

Author	Status	Effective Date
Michael Boblit	Final	09/21/22

1.0 Purpose

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

2.0 Scope

This document covers the standard procedures to be followed for employees in the production department when operating the upstairs production pump. By following the instructions, the workload will be completed accurately, consistently, and safely.

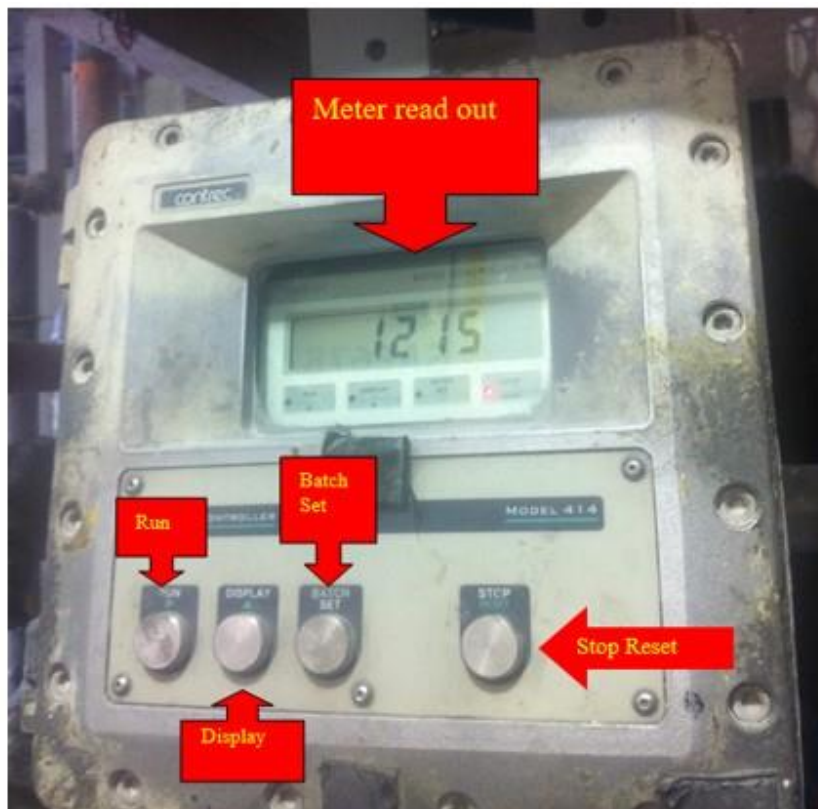
3.0 Safety



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 Proper Operation of Production Upstairs Pump

- 4.1 **Always verify proper valves are open/closed and tank is empty! This meter is in lbs!**
- 4.2 Always check tank before pumping product.
- 4.3 Always check to ensure only the valves for your tank are open.
- 4.4 Reset the desired quantity by pressing the STOP/RESET button twice. The numbers should now be flashing.
- 4.5 Move to the desired number position by pressing "RUN".
- 4.6 Change the flashing number by pressing "Display".
- 4.7 Repeat this process until you have the whole number entered in lbs. that you need to pump.
- 4.8 Press the "Batch Set" button.



- 4.9 Attach your hose to the desired raw material tank farm valve, tub outlet, or stinger tube for pumping product from drums.
- 4.10 Be sure to tare out the load cell readout for the tank you are pumping product to.



- 4.11 Turn pump on.
- 4.12 Press the stop and then Run buttons.
- 4.13 Pull tank farm valve lever down if applicable.
- 4.14 When 100lbs remains press the "STOP" button and let it continue to pump down until 70 lbs remains, then press "RUN". This places the pump into manual mode.
- 4.15 Close the tank farm valve, or disconnect hose from source when 30lbs remains.
- 4.16 Open the blow by valve to clear residual material from the pump and hose. Clear the lines for approximately 1 minute.
- 4.17 Turn the pump off.
- 4.18 Close open tank valves.
- 4.19 If you do not fully understand what you are doing consult your immediate supervisor for further direction.

5.0 References

Reference	Title
1	None

