

WRITTEN BY: JMS
APPROVED BY:
DATE: 9/90
REVIEWED BY: DY
DATE: 10/91

6903-023.SOP
MC PRODUCT TYPE 314

OPERATOR'S NAME: _____ DATE: _____

+-----+
| CHECK | ACTION STEPS (Capital Letters) and COMMENTS (Small Letters) |
+-----+

- _____ 1. REVIEW JOB SAFETY INSTRUCTIONS.
BECOME FAMILIAR WITH THE CHEMICALS THAT YOU ARE WORKING WITH.
KNOW SOME OF THEIR CHARACTERISTICS. KNOW WHAT PROCEDURES TO
USE IN CASE OF A SPILL/RELEASE OR ACCIDENT.
- _____ 2. INSURE THAT YOU ARE WEARING PROPER SAFETY EQUIPMENT.
HARD HATS, SAFETY SHOES, SAFETY GLASSES AND ESCAPE
RESPIRATORS ARE REQUIRED IN ANY PRODUCTION AREA. GOGGLES AND
CHEMICALLY SAFE GLOVES ARE RECOMMENDED WHEN CATCHING SAMPLES.
A COMFO II MASK IS REQUIRED WHEN AIR SPACING A TANK.
- _____ 3. SPLIT PRODUCTION TO SPEC 6 OR SPEC 7 AS PER LEAD OPERATOR.

IF NO PRODUCTION IS IN THE OLD SPEC FARM:

- _____ 4. OPEN THE PRODUCTION LINE INTO SPEC 1, MAKING SURE THAT THE
PRODUCTION LINES TO THE OTHER SPEC TANKS ARE CLOSED.
- _____ 5. FOLLOW THE PRODUCTION LINE TO THE MANIFOLD IN THE OLD SPEC
FARM, AND OPEN THE VALVE IN THE LINE THAT COMES FROM THE
PRODUCTION AREA IN THE UNIT.
- _____ 6. IN THE STAB FARM AREA, OPEN THE VALVE IN THE PRODUCTION
MANIFOLD THAT LEADS TO THE SPEC TANKS. PINCH BACK ON THE
VALVE THAT LEADS TO THE OTHER PRODUCTION TANK (STAB OR DAY)
SO THAT APPROXIMATELY 25 GPM IS GOING TO THE SPEC TANKS.
- _____ 7. ALLOW PRODUCTION TO FLOW INTO SPEC 1 FOR APPROXIMATELY 10 TO
15 MINUTES TO FLUSH THE PRODUCTION LINE.
- _____ 8. OPEN THE PRODUCTION LINE TO SPEC 6 OR SPEC 7 AS PER LEAD
OPERATOR. CLOSE THE PRODUCTION LINE TO SPEC 1. Note the
beginning level of the production tank so that the correct
amount of stabilizers can be added.
- _____ 9. NOTIFY THE LEAD OPERATOR AND THE MC OPERATOR THAT PRODUCTION
HAS BEEN SPLIT. ASK IF THE LEVEL IN THE PHASE SEPARATOR IS
OK. NOTE IN THE STAB LOG BOOK.
- _____ 10. CHECK THE LEVEL IN THE PRODUCTION TANK PERIODICALLY TO MAKE
SURE THAT THE LEVEL IS COMING UP AND TO PREVENT OVERFILLING.
ALSO CHECK THE LEVELS IN THE OTHER TANKS TO MAKE SURE THAT
THEY ARE HOLDING AND NOT COMING UP.

CONFIDENTIAL:

Subject to Protective Order
of 14th Judicial District Court
No. 91-1145

IF PRODUCTION IS ALREADY IN THE OLD SPEC FARM:

- _____ 11. SKIP PROCEDURES 4 THROUGH 10.
- _____ 12. OPEN THE PRODUCTION LINE TO SPEC 6 OR SPEC 7 AS PER LEAD OPERATOR. CLOSE THE PRODUCTION LINE TO THE CURRENT PRODUCTION TANK. Note the beginning level of spec 6 or 7 so that the correct amount of stabilizers can be added.
- _____ 13. NOTIFY THE LEAD-OPERATOR AND THE MC OPERATOR THAT PRODUCTION HAS BEEN SWITCHED TO SPEC 6 OR SPEC 7. ASK IF THE LEVEL IN THE PHASE SEPARATOR IS OK.
- _____ 14. CHECK THE LEVEL IN THE PRODUCTION TANK PERIODICALLY TO MAKE SURE THAT IT IS COMING UP AND TO PREVENT OVERFILLING.
- _____ 15. PRE-STABILIZE SPEC 6 OR SPEC 7 WITH 5 GALLONS OF SBL. PUT 5 GALLONS OF SBL INTO A PLASTIC 5 GALLON CONTAINER FROM A SBL DRUM LOCATED IN THE DRUM STORAGE AREA. POUR THE SBL FROM THE CONTAINER INTO THE TOP OF THE TANK.

