

PLAINTIFF'S EXHIBIT

TEX-29

PSP GUARDS

WA-TEX 008234

WA-TEX008234

INSTRUCTIONS FOR GUARDS

PUGET SOUND PLANT

B E O NEAL

WA-TEX 008235

WA-TEX008235

STANDING INSTRUCTIONS

AND

PROCEDURES MANUAL

A.	<u>SUBJECT MATTER</u>	<u>SECTION FILE NO.</u>	<u>APPROVAL REQUIRED TO ISSUE</u>
	Administrative - General	1.0	Supervisor - (Emp. Relations) Chief Accountant
	Fire Protection and Disaster Control	2.0	Asst. Plant Manager (Operations) Asst. Plant Manager (Maint.) Chief Engineer (Power)
	Maintenance & Construction	3.0	Asst. Plant Manager (Maint.) Supervisor (Maint.) Chief Engineer (Plant Eng'g)
	Operations	4.0	Asst. Plant Manager (Operations) Supervisor (Operations)
	Safety, Training and Security	5.0	Supervisor (Emp. Relations)
B.	<u>PROCEDURE</u>		
1.	Prepare Draft		Person Issuing
2.	Secure Approval		Authorized Staff Member
3.	Assign and Record Instruction Number		Chief Accountant
4.	Type, Reproduce and Distribute		Chief Accountant
5.	Maintain, Revise and Issue Index		Chief Accountant
C.	<u>DISTRIBUTION</u>		
1.	Complete Manual		All Department Heads All Foremen Asst. Supvr. (Emp. Relations)
2.	Selected Sections		Technical Employees Guards Selected Personnel

INSTRUCTIONS FOR PINKERTON GUARDS
(Revised completely 8-21-63)

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TEXACO

PUGET SOUND PLANT

INSTRUCTIONS FOR PINKERTON GUARDS

A. GENERAL

The following instructions are to be effective immediately and are to be observed by all Pinkerton guards. Any questions relating to these instructions or other plant security matters should be handled by the Pinkerton Guard Sergeant with the *Plant Manager or Safety Supervisor.

Any changes, modifications or cancellation of these instructions must be approved by the *Plant Manager and issued in writing by the *Plant Manager or Safety Supervisor.

All Pinkerton guards should keep in mind that they are the first contact between Texaco and the public in many instances, therefore, the impression which the guard creates should be favorable. Remember that the Company may be judged by the appearance and conduct of the guard.

Some simple rules must be observed by all guards. These are:

1. Report for duty clean shaven, neatly dressed, so as to present a good appearance at all times.
2. Conduct all business in a courteous, friendly but firm manner whether directly addressing a person or using the telephone.
3. Use good judgment in dealing with unusual situations and, when in doubt, contact higher authority promptly. (Call Guard Sergeant or Texaco Safety Supervisor.) Occasionally it may be necessary to act promptly to protect Company property and, when this is necessary advise higher authority as soon as possible.
4. Handle intoxicated or belligerent persons with tact, but do not admit any such person to the plant.

B. WORKING HOURS

The working hours for guards on shift duty shall be:

11:00 P.M. to 7:00 A.M.
7:00 A.M. to 3:00 P.M.
3:00 P.M. to 11:00 P.M.

The Guard Sergeant will work the *7:00 A.M. to *3:00 P.M. shift regularly, **Tuesday through Saturday, unless scheduled otherwise.

Shift schedules shall be posted monthly prior to the 1st of the month in which they are effective.

* Change
** Addition

Revised 8-21-63

WA-TEX 008238

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C. ADMITTANCE TO PLANT - PERSONNEL

1. TEXACO EMPLOYEES OF PUGET SOUND *PLANT

a. Guard on Duty

All Texaco employees of Puget Sound *Plant are issued photographic passes for identification purposes. Employees are required to carry this pass when on Company property and, when requested by the guard, must show this pass upon entering or leaving the plant.

Normally the guard should request to examine an employee's pass only when the employee enters or leaves the plant at times other than regular daytime or shift change hours.

Employees unable to show the pass, when requested to do so, should be detained at the Gate House until the guard can contact the employee's foreman or the Night Foreman for proper identification and clearance.

Guard shall report daily to the Safety Supervisor the names of employees not possessing passes when requested to show same. *Employees entering or leaving the plant during regular working hours for any purpose other than work assignments which take them outside the plant main gate should be noted on the report, giving name, time employee leaves, time returned and date.

b. Guard Absent

Texaco employees of Puget Sound *Plant who have legitimate business in the plant and who desire to enter when the guard is temporarily absent will enter through the Gate House proper to the clock alley. Employees having drive-in authorization, or those driving Company owned automotive equipment, will be required to enter the Gate House and open the Main Gate by operating the push button. Drive through, then re-enter Gate House and push button to close gate.

2. TEXACO EMPLOYEES FROM OTHER LOCATIONS

Any Texaco employee from another location who does not possess a Puget Sound *Plant pass is considered as being a visitor. The employee should be asked to identify himself, the purpose of the visit and whom he wishes to see. The guard should promptly contact the *Plant Manager to secure authorization to admit the employee. If unable to contact the *Plant Manager, the Assistant *Plant Manager, the Supervisor (Employee Relations) or the Safety Supervisor should be contacted (in the order listed) to secure authorization. The person authorizing entry should designate whom to call to act as escort.

No Company visitor is to be admitted to the refinery without escort unless the guard is notified otherwise at the time permission to enter is given. Occasionally the guard may be notified in advance of the visit of Texaco officials who are to be admitted without further authorization.

