in Charge (PIC)	This PIC is the external party’s (on-site representative) that is responsible for all matters concerning the job and managing the work crew performing the job activities (e.g., on-site supervisor) while performing work at LAR. Who will work with ROW Support lead and Safety for proposed ROW SOW.
A.7 MPC ROW Site Coordinator	This is initial point of contact for all External Parties with ROW work at LAR. They are the primary contact for MPC Real Estate Agent and LAR stake holders to review the ROW Scope of Work (SOW) and ROW easement agreements.
A.8 Maintenance Supervisor	This is the Marathon Supervisor or designee, that shall review the scope of work and assign a ROW Support Lead (who will act as the Permit Receiver) to the proposed ROW SOW.

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A.9 MPC ROW Support Lead. MPC Maintenance employee, assigned by the Maintenance Supervisor, who will be the direct contact for all field work for ROW and will support permitting at LAR.

A.10 Simultaneous Operations (SIMOPS) This work is being conducted by multiple crafts at approximately the same time and within a 50-foot radius of each other.

A.11 Scope of Work (SOW) A detailed description of the intended field work to be performed by the ROW owner/contractor.

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Appendix B: Safety, Health and Environmental Plan (SHEP)

Marathon requires that the task hazards are identified and controls for those hazards are in place prior to starting the work. If the external party does not have a formal written plan, then this Safety, Health and Environmental Plan (SHEP) template can be used and submitted to the LAR Safety Supervisor (email to LAR-SafetyCompliance@Marathonpetroleum.com)

The Plan must be reviewed and agreed to by the Marathon Safety Department prior to deploying people or resources to the site. If required by MPC Real Estate Representative and LAR Refinery Leadership, companies must also have written “**Confirmation to Proceed**” letter from the MPC Real Estate Agent office. If the external party wants to create their own SHEP, the following are required:

- It is to be written to be understood by workers in the field.
- It must contain applicable contact information, job scope, chemical inventory and site / task specific risk assessments and control plans.
- It must be reviewed each day as part of the permitting process with all employees involved with the task before they start work at the site.

As a project moves to a different phase, the plan elements pertaining to that phase must be reviewed with all employees.

Contractors and Subcontractor Requirements:

- Must either be covered under the responsible party’s [Appendix B SHEP](#) or
- Must submit their own SHEP which must be reviewed and approved by the responsible party prior to being submitted to the LAR Safety Supervisor for review and approval.
- Must meet site access requirements; [Appendix C: ROW Contractor Site Access Requirements](#)

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Site Specific Safety, Health and Environmental Work Plan		
Developed for:	Date:	
Location:	City:	State:
Job Description:		
MARATHON LAR Contact:	Phone:	Cell:
Project Manager:	Phone:	Cell:
On Site Person In Charge:	Phone:	Cell:
External Party Safety Representative:	Phone:	Cell:
External Party Safety Representative:	Phone:	Cell:
Injury and Illness Management:		
First Aid/Minor Treatment Facility:	Phone:	
Contact:	Phone:	
Emergency Medical Treatment Facility:	Phone:	
Emergency Evacuation Route Plan: <input type="checkbox"/> YES		
Emergency Rescue Plan: <input type="checkbox"/> YES Attach to this document		
Incident Reporting Process:		
Incidents that require medical treatment will be handled as follows:		

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Contractor Information	
Contractor(s) Company Name(s):	
Subcontractor(s) Company Name(s):	
Job Scope Overview (Describe the major elements or phases of the project or job.)	
Phase	Activity
Hazard Communications (Your plan for communicating the hazards of the chemicals you bring on site, including pre-job review of chemicals used and required precautions and PPE for specific chemicals)	
Chemicals brought on site: (By generic use name)	Special PPE or handling requirements: (List the PPE requirements for each chemical listed)

