

	SMITH CONSTRUCTION, INC. Safety Management System	Doc No:	SCI-020
		Initial Issue Date	10/23/2025
		Revision Date:	Initial Version
TANK 158 OFF-LOADING		Revision No.	REV. 2
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Next Review Date: 10/23/2026
			Page: Page 1 of 3

Purpose

The purpose of this program is to define the requirements for safely and efficiently performing the Tank 158 Off-Loading.

Scope

This policy details the Risks, PPE, Equipment, Key Responsibilities, and instruction for Tank 158 Off-Loading. 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

- **Exposure to Product/Vapor**
- **Slips/Trips/Falls**
- **Hose Blow Out**
- **Reversing while backing up to the super sucker**
- **Multiple Location**
- **Damage to Equipment/Property**
- **Product containment loss outside of tub**

PPE

- **Basic PPE**
- **Radio**
- **Chemical Protective Suit**
- **Chemical Protective Gloves**
- **Rubber Boots**

Equipment

- **Vacuum Truck**

Key Responsibilities

Supervisors

- Shall ensure that this policy is followed and properly executed by trained personnel.

Employees

- Shall follow all aspects of this procedure.

	SMITH CONSTRUCTION, INC. Safety Management System	Doc No:	SCI-020	
		Initial Issue Date	10/23/2025	
		Revision Date:	Initial Version	
TANK 158 OFF-LOADING		Revision No.	REV. 2	
		Next Review Date:	10/23/2026	
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page:	
			Page 2 of 3	

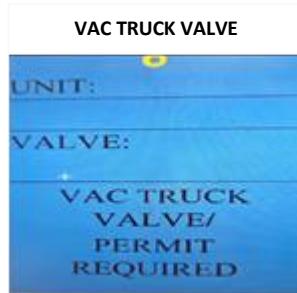
Process

PRE-WORK & SET-UP

1. **Conduct Pre-Trip on Equipment**
2. **Complete the JSA**
3. **Obtain a permit**
4. **Position 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 the green light indicator is illuminated.
 - c. Place chalk block under rear truck tires.
 - d. Ensure are clear of other personnel down wind.
5. **Connect Hose to Off-Load Connection Fitting** – Using the vacuum hose connect the fitting to the offload fitting (sometimes a prime pump is required to get the product all the way up to TK 158).

OFF-LOAD

6. **Create a Positive Pressure in the Vacuum Tank** – This allows us to push the product into the Tank 158.
7. **Begin Off-Load** – Once the tank is down to 15%, contact operations with plant radio to notify that valve will need to be turned off. Ensure that the vacuum tank is complete empty before turning the valve off.
8. **Open the Vac Truck Valve on the Vessel. (THIS WILL BE INDICATED BY A BLUE TAG AS SHOWN BELOW)**



- 9.
10. **Detach Valve Hose** – Operations will turn valve off, after confirming valve is off, disconnect the vacuum hose to the off-load fitting at Tank 158. Turn the vacuum pump from discharge to vacuum, then allow the hose to clear of any product.

CLEAN-UP AND COMPLETION

	SMITH CONSTRUCTION, INC. Safety Management System	Doc No:	SCI-020
		Initial Issue Date	10/23/2025
		Revision Date:	Initial Version
TANK 158 OFF-LOADING		Revision No.	REV. 2
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page:
			Page 3 of 3

11. **Clean-Up.** Pick up all trash in the area, store hoses, ensure the water draw valve is secured and not leaking.
12. **Proceed to desalter** and offload per SCI-S001-Desalter Offload procedure.
13. **Contact a supervisor** to advise that the project is complete.