

WRITTEN BY: J.M.S.
APPROVED BY:
DATE: 9/90
REVIEWED: JPS
DATE: 10-91

6903-017.SOP
TERTIARY BUTYL ALCOHOL TRUCK UNLOADING

OPERATOR'S NAME: _____ DATE: _____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)
_____	1. REVIEW JOB SAFETY INSTRUCTIONS. THE OPERATOR AND THE TRUCK DRIVER SHOULD NOT LEAVE THE DELIVERY TRUCK UNATTENDED WHILE THE TRUCK IS BEING UNLOADED. NO VEHICLE OR TRAFFIC SHOULD BE IN THE AREA WHEN UNLOADING. THE DELIVERY TRUCK IS NOT TO BE LEFT RUNNING WHEN UNLOADING. THE TRUCK DRIVER SHOULD BE AWARE OF EVACUATION PROCEDURES.
_____	2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT. BE SURE THAT YOU ARE WEARING GOGGLES AND GLOVES WHEN CATCHING SAMPLES OR HANDLING THE PRODUCT. A COMFO II MASK IS REQUIRED WHEN AIR SPACING A TANK OR CATCHING A SAMPLE FROM AN OPEN DOME ON A DELIVERY TRUCK.
_____	3. HAVE THE DRIVER OPEN THE DOME ON THE TOP OF THE DELIVERY TRUCK. CATCH AN 8 OUNCE SAMPLE OF THE PRODUCT IN THE TRUCK AND BRING IT TO THE MAIN LAB FOR CLEARANCE.
_____	4. RECEIVE AND PRINT OUT THE RESULTS FROM THE MAIN LAB'S ANALYSIS BY FAX OVER THE COMPUTER. VERIFY THAT THE MAIN LAB'S REPORT AND THE CERTIFICATE OF ANALYSIS ARE IN AGREEMENT (BOTH VERIFY THE CONTENTS OF THE TRUCK AND THAT THE MATERIAL IS WITHIN THE SPEC LIMITS). STAPLE THE LAB REPORT AND THE CERTIFICATE OF ANALYSIS TOGETHER AND HAVE THE LEAD OPERATOR COMPARE THE TWO. BOTH THE LEAD OPERATOR AND AUXILIARY OPERATOR INITIALIZE THE TOP SHEET AFTER VERIFICATION AND TURN BOTH REPORTS IN TO SUPERVISION. (IN CASE THE FAX BOARD ON THE COMPUTER IS OUT OF SERVICE, WRITE THE FULL CONTENTS OF THE MAIN LAB'S RESULTS ON THE CERTIFICATE OF ANALYSIS AND INITIALIZE).
_____	5. IF THE MAIN LAB'S ANALYSIS AND THE CERTIFICATE OF ANALYSIS DO NOT AGREE, AS DEFINED ABOVE, THEN DO NOT UNLOAD THE TRUCK. NOTIFY THE LEAD OPERATOR FOR FURTHER INSTRUCTIONS.
_____	6. ONCE THE TRUCK HAS BEEN CLEARED BY THE LAB, NOTIFY THE LEAD OPERATOR SO THAT HE CAN UNLOCK THE PUMP SUCTION. SPOT THE TRUCK AT THE TERTIARY BUTYL ALCOHOL UNLOADING PUMP IN THE OLD TANK FARM. CHECK THE AIR SPACE OF THE TANK TO PREVENT OVERFILLING. Consult the tank level guide to determine the total amount of TERTIARY BUTYL ALCOHOL that the tank can hold. Remember that the TERTIARY BUTYL ALCOHOL has to be mixed with MC due to the high freezing temperature of the TERTIARY BUTYL ALCOHOL. We shoot for a 50/50 TERTIARY BUTYL ALCOHOL/MC mixture. Don't fill to less than 3 feet air space.

