



bp Whiting Business Unit Contractor Guide

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Table of Contents

ST&T Website	3
Contractor Badge Types	4
Contractor Company Requirements in ISNetwork (ISN)	7
Compliance with the bp WBU Contractor Drug and Alcohol Practice	8
DISA, BCRC and ScreenSafe Guidelines.....	9
Drug Screens for Travelers	9
Drug Screen Verification	10
Drug Screen Status of Contractor’s Employees	10
Request access to VTMS	11
Contractor Training Requirements	12
Instructions for Arrival On Site at bp for Contractor Orientation/Safety Training.....	13
Contractor/Sub-Contractor Employees.....	14
Contractor/Consultant > 5 Calendar Days in One Year NOT Working Under a PTW	15
Approved, Unescorted Vendor/Delivery Person	15
Office Worker	16
Contractor/Consultant ≤ 5 Calendar Days in One Year NOT working under a PTW	16
Contractor/Consultant ≤ 5 Calendar Days in One Year working under a PTW	16
Visitors	17
Lift Plan Developer and Mechanical Lift Plan Supervisor Training	17
bp Protocol for Contractors Who Fail the Assessment.....	18
bp Contractor ID Badges	18
Lost ID Badges	19
Layoff or Termination ID Badge Procedure	19
Badges for Rehire, Changing Contractor Companies or Reactivating a Badge	20
TWIC (Transportation Worker’s Identification Credential)	21
Obtaining a TWIC Card.....	21
TWIC Renewal.....	21
Miscellaneous Information	22
bp First Aid Facility for Contractors	22
bp Whiting Refinery Switchboard	22
Visitor Center	22
Gate 36	22
bp Security	22
Contractor HSE&C Committee Meeting	23
Code of Conduct	23
Parking Lots	23
Gate Entrances / Contractor Vehicle Entry Tags	23
Turnstile Entrances.....	23
Services Available.....	23
Fatigue / Overtime	23
FRC (Flame Retardant Clothing)	24

Snow Boots / Ice Cleats 24

Personal Gas Monitors 24

4&5 Gas Monitors 24

Refinery Radios 25

Environmental Impacts from Maintenance Activities 25

Property Damage 25

Snow Removal..... 25

Cleaning/Janitorial Crews 25

Basic Orientation Plus 25

ST&T Website

Visit www.standt.com/bp 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 Vehicle Sticker Application
- bp Visitor Pre-Registration Form

Visit www.standt.com/vtms 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

Contractor Badge Types

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	Basic Orientation Plus Certification	Substance Abuse Test	Initial Site HSE&C Orientation (Non-PTW)	bp CBT Modules	On-Site Safety Center Orientation (PTW)	Office Worker CBT	Badge Type
Visitor	✓								Escorted Green
Approved Unescorted Visitor, Delivery Vendor, or Independent Contractor					✓				Unescorted Gray or Unescorted List
Office Worker (BPW026)								✓	Office Worker
Contractor/Consultant ≤ 5 Calendar Days (NO PTW)	✓								Escorted Yellow
Contractor/Consultant ≤ 5 Calendar Days (WITH PTW)	✓								Escorted Purple
Contractor/Consultant > 5 Calendar Days (NO PTW) (BPW001HALF)		✓		✓	✓				Unescorted Red
Contractor/Consultant > 5 Calendar Days (WITH PTW) (BPW001SITEPTW)		✓	✓	✓		✓	✓		Unescorted Red

Once the above entry requirements have been met per the table above, the employee's bp contractor badge should remain active for 1 year from the CBT completion date unless the badge becomes inactive due to bp and/or contractor company request. The following explains the requirements for badge reactivation:

- Basic Plus certification expires (for PTW only)
- If badge inactivity is less than one year and the contractor orientation training has not expired (pick up badge)

If badge inactivity is less than one year and the contractor orientation training has expired, contractor orientation is required.

If badge inactivity is greater than or equal to one year, contractor orientation training is required.

Additional Guidance

- A single event delivery must view the visitor's video, receive a visitor's badge, and must be escorted at all times.
- Sulphur drivers must view the visitor video, receive a gray unescorted badge, and check in with the security gate each visit.
- 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 they viewed the video and successfully completed the safety quiz. They must produce the safety card at the gate.
- Independent contractor companies such as Kinder Morgan and ChemTrade who own and operate their own equipment under their own work practices and controls within the Whiting Refinery require bp approval for a gray unescorted badge.
- Approval for unescorted visitors / delivery vendors must be requested by their respective bp Job Representative. Job Representatives may contact ST&T regarding additions to the Unescorted List.
- 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 Form signed by the bp sponsor. The Office Worker CBT is scheduled in the Virtual Training Management System [VTMS](#).
- The bp contractor escort assumes PTW duties as authorizing craft.

