

Ethanolamines/Glycol Ethers Tier 3 Procedure

Section Number: 2008
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Original Date: 01-10-96
Revision Date:
Title: Critical Unit Operations Policy
Reference: S&LP S-301

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Critical Unit Operations Policy

1.0 Objective:

1.0 To define critical unit operations and requirements for procedures/operating discipline.

2.0 Responsibility:

2.0 It is the responsibility of the Plant Superintendent / Department Head to define those operating units as critical area's.

2.1 It is the responsibility of plant supervision to ensure that procedural requirements are met and updated documentation is maintained.

2.2 It is the responsibility of each individual to ensure that procedures are followed or the appropriate MOC is initiated.

3.0 Procedure:

3.1 Critical unit operations for the Ethanolamines/Glycol Ethers plant are the amines and glycol ether reactors and the DS-205 ammonia sphere.

3.2 Operating procedures must be available which address at least the following operations of a critical unit:

- initial startup
- normal operations
- temporary operations
- emergency shutdown (including conditions requiring shutdown and assigned responsibilities)
- emergency operations
- normal shutdown
- startup after a turnaround or emergency shutdown

3.3 These operating procedures must address the following.

- Instructions for performing each step of the procedure
- Safe operating limits (temperatures, pressures, etc.)
- Consequences of deviation from the above limits
- Steps to correct or avoid deviation from the above
- Safety and Health considerations (PPE, chemical hazards, etc.)

4.0 Certification:

4.1 Annual certification is required for critical operating procedures. A signed certification document shall be maintained in the appropriate file with the checklist of procedures. (Refer to S&LP 301, Attachment 1 for document)