
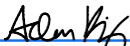






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Signature indicates that the Procedure Review process outlined in RSP-1304 Appendix A has been completed and all action items resolved.

SITE WIDE GUIDELINE APPROVALS:

 <u>Daniel Laurel (Apr 23, 2024 08:39 CDT)</u>	Area Team Lead (Req'd)	Date
 <u>Adam King (May 1, 2024 11:58 CDT)</u>	Area Team Lead (Req'd)	Date
 <u>Brent Gregory (May 3, 2024 17:02 CDT)</u>	Area Team Lead (Req'd)	Date
 <u>Jerem Childs (May 8, 2024 15:24 CDT)</u>	Area Team Lead (Req'd)	Date
 <u>Jeff Johnson (May 9, 2024 12:32 CDT)</u>	Operation Supervisor (Req'd)	Date
 <u>Bryan Pape (May 9, 2024 15:36 CDT)</u>	Operations Manager (Req'd)	Date

Review Responsibilities: A – B – C – **D** – E – F – G – H – I – J – K – L (Shade Type of Procedure as identified in GBR Site Plan Appendix A)

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1 PURPOSE

- 1.1 The steps for safe and proper operation of the Rod Out Tool to safely clear plugged bleeders, drains, vents and instrument root valves.
- 1.2 The steps for checking out the rod out tool and replacing a used tool
- 1.3 Operating procedures from the manufacturer can be seen in the attachments

2 SCOPE

- 2.1 N/A

3 PRE-CAUTIONS

- 3.1 Over tightening the compression nut may cause permanent damage to the Rod Out Tool
- 3.2 Turning the Rod Out Tool tee handle in a counterclockwise direction will permanently damage the Rod Out Tool. A **CLOCKWISE** direction shall be maintained both inserting and withdrawing Cutter.
- 3.3 Nine-wire and welding wires/rods shall not be used to clear a plugged bleeder. These may only be used after decontamination is complete and equipment has cooled down, to verify that bleeders and vents are in the open position.
- 3.4 Strict adherence to the “No Oil to the Sewer” policy must be observed. For compliance with the “No Oil to the Sewer” policy, do not drain any hydrocarbon to the storm sewer, unless authorized by the Waste Water Treatment Plant and/or a Supervisor.
- 3.5 **Never use a rod out tool on a pure O2 line**

4 REFERENCES

- 4.1 SDS
- 4.2 Attachment 1: Rod Out Tool Bulletin
- 4.3 Attachment 2: Alky Rod Out Tool decon/testing

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- 4.4 Attachment 3: Non-Alky Unit Rod Out Tool Checkout
- 4.5 Attachment 4: Alky Unit Rod Out Tool Checkout
- 4.6 Attachment 5: Rod Out Tool – Live Process Approval Form

5 DEFINITIONS

- 5.1 Bleeder Reamer – Will be called Rod Out Tool in the procedure to match the name GBR uses for the tool

6 PRE-MAINTENANCE ACTIVITIES:

- 6.1 N/A

7 JOB INSTRUCTION STEPS

- 7.1 Checkout and Pre-Inspection Use

CAUTION:	THE FOLLOWING STEPS MUST BE COMPLETED PRIOR TO USING A ROD OUT TOOL
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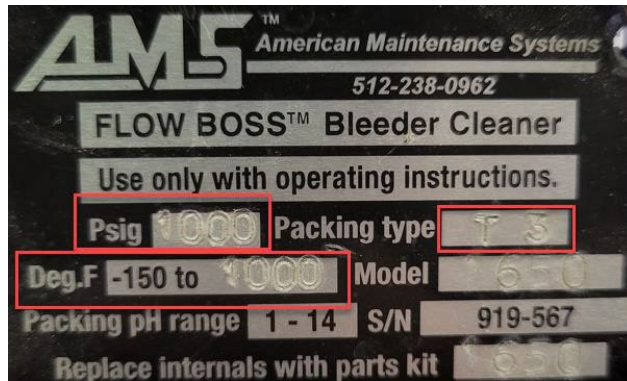
- 7.1.1 Check out a Rod Out Tool in the Shift Supervisor office. Fill out the “Rod Out Tool” Checkout sheet.
 - 7.1.1.1 A ready to use rod out tool in a non HF Alky unit will be any rod out tool in the rod out tool locker
 - 7.1.1.2 A ready to use tool in a HF alky unit will have a green MPC inspected tag on it indicating the tool has been repaired, inspected and hydrotested by MPC machinist. A tool with a yellow caution tag has been used, neutralized and awaiting maintenance and SHALL not be used.

