Using the Electronic Material Balance Program to Record Waste Transfer MBDS

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides instructions for using the Electronic Material Balance (EMB) program to record Material Balance (MB) information during Waste Transfers. The EMB system will be used in lieu of manually recording Material Balance Discrepancy (MBD) monitoring on Data Sheets.

The EMB program automatically gathers and updates information (i.e., tank volumes, current temperatures, evaporator totalizer.)

1.2 Scope

1.2.1 This procedure applies to all transfer activities where MB information is recorded.

2.0 INFORMATION

2.1 General Information

2.1.1 All actions are tracked in the Log in EMB.

2.1.2 Information regarding the sending and receiving tanks is refreshed approximately every 5 minutes. When this is being done the system will prompt the user to wait.

2.1.3 As the information is retrieved every 2 minutes, data will become “stale.” This does not mean that the information is incorrect, rather that new readings exist from when the first values were entered. Stale data can be updated manually or by refreshing the page.

2.1.4 Any additional update information (i.e., “MBD has experienced x% increase in value between Date A and Date B”) will be shown highlighted in yellow and will not stop the process.

2.1.5 The EMB program will save previously entered manual information.
2.1 General Information (Cont.)

2.1.6 Correct reading means that the instrument or totalizers are updating and the reading is the same as or close to another instrument readout (e.g., TMACS, SDDS).

2.1.7 Delete button removes the form from the “Document Due/Submittal” box back into the “Operations” box.

2.1.8 Reject button removes the form from the “Approval” box, back into the “Docs Due” box.

2.1.9 Cancel button is being used as a back button.

2.1.10 Refresh button used at any time the system appears to not be updating (e.g., unable to input correct time).

2.1.11 Reports/Data Sheets in EMB are assigned by color:

    White = Initial fill in.
    Blue = Pending approval.
    Green = Approved.
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:

- Process & Control Engineering myPORTAL website.
5.0 USING EMB FOR WASTE TRANSFERS

Sections in this procedure may be performed in any logical order.

5.1 Accessing EMB Website

5.1.1 SELECT Etools> EMB from the myPORTAL website.
5.2 Creating a Waste Transfer Activity in the EMB System

NOTE - “Activities” are created by the user taking information (i.e., procedure number, revision, release date) for a planned waste transfer and entering the information into the EMB program.

- EMB retrieves information (i.e., Temperature Sensors, Physically Connected Tanks, etc.) for activities entered into the system.

5.2.1 IF using EMB for a 242-A Evaporator campaign,
GO TO Section 6.0 - USING EMB FOR A 242-A EVAPORATOR CAMPAIGN.

5.2.2 SELECT “Admin” on the front EMB page.

5.2.3 SELECT “Create” from the “Create or Update” dropdown menu.

NOTE - Information entered into EMB is found in the waste transfer procedure that is being performed.

5.2.4 ENTER the requested information into the boxes:
- Activity Number (Procedure Number)
- Release Date
- Revision Number (Rev/Mod).

5.2.5 SELECT Waste Transfer from the “Project Name” dropdown menu.

5.2.6 SELECT the Sending Tank from the “Sending Tank” dropdown menu.

5.2.7 SELECT the Receiving Tank from the “Receiving Tank” dropdown menu.
5.2 – Creating a Waste Transfer Activity in the EMB System (Cont.)

5.2.8 IF a hydraulic pump is used, SELECT the checkbox asking “is hydraulic?”

NOTE - Information entered in step 5.2.9 is found on Checklist 2, of the waste transfer procedure that is being performed.

5.2.9 ENTER the following applicable information into the appropriate cells:

- Planned Transfer Volume (Gallons)
- Sending Target Level (Inches)
  (for non-target level “N/A” is default, no entry is required)
- Receiving Target Level (Inches)
  (for non-target level “N/A” is default, no entry is required)
- Sending Low Level Limit (Inches)
- Receiving High Level Limit (Inches)
- Receiving High Temperature Limit (°F)
- Route Hold Up (Gallons)
- Allowable MBD Limit (Gallons)
- Minimum Flow Rate (GPM)
- Minimum Amps (AMP, not available if using a hydraulic pump)
- Maximum Amps (AMP, not available if using a hydraulic pump).

NOTE - Page numbers for Start/Final Material Balance Form and Intermediate Material Balance Form, are found in the waste transfer procedure that is being performed.

5.2.10 SELECT the appropriate Forms from the “Data Sheet Page Number” dropdown menu.

5.2.10.1 ENTER the page numbers (i.e., “page X of X”) in the “Page” boxes for all forms listed in the dropdown menu.

   a. AFTER each form page numbers have been entered, SELECT “Add Page Number”.

5.2.11 IF page number is not needed or incorrect, DELETE it by clicking on the red “x” (●).
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5.2 - Creating a Waste Transfer Activity in the EMB System (Cont.)

NOTE - Temperature Sensors are retrieved from OSI PI.
If the added sensor is not found in OSI PI, an error message will appear.

- Temperature Sensor names are sorted by their equipment identification numbers, are stored in OSI PI and will autofill after the first two characters of a farm are entered (e.g., AW).

- Temperature sensors and elevations may be found on Transfer Tank Temperature Monitoring Data Sheet of the waste transfer procedures being performed.

- Step 5.2.12 corresponds to the Transfer Tank Temperature Monitoring Data Sheet of waste transfer procedure that is being performed. Thermocouples are shown as “TC’s” (e.g., TC-43), but when using PI are shown as “TI’s” (e.g., AN106-WST-TI-043).

5.2.12 IF temperature sensors are required, ADD Temperature Sensors.

5.2.12.1 SELECT “Add Sensor”.

5.2.12.2 ENTER a sensor name.

5.2.12.3 ENSURE tank elevation(s) are entered (in inches).

5.2.12.4 SELECT “Add Sensor”.

5.2.12.5 AFTER all temperature sensors have been added, SELECT “Cancel”.

5.2.13 IF a temperature sensor is not needed or incorrect, DELETE it by clicking on the red “x” (Ø).

NOTE - Interconnected tanks are available on Physically/Interconnected Tank Liquid Level Monitoring Data Sheet of the waste transfer procedure that is being performed.

