
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Acid History Log Procedure	Number: P12-PR-200-007	
	Owner: Jason Bumgarner	Revision: 02	
	Effective Date: 09/09/13	Page: 1 of 4	

1.0 Purpose

This procedure describes how to properly fill out the *Acid Car History Log (P12-PR-200-F007)*.

2.0 Scope

This procedure applies to the *Acid Car History Log* and should be followed anytime the log is being filled out.

3.0 Responsibility

Material Handlers, or Lead Operators in their absence, will be responsible for this procedure.

4.0 Safety Considerations

Before approaching the Tank Car or Truck containing Sulfuric Acid put on the following Personal Protective Equipment: Safety Goggles, Face Shield, Acid Suit, and Rubber Gloves. The warning sign (blue) must be in place during unloading. Giles lock must be on track derail before hooking up cars.

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

- Black or Blue Pen



6.0 Procedure

Follow *Acid Unloading Procedure (P12-PR-200-005)* for handling Acid cars – this Procedure is just for filling out the *Acid Car History Log (P12-PR-200-F007)*.

1. When an Acid car is spotted by the rail road the Material Handler or designee is responsible for printing out a new *Acid Car History Log* for the car.
2. Each car gets its on log.
3. All appropriate information is to be filled in before unloading the car
 - The car number
 - Time spotted
 - Seal Number

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4. The car can then be sampled, hooked up and dumped following the *Acid Unloading Procedure*.
5. If the operator is unable to finish dumping car during their shift, the next shift takes over on the log initialing beside each section they are responsible for.
 - Each section **MUST** be initialed by responsible person.
6. If there are issues with a car it is the responsibility of the Operator to fill out all information involved with the car. This will be the only record of problems or issues with this car.
7. Once the car is finished unloading and all appropriate measure have been made, the Material Handler or Lead Operator is to sign the log stating:

“I have physically checked this acid car and placards. I declare it empty and ready to return”

* When signing this statement Operators are taking responsibility for this car.

8. Operators are to notify the Plant Manager that the car is ready. The completed log is to be placed with all other completed shift work logs to be picked up by the Plant Manager and turned in to the Quality department to be reviewed and filed.

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SAMPLE LOG SHEET

Acid Car Batch Sheet

Acid Car Number: _____

Initial

Date & Time Spotted: _____

Chock, Brake,
Sign & Lock: _____

Seal Number: _____

Sample taken: _____

1 Unloading into Tank #: 1 - 2

Storage tank has enough capacity to accommodate the contents of the rail car
No Pressure in on the tank to be filled
Checked all ports on the storage tank and are secured

2 Prepare the car for Unloading

Checked Unloading hose and fittings for wear
Checked Gasket on quick-coupling (*replace if necessary*)
Checked that Bolts on load flange are tight
Applied Teflon tape to Discharge pipe and connected to Acid car
Connected Air supply hose to the tank car air inlet port

3 Transfer Acid to the Storage Tank

Checked Acid transfer line at storage tank to assure acid is going to correct tank
Opened Air supply line to pressurize car (*20 psi preferred, never more than 30 psi*)
Checked Acid unloading hose and acid was present before starting Acid pump

Time Started Dumping: _____

~

4 Attending the Unloading

Wore Acid PPE pants during the entire unloading time
Car was checked a minimum of every 15 min during unloading

Time Finished Dumping: _____

~

5 Complete the Unloading

Auditable alarm sounded indicating acid car was empty and ready to unhook
Put on all the appropriate PPE before unhooking car
Lifted unloading hose to ensure the hose was empty and not still full of Acid
Closed Air supply valve
Closed Acid outlet valve on the tank
Depressurized the tank car by opening the vent valve on top of the tank
Disconnected the air supply hose
Disconnected the acid line and carefully lowered to the ground

Prepare the Acid Rail car for Release to the Rail

Replaced educator pipe cap and wrench tight
Replaced the air inlet plug and wrench tight
Confirmed that the Add

Removed wheel chocks (*sign unlocked and lowered wheel*)

Empty/Return Seal #: _____

Date / Time unhooked: _____

Problems with car: _____

"I have physically checked this Acid car and Placards. I declare it empty and ready to return"

Signature

Date

Operator must
initial each blank
that they fill in.



Write down any problems
or issues you have with
the car. This is the only
way we can track car
problems

When car is finished dumping, the car is
unhooked and placards checked Operator is
to sign official release of the car.

This signature is stating Operator takes
responsibility or ownership for
releasing this car

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7.0 Reference Documents

Acid Car History Log (P12-PR-200-F007)

8.0 Change Information

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

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