Based on the chart on page 4, contractor/subcontractor companies scheduled to work in the bp Whiting Refinery whose employees will require a bp Whiting red contractor 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, 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 HSE&C 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)
- Proof of Current Basic Plus Orientation or Basic Plus Orientation Refresher
 - **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
- Proof of successful completion of the bp Site Induction Training taken through ISNetwork (6 CBT modules)
 - **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 Initial Site HSE&C Orientation (Non-PTW)
- 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)
- Current TWIC if required to work in MARSEC secured areas of the refinery
- Morning orientation classes begin promptly at 7AM and afternoon classes begin promptly at 12PM; **please have your employees plan to arrive at least 30 minutes prior to class start 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.**
 - **Any late arrivals will be turned away and will need to re-register for another class.**

Contractor Company Requirements in ISNetworld (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 [ISNetworld \(ISN\)](#) 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 working under a permit are required to subscribe to ISNetworld. If there are questions surrounding ISN evaluation of a contractor/supplier, bp Whiting employees can contact the ISN support team at bpDownstreamISNTeam@isn.com. Contractors/suppliers can reach the ISN customer service team at **(800) 976-1303**, CustomerService@isn.com or visit www.isn.com.

Contractor Company Requiring a Variance to the ISNetworld (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 HSE&C subject matter expert, then approved and signed by designated bp management.
- Jayme Morgan is the bp procurement specialist who oversees ISNetworld (ISN) for bp Whiting. Her contact information: 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 referenced under the C-2 in the bp HSE&C Safety Manual.

You must use a drug screen consortium (Third-Party Administrator (TPA) collection and reporting group) to manage your drug and alcohol policy requirements.

The only TPAs currently accepted by bp are: DISA Contractors Consortium (DCC), BCRC (Building Construction and Resource Center) and ScreenSafe. ScreenSafe is approved for insulators/roofers only. Below is contact information for each of these organizations.

- DISA Sales Department – 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 9 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 Representativeort. The company DER will then receive a report from DISA on the 1st 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 or phone 800-752-6432
- BCRC - 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 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 number is required for verification.

You must notify bp Whiting Procurement Contracts with the drug screen management program you have selected – 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.

- 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.

Note: 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 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 outside a 100 mile radius of bp Whiting Refinery**) 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 (**all 10** drugs tested must be listed)
- 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 5 business days. Prior to the fifth day:**

- The contractor company must notify badging when the lab drug screen clears.
- The contractor employee must stop by the Badging trailer to update the information in the bp badging system.
- The contractor badge will 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 the drug screen 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.

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:
 - Review the bp Whiting **HSE&C Safety Manual**
 - Review the bp WBU HSE&C Safety Manual, **Section C-2: Contractor Health, Safety, Security and Environmental Practice**
 - Review the bp WBU **Contractor Drug and Alcohol Practice** found as a bullet under the bp WBU HSE&C Safety Manual, C-2
 - 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 firm is performing.

With VTMS access an authorized user 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
- View training history
- View the bp Whiting HSE&C Safety Manual
- View bp Whiting unit process safety overviews
- View key bp Whiting Business Unit HSE&C contact information
- View the bp Code of Conduct Policy
- View the personal H₂S gas monitor (Tango, TX1, dual sensor) docking station locations at bp
- View supplemental awareness documents for work at bp Whiting including 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

Email box: WBUCONTRACTOR@bp.com

Hours of Operation:

- Registration – 6:00 AM to 4:30 PM Monday through Thursday. 6:00 AM to 2:30 PM Friday.
- Badging – 6:00 AM to 4:30 PM Monday through Thursday. 6:00 AM to 2:30 PM Friday.
- Gate 36 Visitor Center will remain open Monday through Friday from 7:00 AM to 3:00 PM.
- Anyone requiring assistance with contractor badges after hours should contact security at 219-473-3500 or Radio 3500. You must provide a copy of the drug screen verification report for any individual who needs a badge reactivation to security.

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) 392-5300. Directions will be given upon request. You can also visit www.standt.com/bp for more information.

