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

**Purpose or Objective:** The purpose of this procedure is to ensure all equipment has been properly swabbed and there is no cross contamination between swabs.

**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 each area were to swab and a place to indicate that the test passes or fails. There are forms for the manual lines (RPK-FM-001), auto machines (RPK-FM-002), and carton lines (RPK-FM-003).
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 Department to be tested.
9. Once the test is completed by Quality and the test 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 pass, start production, if the test fails repeat step number 9.
12. The testing ends when every swab passes.

**FORMS:**

RPK-FM-001 Swab Test Manual Line

RPK-FM-002 Swab Test Auto Line

RPK-FM-003 Swab Test Carton Line

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| Revision  Number | Revision  Date | Effective  Date | Revision  Author | Quality  Approval | Production Approval | Revision Description |
| 00 | 06/26/07 | 06/26/07 | Tina McConnell | \_ | \_ | New Document |
| 01 | 08/01/12 | 08/01/12 | Ron Hall | Deborah Durbin | Monte Plott | Added lines 8-11  3 year revision |
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