



## GILES CHEMICAL ~ PREMIER MAGNESIA

### Company Procedure

Title: In-coming Raw Materials – Reserve Samples	Number: P13-QA-100-082
Owner: Ashley Williams	Revision: 3
Effective Date: 11/8/2016	Page: 1 of 3



### 1.0 Purpose

This procedure describes the steps necessary for obtaining, evaluating, and storing reserve samples of incoming sulfuric acid and MgO.

### 2.0 Scope

This procedure applies to all incoming Magnesium Oxide and Sulfuric Acid used in the Manufacturing facility.

### 3.0 Responsibility

Material Handler is responsible for properly labeling and obtaining samples.

Quality Associate is responsible for storing and performing periodic visual inspections of all samples.

### 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 the community.

### 5.0 Materials/Equipment

- MgO Sample Bag
- Acid Sample Bottle
- Acid Sample Label
- Acid Sampling Stick
- MgO Sampling Stick

### 6.0 Procedure

All incoming railcars are to be sampled for testing and the remaining sample held for reserve sample

#### MgO

***Material Handler is responsible for performing steps 1-4 of this procedure***

1. Obtain a sample bag from the Material Handlers desk.
2. Record date, time, railcar number, silo being offloaded into, and operator initials on each sample bag used.
3. Following *MgO Unloading Procedure (P12-PR-200-006)*, obtain sample of railcar contents using sampling stick and place into the sample bag.

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- Place sample in designated area on Material Handler desk for Quality Associate to pick-up.

***Quality Associate is responsible for performing steps 5-9 of this procedure.***

- Take sample to lab for testing to be performed following *In-coming Raw Materials – MgO and H<sub>2</sub>SO<sub>4</sub> (P13-PR-100-076)*.
- After testing is complete the sample will be resealed and logged on the *In-coming Raw Materials – MgO Reserve Samples Log (P13-QA-100-F082a)*.
- Sample will then be stored in the designated area.
- A visual inspection of each sample shall be performed at six month intervals and recorded on the *In-coming Raw Materials – MgO Reserve Samples Log*.
  - If the appearance of the sample has not changed, a check shall be placed in the designated area of the log.
  - If the appearance has changed, an X shall be placed in the designated area of the log and a *Laboratory Services Request (L12-FM-200-008)* submitted for testing of the MgO sample for reactivity and LOI.
  - A *Laboratory Services Request* should also be submitted for the bulk salt that was made from said MgO railcar to be evaluated against the current USP monograph.
- Samples will be maintained for a period of four years then disposed of in the mud pit for removal to the landfill. Date of disposal and who disposed of material shall be recorded on the *In-coming Raw Materials – MgO Reserve Samples Log*.

## Acid

***Material Handler is responsible for performing steps 1-4 of this procedure***

- Obtain an acid sample bottle from the Material Handlers desk.
- Record the railcar number, tank being offloaded into, date, time, and operator initials on the sample label.
- Following *Acid Unloading Procedure (P12-PR-200-005)*, obtain sample of railcar contents using sampling stick
- Clean all acid residues from the sample bottle and place completed label on it.
- Place sample in designated area on Material Handler desk for Quality Associate to pick-up.

***Quality Associate is responsible for performing steps 6-10 of this procedure.***

- Take sample to lab and perform tests following *In-coming Raw Materials – MgO and H<sub>2</sub>SO<sub>4</sub> (P13-PR-100-076)*.
- After testing is complete the sample will be resealed and logged onto the *In-coming Raw Materials – Acid Reserve Samples Log (P13-QA-100-F082b)*.
- Sample will then be stored in the designated area.

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9. A visual inspection of each sample shall be performed at six month intervals and recorded on the *In-coming Raw Materials – Acid Reserve Samples Log*.
  - a. If the appearance of the sample has not changed, a check shall be placed in the designated area of the log.
  - b. If the appearance has changed, an X shall be placed in the designated area of the log and a *Laboratory Services Request (L12-FM-200-008)* submitted for testing of the acid sample for pH and sulfate.
  - c. A *Laboratory Services Request* should also be submitted for the bulk salt that was made from said acid railcar to be evaluated against the current USP monograph.
10. Samples will be maintained for a period of four years then disposed of by an outside Hazardous Waste Company.

## 7.0 Reference Documents

*In-coming Raw Materials – MgO and H2SO4 (P13-PR-100-076)*

*In-coming Raw Materials – Acid Reserve Samples Log (P13-QA-100-F082b)*

*In-coming Raw Materials – MgO Reserve Samples Log (P13-QA-100-F082a)*

*Laboratory Services Request (L12-FM-200-008)*

*MgO Unloading Procedure (P12-PR-200-006)*

*Acid Unloading Procedure (P12-PR-200-005)*

## 8.0 Change Information

Updated Reserve Sample form numbers, expanded responsibilities.

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