

Ethanolamines/Glycol Ethers Tier 3 Procedure

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References: Glossary Of Equipment Identification (Text # 114)

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2001 Block 55 Safety Valve Policy/Maintenance

1.0 Objective:

- 1.1 To Maintain Pressure Safety Valves And Ensure That No Two Safety Valves Are Blocked In On The Same System At The Same Time Leaving The System Unprotected. (Example = Safety Valve A And B Being isolated From The System At The Same Time)

2.0 Responsibility:

- 2.1 It Is The Responsibility Of The Shift Supervisor To Ensure The On-going Completeness And Effectiveness Of This Policy At All Times.
- 2.2 Operations Specialists Or Senior Operations Specialists Are Responsible To The Shift Supervisor That This Policy Is Complied With.

3.0 Safety Notations:

- 3.1 Monogoggles, Cotton Gloves And Block Safety Equipment Are Required To Perform Maintenance On Safety Valves.

4.0 Method:

- 4.1 Due To The Difficulty In Using Three Way Valves On Our Dual Safety Valve System, Especially In Systems That Discharge Into A Common Header, The Glycol Ethers Plant Will Use Gate Valves For Isolating The Safety Valves. Since The Use Of Gate Valves Makes It Possible To Block The System And Prevent Protection, A Strict Policy And Procedure Has Been Developed To Virtually Eliminate A Possible Safety Problem. A Typical System Is Described Below.

5.0 Normal Operating Policy:

- 5.1 All Gate Valves Are In The Open Position Which Can Be Easily Observed By The Stem On The Valve. The Handwheel On The Inlet And Outlet Gate Valves For Each Safety Valve Will Be Chained Together. The Status Of Each Safety Valve System Will Be Checked Quarterly And Noted On A Written List. The Check List Will Be Signed And Filed.

6.0 Safety Valve Preparation For Maintenance Policy:

- 6.1 The Inlet And Outlet Gate Valves For The Safety Valve Are Both Closed After Removing The Chain. The Chain Is Reused On The Closed Gate Valves.
- 6.2 The Inlet And Outlet Gate Valves Are Then Red Tagged Closed And The Bleed Valve Is Opened Slowly To Relieve Any Pressure, And Then Tagged Open.
- 6.3 The System Must Then Be Checked To Make Sure The Other Safety Valve System Is In Tact And That The Tagged Safety Valve Is Ready To Be Removed.
- 6.4 Remove The Pressure Safety Valve And Install A Blind Flange On The Valve Inlet.
- 6.5 The Bleed Valve Tag Must Be Removed, The Plug Installed And The Bleed Tag Place On The Red Tag Master Board With The Master Or Addendum Section Filled Out And The Bleed Tag Discarded.
- 6.6 When The Safety Valve Is Ready To Be Installed The Bleed Valve Must Be Slowly Opened To Relieve Any Pressure And Then Tagged Open, With The Original Tag From The Master Or If Addendumed, A New Tag Added To The Master.
- 6.7 The Blind Flange May Then Be Removed And The Pressure Safety Valve Reinstalled.
- 6.8 The Tags May Then Be Pulled, The Bleed Valve Closed And Plugged.
- 6.9 The Block Valves Will Now Be Opened And Chained. The Master Can Then Be Cleared And Checked.

7.0 To Remove PSV And Install Blind:

- 7.1 Three Tags Required:
 - 7.1.1 Inlet Block Valve Closed.
 - 7.1.2 Outlet Block Valve Closed.
 - 7.1.3 Bleed Valve Open.

8.0 After Blind Is Installed:

- 8.1 Three Tags Required:
 - 8.1.1 Inlet Block Valve Closed.
 - 8.1.2 Outlet Block Valve Closed.
 - 8.1.3 Bleed Tag On Red Tag Master Or Addendum.

9.0 To Remove Blind And Install PSV: Cont'd.

9.1 Three Tags Required:

9.1.1 Inlet Block Valve Closed.

9.1.2 Outlet Block Valve Closed.

9.1.3 Bleed Valve Tagged Open.

10.0 Special Notations:

10.1 There Will Be No Normal Situation Where There Can Be Closed Block Valves On Common Safety Valve Systems. To Say This Another Way, If Two Safety Valves A And B Are Used To Protect The System, There Cannot Be A Gate Valve Closed In Safety Valve System A And Also In Safety Valve System B. In The Event That Isolating Two Common Safety Valves Is Necessary, It Must Be Approved By The Plant Superintendent.

9.0 Revisions

Revision No. 1:	04-21-93	Yearly Review
Revision No. 2:	04-20-94	Changed Section Number To 2001 And Moved File To The Policy Directory.
Revision No. 3	04-03-95	Changed 5.1 to read Quarterly instead of Weekly