

Acme Coke
11236 S. Torrence Ave.
Chicago IL 60617



acmecoke.com

Document archive

Work Instruction: Coal Storage

Dated: 1996



Acme Steel Company

STATUS: New

DEPARTMENT: Coal Handling
 TITLE: South End Dumper Operator (Coal Storage)
 EFFECTIVE: 10/15/96

Number: CPWI.017
 Pages: 2

Purpose To outline the procedure used to unload rail cars.

Scope Applies to all rail cars used to deliver coal to the coke plant.

Required tools	Air Lance - Scraper Bar - Pick Ax - Heavy Metal Bar - Sledge Hammer - Torch - Shovel - 1 Gallon Can - 5 Gallon Can.
----------------	---

Step	Description of Work Activity	Record of Activity
1	Check the log manifest to insure correspondence with rail car ID numbers. <ul style="list-style-type: none"> If numbers do not correspond, notify the Shift Manager to identify the contents of the rail car. 	Dumper log book
2	Spot the rail car in the dumper. The South End Operator or the North End Operator applies the brakes while rail car is in horizontal position. <ul style="list-style-type: none"> If the rail car is frozen spot car on spur track for de-icing before dumping. 	No Record
3	After signal from North End Operator, proceed to dump rail car. <ul style="list-style-type: none"> Start the dumper feeder After the rail car is turned in the horizontal position, obtain a 1 gallon and a 5 gallon coal sample (out of required car) for analysis. Visually inspect the contents of the rail car for foreign objects. If there are foreign objects present, stop dumping procedure and notify the Shift Manager. Use required tools as needed to assist in maintaining a continuous flow of coal. 	No Record
4	After the rail car is turned back upright, check the coupling to insure that it is in the open position. <ul style="list-style-type: none"> Signal North End Operator to insure his readiness to proceed. Signal Locomotive operator to proceed. Position the next rail car in the Dumper and repeat the process. 	No Record



Note* never attempt to mount or dismount any moving equipment.

Measures Amount of coal place in storage field.

Records Operator log book

Revision #: New	Revision Date: N/A	Author: J. Spearman
Last Review Date: N/A	Date of Next Review: 7/1/97	Issued By: J. Garzella
Approval & Date Jept Hd. <i>[Signature]</i> 10/21/96	Approval & Date Dir M&QS <i>[Signature]</i> 11/19/96	Approval & Date Other Party <i>[Signature]</i> 11/26/96



Acme Steel Company

STATUS: New

DEPARTMENT: Coal Handling
 TITLE: North End Dumper Operator (Coal Storage)
 EFFECTIVE: 10/15/96

Number: CPWI.018
 Pages: 2

Purpose To outline the procedure used to unload rail cars.

Scope Applies to all rail cars used to deliver coal to the coke plant.

Required tools	Air Lance, Scraper Bar, Pick Ax, Heavy Metal Bar and Sledge Hammer.
----------------	---

Step	Description of Work Activity	Record of Activity
1	After the rail car is spotted in the dumper. <ul style="list-style-type: none"> • The North End Operator informs the South End Operator to proceed. • Then holds the safety button to initiate dumping sequence. • The North End Operator or the South End Operator, applies the brakes, while the rail car is being held in a horizontal position. 	No Record
2	During the dumping of the rail car use the required tools to assist if necessary, inspect coal for any foreign material, if foreign material is found, stop the dumping procedure and inform the Shift Manager.	No Record
3	After uprighting the rail car, the North End Operator checks rail car coupling to make sure its in the open position. Activate crossing warning signal. Signal South End Operator to proceed. <ul style="list-style-type: none"> • Subsequent rail cars will be moved clear of the dumper to be coupled to the initial rail cars by Locomotive Operator. 	No Record
4	When it becomes necessary to clear the track North of the dumper, the empty rail cars are coupled to the locomotive, the brakes are released by the North End Operator or the switchman and the empty rail cars are moved North to the West side of the storage yard. <ul style="list-style-type: none"> • The North End Operator deactivates the cross warning signal after the locomotive clears the tracks and reactivates the signal when the locomotive returns. • The crossing warning signal are only deactivated when movement in cross walk has been completed. 	No Record

Note* never attempt to mount or dismount any moving equipment.



Measures Amount of coal place in storage field.

Records Operator log book

<i>Revision #:</i> New	<i>Revision Date:</i> N/A	<i>Author:</i> J. Spearman
<i>Last Review Date:</i> N/A	<i>Date of Next Review:</i> 7/1/97	<i>Issued By:</i> J. Garzella
<i>Approval & Date</i> <i>Dept Hd.</i> <i>[Signature]</i> 02/96	<i>Approval & Date</i> <i>Dir M&QS</i> <i>P. W. [Signature]</i> 11/9/96	<i>Approval & Date</i> <i>Other Party</i> <i>[Signature]</i> 10/2/96



Acme Steel Company

STATUS: New

DEPARTMENT: Coal Handling
 TITLE: Locomotive Operator (Coal Storage)
 EFFECTIVE: 10/15/96

Number: CPWI.019
 Pages: 1

Purpose To outline the procedure used to unload rail cars.

