
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Daily Clean Up for Carton Lines</b>	Number: <b>R12-PR-100-019</b>	
	Owner: <b>Mary Masters</b>	Revision: <b>01</b>	
	Effective Date: <b>06/01/13</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this procedure is to ensure the carton line machines are cleaned on a daily basis in the Repackaging Facility of Giles Chemical.

## 2.0 Scope

The carton lines are to be cleaned when the machines are shut down for the day. This procedure applies to all carton line machines.

## 3.0 Responsibility

All employees working on the carton lines are responsible for daily clean up. The shift Production Supervisor is responsible for making sure all cleaning is done properly and documented.

## 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

- Clean rags
- Water hose
- Spray bottles with Crystal Simple Green diluted to a 1:30 ratio
- Allen wrenches
- Floor Squeegees
- Isopropyl alcohol

## 6.0 Procedure

### A. Non-critical Contacts Points



1. Clean out all bad cartons from the magazine area.
2. Spray down carton magazine, mandrels, chain conveyor and bed with water hose.
3. Wipe down all sheet metal with damp rags.
4. Use compressed air to blow off Alpha Check Weighers and then wipe down with a damp rag.
5. Clean up all nonconforming cartons and dispose of salt following the guidelines listed in the *Rework and Reprocessing of Salt (R12-PR-100-007)* procedure.

### B. Critical Contact Points

1. Make sure AMS filler is empty.

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2. Take fill funnel, small auger, and collar off. Wash each with diluted Crystal Simple Green, rinse with water and spray down parts with Isopropyl Alcohol.
3. Clean storage container with diluted Crystal Simple Green, rinse with water and spray down with Isopropyl Alcohol.
4. Put cleaned parts into cleaned storage container.

When clean up is complete, the shift Production Supervisor must inspect all areas of the machine and sign *Daily Clean Up for Carton Lines (R12-PR-100-F019)*. The form should be filed in the Cleaning Log book. An ID sign should be posted stating the condition of the machine. RED- Not Clean, Green- Cleaned for USP, and Blue- Cleaned for tech grade.

## 7.0 Reference Documents

*Daily Clean Up for Carton Lines* (R12-PR-100-F019)  
*Rework and Reprocessing of Salt* (R12-PR-100-007)

## 8.0 Change Information

- Document moved to proper template
- Updated cleaning procedures to include Crystal Simple Green, Isopropyl Alcohol and clean storage containers for critical contact parts.

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