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APPROVED BY:
DATE: 08-17-90
REVIEWED: JPS
DATE: 10-91

6903-012.SOP
BUTYLENE OXIDE TRUCK UNLOADING

OPERATOR'S NAME: _____ DATE: _____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)
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- ____ 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 WHEN 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. HAVE THE DRIVER OPEN THE DOME ON THE TOP OF THE DELIVERY TRUCK. CATCH AN 8 OUNCE SAMPLE OF THE PRODUCT IN THE TRUCK AND TAKE THE SAMPLE TO THE MAIN LAB FOR CLEARANCE.
- ____ 4. RECEIVE AND PRINT OUT THE RESULTS FROM THE MAIN LAB'S ANALYSIS BY FAX OVER THE COMPUTER. VERIFY THAT THE MAIN LAB'S REPORT AND THE CERTIFICATE OF ANALYSIS ARE IN AGREEMENT (BOTH VERIFY THE CONTENTS OF THE TRUCK AND THAT THE MATERIAL IS WITHIN THE SPEC LIMITS). STAPLE THE LAB REPORT AND THE CERTIFICATE OF ANALYSIS TOGETHER AND HAVE THE LEAD OPERATOR COMPARE THE TWO. BOTH THE LEAD OPERATOR AND AUXILIARY INITIALIZE THE TOP SHEET AFTER VERIFICATION AND TURN BOTH REPORTS IN TO SUPERVISION. (IN CASE THE FAX BOARD ON THE COMPUTER IS OUT OF SERVICE, WRITE THE FULL CONTENTS OF THE MAIN LAB'S RESULTS ON THE CERTIFICATE OF ANALYSIS AND INITIALIZE).
- ____ 5. IF THE MAIN LAB'S ANALYSIS AND THE CERTIFICATE OF ANALYSIS DO NOT AGREE, AS STATED ABOVE, THEN DO NOT UNLOAD THE TRUCK. NOTIFY THE LEAD OPERATOR FOR FURTHER INSTRUCTIONS.
- ____ 6. ONCE THE TRUCK HAS BEEN CLEARED, NOTIFY THE LEAD OPERATOR SO THAT HE CAN UNLOCK THE PUMP SUCTION, SPOT THE TRUCK AT THE UNLOADING PUMP WHERE IT IS TO BE UNLOADED, AT THE #1 BUTYLENE OXIDE TANK IN THE OLD TANK FARM OR THE #2 BUTYLENE OXIDE TANK IN THE STAB FARM AREA. CHECK THE VAREC OR AIR SPACE OF THE TANK TO PREVENT OVERFILLING. Call your lead operator if the varec on the #2 BUTYLENE OXIDE tank is 11 feet or above. If unloading into the #1 BLM tank, consult the tank level guide to determine the total amount of BUTYLENE OXIDE that it can hold. Don't fill to less than 3 feet air space.

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7. IF UNLOADING INTO THE #2 BUTYLENE OXIDE TANK, DOUBLE CHECK THE SUCTION AND RECIRCULATION VALVES ON THE 1,4 DIOXANE\1,3 DIOXOLANE \ SECONDARY BUTYL ALCOHOL TANK TO MAKE SURE THAT THEY ARE CLOSED TO PREVENT CROSS CONTAMINATION. IF UNLOADING INTO THE #1 BUTYLENE OXIDE TANK, DOUBLE CHECK THE SUCTION AND DISCHARGE VALVES ON THE PUMP LEADING TO THE METHYLAL TANKS AND THE TERTIARY BUTYL ALCOHOL TANK TO MAKE SURE THAT THEY ARE CLOSED TO PREVENT CROSS CONTAMINATION. Do not assume that the person before you closed all valves!!!
8. HOOK THE GROUND CABLE TO THE TRUCK.
9. HOOK THE UNLOADING HOSE TO THE BLM UNLOADING LINE LEADING INTO THE BUTYLENE OXIDE TANK. (The driver will connect the other end of the unloading hose to his truck.) The truck should arrive with receptive fittings for our connections. If not, it is the driver's responsibility to make necessary changes on his truck.
10. USE N2 TO UNLOAD A BUTYLENE OXIDE 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.)
11. THE TRUCK IS READY TO BE UNLOADED. OPEN THE SUCTION AND THE RECIRCULATION VALVES AT THE BUTYLENE OXIDE TANK. OPEN THE SUCTION AND THE DISCHARGE VALVES AT THE BUTYLENE OXIDE UNLOADING PUMP. ALSO OPEN ANY BLOCK VALVES THAT MAY BE IN THE SUCTION OR RECIRCULATION LINES LEADING INTO THE BUTYLENE OXIDE TANK. MAKE SURE THAT THERE ARE NO LEAKS.
12. TURN ON THE BUTYLENE OXIDE UNLOADING PUMP.
13. CHECK THE AIRSPACE OR VAREC ON THE TANK TO MAKE SURE THAT THE LEVEL IS COMING UP. WATCH THE LEVEL CLOSELY TO PREVENT OVER FILLING OF THE TANK.
14. STAY BY THE TRUCK THE ENTIRE TIME THAT IT IS BEING UNLOADED IN CASE OF A LEAK, ETC.
15. 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.
16. THE TRUCK DRIVER WILL THEN BLEED OFF EXCESS N2 PRESSURE FROM HIS TRUCK INTO THE LINE. WHEN THE N2 REACHES THE DESIRED PRESSURED 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 AND THEN DISCONNECT.
17. DISCONNECT THE GROUND CABLE FROM THE TRUCK.
18. CLOSE ALL VALVES TO THE TANK, CHECK THE AIRSPACE OR THE VAREC LEVEL OF THE TANK, AND LOCK THE PUMP SUCTION.

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19. AFTER THE UNLOADING PROCESS IS COMPLETE, GET THE LEAD OPERATOR TO SIGN THE TRUCK DRIVER'S PAPER WORK. INSTRUCT THE 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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