

MPR Number: MPR-TCA/15
MPR Effective Date: 30-Jan-2026
MPR Rev: 0.0

Document #: PR-TCA/15/PT - K265B2
Lot#: K265B2
Bulk Batch #: K265B1

Issued By: Lorenzo Morales
Issued Date: 05-11-2026

Theoretical Yields: 16oz/105 units

Record Signature/Initials Log

*This log is to capture signatures of all employees who document and/or verify data throughout this record.

Print Name	Signature	Initials	Date

Trichloroacetic Acid in Water 15%

Filling Date: _____

Bulk Solution: SOL/TCA/15, Trichloroacetic Acid in Water 15%

Lot Number: _____ Mfg. Date: _____ Exp. Date: _____

<u>Item Number</u>	<u>Lot Number</u>	<u>Size</u>	<u>Qty to Make</u>	<u>Qty Actually Made</u>
TCA/15/1	_____	1oz	_____	_____
TCA/15/2	_____	2oz	_____	_____
TCA/15/PT	_____	16oz	_____	_____

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***Dates are required if a step is performed on a date different from the "Filling Date".**

Materials to be Gathered		
<input type="checkbox"/> Paper Towels <input type="checkbox"/> Spray bottle with 70% IPA <input type="checkbox"/> Gloves <input type="checkbox"/> Masterflex Fill Machine with Tygon tubing <input type="checkbox"/> Swanmatic Cap Master Masterflex ID: _____ Calibration Due: _____		
1oz	<input type="checkbox"/> Bottles = 5005040 QTY: _____ <input type="checkbox"/> Caps = 5005190 QTY: _____ <input type="checkbox"/> Labels = 1.5x3.75" Pharm QTY: _____ <input type="checkbox"/> Tamper Seal = 3000334 QTY: _____	
2oz	<input type="checkbox"/> Bottles = 5005041 QTY: _____ <input type="checkbox"/> Caps = 5005041 QTY: _____ <input type="checkbox"/> Labels = 1.5x3.75" Pharm QTY: _____ <input type="checkbox"/> Cellulose Bands = 5005154 QTY: _____	
16oz	<input type="checkbox"/> Bottles = 5005065 QTY: _____ <input type="checkbox"/> Caps = 5005066 QTY: _____ <input type="checkbox"/> Labels = 3x6" Pharm QTY: _____ <input type="checkbox"/> Cellulose Bands = 5005150 QTY: _____	

QAL-042: Line Inspection and Clearance

Line Clearance	Performed By Initials	QC Verified Initials
Once all items above have been verified, verify the following to ensure product is ready to be filled. <ul style="list-style-type: none"> - Area has been cleaned and free of debris - Lines are clean of any possible contamination sources - Clear of any old packaging material still on the line - Equipment calibration dates and cleanliness - Verify the bulk record passed QC 		

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Packaging Instructions	Performed By Initials			QC Verified Initials
	1oz	2oz	16oz	
1. Put on gloves and spray down area with 70% IPA.				
2. Gather your bottles and prepare them to be filled.				
3. Open the bulk container, place the Masterflex Tygon tubing directly into the bulk.				
4. Begin filling using the calibrated Masterflex machine.				
5. Place cap on bottles and tighten using the cap master machine.				
6. Repeat the fill and cap steps until the desired amount of bottles is reached.				
7. Once reached, close the bulk container and set aside.				
8. Clean and rinse the Masterflex Tygon tubing using DI Water.				
9. Retrieve the labels. Ensure the master label has been approved and released by quality to use by checking the next page.				
10. Gloves may be removed for labeling. Ensure bottles are clean and ready for labels. Clean bottles if necessary. Use the Label applicator machine and/or the label wizard as needed. Wizard: Lay a bottle on its side on the label wizard. Line the label to the middle of the bottle and ensure it is straight. Push down the middle on the bottle then slide your finger on the label towards each end. Label Machine: Ensure label machine is set up for proper label/bottle size. Adjust if needed.				
11. Inspect the labels to ensure no bubbles are present. Press any bubbles out if needed.				
12. Repeat the labeling steps for all bottles.				
13. Retrieve your cellulose bands/Tamper seals. For 1oz bottles, place a tamper seal over each cap. For 2oz and 16oz bottles place a band on each bottle.				
14. Allow the bands to dry as they will shrink to seal once dried.				
15. All materials left unused must be returned into inventory and adjusted as such in the system to maintain proper quantities.				

- Clean the workspace and any equipment/utensils used. Ensure the area is clear of any previous materials before starting the packaging of a new product.

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Attach Approved Label Below:

Label Verified by: 1oz _____ 2oz _____ 16oz _____

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Label Reconciliation: QAL-038: Label Control

Total Labels Issued: 1oz _____ 2oz _____ 16oz _____							
1oz	_____	+	_____	+	_____	=	_____
	Labels Used		Labels Not Used		Unusable Labels		Labels Accounted For
2oz	_____	+	_____	+	_____	=	_____
	Labels Used		Labels Not Used		Unusable Labels		Labels Accounted For
16oz	_____	+	_____	+	_____	=	_____
	Labels Used		Labels Not Used		Unusable Labels		Labels Accounted For

Labels accounted for should be equal to the total labels issued. An explanation is required if any discrepancy is found, including the request for additional labels.

QC Initials: _____ Date: _____

QAL-051: Yield Calculation (Specification: +/- 5%)

1oz	$\frac{\text{_____}}{\text{Theoretical Yield}} - \frac{\text{_____}}{\text{Sample}} - \frac{\text{_____}}{\text{Packaging Loss}} - \frac{\text{_____}}{\text{Spillage}} = \frac{\text{_____}}{\text{Actual Yield}}$ $\frac{\text{_____}}{\text{(Actual Yield)}} / \frac{\text{_____}}{\text{(Theoretical Yield)}} \times 100 = \text{_____}\%$
2oz	$\frac{\text{_____}}{\text{Theoretical Yield}} - \frac{\text{_____}}{\text{Sample}} - \frac{\text{_____}}{\text{Packaging Loss}} - \frac{\text{_____}}{\text{Spillage}} = \frac{\text{_____}}{\text{Actual Yield}}$ $\frac{\text{_____}}{\text{(Actual Yield)}} / \frac{\text{_____}}{\text{(Theoretical Yield)}} \times 100 = \text{_____}\%$
16oz	$\frac{\text{_____}}{\text{Theoretical Yield}} - \frac{\text{_____}}{\text{Sample}} - \frac{\text{_____}}{\text{Packaging Loss}} - \frac{\text{_____}}{\text{Spillage}} = \frac{\text{_____}}{\text{Actual Yield}}$ $\frac{\text{_____}}{\text{(Actual Yield)}} / \frac{\text{_____}}{\text{(Theoretical Yield)}} \times 100 = \text{_____}\%$

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QAL-040 Sampling and Acceptance Criteria

Quality Control Checks	QC Verified Initials/Date		
	1oz	2oz	16oz
Verify all the caps are tight.			
Verify all the seals are applied correctly.			
Verify there is no damage or leaks.			
Verify the correct labels were used.			
Verify the manufacturing and expiration dates are accurate.			

Number of samples checked?			
Number of samples for retain?			
Number of samples released to warehouse?			

QC Released: _____
Signature

Date: _____

Posted to Inventory: _____
Signature

Date: _____

Quality Final Release: _____
Signature

Date: _____