ATTACHMENT-7

P.O.#	Rel.#	Tons

Hazardous / Bulk Control Program

Truck Unloading Form

This form is to be used to report on carrier's adherence to facility procedures and as a checklist to follow safety precautions for unloading of all bulk materials, hazardous & non-hazardous.

Carrier Name:	Driver Name:
Trailer No.:	Date/Time of Arrival: ___/___/___ _____
Bulk Material to be Unloaded	

Instructions - - Shaded Areas

1) BEFORE driver proceeds to unloading area, please CHECK that the driver has all NECESSARY Personal Protective Equipment (PPE) listed in Section I.
2) Instruct driver to read "Driver Instructions" section located directly below the signature line.

DRIVER WILL NOT BE ALLOWED ENTRANCE WITHOUT PROPER PERSONAL PROTECTIVE EQUIPMENT IN HIS POSSESSION

End:	
Start:	
Total:	

Section I

Personal Protective Equipment (PPE) - Please Check Appropriate Box

N/A = Not Applicable

N/A	YES	NO	
			Safety Hat
			Chemical goggles and face shield
			Protective gloves (suitable for the chemical)
			Protective clothing (suitable for the chemical)

Driver's Signature:

Driver Instructions	1) DO NOT RELEASE (BLOW) AIR PAD WHILE TRUCK IS IN MOTION INSIDE THE FACILITY
	2) DRIVER MUST BE IN ATTENDANCE OF HIS/HER TRUCK AT ALL TIMES DURING UNLOADING
	3) Complete the questions in the Carrier Checklist (Section II) and the Check List in Sections III and IV

Section II

Carrier Checklist

N/A = Not Applicable

N/A	YES	NO	
			Did the carrier's bill of lading and placards clearly identify the material?
			Did the carrier make its scheduled pick-up or delivery appointment?
			Did the carrier arrive with all the requested accessorial equipment (i.e. pumps, proper hoses, etc.)?
			Did the driver close and secure all valves, plugs and dome housings before leaving the loading/unloading site?
			Did the carrier's equipment (i.e. pump, valves, hoses, etc.) operate properly?

DISTRIBUTION

For All Forms: File a copy of this report with the Facility Safety Manager. If ANY questions are answered NO, or if there are comments relating to carrier/driver performance.

Carrier service issues not identified above should be detailed on back of form. (EXAMPLE: Bald tires, not using PPE, Etc.)

The following checklist is designed to supplement facility unloading procedures.

All unloading of materials shall be done in accordance with specific facility procedures.

Note: An Employee trained in safe unloading and emergency procedures will assist carrier personnel as necessary in the unloading process.

The following items shall be verified:

Section III

Upon Arrival at Unloading Site

Checklist	
	Inform the driver of emergency shower locations.
	Ensure that the driver USES the listed Personal Protective Equipment (Section I).
	Ensure that the driver unloads product at the proper unloading station.
	Ensure that there is sufficient storage capacity available (Unloading: storage tank).
	Verify the unloading valve location.
	Ensure that the proper hoses and connections are used.

Section IV

After Unloading

Checklist	
	Using safe procedures, verify that the tank truck is empty.
	Ensure that all valves, plugs and dome housings are properly closed and secured.
	Ensure that all hoses are returned to the proper locations and unloading valves is re-locked.
	Ensure that the placards are not removed.

Please note below any service deficiencies observed _____

_____

_____

_____

_____

_____

Employee Signature:

SULFURIC ACID TANK #2
ZES PROCEDURE

WHEN TO USE:

Maintenance

EQUIPMENT LOCATION:

Outside Screen Building - South Side

OPERATOR CONTROLS:

None

CONTROL COPY

ENERGY SOURCES

Chemical - 93% Sulfuric Acid

IDENTIFY ENERGY SOURCES	LOCKABLE? Y or N	TYPE OF LOCK OR ENERGY CONTROL DEVICE NEEDED
Sulfuric acid tank #2 fill, drain and discharge valves	Y	Padlock, tag and chain valves

