Aroclor Expansion (CEA-1800)

Training Program

C. Still Operator

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PCB-ARCH-EXT0374414

C. Still Operator

1st Week	General Indoctrination Dept. Organization Introduction to Personnel Dept. Tour Security of Information Safety and Housekeeping Introduction to Training Train on Existing Equipment
2nd Week Monday	Review Training of Previous Week Materials Handling Quality Sampling Classroom Training on function of equipment
Tuesday	Field training for location of equipment, lines and process flow.
Wednesday	Field training for location of instruments Classroom training for function of instruments
Thursday	Field training on complete operation of continuous blow tank. " " " " still operations " " " " therminol system
Friday	Field training on receivers 3 and 4, surge tanks 3&4, All 4 porocel absorbers both Power Factor Analyzers and finish product tanks 3 and 4.
3rd Week Monday	Review and discussion of previous training. Safety, plant disaster plans. Field train on rework and transfer lines. Field train on therminol system.
Tuesday	Field training on complete process flow on all 4 still systems.
Wednesday	Review instrumentation and panel board. Trouble shooting and discussion on equipment failure.
Thursday	Review record sheets, how to fill out, where to get readings and samples. Run #1 and #2 stills.
Friday	Open discussion of all equipment and training. Final check-out in field of any problem or questionable areas.

PCB-ARCH-EXT0374415

C. Still Operator

1st Week

1. General Indoctrination
   Introduction to Arcclor, areas of responsibilities, plant and dept. procedures.

2. Department organization

Salaried	Hourly
H. Ray - Dept. Supv.	Premium Operator
J. Molloy - Prod. Supt.	Still Operator
V. Brawley - Foreman	Second Operator
J. Cagle - "	Standard Operator
T. Athmer - "	Repairman
G. Craine - "	Porter
V. Cook - "	
G. Schwartztrauber- Cost Analyst	

3. Introduction to personnel

4. Dept. tour
   Existing Equipment
   New Equipment

5. Security of information
   Reason for security

6. Safety and Housekeeping
   Discuss dept. safety record, eye protection, safe working habits. Location and use of emergency equipment & how to turn in fire alarm.
   Discuss housekeeping expected.

7. Introduction to training
   Discuss briefly how training will be done, subjects to be covered and probable timing.

8. Train on existing equipment
   Actual training with Premium Operator on existing blow tanks, preheater, stills 1 and 2, jets, receivers, blend and finish product tanks, city water tank and pumps.

2nd Week
Monday

1. Review training of previous week.
   Discussion of Stills 1 and 2

2. Materials Handling
   Discuss all chemicals used on immediate job in respect to toxicity, consistency, special precautions.

3. Quality
   Review spec sheets and discuss how the operation will affect the material specifications.

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2nd Week
Monday (cont'd)

4. Sampling
   Discuss sampling. Importance of good samples and how to sample.

5. Classroom training on function of equipment.
   Chalk talk on function of new equipment and safe limits of each.

Tuesday

1. Field training for location of equipment, lines and process flow.
   Identify new equipment, trace out all connecting lines and follow process flow.

Wednesday

1. Field training for location of instruments
   Locate instrumentation in the field and identify its function.

2. Classroom training for function of instruments.
   Chalk talk on function and operation of instruments.

Thursday

1. Field training on complete operation of continuous blow tank. Dry-run complete operation of the continuous blow tank.

2. Field training on complete operation of #3 & #4 still operations.
   Dry-run complete operation of Stills 3 & 4.

3. Field training on complete Therminol system.
   Dry-run complete operation of therminol system.

Friday

1. Field train on receivers 3 & 4, surge tanks 3 & 4, all 4 porocel absorbers, both power factor analyzers and finish product tanks 3 & 4.

   Dry-run complete operation of the above equipment.

3rd Week
Monday

1. Review and discussion of previous training.
   Review and discussion of all equipment.

2. Safety and Plant Disaster Plan.
   Discussion of all safety devices including therminol unit.
   Review of the Plant Disaster Plan.

3. Field train on rework and transfer lines.
   Trace all connecting process lines so necessary transfers can be made. Also locate all valves in lines.

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3rd Week

Monday (cont'd)

4. Field train on Therminol system.
   Final check-out on Therminol system.

Tuesday

1. Field train on complete process flow on all 4 still systems.

   Dry-run complete operations of all 4 still systems.

Wednesday

1. Review instrumentation and panel board.
   Discussion of panel alarms and how to correct problems. Also demonstrate how to change charts.

2. Trouble shooting and discussion on equipment failure.
   Discuss how to correct problems indicated on instruments on panel board and in field.
   Discuss in detail, equipment failure and power failure.

Thursday

1. Review record data sheets, how to fill out, where to take readings and samples.
   Discuss record data sheets so each operator will know what data is needed and how data should be recorded. Also where readings are to be taken from and what they should mean to operations.

