
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Repackaging Cleaning Procedure</b>	Number: <b>R13-PR-100-034</b>	
	Owner: <b>Brook Vaughn</b>	Revision: <b>02</b>	
	Effective Date: <b>03/27/2015</b>	Page: <b>1 of 8</b>	

## 1.0 Purpose

The purpose of this procedure is to ensure the Repackaging facility is cleaned on a regular basis.

## 2.0 Scope

This procedure applies to each production line, all hoppers, all filling stations, production floor, warehouse and the ceiling.

## 3.0 Responsibility

It is the responsibility of all repackaging employees to assure all areas of the facility are cleaned on a regular basis following the guidelines in this procedure. It is the responsibility of Repackaging to management to assure all personnel are trained and completing assigned cleaning.

## 4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

Items to be used on the production floor for cleaning are:



- Air hose
- Dawn detergent
- Clean rags
- Box wrench set
- Screw drivers
- Allen wrenches
- Isopropyl alcohol
- Steam cleaner
- Pressure washer

Items to be used by Housekeeping are:

- Broom & dust pan
- Trash bags
- Toilet scrubber & plunger
- Cleaning rags & paper towels
- Approved cleaning chemicals as outlined on *Repackaging Approved Chemical List (M-13-PR-100-041)*
- *Repack Daily Cleaning Checklist (R13-FM-100-007)*

### Controlled Document

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## 6.0 Procedure

### A. Daily cleanup for Auto Lines

#### 1. Auto #1 Clean Up

##### a. Non-critical Contact Points

- i. Starting at the top of the machine, use compresses air to blow off all salt inside and outside of the scales.
- ii. Empty each bucket of the scales by turning on the control panel and pressing the zero buttons.
- iii. Use compressed air to blow salt off the machine from top to bottom.
- iv. Wipe down the gripper arms, turret and suction cups with a damp rag.
- v. Clean seal bars and change seal tape if needed.
- vi. Wipe down all doors, the bottom of machine, the discharge belt and the pouch magazine feeder with a damp rag.
- vii. Use compressed air to blow off the long conveyor, and then wipe down with a damp rag.
- viii. Use compressed air to blow off the taper, wipe down with a damp rag, then change tape rolls if needed.
- ix. Clean up all nonconforming pouches and dispose of salt following the guidelines listed in the *Rework and Reprocessing of Salt (R12-PR-100-007)* procedure.
- x. All floor space around the machine and work areas must be swept and free of debris.

##### b. Critical Contact Points

- i. Remove fill funnel and wash with diluted Dawn detergent, rinse with hot water, and spray with Isopropyl Alcohol.
- ii. Clean storage container with diluted Dawn detergent, rinse with water and spray down with Isopropyl Alcohol.
- iii. Put funnel into clean storage container.
- iv. While Hopper #3 is drained of salt, it shall be blown out and sprayed with Isopropyl alcohol and left to air dry.

When clean up is complete, the shift Production Supervisor and Operator must inspect all areas of the machine and sign *Daily Clean Up for Auto #1 (R12-PR-100-F017a)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

#### 2. Auto #2 Clean Up

##### a. Non-critical Contact Points

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- i. Starting at the top of the AMS system, use compressed air to blow off all salt and debris from the top of the machine.
- ii. Use compressed air to blow out the cup area and the area where the chain is located.
- iii. Use compressed air to blow salt off the machine from top to bottom.
- iv. Wipe down the gripper arms, turret and suction cups with a damp rag.
- v. Clean seal bars and change seal tape if needed.
- vi. Wipe down all doors, the bottom of machine, the discharge belt and the pouch magazine feeder with a damp rag.
- vii. Use compressed air to blow off Alpha Check Weigher and then wipe down with a damp rag.
- viii. Use compressed air to blow off the long conveyor, and then wipe down with a damp rag.
- ix. Use compressed air to blow off the taper, wipe down with a damp rag, then change tape rolls if needed.
- x. Clean up all nonconforming pouches and dispose of salt following the guidelines listed in the *Rework and Reprocessing of Salt (R12-PR-100-007)* procedure.
- xi. All floor space around the machine and work areas must be swept and free of debris.

#### b. Critical Contact Points

- i. Take fill funnel, small auger and collar off. Wash each with diluted Dawn detergent, rinse with hot water, and spray with Isopropyl Alcohol.
- ii. Clean storage container with diluted Dawn detergent, rinse with water and spray down with Isopropyl Alcohol.
- iii. Put funnel into clean storage container.
- iv. While Hopper #5 is drained of salt, it shall be blown out and sprayed with Isopropyl alcohol and left to air dry.

