



1.0 Purpose

- 1.1 Warehouse facilities and areas used by Giles Chemical for holding in-coming materials and final product shall be designed and constructed to facilitate cleaning, maintenance and to minimize potential mix-ups or contamination.

2.0 Scope

- 2.1 cGMP practices in this procedure apply to the Manufacturing Upper and Lower Warehouses, Repackaging Warehouse and the RCF Warehouse to assure cleanliness of the facilities and prevent contamination or mix-ups during the lifecycle of the product.

3.0 Responsibility

- 3.1 It is the responsibility of all Giles Employees working in Manufacturing Upper and Lower Warehouses, Repackaging Warehouse and RCF Warehouse to follow this policy.

4.0 Safety Considerations

- 4.1 Steel toes shoes and safety glasses are required at a minimum in all warehouse areas. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment or community.

5.0 Materials/Equipment

- 5.1 N/A

6.0 Policy

- 6.1 Grounds are to be properly maintained through the removal of litter and waste, cutting of grass and weeds adjacent to the plant, maintenance of roads and parking lots, providing adequate drainage, etc.
- 6.2 Manufacturing Upper and Lower Warehouse, Repackaging Warehouse and RCF Warehouse shall be maintained in a clean and sanitary condition and in a proper state of repair. Buildings are sealed to minimize dust and dirt accumulation. Solid waste and trash are to be disposed of appropriately and not allowed to accumulate.
- 6.3 Entrances to all facilities shall be controlled through restricted access and maintained to prevent contamination. Doors are secure, closed and locked at all times.
- 6.4 Pest control policies are established to prevent entrance to the Manufacturing Upper and Lower Warehouses, Repackaging Warehouse and the RCF Warehouse by pests and animals using bait boxes and glue board stations on the interior and exterior of each facility. The RCF Warehouse is



monitored for pest control on the interior with bait boxes. Any insecticides, fungicides, fumigants, rodenticides, etc. have been approved for use at Giles Chemical. Pest Control is treated by a third party company.

6.5 Areas have been clearly defined or separated for quarantining of incoming materials, inspecting and identifying packaging and labels to be used; pending release or rejection in Giles Warehouses. Materials remain in the quarantine area until release for distribution or disposition by the Quality Unit.

6.6 Physical areas have been identified for quarantine by Quality Hold in all Giles Warehouses. Areas have also been identified for the release of materials to be used in Manufacturing, Repackaging or finished product.

6.7 cGMP regulations also require the oldest inventory be distributed first, followed by inventory received more recently. The first products in are the first products to go out. All products shall be easily traced in event of a recall.

6.8 Working areas have adequate access and space, aisles are clear, etc. to allow for persons to perform their duties and protect against contamination.

7.0 Reference Documents

7.1 N/A

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	01/31/13	KC	New Document