* Change
** Addition

Revised 8-21-63

WA-TEX 008239

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After permission has been obtained, the visitor should be asked to sign the "Visitor's Register" as follows:

Form R-479 (containing the indemnity clause) if not on Company business.
Form R-479-A (gray color without indemnity clause) if on Company business.

The visitor may then be admitted when designated escort appears, or without escort if so authorized.

3. VISITORS OTHER THAN TEXACO EMPLOYEES

Visitors, other than Texaco employees, such as salesmen, members of the press, contractors, etc., must obtain permission to enter the refinery.

The Guard should ask them to properly identify themselves, state the purpose of the visit, and whom they wish to contact. The Guard will then telephone the designated party to determine if he will see the visitor and authorize entrance, or obtain authorization. (For list of those authorized to approve entrance of visitors, other than Company employees, see Appendix "A".) It will be the responsibility of the person authorizing entry to advise the Guard whether the visitor is to drive own car, walk or be escorted into the plant, however, the Guard should specifically ask for this information if the sponsor overlooks it.

After permission to enter has been obtained the Guard shall have the visitor sign the "Visitor's Register, Form R-479 (containing the indemnity clause). Full signature is required on the "Register."

The Gateman will then prepare Form R-251, "Authorization to Gateman," showing the name of the visitor, the name of the person to be visited, and have the visitor sign Form R-251.

The Gateman will then use rubber stamp to imprint on reverse side of Form R-251 the following: "Permission is given to enter the refinery for the purpose of visiting the specific person named on this pass. Please do not abuse this privilege by visiting other persons or locations, etc." The pass will then be given the visitor, together with instructions to leave the pass with the Gateman upon departure.

The person called upon shall be responsible for ascertaining that the visitor has a proper pass and shall initial the pass.

The Gateman shall be responsible for obtaining the return of the Form R-251 upon departure of the visitor.

In instances where a visitor may object to signing the "Visitor's Register", Form R-479, because of the indemnity clause or for some other reason, the Guard should call the Plant Manager or Safety Supervisor for instructions.

In some instances persons who regularly visit the refinery, or are in and out daily, such as janitor service, government officials, etc., will be admitted to the plant without further authorization upon displaying Red Pass (Form R-307) and signing register.

* Change

(See attached Appendix "B" for list of persons or firms authorized to enter upon signing Visitor's Register R-479). No other authorization is required. Time of entrance and departure should be recorded by the Guard.

On construction jobs involving daily entrance of large groups of contractor's employees, the contractor may be required to furnish identification badges and enter the plant through the East Gate or some entrance other than the Main Gate. In each case of this kind the Guards will be given special instructions for handling.

**Contract labor furnished by PM Northwest will enter the plant through the East Gate and in no case shall they be permitted use of the Main Gate.

Employees may obtain permission to personally drive members of their family through the refinery. Each member of the party must be registered in the "Visitor's Register, Form R-479" at the Main Gate. **Persons permitted to enter the plant (including children) may visit the Control Room under escort. Special Permission must be obtained and hard hats must be worn whenever it is desired to leave the automobile to visit any other building or location in the refinery. The person authorizing admittance is responsible for notifying the Guard at the Main Gate. The Guards shall not admit any employee without such notification or clearance by a person authorized to approve entrance of visitors as shown on Appendix "A".

4. POLICE AND LEGAL REPRESENTATIVES

Police calling on official business should not be admitted to the refinery until authorized by the *Plant Manager, or in his absence, the Assistant Plant Manager. Immediately advise the nature of the police business by telephone.

In cases where it is necessary to call for police assistance to protect Company property or preserve the peace, the *Plant Manager should be contacted before calling the police. However, in emergencies where this cannot be done, notify the *Plant Manager or Assistant Plant Manager as soon as possible thereafter.

The guard on Gate duty should never accept any legal paper for the Company nor sign or acknowledge a receipt for any legal paper. Anyone attempting to serve any legal notice or process on the Company should be referred to the Chief Clerk or *Employee Relations Supervisor at the Administration Building.

Any attempting to enter the plant to serve any legal paper on an employee should be handled as outlined above.

D. ADMITTANCE TO PLANT - VEHICLES

1. GENERAL RULES FOR ENTRY

All trucks entering the plant should be asked to pull off the roadway just inside the plant gate. Gateman should not permit plant entrance to be blocked at any time.

All drivers are required to sign the "Visitor's Register", Form R-479. Time of entry must be recorded on Form R-479.

* Change
** Addition

WA-TEX 008241

WA-TEX008241

No person, other than the truck driver and authorized helpers are permitted to enter the plant. All other persons on the truck must be asked to remain at the Gate until the truck departs.

No truck is to be admitted during a fire or drill. (See Section H for detailed instructions for handling traffic during a fire or drill).

Drivers shall be informed by the Gateman, by giving them the printed card, of the following rules:

- a. No smoking, open lights or fires permitted.
- b. Trucks must not leave established plant roadways.
- c. No cameras are allowed in the refinery.
- d. Speed limit of 20 miles per hour is enforced.
(Issue warning and report license number to the Safety Supervisor for handling of violators).
- e. Full stop required at all STOP signs and R. R. Crossings.
- f. No parking in front of fire hydrants.
- g. Trucks not to be left unattended with engine running.

2. TRUCK DELIVERIES TO PLANT - MAIN GATE

Truck deliveries of merchandise and materials are permitted in the refinery at the Main Gate, Monday through Friday between the hours of 7:45 A.M. and 12 noon and between 12:30 P.M. and 3:45 P.M. Admission at other hours and on weekends or holidays requires special approval of the Storehouse or the Night Foreman on duty.

