



# **BP Whiting Business Unit Contractor Guide**

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## ST&T Website

- Visit [www.standt.com/bp.html](http://www.standt.com/bp.html) for a copy of this document (BP WBU Contractor Guide), as well as additional forms and information including:
  - Contractor Office Worker Badge Request / Authorization form
  - Contractor Remote Activation Request
  - BP Contractor Training Course List
  - BP Contractor Vehicle Sticker Application
  - BP Visitor Pre-Registration Form
- Visit [www.standt.com/vtms.html](http://www.standt.com/vtms.html) for links to the forms required in order to get access to the Virtual Training Management System (VTMS)
  - Contractor Company Information Request Form
  - VTMS Access Authorization Form
  - VTMS Access Request Form

The following chart explains what is required depending on what type of work is being done. Please refer to Contractor Training, Competency and Entry Requirements as found in the WBU HSSE Safety Manual C-2, Contractor Health, Safety, Security & Environmental (HSSE) Practices:

5.0.1 Training, Competency and Entry Requirements									
<b>a) Intent</b>		Define required competencies and training for roles to be filled by Contractor employees  Establish the requirements for the Contractor/ Sub Contractor / Consultant / Delivery Vendor /Visitor training and entry requirements needed for access to the BP Whiting site							
<b>b) Requirements</b>		Prior to entry to the Whiting site Contractor/Sub-Contractor/Consultant/Delivery Vendor/Visitors shall meet the requirements identified in the following table:							
	Visitor Video	ISN - A or B Contractor	OSHA 10 Hour or equivalent *	Substance Abuse Test	Initial Site HSSE Orientation	Initial PTW HSSE Orientation	Refresher Site HSSE Training	Refresher PTW HSSE Training	Badge Type
Visitor	✓								Escorted Green
Approved Un-Escorted Visitor / Delivery Vendor / Independent Contractor **					✓		✓		Un-Escorted List/Visitor Gray Badge
Office Worker *** (BPW026OW-CBT)					✓		✓		White Office Worker
Contractor/Consultant ≤5 Calendar Days with NO PTW ****	✓								Escorted Yellow
Contractor/Consultant ≤5 Calendar Days WITH PTW****	✓								Escorted Purple
Contractor/Consultant >5 Calendar Days with NO PTW		✓		✓	✓		✓		Un-Escorted Red
Contractor/Consultant >5 Calendar Days WITH PTW (BPW001)		✓	✓	✓	✓	✓	✓	✓	Un-Escorted Red
<b>c) Recommendations</b>		Once the above entry requirements have been met per the table above, the employee's BP badge should remain active for 1 year unless the badge becomes inactive due to BP and / or Contractor Company request. The following explains the requirements for badge re-activation: <ul style="list-style-type: none"> <li>• If badge inactivity is less than one year and the Contractor Orientation training has not expired (Pick up Badge)</li> <li>• If badge inactivity is less than one year and the Contractor Orientation training has expired, Site Annual HSSE Refresher training is required</li> <li>• If badge Inactivity is greater than or equal to one year, Initial Site HSSE Orientation training is required</li> </ul>							

<b>d) References</b>	N/A
<b>e) Additional Guidance</b>	<p>*Acceptable equivalent certifications - Current Basic Plus Orientation or Basic Plus Orientation Refresher, OSHA 30 or 40, OSHA 500, OSHA 501</p> <p>**A Single Event Delivery should view the Visitor's Video, receive a Visitor's badge and should be escorted at all times.</p> <p>In addition, sulphur drivers should view the visitor video, receive a Gray Un-Escorted badge and check in with the security gate each visit.</p> <p>Cement truck drivers annually watch the 20-minute BP visitor video at Ozinga and are issued the safety quiz. Each driver is then issued a safety card that indicates that they watched the video and successfully completed the safety quiz. They must produce the safety card at the gate.</p> <p>Independent Contractor includes Companies such as Kinder Morgan, ChemTrade, Buckeye (e.g. who own and operate their own equipment under their own work practices and controls within the Whiting Refinery)An Approved Un-Escorted Visitor / Delivery Vendor should be requested by the respective BP Job Rep by completing the Un-Escorted Request Form found on the BP Whiting web site HSSE Department, Security, Procedure for Un-Escorted List. Procurement and BP Security approval is required. Additional training may be required per legal/governmental requirements.</p> <p>*** Office Administrative Staff or those Contractor personnel who will not enter the refinery who have an Office Worker badge must be escorted in the Process Areas of the Refinery. To obtain a Contractor Office Worker badge, the individual must complete the Office Worker CBT and present a Contractor Office Worker Badge Request / Authorization Form signed by the BP sponsor. This CBT form can be found on the BP web site under HSSE Department, Contractor Safety. The Office Worker CBT is scheduled in VTMS (Virtual Training Management System).</p> <p>**** The threshold for five days for Contractor onsite is five days in a calendar year. The BP contractor escort assumes PTW duties as authorizing craft.</p>

**Based on the chart on page 5, Contractor/Subcontractor Companies scheduled to work in the BP Whiting Refinery whose employees will require a BP Whiting red badge are required to have the following prior to admittance into the refinery (Note: A Subcontractor Company is treated the same as a Contractor Company and must meet the same requirements):**

**Per BP requirements for contractors working in the refinery for more than 5 days in a calendar year, all of the following must be available at the time of class sign in or the student will not be allowed to stay for training:**

- Contractor Company must have BP Whiting Site Access, an A or B company grade in ISNetwork or have a valid BP variance in place that has been approved by BP HSSE Management
- Each person must be registered by the Contractor Company prior to class
- Current government issued photo ID (Driver's License, State or Military ID, Passport or TWIC)
- OSHA 10-hour training (General Industry or Construction) card or certificate of completion or equivalent
  - Acceptable equivalent certifications - Current Basic Plus Orientation or Basic Plus Orientation Refresher, OSHA 30 or 40, OSHA 500, OSHA 501
  - **Note:** This does not apply if not working under a Permit to Work (PTW) or Standard Maintenance Procedure (SMP) and only required to attend the half-day session
- Valid (active or clear) drug screen in BCRC, ScreenSafe, or DISA (if using DISA, DCCHA 10 panel urinalysis and breathalyzer are both required; DISA NASAP is also acceptable at BP Whiting); last test must be within the last 2 years per BP Drug and Alcohol Practice)
- Must be clean shaven (only facial hair allowed is a moustache not below the top lip and/or soul patch)
- Current TWIC if required to work in MARSEC areas of the refinery
- Class begins promptly at 7AM; **please have your employees plan to arrive by 6:30AM so that they have time to sign in and complete the necessary paperwork.**
  - **Each person is expected to be in their seat when class begins, promptly at 7AM.**
  - **Any late arrivals will be turned away and will need to re-register for another class.**
- **Please note:** Contractor Companies are now responsible for supplying personal H2S gas monitors to be worn when working in the field when FRC's are required. The only model currently on the market that meets BP specifications is the Industrial Scientific Tango TX1 Model with dual sensors and set to alarm at 10ppm.

