



127

Interoffice Communication

To Paul Morstead
From R. A. Conrad
Date July 5, 1984
Subject PROPOSED RESPONSIBILITIES - DOCK SERVICES
TO SUPPORT VCM PLANT OPERATIONS

Per our discussion, Steve Reynolds has put together a proposed dock procedure for the VCM Plant operations. He has reviewed this in-plant with operations, engineering, maintenance, safety and laboratory personnel. After you have had a chance to review the attached procedure in-house with your people, let's have a limited meeting to discuss any needed clarifications, revisions, etc. During your review stages please feel free to contact Steve Reynolds, Joe Ware or myself for any needed information or clarification of what is meant or the basis for any item in the outline.

A handwritten signature in cursive script that reads "R. A. Conrad".

R. A. Conrad
Plant Manager
Conoco VCM

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cc: JWW-RB-SJR
bcc: RTF-RWS

CWH 000005757



Interoffice Communication

To R. A. Conrad
From S. J. Reynolds
Date July 2, 1984
Subject PROPOSED RESPONSIBILITIES OF DOCK SERVICES
TO SUPPORT VCM PLANT OPERATIONS

Attached is a list of functions that are currently performed to support the VCM Plant operations at the docks. As a result of the Conoco-Vista dock service agreement, the responsibility for many of these functions must shift from the VCM Plant to the Refinery. Included with the list of functions is a draft proposal of which company should be responsible for each function.

When the Vista buyout is final, Conoco will own all of the VCM Plant dock equipment. Therefore, arrangements must be made as to who is responsible for each function and in what form that responsibility will take. Such items include equipment maintenance, environmental reporting, dosimeter badge testing, etc.

It is recommended that after the Refinery reviews these functions and responsibilities, that a joint meeting of the Refinery and the VCM Plant be arranged to finalize these responsibilities.

If there are any questions, please contact me at ETN: 640-5127.

S. J. Reynolds

S. J. Reynolds
Process Engineer

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cc: JWW-MLA(5)-MCM-JRH(4)-SRA-RB-PLF-DLD-MGH-RTF-RWS

CWH 000005758

PROPOSED RESPONSIBILITIES OF DOCK SERVICES
TO SUPPORT VCM PLANT OPERATIONS

<u>DOCK FUNCTION</u>	<u>PRESENT RESPONSIBILITY</u>	<u>PROPOSED RESPONSIBILITY</u>
1) VCM/EDC Loading & Venting Hoses		
a) Operation & Handling	Refinery Docks	Refinery Docks
b) Testing of Hoses	VCM Plant	Refinery Docks (1)
c) Hydraulic Boom:		
i) Owned by	VCM Plant	Refinery
ii) Maintenance	VCM Plant	Refinery (2)
d) Repair & Replacement of Hoses	VCM Plant	Refinery
2) VCM Vent Recovery System:		
a) Owned and Operated by	VCM Plant/Refinery Docks	Refinery Docks
b) Maintenance	VCM Plant	Refinery Docks (2)
3) Carbon Bed Adsorption System:		
a) Operation	Refinery Docks	Refinery Docks
b) Transportation/Regeneration	VCM Plant	VCM Plant (3)
4) VCM Fixed Point Monitor System:		
a) Operation	Refinery Docks	Refinery Docks
b) Maintenance	LCCP	Refinery
c) Calibration of GC	LCCP	Refinery
5) Hydroquinone Injection:		
a) Injection Operation	Refinery Docks	Refinery Docks
b) Hydroquinone Storage	VCM Plant	VCM Plant
c) Proper Measurement for Each Tank	VCM Plant	VCM Plant
6) EDC Emissions Control System:		
a) Operation	Refinery Docks	Refinery Docks
b) Maintenance	VCM Plant	Refinery Docks
c) Steam for N ₂ Heater	Refinery	Refinery

DOCK FUNCTIONSPRESENT RESPONSIBILITYPROPOSED RESPONSIBILITY

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| 7) EDC Storage Tank, T-415: | | |
| a) Daily Gauging | Refinery Docks | Refinery Docks |
| b) EDC Transfer Gauging | Refinery Docks | Refinery Docks |
| c) N ₂ Purge Monitoring | Refinery Docks | Refinery Docks |
| d) N ₂ Purge Maintenance | VCM Plant | Refinery Docks |
| e) EDC Sampling | VCM Plant | Refinery Docks |
| 8) EDC Transfer Pump, P-415 (VCM), P-677(Ref.): | | |
| a) Operation | Refinery Docks | Refinery Docks |
| b) Maintenance | VCM Plant | Refinery (2) |
| 9) Ship Inspection Before Purging | VCM Plant | VCM Plant |
| 10) Ship Purging: | | |
| a) Operation & Coordination Between Ship and N ₂ Truck | Refinery Docks | Refinery Docks |
| b) Ordering & Scheduling of N ₂ Trucks | VCM Plant | VCM Plant |
| c) Oxygen Analysis After Purging | VCM Plant | VCM Plant |
| 11) Breathing Air Rack | | |
| a) Replacement Bottles Cost | VCM Plant | Refinery |
| b) Maintenance | VCM Plant | Refinery |
| 12) VCM Ship Sampling | | |
| a) Sample Taking | VCM Plant | VCM Plant |
| b) Sample Hose, Including Maintenance | VCM Plant | Refinery Docks |
| 13) Information on Ship/Barge Movement & Coordination of Ship to Shore Communications: | | |
| a) Provided by | Refinery Docks | Refinery Docks |
| b) Assisted by | VCM Plant | VCM Plant |
| 14) VCM Plant "Gang Box" | VCM Plant | VCM Plant |
| 15) Spare Parts Warehousing: | | |
| All equipment for VCM Plant Operations | VCM Plant | Refinery |

DOCK FUNCTIONSPRESENT RESPONSIBILITYPROPOSED RESPONSIBILITY

16) Environmental:

a) Reporting	VCM Plant	Refinery
b) Recordkeeping	VCM Plant	Refinery
c) Monitoring	VCM Plant	Refinery

17) Employee Exposure Monitoring:

a) Dosimeters Supplied By	VCM Plant	Refinery
b) Dosimeters Transported to VCM Plant for Analysis	VCM Plant	Refinery
c) Dosimeter Analysis	VCM Plant	VCM Plant
d) Recordkeeping	Refinery	Refinery
e) Semi-annual Physical (Including Costs)	VCM Plant	Refinery Docks

18) Operating Manual Updates for USCG

Refinery Docks	Refinery Docks
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19) Annual Relief Valve Testing

VCM Plant	Refinery
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20) Annual Pressure Gauge Testing

VCM Plant	Refinery
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21) Training:

a) Safety	Refinery Docks	Refinery
b) Environmental	VCM Plant	Refinery
c) Operations	VCM Plant/Refinery	Refinery

22) VCM Filters:

a) Filter Change-out	VCM Plant	Refinery
b) Spare Filters Cost & Warehousing	VCM Plant	Refinery

Notes

- 1) VCM Plant must be notified in writing of hydrotesting of VCM/EDC Dock loading hoses to ensure being dried before use.
- 2) All maintenance on equipment required for VCM Plant operations will be done by the Refinery. The VCM Plant reserves the right to repair this equipment on an emergency basis. For Example: VCM compressor breaks down during ship loading and the Refinery can not get anyone out to repair in a reasonable amount of time. The VCM Plant must receive copies of all preventive maintenance logs kept on equipment required for VCM Plant operations. Preventive maintenance must be done on a reasonable schedule.
- 3) Carbon bed regeneration will be certified by the VCM Plant and must be approved by the Refinery when completed.