


|   |  |               |                                 |
|---|--|---------------|---------------------------------|
|  | <b>GILES CHEMICAL ~ A DIVISION OF PREMIER CHEMICAL LLC</b> |               |                                 |
|   | <b>COMPANY PROCEDURE</b>                                   |               |                                 |
|   | <b>Acid Car History Log</b>                                | Page : 1 of 4 | Revision : 0<br>Date : 03/30/08 |
|   | Author: Jason Bumgarner      Report #: MANUF-RM-05         |               |                                 |

**Personnel responsible:**

- Material Handlers and Lead Operators in their absence

**Safety equipment:**

- All safety glasses and appropriate safety apparel is to be worn at all times.
- Typical Safety PPE for Acid Unloading – See Acid Unloading Procedure
  - Before approaching the Tank Car or Truck containing Sulfuric Acid put on the following Personal Protective Equipment: Safety Goggles, Face Shield, Rain 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.

**Summary:**

- This procedure describes the steps involved in and the responsibility of releasing and empty Acid Car.

**Procedure:**

- Follow Acid Unloading Procedure for handling Acid car – this Procedure is just for filling out the “Acid Car History Log”
  - When and Acid car is spotted by the rail road the Material Handler or designate is responsible for printing out a new Acid Car History Log for the car.
  - Each car gets its on log.
  - All appropriate information is to be filled in before unloading the car
    - The car number
    - Time spotted
    - Seal Number
  - The car can then be sampled, hooked up and dumped following the Acid Unloading procedure
  - 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.
  - 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.
  - 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.
  - Operators are to notify Quality department that the car is ready and completed log is to be placed with all other completed shift work logs to be picked up and filled by Quality department.



**GILES CHEMICAL ~ A DIVISION OF PREMIER CHEMICAL LLC**  
**COMPANY PROCEDURE**

**Acid Car History Log**

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**SAMPLE LOG SHEET**

**Acid Car History Log**

*Initials*

Acid Car Number: \_\_\_\_\_ ~ \_\_\_\_\_

Date & Time Spotted: \_\_\_\_\_ ~ \_\_\_\_\_

Seal Number: \_\_\_\_\_ ~ \_\_\_\_\_

Sample taken: *Yes / No* \_\_\_\_\_ ~ \_\_\_\_\_

Unloading into Tank #: \_\_\_\_\_ ~ \_\_\_\_\_

Date & Time Hooked up: \_\_\_\_\_ ~ \_\_\_\_\_

Time Started Dumping: \_\_\_\_\_ ~ \_\_\_\_\_

Time Finished Dumping: \_\_\_\_\_ ~ \_\_\_\_\_

Date & Time Unhooked: \_\_\_\_\_ ~ \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*"I have physically checked this Acid car and Placards.  
I declare it empty and ready to return"*

*Signature*

*Date*

Operator must  
initial each blank  
that they fill in.


Circle Yes or No  
and Initial when  
sample is taken

This may cover over to  
another shift. Only put  
information and initial  
beside what you are  
responsible for

Write down any problems  
or issues you have with  
the car. This is the only  
way we can track car  
problems

When car is finished dumping, car is  
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

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|   | <b>Acid Car History Log</b>                                | Page : 3 of 4 | Revision : 0<br>Date : 03/30/08 |
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## TRAINING DOCUMENTATION

|    | EMPLOYEE | TITLE | SIGNATURE | DATE |
|----|----------|-------|-----------|------|
| 1  |          |       |           |      |
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