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APPROVED BY:

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TAKING AN ALARM, INSTRUMENT, OR SDS
CONTROL VALVE OUT OF SERVICE IN DERIVATIVES

CHECK ACTION STEPS (Capital letters) and Comments (Small letters)

This SOP is written to develop a uniform procedure throughout Derivatives to ensure that the appropriate steps are taken prior to removing from service or bypassing an alarm, instrument, or shut down system automatic valve. This SOP will provide an effective way of communicating the status of these instruments to others and making sure that the necessary steps are taken to correct the problem. This procedure is intended to apply to all pressure, temperature, flow, level, analyzer, etc. instrumentation and the associated control valves.

This SOP is considered to be each unit's minimum standard. Each unit reserves the right to require a higher level of reliability if it is deemed necessary by the unit supervision.

1. CHECK TO SEE IF THE CAUSE OF THE ALARM CAN BE CORRECTED.

In every circumstance, the first response should be a reasonable effort toward correcting the cause of the problem. Operating without alarms, instrumentation, or shut down system valves introduces a level of risk that is not acceptable.

2. CHECK TO MAKE CERTAIN WHICH CATEGORY THE ALARM OR INSTRUMENTATION FALLS INTO:

Check the list of alarms attached in the Environmental SOP manual which includes all of the alarms, instrumentation, and shut down system valves listed in category "A". This category includes all RCRA, EPA, Consent Decree, or Critical alarms. All others not included on this list will automatically fall into category "B".

A. RCRA, EPA, CONSENT DECREE, OR CRITICAL ALARMS, INSTRUMENTATION OR SHUT DOWN SYSTEM AUTOMATIC VALVES.

B. ALL "OTHER" ALARMS, INSTRUMENTATION, AND VALVES.

3. IF THE ALARM FALLS INTO CATEGORY "A" GO TO STEP #5. IF THE ALARM FALLS INTO CATEGORY "B" GO TO STEP #4 AND GO NO FURTHER.
4. CATEGORY "B" RESPONSE: THE LEAD OPERATOR SHOULD FOLLOW ESTABLISHED UNIT PROCEDURES AND HIS KNOWLEDGE OF THE UNIT TO EVALUATE EACH SITUATION AND MAKE A DECISION AS TO WHETHER THE INSTRUMENT CAN BE BYPASSED OR NOT.

If there is any doubt about this choice, supervision should

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be consulted. These alarms and instrumentation are not considered critical under normal conditions.

STOP HERE FOR CATEGORY "B" ALARMS.

5. CATEGORY "A" RESPONSE: NOTIFY YOUR LEAD OPERATOR OF THE SITUATION.

No one except the unit lead operator or supervisor has the authority to approve taking an alarm out of service.

6. THE LEAD OPERATOR WILL DECIDE IF IT IS SAFE TO TAKE THE INSTRUMENT OUT OF SERVICE. IF IT IS SAFE TO DO SO, THE LEAD OPERATOR WILL COMPLETE AN "OUT-OF-SERVICE" TAG AND MOUNT IT ON THE CONTROL PANEL. A NOTE IN THE OPERATING LOGBOOK WILL BE MADE TO EXPLAIN WHAT WAS DONE AND WHY. IF IT IS NOT SAFE TO DO SO, THE SITUATION WILL REQUIRE ANOTHER DECISION TO BE MADE. CONSULT WITH SUPERVISION.

The out-of-service tag is intended to be a communications tool for notifying other people that Category "A" alarms are out of service. These tags should be taped to the instrument on the control panel or, if this is not possible, in a prominent place on the control panel and left there until the situation is corrected.

There are circumstances during routine operations when some of these alarms or valves need to be taken out of service for short periods of time to perform short term routine work on the system. Some examples of this include pulling alarm cards at EDC I to look for a "mystery alarm", or taking alarms out of service on the computer at VCM II long enough to identify them on the CRT display, or when an operator and log book instrument man go outside to look at a shut down system valve that is sticking, or when OHC analyzers are bypassed for preventative maintenance work. Under these circumstances it would be too cumbersome to fill an out-of-service tag. For these short-term situations it will be acceptable practice for the instrumentation to be taken out-of-service provided that both of the following criteria are met:

- 1) The lead operator is informed of and approves of the situation.
- 2) The operator gives undivided attention to this problem.

If both of these cannot be met, then the out-of-service tag must be used regardless of the length of time required. The out-of-service tags are not a substitute for performing non-routine maintenance. Whenever instruments are in need of repair, the out-of-service tags serve only to communicate the status of the instrument. Repairs need to be scheduled per the normal established unit priorities.

7. WHEN THE REPAIRS ARE MADE AND THE ALARM/VALVE IS PUT BACK INTO SERVICE AND OPERATING NORMALLY, REMOVE THE OUT-OF-SERVICE TAG FROM THE BOARD, TAPE IT INTO THE LOGBOOK, AND COMPLETE FILLING OUT THE SECTION THAT DEALS WITH RETURNING ALARMS TO SERVICE.

8. A WEEKLY "ENVIRONMENTAL ALARM CHECKLIST" WILL BE COMPLETED BY

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EACH UNIT ON MONDAY MORNING GRAVEYARD SHIFT TO CONFIRM THAT THE PANEL ALARMS AND LIGHTS ARE IN WORKING ORDER AND THAT ALL OF THE OUT-OF-SERVICE ALARMS AND VALVES HAVE BEEN PROPERLY TAGGED ACCORDING TO THIS SOP. THESE CHECKLISTS WILL BE COMPLETED FOR ALL RCRA AND CONSENT DECREE ALARMS AND MAILED TO THE DERIVATIVES ENVIRONMENTAL FOREMAN EACH WEEK FOR RECORDKEEPING.

The audible and visual alarms should be proven functional and all shut down system automatic valves which are bypassed should be tagged.

9. IF DURING STEP #8, A PROBLEM IS IDENTIFIED WHICH HAS NOT BEEN PROPERLY "OUT-OF-SERVICE" TAGGED, RETURN TO STEP #1 ABOVE AND FOLLOW THIS SOP.

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OUT-OF-SERVICE TAG (Instructions on back)	
This _____	(LT, PT, control valve, etc.)
is _____ inoperable _____ bypassed _____ out of service	
Noted in _____ logbook on page _____	
Date noted _____ by _____	(L.O., Supervisor)
Repair date: _____ Taped in logbook.	
Signed _____	
(L.O., Supervisor)	

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INSTRUCTIONS FOR OUT OF SERVICE TAG

This tag is used to document that critical operating or environmental alarms/control valves have been taken out of service or bypassed.

Completely fill in all information on the tag so that other operators will be able to correctly identify the tagged device. Either the lead operator or the supervisor must sign the tag. Note any additional details in the appropriate operator's logbook.

After repairs/adjustments have been made, once again the lead operator or supervisor should sign the tag. The tag should then be taped into the appropriate operations' logbook to complete the documentation.

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ENVIRONMENTAL ALARM CHECK LIST

Date _____

Instructions: On a weekly basis.....

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