

St. Paul Park Contractor Responsibilities

St. Paul Park Refinery, St. Paul Park, Minnesota

HESS Policy

St. Paul Park Refining Co. LLC (SPPRC) recognizes that consistently demonstrating excellence in all areas of Health, Environment, Safety and Security (HESS) is our “license to operate” within our surrounding communities. To meet this commitment of excellence, we will work to continually improve in the following areas:

Safety – We will strive for no accidents or injuries to any employees or the contractor workforce.

Environment – We will work tirelessly to protect the land, water and air around the refinery and we will minimize emissions and waste from our operations.

Security – We will maintain a secure facility for the protection of our employees and public.

Emergency Preparedness – We will stand ready to respond to any emergency at our refinery.

Compliance – We will comply with all applicable laws, regulations, and other requirements to which we subscribe.

Community– We will strive to be a good neighbor in the community through safe and responsible operations.

Training – We will ensure that our employees are trained to perform their assignments effectively and with full understanding of their HESS responsibilities.

Communication/Trust – We will clearly communicate our HESS

commitments and performance with our employees, stakeholders, and neighbors. Our ultimate goal is to be a trusted and preferred employer and a trusted and valued neighbor.

Meeting these commitments will be a responsibility shared by everyone, including employees, contractors, and third parties.

Refinery Site Access Contact

John Walker – (651) 769-6041

JLWalker@Marathonpetroleum.com

Contractor Site Access Requirements

This refinery contractors' website has been developed to provide you with the steps required to enter the refinery property and complete services. The contractor is responsible for all associated costs to gaining access.

1. Complete TWIC enrollment and receive TWIC credentials.
2. Complete Site Specific Orientation at [Inver Hills Community College](#).
3. Complete DISA Drug Enrollment
4. Obtain Refinery- Specific Access Badge
5. Review Applicable Site Policies and Procedures

TWIC Card Process

TWIC or Transportation Worker Identification Credential is a vital security measure that will ensure individuals who pose a threat

do not gain unescorted access to secure areas of the nation's maritime transportation system.

How long does it take?

The average time for completion is four (4) weeks.

Why do I need a TWIC card? The facility is regulated under the Maritime Transportation Security Act of 2002

Where do I go to get a TWIC card?

Please visit the TSA website: <http://www.tsa.gov/>

How much does it cost?

Please visit the TSA website: <http://www.tsa.gov/>

Do I need to bring anything with me?

Please visit the TSA website: <http://www.tsa.gov/>

Site Specific Orientation

[The Inver Hills Community College](#) (IHCC) offers contractors who work at St. Paul Park Refinery, computer-based, Site Specific orientation. The IHCC is open for training from 7:30 AM to 1 PM Monday through Thursday. Your training must be completed by 1 PM.

What You Need to Do

- Arrive at the IHCC between 7:30 am and 9:30 am.
- Park in any of the lots noted on the map

- Bring: Government issued ID and proof of OSHA 10 or equivalent. Equivalents: OS-10 US, Basic Plus TX, LARefSafOv CA, RefConSaf OK or ConSTOP IL.
- In rare cases an OSHA 10 or equivalent pre-requisition is required.
- Bring: Contact information of employer/contractor including: Company name, invoice address, contact name, and telephone number.
- Go to Business Building (B) noted on the map.
- [Click here](#) for a printable brochure of the IHCC training process.
- [Click here](#) for a printable IHCC campus map with directions and parking locations.

Location and Directions to IHCC

- The Inver Hills Community College is located in Inver Grove Heights just off Highway 52 (two miles south of I-494). Exit Hwy 52 at 80th St. Go east one block to Blaine, south one block to Campus.
- VIA I-94: From I-94 in downtown St. Paul, exit on south Highway 52; go approximately 10 miles to the 80th St. exit. Go east one block to Blaine Ave., south to Campus.
- VIA I-494: From I-494 in Inver Grove Heights, exit south on Highway 52; go approximately 1.5 miles to 80th St. exit. Go east one block to Blaine Ave., south to campus.
- Inver Hills Community College 2500 80th Street East Inver Grove Heights, Minnesota, 55076
[Map and Directions](#)

- Center for Professional and Workforce Development
Phone:
(651) 450-8578

Additional Training

There are two additional training courses offered by the IHCC that may be needed depending on your responsibilities while working at the refinery.

- HF Alkylation Unit Training
- Contractor Firewatch – Outside Attendant Training

[Click here](#) for a printable brochure of the IHCC training process.