NOTE:	Only engineered and externally purchased tools will be utilized. No altered tools will be permitted.
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- 7.1.2 Verify the rod out tool is rated for the process temperature and pressure on the rod out tool data plate/tag.

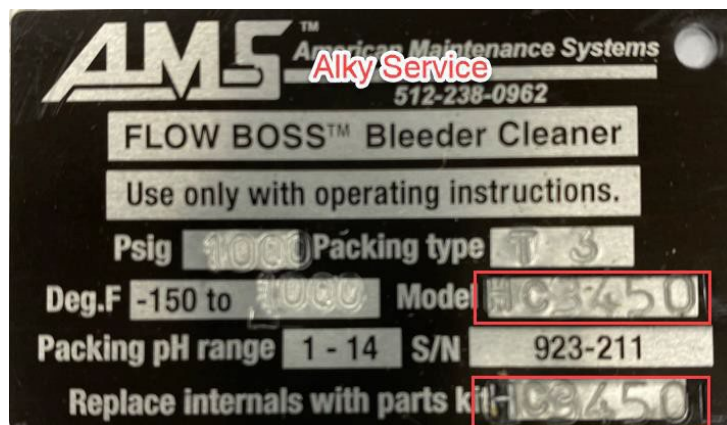
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NOTE: All rod out tools used at GBR shall be Type 3 and rated for 1000psig and 1000 DegF



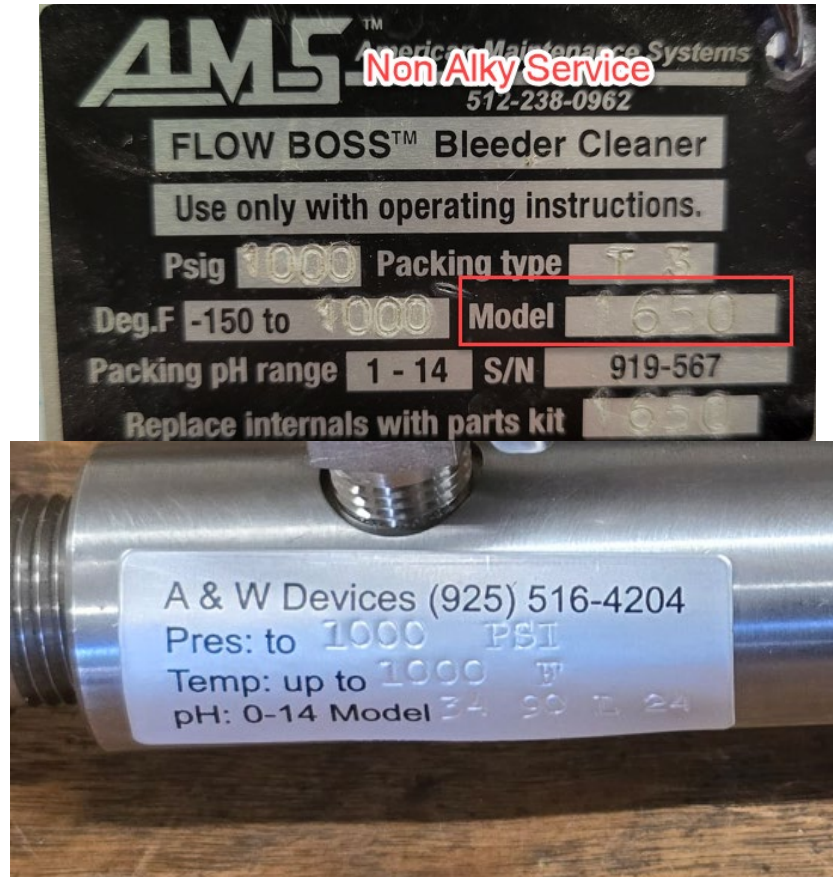
CAUTION: DO NOT EXCEED THE PRESSURE OR TEMPERATURE RATING OF THE ROD OUT TOOL. IF THE DATA PLATE IS MISSING OR ILLEGIBLE, DO NOT USE THE ROD OUT TOOL

7.1.3 Verify the service tag on the rod out tool. Rod out tool models for Alky Units will start with “HC” for Hastelloy internals (See below).



