
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Super Sack Operation	Number: P15-PR-100-093	
	Owner: Joe Rogers	Revision: 0	
	Effective Date: 06/12/15	Page: 1 of 3	

1.0 Purpose

This procedure defines the proper use of the Super Sack Machines. The steps of operation include tying super sacks with liners, labeling, filling and warehousing for ship.

2.0 Scope

This procedure covers all operations of the Super Sack Machines. The Super Sack Machines are the primary packaging method for the Bulk Manufacturing facility.

3.0 Responsibility

Lead Operator and / or Salt Operator.

4.0 Safety Considerations

All safety glasses and appropriate safety apparel is to be worn at all times.

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

N/A

6.0 Procedure

1. Special Customer Requirements (SCR)

Each customer order is assigned a SCR number and this number will be located on the manufacturing order (MO). Before an Operator starts running a manufacturing order, they must first check the SCR to see what is required for that order and prepare the machine.

2. Labeling Super Sacks

All "None Internal Use" super sacks are to have a manila tag attached to the strap labeled with time, date, and Product code.

All Super sacks are to have a placard stapled to the upper front middle of the super sack with product code and bar code sticker attached.

3. Cleanliness

All packaging materials are to be kept dry and clean.

Inspect all sacks (whether new or used) for contamination.

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4. Filling a Super Sack

1. Place Pallet on Scale.
2. Hang empty sack.
3. Place fill spout around collar.
4. Press "Zero Scale"- machine then zeros out scale and begins filling.
5. Attach Placard(s).



6. Once weight is reached and filler shuts off, tie neck of super sack shut and move super sack to the warehouse.





1,000-lb Super Sacks

1. Fill 2 sacks following above filling procedure, but use forklift to raise the pallet up to unhook the filled sacks.
2. Move pallet with sack to the stretch wrap station.
3. Place 1st filled sack on the stretch wrap machine using forklift forks through top loops.
4. Place 2nd sack on top of 1st, again using forklift.
5. Start wrap machine. When wrapping is completed, move to warehouse.



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Liners (if applicable)

1. All super sacks should be stored and tied in a dry clean area.
2. When transporting empty super sacks to the fill station, Operators should take special care to keep the super sack clean and dry.

1

Pull liner through super sack from the top to bottom.

Pull 18" to 24" out the bottom of the super sack.



2

Fold the exposed liner back over onto the super sack discharge chute.



3

Fold super sack discharge chute sides around liner.



4

Using the string on the sack, tie off in the middle of the discharge chute.



7.0 Reference Documents

N/A

8.0 Change Information

New document.

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