	SMITH CONSTRUCTION, INC. Safety Management System		Doc No:	SCI-S009
			Initial Issue Date	06/30/2025
			Revision Date:	07/31/2025
Catalyst Bin Changeout			Revision No.	1
			Next Review Date:	06/30/2026
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Purpose

The purpose of this procedure is to define the requirements for safely and efficiently Catalyst Bin Changeout.

Scope

This policy details the Risks, PPE, Equipment, Key Responsibilities, and instruction for Tote Catalyst Bin Change Out.

Risks

- Damage to equipment during on-loading/off-loading
- Metal Splinters from Cable
- Slips, Trips, Sprang's, Strains during liner install
- Cuts and pinches during liner tear out
- Crushed by Equipment when Positioning the Bin Truck

PPE

- Basic PPE

Equipment

- Bin Truck

Key Responsibilities

Supervisors

- Shall ensure that this policy is followed and properly executed by trained personnel.


Employees

- Shall follow all aspects of this procedure.

Procedure


Pre-Work & Set-Up

1. Complete Equipment Pre-Trip
2. Ensure that Skids are Greased
3. Complete JSA
4. Obtain Permit

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Catalyst Bin Change Out

5. **Position the bin truck** directly in front of the bin which requires change out, where the truck is facing away from the bin. (Bins should never be more than 3/4 full)
 - Using a ground guide carefully back up to within 1' of the bin
 - After getting back into position, the ground guide shall give a thumbs up, notifying the driver that the bin truck is in the correct position,
6. **Raise the Bed.** Dismount the cab of the bin truck and using the side controls, raise the bed of the bin truck to full extension.
7. **Connect the eye ring** (stinger) to the connecting hook of the bin.
8. **Begin Unloading the Bin.** Once the stinger is connected, begin retracting the stinger cable, when the bin is 1/4 of the way onto the bed, ensure that the bed rails are on the inside of the bin.
 - Once rail placement has been confirmed, continue retracting the stinger cable until the bin is 1/2 on the railing, slowly lower the bed until the rails are set under the bin and proceed retracting and lowering the bed until the bed is completely lowered and the bin is secured on the bin truck.
9. **Proceed to the bin storage** area and prepare to offload bin.
 - The full bins are located at the Southwest side of the laydown yard.
10. **Select a good drop area** in this portion of the laydown yard.
11. **Position Bin Truck for Off-Loading Bin.** Using a ground guide, back to a position that is approximately 3/4 of the distance to area where the bin will be set. (The bin will slide back about 5-10 feet during offload.
12. **Prepare for Bin Off-Loading Bin.** Set the airbrake and dismount the truck, raise the bed to 3/4 extension and begin reeling out the stinger cable. Allow the bin to slide off the back of the truck and roll back to the appropriate place as needed.
 - Enter the cab and disengage the airbrakes.
13. **Initiate Bin Offload.** Put the bin truck in Neutral and raise the bed to full extension.
14. **Complete Bin Offload** Once at full Extension, reel out the stinger cable and allow the bin truck to move forward until the bin is completely off railing system of the truck.
15. **Position to Disconnect the stinger.** Using a ground guide, slowly back-up about 2' (this is done to give enough slack in the stinger, to detach the cable from the bin)
16. **Store Stinger.** Once sufficient slack has been created, engage the airbrake of the truck, dismount and detach the stinger, and place it onto the storage hook of on the rail.
17. **Select Replacement Bin.** From outside the cab, call the Environmental Dept. to identify a de-watering box to use for the catalyst.
18. **Obtain Felt Liner.** Locate and secure a felt liner (kept on the Southwest area of the laydown yard "Chigger Hill")
19. **Install the felt liner** by using a ladder to climb into the de-watering box and hook the felt the connecting horns located at the top inside.

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20. Drop off new Bin. Repeat steps 5-8 and proceed to the catalyst bin collection location. Repeat Steps 11-17

Clean-Up & Completion

21. Clean Up. Once complete ensure the area is clean of any debris and turn in permit.

22. Notify Supervisor that the Catalyst Bins have been changed out.