
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Salt Sample Collection Utensil	Number: L13-PR-100-061	
	Owner: Deborah Durbin	Revision: 1	
	Effective Date: 04/17/14	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to ensure the salt sample collection utensil is used, cleaned, and stored properly so as not to introduce contaminants into the closed system production process.

2.0 Scope

This procedure applies to the utensil introduced into the closed system production process to collect salt samples for reserves and testing.

3.0 Responsibility

The Quality Lab is responsible for the use, cleaning, and storage of the sample collection utensil.

4.0 Safety Considerations

Safety glasses and appropriate safety apparel are to be worn at all times.

Safety is a consideration 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



- Sample collection utensil
- Clean, unused, one-pound, plastic zip-top sample bag(s)
- Clean utensil storage bag
- Dawn dish detergent

6.0 Procedure

- 1) Procure stored, cleaned sample collection utensil and sample bag(s) from the Quality Lab. Label the sample bag(s) with the Product Name, Product Grade, Lot number, Date and Initials.

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- 2) Go to the sampling chute located at the Dryer and open the chute by turning the “lock” next to the chute counter clock-wise for ½ turn. Then pull back the latch that is holding the door and open for access.
- 3) Place the wide open end of the utensil inside the chute and allow it to fill.
- 4) Place the narrow closed end of the utensil slightly inside the opening of the sample bag and pour the salt into the bag.
- 5) Repeat step 4 until a sufficient amount of sample is collected. Close the sample chute and turn the latch clock-wise for ½ turn. Make sure chute is securely closed.
- 6) Return the sampling utensil to the Quality Lab and clean using Dawn dish detergent and lint free towels to dry external portions of utensil.
- 7) Set utensil on clean surface and allow up to 1 hour for complete air drying.
- 8) After utensil is completely dry, place it in a clean storage bag and seal to prevent contamination. Initial and date the storage bag daily when the spoon is cleaned.
- 9) Replace storage bag when it becomes damaged or dirty.

7.0 Reference Documents

N/A

8.0 Change Information

General Update

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