5.2.14 IF interconnected tanks are required, ADD interconnected tank(s) from the “Interconnected Tank” dropdown menu.

5.2.14.1 SELECT the tank from the “Interconnected Tank” dropdown menu.

5.2.14.2 SELECT “Add Tank”.

5.2.15 IF a physically/interconnected tank is not needed or incorrect, DELETE it by clicking on the red “x” (Ø).

5.2.16 SELECT “Create Activity”.

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5.3 Updating an Activity in the EMB System

5.3.1 SELECT “Admin” on the front EMB page.

5.3.2 SELECT “Update” from the “Create or Update” dropdown menu.

NOTE - “Activities” is used instead of “Procedure” during this EMB section.

5.3.3 SELECT the activity from the “Activity Number” dropdown menu.

NOTE - Information in step 5.3.4 is found on Checklist 2, in the waste transfer procedure that is being performed.

5.3.4 IF any of the information on the page needs to be updated, ENTER updated information for the following:
- Planned Transfer Volume (Gallons)
- Sending Target Level (Inches)
  (for non-target level “0” is default, no entry is required)
- Receiving Target Level (Inches)
  (for non-target level “0” is default, no entry is required)
- Sending Low Level Limit (Inches)
- Receiving High Level Limit (Inches)
- Receiving High Temperature Limit (°F)
- Route Hold Up (Gallons)
- Allowable MBD Limit (Gallons)
- Minimum Flow Rate (GPM)
- Minimum Amps (AMP, not be available if using a hydraulic pump)
- Maximum Amps (AMP, not be available if using a hydraulic pump).

NOTE - Page numbers for Start/Final Material Balance Form and Intermediate Material Balance Form, are found in the waste transfer procedure that is being performed.

5.3.5 IF the form page numbers need to be updated, ENTER the correct page numbers (i.e., “Page X of X”) in the entry boxes for all forms needing correction.

5.3.6 IF the form page number needs to be added, SELECT the appropriate form from the “Data Sheet Page Number” drop down menu.

5.3.6.1 ENTER the page numbers (i.e., “Page X of X”) in the “Page” boxes for all forms listed in the dropdown menu.
  a. AFTER each data sheet page numbers have been entered, SELECT “Update Page Number”.
5.3 Updating an Activity in the EMB System (Cont.)

5.3.7 IF the Data Sheet page number(s) need to be updated, ENTER the correct page number (i.e., “page X of X”) in the page number box that needs corrected.

NOTE - Temperature sensor TI’s and elevations may be found on the Temperature Monitoring Data Sheet in the waste transfer procedure being performed.

5.3.8 IF temperature sensors are required, ADD Temperature Sensors.

5.3.8.1 SELECT “Add Sensor”.

5.3.8.2 ENTER a sensor name.

5.3.8.3 ENSURE tank elevation(s) are entered (in inches).

5.3.8.4 SELECT “Add Sensor”.

5.3.8.5 REPEAT step 5.3.8 if additional sensors are required.

5.3.9 IF a temperature sensor is not needed or incorrect, DELETE by clicking on the red “x” (☉).

NOTE - Interconnected tanks are available on Physically/Interconnected Tank Liquid Level Monitoring Data Sheet in the waste transfer procedure that is being performed.

5.3.10 IF needed, ADD interconnected tank(s) from the “Interconnected Tank” dropdown menu.

5.3.10.1 SELECT the tank from the “Interconnected Tank” dropdown menu.

5.3.10.2 SELECT “Add Tank”.

5.3.11 IF an interconnected tank is not needed or incorrect, DELETE it by clicking on the red “x” (☉).

5.3.12 IF Activity is no longer needed, SELECT “Delete Activity”.

5.3.13 SELECT “Update Activity”.
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5.4 Starting a New Transfer

NOTE - “Activities” is used instead of Procedure during this EMB section.

5.4.1 SELECT “New Transfer” from the top right of screen.

5.4.2 SELECT “Waste Transfer” from the “Project” dropdown menu.

NOTE - Selecting the activity from the “Activity” dropdown menu will autofill other information on this page.

5.4.3 SELECT the activity using the “Activity” dropdown menu.

NOTE - Information in step 5.4.4 is found on Checklist 2, in the waste transfer procedures that is being performed.

5.4.4 IF any of the information on the page needs to be updated, ENTER updated information for the following:

- Planned Transfer Volume (Gallons)
- Sending Target Level (Inches)
  (for non-target level “0” is default, no entry is required)
- Sending Low Level Limit (Inches)
- Receiving Target Level (Inches)
  (for non-target level “0” is default, no entry is required)
- Receiving High Level Limit (Inches)
- Receiving High Temperature Limit (°F)
- Minimum Flow Rate (GPM)
- Route Hold Up (Gallons)
- Allowable MBD Limit (Gallons).

NOTE - Selecting “Create New Transfer” will start the EMB “Home” Page for this transfer.

5.4.5 SELECT “Create New Transfer”.

5.5 Start/Final MBD (Ready to Transfer)

5.5.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT the current transfer from the Transfer List.

5.5.2 IF the sending/receiving tank liquid levels are not reporting, GO TO Section 5.9 - Manual Entry of Tank Levels.

5.5.3 SELECT “Ready to Transfer” from the “Operations” box.

5.5.4 IF “Ready to Transfer” was selected in error, SELECT “Cancel”.

5.5.5 IF Event Date/Time is incorrect, ENTER the correct Event Date/Time.

5.5.5.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

5.5.6 SELECT “Confirm”.

NOTE - Operations in EMB that require a document be complete will cause that document to appear in the “Documents Due” box.

5.5.7 SELECT “Start/Final Material Balance Form” from the “Documents Due” box.

5.5.8 IF this form is not needed, SELECT “Delete”.

NOTE - The Starting Sending and Receiving tank liquid levels will be auto filled by EMB.

- Boxes that are shaded in gray or have “N/A” cannot be modified manually.

