Safety: NA

Purpose or Objective: To provide a guideline to follow when pouring back salt.

Definition

Pour-back is defined as what happens to the salt in a pouch or carton which did seal properly for whatever reason, or swept up from spillage on the plant floor.

Procedure

1. Salt in a defect pouch mixed with fragrance is placed into wheelbarrow labeled "scented salt only" at the end of the shift the wheelbarrow is weighed, the weight recorded, and disposed of into the dumpsters

2. Salt that has been spilled or gotten onto the floor is swept up and placed into a wheelbarrow. The wheelbarrow is weighed, weight recorded, and salt disposed of into the dumpsters.

3. Salt that is in any other defective pouch or carton will be placed into a wheelbarrow. At the end of the shift an empty wheelbarrow will be used to pour-back the salt from its defective container. This wheelbarrow will then be weighed, the weight recorded and the contents poured into the super sack tied up for that purpose. When this super sack is full it will be weighed and sent back to the main plant to be handled per procedure.

4. Following this procedure is the responsibility of all Repack employees. In doing so, no salt will leave the plant that did not come out of a super sack from the main facility.

TRAINING DOCUMENTATION

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Revision Number	Revision Date	Revision Author	Revision Description
00	07/11/2008	CW	New Document