

Author	Status	Effective Date
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1.0 Purpose

This SOP is intended to outline the proper steps and procedures for properly operating the production pumps.

2.0 Scope

This document covers the standard procedures to be followed for employees in the production department when operating the production floor 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)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.**

**Always make sure your tub is properly grounded before pumping any product!
Follow SOP for Production scales to properly operate scale.**

4.0 Proper Operation of Production Floor Scale Pump

4.1 Secure outlet of hose to tub using clamp. Be sure to point the hose outlet downward.

4.2 Secure inlet hose to the proper valve.



- 4.3 Verify on the valve and your batch ticket that you are attached to the correct product.
- 4.4 Turn pump on using the power switch. The power switch is labeled in the first picture on this SOP.
- 4.5 Open valve to begin pumping product.
- 4.6 Close the valve 20lbs before reaching the desired weight and remove the inlet from the valve. 20lbs is an approximate amount and will vary by raw material.
- 4.7 Allow the residual charge to empty from the hoses and pump into your tub.
- 4.8 **Always flush the pump with 5 gallons of solvent that is in your batch after pumping resins.**
- 4.9 **If you do not fully understand what you are doing consult your immediate supervisor for further direction.**

5.0 References

Reference	Title
1	None