## Contractor Company Requirements in ISNetwork (ISN)

As part of an overall commitment to safety, BP Whiting Refinery (BP Whiting) enhanced and streamlined the contractor/supplier/data management processes. BP Whiting selected [ISNetwork \(ISN\)](#) to manage contractor/supplier qualification requirements.

This relationship provides both BP Whiting and contractors/suppliers with the following value-added benefits:

- Reduce administrative costs while helping satisfy regulatory compliance and company-specific safety qualification requirements
- Provide a more effective, efficient and timely contractor selection and procurement process

Contractors/suppliers can manage company and individual level safety information within their ISN subscription. The contractor company will provide requested information to ISN which will allow ISN to evaluate and verify that requirements have been met based on BP Whiting's criteria.

BP Whiting contractors/suppliers are required to subscribe to ISNetwork. If there are questions surrounding ISN evaluation of a contractor/supplier, BP Whiting employees can contact the ISN support team at [BPDownstreamISNTeam@isn.com](mailto:BPDownstreamISNTeam@isn.com). Contractors/suppliers can reach the ISN Customer Service team at **(800) 976-1303**, [CustomerService@isn.com](mailto:CustomerService@isn.com) or visit [www.isn.com](http://www.isn.com).

## Contractor Company requiring a variance to the ISNetwork (ISN) approval process

- There are some cases where a variance is required if a Contractor Company has been requested and does not meet BP Whiting's safety requirements.
  - The BP Job Representative or BP End User requesting the services is responsible for initiating the variance.
  - All variances must be reviewed and signed by the BP HSSE Subject Matter Expert, then approved and signed by designated BP Management.
  - Jayme Morgan is the BP Procurement Specialist who oversees ISNetwork (ISN) for BP Whiting. Her contact information is: email – [Jayme.Morgan@bp.com](mailto:Jayme.Morgan@bp.com); Phone: (312) 809-4070.

**Know your BP Contract Accountable Manager (CAM) and/or Job Representative.**



## Compliance with the BP WBU Contractor Drug and Alcohol Practice

**All red-badged Contractors/Subcontractors working more than 5 days must be in compliance with the BP WBU Contractor Drug and Alcohol Practice requirements which are referenced as a bullet under C-2 in the BP HSSE Safety Manual.**

It is recommended that you use a Drug Screen Consortium (third party collection and reporting group) to manage your Drug and Alcohol Policy requirements.

DISA Contractors Consortium (DCC) and BCRC (Building Construction and Resource Center) meet the BP requirements. In addition, ScreenSafe, is an approved drug testing management group for Insulators/Roofers only. Below is contact information for each of these organizations.

- DISA Sales Department – [sales@disa.com](mailto:sales@disa.com) 281-673-2530
  - Your Company must be signed up with DISA and receive the appropriate DISA testing forms.
  - Each employee must have completed a DISA Membership Application form and that has been submitted to DISA to ensure that they are coded to your Contractor Company in DISA
  - The employee going for testing must take the DISA testing forms for the new and/or random testing with them to the clinic to ensure proper credit for the tests or the appropriate electronic DISA request forms must be submitted.
  - BP accepts the following DISA tests for initial or random testing:
    - A DCCHA Drug Urinalysis 10-Panel and Breathalyzer
    - **DISA** NASAP
  - If a Contractor Company has travelers coming to BP Whiting for work, see the section titled Drug Screens for Travelers on page 10 for additional screening options.
  - The contractor employee must be part of the DISA random testing program. BP's requirement is that each person must be random tested at least once in a 2-year period. It is your Contractor Company's responsibility to ensure that each contractor working at the BP Whiting site is compliant with the BP Whiting Drug & Alcohol Practice requirements. It is suggested that your Company Designated Employer Representative (DER) contact DISA and request/verify that they are setup to receive the Biennial DCC Test Renewal Report. The Company DER will then receive a report from DISA on the 1<sup>st</sup> of the month showing your Company employees who will reach their 2-year drug screen anniversary the following month and have not had a random test during that time. This will allow your Company to make sure the individual is tested before the BP 2-year expiration date of the test and will help prevent the individual from going inactive for non-compliance with BP's requirements.
  - DISA can be contacted by emailing [support@disa.com](mailto:support@disa.com) or phone 281-673-2400
- BCRC - [INFO@BCRCNET.COM](mailto:INFO@BCRCNET.COM) 219-764-9500
  - (**Please note:** Contractor Companies using BCRC must run a BP monthly random list per BCRC instructions, ensuring that all of their employees with a BP active badge are included in a list to BCRC for BP Random selection each month)
- ScreenSafe – [luci@screensafeinc.com](mailto:luci@screensafeinc.com) 815-676-2200 (Please note: The Contractor Company must notify ScreenSafe that the employee is working for their Company and will be working at the BP site. This information is verified through ScreenSafe before the contractor can receive a BP badge; the contractor's Union ID No. is required for verification)

If your company already has a program in place with a third-party collection and reporting group other than DISA, BCRC or ScreenSafe, it must be reviewed by Dr. O'Shea, BP Whiting Medical Director, to be considered acceptable at BP Whiting.

- Dr. O'Shea's contact information: [kevin.oshea@bp.com](mailto:kevin.oshea@bp.com) 219-473-3028

**Please note:** The BP WBU Medical Director runs weekly audits to ensure compliance with those contractors who have active badges at BP Whiting against DISA, BCRC and ScreenSafe databases.

**You must notify BP Whiting Procurement Contracts with the drug screen management program you have selected – [WhitingProcurementContracts@bp.com](mailto:WhitingProcurementContracts@bp.com)**

## DISA, BCRC and ScreenSafe Guidelines

DISA Contractors Consortium (DCC) and BCRC (Building Construction and Resource Center) both offer drug screen management programs to contractors working at BP. ScreenSafe has also been approved for Insulators/Roofers only. Any exceptions must be approved by Dr. O'Shea (see previous page).

- ✓ Compliance with BP's Drug & Alcohol Practice is an overhead expense.
- Random tests: Your Contractor Company must participate in the BP random testing program for whatever consortium you are using. The minimum requirement for random testing is that 50% of each company's employees must be pulled each year for random testing, and each employee must be tested at least once within a 2-year time\* period.

\*Please note that when an employee reaches the 2-year anniversary of their initial drug screen in DISA, and they have not been called for a random during that 2-year period, their BP DISA status will automatically change to red, "inactive". It is the Contractor Company's responsibility to monitor their drug screen compliance and ensure that their employees do not turn red and are green or "active" at all times if they have an active BP Contractor Badge.

## Drug Screens for Travelers

BP Whiting does accept the following drug screen verification for travelers (**those not from Northwest Indiana or the Chicago Metropolitan Area**) and who are not in the current DISA or BCRC system.

