
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: USP Sampling Procedure for Testing and Sample Retention	Number: L12-PR-100-009	
	Owner: Stephen Ballew	Revision: 1	
	Effective Date: 02/08/13	Page: 1 of 2	

1.0 Purpose

- 1.1 The purpose of this procedure is to describe the process for obtaining representative samples of USP/Tech grade magnesium sulfate heptahydrate at Giles Chemical and to ensure retain samples are collected, labeled and stored properly.

2.0 Scope

- 2.1 Retain samples are collected when there is a salt lot change for USP lot change testing, sample retention and lot traceability. The sample shall consist of at least twice the quantity necessary for all tests required to determine product meets established specifications.

3.0 Responsibility

- 3.1 A member of the Quality Unit will be responsible for the proper collection of samples used for USP testing and sample retention.

4.0 Safety Considerations



- 4.1 Steel toe shoes and safety glasses are required in the Manufacturing area. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner. 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

- 5.1 Clean, unused, one-pound, plastic zip-top pouch
- 5.2 Clean, designated, stainless steel sampling ladle
- 5.3 DI water

6.0 Procedure

- 6.1 Use a new one-pound, plastic, zip-top, pouch from the QA Laboratory as a sample bag.
- 6.2 Label the pouch with the Product Name, Product Grade, Date, and Lot number being tested.
- 6.3 Use the clean, designated sampling ladle to obtain salt samples. This ladle is kept clean in the laboratory in a sealed, labeled, zip-top bag until use.
- 6.4 Using the sampling ladle, collect the salt sample from the Final Product Sample Port located at the mouth of the Super Sack hopper.

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6.5 Transfer the salt sample from the sampling ladle into the clean, labeled sample collection pouch and repeat steps 6.4 and 6.5 until the pouch is full.

6.6 Seal the pouch. Take the sample to the QA Laboratory for USP/Tech lot change testing and sample retention.

6.7 Wash the sampling ladle with DI water, dry it, and place back into the clean zip-top bag.

6.8 Label the zip-top bag with the date the ladle was cleaned and seal the bag until next use.

7.0 Reference Documents

7.1 *USP Retain Sample Log* L12-PR-100-F009

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
1	02/08/13	KC	Added USP Retain Sample Log