

	Currency Ink Production: Pre-Wipe Pump Set-up		Revision: Initial Release
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QUALITY PROC.	Responsible Organization: Office of Production Support		
	Approved By: Doug Bernia	Signature: <SIGNED>	

1.0 Purpose:

To establish baseline procedures for setting up and operating the pre-wipe Pumps. Proper preparation and operation will help insure a quality Reconstituted ink product.

2.0 Scope:

This procedure applies to all ink makers of the BEP/DC.

3.0 Procedure:

- 3.1** Employee receives Pre-Wipe ink from section verifies contents of the 55 gallon drum from label which is attached to the top of closed lid.
- 3.2** Opens container clean ink surface free of skin that has formed on the ink.
- 3.3** Re-tape liner to drum if liner has been cut.
- 3.4** Place drums on "low-rider" dollies so they are as close as possible to non-rotating wheels.
- 3.5** Move ink to the pump room.
- 3.6** To remove the empty drum from pump:
Lift plunger and clean off excessive ink into the drum.
Clean pump displacement.
Roll out the empty drum.
- 3.7** Installing a drum of pre-wipe
Roll dolly in places under plunger of a raised Graco 55 gallon pump with the swivel wheels to the front (facing the operator).
Lock swivel wheels by turning them sideways.
Removes air bleeder valve and lower plunger into drum. Watch for ink to rise in air bleeder hole and then push the ink back into the hole with the air bleeder valve to be sure air is out.
- 3.8** Be sure all valves are open before starting pump.

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