
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Bulk Feed System – Hanging Salt	Number: R12-PR-100-024	
	Owner: Monte Plott	Revision: 04	
	Effective Date: 08/01/16	Page: 1 of 3	

1.0 Purpose

The purpose of this procedure is to safely unload bulk salt for production in a systematic and standardized way.

2.0 Scope

This procedure needs to be performed when a super sack of salt is to be hung at the hopper.
This procedure is to be performed at each of the six designated hoppers.

3.0 Responsibility

The Salt Hanger and Fork Lift driver are responsible for performing this procedure.

4.0 Safety Considerations

Safety glasses and steel toe shoes are required. The salt hanger must also wear a smock, hairnet, beard net (if facial hair is present) and absolutely no jewelry.

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



- Hoist
- Klever Cutter
- Rubber Sledge Hammer
- Stainless Steel Tater Masher

6.0 Procedure

1. Before hanging a sack it should be blown off with compressed air to remove any possible debris and then untied.
2. Once the super sack is untied, the salt should be checked for quality and by following the procedure *In-coming Raw Material: Magnesium Sulfate (R13-PR-100-023)*.
3. Remove the Manufacturing placard from the super sack and document the information on the *Incoming Salt Inspection Form (R12-FM-100-006)*. All applicable blanks should be filled with information from the Manufacturing placard. The Manufacturing placard should then

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be put into the black box provided. If the product has a green Release to Repack placard, remove this as well and turn in to the Quality Coordinator.

4. For hopper numbers 1 and 2, lower the hoist to the top of the super sack and attach the hoist hooks securely to the four super sack lugs and tie the top of the plastic liner to the hoist. Apply minimum weight by pressing the “up” button to check super sack lugs for weight bearing.
5. Pressing the “up” button, raise the super sack. Inspect for any debris on the underside of the super sack while it is being raised. Lift the super sack just above the height of the hopper and press the “in” button to position the super sack above the hopper.
6. After the super sack is in position over the hopper, cut the excess plastic liner if needed and untie the bottom of the super sack. Salt should begin to flow into the hopper. If salt does not flow freely, use rubber sledge hammer on platform to initiate proper flow. If the salt is so hard that the hammer will not initiate flow, cut the bottom of the super sack open to allow salt to dispense.
7. After the salt is out of the super sack, press the “out” button to get the super sack away from the hopper.
8. Depress the “down” button to put the super sack back into its original position near the roller bed and unhook and untie the super sack from the hoist. If the super sack was cut or damaged in this process, place it in the recycle bin. If the sack was undamaged, remove the plastic liner and place into the recycle bin and fold the super sack and place on a pallet to be returned to the main plant.
9. Remove the empty pallet and slip sheet from its position. Inspect the pallet for damage and place in the appropriate stack (damaged pallets are segregated from good pallets to prevent process issues)
10. Repeat the process.
11. For hoppers 3,4,5 and 6 follow the first 3 steps of this procedure with regards to blowing off any debris, inspecting the salt and copying the information on the placard to the Incoming Salt Inspection Form.

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12. Have the forklift driver place the Bag Hanger on top of the super sack and attach the hanger hooks securely to the four super sack lugs. Then tie the top of the plastic liner to the hanger.
13. The forklift driver should then gently lift the bag off the pallet to ensure the bottom of the super sack is secure and that the bag lugs will support the weight.
14. Once the super sack is securely on the Bag Hanger Frame, proceed with cutting the excess plastic liner if needed and untie the bottom of the super sack to empty. Remove the slip sheet from the pallet and inspect the pallet for damage. Place the pallet in the appropriate stack depending on condition.
15. After the super sack is emptied, have the forklift driver remove the Bag Hanger from the Frame and lower it far enough to reach the four super sack lug and untie liner from Bag Hanger. Once the liner is removed, place liner in recycling bin. Then remove the super sack from the Bag Hanger and place the super sack on the pallet to be returned to the main plant if not damaged or in the recycling bin if cut or damaged.
16. Repeat Process.

7.0 Reference Documents

Incoming Salt Inspection Form (R12-FM-100-006)

In-coming Raw Material: Magnesium Sulfate (R13-PR-100-023)

8.0 Change Information

Change ownership.

Update header graphics.

Updated the number of hoppers in use.

Added reference to *In-coming Raw Material: Magnesium Sulfate (R13-PR-100-023)*

Added the statement of wearing smock, hair/beard nets and not wearing jewelry while hanging salt.

Updated the use of a utility knife to using a Klever Cutter.

Clarified procedure of hanging super sacks in hoppers without hoists.

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