Operate Tank Farms Monitor and Control System HMIs

Tank Farm Plant Operating Procedure

USQ #TF-18-1416-S, Rev. 0

CHANGE HISTORY (≤ LAST 5 REV-MODS)

<table>
<thead>
<tr>
<th>Rev-Mod</th>
<th>Release Date</th>
<th>Justification</th>
<th>Summary of Changes</th>
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<tr>
<td>E-5</td>
<td>10/09/2018</td>
<td>TF Automation/ DSA Changes</td>
<td>Added a new section 5.6 to the procedure.</td>
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<tr>
<td>E-4</td>
<td>08/15/2017</td>
<td>Operations Request</td>
<td>Added a new section 5.10 and updated the procedure.</td>
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<td>E-3</td>
<td>12/12/2016</td>
<td>Operations Request</td>
<td>Added TFC-OPS-OPER-C-60. Updated the time limit in step 4.3.1 and made an editorial change to the referenced ARP in step 5.3.7.4. Updated the site form used from “Tank Farms Alarm Inhibit Log” to “Tank Farms Inhibited Alarm Logbook Data Sheet” (A-6007-230).</td>
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<tr>
<td>E-2</td>
<td>10/04/2016</td>
<td>Engineering Request</td>
<td>Changes reflect software modifications to TFMCS software. Corrected definitions. Updated Login steps. Changed Title.</td>
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<td>E-1</td>
<td>06/15/2016</td>
<td>Engineering Request</td>
<td>Added Note before Step 5.2.1</td>
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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides instructions for general operations of the Tank Farm Monitoring and Control System (TFMCS).

1.2 Scope

1.2.1 This procedure applies to TFMCS Human Machine Interface (HMI) units installed at various locations.

1.2.2 This procedure is designed to provide a reference for the user in conjunction with applicable training to initiate, log-in, and operate the TFMCS HMI stations.

2.0 INFORMATION

2.1 Terms and Definitions

- ABL  Automatically Blocked alarm
- ACT  Active alarm
- Faceplate Small TFMCS screen opened on top of parent graphic display
- HMI  Human Machine Interface
- MCD  Miscellaneous Connected Devices
- MBL  Manually Blocked alarm
- MPSS Master Pump Shutdown System
- TFMCS Overview Main screen displayed on the TFMCS
- PLC  Programmable Logic Controller
- RTN  Returned To Normal alarm
- TFMCS Tank Farm Monitor and Control System
- WTA  Waste Transfer Annunciator (route monitoring) mode.
2.2 General Information

2.2.1 Alarm responses are covered in existing tank farm specific ARPs and ARP-T-041-00002 for the TFMCS system.

2.2.2 Security privileges allow and restrict certain operating modes, screens, and actions only to authorized users.

2.2.3 The Shift Manager is responsible for verifying the prerequisites for inhibiting an alarm are met.

2.2.4 Alarm Inhibiting is performed by a Shift Manager/OE using the “supervisor” login information.

2.2.5 In the TFMCS system, the following is applicable:

2.2.5.1 The “apply” and “enter” button are interchangeable.

2.2.5.2 DST Tank Pressure link will show all PDIT’s that are communicating with the MCS system.

2.2.5.3 DST piping diagram is a link used for pit configuration and is for INFORMATION ONLY.

2.2.6 The TFMCS is capable of providing information on the following types of equipment or systems:

- Leak detectors (pit and encasement)
- Tank parameters (pressure, level, temperatures)
- Pump status
- MCC status
- CAM status (ventilation, stack, annulus)
- PLC controller status
- Equipment enclosure status
- Ventilation status (primary and annulus)
- Alarm status.
3.0 PRECAUTIONS AND LIMITATIONS

3.1 Radiation and Contamination Control

3.1.1 No work is performed within any radiological boundaries.

4.0 PREREQUISITES

4.1 Special Tools, Equipment and Supplies

The following special tools, equipment and supplies may be needed to perform this procedure:

- Log in user name and password for TFMCS access.

4.2 Performance Documents

The following documents may be needed to perform this procedure:

- TFC-OPS-OPER-C-60, Surveillance Rounds
- APR-T-041-00002, Respond to Alarms at TFMCS Stations
- Applicable transfer procedures.
4.3 Field Preparations

4.3.1 DETERMINE if an alarm may be inhibited AND REQUEST approval from Shift Manager. An alarm can be inhibited if one of the following conditions have been met:

- The alarm has gone off ten (10) times in a 45 minute period, with no cause determined, and the alarm is determined to be false by investigation in the field
- A scheduled maintenance job will activate the alarm repeatedly in a short period of time
- The system associated with the alarm is out of service, yet the out of service conditions repeatedly set off the alarm
- As directed by the Shift Manager.

4.3.2 DETERMINE if alarm(s) may be returned to normal AND REQUEST approval from Shift Manager. Reasons an alarm may be returned to normal may include:

- Conclusion of scheduled maintenance work
- Correction of an abnormal condition revealed by further investigation of excessive alarm activation
- Return of the system associated with the alarm to service
- Testing to see if condition that caused nuisance alarm has cleared.
5.0 PROCEDURE

NOTE - These Sections may be worked in any logical order or separately to perform the monitoring operating and control functions.

Section 5.1 is required to log in to monitor and/or operate the Monitoring and Control System. Section 5.1 may also be performed separately if an HMI is offline or locked up. Sections 5.2 through 5.16 provides for monitoring and control of alarms, processes, equipment, and systems and may be performed independently as needed. Section 5.16 is used to log out of system and may be used at any time.