7.1.4 Rod out tool models for all other units will just have a model number and NOT start with “HC” or will be an A&W Devices rod out tool. A&W tools DOES NOT make an Alky Model

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- 7.1.5 Inspect the Rod Out Tool to ensure there is no visible damage that would interfere with the safe operation of the tool. No dents, bends, crushing or other damage. The cable is not unwound, separated, kinked, corroded or have broken strands.
- 7.1.6 Push the Tee Handle in and out while turning **clockwise** to ensure that the tool is not plugged.
- 7.1.7 While pulling the Tee Handle out, ensure that it does not come all the way out of the packing. This would indicate that the “keeper” is damaged or has been removed. In either case, a work order should be entered to repair or replace the rod out tool.
- 7.1.8 Inspect the push rod to ensure it is marked red with a fully retracted position. This prevents closing the process valve before the tool is fully withdrawn.
- 7.1.9 Inspect the drill tip to ensure it is free of debris and sharp.

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7.1.10 Inspect the tool's reducer entry threads to ensure integrity.

7.1.11 Inspect pressure gauge for signs of damage or bad reading.

7.1.12 Inspect the tool's bleeder valve for signs of damage. The handle should turn and the safety locking lever should work.

7.1.13 If any deficiencies are noted the tool shall be tagged with a work order notification tag and a worker order written to be sent out for repairs.

NOTE:	The Operations Maintenance Specialist will work with the area planner. The planner will create a requisition and then purchasing will issue the PO to send it out for repairs. The tool then can be shipped out of the 21st street warehouse.
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7.2 Rod Out Tool Operation

NOTE:	Per the manufacturer the rod out tool shall be hydrotested prior to each use. For routine operations "each use" is considered one shift if the tool be needed for multiple points.
--------------	---

7.2.1 Ensure the hydro pump has fluid in it. For GBR the fluid used will be WD-40 which the warehouse stocks in 1-gallon jugs.

7.2.2 Attach the Rod Out Tool to the appropriately sized fitting on the manual hydro pump discharge hose.

7.2.3 Open bleed screw valve

7.2.4 Cycle pump two to three full strokes to prime

7.2.5 To Manually Prime Pump

7.2.5.1 Remove R Clip on the handle.

7.2.5.2 Remove Plunger.

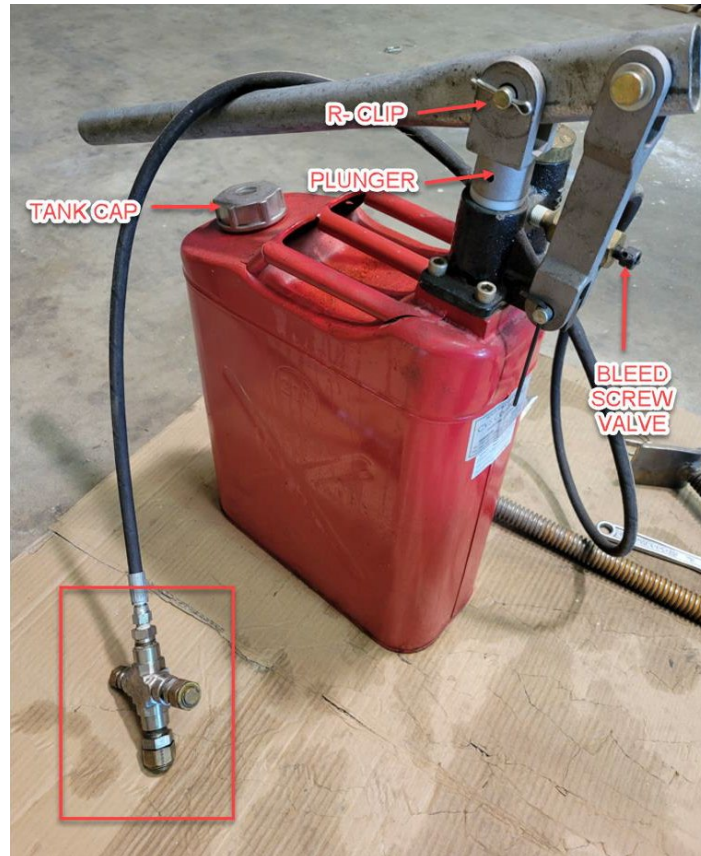
7.2.5.3 Fill with WD-40.

