	Department - Environmental	**SOP #**	ENV-EES-07
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SOP Owner	M. Paul	**Approval**	R. Kalinowsky

Standard Operating Procedure – Collection Main Inspection

1. Purpose

The purpose of this SOP is to define how to properly inspect the collection main on the battery top for EES Coke Battery LLC and document the inspections.

2. Scope

This document is intended to give a description on how to properly inspect the collection main on the battery top at EES Coke Battery.

3. Responsibilities

Sidock field personnel are responsible for implementing this procedure. Only field personnel certified to USEPA Method 303 shall inspect the collection main.

4. PPE Requirements

The following PPE is required for personnel responsible for implementing this procedure:

1. Standard Battery PPE (leather gloves; FR clothing; safety hood; hard hat; spoggles or safety goggles; radio; metatarsal safety boots; hearing protection; CO detector; ½- face respirator).

5. Communication

1. Field Personnel shall sign into the log book at the Battery Foreman's Office before going to the battery top.
2. Field Personnel shall speak to the Battery Foreman or Team Leader regarding any safety issues or other events that may affect the completion of this task before going to the battery top.
3. Field Personnel must confirm if any ovens are inoperable with the Battery Foreman/ Team Leader before going to the battery top.
4. Field Personnel shall have a radio tuned to Channel #2 on their person.
5. If a reading cannot be obtained for any reason, Field Personnel shall immediately inform EES Coke Environmental personnel.
6. If emissions are observed from the Collection Main, Field Personnel shall inform EES Coke Environmental personnel, and the Battery Foreman/ Team Leader **immediately via text**. **Immediate notification is necessary to provide EES Coke with sufficient time to respond to the situation within the four-hour response time allowed by the applicable regulations.**

6. Safety Requirements

1. Field Personnel must be accompanied by the Battery Foreman or Team Leader when working on top of the battery.
2. Be aware of the moving Larry car. An alarm sounds when the Larry Car is in motion to alert personnel on top of the battery. Proceed to or stay within the yellow walkway to avoid being hit by the Larry Car when it moves.
3. Stay on the yellow path while on top of the battery unless you need to get a closer look at the collector main.
4. Do not walk backwards.
5. Exercise care when moving onto the catwalk. Processing operations may result in the rapid and unexpected release of steam, hot gases and flames that can engulf areas of the catwalk.

7. Procedure

1. Field Personnel must inspect the collection main for leaks and record collection main pressures each day, 7 days per week.
2. Field Personnel shall complete the Method 303 Collector Main Certification Form (Form A-4) during the inspection of the collector main.
3. The inspection of the collection main requires two (2) traverses. One traverse is performed along the top of the battery near the collection mains. The second traverse is performed along the collection main catwalk. Neither of these traverses are timed tasks.
4. Before traversing the battery to examine the collection main, record the start time.
5. Traverse (walk) down the collection main, checking to see if there are any emission leaks. Yellow visible emissions from the collection main indicate a leak.
6. If a leak from the Collector Main is observed, Field Personnel must stop the inspection and notify the EES Coke Environmental personnel, the Battery Foreman/ Team Leader, and the Business Unit Manager immediately via text. **Immediate notification is necessary to provide EES Coke with sufficient time to respond to the situation within the four-hour response time specified by the applicable regulations. Field Personnel shall not resume inspections until the leak notifications have been completed.**
7. Field Personnel shall identify the location of visible emissions observed from the collection main and note the time of the observed emissions on the Method 303 Collector Main Certification Form (Form A-4).
8. Once the Field Personnel is done on top of the battery, proceed to the collection main catwalk and inspect the collection main from the catwalk.
9. After all other inspections have been completed, Field Personnel shall obtain the collection main pressures from the computer in either the Battery Foreman's

Office or Control Room #2 and document those readings on the Method 303 Collector Main Certification Form (Form A-4).

10. Field Personnel shall compare the pressure readings observed during the inspection with the values over the last 8 to 24 hours. Any deviations below the range of normal operations and any explanations for the deviations offered by the operator shall be documented on the Method 303 Collector Main Certification Form (Form A-4).
11. Field Personnel shall periodically check quality assurance and quality control records for the collection main.
12. The following information shall be documented on the Method 303 Collector Main Certification Form (Form A-4):
    - The name of the inspector.
    - The date of the inspection.
    - The crew.
    - The name of the battery foreman.
    - The start time for the collector main inspection.
    - The stop time for the collector main inspection.
    - The pressure for each of the collector mains in inches of water column.
    - The pressure for the suction main in inches of water column.
    - The oven number, time of observation, time/date of temporary sealing and the name of the EES personnel responsible for corrective action for each leak on the push side collection main.
    - Any issues observed during the collection main inspection.
    - The name and signature of the EES Coke personnel notified of observed issues, if applicable.
    - The date and time that EES Coke personnel were notified of observed issues associated with the collection main, if applicable.
    - Description of corrective actions implemented to address issues identified during the inspection of the collection main.
13. Field personnel shall review the completed Method 303 Collector Main Certification Form (Form A-4) and confirm that all of the items specified in Step 12 above are documented on the form.
14. Field personnel shall document their review of the daily Method 303 Collector Main Certification Form (Form A-4) by initialing each element specified for the Collection Main on the Field Technician QA/QC Form for Daily Method 303 and Push-Travel Inspection Reports (Form A - Tech QC).
15. The Field Technician QA/QC Form for Daily Method 303 and Push-Travel Inspection Reports (Form A - Tech QC) shall be updated by Field Personnel daily prior to the distribution of the daily reports.
16. The completed Method 303 Collector Main Certification Form (Form A-4) shall be included in the daily inspection report and distributed in accordance with the requirements for the daily inspection reports specified in ENV-EES-YY.
17. **Once Field Personnel have distributed the completed Method 303 Collector Main Certification Form (A-4) to the Sidock Project Manager, or their designee, for QA/QC review, Field Personnel shall not modify any**

data on the hard copy form without consultation and coordination with the Sidock Project Manager, or their designee. Conflicting data may result in incorrect compliance documentation.

8. References

1. USEPA Method 303
2. Crowder Environmental Associates Method 303 Determination of Visible Emissions from By-Product Coke Batteries Classroom Course Manual

9. Attachments

- Method 303 Collection Main Certification Form (Form A-4) (example)

Sidock Group, Inc.
ENGINEERS • ARCHITECTS • CONSULTANTS • PROJECT MANAGERS

Method 303 Colletion Main
Certification Form
Form A-4

EES Coke Battery LLC Contact Information
Security/Emergency/Medical: 313-216-2499
Environmental Engineer (mobile): 734-320-5255

Facility Name: EES Coke Battery LLC

Inspector's Name:_____ **Date:**_____

Battery No. 5 **Crew:**_____ **Battery Foreman:**_____

Start Time: _____ **End Time:** _____

Collection Main #1 _____ **INWC**
Collection Main #2 _____ **INWC**
Collection Main #3 _____ **INWC**
Collection Main #4 _____ **INWC**
Suction Main Pressure _____ **INWC** **(note: should be a negative value)**

PUSH SIDE COLLECTION MAIN - Leak Observation Detail						
Ovens	**Time**	**Time/Date Temporarily Sealed**	**By**	**Time/Date Final Repair Initiated**	**Time/Date Final Repair Completed**	**By**

1) Temporary seal of leak is required within 4 hours from the time of detection of the leak
2) Permanent repair must be initiated within 5 days of detection and completion of repair is required within 15 days of detection

Notes

Any Issues? Describe	
EES Person Notified of Issue	Date
Corrective Action Taken	