Proof of Completion

A Training Photo I.D. Card will be created at IHCC: Upon successful completion of the course and drug test, the individual will be issued a photo I.D. card listing the course descriptions and completion date. Present this training photo I.D. card at the SPPRC East Gate Security Group upon arrival. You will then be issued a refinery access badge if all other requirements have been met.

Alternative Facilities Providing SPPRC Contractor Orientation

- Los Angeles Safety Council
- Houston Area Safety Council

DISA Drug

A drug test will be required before coming to work at the refinery. Contractors must be approved through DISA in order to work at the refinery. Contractors are expected to comply with all applicable laws with respect to drug testing.

[DISA Information Sheet](#)

You may contact Security to submit any questions. Phone: (651) 458-6642

Obtaining the SPPRC Access Badge

Refinery Access ID Card

You must successfully complete the SPPRC Contractor Orientation, DISA Enrollment, and obtain a TWIC card, before you are allowed to obtain a refinery access ID card. You can pick up your site specific badge at the refinery East Gate.

Required documentation:

- Inver Hills issued Photo I.D.
- Proof of DISA enrollment
- Valid TWIC Card
- Government issued Picture ID

East Security Gate St. Paul Park Refining Co. LLC 459 Third Street St. Paul Park, MN 55071

Site Policies and Procedures

All individuals coming to SPPRC's facility are required to familiarize themselves with the applicable site policies and procedures. Contractors should start by reviewing the Contractor Orientation SP&P first. Failure to comply with these policies and procedures may result in the immediate removal from SPPRC

facilities. The following rules and work type specific policies can be obtained from the SPPRC Contractor Website.

<http://edocs.ntenergy.com/>.

Smoking – Smoking is NOT allowed within the refinery except in designated areas.

Drugs and Weapons – Illegal drugs, unauthorized alcohol, weapons and firearms are prohibited on refinery property. All individuals are subject to search while on company property.

Facial Hair Policy – See Policy found on the Contractor Website.

Cell Phones and Electronic Devices – See Policy found on the Contractor Website.

Photographs and Digital Images – Contractor personnel shall not take photographs of the SPPRC Work Site or any of SPPRC's property without first obtaining SPPRC's written consent.

Standard Personal Protective Equipment – See Policy found on the Contractor Website. All drivers, contractors and personnel are required to have the following basic PPE in their vehicles or donned if entering the refinery fence line.

- Hard Hat
- Safety Glasses
- Hearing Protection
- FR Clothing

- Gloves
- Personal H2S Monitor
- Safety Toed Footwear

Certain areas/jobs may require additional PPE which shall be worn in accordance with posted signs or as stated on the safe work permit. Contractor PPE will not be provided by SPPRC.

Small Tools and Consumables – Contractors are responsible for standard small tools and consumables (ST&C) while performing services for SPPRC. Attached is our [standard list](#). This list may have changed slightly since previously distributed, or you may have come to an agreement with us on a slightly different list. Please take the time to review and understand what is identified as included in your pricing. The costs associated with usage are agreed to be in the contractor's rates and/or Lump Sum pricing.

Any tool not listed with a current replacement value less than \$1,000.00 as verified by a valid quotation submitted to SPPRC shall also be considered a small tool and deemed included in the contractor's rates and prices. Also replacement and/or repair costs, maintenance costs, replacement or repair parts, additional attachments, accessories, appurtenances, fittings, adjustments and like items that wear through use, (e.g. blades, bits, drills, belts, etc), are considered included in small tools and consumables and are to be included in contractor's rates and pricing.

SPPRC recognizes that at times while a contractor works in the refinery, a situation may come up where an item from the ST&C

lists may be needed. SPPRC recommends that the contractor procures the item. However, if time is of the essence or safety is a concern, SPPRC may unilaterally decide to provide items available at its on-site warehouse in order to minimize any delays or eliminate safety risks. Should that occur, SPPRC would require contractor personnel to sign for the item(s) distributed and accept its cost plus a minimal handling fee. Charges will be calculated and reported out on a weekly or monthly basis and debited to the contractor's next invoice.

Another situation may occur where a contractor may take the position that something is not a ST&C item and it is added to the contractor's next invoice to SPPRC. Project Managers will continue to review invoices for payment and will dispute non-qualifying charges.

Question & Answers

If you have any questions or need additional assistance, please contact John Walker with St. Paul Park Refinery Safety Department at (651) 769-6041 or email him at JLWalker@Marathonpetroleum.com.