Trucks containing merchandise and materials should be directed to the Storehouse. The Storehouse will direct the truck to the proper area for unloading.

Truck deliveries of acid will enter the refinery through the Main Gate.

It will be the responsibility of the RP&S Department to weigh loaded truck and prepare scale ticket. After delivery is made, weigh empty truck and prepare scale ticket.

3. EMPTY TRUCKS ENTERING PLANT FOR LOADING

Empty trucks entering the refinery for loads of merchandise, materials, equipment, scrap, etc., will be handled during the same hours and in the same manner as loaded trucks with the following additional requirements:

- a. Determine the nature of the material which the truck expects to load.
- b. Call the Storehouse for instructions as to whether the empty truck must be weighed before admission to the plant.
- c. Hold the empty truck at the Main Gate, (if it must be weighed) until someone arrives from the Storehouse to escort the truck to the weigh scales at the Truck Loading Rack.

E. DEPARTURE FROM PLANT - VEHICLES

1. DEPARTURE FROM PLANT - GENERAL

All trucks after making deliveries to the plant, or picking up loads in the plant, shall be checked by the Gateman upon departure to determine that no Company products, material, merchandise, equipment or scrap, is leaving the plant in an unauthorized manner.

The departure time of all trucks shall be shown on Form R-479, together with the license number and trailer number (if tractor and trailer).

Trucks which have made deliveries to the plant, and which have made no pickup while in the plant, will not require a gate pass for departure.

2. TRUCKS LOADING IN PLANT - DEPARTURE

All trucks, Company owned, contract or public carriers picking up full or part loads in the plant are required to leave a receipt at the Main Gate upon departure. This receipt may consist of any of the following:

- a. Gate Pass, Form R-132 (Original)
- b. Material Shipping Order - Form R-330 (Yellow Copy)
- c. Bill of Lading - Form R-624 (3rd Copy)

Record of the Bill of Lading, Pass or Order number should be made on the Form R-479. Copies of receipts given the Gateman shall be delivered to the Chief Clerk daily.

Trucks calling at the refinery to load spent acid will be handled as follows:

1. RP&S will weigh empty truck.
2. Gateman will have driver sign Form R-479.
3. Admit truck through Main Gate.
4. RP&S will weigh loaded truck on departure and prepare scale ticket.
5. Copy of Material Shipping Order R-330 (Yellow Copy) must be surrendered by truck driver. (Storehouse will issue Form R-330 to driver).
6. Scale tickets and Forms R-330 should be turned in to the Chief Clerk daily.

F. PACKAGES TAKEN FROM PLANT - GATE PASS FORM R-132

Passes must be presented for all packages taken out of the refinery by individuals or in vehicles.

Gateman has authority to request permission to inspect bundles of clothing, lunch boxes, cars, trucks, etc., and when this is necessary, should do so in a courteous manner. No Gate Pass is necessary for employees to take out bundles of work clothes.

Gate Passes must be properly signed by the person to whom the pass is issued and the Gateman should check the signature of the person issuing the pass for proper authorization. (See Appendix "D" for persons authorized to sign Gate Passes).

G. APPLICANTS FOR EMPLOYMENT

The handling of applicants for employment should be done tactfully and courteously. Persons applying at the gate should be handled as follows:

1. Advise them that all hiring is done at the Administration Building.
2. Furnish each applicant, without exception, with an application blank Form G-40 and ask him to fill it out and return it by mail addressed to the *Plant Manager, TEXACO Inc. P.O. Box 622, Anacortes, Washington, or deliver it in person to the Administration Building, Main Lobby.
3. Applicants requesting interviews shall be handled as above, but should be advised to deliver the application in person and ask receptionist in Main Lobby to contact the Employee Relations Department for an appointment.
4. Applicants for Marine Department employment should be referred to the Marine Department Representative at the Marine Department Warehouse.

H. FIRES AND DRILLS

1. GENERAL

(a) Whenever the fire alarm is sounded, whether for a drill or for actual fire, the Guard on duty at the Main Gate will immediately close the Main Gate and remain at the Telephone Switchboard to handle telephone calls and other duties required by the following instructions:

(b) In the absence of the Gateman, Laboratory personnel will respond to an emergency fire alarm by going to the Main Gate and immediately placing the telephone switchboard in operation and will handle the switchboard in accordance with the following instructions:

(c) In case of an actual fire, immediately call persons on "Initial Call-out List", *Page 6 in the Fire Manual.

2. VEHICULAR TRAFFIC

- a. Entry into the plant is prohibited to all vehicles except:
 - (a) Company owned vehicles driven by Company personnel.
 - (b) Privately owned vehicles driven by Company personnel on the "Authorized Drive - In List", Appendix "C".
- b. No other vehicles including fire apparatus, ambulances, etc., are to be admitted except upon orders of the Manager or Employee Relations Supervisor.
- c. There is no restriction on vehicles leaving the plant.

3. PEDESTRIAN TRAFFIC

* Change

WA-TEX 008244

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- a. After the alarm has been sounded all persons are prohibited from entering the plant except:
 - (a) Company employees on the "Authorized Drive-In List", Appendix "C".
 - (b) Company employees on the Full-Time Fire Organization, **Page 26 in the Fire Manual.
 - (c) --Persons authorized upon orders of the Plant Manager or Employee Relations Supervisor. Persons responding to a General Alarm shall be instructed to punch time cards and then wait in recreation or locker room for orders.
- b. There is no restriction on persons leaving the plant.