7.2.5.4 Replace Plunger.

7.2.5.5 Release excess pressure using the Bleed Valve Screw.

7.2.5.6 Re-attach handle to plunger.

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- 7.2.6 Open the bleeder valve on the rod out tool.
- 7.2.7 Hand pump the hydro test pump until a little bit of fluid is coming out of the rod out tool bleeder then close the bleeder valve.
- 7.2.8 Continue pumping until 1000 psig is reached on the gauge.
- 7.2.9 Tighten and fittings or packing if they are leaking.
- 7.2.10 If leaks do not stop, take the rod out tool out of service, place a work order notification tag on it and put in a work order to have it sent out for repairs.

NOTE:	The Operations Maintenance Specialist will work with the area planner. The planner will create a requisition and then purchasing will issue the PO to send it out for repairs. The tool then can be shipped out of the 21st street warehouse.
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7.2.11 If no leaks are detected de-pressure the rod out tool and proceed

7.2.12 Determine the material that may be encountered when the bleeder has been cleared. **Never use the rod out tool on a pure O2 line.**

NOTE:	If H2S is present, barricade off the area so that nearby personnel will not be exposed
--------------	---

7.2.13 The Owning Department Shift Supervisor and Area Team Lead or Designee must approve all uses of rod out tools on energized processes, prior to being utilized.

7.2.13.1 Fill out attachment 5: **Rod Out Tool – Live Process Approval Form** for use on energized/on-line/in service processes. A Job Safety Analysis and RAM score will be required. The JSA and Live Process Approval form will be stapled together and placed in the safe work permit retention box in the Operations Shelters.

CAUTION:	DO TO THE HIGH POTENTIAL IMPACT WHEN RODDING OUT LIVE BLEEDERS, THE ROD OUT TOOL SHALL BE HYDROTESTED PRIOR TO USE ON EACH INDIVIDUAL BLEEDER
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7.2.14 Don the proper PPE for handling the material to be encountered as directed in the Unit Specific Safety and Hazards Process Overview lesson plan or determined by the Safe Work Permit RAM score.

7.2.15 Ensure the unit bleeder valve to be rodded out is closed.

7.2.16 Slowly remove the bull plug.

7.2.17 Check threads on the Unit bleeder valve to ensure integrity. Clean and re-tap if needed.

7.2.18 Be certain the packing gland nut is tight on the rod out tool.

7.2.19 Close the pressure bleed-off valve on the rod out tool.

7.2.20 Attach the rod out tool to the Unit bleeder valve.

7.2.21 Ensure the fitting at the bleeder and any fitting on the rod out tool are tight with a wrench.

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CAUTION:	OVER TIGHTENING THE TUBING COMPRESSION NUT MAY CAUSE PERMANENT DAMAGE. NEVER HAMMER ON THE HANDLE OF THE ROD OUT TOOL
-----------------	--

7.2.22 Fully open the unit bleeder valve

CAUTION:	DO NOT TURN THE TEE HANDLE ON THE ROD OUT TOOL IN A COUNTERCLOCKWISE DIRECTION. TURNING THE TEE HANDLE IN A COUNTERCLOCKWISE DIRECTION WILL PERMANENTLY DAMAGE THE ROD OUT TOOL WIRE ROPE. A CLOCKWISE DIRECTION SHALL BE MAINTAINED BOTH INSERTING AND WITHDRAWING THE CUTTER
-----------------	---

7.2.23 Push in on the rod out tool tee handle while rotating in a clockwise direction.

NOTE:	In most cases, one attempt will be sufficient to clear the clogged bleeder valve. Although in some hard dry substances, it may be necessary to repeat reaming several times after cleaning the debris from the Cutter
--------------	--

7.2.24 Withdraw the Cutter while continuing to turn the tee handle in the **clockwise** direction until it is fully out of the Unit bleeder and withdraw is stopped by the keeper.

7.2.25 Close the Unit bleeder valve. If the Unit bleeder will not fully close, ensure that the rod out tool Cutter is clear of the Unit bleeder gate.

7.2.26 Slowly open the rod out tool pressure bleed-off valve.

7.2.27 **Non-Alky Units** -Ensure that the rod out tool pressure gauge has returned to zero before removing rod out tool from Unit bleeder.

7.2.28 **HF Alky Units** - Ensure that the rod out tool is de-pressured to appropriate location/vat before removing rod out tool from Unit bleeder.

