

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 11/27/2007
Author: Stacy Lindsey	Title: Veolia Ordering Procedure	

Safety: General safety attire for the area.

Purpose or Objective: The purpose of this procedure is to ensure that all Tectum orders are handled properly by Veolia Environmental Services and Giles Chemical.

Procedure:

Ordering

- 1) Veolia Environmental Services shall not have direct contact with Tectum. All orders and issues must be handled by Giles Chemical.
- 2) Tectum will place order through Giles Chemical CSR1.
- 3) Giles Chemical CSR1 will fax order to Tectum.
- 4) Veolia Environmental Services will fax COA for load to Tectum. Tectum will review COA to ensure load meets specifications.
- 5) Tectum will notify Giles Chemical CSR1 that load meets specification.
- 6) CSR1 will notify Veolia Environmental Services that load has been approved or rejected.
- 7) Giles Chemical CSR1 will process Bill of Lading and all paperwork.

Samples

- 1) Veolia Environmental Services will send a representative sample along with corresponding COA to Giles Chemical Quality Manager.
- 2) Representative Sample means that ½ of sample will be tested by Veolia and the other half of sample will be sent to Giles Chemical. Therefore Giles Chemical and Veolia Environmental Services will test from same sample. Veolia will send COA with results from their ½ of sample.
- 3) Samples must be taken directly from tanker.
- 4) Samples must be taken from same designated location.
- 5) Giles Chemical Quality Manager or Quality Associate will test sample for pH, concentration, and color to ensure that product meets Giles Chemical specifications.
- 6) Samples must be taken directly from tanker.
- 7) Samples must be taken from same designated location.
- 8) Giles Chemical will have all samples or random samples tested by independent lab to ensure product can produce repeatable results.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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