4. TELEPHONE TRAFFIC

- a. After the alarm has sounded the Guard (or Laboratory personnel in his absence) relay messages and orders by telephone.
- b. Incoming calls, during daylight hours, should be referred to the Main Office switchboard and the Employee Relations Supervisor. Incoming calls, after daylight hours, should be handled politely but disposed of as quickly as possible.
- c. Outgoing calls, at any time, should be confined strictly to emergency calls. Calls to persons on the Fire Organization "Initial Callout List" **Page 6 in the Fire Manual, falls in this category, as would instructions from the Night Foreman to call out other personnel after regular working hours.

ALL REQUESTS FOR INFORMATION CONCERNING THE FIRE OR OTHER MATTERS SHOULD BE REFERRED TO THE EMPLOYEE RELATIONS SUPERVISOR.

I. KEYS

The Guards are responsible for the maintenance of keys to the plant entrances and certain buildings as listed below:

<u>Building</u>	<u>Key Number</u>
Administration - Front Entrance	010162
Employees Recreation Room	010340
	Kitchen Cabinet
	Folding Panel
Locker Room	012340
- Master Light Panel	WEM-1
- Softball Equipment	23PA437
Gate House - File Cabinet	323
- Key Cabinet	CH-145
- Desk	LO-37
- Dock (3 keys on ring)	G-2
- Dock (Guard House) For fire use only	G-2
Pedestrian Gates - Clock Alley	A-1, E-2, E-3
*P.M. Clock House - East Gate	A-1
East Gate	105824

** Addition

Keys shall be handled as follows:

1. The Key Cabinet at the Main Gate must be kept locked and key to this cabinet kept in the Guard's locked drawer.
2. Keys to the Administration Building shall not be handed out and anyone desiring to enter this building shall be escorted by the Night Foreman, or by the Guard if so ordered by the Night Foreman. The person so admitted should be requested to notify the Guard at the Main Gate upon leaving and the Night Foreman, or the Guard if so ordered by the Night Foreman, shall make check to see that the building is locked.
3. The Guard will observe the following hours in opening and securing the Employees' Locker Room, Recreation Room and Pedestrian Gates at the Clock Alley:

<u>Open</u>	<u>Closes</u>
7:00 A.M.	8:30 A.M.
11:45 A.M.	12:45 P.M.
3:15 P.M.	4:45 P.M.
11:15 P.M.	12:30 A.M.

Employees will be permitted access to these two rooms at hours outside those listed above after requesting entry from the Guard.

4. A record shall be kept of all entries into the Administration Building, Employee's Recreation Room and Locker Room at hours outside of those listed. This record shall show the name of the person entering, time of entry, time of leaving, date and purpose of entry.
5. Nominally keys to gate locks and gate houses shall be restricted to the use of the Guards.
6. Employees requesting entry to the Medical Department, Storehouse, or the opening of locked gates, shall be referred to the Night Foreman for handling.

J. TIME CARDS

Each Sunday between 8 P.M. and 10 P.M. the Guard at the Main Gate is to:

1. Pick up and hold all time cards on the "OUT" side of the clock rack. The Time Department will pick up cards on Monday.
2. Write down the payroll number of all cards in the "IN" side of the clock racks.
3. Place new cards in the "OUT" racks. Cards will be left at the Main Gate by the Time Department.

4. At 5 A.M. on Monday pick up all of the remaining old cards. (Check against list which was made in Step #2 above to be sure all old cards are removed).

The Guards should also check the time card racks to see that no literature or matter other than time cards are placed in the racks.

K. LUNCHES

The Guard will upon authorization from the Night Foreman, or other supervisor, pick up lunches and return the dishes when lunches are completed. The Night Foreman will advise the number of lunches required, the type of lunches and the time they are to be picked up.

Before leaving to pick up or deliver lunches the Guard will advise all mobile radio units that Station, KOL 617 is signing off instructing them that no transmission shall be made until further advised. Likewise, the Laboratory shall be advised to handle phone calls during absence.

Lunches, in all cases, will be delivered by the Gateman to the unit or other area designated by the Night Foreman.

L. LOITERING AND SMOKING IN GATE HOUSE

The Gate House Reception Room is for the use of visitors desiring to enter the refinery while they are awaiting clearance or an escort. Visitors may smoke while in the Reception Room.

Neither visitors or employees, other than persons shown on the "Authorized Drive-In List", Appendix "C", are to be allowed to enter the Guard's Room or use the telephone in the Guard's Room.

M. CAMERAS

All persons entering the refinery or going upon the dock, whether employees or visitors, are prohibited from carrying a camera into the refinery unless authorized by the Plant Manager.

Visitors should be asked if they have cameras with them and, if so, should be requested to leave them at the Gate to be returned upon their departure from the plant or dock.

N. MAIL AND ERRANDS

Monday through Friday, the Day Man will pick up and deliver mail and run errands on the following schedule:

1. MAIL

Leave*by 8:20 A.M. to pick up mail at Anacortes Post Office, for delivery to Main Administration Building and Storehouse.

Pick up mail at Storehouse and Main Administration Building by 3:30 P.M. for delivery to Anacortes Post Office.

* Change

2. ERRANDS

Pick up and delivery of packages and other errands to Anacortes and Mt. Vernon will be handled as required, Monday through Friday, on the following schedule:

Anacortes Pick-Up Leaves Plant at 9:45 A.M.
Mt. Vernon Pick-Up " " at 1:30 P.M.

It will be the responsibility of the individuals desiring to have packages picked up or delivered; or other errands run, to notify the Main Gate prior to above times and make all necessary arrangements. No trip is to be made other than as above unless cleared with the Safety Supervisor.

