	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
			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.