NOTE: If an employee is not pre-registered in VTMS by an active contractor company they will not be allowed to attend class. **Sub-contractor employees must be registered under the company that issues their paycheck and sub-contractor companies must meet all ISNetwork 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 **30 minutes prior to class start time**. This will allow them time to sign in and complete the necessary paperwork before the class begins. For further information visit <http://www.standt.com/bp> or call (219) 392-5300

To determine the correct orientation class for your employee, see page 4 of this contractor guide.

Instructions for Arrival On-Site at bp for Contractor Orientation/Safety Training

All contractors coming for bp contractor orientation must park in the bp Contractor Badging parking lot located in Mittal 17 Lot (adjacent to the safety tent), 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://goo.gl/maps/b2rzAnxSE32FafiN9>

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

NOTE: Per bp request, anyone not pre-registered for class in VTMS, and/or not meeting drug and alcohol testing, Basic Plus, or bp Site Induction Training (CBT) requirements will be turned away and the company will need to reschedule.

Contractor/Sub-Contractor Employees–Working Under a Permit to Work (PTW) or on bp Equipment (Unescorted Red-Badge)

- Contractor company representative must schedule employees for bp Site Induction Training (CBT) through ISN
- Contractor company representative must schedule employees for On-Site Safety Center Orientation (**BPW001SITEPTW**) in VTMS.
 - On-Site Safety Center Orientation classes are held at the bp Contractor Badging facility, unless otherwise indicated. The location of the class will be noted in VTMS.
 - **On-Site Safety Center Orientation, 7AM to 11AM or 12PM to 4PM Monday through Thursday – verify dates and times and register in VTMS**
 - See pages 4-5 for pre-course requirements.
- A bp red contractor badge will be given to the contractor employee once all requirements have been met, including a minimum passing grade of 80% on the class assessment.
- 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 Representative.
- Contractor personnel working in a TWIC required area 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 the TWIC card to Badging.
- A contractor personal vehicle parking decal will be given to contractors for each of their personal vehicles when they receive their badge. Required application information includes vehicle make, model, year, color, VIN#, license plate # and state.
- A contractor company representative will meet with their employees sometime during the training and advise them of where to park and what to do on the first day of work.
 - Maps and directions are available at the Contractor Orientation/Badging Trailer #3001 at Mittal 17.

NOTE: Annual training is required and should be taken before the last day of the month during the month/year the badge is set to expire. The training expiration date is determined by the CBT completion date not the date of the on-site training. The expiration date is located at the bottom of every contractor badge. Schedule On-Site Safety Center Orientation (BPW001SITEPTW).

Contractor/Consultant > 5 Calendar Days in One Year NOT Working Under a PTW (Unescorted Red Badge)

- May require bp HSE&C approval
 - Training consists of the Initial Site HSE&C Orientation (7:00AM - 10:00AM).
 - Contractor company must have bp Whiting Site Access, an A or B company grade in ISNetworld or have a valid bp variance in place that has been approved by bp HSE&C Management.
 - Individual contractor must have an active drug screen on file
 - Does **NOT** require Basic Plus Certification
 - Does **NOT** require bp CBT modules
 - A contractor company representative must schedule employees for Initial Site HSE&C Orientation (**BPW001HALF**) in VTMS.
 - Individual will receive a red contractor badge
- **NOTE:** Annual training is required and should be taken before the last day of the month during the month/year the badge is set to expire. The expiration date is located at the bottom of every contractor badge. Schedule Initial Site HSE&C Orientation (BPW001HALF).

Approved, Unescorted Vendor/Delivery Person (Unescorted Gray Badge or Unescorted List)

A bp Job Representative of the vendor/delivery company must submit an application for unescorted access for a vendor/delivery driver. Contact ST&T for the required application. 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. 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 and Procurement will give final approval.

- The unescorted contractor must go through the half-day Initial Site HSE&C Orientation Training. Contact Registration at (219) 392-5300 to schedule training. Refresher training is required annually, and the half-day **Initial Site HSE&C 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 refinery entry without an escort.
- **Individual Contractors on the Unescorted List will not receive a 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 returned at the end of the visit. 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; 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 complete the Office Worker 2 Hour Awareness CBT (BPW026) and upon successful completion will receive an office worker badge.

