

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 09/05/2006
Author: Stacy Howell	Title: Retain Samples for Repackaging Facility	

**Safety:** All standard required safety equipment for the area.

**Purpose or Objective:** This procedure is to ensure that retain samples taken for Repackaging Facility are collected, labeled, and stored properly.

**Procedure:**

- 1) Quality Manager will issue new lot number
- 2) Quality Manager will inform Repack manager and Lead Operators of the lot change and new lot number.
- 3) Quality Manager will provide COA's for the new lot number.
- 4) Repack Manager or Lead Operators will collect a retain sample.
- 5) Retain samples are one pouch of any ran product and one carton of any ran product. Samples need to be no less than 2lb. samples.
- 6) Pouch and Carton are to be labeled with the date, time, and initials of person collecting the sample.
- 7) Retain samples are to be stored in designated area away from finished product.
- 8) Samples are to be retained five years from the date of production. Any retained samples older than 5 years can be discarded.

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## TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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