0. SPECIAL INSTRUCTIONS FOR SERGEANT OF THE GUARD

1. The Sergeant in charge of the Pinkerton Guards will be responsible for enforcing the instructions outlined herein.

2. He shall assure himself that all guards are present, properly uniformed and performing their required duties.

3. He will prepare, secure approval of the Safety Supervisor, and post a monthly schedule showing the shift to be worked by all Pinkerton men.

4. He will assure that Guards will remain on duty until relieved and, in cases of late reporting or absenteeism, will provide relief necessary to maintain continuity of security.

5. He will render a daily report to the Safety Supervisor concerning the routine activities and needs of the Guards.

6. He will be responsible for checking time cards of Guards to assure that time cards reflect actual hours worked. No erasures, writeovers or other mutilation of cards is permitted. DO NOT PUNCH ANY CARD OTHER THAN YOUR OWN.

7. A special report shall be rendered to the Safety Supervisor concerning any unusual happenings or circumstances in or out of the refinery and at the docks such as entry of unauthorized persons, damage to fences, gates or other Company property, accidents on Company property outside of fence lines, intoxicated or belligerent persons, parking lot incidents, etc.

In addition to rendering a special report on unusual happenings, the Night Foreman on duty should be promptly advised or called for instructions at the time of happening or soon thereafter.

8. Normally, all orders and instructions will be given to the Guard Sergeant by the Plant Manager or Safety Supervisor. However, upon occasion special orders may be necessary and the Sergeant in charge will carry out such special instructions or orders given by the Plant Manager, Assistant Plant Manager, Supervisor (Employee Relations) or Safety Supervisor. During the night hours, weekends and holidays the Night Foremen are authorized to issue special orders as necessary. The daily report of the Sergeant should note any special orders given and/or carried out.

* Change

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WA-TEX008248

P. SPECIAL INSTRUCTIONS FOR DOCK GUARD

1. GENERAL

General Instructions and instructions covering admittance to the plant of personnel and vehicles also apply to the admission of personnel and vehicles to the dock. Other instructions for the plant covering cameras, loitering, smoking, fires and drills, etc., also apply to the dock.

See APPENDIX "G" for a list of persons of firm's personnel who may be admitted to the dock without further authorization provided they present proper identification and sign the "Visitor's Register", Form R-479.

2. PUGET SOUND PLANT EMPLOYEES

- a. The gate at the shore entrance to the dock shall be kept locked at all times except when there is a Pinkerton Guard on duty.
- b. Employees (other than RP&S personnel) who are required to go on the dock will secure a key from the Gateman at the Main Gate. When entering upon or leaving the dock the dock gate must be locked behind the employee. The key must be returned to the Gateman as soon as possible after leaving the dock.
- c. RP&S employees have a dock gate key in each pickup truck and will be responsible for locking the gate upon entry and departure from the dock. At shift change time the gate may be left unlocked temporarily until the outgoing shift leaves the dock at which time it will be the responsibility of the outgoing shift to lock the gate.
- d. The Pinkerton Guard at the Main Gate will be responsible for keeping a record showing each time a key is issued to go on the dock. The record shall show:
 - (a) Key number.
 - (b) To whom issued.
 - (c) Date and time issued and returned.

3. PERSONS OTHER THAN P.S.P. EMPLOYEES

- a. Any person not an employee of Puget Sound Plant seeking to go upon the dock must be properly authorized to do so and must sign the Visitor's Register in accordance with instructions contained in the Plant Protection Manual, pages 12 and 13, paragraphs 1 to 6 inclusive. These instructions cover the admission of ship's crews, suppliers, women and children, union agents and others when there is a guard on duty at the Dock gate.

* Change

- b. When there is no Guard on duty it will be necessary for such persons to apply at the refinery Main Gate for admittance. The Guard at the Main Gate is responsible for seeing that the person is properly cleared by someone authorized to admit such persons and will then have them sign the register and notify the Night Foreman to provide escort to the dock.

Admission to the dock does not cover the following situations for which the instructions below are designed to cover.

4. SHIP'S CREWS

All crew members leaving and returning to TEXACO American-flag vessels at our docks must sign the "Sign Out - Sign In" sheet furnished by the captain of the vessel. All crew members of foreign-flag vessels must furnish identification in the form of an Immigration Landing Permit upon departure and return to the vessel.

A new crew member reporting to an American-flag TEXACO vessel at the dock must present proper identification in the form of a National Maritime Union "Assignment Slip" authorizing him to report to the specific named vessel and must sign in on the "Sign Out - Sign In" form and show a proper Coast Guard pass in addition thereto.

Crew members without proper identification or who refuse to sign the "Sign Out - Sign In" form are not to be admitted until cleared by the ship's Captain or the Marine Department representative.

Intoxicated crew members must be escorted by driver of the station wagon to ship's gangway.

5. WOMEN VISITORS

Women visitors are not permitted to go on the dock or to go aboard TEXACO owned vessels at any time unless approved by the Plant Manager or Marine Department representative.

When authorized by the Captain, only, women visitors may be allowed to go aboard chartered vessels. In every instance they are required to sign the Visitors Register, Form R-479 (with indemnity clause), and must be escorted at all times while on the dock. Normally, transportation will be furnished from the Dock Gate to the head of the dock. From that point women visitors must be escorted to the ship's gangway and vice versa by driver of station wagon.

6. UNION REPRESENTATIVES

Business agents and representatives of unions having contracts covering ship's officers and ship's crews may be permitted to go aboard a TEXACO ship upon proper authorization by the Marine Department representative and the presentation of a Marine Department pass.

