
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: In-coming Raw Materials – MgO and H2SO4	Number: P13-QA-100-076	
	Owner: Lee Cagle	Revision: 01	
	Effective Date: 12/09/2013	Page: 1 of 3	

1.0 Purpose

This procedure describes the steps necessary for granting Quality approval for incoming raw materials.

2.0 Scope

This procedure applies to incoming Magnesium Oxide and Sulfuric Acid used at Manufacturing.

3.0 Responsibility

Quality Associate is responsible for this procedure.

4.0 Safety Considerations

Wear appropriate PPE when working in the lab.

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

N/A

6.0 Procedure

All incoming railcars are to be quarantined on the rail spur until properly approved by the Quality Unit.

6.1 COA

Review the COA following *In-coming Raw Materials – COA (P12-PR-100-073)* and record data on correct form.



6.2 Testing

1. MgO Cars:

- Reactivity: follow procedure *Acetic Acid Reactivity for Magnesium Oxide (MgO) (L12-PR-100-027)*

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- Sieve Analysis: using a 100 mesh sieve, 200 mesh sieve, and the pan, sieve 50g of MgO sample for 2 minutes. Record data on *Railcar Sieve Testing Sheet (L12-FM-100-005)*.
- Particle Size Analysis: follow procedure *Particle Size Analysis – Dry Product (L12-PR-100-047)*.
- Record all above data on *MgO Raw Material Testing form (L12-FM-100-004)*.

2. Acid Cars:

- pH and Sulfate Test: follow procedure *Sulfuric Acid Raw Material Testing (L12-PR-100-028)*
- Record data on form *Sulfuric Acid Identification Log Sheet (L12-PR-100-F028)*.

After all testing has been completed, fill out the correct approval form: *In-coming Raw Materials – Magnesium Oxide Approval (P13-100-F076a)* or *In-coming Raw Materials – Sulfuric Acid Approval (P13-PR-100-F076b)*. Check appropriate boxes on the Raw Material Inventory spreadsheet located on Engineer Ops drive.

Any railcar found to be out-of-specification must be confirmed following the *Out-of-Specification (OOS) SOP (Q13-PR-100-025)*. Once product is confirmed out-of-specification it will be returned to the vendor and a vendor complaint initiated.



Any railcar found to be out of control limits will remain quarantined until further review from the Quality Unit and Process Engineer.

7.0 Reference Documents

<i>In-coming Raw Materials – Magnesium Oxide Approval</i>	<i>(P13-PR-100-F076a)</i>
<i>In-coming Raw Materials – Sulfuric Acid Approval</i>	<i>(P13-PR-100-F076b)</i>
<i>MgO Raw Material Testing form</i>	<i>(L12-FM-100-004)</i>

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<i>Sulfuric Acid Identification Log Sheet</i>	<i>(L12-PR-100-F028)</i>
<i>Railcar Sieve Testing Sheet</i>	<i>(L12-FM-100-005)</i>
<i>In-coming Raw Materials – COA</i>	<i>(P12-PR-100-073)</i>
<i>Particle Size Analysis – Dry Product</i>	<i>(L12-PR-100-047)</i>
<i>Acetic Acid Reactivity for Magnesium Oxide (MgO)</i>	<i>(L12-PR-100-027)</i>
<i>pH Determination</i>	<i>(L12-PR-100-030)</i>
<i>Sulfuric Acid Identification</i>	<i>(L12-PR-100-028)</i>
<i>Out-of-Specification (OOS)</i>	<i>(Q13-PR-100-025)</i>

8.0 Change Information

New Document

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