- The Contractor Office Worker Badge Request / Authorization Form found at www.standt.com/bp must be completed and approved by the bp Contract Accountable Manager (CAM) or bp Job Representative prior to badge issuance.
- Register for Course **BPW026**: bpW Office Worker 2 Hour Awareness CBT via VTMS.
- The bp contractor orientation receptionist will send a link to the online training.
- Once the CBT is complete, the contractor must report to the bp Contractor Training and Badging facility and present a 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.
- Office worker badge will be given upon completion
- Minimum clearance for Gate 42 turnstiles will be placed on each badge.
 - Special clearances may need to be requested by the bp Job Representative
- 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 (Yellow Badge)

- Will require Contractor Support Safety Advisor or designee approval
- Will view the bp WBU Safety Video at Gate 36
- Does not require ISNetworld approval, Basic Plus Certification, or drug screen.
- A bp employee must submit a [Visitor Pre-Registration Form](#) to Hector.Herrera@bp.com
 - For more information contact Gate 36 at 219-348-3383 or Contractor Registration wbucontractor@bp.com; 219-392-5300
- Will receive a yellow escorted badge and must be escorted at all times.

Contractor/Consultant ≤ 5 Calendar Days in One Year Working Under a PTW (Purple Badge)

- Will require Contractor Support Safety Advisor or designee approval
- Will view the bp WBU Safety Video at Gate 36
- Does not require ISNetworld approval, Basic Plus Certification, or drug screen
- A bp employee must submit a [Visitor Pre-Registration Form](#) to Hector.Herrera@bp.com
 - For more information contact Gate 36 at 219-348-3383 or Contractor Registration wbucontractor@bp.com; 219-392-5300
- Will receive a purple escorted badge and must be escorted at all times.

Visitors

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.

Visitors:

- Must be pre-authorized by a bp employee or a Job Representative. [Visitor Pre-Registration Form](#)
- Must be escorted at all times by their host
- Visitor badges are issued at Gate 36, Visitor Center, Burton Center, or by bp Security on off-shifts and weekends.
 - Require a valid government issued photo ID
 - If entering the refinery must watch the “bp Whiting Visitor Video” (valid for 1 year).
 - Visitor badge must be returned each day.

Visitor Center at 2815 Indianapolis Blvd., Whiting, Indiana 46394 (219-473-5600)

- Hours are 6:30 AM to 4:00 PM Monday through Friday

Gate 36 at 2150 Standard Avenue, Whiting, Indiana 46394

- Hours are 7:00 AM to 3:00 PM Monday through Friday (219-348-3383)

Burton Center at 1701 121st Street, Whiting, Indiana 46394 (219-378-7500)

- Hours are 6:30 AM to 4:30 PM Monday through Friday

Contact Security at (219) 473-3500 or Radio 3500 for assistance during off-shifts or weekends

Lift Plan Developer and Mechanical Lift Plan Supervisor Training

In addition to the bpW001SITEPTW 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 Contractor Registration (wbucontractor@bp.com; 219-392-5300) to schedule a class if there isn't already one scheduled in VTMS.

bp Protocol for Contractors Who Fail the Assessment

- Assessments are to be taken by each individual without assistance.
- Each assessment has a minimum passing grade of 80%.
- If someone is caught cheating, the test will be considered a failure and the contractor company will be notified.

The following sequence of events will take place if a contractor should fail an assessment:

1. An approved contractor company representative is notified.
2. Contractor company representative informs the individual who failed the test what options they have:
 - Retake the test immediately, **or**
 - Reschedule the training
3. If the individual fails the **second** attempt of the test:
 - Contractor company representative notifies the individual they are not allowed back for 6 months
 - Individual'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.

bp will not pay for the time of a contractor who has failed.

***Note:** Both Initial Site HSE&C Orientation (bpW001HALF) and Site Safety Center Orientation (bpW001SITEPTW) have a single assessment.

bp Contractor ID Badges

Provide the following information:

- Badge Number
- Photo of Contractor Employee
- Expiration date of the badge

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, approval may be required for the Non-MARSEC and MARSEC regulated gates.
 - Special clearances may need to be requested through the bp Job Representative with a [Clearance Request Form](#)
- Badges not actively used for more than 30 days will be automatically disabled in CCure and noted "disabled due to inactivity". Follow directions 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; Friday 6:00AM to 2:30PM

Lost ID Badges

- After the initial badge issue at Contractor Orientation, there will be a limit of replacement badges issued per contractor employee. **Upon losing 3 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 \$50 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 CCure, indicating the lost and the replacement badge information.
 - Print a new badge.
 - The contractor company will be billed \$50 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 so the badge can be deactivated. The contractor company must return the badge to the badging office.

