Safety:

Observe all Lab and Manufacturing safety requirements

Purpose:

This procedure describes the method for sampling and testing for Arch loads.

Procedure:

1. Operator to obtain sample every hour from screener discharge chute. The empty sample bags will be provided by lab and placed in ARCH box on operators table. The bags will have a place for the operator to record lot#, date, time and the letter designated to the specific Arch load in process. Bags are to be filled completely and sealed, then placed back in the Arch box for lab pick-up.
2. Record the Arch letter and the pick-up number on the ARCH spreadsheet.
3. The lab is to weigh 50 grams of sample from each bag on calibrated lab scale and individually add to Sieve Machine that contains screens.
4. The size of screens to be used are 16, 50 and 70 mesh as well as left over pan. In this case left over pan will reflect all sample < 70 mesh.
5. Start Sieve Machine and timer.
6. Run the Sieve Machine run for 1-2 minutes. This applies for each sample tested.
7. Weigh each screen of material on balance and record weight.
8. Record the weights of each screen on the spreadsheet in the corresponding column.
9. Column mesh size <70 cannot be >2.00%. If a sample fails this requirement the pallets or super sacks corresponding to the time of the failed sample will be discarded from the Arch load. The Quality Manager, Quality Associate, Plant Manager, and Production Manager should be notified immediately.

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				