I-A-8
REV. 1-1-63

INTEROFFICE COMMUNICATION

Westlake, Louisiana
November 27, 1968

TO: Mr. J. H. Downey - Westlake

SUBJECT: R-302 Reactor Catalyst Loading Procedures

The following procedures have been determined for the job of loading R-302 Reactor with a new catalyst charge.

1) A process engineer will be in charge of actual loading operations at all times and will be responsible for all manpower or operating changes.

2) The Maintenance Department will assign a Maintenance Leader on each shift to assist the process engineer on duty.

3) Eight maintenance men will perform the actual loading operation, 4 teams of two men each.

4) Two laborers will be available on all shifts to take care of drum moving and other miscellaneous jobs. One of the eight maintenance men on each shift will be able to operate the "cherry picker" so that drums can be moved to the reactor platform as needed.

5) Engineers will work three shifts

Days	7:00 a.m. to 3:00 p.m.	Dick Churns
Afternoons	3:00 p.m. to 11:00 p.m.	John Minott
Nights	11:00 p.m. to 5:30 a.m.	Phil Winegar.

Maintenance men will work two shifts

Days	7:30 a.m. to 6:00 p.m.
Nights	6:00 p. m. to 5:30 a.m.

6) Rest breaks will be taken by all maintenance men at the same time, 1/2 hour at about 12 noon and 11:00 p.m. for lunch, plus 2-10 minute breaks per shift at about 10:00 a.m., 2:30 p.m., 8:30 p.m., and 2:00 a.m.

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7) All persons working in the reactor area must wear dust masks, safety glasses (goggles not required) and respirators. Hard hats are not required to be worn while actually at the reactor, but must be worn to and from the reactor area. All persons will pick up dust masks and glasses at the Maintenance Stockroom PRIOR to starting work at the reactor and will return them when the shift is completed.

8) No liquids will be carried on the reactor top head (may damage catalyst if spill d) and all small items in pockets (such as pens, pencils, cigarettes) should be left in the Maintenance Shop to prevent their loss down reactor tubes.

9) Catalyst dust is poisonous and great care must be taken to wash hands, face, etc. before taking a lunch or coffee break.

10) During catalyst charging, each tube will be "stick gaged" after each layer of catalyst. Tubes that bridge will be vacuumed out and recharged. Tubes in error by ± 5 inches will be adjusted to get them to ± 1 inch. Exact decisions on whether to vacuum out tubes will be by the process engineer on duty.

11) While speed in loading is important, accuracy is even more important. We do not want to have "speed contests" between loading teams since it always causes "bridged" tubes in large numbers. An even, steady pace is best for both accuracy and total time elapsed.

12) Estimated catalyst time is 3-1/2 to 4 days which assumes that we only have to "vacuum-clean" and recharge 200 to 300 tubes because of "bridging."

John D. Minott

John D. Minott
Sr. Process Engineer

JDM-mc

cc: RHG

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