Scope Applies to all rail cars used to deliver coal to the coke plant.

Required tools	Remote Control Box and Skate.
----------------	-------------------------------

Step	Description of Work Activity	Record of Activity
1	Inspect locomotive before operation. <ul style="list-style-type: none"> Fuel level, oil levels, sand, mechanical couplings, brakes, ect. Notify Shift Manager if any problems are detected. 	Daily Service Report
2	Retrieve rail cars from storage area and transport to the dumper. <ul style="list-style-type: none"> Spot the rail car in the dumper. Blow the horn to signal the North End Operator to activate the cross warning signal if you are removing empty rail cars out of dumper to spot full rail car. If necessary place rail cars on the spur track for de-icing. 	No Record
3	After the rail car is dumped, activate the cross warning signal. <ul style="list-style-type: none"> Repeat bulleted statements in step 2. check to see that all rail cars are coupled by reversing travel motion of locomotive. Proceed to move empty rail car north for placement. When empty rail cars number exceed eighteen transport to west of storage yard after brakes are removed. 	No Record

Note* never attempt to mount or dismount any moving equipment.

Measures Amount of coal placed in storage field.

Records Daily service report

Revision #: New	Revision Date: N/A	Author: J. Spearman
Last Review Date: N/A	Date of Next Review: 7/1/97	Issued By: J. Garzella
Approval & Date Dept. Hd. <i>[Signature]</i> 10/21/96	Approval & Date Dir M&QS <i>P.A. Spearman</i> 11/19/96	Approval & Date Other Party <i>[Signature]</i> 10/21/96



Acme Steel Company

STATUS: New

DEPARTMENT: Coal Handling
 TITLE: Switchman / Cleaner (Coal Storage)
 EFFECTIVE: 10/15/96

Number: CPWI.020
 Pages: 1

Purpose To outline the procedure used to unload rail cars.

Scope Applies to all rail cars used to deliver coal to the coke plant.

Required tools	Skate - Scraper Bars - Broom - Shovel - Air Lance - Torch.
----------------	--

Step	Description of Work Activity	Record of Activity
1	Assist Locomotive Operator in retrieving rail car from storage area when necessary.	No Record
2	Monitor dumper feeders to maintain continuous flow of coal <ul style="list-style-type: none"> • check chutes to keep free of obstruction , use required tools when necessary. • assist de-icing of rail car when necessary. • clean area of responsibility. 	No Record
3	Inspect track switches in north and west rail yard. <ul style="list-style-type: none"> • When the track between the dumper and crossing becomes full ,assist the Locomotive Operator in securing rail cars north of the crossing warning signal. • Assist the Locomotive Operator in removal of rail cars north of the Dumper when number of empties reach eighteen. • Release brakes on rail cars, notify locomotive operator to proceed . • Accompany Locomotive Operator to west yard to release coupling and secure empty rail cars. • Assist Locomotive Operator in setting up forty track for continuous production. • Do not ride moving rail cars under any circumstances. 	No Record

Note* never attempt to mount or dismount any moving equipment.

Measures Amount of coal place in storage field.
Records N/A

Revision #: New	Revision Date: N/A	Author: J. Spearman
Last Review Date: N/A	Date of Next Review: 7/1/97	Issued By: J. Garzella
Approval & Date Dept Hd. <i>[Signature]</i> 10/21/96	Approval & Date Dir M&QS <i>P. H. Jones</i> 11/19/96	Approval & Date Other Party <i>[Signature]</i> 12/2/96



Acme Steel Company

STATUS: New

DEPARTMENT: Coal Handling
 TITLE: Euclid Operator (Coal Storage)
 EFFECTIVE: 10/15/96

Number: CPWI.021
 Pages: 1

Purpose

To out line the procedure used to stock pile coal.

Scope

Applies to all rail car used to deliver coal to the coke plant.

Required tools	N/A
----------------	-----

Step	Description of Work Activity	Record of Activity
1	Position Euclid beneath dumper storage hopper bin open gate switch with gate switch string when Euclid is loaded close gate switch with string. <ul style="list-style-type: none"> Travel at a safe speed to the storage area designated by the Shift Manager. Adjust bowl height on Euclid proceed across stock pile. Adjust apron to control flow of coal, all coal to be spread in six to twelve inch layers. Spread coal in a uniform matter evenly across the width of the storage pile. 	No Record
2	Reverse travel with Euclid to compact coal that has been stock piled <ul style="list-style-type: none"> Maintain higher compacted edges keeping stock pile sloped slightly towards center to help keep Euclid pitched in to maintain stability. 	No record
3	Maintain wind rows on the edge of each coal pile to prevent drainage washout on sides of piles.	No record

Note* never attempt to mount or dismount any moving equipment

Measures Amount of coal place in storage field.

