

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

6903-022.SOP
MC PRODUCT TYPE 348

OPERATOR'S NAME: _____ DATE: _____

+-----+
| CHECK | ACTION STEPS (Capital Letters) and COMMENTS (Small Letters) |
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- _____ 1. JOB SAFETY INSTRUCTIONS REVIEWED.
BECOME FAMILIAR WITH THE CHEMICALS THAT YOU ARE WORKING WITH.
KNOW SOME OF THEIR CHARACTERISTICS. KNOW WHAT PROCEDURES TO
USE IN CASE OF A RELEASE/SPILL 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 A
TANK.

- _____ 3. SPLIT PRODUCTION TO SPEC 8 OR SPEC 9 AS PER LEAD OPERATOR.

IF NO PRODUCTION IS IN THE OLD SPEC FARM:

- _____ 4. OPEN THE PRODUCTION LINE TO SPEC 1, MAKING SURE THAT THE
PRODUCTION LINES TO THE OTHER SPEC TANKS ARE CLOSED.
- _____ 5. FOLLOW THE PRODUCTION LINE TO THE MANIFOLD IN THE OLD SPEC
FARM, AND OPEN THE VALVE IN THE LINE THAT COMES FROM THE
PRODUCTION AREA IN THE UNIT.
- _____ 6. IN THE STAB FARM AREA, OPEN THE VALVE IN THE PRODUCTION
MANIFOLD THAT LEADS TO THE SPEC TANKS. PINCH BACK ON THE
VALVE THAT LEADS TO THE OTHER PRODUCTION TANK (STAB OR DAY)
SO THAT APPROXIMATELY 25 GPM IS GOING TO THE SPEC TANKS.
- _____ 7. ALLOW PRODUCTION TO FLOW INTO SPEC 1 FOR APPROXIMATELY 10 TO
15 MINUTES TO FLUSH THE PRODUCTION LINE.
- _____ 8. OPEN THE PRODUCTION LINE TO SPEC 8 OR SPEC 9 AS PER LEAD
OPERATOR. CLOSE THE PRODUCTION LINE TO SPEC 1. Note the
beginning level of the production tank so that the correct
amount of stabilizers can be added.
- _____ 9. NOTIFY THE LEAD OPERATOR AND MC OPERATOR THAT PRODUCTION HAS
BEEN SPLIT. ASK IF THE LEVEL IN THE PHASE SEPARATOR IS OK.
- _____ 10. CHECK THE LEVEL IN THE PRODUCTION TANK PERIODICALLY TO MAKE
SURE THAT IT IS COMING UP AND TO PREVENT OVERFILLING. ALSO
CHECK THE LEVEL IN THE OTHER TANKS TO MAKE SURE THAT THEY ARE
HOLDING AND NOT COMING UP.

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IF PRODUCTION IS ALREADY IN THE OLD SPEC FARM:

- _____ 11. SKIP PROCEDURES 4 THROUGH 10.
- _____ 12. OPEN THE PRODUCTION LINE TO SPEC 8 OR SPEC 9 AS PER LEAD OPERATOR. CLOSE THE PRODUCTION LINE TO THE CURRENT PRODUCTION TANK. Note the beginning level of Spec 8 or Spec 9 so that the correct amount of stabilizers can be added.
- _____ 13. NOTIFY THE LEAD OPERATOR AND THE MC OPERATOR THAT PRODUCTION HAS BEEN SWITCHED TO SPEC 8 OR 9. ASK IF THE LEVEL IN THE PHASE SEPARATOR IS OKAY.
- _____ 14. CHECK THE LEVEL IN THE PRODUCTION TANK PERIODICALLY TO MAKE SURE THAT IT IS COMING UP AND TO PREVENT OVERFILLING.

PRE-STABILIZE SPEC 8 OR SPEC 9 WITH 60 GALLONS OF BLM.

- _____ 15. CHECK THE STABILIZER LINES ON THE TANKS THAT ARE NOT BEING STABILIZED TO MAKE SURE THAT THEY ARE CLOSED. OPEN THE STAB LINE ON THE PRODUCTION TANK.
- _____ 16. SET THE SMITH METER ON THE STABILIZING PUMP TO 60 GALLONS.
- _____ 17. CHECK THE BLOCK VALVES ON THE TBL/MC, TLE AND DME TANKS AND LINES TO MAKE SURE THAT THEY ARE CLOSED TO PREVENT CROSS CONTAMINATION. OPEN THE SUCTION VALVE AND THE BLOCK VALVES FROM THE BLM TANK TO THE STABILIZER PUMP.
- _____ 18. OPEN THE SUCTION AND DISCHARGE VALVES ON THE STAB PUMP. OPEN THE VALVE ON THE STAB LINE LEADING TO THE SPEC TANK THAT IS BEING STABILIZED.
- _____ 19. PULL THE HANDLE ON THE SMITH METER AND TURN ON THE PUMP. Don't leave the pump while stabilizing. The meter doesn't always shut off at the set amount.
- _____ 20. AFTER 60 GALLONS OF BLM HAS PUMPED INTO THE PRODUCTION TANK, TURN OFF THE PUMP. CLOSE THE SUCTION AND THE DISCHARGE VALVE ON THE STAB PUMP.
- _____ 21. BLOW THE STAB LINE LEADING TO THE TANK WITH N2 FOR APPROXIMATELY 5 MINUTES TO CLEAR THE LINE AND TO MAKE SURE THAT ALL OF THE BLM IN THE LINE GOES INTO THE PRODUCTION TANK. NOTE IN THE STAB LOG BOOK THAT THE TANK IS PRESTABED.
- _____ 22. CLOSE ALL VALVES THAT WERE OPENED. DOUBLE CHECK TO MAKE SURE THAT THERE ARE NO LEAKS.

