

Author	Status	Effective Date
Michael Boblit	Final	9/21/22

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 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 packaging department when pouring up products to different containers. 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 Pouring Up Product to Change Container Size

4.1 Starting a pour up

- 4.1.1 Gather the original product that is being poured up.
- 4.1.2 Put the product on the "shaker" or mixer to agitate the product.
- 4.1.3 If product is in drums place the drum agitator inside the drum.
- 4.1.4 **Must be agitated for the recommended time on the repack ticket.

Ingredient	Description	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 FLEXPOUT LID	30.00000	EA		
LABELGCGREEN-5	GEMCOAT GREEN 5 GALLON LABEL	30.00000	EA		
500-0110-5	275VOC 90" L/5 WATER CLEAR 50	6.00000	EA		

4.2 Things to do while product is agitating

- 4.2.1 Gather the necessary containers needed to complete the pour up. **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.

4.4 Once product is poured up

- 4.4.1 Use the provided labels to label the product
- 4.4.2 Sticker the pails, buckets, or drums with the barcodes previously printed.
- 4.4.3 Place on the correct sized pallet. Drums use bigger pallet size than pails and gallons.
- 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

- 4.5.1 Fill out your repack ticket properly.
- 4.5.2 Enter finished goods (FG's).
- 4.5.3 Pick ingredients.

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	Actual Qty
500-0110-5	275VOC 90" L/S WATER CLEAR 5G	222691003508	5.0000	EA	30.00000	EA
<div style="border: 1px solid black; display: inline-block; padding: 2px;">New product size</div>						

INGREDIENTS						
Ingredient	Description/Notes	Rec Qty	Act Qty	Lot No	Units	
	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 FLEXSPOUT LID	30.00000	EA	_____	_____	_____
LABELGGREEN-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

Figure 1: Example of Pour Up Ticket

5.0 References

Reference	Title
1	None