

	Currency Ink Production: Batch Weighing Procedure		Revision: #1
	Document Control Number: 93.00-3.9.2DC		Date: 8/13/02
QUALITY PROC.	Responsible Organization: Office of Production Support		
	Approved By: Doug Bernia		Signature: <SIGNED>

- 1.0 **Purpose:** To document the process by which the correct quantity of raw materials are added to the currency ink mixture.

- 2.0 **Scope:** This procedure applies to all currency ink production at the Washington Facility.

- 3.0 **Responsibilities**
 - 3.1 It is the responsibility of all ink making personnel to follow this procedure, and to inform management of any necessary changes to the procedure.
 - 3.2 It is the responsibility of the Manager of the Washington mill to ensure that this procedure adequately describes the weighing process, and that the procedure is fully adhered to in the production of currency inks.

- 4.0 **Procedure**
(For production of RECON, begin at 4.1 below. All other ink production to begin at 4.10.)
 - 4.1 Verify pre-wipe drums by checking the pre-wipe label atop the drum.
 - 4.2 Remove any skin or other debris from the surface of the ink.
 - 4.3 Obtain the starting batch number from the Ink Maker Foreman, place a 60 gallon tub on the scale, and zero it.
 - 4.4 Set up the batch controller to automatically pump the pre-wipe, or set the pump for manual operation.
 - 4.5 Fill out a pre-wipe source sheet for the batch to indicate the Section and press numbers, denomination printed, ink type (Sicpa, Recon, non-magnetic) and collection dates.
 - 4.6 When pumping is complete, attach a plastic bag (marked with the batch number) containing the pre-wipe source sheet and an empty 2-ounce can.
 - 4.7 Push the tub to the designated automatic mixer. Set the mixing time to 8 minutes. Mix for 3 minutes on low speed; mixer will automatically shift to high speed for another 5 minutes.
 - 4.8 When mixing is complete, fill the 2 ounce can with the mixed pre-wipe, label with it's batch number and provide the sample to the ink mill laboratory.

- 4.9** Laboratory personnel will determine the magnetic content of the pre-wipe, and select the appropriate Recon formulation based on pre-wipe magnetic content.
- 4.10** Obtain order to manufacture (OTM) with the attached batch tag from the Ink Maker Foreman.
- 4.11** Place tub on the scale in room "B", and zero it.
- 4.12** Add to the tub the materials according to the formulation on the OTM, monitoring the cumulative weight as materials are added. Document any discrepancy in weighing on the OTM, and report it to the Ink Maker Foreman.
- 4.13** Move tub to room "A", and place it on the scale. Zero the scale.
- 4.14** Enter the formulation and batch numbers into the batch controller for automatic dispensing of material, monitoring the cumulative weight as materials are added.
- 4.15** When batch is complete, fill in other weighing data on the OTM form, and initial the entries. Retrieve the weighing batch summary report from the printer. Place all documentation in the plastic bag attached to the tub.
- 4.16** Move the tub to the designated mixing area.

REVISION	PURPOSE OF REVISION	EFFECTIVE DATE
1	To reflect current office name and chief	8/13/02