TOP OFF SPEC 8 OR SPEC 9 AT 6'6" AIR SPACE:

- _____ 23. IF PRODUCTION IS TO REMAIN SPLIT TO THE OLD SPEC FARM TO ANOTHER SPEC TANK, TOP OFF SPEC 8 OR 9 AT ~~6'6"~~ AIR SPACE.

7'0"

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24. CHECK WITH THE LEAD OPERATOR TO FIND OUT WHICH SPEC TANK IS TO BE USED NEXT FOR PRODUCTION. OPEN THE VALVE ON THE PRODUCTION LINE TO THAT TANK. Note the beginning level. CLOSE THE VALVES ON THE PRODUCTION LINE TO SPEC 8 OR SPEC 9.
25. IF PRODUCTION IS NOT TO REMAIN SPLIT TO THE OLD SPEC FARM TO ANOTHER SPEC TANK, TOP OFF THE PRODUCTION TANK 2 INCHES FROM THE TOP OFF LEVEL.
26. CLOSE THE PRODUCTION VALVE LEADING TO THE OLD SPEC FARM AT THE PRODUCTION MANIFOLD IN THE STAB TANK AREA. OPEN THE PRODUCTION LINE TO THE OTHER PRODUCTION TANK (STAB OR DAY) WIDE OPEN.
27. NOTIFY THE LEAD OPERATOR AND THE MC OPERATOR THAT A TANK HAS TOPPED OFF AND PRODUCTION IS ALL IN THE STAB TANK AREA.
28. BLOW THE PRODUCTION LINE WITH N2 FROM THE MANIFOLD IN THE STAB TANK AREA TO THE SPEC TANK IN THE OLD SPEC FARM FOR APPROXIMATELY 10 MINUTES.
29. CLOSE ALL VALVES IN THE PRODUCTION LINE FROM THE MANIFOLD IN THE STAB FARM AREA ALL THE WAY TO THE SPEC TANK IN THE OLD SPEC FARM.

* PUT SPEC 8 OR 9 ON RECIRCULATION AND SAMPLE:

30. CHECK TO MAKE SURE THAT THE SUCTION AND THE RECIRCULATION LINES AND VALVES ARE CLOSED TO THE OTHER TANKS AND TO SHIPPING. OPEN THE SUCTION VALVE AT THE TANK WIDE OPEN AND OPEN THE RECIRCULATION VALVE APPROXIMATELY HALF WAY.
31. OPEN THE SUCTION AND THE DISCHARGE VALVES ON THE 348 PUMP. OPEN ALL OTHER BLOCK VALVES IN THE LINE THAT MAY BE CLOSED BETWEEN THE TANK AND THE PUMP.
32. TURN ON THE PUMP. DOUBLE CHECK TO MAKE SURE THAT THE PRODUCT IS FLOWING BACK INTO THE TANK. ALSO DOUBLE CHECK TO MAKE SURE THAT ALL VALVES LEADING TO OTHER TANKS AND SHIPPING ARE CLOSED.

* NOTE: A tank may be put on recirculation before it tops off. There may be a time when the tank cannot be put on recirculation at the time of top off or before due to other lines being used that tie into the same lines of the tank. As soon as it is possible to put the tank on recirculation, do so. A 348 tank must recirculate 8 hours after stabilizing before sampling for clearance.

33. SAMPLE THE TANK IN THE TE II LAB FOR MOISTURE, COLOR, GC AND pH. IF THE TEST RESULTS ARE WITHIN SPECIFICATIONS, THE TANK IS READY TO BE STABILIZED. IF ALL TEST RESULTS ARE NOT WITHIN SPECIFICATIONS, NOTIFY YOUR LEAD OPERATOR. RECORD THE RESULTS IN THE STAB LOG BOOK.
34. STABILIZE THE TANK USING THE RECIPE PROVIDED BY YOUR SUPERVISOR. DME, TBL/MC AND BLM STABILIZERS ARE USED TO MAKE A BATCH OF MC PRODUCT TYPE 348.