Upon presentation of the proper Marine Department pass, have the representative sign the Visitor's Register, Form R-479, and await escort to the ship's gangway by the station wagon driver.

Union representatives desiring to go aboard chartered vessels (vessels not owned or operated by TEXACO) should be detained at the Dock Gate until the ship's Captain authorizes them to go aboard. When clearance is obtained have them sign the Visitor's Register, Form R-479, and await escort to the ship's gangway by the station wagon driver.

7. SHIP'S SUPPLIERS

Trucks delivering groceries, meats, and equipment, handling laundry, etc., must be cleared by the Marine Department representative, usually prior to the ship arrival. (See APPENDIX "G" for handling instructions).

8. PARKING AND TRAFFIC

No cars are to be permitted to block dock gate and approach. Direct cars to park in marked parking areas.

Transportation for ship's personnel and authorized persons to and from Dock Gate and ship's berth will normally be provided by station wagon when ship is at dock. Private cars or trucks making deliveries of supplies to dock may be permitted on the dock as far as the turnaround at the north end of the causeway.

Q. SPECIAL INSTRUCTIONS FOR GUARDS

1. Report any unusual circumstance to the Night Foreman at once.
2. Check parking lot several times each shift.
3. After admission of any person into the Administration Building as provided in Section I, "KEYS", notify Night Foreman so check can be made upon their departure.
4. Raise and lower flags at the Administration Building daily at 8:00 A.M. just prior to leaving for mail pickup, and at 4:00 P.M. upon return from mail run. Flags should not be flown during extremely high winds and heavy rains.
5. Pick up and deliver mail and run errands as outlined in Section N. In addition, on night shifts, weekends and holidays, the Guard, upon orders from the Night Foreman, will provide transportation for employees required to work overtime. (See Item 9 below for instructions on how to handle telephone and radio when necessary to leave gate.)
6. Pick up and deliver overtime lunches as outlined in Section K. (See Item 9 below)
7. Fire and Fire Drill duty as outlined in Section H.
8. Escort persons to designated locations in the refinery on weekends, holidays and at nights when directed to do so by the Night Foreman.

* Change

9. IMPORTANT: Whenever ordered by the Night Foreman to leave the Gate unattended in order to pick up lunches, transport workmen, or perform other regular or special duties, the Guard shall:
- a. Notify all mobile units to cease transmissions, sign off KOL 617 and show time in Radio Log.
 - b. Cut off Telephone Switchboard after first notifying Laboratory personnel of intended absence in every case.
 - c. Leave Gatehouse unlocked so authorized persons can enter to operate Gate Switch.

Upon return the Guard shall:

- a. Notify Night Foreman and Laboratory.
- b. Place Telephone Switchboard in service.
- c. Place KOL 617 in service and notify Mobile Units.

WA-TEX 008252

WA-TEX008252

APPENDIX "A"

PERSONNEL AUTHORIZED TO APPROVE
ADMISSION OF VISITORS

Plant Manager	H. P. Creel
Assistant Plant Manager	D. N. Graham
Supervisor (Employee Relations)	J. W. Atkins
Chief Accountant	G. V. Carroll
Safety Supervisor	I. F. Holley
Supervisor (Operations)	E. F. White
Supervisor (Maintenance)	A. O. Strandberg
Chief Engineer (Engineering)	G. E. Babbitt
Chief Process Engineer	G. R. Moss
Chief Power Engineer	I. L. Smith
Chief Chemist	J. T. Wiley

*Night Foremen (Nights, Week-ends and Holidays Only)

A. F. Crossley

~~F. E. Fruhling~~ W. E. Welch

C. L. King

H. E. Murray

*Acting Night Foremen have similar authority.

Storekeeper (To Storehouse Only)

A. H. Brubaker

Foremen (If the individual is known to the foreman and has previously been to the Foreman's Office, otherwise foreman must personally escort to his office the first trip. Anywhere else in the refinery visitor must be escorted.)

E. B. Earl

T. G. Slater

H. D. Hanks

G. F. Pederson

W. C. Green, Jr.

E. H. Henderson

E. W. Baxter

E. B. Hawkes

Revised: 6-12-63

*PERSONS AND FIRMS AUTHORIZED TO ENTER REFINERY

REPRESENTATIVES OF

Betz Laboratories	- R. L. Meyer
Cascade Natural Gas Corp.	- Ken Weaver Blanket Pass (Drivers)
City of Anacortes	- Meter Reader
Contract Gardener	- Ray Hallenbeck
DuPont Company	- David Rand Les Barkley
Evergreen Floor Waxing Co.	- Janitorial Service Only
Nalco Chemical Company	- Lee Chaney
Otis Elevator Company	- Serviceman
Overall Cleaning & Supply Co.	- Serviceman
**Peoples National Bank of Wash.	- Representatives & Police Escort
PM Northwest, Inc.	- Don Weaver
Puget Sound Power & Light Co.	- Servicemen
TransMountain Pipe Line Co.	- D. L. Lowery R. P. Scott G. C. Ferguson T. A. Unger
##U.S. Navy Inspector	- C. T. Stevens
West Coast Telephone Co.	- Servicemen
Great Northern Railway Co.	- Earl C. Houser

*Must present Red Pass (Form R-307) for identification and then sign Visitor's Register Form R-479. Call person they desire to visit.

**When ship is at dock or in channel. (Permitted to use own car.)

##May be allowed to enter plant on pass only without signing Visitor's Register.