5.1 TFMCS System Power-Up / Log-On

5.1.1 IF TFMCS HMI is not already powered ON, POWER UP the HMI by performing the following:

5.1.1.1 PUSH the computer power button ON.

5.1.1.2 CONFIRM the computer starts by observing the Windows screen appearing.

5.1.1.3 PRESS Ctrl-Alt-Del keys at the same time to get to the Windows login screen.

5.1.2 IF, during operations, a user must log on to the TFMCS to perform a function that is not allowed by the normal level of access provided to that user refer to Section 5.2 or use the Windows switch user function.
5.1 TFMCS System Power-Up / Log-On (Cont.)

LOG ON to TFMCS

NOTE - It is the responsibility of TFMCS Administrator, each Operations Engineer, and Shift Manager to ensure distribution of the correct username and password is only to each TFMCS user for their respective function. The passwords are to be controlled with confidentiality consistent with any computer system password.

5.1.3 IF the correct user name is already being displayed at the login screen, ENTER the password supplied by Shift Manager or TFMCS administrator.

NOTE - It may be required to press the “Switch User” button on the login screen if the username displayed is not the desired username.

5.1.4 IF username is not the desired username, PERFORM the following:

5.1.4.1 CLICK on the “Switch User” button.

5.1.4.2 CLICK “Other User”.

5.1.4.3 ENTER the username and password supplied by Shift Manager or TFMCS administrator.

5.1.5 ENSURE the TFMCS software fully loads by confirming the following:

- System reaches the Tank Farm Monitoring and Control System Overview screen
- The user login is displayed in the lower right part of the screen.
5.2 Using Log-Over Function on TFMCS

NOTE - All steps in this Section 5.2 occur at the TFMCS HMI.

- The log over function should not be used as a means of conveniently changing user logins to operate the TFMCS. This functionality should be reserved for circumstances such as quickly logging over with another account to force / unforce a signal, inhibit an alarm, or change a set point that is otherwise restricted to the current user. Once the above change has been made the user should immediately Log-Over to the previous user.

- Use caution when using the Log-Over feature. When using the Log-Over feature, it is important to understand the following limitations:
  - Workplace does not update to the logged over user’s specific workplace. This is critical because each specific workplace filters alarms differently. e.g., If AWExhop originally logged onto the HMI and then ANExhop logged over, The ANExhop user would be operating alarm blind. i.e., No AN Exhauster alarms would ever be seen in the alarm list because the ANExhop user would still be using the AWExhop workplace which only displays AW Exhauster specific alarms.
  - Windows Permission / Group Policies do not change when using the Log-Over feature. e.g. Logging over from user 1 to user 2 would result in user 2 inheriting user 1’s windows permissions. This could result in user 2 having greater permissions than expected.

5.2.1 IF logging in as a Transfer Operator, PERFORM the following:

NOTE - Using the Log-Over feature does not provide the Transfer Operator with the Transfer Alarm List.

5.2.1.1 DO NOT USE the Log-Over function!

5.2.1.2 LOG OFF any existing user as follows:

a. PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.2.1.3 LOG ON to TFMCS per Section 5.1.
5.2 Using Log-Over Function (Cont.)

**Logging On Without Logging Off Previous User**

5.2.2 IF logging on as other than a Transfer Operator, and another person is previously logged on, **PERFORM** a “Log Over” function to simultaneously log on at the HMI as follows:

5.2.2.1 PLACE the mouse over the username on the lower right of the screen.

5.2.2.2 RIGHT CLICK and SELECT “Change User”.

5.2.2.3 ENTER the username and password for the new login.

5.2.2.4 CONFIRM the new login is shown on the lower right on a yellow background.

**Reverting Back To Previous User**

5.2.3 IF it is desired to log out and switch back to previous user, **PERFORM** the following:

5.2.3.1 PLACE the mouse over the username on the lower right of the screen.

5.2.3.2 RIGHT CLICK and SELECT “Revert to XXXX”, where XXXX will be the previous user.

5.2.3.3 ENTER the username and password for the desired user.

5.2.3.4 CONFIRM the new login is shown on the lower right on a white background.

5.2.3.5 IF the login background is still yellow, PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.2.3.6 LOG IN per Section 5.6 as the desired login.
5.3 Monitor, Record and Trend Tank Farm Process Equipment on TFMCS

5.3.1 **LOGIN** as Operator with password supplied by Shift Manager or TFMCS Administrator.

5.3.2 **FROM** the TFMCS Overview screen, **SELECT** the farm to monitor from the buttons on the left of the screen.

5.3.3 **FROM** the Farm Overview screen, **SELECT** the tank or pit to be monitored, **OR**

**MONITOR** Alarm Relays directly.

**NOTE** - Steps 5.3.4 through 5.3.8 may be performed individually, in any order, or repeated.

5.3.4 **AT** the tank or pit screen, **MONITOR** parameters as required by Round Sheets/Data Sheets.

5.3.5 **ENSURE** equipment is available and communicating with the TFMCS system by observing the following criteria **AND**

- Objects or their values are not flashing red or yellow
- Analog values change with the process
- The object or value does not have a red X across it
- The HMI screen does not have a red box around it.

5.3.6 **RECORD** readings as required by Round Sheets/Data Sheets at the tank or pit screen.

