



## 1.0 Purpose

The purpose of this procedure is to outline the Jar Line Operation.

## 2.0 Scope

This procedure is to be performed any time vapor jars are being produced.

## 3.0 Responsibility

Manual Line Operator: responsible for following this procedure

## 4.0 Safety Considerations

Safety glasses, steel toe shoes, hair/beard net(s), and smock are required when working in the Repackaging facility.

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

N/A

## 6.0 Procedure

### Operator responsibilities

1. Inspect jars, boxes, labels, and fragrance to ensure correct materials are being used. All information must match that of the *Change Over/Star-up Sheet*.
2. Check tape machine to make sure it is working correctly and tape is properly aligned.
3. All paper work must be filled out and *Change Over/Start-up Sheet* must be signed by the supervisor, before starting production.
4. Weight must be recorded every ten minutes on the *Jar Weight Sheet (R14-FM-100-067)*.
5. Liquid batch number must be recorded on *Change Over/Start-up Sheet*.
6. *Daily Clean Up For Manual Line (R12-PR-100-F018)* is signed and turned into the supervisor at the end of shift.
7. *Downtime Sheet (R13-FM-100-042)* must be filled out with time machine went down, time machine came back up, and reason machine was down- write legible.
8. All waste of jar salt should be caught in a blue bucket and put back into lower hopper for reuse; all waste from the floor should be placed in a yellow wheelbarrow, weighed, weight documented, and disposed of in the dumpster.
9. Record salt on *Incoming Salt Inspection Form (R12-FM-100-006)* and turned into supervisor at end of shift.

**All paper work is legal documents and should be treated as such!**

### Controlled Document

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## GILES CHEMICAL ~ PREMIER MAGNESIA

### Company Procedure

Title: **Jar Line Operation**

Number: **R14-PR-200-048**

Owner: **Kim Williams**

Revision: **0**

Effective Date: **08/14/2014**

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### Start-up

1. Turn on AMS, video jet, and conveyor.
2. Attach air line to lid machine.
3. Open a 1000 lb super sack into M4 hopper.
4. Hand feed all salt into blender.
5. Turn blender on reverse.
6. Add half of the fragrance into one side of the blender and the other half in the other side.
7. Let blender mix salt in reverse for 5 minutes and turn blender off.
8. Turn blender on forward for 5 minutes.
9. After salt has blended for a total of 10 minutes turn blender off.
10. Open dump valve on blender to allow bottom hopper to fill and then close valve. Do not over fill the hopper.
11. This will have to be done periodically throughout the day.
12. Before each time the bottom hopper is filled the blender should be turned on to help push the salt to the front of the blender.

### Filling

1. Place jar under fill funnel and press pedal to release salt from AMS.
2. Lightly tap or squeeze jar to allow all the salt to fill jar.
3. Check weight frequently and record weight every 10 minutes on the *Jar Weight Sheet*; adjust as needed.
4. To adjust weight use the arrows on the touch screen of the AMS. This will change the numbers by 5 at a time.
5. Place jars on conveyor where the labels face out. This allows the date code to be printed on the back of the jar as required by the customer.

### Sealing



1. Take a cap and place on the filled jar.
2. Place jar in the lid machine and press the petal, hold jar firmly so that jar doesn't spin.
3. Slide jar to packer.

### Packing/ Stacking

1. Boxes require a 4x2 label- check label to ensure all information matches that of the *Change Over/Start-up* sheet.
2. Place 4 jars in each box and send box through the tape machine.

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3. Boxes stack on a regular pallet.
4. See *Change Over/Start-up Sheet* for stacking configuration.

### **Shut-Down/ Clean-Up**

1. Before you begin make sure all open boxes of jars and lids are covered!
2. Empty all salt from blender, hopper, and AMS.
3. Close dump valve on blender.
4. Wash blender with water while blender in on.
5. Fill blender about half full of water.
6. Leave blender running with water inside for about 20 minutes.
7. Make sure screw from the bottom hopper to the AMS is off.
8. Attach the water hose to the bottom hopper and run into the ditch.
9. Open the dump valve on the blender and valve at bottom of the hopper to allow all the water to drain.
10. Make sure Flexcon and AMS are turned off. Make sure not to get water onto or in the AMS!
11. While valve is open and hose is still attached, remove the cover on the transition piece and wash with water down the tube to remove salt and fragrance from the screw.

### **7.0 Reference Documents**

- *Change Over / Start Up Sheet*
- *Expiry Date Sign-off* (R13-FM-100-009)
- *Repackaging Downtime* (R13-FM-100-042)
- *Incoming Salt Inspection Form* (R12-FM-100-006)
- *Jar Weight Sheet* (R14-FM-100-067)
- *Daily Production Report* (R12-PR-100-F002)
- *Daily Clean Up For Manual Line* (R12-PR-100-F018)

### **8.0 Change Information**

New Procedure

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