

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)
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- _____ 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.

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No. 91-1145

RITTEN BY: DKP
 REVIEWED: 10/90

5601-008.SOP
 PERFORMING WEEKLY LEAK PATROLS

OPERATOR'S NAME: _____ DATE _____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letter)
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1. JOB SAFETY INSTRUCTIONS REVIEWED.
2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT: HARD HAT, SAFETY GLASSES OR GOGGLES, HEARING PROTECTION (OPTIONAL).
3. OBTAIN A BLANK COPY OF THE WEEKLY CHECKLIST.
 The sheets are divided into two categories:
 - A. Process operators fill out the sections in the unit itself.
 - B. Storage operators fill out the section in the outlying bulk storage areas.

OBTAIN A WORKING METER.

On HNU meters check the battery to insure it is charged up by turning the knob to "batt" position. You should hear the meter come on and the needle should be in the green zone. If the battery does not test good let it recharge. On the TIP meter the battery is OK if "LOBAT" is not showing.

Zero the meter you are using by turning the zero knob till it reads zero. During use, the meter should be periodically rezeroed.

5. IDENTIFY METER, DATE, CALIBRATION DATE, AND OPERATOR ON THE LEAK PATROL FORM.
 This data is required by law to be recorded. If the meter calibration date is more than 7 days old the meter cannot be used. Obtain another meter with a valid calibration date. Notify supervision if one cannot be found.
6. COMPLETE INSPECTION AND PUT A CHECK BY THE EQUIPMENT THAT IS NOT LEAKING. IDENTIFY LEAKS WITH THE QUANTITY AND A DETAILED DESCRIPTION OF WHAT AND WHERE THEY ARE.

Check each individual piece of equipment on the list. Check valve packings, flanges, fittings, bleed valves, pump seals, and any other suspected areas. If any leaks are found in areas other than those listed on the log sheet note these also.

A "leak" is defined as a VCM concentration of 10 ppm or greater at a distance of six inches downwind of the source. Obviously the concentration will be higher at distances less than 6". Log only those leaks that fit the definition of a leak on the sheet.

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7. REPAIR ANY LEAKS THAT CAN BE EASILY STOPPED.

If the leak can be fixed with channel locks, then do so during the round. Log it as a leak but also state in the corrective action section what was done to stop the leak.

8. AFTER YOU REPAIR THE LEAK, SNIFF IT AGAIN WITH THE METER TO VERIFY IT IS <10 PPM AND WRITE DOWN THE READING (0-10 PPM) ON THE LEAK PATROL FORM. THIS MUST BE DONE FOR DEQ VERIFICATION.

There is no reason to leave a leak for maintenance that an operator can fix.

If the leak is too small to qualify as a 10 ppm leak at 6" but is still worth fixing, do so or log it in the maintenance log book so it can be repaired before it becomes a reportable leak.

Any leak that is large enough to show vapors, liquid, or icing is to be reported to supervision immediately so that it can be repaired.

9. WHEN YOU CANNOT TAKE IMMEDIATE CORRECTIVE ACTION, LOG DOWN THE INITIATIVE TAKEN TO STOP THE LEAK. REFERENCE MUST BE MADE TO ALL OTHER DOCUMENTS USED IN THE FOLLOW-UP AND CORRECTION TO THE LEAK.

If the leak cannot be stopped by you, log down in the corrective action section what action was taken that will eventually stop the leak. Examples of this are statements noting that the leak was repaired using the maintenance log or a work order.

10. AFTER THE LEAK IS REPAIRED, WHAT WAS DONE MUST BE NOTED ON THE LEAK PATROL FORM WHERE THE LEAK WAS FIRST REPORTED. ALSO NOTE THE DATE THE REPAIR WAS MADE AND INITIAL YOUR COMMENTS.

Also, remonitor the leak again with a meter to verify that it is <10 ppm and write down the reading (0-10 ppm) on the leak patrol form. This must be done for DEQ verification.

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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)
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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.
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.

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- 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.

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SOP-EDC-OHC-VC-L/T STG
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5601-010.SOP
RESPONSE TO HIGH LEVEL ALARMS

OPERATOR'S NAME: _____ DATE _____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)
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- _____ 1. JOB SAFETY INSTRUCTIONS REVIEWED.
- _____ 2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT:
HARD HAT, GOGGLES, HEARING PROTECTION (OPTIONAL).

IT IS PPG POLICY NEVER TO RUN IN THE HIGH LEVEL ALARM STATE ON ANY VESSEL.

IT IS ALSO STANDARD OPERATION PROCEDURE TO NEVER FILL A VESSEL WITHOUT AT LEAST TWO WORKING LEVEL INDICATORS.

IF A HIGH ALARM IS RECEIVED, IMMEDIATELY VERIFY THAT THE ALARM IS CORRECT.

- a. Check the Varec or other level indication to determine what level is actually in the vessel.
- b. If you are sure the indication is incorrect, inform supervision immediately so that the level device can be repaired.
- c. It is SOP never to fill a vessel without at least two working level indicators.

IF LEVEL IS CORRECT, IT MUST BE IMMEDIATELY LOWERED TO CLEAR ALARM STATE. This can be done by equalizing or transferring to another tank.

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