

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 4	Revision : Date : 8/23/2005
Author: Patrick Owen	Title: (00)Manually Filling Day Hopper	

Manuf-FDH-01

Personnel responsible:

1. Material Handler

Safety:

No extra safety precautions are needed

Summary:

MgO can be manually blown to the Day Hopper to keep the process running if the automatic system fails or cannot keep up.

Procedure:

At Day Hopper:

1. Beat the sides of the hopper with the metal rod to help settle the MgO.
2. Check the sight glass on day hopper to ensure that hopper is not completely full.

At MgO House Control Panel:

For Running Silos 1 & 2:

1. Turn control switch in upper left hand corner to MANUAL
2. Turn Silo selector to BOTH
3. Press SILO START
4. Press BLOWER START
5. Press SILO 1 FWD
6. Press SILO 2 FWD
7. Allow MgO to blow over to Day Hopper for approximately 30 minutes
8. Press SILO 1 STOP
9. Press SILO 2 STOP
10. Press STOP SILO
11. Let the blower run for 3 minutes or so to clear the system.
12. Press STOP BLOWER

For Running Silos 1 & 3:

1. Turn control switch in upper left hand corner to MANUAL
2. Turn Silo selector to 1
3. Press SILO START
4. Press BLOWER START
5. Press SILO 1 FWD
6. At Silo 3 panel, turn Silo 3 switch to Hand
7. Press SILO START
8. Press SILO 3 FORWARD
9. Allow MgO to blow over to Day Hopper for approximately 30 minutes

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10. Press SILO 3 STOP
11. Press SILO STOP on Silo 3 panel
12. Press SILO 1 STOP
13. Press STOP SILO
14. Let the blower run for 3 minutes or so to clear the system.
15. Press STOP BLOWER

Repeat approximately every 2 hours or as needed to keep MgO in Day Hopper.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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REVISION HISTORY

<u>Revision Date</u>	<u>Revision Number</u>	<u>Revision Description</u>
11/28/05	00	New Document