1.0 Purpose

The purpose of this procedure is to ensure that the correct methods are being used for the verification of fragrance dosing.

2.0 Scope

This procedure applies to production lines running scented products except Auto 1 which follows the *Auto Machine Scent Weight Check procedure (R12-PR-100-005).*

3.0 Responsibility

It is the responsibility of each line operator to assure scent checks are performed correctly.

4.0 Safety Considerations

Steel toed shoes and safety glasses must be worn at a minimum.

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

- Scale
- Beaker

6.0 Procedure

1. Place beaker onto fragrance scale and tare to zero.

2. Take beaker from scale and place it under the injection port of the fragrance line.

3. Use the manual pump actuator and force pump to inject 3 times into the container.

4. After collecting the three injections, weigh beaker on same scale that the beaker was tared on.

5. Compare weight of sample to amount of fragrance listed on the product changeover sheet.

6. If sample taken falls within the control limits of the fragrance weight chart make no adjustment.

7. If sample taken falls outside of control limits make an adjustment and verify weight again

8. Operator should note the following items on the weight sheet with each measurement:

   - Date
   - Time
   - Notate if pump was adjusted
   - Operator Initials
   - A dot on the graph indicating weight taken.

7.0 Reference Documents

Product Change Over Sheet
Fragrance Weight Sheet

8.0 Change Information

Changed document owner