

	ALKY PPE CLEANING PROCEDURE			
	Procedure Type: Special		Department: EH&S	
	Document Owner: Manager, EH&S		Document Contact: Safety Advisor	
Document Number: 4000-ZPR-HMSAFESA-009056	Issue Date: 02/25/2020	Revision Number: 6	Next Review Date: 11/25/2022	

THIS PROCEDURE REQUIRES AN OPERATOR TO SIGN-OFF ON EACH TASK / STEP.	
Purpose and Scope:	This procedure describes the steps to safely prescribe the cleaning requirements for Alky PPE.
Personal Protective Equipment (PPE) Required:	Normal mandatory PPE for working in process areas required. Additional PPE may be required as per Refinery Standards and applicable Material Safety Data Sheets (MSDS).

ALKY PPE CLEANING PROCEDURE

Document Number: 4000-ZPR-HMSAFESA-009056	Issue Date: 02/25/2020	Revision Number: 6	Next Review Date: 11/25/2022
---	----------------------------------	------------------------------	--

PROCEDURE INSTRUCTIONS

				Procedure Start Date		
				Start	Finish	Initial
1.0	Obtain Safe Work Permit	1.1	Obtain Safe Work Permit from CB 1.			
2.0	Cleaning, Neutralizing and Drying Facilities	2.1	Cleaning station has (3) sinks and/ or (3) 75 gallon Vats: Sinks: <ul style="list-style-type: none"> • Neutralization sink: ½ cup of soda ash and water • Detergent: ½ cup of 2X Ultra Tide and water Vats: <ul style="list-style-type: none"> • Neutralizing Vat: 6 cups of soda ash to 60 gallons of water • Detergent: 6 cups of 2X Ultra Tide and water Rinse water: rinse sink/vat is equipped with overflow drain to ensure constant hot clean water.			
		2.2	Scrubbing Table – use Lemon Solv degreaser and coarse bristle brush to remove grease or ASO.			
		2.3	Dryer with High, Medium and Cool temperature settings.			
3.0	Hard hats, Face shields, Ear Muffs, Air Fed Helmets, Breathing Air Accessories	3.1	Wipe with rag soaked in neutralizing solution.			
		3.2	Remove any ASO or grease with degreaser and coarse bristle brush.			
		3.3	Wipe with rag soaked in detergent solution.			
		3.4	Wipe with rag soaked in clean rinse water.			

ALKY PPE CLEANING PROCEDURE

Document Number: 4000-ZPR-HMSAFESA-009056	Issue Date: 02/25/2020	Revision Number: 6	Next Review Date: 11/25/2022
---	----------------------------------	------------------------------	--

				Start	Finish	Initial
		3.5	Inspect for defects and discard accordingly. Defective breathing air accessories to be repaired by other qualified personnel.			
		3.6	Hang to dry.			
4.0	Gloves	4.1	Pre-soak in neutralizing solution for 10 minutes.			
		4.2	Remove any ASO or grease with degreaser and coarse bristle brush.			
		4.3	Agitate by hand in detergent solution.			
		4.4	Soak in neutralizing solution for 5 minutes.			
		4.5	Rinse with clean water.			
		4.6	Place gloves in dryer with temperature set to high for 45 minutes. (based on 60 pairs of gloves)			
			<u>NOTE</u> This procedure allows for the use of a glove wringer (Lehman Model # 32823320) during periods of high volume (i.e. Turnarounds and Outages) to reduce drying time. <ul style="list-style-type: none"> • Gloves shall be inserted fingers first with the thumb folded in. • Only the operator inserting the glove into the wringer may operate the hand crank. This task should be rotated (2.5 hours max.) to avoid repetitive strain.			

ALKY PPE CLEANING PROCEDURE

Document Number: 4000-ZPR-HMSAFESA-009056	Issue Date: 02/25/2020	Revision Number: 6	Next Review Date: 11/25/2022
---	----------------------------------	------------------------------	--

				Start	Finish	Initial
		4.7	Perform 4 lb. test on dry gloves by inserting air nozzle in glove; wrapping gauntlet tight around nozzle and holding secure; and, submerging pressured glove in water to check for leaks (bubbles will indicate leak location). Discard gloves that fail the test.			
			<p><u>NOTE</u></p> <p>New gloves must be:</p> <ul style="list-style-type: none"> air tested prior to being made available for first use; and stored away from the supply of available gloves to prevent inadvertent use. 			
		4.8	Re-dry gloves in dryer with temperature set to high for 15 minutes.			
		4.9	Re-stock gloves when dry.			
5.0	Boots	5.1	Wipe with rag soaked in neutralizing solution.			
		5.2	Remove any ASO or grease with degreaser and coarse bristle brush.			
		5.3	Wipe with rag soaked in detergent solution.			
		5.4	Wipe with rag soaked in clean rinse water.			
		5.5	Inspect for defects and discard accordingly.			
		5.6	Re-stock boots.			
6.0	B Class Suits	6.1	Pre-soak in neutralizing solution for 10 minutes.			
		6.2	Remove any ASO or grease with degreaser and coarse bristle brush.			
		6.3	Agitate by hand with detergent solution.			
		6.4	Rinse with clean water.			

