

## CHANGING CHEMICAL TOTE TANKS PROCEDURE

### Safety

Any employee handling chemical when there is the possibility of getting splashed must wear appropriate personal protective equipment consisting of:

- chemical resistant gloves
- chemical goggles or face shield
- chemical resistant clothing (apron, rain suit, etc.)

**Note: Ensure that the near empty tote tank and the full tote tank that you will pump into are the same chemical. The mixing of two different chemicals will result in non-usable chemical and possibly a shortage of chemical so be certain that both tanks are the same chemical.**

### Procedure

1. The diaphragm pump can be obtained from Maintenance. The pump must be rinsed out with water for 30 seconds before and after the pump is used to ensure there is not cross contamination when the pump is used next.
2. Pump the remainder of chemical from the near empty tote tank into the full tote. Sometimes the full totes are full to the top of the tank and there is no room for anymore. What will have to be done is use the new tote and place the near empty tote onto the spill containment rack. When there is sufficient space in the tote that is being used for more chemical, bring the near empty tote down and pump the remaining chemical into the tote that is being used. Remember to check to make sure the two tote tanks have the same chemical in them.
3. Once the pump has pumped out as much chemical as it can, place a pail (make sure there are not holes in it) under the drain pipe and open up the valve on the tote tank. Once all the chemical is drained out close the valve.
4. Discuss with the Tank Line Supervisor on a time that the manual wash bay will be empty so the tote can be rinsed out.
5. Before you rinse the tote tank make sure you have your personal protective equipment on.
6. Open the valve and thoroughly rinse the tote and drain all water out. When all the water has been drained, close the valve and place the cap on the drain pipe. Screw the lid onto the top of the tote tank.
7. Pressure wash the exterior and the frame of the tote tank. The reason for this is because all the labels (stickers) must be removed for dangerous goods shipping reasons. Oakite reuses the tote tanks and they do not necessarily refill the tank with the same chemical that was previously in it and if we remove all the labels

there is no chance of an employee reading an old label when they should be reading a new one.

8. When the tote has been rinsed completely, the tote is to be placed outside door #24 onto the Paint Line Maintenance cement pad. From there you will have to call the outside forklift drivers to take it to door #37 and shipping will send it back to Oakite.
9. The near empty tote tank must go through this procedure A.S.A.P. If the near empty tote sits too long then there is a chance that this will effect our chemical ordering system.