

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

Ingredient	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 _____				
FIVEBLACKLINED	5 GALLON BLACK LINED PAIL	30.00000	EA	_____	_____
FIVEBLACKFLEXLID	5GL BLACK LINED FLEXISPOUT LID	30.00000	EA	_____	_____
LABELGCGREEN-5	GEMCOAT GREEN 5 GALLON LABEL	30.00000	EA	_____	_____
500-0110-5	275VOC 90" L/S WATER CLEAR 5G	6.00000	EA	_____	_____

- 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

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.

4.5 Once completed



Planned Qty: 1268.97 LB	Total Volume: 150.00 GAL	Lbs/Gal: 7.6798
Operator: _____	Packed By: _____	Checked By: _____
Tank ID: _____	Scale ID: _____	Pump ID: _____

FINISHED GOODS INFORMATION

Product	Description	Lot	Fill level	Unit	Release Qty	Unit	Actual Qty
500-0110-5	275VOC 90° L/S WATER CLEAR 5G	222691003508	5.0000	EA	30.00000	EA	_____

↑ New product size

INGREDIENTS

Ingredient	Description/Notes	Req Qty	Act Qty	Lot No	Inits
	AGITATE FOR 15 MINUTES BEFORE FILL, AGITATE DURING FILL.				
	FILTER 50 MICRON				
	TANKS EMPTY _____ PUMPS OFF _____ VALVES CLOSED _____				
FIVEBLACKLINED	5 GALLON BLACK LINED PAIL	30.00000	EA	_____	_____
FIVEBLACKFLEXLID	5GL BLACK LINED FLEXPOUT LID	30.00000	EA	_____	_____
LABELGCGREEN-5	GEMCOAT GREEN 5 GALLON LABEL	30.00000	EA	_____	_____
500-0110-5	275VOC 90° L/S WATER CLEAR 5G	6.00000	EA	_____	_____

↑ Original product size

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