SOP-EDC-OHC-VC-L/T STG
WRITTEN BY: SG
APPROVED BY: DKP
DATE: 10/90,

5601-028.SOP
MAKING ROUNDS

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)

____ 1. JOB SAFETY INSTRUCTIONS REVIEWED.

____ 2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT: HARD HAT, SAFETY GLASSES OR GOGGLES, AND SAFETY SHOES. WEAR GLOVES, HEARING PROTECTION, AND RESPIRATOR IF EXPOSURE POTENTIAL EXISTS.

ALL ROUNDS SHOULD BE MADE ON TIME. Rounds can be delayed if deemed necessary by the lead operator or supervisor for emergency situations or other important jobs that need immediate attention. This must be noted on the log sheet.

MAKING AN INSIDE ROUND. First, check to make sure that the computer is updating. Attention should be paid to the trend of each variable logged down. If it looks strange, investigate the cause and take action if needed.

MAKING AN OUTSIDE ROUND. The purpose of an outside round is twofold: (1) to record all parameters on the logsheet that can only be taken from outside and (2) make a visual inspection of the unit. One should be looking for safety hazards, leaks, bad seals, etc. Doing this on each round could prevent an accident, major environmental release or loss of production due to equipment failure.

SL 004147

SOP-VC-LT/STG

REVISED BY: FJJ
REVISED: 04/15/92
APPROVED BY: DKP
REVIEWED: 04/15/92

5601-009.SOP
VCM AIR MONITOR

OPERATOR'S NAME: _____ DATE_____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)

____ 1. WHEN AN AIR MONITOR ALARM IS RECEIVED, THE APPROPRIATE OPERATOR OR LEAD OPERATOR IS TO GO OUT AND INVESTIGATE THE LEAK IMMEDIATELY. It is your responsibility to investigate, correct, and report on any alarms that occur. Our ambient air monitoring records are reviewed by the La. DEQ. To convince them that we are handling VCM correctly, our records must be complete.

---- 2. TAKE CORRECTIVE ACTION TO STOP THE LEAK IF ONE IS FOUND. RESPIRATORY PROTECTION MUST BE WORN.

0 - 50 ..... ppm COMFO-II HALF MASK
50 - 250 ..... ppm COMFO-II FULL FACE MASK
>250 OR UNKNOWN . ppm AIR PACK OR BREATHING AIR

---- 3. NOTE THE FOLLOWING INFORMATION IN THE LOGBOOK FOR EACH ALARM OF GREATER THAN 5 PPM: (NOTE: Steps a - d are to be done for every alarm needing response. Repeated alarms at the same point are not acceptable; use of an HNU or tip is required on repeat alarms.)

(a) WHEN THE ALARM WAS RECEIVED. Write time in military form.

(b) WHAT MEANS OR INSTRUMENTATION WAS USED TO SEARCH FOR OR FIND THE LEAK.

(c) RESULTS OF THE LEAK CHECK INCLUDING AN INSTRUMENT READING.

(d) WHAT WAS FOUND. Even if nothing was found, write "nothing found."

(e) WHAT CORRECTIVE ACTION WAS TAKEN TO STOP THE LEAK.

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---- 4. IF THE AIR MONITOR SYSTEM APPEARS TO BE MALFUNCTIONING ON BACK SHIFT, IMMEDIATELY CONTACT THE SHIFT SUPERVISOR TO CALL OUT THE ANALYZER GROUP TO REPAIR THE SYSTEM. If analyzer is found to be malfunctioning before 05:00 a.m., the analyzer group must be called out. After 05:00 a.m., the lead man should pass on to his relief that the analyzer group should be called out at 07:30 a.m.

---- 5. PULL THE AIR MONITOR REPORT AFTER IT PRINTS OUT AT 7 AM. VC LEAD MAN IS RESPONSIBLE. If for some reason it is lost, pull the alarm point data logger for the 24 hour period 7 AM to 7 AM.

---- 6. TRANSFER THE RESPONSES TO THE ALARMS FOR EACH POINT FROM THE LOGBOOKS TO THE AIR MONITOR REPORT. Alarms will appear in columns <R3 and >R3. The <R2 columns are not for alarms.

MAKE RESPONSES IN SUCH A MANNER AS TO LEAVE NO DOUBT OR CONFUSION ABOUT WHAT WAS DONE. Since the alarm is to be checked immediately, the response on the air monitor report should contain a phrase stating so. An example of this is "operator checked at alarm time ...". Make every effort to check the alarm as soon as possible. If for some reason we are unable to do so, note as such and give a reason. The remainder of the response should clearly state what was found and what corrective action was taken. Examples of this are: "...checked with leak-detek, found a sample coil fitting leak and tightened it up and the leak stopped.", "...checked with HNU, tip and found nothing", and, "...checked with HNU and found a leaking flange. Cleared the piping to stop the leak and wrote it up in the maintenance logbook to be repaired."

---- 7. IF THE RESPONSE IN THE LOGBOOK IS INCOMPLETE OR MISSING, THE VC LEAD MAN IS RESPONSIBLE FOR TRACKING DOWN THE ANSWERS. Write notes in the appropriate logbooks if necessary.

