

SOLV/EDC & CMP PLANT NOTIFICATION OF PROCESS CHANGE CHECKLIST

Type: ☐ LEVEL 1 (minor) ☐ LEVEL 2 (moderate) ☒ LEVEL 3 (major)

Originator: James Cook **Date of Origination:** 05/30/97 **Plant:** Methanes

Actual Date of Change: **Area:** Methanes Loadrack **Equipment:** Waste Pot

Permanent ☒ Yes Temporary ☐ Yes From: _____ To: _____

Description and Location of Change (Scope): Change from 4" Spec J to a 4" Spec L105 ball valve.
Loadrack Waste Pot

Technical Basis for Change: Carbon Steel valve is not holding up in this service. Potential for wet process is high and corrosion is affecting the valve.

No performance or flow issues associated with this vavle.

Impact on: ☐ Safety ☒ Loss Prevention ☐ Environment ☐ Health ☐ Quality ☐ Production ☐ Other: Leaks due to corrosion

Type of Change:

☐ Alarm	☐ Process Computer Control	☐ Equip./Material Modification	☐ Process Set Point Change
☐ Shutdown Point	☐ Addition/Removal of Equip.	☐ Chemical	☒ Piping Spec.
☐ Instrument	☐ Piping Modification	☐ Job Procedure No.	☐ Other:

Pre-modification Checklist:

Applicable

Follow-up Signature

Date

Applicable	Written job scope and sketch of proposed change; POD#	Yes		
Applicable	Project economics; attached.	Yes		
Applicable	Consult piping and equipment specifications; Spec. #	Yes		
Applicable	Comply with Engineering Practices.	Yes		
Applicable	Consult Technology Center or comply with Tech. Ctr. guidelines.	Yes		
Applicable	Equipment access/congestion considered.	Yes		
Applicable	Consult Environmental function	Yes		
Applicable	Environmental project checklist complete.	Yes		
Applicable	Chemicals listed in the (TSCA) inventory before use.	Yes		
Applicable	Perform Reactive Chemicals testing or review.	Yes		
Applicable	Consult Safety function for compliance with S&LP and Block requirements	Yes		
Applicable	Consult Process Safety for impact on PHA(F&EI, CEI, & Fire protection).	Yes		
Applicable	State Fire Marshall notified.	Yes		
Applicable	Consult Industrial Hygiene function	Yes		
Applicable	Consult maintenance/Reliability Eng.	Yes	<i>JHR</i>	6-12-97
Applicable	Consult Instrument function.	Yes		
Applicable	Consult Electrical function.	Yes		
Applicable	Consult Analyzer function.	Yes		
Applicable	Consult/Inform Computer/Programming Support.	Yes		
Applicable	Consult Area Engineer.	Yes		
Applicable	Consult Operations.	Yes		
Applicable	Consult Area Technologist	Yes		
Applicable	Consult Inventory Management	Yes		
Applicable	Consult Process Engineering.	Yes		
Applicable	Evaluate and modify relief system.	Yes		
Applicable	Work Order written. (List them)	Yes		
Applicable	Consult Construction/Small Projects	Yes		
Applicable	Consult Site Logistics	Yes		
Applicable	Consult Quality (Customer Notification ?)	Yes		
Applicable	Other (Name them)	Yes		

APPROVALS:

Originator:

First Reviewer:

Preliminary Reviewer(Lvl 2 & 3):

Date: 5-30-97

Date: 6-2-97

Date: 6-2-97

Post-modification Checklist: (BEFORE START-UP)