Plant Manager

IFH-LMR

WA-TEX 008254

WA-TEX008254

APPENDIX "C"

PERSONS AUTHORIZED TO DRIVE PERSONAL
AUTOMOBILES INTO REFINERY

<u>Name</u>	<u>Title</u>
#Appling, T. A.	Night Foreman
Atkins, J. W.	Supervisor (Employee Relations)
Babbitt, G. E.	Chief Engineer (Engineering)
Baxter, E. W.	Operating Foreman
Berntsen, K. W.	Engineers (Process)
Bolln, J. J.	Engineers (Process)
Brubaker, A. H.	Storekeeper
Carrbll, G. V.	Chief Accountant
Childress, J. W.	Engineers Assistant (Power)
Clarke, W. W.	Supervising Clerk (Cost & Payroll)
Creel, H. P.	Plant Manager
Crossley, A. F.	Night Foreman
Deaton, E. E.	Employee Relations Asst. (E&S)
Drewes, K. H.	Asst. Maintenance Foreman
Durney, G. H.	Analyst (Refinery Production)
Earl, E. B.	Operating Foreman
#Easley, E.	Asst. Maintenance Foreman
Eddlemon, H. C.	Asst. Operating Foreman
Ellington, R. D.	Engineers (Process)
Elliott, J. S.	Engineers (Power)
Evans, J. D.	Chemist (Lab)
Fischbach, R. J.	Engineers (Process)
#Friske, G. J.	Head Tester (Relief-Lab)
Fruhling, F. E.	Night Foreman
Gallup, G. H.	Asst. Maintenance Foreman
Graham, D. N.	Asst. Plant Manager
Green, W. C.	Operating Foreman
#George, J. T.	Night Foreman
Hanks, H. D. #Hannon, J. H.	Operating Foreman
Hawkes, E. B.	Maintenance Foreman
Henderson, E. H.	Maintenance Foreman
Hockman, J. L.	Engineers (Engineering)
Holley, I. F.	Safety Supervisor (Emp. Relations)
Holman, W.	Inspector (Engineering)
Hushbeck, W. D.	Area Supervisor (Maintenance)
#Kertis, G. F.	Asst. Maintenance Foreman
King, C. L.	Night Foreman
#Knowles, E. L.	Night Foreman
Kirkpatrick, R. L.	Engineers (Engineering)
#Kozak, J. J.	Night Foreman
#Larcom, D. L.	Asst. Maintenance Foreman
Larson, S. D.	Engineers (Process)
#Linnell, C. E.	Asst. Maintenance Foreman
Martyr, E. S.	Asst. Chief Accountant
Maxwell, H. R.	Asst. Maintenance Foreman
Miller, J. W.	Asst. Maintenance Foreman
Moss, G. R.	Chief Process Engineer
Murray, H. E.	Night Foreman

#While acting as Relief Foreman

Revised 11-1-63

WA-TEX 008255

WA-TEX008255

Name	Title
#Newmiller, J. H.	Asst. Maintenance Foreman
Olson, F. L.	Engineers (Process)
Osborn, M. R.	Asst. Analyst (Refinery Production)
Pederson, G. F.	Maintenance Foreman
Phillips, F. N.	Asst. Operating Foreman
Roberts, L. F.	Engineers (Power)
Sadlier, J. J.	Asst. Operating Foreman
Schwebs, R. R.	Head Tester (Lab)
Screws, H. B.	Asst. Maintenance Foreman
Slater, T. G.	Maintenance Foreman
Smith, I. L.	Chief Power Engineer
Strandberg, A. O.	Supervisor (Maintenance)
Terry, R. E.	Engineers (Engineering)
Webb, J.	Area Supervisor (Maintenance)
White, E. F.	Supervisor (Operations)
Wiley, J. T.	Chief Chemist
#Fair, C. L.	Asst. Maintenance Foreman
#Welch, W. E.	Night Foreman
Peck, H. H.	Asst. Maintenance Foreman
#Wood, A.	

#While acting as Relief Foreman

H. P. Cuel
Plant Manager

IFH-AM-

Revised 11-1-63

WA-TEX 008256

WA-TEX008256

APPENDIX D
PAGE 1

STANDING INSTRUCTION NO. 28
PUGET SOUND PLANT

INSTRUCTIONS FOR THE USE OF
FORM R-132 ORDER ON GATEMAN
September 11, 1961 (Revised)

ALL SUPERVISORS:-

Form R-132 Order on Gateman is a form provided to authorize the exit from our Plant of any person or conveyance carrying tools, equipment or other materials of any nature. This includes the movement of such items through the gate to other sections of the plant such as to the docks, Effluent Plant, Loading Racks, etc. All persons or conveyances carrying these items shall before passing through the Main Gate surrender to the Gateman a properly prepared Form R-132 Order on Gateman listing the tools or material involved and signed by a properly authorized employe as listed below.

The form should describe the materials or tools being moved through the gate to whatever extent is necessary to identify them and the person taking the materials should sign the form on the line marked received. The person making up the Form R-132 should sign it on the line reading approved. The body of the pass should also show where the material or tools will be delivered, such as to the Docks, Effluent Plant, Loading Racks, etc. The Gateman shall not honor any forms R-132 unless they are properly filled out and signed as outlined above and he is positive the person presenting the pass is the person mentioned therein, also that the class of materials being taken out corresponds with that shown on the pass. Gateman should then sign the R-132 on the line marked checked by.

