

Ethanolamines/Glycol Ethers Tier 3 Procedure

Section Number: 2009 **Author:** Mike Buhler
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Title: Ethanolamines/Glycol Ethers Glove Policy
References: S&LP, S101 Personal Protective Equipment
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Glove Policy

1.0 Objective

1.1 The intent of this policy is to clearly define the block's requirements when to use hand protection.

2.0 Responsibility

2.1 It is the responsibility of each individual to ensure that the appropriate hand protection is being used when work is being performed.

3.0 Safety Notation

3.1 Wearing gloves in some cases may hinder job performance or create a greater hazard to the job task. In these cases, alternative means needs to be considered. If an alternative is not deemed necessary then the safest avenue of job completion must be done.

4.0 Policy

4.1 Gloves must be used while performing hands-on work unless the wearing of the glove would hinder the performance of the job task or create a greater hazard. Examples of activities where glove use is not normally advised due to possible increase in hazard are:

- working with rotation equipment in operation.
 - inspecting pumps while on line
 - pipe threading machine
 - stationary bench grinder
 - drill press
- operating equipment
 - driving forklift, manlift, rig, or block truck
- working with small parts
 - working on instruments
 - operating switches

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- climbing a fixed metal ladder or similar access way
 - portable tanktruck ladder
 - extension ladder

Specialty gloves may be required for certain high risk jobs (chemical exposure, high vibration, heat, or flame etc.). The type of gloves to be used for specific jobs will be stated by the safe work permit, procedure, or by supervision. The types of gloves and examples of uses for Blk. 55 are:

Leather Gloves are preferred for most job task unless stated otherwise by safe work permit, procedure, or by supervision. Examples of jobs are:

- operation of wrenches, valves
- removing/installing aluminum insulation
- any lifting, supporting, or moving of equipment/materials

Cotton Gloves may be worn for low hazard jobs or jobs where they may become covered with oil, grease, or paint and be immediately discarded after use. Examples of jobs are:

- changing oil in equipment
- painting

Cotton gloves may be used for the same jobs as leather gloves unless stated otherwise.

Rubber Gloves must be used in jobs where the hazards of chemical contact exists. Examples of jobs are:

- catching samples
- acidizing equipment
- decontaminating equipment

Electrical Gloves 15kv (Class 2) rated rubber gloves with leather protectors shall be used when operating any electrical switches on 2300 VAC and above. Examples of jobs are:

- racking in/out 2300 VAC switchgear in the motor control center

Maintenance being performed beyond racking of switches in or out will be performed by the electrical group.

Metal Mesh Gloves If work is to be done where the use of knives or sharp edges exists then metal mesh gloves should be considered to minimize cuts. Examples are:

- use of knives to strip wiring
- handling broken glassware

Ethanolamines/Glycol Ethers Tier 3 Procedure

Section Number: 2001
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Title: Block 55 Safety Valve Policy/Maintenance
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