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- 7. DOUBLE CHECK THE SUCTION AND DISCHARGE VALVES ON THE UNLOADING PUMP THAT LEAD TO THE METHYLAL AND BUTYLENE OXIDE TANKS TO PREVENT CROSS CONTAMINATION. Don't assume that the person before you closed all the valves!!!
- 8. CONNECT THE GROUND CABLE TO THE TRUCK.
- 9. CONNECT THE UNLOADING HOSE TO THE TERTIARY BUTYL ALCOHOL UNLOADING LINE LEADING INTO THE TERTIARY BUTYL ALCOHOL TANK. THE DRIVER WILL CONNECT THE OTHER END OF THE UNLOADING HOSE TO THE TRUCK. The truck should arrive with receptive fittings for our connections.
- 10. USE N2 TO UNLOAD A TERTIARY BUTYL ALCOHOL TRUCK. MAKE SURE THAT ALL KELLY FITTINGS ARE REMOVED AND REPLACED WITH N2 FITTINGS. No air to N2 adaptors are accepted!!! THE DRIVER OF THE DELIVERY TRUCK WILL CONNECT THE OTHER END OF THE N2 HOSE TO THE TRUCK AND REGULATE THE PRESSURE.
- 11. THE TRUCK IS READY TO BE UNLOADED. OPEN THE SUCTION AND THE RECIRCULATION VALVES AT THE TERTIARY BUTYL ALCOHOL TANK. OPEN THE SUCTION AND THE DISCHARGE VALVES AT THE TERTIARY BUTYL ALCOHOL UNLOADING PUMP. ALSO OPEN ANY BLOCK VALVES THAT MAY BE IN THE SUCTION AND THE RECIRCULATION LINES LEADING INTO THE TERTIARY BUTYL ALCOHOL TANK. LINE UP THE RECIRCULATION LINE THROUGH THE EDUCTOR. DOUBLE BLOCK THE PRODUCTION LINE WHICH SHOULD BE FREE OF ALL MATERIAL. MAKE SURE THAT THERE ARE NO LEAKS.
- 12. TURN ON THE UNLOADING PUMP.
- 13. CHECK THE AIR SPACE OF THE TANK TO MAKE SURE THAT THE LEVEL IS COMING UP. WATCH THE LEVEL CLOSELY TO PREVENT OVERFILLING OF THE TANK.
- 14. STAY BY THE TRUCK THE ENTIRE TIME THAT IT IS BEING UNLOADED IN CASE OF A LEAK, ETC.
- 15. AFTER THE TRUCK IS EMPTY, TURN OFF THE PUMP AND THE N2. THE DRIVER WILL CLOSE THE N2 VALVE AT THE TRUCK. BE SURE TO BLEED THE N2 HOSE BEFORE DISCONNECTING.
- 16. THE TRUCK DRIVER WILL THEN BLEED OFF EXCESS N2 PRESSURE FROM HIS TRUCK INTO THE LINE. WHEN THE N2 REACHES THE DESIRED PRESSURE IN THE TRUCK, CLOSE THE VALVE ON THE LINE NEAREST TO THE UNLOADING HOSE. THE DRIVER WILL THEN CLOSE THE VALVE ON THE TRUCK. BE SURE TO BLEED THE UNLOADING HOSE AT THE BLEED VALVE BEFORE DISCONNECTING.
- 17. DISCONNECT THE GROUND CABLE FROM THE TRUCK.
- 18. CLOSE ALL VALVES TO THE TANK AND CHECK THE AIRSPACE OF THE TANK. NOTIFY YOUR IMMEDIATE SUPERVISOR OF THE LEVEL SO THAT THE AMOUNT OF MC TO BE ADDED TO THE TANK CAN BE CALCULATED. LOCK THE PUMP SUCTION.
- 19. AFTER THE UNLOADING PROCESS IS COMPLETED, GET THE LEAD OPERATOR TO SIGN THE TRUCK DRIVER'S PAPER WORK. INSTRUCT THE DRIVER TO RETURN TO THE SCALES.

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SPILL/RELEASE POTENTIAL

1. MAKE SURE THAT ALL BLEEDS ARE CLOSED AND PLUGGED.
2. MAKE SURE THAT ALL LINES TO THE TANK ARE CLOSED.
3. WATCH THE TANK LEVEL TO PREVENT OVERFILLING.

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