1.0 Purpose

This procedure describes the method for sampling ARCH loads and the steps for testing in process ARCH loads. **THIS IS NOT A RELEASE PROCEDURE**.

2.0 Scope

Follow this procedure when an ARCH load has been or is being produced.

3.0 Responsibility

Lead Operator or designee is responsible for following this procedure.

4.0 Safety Considerations

Steel toed 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

- Sample Bags
- Sieve Machine
- 16, 50, & 70 mesh sieves
- Fines Pan
- Balance
- Weigh Boat
- Spatula
- Brush
- Gloves

6.0 Procedure

1. Obtain a sample bag from the Assistant Operators desk. On the white block of the sample bag record Super sack #, lot #, date, time and the load ID letter designated to the load.
2. Obtain a sample from the ARCH super sack designated for testing. Samples are to be taken with gloved hands at a depth of approximately 5 inches.
3. Transfer the sample to the lower lab sieve machine.

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4. On the *ARCH Testing Log - Manufacturing (P13-PR-100-F070)*, record the data from the white block of the sample bag.
5. Set up sieve stack from bottom to top in the following order: pan, 70, 50, 16.
6. Place a weigh boat on the balance and tare the balance by pressing "**T**" key.
7. Weigh out between 50.00 and 50.10 grams of the sample from the sample bag. Reseal sample bag and retain remaining amount of sample.
8. Pour sample into the sieve stack and place stack on the sieve machine.
9. Place lid on the sieve stack and clamp down with the straps. Once the straps are locked down, secure the locks with black straps to prevent them from coming unclamped.
10. Turn the timer dial to 2min.
11. Once the sieve machine turns off, unclamp the cover and remove the sieve stack.
12. Weigh the contents of each sieve on the balance using the weigh boat. Tap the sieve lightly with the spatula to loosen any salt that has lodged in the screen and use the brush to brush loose any small particles that may be stuck to the sides of sieves or in the pan so to recover the entire sample into the weigh boat. Record data on the *ARCH Testing Log - Manufacturing (P13-PR-100-F070)*. Empty the contents of the weigh boat into the waste salt container. Always tare the balance (with weigh boat on it) after the contents of each sieve is weighed and recorded.
13. If the weight of the product in the 16 sieve is greater than 0.20 grams inform Plant Manager. If weight in fines pan is greater than 1 gram the product doesn't meet customer requirements, inform Plant Manager.
14. Once testing is complete please clean up the area and equipment. Place samples in the sample retention container. Insure that all paper work has been filled out properly.
15. QA will verify QC test results and email those test results to ARCH.

7.0 Reference Documents

ARCH Testing Log- Manufacturing (P13-PR-100-F070)

8.0 Change Information

New Document

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