

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date :06/28/2007
Author: Mike Wyatt	Title: Stencil Super Sacks	

**Purpose or Objective:** Begin using a Mylar template to stencil 2000 lb super sacks rather than ordering pre-printed sacks.

### Procedure:

#### TO PREPARE TEMPLATE:

1. From a roll of 2 sided duct tape, cut (2) pieces 9" long and two (2) pieces 6" long
2. Peel one face of protective covering from each piece of tape
3. Center the 9" pieces horizontally on the back of the template as close to the edge as possible and press into place.
4. Center the 6" pieces vertically on the back of the template as close to the edge as possible and press into place.
5. Peel the protective covering from the tape.

#### TO STENCIL BAG:

1. Once the super sack is full and still hanging in the loading frame, center the template horizontally and locate the bottom edge of the template approximately 18" above the bottom edge of the sack.
2. Press the template into place.
3. With back and forth motion, lightly spray from a can of black paint until the lettering is complete.
4. Holding onto any bottom corner of the template, slowly peel the template away from the sack.
5. Hang template up until next sack is ready, then repeat steps 1-4.

#### STORAGE

1. Return the template to Mike Wyatt who will clean, store and ensure the stencil is ready for the next application.

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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