



VND 888266918

Interoffice Communication

To Reactor Foremen (4)
From R. W. Seymour
Date 3/8/74
Subject Operating Procedures

Please follow the procedures listed below starting immediately in V-10, V-11 and V-12 Buildings.

1. REACTOR DUMP PROCEDURE

Reactors are to be dumped with the manheads closed. Break vacuum using the manual vent (disconnect bolts on steam valve). When reactor is empty, pull air thru dump valve for 15 min. with steam jet. Then open the reactor with vent tube inserted immediately. Run vent tube exhaust on open reactor for several minutes before rinsing or water blasting to prevent forcing VC vapors out the manhead. This procedure is to be done to reduce operator VCM exposure, BUT you must enforce the use of vent tubes in the reactor manheads immediately after opening to be effective.

If you get a reactor that won't dump, pull a vacuum on that reactor for thirty (30) minutes with steam jet. Then open the manhead and immediately insert the vent tube. Exhaust for several minutes before working at reactor manhead.

2. USE OF BENZO-TRIAZOLE

Begin use of Benzo-triazole in PVA solutions today to aid reactor cleanliness. Enter reactors only as necessary and water blast as effectively as possible to aid in reducing entries.

The first three shifts of usage of Benzo-triazole will be followed by Process Engineers.

Safety in use of this material requires that you not consume this material, so have the men wash their hands immediately after use to prevent getting into their mouths or their food.

The reactor dump procedure is temporary and will be revised, but this procedure is to be followed now and vent tubes put in reactors immediately upon opening or disciplinary measures must be taken.

R. W. Seymour

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RWS/lpb

cc DFG, BJH, BZH, JWP, RJF

VRB 0002006912

LEAD OPERATOR SHIFT REPORT

LEAD OPERATOR _____

BUILDING _____

DATE _____

SHIFT _____

	<u>1ST CHECK ON SHIFT</u>	<u>2ND CHECK ON SHIFT</u>
1. Ventilation Fans All Operating.	_____	_____
2. List Any Fans Not Operating Properly.	1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____
3. Vent Tube Exhaust Blowers Operating Properly.	_____	_____
4. List Any Maintenance Needed On Vent Tube System.	1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____
5. Maximum Vacuum Pulled. By No. _____ Recovery System	_____	In. Hg.
6. Maximum Vacuum Pulled By No. _____ Recovery System.	_____	In. Hg.