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- _____ 35. CHECK THE STAB LINES ON THE TANKS THAT ARE NOT BEING STABILIZED TO MAKE SURE THAT THE VALVES ARE CLOSED. OPEN THE VALVE ON THE STAB LINE TO THE SPEC TANK THAT IS READY TO BE TABILIZED.
- _____ 36. TO ADD THE DME, SET THE SMITH METER TO THE AMOUNT OF GALLONS SPECIFIED IN THE RECIPE.
- _____ 37. MAKE SURE THAT THE VALVES ON THE TBL/MC, TLE AND BLM TANKS AND LINES ARE CLOSED. DETERMINE WHICH OF THE DME TANKS IS TO BE USED (NORTH OR SOUTH). CLOSE THE SUCTION VALVE ON THE TANK THAT WILL NOT BE USED AND OPEN THE SUCTION VALVE ON THE TANK THAT THE DME WILL BE USED FROM. OPEN ANY BLOCK VALVES IN THE SUCTION LINE BETWEEN THE TANK AND THE PUMP.
- _____ 38. OPEN THE SUCTION AND DISCHARGE VALVES ON THE STAB PUMP. OPEN THE VALVE IN THE LINE THAT LEADS TO THE SPEC TANK.
- _____ 39. PULL THE HANDLE ON THE SMITH METER AND TURN ON THE PUMP.*
- _____ 40. WHEN THE SET AMOUNT OF DME HAS BEEN ADDED, SHUT OFF THE PUMP AND CLOSE THE VALVES BETWEEN THE PUMP AND THE DME TANK.
- _____ 41. TO ADD THE TBL/MC, SET THE SMITH METER TO THE AMOUNT OF GALLONS SPECIFIED IN THE RECIPE.
- _____ 42. MAKE SURE THAT THE VALVES ON THE BLM, TLE AND DME TANKS AND LINES ARE CLOSED. OPEN THE SUCTION LINE OF THE TBL/MC TANK BETWEEN THE TANK AND THE PUMP.
- _____ 43. PULL THE HANDLE ON THE SMITH METER AND TURN ON THE PUMP.*
- _____ 44. AFTER THE TBL/MC HAS BEEN ADDED TO THE TANK, TURN OFF THE PUMP. CLOSE THE VALVES IN THE SUCTION LINE FROM THE TBL/MC TANK TO THE PUMP.

* NOTE: Don't leave the pump while the stabilizers are being added to the tank. The pump and the smith meter don't always shut off automatically at the set amount.

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- _____ 45. TO ADD THE BLM, SET THE SMITH METER TO THE AMOUNT OF GALLONS SPECIFIED IN THE RECIPE.
- _____ 46. MAKE SURE THAT THE VALVES ON THE TBL/MC, TLE AND DME TANKS AND LINES ARE CLOSED. OPEN THE SUCTION LINE OF THE BLM TANK BETWEEN THE TANK AND THE PUMP.
- _____ 47. PULL THE HANDLE ON THE SMITH METER AND TURN ON THE PUMP.
- _____ 48. AFTER THE SET AMOUNT OF BLM HAS BEEN ADDED TO THE TANK, TURN

OFF THE PUMP.

- _____ 49. CLOSE THE VALVES IN THE SUCTION LINE FROM THE BLM TANK TO THE PUMP. CLOSE THE SUCTION AND THE DISCHARGE LINES OF THE STAB PUMP.
- _____ 50. BLOW THE STAB LINE TO THE PRODUCTION TANK WITH N2 FOR APPROXIMATELY 5 MINUTES TO CLEAR THE LINE AND TO MAKE SURE THAT ALL OF THE STABILIZERS IN THE LINE GO INTO THE TANK.
- _____ 51. CLOSE ALL VALVES THAT WERE OPENED TO STABILIZE THE TANK. MAKE SURE THAT THERE ARE NO LEAKS. NOTIFY THE LEAD OPERATOR THAT THE TANK HAS BEEN STABILIZED. RECORD IN THE LOG BOOK THE TIME THAT THE STABILIZATION OF THE TANK WAS COMPLETED.
- _____ 52. LET THE TANK RECIRCULATE FOR 8 HOURS BEFORE SAMPLING TWO 1/2 GALLON SAMPLES TO THE MAIN LAB FOR COMPLETE CLEARANCE. TAG THE SAMPLE BOTTLES WITH THE TANK NUMBER, THE BATCH NUMBER OF THE TANK AND THE PRODUCT TYPE IN THE TANK FOR IDENTIFICATION. ALSO STATE ON THE TAG THE TEST THAT NEED TO BE RUN BY THE LAB.

SPILL/RELEASE POTENTIAL:

1. Make sure that all bleeds are closed and plugged.
2. Periodically check the level in the tank to make sure that it is coming up and to prevent overfilling.
3. Periodically check the levels in the other tanks to make sure that they are holding and not coming up.
4. Always check and double check valves and piping to prevent cross contamination and other problems.
5. All valves in the old spec farm should be closed when not being used. Make sure that they are closed after each job is finished.
6. Don't always count on the smith meter and the pump to shut off automatically when adding stabilizers.

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