

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 01/30/2007
Author : Tina McConnell	Title: Releasing Day Shift Liquid Loads	

**Safety:** All appropriate safety equipment required for area.

**Purpose or Objective:** The purpose of this procedure is to ensure all Giles Chemical customers are receiving the exact concentration of liquid Magnesium Sulfate they order.

**Procedure:**

- 1) Load truck and get samples as usual.
- 2) Retrieve last sample.
- 3) Bring last sample and Bill of Lading to lab.
- 4) The Quality Associate or Quality Manager will test the sample to ensure it meets the customer requirements. If sample does not meet customer requirements on the first test, the sample will be tested again. If the sample does not pass after the second test, the shipment will have to be reloaded and the entire process repeated.
- 5) Once the sample is tested and meets requirements, Quality Associate or Quality Manager will sign off on the Bill of Lading and the load will be released. No day shift liquid load can be released until tested, approved, and signed off by Quality Department.

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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