- Hovering over readings will show the time when the reading was taken from the system.

- Any readings over 2 minutes will show “Stale Data”.

5.5.9 ENSURE the following are correct:

- Starting sending level (Inches)
- Starting receiving level (Inches).

5.5.9.1 IF the readings are incorrect, SELECT “Delete” AND GO TO section 5.9 - Manual Entry of Tank Levels.

5.5.10 SELECT “Submit”.

5.5.11 IF performing re-baseline, GO TO step 5.6.6.
5.6 Start/Final MBD (Start Pump)

5.6.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.6.2 SELECT “Start Pump” from the “Operations” box.

5.6.3 IF “Start Pump” was selected in error, SELECT “Cancel”.

5.6.4 IF Event Date/Time is incorrect, ENTER the correct Event Date/Time.

5.6.4.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

5.6.5 SELECT “Confirm”.

5.6.6 SELECT “Start/Final Material Balance Form” from the “Documents Due Submitted” box.

5.6.7 IF Event Date/Time is incorrect, ENTER the correct Event Date/Time.

5.6.8 IF AMP reading is required, ENSURE Transfer Pump Startup AMPS are entered (not required if performing re-baseline).

5.6.9 SELECT “Submit”.

NOTE - The submitted Start/Final Material Balance Form will be added to the “Approval” box.

5.6.10 NOTIFY Transfer OE that form is submitted and ready for approval.

5.6.11 IF performing re-baseline, GO TO step 5.7.7.
5.7 Intermediate MBD

5.7.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT the current transfer from the Transfer List.

5.7.2 IF the Sending/Receiving Tank Liquid Levels are not reporting, GO TO Section 5.9 - Manual Entry of Tank Levels.

5.7.3 SELECT “Intermediate MBD” from the “Operations” box.

5.7.4 IF “Intermediate MBD” was selected in error, SELECT “Cancel”.

5.7.5 ENSURE Event Date/Time is correct.

5.7.5.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

5.7.6 SELECT “Confirm”.

NOTE - Operations in EMB that require a document be complete will cause that document to appear in the “Documents Due” box.

5.7.7 SELECT “Intermediate Material Balance” Form from the “Documents Due” box.

5.7.8 IF this form is not needed, SELECT “Delete”.

NOTE - Tank levels are incorrect if value of “9999”, “N/A”, or “0” is showing.

5.7.9 ENSURE that the Sending Tank Liquid Level and Receiving Tank Liquid Level are correct.

5.7.9.1 IF the readings are incorrect, SELECT “Delete” AND GO TO section 5.9 - Manual Entry of Tank Levels.

5.7.10 IF AMP reading is required, ENSURE Transfer Pump AMPS are entered.

5.7.11 SELECT “Submit”.

5.7.12 NOTIFY Transfer OE that form is submitted and ready for approval.
5.8 Adding Miscellaneous Liquid

NOTE - Miscellaneous water is added to sending or receiving tank outside the routine material balance (i.e., addition of AZ-301 condensate or seal water to 241-AW-102 when working with the 242-A Evaporator).

5.8.1 IF current transfer is not open on the EMB Home Page or an error has occurred,
SELECT current transfer from Transfer list.

5.8.2 SELECT “Add Misc liquid” from the Operations box.

5.8.3 IF “Add Misc liquid” was selected in error, SELECT Cancel.

5.8.4 ENSURE that the Event Date/Time are correct.

5.8.4.1 IF unable to record current time, SELECT the refresh button AND
RE-PERFORM this section.

5.8.5 ENTER the Liquid Volume (Gallons)

5.8.6 CLICK the checkbox for miscellaneous liquid.

5.8.7 SELECT Confirm.

5.8.8 ENTER Comment per Section 5.15 - Adding Comments.
5.9 Manual Entry of Tank Levels

5.9.1 IF liquid level is reporting to TMACS, PERFORM the following:

5.9.1.1 IF the form has already been selected, SELECT “Delete” on the form that is being performed.

5.9.1.2 OBTAIN current liquid level from TMACS AND NOTE date and time.

5.9.1.3 IMMEDIATELY SELECT the activity (“Ready to Transfer”, “Intermediate MBD” or “Final MBD”) from the “Operations” box.

5.9.1.4 ENSURE Event Date/Time is within one minute of the time that the level was taken from TMACS.

   a. IF not within one minute, ENTER date/time readings taken from TMACS.

5.9.1.5 SELECT “Confirm”.

5.9.1.6 SELECT form from the “Documents Due” box.

5.9.1.7 ENSURE that the Sending and Receiving Tank liquid levels are correct.

   a. IF liquid level is still incorrect, ENTER reading taken from TMACS.

5.9.1.8 IF AMP readings are required, ENSURE Transfer Pump AMPS are entered.

NOTE - Submitting the form will appear as an entry on the “Log” box on the EMB Home page.

5.9.1.9 SELECT “Submit”.

5.9.1.10 NOTIFY Transfer OE that form is submitted and ready for approval (does not apply if performing Start/Final Material Balance Form).

5.9.1.11 IF manual reading was taken while performing a re-baseline for Section 5.5 - Start/Final MBD (Ready to Transfer), GO TO step 5.6.6.
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5.9 Manual Entry of Tank Levels (Cont.)

5.9.2 IF liquid levels are taken from field, PERFORM the following:

5.9.2.1 IF the form has already been selected, SELECT the “Delete” button on the form that is being performed.

5.9.2.2 OBTAIN current liquid level from field AND NOTE date and time.

5.9.2.3 IMMEDIATELY SELECT the activity (“Ready to Transfer”, “Intermediate MBD” or “Final MBD”) from the “Operations” box.

5.9.2.4 ENSURE Event Date/Time is within one minute of the time that the level was taken from field.

a. IF not within one minute ENTER date/time readings were taken from field.

5.9.2.5 SELECT “Confirm”.

5.9.2.6 SELECT form from the “Documents Due” box.

5.9.2.7 ENSURE that the Sending and Receiving Tank liquid levels are correct.

a. IF level is still incorrect ENTER field reading that was taken from field.

