

WRITTEN BY: SW
APPROVED BY: KP
DATE: 9/14/92

VC IN AIR MONITORING

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OPERATOR'S NAME: _____ DATE: _____

CHECK	ACTION STEPS (Capital letters) and Comments (Small letters)
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1. The EC lead operator will verify that shift and daily reports are printing out with correct times, dates and the proper number of samples per point. Shift reports print out at 12:01am, 8:01am and 16:01pm. The daily report prints out after 12:01am shift report.
2. When a VC air monitor alarm occurs, the EC lead operator will check the monitor printout. The following steps must be taken for all alarms >5 ppm.
3. Notify VC II (Pts 9-12) or shipping (Pts 1-8) that an air monitor alarm was received. Assist VC II or shipping in investigating the alarm to determine the cause. Take corrective action if required. NOTE: It is primarily the responsibility of VC-II and shipping to investigate their respective leaks.
4. Note the following information on the daily report:
 - a. Source of alarm
 - b. Time alarm was acknowledged
 - c. Type of instrument used to check leak, if any
 - d. Result of investigation, including reading on the instrument used to check the leak
 - e. Corrective action, if any
5. Repeated alarms at the same point are not acceptable. If the system appears to be malfunctioning, contact the shift supervisor to call out analyzer repair group.
6. Any TWA (Time Weighted Average) of 1.0 ppm or greater on a shift or daily report should be investigated if it cannot be attributed to a particular leak already discovered. This should be noted on the daily report.
7. All alarm information for the past day must be written on the daily report. This is to be verified and signed by the lead operator on night shift. The daily reports must be separated and kept for 3 years as required by the DEQ.
8. When the system is self calibrating (stream 31), notify the shift supervisor to call out analyzer repair if the % deviation is >5%.

Following these procedures is important in order to keep the Charles Plant in compliance with existing regulations. Being able to show compliance will aid in maintaining good standing with the regulatory agencies.

SL 010735

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