

Company Procedure

Title: Acid History Log Procedure

Number: P12-PR-200-007

Owner: Jason Bumgarner

Revision: 02

Effective Date: 09/09/13 Page: 1 of 4



1.0 Purpose

This procedure describes how to properly fill out the *Acid Car History Log (P12-PR-200-F007)*.

2.0 Scope

This procedure applies to the *Acid Car History Log* and should be followed anytime the log is being filled out.

3.0 Responsibility

Material Handlers, or Lead Operators in their absence, will be responsible for this procedure.

4.0 Safety Considerations

Before approaching the Tank Car or Truck containing Sulfuric Acid put on the following Personal Protective Equipment: Safety Goggles, Face Shield, Acid Suit, and Rubber Gloves. The warning sign (blue) must be in place during unloading. Giles lock must be on track derail before hooking up cars.

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 the community.

5.0 Materials/Equipment

Black or Blue Pen

6.0 Procedure

Follow *Acid Unloading Procedure (P12-PR-200-005)* for handling Acid cars – this Procedure is just for filling out the *Acid Car History Log (P12-PR-200-F007)*.

- 1. When an Acid car is spotted by the rail road the Material Handler or designee is responsible for printing out a new *Acid Car History Log* for the car.
- 2. Each car gets its on log.
- 3. All appropriate information is to be filled in before unloading the car
 - The car number
 - Time spotted
 - Seal Number

Controlled Document



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- 4. The car can then be sampled, hooked up and dumped following the *Acid Unloading Procedure*.
- 5. If the operator is unable to finish dumping car during their shift, the next shift takes over on the log initialing beside each section they are responsible for.
 - Each section MUST be initialed by responsible person.
- 6. If there are issues with a car it is the responsibility of the Operator to fill out all information involved with the car. This will be the only record of problems or issues with this car.
- 7. Once the car is finished unloading and all appropriate measure have been made, the Material Handler or Lead Operator is to sign the log stating:

"I have physically checked this acid car and placards. I declare it empty and ready to return"

- * When signing this statement Operators are taking responsibility for this car.
- 8. Operators are to notify the Plant Manager that the car is ready. The completed log is to be placed with all other completed shift work logs to be picked up by the Plant Manager and turned in to the Quality department to be reviewed and filed.



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SAMPLE LOG SHEET

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Controlled Document



Company Procedure

Title: Acid History Log Procedure Number: P12-PR-200-007
Owner: Jason Bumgarner Revision: 02

Effective Date: 09/09/13 Page: 4 of 4



7.0 Reference Documents

Acid Car History Log (P12-PR-200-F007)

8.0 Change Information

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