5.3.7 **SELECT and OBSERVE** the desired alarm list as follows:

5.3.7.1 **IF** observing process alarms, **MONITOR** the small alarm list at the top of the screen, **OR**

**SELECT** the TANK FARMS alarm button in the upper left corner of the screen.

5.3.7.2 **IF** observing system alarms, **SELECT** the SYSTEM alarm button in the upper right corner of the screen.
5.3 Monitor, Record and Trend Tank Farm Process Equipment on TFMCS (Cont.)

5.3.7.3 IF acknowledging a process or system alarm, LEFT CLICK on the box on the left side of the alarm in the list, OR

LEFT CLICK “acknowledge the visible alarm” button to acknowledge all visible alarms at one time.

OR

IF acknowledging a process or system individual alarm,

a. LEFT CLICK on flashing object icons.

b. LEFT CLICK on red border triangle in the upper right hand side of faceplate.

c. LEFT CLICK on “Apply Button” lower right hand side of faceplate.

5.3.7.4 IF the process or system alarm does not clear or is not due to planned work activities, RESPOND per ARP-T-041-00002.

5.3.8 IF desired to return to the previous screen, SELECT the green/white back button at the left of the page header, OR

SELECT navigation buttons on the left side of the screen.

Trending

5.3.9 IF desired to access a Trend Screen for an individual piece of equipment, PERFORM the following:

5.3.9.1 SELECT the equipment for the desired trend.

5.3.9.2 SELECT the Trend Display icon at the top of the faceplate.
5.3 Monitor, Record and Trend Tank Farm Process Equipment on TFMCS (Cont.)

5.3.10 IF desired to change Trend Settings, SELECT the following on the Trend Display AND

MODIFY as desired:
- HIGH Range
- LOW Range
- 1 Hour Range (change to any value).

5.3.11 IF desired to scroll the Trend Display back in time, PERFORM the following:

5.3.11.1 SELECT the Block/Unblock button (small x on red background).

5.3.11.2 SELECT the left double arrow to go back in time or the right double arrow to go forward in time.

NOTE - The time range will be displayed at the top of the trend.

5.3.12 IF desired to Zoom in and out, SELECT the plus or minus magnifying glass.

5.3.13 WHEN completed with scrolling and zooming, SELECT the “Block/Unblock” button (small x on red background) to continue taking live data.

5.3.14 NAVIGATE in the trend as described in the previous Steps 5.3.9 to 5.3.13.
5.4 Monitor Tank Farm ABB Equipment

5.4.1 FROM the TFMCS Overview screen, SELECT the farm to monitor from the buttons on the left of the screen.

5.4.2 FROM the Farm Overview screen, SELECT the System Status button in the upper right banner.

5.4.3 OBSERVE the PLC enclosure temperature and power supply status (JAX) are not in alarm.

5.4.3.1 IF in alarm and not due to planned work activities, CONTACT Shift Manager AND

RESPOND per ARP-T-041-00002.
5.5 Reserve Transfer Components for TFMCS HMI Monitoring

NOTE - All steps in this section occur at the TFMCS HMI.

5.5.1 IF not already logged in as identified in the lower right box of the screen, LOG IN as a Transfer Operator by performing the following:

NOTE - Using the Log-Over feature does not provide the Transfer Operator with the Transfer Alarm List.

5.5.1.1 DO NOT USE the Log-Over function!

5.5.1.2 LOG OFF any existing user as follows:

a. PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.5.1.3 LOG ON to TFMCS using the Transfer Operator password provided by the Operations Engineer or Shift Manager.

5.5.2 CONFIRM the Transfer Operator login on the lower right is shown on a white background.

5.5.2.1 IF the login background is yellow, PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.5.2.2 REPEAT Steps 5.5.1 and 5.5.2.

5.5.3 LEFT CLICK on the buttons on the left side of the screen to select the farm from which components will be selected.

5.5.4 NAVIGATE to each instrument desired to be reserved in support of operations or maintenance activities AND CONFIRM the status banner above the equipment icon does not show the equipment to be in a FORCED (Yellow Square with F) or INHIBITED (Orange Square with I) condition.

5.5.5 AFTER all equipment is confirmed to be active per Step 5.5.4, NAVIGATE to the Farm Overview AND LEFT CLICK on the Reserve/Release Equipment button in the banner at the top of the screen.
5.5 Reserve Transfer Components for TFMCS HMI Monitoring (Cont.)

5.5.6 **LEFT CLICK** on the Reserve Equipment button.

5.5.7 **LEFT CLICK** on the Clear All button to clear all the check box selections.

5.5.8 **SELECT** either leak detector(s), power supply/supplies, or both for equipment required to be reserved for transfer monitoring as indicated in the operations or maintenance work document.

5.5.9 **WHEN** all equipment for the farm has been reserved, **SELECT** the “Send Request” button.

5.5.10 **SELECT** the “Close” button.

**NOTE** - The report generated by Step 5.5.11 may take a minute or so to generate.

5.5.11 **AT** the Reserve/Release faceplate, **SELECT** the Reserved Summary button.

5.5.12 **CONFIRM** all equipment in the applicable transfer procedure has been reserved for the Transfer Operator login provided by the Operations Engineer or Shift Manager.

5.5.13 **CLOSE** the Reserve Summary report.

5.5.14 **CLOSE** the Farm Faceplate.

