
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Handling Pour Back Salt	Number: R12-PR-100-007	
	Owner: Ron Hall	Revision: 3	
	Effective Date: 10/22/08	Page: 1 of 2	

1.0 Purpose

1.1 To provide a guideline to follow when pouring back salt.

2.0 Scope

2.1 Pour-back is what happens to the salt in a carton which did not seal properly for whatever reason, or swept up from the spillage on the plant floor or pouches that did not seal correctly but cannot be packaged to ship.

3.0 Responsibility

3.1 Repackaging employees and the Quality Unit

4.0 Safety Considerations

4.1 Steel toed shoes, safety glasses, hair net and standard safety attire for Repackaging. 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 the community.

5.0 Materials/Equipment



5.1 Wheelbarrow

6.0 Procedure

6.1 Salt in a defective pouch mixed with fragrance is placed into wheelbarrow labeled “scented salt only” at the end of the shift the wheelbarrow is weighed, the weight recorded, and disposed of into the dumpsters.

6.2 Salt that has been spilled onto the floor is swept up and placed into a yellow wheelbarrow. The wheelbarrow is weighed, weight recorded, and salt disposed of into the dumpsters.

6.3 The pouches and cartons that are in wheelbarrows will be brought over to the Hippo Hopper, and the salt will be poured into the Hippo Hopper through the protective screen. Only unopened USP cartons and USP pouches will be used to pour back salt into the Hippo Hopper. The salt will be poured through the protective screen. There will be no pouring salt back directly into any hopper that feeds the machines with salt except for the Hippo Hopper. No pouches or cartons will be opened and poured back into the hopper, only pour back into the Hippo Hopper.

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6.4 For the USP cartons and USP pouches that are not sealed properly, the salt is poured back into a properly labeled super sack and returned to the main plant for reprocessing.

7.0 Reference Documents

7.1 N/A

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
3	10/22/08	CW	Added section 6.2