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|--|---|-------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>      |                               |  |
|  | <b>Company Procedure</b>                      |                               |   |
|  | Title: <b>Bulk Feed System – Hanging Salt</b> | Number: <b>R12-PR-100-024</b> |   |
|  | Owner: <b>Jeff Hill</b>                       | Revision: <b>3</b>            |   |
|  | Effective Date: <b>04/04/13</b>               | Page: <b>1 of 2</b>           |   |

## 1.0 Purpose

The purpose of this procedure safely loads bulk salt for production in a systematic and standardized way.

## 2.0 Scope

This procedure needs to be performed when a super sack of salt is to be hung at the hopper. This procedure is to be performed at one of the four designated hoppers.

## 3.0 Responsibility

The Salt Hanger is responsible for performing this procedure.

## 4.0 Safety Considerations

Safety glasses and steel toe shoes are required.

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



- Hoist
- Utility Knife
- Rubber Sledge Hammer

## 6.0 Procedure

1. Sack closest to hopper should be blown off with compressed air to remove any possible debris and then untied.
2. Once the super sack is untied, the salt should be checked for quality and to make sure there is no foreign debris.
3. Remove the Manufacturing data sheet from the super sack and document the information on the *Incoming Salt Inspection Form (R12-FM-100-006)*. All applicable blanks should be filled with information from the Manufacturing data sheet. The Manufacturing data sheet should then be put into the black box provided. If the product has a green Release to Repack placard, remove this as well and turn in to the Quality Coordinator.

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4. Lower the hoist to the top of the super sack and attach the hoist hooks securely to the four super sack lugs and tie the top of the plastic liner to the hoist. Apply minimum weight by pressing the “up” button to check super sack lugs for weight bearing.
5. Pressing the “up” button, raise the super sack just above the height of the hopper and press the “in” button to position the super sack above the hopper.
6. After the super sack is in position over the hopper, cut the excess plastic liner if needed and untie the bottom of the super sack. Salt should begin to flow into the hopper. If salt does not flow freely, use rubber hammer on platform to initiate proper flow. If the salt is so hard that the hammer will not initiate flow, cut the bottom of the super sack open to allow salt to dispense.
7. After the salt is out of the super sack, press the “out” button to get the super sack away from the hopper.
8. Depress the “down” button to put the super sack back into its original position near the roller bed and unhook and untie the super sack from the hoist. If the super sack was cut or damaged in this process, place it in the recycle bin. If the sack was undamaged, remove the plastic liner and place into the recycle bin and fold the super sack and place on a pallet to be returned to the main plant.
9. Remove the empty pallet and slip sheet from its position. Inspect the pallet for damage and place in the appropriate stack (damaged pallets are segregated from good pallets to prevent process issues)
10. Repeat the process.

## 7.0 Reference Documents

*Incoming Salt Inspection Form (R12-FM-100-006)*

## 8.0 Change Information

Updated procedure following *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*

Updated procedure to eliminate roller bed, include salt quality check, filling out salt verification form completely and update the Hard Salt Form name to Incoming Salt Inspection Form.

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