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|  | GILES CHEMICAL | | |
| | COMPANY POLICY / PROCEDURE | | |
| | Retain Samples for Repackaging Facility | Page : 1 of 3 | Revision : 02/09/2009 Date : 09/05/2006 |
| | Author: Stacy Lindsey | General Awareness | |

Safety: All standard required safety equipment for the area.

Purpose or Objective: This procedure is to ensure that retain samples taken for Repackaging Facility are collected, labeled, and stored properly.

Procedure:

- 1) Quality Manager will issue new lot number
- 2) Quality Manager will inform Repack manager and Lead Operators of the lot change and new lot number.
- 3) Quality Manager will provide COA's for the new lot number.
- 4) Repack Manager or Lead Operators will collect a retain sample.
- 5) Retain samples are one pouch and one carton from each lot number. Samples need to be no less than 2lb. samples.
- 6) Pouch and Carton are to be labeled with the date, time, and initials of person collecting the sample.
- 7) Retain samples are to be stored in designated area away from finished product.
- 8) Samples are to be retained three years from the date of production. Any retained samples older than three years can be discarded.



GILES CHEMICAL
COMPANY POLICY / PROCEDURE

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General Awareness

TRAINING DOCUMENTATION

| | EMPLOYEE | TITLE | SIGNATURE | DATE |
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| Revision | : | 02/09/2009 |
| Date | : | 09/05/2006 |

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