When clean up is complete, the shift Production Supervisor and Operator must inspect all areas of the machine and sign *Daily Clean Up for Auto #2 (R12-PR-100-F017b)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

### 3. Auto #3 Clean Up

#### a. Non-critical Contact Points

- i. Starting at the top of the AMS system, use compressed air to blow off all salt and debris from the top of the machine.
- ii. Use compressed air to blow out the scales.
- iii. Use compressed air to blow salt off the machine from top to bottom.
- iv. Wipe down the contact fingers and suction cups with a damp rag.
- v. Clean seal bars and change seal tape if needed.

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- vi. Wipe down all doors, the bottom of machine, the conveyor belt and the pouch magazine feeder with a damp rag.
  - vii. Use compressed air to blow off the taper, wipe down with a damp rag, then change tape rolls if needed.
  - viii. Clean up all nonconforming pouches and dispose of salt following the guidelines listed in the *Rework and Reprocessing of Salt (R12-PR-100-007)* procedure.
  - ix. All floor space around the machine and work areas must be swept and free of debris.
- b. Critical Contact Points
- i. Remove fill funnel and wash with diluted Dawn detergent, rinse with hot water, and spray with Isopropyl Alcohol.
  - ii. Clean storage container with diluted Dawn detergent, rinse with water and spray down with Isopropyl Alcohol.
  - iii. Put funnel into clean storage container.
  - iv. While Hopper #4 is drained of salt, it shall be blown out and sprayed with Isopropyl alcohol and left to air dry.

When clean up is complete, the shift Production Supervisor and Operator must inspect all areas of the machine and sign *Daily Clean Up for Auto Line #3 (R12-PR-100-F017c)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

#### 4. Auto #4 Clean Up

##### c. Non-critical Contact Points

- xi. Starting at the top of the machine, use compresses air to blow off all salt inside and outside of the scales.
- xii. Empty each bucket of the scales by turning on the control panel and pressing the zero buttons.
- xiii. Use compressed air to blow salt off the machine from top to bottom.
- xiv. Wipe down the gripper arms, turret and suction cups with a damp rag.
- xv. Clean seal bars and change seal tape if needed.
- xvi. Wipe down all doors, the bottom of machine, the discharge belt and the pouch magazine feeder with a damp rag.
- xvii. Use compressed air to blow off the long conveyor, and then wipe down with a damp rag.
- xviii. Use compressed air to blow off the taper, wipe down with a damp rag, then change tape rolls if needed.
- xix. Clean up all nonconforming pouches and dispose of salt following the guidelines listed in the *Rework and Reprocessing of Salt (R12-PR-100-007)* procedure.
- xx. All floor space around the machine and work areas must be swept and free of debris.

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#### d. Critical Contact Points

- v. Remove fill funnel and wash with diluted Dawn detergent, rinse with hot water, and spray with Isopropyl Alcohol.
- vi. Clean storage container with diluted Dawn detergent, rinse with water and spray down with Isopropyl Alcohol.
- vii. Put funnel into clean storage container.
- viii. While Hopper #5 is drained of salt, it shall be blown out and sprayed with Isopropyl alcohol and left to air dry.

When cleanup is complete, the shift Production Supervisor and Operator must inspect all areas of the machine and sign *Daily Clean Up for Auto #4 (R12-PR-100-F017d)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

### B. Daily Cleanup for Manual Lines

#### 1. Non-critical Contact Points

- a. Clean fill table with diluted Dawn detergent, then wipe down with a damp rag.
- b. Open sealer by loosening the two thumb screws. Take the guide plates off each end. Using the air hose blow all salt and debris out.
- c. Wash the sealer with diluted Dawn detergent, wipe down with damp rag and air dry.
- d. Clean sealer conveyor belt with diluted Dawn detergent, wipe down with damp rag and air dry.
- e. Wash packing table with Dawn detergent, wipe down with damp rag and air dry.
- f. With a damp rag wipe taper down and change both tape rolls if needed.
- g. All floor space around the machine and work areas must be swept and free of debris.



#### 2. Critical Contact Points

- a. Make sure big bell is empty.
- b. Take fill funnel, small auger and collar off. Wash each with diluted Dawn detergent, rinse with hot water, and spray with Isopropyl Alcohol.
- c. Clean storage container with diluted Dawn detergent, rinse with water and spray down with Isopropyl Alcohol.
- d. Put funnel, small auger and collar into cleaned storage container.
- e. While Hopper #1 is drained of salt, it shall be blown out and sprayed with Isopropyl alcohol and left to air dry.