SHUTDOWN PROCEDURES

1. Notify: WWTP Operator

2. ZES: Stop Sulfuric Acid Pumps #1 and #2
   Pump Sulfuric Acid in tank into tank truck
   Close discharge and fill valves
   Lock and chain all valves
   Open drain valve
   Flush out tank with water

NOTE: Never enter tank without checking oxygen level and obtaining Vessel Entry Permit

3. Verify: Attempt to open isolation valves
   Attempt to close drain valve

CONTROL COPY

START UP PROCEDURES

1. Clear all tools and personnel.
2. Notify: WWTP Operator
3. Neutral: Not Applicable
4. Restore: Remove locks and chains
   Close drain valve
   Open discharge and fill valves
   Refill Sulfuric Acid Tank

AFFECTED AND AUTHORIZED EMPLOYEES

Affected: WWTP Operator

Authorized: WWTP Operator

CONTROL COPY

SULFURIC ACID PUMP #1
ZES PROCEDURE

WHEN TO USE:

Maintenance

EQUIPMENT LOCATION:

Screen Building - South Wall of Chemical Room
This pump is connected to sulfuric acid tank #2

OPERATOR CONTROLS:

2 Variable Speeds

On/Off

On/Off on MCC 3C

Auto/Off

Override

CONTROL COPY

ENERGY SOURCES

Electrical: Pan 3E-11; 120V, 1ϕ

Chemical: 93% Sulfuric Acid

IDENTIFY ENERGY SOURCES	LOCKABLE? Y or N	TYPE OF LOCK OR ENERGY CONTROL DEVICE NEEDED
Sulfuric acid pump #1 circuit breaker 3E-11 in Panel 3E	Y	Padlock and tag circuit breaker Panel 3E
Sulfuric acid pump #1 suction and discharge valves	Y	Padlock, chain and tag valves

SHUTDOWN PROCEDURES

1. Notify: WWTP Operator

2. ZES: Stop Sulfuric Acid Pump #1
   Turn circuit breaker 3E-11 in Panel 3E off
   Lock shut Panel 3E
   Close isolation valves in suction line of Sulfuric Acid Pump #1
   Close isolation valves in discharge line of Sulfuric Acid Pump #1
   Open bleed valves to Sulfuric Acid Pump #1
   Chain isolation valves closed and bleed valves open

3. Verify: Attempt to start Sulfuric Acid Pump #1
   Attempt to open suction and discharge valves
   Attempt to close bleed valves

CONTROL COPY

START UP PROCEDURES

1. Clear all tools and personnel.

2. Notify: WWTP Operator

3. Neutral: Not Applicable

4. Restore: Remove locks and chains
   Close bleed valves for Sulfuric Acid Pump #1
   Open suction line valve for Sulfuric Acid Pump #1
   Open discharge line valve for Sulfuric Acid Pump #1
   Unlock Panel 3E
   Turn on circuit breaker 3E-11

AFFECTED AND AUTHORIZED EMPLOYEES

Affected: WWTP Operator

Authorized: WWTP Operator

CONTROL COPY

SULFURIC ACID PUMP #2
ZES PROCEDURE

WHEN TO USE:

Maintenance

EQUIPMENT LOCATION:

Screen Building - Southeast Wall of the Garage
This pump is connected to sulfuric acid tank #1

OPERATOR CONTROLS:

2 Variable Speeds

On/Off

On/Off on MCC 3C

Auto/Off

Override

Hour Meter

CONTROL COPY

ENERGY SOURCES

Electrical: Pan 3E-11; 120V, 1ϕ

Chemical: 93% Sulfuric Acid

IDENTIFY ENERGY SOURCES	LOCKABLE? Y or N	TYPE OF LOCK OR ENERGY CONTROL DEVICE NEEDED
Sulfuric acid pump #2 circuit breaker 3E-11 on Panel 3E	Y	Padlock and tag circuit breaker Panel 3E
Sulfuric acid pump #2 suction and discharge valves	Y	Padlock, chain and tag valves

SHUTDOWN PROCEDURES

1. Notify: WWTP Operator

2. ZES: Stop Sulfuric Acid Pump #2
   Turn circuit breaker 3E-11 in Panel 3E off
   Lock shut Panel 3E
   Close isolation valves in suction line of Sulfuric Acid Pump #2
   Close discharge valves in suction line of Sulfuric Acid Pump #2
   Open bleed valves to Sulfuric Acid Pump #2
   Chain and lock isolation valves closed and bleed valves open

