

 Orange County Sanitation District	Chemical SOP Peroxide, Caustic, Acid Number: CHEM SOP-002
	Rev. 2 Chemical Delivery Procedures
Subject: Plant No.1 and No.2 Chemical Delivery Procedures for Contract Drivers	Effective Date: June 10, 2015

POLICY

Orange County Sanitation District (OCSD) Operations Division 830/840 has outlined their standard operating procedure (SOP) for delivery of designated bulk chemicals delivered to the Fountain Valley and Huntington Beach treatment plants.

1. Supplier's drivers will sign in at the Orange County Sanitation District (OCSD) Control Center at Plant No. 1, 10844 Ellis Avenue, Fountain Valley or the Operations Center at Plant No. 2, 22212 Brookhurst Street, Huntington Beach, CA.
2. While in the Control Center or Operations Center, the driver must sign in the visitors' log book and obtain pre-delivery signatures from the control center operator. The driver must also receive clear instructions as to which tank is to receive the delivery.
3. Operations staff must be present before driver is permitted to make delivery connections to the bulk tank.
4. If required, chemical samples may be left on the designated chemical containment wall or handed to the OCSD Operations staff prior to off-loading the delivery. All chemical samples must be labeled with the following information:
 - "Plant 1" or "Plant 2"
 - Chemical name
 - Tank Location
 - Time and Date
 - Driver's name
5. The driver must don the appropriate personal protective equipment. OCSD requires all personnel who enter our process areas to wear hard hats, safety glasses, Class 2 Safety Vest, and steel-toed shoes (at a minimum) while in the process areas.

6. For added safety, the driver agrees to use a safety strap on all cam-lock connections during the transfer of chemicals. The safety strap must be applied at the tank connection and the truck connection. **NOTE: Chemical suppliers are responsible for supplying their drivers with safety straps.**
7. Driver is permitted to use OCSD plant air to offload their delivery. If OCSD plant air is not available, the driver is responsible for supplying their own. (Driver will ensure air hose is neatly coiled after use).
8. Prior to opening delivery valves, the driver shall verify correct tank and tank level, and ensure that cam-lock safety straps are secured on all cam-lock connections.
9. Upon the completion of the delivery, the driver will call Plant 1 Control Center at ext. 7025 or Plant 2 Operations Center at ext. 7625 from an in-plant telephone and request that an Operator be dispatched to their unloading location.
10. The Operator must be present before the driver can disconnect their delivery line.
11. After the delivery is complete, the driver shall ensure the delivery valve is closed and the cam-lock cap has been re-connected.
12. Driver must report all spills larger than a quart to the Control Center before they leave the facility. If a large spill (greater than 5 gallons) is occurring during their delivery, the driver shall immediately call the Control Center and report the spill.
13. If non-emergency assistance is needed at Plant 1, call extension 7025 using an OCSD phone. If at Plant 2, call extension 7625 using an OCSD phone.
14. In the event of an **emergency**, drivers will immediately call the Control Center or Operations Center for assistance at the following numbers:
 - If using the OCSD phone call extension 2222
 - If using a cell phone call:
 - Plant 1: 714-593-7133
 - Plant 2: 714-593-7677