5.5.15 **IF** equipment in other farms needs to be reserved, **REPEAT** this section as necessary until all equipment in the applicable transfer procedure has been reserved.
5.6 Operate TFSPS Temperature Monitoring Locations Operations

5.6.1 IF not already logged in, LOG IN as an Operator with password supplied by Shift Manager or TFMCS Administrator.

5.6.2 IF performing Set Route for TFSPS Temperature Monitoring PERFORM the following.

5.6.2.1 SELECT TFMCS OVERVIEW screen.

5.6.2.2 LEFT-CLICK on the FREEZE PROTECTION Icon Button.

NOTE - Step can be repeated in each pit location.
- Only 1 pit can be selected at a time.

5.6.2.3 SELECT each pit location as specified in the waste transfer procedure by clicking on the pit and clicking the apply button.

5.6.2.4 CONFIRM all locations show Selected Not Enabled on the TFMCS screen that were identified in the waste transfer procedure.

5.6.2.5 ROTATE switch 274AW-TFSPS-SW-001 (switch is spring loaded) on panel 274AW-TFSPS-ANN-002.

5.6.2.6 ENSURE Route Set Alarm activates on all alarm panels. IF Route Set Alarm does not activate on all alarm panels, NOTIFY Shift Manager to declare system inoperable.

5.6.2.7 ACKNOWLEDGE alarms that activated on each alarm panel located on enclosure 274AW-TFSPS-ENCL-001.

5.6.2.8 PERFORM Independent verification of all selected pits/locations by verifying all pits listed in the Waste Transfer Procedure are in alarm on enclosure 274AW-TFSPS-ENCL-001.

a. PRESS the Reset button on each panel in alarm to reset all active alarms.

b. IF alarm does not clear from alarm panels, FOLLOW ARP for 274AW-TFSPS-ENCL-001.

5.6.2.9 CONFIRM all locations show Enabled on the TFMCS screen that were identified in the waste transfer procedure.
5.6 Operate TFSPS Temperature Monitoring Locations Operations (Cont.)

5.6.3 IF deselecting Set Route for TFSPS Temperature Monitoring PERFORM the following.

5.6.3.1 SELECT TFMCS OVERVIEW screen.

5.6.3.2 LEFT-CLICK on the FREEZE PROTECTION Icon Button.

NOTE - Step can be repeated in each pit location.

- Only 1 pit can be selected at a time.

5.6.3.3 SELECT each pit location as specified in the waste transfer procedure by clicking on the pit and clicking the apply button.

5.6.3.4 CONFIRM all locations show Deselected Not Disabled on the TFMCS screen that were identified in the waste transfer procedure.

5.6.3.5 ROTATE switch 274AW-TFSPS-SW-001 (switch is spring loaded) on panel 274AW-TFSPS-ANN-002.

5.6.3.6 ENSURE Route Set Alarm activates on all alarm panels. IF Route Set Alarm does not activate on all alarm panels, NOTIFY Shift Manager to declare system inoperable.

5.6.3.7 ACKNOWLEDGE alarms that activated on each alarm panel located on enclosure 274AW-TFSPS-ENCL-001.

a. PRESS the Reset button on each panel in alarm to reset all active alarms.

5.6.3.8 CONFIRM all locations show Disabled on the TFMCS screen that were identified in the waste transfer procedure.
5.7 Monitor Tank Farm Waste Transfer Equipment

NOTE - When logged in as a Transfer Operator, the TANK FARMS alarm list will be limited to the equipment reserved by the Transfer Procedure setup; therefore, alarms that occur are associated with the active transfer.

5.7.1 IF not already logged in as identified in the lower right box of the screen, LOGIN as Transfer Operator by performing the following:

NOTE - Using the Log-Over feature does not provide the Transfer Operator with the Transfer Alarm List.

5.7.1.1 DO NOT USE the Log-Over function!

5.7.1.2 LOG OFF any existing user as follows:

a. PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.7.1.3 LOG ON to TFMCS using the Transfer Operator password provided by the Operations Engineer or Shift Manager.

5.7.2 CONFIRM the Transfer Operator login on the lower right is shown on a white background.

5.7.2.1 IF the login background is yellow, PRESS Ctrl-Alt-Del keys at the same time AND

SELECT the Log off Windows option.

5.7.2.2 REPEAT Steps 5.7.1 and 5.7.2.

5.7.3 SELECT appropriate Tank Farm.

5.7.4 SELECT appropriate Pit.

5.7.5 ENSURE pit leak detectors, encasement leak detectors, and equipment as listed in the specified transfer activity are available and communicating with the TFMCS system by observing the following criteria:

- Objects or their values are not flashing red or yellow
- Analog values change with the process
- The object or value does not have a red X across it
- The HMI screen does not have a red box around it.
5.7 Monitor Tank Farm Waste Transfer Equipment (Cont.)

5.7.6 MONITOR the small alarm list at the top of the screen,

OR

SELECT the [TRANSFER ALARMS] alarm button in the upper left corner of the screen.

NOTE - When logged in as a Transfer Operator, ACK box is on the right side of the alarm in the list. When logged in other than Transfer Operator, ACK box is on the left side of the alarm in the list.

5.7.7 IF acknowledging a transfer alarm, LEFT CLICK on the box of the alarm in the list.

OR

IF acknowledging a process or system individual alarm,

5.7.7.1 LEFT CLICK on flashing object icons.

5.7.7.2 LEFT CLICK on red border triangle in the upper right hand side of faceplate.

5.7.7.3 LEFT CLICK on “Apply Button” lower right hand side of faceplate.

5.7.8 IF alarm does not clear or is not due to planned work activities, RESPOND per ARP-T-041-00002 and the appropriate operations or maintenance work document.
5.8 Operate Transfer Permit/Deny Icon for 219-S Operations

NOTE - All steps in this section occur at the TFMCS HMI.