3. Verify: Attempt to start Sulfuric Acid Pump #2
   Attempt to open suction and discharge valves
   Attempt to close bleed valves

CONTROL COPY

START UP PROCEDURES

1. Clear all tools and personnel.

2. Notify: WWTP Operator

3. Neutral: Not Applicable

4. Restore: Remove locks and chains
   Close bleed valve for Sulfuric Acid Pump #2
   Open suction line valves for Sulfuric Acid Pump #2
   Open discharge line valves for Sulfuric Acid Pump #2
   Unlock Panel 3E
   Turn on Circuit Breaker 3E-11

AFFECTED AND AUTHORIZED EMPLOYEES

Affected: WWTP Operator

Authorized: WWTP Operator

CONTROL COPY

SULFURIC ACID TRANSFER PUMP
ZES PROCEDURE

WHEN TO USE:

Maintenance

EQUIPMENT LOCATION:

On top of Sulfuric Acid Tank #1, East side of Screen Building.

OPERATOR CONTROLS:

On/Off on MCC 3B

CONTROL COPY

ENERGY SOURCES

Electrical: 3 B 12; 480V,3ϕ

Chemical: 93% Sulfuric Acid

IDENTIFY ENERGY SOURCES	LOCKABLE? Y or N	TYPE OF LOCK OR ENERGY CONTROL DEVICE NEEDED
Sulfuric acid transfer pump disconnect 3 B 12	Y	Padlock and tag disconnect
Sulfuric acid transfer pump suction and discharge valves	Y	Padlock, chain and tag valves

SHUTDOWN PROCEDURES

1. Notify: WWTP Operator

2. ZES: Stop Sulfuric Acid Transfer Pump
   Shut off disconnect 3 B 12
   Lock disconnect 3 B 12
   Close isolation valves in discharge line of Sulfuric Acid Transfer Pump
   Open bleed valves to Sulfuric Acid Transfer Pump
   Lock isolation valves shut and bleed valves open

3. Verify: Attempt to start Sulfuric Acid Transfer Pump
   Attempt to close bleed valves to Sulfuric Acid Transfer Pump
   Attempt to open isolation valve

CONTROL COPY

START UP PROCEDURES

1. Clear all tools and personnel.

2. Notify: WWTP Operator

3. Neutral: Not Applicable

4. Restore: Remove locks
   Close bleed valves for Sulfuric Acid Transfer Pump
   Open isolation valve in discharge line for Sulfuric Acid Transfer Pump
   Turn on disconnect 3 B 12 if pump is to be used.

AFFECTED AND AUTHORIZED EMPLOYEES

Affected: WWTP Operator

Authorized: WWTP Operator

CONTROL COPY

KIER SULFURIC ACID VALVE
ZES PROCEDURE

WHEN TO USE:

Maintenance on kier sulfuric acid valves

EQUIPMENT LOCATION:

Operating Floor - Kier Deck Area

OPERATOR CONTROLS:

Motors: Sulfuric acid valve auto/off/manual

Valves:
- High pressure drain auto/manual
- Low pressure drain auto/manual
- Bleach drain auto/manual
- Overflow valve auto/manual
- Hot water valve auto/manual
- Cold water valve auto/manual
- Recycled water valve auto/manual
- Head tank make-up water valve auto/manual
- High pressure vent valve auto/manual
- Low pressure vent valve auto/manual
- Isolation valve auto/manual
- Circulation valve auto/manual
- Chemical addition valve auto/manual
- Sodium hydroxide (caustic) valve auto/manual
- Hydrogen peroxide valve auto/manual
- Tergitol valve auto/manual
- Hampex-80 valve auto/manual
- Acetic acid valve auto/manual
- Sulfuric acid valve auto/manual

