
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Primo Water Packing	Number: R14-PR-200-051	
	Owner: Kim Williams	Revision: 0	
	Effective Date: 08/14/2014	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to outline the process of packing Primo Water Minerals.

2.0 Scope

This procedure is to be performed any time a manual line is in use.

3.0 Responsibility

Manual Line Operator: responsible for following this procedure

4.0 Safety Considerations

Safety glasses, steel toe shoes, hair/beard net(s), and smock are required when working in the Repackaging facility.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- 4 lb. generic box
- Plain pouch
- Tape gun
- Primo labels
- MSDS (Material Safety Data Sheet) on each mineral
- COA (Certificate of Analysis) on each mineral
- Small trash bags



6.0 Procedure

Packing

1. Place 1 label on each pouch.
2. Place 3 labels on each box- 1 on each long side and 1 on top.
3. Tape the bottom of the box.
4. Place MSDS and COA in bottom of box.
5. Weigh out the mineral.
6. Seal the pouch.
7. Place 10 pouches in each box.

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8. Tape top of the box.

When making #1 primo you must line box with small trash bag before putting pouches in box

7.0 Reference Document

N/A

8.0 Change Information

New Document

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