
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Acid History Log Procedure</b>	Number: <b>P12-PR-200-007</b>	
	Owner: <b>Lee Cagle</b>	Revision: <b>03</b>	
	Effective Date: <b>09/04/14</b>	Page: <b>1 of 5</b>	

## 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 Railcar or Truck containing Sulfuric Acid put on the following Personal Protective Equipment: Safety Goggles, Face Shield, Acid Suit, Rubber Boots and Rubber Gloves.

If you're unloading a railcar, the warning sign (blue) must be in place and the wheels of the railcar chocked during unloading. Giles lock must be on track derail before hooking up railcars.

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

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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. Inform the Plant Manager if the problems or issues prevent the car from being reloaded so it can be released to a maintenance facility for repairs.
7. Inform the Plant Manager if the railcar is due or past due for a lining inspection. The railcar will then have to be released back to the owner of the car, not returned to the vendor.
8. 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 railcar and placards. I declare it empty and ready to return”

**\* When signing this statement Operators are taking responsibility for this car.**

9. 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 ACID CAR HISTORY LOG FORM



### GILES CHEMICAL ~ PREMIER MAGNESIA

#### Company Form

Title: Acid Car History Log

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Operator must  
initial each  
line as they  
complete the  
task.

Acid Railcar #: \_\_\_\_\_ Date / Time Spotted: \_\_\_\_\_  
Seal #: \_\_\_\_\_ Unloading into tank #: 1

**WARNING: SULFURIC ACID REACTS VIOLENTLY WITH WATER AND CAN CAUSE  
IRRITATION AND BURNS TO SKIN, ENSURE THAT ALL PPE IS DONNED PROPERLY**

#### Prior to Hooking-up the Railcar

- ☐ Secured the parking brake and chocked the wheels
- ☐ Raised the blue sign and locked the derail
- ☐ Ensured the storage tank had enough room to accommodate the contents of the railcar
- ☐ Ensured storage tank to be filled does not have pressure on it
- ☐ Checked all ports on the storage tank and ensured that they were secure
- ☐ Ensured the tank car is labeled Sulfuric Acid and all placards were in place
- ☐ Donned all PPE properly
- ☐ Removed the seal and recorded the number above
- ☐ Removed the air inlet plug and bled the pressure off the railcar
- ☐ Removed the educator cap and obtained a sample

Initials

#### Hooking-up the Railcar

- ☐ Checked unloading hose and fittings for wear
- ☐ Checked the gasket in the quick coupling (*replaced if necessary*)
- ☐ Checked the bolts on the load flange and ensured that they were tight
- ☐ Applied Teflon tape to the discharge port and connected the proper discharge pipe (*Christmas Tree*)
- ☐ Connected the discharge hose to the discharge pipe and ensured the cam-locks were locked
- ☐ Connected the small air line to the acid shut off valve actuator
- ☐ Connected the air inlet pipe to the air inlet port
- ☐ Attached the air hose to the air inlet pipe and ensured that the bleed off valve was closed

Initials

#### Unloading the Railcar

- ☐ Checked acid transfer line at storage tank to ensure acid is going to correct tank
- ☐ Opened air supply valve to pressurize car (*20 psi preferred, never more than 30 psi*)
- ☐ Checked acid unloading hose and ensured acid was present before starting the acid pump

Initials

Date / Time started dumping: \_\_\_\_\_

- ☐ Wore PPE pants and boots during the entire unloading process
- ☐ Checked the car, hoses, fittings and pump every 15 minutes until the car was finished dumping
- ☐ Auditable alarm sounded indicating that the railcar was empty and ready to unhook

Date / Time finished dumping: \_\_\_\_\_

#### Unhooking the Railcar

- ☐ Donned all PPE properly
- ☐ Lifted unloading hose to ensure the hose was empty and not still full of acid
- ☐ Closed air supply valve
- ☐ Depressurized the car by opening the bleed off valve

Initials

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- ☐ Disconnected the air hose from the air inlet pipe, replaced hose plug, and placed it back in the rack
- ☐ Disconnected the acid discharge hose, replaced hose plug, and placed it back in the rack
- ☐ Closed the small air line and opened the dump valve
- ☐ Removed the small air line from the valve actuator
- ☐ Removed the discharge pipe (*Christmas Tree*)
- ☐ Opened the hatch cover and looked into the railcar to ensure it was empty

Date / Time Unhooked: \_\_\_\_\_

### Preparing the Railcar for Release to Railroad

- ☐ Inspected the hatch cover gasket (*replaced if necessary*)
- ☐ Closed the hatch cover and wrench tightened all bolts
- ☐ Replaced the educator cap and wrench tightened
- \_\_\_\_\_ attached to educator cap
- \_\_\_\_\_ ve
- \_\_\_\_\_ plug and wrench tightened
- \_\_\_\_\_ attached to the air inlet plug and valve handle
- \_\_\_\_\_ sk assembly was intact and replaced the cover
- \_\_\_\_\_ to the hatch cover

Empty / Return Seal #: \_\_\_\_\_

- \_\_\_\_\_ in the top of the railcar, rinsed and stored them properly
- \_\_\_\_\_ and raised the hoop
- \_\_\_\_\_ with pH paper (*if it had liquid in it*)
- \_\_\_\_\_ squeezed out the drip pan
- \_\_\_\_\_ ts of the rail car were in good condition (*bolts, handrails, platform*)
- \_\_\_\_\_ ere in good condition (*replaced if necessary*)
- \_\_\_\_\_ lining inspection date is not expired

Lining Inspection Due Date: \_\_\_\_\_

- ☐ Removed the rail check (*blue sign lowered and derail unlocked when railroad arrived*)

Problems with car: \_\_\_\_\_

Write down any problems or issues you have with the car. This is the only way we can track car problems, and know to release the car back to the owner not the vendor.

Operator must check the lining inspection due date and record here. If the lining is past due for inspection, please inform the plant manager so the car can be released back to the owner, not the vendor, for an inspection.

When car is finished dumping, unhooked and placards checked Operator is to sign official release of the car.

This signature is stating Operator takes responsibility or ownership for releasing this car.

\_\_\_\_\_ railcar and placards. I declare it empty and ready to return."

Signature

Date

Initials: \_\_\_\_\_



Quality Initials: \_\_\_\_\_

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## 7.0 Reference Documents

*Acid Car History Log* (P12-PR-200-F007)  
*Acid Unloading Procedure* (P12-PR-200-005)

## 8.0 Change Information

1. Changed the Sample Acid Car History Log Form to the revised form.
2. Added information about reporting problems or issues with the railcar to the Plant Manager.
3. Added a step to check the lining inspection due date and reporting if due or past due.
4. Changed the layout of the header to include new artwork.

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