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RESPONSIBLE DEPT.	CONTENT CUSTODIAN	APPROVED BY	LEGACY NUMBER:	
Operations	Terry Jackson	Paul Zawila	SR-28	
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				REVISION 1

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1.0 INTRODUCTION

1.1 Purpose

The purpose of this procedure is to ensure personnel safety and to control the entrance and exit of maintenance, contractors, and other support personnel in Process Safety Management (PSM) covered process areas (Zone A, Zone B, and Zone C).

The goals of this entrance and exit procedure are to ensure that:

- A. The individuals entering the unit are aware of any unique hazards,
- B. Operating personnel are aware of what the individuals entering the unit are doing,
- C. The individuals gain permission to enter the unit from the operating personnel with prior verbal approval, and
- D. The names of the individuals entering the unit are logged by the sign-in/sign-out electronic system (i.e., Lenel® badging system) 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 Scope

This procedure applies to all Marathon Anacortes Refinery employees and contractors. All personnel working on Marathon Anacortes Refinery property must comply with this procedure.

Area Operations and Product Control personnel currently working on shift are exempt from the entrance and exit procedure for their assigned areas. To clarify, shift personnel assigned to one area (Zone A for example), would need to follow this policy if they are needed to enter another area (Zone B for example.).

2.0 REFERENCES

2.1 Marathon Standards, Policies & Procedures

- RSP-1709-000 (Unit Sign-in and Sign-out)
- Emergency Response Plan (ERP)

3.0 REQUIREMENTS DURING ROUTINE BUSINESS

All persons except for Area Operations and Product Control personnel (logistic operations) currently working on shift will sign-in and sign-out of the operating areas by both vocal communication and by using the electronic system. Remember plan your trips to the units so that minimizing Signing-in and Signing-out is a priority, and its preferred if possible, to keep bicycle traffic through the units minimized as well.

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3.1 Vocal Communication

The person signing-in shall state intent/type of visit, who they are, if there is a permit required, understand any unique hazards and gain approval from operations to enter.

Operations to notify personnel checking into any area that could have an active rail (tank car switch) in progress. To cross the tracks the Switchman for the Rail company has to grant access.

- Zone A
 - Directly at the field shelter permitting area
 - Via personal radio
 - Using the radio in the field shelter permitting area
- Zone B
 - Directly at the field shelter permitting area
 - Via personal radio
 - Using the radio in the field shelter permitting area
- Zone C Logistics
 - Directly at the Logistics Control House
 - Via personal radio
- Zone C Boiler House
 - Directly at the Central Control House
 - Via personal radio
 - At the Boiler house old control room

3.2 Electronic Card Readers

The person signing-in shall utilize the electronic badge system to electronically sign-in to the unit. Below is a table showing the location of the electronic badge system as shown on the Map: Attachment 1 in this document.

Table 1 Location of Electronic Badge Systems

Boundary Number	Zone	Unit(s)	Location of the Electronic Badge Systems
1	A	Crude (downstairs)	Crude FOC and Stairs to/from CR/NHT
2	A	CR/NHT (upstairs)	CR/NHT FOC
3	B	CCU	South end of the CCU FOC
4	B	ALKY	South end of Alleyway B at Alky
5	C	Tank Farm	7th Street between E and F streets
6	C	Boiler house	At S.E. corner of old Boiler house control room
7	C	Effluent	Effluent Plant
8	C	Wharf	Wharf at head of causeway
9	C	LPG Rack	At gate 26 to the LPG rail unloading rack
10	C	Blender/FGR	At Zone C Control House

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

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It is not necessary to notify (vocally or by using the level badge reader) Operations when leaving the area for short duration (30 minutes or less) activities; such as obtaining a part, tool, research, or for breaks. But, just to be clear leaving for lunch it is required to vocally communicate and sign-out/in (when returning).

While signed-in to an area, if anyone uses a Level badge reader throughout the refinery (e.g. gaining access to the CCR or going to the admin building), they will be automatically signed out of the area that they were signed into. Therefore, if they are returning to the area, they must sign-in electronically again.

When the work assignment, task, or work order is complete the individual(s) will sign-out both verbally and electronically.

3.3 Additional Information

The Zone C Tank Farm area follows the same criteria (as stated in this policy) when Signing-in and Signing-out of PSM covered units. For example, exempt areas in Zone C would be; Crew trailers and or work/laydown contractor yards, fire training grounds when training is involved, some through traffic on roads outside of tank yard dikes (work or activities not requiring a work permit). If a work permit is required in an exempted area, then Signing-in and Signing-out is required.

Operations will check for personnel still in the unit at the end of their shift and relay this information to the next shift during shift turnover.

