

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : Date :04/10/08
Author: Stacy Lindsey	Title: Releasing Railcars by Quality Department	

Safety: All proper safety equipment for the area.

Purpose or Objective: The purpose of this procedure is to ensure that railcars are released properly and in a timely manner by Quality Department. Quality Department wants to ensure that the spot and release process is as smooth as possible to eliminate any issues with Norfolk Southern.

- -It is the Material Handlers responsibility to ensure that cars are ready for spot and release.
- -Material Handlers will notify Quality Department of what raw material (Acid and MgO) railcars need to be spotted and released and will have signed off that cars are empty on Raw Material Log.
- -Quality Department will release and spot cars through the railcar database.

Procedure:

- 1) Pull up the railcar database
- 2) Click on the tab listed at R/C Reports
- 3) Click R/C on yard report – This report will show all railcars constructively placed. The report will has a section for MgO and Acid (Print out Report so can be used as a visual to spot and release)
- 4) Railcars must be released by first-in first out unless there is a special car that needs to be placed first.(Special Cars can be place first-in regardless of the constructively placed date by Process Engineer, Quality Manager, Production Manager, Maintenance Manager, Director of Manufacturing, President, Quality Technician)
- 5) When releasing and spotting cars employees must use the Norfolk Southern Spot and Release Form (Located on Engineer Ops Drive under Forms)
 - a) Cars to be released will go into the release column and cars to be spotted will go in the spot column
 - b) Sulfuric Acid railcars being released must have a Last Residue Contained form located on Tab 2 of NS Release Workbook (Forms are designated specifically for each individual Acid supplier. Norfalco is located on Engineer Ops Drive under forms, Chem-Trade, and Akzo Nobel is located in Quality Department.)
- 6) Railcars must be spotted on the form in order they are to be placed on Giles Track (Mgo listed first and Acid listed second)
- 7) After railcars are chosen to be spotted/released click on the Add/Edit Tab in Railcar data base (Raw Material Receipt Log)
 - a) Place cursor in PO Box and click look-up.
 - b) Enter railcar PO number (listed on R/C on yard report) hit find next and close find/replace box.
 - c) When the correct car has pulled-up check box by clicking on the spot date or released date box and add date in which you are spotting or releasing car then click up-date record.
- 8) It is important to make sure date is correct for inventory purposes.

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- 9) Print out forms for spot and release. Do not forget Last Residue Contained Form if it is needed make sure to check all car numbers and dates. Double check paperwork with what is physically on yard.
- 10) Fax paperwork to Norfolk Southern at 1-800-476-0170.
- 11) Make a copy of paperwork and attach to Raw Material clipboard in plant for Material Handlers
- 12) Call Norfolk Southern to ensure order has been received at 1-800-898-4296.
- 13) File paperwork in Quality Department.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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