LOADING PROCEDURE FOR SOLVENT DRUM LOADING

STEPS	KEYPOINTS
1. Check oil, fuel, water, hydraulic fluid levels in towmotor, and mechanical operating gear such as brakes, steering, etc., before operating towmotor. Add any oil, water, etc. or correct any mechanical problem before using towmotor.	Failure to maintain towmotor in proper operating condition may result in damage to equipment and/or personnel injury.
2. Using towmotor, unstack required type and number of drums to be loaded, and place on floor of building adjacent to empty drum conveyor line.	Type drums for products are as follows: Color — PPG Spec. — Product Red — SD-1 — Per 208 Blue — SD-3 — Tri 145 Green — SD-4 — TE 366 Black — SD-5 — All grades of Per, Tri, TE, and MeCl2.
3. Tighten and seal the three-quarter inch bung closure of every drum to be loaded.	Use unmarked seals on all drums. Each bung closure must have a gasket.
4. Loosen the two-inch bung closure of every drum to be loaded.	
5. Stencil each drum with the product code of the product to be loaded and the dtae loaded, using the appropriate character of the alphabet for the month and the last digit of the year for the year. Example: Stencil for Tri-Ethane 366 drums loaded on Jan. 6, 1982 should read as follows: MQL A/6/2	Use A, B, C, D, etc., for Jan., Feb., March, April, etc., respectively. Refer to Product Code List for product code of the product to be loaded. All drums should be stenciled accordingly regardless of customer. MQ-is product code for TE-366. L-stands for Lake Charles. A-is for the month of January. 6-is for the six day of January. 2-is for the year 1982.
6. Stencil each drum with any other information as required by the customer, shipping foreman, or carrier.	Check the bottom of the order for special stenciling instructions.

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STEPS	KEYPOINTS
7. If drums to be loaded are not premarked drums (lithographed by supplier) apply appropriate product label and shipping label to each drum before loading.	Markings or labels, describing drum contents, must be on every drum shipped to comply with PPG Policy and government regulations. Refer to Product Code List for proper label to be applied.

PRODUCT CODE LIST

PRODUCT	PRODUCT CODE	LBS. PRODUCT PER DRUM	PRODUCT LABEL AND COLOR
TE 366	MQ	600	Tri-Ethane, green
TE 324	MQ	600	Tri-Ethane, green
TE 348	MR	600	Tri-Ethane 348, lavender
MC 314	MT	600	Methyl Chloroform, brown
TRI 113	TH	660	Trichlor, pale green
TRI 145	TV	660	Trichlor, blue
PER 208	PC	700	Perchlor, red
PER 230	PM	700	Perchlor, lavender
PER 229	PH	700	Perchlor, orange
Methylene Chloride	A	660	Methylene chloride, yellow

8. Place empty drums on empty drum conveyor line.

9. Remove two inch bung closure and check drum internally with inspection light.

   Put rusty or damaged drums aside for maintenance Tri-Ethane.

10. Prepare drum filler for loading. Set final net weight and flow control weight to the appropriate weight settings and zero the drum filler. Switch the loading mode control to automatic. Check the operation of the filling nozzle by pressing the lower and raise buttons on the control panel several times.

    Refer to PRODUCT CODE LIST for net weight of product to be loaded.

    Notify Shipping Foreman if, after making checks, any part of drum filler appears to be malfunctioning.

11. If product is available in shipping tank, open appropriate valves to loading pump, line up to drum filler loading line, and start pump.

    Always leave recirculation valve to tank open slightly to protect pump seal when discharge valve at the drum filler is closed.

Key Points

12. If product must come from operating unit, call the operator in unit and request transfer of product needed.

13. Connect one and one-half inch hose to loading line behind drum filler.

14. Connect hose to filter.

15. Connect hose between filter and drum filler inlet. Flush product through drum filler to clean the loading nozzle, loading lines, and filter.

    Flush must go into a 55 gallon drum labeled flush material. Fill as many drums as needed to effectively clear lines of previous product.

16. Start drum filler vent blower.

17. Place empty drum on scale of drum filler. Position drum so that two inch opening is directly beneath the drum filler nozzle. Press lower button on control panel and make sure filler nozzle enters two inch opening in the drum.

18. Press start button on control panel to start filling drums.

    Wear goggles when filling drums.

    Stand by drum filler during filling operation.

19. Monitor the weight of product loaded in the drum by looking at the digital display on the control panel.

    When the weight reaches the weight set on the flow control, the pneumatic valve at the rear of the filler should close partially, reducing the filling rate.

    Drum filler should stop loading at the final weight setting on the control panel.

    Stand by drum filler to stop it, by pressing the stop button on control panel, in case a hose ruptures or filler does not stop loading at the desired weight setting.

20. Sample product in a clear one quart container. Properly identify sample and deliver to Main Laboratory for analysis.

    Samples must be analyzed and cleared by Main Laboratory before drums can be shipped. Sample the fist, last, and every 15th-20th drum loaded.

21. When drum is filled, install two-inch bung closure in drum opening, tighten, and seal. Shove drum to loaded drum conveyor line.

    Use unmarked seals on all drums.

    Each bung closure must have a gasket.

Key Points

22. Using towmotor, remove filled drums and stack in rows, or place in a van or boxcar.

23. Repeat steps 17 through 22 until all drums to be loaded are filled.

24. Shut off loading pump and close tank valves, or report to operating unit that loading is complete if product came from operating unit. Shut off vent blower.

If the product comes from operating unit notify the unit as soon as the transfer is complete so that the pumps and piping can be utilized by the unit.

25. Drain product from all loading hoses, filter, and drum filler.

Drain product into 55 gallon drum labelled flush material and located behind drum filler.

26. Using towmotor, pick up pallets left on floor and stack neatly in pallet storage area.

27. Complete necessary shipping department records. Record on loading log the number of drums filled, type of product, and containers used. If drums were not filled for specific customer, record on loading log as loaded for floor stock. Otherwise, record customer's name an destination.

It is important that accurate records of all products loaded/ shipped be maintained.