Gemini Industries, Inc.	Pour-up Procedure			
Standard Operating Procedure		SHIP-22-0013 01		
Author	Status	Effective Date		
Michael Boblit	Final	02/05/24		

#### 1.0 Purpose

This procedure is put in place to ensure that products are being accurately poured up to change container size. Gemini's mission is to serve the customer to the best of our ability, this requires us to change container sizes when a batch is not an option to meet the customer's needs. In order to maintain the integrity of the product, we must complete the pour up correctly.

#### 2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when completing "pour-ups". 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 Pour-Up Procedure

#### 4.1 Starting a pour up

INGREDIENTO					
Description/Notes	Req Qty		Act Qty	Lot No	Ints
AGITATE FOR 15 MINUTES BEFORE FILL, AGITATE	DURING FILL.				
FILTER 50 MICRON					
TANKS EMPTY, PUMPS OFF	. VALVES	CLOSED		-	
5 GALLON BLACK LINED PAIL	30.00000	EA			
5GL BLACK LINED FLEXSPOUT LID	30.00000	EA			
GEMCOAT GREEN 5 GALLON LABEL	30.00000	EA			
275VOC 90° L/S WATER CLEAR 5G	6.00000	EA			
	AGITATE FOR 15 MINUTES BEFORE FILL, AGITATE FILTER 50 MICRON TANKS EMPTY, PUMPS OFF 5 GALLON BLACK LINED PAIL SGL BLACK LINED FLEXSPOUT LID GEMCOAT GREEN 5 GALLON LABEL	AGITATE FOR 15 MINUTES BEFORE FILL AGITATE DURING FILL FILTER 50 MICRONPUMPS OFFVALVES TANICS EMPTYPUMPS OFFVALVES 5 GALLON BLACK LINED FILEXSPOUT LID30.00000 5GL BLACK LINED FLEXSPOUT LID30.00000	ADITATE FOR 10 MINUTES BEFORE FILL ADITATE DURING FILL   FULTER 50 MIGRON   TANKS EMPTY   PUMPS OFF   SALLON BLACK LINED FILEXSPOUT LID   SQL BLACK LINED FILEXSPOUT LID	Addrate Fork to Ministres Before Fill, Addrate During Fill   Furter 65 Micron   Tawles Empty   Durber 50 Micron   Scall, ON BLACK LINED FILLSSPOUT LID   Scall, ON BLACK LINED FILLSSPOUT LID   Scall Constensis of Addrate Laster   Scall Constensis   Scall Constensis   CHMORY Constraints   Scall Constensis   CHMORY Constraints   Scall Constants   CHMORY Constraints   Scall Constants   Scall Constants   CHMORY Constants   Scall Constants   Const	ADITATE FOR 15 MINUTES BEFORE FLL. ADITATE OURING FLL.   FULTER 50 MICRON   TANKS EMPTY   DALACK LINED FLEXSPOUT LID   SOLACK NIED FLEXSPOUT LID   SOLOND ERA

- 4.1.1 Before starting the process of pouring product from one container to another, it is imperative that the employee performing the task has been properly trained on all related safety functions.
- 4.1.2 Gather the original product that is being poured up.
- 4.1.3 Put the product on the "shaker" or mixer and ensure that the container is secure.
- 4.1.4 If product is in drums, place the drum agitator inside the drum and following the

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proper grounding and bonding safety procedures.

# 4.1.5 **\*\*Must be agitated for the recommended time on the repack ticket\*\***

# 4.2 **Once product is agitating**

- 4.2.1 Gather the necessary containers needed to complete. These will be found in the "ingredients" section on the repack ticket.
- 4.2.2 Print the barcode stickers and gather the needed labels.
- 4.2.3 Determine whether product is weight filled or not. If weight filled a "weight sheet" must be provided to complete the pour up.

# 4.3 **Pouring from container to container**

- 4.3.1 Must be grounded and bonded.
- 4.3.2 If scale is needed, place the empty container on the scale and "tare" the scale.
- 4.3.3 If no scale is needed, place the empty container on the "grounding" plate that is provided.
- 4.3.4 Pour the original product into the new size slowly. If weight filled, verify the weight before placing lid.
- 4.3.5 Place lid on product and secure following closing instructions for that container type.

