

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/2008 :10/24/2006
Author: Stacy Howell	Title: In-Process and Finished Product Salt Sample	

**Safety:** Safety glasses, gloves, and safety shoes. **Stop conveyor with Emergency button,** located on the side of finished product salt conveyor, before taking sample.

**Purpose or Objective:** The purpose of this procedure is to ensure in-process and finished product salt samples are taken properly.

### Procedure:

#### In-Process

- 1) Lab samples are taken by Quality Department.
- 2) Quality Manager or Quality Technician is responsible for collecting a daily sample
- 3) A daily sample can be taken at any time during the day shift.
- 4) Daily samples are taken at the end of the dryer from the finished product screw conveyor.
- 5) Quality Manager or Quality Technologist will obtain a clean plastic bag.
- 6) Sample bag will be labeled with the Date, Time, Lead Operator, Dryer Temperatures, Product Name, Product Grade, and Lead Operator for that shift.
- 7) Stop conveyor with Emergency stop button located on the side of salt conveyor.
- 8) Lift fiberglass lid and scoop salt with gloved hand into 3x5 sample bag until bag is full and seal.
- 9) Sample is transported by Quality Manager or Quality Technologist to lab for in-process testing.

#### Chem-Bac Salt Sample to Designate New Lot#

- 1) A salt sample is taken every three weeks to initiate a lot number change.
- 2) Sample is taken by Quality Manager or Quality Technician.
- 3) Sample can be taken at any time during the day shift.
- 4) Sample is taken at the end of the dryer from the finished product screw conveyor.
- 5) A new 250ml propylene sample bottle is obtained.
- 6) Sample bottle is labeled with the Product Name, Product Grade, Date, and Lot number to be designated.
- 7) Stop conveyor with Emergency stop button located on side of salt conveyor.
- 8) Open up fiberglass on screw conveyor and scoop salt with gloved hand into 250ml bottle until bottle is full.
- 9) Place lid securely on sample bottle.
- 10) Sample is transported by Quality Manager or Quality Technologist to lab, placed in sealed box, and shipped via UPS to Tom Ward (Chemist) at Chem-Bac Laboratories for USP analysis.

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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