Gemini Industries, Inc.	Floor Scale Operation for Weight Filled Floor Batch
Standard Operating Procedure	PACK-22-0008 01

Author	Status	Effective Date
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1.0 Purpose

The purpose of this procedure is to ensure that products are being properly filled to the correct weight. Varying weights can affect the products in a multitude of ways, including but not limited to, (tinting, dry time, cure time, and the overall stability of the product).

2.0 Scope

This document covers the standard procedures to be followed for employees in the packaging department when filling floor batches by weight. 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 Properly Filling Floor Batches by Weight

4.1 **Important Reminders Before Starting:**

**Before and during fill, check the fill tub periodically to prevent overflowing the fill tub. Adjust the flow from the production tub to prevent this.
**If filling a stain, it is very important to limit the amount of product in the fill tub without agitation. The pigment in the stain will settle out resulting in poor product quality. No more than five gallons in the fill tub at any given time.

4.2 After the floor batch has been set up, place a container on the grounding plate, or grounded scale, under the gate valve.

4.3 If the batch is to be short filled (filled to a specific weight with the use of a scale), zero the scale with the container on it. The QC Department will supply the information for the short fill.

4.4   Open the gate valve to allow product to move from the fill tub to the container.

4.5   Pay attention to the scale to stop the fill at the appropriate amount.

4.6   If the batch is full filled. Pay attention to the amount of product in the container. It should be filled to the bottom of the lid seat.

4.7   Place a lid on the container.

4.8   Set the container and lid to the side.

4.9   Secure the lid on the container using proper closing instructions.

4.10   Stack one-gallon containers in a box on a pallet. Or stack five-gallon containers on a pallet.

5.0   References

Reference	Title
1	None