
 Marathon Petroleum Company LP		REFINERY-WIDE		R-12-015
ANACORTES REFINERY		PSM Handbook Revisions and Distribution Management		Page 1 of 6
RESPONSIBLE DEPT.	CONTENT CUSTODIAN	APPROVED BY	LEGACY NUMBER:	
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1.0 INTRODUCTION

1.1 Purpose

The Anacortes Refinery Process Safety Group maintains the Anacortes Process Safety Management (PSM) Handbook, first published in December 2015. The purpose of this document is to provide an outline to ensure that site Process Safety Management Handbook is maintained current and accurate through a structured review and approval process and to describe how distribution will be accomplished.

1.2 Scope

The PSM Handbook contains the following main sections:

- Unit Overviews
- Unit Hazard Maps
- Safety Equipment Maps

2.0 REFERENCES

2.1 Marathon Standards, Policies & Procedures

- CID-171214, Procedure in Updating PSM Map
- R-63-001, Refinery Procedure Management

2.2 Government Regulations

- OSHA 29 CFR 1910.119, Process Safety Management

3.0 ROLES AND RESPONSIBILITIES

3.1 Reviewer

All employees and contractors can review and provide feedback to the PSM Handbook Preparer through a revision proposal (see Section 5.1).


3.2 Site Coordinator

The Site Coordinator, a role filled by the PSM Representative, is responsible for ensuring that a review is performed to ensure consistency and accuracy in all information contained in the PSM Handbook. Proposed revisions are submitted to the Site Coordinator for review. The PSM Handbook Revision Spreadsheet (located on SharePoint) is utilized for tracking the review/revision status.

3.3 Preparer

The Preparer is the Safety Supervisor (PSM Group) and is responsible for ensuring the PSM Handbook is reviewed and updated as equipment, hazards, rules/regulations, best practices, refinery process units, Logistics and Auxiliary areas change. The Preparer is

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also considered the Subject Matter Expert (SME). The Preparer will review and verify that the PSM Handbook is current and accurate every three years and revise as needed.

3.4 PSM Handbook Administrator

The PSM Handbook Administrator, a role filled by the EHS Administrator, assures that the PSM Handbook is consistently formatted and that reviews and revisions are updated with a current review date, and electronically distributed as needed. The PSM Handbook Administrator sends the final draft PSM Handbook for printing/production.

4.0 PSM HANDBOOK CONTENT

The PSM Handbook contains two main sections of information that will require review, update and reissuance at least every three years. This information includes:

- Unit Overviews
- Unit Hazard Maps
- Safety Equipment Maps

5.0 PROCEDURE REVISION WORK PROCESS

The work flow for PSM Handbook revision management is as follows:

5.1 Revision Proposal

A revision may be requested by any employee or contractor by completing the PSM Handbook Revision Form (see Attachment 1) and submitting it to the Site Coordinator (PSM Representative) for consideration. Any updates to the PSM Handbook shall be noted with a double underscore () in the PSM Handbook.


Revisions will be collected and tracked on the PSM Handbook Revision Spreadsheet (located on Share Point).

5.2 Review

The PSM Representative shall review the PSM Handbook prior to the deadline(s). The PSM Representative reviews proposed changes/updates/revisions with appropriate technical resources as follows:

- Unit Overviews-Operations, Process Engineering, Training and Process Safety
- Unit Hazard Maps-Operations, Process Engineering, Training and Process Safety
- Unit Safety Equipment Maps-Operations, Process Engineering, Training, Safety and Process Safety

The PSM Representative submits all changes to the Preparer (Safety Supervisor (PSM Group)) for approval with the latest review date. After this review by the PSM Representative and Safety Supervisor (PSM Group) the final draft is submitted to the PSM Handbook Administrator for implementation and reissuance.

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5.3 Revision

If a PSM Handbook revision is needed, the PSM Representative is to utilize the formatted editable document version and identify revisions through the track changes function. Additions will be identified with a double underscore (). The double underscore will remain in effect until the next PSM Handbook revision.

The Safety Supervisor (PSM Group) will receive the updated draft PSM Handbook from the PSM Handbook Administrator prior to the review/revision deadline (see section 5.5 – SAP EC for schedule). The Safety Supervisor (PSM Group) completes the review, and the PSM Representative then submits any changes to the PSM Handbook Administrator for incorporation.

The PSM Handbook Administrator submits the revised PSM Handbook to the PSM Representative for a final review prior to the review/revision deadline.

The final draft PSM Handbook is sent for printing/production.

5.4 Record Keeping

The Document Control Log records the historical procedure changes. The PSM Group filing system is the record retention location for all changes. Upon implementation, a hard copy of the changed document shall be filed in the Process Safety Group filing system by the PSM Handbook Administrator.

5.5 Essential Task

Handbook reviews and revisions are to be managed through Essential Task Database. This application is designed to establish email reminders for recurrent reviews and revisions of the Handbook and associated tasks.


Notifications will be submitted prior to Essential Task Handbook deadlines at the following intervals:

- 180 Days Prior: Safety Supervisor (PSM Group) / PSM Representative will receive an email with an editable procedure version for their review/revision and submittal to the PSM Handbook Administrator. (This period is longer than standard due to complexity of updating the process hazard maps.)
- 90 Days Prior: Essential Task submits an email notification to Safety Supervisor (PSM Group) / PSM Representative with the handbook review/revision task description.
- 45 Days Prior: Essential Task submits email notification to the PSM Handbook Administrator, Safety Supervisor (PSM Group) and PSM Representative with the task description.

6.0 PSM HANDBOOK DISTRIBUTION

6.1 Electronic Distribution

- The PSM Handbook Administrator posts the most current electronic version of the PSM Handbook so that it is accessible to employees and contractors.

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- The PSM Handbook Administrator notifies employees and contractors when the handbook is updated and of its location.
- The PSM Handbook will be reissued every three years.

6.2 Hardcopy Distribution


- Hardcopy versions of the PSM Handbook will be issued to new employees and contractors during PSM Orientation.
- Hardcopy versions of the PSM Handbook are available to all employees and contractors upon request through the PSM Group.

7.0 REVIEW AND REVISION HISTORY


Revision #	Preparer	Date	Description
0	Mark Willand	4/3/2022	Reformatted and Numbered per Document Control Policy, R-63-001.

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8.0 ATTACHMENT 1 – REVISION PROPOSAL FORM SAMPLE (R-12-015-F01)

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Complete this form with as much detail as possible and submit it to the PSM Representative and Safety Supervisor (PSM Group) for consideration during the review/revision process.

Affected Section and Page:

Existing Text of Procedure:

Proposed Change to Existing Text:

Explanation of Change to Text:

Submitted by: _____ Date: _____

SAMPLE

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