

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Receiving and Labeling of Fragranced Drums/ Product Change Over of Fragranced Drums	Page : 1 of 3	Revision : 00 Date : 03/24/2011
	Author: Stacy Lindsey		

Personnel Responsible: Utility Operator/ Lead Operator

Purpose:

The purpose of this procedure is to ensure that fragranced drums received in the Repackaging Facility are labeled properly for identification purposes during product change over.

Procedure:

Labeling

1. When fragranced drums are received by Repackaging Facility the Utility Operator or Lead Operator must label each drum with a placard color coded for that fragrance. Placard must contain letters identifying the fragrance.
2. Fragranced Drums that are not labeled with placard and letter shall not be run in production.
3. Placards need to be taped securely on drum and in a place visual to employees.
4. **See Chart Below for Labeling:**

MANE FRAGRANCE	MANE DRUM COLOR	LETTERS	PLACARD COLOR
Eucalyptus Spearmint	Black	M-ES	Forest Green
Lavender B	Black	M-LB	Blue
Deep Amber Vanilla	Black	M-DAV	White
Chamomile	Black	M-C	Tan or Light Brown
Mandarin Lime	Black	M-ML	Orange
Cooling Peppermint	Black	M-CP	Hot Pink
Rosemary Mint	Black	M-RM	Red
Lavender "W"	Black	M-LW	Purple
ARYLESSENCE FRAGRANCE	ARYLESSENCE DRUM COLOR	LETTERS	COLOR
Eucalyptus Duplication	Blue	A-ED	Olive Green
Soothing Lavender	Blue	A-SL	Lilac
Grapefruit	Blue	A-G	Yellow
Eucalyptus Mint	Blue	A-EM	Light Blue
Amber Vanilla	Blue	A-AV	Silver/Gray
Peppermint	Blue	A-P	Light Pink

Production Change Over

1. Drums of fragrance are not to be ran in production unless the drum is checked by Supervisor/Lead Operator against BOM and Labeling Table.
2. Supervisor/Lead Operator shall verify fragrance drum check with signature on Production Change Over Sheet
3. When Supervisor/Lead Operator signs Production Change Over Sheet they are taking responsibility for the fragrance being dispensed into that product.



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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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