

# Part 3: Operating a Blending Facility

## Session 3.2 Receiving and Storing of Raw Materials

# Standard Operating Procedures (SOP)

## Procedures described:

- Where the raw materials would be received
- How raw materials should be receive and handled
- How raw materials should be stored
- How to record incoming and stored raw materials
- Who should do what
- Etc.



# To keep in mind

- Take note of the **chemical compatibility** of the raw materials when receiving and storing them.
- Avoid any **spillover** of materials into other bins.
- **Cover** stored raw materials with tarpaulin or plastic sheets to contain the relatively humidity levels and temperature.
- **Take samples** for analysis and reference.



# Checklist

- See guidebook, Chapter 3.2.
- General guidelines
- Sampling
- Raw materials received in bags
- Raw materials received in bulk



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