---- 8. PUT THE COMPLETED REPORT ON THE DESK OF THE SUPERVISOR IN CHARGE OF THE AIR MONITOR REPORT FILE.

---- 9. THE VCM-I AIR MONITOR ALARMS ALSO PRINT OUT AT VCM-II. VCM-II IS RESPONSIBLE FOR CHECKING OUT POINTS 9-12 IN THE SAME MANNER AS DESCRIBED ABOVE. THE FINDINGS MUST BE NOTED IN THE STORAGE LOGBOOK AND MUST BE COMMUNICATED BACK TO THE VCM-I CONTROL ROOM TO BE LOGGED ONTO THEIR AIR MONITOR REPORT.

Points:	1-8	VC loading rack
	9	S-1,2 transfer pumps
	10	Day tank transfer pumps
	11	Piperack south of VC-I maintenance shop
	12	S-1,2 tank car loading pumps

When points 1-8 alarm, VCM-II must call the VC rack to verify their acknowledgment. On backshifts, when shipping is not loading, it is VCM-II's responsibility to check the alarm and report the findings to the VC-I control room to be logged onto their report. All alarms should be reported to the Shipping shift foreman.

AMBIENT AIR QUALITY

VC AREA MONITOR

1) NORTH OF #1 OR #2 FURNACE
2) QT EAST SIDE - SUPERVLV DECK
3) LOWER INTERCOOLER PUMPS
4) SW OF LOWER INTERCOOLER
5) ABSORBER BOTTOMS PUMPS
6) PRODUCT STILL FEED PUMPS
7) PRODUCT STILL REFLUX PUMPS
8) PRODUCT FILTERS
9) NE CORNER OF NEUTRALIZERS
10) NW CORNER OF NEUTRALIZERS
11) S. OF PRODUCT TRANSFER PUMPS
12) N. OF PRODUCT TRANSFER PUMPS
13) PLANT LAB (VC HOOD)
14) SPARE (SOUTH OF BENDIX HOUSE)
15) N/A
16) STANDARD CYLINDER

LOW TEMPERATURE STORAGE

1) TOP OF T-1
2) TOP OF T-2
3) NORTH DIKE IN PIPERACK
4) SW CORNER OF PAD
5) NW CORNER OF PAD
6) NE CORNER OF PAD
7) SE CORNER OF PAD
8a) NE CORNER OF FIRST DECK
8b) NE CORNER OF SECOND DECK
9) CENTER OF LOADING DOCK
10) NORTH END OF LOADING DOCK
10a) SOUTH END OF LOADING DOCK

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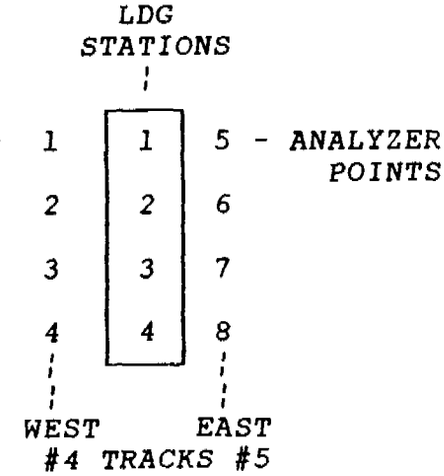
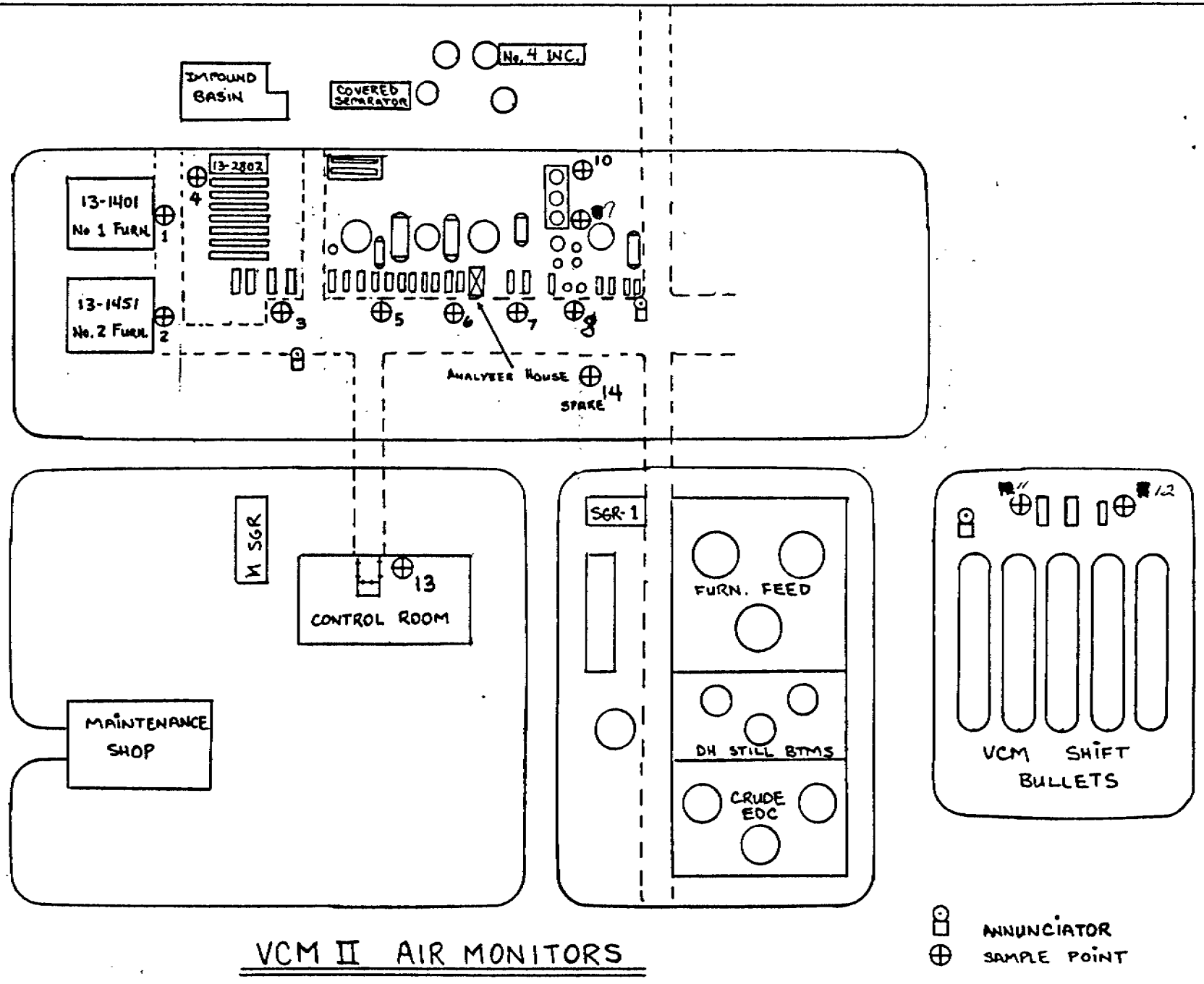
VC-I AIR MONITOR