4.0 EVACUATIONS

Refer to the Emergency Response Manual (ERM) section 9.0 (Evacuation & Accountability) located in the Documents section of Share Point.

5.0 TURNAROUND AND SHUTDOWN SITUATIONS

During turnaround or major shut down situations when the unit is cleared of hydrocarbons and toxics plus blinded from other units, the Refinery Leadership Team may suspend the electronic requirements of the PSM covered process entrance and exit instructions in this policy as long as emergency accountability is maintained and all non-operations personnel are knowledgeable of nearby or general process hazards. The requirement for vocal communication to check in/out of the process units still applies.

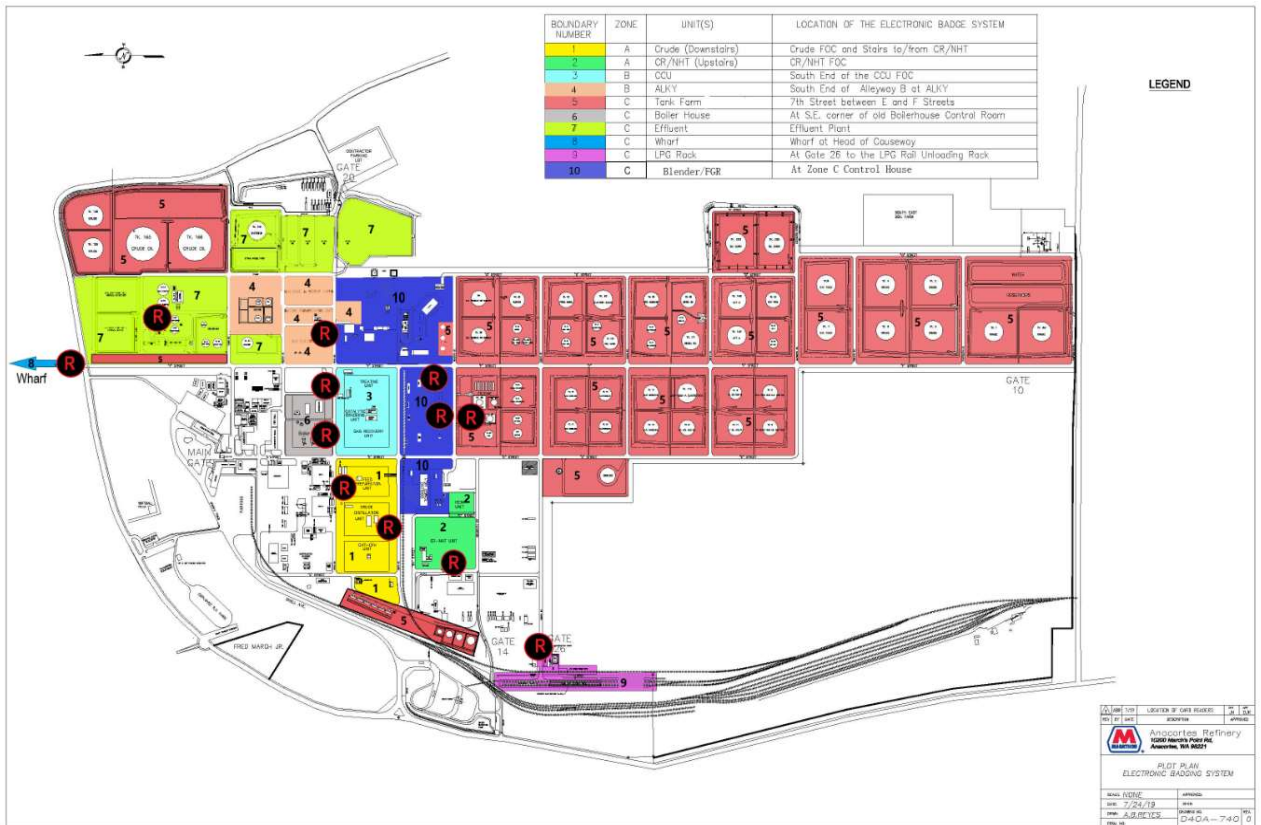
The specific requirements for signing-in and out of for the turnaround or major shutdown situations must be clearly communicated to all affected personnel.

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6.0 REVIEW AND REVISION HISTORY

Revision #	Preparer	Date	Description
0	Mark Willand	7/25/2021	Reformatted and Numbered per Document Control Policy, R-63-001.
1	Terry Jackson	6/1/2022	Added requirement for operations to notify personnel checking into the area that could have an active rail car switch in progress.

7.0 ATTACHMENT 1 – REFINERY MAP



THE RED "R" SHOWING ON THE MAP ABOVE IS A GENERAL LOCATION OF A LEVEL UNIT SIGN-IN/SIGN-OUT BADGE READER