

WRITTEN BY: JMS
APPROVED BY:
DATE: 9/90
REVIEWED BY: DY
DATE: 10/91

6903-027.SOP
FILLING 377 SHIPPING TANK FROM STAB TANKS

OPERATOR'S NAME: _____ DATE: _____

CHECK | ACTION STEPS (Capital Letters) and COMMENTS (Small Letters) |

1. REVIEW JOB SAFETY INSTRUCTIONS.
BECOME FAMILIAR WITH THE CHEMICALS THAT YOU ARE WORKING WITH.
KNOW SOME OF THEIR CHARACTERISTICS. KNOW WHAT PROCEDURES TO
FOLLOW IN CASE OF SPILL/RELEASE OR ACCIDENT.
2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT.
HARD HATS, SAFETY SHOES, SAFETY GLASSES AND ESCAPE
RESPIRATORS ARE REQUIRED WHEN WORKING IN ANY PRODUCTION AREA.
GOGGLES AND CHEMICALLY SAFE GLOVES ARE RECOMMENDED WHEN
CATCHING SAMPLES. A COMFO II MASK IS REQUIRED WHEN GAUGING
TANKS.
3. AT THE 377 SHIPPING TANK, OPEN THE VALVES IN THE LINE COMING
FROM THE STAB TANK AREA.
4. IN THE STAB TANK AREA, MAKE SURE THAT THE SUCTION AND
RECIRCULATION VALVES TO THE OTHER STAB TANKS ARE CLOSED.
OPEN THE SUCTION VALVE ON THE STAT TANK THAT IS CLEARED FOR
SHIPPING.
5. OPEN THE SUCTION AND DISCHARGE VALVES AT THE TRANSFER PUMP.
6. FOLLOW THE DISCHARGE LINE OF THE PUMP TO MAKE SURE THAT THE
PRODUCT FLOWS THROUGH THE FILTER. OPEN ANY BLOCK VALVES IN
THAT LINE. OPEN THE BLOCK VALVE IN THE MANIFOLD THAT LEADS TO
THE 377 SHIPPING TANK.
7. OPEN THE BLOCK VALVE IN THE LINE THAT LEADS TO THE 377
SHIPPING TANK. MAKE SURE THAT THE VALVE IN THE LINE THAT
LEADS TO THE DOCK STORAGE AREA IS CLOSED.
8. TURN ON THE PUMP.
9. MAKE SURE THAT THE LEVEL IN THE SHIPPING TANK IS COMING UP.
WATCH THE LEVEL CLOSELY TO PREVENT OVERFILLING.
10. WHEN THE SHIPPING TANK ALARMS HIGH LEVEL, TURN OFF THE PUMP.
Even though there is a high level alarm on the shipping tank,
frequently check the level. You may not hear the alarm when
it goes off.
11. CLOSE THE SUCTION AND THE DISCHARGE VALVES AT THE PUMP.

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_____ 12. CLOSE THE SUCTION VALVE AT THE TANK.

_____ 13. CONNECT A N2 HOSE TO THE TOP OF THE FILTER. CLEAR THE LINE FROM THE FILTER TO THE 377 SHIPPING TANK WITH N2 FOR APPROXIMATELY 5 TO 10 MINUTES.

_____ 14. CLOSE THE VALVES IN THE STAB TANK AREA THAT LEAD TO THE SHIPPING TANK. -

_____ 15. CLOSE THE VALVES AT THE SHIPPING TANK THAT COME FROM THE STAB TANK AREA.

_____ 16. CHECK THE SHIPPING TANK BS&B TO MAKE SURE THAT IT IS CLOSED.

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SPILL/RELEASE POTENTIAL:

1. Make sure that all bleeds are closed and plugged.
2. Periodically check the levels in the 377 shipping tank to make sure that it is coming up and the stab tank to make sure that it is going down.
3. Periodically check the level in the other stab tanks to make sure that they are holding.
4. Check and double check valves and piping to prevent cross contamination and other problems.