



To learn more or discuss a procedures cost estimate, please call 866-734-9244 ext 206

## Standard Procedures

- Our “standard” procedures identify specific step by step instructions to accurately and safely perform your day to day operations.

### 8.3 Post Receipt Activities

8.3.1 Closing a receipt is to be done only upon verbal confirmation from the OMC Supervisor that the receipt has finished. The OMC Supervisor will call and notify the pipeline is shut down or 'Printed'.

8.3.2 Close the valves in the following order.

8.3.2.1 Master (Main) pipeline valve, if present

8.3.2.2 Block valve, if present

- We rely on you to provide your most seasoned and trained employees whom we call “Site Material Experts.” (SME)
- We act as scribes to collect specific operational data and transform that data into a coherent format for ensuring “best practices” throughout your operations.





- We provide an overview section of the procedure at the beginning of every document identifying such areas as “Scope and Purpose”, “Safety Precautions”, “Equipment Requirements” and so on.

- We can incorporate tables, charts, graphs or levels of information, caution or danger warnings into the procedure to meet critical measurements or increase safety awareness.

**Tank Sampling – Table 2**

Product	Top (Approx. 2 ft. below product surface)	Middle (Mid-point of product)	Bottom (Approx. 2 ft. above the tank bottom)	Tolerances
Ultra Low Sulfur Diesel	1-pint grab sample from the bottom tank wall port	1-pint grab sample using a sample from the tank spickets	1-pint grab sample using a sample from the gauge spickets.	
	Sulfur (Sindie)	Sulfur (Sindie)	Sulfur (Sindie)	< 13 ppm
	Clarity / Haze	Clarity / Haze	Clarity / Haze	Clear

 **NOTE:** All terminal tanks are hand gauged at least once per month to confirm levels with the Automatic Gauging System (MTS).

 **CAUTION:** If you have any questions concerning PPE, contact your Safety Coordinator or Industrial Hygienist.

 **DANGER:** All products within this facility are FLAMMABLE. Take appropriate precautions when handling samples. No smoking in the terminal except in the designated area.

**Procedure Benefits:**

24/7 365 Internet access to your procedures

Compliance of company standards

Ensure proper execution of operations

Consistently meet safety requirements

Capture the experience and expertise of your most seasoned professionals

Use these proven methods for training new personnel

Use the procedures for reference, especially on operations which may only be conducted once per month or once per year.

Use our “Document Administration” page to hold employees accountable to ensure they perform company tasks according to approved procedures within prescribed safety standards.