Please note: The cost of the additional testing (quick/rapid test) is not included in the normal DISA or BCRC testing and is the sole responsibility of the Contractor Company.

The Contractor Company is responsible for ensuring that the traveler has been added to the appropriate Third-Party Administrator system (BCRC or DISA).

- DISA members need to complete the DISA Membership Application Form and the Contractor Company must submit to DISA so that the individual is registered under the correct Contractor Company Name in DISA (each Contractor Company has a unique DISA number)
- BCRC members must complete a BCRC Member Application Form and the Contractor Company must make sure that they have established an account with BCRC, and the member has a BCRC ID number

**The Contractor (Traveler) who is not current in DISA or BCRC by the morning of class must bring the following copies (which were presented to them by the clinic at the time of testing) to Contractor Orientation Registration the morning of class:**

### **For those using DISA:**

- ✓ DISA Chain of Custody form for DCCHA (or DISA NASAP) 10 panel urinalysis
- ✓ DISA Chain of Custody form for the Breathalyzer with negative results
- ✓ Quick (Rapid) test with negative results (this test is a separate expense and the responsibility of the Contractor Company)

### **For those using BCRC:**

- ✓ BCRC drug screen Chain of Custody form for drug screen taken per BCRC requirements
  - NOTE: We may accept the Chain of Custody form if the BCRC individual number is not yet available, but the results will not clear through BCRC until the new member BCRC ID number is established.
- ✓ Quick (Rapid) test with negative results (this test is a separate expense and the responsibility of the Contractor Company)
  - **Note:** Tests must be taken at an approved BCRC testing site. The BCRC web site has a list of approved sites.

In each of the examples above, if **ALL** the paperwork as described is presented, the person will be allowed to stay for class and can be issued a **badge set to expire at the end of 4 days. Prior to the fourth day:**

- The Contractor Company should notify Badging when the lab drug screen clears.
- The contractor employee should stop by the Badging trailer to update the information in the BP Badging system.
- The contractor badge should be reissued with a new expiration date to reflect one year.

## Drug Screen Verification will be enforced prior to badge activation

At the time of badge issuance, ST&T is required by BP to verify drug screen compliance for any red-badged contractor or sub-contractor, whether registering for class, upon rehire, changing Companies, or due to badge re-activation. ST&T will verify compliance for the individual through the consortium the Contractor Company has chosen to use, in accordance with BP Drug Screen Practice requirements (BCRC, DISA or ScreenSafe – used for Insulators/Roofers only).

Contractors who use BCRC must supply their BCRC number so that it can be verified. If the contractor does not have or know his/her BCRC number, the Contractor Company will be contacted for this information.

Contractors who use ScreenSafe must supply their Union ID Number for verification in ScreenSafe.

## Drug Screen Status of Contractor's Employees

Contractors shall ensure that their employees with active BP Contractor badges maintain compliance with the BP WBU Contractor Drug and Alcohol Practice.

As described the BP Drug and Alcohol Practice:

Contractors shall ensure on a regular basis that their employees maintain a work status that assures compliance with the BP WBU Contractor Drug and Alcohol Practice. If at any time a BP audit reveals that any contractor is found to be ineligible to work, or is not included in the random testing program, the Contractor Company's Designated Employer Representative (DER) shall be notified.

The Contractor Company's DER shall rectify the issue within 24 hours or the contractor's badge shall be deactivated and access to the facility shall be restricted.

Please note: A quick (rapid) test is NOT allowed to correct deficient status in DISA, BCRC or ScreenSafe following an inactive drug status identified in the weekly audit. A normal test must be taken and be cleared through the consortium before the WBU Medical Director will consider and approve reinstatement of the badge.

If it takes longer than 24 hours to correct the audit non-compliance issue, prior to the badge being considered for reactivation, the Contractor Company shall provide to the BP WBU Medical Director (Dr. O'Shea) the following information:

- Proof of eligible status from their respective TPA (Third Party Administrator (drug screen consortium));
- An explanation of how and why the individual continued to have an active BP badge despite having a status not compatible with compliance with the BP WBU Contractor Drug and Alcohol Practice;
- Procedure and/or process changes that the Company shall make to prevent recurrence of noncompliance with the BP WBU Contractor Drug and Alcohol Practice.

The above information shall be reviewed by the BP WBU Medical Director. If deemed to be a severe violation of the Practice, the information shall be reviewed with the Contractor Management Sub-Committee to determine if there has been a breach of the Code of Conduct. Any questions regarding this process should be addressed to the WBU Medical Director.

## Request access to VTMS

**Each Contractor/Subcontractor Company should request access to VTMS** (Virtual Training Management System) by completing the “VTMS Access Authorization Form” and “VTMS Access Request Form” found on <http://www.standt.com> under “VTMS”.

- VTMS is web-based and always available.
- Access to VTMS allows each company the ability to:
  - View the BP Whiting HSSE Safety Manual
    - Your Company should be familiar with **the BP WBU HSSE Safety Manual, Section C-2: Contractor Health, Safety, Security and Environmental Practice**
      - Your Company should also be familiar with the BP WBU Contractor Drug and Alcohol Practice found as a bullet under the BP WBU HSSE Safety Manual, C-2
    - Your Company should review the list of additional Health and Safety Practices to make sure you are familiar with any Health and Safety Practice that might apply to the work your Contractor firm is performing at BP.
  - With VTMS access your Company will be given authorization to designate persons within your company and they will be able to:
    - Register your Company employees for Contractor Orientation
    - Get a current list of your employees working at BP, find information on badge numbers and dates of classes taken at BP (by using the Scantron feature)
    - View the training that each of your Contractor employees has completed
    - View the BP Whiting HSSE Safety Manual
    - View BP Whiting Unit Process Safety Overviews
    - View key BP Whiting Business Unit HSSE contact information
    - View the BP Code of Conduct Policy
    - View the personal H<sub>2</sub>S gas monitor (Tango, TX1, dual sensor) docking station locations at BP
    - View the Permit to Work (PTW) Craft Lead Packet
    - View supplemental awareness documents for work at BP Whiting to include: Confined Space Entry Responsibilities; Hot Work Responsibilities; Spotter/Signal Person Responsibilities

## Contractor Training Requirements

### BP Contractor Training and Badging Facility

713 Riley Road

Mittal 17 Lot, Entrance to Barge Unloading

Trailer 3001

East Chicago, IN 46312

Registration Phone: (219) 392-5300

Badging Phone: (219) 392-5166

Fax: (877) 669-8418

Email box: WBUCONTRACTOR@bp.com

Hours of Operation:

- Registration – 6:00AM to 4:30PM Monday through Thursday. Closed Friday.
- Badging – 6:00AM to 4:30PM Monday through Thursday. Closed Friday.
  
- Gate 36 Visitor Center will remain open Monday through Friday from 7AM to 3PM. If necessary, you may go to Gate 36 for contractor badges on Friday during hours of operation.
  
