
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manually Filling the Day Hopper	Number: P12-PR-200-003	
	Owner: Patrick Owen	Revision: 2	
	Effective Date: 5/08/2013	Page: 1 of 2	

## 1.0 Purpose

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

## 2.0 Scope

This procedure applies to all manufacturing workers.

## 3.0 Responsibility

Material Handler

## 4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 4.0 Materials/Equipment

N/A

## 5.0 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

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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
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.**

## **6.0 Reference Documents**

N/A

## **7.0 Change Information**

Document review- updated format using new template and numbering system.

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