5.8.1 IF not already logged in as identified in the lower right box of the screen, LOG IN as a Transfer Operator by performing the following:

NOTE - Using the Log-Over feature does not provide the Transfer Operator with the Transfer Alarm List.

5.8.1.1 DO NOT USE the Log-Over function!

5.8.1.2 LOG OFF any existing user as follows:

a. PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.8.1.3 LOG ON to TFMCS using the Transfer Operator password provided by the Operations Engineer or Shift Manager.

5.8.2 CONFIRM the Transfer Operator login on the lower right is shown on a white background.

5.8.2.1 IF the login background is yellow, PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.8.2.2 REPEAT Steps 5.8.1 and 5.8.2.

5.8.3 LEFT-CLICK on the buttons on the left side of the screen to select the farm from which components will be selected (219-S).
5.8 - Operate Transfer Permit/Deny Icon for 219-S Operations (Cont.)

5.8.4 IF S219-TRANS-OUTPUT Icon Button reads “Deny”: PERFORM the following to change the Icon Button to “Permit”:

5.8.4.1 LEFT-CLICK on S219-TRANS-OUTPUT Icon Button AND CONFIRM faceplate appears.

5.8.4.2 LEFT-CLICK on Command On Button (located on Faceplate).

5.8.4.3 LEFT-CLICK on Apply Button (located on Faceplate) AND CONFIRM S219-TRANS-OUTPUT Icon changes to green and reads “Permit”.

5.8.5 CLOSE the Faceplate.

5.8.6 IF S219-TRANS-OUTPUT Icon Button reads “Permit” PERFORM the following to change the Icon Button to “Deny”:

5.8.6.1 LEFT-CLICK on S219-TRANS-OUTPUT Icon Button AND CONFIRM faceplate appears.

5.8.6.2 LEFT-CLICK on Command Off Button (located on Faceplate).

5.8.6.3 LEFT-CLICK on Apply Button (located on Faceplate) AND CONFIRM S219-TRANS-OUTPUT Icon changes to white and reads “Deny”.

5.8.7 CLOSE the Faceplate.
5.9 Take Over Transfer Components

NOTE - All steps in this section occur at the TFMCS HMI.

- This section may only be performed by a Supervisor or Engineer login. This should only be done if a piece of equipment is taken out of service during a transfer or is no longer needed during a transfer.

5.9.1 **PERFORM** this Section only if one of the following conditions occur:

- A piece of equipment is taken out of service during a transfer
- A piece of equipment is no longer needed during a transfer.

5.9.2 **LOG IN** to the HMI using the Supervisor password provided by the Operations Engineer or Shift Manager.

5.9.3 **LEFT CLICK** on the buttons on the left side of the screen to select the farm from which components will be selected.

5.9.4 **LEFT CLICK** on the Reserve/Release Equipment button in the banner at the top of the screen.

5.9.5 **LEFT CLICK** on the “Reserve Equipment” button.

5.9.6 **LEFT CLICK** on the “Clear All” button to clear all the check box selections.

5.9.7 **SELECT** leak detector and tank pressure equipment to be released from the present transfer.

5.9.8 **CHECK** the Force checkbox.

NOTE - If the Transfer Operator who originally reserved the equipment is logged into the system, their HMI will receive a message indicating the Supervisor has taken control of the equipment and what HMI the equipment was taken over at.

5.9.9 **SELECT** the Force Responsibility Handover pushbutton.
5.10 Release Transfer Components from TFMCS HMI Monitoring

NOTE - All steps in this section occur at the TFMCS HMI.

5.10.1 IF not already logged in as identified in the lower right box of the screen, LOGIN as Transfer Operator by performing the following:

NOTE - Using the Log-Over feature does not provide the Transfer Operator with the Transfer Alarm List.

5.10.1.1 DO NOT USE the Log-Over function!

5.10.1.2 LOG OFF any existing user as follows:
   a. PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.10.1.3 LOG ON to TFMCS using the Transfer Operator password provided by the Operations Engineer or Shift Manager.

5.10.2 CONFIRM the Transfer Operator or Supervisor login on the lower right is shown on a white background.

5.10.2.1 IF the login background is yellow, PRESS Ctrl-Alt-Del keys at the same time AND SELECT the Log off Windows option.

5.10.2.2 REPEAT Steps 5.10.1 through 5.10.2.

5.10.3 LEFT CLICK on the buttons on the left side of the screen to select the farm from which components will be selected.

5.10.4 LEFT CLICK on the “Reserve/Release Equipment” button in the banner at the top of the screen.

5.10.5 LEFT CLICK on the “Release Equipment” button.

5.10.6 CONFIRM either the leak detector, power supply/supplies, or both, having been previously reserved (as directed in the applicable operations or maintenance work document) have appropriate check boxes marked indicating equipment specified to be released.
5.10 Release Transfer Components from TFMCS HMI Monitoring (Cont.)

5.10.7 WHEN all equipment to be released for the farm has been selected, SELECT the “Release” button.

5.10.8 SELECT the “Close” button.

NOTE - The report generated by Step 5.10.9 may take a minute or so to generate.