5.9.2.8 IF AMP readings are required, ENSURE Transfer Pump AMPS are entered.

NOTE - Submitting the form will appear as an entry on the “Log” box on the EMB Home page.

5.9.2.9 SELECT “Submit”.

5.9.2.10 NOTIFY Transfer OE that form is submitted and ready for approval (does not apply if performing Start/Final Material Balance).

5.9.2.11 IF manual reading was taken while performing a re-baseline for Section 5.5 - Start/Final MBD (Ready to Transfer), GO TO step 5.6.6.
5.10 Approving Documents

NOTE - It is required that all documents be approved prior to completing the EMB workflow. Any documents in the “Approval” area are approved using this section.

5.10.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

NOTE - Initial Start/Final Material Balance Form cannot be rejected.

5.10.2 IF Transfer OE is approving Start/Final Material Balance Form:

5.10.2.1 SELECT Start/Final Material Balance Form from the “Approval” box.

5.10.2.2 REVIEW information.

5.10.2.3 IF the information is incorrect, SELECT “Reject”.

5.10.2.4 IF information is correct, SELECT “Approve”.

5.10.2.5 NOTIFY MBD operator that the form has been approved or rejected.

5.10.2.6 SELECT the most recent Start/Final Material Balance Form from the “Approval” box.

5.10.2.7 SELECT “Download PDF”.

5.10.2.8 SELECT OPEN from the popup window.

5.10.2.9 SELECT documents to be printed AND PRINT.

5.10.3 IF Transfer OE is approving Intermediate Material Balance Form:

5.10.3.1 SELECT Intermediate Material Balance Form from the “Approval” box.

5.10.3.2 REVIEW information.

5.10.3.3 IF the information is incorrect, SELECT “Reject”.

5.10.3.4 IF information is correct, SELECT “Approve”.

5.10.3.5 NOTIFY MBD operator that the form has been approved or rejected.
5.11 Re-Baselining MBD

5.11.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.11.2 SELECT “Re-Baseline” from the “Operations” box.

5.11.3 IF “Re-Baseline” was selected in error, SELECT “Cancel”.

5.11.4 ENSURE Event Date/Time is correct.

5.11.4.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

5.11.5 ENTER Engineer’s name (first 4 letters of their last name) or HID, (HXXXXXXX).

5.11.6 CHECK the check box indicating the Engineer’s approval of the information provided from the Re-Baselining for Out of Specification MBD checklist of DST Waste Transfer Procedures that is being performed and that the information is filled out and complete.

NOTE - Selecting “Confirm” will cause another Start/Final Material Balance Form.

5.11.7 SELECT “Confirm”.

5.11.8 ENTER Comment per Section 5.15 - Adding Comments.

5.11.9 GO TO 5.5.7 step COMPLETE the “Start/Final Material Balance Form”.
5.12 Intermediate Pump Shutdown

5.12.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.12.2 SELECT “Pump Shutdown” from the “Operations” box.

5.12.3 IF “Pump Shutdown” was selected in error, SELECT “Cancel”.

5.12.4 ENSURE Event Date/Time is correct.

5.12.4.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

5.12.5 SELECT “Confirm”.
5.13 Adding Water (Flush)

5.13.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.13.2 ENSURE section 5.12 - Intermediate Pump Shutdown has been performed.

5.13.3 SELECT the “Add Water” from the “Operations” box.

5.13.4 IF “Add Water” was selected in error, SELECT “Cancel”.

5.13.5 ENSURE Event Date/Time is correct.

5.13.5.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

5.13.6 ENTER Water Volume (Gallons).

5.13.7 CLICK the checkbox for “Intermediate Flush”.

5.13.8 SELECT “Confirm”.

5.13.9 ENTER Comment per Section 5.15 - Adding Comments.
5.14 Pump Restart

5.14.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.14.2 SELECT “Pump Restart” from the “Operations” box.

5.14.3 IF “Pump Restart” was selected in error, SELECT “Cancel”.

5.14.4 ENSURE event Date/Time is correct.

5.14.4.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

5.14.5 ENTER Restart Amps.

5.14.6 SELECT “Confirm”.
5.15 Adding Comments

NOTE - Comments can be added at any time. Once complete, the comment will show in the “Log” box.

5.15.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.15.2 SELECT “Add Comment” from the “Operations” box.

5.15.3 IF “Add Comment” was selected, SELECT “Cancel”.

5.15.4 ENSURE event Date/Time is correct.

5.15.4.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

5.15.5 ENTER comment.

5.15.6 SELECT “Confirm”.
5.16 Updating Parameters

NOTE - Parameters can be updated at any time in EMB.

If parameters are exceeded during work, a red box will appear in the appropriate window.

5.16.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.16.2 SELECT Parameters from the “Operations” box.

5.16.3 ENTER updated parameters as requested by Transfer OE or the operating procedure.

5.16.4 SELECT “Confirm”.
5.17 Final Pump Shutdown

5.17.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.17.2 SELECT “Final Pump Shutdown” from the “Operations” box.

5.17.3 IF “Final Pump Shutdown” was selected in error, SELECT “Cancel”.

5.17.4 IF Event Date/Time is incorrect, ENTER the correct Event Date/Time.

5.17.4.1 IF unable to record current time, SELECT the “Refresh” button AND PERFORM this section.

5.17.5 SELECT “Confirm”.
5.18 Final MBD

5.18.1 IF current transfer is not open on the EMB Home Page or an error has occurred,
SELECT current transfer from the Transfer List.

5.18.2 SELECT “Final MBD” from the “Operations” box.

5.18.3 IF “Final MBD” was selected in error, SELECT “Cancel”.

5.18.4 IF Event Date/Time is incorrect, ENTER the correct Event Date/Time.

5.18.4.1 IF unable to record current time, SELECT the “Refresh” button
AND
RE-PERFORM this section.

5.18.5 SELECT “Confirm”.

5.18.6 SELECT Start/Final Material Balance Form from the
“Documents Due” box.

NOTE - The Final Sending and Receiving Tank liquid levels will be auto filled by
EMB.
- Boxes that are shaded in gray or have “N/A” cannot be modified manually.