- Anyone requiring assistance with contractor badges after hours should contact Security at 219-473-3500 or Radio 3500. You must have a copy to present to Security of the drug screen verification report for any individual who needs a badge reactivation.

### The following information is required to schedule your employees for BP Whiting Contractor Orientation Training:

You are expected to register your employee(s) for orientation/class utilizing the VTMS (Virtual Training Management System). If you have a problem with VTMS call (219) 370-8709. Directions will be given upon request. You can also visit <http://www.standt.com/bp.html> for more information.

**NOTE:** If an employee is not pre-registered in VTMS by an active Contractor Company they will not be able to attend class. **Sub-Contractor employees must be registered under the company that issues their paycheck and Sub-Contractor companies must meet all ISNetworld and drug screen requirements.**

If a Refinery Holiday is observed during the week, classes will be held on the dates reflected in VTMS. On some occasions, BP will call for an extended holiday period which will be reflected in the training dates in VTMS. During TAR events, classes may be added upon BP request.

Since VTMS is web-based, access to the system is always available.

On the day of class, Contractor employees must arrive at Registration no later than **6:30AM**. This will allow them time to sign in and complete the necessary paperwork before the class begins promptly at 7AM. For further information visit <http://www.standt.com/bp.html> or call (219) 392-5300

To determine the correct Orientation class for your employee, see table 5.1 in the C-2 WBU Contractor Health, Safety, Security & Environmental (HSSE) Practice. This table is also included on pages 5-6 of this Contractor Guide.

## **Instructions for arrival on site at BP for Contractor Orientation/Safety Training**

All Contractors coming for BP Contractor Orientation (please note: New Hire and Refresher classes have now been combined) must park in the BP Contractor Training and Badging Parking Lot located in Mittal 17 Lot, Entrance to Barge Unloading, at 713 Riley Road, East Chicago, IN 46312. Training is held in the first trailer, Trailer #3001.

Directions and map to the BP Contractor Training and Badging facility can be found at:

<https://www.google.com/maps/place/BP+Whiting+-+Contractor+Orientation+%26+Badging/@41.6590189,-87.4647522,17z/data=!3m1!4b1!4m5!3m4!1s0x0:0xc290c3701a0692e2!8m2!3d41.6590189!4d-87.4625635?hl=en-US>

The phone number for Registration is (219) 392-5300. We will be able to help with directions if someone is lost.

**Please remind your employees of the facial hair policy (no facial hair allowed, except mustache, which cannot extend below the top lip, and/or soul patch) when working in red zones of the Refinery PPE map.**

**PLEASE NOTE: PER BP REQUEST, ANYONE NOT PRE-REGISTERED FOR CLASS IN VTMS AND/OR NOT MEETING THE FACIAL HAIR, OSHA 10-HOUR (FOR THOSE WHO WILL BE WORKING UNDER A PERMIT TO WORK) AND DRUG AND ALCOHOL TESTING REQUIREMENTS WILL BE TURNED AWAY AND THE COMPANY WILL NEED TO RESCHEDULE!!**

**Contractor/Sub-Contractor Employees (unescorted red-badged) - Contractors, who will be working under a Permit to Work (PTW) or on BP equipment)**

- A Contractor Company representative must schedule employees for Site HSSE and PTW Orientation (**BPW001FULLPTW**) in VTMS
- Classes are held at the BP Contractor Training and Badging facility, unless otherwise indicated. The location of the class will be noted in VTMS.
  - **BP Contractor Orientation, Site HSSE and PTW Orientation, 7AM to 3:30 PM (typically Monday through Thursday – verify dates and register in VTMS)**

**Per BP requirements for contractors working in the refinery for more than 5 days in a calendar year, the following must ALL be available at the time of class sign in or the student will not be allowed to stay for training:**

1. Contractor Company must have BP Whiting Site Access, an A or B company grade in ISNetwork or have a valid BP variance in place that has been approved by BP HSSE Management
2. Each person must be registered by the Contractor Company prior to class
3. Current government issued photo ID (Driver's License, State or Military ID, Passport or TWIC)
4. OSHA 10-hour training (General Industry or Construction) card or certificate of completion
  - a. **Note:** This does not apply if only attending the half-day session
5. Valid (active or clear) drug screen in BCRC, ScreenSafe, or DISA (if using DISA, DCCHA 10 panel urinalysis and breathalyzer are both required; DISA NASAP is also acceptable at BP Whiting); the date of the last test must be within the last 2 years per BP Drug and Alcohol Practice)
6. Must be clean shaven (only facial hair allowed is moustache not below the top lip and/or soul patch)
7. Class begins promptly at 7AM; **please have your employees plan to arrive by 6:30AM so that they have time to sign in and complete the necessary paperwork.**
  - **Each person is expected to be in their seat when class begins, promptly at 7AM.**
  - **Any late arrivals will be turned away and will need to re-register for another class.**

Criteria below also applies:

- Minimum passing grade for assessments is 80% for all classes
- An appropriate BP Badge will be given to the contractor employee once all requirements have been met
- Minimum clearance for Gate 42 turnstiles will be placed on each badge after Orientation.
  - Special clearances may need to be requested through the BP Job Rep
- Will receive a "Contractor Red" Badge

Contractor personnel working in a TWIC area of the refinery must have a current TWIC card on file with BP Security and the BP Ccure Badging system. (Copies of the TWIC card will be taken at registration and may be updated at any time by bringing a copy of the TWIC card to Badging)

**Contractor personal vehicle parking decal** will be given to contractors for each of their personal vehicles when they receive their badge. Required information includes: Vehicle Make, Model, Year, Color, VIN#, License Plate # and State

**A Contractor Company Representative will meet with his/her employees sometime during the training and advise them of where to park and what to do on the first day of work.**

- The Contractor Company will provide BP Site Specific and Job Specific training, if required, once the BP Contractor Orientation has been completed.
  - Maps and directions are available at the Contractor Orientation/Badging Trailer #3001 at Mittal 17.
- **NOTE:** Annual training is required and should be taken during the month/year the badge is set to expire, before the last day of the month. The expiration date is located at the bottom of every Contractor badge. Schedule Full Day Site HSSE Orientation (BPW001FULLPTW).



## Contractor/Consultant > 5 Calendar Days in One Year **NOT** working under a PTW

- May require BP HSSE approval.
  - Training consists of the Initial Site HSSE Orientation morning session only. (7AM to approx. 10AM)
  - Contractor Company must have BP Whiting Site Access, an A or B company grade in ISNetwork or have a valid BP variance in place that has been approved by BP HSSE Management
  - Individual contractor must have an active drug screen on file
  - Does **NOT** require OSHA 10-hour training
  - A Contractor Company representative must schedule employees for Initial Site HSSE Orientation ([BPW001HALF](#)) in VTMS
  - Individual will receive a “Contractor Red” Badge
- **NOTE:** Annual training is required and should be taken during the month/year the badge is set to expire, before the last day of the month. The expiration date is located at the bottom of every Contractor badge. Schedule Half Day Site HSSE Orientation (BPW001HALF).

