



# Wood River Refinery

## P66 Refinery Access — Required Items and Directions for WRR Security Badging

Rev 3/2/18

### REQUIREMENTS

#### to obtain a WRR Access Badge:

- AASC Card
- If you using BOP/BOPR for the General Industry Requirement, must have ARSC Card
- AASC Routing Slip in their possession
- Vehicle information completed on parking pass (see other side—make, model, plate number, year)
- Driver's license or government issued photo ID in hand. \*\* see clarifications on right \*\*
- **All workers must be clean shaven when reporting to Bldg. 1941 for badging, AND during the course of WRR employment (WRR's Facial Hair Policy below)**

**If the above requirements are not met, a WRR Access Badge will not be issued.**

\*\*All personnel reporting to obtain a badge must have one of the following valid forms of identification:

- State Issued Driver's License
- State Issued Identification Card
- Transportation Worker Identification Credential Card (TWIC)
- Passport

Document stating that a license is being held as bond is not accepted as a form of identification or as a driving credential.

*NOTE: Personnel without a valid driver's license or having a license with any court imposed restrictions will not be permitted to drive/operate motor driven equipment e.g., trucks, cars, mules, JLG's etc..on refinery property and/or when performing any work related to refinery operations*

## Directions to WRR Badging

Badging Office Phone: 618-255-4889

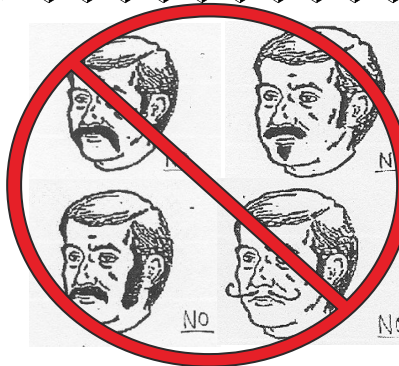
GPS Address:

1623 Madison Avenue, South Roxana, IL **62087**

Must include Zip Code in GPS for it to work

Directions from Highway 255:

- Exit 5 Madison Ave. - South Roxana.
- Turn left/West on Madison for approx. 1/2 mile.
- Turn right (North) on 22nd St. ~1/10<sup>th</sup> mile park along the chain link fence on right side of road approaching Gate 22. Do not impede traffic.
- Walk North past a road gate to a pedestrian gate



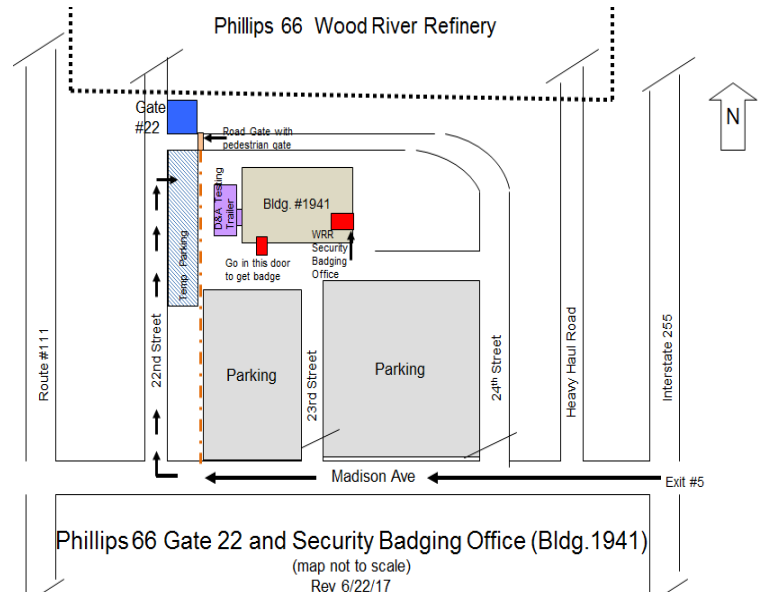
**FACIAL HAIR POLICY** (found in S5.07) unacceptable facial hair examples for all Phillips 66 and Contractors, regardless of if they are in the respiratory protection program or not.

**Moustaches** - The moustache should not extend below the lower lip of the face; If the moustache extends below the lower lip, that portion of the moustache should be removed.

**Sideburns** - Sideburns should not extend below the ear lobe. The width and length of the sideburns should not interfere with the face seal area.

### Helpful Things to Know when at WRR Badging

- Hiring company must communicate with WRR Security when their workers will be at WRR Badging via email: bd65a@p66.com
- Badging office will be staffed 6:30 am – 2:45pm Monday through Friday. Badging phone: 618-255-4889. Located in Southeast area of Bldg. 1941.
- If badging assistance is needed outside of the established hours, contact the Main Gate 618-255-2345 to discuss options.
- Make sure to sign in and out on Badging Clipboard & save your AASC Routing Slip to turn it in to your supervisor.
- Bring any past P66 WRR Badge you may have in your possession. Turn your badge in when you are released from employment, they are kept and reused if you return.
- Employer is to arrange for new workers to be picked up or go to a specified area after leaving badging. New worker is to be provided contact information of their employer.



**Please complete form on reverse side prior to arrival at WRR Badging!**

**Complete for WRR Security Badge - must match government issued photo ID.**

## Phillips 66 – Security Information Slip

Today's Date:		Time in here:		Company:	
Last Name:		First Name:		Middle Initial:	
Date of Birth:			Last 4 Digits of Social Security Number:		
Home Address:		City:		State:	Zip Code:
Emergency contact Relation:			Emergency Phone number:		
Cell Phone Number:			Job Title:		
AASC Number:		BOP+ ARSC Date:		Date of WRR Site Specific Orientation: (AASC#: TKP66WRR or TKP66L2):	
TWIC Card Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		TWIC Expiration Date:		SecureFit:	
Email:					

### Wood River Refinery Parking Pass Information

Type of Vehicle: <input type="checkbox"/> Personal <input type="checkbox"/> Company <input type="checkbox"/> Rental <small>NOTE: Vehicles used for company business must have company name posted on vehicle, readable from a distance.</small>					
<b><i>Provide vehicle information for each vehicle that the parking pass may be displayed upon. Only one parking pass will be issued per employee.</i></b>					
Vehicle Year:	Make:	Model:	License Plate Number:	License Plate State:	
Vehicle Year:	Make:	Model:	License Plate Number:	License Plate State:	
Vehicle Year:	Make:	Model:	License Plate Number:	License Plate State:	
<b><i>Parking Pass must be displayed at all times when parked in refinery parking lots. Parking Pass must be returned to Security upon termination of employment at the Wood River Refinery. All Personnel driving on company property must have a valid Driver's License and follow safety guidelines outlines in Refinery Procedure S 1.03. All vehicles and contents of the vehicles are subject to search at any time. Conceal and Carry does not apply on refinery property since WRR is a foreign trade zone.</i></b>					
<b>Security Use Only</b>					
Photo ID <input type="checkbox"/>	Driver's license <input type="checkbox"/>	PNPOCP: <input type="checkbox"/> Temp <input type="checkbox"/> <u>Permanent</u>	Clipboard Number:		
Badge Action:	<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Update	<input type="checkbox"/> Revision	<input type="checkbox"/> Parking
Parking Pass Number Issued:		Time Out:		Completed By:	
Notes:					