# 4.4 **Once Product is poured up**

- 4.4.1 Use the provided labels to label the product properly.
- 4.4.2 Place stickers on the pails, buckets, or drums with the barcodes previously printed by applying them properly in the correct location.
- 4.4.3 Place on the correct size pallet \*\*drums use bigger pallet size\*\*
- 4.4.4 \*\*Note\*\* the labeling process can be done before filling **IF** there is not overflow or residue from the pour off process.

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# 4.5 **Once completed**

				$\bigcirc$			
			N	A			
<b></b>							
Planned Qty:	1268.97 LB	Total Volume:	150.00 GAL		Lbs/Gal: 7.6798		
Operator:		Packed By:		-	cked By:		
Tank ID:		Scale ID:		_ P	Pump ID:		
-	FI	NISHED GOODS	INFORMAT	ION			
Product D	escription	Lot	Fill level	Unit	Release Qty	Unit	Actual
500-0110-5 2	75VOC 90" L/S WATER CLEAR 5	G 22269100350	8 5,0000	EA	30.00000	EA	
	aduat ciza						
1 New pr	oduct size						
↑ New pr	oduct size	INGREDI	ENTS	5.			
New pr	Description/Notes		Reg Qty		Qty	Lot No	
	Description/Notes AGITATE FOR 15 MINUTE	INGREDI ES BEFORE FILL, AGITATE	Reg Qty		Qty	Lot No	
	Description/Notes AGITATE FOR 15 MINUTE FILTER 50 MICRON	ES BEFORE FILL, AGITATE	Reg Oty DURING FILL	Act	Qty	Lot No	
	Description/Notes AGITATE FOR 15 MINUTE	ES BEFORE FILL, AGITATE	Reg Qty	Act	Qty	Lot No	
Ingrédient	Description/Notes AGITATE FOR 15 MINUTE FILTER 50 MICRON TANKS EMPTY	ES BEFORE FILL, AGITATE	Reg City DURING FILL VALVES	Act	Qty	Lot No	
Ingredient	Description/Notes AGITATE FOR 15 MINUTE FILTER 50 MICRON TANKS EMPTY 5 GALLON BLACK LINED	ES BEFORE FILL, AGITATE , PUMPS OFF PAIL SPOUT LID	Reg Oty DURING FILL , VALVES 30.00000	Act CLOSED	Qty	Lot No	
Ingredient FiveBLACKLINED FiveBLACKFLEXLID	Description/Notes AGITATE FOR 15 MINUTE FILTER 50 MICRON TANKS EMPTY 5 GALLON BLACK LINED SGL BLACK LINED FLEXI	ES BEFORE FILL, AGITATE PUMPS OFF PAIL SPOUT LID LLON LABEL	Reg Cty DURING FILL , VALVES 30.00000 30.00000	Act CLOSED EA EA	aty	Lot No	
Ingredient FIVEBLACKLINED FIVEBLACKFLEXLID LABELGCGREEN-5	Description/Motes AGITATE FOR 15 MINUTE FILTER 50 MICRON TANKS EMPTY 5 GALLON BLACK LINED SGL BLACK LINED FLEX GEMCOAT GREEN 5 GAL	ES BEFORE FILL, AGITATE PUMPS OFF PAIL SPOUT LID LLON LABEL	Reg City DURING FILL , VALVES 30.00000 30.00000 30.00000	Act CLOSED EA EA EA	Qty	Lot No	
Ingredient FIVEBLACKLINED FIVEBLACKFLEXLID LABELGCGREEN-5	Description/Motes AGITATE FOR 15 MINUTE FILTER 50 MICRON TANKS EMPTY 5 GALLON BLACK LINED SGL BLACK LINED FLEX GEMCOAT GREEN 5 GAL	ES BEFORE FILL, AGITATE PUMPS OFF PAIL SPOUT LID LLON LABEL	Reg City DURING FILL , VALVES 30.00000 30.00000 30.00000	Act CLOSED EA EA EA	Ωty	Lot No	

- 4.5.1 Fill out your repack ticket properly
- 4.5.2 Enter Finished Goods
- 4.5.3 Pick ingredients

### 5.0 References

Reference	Title
1	None