## Approved, Unescorted Vendor/Delivery Person

A BP Job Representative of the Vendor/Delivery Company makes an application with BP Procurement for unescorted access for a delivery driver by completing the form on the BP Emergency Services web page under “Request to Add Individuals to the Unescorted Visitor List”. This request for access is not for the Contractor Company but for a specific driver in that Company. This access, once granted, is not transferable. Access is limited to vendor/delivery drivers. Access for any one Company is limited to 4 drivers without special authorization. Sales people, managers etc. are not included in this unescorted process. They must have an appointment and be escorted. It is the responsibility of the Contractor Company to immediately notify Security when that employee with unescorted access is no longer employed with the Company or making deliveries to the refinery. Security will give final approval.

- The Unescorted Contractor must go through the half-day Initial Site HSSE Orientation Training. Contact Registration at (219) 392-5300 to schedule training. Refresher training is required annually and the half-day **Initial Site HSSE Orientation Training (BPW001HALF)** is the designated training for Approved Unescorted Vendor/Delivery Persons.
- Designated Unescorted Contracted Delivery Vendors (typically the larger trucking companies) will be given an Unescorted Badge which will allow them to be recognized to enter the refinery without being escorted.
- Individual Contractors on the Unescorted List may not receive an actual badge but will be listed on the “Unescorted List” which is available at both refinery entry gates. A “Vendor” individual will need to check in at the Visitor Center (either Gate 36 or Indianapolis Blvd.) each day they require entry into the refinery. They will get a “Visitor/Unescorted” badge for the day, which must be turned back in at the end of the visit. A few select Delivery Contractors from the “Unescorted List” have drive-in passes due to the nature of the service they provide; these are distributed and must be approved by BP; and they can go directly to the Security entrance gates.



## Office Worker

If the contractor employee's work does not require them to be in a refinery process area, the Contractor Company may request Office Worker status and training for the individual. The Office Worker has limited access and will not be allowed unescorted into process areas of the refinery.

The individual must take the Office Worker 2 Hour Online Training and upon successful completion will receive an Office Worker's Badge.

- The Contractor Office Worker Badge Request / Authorization Form must be completed and approved prior to class. To access the form, visit <http://www.standt.com/bp.html>. The BP Contract Accountable Manager (CAM) or BP Job Representative must sign giving permission for the Office Worker badge.
- Before class:
  - Register for Course [BPW026](#): BPW Office Worker 2 Hr. Awareness" via VTMS.
  - The BP Contractor Orientation Receptionist will send a link to the online training.
  - Once the class is complete, the contractor must report to the BP Badging site and present the following prior to receiving a badge)
    - Current valid Government issued photo ID (Driver's License, State or Military ID, Passport or TWIC)
- The individual must receive a passing score of 80% or better on the assessment test.
- Office Worker badge will be given upon completion
  - Minimum clearance for Gate 42 turnstiles will be placed on each badge after Orientation.
    - Special clearances may need to be requested by the BP Job Rep
  - Individuals holding Office Worker badges are not allowed in Refinery Process Areas unless they are escorted by a BP employee or a contractor with a red unescorted badge.
- A Contractor vehicle parking sticker will be issued to each Office Worker for each of their personal vehicles when they receive their badge.
- Annual Office Worker training will be required. Schedule [BPW026](#): "BPW Office Worker 2 Hr. Awareness" each year (once again, online class provided).

## Contractor/Consultant ≤ 5 Calendar Days in One Year NOT working under a PTW

- Will require BP Health & Safety Lead approval.
- Will view the BP WBU Visitor Video at Gate 36.
- Does not require ISNetworld approval, OSHA 10-hour training, or drug screen.
- A Contractor Company representative must schedule employees by contacting either the Gate 36 Visitor Center at 219-473-5407 or the Contractor Registration desk ([wbucontractor@bp.com](mailto:wbucontractor@bp.com); 219-392-5300).
- Will receive an "Escorted Yellow" Badge and must be escorted at all times.
- Annual training will be required. Schedule the Visitor Video each year.

## Contractor/Consultant ≤ 5 Calendar Days in One Year working under a PTW

- Will require BP Health & Safety Lead approval.
- Will view the BP WBU Visitor Video at Gate 36.
- Does not require ISNetworld approval, OSHA 10-hour training, or drug screen.
- A Contractor Company representative must schedule employees by contacting either the Gate 36 Visitor Center at 219-473-5407 or the Contractor Registration desk ([wbucontractor@bp.com](mailto:wbucontractor@bp.com); 219-392-5300).
- Will receive an "Escorted Purple" Badge and must be escorted at all times.
- Annual training will be required. Schedule the Visitor Video each year.

## Visitors

- Visitors include:
  - **Consultant** – an individual who will be entering the Whiting Business Unit (WBU) to perform training or observing and directing without performing some type of work (maintenance) on WBU equipment and who will not be on a unit for more than three (3) consecutive days.
  - **Vendor/Delivery Employee** – a non-BP WBU employee who is delivering supplies, materials, or hazardous chemicals, or will not be performing maintenance on WBU equipment, and who will be working in the field for less than three (3) consecutive days.
- Must be pre-authorized by a BP employee or Contractor employee with an active BP badge. This is done through the BP web page under HSSE; Emergency Services or Security; “Refinery Visitor Pre-Authorization”.
- Must be escorted at all times by their host.
- Visitor badges are given out at Gate 36 or the Visitor Center on Indianapolis Blvd. or by BP Security on off-shifts and weekends.
  - Visitor Center at 2815 Indianapolis Blvd., Whiting, Indiana 46394 (219-473-5600)
    - Hours are 6:30 AM to 4:00 PM Monday thru Friday
  - Visitor Center at Gate 36, 2150 Standard Avenue, Whiting, Indiana 46394
    - Hours are 7:00 AM to 3:00 PM Monday thru Friday (219-473-5407)
  - Contact Security at (219) 473-3500 or Radio 3500 for assistance during off-shifts or weekends
- Require a valid government issued photo ID
- If entering the refinery must watch the “BP Whiting Visitor Video” (this is good for one year).
- Visitor badge must be returned each day to Gate 36 or the Visitor Center.

## Lift Plan Developer and Mechanical Lift Plan Supervisor Training

- In addition to the BPW001FULLPTW training requirement outlined previously, Lift Plan Developers and Mechanical Lift Plan Supervisors must:
  - Be trained and deemed competent per their contractor company in Rigging (NOTE: Mechanical Lift Plan Supervisors must also be trained in Visual and Radio Communications)
  - Attend the B-5 Lift Plan Workshop training (BPW046)
    - Contact Michael Mantich to schedule a class if there isn’t already one listed in VTMS at [Michael.Mantich@bp.com](mailto:Michael.Mantich@bp.com) 219-370-3566 or the Contractor Registration desk ([wbucontractor@bp.com](mailto:wbucontractor@bp.com); 219-392-5300).

