
	<b>GILES CHEMICAL</b>		
	<b>COMPANY PROCEDURE</b>		
	Disposal of Obsolete Inventory	Page : 1 of 3	Revision : 00 Date : 03/20/2009
	Author: <b>Clark Williams</b>		Job Specific

**Safety:** N/A

**Purpose or Objective:** Disposing of obsolete materials

**Procedure:**

1. Revisions are made to packaging materials (Film/pouches/cartons/corrugated) from time to time for various reasons. When this occurs, the packaging materials on hand have become obsolete.
2. Purchasing does not purchase Epsom salt pouches without first advising the customer of low inventory and obtaining permission to reorder, so this obsolete material should always be minimal, since communication with customers is almost constant and any changes to packaging materials will have been discussed in advance. Giles will make every effort to work with the customer to completely deplete all “obsolete” items before switching to the revised art, as the customer will be financially responsible for the quantities on hand.
3. Quality department and Repackaging management will set obsolete materials aside and yellow tape the area and designate it for obsolete material. Obsolete packaging material will be brought to this area and checked by Repack Manager to ensure that it is obsolete.
4. As stated in paragraph 2, the customer now owns the obsolete material. At this point the materials can be palletized and shipped to the customer at their expense. If the customer does not want the materials, the recycling facility will be called for them to come and pick up the material.
5. Regardless of the method of disposal, once disposed, items can be deducted from the inventory with a note that they were disposed of – and not packaged.

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## TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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