Ethanolamines/Glycol Ethers
Tier 3 Procedure

Section Number: 421
Issue Number: 1.3
Original Date: 12-13-91 **Author:** Mike Viator
Revision Date: 12-29-95
Title: Transfer DV-125 To DV-4
References: Glossary Of Equipment Identification (Text # 114)

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421. Transfer DV-125 To DV-4

1.0 Objective:

1.1 To transfer this product from block 55 to block 5 storage, without compromising the quality of the product, in a safe and environmentally sound manner.

2.0 Responsibility:

2.1 It is the responsibility of the operations supervisor to ensure that this procedure is fully complied with.

2.2 It is the responsibility of the loading coordinator and the operations specialists to ensure that this procedure is executed in a safe and efficient manner.

3.0 Special notations:

3.1 This transfer will be made using the PM load line to the chemical dock. This line must be filled with PM (propylene glycol mono methyl ether) in the same manner used to load barges or ships.

3.2 The product must sample good at the dock pig trap before any tank transfers can take place.

3.3 Since these transfers are inter-plant transfers, the surveyor will not be needed to strap the tanks. However start and stop readings should be taken for filling the lines and tank transfers.

3.4 The double block and bleed jumper line should be chained after the line is returned to its normal position.

3.5 After the transfer, if the line to the dock still contains PM), the jumper line does not need to be double blocked and bled but one of the block valves needs to be closed to prevent back flow from one tank to another.

3.6 Bring a drum with you to DV-4 when double block and bleeding the jumper line so you will have a place to put drained product from the jumper spool.

4.0 Safety Notations:

4.1 Monogoggles are required when sampling, moving the jumper line blind and working around the pig traps.

5.0 Procedure:

5.1 Open the appropriate valves to fill DV-4 through the line from DV-4 to the dock. The emergency block valve (ebv) at the dock and the valves to both the ship and barge for both PM pig traps should be closed. The jumper line between the PM series line to the dock and the fill line to DV-4 needs to be opened up with the bleed valve closed. At DV-4 the discharge and the suction to the pump and the upstream block valve on the 2" recirculation line all need to be closed. The suction to DV-4 and the 6" by-pass around the pump need to be open.

5.2 Execute transfer.

5.3 After the transfer is complete, the PM line to the dock should be pigged back into DV-125 and or a tank car.

5.4 Return the valves associated with DV-4 to their normal position.

5.4.1 Normal valve position for DV-4 are as follows: jumper line is double blocked and bled. 2" recirculation line to DV-4 should be open. The suction valve at the tank should be blocked in.

6.0 Revisions:

Revision No. 1	07-15-93	Yearly Review
Revision No. 2	12-20-94	Yearly Review
Revision No. 3	12-29-95	Yearly Review

ETHANOLAMINES/GLYCOL ETHERS
TIER 3 PROCEDURE

SECTION NUMBER:	414		
ISSUE NUMBER:	1.1		
ORIGINAL DATE:	03-22-95	AUTHOR:	PAULA BOURGEOIS
REVISION DATE:	02-22-96		
TITLE:	OFFLOADING T/C TO STORAGE TANK		
REFERENCES:	QSP07 INSPECTION AND TESTING		
	QSP10 CONTROL OF NON-CONFORMING PRODUCT		
	2000 QUICK DISCONNECTS AND BLEEDS		
	1713 USE OF FLEX HOSES		

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414. OFFLOADING T/C TO STORAGE TANK

1.0 OBJECTIVE:

1.1 TO TRANSFER PRODUCT FROM RAILCAR TO STORAGE TANK IN A SAFE AND ENVIRONMENTALLY SOUND MANNER WITHOUT COMPROMISING PRODUCT QUALITY.

2.0 RESPONSIBILITY:

2.1 IT IS THE RESPONSIBILITY OF SUPERVISION TO ENFORCE THE SAFE WORKING PROCESSES.

2.2 THE LOADING COORDINATOR IS RESPONSIBLE FOR THIS TRANSFER OF THIS PRODUCT TO BE PERFORMED IN THE GUIDELINES OF THIS PROCEDURE.

2.3 THE INDIVIDUAL PERFORMING THIS TASK IS RESPONSIBLE FOR CONDUCTING THIS PROCESS IN A SAFE AND ENVIRONMENTALLY SOUND MANNER AND INSURING THAT QUALITY OF THE STORAGE TANK IS NOT COMPROMISED, THAT ALL PIPING IS DRAINED TO PREVENT CROSS CONTAMINATION, AND THAT QUALITY CONTROL PROCEDURES ARE FOLLOWED.

3.0 OFFLOADING T/C TO STORAGE TANK PROCEDURE:

3.1 SECURE THE CAR AS NORMAL.

3.2 OPEN DOME, CATCH A SAMPLE AND ANALYZE.

3.3 CLOSE DOME AND ATTACH NITROGEN TO 1" VALVE IN INDUCTION DOME. BEGIN PRESSURING THE TANKCAR.

3.4 CONNECT QUICK CONNECT AND BLEED ASSEMBLY TO THE 2" OFFLOADING LINE IN THE INDUCTION DOME. CONNECT HOSE TO ASSEMBLY AND TO LOADING LINE.

3.5 WHEN SAMPLE ANALYSIS HAS BEEN APPROVED FOR TRANSFER, OPEN VALVE IN PIPERACK, CHECK FOR LEAKS, OPEN 2" LINE ON CAR.

3.6 BLOW PRODUCT INTO STORAGE TANK. THE BOARD MAN CAN MONITOR THE LEVEL IN THE TANK.

3.7 WHEN THE CAR STARTS BLOWING NITROGEN, TURN THE NITROGEN OFF.

3.8 CLOSE THE VALVES IN PIPERACK, THEN VALVE ON TANKCAR, BLEED LINE DOWN. (BE SURE THAT ALL POSSIBLE PIPING IS BLOWN OUT OR DRAINED SO THAT CROSS CONTAMINATION DOES NOT OCCUR.)

3.9 DISASSEMBLE THE FITTINGS AND HOSES ON THE TANKCAR, DEPAD TANKCAR AND SECURE AS NORMAL AND CHECK TO INSURE VALVING IS REPOSITIONED CORRECTLY.

3.10 IF THIS TANKCAR IS ONE OF OURS, HAND DRAIN TAGS ON CAR WHEN FINISHED.

3.11 DECONTAMINATE HOSES.

REVISIONS:

NO. 1	10-15-95	MODIFIED 1.1, 2.3, 3.8 & 3.9 TO REFLECT ASSOCIATED PIPING TO PREVENT CROSS CONTAMINATION AS RESULT OF 10-18-95 QUALIT INCIDENT.
	02-22-96	YEARLY REVIEW, NO CHANGES.