Positive safeguards shall be taken to prevent any loss or mis-handling of these forms and each and every one of them must be accounted for. The Assistant Chief Clerk shall be held responsible for custody and issuance of the Books of R-132 and for the establishment of a record of each book that will insure prompt detection of the loss or mis-handling of any of the books themselves or any of the individual forms. Spoiled forms should be left in the book and completed books should be turned in to the Assistant Chief Clerk when securing a new book.

Gate Pass books should not be furnished contractors or other outsiders engaged in maintenance or constructions projects or other activities within the plant for use as gate passes for their employes or others leaving the plant.

The following Supervisors are authorized to prepare and approve gate passes for the movement of tools and materials thru the gate to other parts of the plant only:

Ernest W. Baxter
Kenneth H. Drewes
Grant H. Gallup *
W. Clyde Green
Everett B. Hawkes *
Ellis Henderson

Howard R. Maxwell
H.H. Peck *
G.F. Pederson
F.N. Phillips
R.R. Schwebs
Homer B. Screws

APPENDIX "D"

Page 2

STANDING INSTRUCTION NO. 28
PUGET SOUND PLANT

INSTRUCTIONS FOR THE USE OF
FORM R-132 ORDER ON GATEMAN
September 11, 1962 (Revised)

John W. Miller
T. G. Slater
A. O. Strandberg

**G. E. Babbitt
John T. Wiley
E. F. White

* C. E. Linnell, is authorized to sign gate pass Form R-132 when up-graded to Relief Foreman in the absence of either G. H. Gallup, E. B. Hawkes or H. H. Peck.

The following supervisors are authorized to prepare and approve gate passes for the hauling of load lugger buckets from their respective units to the County dump for emptying and return. Refer Standing Instruction Letter No. 48 - "Instructions For Load Lugger Truck Service."

Location

Laboratory
Machine Shop
Paint Shop
Pipe Shop
Carp. Shop
Storehouse
FCCU - Alky
VPS-EDU-CRU-HTU
Bo. House - Effl. Plant
RP&S
Control Room

J. T. Wiley or J. D. Evans
T. G. Slater or K. H. Drewes
G. H. Gallup
G. F. Pederson or H. B. Screws
E. B. Hawkes or H. H. Peck
A. H. Brubaker
E. B. Earl or J. J. Sadlier
H. D. Hanks or H. C. Eddlemon
E. W. Baxter
W. C. Green or F. N. Phillips
A. F. Crossley or ~~F. E. Fruhling~~
or W. Holman or C. L. King or
H. E. Murray or ~~W. E. Welch~~
G. V. Carroll or E. S. Martyr

Main Office - First Aid Room

The following Supervisors are authorized to prepare and approve gate passes for the exit of materials and tools for all purposes:

A. H. Brubaker
G. V. Carroll
H. P. Creel
**D. N. Graham

A. F. Crossley
~~Fred E. Fruhling~~ W. E. Welch
William Holman
C. L. King
Harry E. Murray

** Addition

H. P. Creel
Plant Manager

ESM-AM

WA-TEX 008258

WA-TEX008258

145
TEXACO

Anacortes, Washington, May 23, 1961

PLANT PROTECTION
GUARD SERVICE AT THE DOCK

MEMORANDUM

ALL HOLDERS OF PLANT PROTECTION MANUAL:

My memorandum letter of May 8, 1961, above subject, is hereby cancelled.

In the future, guard service at the dock will be handled as follows:

1. Guards will be provided at the dock gate for guard duty and transportation service for all tankers.
2. The Marine Department Representative will be responsible for notifying the proper refinery personnel of the expected time of arrival of TEXACO flag tankers and tankers chartered to TEXACO.
3. Refinery personnel to be notified of the ETA of tankers are:

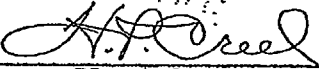
Days, Monday thru Friday:

Safety Supervisor or in his absence the Guard on duty at the Main Gate. The guard will advise the Safety Supervisor after having arranged for guard service.

Nights, Week-Ends and Holidays:

Night Foreman on duty:

4. The RP&S Foreman or his Assistant will be responsible for notifying the persons listed (Item #3 above) of the ETA of tankers handling products under exchange or other arrangements and whose arrival may not be known to the Marine Department Representative.


Plant Manager

IFH-LMR

WA-TEX 008259

WA-TEX008259

APPENDIX "G"

*PERSONS OR FIRMS AUTHORIZED TO GO UPON THE DOCK
WITHOUT FURTHER AUTHORIZATION

REPRESENTATIVES OF:

Bellingham Tug and Barge Co.

Foss Tug Co.

J. T. Steeb & Co.

*Marine Department (TEXACO)
**Marine Representative
**Marine Clerk

Puget Sound Pilots Assn. (Any Pilot)

U. S. Government -
Agriculture Dept.
**Coast Guard (Notify Safety Supervisor)
--Customs Dept.
Immigration Dept.
Maritime Commission
Public Health Dept.

Washington State -
Fisheries Commission (Notify Chief Power Engineer).
Marine Safety Inspector (Notify Safety Supervisor).
Pollution Commission (Notify Chief Power Engineer).

West Coast Telephone Co.

NOTE: In addition to the above, **
TEXACO MARINE DEPARTMENT
REPRESENTATIVE will advise prior to arrival of each
vessel, the names of owner's agents, ship's suppliers,
laundries, etc., who may be admitted to the dock
(*as shown below). This notification will be handled
through the Safety Supervisor.

*When in Official Uniform or upon presenting proper identi-
fication sign Visitor's Register, Form R-479 - Then admit.
Record time of entry and departure on Form R-479.

** Change

Revised

WA-TEX 008260

WA-TEX008260