



1.0 TITLE: Lot Number Format

2.0 PURPOSE: To detail the requirements for assigning RICCA CHEMICAL COMPANY lot numbers.

3.0 SCOPE: Applies to all batches manufactured at RICCA CHEMICAL COMPANY and given standard RICCA CHEMICAL COMPANY lot numbers.

4.0 RESPONSIBILITY AND AUTHORITY:

4.1 Production has the responsibility to assign lot numbers.

4.2 Quality Assurance has the authority to ensure that this procedure is followed.

5.0 PROCEDURE:

5.1 The lot number is composed of seven characters, which are assigned as follows:

5.1.1 Manufacturing Location Number (First Character):

5.1.1.1 The number "1" designates the Arlington, TX manufacturing location.

5.1.1.2 The number "2" designates the Pocomoke City, MD manufacturing location.

5.1.1.3 The number "3" designates the Fenton, MO manufacturing location. This facility was closed in 2007.

5.1.1.4 The number "4" designates the Batesville, IN manufacturing location.

5.1.1.5 The number "6" is reserved for subcontracted product.

5.1.1.6 Additional manufacturing locations will be designated by "5", "7", etc.

5.1.2 Year Number (Second Character):

5.1.2.1 This is the last digit of the year when the lot number is assigned.

5.1.2.2 This will repeat every 10 years; however, all products have a manufacturing date or an expiration date of less than 10 years, so there should be no problem with ambiguity.

5.1.3 Month Number (Third and Fourth Characters):

5.1.3.1 This is a two-digit number designating the month when the lot number is assigned. Leading zeroes are used for the months January – September (01 – 09).

5.1.4 Sequence Number (Last Three Characters):

5.1.4.1 This is a sequential three character code that makes each individual lot number unique when combined with the Manufacturing Location Number, Year Number, and Month Number.

QUALITY SYSTEM PROCEDURE
Uncontrolled when Printed or Copied
PREPARED BY: LaNelle Ohlhausen
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5.1.4.2 The sequence numbers are 000-999, then A00-A99, B00-B99, etc.

5.1.4.3 Sequence numbers beginning with Q or Z are used for internal purposes.

5.2 Examples:

5.2.1 The first lot number assigned for production at the Arlington, TX facility in September 2005 has lot number 1509001.

5.2.2 The one-thousandth lot number assigned for production at the Pocomoke City, MD facility in December 2008 has lot number 2812A00.

Controlled Procedure Prepared By: LaNelle Ohlhausen

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Controlled Procedure Approved By: Loren Lowy

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