

Ethanolamines/Glycol Ethers Tier 3 Procedure

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Title: Trailer Ordering/Trailer Moving Procedure
Reference: S & LP Dupree Logistics

450. Trailer Ordering/Trailer Moving Procedure

1.0 Objective

1.1 The objective is to document the method of ordering an empty tank trailer, and/or requesting one to be moved from your plant to Environmental Operations or to a tank trailer cleaning facility.

2.0 Responsibility

2.1 It is the responsibility of the plant to order a tank trailer when required.

2.2 It is the responsibility of the plant to request a movement of a tank trailer from the block.

2.3. It is the responsibility to the plant to ensure that all applicable hazardous waste regulations are met (i.e. containment, timing for movement, RCRA Subpart CC).

3.0 Keywords

3.1 Tank Trailer, Waste, Transport

4.0 References

4.1 Environmental Operations Trailer Movement Procedure

4.2 Transport Logistics Trailer Movement Procedure

5.0 Interfaces

5.1 Dupre' Logistics: Tank Transfer Request Form (Attached)

6.0 Definitions

6.1 RCRA Subpart CC - Hazardous Waste regulation that deals with emissions from hazardous waste transfers

6.2 Transport Logistics - Dow group that coordinates trailer movement

6.3 Transport Services - Company that provides trailers to Dow

6.4 Dupre' - Logistics company that moves trailers in the division

7.0 Safety Concerns

7.1 Materials of construction of the trailer must be specified to insure no reactive chemical concerns result.

7.2 Documentation of the "last contained material" must be examined to insure no compatibility or reactive chemical concerns result.

8.0 Safety Equipment

8.1 Standard block safety equipment

9.0 Environmental Concerns

9.1 Getting a hazardous waste trailer moved to Environmental Operations in a timely manner.

9.2 Ordering a truck during off hours to mitigate any incident response.

9.3 Ensuring any applicable hazardous waste containment regulations are followed.

10.0 Procedure

10.1 Ordering an Empty Tank Trailer

10.2 To order a tank you must first call Transport Logistics at **8305** or **6476** and request a trailer from Transport Services.

10.3 After hours, weekends and holidays, Transport Logistics has an employee on call. The on-call phone number is **353-4772** and the pager number is **353-4771**.

10.4 Transport Logistics will then fax Dupre' (the current trailer movers) a trailer transfer form with the trailer # on it.

10.5 Dupre' will then go to Transport Services to pick up trailer and deliver it to you.

10.6 You must specify the location the trailer will be spotted. Hazardous waste containment requirements must be addressed.

11.0 Movement of a Tank Trailer

11.1 To request that a tank trailer be moved from your block, you must call Dupre' at **1676**. If no one can be reached at 1676, call the alternate cell phone at **776-2070**. In the unlikely event that no one answers, call Security. Security is equipped with a Dupre' radio and can contact Dupre' personnel on site.

11.2 A trailer transfer form has to be filled out and faxed to Dupre' in order for them to move a trailer. The fax number is **1677**.

11.3 List trailer number, plant name, plant phone number, plant contact, where the trailer is being transferred, and the date.

11.4 If there is an emergency situation, explain the reason. An emergency to Dupre' is anytime a trailer has to be moved in two hours or less, even if there is no real plant emergency.

11.5 Circle the type of urgency. If you do not circle one, routine will be assumed.

11.6 An example of a filled out form is:

Transfer From:	Ext. # and Contact	Transfer To:	Date:
Tank # 658 Poly B	# 8556 Mike	E.O.P.	6-11-97
Tank # 608 Glycol 1	# 6476 Lacy	Transport Services	6-11-97

Comments:

Explain Emergency Situation:

Plant in start up mode .

Tank loaded with hazardous material.

Circle type of urgency

Emergency	Before 4 p.m.	Routine
Within 2 Hours		Within a 12 hour Period

11.7 In order to transfer an empty trailer directly from the plant to Transport Services, you must supply Dupre' with the following:

11.8 Trailer Cleaning Checklist

11.9 MSD sheets

12.0 Trailer Cleaning Checklist

TRAILER CLEANING CHECKLIST

FOR TRAILERS GOING TO TRANSPORT SERVICES FOR CLEANING

ITEMS TO BE COMPLETED BY SENDER PLANT

_____ HEEL HAS BEEN MANUALLY DRAINED

_____ TRAILER HAS BEEN DEPRESSURED

_____ NECESSARY MSD SHEETS ATTACHED

PLANT: _____ ACCT. NO. _____ DATE: _____

MATERIAL(S) LAST CONTAINED: _____
_____ TRAILER NO. _____

DOW OPERATOR: _____ EXTENSION: _____

TRANSPORT SERVICES ITEMS

TRAILER CLEANING METHOD: _____

COMMENTS: _____

TRANSPORT SERVICES REPRESENTATIVE: _____

DATE: _____

*** PAPERWORK MUST ACCOMPANY TRAILER AT ALL TIMES***

13.0 Dupre' Phone List:

Position	Name	Office	Pager	Fax
Day Coordinator	Mark Giep	776-2070	296-2205	1677
Night Coordinator	Roderick Comena	776-2070	296-2285	1677
Cellular Phone		776-2070		
Operations Manager	Robby Moss	4562	322-4562	4493
Operations Supervisor	Tony Lachman	1676	322-0165	1677
Area Manager	Brian Friesing	4381	322-4381	4493

13.0 Trailer Transfer Request Form:

DUPRE' LOGISTICS: TANK TRANSFER REQUEST FORM

TRANSFER FROM:	EXT# AND CONTACT	TRANSFER TO:	DATE

ALTERNATE PHONE # 776-2070 DRIVER COORDINATOR PG# 296-2205 (Day Shift) AND
296-2285 (Night Shift)

COMMENTS:

EXPLAIN EMERGENCY
SITUATION:

CIRCLE TYPE URGENCY	EMERGENCY	BEFORE 4PM	ROUTINE
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Within 2 hour period

Within 12 hour period

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