

To: Distribution

From: Reed Mackay
Date: October 27, 1993

**Interoffice
Communication**

Subject: Minutes from first HAZOP meeting 10/14/93

VISTA

Attendees: Reed Mackay, Kelly Wood, John Olson, Charlie Peden,
Larry Frye, Needham Stahl, Jerald Uptain, Dean
Honeycutt

Objective: To kick off the VCM unloading and storage HAZOP study.

Minutes

The meeting started with an outline of why we were doing hazop studies of the existing processes. We reviewed the OSHA regulation requiring plants that handle large quantities of certain chemicals to do Process Hazard Analysis of operating units.

It was previously decided to divide the scope of HAZOPing 25% of the plant into two studies. The first study would cover our VCM unloading operation and VCM sphere. The second study would cover the Old Module. The first team will be Kelly Wood, Charlie Peden, Larry Frye, Jerald Uptain, and Dean Honeycutt. For the second study Dean will drop from the team and Needham will be the operation's representative.

We covered the material in the attached document.

Decisions

1. The team will meet on Tuesdays and Thursdays from 12:00 to 3:30.
2. We will use the conference above the tech service labs.
3. JUVU will be scribe.
4. KDW will bring P&IDs, operating procedures, process chemistry, equipment specifications sheets, PFD, and electrical area classification documents.
5. JUVU will bring MSDSs.
6. Charlie Peden will bring interlock descriptions.
7. TRM will bring a HAZOP manual and a copy of Dow's fire and explosion index book.

8. KDW will put a notice on the bulletin board announcing the members of the team and encouraging employee participation.
9. TRM will ask the HAZOP steering team for input on what previous incidents should be considered in the study. The team would also like help in answering questions about human factor policy.
10. LDH mentioned that a HAZOP study had been done on this equipment previously. TRM will locate the study and its documentation.
11. KDW will schedule the room and have the room set up and ready for the team's next meeting.



Reed Mackay

cc: JEN, SJV, RWS, JDO