

Author	Status	Effective Date
Michael Boblit	Final	9/21/22

1.0 Purpose

To ensure that all personnel perform the actions necessary to operate the "waste pit" 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.

2.0 Scope

This document covers the standard procedures to be followed for employees in the packaging department when using the "waste pit". 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 Proper Waste Pit Usage

4.1 Using the "pit" to properly dispose of approved materials.

- 4.1.1 **First Identify what type of product you are trying to dispose of, which can be found on your ticket (see understanding tickets section).**
- 4.1.2 **Once you have identified your product to determine whether it can be poured in the bit, you must.**
- 4.1.3 **Connect the vessel you are dumping from with the provided grounding system. (See grounding and bonding SOP section).**
- 4.1.4 **Pour the liquid out of the vessel into the pit carefully, and slowly.**
- 4.1.5 **Once you can see liquid coming from the pit, you must slowly open the air valve activating the pump system.**
- 4.1.6 **Once the pump system is activated you can continue dumping your product**

if needed.

4.2 If the pit is not working properly.

4.2.1 The still is full.

- 1. Call the maintenance department to verify still is full.**

4.2.2 If the still is not full, you must clean the mechanical filter.

- 1. This is located at the bottom of the still line "see photo".**
- 2. You must unscrew the top cap to the filter housing and remove the metal filter.**
- 3. Once this is out you must shake the contents of this filter in the trash.**
- 4. You may have to use solvent to clean the filter if necessary.**
- 5. Once clean re-insert the filter into the housing and secure cap properly.**

5.0 References

Reference	Title
1	None