When clean up is complete, the shift Production Supervisor and Operator must inspect all areas of the machine and sign *Daily Clean Up for Manual Lines (R12-PR-100-F018)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

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### C. Daily Cleanup for Carton Lines

1. Non-critical Contact Points
  - a. Clean out all bad cartons from the magazine area.
  - b. Spray down carton magazine, mandrels, chain conveyor and bed with water hose.
  - c. Wipe down all sheet metal with damp rags.
  - d. Use compressed air to blow off Alpha Check Weighers and then wipe down with a damp rag.
  - e. Clean up all nonconforming cartons and dispose of salt following the guidelines listed in the *Rework and Reprocessing of Salt (R12-PR-100-007)* procedure.
  - f. All floor space around the machine and work areas must be swept and free of debris.
2. Critical Contact Points
  - a. Make sure AMS filler is empty.
  - b. Take fill funnel, small auger, and collar off. Wash each with diluted Dawn detergent, rinse with water and spray down parts with Isopropyl Alcohol.
  - c. Clean storage container with diluted Dawn detergent, rinse with water and spray down with Isopropyl Alcohol.
  - d. Put cleaned parts into cleaned storage container.
  - e. While Hopper #2 is drained of salt, it shall be blown out and sprayed with Isopropyl alcohol and left to air dry.

When clean up is complete, the shift Production Supervisor and Operator must inspect all areas of the machine and sign *Daily Clean Up for Carton Lines (R12-PR-100-F019)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

### D. Quarterly Clean Up



The following areas shall be thoroughly cleaned quarterly. Quarterly cleaning will be done using compressed air to remove salt and then cleaned using warm water, dawn and Isopropyl alcohol.

1. The complete ceiling and walls shall be blown with compressed air to remove any salt build up. Salt hoppers need to be covered prior to blowing down the ceiling. Sealers, tapers, and production tables need to be removed from the production room prior to blowing down the ceiling.
2. While Hoppers #1-5 are drained of salt, they shall be blown out and sprayed with Isopropyl alcohol and left to air dry.
3. Each production line will be thoroughly cleaned in accordance to the Daily Clean Up procedures listed above. In addition to the procedures above, the Auto Lines shall be disassembled and steam cleaned.
4. The floor will be pressure washed with water only for cleaning.

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When clean up is complete, the shift Production Supervisor must inspect all areas of the facility and sign *Quarterly Clean Up for Repackaging (R14-PR-100-F034)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

## E. Restroom Cleaning

The restrooms in the facility will be cleaned as follows:

- Bathrooms are cleaned at least once a day.
- Mirrors are cleaned once a day using Champion Spray-on Glass cleaner and paper towels.
- Sinks are cleaned at least once a day using a 50/50 solution of Clorox bleach/water 3 times a week, and using Lysol Power and Fresh Multi-surface cleaner 4 times a week. If sinks are cleaned more than once, WePak Mild Bowl and Porcelain cleaner are used.
- Toilets are cleaned at least once a day using a 50/50 solution of Clorox bleach/water 3 times a week, and using Lysol Power and Fresh Multi-surface cleaner 4 times a week. If toilets are cleaned more than once, WePak Mild Bowl and Porcelain cleaner are used.
- Other washable surfaces (doorknobs, soap dispensers, etc) are cleaned using Clorox Clean-Up.
- Floor is swept at least once a day.
- Floor is mopped at least once a day using 50/50 solution of Clorox bleach/water 3 times a week, and using Lysol Power and Fresh Multi-surface cleaner 4 times a week.
- Trash bags are changed at least once a day.
- Paper towel dispenser and soap dispensers are checked daily and refilled as needed.

## F. Warehouse Cleaning

The warehouse will be cleaned as follows:

- The floors will be swept daily.
- Trash and pallet pieces will be placed in proper receptacle.
- The trash will be collected daily and placed in the dumpster outside for collection by approved vendor.

Warehouse cleaning will be documented on the *Repack Daily Cleaning Checklist (R13-FM-100-007)*. Documentation will be maintained by the Quality Unit.

## 7.0 Reference Documents

<i>Daily Clean Up for Auto Line #1</i>	<i>(R12-PR-100-F017a)</i>
<i>Daily Clean Up for Auto Line #2</i>	<i>(R12-PR-100-F017b)</i>

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*Daily Clean Up for Auto Line #3* (R12-PR-100-F017c)  
*Daily Clean Up for Auto Line #4* (R12-PR-100-F017d)  
*Daily Clean Up for Manual Lines* (R12-PR-100-F018)  
*Daily Clean Up for Carton Lines* (R12-PR-100-F019)  
*Quarterly Clean Up for Repackaging* (R14-PR-100-F034)  
*Rework and Reprocessing of Salt* (R12-PR-100-007)  
*Repackaging Approved Chemical List* (M-13-PR-100-041)  
*Repackaging Restroom Cleaning Checklist* (R13-FM-100-059)  
*Repack Daily Cleaning Checklist* (R13-FM-100-007)

## 8.0 Change Information

Added Auto #4, updated hopper information, added warehouse cleaning information, updated incorrect form # and changed the owner.

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