ENTER DOCUMENT TITLE: PROCEDURE

Table of Contents

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
	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).

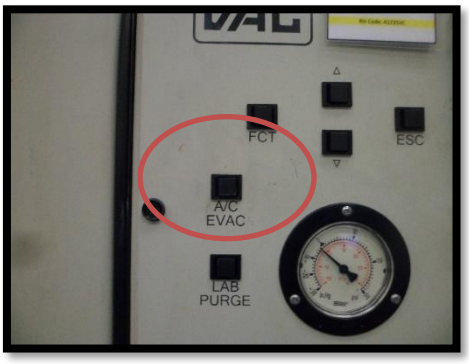
8.1 PUMP UP YOUR BIKE TIRES

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
Indicator: Appropriate Race Form 		

8.2 SYSTEM SETUP

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

Action – Enter Instruction Title Here!	System Response	Indicator
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. The sliding tray protects small canisters, bottles and flask from damaging inside antechamber.	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 3-ALAM-OPS-9424-FMT-F	Hard copy and Electronic, Fremont files 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