	SMITH CONSTRUCTION, INC. Safety Management System		Doc No:	SCI-S003
			Initial Issue Date	02/10/2025
			Revision Date:	7/31/2025
WEST PAD CLEANING			Revision No.	1
			Next Review Date:	02/10/2026
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 4

Purpose

The purpose of this procedure is to define the requirements for safely and efficiently performing the West Pad Cleaning at Valero Ardmore Refinery.

Scope

This policy details the Risks, PPE, Equipment, Key Responsibilities, instruction for Cleaning the West Pad. 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

- Splash and Exposure to product or vapors.
- Slips and strains when washing and moving equipment
- Burns when using the hotwash
- Hose blowouts
- damage to equipment while setting up or breaking down

PPE

- Basic PPE
- Face Shield While Operating Hot Washer

Equipment


- Vactor
- Vacuum Truck
- Bin Truck
- Long Reach
- Hotwasher

Supervisors

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

Employees

- Shall follow all aspects of this procedure.

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Process

PRE-WORK & SET-UP


- 1) **Conduct Equipment Pre-Trip**
- 2) **Clean debris off the pad** using the Hot Washer, by washing the debris into the trough until all debris is in the trough.
- 3) **Using a ground guide, position a vacuum truck** at the edge of the trough, whereas the back of the vacuum truck is approximately 2' from the edge of the trough. Ensure that the camlocks are in place and chocks are in place.
- 4) **Connect the end connection screen to the vacuum hose** and lower the open-ended screened vacuum hose into the trough.
 - a) Check wind direction and place vent hose accordingly and set cone at the discharge end of the vent hose.
 - b) Ensure the ground has been secured and the green light indicator is illuminated.
 - c) Place chock block under rear truck tires.
 - d) Ensure area clear of other personnel down wind.

WATER DRAIN PROCESS

- 5) **Engage the suction on vacuum pump** and begin unloading only the water.
- 6) **Monitor the level of water on the pump truck** during this process, off-load the water at the Desalter per SCI-S001-Desalter Off-Load, and repeat "set-up" next to the West Pad trough.
- 7) **Once the Trough is drained of water, move the vacuum truck away from the West Pad** (a good parking place is across the road to the South).

SOLID WASTE REMOVAL PROCESS


- 8) **Open the tarp on the Haz-Waste Bin**, located on the East Side of the West Pad.
- 9) **Start the long reach and allow to warm up for 2 minutes.** While waiting, walk the West Pad and ensure that it is clear of any personnel and debris which could be impacted by the bucket or falling material from the bucket.
- 10) **Begin shoveling out the trough** and depositing the material into the Haz-Waste Bin.
- 11) **Once the Haz-Waste Bin is ½ full, STOP**, and return the Long Reach bucket to the stored position by placing the bucket retracted fully and the boom extended forward.

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- 12) During this process, some of the waste contents will spill onto the pad, use the Hot washer and the Vactor excavator hose to wash all contents into the trough.
- 13) Close the Tarp on the Haz-Waste Bin and notify the Bin Truck Driver that the West Haz-Bin is ready to be picked up.

HAZ-WASTE BIN CYCLE PROCESS

- 14) Using a ground guide, carefully back up to within 1' of the Haz-Waste Bin
- After getting back into position, the ground guide shall give a thumbs up, notifying the driver that the bin truck is in the correct position
- 15) Dismount the cab of the bin truck and using the side controls, raise the bed of the bin truck to full extension.
- 16) Connect the eye ring (stinger) to the connecting hook of the bin.
- 17) Once the stinger is connected, begin retracting the stinger cable, when the bin is 1/4 of the way onto the bed, ensure that the bed rails are on the inside of the bin.
- 18) Once rail placement has been confirmed, continue retracting the stinger cable until the bin is 1/2 on the railing, slowly lower the bed until the bed and ensure that the rails are set under the bin and proceed retracting and lowering the bed until the bed is completely lowered and the bin is secured on the bin truck.
- NOTE:** You will hear an audible click sound at the front of the bed indicating that bin has been properly locked and secured in place.
- 19) Proceed to the bin storage area and prepare to offload bin.
- NOTE:** The full bins are located at the Southwest side of the laydown yard.
- 20) Select a good drop area in this portion of the laydown yard.
- 21) Using a ground guide, back to a position that is approximately 3/4 of the distance to the area where the bin will be set. (The bin will slide back about 5-10 feet during offload.)
- 22) Set the airbrake and dismount the truck, raise the bed to 3/4 extension and begin reeling out the stinger cable. Allow the bin to slide off the back of the truck and roll back to the appropriate place as needed.
- 23) Enter the cab and disengage the airbrakes.
- 24) Put the bin truck in Neutral and raise the bed to full extension.
- 25) Once at full Extension, reel out the stinger cable and allow the bin truck to move forward until the bin is completely off railing system of the truck.
- 26) Using a ground guide, slowly back-up 2' (this is done to give enough slack in the stinger, to detach the cable from the bin)
- 27) Once sufficient slack has been created, engage the airbrake of the truck, dismount the truck or have the

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ground guide detach the stinger, then place it onto the storage hook on the rail at the end of the bed

- 28) **Call the Environmental Dept. to identify a de-watering box to use for the replacement Haz-Waste Bin** for the West Pad .
- 29) **Locate and secure a felt liner** (kept on the Southwest area of the laydown yard "Chigger Hill")
- 30) **Install the felt liner by using a ladder to climb into the de-watering box** and hook the felt by connecting the liner to the horns located at the top inside.
- 31) **Climb into the bin truck and repeat steps 14-18** of this process.
- 32) **Proceed to West Pad and offload the Haz-Waste Bin in South East area**, next to the barrier fence follow steps 20-27.

CLEAN UP

- 33) **Once the West Pad is clean and trough is free of debris (or less than ¼ full) pick up all hoses and trash and notify your supervisor** that the West Pad is clean and ready for review.