

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date :05/08/2007
Author: Clark Williams	Title: Manual Pouch Clean-Up & Swab Procedure	

Safety: All standard required safety equipment for the area. Additional safety equipment required is latex gloves.

Purpose or Objective: The purpose of the procedure is to clean the manual pouching machine at the Repack facility after production of scented salt. This is to ensure no contamination of regular Giles Chemical product.

Procedure:

After a scented run complete the following check list prior to running unscented product:

Note: All washing is to be done with Dawn dishwashing liquid.

1. Flush the pump and supply line with warm soapy water.
(Dawn dishwashing liquid)
2. Remove scent supply tube from fill funnel by removing bolts. Wash, rinse and dry.
3. Wash, rinse, dry, and swab the inside and outside of the fill funnel.
4. Remove plastic from fill table. Wash, rinse, dry & swab table top.
5. Wash, rinse, dry and swab the surface of the packing table.
6. Wash, rinse, dry the surfaces of the manual sealer. Swab the conveyor belt.
7. As with all scented runs, regardless of the machine used; remove all barrels and fixtures used only for scented salt (fume hood). Remove wheel barrows, brooms, shovels, and rags. Clean the entire area where the scented run took place.
8. Turn swabs into QA/Safety and await results prior to running unscented product.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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