

Author	Status	Effective Date
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## 1.0 Purpose

To ensure that all personnel perform the steps associated with packaging the Glitsa Multikote series into plastic containers correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures could affect the safety of our employees/vendors or the integrity of our products.

## 2.0 Scope

This document covers the standard procedures to be followed for employees/vendors when packaging the Glitsa Multikote product line. By following the instructions, the workload will be completed accurately, consistently, and safely.

## 3.0 Safety



**\*Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

**\*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

## 4.0 Multikote Filling Instructions (Plastic Containers)

### 4.1 Components for Glitsa Multikote 2.5 Gallon Filling

#### 4.1.1 Jug



**Figure 1: 2.5 Gallon Jug**

4.1.2 **Box**



Figure 2: Box (2 x 2.5)

4.1.3 **Box Divider Insert**



Figure 3: Divider Insert

4.1.4 Label (Front & Back)



Figure 4: Label (Front & Back)

4.1.5 Batch Sticker



Figure 5: Batch Sticker

#### 4.1.6 Yellow Catalyst Mixing Sticker



Figure 6: Catalyst Mixing Sticker

#### 4.1.7 Case Label



Figure 7: Case Sticker

- 4.2 **Product, Batch Ticket, and Case Labels will be supplied by Gemini when a new batch needs to be filled.**
- 4.3 **BFR will analyze each batch ticket to ensure the following:**
  - 4.3.1 **The product code on the batch ticket, container of product, and labels (found next to the UPC) all match.**
  - 4.3.2 **Ensure that you have the quantities needed for each component listed above and contact Gemini if you are missing anything.**
  - 4.3.3 **All fills for the Multikote series will be a volume fill to the 2.5 gallon mark on the side of the jug.**

- 4.4 **Gather all components listed above in the quantities needed for the amount being filled.**
- 4.5 **AGITATE PRODUCT WELL BEFORE AND DURING FILL TO ENSURE THAT THE PRODUCT DOES NOT SETTLE!**
- 4.6 **Apply Batch Sticker to the bottom of each jug. This can be done all at once or as you fill, but there must be a batch sticker on the bottom of each jug.**



4.7 Fill each jug to the 2.5 gallon mark on the side of the container.



Figure 8: Fill Level

- 4.8 **Close container by ensuring the cap is screwed on properly.**
- 4.9 **Apply the Front and Back panel label. Labels must be applied straight and centered on each panel as pictured. *IF* there are no issues with the product leaking onto the outside of the container during the filling process, the labels can be applied prior to the filling process.**



**Figure 9: Label Applied Front & Back**

- 4.10 **Ensure that the mouth of the container is always facing the same direction as shown in the pictures. EXAMPLE: When looking at the front panel label, the mouth should be on the left.**



- 4.11 **Apply the Yellow Catalyst Sticker to the upper portion of the jug as shown in the picture.**



**Figure 10: Yellow Sticker Placement**

- 4.12 **Construct the box and tape the bottom.**
- 4.13 **Place 1 jug in the box.**
- 4.14 **Place the cardboard insert next to that jug in the middle of the box.**

- 4.15 **Place the second jug in the box on the opposite side of the first jug. Both jugs should face the same direction.**



**Figure 11: Packaged Case**

- 4.16 **Fold the top of the box closed and tape it closed.**

4.17 Apply the case sticker to the outside of the box in the designated area shown in the picture.



Figure 12: Case Sticker Location

4.18 Stack the finished case on a pallet for shipment to Gemini. Nine (9) cases per layer, three (3) layers high for a complete pallet.

### 5.0 References

Reference	Title
1	None