



## GILES CHEMICAL ~ PREMIER MAGNESIA

### Company Procedure

Title: **Cold Weather Procedure**

Number: **M12-PR-200-009**

Owner: **Robert Willis**

Revision: **01**

Effective Date: **05/15/13**

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### 1.0 Purpose

The purpose of this procedure is to define maintenance responsibilities as it relates to preparing the plant for cold weather months and support production. This procedure is to be completed the week after shutdown in October (typically October 12-23rd timeframe) and then reversed the last week of April (typically April 20-30th timeframe).

### 2.0 Scope

Each fall before the cold weather settles in, the maintenance team will winterize the plant.

### 3.0 Responsibility

Maintenance

### 4.0 Safety Considerations

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

N/A

### 6.0 Procedure

The proper process to prepare the plant for cold weather as it relates to Maintenance is as follows:

1. Notify all affected employees that the cold weather procedures are being put into effect.
2. Check heat trace tape in the water recovery room and confirm that trace is plugged in and working properly to protect the water recovery system.



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3. Unlock and check heat trace tape on the water line feeding the Eyewash station at the Acid unload station for the Railroad platform. There are two connections and both are expected to be working properly to ensure water supply to the Acid unload area.



4. Check heat trace is working properly on the eyewash station in the back lot servicing the acid tanks and the back lot area. Depress the red button chest high to determine if the heat trace is working properly.



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- Water line that supplies water to the lower warehouse should be cut off, line pressurized to clear water out, and then locked out for duration of cold weather operation. The lockout is located outside the door on the second floor above the break room.



- This procedure should be reversed in the spring (April timeframe) with Production being notified that the cold weather processes are being reversed for warm weather.

## 7.0 Reference Documents

N/A

## 8.0 Amendment Record

Document review- updated format using new template and numbering system.

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