

BODYSHOP PROCESS START-UP WORK INSTRUCTIONS

Paint Mixing Room

Upon start-up, ensure:

- the LEV (Local Exhaust Ventilation) is switched on
- the mixing scheme stirrers are activated and all paddles are turning
- the scales are tare to zero
- there are no leaks from the Gun Wash Machine LEV (extraction hose) pipe
- the lid on the solvent waste drum funnel is shut at all times
- the mixing room access door is closed shut at all times

Paint Mixing Room Housekeeping Process

- 1 Keep the floor areas and mixing tables clear.
- 2 Crush all empty and discarded tins and dispose of in the proper manner.
- 3 Keep the minimum of thinners and activators in use on the mixing table and working areas.
- 4 Always replace the lids on activators and thinners after use to avoid VOC fugitive emissions and accidental spillage.
- 5 After mixing paint from formulas, wipe the tinter spout clean of paint runs, this will help keep paint build down thus less paint spill contamination will occur around the stirring machine plinth.
- 6 Full mixing cups should be sealed and stored in the paint store.
- 7 Keep the electronic balance plate clear of paint residue build.
- 8 All cleaning rags and other materials must be disposed of in the correct waste container.
- 9 Re-mask (cover) all table mixing areas at least once a week.
- 10 Ensure that emissions from the gun cleaning machine are vented correctly and check that the ventilation ducting is sealed and secure.
- 11 Fugitive VOC (Volatile Organic Compounds) emissions arising from mixing and gun cleaning process shall be contained by way of carrying out these processes in the containment areas of the mixing room.

As required under the Pollution Prevention and Control Act, 1999 and the Environmental Permitting (England and Wales) Regulations 2010

Spraybooth Start-up

Upon start-up, ensure:

- the Spraybooth burner is correctly lit
- that the air supply to the spray gun (approximately 8 - 10 bar) and air fed respirator (approximately 4 - 6 bar) is adequate
- that all aperture seals are functional with no corrosion or wear
- that all access doors are shut tight
- the magnehelic gauge is balanced at zero (negative pressure) by the Paint Technician during the Spraybooth spray cycle, (if the magnahelic gauge shows positive pressure, the Paint Technician must check the booth filters for blockage and change filters if required)
- that no personnel enters the Spraybooth during the spraying process or until the Spraybooth Clearance Time has elapsed (the Clearance Time is displayed on all access doors to the Spraybooth)
- that **no** solvent products are left in the Spraybooth during the bake cycle
- the weekly Olfactory test of the Spraybooth external stacks is carried out and logged if required by the Local Authority

Spraybooth Housekeeping Process

- 1 Make sure that the Spraybooth floor area is kept clear of all tripping hazards such as hoses and trestles.
- 2 Lid all solvent based pre-cleaning products after use and remove from the Spraybooth.
- 3 Wipe down all internal air separators and bleed them regularly.
- 4 Tack-coat the Spraybooth interior on a regular basis.
- 5 Change the roof (P500 or equivalent) filters and the floor (open weave) filters on a regular basis (*approximately every 100 to 500 hours of Spraybooth use or at the recommended Spraybooth manufacturer's specifications*) and log all filter changes on the Spraybooth Filter Change Log located on the front of each Spraybooth.
- 6 All cleaning rags and other materials must be removed and placed in the lidded waste container.
- 7 When cleaning the Spraybooth, do not sweep the floor area, use a vacuum cleaner. Complete the Spraybooth Cleaning & Maintenance Log on the front of each Spraybooth.

Spraygun Cleaning Process

- The 'purging' of sprayguns with cleaning solvent must be carried out in the Spraybooth (in Spray Cycle) in order to control fugitive VOC (Volatile Organic Compounds) emissions.
- Alternatively, the Gun Wash Machine can also be used if the unit has a cowl facility to extract spray solvent at the spraygun nozzle.

Central Dust Extraction Process

- Ensure that the central dust extraction unit is switched on.
- Check all dust extraction tools are operative and have sufficient extraction (suction).
- Change the dust bag when full ensuring that the bag strap retaining clip is secured correctly.
- Dispose of dust waste as Hazardous Waste, preferably bagged and sealed or in a sealed container avoiding spillage by using a funnel during transfer of bag contents to the container.

Waste Control & Transfer Process

- Ensure that all solvent waste is transferred to the relevant waste container using a lidded funnel.
- When storing solvent waste containers, ensure that the waste drum is in a secure area away from all workshop processes to avoid damaged or spillage of the container.
- If the solvent waste container is stored outside, ensure that the drum is placed in a bunded / encapsulated trunk or bespoke storage container to avoid leakage and spillage.
- Dry waste such as masking paper, used rag / cloth and paper wipes, tack rags and used sanding papers must be bagged and tied and placed in the lidded waste container.
- Dust collected in mobile or centralised units from sanding operations must be bagged and placed in the lidded waste container.