

	GILES CHEMICAL		
	COMPANY PROCEDURE		
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	Author: Tina McConnell	Job Specific	

Safety: Latex gloves, safety glasses, and standard safety attire for the area. Individuals that are sensitive to scented salt product must inform their supervisor.

Purpose or Objective: The purpose of this procedure is to ensure all equipment has been properly swabbed and there is no cross contamination between swabs.

Procedure:

- 1) Wear latex gloves to ensure no cross contamination of sample.
- 2) Remove clean swap from package.
- 3) When taking sample, ensure to roll swab on each end to ensure entire area of swab contacts surface area of station being swabbed.
- 4) After sample has been taken, place swab in clean zip-lock bag and seal shut.
- 5) Label each zip-lock bag with station that was swabbed.
- 6) After all samples have been taken and all bags are labeled, wash hands thoroughly with soap and water.
- 7) Give bags to Quality Department to be tested.



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Job Specific

TRAINING DOCUMENTATION

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