
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Sampling Spoon</b>	Number: <b>L13-PR-100-061</b>	
	Owner: <b>Bryan Butler</b>	Revision: <b>00</b>	
	Effective Date: <b>12/15/2013</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

This procedure is to ensure the sampling spoon is used, cleaned, and stored properly so as not to introduce contaminants into the system.

## 2.0 Scope

This procedure applies the sampling spoon used to collect samples for retains and testing from the sampling chute.

## 3.0 Responsibility

The Quality Department is responsible for the use, cleaning, and storage of the sampling spoon.

## 4.0 Safety Considerations

Safety glasses and appropriate safety apparel are to be worn at all times.

Safety is a consideration 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



- Sampling spoon
- Sample bag
- Clean storage bag for spoon
- Dawn dish detergent
- Sink with running water

## 6.0 Procedure

- 1) Procure the sampling spoon and sample bag(s) from the Quality Lab.
- 2) Take the spoon to the sampling chute located at the Dryer and open the chute by turning the "lock" next to the chute counter clock-wise for ½ turn. Then pull back the latch that is holding the door and open for access .
- 3) Place the open area of the spoon inside the chute and allow spoon to fill.

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- 4) Place the handle of the spoon slightly inside the opening of the sample bag and pour the salt into the bag.
- 5) Repeat step 4 until a sufficient sample is taken. Close the sample chute and turn the latch clock-wise for ½ turn. Make sure chute is securely closed.
- 6) Return the spoon to the Quality Lab and clean using Dawn dish detergent and lint free towels to dry external portions of spoon.
- 7) Set spoon on clean surface and allow up to 1 hour for complete air drying of internal area of spoon.
- 8) After spoon is completely dry, place spoon in a clean storage bag and close bag to prevent contamination. Initial and date the storage bag daily when the spoon is cleaned
- 9) Replace storage bag when it becomes damaged or dirty.

## 7.0 Reference Documents

N/A

## 8.0 Change Information

New Document

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