5.10.9 AT the Reserve/Release faceplate, SELECT the Reserved Summary button.

5.10.10 CONFIRM all equipment in the applicable operations or maintenance work document have been released.

5.10.11 CLOSE the Reserve Summary report.

5.10.12 CLOSE the Farm Faceplate.

5.10.13 IF equipment in other farms needs to be released, REPEAT this section as necessary until all equipment in the applicable transfer procedure has been released.
5.11 Inhibit/Un-Inhibit Wireless Leak Detectors on TFMCS

5.11.1 LOGIN as “Supervisor”.

5.11.2 IF inhibiting (disabling) a Wireless Leak Detector alarm, PERFORM Steps 5.11.4 through 5.11.10.

5.11.3 IF un-inhibiting (enabling) a Wireless Leak Detector alarm, PERFORM Steps 5.11.11 through 5.11.17.

Inhibit Wireless Leak Detector Alarms

5.11.4 LOCATE graphic where instrument to be inhibited resides.

5.11.5 LEFT CLICK on instrument.

5.11.6 LEFT CLICK on the three dot icon to go to the expanded faceplate.

5.11.7 ON the Alarm/Event Tab, CHECK the Inhibit - Leak Detector Process Alarms AND SELECT Enter.

NOTE - Step 5.11.8 confirms the instrument(s) has/have been inhibited (disabled).

5.11.8 CONFIRM the following which indicate the alarms and events are disabled:
   • The status boxes for the Leak Detector on the screen shows an Orange box with an “I” in it
   • The leak detector icon turns black with “OOS” (out of service) text in white.

5.11.9 COMPLETE Inhibit Alarm Logbook Data Sheet (A-6007-230).

5.11.10 LOG OUT as Supervisor.

Un-Inhibit Wireless Leak Detector Alarms

5.11.11 LOCATE graphic where instrument to be inhibited resides.

5.11.12 LEFT CLICK on instrument.

5.11.13 LEFT CLICK on the three dot icon to go to the expanded faceplate.

5.11.14 ON the Alarm/Event Tab, UNCHECK the Inhibit - Leak Detector Process Alarms AND SELECT Enter.
5.11  Inhibit/Un-Inhibit Wireless Leak Detectors on TFMCS (Cont.)

5.11.15  **CONFIRM** the following which indicate the alarms and events are un-inhibited (enabled):

- The status boxes for the Leak Detector on the screen no longer shows an Orange box with an “I” in it
- The leak detector icon is no longer black and the “OOS” text no longer shows (if not in alarm it will display green with the “NORM” text. If in alarm it will display red with “LEAK” or “FAIL” text.

5.11.16  **COMPLETE** Inhibit Alarm Logbook Data Sheet (A-6007-230).

5.11.17  **LOG OUT** as Supervisor.
5.12 Inhibit/Un-Inhibit Instrument Alarms on TFMCS

5.12.1 LOGIN as “supervisor”.

5.12.2 IF inhibiting (disabling) an instrument alarm,
PERFORM Steps 5.12.4 through 5.12.11.

5.12.3 IF un-inhibiting (enabling) an instrument alarm,
PERFORM Steps 5.12.12 through 5.12.18.

Inhibit Instrument Alarms

5.12.4 LOCATE graphic where instrument to be inhibited resides.

5.12.5 LEFT CLICK on instrument.

5.12.6 LEFT CLICK on the three dot icon to go to the expanded faceplate.

5.12.7 ON the A/E Object Tab, UNCHECK the Enable Object Error Alarm/Event checkbox AND
SELECT Enter.

NOTE - The following step can be repeated for inhibiting High-High, High, Low, or Low-Low alarms.

5.12.8 AT the A/E High or A/E Low Tab, UNCHECK the Enable Alarm/Event for the alarm to be disabled (High-High, High, Low, or Low-Low) AND
SELECT Enter after each one.

NOTE - The following step confirms the instrument(s) has/have been inhibited (disabled).

5.12.9 CONFIRM the following which indicate the alarms and events are disabled:
- The faceplate displays the Red Triangle with a Yellow X across
- The Instrument on the screen shows an Orange box with an “I” in it.


5.12.11 LOG OUT as Supervisor.
5.12 Inhibit/Un-Inhibit Instrument Alarms on TFMCS (Cont.)

**Un-Inhibit Instrument Alarms**

5.12.12 **LOCATE** graphic where instrument to be un-inhibited resides.

5.12.13 **LEFT CLICK** on the three dot icon to go to the expanded faceplate.

5.12.14 **AT** the A/E High or A/E Low Tab, **CHECK** the Enable Alarm/Event for the alarm to be enabled (High-High, High, Low, or Low-Low) **AND**

**SELECT** Enter after each one.

5.12.15 **ON** the A/E Obj Tab, **CHECK** the Enable Object Error Alarm/Event checkbox **AND**

**SELECT** Enter.

5.12.16 **CONFIRM** the following which indicate the alarms and events are un-inhibited (enabled):

- The status boxes for the Leak Detector on the screen no longer shows an Orange box with an “I” in it
- The faceplate no longer displays the Red Triangle with a Yellow X across.


5.12.18 **LOGOUT** as Supervisor.
5.13 Inhibit/Un-Inhibit Leak Detector Alarms on TFMCS

5.13.1 PERFORM this Section only if inhibiting (disabling) and un-inhibiting (enabling) Leak Relay alarms and Fail Relay alarms on the TFMCS.