Records N/A

Revision #: New	Revision Date: N/A	Author: J. Spearman
Last Review Date: N/A	Date of Next Review: 7/1/97	Issued By: J. Garzella
Approval & Date Dept. Hd. <i>J. Garzella</i> 10/21/96	Approval & Date Dir M&QS <i>J. H. Spearman</i> 10/19/96	Approval & Date Other Party <i>[Signature]</i> 10/21/96



Work Instruction

Acme Steel Company

STATUS: Revised

DEPARTMENT: Coal Handling
 TITLE: Coal Sampling Procedures (Coal Storage)
 EFFECTIVE: 10/13/96

Number: CPWI.022
 Pages: 2

Purpose The purpose to outline sampling procedures

Scope Apply to all coal samples taken in the Coal Handling Department.

Required tools	Shovel - Buckets
----------------	------------------

Step	Description of Work Activity	Record of Activity
1	<p>When acquiring a composite sample the Coal Handling Shift Manager takes two 1 gallon cans and proceeds to collect samples from each Barge.</p> <ul style="list-style-type: none"> • One gallon is sent to the coke plant lab. • One gallon is sent to the Furnace Plant Lab. • This procedures is repeated for each barge. • In cases where the truck delivers coal before a sample can be taken from the barge, the Coal Handling Shift Manager takes a composite sample (1 gallon) from the coal being delivered. 	Lab Reports
2	<p>When acquiring a sample off the boat the Coal Handling Shift Manager takes two 1 gallon cans and proceeds to collect a composite sample.</p> <ul style="list-style-type: none"> • One gallon sample is taken once a week to be sent to the coke plant lab. • One gallon sample is taken daily for the furnace lab during each day of delivery by truck. 	Lab Reports
3	<p>When acquiring a sample from a rail car the South End Dumper Operator takes (1) one gallon can and (1) five gallon can and proceeds to collect composite samples.</p> <ul style="list-style-type: none"> • (1) One gallon sample from the rail car is sent to the Coke Plant Lab. • (1) five gallon sample from the rail car is sent to the Coke Plant sample room for the Furnace Sampler. • If there is 30 cars or less get 1 sample, for more than 30 cars get 2 samples. • If there is a need for immediate analysis the Shift Manager will acquire the sample. 	Lab Reports



4	If at any time coal is being delivered to the Coke Plant by truck or train before the coal has received a satisfactory lab analysis, this coal will be placed in a designated area until the satisfactory lab analysis is received.	Lab Reports
---	---	-------------

Measures Accuracy of coal identification.

Records Coke Plant and Furnace Plant lab analysis.

Rev#	Rev Date	Reason for Document Change
001	10/13/96	Added required tools list. Changed title to key to process flow chart.

Revision #: 001	Revision Date: 07/01/97	Author: J. Spearman
Last Review Date: 07/01/97	Date of Next Review: 07/01/978	Issued By: J. Garzella
Approval & Date Dept Hd. <i>[Signature]</i> 8/6/97	Approval & Date Dir M&QS <i>P. N. [Signature]</i> 8/6/97	Approval & Date Other Party <i>M. [Signature]</i> 8/6/97



Acme Steel Company

STATUS: New

DEPARTMENT: Coal Handling
 TITLE: Coal Delivery by truck (Coal Storage)
 EFFECTIVE: 10/15/96

Number: CPWI.023
 Pages: 2

Purpose The purpose to outline procedures for coal delivery by truck

Scope Apply to coals delivered by truck to the coke plant.

Required tools	None
----------------	------

Step	Description of Work Activity	Record of Activity
1	<p>The truck drivers stop at the gate house and records what type of coal is being delivered, the number of deliveries and time of deliveries on the coke plant log sheet.</p> <ul style="list-style-type: none"> Gate guard notifies the Coal Handling Shift Manager and informs him on what type of coal is being delivered. Gate guard then instructs the lead driver to stop at the Coal Handling Office for further instruction. 	Gate house log book
2	<p>The coal handling Shift Manager determines whether the coal being delivered has received a satisfactory lab analysis by cross referencing barge and boat ticket numbers.</p> <ul style="list-style-type: none"> Coal handling Shift Manager signs the coal delivery ticket. The Coal Handling Shift Manager then direct the truck drivers to the (area) or coal pile designated for the type of coal being delivered. The Coal Handling Shift Manager also instructs the truck driver on what side of coal pile to dump the load. The Bull Dozer Operator and 992 Tractor Operator are notified of the coal identity being delivered and of any changes that occurs during daily deliveries. 	Delivery tickets
3	<p>The Coal Handling Shift Manager periodically observes the truck drivers to insure proper placement of the coal being put in stock.</p> <ul style="list-style-type: none"> The Coal Handling Shift Manager maintain identification of the coal pile being stocked by placing a flag on the coal pile or designated area. 	No Records



Measures Amount of coal in storage field

Records Delivery tickets

Revision #: New	Revision Date: N/A	Author: J. Spearman
Last Review Date: N/A	Date of Next Review: 7/1/97	Issued By: J. Garzella
Approval & Date Dept Hd. <i>Hayda 10/21/95</i>	Approval & Date Dir M&QS <i>D.H. Spearman 11/19/96</i>	Approval & Date Other Party <i>[Signature] 12/21/95</i>