

ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE

EMD OPERATING
PROCEDURES MANUAL
VOL I: FIELD OPERATIONS

Manual No.: 5-21000-OPS-FO
New Manual No.: 4-11000-ER-OPS-FO
Procedure No.: Table of Contents, Rev 77
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Effective Date: 12/02/94
Organization: Environmental Management

THIS IS ONE VOLUME OF A SIX VOLUME SET WHICH INCLUDES:

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VOLUME II: GROUNDWATER (GW)
VOLUME III: GEOTECHNICAL (GT)
VOLUME IV: SURFACE WATER (SW)
VOLUME V: ECOLOGY (EE)
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94-DMR-001224	Equipment Decontamination Location Adjustment	2	07/15/94
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FO.06	Handling of Personal Protective Equipment	2	05/12/92
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94-DMR-001175	LIMITED SCOPE - Decontamination Water Disposal Location Changes	2	06/20/94
FO.08	Handling of Drilling Fluids and Cuttings	2	05/12/92
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94-DMR-000137	Training Requirements Clarification	0	01/28/94
94-DMR-000148	Section FO.23 Modifications	0	02/09/94
94-DMR-001108	Buried Instrumentation and Existing Soil	0	06/14/94
94-DMR-001350	Various Text Additions and Deletions Regarding Drums and Use of SOP FO.29	0	08/16/94

**INFORMATION
ONLY**

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FO.29	4-H46-ENV-OPS-FO.29 - Disposition of Soil and Sediment Investigation-Derived Materials	0	06/24/94
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FO.30	4-I11-ER-OPS-FO.30 - Environmental Restoration Program Division Equipment Operation	0	10/07/94
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FO.32	4-I50-ENV-OPS-FO.32 - Treated Effluent Discharge OU1, Bldg 891	0	04/13/94
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•FO.38	4-I56-ENV-OPS-FO.38 - Bulk Chemical Handling, Transfer, and Storage, OU1, Bldg 891	0	12/02/94
•FO.39	4-I57-ENV-OPS-FO.39 - Calibration, Operation, and Maintenance of Monitoring and Fluid Handling Equipment OU1, Bldg 891	0	12/02/94

Rocky Flats Environmental Technology Site

4-I56-ENV-OPS-FO.38

REVISION 0

BULK CHEMICAL HANDLING, TRANSFER, AND STORAGE, OPERABLE UNIT 1, BUILDING 891

APPROVED BY: *S.G. Stiger* 1 S.G. Stiger 10-26-94
 Director, Print Name Date
 EG&G Environmental Restoration Program Division

R.S. Luker R.S. LUKER 10-26-94
 Quality Assurance Program Manager, Print Name Date
 Data Management and Reporting Services

DOE RFFO/ER Concurrence on file: Yes No NA NOT REQUIRED

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CONCURRENCE BY THE FOLLOWING DISCIPLINES WILL BE DOCUMENTED IN THE PROCEDURE HISTORY FILE:

- Environmental Operations Management
- Operable Unit 1 Closure
- Industrial Hygiene
- Occupational Safety
- Radiological Health and Engineering
- Surface Water Division

USE CATEGORY 3

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1. PURPOSE

This procedure provides operating instructions for bulk chemical handling, transfer, and storage for the Building 891 Groundwater Treatment Facility for 881 Hillside, Operable Unit 1 at the Rocky Flats Environmental Technology Site.

2. SCOPE

This procedure applies to all Environmental Operations Management employees and subcontractors.

This procedure addresses truck dock operations for receiving:

- Hydrochloric Acid (HCl)
- Sodium Hydroxide (NaOH)
- Decontamination Pad Water

3. OVERVIEW

The Building 891 Groundwater Treatment Facility consists of a groundwater recovery and storage system, an ultraviolet/hydrogen peroxide oxidation system, an ion exchange system with units for acid and caustic regeneration of resin, a spent regenerant neutralization system, and a treated effluent storage and discharge system.

3.1 Hydrochloric Acid

Thirty-five percent HCl for regeneration of ion exchange resins and the neutralization of regeneration waste is stored at the Building 891 Groundwater Treatment Facility. Tank T-209 is a 2,500-gal acid storage tank.

3.2 Sodium Hydroxide

Fifty percent NaOH for the regeneration of ion exchange resins and neutralization of regeneration waste is stored at the Building 891 Groundwater Treatment Facility. Tank T-208 is a 1,250-gal NaOH storage tank.