2. Run Stills #1 and #2.
   Run existing Stills 1 and 2 at direction of Premium Operator.

Friday

1. Open discussion of all equipment and training.
   Question, answer and discussion of any or all subjects.
2. Final check-out in field of any problem or questionable areas.
   Make final check-out in field, of previous known problem areas of equipment.

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3rd Week (Alternate Plan)

Monday	Review and discussion of previous training Water batch & simulate continuous blow tank operation. Water batch & simulate #3 Still operation, #3 Receiver, Surge tank, then Finish Product Tank.
Tuesday	Water batch & simulate #4 still operation, #4 Receiver, Surge tank, then Finish Product tank. Trouble shoot during simulation.
Wednesday	Water batch & simulate Therminol system operation Pack all Porocel absorbers.
Thursday	Review record sheets, how to fill out, where to get readings & samples. Review instrumentation on panel board Field train on rework and transfer lines. Discuss equipment and power failure. Discuss polishing filters on absorber lines.
Friday	Open discussion of all equipment and training. Final check-out in field of any problem or questionable areas.

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3rd Week (Alternate Plan)

Monday

1. Review and discuss previous training.
2. Water batch and simulate continuous blow tank operation.
   Fill continuous blow tank with 1242 Aroclor and simulate actual operation, pumping material to #3 still pot.
3. Simulate actual operation of #3 still line.
   Circulate material in #3 still pot, check-out all possible instrumentation, then move material to #3 receiver, surge tank, and finish product tank.

Tuesday

1. Simulate actual operation of #4 still line.
   Circulate material in #4 still pot, check out all possible instrumentation, then move material to #4 receiver, surge tank, and finish product tank.
2. Trouble shoot during simulation.
   Trouble shoot in each possible area to learn possible problems and corrective action needed.

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C. Still Operator

3rd Week (Alternate Plan) - cont'd

Wednesday

1. Water-batch and simulate Therminol system operation.
   Fill Therminol surge tank with 1242 Aroclor and simulate actual operation, checking out instrumentation and trouble shoot to learn possible problems and corrective action needed.

2. Pack Porocel absorbers.
   Fill absorbers with Porocel.

Thursday

1. Review record sheets, how to fill out, where to get readings and samples.
   Review record sheets, discussing what information is needed and what value the readings should be to the operator and why it is necessary to record it. Also discuss sampling, where to get samples and what is to be done with them.

2. Review instrumentation on panel board.
   Final check-out on panel board.

3. Field train on rework and transfer lines.

4. Discuss equipment failure and power failure.
   Discuss what is expected to happen if any equipment should fail and necessary action to be taken.

   Discuss what will happen to equipment if the power fails and what are the most critical operation to be performed after failure.

5. Discuss polishing filters on absorber lines.
   Discuss polishing filters, purpose, and actual change of cartridges and gasket.

Friday

1. Open discussion of all equipment and training.

2. Final check-out in field of any problem or questionable areas.

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B. Premium Operator

Week Beginning	Subject
Sept. 30, 1968	Water-batch Biphenyl/catalyst mix tank Check-out instrumentation on BiØ/catalyst mix tank. Water-batch #6 through #9 chlorinators. Check-out instrumentation on all chlorinators. Check-out instrumentation on intermediate storage tank. Check-out panel alarms and instruments. Trouble Shooting Equipment Failure Sampling Data Sheets
	1. Water-batch Biphenyl/catalyst mix tank. Fill mix tank with 1242 Aroclor. Circulate to check-out line and pump.
	2. Check-out instrumentation in Biphenyl/catalyst mix tank. Check-out all instrumentation in field and on panel board, including timer.
	3. Water-batch #6 chlorinator Fill #6 chlorinator with 1242 Aroclor. Circulate to check out line and pump.
	4. Check-out instrumentation on #6 chlorinator. Check-out all instruments in field and on panel board.
Oct. 1, 1968	1. Water-batch #7, 8 and 9 chlorinators. Check-out all instruments in field and on panel board, giving special attention to the specific gravity controller.
Oct. 2, 1968	1. Check-out instrumentation on intermediate storage tank. Check-out all instruments in field and on panel board.
	2. Check-out panel alarms and instrument control points. Discuss each alarm on panel board stating problems and corrections. Discuss settings and control points on instruments.

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B. Premium Operator

Week Beginning	Subject
Oct. 3, 1968	1. Equipment failure Discuss equipment failure and power failure.
	2. Sampling Discuss sampling frequency, size bottles, reason for and necessary analysis.
	3. Data Sheets Discuss record data sheets, what data is needed, how to record and what it should mean to operations.
	4. Check-out HCl line to condenser and drowning jet. Check-out valve line-up from each chlorinator to the HCl condenser and to the new drowning jet.
	5. Check-out chlorine lines Check-out lines and instrumentation for chlorine addition to each chlorinator.
Oct. 4, 1968	1. Review and discuss all equipment and training.

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