Applicable		Follow-up	Signature	Date
☐ Applicable	Perform prestart-up audit: major equipment addition/mod. Lvl 3; attach.	☐ Yes		
☐ Applicable	PSM files updated(such as piping circuits).	☐ Yes		
☐ Applicable	Project list updated.	☐ Yes		
☐ Applicable	Documented in Operating Discipline Library	☐ Yes		
	Completed Job Procedures reviewed by:	☐ Yes		
	Operations _____ Safety _____ Envir. _____	☐ Yes		
	Emergency Procedures	☐ Yes		
	Training Aids (IPT, etc.)	☐ Yes		
	Controlled copies of Critical Oper. Procedures updated	☐ Yes		
	Safety/Environmental (cleaning, vessel entry, red tag)	☐ Yes		
	Update plant Roundsheets, forms	☐ Yes		
☐ Applicable	Plant equipment files updated.	☐ Yes		
☒ Applicable	P&ID's, process flow sheets, and plot plans updated.	☒ Yes	<u>J.R. Cook</u>	<u>5-30-97</u>
☐ Applicable	Personnel trained on the change. Method: _____	☐ Yes		
☐ Applicable	Critical instrument checklist updated.	☐ Yes		
☐ Applicable	Updated HAZCOM Manual & equip. List.	☐ Yes		
☐ Applicable	Pressure vessels, PVRV's, & PRD registered.	☐ Yes		
☐ Applicable	Instrument loops checked and documented.	☐ Yes		
☐ Applicable	Field switches, equipment, & MCC starters checked & labeled.	☐ Yes		
☐ Applicable	Log sheets/controlled forms updated.	☐ Yes		
☐ Applicable	GPI flow diagram & history/EDAS updated.	☐ Yes		
☐ Applicable	GEMTS, PPM, & MSMS updated.	☐ Yes		
☐ Applicable	Mod V program change checklist completed.	☐ Yes		
☐ Applicable	Equipment RTO Checklist completed.	☐ Yes		
☐ Applicable	Follow-up action plan completed prior to Final Approval(attached).	☐ Yes		

APPROVAL:

Final Approver:

Date: 6/9/97

Methanes MOC Training Signoff Sheet

MOC TITLE: _____

DATE: _____

Mark the box next to the appropriate individual that the communication/training is intended to reach.

Engineering Staff	Master #	Signature	Date
☒ Taylor, D.	434501	<i>[Signature]</i>	6/4/97
☒ Haney, J.	091506	<i>[Signature]</i>	6/4/97
☒ Kelley, K.	239424	<i>[Signature]</i>	6/4/97
☒ Storm, C.	249497	<i>[Signature]</i>	6/11/97
Hunt, L.C.	088600		
☒ Rolke, R.W.	097946	<i>R. Rolke</i>	6-2-97
Stallcup, J.S.	240558		
White, W.S.	434499		
Young, Barry.	433620		

M. Hall, D 434451 *[Signature]* 6-4-97

Day Personnel	Master #	Signature	Date
☒ Michel, A.	432203	<i>[Signature]</i>	6-4-97
☒ Cook, J.	433658	<i>[Signature]</i>	6-4-97
☒ Dugas, D.	432407	<i>[Signature]</i>	6/6/97
Brown, M.S.	433928		
Rizzo, G.	432580		
Johnson, J.	432541		
Donatto, B.	434031		
Carrier, B.P.	085908		
Witt, J.	241996		
Vavasseur, T.	434160		
Landry, C.P.	434292		

SOS	Master #	Signature	Date
Breaux, R.	433793		
Beieler, B.	281334		
Bickham, C.J.	432411		
Cook, F.	431977		
Cavalier, N.	241889		
Grant, W.C.	432637		
Gravouilla, D.C.	434255		
Jackson, R.	433457		
Metrejean, D.J.	241773		
Harrison, W.	096480		

OS	Master #	Signature	Date
Bishop, C.E.	432026		
Bourg, J.	094487		
Davis, C.	433015		
Ekey, J.	202669		
Jack, O.J.	094373		
Looney, R.	276854		
Wolfe, D.	246186		
Millender, R.	432751		

Site Logistics	Master #	Signature	Date
☒ Clebert, J.	432385	<i>[Signature]</i>	6/4/97
Mathis, J.	432997		
Simonson, F.	432477		
☒ Armond, N.L.	098664	<i>[Signature]</i>	6-4-97
☒ Doucet, K	432056	<i>[Signature]</i>	6-4-97