3.3 Decontamination Pad /Environmental Restoration Incidental Water

Decontamination water from the Main Decontamination Facility (Decon Pad) and other Environmental Restoration (ER) incidental water is received at the Building 891 Groundwater Treatment Facility for treatment. The decontamination water is sampled before the tanker leaves the Decon Pad, and results of analysis are sent to the EG&G Project Manager who assesses the results in accordance with the Preliminary Plan for Future Utilization of Existing Water Treatment Facilities at the Rocky Flats Plant. Upon authorization from the EG&G Project Manager, the tanker is delivered to the Building 891 Groundwater Treatment Facility.

4. LIMITATIONS AND PRECAUTIONS

- The tanks associated with the bulk chemical storage system are confined spaces. Any entry to the tanks shall be in accordance with EG&G procedures and the Rocky Flats Plant Operable Unit 1 Groundwater Treatment Facility Health and Safety Plan.
- The bulk chemical storage systems contain concentrated acid and base solutions for regeneration of the ion exchange columns. Use and handling of the materials shall be in accordance with the requirements of the Rocky Flats Plant Operable Unit 1 Groundwater Treatment Facility Health and Safety Plan.

5. RESPONSIBILITIES

5.1 Decontamination Pad Operator

Ensures that the pump has enough fuel and oil to operate.

5.2 Project Manager

Orders makeup HCl and NaOH.

Ensures that all personnel, including subcontractors, are trained and qualified to perform the duties, tasks, and responsibilities described in this procedure.

Ensures that project records are handled appropriately.

5.3 Operator

Handles the transfer of acid and caustic used in the treatment system and the transfer of decontamination pad cleaning water to the appropriate facility storage tank.

6. PREREQUISITES

6.1 Planning and Coordination

Project Manager

- [1] Ensure that all personnel involved in the field implementation of this procedure have the appropriate health and safety training as specified in the Rocky Flats Plant Operable Unit 1 Groundwater Treatment Facility Health and Safety Plan (HASP).
- [2] Ensure that all personnel involved in the field implementation of this procedure have the appropriate Personnel Protective Equipment as specified in the HASP.

6.1 **Planning and Coordination (continued)**

Project Manager (continued)

- [3] Document personnel qualifications related to this procedure in the project files in accordance with 3-21000-ADM-02.01, Training and 3-21000-ADM-02.02, Personnel Qualification.

- [4] Obtain make-up chemicals using the following:
 - [A] Calculate the volume of HCl or NaOH remaining in the tank using the conversion tables maintained at the Building 891 Groundwater Treatment Facility before ordering makeup HCl or NaOH.

 - [B] Order makeup HCl or NaOH from the chemical supplier at least two days before the delivery of acid.

 - [C] Notify EG&G Security and the EG&G Project Manager two days before the delivery.

 - [D] **WHEN** the tanker arrives,
THEN direct the driver to park the truck in the truck dock or spill containment area.

 - [E] Complete a Bulk Chemical Receiving Checklist, Appendix 1, before starting transfer of HCl or NaOH.

- [5] Prepare to receive Decontamination Pad/ER Incidental Water using the following:
 - [A] **WHEN** the tanker arrives,
THEN direct the driver to park the truck in the truck dock or spill containment area.

 - [B] Complete a Decontamination Pad/ER Incidental Water Receiving Checklist, Appendix 2, before starting transfer of water.

- [6] Review analytical results and verify acceptability of shipment.

7. INSTRUCTIONS

Acid and caustic used in the treatment system, and decontamination pad cleaning water are delivered by tanker truck, and transferred into the appropriate facility storage tank.

7.1 Truck Dock Operation—Receiving Hydrochloric Acid

Project Manager and Operator

- [1] Document all activities on the Daily Log in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal.

Project Manager

- [2] Verify that all prerequisites in Section 6, Prerequisites have been completed, and record on Daily Log.

Operator

- [3] Complete the Bulk Chemical Receiving Checklist as Steps are completed.
- [4] Verify that the tanker wheels are chocked.
- [5] Verify, by reviewing the shipment manifest, that the tanker contains 35% HCl.
- [6] Ensure that the tanker is properly connected to the ACID INFLUENT camlock.

The ACID INFLUENT camlock is on the outside of the north wall of Building 891. The delivery truck driver uses hoses provided with the delivery truck to make the connections.

- [7] Open HVA-209, Acid Inlet - Truck Dock.

HVA-209 is on the ACID INFLUENT line inside of Building 891 along the north wall.

- [8] Monitor the level of Tank T-209 on local readout or Allen Bradley screen as HCl is being transferred into Tank T-209.

