Personnel responsible:
Lead Operator or Technician

Safety:
Safety shoes and safety glasses are required when blending. Other PPE may be required as described by the MSDS of the blending components.

Summary:
Samples may need to be produced for aging testing, packaging testing, customer needs, or a variety of other reasons. This procedure outlines the production of small amounts of sample material to satisfy those needs.

Procedure:
Record Keeping

1. Each sample prepared needs to have a corresponding entry in a log book.
2. Record the date, time, description of the blend, testing, and packaging required.
3. Create and record a product ID by using a description and the date or one may be provided on the Blended Product Batch Sheet (example: CFB-092409-1 for a Citrus Foaming Bath made on 9/24/2009)
4. Ensure the Product ID is recorded on the Blended Product Batch Sheet, any aging logs, and on the samples themselves (with a sharpie). This clearly identifies everything and ties it to the log book entry.

Setup

5. Ensure that the blender is clean, empty and the mixing bowl and beater are locked in place.
6. Weigh out all raw materials and place them into separate containers before starting the blend.
7. Do not attempt to do more than 1 blend at the same time.
8. Record actual amounts of the raw materials on the Blended Product Batch Sheet.
9. Ensure the proper packaging materials are available and have them ready.

Blending

10. Pour the first ingredient into the blender (usually salt, but follow the specific instruction on the Blended Product Batch Sheet)
11. Turn the blender on “1” or “2”
12. Add the other ingredients in order.
13. Increase the speed to “4” for 20-40 seconds, or until the sample appears well mixed.
14. If the sample is agitating too fast, reduce the speed to “3”.
15. Do not blend for more than 1 minute, or the sample may degrade.
16. Stop the blender and lift the head.
17. Twist the bowl to unlock it.

Packaging

18. Tare the packaging on the scale.
19. Scoop sample from bowl and place in packaging as required.
20. If testing aging, also prepare 4 samples of plain salt for controls.
21. Record the Product ID on any samples not for sending to customers.

22. Seal the samples with the sealer if the packaging is pouches. Close other containers as appropriate.

Finish

23. Ensure log book entries are correct.
24. File Blended Product Batch Sheet and any aging logs together in a folder.
25. Retain all paperwork.
26. Clean equipment or continue to next sample if the scent is the same.
27. Store all raw materials and clean the work area.

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Revision Number	Revision Date	Revision Author	Revision Description
00	10/8/2009	Patrick Owen	Original Document