ALKY PPE CLEANING PROCEDURE

Document Number: 4000-ZPR-HMSAFESA-009056	Issue Date: 02/25/2020	Revision Number: 6	Next Review Date: 11/25/2022
---	----------------------------------	------------------------------	--

				Start	Finish	Initial
		6.5	Inspect for defects and discard accordingly.			
		6.6	Hang garments on rack to dry.			
7.0	C Class Jackets, Pants or Coveralls	7.1	Pre-soak in neutralizing solution for 10 minutes.			
		7.2	Remove any ASO or grease with degreaser and coarse bristle brush.			
		7.3	Agitate by hand with detergent solution.			
		7.4	Soak in neutralizing solution for 10 minutes.			
			<u>NOTE:</u> If garment is equipped with Velcro, scrub with a soda ash/water slurry directly along the Velcro strips and soak again in the neutralizing solution for 10 minutes.			
		7.5	Rinse with clean water.			
		7.6	Place garments in dryer for 1 hour at Medium temperature setting, then set the dryer to Cool for 15 minutes. To ensure adequate drying, do not overload dryer.			
		7.7	Inspect for defects and discard accordingly.			
		7.8	Hang garments on rack.			
8.0	Change Room Decontamination	8.1	Mop building floors with solution consisting of 1 cup of soda ash and 1 cup of detergent to 10 gallons of water twice daily.			
9.0	Wireless Personal Gas Detector Cleaning	9.1	Pick up contaminated detectors from the bin beside the Acid and Caustic PPE Drop Off			

ALKY PPE CLEANING PROCEDURE

Document Number: 4000-ZPR-HMSAFESA-009056	Issue Date: 02/25/2020	Revision Number: 6	Next Review Date: 11/25/2022
---	----------------------------------	------------------------------	--

			locations			
		9.2	Soak cloth in the soda ash neutralization solution and wring out cloth to remove excess liquid			
		9.3	Wipe entire gas detector with the cloth			
		9.4	Litmus Test the gas detector to ensure it has been neutralized. If not, repeat Step 9.3 until neutralized			
		9.5	Remove any blockages in the holes of the gas detector from dried soda ash solution. If any blockages exist, the detector may fail a bump test and cannot be used.			
		9.6	Leave the clean gas detectors in a designated area and notify GMS to pick up and redistribute the gas detectors to their appropriate check in stations.			

ALKY PPE CLEANING PROCEDURE

Document Number: 4000-ZPR-HMSAFESA-009056	Issue Date: 02/25/2020	Revision Number: 6	Next Review Date: 11/25/2022
---	----------------------------------	------------------------------	--

--	--	--	--	--	--

CHANGES / UPDATES

Are any changes/updates required? YES NO

Changes/updates required may be written within the procedure itself or in this section.

All comments **MUST** include operator name and review date (mm/dd/yy).

Name: _____

Date: _____

CHANGES/UPDATES ACCEPTED AS IDENTIFIED

Document Contact Signature: _____

Date: _____

--	--	--	--	--	--

END OF PROCEDURE

ALKY PPE CLEANING PROCEDURE

Document Number: 4000-ZPR-HMSAFESA-009056	Issue Date: 02/25/2020	Revision Number: 6	Next Review Date: 11/25/2022
---	----------------------------------	------------------------------	--

REVISION LOG

Date (MM/DD/YYYY)	Revision	Section	Comments	Editor (Name)
02/15/2010	0		Original Issue.	
10/18/2010	1	4.6, 4.8	Revised drying time for gloves. Allow use of glove wringer to improve drying time.	
06/07/2012	2	All	Updated format into the new template. No content review done.	
08/12/2013	-	Header	Updated Document Owner & Contact. NO Content was altered.	
04/03/2014	3	7.4	Added note to use a second neutralizing step if garments are equipped with Velcro.	D. Allen
5/29/2017	4	2.1	Added ratio if using 75 gallon Vats	T. Richard
04/04/2019	5	9.0	Added Wireless Gas Detector cleaning protocol	N. Ahmed
02/25/2020	6	4.7	Added note indicating requirement to air test new gloves and store them away from supply of available gloves.	M. Chipman



The following individuals have approved and signed this document.

UserName: Todd Murray (toddmurray)

Title: Manager EH&S Sarnia Refinery

Date: Sunday, 01 March 2020, 03:52 PM Mountain Time

Meaning:

=====