The delivery driver is responsible for pumping the HCl from the tanker truck to the facility piping.

NOTE 1 *Visual and audible alarms activate when high level, 4 ft 5 in. and high-high level, 4 ft 11 in. are reached in Tank T-209.*

NOTE 2 *The Project Manager can authorize filling T-209 to the high-high level.*

- [9] **IF** the high level alarm is reached,
THEN notify the driver to stop the transfer of the chemical.

7.1 Truck Dock Operation—Receiving Hydrochloric Acid (continued)

Operator (continued)

- [10] Discontinue filling Tank T-209 before the high level, 4 ft 5 in., is reached.
- [11] **WHEN** the delivery truck driver has disconnected the transfer hoses,
THEN:
 - [A] Close HVA-209.
 - [B] Install end caps on all hose connections.
 - [C] Record the level Tank T-209 in the Daily Log and on the Bulk Chemical Receiving Checklist.
 - [D] Complete the Bulk Chemical Receiving Checklist.
 - [E] Inspect truck dock for evidence of leaks and spills.
- [12] **IF** a spill has occurred,
THEN notify the Project Manager and follow the response steps in accordance with S.O. 24, Site Wide Spill Response.

7.2 Truck Dock Operation—Receiving Sodium Hydroxide

Project Manager and Operator

- [1] Document all activities on the Daily Log in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal.

Project Manager

- [2] Verify that all prerequisites in Section 6, Prerequisites have been completed, and record on Daily Log.

Operator

- [3] Verify that the tanker wheels are chocked.
- [4] Verify, by reviewing the shipment manifest, that the tanker contains NaOH.
- [5] Complete the Bulk Chemical Receiving Checklist as Steps are completed.
- [6] Ensure that the tanker is properly connected to the CAUSTIC INFLUENT camlock.

The CAUSTIC INFLUENT camlock is on the outside of the north wall of Building 891 along the north wall.

7.2 **Truck Dock Operation—Receiving Sodium Hydroxide (continued)**

Operator (continued)

- [7] Open HVA-208, Caustic Inlet - Truck Dock.

The caustic influent or isolation valve is on the CAUSTIC INFLUENT line on the inside of Building 891 along the north wall.

- [8] Monitor the level of Tank T-208 on local readout or Allen Bradley screen as NaOH is being transferred into Tank T-208.

The delivery driver is responsible for pumping the NaOH from the tanker truck to the facility piping.

NOTE 1 *Visual and audible alarms activate when high level, 4 ft 5 in. and high-high level, 4 ft 11 in. are reached in Tank T-208.*

NOTE 2 *The Project Manager can authorize filling T-209 to the high-high level.*

- [9] **IF** the high level alarm is reached,
THEN notify the driver to stop the transfer of the chemical.

- [10] Discontinue filling Tank T-208 before the high level, 4 ft 5 in., is reached.

- [11] **WHEN** the delivery truck driver has disconnected the transfer hoses,
THEN:

[A] Close HVA-208.

[B] Install end caps on all hose connections.

[C] Record the level of Tank T-208 in the Daily Log and on the Bulk Chemical Receiving Checklist.

[D] Complete Bulk Chemical Receiving Checklist.

[E] Inspect truck dock for evidence of leaks and spills.

- [10] **IF** a spill has occurred,
THEN notify the Project Manager and follow the response steps in accordance with
S.O. 24, Site Wide Spill Response.

7.3 **Truck Dock Operation—Receiving Decontamination Pad/ER Incidental Water**

Project Manager and Operator

- [1] Document all activities on the Daily Log in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal.

Project Manager

- [2] Verify that all prerequisites in Section 6, Prerequisites have been completed, and record on Daily Log.

Operator

- [3] Complete the Decontamination Pad Water Receiving Checklist as Steps are completed.
- [4] Verify that the tanker wheels are chocked.

CAUTION

An adequate capacity to receive the water in the tanker truck is required for the chosen Influent Storage tank to avoid the potential for damage to the surrounding area.

- [5] Ensure that the chosen Influent Storage Tank has adequate capacity to receive the water in the tanker truck.
- [6] **IF** transferring decontamination pad /ER incidental water to Influent Storage Tank T-201,
THEN open HVA-201, Influent from French Drain to T-201, and close HVA-202, Influent from French Drain to T-202.
- [7] **IF** transferring decontamination pad /ER incidental water to Influent Storage Tank T-202, **THEN** open HVA-202, and close HVA-201.

NOTE *A gasoline-powered pump is provided by the decontamination pad operator.*

Decontamination Pad Operator

- [8] Ensure that the pump has adequate gasoline and oil for operation.