## BP Protocol for Contractors Who Fail the Assessment

- Assessments\* (Tests) are to be taken by each individual without assistance.
- Each assessment has a minimum passing grade of 80%.
- Cell phone use is not allowed during testing.
- If someone is caught cheating, the test will be considered a failure. (The Contractor Company will be notified. If a retest is warranted, a different set of questions will be administered.)
- A badge will **not** be issued if any one of the assessment scores is less than 80%. Once all assessments have been passed a badge will be issued. This applies to New and Refresher Contractor Orientation. A list of required assessments is found at the bottom of this page.

In an effort to remain consistent, the following sequence of events will take place if a contractor should fail an assessment.

1. Contractor fails the test\*.
2. Contractor cannot proceed to the next portion of the class until he/she passes the current test.
3. An approved Contractor Company Representative is notified.
4. Contractor Company Representative informs the individual who failed the test what options he/she has.
  - a. **It is not up to ST&T to inform the contractor. ST&T and BP are not hiring the employee, the Contractor Company is.**
  - b. Contractor Company needs to explain the options:
    - Retake the test immediately, *or*
    - Take that portion of the class over at the next scheduling opportunity and retake the test at that time
    - **If the test is failed on the second attempt, the contractor will not be allowed back for orientation and retesting for a period of 6 months**
5. Contractor fails the second attempt of the test
  - a. Contractor Company Representative is notified.
  - b. Contractor Company Representative notifies the person who failed the test that their record will indicate they are not allowed back for 6 months.
  - c. Contractor employee's record is noted with the test score information and the date that the person will be allowed back for re-training/testing in the ST&T and BP Ccure database.
6. BP will not pay for the time of a contractor who has failed the test.

**\*Note:** There are 2 assessments required for BP Contractor Orientation Site HSSE & PTW Orientation:

HSSE 1 (AM)  
HSSE 2 and PTW (PM)

## BP Contractor ID Badges

- Provide the following information:
  - Badge Number
  - Photo of Contractor Employee
  - Expiration date of the badge if continuously active (annual refresher training is due every 12 months, always before the last day of the month the contractor employee had orientation training)
- Grants access to designated refinery gates/turnstiles
- NOTE: Contractor Badging can only give clearances for Gate 42. Non-MARSEC Regulated Gates, and MARSEC regulated gates clearance can be given only upon request from the Contractor Company and if the individual has an active TWIC card which has been scanned and placed in the Security TWIC folder. In some cases, BP Job request and approval may be required for the Non-MARSEC and MARSEC regulated gates.
  - Special clearances may need to be requested through the BP Job Rep
- Badges not actively used for more than 30 days will be automatically disabled in the BP Badging Computer Program and noted “disabled due to inactivity”. Follow directions below for obtaining Badges for Rehire or Contractors Changing Contractor Companies or having the badge reinstated after inactivity.
- Please report lost or stolen badges as soon as possible to the BP Security (219-473-3500. Radio 3500) or to the Contractor Training and Badging facility (219) 392-5166.
- Badging Trailer hours: Monday – Thursday 6:00 AM to 4:30 PM; Closed on Friday (Gate 36 Visitor Center is open for Badging on Fridays from 7AM to 3PM)

## Lost ID Badges

- If the contractor employee left his/her badge at home, he/she will need to go home and get it.
- After the initial badge issue at Contractor Orientation, there will be a limit of replacement badges issued per contractor employee. **Upon losing 3 BP ID badges, the contractor employee will not be issued any additional badges, and therefore will not be allowed into the refinery.**
- There will be a replacement fee of \$35 for each additional identification badge issued. The contractor’s Company Supervision/Management will be contacted for approval before a replacement badge is issued. The replacement fee will be billed to the Contractor Company. It is the Contractor Company’s responsibility to recover these fees from their employee if they so desire.
- Contractor employee reports to the BP Contractor Training and Badging facility
  - Contractor employee must complete “Replacement Badge” form
  - Badging Clerical Staff will
    - Contact the Contractor Company designated/approved Supervisor or Administrative Assistant to receive approval. The name of the person authorizing approval will be noted on the form.
    - Update the BP Badging system, indicating the lost and the replacement badge information.
    - Print a new badge.
  - The Contractor Company will be billed \$35 for each replacement badge issued.

## Layoff or Termination ID Badge Procedure

- When a Contractor with a BP badge is laid off or terminated, the Contractor Company **must**:
  - Notify the Badging office in person, by phone or via email to [WBUCONTRACTOR@bp.com](mailto:WBUCONTRACTOR@bp.com) so the badge can be deactivated.
- Badging Clerical Staff will do the following:
  - BP Security System (Cure) Contractor Employee’s Record
    - Badge will be disabled and kept on file
  - VTMS Contractor Employee’s Record
    - Contractor marked as “Inactive”
    - Date and reason for Inactivity (layoff, etc.)

## Badges for Rehire, Changing Contractor Companies or Reactivating a Badge

- Contractor employee reports to the BP Contractor Training and Badging facility. Contractor employee must:
  - Provide a current valid Government issued photo ID (Driver's License, State or Military ID, Passport or TWIC).
  - Complete "Contractor Badge Request" form.
- Staff at Badging will
  - Verify that the individual listed on the Badge Request form is in compliance with BP's Drug Screen Policy.
  - Contact the Contractor Company designated/approved Badge Authorization contact (i.e., Supervisor or Administrative Assistant) to receive approval.
    - The name of the person authorizing approval will be noted on the "Contractor Badge Request" form. This information can be given by the Contractor Company in advance if known. (See Contractor Remote Activation Request instructions below)
- Minimum clearance for Gate 42 turnstiles will be placed on each badge.
  - Special clearances may need to be requested through the BP Job Rep.

### **\*\* NOW AVAILABLE**

## Contractor Remote Activation Request

- Note: Contractor must have his/her badge to use this form
  - Go to website: [https://www.standt.com/files/Contractor\\_Remote\\_Activation\\_Request.pdf](https://www.standt.com/files/Contractor_Remote_Activation_Request.pdf)
  - Complete the Contractor Remote Activation Request form with all required information
  - Email the completed form to [ybucontractor@bp.com](mailto:ybucontractor@bp.com)
  - The requestor will be notified when the request has been processed and the badge(s) are active
  - Please note business hours at the Contractor Badging Trailer are Mon-Thurs, 6AM to 4:30PM. Forms will be processed ASAP during normal business hours of operation.

## TWIC (Transportation Worker's Identification Credential)

Entry into MARSEC secured areas requires the possession of a valid Transportation Worker's Identification Credential (TWIC). MARSEC secured areas of the BP Whiting Refinery include Indiana Tank Field, South Tank Field, South Tank Field Annex, Barge Unloading, and Marine (Boat Docks).

