



# AMERICAN REFINING GROUP, INC.

September 17, 2025

[Click **here** and type recipient's address]

Dear Sir or Madam:

As a company, we continue to improve our Health & Safety programs for employees and contractors alike. Based on these continuous improvement efforts, all contractors and subcontractors working within the refinery battery limits must be equipped with a calibrated personal 4 or 5 gas monitor. **Contractors are responsible for equipping each employee with a personal monitor.** This approach is targeted at improving our Health and Safety culture by providing a more comprehensive warning system in the event of a hazardous atmosphere, as well as ensuring personnel health and safety through the duration of the job.

While we cannot mandate what personal 4 or 5 gas monitor contractors obtain for their employees, ARG uses the Industrial Scientific MX4 meters, docking stations and calibration gases. ARG will make these docking stations available to contractors using the same model.

Please **acknowledge compliance with this policy within 3 days of receipt by signing at the bottom of this letter and returning** via e-mail to [purchasing@amref.com](mailto:purchasing@amref.com) or fax to (814) 368-4473. Direct any questions, comments or concerns to your ARG Contractor Coordinator, or to any of the personnel below:

Tyler Smith – Director, Health & Safety

- 814-368-1330 or [tsmith@amref.com](mailto:tsmith@amref.com)

Michael Salada – Health & Safety Specialist

- 814-368-1201 or [msalada@amref.com](mailto:msalada@amref.com)

Sabina Vecellio – Health & Safety Specialist

- 814-368-8740 or [svecellio@amref.com](mailto:svecellio@amref.com)

Kortney Regis – Purchasing Buyer

- 814-368-8754 or [kregis@amref.com](mailto:kregis@amref.com)

Amy O'Neil – Manager of Purchasing

- 814-368-1278 or [aoneil@amref.com](mailto:aoneil@amref.com)

Thank you in advance for your cooperation in the above matter.

Sincerely,

*Tyler Smith*

Tyler Smith, Director Health & Safety

**Contractor Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Representative:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_