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APPROVED BY:
DATE: 8/90
REVIEWED: JPS
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6903-016.SOP
NITROPROPANE TRUCK UNLOADING

OPERATOR'S NAME: _____ DATE: _____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)
_____	1. REVIEW 'JOB SAFETY INSTRUCTIONS. THE OPERATOR AND THE TRUCK DRIVER SHOULD NOT LEAVE THE DELIVERY TRUCK UNATTENDED WHILE THE TRUCK IS BEING UNLOADED. NO VEHICLE OR TRAFFIC SHOULD BE IN THE AREA WHEN UNLOADING. THE DELIVERY TRUCK IS NOT TO BE LEFT RUNNING WHILE IT IS BEING UNLOADED. THE TRUCK DRIVER SHOULD BE AWARE OF EVACUATION PROCEDURES.
_____	2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT. BE SURE THAT YOU ARE WEARING GOGGLES AND GLOVES WHEN CATCHING SAMPLES OR HANDLING THE PRODUCT. A COMFO II MASK IS REQUIRED WHEN AIR SPACING A TANK OR WHEN CATCHING A SAMPLE FROM AN OPEN DOME ON A DELIVERY TRUCK.
_____	3. CATCH AN 8 OUNCE SAMPLE OF THE PRODUCT IN THE DELIVERY TRUCK AND BRING IT TO THE MAIN LAB TO BE ANALYZED.
_____	4. RECEIVE AND PRINT OUT THE RESULTS FROM THE MAIN LAB'S ANALYSIS BY FAX OVER THE COMPUTER. VERIFY THAT THE MAIN LAB'S REPORT AND THE CERTIFICATE OF ANALYSIS ARE IN AGREEMENT (BOTH VERIFY THE CONTENTS OF THE TRUCK AND THAT THE MATERIAL IS WITHIN THE SPEC LIMITS). STAPLE THE LAB REPORT AND THE CERTIFICATE OF ANALYSIS TOGETHER AND HAVE THE LEAD OPERATOR COMPARE THE TWO. BOTH THE LEAD OPERATOR AND AUXILIARY OPERATOR INITIALIZE THE TOP SHEET AFTER VERIFICATION AND TURN BOTH REPORTS IN TO SUPERVISION. (IN CASE THE FAX BOARD ON THE COMPUTER IS OUT OF SERVICE, WRITE THE FULL CONTENTS OF THE MAIN LAB'S RESULTS ON THE CERTIFICATE OF ANALYSIS AND INITIALIZE).
_____	5. IF THE MAIN LAB'S ANALYSIS AND THE CERTIFICATE OF ANALYSIS DO NOT AGREE, AS DEFINED ABOVE, THEN DO NOT UNLOAD THE TRUCK. NOTIFY THE LEAD OPERATOR FOR FURTHER INSTRUCTIONS.
_____	6. ONCE THE TRUCK HAS BEEN CLEARED, NOTIFY THE LEAD OPERATOR SO THAT HE CAN UNLOCK THE PUMP SUCTION. SPOT THE TRUCK AT THE NITROPROPANE UNLOADING PUMP. CHECK THE SIGHT GLASS ON THE TANK TO PREVENT OVERFILLING. Notify your immediate supervisor if the tank sight glass shows a level of 8 ft. 6 in. or above before unloading.
_____	7. DOUBLE CHECK THE SUCTION AND THE RECIRCULATION VALVES ON THE <u>NITROMETHANE</u> TANK WHICH ALSO TIES INTO THE UNLOADING LINES OF THE NTE TANK. MAKE SURE THAT THE VALVES TO THE <u>NITROMETHANE</u> TANK ARE <u>CLOSED</u> TO PREVENT CROSS CONTAMINATION. Don't assume that the person before you closed all the valves!!!

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SYSTEM. WHEN UNLOADING A NITROPROPANE TRUCK, THE TANK HAS TO BE VENTED TO A WATER FILLED DRUM THROUGH THE VENT LINE NEAR THE UNLOADING PUMP. FILL A BLUE DRUM WITH WATER. THEN CONNECT ONE END OF A HOSE TO THE NITROPROPANE VENT LINE AND SUBMERGE THE OTHER END INTO THE WATER IN THE DRUM.

- 9. CONNECT THE GROUND CABLE TO THE TRUCK.
- 10. CONNECT THE UNLOADING HOSE TO THE NITROPROPANE UNLOADING LINE LEADING INTO THE NITROPROPANE TANK. The driver will connect the other end of the hose to the truck. The truck should arrive with receptive fittings for our connections.
- 11. USE N2 TO UNLOAD THE NITROPROPANE TRUCK. DO NOT USE THE UNLOADING PUMP. MAKE SURE THAT ALL KELLY FITTINGS ARE REPLACED WITH N2 FITTINGS. No air to N2 adaptors are accepted!! The truck driver will connect the other end of the N2 hose to the truck and regulate the pressure.
- 12. THE TRUCK IS NOW READY TO BE UNLOADED. OPEN THE SUCTION VALVE AT THE NITROPROPANE TANK. ALSO OPEN ANY BLOCK VALVES THAT MAY BE IN THE NITROPROPANE SUCTION LINE LEADING TO THE NITROPROPANE TANK. OPEN THE VALVE IN THE VENT LINE TO VENT THE TANK INTO THE DRUM OF WATER. MAKE SURE THAT THERE ARE NO LEAKS.
- 13. CHECK THE SIGHT GLASS ON THE NITROPROPANE TANK TO MAKE SURE THAT THE LEVEL IS COMING UP. WATCH THE TANK LEVEL CLOSELY TO PREVENT OVERFILLING OF THE TANK.
- 14. STAY BY THE TRUCK THE ENTIRE TIME THAT IT IS BEING UNLOADED IN CASE OF A LEAK, ETC.
- 15. AFTER THE TRUCK IS EMPTY, TURN THE N2 OFF. THE DRIVER WILL CLOSE THE N2 VALVE AT THE TRUCK. BE SURE TO BLEED THE N2 HOSE BEFORE DISCONNECTING IT.
- 16. THE TRUCK DRIVER WILL THEN BLEED OFF EXCESS N2 PRESSURE FROM THE TRUCK INTO THE LINE. WHEN THE N2 REACHES THE DESIRED PRESSURE IN THE TRUCK, CLOSE THE BLOCK VALVE NEAREST TO THE UNLOADING HOSE, AND CLOSE THE NTE TANK VENT VALVE. THE DRIVER WILL CLOSE THE VALVE ON THE TRUCK. BE SURE TO BLEED THE HOSE OFF AT THE BLEED VALVE BEFORE DISCONNECTING.
- 17. CLOSE ALL THE VALVES TO THE TANK AND CHECK THE LEVEL OF THE TANK IN THE SIGHT GLASS, AND LOCK THE PUMP SUCTION.
- 18. AFTER THE UNLOADING PROCESS IS COMPLETE, GET THE LEAD OPERATOR TO SIGN THE TRUCK DRIVER'S PAPER WORK. INSTRUCT THE TRUCK DRIVER TO RETURN TO THE SCALES.
- 19. NOTIFY THE LEAD OPERATOR THAT THE BLUE DRUM USED TO VENT THE NTE TANK NEEDS TO BE SUCKED OUT BY A VACUUM TRUCK.

SPILL/RELEASE POTENTIAL

1. MAKE SURE THAT ALL BLEED VALVES ARE CLOSED AND PLUGGED.
2. MAKE SURE THAT ALL LINES TO THE TANK ARE CLOSED.
3. WATCH TANK LEVELS TO PREVENT OVERFILLING.

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