1.0 Purpose

The purpose of this procedure is to outline the shipping process at the Repackaging facility.

2.0 Scope

This procedure applies to the shipping of all products from the Repackaging facility.

3.0 Responsibility

Shipper: responsible for following this procedure

4.0 Safety Considerations

Safety glasses, steel toe shoes, hair/beard net(s), and smock are required when working in the Repackaging facility.

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. Confirm P.O. number with driver over the phone.
2. Direct ships and PDC loads the shipping coordinator will bring pick up slips.
3. Driver fills out the *Driver Pick- up Sheet*
4. Fill out the *Pre-Shipping Checklist – Repackaging* form; it is to be filled out by the fork lift driver.
5. Repack *Truck Load Sign-off* is filled out by the fork lift driver.
6. Fill in start time on *Driver Pick- up Sheet* after the truck has backed into the dock.
7. End time goes on *Driver Pick- up Sheet* pg.1 when loading is finished.

Using the hand held scanner

1. Press enter to start.
2. Enter 98 for Pick By Pallet; Hit Enter
3. Enter Badge #; Hit Enter Twice
4. Enter 00 and then the pick number under pick list and press enter.
5. Scan pallet number first. – Start Scanning
6. Scan item number- both the pallet number and item number are located on the stickers on the pallets.
7. Make sure the quantity on pallet is correct.

8. Scan the remaining pallets till all is scanned; after each pallet is scanned hit enter to input pallet # into XA.
9. After scanning the last pallet press F6 two times for the packing list for ABS, direct ships, and Recochem only. This will print the packing list.
10. Place sticker on the same side of the pallet as the other sticker- make sure the correct sticker is on the correct pallet (each pallet has its own information on the sticker).
11. The place the blue round QC sticker on the pallet.

In order to obtain your BOL:

1. Access XA and go to Giles Shipping.
2. Click on RF PPS Pick List Header.
3. Click on corresponding pick list #.
4. Click on Red Infor icon on the tool bar at the top of the screen.
5. This will bring up a separate menu. Click Yes and Continue to print out the BOL.

Printing CoA process

TECHNICAL GRADE *(Scented/Unscented):*
Technical Grade does not require drug facts and does not require an Expiry; Only a Date Code is required). (Non-Consumable Salt)

1. Go to doc system on the computer.
2. Go to new site.
3. Click on Repackaging.
4. Click on CoA.
5. Click on the corresponding year.
6. Next click on TECH SCENTED (*EX. Dr. Teals Lav, Euca)* or TECH UNSCENTED (*EX. Pennington*).
7. Go down the list until you find the production month of load.
8. Click on it and scroll down until you find the lot number.
9. Click on the lot number- this will print the CoA for the truck driver.
10. On the computer fill in the customer name- this is the product that is being loaded.
11. Cost. Ref. - PLD, if this is not an PLD load leave blank. (you can find out if the load is going to PLD by looking in the top left-hand corner of pick slip.
12. Shipper- this is the carrier on the pick-up sheet.
13. Fill in ship date.
14. Trailer number- this is located on the pick up sheet.
15. Bill of lading- this is located on the pick up sheet.
16. Pick up number- this is located on the pick slip.

17. Manufactured number- this is the production date found on the print out.
18. Expiration date- this is the month and three years from the production date.
19. This process will be completed for all out going and unscented loads. There will need to be a COA for each lot number that was loaded onto the trailer.

USP- COA *(Any Product that Requires an Expiry Date; non-scented/non-tech) (Consumable Salt).*

1. Go to the doc system on your computer.
2. Click on Repackaging.
3. Click on COA.
4. Click on the corresponding year.
5. Next click the USP option.
6. Next click on the most recent USP COA available.
7. Click on the corresponding lot number.
8. On the computer fill in the customer name- this is the product that is being loaded.
9. Cost. Ref. - PLD, if this is not an PLD load leave blank. (you can find out if the load is going to PLD by looking in the top left-hand corner of pick slip.
10. Shipper- this is the carrier on the pick-up sheet.
11. Fill in ship date.
12. Trailer number- this is located on the pick up sheet.
13. Bill of lading- this is located on the pick up sheet.
14. Pick up number- this is located on the pick up sheet.
15. Manufactured number- this is the production date found on the print out.
16. Expiration date- this is the month and three years from the production date.
17. This process will need to be completed for each product on any scented load leaving our facility.

BLENDED COA – *(EX. Pink Himalayan)*

1. Go to the doc system on your computer.
2. Click on Repackaging.
3. Click on COA
4. Click on the corresponding year.
5. Next Click on the type of blended salt you are looking for (EX. PINK HIMALAYAN)
6. Click on the corresponding lot # that matches items needing shipped.
7. On the computer fill in the customer name – this is the product this is being loaded.
8. Cost. Ref. - PLD, if this is not an PLD load leave blank. (you can find out if the load is going to PLD by looking in the top left-hand corner of pick slip.

9. Shipper- this is the carrier on the pickup sheet.
10. Fill in ship date.
11. Trailer number- this is located on the pickup sheet.
12. Bill of lading- this is located on the pickup sheet.
13. Pick up number- this is located on the pickup sheet.
14. Manufactured number- this is the production date found on the print out.
15. Expiration date- this is the month and three years from the production date.
16. This process will need to be completed for each blended product leaving our facility.

Straight bill of lading

1. Fill in the vehicle number (this is the trailer number) in the center area.
2. Write your time in and time out.
3. In the first empty block write the seal number-this is the silver lock out strip.
4. Then sign, date, and put the finish time at the bottom of the bill of lading.

End of loading

1. Make sure the driver signs the straight bill of lading and the repack truck load sign off.
2. If there are more than 1 BOL per truck, a multi BOL sheet must be filled out. The carrier identifier is the trailer number.
3. Place the packing list on the last pallet loaded.
4. Give the driver the seal.
5. Take a picture of the finished load.

These are legal documents and should be treated as such!
They must be complete and legible!

7.0 Reference Documents

Driver Pick- up Sheet   *(R13-PR-100-F029a)*
Truck Load Sign-off   *(R13-PR-100-F029b)*
Pre-Shipping Checklist – Repackaging   *(R14-FM-100-077)*

8.0 Change Information

New Document