5.13.2 LOGIN as “supervisor”.

5.13.3 IF inhibiting (disabling) leak detector alarms, PERFORM Steps 5.13.5 through 5.13.18.

5.13.4 IF un-inhibiting (activating) leak detector alarms, PERFORM Steps 5.13.19 through 5.13.32.

Inhibit (disable) the LEAK relay alarms

5.13.5 LEFT CLICK on the Leak Detector to pull up the faceplate.

5.13.6 SELECT the Links Tab.

5.13.7 SELECT the ALARM Faceplate button.

5.13.8 SELECT the Alarm/Event Tab.

5.13.9 FOR each Enable Alarm/Event checkbox that is to be inhibited (disabled), PERFORM the following:

5.13.9.1 UNCHECK Enable Object Error Alarm/Event check box.

5.13.9.2 SELECT Enter.

5.13.9.3 UNCHECK Enable Diff Alarm/Event check box.

5.13.9.4 SELECT Enter.

5.13.10 CLOSE the ALARM Faceplate.

Inhibit (disable) the FAIL relay alarms

5.13.11 LEFT CLICK on the same Leak Detector to pull up the faceplate.

5.13.12 SELECT the Links Tab.

5.13.13 SELECT the FAIL Faceplate button.

5.13.14 SELECT the Alarm/Event Tab.
5.13 Inhibit/Un-Inhibit Leak Detector Alarms on TFMCS (Cont.)

5.13.15 **FOR** each FAIL Enable Alarm/Event checkbox that is to be inhibited (disabled), **PERFORM** the following:

5.13.15.1 **UNCHECK** Enable Object Error Alarm/Event check box.

5.13.15.2 **SELECT** Enter.

5.13.15.3 **UNCHECK** Enable Diff Alarm/Event check box.

5.13.15.4 **SELECT** Enter.

5.13.16 **CONFIRM** the following which indicate the alarms and events are disabled:

- The faceplate displays the Red Triangle with a Yellow X
- The status boxes for the Leak Detector on the screen shows an Orange box with an “I” in it
- The leak detector icon turns black with “OOS” (out of service) text in white.


5.13.18 **LOGOUT** as Supervisor.
5.13 Inhibit/Un-Inhibit Leak Detector Alarms on TFMCS (Cont.)

**Un-Inhibit (Enable) The LEAK Relay Alarms**

5.13.19 **LEFT CLICK** on the Leak Detector to pull up the faceplate.

5.13.20 **SELECT** the Links Tab.

5.13.21 **SELECT** the ALARM Faceplate button.

5.13.22 **SELECT** the Alarm/Event Tab.

5.13.23 **FOR** each Enable Alarm/Event checkbox that is to be un-inhibited (enabled), **PERFORM** the following:

5.13.23.1 **CHECK** Enable Object Error Alarm/Event check box.

5.13.23.2 **SELECT** Enter.

5.13.23.3 **CHECK** Enable Diff Alarm/Event check box.

5.13.23.4 **SELECT** Enter.

5.13.24 **CLOSE** the ALARM Faceplate.
5.13 Inhibit/Un-Inhibit Leak Detector Alarms on TFMCS (Cont.)

Un-Inhibit (Enable) The FAIL Relay Alarms

5.13.25 LEFT CLICK on the same Leak Detector to pull up the faceplate.

5.13.26 SELECT the Links Tab.

5.13.27 SELECT the FAIL Faceplate button.

5.13.28 SELECT the Alarm/Event Tab.

5.13.29 FOR each FAIL Enable Alarm/Event checkbox that is to be un-inhibited (enabled), PERFORM the following:

5.13.29.1 CHECK Enable Object Error Alarm/Event check box.

5.13.29.2 SELECT Enter.

5.13.29.3 CHECK Enable Diff Alarm/Event check box.

5.13.29.4 SELECT Enter.

5.13.30 CONFIRM the following which indicate the alarms and events are un-inhibited (enabled):

- The status boxes for the Leak Detector on the screen no longer shows an Orange box with an “I” in it
- The leak detector icon is no longer black and the “OOS” text no longer shows (if not in alarm it will display green with the “Normal” text. If in alarm it will display red with “Leak” or “Fail” text.

5.13.31 COMPLETE Inhibited Alarm Logbook Data Sheet (A-6007-230).

5.13.32 LOGOUT as Supervisor.
5.14 Inhibit/Un-Inhibit Ganged Relay Alarms on TFMCS

5.14.1 **PERFORM** this Section only if inhibiting (disabling) and un-inhibiting (enabling) Ganged Relay Alarms on the TFMCS.

5.14.2 **LOGIN** as “Supervisor”.

5.14.3 **LEFT CLICK** on the Ganged Relay to pull up the faceplate.

5.14.4 **SELECT** the Links Tab.

5.14.5 **SELECT** the Input A Faceplate button.

5.14.6 **SELECT** the Alarm/Event Tab.

5.14.7 **IF INHIBITING** (disabling) a Ganged Relay Alarm, **PERFORM** Steps 5.14.9 through 5.14.20.

5.14.8 **IF UN-INHIBITING** (enabling) a Ganged Relay Alarm, **PERFORM** Steps 5.14.21 through 5.14.32.

### Inhibit (disable) Ganged Relay Alarms

5.14.9 **UNCHECK** Enable Object Error Alarm/Event check box **AND**

**SELECT** Enter.

5.14.10 **UNCHECK** Enable Diff Alarm/Event check box **AND**

**SELECT** Enter.

5.14.11 **CLOSE** the faceplate.

5.14.12 **SELECT** the same Ganged Relay to pull up the faceplate.

5.14.13 **SELECT** the Links Tab.

5.14.14 **SELECT** the Input B Faceplate button.

5.14.15 **SELECT** the Alarm/Event Tab.

