



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: **Manufacturing Cleaning Procedure**

Number: **P15-PR-100-094**

Owner: **Joe Rogers**

Revision: **0**

Effective Date: **7/20/15**

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1.0 Purpose

The purpose of this procedure is to ensure the Manufacturing facility is sanitized as outlined in 21 CFR 211.56.

2.0 Scope

This procedure is to establish written procedures for sanitation, cleaning schedules, methods, equipment, and materials to be used in cleaning process and facilities.

3.0 Responsibility

Lead Operators – oversee daily cleaning of production lines and production floor, bi-weekly floor cleaning and quarterly cleaning.

Housekeeping – daily restroom and facility cleaning.

Pest Control - handled by an outside approved vendor.

4.0 Safety Considerations

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

Items to be used on the production floor for cleaning are:

- Air hose
- Clean rags
- Box wrench set
- Screw drivers
- Allen wrenches
- Steam cleaner
- Pressure washer
- Water Spray hose

Items to be used by Housekeeping are:

- Broom & dust pan
- Trash bags
- Toilet scrubber & plunger
- Cleaning rags & paper towels
- Approved cleaning chemicals as outlined on *Manufacturing Chemical Control (M13-PR-100-038)*

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6.0 Procedure

A. Daily Cleaning

Daily Cleaning of the Manufacturing facility will be as follows:

1. Inspect and clean Chiller Basket by removing basket from chiller and remove any debris that may be present in basket.
2. Inspect and clean Drain Recovery system by removing any build up and debris.
3. Inspect Water Recovery filter baskets for build-up. Clean debris once per shift.
4. Wipe down and remove clutter from Operator Monitor station
5. Wipe down and remove clutter from Operator Work stations
6. Wash down and remove any debris on manufacturing, upper and lower warehouse floors. This is to include trash, soiled material, and salt.
7. Remove trash and clutter from break room and bath room.
8. Inspect and clean build up from street sump pump.
9. Inspect and remove trash or salt from facility sidewalks and parking lots.
10. Ensure all hoses, tools and equipment are returned to designated area.

When clean up is complete, the shift Lead Operator must inspect all areas of the machine and sign off on the *Daily Duties Check List (P12-FM-100-021)*

B. Weekly Cleaning

Weekly cleaning of the Manufacturing facility will be as follows:

1. Wash out both Centrifuges by rinsing with water from the wash out system.
2. Return all hoses and tools to designated areas
3. Clean solids verification equipment and disposal sink with water
4. Complete full Dryer and Cooler washout. This will be inspected by management before return to operation.

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5. Remove all tops from material screws and wash out all pans and screws of all build up with water.
6. Empty all product hoppers and inspect for build-up. If build up is present clean build up from hoppers by washing out with water.
7. Remove and inspect all belt conveyor screens for build-up. Clean as needed by flushing with water
8. Remove all build up and dust from tops of bagger, screener, hoppers and associated walk ways by sweeping and blowing off using compressed air.
9. Inspect and clean all salt elevators of build-up. Wash out with water as needed.
10. Clean all brine lines by pressure washing completely until all residue is removed.
11. Clean all Vacuum Filers by washing with water.
12. Inspect and clean out all water recovery channels and lines by pressure washing and shoveling build up. Management will inspect before returning to operational state.
13. Clean under Mother Liquor pot with hot spray water.
14. Clean all tops of tanks with spray water.
15. Inspect and clean main drain pans and drainage ditches of build-up and residue by shoveling any build-up that may be present
16. Inspect and clean mud conveyor catch pans by spraying down with water and shoveling any excessive build-up.
17. Wash down and remove debris on all production floors with spray water

When clean up is complete, the shift Lead Operator must inspect all areas of the machine and sign off on the *Weekly Clean Day Log (P12-FM-100-017)*

C. Bath Room/Break Room Cleaning

The restrooms in the facility will be cleaned as follows:

1. Bathrooms are cleaned at least once a day.
2. Mirrors are cleaned once a day using glass cleaner and paper towels.

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3. Sinks are cleaned at least once a day using a 50/50 solution of bleach/water 3 times a week, and using multi-surface cleaner 4 times a week. If sinks are cleaned more than once, bowl and porcelain cleaner are used.
4. Toilets are cleaned at least once a day using a 50/50 solution of bleach/water 3 times a week, and using multi-surface cleaner 4 times a week. If toilets are cleaned more than once, bowl and porcelain cleaner are used.
5. Other washable surfaces (doorknobs, soap dispensers, etc) are cleaned using bleach.
6. Floor is swept at least once a day.
7. Floor is mopped at least once a day using 50/50 solution of bleach/water 3 times a week, and using multi-surface cleaner 4 times a week.
8. Trash bags are changed at least once a day.
9. Paper towel dispenser and soap dispensers are checked daily and refilled as needed.

When clean up is complete, the Cleaning attendant must inspect all areas of the area and sign off on the *Bathroom and Breakroom Cleaning Log (P12-FM-100-050)*

7.0 Reference Documents

Weekly Clean Day Log (P12-FM-100-017)

Safety and Housekeeping Audit Form (Q13-FM-100-004)

Bathroom and Breakroom Cleaning Log (P12-FM-100-050)

Daily Duties Check List (P12-FM-100-021)

Manufacturing Chemical Control (M13-PR-100-038)

8.0 Change Information

New Document

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