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APPROVED BY:
DATE: 8/90
REVIEWED: JPS
DATE: 10-91

6903-013.SOP
DOL/SBL TRUCK UNLOADING

OPERATOR'S NAME: _____ DATE _____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)
_____	1. REVIEW JOB SAFETY INSTRUCTIONS. OPERATOR AND TRUCK DRIVER SHOULD NOT LEAVE THE DELIVERY TRUCK UNATTENDED WHILE THE TRUCK IS BEING UNLOADED. NO VEHICLE OR TRAFFIC SHOULD BE IN THE AREA WHEN UNLOADING. THE DELIVERY TRUCK IS NOT TO BE LEFT RUNNING WHILE IT IS BEING UNLOADED. THE TRUCK DRIVER SHOULD BE AWARE OF EVACUATION PROCEDURES.
_____	2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT. BE SURE THAT YOU ARE WEARING GOGGLES AND GLOVES WHEN CATCHING SAMPLES OR HANDLING THE PRODUCT. A COMFO II MASK IS REQUIRED WHEN AIR SPACING A TANK OR CATCHING A SAMPLE FROM AN OPEN DOME ON A DELIVERY TRUCK.
_____	3. CATCH AN 8 OUNCE SAMPLE OF THE PRODUCT IN THE DELIVERY TRUCK AND BRING IT TO THE MAIN LAB FOR CLEARANCE. The sample point on the truck is located near the rear of the truck on the lower side of the carrier tank.
_____	4. ONCE THE TRUCK HAS BEEN CLEARED, SPOT IT AT THE DOL/SBL TANKS WHERE IT IS TO BE UNLOADED. CHECK THE VAREC ON BOTH THE NORTH AND SOUTH TANKS TO DETERMINE WHICH TANK THE TRUCK IS TO BE UNLOADED INTO. Unload the truck into the tank with the lowest level unless instructed to do otherwise. Notify your immediate supervisor if the tank level is 11 feet or above before unloading. Do not overfill!!!
_____	5. DOUBLE CHECK THE SUCTION AND RECIRCULATION VALVES ON THE TANK THAT YOU ARE <u>NOT</u> UNLOADING INTO TO MAKE SURE THAT THEY ARE <u>CLOSED</u> . Don't assume that the person before you closed all the valves!!!
_____	6. CONNECT THE GROUND CABLE TO THE TRUCK.
_____	7. CONNECT THE UNLOADING HOSE TO THE DOL/SBL UNLOADING LINE LEADING INTO THE TANK. (The driver will connect the other end of the hose to his truck.) The truck should arrive with receptive fittings for our connections.

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- 8. USE N2 TO UNLOAD THE DOL/SBL TRUCK. MAKE SURE THAT ALL KELLY FITTINGS ARE REMOVED AND REPLACED WITH N2 FITTINGS. No air to N2 adaptors are accepted!!! (The driver of the delivery truck will connect the other end of the N2 hose to the truck and regulate the pressure.
- 9. THE TRUCK IS READY TO BE UNLOADED. OPEN THE SUCTION AND THE RECIRCULATION VALVES AT THE DOL/SBL TANK THAT YOU WILL BE UNLOADING INTO. ALSO OPEN ANY BLOCK VALVES THAT MAY BE IN THE SUCTION OR RECIRCULATION LINES LEADING INTO THE DOL/SBL TANK. OPEN THE SUCTION AND DISCHARGE VALVES AT THE DOL/SBL UNLOADING PUMP. MAKE SURE THAT THERE ARE NO LEAKS.
- 10. TURN ON THE DOL/SBL UNLOADING PUMP.
- 11. CHECK THE VAREC ON THE TANK TO MAKE SURE THAT THE LEVEL IS COMING UP. WATCH THE LEVEL CLOSELY TO PREVENT OVERFILLING OF THE TANK.
- 12. STAY BY THE TRUCK THE ENTIRE TIME THAT IT IS BEING UNLOADED IN CASE OF A LEAK, ETC.
- 13. AFTER THE TRUCK IS EMPTY, TURN OFF THE PUMP AND THE N2. THE DRIVER WILL CLOSE THE N2 VALVE AT THE TRUCK. BE SURE TO BLEED THE N2 HOSE BEFORE DISCONNECTING.
- 14. THE TRUCK DRIVER WILL THEN BLEED OFF EXCESS N2 PRESSURE FROM HIS TRUCK INTO THE LINE. WHEN THE N2 REACHES THE DESIRED PRESSURE IN THE TRUCK, CLOSE THE VALVE ON THE LINE NEAREST TO THE UNLOADING HOSE. THE DRIVER WILL THEN CLOSE THE VALVE ON HIS TRUCK. BE SURE TO BLEED THE HOSE OFF AT THE BLEED VALVE BEFORE DISCONNECTING IT.
- 15. DISCONNECT THE GROUND CABLE FROM THE TRUCK.
- 16. CLOSE ALL VALVES TO THE TANK AND CHECK THE VAREC LEVEL OF THE DOL/SBL TANKS.
- 17. AFTER THE UNLOADING PROCESS IS COMPLETE, GET THE LEAD OPERATOR TO SIGN THE TRUCK DRIVER'S PAPER WORK. INSTRUCT THE TRUCK DRIVER TO RETURN TO THE SCALES.

SPILL/RELEASE POTENTIAL

1. MAKE SURE THAT ALL BLEEDS ARE CLOSED AND PLUGGED.
2. MAKE SURE THAT ALL LINES TO THE TANK ARE CLOSED.
3. WATCH TANK LEVELS TO PREVENT OVERFILLING.

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