5.18.7 ENSURE the following are correct:
- Ending sending level (Inches)
- Ending receiving level (Inches) level.

5.18.7.1 IF the readings are incorrect, SELECT “Delete”
AND GO TO
Section 5.9 - Manual Entry of Tank Levels.

5.18.8 SELECT “Submit”.

5.18.9 NOTIFY Transfer OE that form is submitted and ready for approval.
5.19 Printing Final MBD Forms

5.19.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

5.19.2 ENSURE all forms in the “Approval” box have been approved.

5.19.3 SELECT Print All Docs from the “Operations” box.

5.19.4 SELECT OPEN from the popup window.

5.19.5 SELECT documents to be printed AND PRINT (one sided).
6.0 USING EMB FOR A 242-A EVAPORATOR CAMPAIGN

6.1 Accessing EMB Website

6.1.1 SELECT Etools> EMB from the myPORTAL website.
6.2 Creating an Evaporator Campaign Activity in the EMB System

NOTE - “Activities” are created by the user taking information (i.e., procedure number, revision, release date) for a Planned Waste Transfer and entering the information into the EMB.

- EMB retrieves information (i.e., Temperature Sensors, 242-A Totalizers, Physically Connected Tanks, etc.) for Activities entered into the system.

6.2.1 SELECT “Admin” on the front EMB page.

6.2.2 SELECT “Create” from the dropdown menu.

NOTE - Information entered into EMB is found in TO-230-225.

6.2.3 ENTER the requested information into the boxes:

- Activity Number (Procedure Number)
- Release Date
- Revision Number (Rev/Mod).

6.2.4 SELECT “Evaporator” from the “Project Name” dropdown menu.

6.2.5 SELECT the Receiving Tank from the dropdown menu.
6.2 - Creating an Evaporator Campaign Activity in the EMB System (Cont.)

NOTE - Information entered below is found on Checklist 2, in TO-230-225.

6.2.6 ENTER the following applicable information into the appropriate cells:

- Sending MBD Limit (Gallons)
- Sending Target Level (Inches)
- Sending Low Level Limit (Inches)
- Receiving MBD Limit (Gallons)
- Receiving Target Level (Inches)
- Receiving High Level Limit (Inches)
- Sending Route Hold Up (Gallons)
- Receiving Route Hold Up (Gallons)
- Sending High Temperature Limit (°F)
- Receiving High Temperature Limit (°F)

NOTE - Information entered below is found on forms Daily Baseline, Routine Material Balance and Totalizer Reset Material Balance in TO-230-225.

6.2.7 SELECT the appropriate Data Sheet Page Numbers from the dropdown menu.

6.2.7.1 ENTER the page numbers (i.e., “page X of X”) in the entry boxes for all data sheets listed in the dropdown menu.

a. AFTER each data sheet page number has been entered, SELECT “Add Page Number”.

6.2.8 IF page number is not needed or incorrect, DELETE it by clicking on the red “x” (⊘).
6.2 - Creating an Evaporator Campaign Activity in the EMB System (Cont.)

NOTE - Temperature Sensors are retrieved from OSI PI. If the added sensor is not found in OSI PI, an error message will appear.

- Temperature Sensor names are sorted by their equipment identification numbers and are stored in OSI PI and will autofill after the first two characters of farm are entered (e.g., AW).

- Temperature sensor elevations may be found on Tank Temperature Monitoring Data Sheets of TO-230-225.

- Step 6.2.9 corresponds to the Transfer Tank Temperature Monitoring Data Sheets of TO-230-225. Thermocouples are shown as “TC’s” (e.g., TC-43) but are shown as “TI’s” when using PI (e.g., AN106-WST-TI-043).

6.2.9 IF temperature sensors are required, ADD Temperature Sensors.

6.2.9.1 SELECT “Add Sensor”.

6.2.9.2 ENTER a sensor name.

6.2.9.3 ENSURE tank elevation(s) are entered.

6.2.9.4 SELECT “Add Sensor”.

6.2.9.5 AFTER all temperature sensors have been added, SELECT “Cancel”.

6.2.10 IF a temperature sensor is not needed or incorrect, DELETE it by clicking on the red “x” (★).

NOTE - Interconnected tanks are available on Physically/Interconnected Tank Liquid Level Monitoring Data Sheet of TO-230-225.

6.2.11 IF interconnected tanks are required, ADD interconnected tank(s) from the Interconnected Tank dropdown menu.

6.2.11.1 SELECT the tank from the dropdown menu.

6.2.11.2 SELECT “Add Tank”.

6.2.12 IF an interconnected tank is not needed or incorrect, DELETE it by clicking on the red “x” (★).

6.2.13 SELECT “Create Activity”.
6.3 Updating an Evaporator Activity in EMB

NOTE - “Activity” is used instead of “Procedure” during this EMB section.

6.3.1 SELECT “Admin” on the front EMB page.

6.3.2 SELECT “Update” from the dropdown menu.

6.3.3 SELECT the activity from the “Activity Number” dropdown menu.

NOTE - Information entered below is found on Checklist 2, in TO-230-225.

6.3.4 IF any of the information on the page needs to be updated, ENTER updated information for the following:
- Sending MBD Limit (Gallons)
- Sending Target Level (Inches)
- Sending Low Level Limit (Inches)
- Receiving MBD Limit (Gallons)
- Receiving Target Level (Inches)
- Receiving High Level Limit (Inches)
- Sending Route Hold Up (Gallons)
- Receiving Route Hold Up (Gallons)
- Sending High Temperature Limit (°F).
- Receiving High Temperature Limit (°F).

NOTE - Information entered below is found on forms Daily Baseline, Routine Material Balance and Totalizer Reset Material Balance in TO-230-225.

6.3.5 IF the form page number needs to be added, SELECT the appropriate form from the “Data Sheet Page Number” dropdown menu.

