
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Collection and Storage of Daily Retain Samples	Number: L13-PR-100-042	
	Owner: Katherine Cash	Revision: 0	
	Effective Date: 02/08/13	Page: 1 of 2	

1.0 Purpose

- 1.1 The purpose of this procedure is to ensure a representative sample of magnesium sulfate heptahydrate is collected from the Giles Chemical Manufacturing facility for retain and to ensure samples are labeled and stored properly.

2.0 Scope

- 2.1 A retain sample is to be collected daily for lot traceability. The sample shall consist of at least twice the quantity necessary for all tests required to determine the product meets established specifications.

3.0 Responsibility

- 3.1 Quality Unit is responsible for this procedure.

4.0 Safety Considerations



- 4.1 Steel toed shoes and safety glasses are required in the Manufacturing area. 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

- 5.1 Clean, unused, one pound, plastic zip-top pouch
 5.2 Clean, designated, stainless steel sample ladle
 5.3 DI water

6.0 Procedure

- 6.1 The Quality Unit will collect a representative retain sample daily.
- 6.2 Label the zip-top pouch with the salt lot number, date collected and the initials of the person collecting the sample.
- 6.3 Use the clean sampling ladle stored in the QA Laboratory to obtain salt samples from the Final Product Sample Port located at the mouth of the Super Sack hopper.
- 6.4 Transfer the salt from the ladle to the zip-top pouch until full, and seal the pouch.
- 6.5 Retain samples are stored in a designated area away from finished product and contamination for one month and dispose of properly.

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6.6 Retain samples are to be logged into the *Daily Retain Sample Log* L13-PR-100-042 for lot traceability.

6.7 Wash the sampling ladle with DI water; allow drying and placing back into a clean zip-top bag for storage. Label the bag with date cleaned and seal bag until next use.

7.0 Reference Documents

7.1 *Daily Retain Sample Log* L13-PR-100-F042

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	02/08/13	KC	New Document