

	SMITH CONSTRUCTION, INC.	Doc No:	Desalter Off-Loading
		Initial Issue Date	02/10/2025
		Revision Date:	10/06/2025
Desalter Off-Loading Procedure			Revision No. 1
Preparation: Bryan Gaddy	Authority: President	Issuing Dept: Operations	Next Review Date: 02/10/2026
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Purpose

The purpose of this procedure is to define the requirements for safely and efficiently Off-Loading at the Desalter at Valero Ardmore Refinery.

Scope

This procedure details the Key Responsibilities, Risks, PPE, Equipment, and the Process Instructions for the Off-Loading of product into the Desalter. When performing vacuum truck operations inside Valero Ardmore Refinery, activities must be performed in accordance with SHG E-31 "Vacuum Truck Operation Safety & Health Guidelines".

Risks

- **Blown out Hose**
- **Valve Actuation**
- **Strainer Cleanout**
- **Line Break**
- **Reversing PPE Requirements**

PPE

- **Basic PPE**

Equipment

- **Vacuum Truck**
- **Pipe Wrench**

Key Responsibilities

Supervisors

- Shall ensure that this procedure is followed and shall be responsible for reviewing activities and auditing of this procedure.

Employees

- Shall follow all aspects of this procedure.

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Process

Pre-Work & Set-Up

1. **Complete a JSA to offload at the Desalter.** JSA should include all conditions and tools required and any mitigations required to offset the risk of injury and/or damage to equipment.
2. **Obtain permit to offload.**
3. **Position Vacuum truck for Off-Loading by backing the vacuum truck into position using a ground guide,** Note: correct position is located in front (East) of the Desalter, using a ground guide.
4. **Set up for offloading of vacuum truck.**
 - a. Check wind direction and place vent hose accordingly and set cone at the discharge end of the vent hose.
 - b. Ensure ground has been secured and green light indicator is illuminated.
 - c. Place chalk block under rear truck tires.
 - d. Ensure are clear of other personnel down wind.
5. **Connect Vacuum Hose from pump vacuum hose to the Desalter Vacuum Hose and Open Discharge valve on pump truck.**
6. **Ensure the Gate Valve (Block Valve) on the Desalter Onloading Piping System is in the OPEN position.**
 - a. ****(IF THE BLOCK VALVE IS IN THE CLOSED POSITION, NOTIFY WASTEWATER OPERATIONS, DO NOT OPEN VALVE)!!**

Work Process

7. **Engage vacuum pump and place the pump in discharge mode.**
8. **Begin pumping discharge of pump truck.**
 - a. **NOTE: ***(IF THE PRODUCT IS NOT BEING DISCHARGED, THE STRAINER UPSTREAM OF THE BLOCK VALVE IS CLOGGED. NOTIFY WASTE WATER OPERATIONS, DO NOT BREAK LINE AND CLEANOUT)*****
9. **Offload product into Desalter.**
10. **Clear the vacuum hose of product**, engage the suction mode of the vacuum pump and feel the hose by lifting the hose. A difference in weight should be evident (lighter hose = empty hose, heavier hose = product remaining in hose).



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Clean-Up and Completion

11. Break down the vacuum truck, collect all hoses, cones, and chalk blocks and store on the vacuum truck.
12. Update the vacuum truck log.
13. Turn in all permits and JSA's notify supervisor that the job is complete.
14. Clean Vacuum truck tank to ensure that product does not cause float to stick in the future.