Note: All pumps and valves controlled by Honeywell computer

CONTROL COPY

ENERGY SOURCES

Electrical: PAN 1G-1 - Kier #1 120 vac supply
PAN 1G-2 - Kier #2 120 vac supply
PAN 1G-3 - Kier #3 120 vac supply
PAN 1G-4 - Kier #4 120 vac supply
PAN 1G-5 - Kier #5 120 vac supply
PAN 1G-6 - Kier #6 120 vac supply
PAN 1G-7 - Kier #7 120 vac supply
PAN 1G-8 - Kier #8 120 vac supply
PAN 1G-9 - Kier #9 120 vac supply

Pneumatic: 90 psig air

Chemical: 93% Sulfuric acid

ENERGY ISOLATION DEVICE	LOCKABLE? Y or N	TYPE OF LOCK OR ENERGY CONTROL DEVICE NEEDED
Kier 120 vac supply in circuit breaker panel 1G	Y	Padlock and tag circuit breaker panel 1G
Kier #1 air supply valve	Y	Padlock and tag kier air supply block and vent valve
Kier chemical valves (sulfuric acid alves)	Y	Padlock and tag circuit breaker panel 1G. Insert pipe blank in sulfuric acid lines.

SHUTDOWN PROCEDURES

1. Notify: Console Operator
   Utility Operator
   Extra Utility Operator
   Team Leader
   Maintenance

2. ZES: Console Operator shuts down kier with Honeywell
   Stop kier with stop push button on kier control panel
   Turn off kier circuit breaker
   Pull sulfuric acid pump #1 circuit breaker 1G-11 off
   Lock shut circuit breaker panel 1G
   Shut kier sulfuric acid isolation valve
   Drain kier sulfuric acid line
   Close kier #1 air supply block and vent valve
   Chain all valves
   Insert pipe blank in sulfuric acid line

   Note: If the kier sulfuric acid valve will be out of service for an extended period, the sulfuric acid pump can be returned to service.

3. Verify: Attempt to start kier
   Attempt to open sulfuric acid valves
   Attempt to remove pipe blank

CONTROL COPY

START UP PROCEDURES

1. Clear all tools and personnel.

2. Notify: Console Operator
   Team Leader
   Maintenance

3. Neutral: Kier shut down in Honeywell computer
   Kier pump switches on control panel in off position for pressure pump and outside circulating pump
   All kier valve switches in control panel in auto position for high pressure drain, low pressure drain, bleach drain, overflow valve, hot water valve, cold water valve, recycled water valve, head tank make-up water valve, high pressure vent valve, isolation valve, circulation valve, chemical addition valve, sodium hydroxide (caustic) valve, hydrogen peroxide valve, tergitol valve, hampex-80 valve, acetic acid valve and sulfuric acid valve.
   Sulfuric acid pump #1 circuit breaker 1G-11 locked off

4. Restore: Remove locks and chains
   Remove pipe blank from kier sulfuric acid line
   Turn on kier circuit breaker
   Push kier reset button to reset control panel
   Kier pump switches on control panel in auto position for pressure pump and outside circulating pump
   Turn on sulfuric acid pump #1 circuit breaker 1G-11

AFFECTED AND AUTHORIZED EMPLOYEES

Affected: Console operator

Authorized: Maintenance
Team Leader
Console Operator

CONTROL COPY

SULFURIC ACID TANK
ZES PROCEDURE

WHEN TO USE:

Maintenance

EQUIPMENT LOCATION:

Downstairs - North West Corner of Chemical Room

OPERATOR CONTROLS:

None

CONTROL COPY

ENERGY SOURCES

Chemical: 93% Sulfuric Acid

IDENTIFY ENERGY SOURCES	LOCKABLE? Y or N	TYPE OF LOCK OR ENERGY CONTROL DEVICE NEEDED
Sulfuric acid in tank	Y	Padlock, chain and tag valves

SHUTDOWN PROCEDURES

1. Notify: Console Operator
   Team Leader
   Maintenance

2. ZES: Stop sulfuric acid pump
   Pump sulfuric acid in tank into tank truck
   Close discharge and fill valves
   Open drain valve
   Vent tank
   Lock and chain all valves
   Flush out tank with water

   NOTE: Never enter tank without checking oxygen level and obtaining a Vessel Entry Permit

3. Verify: Attempt to open valves

CONTROL COPY