### Obtaining a TWIC card (a handout is available at the classroom in the Contractor Orientation/Badging Trailer)

For detailed information including Enrollment Center Locations and hours, visit: <https://www.tsa.gov/for-industry/twic>  
Contact TWIC: 855-347-8371 Weekdays from 7am to 9pm

Required Identification: Bring current U.S. passport or driver's license and original or certified copy of your birth certificate. See TWIC website above for other identification options.

#### Application Fees:

New applicant: \$125.25; Replacement card: \$60 (Subject to change) Payable with credit card, money order, company check or certified/cashier's check.

If you are working in a MARSEC secured area of the refinery, a copy of your current TWIC card must be given to Contractor Badging or BP Security who will grant access based upon a BP Job Rep approval request.

Contractors, new to the BP Whiting Refinery, who will be working in a MARSEC secured area, may work on site in a MARSEC secured area for up to 30 days if escorted by a valid BP badge/TWIC card holder, until their TWIC card has been applied for and arrives. The BP/Contractor Badge/TWIC holder escort must notify Security before gate before entry so that all escorted personnel can be logged in by Security. If the TWIC card has been applied for, and not received within the required 30 days, Security may allow the person to work on site with permission and if they have a copy of the completed TWIC application form on their person. Anyone denied a TWIC card is not allowed to work in MARSEC secured areas.

Contractors working in **South Tank Field and the Boat Docks** (only) MARSEC secured TWIC areas will need to complete the BP fingerprinting enrollment process which will be performed at:

- Mittal 17 Badging Facility Monday through Thursday, 8AM to 4PM
- Gate 36, Monday through Friday 8AM to 2:30PM.
- For the TWIC enrollment, a fingerprint will be taken, and you must bring the following:
  - BP Badge
  - TWIC card
  - PIN number\* associated with the TWIC Card.

\*If you do not know your PIN you will need to make an appointment to have it reset at a local application office. Appointments can be made online (<https://www.tsa.gov/for-industry/twic>), or by calling the central number at 1-855-347-8371 (7 am to 9 pm CST). The process takes ~10 minutes and only requires that you bring a valid driver's license. You can drop in as well; however, priority is given to those with appointments.

**Please note if you do not access the South Tank Field and/or Boat Dock areas you do not need to enroll your TWIC in the fingerprinting process.**

### TWIC Renewal

The renewal process consists of the same steps as the original enrollment process (in-person enrollment and card activation). These steps are required since a security threat assessment is required on all applicants, confirming they still meet eligibility requirements.

- To order a card replacement, you may contact the UES Call Center at 1-855-347-8371 Monday through Friday from 8 AM - 10 PM EST. Alternatively, go to this website to order your replacement card online:
  - <https://universalenroll.dhs.gov/workflows?workflow=card-replacement>

## Miscellaneous Information

### BP First Aid Facility for Contractors (to be used except in life-threatening situations)

- Located inside the refinery in RSB at BP Medical. (North side of the refinery, or enter through the Indianapolis Blvd. Visitor Center or inside the refinery on the ground floor of the RSB building)
- Phone: 219-473-3222
- Hours are 5AM to 2:30PM (Turnaround (TAR) Coverage is 24/7)
  - After hours, call Security from the phone outside of the turnstile at the Visitor Center or use the numbers indicated below)
- Call Security for medical emergencies (Refer to BP Security section below)

### BP Whiting Refinery Switchboard – (219) 473-7700

### Visitor Center located at 2815 Indianapolis Blvd., Whiting, Indiana 46394

- Phone: (219) 473-5600
- BP Radio No.: 14215
- Email: [VisitorCentermailbox@bp.com](mailto:VisitorCentermailbox@bp.com)
- Hours are 6 :30 AM to 4:00 PM Monday thru Friday
- See Security for off-shifts or during weekends

### Gate 36 Visitor Center

- Phone: (219) 473-5407
- BP Radio No.: 14216
- Email: [Gate36mailbox@bp.com](mailto:Gate36mailbox@bp.com)
- Hours are 7:00 AM to 3:00 PM Monday thru Friday
- See Security for off-shifts or during weekends

### Burton Center Visitor Center

- Phone: (219) 378-7500
- BP Radio No.: 14217
- Email: [BurtonCentermailbox@bp.com](mailto:BurtonCentermailbox@bp.com)
- Hours are 6:30AM to 4:30 PM, Monday thru Friday
- See Security for off-shifts or during weekends

### BP Security

- Questions – call (219) 473-3500 or Radio 3500
- Contact Security by picking up any phone located next to the turnstiles; Security Dispatch will respond
- BP Radios – **Emergency Contact Information:**
  - All refinery radios no matter what radio hub you are on, are programmed so that when you turn your channel selector knob all the way to the right (Channel 16), you will be on the SECURITY OPEN CHANNEL. This may be used for any refinery emergency.
  - **ORANGE MAN DOWN BUTTON** (located on the top of the radio) is configured on ALL BP radios, and when this button is pressed for 1.5 consecutive seconds, the Security Dispatch Officer will receive an emergency alert. Once they are alerted, Security will try to contact the radio that made the alert. If there is no response, Security will utilize the GPS system to find that person and dispatch the appropriate personnel
- From any In-Plant Phone: Dial 1212

## Contractor HSSE Committee Meeting

- Held on the 1<sup>st</sup> Wednesday of each month from 8AM to approximately 9:00AM at Mittal 17 Trailer #C3010
- Notices/reminders are sent out prior to the meeting.
- Contact Michael Mantich at [michael.mantich@bp.com](mailto:michael.mantich@bp.com) with any questions.
- If you would like to be added to the BP Whiting Contractor Email Distribution List Contact Karen Sophia at [karen.sophia@bp.com](mailto:karen.sophia@bp.com).

## Code of Conduct

- BP's Code of Conduct Policy can be found on the VTMS website under the link to the BP WBU HSSE Safety Manual.

## Parking Lots

- Contractors should check with their BP Job Representative for appropriate parking locations.

## Gate Entrances / Contractor Vehicle Entry Tags

- **Contractor Vehicle Entry Tags for work trucks/vehicles requiring entry/driving into the refinery** must be requested through the BP Job Rep or BP End User and approved by BP Security. The BP Job Rep or BP End User will electronically submit the "Contractor Vehicle Tag Application" (as found in the BP One Whiting web page, Local Links). Vehicles entering the refinery must have the Contractor Company name/logo displayed on both sides of the vehicle and the appropriate Contractor Vehicle Hang Tag displayed in the windshield once approved.

## Turnstile Entrances

- Contractors on foot shall enter the refinery through turnstiles. Transportation should be arranged through your Contractor Company.

## Services Available

- The Contractor Company representative should consult with the BP Job Representative regarding the use of any refinery services and/or facilities, which the Contractor may need to use, such as mechanical shop facilities, etc. BP's Job Representative will inform the Contractor of any utilities which may be available at each specific job site. Requests for temporary power for any purpose must be requested through the BP Job Representative and the BP Utilities Division.