1 --> 8) TANK CAR LOADING RACK
9) SPHERE TRANSFER PUMPS
10) DAY TANK PUMPS
11) PIPERACK S. OF MAINT. SHOP
12) SPHERE TANK CAR LDG PUMPS



EXAMPLE: TK CAR LDG RACK ALARM 3 5 7
LDG STATION 3, TRACK #5, ANALYZER PT. 7



VCM II AIR MONITORS

WRITTEN BY: CPL
APPROVED BY: MJF
DATE: 10/89, 12/90
1-22
MS

5605-023.SOP
RESPONSE TO PUMP SEAL OIL POT HIGH PRESSURE

OPERATOR'S NAME: _____ DATE_____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)

ALL PUMPS IN VINYL SERVICE ARE EQUIPPED WITH SEAL OIL POTS. THERE IS A PRESSURE SWITCH INSTALLED ON EACH SEAL OIL POT SET FOR A HIGH ALARM AT 20 PSIG. ANYTIME THE PRESSURE ON A SEAL OIL POT REACHES 20 PSIG, AN AUDIBLE ALARM WILL SOUND ON OIP-4 PANEL AND A MESSAGE WILL PRINT OUT ON #2 ALARM DATA LOGGER. A HIGH SEAL OIL POT PRESSURE IS AN INDICATION THAT THE FIRST STAGE OF A DOUBLE STAGE SEAL IS BLOWN. THE SEAL POTS ARE DIVIDED INTO TWO GROUPS TO HELP IDENTIFY THEM.

GROUP 1	GROUP 2
QUENCH LIQUOR PUMPS	ABSORBER BOTTOMS PUMPS
QUENCH DOPP OVHD PUMPS	UPPER INNERCOOLER PUMPS
PRODUCT STILL REFLUX PUMPS	LOWER INNERCOOLER PUMPS
	PRODUCT STILL FEED PUMPS
	HCL PRESAT PUMPS

____ 1. JOB SAFETY INSTRUCTIONS REVIEWED.

____ 2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT.

____ 3. LOCATE THE SEAL OIL POT THAT HAS THE HIGH PRESSURE.

____ 4. MAKE SURE THE PRESSURE INDICATION ON THE PRESSURE GAGE IS CORRECT.

A. Open bypass around vent piping on seal oil pot to see if pressure will come down on gage.
   a. If the pressure comes down on the gage and back up after closing the vent by-pass valve the gage reading is believable.
   b. If the pressure on the gage will not come down after bypassing the vent valve, block in pressure gage and bleed pressure off slowly to see if the indication will go to zero. If it does, the gage is good.
   c. If the high pressure reading is on a pump that is not is service, try running the pump. Experience has shown that some inner seals leak when not is service. These seals many times seat off once running.

____ 5. IF PRESSURE IS HIGH ON THE SEAL POT, THE INNER SEAL IS BAD

A. Switch to the spare pump.
B. Shutdown, isolate, and begin clearing pump with ba
C. Notify the VCM operations foreman so that he can a work order to replace the seal.