

Author	Status	Effective Date
Brandon Bosler	Final	11/07/2023

1.0 Purpose

The purpose of this SOP is to provide details for proper printing of Gemini product labels, checkout procedures of labels, and to define acceptable appearance of properly packaged Gemini products.

2.0 Scope

The following procedures are intended to eliminate all operational mistakes related to the labeling function of Gemini's manufacturing process. Mislabels can be extremely costly due to returned material, ruined woodwork, and lost business. As Employee Owners, we must understand and practice the proper procedures to eliminate costly mistakes in order for Gemini to succeed.

In addition, the appearance of Gemini branded product is a reflection of our level of dedication to excellence. This dedication to ensure that the appearance of our products meets the Gemini standard must start with the managers and supervisors. It should then be instilled into each Employee Owner involved in the packaging process at both manufacturing facilities.

3.0 Safety



4.0 Label Printing/Checkout Procedure & Appearance Check

4.1 Printing & Checkout to Packaging Department

- 4.1.1 Labels will be printed by the Label Coordinator or other authorized employee only. Fill-off/Packaging employees are **not** authorized to print labels.
- 4.1.2 The labels will be packaged in a bag/sleeve/box with the product code visible.
- 4.1.3 Fill-Off/Packaging employees will retrieve/checkout labels by bringing the proper batch ticket to the label room and verifying with an authorized employee that the labels match the needed item on the ticket.
- 4.1.4 After verifying the correct labels have been retrieved, the Label Coordinator or other authorized employee will initial the proper line on the batch ticket indicating the labels are accurate. Only labels associated with a physical batch ticket will be

released to be taken to the Fill-Off/Packaging department. Labels are **not** to be removed from the label room without a sign off by an authorized employee.

- 4.1.5 The labels will be taken to the Fill-Off/Packaging area to be applied to the proper containers. All current Fill-Off/Packaging procedures will still apply to the labeling and packaging process.

4.2 Returning Unused Labels

- 4.2.1 Any unused labels must be put back into a bag/sleeve to be returned to the label room. Only 1 type of product label and size are to be put into the same bag/sleeve.
- 4.2.2 All returned labels are to be put into the designated area in the label room.
- 4.2.3 The Label Coordinator will take them from the designated area and return them to the proper stock location.

4.3 Checking for Proper Label Appearance

- 4.3.1 This SOP was created to clearly define the standard for an acceptable, properly labeled container.
- 4.3.2 All Fill-Off/Packaging department employees will be trained on what is acceptable to maintain our standard.
- 4.3.3 All shipping employees will be trained on how to identify unacceptable appearance and how to fix the issue.
- 4.3.4 Biweekly, an onsite manager will do a walkthrough with another relevant employee to identify and document problems with product appearance. Any problems will be documented with root cause and solution.

4.4 Acceptable Appearance of Labeled Product

4.5 Unacceptable Appearance of Labeled Product

- 4.5.1 This section will identify some of the characteristics that would deem the appearance of our finished goods as unacceptable. The following containers would need to be fixed before being shipped to a customer or to another warehouse.
- 4.5.2 **UNACCEPTABLE!** – The label is not straight, does not overlap properly, and the label is bubbled.

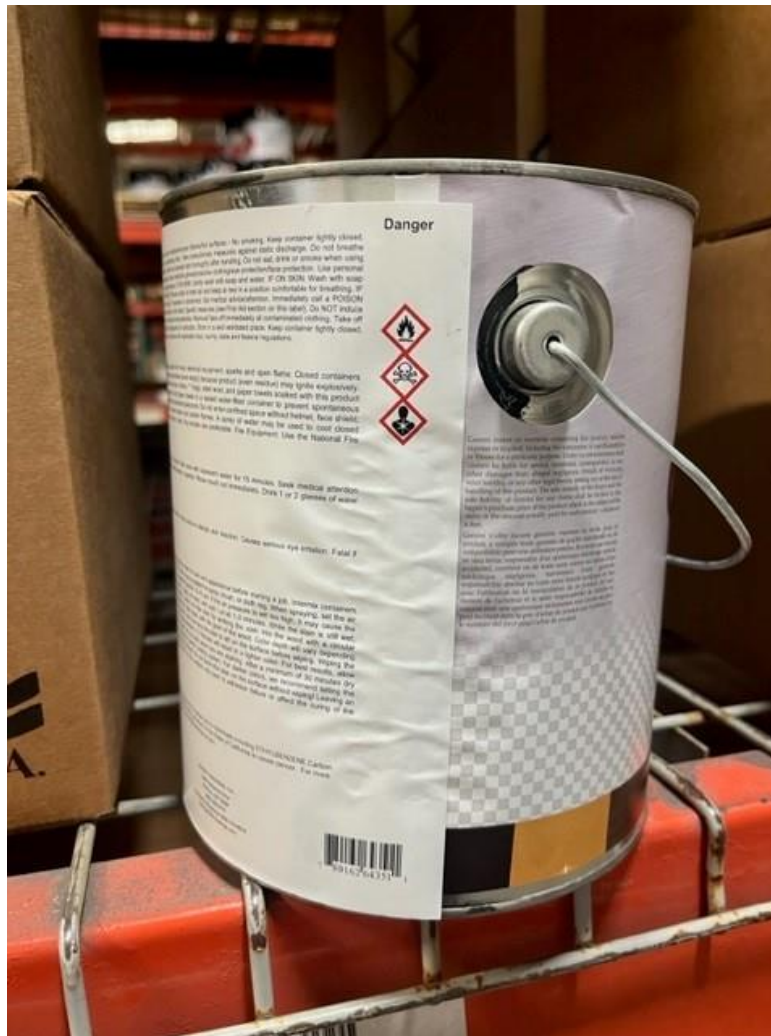


Figure 1: UNACCEPTABLE!

4.5.3 **UNACCEPTABLE!** – The label is not straight, it's creased, and the edge is not glued properly causing it to "flag".



Figure 2: UNACCEPTABLE!

4.5.4 **UNACCEPTABLE!** – The label is wrinkled and bubbled due to improper glue application.



Figure 3: UNACCEPTABLE!

4.5.5 **UNACCEPTABLE!** – The label is covered in residue from the product.



Figure 4: UNACCEPTABLE!

4.5.6 UNACCEPTABLE! – The label is "flagging" due to improper glue application.



Figure 5: UNACCEPTABLE!

4.5.7 **UNACCEPTABLE!** – The logo and/or product code is not centered between the ears.



Figure 6: UNACCEPTABLE!

5.0 Acceptable Appearance of Labeled Product

- 5.1 This section will identify what an acceptable labeled container looks like and the characteristics that are needed to ensure that it meets the Gemini standard.

5.2 **One Gallon Can** – An acceptable one gallon can should be clean with no product or residue on the label, straight, clear/legible print, no bubbling or creasing.



Figure 7: Acceptable One Gallon Can

5.3 **One Gallon Can** – An acceptable one gallon can should have a straight label that overlaps evenly and the top and bottom edges line up. Also, the glue line should be smooth and not bubbled.



Figure 8: Acceptable One Gallon Label

- 5.4 **Five Gallon Pail** – An acceptable five gallon pail should be clean with no product or residue on the label, straight, clear/legible print, no bubbling or creasing. Also, the product code and logo should be centered between the ears. The top edge of the label should be just underneath the lower ring.



Figure 9: Acceptable Five Gallon Label

5.5 **Five Gallon Pail** – An acceptable five gallon pail should have all edges of the label firmly glued to the pail. There should not be any flagging, creasing, or bubbling.



Figure 10: Acceptable Five Gallon Label

6.0 References

Reference	Title
1	None