
	PREMIER MAGNESIA - GILES CHEMICAL		
	COMPANY POLICY		
	Title: Pour Back Salt	Page : 1 of 2	
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Safety: The proper PPE is required.

Purpose or Objective: To provide a guideline to follow when pouring back salt.

Definition:

Pour-back is defined as what happens to the salt in a carton which did seal properly for whatever reason was not packaged, or swept up from spillage on the plant floor, or pouches that did or did not seal correctly but can not be packaged to ship.

Procedure:

1. Salt in a defective pouch mixed with fragrance is placed into wheelbarrow labeled "scented salt only" at the end of the shift the wheelbarrow is weighed, the weight recorded, and disposed of into the dumpsters
2. Salt that has been spilled onto the floor is swept up and placed into a wheelbarrow. The wheelbarrow is weighed, weight recorded, and salt disposed of into the dumpsters.
3. The pouches and cartons that are in wheelbarrows will be brought over to the Hippo Hopper, and the salt will be poured into the Hippo Hopper through the protective screen. Only unopened USP cartons and USP pouches will be used to pour back salt into the Hippo Hopper. The salt will be poured through the protective screen. There will be no pouring salt back directly into any hopper that feeds the machines with salt except for the Hippo Hopper. No pouches or cartons will be opened and poured back into the hopper, only pour back into the Hippo Hopper.
4. Following this procedure is the responsibility of all Repack employees.