6.3.5.1 ENTER the page numbers (i.e., “Page X of X”) in the “Page” boxes for all forms listed in the dropdown menu.
   a. AFTER each data sheet page numbers have been entered, SELECT “Update Page Number”.

6.3.6 IF the Data Sheet page number(s) need to be updated, ENTER the correct page number (i.e., “page X of X”) in the page number box that needs corrected.
6.3 Updating an Evaporator Activity in EMB (Cont.)

NOTE - Temperature sensor TC’s and elevations may be found on the Temperature Monitoring Data Sheet of the waste transfer procedure.

6.3.7 IF temperature sensors are required, ADD Temperature Sensors.

6.3.7.1 SELECT “Add Sensor”.

6.3.7.2 ENTER a sensor name.

6.3.7.3 ENSURE tank elevation(s) are entered.

6.3.7.4 SELECT “Add Sensor”.

6.3.8 IF a temperature sensor is not needed or incorrect, DELETE by clicking on the red “x” (∞).

6.3.8.1 REPEAT step 6.3.7 if additional sensors are required.

NOTE - Interconnected tanks are available on Physically/Interconnected Tank Liquid Level Monitoring Data Sheet of TO-230-225.

6.3.9 IF needed, ADD interconnected tank(s) from the Interconnected Tank dropdown menu.

6.3.9.1 SELECT the tank from the dropdown menu.

6.3.9.2 SELECT “Add Tank”.

6.3.10 IF an interconnected tank is not needed or incorrect, DELETE it by clicking on the red “x” (∞).

6.3.11 IF procedure is no longer needed, SELECT “Delete Activity”.

6.3.12 SELECT “Update Activity”.

NOTE - Interconnected tanks are available on Physically/Interconnected Tank Liquid Level Monitoring Data Sheet of TO-230-225.
6.4 Starting a New Evaporator Activity

NOTE - “Activity” is used instead of Procedure during this EMB section.

6.4.1 SELECT New Transfer from the top right of screen.

6.4.2 SELECT “Evaporator” from the Project dropdown menu.

NOTE - Selecting the activity from the “Activity” dropdown menu will autofill other information on this page.

6.4.3 SELECT the activity using the “Activity” dropdown menu.

NOTE - Information entered below is found on Checklist 2, in TO-230-225.

6.4.4 IF any of the information on the page needs to be updated, ENTER updated information for the following:

- Sending MBD Limit (Gallons)
- Receiving MBD Limit (Gallons)
- Sending Target Level (Inches)
- Sending Low Level Limit (Inches)
- Receiving Target Level (Inches)
- Receiving High Level Limit (Inches)
- Sending Route Hold Up (Gallons)
- Receiving Route Hold Up (Gallons)
- Sending High Temperature Limit (°F)
- Receiving High Temperature Limit (°F)

6.4.5 SELECT “Create New Transfer”.
6.5 **Evaporator Start**

6.5.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT the current transfer from Transfer list.

6.5.2 IF the sending/receiving tank liquid levels are not reporting, GO TO Section 6.9 - Manual Entry of Tank Levels.

6.5.3 SELECT “Start” from the “Operations” box.

6.5.4 IF “Start” was selected in error, SELECT “Cancel”.

6.5.5 IF Event Date/Time is incorrect, ENTER the correct Event Date/Time.

   6.5.5.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

6.5.6 SELECT “Confirm”.

**NOTE** - Operations in EMB that require a document be complete will cause that document to appear in the “Documents Due” box.

6.5.7 SELECT the “Evaporator Daily Baseline” form from the “Documents Due” box.

6.5.8 IF this form is not needed, SELECT “Delete”.
Using the Electronic Material Balance Program to Record Waste Transfer MBDs

6.5 - Evaporator Start (Cont.)

NOTE - The values for the Sending, and Receiving Tank Liquid Level (DST Inches) and the values for the 242-A Totalizers (Gallons) will be filled in automatically by EMB.

- Automatic values can be manually modified.
- Boxes that are shaded in gray or have N/A cannot be modified manually.
- Examples of incorrect Tank levels are if a value of “9999”, “N/A”, or “0” is showing.

6.5.9 ENSURE the following values are correct and have been entered:

- SENDING TANK LIQUID LEVEL (Inches)
- RECEIVING TANK LIQUID LEVEL (Inches)
- FQI-CA1-4 (G15, F10) Slurry Totalizer (Gallons)
- FQI-PB1-W (G12, F6) PB1 Seal Water Totalizer (Gallons)
- FQI-PB2-W (G15, F6) PB2 Seal Water Totalizer (Gallons)
- FQI-CA1-1 (G301, F0) Feed Totalizer (Gallons).

6.5.9.1 IF the sending/receiving tank liquid levels are incorrect, SELECT “Delete” AND GO TO section 6.9 - Manual Entry of Tank Levels.

6.5.9.2 IF the totalizers are not correct obtain readings from Evaporator operator (A1).

6.5.10 SELECT “Submit”.

6.5.11 NOTIFY Transfer OE that form is submitted and ready for approval.
Using the Electronic Material Balance Program to Record Waste Transfer MBDs

6.6 Routine MBD

6.6.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

6.6.2 IF the sending/receiving tank liquid levels are not reporting, GO TO Section 6.9 - Manual Entry of Tank Levels.

6.6.3 SELECT the “Add Routine MBD” from the “Operations” box.

6.6.4 IF “Add Routine MBD” was selected in error, SELECT “Cancel”.

6.6.5 ENSURE Event Date/Time is correct.

6.6.5.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

6.6.6 SELECT “Confirm”.

6.6.7 SELECT the Evaporator Routine Material Balance form from the “Documents Due” box.

6.6.8 IF this form is not needed, SELECT “Delete”.


6.6 - Routine MBD (Cont.)

NOTE - The values for the Sending, and Receiving Tank Liquid Level (DST Inches) and the values for the 242-A Totalizers (Gallons) will be filled in automatically by EMB.

- Automatic values can be manually modified.
- Boxes that are shaded in gray or have N/A cannot be modified manually.
- Examples of incorrect Tank levels are if a value of “9999”, “N/A”, or “0” is showing.

