

VCM AIR MONITOR

STANDARD OPERATING PROCEDURE

STEPS	CHECK	KEY POINTS
1. When an air monitor alarm is received, the appropriate operator or lead operator is to go out and investigate the leak <u>immediately</u>. 2. Corrective action is to be taken to stop the leak if one is found. 3. The following information is to be noted in the logbook for each alarm. a. The alarm was acknowledged and check <u>when received</u> or at what time it was checked out. b. What was found. c. What corrective action was taken to stop the leak. 4. Repeated alarms at the same point are <u>not acceptable</u>. 5. If the system appears to be malfunctioning contact the shift supervisor to call out the analyzer group to repair the system. 6. Pull the air monitor report after it prints out at 7am. <u>VC lead man is responsible.</u> 7. Transfer the responses to the alarms for each point from the logbooks to the air monitor report. a. Responses are to be made in such a manner as to leave no doubt or confusion about what		1. 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. Even if nothing was found, write "nothing found". Use the TIP or HNU to locate the leak. If for some reason it is lost, pull the alarm point data logger for the 24 hour period 7am-7am. Alarms will appear in columns <R3 and >R3. The <R2 column is not for alarms. Since the alarm is to be checked immediately, the response on the air monitor report should contain

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was done. 8. If the response in the log-book is incomplete or missing the <u>VC lead man is responsible for tracking down the answers.</u> 9. Put the completed report on the desk of the supervisor in charge of the air monitor report file. 10. The VCM-I air monitor alarms also print at VCM-II. VCM-II is responsible for checking out points 9-12 in the same manner as described above. The findings <u>must be noted</u> in the storage logbook and <u>must be communicated</u> back to the VC-I control room to be logged onto their air monitor report.		<i>phrase</i> a phrase stating so. An example of this is "operator checked at alarm time...". Every effort is to be made to check the alarm as soon as possible. If for some reason we are unable to do so it should be noted as such and a reason given. The remainder of the response should clearly state what was found and what corrective action was taken. Examples of this are: "...found a sample coil fitting leak and tightened it up and leak stopped", "...found nothing", and "...found a leaking flange. cleared the piping to stop the leak and wrote it up in the maint. log to be repaired". Write notes in the appropriate logbooks if necessary. Points: 1-8 VC loading rack 9 S-1,2 transfer pumps 10 Day tank transfer pumps 11 Piperack south of maint. shop 12 S-1,2 tank car ldg 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 <u>VCM-II's responsibility</u> to check the alarm and report the findings to VC-I control room to be logged onto their air monitor report.