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1.0 Purpose

The purpose of this procedure is to outline the general steps for safely offloading a tanker of raw material in the tank farm. This ensures Gemini is getting the correct product into the correct tank in a safe manner.

2.0 Scope

This document covers the standard procedures to be followed by employees in the receiving or production department when offloading tankers of raw material into the bulk storage tanks. By following these instructions, the work will be completed accurately, consistently, and safely.

3.0 Safety



Required PPE: Safety Glasses, Steel or Composite toe shoes, Nitrile Gloves, Splash guard if needed.

***Absolutely NO Electronic Devices in Hazardous Environments. (Production, Fill-Off, Tank Farm)**

***Absolutely NO use of headphones, earbuds, etc. inside the Warehouse and/or Hazardous areas.**

4.0 Tank Wagon Offloading

- 4.1 Help the truck driver get the tank wagon properly positioned in front of the offloading manifold area. You should position the truck so that all hoses can be easily hooked up.
- 4.2 Carefully review the driver's paperwork to ensure it matches the purchase order.
- 4.3 Place the wheel chock under one of the rear wheels of the tank trailer and bond the trailer using the bonding and grounding system.
- 4.4 Pull a sample of material from the outlet valve on the tanker using an 8oz glass jar. Open the valve slowly and let approximately one gallon of material drain into a bucket before pulling the sample. This will flush any cleaning solution that may be collected in the lines. Mark the lid of the jar with the item code of the material. **If needed, ask the driver for assistance in opening the valve on the tanker if you are not familiar with the valving system.**
- 4.5 Take a sample to the QC lab for testing. Give the QC technician a copy of the CofA and write the following information on the CofA: Item Code, Tank Number, Lot Number, PO number, and NET weight of the material.
- 4.6 While the QC technician is testing the sample, hook up all hoses and get ready to pump the material. **DO NOT PUMP ANY MATERIAL UNTIL THE SAMPLE HAS BEEN APPROVED BY QC.**
- 4.7 **GRAND PRAIRIE SITE ONLY:** Hook up the vapor recovery line from the tank farm back to the tanker.
- 4.8 Make sure all valves to the tank are open.
- 4.9 Check tank level on site glass tube or by measuring the tank level to ensure there is plenty of room in the tank to hold the tanker load.
- 4.10 Once you are sure there is room in the tank, and QC has approved the sample you may begin pumping material.
- 4.11 It is always a good idea to watch the liquid level on the site glass tube to ensure it is steadily rising. If you don't see the level rising, double check your hose connections to ensure you do not have them hooked up incorrectly.
- 4.12 Once the tanker is empty, walk out your hoses to ensure there is no material left in the lines.
- 4.13 Carefully close the valves and shut off the pump.

- 4.14 **IMPORTANT:** Make sure you bleed off the air pressure to the pump using the bleed-off valves before unhooking any hoses.
- 4.15 Remove chocks from the wheels and release the bonding strap from the tanker.
- 4.16 Sign the driver's paperwork and open the exit gates for the driver.

5.0 References

Reference	Title
1	Bonding & Grounding SOP Operation of Air-Diaphragm Pump SOP