

	SMITH CONSTRUCTION, INC.	Doc No:	SCI-S002
		Initial Issue Date	02/10/2025
		Revision Date:	10/03/2025
<b>Tank 84 Off-Loading Procedure</b>			Revision No. 1
Preparation: Bryan Gaddy	Authority: President	Issuing Dept: Operations	Next Review Date: 02/10/2026
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## Purpose

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The purpose of this procedure is to define the requirements for safe and efficiently Offloading at TK84 Cleaning at Valero Ardmore Refinery.

## Scope

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This policy details the Risks, PPE, Equipment, Key Responsibilities, instruction for the Off-Loading of product into TK84. 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

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- **Slips, Trips, Falls**
- **Exposure to product**
- **Spills**
- **Actuating Vac Truck Valve**

## PPE Requirements

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- **Basic PPE**
- **Face Shield**

## Equipment

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

## Key Responsibilities

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### 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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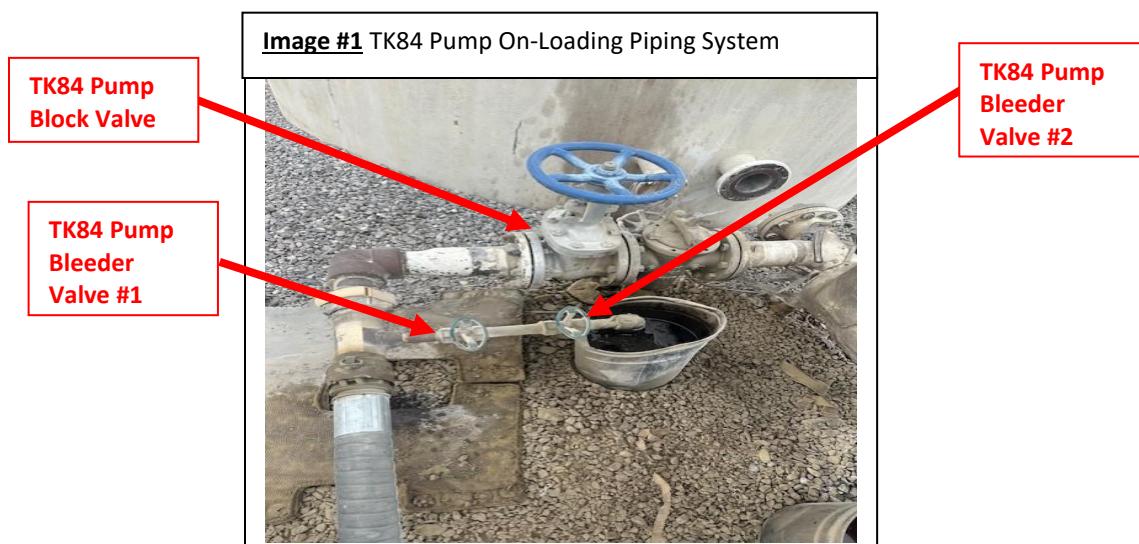
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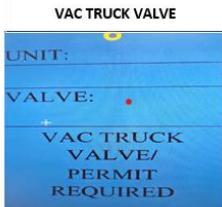
**Process****Pre-Work & Set-Up**

1. Follow these instructions in this specific order. Failure to start Tank 84 pump in the correct sequence will cause an air lock within the pump.
2. Complete a JSA to offload at TK84. JSA should include all conditions and tools required and any mitigations required to offset the risk of injury and/or damage to equipment.
3. Obtain permit to offload. **\*\*(ENSURE THAT VALVE ACTUATION IS APPROVED).\*\***
4. Proceed to TK84 and begin setting up for offloading of 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 Vacuum Hose from pump vacuum hose to the TK 84 Vacuum Hose Open Discharge valve on pump truck.



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6. Ensure that Valve to be operated is marked with a Vac Truck Blue Tag, as seen below.



### Work Process

7. Open TK 84 pump bleeder valve #1 shown in Image #1 of this procedure.
8. Open TK 84 pump bleeder valve #2 shown in Image #1 of this procedure.
9. Begin bleeding the line until a constant stream is present.
10. Close TK 84 pump bleeder valve #2 shown in Image #1 of this procedure.
11. Close TK 84 pump bleeder valve #1 shown in Image #1 of this procedure.
12. Open TK 84 pump block valve shown in image #1 of this procedure.
13. Start pump at TK84.
14. Begin pumping discharge of pump truck.
15. Turn TK84 pump off once the vacuum truck has been completely offloaded.
16. Close TK 84 pump block valve shown in image #1 of this procedure.
17. Start vacuum truck pump and engage the suction.
18. Open TK 84 pump bleeder valve #1 shown in Image #1 of this procedure.
19. Open TK 84 pump bleeder valve #2 shown in Image #1 of this procedure.
20. Clear the vacuum hose of product; this will be evident by watching the bleeder valve. When there is no product coming out of the bleeder valve process line, then the line is clear.
21. Break down the vacuum truck, collect all hoses, cones, and chalk blocks and store them on the vacuum truck.



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**Clean-up & Project Completion**

22. Update the vacuum truck log.
23. Turn in all permits and JSA's notify supervisor that the job is complete.
24. Clean Vacuum truck tank to ensure that ASO does not cause float to stick in the future.
25. Contact your supervisor notify of project completion.