1.0 Purpose

This procedure describes the steps necessary for obtaining and storing reserve samples for incoming raw materials.

2.0 Scope

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

3.0 Responsibility

Material Handler is responsible for properly labeling and obtaining samples.
Quality Associate is responsible for following 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

- MgO Sample Bag
- Time Stamp
- Acid Sample Bottle
- Acid Sample Label

6.0 Procedure

All incoming railcars are to be sampled for testing and the remaining sample held for reserve samples.

6.1 MgO

1. Obtain a sample bag from the Material Handlers desk.
2. Time stamp the sample bag using the time stamp on the Assistant Operators desk.
3. Record the railcar number, silo being offloaded into, and operator initials on the sample bag.
4. Obtain sample of railcar contents using sampling stick and place into the sample bag.
5. Place sample in designated area on Material Handler desk for Quality Associate to pick-up.

6. Quality Associate will take sample to lab and perform tests following *In-coming Raw Materials – MgO and H2SO4 (P13-PR-100-076).*
7. After testing is complete the sample will be resealed and logged onto the *In-coming Raw Materials – Reserve Samples Log (P12-PR-100-F080).*
8. Sample will then be stored in the designated area.
9. Samples will be checked at six month intervals to insure no discoloration or any other defects are present.
10. Samples will be maintained for a period of four years then disposed of in the mud pit for removal to the landfill.

6.2 Acid

1. Obtain an acid sample bottle from the Material Handlers desk.
2. Record the railcar number, tank being offloaded into, date, time, and operator initials on the sample label.
3. Obtain sample of railcar contents using sampling stick.
4. Clean all acid residues from the sample bottle and place completed label on it.
5. Place sample in designated area on Material Handler desk for Quality Associate to pick-up.
6. Quality Associate will take sample to lab and perform tests following *In-coming Raw Materials – MgO and H2SO4 (P13-PR-100-076).*
7. After testing is complete the sample will be resealed and logged onto the *In-coming Raw Materials – Reserve Samples Log (P12-PR-100-F080).*
8. Sample will then be stored in the designated area.
9. Samples will be checked at six month intervals to insure no discoloration or any other defects are present.
10. Samples will be maintained for a period of four years then disposed of by an outside Hazardous Waste Company.

7.0 Reference Documents

In-coming Raw Materials – MgO and H2SO4	*(P13-PR-100-076)*
In-coming Raw Materials – Reserve Samples Log	*(P13-PR-100-F080)*

8.0 Change Information

New Document