

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

6903-026.SOP
TRANSFER STAB TANKS TO DOCK STORAGE AREA

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 MASK IS REQUIRED WHEN GAUGING
TANKS.
- ____ 3. ONCE A STAB TANK HAS BEEN CLEARED, IT IS READY TO BE MOVED TO
THE DOCK STORAGE AREA. CONSULT YOUR LEAD OPERATOR TO FIND
OUT WHICH DOCK TANK THE STAB TANK IS TO BE MOVED INTO.
- ____ 4. AT THE DOCK STORAGE AREA, MAKE SURE THAT THE VALVE IN THE
LINE GOING TO SHIPPING IS CLOSED. OPEN THE VALVE IN THE LINE
COMING FROM THE UNIT.
- ____ 5. MAKE SURE THAT SUCTION VALVE OF THAT TANK AND ALL OTHER
VALVES TO THE OTHER TANKS ARE CLOSED. OPEN THE RECIRCULATION
LINE OF THE DOCK TANK THAT YOU ARE TRANSFERRING INTO.
- ____ 6. IN THE STAB TANK AREA, MAKE SURE THAT THE SUCTION AND
RECIRCULATION VALVES TO THE OTHER STAB TANKS ARE CLOSED.
OPEN THE SUCTION VALVE OF THE TANK THAT IS TO BE TRANSFERRED.
- ____ 7. MAKE SURE THAT VALVES IN THE LINES LEADING TO OTHER AREAS ARE
CLOSED. OPEN THE SUCTION AND DISCHARGE VALVES OF THE
TRANSFER PUMP.
- ____ 8. IN THE STAB TANK AREA, OPEN THE VALVE IN THE MANIFOLD LEADING
TO THE DOCK STORAGE AREA.
- ____ 9. OPEN THE BLOCK VALVE IN THE DISCHARGE LINE JUST BEFORE THE
FILTER. MAKE SURE THAT THE BLOCK VALVE IN THAT LINE LEADING
TO THE SHIPPING TANK IS CLOSED.
- ____ 10. OPEN THE VALVES BEFORE AND AFTER THE FILTER LEADING TO THE
DOCK STORAGE AREA.

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- _____ 11. TURN ON THE TRANSFER PUMP.
- _____ 12. CHECK THE DOCK STORAGE TANK TO MAKE SURE THAT THE LEVEL IS COMING UP. DOUBLE CHECK TO MAKE SURE THAT YOU ARE PULLING FROM THE RIGHT STAB TANK. ALSO, DOUBLE CHECK TO MAKE SURE THAT ALL VALVES LEADING TO OTHER PLACES ARE CLOSED.
- _____ 13. WHEN THE STAB TANK IS EMPTY, THE PUMP WILL START TO CAVITATE. TURN OFF THE PUMP. CLOSE THE SUCTION VALVE AT THE STAB TANK.
- _____ 14. CLOSE THE SUCTION AND DISCHARGE VALVES OF THE PUMP.
- _____ 15. CLOSE THE VALVE IN THE MANIFOLD LEADING TO THE DOCK STORAGE AREA.
- _____ 16. CLOSE THE BLOCK VALVE IN THE DISCHARGE LINE JUST BEFORE THE FILTER.
- _____ 17. CONNECT A N2 HOSE TO THE TOP OF THE FILTER AND CLEAR THE LINE FROM THE STAB AREA TO THE DOCK STORAGE AREA FOR APPROXIMATELY 10 TO 15 MINUTES.
- _____ 18. ONCE THE LINE HAS CLEARED, CLOSE THE REMAINING VALVES IN THE LINE FROM THE STAB TANK AREA TO THE DOCK STORAGE AREA.

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CONFIDENTIAL:
Subject to Protective Order
of 14th Judicial District Court
No. 91-1145

SPILL/RELEASE POTENTIAL:

1. Make sure that all bleeds are closed and plugged.
2. Periodically check the levels of the tanks during the transfer.
3. Always check and double check valves to prevent cross contamination and other problems.