7.2.29 Remove the rod out tool from the Unit bleeder.

7.3 Post Rod Out Tool Usage Instruction – Non HF Alky

7.3.1 After removing the rod out tool, clean and neutralize the entire internal

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path with the appropriate material. Generally, the cleaning material is flushed in the reverse direction by injecting it into the pressure bleed-off valve.

- 7.3.2 Place the rod out tool back in the rod out tool locker and finish filling out the “Non-Alky Unit Rod Out Tool Checkout Sheet”.

7.4 Post Rod Out Tool Usage Instruction – HF Alky

- 7.4.1 Neutralize the Alky Rod Out Tool utilizing Attachment 2: HF Alky Rod Out Tool Decon

- 7.4.2 Affix yellow “Caution” alky tag to rod out tool

- 7.4.3 Write work notification for qualified Maintenance personnel to inspect, replace packing, repair damages, pressure check, and perform any other activities required to make the rod out tool “Approved for use”

- 7.4.4 Qualified maintenance personnel will perform the following:

- 7.4.4.1 Breakdown, decon and neutralize, and remove old packing from rod out tool.

- 7.4.4.2 Affix the green “HF Acid Free” tag once the tool is proven to be HF free.

- 7.4.4.3 Once inspected, any repairs completed and the hydrotest is completed Alky Maintenance will place the green MPC inspection tag checked “Approved for use” and initial and date the tag.

- 7.4.4.4 Maintenance will return the “Approved for use” rod out tool back to Alky Shift Supervisor

- 7.4.4.5 If the tool cannot pass inspection and be repaired, Alky

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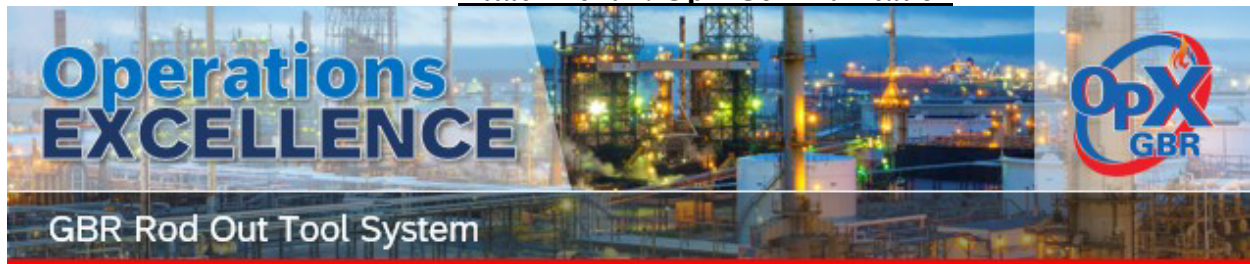
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Maintenance will check the return to vendor notify the Shift
Supervisor

- 7.4.5 Alky Shift Supervisor will place the “Approved for use” rod out tool in the “ready to use” locker and fill out the “Alky Unit Rod Out Tool Checkout” sheet.

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Attachment 1: OpX Communication



The goal of the rod out tool system is to ensure the tools are readily available on the unit and they are fit and ready for service. For Non-Alky units Fit and ready for service means the tool has been inspected and hydrotested prior to each use. For Alky units “fit and ready” for service means a qualified alky maintenance rep has fully deconned, inspected, repaired and hydrotested the Alky rod out tool. The rod out tool lockers will be in the shift supervisor office in all the operations shelters/comfort stations.

How does operations access the rod out tools? When a rod out tool is needed in the field, the operator will get with the shift supervisor to checkout a rod out tool from the locker in the shift supervisor office. Both the operator and the shift supervisor will fill out the checkout log.

How long can the tool be used? The rod out tool must be hydrotested prior to each use to ensure the integrity of the fittings and packing. Each use is defined as any activity that requires a bleeder to be reamed within that shift. Meaning that at a minimum the tool must be hydrotested at least once per shift it is being used. For use on live bleeders the tool will be hydrotested prior to each bleeder that needs to be reamed.

Who is responsible for replacing the used Non-Alky unit rod out tool? The operator who checked out the tool is responsible for flushing and cleaning the rod out tool prior to returning it to the locker in the shift supervisor office. Both the operator and shift supervisor will initial the checkout log upon returning the rod out tool.

