

ENVIRO TECH CHEMICAL SERVICES, INC STANDARD OPERATING PROCEDURE

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Revised Section(s):			

- I. TITLE:** Offloading Bulk Truck SOP
- II. PURPOSE:** This Standard Operating Procedure (SOP) provides step-by-step instruction offloading a bulk PAA truck safely and effectively.
- III. APPLICATION:** This procedure is for authorized production personnel only.
- IV. PERSONAL PROTECTION EQUIPMENT:**
 - Hardhat: OSHA approved hardhat, company provided.
 - Safety Glasses: ANSI Z87 compliant, company provided.
 - Proper Footwear: All production personnel are required to wear leather or durable fabric boots with a Gore-Tex or equivalent waterproof membrane, vibram sole, and pronounced heel.
 - Apron: Neoprene or better, company provided.
 - Full Face Respirator: Employee must be fit tested to his personal company issued respirator, must be fitted with organic vapor cartridges.
 - Production Gloves: Gauntlet or shoulder length, neoprene or better, company issued.

Orange

Safety Vest:

Clothing worn that is easily distinguishable from any background

V. PROCEDURE:

1. After truck is parked and viewing the vehicle from the back, the left side tractor drive tires and left side trailer tires will need to be up on blocks so that the drain valves on the right of the trailer are lower, this is so the product will drain out completely.
 - 1.1. Tire chocks will be placed under the right rear tires of the trailer for securement.
2. Visual Inspection
 - 2.1. Take a quick walk around the storage tanks and pipes for the following:
 - 2.1.1. Signs of stress or cracking around any flanges, pipes, or pipe fittings.
 - 2.1.2. Signs of any product leaks in lines. Check under flanges, walk all your lines back to the tanks before you start.
 - 2.1.3. Walk to the bottom of the tank and observe the flanged connection between the tank and the stainless flange. Look for signs of seepage. Check the action of the valves, feel for tight spots or wobbling. Leave the valve closed when finished.
 - 2.1.4. Check the level of the tank to ensure a full truckload will not overflow
3. Ensure the roll-up containment is beneath the pump in the box underneath the truck to prevent spillage on concrete
 - 3.1. Have 5-gallon buckets ready for hose disconnection.
 - 3.2. Assemble the portable safety shower in case of emergency.
 - 3.3. Have absorbance sock ready in case of emergency
4. Properly connect the 3” Stainless Steel “U” shaped pipe to the suction side of the pump and the end of the Megatainer manifold.
5. Connect the pump discharge hose to the Fill Pipe.
6. Make sure you have the air supply ready for the air compressor.
7. Connect all hoses on the manifold from the holder to the Megatainers.
8. Open all manual valves to the PAA Megatainers on the back of the truck, the pump suction and discharge butterfly valves, and the manual valve starting at the fill line of the tank.
9. Start the pump.
10. The Megatainers should begin emptying from the front of the truck and move towards the rear.
11. As the PAA Megatainers empty, close their respective valves.
12. Once all totes have been emptied, stop the pump.
13. Turn on the air compressor.
 - 13.1. Open the manual valve on the air line to blow out the line.
14. Unhook the pump discharge from the fill line, holding a bucket underneath the connection to prevent spills.
 - 14.1. Hook a hose from the pump discharge to the Megatainer closest to the rear.
15. Open the manual valve to the Megatainer holding the water.
16. Turn the pump on.

- 16.1. Wait until the Megatainer filled with water is emptied into the rearmost Megatainer and close the manual valve on the Megatainer.
17. Turn the pump off.
 - 17.1. Place a bucket underneath the pump and open the drain valve to release any product that could potentially be in there.
18. Blow out your lines with air.
 - 18.1. After the lines are blown out, turn off the air compressor.
19. Unhook the “U” shaped stainless pipe with a bucket underneath and place back in the storage box next to the pump.
20. Re-connect hoses from the Megatainers to the hose holders.
21. **TRUCK MUST BE DRIVEN WITH HOSES CONNECTED TO HOSE HOLDERS ON MANIFOLD SYSTEM**
22. For any remaining PAA, empty into a waste containment, or in the desired disposal of the company.
23. Properly clean up by capping and plugging off any lines to prevent any accidental leaking.
24. Take apart the portable safety shower and store.