

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
<b>Standard Operating Procedure</b>	Page : 1 of 3	Revision : Date :
<b>Author</b> Mike Wyatt	Title: Pallet and Super sack I.D. Procedure	

**Safety: Normal PP&E requirements are to be observed.**

**Purpose or Objective:** This intent of this procedure is to standardize the identification process for all pallets and super sacks produced at the Waynesville plant.

**Procedure:**

**I. Pallets**

- A. Print out appropriate SCR from Document System.
- B. All pallets containing screened material must have the "SCREENED MATERIAL" placard underneath the stretch wrap.
- C. Any SCR requiring a customer supplied placard must have this placard placed underneath the stretch wrap on the face end of the pallet (i.e. where the forklift picks it up).
- D. All pallets must be clearly marked on the stretch wrap with the operator number, operator initials and date produced in the upper left hand corner of the pallet. The assistant operator's initials are to be marked on the stretch wrap in the lower left hand corner.
- D. All pallets are to be consecutively numbered in the upper right hand corner of the pallet.

**II. Super sacks**

- A. Print out the appropriate SCR from Document System and follow all directions concerning production/shipping requirements.
- B. ALL super sacks must have the manila colored (Giles) tag filled out with the following information:

**Lot #** \_\_\_\_\_ (Product I. D. : TSS, USS, RPO, RPS)

**Date/Time :** (mm/dd/yy) \_\_\_\_\_ / (24 hour time) \_\_\_\_\_

**Operator:** (operator number) \_\_\_\_\_ / (assistant operator initials) \_\_\_\_\_

**Supersack #:** (consecutively numbered) \_\_\_\_\_ of 22

**Temp – 1:** (dryer #1) \_\_\_\_\_ **2:** (dryer #2) \_\_\_\_\_.

- C. Follow SCR instructions for what is to be written on back of tag. All tags are to be Attached to the front right hand strap of super sack.
- D. Certain SCR's require an additional tag or placard be attached. These SCR's include #'s 402, 500, 501.

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- E. Any SCR stating a requirement of Giles labeled sacks may be stenciled. The stencil contains the following information:

GILES CHEMICAL  
EPSOM SALT  
WEIGHT OF SACK

- F. When stenciling, follow the directions outlined in the stencil sack procedure.

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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