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Are SDS's supplied for each chemical brought on site?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
(The SDS's for these chemicals will be reviewed during the pre-job hazard review. (You will bring these to the job site to share).							
Check (<input type="checkbox"/>) Safety Programs Directly Involved in Job							
<input type="checkbox"/> ATV Safety	<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Hazwoper	<input type="checkbox"/> Lifting/Rigging	<input type="checkbox"/> Respiratory			
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Excavation	<input type="checkbox"/> Hearing	<input type="checkbox"/> Lockout/Tagout	<input type="checkbox"/> Tank Cleaning			
<input type="checkbox"/> Abrasive Blasting	<input type="checkbox"/> Equip. Inspection	<input type="checkbox"/> Heat/Cold Stress	<input type="checkbox"/> Permit To Work (PTW)	<input type="checkbox"/> Vehicle Safety			
<input type="checkbox"/> Boat Safety	<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Hot work	<input type="checkbox"/> Pipeline Repair	<input type="checkbox"/> Other:			
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> H2S	<input type="checkbox"/> Pipeline Locate	<input type="checkbox"/> Other:			
<input type="checkbox"/> Cranes/Hoists	<input type="checkbox"/> Haz Com	<input type="checkbox"/> Lead	<input type="checkbox"/> Radiation	<input type="checkbox"/> Other:			
Required Safety/Work Permit(s) and/or Procedure(s) that Contractor Company will complete							
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Excavation Checklist (Dig Alert)	<input type="checkbox"/> Management Of Change (MOC)	<input type="checkbox"/> Pre-Entry Checklist	<input type="checkbox"/> Construction Permits			
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Lift Plan	<input type="checkbox"/> LO/TO - Blinding	<input type="checkbox"/> Other:				

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<p>Recognized Hazards</p> <p>(A) Throughout the job and</p> <p>(B) Hazards unique to each phase of the job to be discussed prior to the start and prior to each job phase.</p>	
<p>(A) Throughout The Job:</p>	<p>Control Methods:</p>
<p>Hazards Unique to Each Phase of The Project:</p>	<p>Control Methods:</p>
<p>Safe Work Plan</p> <p>(Includes the protective equipment, audits and other activities you utilize to address the hazards on the job)</p>	
<p><u>Conditions requiring additional PPE:</u></p>	
<p>Environmental</p> <p>(Identify wastes generated and how they will be managed in language project crew will understand)</p>	

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We anticipate the following wastes will be generated during this job:

Waste Management Procedure:

Permit Compliance:

Spill Containment:

Sensitive Area Protection:

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Communications and Audits to Address the Job Hazards				
Vehicle Safety				
<u>Vehicle Safety Requirements:</u>				
Security Measures (Identify any security requirements or measures to be taken)				
Authorized by:				
	Print Name	Signature	Title	Date

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Appendix C: Site Access Requirements Table for ROW Contractors

LAR recognizes Right of Way Owners (i.e., direct company employees) differently than their contractors. Listed in the table below are the site access requirements for Right of Way Contractors performing work that falls under T8, 5189.1 (i.e., working in the refinery in/on or adjacent to the process) requesting to gain unescorted badge access to the facility. Site access for ROW Owners will be granted per the Approved ROW List, see Security for questions.

Work in/on or adjacent to the Process Equipment	Work in the Refinery (no work in/on or adjacent to the Process Equipment)
Security Requirements:	
D&A Test (Urine ONLY)-Test Type: Pre-Access	D&A Test (Urine ONLY) Test Type: Pre-Access
Background Check	Background Check
TWIC*	TWIC*
Safety Training Requirements:	
Site Specific Safety Orientations: Course code: (30MLACSO)	Site Specific Safety Orientations: Course code: (30MLACSO) or Limited Access Video (shown in Carson One Lobby)
State Required 20-hour HHFT for all contractors performing work that is covered by 5189.1, PSM.	N/A