6.6.9 ENSURE the following values are correct and have been entered:
- SENDING TANK LIQUID LEVEL (Inches)
- RECEIVING TANK LIQUID LEVEL (Inches)
- FQI-CA1-4 (G15, F10) Slurry Totalizer (Gallons)
- FQI-PB1-W (G12, F6) PB1 Seal Water Totalizer (Gallons)
- FQI-PB2-W (G15, F6) PB2 Seal Water Totalizer (Gallons)
- FQI-CA1-1 (G301, F0) Feed Totalizer (Gallons).

6.6.9.1 IF the sending/receiving tank liquid levels are incorrect, SELECT “Delete”
AND GO TO section 6.9 - Manual Entry of Tank Levels.

6.6.9.2 IF the totalizers are not correct obtain readings from Evaporator operator (A1).

6.6.10 SELECT “Submit”.

6.6.11 NOTIFY Transfer OE that forms are submitted and ready for approval.
6.7 MBD After Totalizer Reset

6.7.1 IF current transfer is not open on the EMB Home Page or an error has occurred, SELECT current transfer from the Transfer List.

6.7.2 IF the sending/receiving tank liquid levels are not reporting, GO TO Section 6.9 - Manual Entry of Tank Levels.

6.7.3 SELECT the “Add MBD After Totalizer Reset” from the “Operations” box.

6.7.4 IF “Add MBD After Totalizer Reset” was selected in error, SELECT “Cancel”.

6.7.5 ENSURE Event Date/Time is correct.

6.7.5.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

6.7.6 SELECT “Confirm”.

6.7.7 SELECT the Evaporator Intermediate “Totalizer Reset Material Balance” form from the “Documents Due” box.

6.7.8 IF this form is not needed, SELECT “Delete”.
6.7 - MBD After Totalizer Reset (Cont.)

NOTE - The values for the Sending, and Receiving Tank Liquid Level (DST Inches) and the values for the 242-A Totalizers (Gallons) will be filled in automatically by EMB.

- Automatic values can be manually modified.
- Boxes that are shaded in gray or have N/A cannot be modified manually.
- Examples of incorrect Tank levels are if a value of “9999”, “N/A”, or “0” is showing.

6.7.9 ENSURE the following values are correct and have been entered:

- SENDING TANK LIQUID LEVEL (Inches)
- RECEIVING TANK LIQUID LEVEL (Inches)
- FQI-CA1-4 (G15, F10) Slurry Totalizer (Gallons)
- FQI-PB1-W (G12, F6) PB1 Seal Water Totalizer (Gallons)
- FQI-PB2-W (G15, F6) PB2 Seal Water Totalizer (Gallons)
- FQI-CA1-1 (G301, F0) Feed Totalizer (Gallons)

6.7.9.1 IF the sending/receiving tank liquid levels are incorrect, SELECT “Delete” AND GO TO section 6.9 - Manual Entry of Tank Levels.

6.7.9.2 IF the totalizers are not correct obtain readings from Evaporator operator (A1).

6.7.10 SELECT Submit.

6.7.11 NOTIFY Transfer OE that form is submitted and ready for approval.

6.7.12 COMPLETE the Evaporator Daily Baseline Form, GO TO step 6.5.7.
6.8 Approving Documents

NOTE - It is required that all documents be approved prior to completing the EMB workflow. Any documents in the “Approval” area are approved using this section.

6.8.1 IF current transfer is not open on the EMB Home Page or if an error has occurred, SELECT current transfer from the Transfer List.

6.8.2 IF Transfer OE is approving Evaporator Daily Baseline Form.

6.8.2.1 SELECT “Evaporator Daily Baseline” form from the “Approval” box.

6.8.2.2 REVIEW information.

6.8.2.3 IF the information is incorrect, SELECT “Reject”.

6.8.2.4 IF information is correct, SELECT “Approve”.

6.8.2.5 NOTIFY MBD operator that the form has been approved or rejected.

6.8.2.6 SELECT most recent “Evaporator Daily Baseline” form from the “Approval” box.

6.8.2.7 SELECT “Download PDF”.

6.8.2.8 SELECT OPEN from the popup window.

6.8.2.9 SELECT documents to be printed AND PRINT.

6.8.3 IF Transfer OE is approving Evaporator Routine Material Balance Form.

6.8.3.1 SELECT “Evaporator Routine Material Balance” form from the “Approval” box.

6.8.3.2 REVIEW information.

6.8.3.3 IF the information is incorrect, SELECT “Reject”.

6.8.3.4 IF information is correct, SELECT “Approve”.

6.8.3.5 NOTIFY MBD operator that the form has been approved or rejected.
6.8 Approving Documents (Cont.)

6.8.4 IF Transfer OE is approving MBD After Totalizer Reset Form.

6.8.4.1 SELECT “Evaporator “Totalizer Reset Material Balance”” form from the “Approval” box.

6.8.4.2 REVIEW information.

6.8.4.3 IF the information is incorrect, SELECT “Reject”.

6.8.4.4 IF information is correct, SELECT “Approve”.

6.8.4.5 NOTIFY MBD operator that the form has been approved or rejected.
6.9 Manual Entry of Tank Levels

6.9.1 **IF** liquid level is reporting to TMACS, **PERFORM** the following:

6.9.1.1 **IF** the form has already been selected, **SELECT** “Delete” on the form that is being performed.

6.9.1.2 **OBTAIN** current liquid level from TMACS AND **NOTE** date and time.

6.9.1.3 **IMMEDIATELY SELECT** the activity (Start, Add Routine MBD, Add MBD After Totalizer Reset or Final) from the “Operations” box.

6.9.1.4 **ENSURE** Event Date/Time is within one minute of the time that the level was taken from TMACS.
   
a. **IF** not within one minute, **ENTER** date/time readings were taken from TMACS.

6.9.1.5 **SELECT** “Confirm”.

6.9.1.6 **SELECT** form from the “Documents Due” box.

6.9.1.7 **ENSURE** that the Sending and Receiving Tank liquid levels are correct.
   
a. **IF** liquid level is still incorrect, **ENTER** reading that was taken from TMACS.