5.14.16 **UNCHECK** Enable Object Error Alarm/Event check boxes **AND**

**SELECT** Enter.

5.14.17 **UNCHECK** Enable Diff Alarm/Event check box **AND**

**SELECT** Enter.
5.14  Inhibit/Un-Inhibit Ganged Relay Alarms on TFMCS (Cont.)

5.14.18  **CONFIRM** the following which indicate the alarms and events are disabled:
- The faceplate displays the Red Triangle with a Yellow X
- The status boxes for the Instrument on the screen shows an Orange box with an "I" in it.
- The leak detector icon turns black with “OOS” (out of service) text in white.


5.14.20  **LOGOUT** as Supervisor.

**Un-inhibit (enable) Ganged Relay Alarms**

5.14.21  **CHECK** Enable Object Error Alarm/Event check box **AND**
**SELECT** Enter.

5.14.22  **CHECK** Enable Diff Alarm/Event check box **AND**
**SELECT** Enter.

5.14.23  **CLOSE** the faceplate.

5.14.24  **SELECT** the same Ganged Relay to pull up the faceplate.

5.14.25  **SELECT** the Links Tab.

5.14.26  **SELECT** the Input B Faceplate button.

5.14.27  **SELECT** the Alarm/Event Tab.

5.14.28  **CHECK** Enable Object Error Alarm/Event check boxes **AND**
**SELECT** Enter.

5.14.29  **CHECK** Enable Diff Alarm/Event check box **AND**
**SELECT** Enter.
5.14  Inhibit/Un-Inhibit Ganged Relay Alarms on TFMCS (Cont.)

5.14.30  CONFIRM the following which indicate the alarms and events are un-inhibited (enabled):
- The status boxes for the instrument on the screen no longer shows an Orange box with an “I” in it
- The faceplate will display green with “Normal” text if not in alarm or red with “Leak” or “Fail” text if in alarm.


5.14.32  LOGOUT as Supervisor.
5.15 Inhibit/Un-Inhibit Miscellaneous Alarms on TFMCS

5.15.1 PERFORM this Section only if inhibiting (disabling) and un-inhibiting (enabling) miscellaneous Alarms on the TFMCS.

5.15.2 LOGIN as “supervisor”.

5.15.3 LEFT CLICK on the item to pull up the faceplate.

5.15.4 LEFT CLICK on the three dot icon to pull up the expanded faceplate.

5.15.5 SELECT the Alarm/Event Tab.

5.15.6 IF INHIBITING (disabling) a Miscellaneous Alarm, PERFORM Steps 5.15.8 through 5.15.12.

5.15.7 IF UN-INHIBITING (enabling) a Ganged Relay Alarm, PERFORM Steps 5.15.13 through 5.15.17.

Inhibit Miscellaneous Alarms

5.15.8 UNCHECK each Alarm/Event checkbox AND

SELECT Enter after each one.

5.15.9 FOR each enabled Alarm/Event checkbox that is to be inhibited (disabled), PERFORM the following:

5.15.9.1 UNCHECK Alarm/Event check box.

5.15.9.2 SELECT Enter.

5.15.9.3 IF additional Alarm/Event checkboxes are to be inhibited (disabled), REPEAT Steps 5.15.9.1 through 5.15.9.3 until complete.

5.15.10 CONFIRM the following which indicate the alarms and events are disabled:
- The faceplate displays the Red Triangle with a Yellow X across
- The Instrument on the screen shows an Orange box with an “I” in it.

5.15.11 COMPLETE Inhibited Alarm Logbook Data Sheet (A-6007-230).

5.15.12 LOGOUT as Supervisor.
5.15 Inhibit/Un-Inhibit Miscellaneous Alarms on TFMCS (Cont.)

Un-Inhibit Miscellaneous Alarms

5.15.13 CHECK each Alarm/Event checkbox AND

SELECT Enter after each one.

5.15.14 FOR each enabled Alarm/Event checkbox that is to be un-inhibited (enabled), PERFORM the following:

5.15.14.1 CHECK Alarm/Event check box.

5.15.14.2 SELECT Enter.

5.15.14.3 IF additional Alarm/Event checkboxes are to be un-inhibited (disabled), REPEAT Steps 5.15.13 through 5.15.14.3 until complete.

5.15.15 CONFIRM the following which indicate the alarms and events are un-inhibited (enabled):

- The status boxes for the Leak Detector on the screen no longer shows an Orange box with an “I” in it
- The faceplate no longer displays the Red Triangle with a Yellow X across.

5.15.16 COMPLETE Inhibited Alarm Logbook Data Sheet (A-6007-230).

5.15.17 LOGOUT as Supervisor.
5.16 TFMCS System Log Out

NOTE - This section may be performed at any time.

5.16.1 PRESS Ctrl-Alt-Del keys at the same time AND

SELECT the Log off Windows option.

5.16.2 ENSURE system has logged out the user by confirming the Windows login screen is available.

5.17 Records

5.17.1 PERFORM the following for records identified within this procedure.

5.17.1.1 RECORD the number of times the record was generated in applicable column

OR

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

5.17.1.2 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>LOGS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tank Farms Inhibited Alarm Logbook Data Sheet (A-6007-230)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FWS/OE/Shift Manager SEND the completed records to the Central Shift Office for records retention.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>___________________________ / ___________________________ / ___________________________</td>
<td>Signature</td>
<td>Print (First and Last)</td>
</tr>
<tr>
<td>FWS/OE/Shift Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.