

# ENTER DOCUMENT TITLE: PROCEDURE

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## 1 PURPOSE

This procedure describes how to ....

## 2 SCOPE





This procedure applies to ....



## 3 REFERENCES

- Document Title
- Document Title
- Document Title
- Document Title

## 4 DEFINITIONS

- **May/Can/Should** = Optional
- **Must/Shall/Will** = Mandatory
- **PPE** = Personal Protective Equipment
- **HS&E** = Health, Safety & Environment

| Symbol  | Meaning  |
|---|--|
|  | Symbol that something is to be opened                            |
|  | Symbol that something is being closed                            |
|  | Symbol that something needs to be checked or ensure the position |
|  | Symbol that means a connection is being made                     |

| Symbol  | Meaning   |
|---|---|
| <br>Disconnect | Symbol that means something is being disconnected |
|                | Symbol that means two-person rule is required     |

## 5 HEALTH, SAFETY, ENVIRONMENT

Appropriate personal protective equipment (PPE) is required when handling chemicals. PPE is to be worn as required by the Job Hazard Analysis posted in the Work Area. Any contaminated PPE or lab ware shall be disposed into the appropriate waste container (acid, base, or solvent depending on chemical handled). Chemical spills that can be safely absorbed, neutralized or otherwise controlled at the time of release by employees in the immediate area, or by maintenance personnel, are to be cleaned up using the appropriate spill kit and reported immediately to the area supervisor and the Emergency Response Manager. Any chemical spill of sufficient size, complexity and/or degree of hazard to require assistance from personnel outside the immediate release area must be reported immediately to the area supervisor and the Air Liquide Emergency Response Team for containment, control, neutralization, clean-up and disposal.

## 6 PROCEDURE PREREQUISITES

- Enter prerequisite conditions.
- Enter prerequisite conditions.
- Enter prerequisite conditions.

## 7 EQUIPMENT/MATERIALS



- Enter equipment and materials
- Enter equipment and materials
- Enter equipment and materials




## 8 PROCEDURE


These instructions are organized according to the action you take, the system response and the indicated results.

- **Action:** You perform this task; (for example, you pump up a bike tire).
- **System Response:** The system should respond in this way; (the tire inflates).
- **Indicator:** The gauge response and specified range; (the gauge shows 90 PSI).

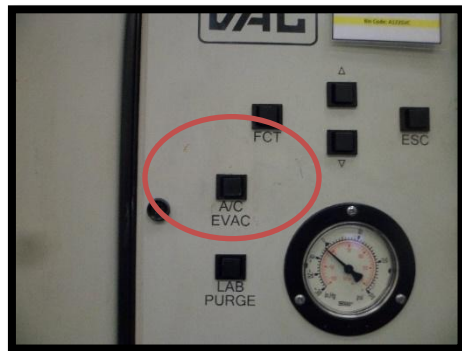
### 8.1 PUMP UP YOUR BIKE TIRES


| Action – Pump up Your Bike Tires       | System Response   | Indicator  |
|--|---|--|
| 1. Retrieve the bike from your locker. |   |  |
| 2. Check to see if the tires are flat. | See the flat tire in the next table cell.               |   |
| 3. Attach the pump to the nozzle.      | See the pump attached to nozzle in the next table cell. |  |

| Action – Pump up Your Bike Tires         | System Response  | Indicator  |
|--|--|--|
| 4. Pump up the bike tire.                | The tire inflates. See figure in the next table cell.              |    |
| 5. Pump to 84 PSI.                       | The scale shows 84 PSI. See the figure in the next table cell.     |   |
| 6. Check tires for leaks.                | Tire holds air and is firm. See the figure in the next table cell. |  |
| 7. Perform a test run on the race track. |  | See indicator in next table cell for appropriate form.                               |

| Action – Pump up Your Bike Tires   | System Response | Indicator |
|--|-----------------|-----------|
| <p align="center"><b>Indicator: Appropriate Race Form</b></p>  |                 |           |

## 8.2 SYSTEM SETUP

| Action – Enter Instruction Title Here!   | System Response  | Indicator  |
|--|--|--|
| <p>1. EXAMPLE: Set up the system for Standard Vacuum cycles of the antechamber. Press the A/C EVAC button.</p> | <p>This will automatically start Vacuum cycles. See the AC EVAC button in the next table cell.</p> |  |

| Action – Enter Instruction Title Here!  | System Response                          | Indicator  |
|---|--|--|
| <p>2. EXAMPLE: When work in glove box is completed, open the inner antechamber door, pull the tray into the box, and place items on the tray.</p> <p>The sliding tray protects small canisters, bottles and flask from damaging inside antechamber.</p> | See sliding tray in the next table cell. |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |

### 8.3 RUN THE MACHINE

| Action – Run the Machine  | System Response                             | Indicator |
|---|---|-----------|
| 1. EXAMPLE - Zero scale   | Scale reads 0.000 and stable                |           |
| 2. EXAMPLE Place receiver canister on the scale in the HCDS transfill hood. | Weight changes and scale reading is stable. |           |
| 3.  |   |           |
| 4.  |   |           |
| 5.  |   |           |

## 9 TROUBLESHOOTING

| Interlock/Issue | Action | Recovery |
|-----------------|--------|----------|
|                 |        |          |
|                 |        |          |

## 10 RECORD RETENTION

| Name of Record(s):                          | Location of Record                                     | Retention Time (short term) | Retention Time (long term) | Disposal Method   |
|---|--|-----------------------------|----------------------------|-------------------|
| HCDS/LENNY SPC<br>3-ALAM-OPS-<br>9424-FMT-F | Hard copy and Electronic,<br>Fremont files<br>and LIMS | -                           | 5 years                    | Hard copies Shred |
| Text  | Text   | Text                        | Text                       | Text              |
| Text  | Text   | Text                        | Text                       | Text              |
| Text  | Text   | Text                        | Text                       | Text              |

## 11 REVISION HISTORY

| Version # | Date | By | Description of Revision | MOC Required? Y/N | MOC # |
|-----------|------|----|-------------------------|-------------------|-------|
| 1         |      |    |                         |                   |       |
| 2         |      |    |                         |                   |       |

## **APPENDIX A: EXAMPLES**

### **A.1 EXAMPLES**

## **APPENDIX B: EXAMPLES**

### **B.1 EXAMPLES**

### **B.2 EXAMPLES**