

PREMIER MAGNESIA - GILES CHEMICAL

COMPANY POLICY

Revision Page : 1 of 4 07/05/12 Date

RXR Releasing/Spotting Jason Author: Plant: Main Plant Area: **RXR** Bumgarner



Personnel responsible:

Designated Employees involved with Rail Road Spotting

Safety equipment:

• N/A

Procedure

- Material Handler is to notify Office spotting / releasing needs before 15:30 each day
- Rail Cars are to be released and spotted on the web site before 17:00

1. Open Raw Material Log

- N:\EngineerOps\RXR&RawMaterial\Raw Material
- Note which cars are spotted and need to be released – enter release date of car(s)
- And chose the next chronological car to be spotted

	GILES CHEMICAL WAYNESVILLE PLANT										GLES CHEMICAL WAYNESHLE RATE MONTHLY RAW MATERIALS RECEIPT LOG AND ENDING INVENTORY SYMMARY FOR THE MONTH OF MAY -2012																
	MONTHLY RAW MATERIALS RECEIPT LOG AND ENDING INVENTORY SUMMARY FOR THE MONTH OF MAY - 2012 Sulfuric Acid																										
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2. Open NS website

- a. https://www2.nscorp.com/accessNS/
- b. UserID psk48
- c. Password jason963
- Password changes once per quarter....
- If you are prompted to change password note the password change and email to all effected personnel





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COMPANY POLICY

RXR Releasing/Spotting Page : 2 of 4 Revision : 01
Date : 07/05/12

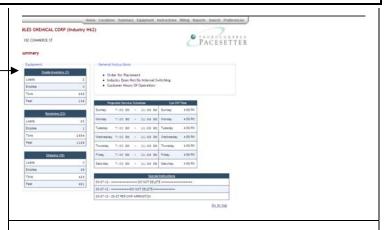
Author: Jason
Bumgarner Plant: Main Plant Area: RXR



3. Click on "On Site Inventory"

- 4. Chose the rail car(s) to be released by checking the box to the left of car
 - a. Click on "Release Switch"
 - b. When releasing acid cars, you will be prompted to acknowledge it last contained hazardous material –
 - c. Click OK
 - d. Pull down menu will appear choose "Release Empty"
 - e. Click "Save"
 - f. Check for it to say "release empty" under the Request heading
- 5. Chose "Home" on the top menu to go back to the home screen
- 6. Then choose "Receiving"

- 7. Choose the car(s) to be spotted by checking the box to the left of the car
- 8. Calendar screen will pop up choose the spot date
- 9. Click save
- 10. Check the column labeled "Request" the word "order" should be beside requested car
- 11. Log Off











PREMIER MAGNESIA - GILES CHEMICAL COMPANY POLICY

RXR Releasing/Spotting Page : 3 of 4 Revision : 01 Date : 07/05/12

Author: Jason Bumgarner Plant: Main Plant Area: RXR



TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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Revision Number	Revision Date	Revision Author	Revision Description
00	10/30/07	JB	-New Document
01	10/10/11	SL	- Updated whole procedure
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