- Badging Clerical Staff will do the following:
 - Update the employee's record in CCure
 - Disable badge and keep badge on file
 - Update the employee's record in VTMS as "Inactive" in VTMS and 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 and 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 the individual's 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 Representative.

Contractor Remote Activation Request

This is only an option if a contractor has possession of their badge:

- [Remote Activation Form](#)
- Complete the Contractor Remote Activation Request form with all required information
- Email the completed form to wbucontractor@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, 6:00AM to 4:30PM, Friday, 6:00AM to 2:30PM. 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

For detailed information including enrollment center locations and hours, visit: tsa.gov
Contact TWIC: 855-347-8371 Weekdays from 7:00AM to 9:00PM

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.

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 Representative 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.

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 8:00AM – 10:00PM.

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: VisitorCenteremailbox@bp.com
- Hours are 6:30 AM to 4:00 PM Monday - Friday
- See Security for off-shifts or during weekends

Gate 36

- Phone: (219) 348-3383
- bp Radio No.: 14216
- Email: Gate36emailbox@bp.com
- Hours are 7:00 AM to 3:00 PM Monday - Friday
- See Security for off-shifts or during weekends

Burton Center

- Phone: (219) 378-7500
- bp Radio No.: 14217
- Email: BurtonCenteremailbox@bp.com
- Hours are 6:30AM to 4:30 PM, Monday - 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, Security dispatch 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 HSE&C Committee Meeting

- Held on the 1st Wednesday of each month from 8:00AM to approximately 9:00AM at Gate 36.
- If you would like to be added to the bp Whiting contractor safety representative email distribution list or if you would like further information, contact Susan Newman at susan.newman@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 HSE&C 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 Representative and approved by bp Security.

- The bp Job Representative will electronically submit the [Contractor Vehicle Application](#).
- Vehicles entering the refinery must have the contractor company name/logo displayed on both sides of the vehicle and the appropriate contractor vehicle sticker 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 such as mechanical shop facilities.
- 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 Representative / 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 Gerri Rouse from Cintas Corporation, who can be reached at (219) 852-2600 or by email at gerri.rouse@bp.com. 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.

Snow Boots / Ice Cleats

- When working in or walking through an area with ice and/or snow in a PPE Red Zone, snow boots or ice cleats must be worn.
- See bp HSE&C Safety Manual, C-16, Personal Protective Equipment.

Personal Gas Monitors

Contractors must supply their own personal monitors (H₂S and SO₂)

- **Personal H₂S monitors must alarm at 10 ppm (H₂S) and have dual H₂S sensors.**
- Personal SO₂ monitors must alarm at 2 ppm (SO₂) and have dual sensor reliability (required if working at heights at 11PS or 12PS)
- Must be calibrated 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 H₂S 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 Representative or bp Construction Advisor.

NOTE: Currently the only personal H₂S monitor with dual sensors that meets these specifications is the Industrial Scientific Tango Tx1

4&5 Gas Monitors

- Refer to the bp Whiting HSE&C 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 acquire the monitors on site if your company does not supply them per their contract with bp.
- Monitors must be calibrated and repaired per bp Whiting HSE&C Safety Manual A-8, Gas Testing Practice.
- **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

Only intrinsically safe radios that have been approved by bp will be allowed inside the refinery.

Request a radio: A bp Job Representative must submit the [Radio Request Form](#) found on the OneWhiting SharePoint.

Radio repair: A bp Job Representative must submit the [Radio Repair Form](#) found on the OneWhiting SharePoint

- Turn in the radio at the mechanical shop which is near the old storehouse to be shipped to MOTO for repair.
- Contact is Alex Curiel alexander.curiel@bp.com; (219) 370-3219.

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 Representative 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 documents.

Property Damage

If a contractor damages any bp 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

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.

NOTE: Check with your Job Representative for the winter work plan for your site.

Cleaning/Janitorial Crews

Notify your Job Representative who will request support services.

Basic Orientation Plus

Basic Plus certification is a prerequisite to attending PTW red contractor badge site-specific training.

- The initial Basic Plus training is a 6.5 hour classroom training; a proctored Basic Plus refresher CBT must be taken annually.
- Basic Plus training is offered at many locations nationwide; it is not a web-based training.
- Three Rivers (TPA) offers this training onsite at bp Whiting. Visit www.trma.org or call 815-744-3884 for more information.
- The cost of the Basic Plus 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

General inquiries can be referred to Traci Fritz traci.fritz@bp.com