

Ethanolamines/Glycol Ethers Tier 3 Procedure

Section Number: 412
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Original Date: 10-04-94 **Author:** Mike Viator
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Title: Storage Tank Quarantine and Isolation
References: Glossary Of Equipment Identification (Text # 114)
QSP05 Product Identification And Traceability
QSP09 Inspection and Test Status
QSP07 Inspection and Testing

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412 Storage Tank Quarantine and Isolation

1.0 Objective:

1.1 To establish a procedure for the isolation and analysis of all storage tanks. The intent is to quarantine storage tanks to allow a single analysis for loading each day loading occurs from that tank.

2.0 Responsibility:

2.1 It is the responsibility of the operations personnel to ensure that this procedure is followed.

2.2 It is the responsibility of operations personnel to determine which tanks are needed for loading and have those tank analysis completed if possible by 6am.

3.0 Safety Notations:

3.1 Monogoggles and rubber gloves are required for sampling.

4.0 Definitions:

4.1 Off-series storage tanks are those that have been quarantined and isolated to insure quality until the next series run. Off-series storage tanks include TEA-85 storage tanks. These tanks are analyzed after the last check tank transfer and weekly until the next series run. These analyses are used for COA generation and to detect shifts in product quality during this off series period.

4.2 Daily Lotted Tanks - Tanks that are isolated daily to insure quality during loading operations involving that tank. These tanks are secured and analyzed daily for the loading process.
Exceptions: Off-series tanks are analyzed once per week if loading occurs from these tanks.

5.0 Procedure:

5.1 All check tanks are to be transferred to storage. Timing to be determined by operations personnel.

5.2 Storage tanks are circulated and samples are taken.

5.3 A complete analysis will be run on each storage tank allocated for loading as per COA requirements. Off-series storage tanks will not be run if they have been analyzed during the current week. These analysis will be used throughout the day for all shipments made from that tank. Contract review will determine if special analysis will be needed for COA's.

5.4 Check tank capacity will be tight for some products due to the tank isolation requirement. Where necessary, flying transfers may be made to provide maximum check tank capacity while loading is taking place. As per QSP07 Inspection and Testing, prior to making a flying transfer, the overhead stream must be within typical limits.

5.5 No product transfers to storage tanks should be made after 6 a.m. (except PM and T99) until the loading operation is complete.

5.6 If a transfer must be made (including PM and T99), the storage tank must be secured, loading stopped, and the tank reanalyzed for isolation as per 5.1 prior to loading from that tank again, or shipment retainers must be used for individual analysis and COA generation.

6.0 Revisions:

Revision 2.1	5/8/96	Added last two sentences of 4.1 and last two sentences of 4.2 Added last sentence of 5.1 Changed 5.2 Added (and T99) in 5.5 and 5.6 Changed responsibility of 2.1 and 2.2 to that of operations personnel Completely changed the wording of 5.3
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