
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>USP Sampling Procedure for Testing and Sample Retention</b>	Number: <b>L12-PR-100-009</b>	
	Owner: <b>Stephen Ballew</b>	Revision: <b>1</b>	
	Effective Date: <b>03/31/13</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this document is to describe the procedure for obtaining representative samples of USP/Tech grade magnesium sulfate heptahydrate.

## 2.0 Scope

This document applies to sampling for USP lot change testing and sample retention. All USP sampling is preformed by Quality Assurance laboratory.

## 3.0 Responsibility

QA Lab personnel will be responsible for the proper collection of samples used for USP testing and sample retention.

## 4.0 Safety Considerations

Steel toe shoes and safety glasses are required in the Manufacturing area.

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, one-pound, plastic zip-top product pouch
- Clean, designated, stainless steel sampling ladle
- DI water

## 6.0 Procedure

1. The magnesium sulfate heptahydrate sample shall be taken by a member of the Quality Laboratory for USP/Tech lot change testing and sample retention.
2. Use a new one-pound, plastic, zip-top, product pouch from the QA Laboratory as a sample bag.
3. Label the pouch with the Product Name, Product Grade, Date, and Lot number being tested.

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4. Use the clean, designated sampling ladle to obtain salt samples. This ladle is kept clean in the laboratory in a sealed, labeled, zip-top bag until use.
5. Using the sampling ladle, collect the salt sample from the Final Product Sample Port located at the mouth of the Super Sack hopper.
6. Transfer the salt sample from the sampling ladle into the clean, labeled sample collection pouch and repeat steps 5 and 6 until the pouch is full.
7. Seal the pouch. Take the sample to the QA Laboratory for USP/Tech lot change testing and sample retention.
8. Wash the sampling ladle with DI water, dry it, and place back into the clean zip-top bag.
9. Label the zip-top bag with the date the ladle was cleaned and seal the bag until next use.

## 7.0 Reference Documents

N/A

## 8.0 Change Information

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

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