
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Acid Unloading Station (RR)	Number: S12-PR-200-063	
	Owner: Robert Willis	Revision: 01	
	Effective Date: 05/22/13	Page: 1 of 5	

1.0 Purpose

To outline steps necessary to lock, tag, and try the Acid Pump at the Railroad Unload Station at the Manufacturing facility.

2.0 Scope

This procedure applies to all maintenance workers.

3.0 Responsibility

Maintenance and Production

4.0 Safety Considerations

Safety glasses and appropriate personal protective equipment is to be worn at all times. **Full Acid Suits are required when dealing with equipment related to the delivery of Sulfuric Acid.**

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.

5.0 Materials/Equipment

- Lock
- Tag
- Lock out device

6.0 Procedure

This Preventive Maintenance and/or Repair procedure should be conducted only by and/or under the direct supervision of individuals from the Maintenance Department.



1. Confirm that safety shower is operational and working properly in the area the work is to be performed (Figure 1).



Figure 1

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	Owner: Robert Willis	Revision: 01	
	Effective Date: 05/22/13	Page: 2 of 5	

2. Push on/off switch for the Acid Pump (Figure 1) to the off position so pump is not operational. Check air line delivery pressure (Figure 2) to ensure that line is depressurized.



Figure 1



Figure 2

3. Cut air line Valve #1 to the off position (Figure 1) and apply multi locking device to it. Once lockout is applied cut air line Valve #2 to the off position and apply multi-locking device to it and then open #1 Acid Air Dump valve to ensure no air is present on line (Figure 2).





Figure 1



Figure 2

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	Owner: Robert Willis	Revision: 01	
	Effective Date: 05/22/13	Page: 3 of 5	

4. Lockout disconnect (Asset Tag #10076) (Figure 1) located directly behind the Acid Pump (Asset Tag #10075) at the RR Unload Station with a multi-locking device. Once disconnect is locked out properly with lock, tag, and signature then pump start/stop button (Figure 2) should be initiated to confirm pump is off.



Figure 1



Figure 2

5. Acid Dump Valve #1 (Figure 1) and Acid Dump Valve #2 (Figure 2) should be locked out and tagged appropriately on top of the Sulfuric Acid tanks in the back of the plant. This is an added precaution to prevent back feeding of sulfuric acid to the RR Unload Station (Figure 3).



Figure 1



Figure 2

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	Owner: Robert Willis	Revision: 01	
	Effective Date: 05/22/13	Page: 4 of 5	



Figure 3

6. Next Lock out Acid RR Inlet Valve (Figure 1) located in the Acid building directly beside the Acid tanks. Acid truck Inlet Valve (Figure 2) is normally locked out and should be in this position already.



Figure 1



Figure 2

7. Once all mechanical, electrical, and air is locked, tagged, and confirmed then remove the hose (Figure 1) from the end of the pump and proceed with the repair.

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	Effective Date: 05/22/13	Page: 5 of 5	



Figure 1

Proper procedure to return equipment to operation:

1. Make sure all work is complete and all tools and maintenance equipment has been removed from the machine.
2. Notify all affected employees that equipment is about to be put back into service.
3. Remove Id tag(s) with name, date and time
4. Remove padlock-multi locking device(s) from disconnect and all associated valves for RR Unload Station Acid Pump
5. Remove all multi-locking device(s) from the Acid tanks and inside the Acid Building.
6. Turn handle for the disconnect (Asset Tag #10076) at the RR Unload station to the on position
7. Ensure that Acid Pump is back in operation and work with material handlers to ensure proper operation

7.0 Reference Documents

N/A

8.0 Change Information

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

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