Set Up and Remove MCS Temporary Faceplate Display Groups at the 242-A Evaporator

Tank Farm Plant Operating Procedure

USQ # GCX-2

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides instructions for setting up Temporary Faceplate Group Displays for monitoring on the 242-A MCS and removing them once the desired activities are completed.

1.2 Scope

This procedure is written as an operator tool, to assist in identifying associated displays. All responses will be performed on the applicable graphic(s) and associated ARP(s).

This procedure involves setting up Temporary Faceplate Group Displays on the 242-A MCS, for monitoring on the 242-A MCS, and removal of Temporary Faceplate Group Displays upon completion of desired activity or activities, (e.g., training, maintenance, transfers etc.).
Set Up and Remove MCS Temporary Faceplate Display Groups at the 242-A Evaporator

2.0 INFORMATION

2.1 General Information

2.1.1 The Shift Manager will provide the ENABLE key for Temporary Faceplate Group Display set up. The ENABLE key will be controlled by Shift Management.

2.1.2 No quality assurance verifications are required in this procedure.

2.1.3 If performing a transfer, the Shift Manager is responsible for verifying the Temporary Faceplate Group Display once it has been established.

2.2 Terms and Definitions

- CDCM Configurator Display Control Module
- DCM Display Control Module
- EPN External Point Name
- MCS Monitor Control System

Definition of MCS

The GSE Process Solutions, Inc. D/3 computerized control system which monitors and controls processes, systems, and components at the 242-A Evaporator.
3.0  PRECAUTIONS AND LIMITATIONS

NONE

4.0  PREREQUISITES

4.1  Special Tools, Equipment, and Supplies

The following supplies may be needed to perform this procedure:
- MCS Enable Key
- Other tools, equipment, and supplies as identified by Shift Manager/OE/FWS.

4.2  Performance Documents

The following document may be needed to perform this procedure:
- Applicable transfer procedure.

4.3  Field Preparation

NOTE - This procedure is only used as an operator tool. No response to the Temporary Faceplate Group Display is performed.
- All actions are performed to applicable graphic(s) and ARP(s).

4.3.1  IF a Temporary Faceplate Group Display is being set up for transfer activity, ENSURE a current copy of applicable transfer procedure has been given to the board operator.

4.3.2  ENSURE the ENABLE key has been obtained from Shift Manager.
5.0 **PROCEDURE**

5.1 **Set Up Temporary Faceplate Group Display**

5.1.1 IF Temporary Faceplate Group Display is being set up for transfer activity, **REVIEW** applicable transfer procedure to identify transfer alarms and External Point Names (EPN’s), being monitored for transfer.

5.1.2 **REQUEST** permission from Shift Manager to set up a Temporary Faceplate Group Displays **AND**

**ENSURE** the ENABLE key has been obtained per Step 4.3.2.

**NOTE** - Faceplate group display 99 is normally used in setting up the Temporary Faceplate Group Displays for monitoring of transfers.

- Normally the temporary Faceplate group display is established on the Display Control Module (DCM).

- If the DCM is used and the Faceplate group display is to be displayed on the Configure Display Control Module (CDCM), it will have to be set up on the CDCM separately.

5.1.3 **IF** the DCM is used and is to be displayed on the Configure Display Control Module (CDCM), **SET UP** the Faceplate group display on the CDCM separately.

5.1.4 **SELECT** Faceplate group 99,

**OR**

**IF** Faceplate group 99 is not available, **USE** either 96 or 98.

5.1.5 **ENTER** the EPN number **AND**

**PRESS** ENTER.

5.1.6 **CHECK** that EPN appears in Faceplate Group Display block.

**NOTE** - Once the entry key is pressed the program will automatically go to the next Faceplate group display block.

5.1.7 **REPEAT** Steps 5.1.5 and 5.1.6 until all desired EPN’s identified for monitoring have been entered into the Temporary Faceplate Group Display.
5.1 Set Up Temporary Faceplate Group Display (Cont.)

5.1.8 ENABLE MCS keyboard for setting up Temporary Faceplate Group Display as follows:

5.1.8.1 INSERT ENABLE key in slot on right side of MCS keyboard.

5.1.8.2 TURN ENABLE key clockwise until red "ENABLE" light illuminates.

5.1.9 PRESS “Display Edit” key.

5.1.10 CHECK all EPN’s are listed.

5.1.11 PRESS “E” to exit AND RETURN to the Faceplate Group Display.

5.1.12 IF all identified EPN’s are listed in the Faceplate Group Display, REMOVE ENABLE key as follows:

5.1.12.1 TURN ENABLE key counterclockwise until red "ENABLE" light goes out.

5.1.12.2 REMOVE ENABLE key from slot.

5.1.12.3 RETURN the ENABLE key to Shift Manager.

5.1.13 IF Temporary Faceplate Group Display was set up for transfer activity, REQUEST Shift Manager to approve Temporary Faceplate Group Display for use.

Temporary Faceplate Established by:

___________________________________________ / ______________________ / ______________
Signature Print (First and Last) Date
Operator

Transfer being monitored: __________________________________________________________

Approval for use:

___________________________________________ / ______________________ / ______________
Signature Print (First and Last) Date
Shift Manager
5.2 Return Temporary Faceplate Group Display to “SPARE GROUP”

5.2.1 **ENSURE** activity the Temporary Faceplate Group Display was established for, has been completed.

5.2.2 **REQUEST** permission from Shift Manager to return Faceplate Group Display to “SPARE GROUP” **AND**

**ENSURE** the ENABLE key has been obtained per Step 4.3.2.

5.2.3 **SELECT** Faceplate Group Display 99, **OR**

**SELECT** Faceplate Group Display used.

5.2.4 **ENABLE** MCS keyboard for removing Temporary Faceplate Group Display as follows:

5.2.4.1 **INSERT** ENABLE key in slot (located on right side of keyboard).

5.2.4.2 **TURN** ENABLE key clockwise until red "ENABLE" light illuminates.

5.2.5 **PRESS** “Display Edit” key.

5.2.6 **SELECT** number that corresponds to EPN.

5.2.7 **PRESS** “D” to delete EPN.

5.2.8 **REPEAT** Steps 5.2.6 and 5.2.7 until all EPN’s have been removed from Faceplate Group Display.

5.2.9 **PRESS** “E” to exit **AND**

**RETURN** to Faceplate Group Display

5.2.10 **ENSURE** all EPN’s were removed from the Faceplate Group Display.

5.2.11 **REMOVE** ENABLE key as follows:

5.2.11.1 **TURN** ENABLE key counterclockwise until red "ENABLE" light goes out.

5.2.11.2 **REMOVE** ENABLE key from slot.

5.2.12 **RETURN** the ENABLE key to Shift Manager.
5.3 Records

5.3.1 **PERFORM** the following for records identified within this procedure.

5.3.1.1 **RECORD** the number of times the record was generated in applicable column

**OR**

**PLACE** a check mark (✓) in the N/A column.

5.3.1.2 **SUBMIT** the package to FWS/OE/Shift Manager.

<table>
<thead>
<tr>
<th>Records Submittal Checklist</th>
<th>Number of times completed</th>
<th>N/A (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.1 Set Up Temporary Faceplate Group Display</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 5.1.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5.3 Records</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 5.3.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.3.2 FWS/OE/Shift Manager **SEND** the completed records to the Central Shift Office for records retention.

________________________________________ / __________________________ / __________________________
Signature                                          Print (First and Last)                                          Date
FWS/OE/Shift Manager

The record custodian identified in the company-level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.