## Fatigue / Overtime

- Contractors are only allowed to work overtime after consultation and approval by their assigned BP Job Representative.
- A consistent standard was developed across US Refining relative to overtime/fatigue management with the aim of reducing risk associated with worker fatigue. This applies to Contractors and Subcontractors working at the BP Whiting Refinery
  - Maximum Number of Days in a 21-Day Window = Nineteen (19) days
  - Number of Days off = Two (2) days
  - Maximum Number of Hours in a Shift = Sixteen (16) Hours / Eighteen (18) hours with approval from the Business Unit Leader
  - High Overtime Percentage = Overtime totaling more than 75% over a 40-hour work week
  - High Overtime Period = last rolling 3 months



## FRC (Flame Retardant Clothing)

- Check with your BP Job Rep / BP Contractor Accountability Manager (CAM) for your contract terms
- All FRC must meet BP requirements per C-16, Personal Protective Equipment Policy
- The FRC building in the Refinery is located at the Old Storehouse. The on-site contact for FRC is Don Klingberg from Cintas Corporation, who can be reached at (219) 473-5450 or by email at [Donald.Klingberg@bp.com](mailto:Donald.Klingberg@bp.com). Don is in the office on Tuesdays and Thursdays. Cintas can accept a company credit card, or your company can set up an account with their main office.
  - **Note: It is not mandatory to use Cintas if your current supplier meets BP requirements.**

## Winter Overshoes / Ice Cleats

- **When working in or walking through an area with ice and/or snow in a PPE Red Zone, winter overshoes or ice cleats must be worn.**
- See BP HSSE Safety Manual, C-16, Personal Protective Equipment.

## Personal Gas Monitors

- **Contractors must supply their own personal monitors (H<sub>2</sub>S and SO<sub>2</sub>)**
  - Personal H<sub>2</sub>S monitors must alarm at 10 ppm (H<sub>2</sub>S) and have *dual H<sub>2</sub>S sensors*. (Please note: Currently the only model that meets these specifications is the Industrial Scientific model Tango Tx1, H<sub>2</sub>S Personal Monitor with dual sensors)
  - Personal SO<sub>2</sub> monitors must alarm at 2 ppm (SO<sub>2</sub>) and have *dual sensor* reliability (required if working at heights at 11PS or 12PS)
  - Must be *calibrated at least on a monthly basis*
  - Daily bump testing optional or per manufacturer's recommendation
- Docking stations for Tango TX1 personal monitors will be provided by BP and are available to contractors
  - Contractors should dock their monitors upon arrival to sync them to the BP system and then dock them to clear before leaving for the final time, which will allow BP to track H<sub>2</sub>S monitor alarm data while working within the refinery.
- Alarm Events must be reported to Operations who will dock the monitor to get the reading, and then send BP Operations with the proper PPE to investigate the reason for the alarm. A report is submitted into the BP IRIS database by the BP Job Rep or BP Construction Advisor.

## 4&5 Gas Monitors

- Refer to the BP Whiting HSSE Safety Manual A-8, Gas Testing Practice for Contractor responsibilities and a list of monitors approved for use at BP Whiting.
- Contact your BP Job Representative to find out if your Company will be supplying the monitors or how and where to receive them on site if that is the contractual agreement.
- 4 & 5 Gas Monitors must be calibrated and repaired per BP Whiting HSSE Safety Manual A-8, Gas Testing Practice.
- **All 4 & 5 gas monitors must be bump tested each day prior to use, with records of the bump tests maintained for a period of 30 days.**

## Refinery Radios

Contractors must only use radios that meet the requirements for work in the refinery and are approved by BP

- To request a radio:
  - The BP Job Representative or BP End User must submit the electronic Radio Request Form found on the OneWhiting website at:  
<https://onewhiting.bpglobal.com/sites/wh2/organization/maintenancereliability/centralmaintenance/instrumentation/RadioRequest/Forms/MyItems.aspx>
- For radio repair:
  - Contact BP I&E at (219) 473-3086 or (219) 473-3060 or Alex Curiel at [alex.curiel@bp.com](mailto:alex.curiel@bp.com), radio # 927. The radio shop is located at the Mechanical Shop which is near the Old Storehouse
- Only explosion-proof radios that have been approved by BP will be allowed inside the refinery for the purposes of radio business communications. Discuss with the BP Job Rep or BP End User how to obtain a radio, if necessary, for work on site.

## Environmental Impacts from Maintenance Activities

- During the job pre-planning stage, identify and plan for all waste (generation, handling and disposal), cleaning, and spill prevention issues. The Environmental Technician and/or other Environmental Staff are available to help make plans. Work with your BP Job Representative to ensure environmental compliance.
- All personnel are responsible for the proper handling of their wastes while on site. The BP Job Rep and Environmental Technicians will provide handling instructions. The refinery is responsible for arranging transportation and ultimate disposal off site.
- Notify Security immediately of any spill or release, including any releases to the sewer.
- The Environmental Staff must review all cleaning procedures and new/revised SDS/MSDS documents.

## Property Damage

- If a Contractor damages any of BP's property or property of any other Contractor or Subcontractor, BP reserves the right, but not the obligation, without limitation of waiver of any of BP's rights elsewhere set forth in the contract, to stop the work of the Contractor and/or his Subcontractors at any time, and in addition, immediately terminate the work without liability except to pay for work already performed.

## Snow Removal

Contact the following:

- BP Truck Garage: (219) 473-5150 (responsible for main roads in the refinery and tank fields)
  - BP Truck Garage has a map of who is responsible for various clean-ups throughout the refinery and should be able to help you find the correct contact person/Contractor Company who is responsible for your area.
- Check with your Job Rep for the winter work plan for your site.

## Cleaning/Janitorial Crews

- Notify your Job Representative who will request support services.

## OSHA 10-Hour Training

OSHA (General or Construction Industry) 10- or 30-hour training or OSHA 500-Construction Industry or OSHA 501-General Industry is acceptable.

Web-based OSHA 10-Hour Training is available at several web sites. A list of OSHA-Authorized Online Outreach Training Providers can be found at [https://www.osha.gov/dte/outreach/training\\_providers.html](https://www.osha.gov/dte/outreach/training_providers.html). Those participating in a web-based class will receive a certificate of completion when they have completed the class and completed the questionnaire at the end of the class.

**NOTE:** Most web sites that offer OSHA 10-hour training will lock the user out after 7.5 hours due to an OSHA rule that limits classroom time to 7.5 hours of instruction at one time. The class will take a minimum of 2 days to complete, even when taking it on the web site.

**The cost of the OSHA 10-Hour training is the responsibility of the employer / employee.**

**We will do everything we can to facilitate your time at the BP Whiting Business Unit  
If you have a question or concern, please do not hesitate to contact us**

**Registration: 219-392-5300**

**Badging: 219-392-5166**

**Michael Mantich: 219-730-6087 or [michael.mantich@bp.com](mailto:michael.mantich@bp.com)**

**General inquiries can be referred to Traci Hale [traci.hale@bp.com](mailto:traci.hale@bp.com)**