**NOTE** - Submitting the form will appear as an entry on the “Log” box on the Home page.

6.9.1.8 **SELECT** “Submit”.

6.9.1.9 **NOTIFY** Transfer OE that form is submitted and ready for approval.
6.9 **Manual Entry of Tank Levels (Cont.)**

6.9.2 **IF** liquid levels are taken from field, **PERFORM** the following:

6.9.2.1 **IF** the form has already been selected, **SELECT** the “Delete” button on the form that is being performed.

6.9.2.2 **OBTAIN** current liquid level from field **AND**

**NOTE** date and time.

6.9.2.3 **IMMEDIATELY SELECT** the activity (Start, Add Routine MBD, Add MBD After Totalizer Reset or Final) from the “Operations” box.

6.9.2.4 **ENSURE** Event Date/Time is within one minute of the time that the level was taken from field.

a. **IF** not within one minute **ENTER** date/time readings were taken from field.

6.9.2.5 **SELECT** “Confirm”.

6.9.2.6 **SELECT** form from the “Documents Due” box.

6.9.2.7 **ENSURE** that the Sending and Receiving Tank liquid levels are correct.

a. **IF** level is still incorrect **ENTER** field reading that was taken from field.

**NOTE** - Submitting the form will appear as an entry on the “Log” box on the Home page.

6.9.2.8 **SELECT** “Submit”.

6.9.2.9 **NOTIFY** Transfer OE that form is submitted and ready for approval.
6.10 Miscellaneous Addition for Evaporator Operation

NOTE - Miscellaneous additions are added in the event that water, outside the routine is used.

6.10.1 IF current transfer is not open on the EMB Home Page or if an error has occurred, SELECT current transfer from the Transfer List.

6.10.2 IF adding liquid to the sending tank SELECT “Sending Misc Additions” from the “Operations” box.

6.10.3 IF adding liquid to the receiving tank SELECT “Receiving Misc Additions” from the “Operations” box.

6.10.4 IF “Sending Misc Additions” or “Receiving Misc Additions” was selected in error, SELECT Cancel.

6.10.5 ENSURE Event Date/Time is correct.

6.10.5.1 IF unable to record current time, SELECT the refresh button AND RE-PERFORM this section.

6.10.6 SELECT Flush Type (“Flush” or “Other Addition”).

6.10.7 IF Other Addition is selected, RECORD source for other addition in the “Other” box

6.10.8 ENTER Flush Volume (gallons)

6.10.9 SELECT “Confirm”.

6.10.10 ENTER Comment per Section 6.12 - Adding Comments.
6.11 Re-Baselining MBD

6.11.1 IF current transfer is not open on the EMB Home Page or if an error has occurred, SELECT current transfer from the Transfer List.

6.11.2 SELECT “Re-Baseline” from the “Operations” box.

6.11.3 IF “Re-Baseline” was selected in error, SELECT “Cancel”.

6.11.4 ENSURE Event Date/Time is correct.

6.11.4.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

6.11.5 IF Re-Baselining is being performed due to vessel CA1-1 dump and feed is being prepared for restart, CHECK the check box indicating Vessel Pot Dump.

6.11.5.1 GO TO step 6.11.8.

6.11.6 ENTER Engineer’s name (first 4 letters of their last name) or HID, (Hxxxxxxxx).

6.11.7 CHECK the check box indicating the Engineer’s approval of the information provided on the Re-Baselining of Out of Specification checklist of TO-230-225 is filled out and complete.

NOTE - Selecting Confirm will cause another Evaporator Daily Baseline Form.

6.11.8 SELECT “Confirm”.

6.11.9 ENTER Comment per Section 6.12 - Adding Comments.

6.11.10 COMPLETE the Evaporator Daily Baseline Form, GO TO 6.5.7.
6.12 Adding Comments

NOTE - Comments can be added at any time. Once complete, the comment will show in the “Log” box.

6.12.1 IF current transfer is not open on the EMB Home Page or if an error has occurred, SELECT current transfer from the Transfer List.

6.12.2 SELECT “Add Comment” from the “Operations” box.

6.12.3 IF “Add Comment” was selected in error, SELECT “Cancel”.

6.12.4 ENSURE event Date/Time is correct.

6.12.4.1 IF unable to record current time, SELECT the “Refresh” button AND RE-PERFORM this section.

6.12.5 IF “Add Comment” was selected in error, SELECT “Cancel”.

6.12.6 ENTER comment.

6.12.7 SELECT “Confirm”.
6.13 Updating Parameters

NOTE - Parameters can be updated at any time in EMB.
- If parameters are exceeded during work, a red box will appear in the appropriate window.

6.13.1 IF current transfer is not open on the EMB Home Page or if an error has occurred,
SELECT current transfer from the Transfer List.

6.13.2 SELECT “Parameters” from the “Operations” box.

6.13.3 IF “Parameters” was selected in error, SELECT “Cancel”.

6.13.4 ENTER updated parameters.

6.13.5 SELECT “Confirm”.

6.14 Final Pump Shutdown

6.14.1 IF current transfer is not open on the EMB Home Page or if an error has occurred, 
SELECT current transfer from the Transfer List.


6.14.3 IF “Final” was selected in error, SELECT “Cancel”.

6.14.4 IF Event Date/Time is incorrect, ENTER the correct Event Date/Time.

6.14.4.1 IF unable to record current time, SELECT the “Refresh” button AND 
RE-PERFORM this section.

6.14.5 SELECT “Confirm”.

6.15 Printing MBD Forms

6.15.1 IF current transfer is not open on the EMB Home Page or if an error has occurred,
SELECT current transfer from the Transfer List.

6.15.2 ENSURE all forms in the “Approval” box have been approved.

6.15.3 SELECT “Print All Docs” from the “Operations” box.

6.15.4 SELECT OPEN from the popup window.

6.15.5 SELECT documents to be printed
AND PRINT (one sided).
7.0 RECORDS

Records generated during the performance of this procedure are submitted with the associated transfer procedure.