Operator

- [9] Connect the pump discharge hose to the Building 891 pipe connection labeled INFLUENT TO TANKS 201 OR 202, and to the pump discharge outlet.
- [10] Connect the pump suction hose to the tanker discharge line, and to the pump suction inlet.

**7.3 Truck Dock Operation—Receiving Decontamination Pad /ER incidental Water
(continued)**

Operator (continued)

[11] Open V-103, Truck Dock Influent.

V-103 is on the north wall of Building 891.

[12] Open the tanker vent valve.

[13] Open the discharge valve on the tanker.

[14] Start the pump, and begin the transfer of water from the truck to the Influent Storage tank.

[15] Monitor the level of the selected Influent Storage tank on the Allen-Bradley screen in the Motor Control Room.

[16] **IF** the pump is **NOT** equipped with an automatic shut off,
THEN monitor the pump during transfer.

[17] **IF** the pump begins to cavitate,
THEN immediately shut the pump OFF.

[18] **WHEN** the tanker is empty,
THEN close the following:

- Tanker discharge valve
- Vent valve
- V-103

[19] Disconnect the pump suction and discharge hoses, and catch any water that drains out of the hoses in a bucket.

[20] Pour the water into the building sump inside of Building 891.

[21] Notify the Building 374 Evaporator Supervisor that the tanker is empty and available for further use.

[21] Record the transfer activities in the Daily Log.

8. RECORDS

Management of all records is consistent with 1-77000-RM-001, Records Management Guidance for Records Sources.

8. **RECORDS (continued)**

Project Manager

[1] Ensure that the original and one copy of the following quality related records, as appropriate, are transmitted to the ERPD Project File Center in accordance with 2-G18-ER-ADM-17.01.

- Bulk Chemical Receiving Checklist
- Decontamination Pad /ER Incidental Water Receiving Checklist
- Daily Log

Submission of record copies to the ERPD File Center satisfies Administrative Record requirements as defined in 3-21000-ADM-17.02, Administrative Records Screening and Processing.

There are no nonquality records generated by this procedure.

9. **REFERENCES**

Rocky Flats Plant Operable Unit 1 Groundwater Treatment Facility Health and Safety Plan

S.O. 24, Site Wide Spill Response

1-77000-RM-001, Records Management Guidance for Record Sources

3-21000-ADM-02.01, Training

3-21000-ADM-02.02, Personnel Qualification

2-G18-ER-ADM-17.01, Records Capture and Transmittal

3-21000-ADM-17.02, Administrative Records Screening and Processing

APPENDIX 1
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BULK CHEMICAL RECEIVING CHECKLIST

BULK CHEMICAL RECEIVING CHECKLIST		Form FO.38A REV. 1 Sheet 1 OF 1	
Name : _____			
Date: _____		Time: _____	
Name of Chemical Delivered: _____		Amount of Chemical Delivered: _____	
Is the trailer part of truck parked in spill containment area?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Are the wheel chocks in place?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Are the Caution-Do Not Enter signs in place?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Is the truck's discharge hose connected to the proper tank fill line?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Have the valves to the tanks been checked to ensure that the valves are in the proper position?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Are routine checks being made of the transfer operation?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
At the end of the delivery, have all materials and valves been returned to the proper positions?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Has the area been inspected for spillage?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Have the end caps been placed back on the proper line valves?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Signature: _____			

APPENDIX 2

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DECONTAMINATION PAD/ER INCIDENTAL WATER RECEIVING CHECKLIST

DECONTAMINATION PAD WATER RECEIVING CHECKLIST		Form FO.38B REV. 1 Sheet 1 of 1
Name : _____		Date: _____
Function	Initials	
Tanker wheels are chocked	_____	
Transfer to T-201 <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Valve HVA-201 is OPEN	_____	
Valve HVA-202 is CLOSED	_____	
Transfer to T-202 <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Valve HVA-202 is OPEN	_____	
Valve HVA-201 is CLOSED	_____	
Influent Storage Tank Number _____ /Level _____	_____	
Pump discharge hose is connected to influent tank	_____	
Pump discharge hose is connected to pump discharge outlet	_____	
Valve V-103 is OPEN	_____	
Tanker vent valve is OPEN	_____	
Discharge valve on tanker is OPEN	_____	
Tanker discharge valve is CLOSED	_____	
Tanker vent valve is CLOSED	_____	
Valve V-103 is CLOSED	_____	
Influent Storage Tank Number _____ /Level _____	_____	