
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Labeling and Preparation of Volumetric Solutions	Number: L12-PR-100-025	
	Owner: Stephen Ballew	Revision: 3	
	Effective Date: 07/10/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to outline the process for keeping records of volumetric solution preparation, and the labeling of these solutions.

2.0 Scope

This procedure applies to all volumetric solutions prepared in the QC laboratory for both USP and non-USP testing. All solutions will be prepared in the Quality Assurance laboratory.

3.0 Responsibility

Volumetric solutions are the responsibility of Chemists and QC Lab Technicians.

4.0 Safety Considerations

Wear safety glasses, lab coat, and nitrile gloves. When specified, mixing of chemicals shall be performed in the fume hood.

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



- Volumetric Solutions Log Book

6.0 Procedure

1. The preparation of volumetric solutions must be recorded in the volumetric solutions log book
2. The date of preparation and expiration for the solution must be recorded in the volumetric solutions log book.
3. The date of preparation and expiration of the solution should be recorded on the container that holds that solution.
4. The container for the solution must also be marked with the contents of that container, the initials of the person who prepared the solution, the number of the logbook the preparation of solution was recorded in, and the page number it was recorded on.
5. The manufacturer, lot number, and expiration date of the raw materials (if expiration date is available) should be recorded in the logbook.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Labeling and Preparation of Volumetric Solutions	Number: L12-PR-100-025	
	Owner: Stephen Ballew	Revision: 3	
	Effective Date: 07/10/2013	Page: 2 of 2	

6. The person who prepared the solution must initial and date the page in which the solution was prepared.
7. All volumetric solutions prepared in this lab should have an expiration date assigned, based on Giles procedure *L12-PR-100-051, Assigning Expiration Dates in the Laboratory*.

Examples:

When preparing a volumetric solution it must be recorded as follows:

Log Book:

19% Glacial Acetic Acid

Weigh out 190.12 g of Glacial Acetic Acid (JT Baker Lot A38803 Exp: 06/2014) into clean 1000ml volumetric flask and fill to volume with distilled H₂O. Mix well.

Prep: 05/19/2013

Exp: 05/19/2014

SH 05/19/2013

Container of Solution:

19% Glacial Acetic Acid

SH

Prep: 05/19/2013

Exp. 05/19/2014

Logbook # 2, page 3

7.0 Reference Documents

1. *Assigning Expiration Dates in the Laboratory (L12-PR-100-051)*

8.0 Change Information

Updated procedure purpose, to more accurately describe document. Added reference to *Assigning Expiration Dates in the Laboratory (L12-PR-100-051)*. Corrected minor textual errors.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.