



Morbark Trommel Screen Startup & Lockout Standard Operating Procedure

WASTE
REDUCTION
& DISPOSAL
DIVISION

Greens Processing

Startup Procedure:

1. Notify all affected persons of the machine start-up and clear the area of unauthorized persons.
2. Make sure conveyor belts are in NEUTRAL.
3. Make sure the Trommel is clear.
4. Signal horn 3 times.
5. Turn master switch ON.
6. Start engine and warm-up for 5 minutes.
7. Turn all conveyors ON.
8. Turn end conveyor levers ON.
9. Clear Trommel antennae and turn remote ON.
10. Build up RPMs.
11. Adjust to Trommel speed for optimum material output.
12. Adjust load belt for optimum output.

Lockout Procedure:

1. Notify all affected persons of the machine lockdown and clear the area of unauthorized persons.
2. Visually inspect the screens to verify that there is no debris lodged.
3. Load to SLOW.
4. Trommel to SLOW.
5. Throttle down (allow 5 minutes for cool down).
6. Stop engine.
7. Conduct a walk-around of the equipment to ensure area is clear.
8. While doing the walk-around, turn OFF the conveyors.
9. Turn OFF the master switch and put the key in your pocket.
10. Lockout the conveyor levers and put the key in your pocket.
11. Take the remote with you to perform service.

Sequence of Removal of Lockout:

1. Notify all affected persons of the lockout removal.
2. Remove the lock from the conveyor controls and follow startup procedure above

Benefit of Compliance to Instruction:

- Ensure a safe working environment for all personnel
- Create a marketable product
- Generate consistent material output

Morbark Trommel Screen Startup & Lockout Standard Operating Procedure

Consequence of Non-Compliance to Instruction:

- Probable contamination of product
- Material output significantly lower due to incorrect feed and Trommel speed
- Possible injury due to unsafe lockout procedure

Environmental Management System (EMS) –ISO 14001

PROCESS MAP #: GP-1.0

Reviewed by: Dana Armstrong, *Disposal Site Supervisor*

Approved by: Kip Sturdevan, *Deputy Environmental Services Director, WRAD*

The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a “Controlled Copy” stamp (in red) and WRAD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.