

Author	Status	Effective Date
Michael Boblit	Final	9/21/2022

1.0 Purpose

The procedure for Gravity filling a floor batch is put in place to ensure employees are properly filling batches safely and correctly. Any deviations from this procedure could effect the safety of the employee, or the integrity of the coatings.

2.0 Scope

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

3.0 Safety



4.0 Gravity Floor Batch Filling Procedure

- 4.1 Start agitating the product. (All product must be agitated before filling)
- 4.2 Determine if there is a minimum agitation time for the product. Agitate as needed.

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. Notice the tub is chained before being moved.



see the proper sop for moving tubs from blades

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

4.7 Ground the tub.

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 Start the agitation of the batch.

4.12 Retrieve a fill neck and filter for the batch.

4.13 Retrieve a fill tub for the batch.

4.14 If the product requires a trash check or color check, continue to set up the batch.

4.15 If the product does not require a trash check or color check, gather containers, labels, and boxes for the batch.

4.16 Raise the tub into the air high enough so that a fill tub will go under a fill neck on the tub



4.17 Place the fill neck onto the tub.

4.18 Move a fill tub under the fill neck.

4.19 Ground the fill tub.



4.20 Place a filter on the fill neck.

4.21 Run approximately 5 gallons of product into the fill tub. (Be sure the gate valve is closed on the fill tub)

4.22 If needed, take a sample for color or trash checks.

- 4.23 Place a ground plate under the gate valve.
- 4.24 Ground the fill plate.
- 4.25 Gather containers, labels, and boxes if still needed.
- 4.26 Gravity filling drums



If you are gravity 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 as the fill tub would be.