

Ethanolamines/Glycol Ethers Tier 3 Procedure

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Issue Number: 4.3
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Title: Oleic Acid Tank Truck Off Loading
References: Glossary Of Equipment Identification (Text #1 14)

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5. Oleic Acid Tank Truck Off Loading

1.0 Objective:

- 1.1 To off load oleic acid tank trucks in a safe, environmentally sound and timely manner. Be knowledgeable of the plant emergency procedures, including the proper response in the case of an environmental emergency, pertaining to this job.

2.0 Responsibility:

- 2.1 It is the responsibility of the operations supervisor and the senior operations specialist to ensure that this procedure is fully complied with.
- 2.2 It is the responsibility of the senior operations specialist and the operations specialist to execute this procedure in a safe and efficient manner.

3.0 Methods:

3.1 First method:

- 3.1.1 These tank trucks can be off loaded to DV-102 by pressuring the trailer up with nitrogen and off loading to DV-102. Using the nitrogen regulator and set up at the wall behind DV-102.

3.2 Second method:

- 3.2.1 The tank truck on board pump can be used to off load the acid to DV-102.

4.0 Special Notations:

- 4.1 Check amount of order against what DV-102 can hold and what is in it already.
- 4.2 Make sure quick connect fittings are taped or wired closed.
- 4.3 Area one sump drain valve should be closed during the off loading process.

- 4.4 The tank truck trailer should have the valve and hose connections in the rear of the trailer so that it can be positioned over the ditch in case of a spill. This would allow the spill to be contained in area one sump.
- 4.5 Locate the closest safety shower.
- 4.6 Locate and check the internal valve fusible link. It is an emergency switch to close the internal valve.
- 4.7 If using the trailer pump, you must have a safety observer with the truck at all times.
- 4.8 The off loading check sheet should remain with the trailer until the off loading process is complete.
- 4.9 If oleic acid truck is off loading with nitrogen only. No safety observer is required if area one and reactor area camera is working properly.
- 5.0 Safety Notations:**
- 5.1 Monogoggles, rubber boots and rubber gloves are required for the sampling and off loading process.
- 6.0 Sampling: (only required if COA is not available)**
- 6.1 When the tank truck arrives have the driver wait in the lunch room and remove the truck keys
- 6.2 Open the man way and catch an eight (8) ounce sample of acid from the trailer.
- 6.3 Analyze the sample using lab procedure for said sample.
- 7.0 Before Off Loading:**
- 7.1 Verify that COA is within specification for required components.
- 7.2 If sample is good have the driver position the trailer over the ditch by DV-102 to prepare for off loading. (note: you will need a safety observer and a continuous explosive meter test while the truck is running)
- 7.3 Inspect the trailer, hoses and fittings prior to connecting the trailer to DV-102. Hose and fittings should be clean and dry. Hose should be in good condition.
- 7.4 Chock and ground trailer.
- 7.5 If using truck pump, have driver connect hoses from trailer to pump. You will need to make the final connection to DV-102. Also check to make sure the pump is clean and dry.
- 7.6 Pressure hoses up from the trailer by opening the internal and external valves and check for leaks.

- 7.7 If hoses leak, close all the valves and drain acid to buckets so that you can make repairs.
- 7.8 If there are no leaks, open the nitrogen and pressure up the trailer or start the truck motor.
- 7.9 Call the board person and obtain a start reading.
- 8.0 Off Loading:**
- 8.1 When trailer pressure elevated open valves to DV-102 and start off loading.
- 8.2 At start of off-loading, stay with trailer and watch for leaks.
- 8.3 Ask the board person to let you know when the level in DV-102 starts to rise.
- 8.4 It will take about 45 minutes to off load the trailer.
- 8.5 When hose starts jumping, the trailer is empty.
- 8.6 Block in DV-102 first.
- 8.7 Block in nitrogen.
- 8.8 Block in trailer valves.
- 9.0 After Off Loading:**
- 9.1 Get a stop reading from the board person.
- 9.2 Bleed the nitrogen pressure off of the trailer.
- 9.3 Disconnect the hoses. (Be careful, there still could be acid left in the hoses. If there is, drain into a bucket)
- 9.4 Inform supervisor of any acid spilled into the sump.
- 9.5 Clean up the area.
- 9.6 Store nitrogen hoses.
- 9.7 Check pressure vacuum relief valve on DV-102.
- 9.8 Get a copy of the COA, bill of lading, shipping order and scale ticket. Attach this to the check sheet. (Fax a copy of the bill of lading to Gerald Sanders #6914.)
- 9.9 Call the driver to his or her truck and escort out of area.
- 9.10 Turn in paperwork to engineer in charge of glycol ethers.

10.0 Revisions:

Revision No. 1	12-29-95	Yearly Review
Revision No. 2	11-18-96	Added "Fax Bill of Lading..." to Section #9.8
Revision No. 3	4.18.97	Removed sampling/testing is COA available as per S&LP 308
Revision No. 4	5-01-97	Deleted step 5.1
Revision No. 5		