

WRITTEN BY: JMS  
APPROVED BY:  
DATE: 9/90  
REVIEWED BY: DY  
10/91

6903-028.SOP  
FILLING 377 SHIPPING TANK FROM DOCK TANKS

OPERATOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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| CHECK | ACTION STEPS (Capital Letters) and COMMENTS (Small Letters) |  
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- \_\_\_\_ 1. REVIEW JOB SAFETY INSTRUCTIONS.  
BECOME FAMILIAR WITH THE CHEMICALS THAT YOU ARE WORKING WITH.  
KNOW SOME OF THEIR CHARACTERISTICS. KNOW WHAT PROCEDURES TO  
FOLLOW IN CASE OF A SPILL/RELEASE OR ACCIDENT.
- \_\_\_\_ 2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT.  
HARD HATS, SAFETY SHOES, SAFETY GLASSES AND ESCAPE  
RESPIRATORS ARE REQUIRED WHEN WORKING IN ANY PRODUCTION AREA.  
GOGGLES AND CHEMICALLY SAFE GLOVES ARE RECOMMENDED WHEN  
CATCHING SAMPLES. A COMFO II IS REQUIRED WHEN GAUGING TANKS.
- \_\_\_\_ 3. AT THE 377 SHIPPING TANK, MAKE SURE THAT ALL LINES LEADING  
INTO IT ARE CLOSED. OPEN THE VALVES IN THE LINE COMING FROM  
THE STAB TANK AREA.
- \_\_\_\_ 4. AT THE MANIFOLD IN THE STAB TANK AREA, MAKE SURE THAT ALL TIE  
IN LINES TO THE SHIPPING TANK LINE ARE CLOSED.
- \_\_\_\_ 5. IN THE STAB TANK AREA, OPEN THE VALVE IN THE LINE COMING FROM  
THE DOCK STORAGE AREA. OPEN THE BLOCK VALVES IN THE LINE  
THAT GOES TO THE 377 SHIPPING TANK.
- \_\_\_\_ 6. AT THE DOCK STORAGE AREA, MAKE SURE THAT THE SUCTION AND  
RECIRCULATION VALVES OF THE TANKS THAT WILL NOT BE USED ARE  
CLOSED. MAKE SURE THAT ALL LINES THAT TIE IN TO SHIPPING ARE  
CLOSED.
- \_\_\_\_ 7. OPEN ALL VALVES IN THE SUCTION LINE OF THE TANK THAT WILL BE  
USED FOR 377 SHIPPING MATERIAL TO THE PUMP.
- \_\_\_\_ 8. OPEN THE SUCTION AND DISCHARGE VALVES OF THE PUMP.
- \_\_\_\_ 9. OPEN ANY BLOCK VALVES IN THE DISCHARGE LINE FROM THE PUMP TO  
THE MANIFOLD THAT LEAD TO THE STAB TANK AREA IN THE UNIT.  
DO NOT BY-PASS THE FILTER.
- \_\_\_\_ 10. TURN ON THE PUMP.
- \_\_\_\_ 11. MAKE SURE THAT THE LEVEL IN THE SHIPPING TANK IS COMING UP.  
WATCH THE LEVEL CLOSELY TO PREVENT OVERFILLING.

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- \_\_\_\_ 12. WHEN THE SHIPPING TANK LEVEL ALARMS TOP OFF HIGH LEVEL, TURN OFF THE PUMP.  
Even though there is multiple high alarms on the shipping tank, frequently check the level. You may not hear the alarm when it goes off.
- \_\_\_\_ 13. IN THE DOCK STORAGE AREA, CLOSE THE SUCTION AND THE DISCHARGE VALVES AT THE PUMP. CLOSE THE SUCTION LINE TO THE DOCK STORAGE TANK.
- \_\_\_\_ 14. CONNECT A N2 HOSE TO THE TOP OF THE FILTER IN THE DOCK STORAGE AREA. CLEAR THE LINE FROM THE FILTER IN THE DOCK STORAGE AREA TO THE 377 SHIPPING TANK WITH N2 FOR APPROXIMATELY 15 MINUTES.
- \_\_\_\_ 15. CLOSE ALL VALVES THAT WERE OPENED IN THE DOCK STORAGE AREA.
- \_\_\_\_ 16. CLOSE ALL VALVES THAT WERE OPENED IN THE STAB TANK AREA.
- \_\_\_\_ 17. CLOSE ALL VALVES THAT WERE OPENED AT THE 377 SHIPPING TANK.
- \_\_\_\_ 18. CHECK THE SHIPPING TANK BS&B TO MAKE SURE THAT IT IS CLOSED.

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SPILL/RELEASE POTENTIAL:

1. Make sure that all bleeds are closed and plugged.
2. Periodically check the levels in the 377 shipping tank to make sure that it is coming up.
3. Check the level in the dock storage tank to make sure that it is coming down.
4. Check the level in the other dock tanks to make sure that they are holding.
5. Check and double check valves and piping to prevent cross contamination and other problems.

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