Who is responsible for replacing the used Alky unit rod out tool? The operator is responsible for the initial neutralization of rod out tool. Qualified Alky maintenance personnel will break down the tool and complete full neutralization, inspection/repair and hydrotest. Maintenance will then green tag the rod out tool and return the tool to the shift supervisor on shift. The shift supervisor will initial the checkout log upon returning a new, ready to use rod out tool.

How do you replace rod out tool with damage or defects? If the rod out tool is deemed damaged during inspection or during usage the operator will place a blue do not operate operations tag on the rod out tool, notify the shift supervisor and enter a work notification for repairs. The shift supervisor will follow the work notification process and then email the OMS. The planner will create a requisition and then purchasing will issue the PO to send it out for repairs. The tool then can be taken to the 21st street warehouse to be shipped out. Ensure the tool has been thoroughly flushed and cleaned prior to being taken to the 21st street warehouse.



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Attachment 2: HF Alky Rod Out Tool Decon

Rod Out Tools

Proper Alky Decon



HF Alky Rod Out Tool Specs/Overview:

HF Alky rod out tools are rated for HF Alky service relating to corrosive properties of HF alky service. The standard HF Alky rod out tool is rated for 1000 psig with a ph range of 1-14 less than 1000 degF. Proper use and care will ensure rod out tools will work when needed and keep operators safe.

HF Alky Rod Out Tool Decon:

1. Immediately after utilizing the rod out tool, while wearing Class C HF alky ppe, submerge the rod out tool in a decon tub in the HF Alky unit
2. Verify the bleeder valve is open on the rod out tool and filling with neutralizing solution (note: air bubbles coming from bleeder as it fills with liquid)
3. Exercise bleeder several times while submerged to ensure the neutralizing solution contacts all parts of the tool.
4. Remove rod out tool from the neutralizing bath and rinse with water, flushing through the rod out tool. Yellow tag the rod out tool.



How are the HF Alky Rod Out Tools Replaced

- Operations will perform the initial neutralization and yellow tag it, then they will enter a work notification and take the tool to the HF Alky Maintenance building
- A qualified HF Alky Maintenance person will break down the tool for full neutralization and affix the green "HF acid free tag", perform necessary inspection/repairs, and hydrotest the rod out tool
- Maintenance will fill out the green MPC inspection tag and return the rod out tool to the Shift Supervisor
- Shift Supervisor will place the rod out in the ready to use locker and initial the checkout log that it has been returned.



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Attachment 3: Non-Alky Rod Out Tool Checkout Sheet



Non Alky Rod Out
Tool Locker Checkou

Non-Alky Rod Out Tool Checkout



Checked out for use by (operator & SS initials)	Rod Out Tool serial #	Passed Visual Inspection	Passed 1000 psig hydrotest	Cleaned and flushed	Rod Out Tool returned to locker (operator & SS Initials)	Comments

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Attachment 4: Alky Unit Rod Out Tool Checkout Sheet



Alky Unit Rod Out
Tool Locker Checko

Alky Unit Rod Out Tool Checkout

Check out (operator & SS initials)	Rod Out Tool serial #	Neutralized, Notification Entered, Turned in to <u>Maint.</u> (operator initials)	Rod Out Tool returned to locker (operator & SS Initials)	New Rod Out Tool Serial # (SS Initials)	Comments

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Attachment 5: Rod Out Tool – Live Process Approval Form



Rod Out Tool - Live
Process Approval Fo

ROD OUT TOOL - LIVE PROCESS APPROVAL FORM

DATE: _____ RAM Score: _____

Verify process pressure & temperature within limits: Press: _____ Temp: _____	Minimum rated tool pressure = 1,000 psig Minimum rated tool temperature = 1,000°F
--	---

If working on live equipment or equipment that cannot be verified by alternate bleeder or vent as de-pressured, a JSA and RAM score, and the following approvals prior to performing the rod-out task:

Caution: Never use a rod out tool to rod out an O2 line

Shift Foreman: _____

Area Team Leader/Shift Director: _____

Maintenance Supt./Shift Director: _____
(*if task is performed by craft personnel*)

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8 REVISION HISTORY

8.1 Record of changes

Revision Number	Description of Change	Requested by	Approved by	Revision Date	Effective Date
0	New Site Wide Procedure for Rod Out Tools	G. Schulz	B. Pape	05/19/2024	10/31/2024

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