



MINIMUM REQUIREMENT

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	WP/SEA MINIMUM REQUIREMENTS Pumping to a Cutting Box	
MEMORY JOGGERS		
Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.		
<ul style="list-style-type: none"> ➤ Communicate the “RIGHT TO STOP WORK AUTHORITY POLICY” and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again. ➤ Identify the individuals responsible for monitoring cutting boxes during all pumping operations during this shift. ➤ Verify with all crew members the method of communication between pumping location and cutting box storage area. ➤ Review the scope of work with all crew members to ensure a clear understanding among the crew. ➤ Ensure ample enough secondary containers and oil absorbent rags are on site. ➤ Ensure no Hot Work is being done near the cleaning area. ➤ Make sure an Eye Wash Station and Shower are located in the direct proximity of the job. 		
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<ol style="list-style-type: none"> 1) Verify All conditions identified in the “Memory Joggers” section are met (or are not applicable); if ANY are not met, STOP and add the necessary step to the WP/SEA to ensure the safest method possible. 2) Bring all tools and equipment into the work area. Verify that all tools and equipment are in good working condition. 3) Secure all hose connections with either duct tape or wire. 4) Place pump(s) in spill pans, and secure ground pump to prevent static discharge. 5) Place control valve on the discharge end of the hose. 6) Check to be sure that the bleed off valve on the pump discharge is closed. 7) Verify the method of communication between pumping location and cutting box storage area is working effectively. 8) Verify that the discharge end of the hose is secured in the cutting box. 9) Slowly open air supply to pump. 10) Walk entire length of discharge hose to verify the system is leak-free. 11) Increase air supply to pump to maintain control of pumping operations at all times. 12) Monitor level in cutting boxes, stopping pumping with twelve inches (12”) of free space left in cutting box. 13) As level of fluid in box approaches the stopping point, notify pumping location to reduce air supply to pump. 14) Close air supply entirely as level reaches stopping point 12” of free space left in box. 15) Lift suction hose out of fluid to prevent siphoning of fluid with pump off. 16) Lift discharge hose out of cutting box and allow draining. Close valve on end of hose. 17) Loosen tie down on hoses and move to next cutting box. 		

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA