
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: In-Process and Finished Product Salt Samples	Number: L12-PR-100-036	
	Owner: Ashley Williams	Revision: 03	
	Effective Date: 05/06/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to describe how to collect in-process and finished product salt samples that will be used for daily testing.

2.0 Scope

This procedure applies daily to all Manufacturing in-process and finished product samples.

3.0 Responsibility

Quality Associate is responsible for performing this procedure.

4.0 Safety Considerations

Safety glasses, gloves, and steel-toed shoes are required for this procedure.

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



- Clean, unused, 3x5, plastic zip-top pouch

6.0 Procedure

1. A Quality Associate will collect daily salt samples for testing by the Quality Department.
2. A daily sample can be collected at any time during the day shift.
3. Quality Associate will obtain a clean 3x5 zip-top pouch from the designated drawer in the lab.
4. Quality Associate will label zip-top pouch with the Date, Time, Lead Operator, Dryer and Cooler Temperatures, Product Grade, and Lead Operator for that shift.
5. Daily samples should be collected from the sample port located at the Omni chute.
 - a) Place scrap bucket under port.
 - b) Open port.
 - c) Let salt flow for 10 seconds.
 - d) Place zip-top pouch under flow to collect sample.
 - e) Close port when finished.

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6. Once sample has been obtained and the pouch has been properly sealed, transport the sample back to the Quality Lab for in-process testing as listed on the *Final Product Crystal – Daily Quality Control Report (L12-FM-100-002)* form.

7.0 Reference Documents

Final Product Crystal – Daily Quality Control Report (L12-FM-100-002)

8.0 Change Information

Updated procedure following *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*

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