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|--|---|-------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>                |                               |  |
|  | <b>Company Procedure</b>                                |                               |   |
|  | Title: <b>In-coming Raw Material: Magnesium Sulfate</b> | Number: <b>R13-PR-100-032</b> |   |
|  | Owner: <b>Jeff Hill</b>                                 | Revision: <b>0</b>            |   |
|  | Effective Date: <b>01/31/13</b>                         | Page: <b>1 of 2</b>           |   |

## 1.0 Purpose

The purpose of this procedure is to ensure that all salt accepted by Repackaging from Manufacturing will be less than one year old from the date of manufacture. This standardization of in-coming salt will ensure that USP repackaged salt will always be compliant with the 3 year expiry date that is supported by 4 year stability data.

## 2.0 Scope

This procedure will apply to all in-coming salt from Manufacturing to Repackaging.

## 3.0 Responsibility

Salt Hangers, Shift Supervisor, and Quality all have responsibilities executing this procedure.

Quality will have the overall responsibility of ensuring compliance.

## 4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net and standard safety attire for the area.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment or the facility or community.

## 5.0 Materials/Equipment

N/A

## 6.0 Procedure

Salt Hangers are to verify and document that all salt brought to Repackaging from Manufacturing must be tagged and have a manufacturing date of less than 1 year old from the date it will be used at Repackaging. If the date is 1 year or older or is missing the tag it cannot be used in production at Repackaging and will be quarantined until its disposition is determined.



Salt Hangers will record in-coming salt information from Manufacturing onto the *Incoming Salt Inspection Form (R12-FM-100-006)*

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## 7.0 Reference Documents

*Incoming Salt Inspection Form (R12-FM-100-006)*

**Controlled Document**

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## 8.0 Change Information

- **Changed titles of referenced forms to current forms**

### Controlled Document

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