TOP OFF SPEC 6 OR SPEC 7 AT ^{5'2"}~~4'6"~~ AIR SPACE:

- _____ 16. IF PRODUCTION IS TO REMAIN SPLIT TO THE OLD SPEC FARM TO ANOTHER SPEC TANK, TOP OFF SPEC 6 OR SPEC 7 AT ^{5'2"}~~4'6"~~ AIR SPACE.
- _____ 17. CHECK WITH THE LEAD OPERATOR TO FIND OUT WHICH SPEC TANK IS TO BE USED NEXT FOR PRODUCTION. OPEN THE VALVE ON THE PRODUCTION LINE TO THAT TANK. Note the beginning level. CLOSE THE VALVES ON THE PRODUCTION LINE TO SPEC 6 OR SPEC 7.
- _____ 18. IF PRODUCTION IS NOT TO REMAIN SPLIT TO THE OLD SPEC FARM TO ANOTHER SPEC TANK, TOP OFF THE PRODUCTION TANK 2 INCHES FROM THE TOP OFF LEVEL.
- _____ 19. CLOSE THE PRODUCTION VALVE LEADING TO THE OLD SPEC FARM AT THE PRODUCTION MANIFOLD IN THE STAB TANK AREA. OPEN THE PRODUCTION LINE TO THE OTHER PRODUCTION TANK (STAB OR DAY) WIDE OPEN.
- _____ 20. NOTIFY THE LEAD OPERATOR AND THE MC OPERATOR THAT THE TANK HAS TOPPED OFF AND PRODUCTION IS ALL IN THE STAB TANK AREA.
- _____ 21. BLOW THE PRODUCTION LINE WITH N2 FROM THE MANIFOLD IN THE STAB FARM AREA ALL THE WAY TO THE SPEC TANK IN THE OLD SPEC FARM FOR APPROXIMATELY 10 MINUTES.
- _____ 22. CLOSE ALL VALVES IN THE PRODUCTION LINE FROM THE MANIFOLD IN THE STAB FARM AREA ALL THE WAY TO THE SPEC TANK IN THE OLD SPEC FARM.

SL 006432

CONFIDENTIAL:
Subject to Protective Order
of 14th Judicial District Court
No. 91-1145

23. PUT SPEC 6 OR SPEC 7 ON RECIRCULATION. A tank may be put on recirculation before it tops off. There may be a time when the tank cannot be put on recirculation before or at the time of top off due to other lines being used that tie into the same lines of the tank. As soon as it is possible to put the tank on recirculation, do so. A 314 tank must recirculate 8 hours after stabilizing before sampling for clearance.
24. CHECK TO MAKE SURE THAT THE SUCTION AND THE RECIRCULATION LINES AND VALVES TO THE OTHER TANKS AND TO SHIPPING ARE CLOSED. OPEN THE SUCTION LINE OF SPEC 6 OR SPEC 7 WIDE OPEN AND OPEN THE RECIRCULATION LINE APPROXIMATELY HALF WAY.
25. OPEN THE SUCTION AND THE DISCHARGE VALVES ON THE 314 PUMP. OPEN ALL OTHER BLOCK VALVES IN THE LINE THAT MAY BE CLOSED BETWEEN THE TANK AND THE PUMP.
26. TURN ON THE PUMP. DOUBLE CHECK TO MAKE SURE THAT THE PRODUCT IS FLOWING BACK INTO THE TANK. ALSO, DOUBLE CHECK TO MAKE SURE THAT ALL VALVES LEADING TO OTHER TANKS AND TO SHIPPING ARE CLOSED.
27. SAMPLE SPEC 6 OR SPEC 7 IN THE TE II LAB FOR MOISTURE, GC, COLOR AND pH. IF ALL THE TEST RESULTS ARE WITHIN SPECIFICATION, THE TANK IS READY TO BE STABILIZED. IF ALL OF THE TEST RESULTS ARE NOT WITHIN SPECIFICATION, NOTIFY THE LEAD OPERATOR. RECORD THE RESULTS IN THE STAB LOG BOOK.
28. TO MAKE MC PRODUCT TYPE 314 ONLY 55 GALLONS OF SBL IS ADDED TO THE PRODUCTION TANK SPEC 6 OR SPEC 7. IF THE BEGINNING LEVEL OF THE PRODUCTION TANK WAS EMPTY ADD 50 GALLONS OF SBL.
29. IF THE BEGINNING LEVEL OF THE TANK WAS NOT EMPTY, CHECK WITH THE LEAD OPERATOR SO THAT THE STAB PROGRAM CAN BE USED TO CALCULATE THE CORRECT AMOUNT OF SBL TO BE ADDED TO THE TANK.
30. THE SBL IS ADDED INTO THE SUCTION LINE OF THE 314 PUMP FROM A DRUM. A CLEAN ORGANICS HOSE IS USED TO ADD THE SBL INTO THE LINE. THE ORGANICS HOSE IS CONNECTED TO THE FITTING ON THE SUCTION LINE OF THE PUMP BETWEEN THE SUCTION VALVE IN THE LINE AND THE PUMP.
31. THE SUCTION VALVE IS PINCHED BACK OR CLOSED TO CREATE A VACUUM IN THE LINE SO THAT THE SBL CAN BE SUCKED FROM THE DRUM THROUGH THE HOSE.
32. AFTER THE SBL HAS BEEN ADDED TO THE TANK, NOTE THE TIME. NOTIFY THE LEAD OPERATOR THAT THE TANK HAS BEEN STABILIZED. RECORD IN THE STAB LOG BOOK.

SL 006433

CONFIDENTIAL:
Subject to Protective Order
of 14th Judicial District Court
No. 91-1145

33. LET THE TANK RECIRCULATE FOR 8 HOURS BEFORE SAMPLING. TWO 1/2 GALLON SAMPLES ARE BROUGHT TO THE MAIN LAB FOR COMPLETE CLEARANCE. TAG THE SAMPLE BOTTLES WITH THE TANK NUMBER, THE BATCH NUMBER OF THE TANK AND THE PRODUCT TYPE. ALSO STATE ON THE TAG THE TESTS THAT NEED TO BE RUN BY THE LAB.

SL 006434

SPILL/RELEASE POTENTIAL:

1. Make sure that all bleeds are closed and plugged.
2. Periodically check the level in the tank to make sure that it is coming up and to prevent cross contamination.
3. Periodically check the levels in the other tanks to make sure that they are holding and not coming up.
4. Always check and double check valves and piping to prevent cross contamination and other problems.
5. All valves in the old spec farm should be closed when not being used. Make sure that they are closed after each job is finished.