

Author	Status	Effective Date
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1.0 Purpose

To ensure that all personnel perform QC checks for repack tickets correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures could affect the safety of our employees or the integrity of our products.

2.0 Scope

This document covers the standard procedures to be followed for employees in the packaging department when performing QC checks for repack tickets. 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 QC Checks On Repack Tickets

- 4.1 **BEFORE STARTING**, please note that a solids check will be performed for any batch that is filled through a pump or machine. **ALSO**, the solids and trash checks will be completed from the same retain sample.
- 4.2 Flush a minimum of 20 gallons through the system before attempting a solids check.
- 4.3 A sample of the product being ran through the machine / pump will be taken to the lab in a retain jar.
- 4.4 The retain jar must be labeled appropriately with batch identification
- 4.5 When the solids/trash check is approved, the solids will be noted on the ticket in the appropriate location, and the trash check will be signed off on.

NOT COMPATIBLE WITH NITROCELLULOSE _____

****ALL FILL WEIGHTS HAVE TO BE SIGNED OFF ON BY A MANAGER**** _____

AGITATE 10 MINUTES BEFORE FILL

TRASH CHECK #1 _____ #2 _____

FILTER 25 MICRON

TANKS EMPTY _____, PUMPS OFF _____, VALVES CLOSED _____

- 4.6 If the solids are not within the specified range, more product will have to be flushed through the machine and the process repeated.

5.0 References

Reference	Title
1	None