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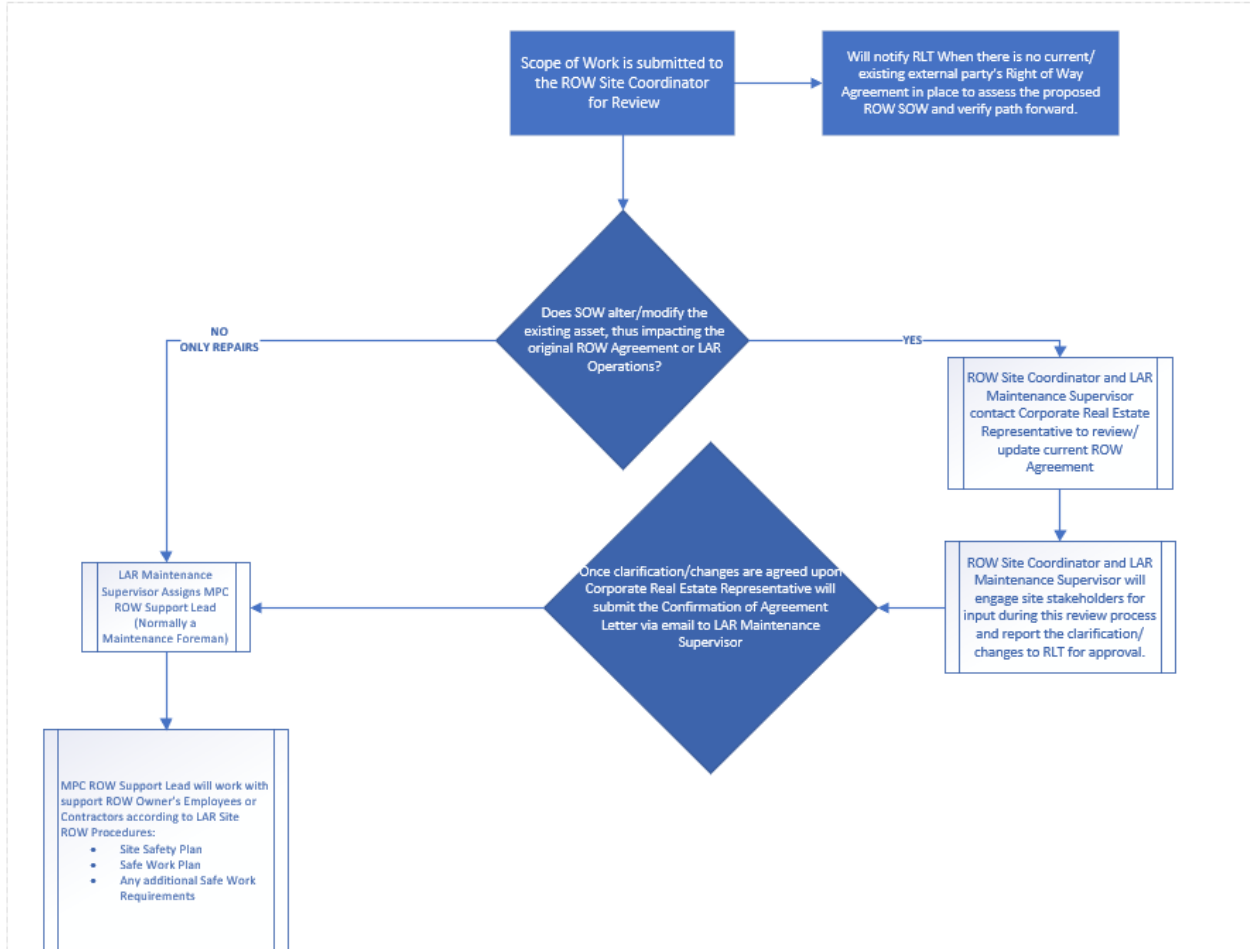
Appendix C: Site Access Requirements Table for ROW Contractors Cond.

<p><u>Drug & Alcohol Testing & Security Check Provider:</u></p> <p>ASAP 20300 S. Vermont Ave. Torrance, CA 90502 Phone: 562-624-2720 (Press 1 for ASAP/D&A department, Press 3 for ASAP Background Department) Website: https://www.tangandcompany.com Email: support@osca.com</p> <p>DISA via Care on Site 20300 S. Vermont Ave. Torrance, CA 90502 562-437-0831 Website: Care Onsite Medical Services Contact</p> <p><u>Site Safety Training Provider:</u></p> <p>OSCA 20300 S. Vermont Ave. Torrance, CA 90502 Phone: 562-624-2720 (Press 2 for OSCA Training department) Website: https://www.tangandcompany.com Email: support@osca.com</p>
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Note: In the rare case a worker does not have their **TWIC card**, and there is a business need, LAR does recognize the **CFATS PII Form** verification, for details/approval contact Tim Garcia, gtgarcia@marathonpetroleum.com

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Appendix D: ROW Work Process Flow Chart



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Revision History

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

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
04	Update site access process and procedures	Rinaldo Edmonson/Darrell Mathis	ESS Manager	7/12/2023	8/11/2023
