
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Swabbing After Scented Salt	Number: R12-PR-100-015	
	Owner: Jeff Hill	Revision: 02	
	Effective Date: 05/30/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to test equipment after scented salt production to validate that equipment is free from residue of fragrance used to package scented salt.

2.0 Scope

This procedure applies to all product change over's from fragrance product.

3.0 Responsibility

Repackaging and Quality Unit are responsible for performing this procedure.

4.0 Safety Considerations

Latex gloves, safety glasses, and standard safety attire for the area. Individuals that are sensitive to scented salt product must inform their supervisor.

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



- Latex gloves
- Swabs
- Zip-lock bags
- Alcohol
- TLC Silica Plate
- Black Light

6.0 Procedure

1. Wear latex gloves to ensure no cross contamination of sample.
2. Remove clean swab from package.
3. When taking sample, ensure to roll swab on each end to ensure entire area of swab contacts surface area of station being swabbed.
4. There is a sign off form for the swab test that will show where to swab each area and a place to indicate that the test passes or fails. See Reference Documents.

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5. After sample has been taken, place swab in clean zip-lock bag and seal shut.
6. Label each zip-lock bag with station that was swabbed.
7. After all samples have been taken and all bags are labeled, wash hands thoroughly with soap and water.
8. Give bags to Quality Unit to be tested.
9. Once the test is completed by Quality and the test has passed, production can begin.
10. If any parts of the test fail, the specific area that failed must be cleaned and tested again.
11. Quality will retest the swabs for passing or failing. If the test passes, start production.
12. The testing ends when every swab passes.

7.0 Reference Documents

Swab Test Auto Line (R12-PR-100-F015a)
Swab Test Manual Line (R12-PR-100-F015b)
Swab Test Carton Line (R12-PR-100-F015c)

8.0 Change Information

Procedure updated by adding if any failures, retest until passing results are achieved and using *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*.

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