

GILES CHEMICAL		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date :07/25/2007
Author: Stacy Lindsey	Title: Sample Request	

Safety: Safety is not required for this procedure

Purpose or Objective: The purpose of this procedure is to define how to request a sample.

Procedure:

- 1) A sample must be requested through the Quality Department via email or phone.
- 2) Sample Request must come with specific instructions (name, address, product, size of sample, phone number)
- 3) Quality Department must be given adequate time to prepare and ship samples. 2 business days for small samples (Less than 50lbs.) and samples more than 50lbs or scented salt contact Quality department for time frame.
- 4) The Quality Department can designate samples such as scented salt, liquid magsulfate, magnesium sulfate heptahydrate, and sodium sulfate to be prepared by another department.
- 5) The preparation of samples will be performed by an employee trained in that area. Quality department will aid in sample request preparation if needed.
- 6) Quality Department will keep a log of all samples shipped from Giles Chemical that is available on "O" drive.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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