

Receiving and Distribution of Hydrofluoric Acid

1. Receiving will accept the Hydrofluoric Acid (HF) box from the vendor.
2. Receiving will place the package in the secondary containment drum and locate it in the Hazardous Materials storage area.
3. Receiving will check it into the Material Management System.
4. Receiving will transfer the paperwork to the Traffic Department.
5. Traffic Department will prepare an on-site bill of lading to include the following information:
 - The identification of the Hazardous Material
 - The location for delivery and the person it is to be delivered to
 - The weight, number of pieces, and the date prepared
5. Traffic Department will call the Distribution Department to retrieve the HF. When the driver arrives, the Traffic Department will give the driver the bill of lading.
6. Distribution driver will load the HF and phone the Material Development Testing Lab (MDTL) (x3279 or 815.546.7548) personnel to inform them of the pending delivery.
7. Distribution Department will also phone the Communications Center (x3414) to inform them the HF is in transport and what truck it is on.
8. Distribution Department will transport the HF to the MDTL, attempt delivery, and get a signature of receipt. If the driver does not find an employee to sign for the package, he/she will contact the Dispatch Office and await further instruction.
9. After delivery, the driver will call the Communications Center (x3414) to inform them of the completed delivery.
10. If the driver is involved in an accident while transporting HF, he/she will immediately vacate the scene, notify others if there are personnel in close proximity of the accident, and call 3131 to inform them that he/she was involved in an accident while transporting HF.