

GILES CHEMICAL CORPORATION			
COMPANY PROCEDURE			
Standard Operating Procedure		Page : 1 of 3	Revision : 5/15/06 Date : 03/08/2006
Author:	Stacy Howell	Title: Cleaning Pouching Machine and Utensils After Production of Scented Salt	

RPK-POU-01

Safety: All standard required safety equipment for the area. Additional safety equipment required is latex gloves.

Purpose or Objective: The purpose of the procedure is to clean the pouching machine at the Repack facility after production of scented salt. This is to ensure no contamination of regular Giles Chemical product.

Procedure:

Materials needed: Bucket, Dawn Dish Detergent, Water, and two cleaning rags.

Cleaning the Pouching Machine:

- 1) Clean pouching machine at the end of scented salt production before returning to production of regular product.
- 2) Mix hot water and Dish Detergent in a bucket to create a soapy solution (1/4 cup of Detergent to 1.0 gallon of water).
- 3) Submerge cleaning rag in soapy solution.
- 4) Remove rag from soapy solution and wring rag out until there is no dripping of solution off of rag.
- 5) Open doors to pouching machine, take soapy rag, and wipe down the following stations. (Settling Table, Dispensing Funnel, Air Blow Station, Sealing Station, Cooling Station, Bed of pouching machine and doors).
- 6) Wipe stations listed in step 4 down with dry rag to remove water from equipment.
- 7) Use only dedicated utensils for cleaning-up scented salt.
- 8) All cleaning utensils must be cleaned using same cleaning method as pouching machine.
- 9) Dispose of dirty water in sewer and discard cleaning rags in trash.
- 10) A log must be kept for clean-up and signed off on after clean-up is complete.
- 11) Inform Quality Department after pouching machine has been cleaned before returning to regular product.
- 12) Equipment will then be swabbed by Quality Manager, Quality Technologist, or trained operators.
- 13) Quality Manager or Quality Technologist will perform test on swabs and verify that pouching machine is sanitized.
- 14) Pouching machine is not cleared to run standard production until swab test has been completed.
- 15) Quality Technologist or Quality Manager will notify the manager, supervisor, and lead operators the results from the swab test and only then can regular production begin.
- 16) All scrap scented salt product should be thrown in dumpster to ensure that it is not recycled to main plant.
- 17) Flush the pouching machine by running 100 lbs. of salt through machine and discarding prior to next production run.

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CLEAN- UP LOG FOR SCENTED SALT PRODUCT

Settling Table	
Dispensing Funnel	
Air Blow Station	
Sealing Station	
Cooling Station	
Bed of Pouching Machine	
Doors of Pouching Machine	
Utensils	

SIGNATURE: _____ DATE: _____

DATE AND TIME PRODUCTION BEGAN: _____

DATE AND TIME PRODUCTION ENDED: _____

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REVISION HISTORY

<u>Revision Date</u>	<u>Revision Number</u>	<u>Revision Description</u>
3/8/06	00	New Document
5/15/06	01	Updated Procedure

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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