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	COMPANY POLICY / PROCEDURE		
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Personnel responsible: Material Handler

Safety:


The Material Handler and truck driver must both be present during the entire unloading process. All PPE pertaining to handling sulfuric acid must be worn.

Purpose or Objective:

To ensure that all sulfuric acid coming to plant in tankers is handled safely and correctly.

Procedure:

1. Trucks can only be unloaded between the hours of 7 AM – 5 PM.
2. Upon arrival, the truck driver will contact the Lead Operator working the shift.
3. The Lead Operator will get the key for the lock on the #2 intake valve from the Maintenance Office and give it to the Material Handler.
4. Close #2 Intake Valve.
5. The #1 intake valve determining where the acid is to go must be set correctly.
 - a. If the acid is to go to the storage tanks it should be in the horizontal position
6. The Material Handler will then remove the lock from the #2 intake valve.
7. Check the levels in the storage tanks to determine which tank is to be filled.
8. At the top of the platform, the middle feeder line determines which tank to feed into.
9. If you are feeding into #1 Acid Storage Tank, the 1st valve must be horizontal (inline) and the 2nd valve upright (closed).
10. If you are feeding into #2 Acid Storage Tank, the 1st valve must be upright (closed) and the 2nd valve must be horizontal (inline).
11. Request that the truck driver give you a sample of the acid before he begins to unload.
12. The truck driver, (in full personal protective equipment) will then hook up to intake valve and begin the unloading process.

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13. When the unloading is complete, the truck driver will drain the remaining acid from his hose into a designated bucket.
14. The Material Handler will then empty the bucket into a specially designated area. The area will be a metal container filled with the proper amount of lime to neutralize the acid.
15. The Material Handler will then close the intake valve, re-secure the lock and return the key to the Maintenance Office.
16. When enough time has elapsed, the non-reactive waste product will then be taken to the “mud” pile and dumped.



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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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Revision Number	Revision Date	Revision Author	Revision Description
00	10/22/2008	MW	New Document
01	11/26/2008	MW	- Added to open #1 Intake Valve going to storage tanks before removing lock on #2 Intake Valve.