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1.0 Purpose

To ensure that all packaging personnel perform Floor Filling duties correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures could affect the safety of our employees or the integrity of our products. Following these instructions will help keep flushing standards accurate.

2.0 Scope

This document covers the standard procedures to be followed for employees in the packaging department when filling floor batches with a pump. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety



***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Floor Batch Fill With Pump

- 4.1 Begin agitating the product. (All products must be agitated before filling)
- 4.2 Determine if there is a minimum agitation time for the product. Agitate as needed.
****THIS IS FOUND ON THE TICKET****

AGITATE 10 MINUTES BEFORE FILL
FILTER 25 MICRON
FULL FILL BY VOLUME
TRASH CHECK #1 _____ #2 _____
FLUSH PUMP WITH SAE41
USE VARNISH FILL EQUIPMENT

- 4.3 Raise the blade out of the product if needed.
- 4.4 Pull the tub from under the blade.
- 4.5 Move the tub to the location that it will be filled. (**Note the tub must be chained to the mast of the lift truck before transport**)



- 4.6 Clean the blade the tub came from using proper procedures.

- 4.7 Ground the tub using proper procedures.
- 4.8 Place an agitator stand on the tub if agitation during fill is required.
- 4.9 Ground the agitator stand.



- 4.10 Place an agitator on the stand.
- 4.11 Hook up the air to the agitator and start the agitation of the batch. Refer to Mixer Operation Filling for proper procedures for safe mixing.
- 4.12 Retrieve the appropriate pump and filter for the batch. ****PUMPS SHOULD BE LABELED ACCORDING TO THE PRODUCT****
- 4.13 Retrieve fill tub for the batch, unless filling drums.

- 4.14 Hook the pump to the tub. **Check to see if there is a GASKET inside the fill pump hookups before hooking up pump.**



- 4.15 Ground the pump.

- 4.16 Move a fill tub under the pump. **NOTE:** If you are **pump filling drums**, you will not need a fill plate or fill tub. Place the drum in place of the fill tub. Be sure the drum is grounded like the fill tub would be.



- 4.17 Ground the fill tub (or drum).
- 4.18 Place a filter on or in the pump. Filter size will be found on the repack ticket.
- 4.19 Run approximately 15 gallons of product into the fill tub. (**Be sure the gate valve is closed on the fill tub**)
- 4.20 Take a sample of product for the solids check, and for the trash or color check if needed. **The sample must be labeled with the appropriate identification (usually a sticker from the batch).**
- 4.21 Place a ground plate or scale under the gate valve.

4.22 Ground the fill plate or scale.



4.23 Gather containers, labels, and boxes if still needed. Labeling can be done before filling the product or after**

5.0 References

Reference	Title
1	None