



DOCUMENT NAME:	Specialty Products Lubricants & Coatings – Shelf Life Policy		
Document Number:	3.02.P01.P01	Document Type:	Location:
		Policy	Asbury Corporate

Revision No.	Date:	Author:	Change Description:
A	9/27/2016	Lance Miller	Release
B	03/28/2024	Nitra Swisher	Update to Department name.

1. SCOPE

1.1. *Defines the shelf life policy for Specialty Products (Water-Based, Resale Grease, & Aerosols) produced and/or sold by Asbury plant locations: Louisiana, Detroit & Wilkinson.*

2. RESPONSIBILITY

- 2.1. *Coatings & Dispersed Systems Technical Manager is responsible for updating, monitoring, and ensuring this policy is effectively implemented.*
- 2.2. *Plant Quality Managers are responsible for ensuring product shelf life is verified prior to shipment as noted on the CofA and performing recertification of product as defined in section 5.*
- 2.3. *Plant Managers are responsible for updating and maintaining ProcessPro Item Master Maintenance Lot Expiration settings and ensuring product shelf life inventory is properly maintained.*

3. RELATED DOCUMENTS

3.1. *ProcessPro Bulk-Item Pack Entry Instructions - 3.02.P01.W01*

4. REQUIREMENTS

- 4.1. *ProcessPro – Item Master Maintenance*
- 4.2. *Product Lab testing for recertification*

5. PROCEDURE/INSTRUCTIONS

Effective 9/21/16, we are lifting Specialty Products shelf life restrictions (exceptions follow).

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Water-Based Products (ProcessPro - Set Lots to Expire = 24months)

- Water-based product shelf life will now be “one year from ship date”.
- We may ship water-based lots up to two years from MFG date, excluding those listed below.
- Lots older than 2 years may be recertified for shipping eligibility. Recertification effectively extends shippable MFG age by one additional year. In such cases, we will guarantee product for one year from ship date as per usual.
- Recertification involves verifying pH and viscosity within specification, and a pass/fail general inspection including acceptable condition of packaging, notation of rancid odors, etc. Test one sample minimum per lot. Update “Item in Lots” in PPRo by changing the “Expires On” date by adding another year.
- A short list of water-based products may only ship up to one year from MFG date without recertification. **(ProcessPro - Set Lots to Expire = 12months)**
 - The preliminary list is:
 1. Aquakast 2 / Shellcoat B2
 2. Graphokotes 226
 3. Graphokote 592
 4. HAZ 808

Resale Greases (ProcessPro - Set Lots to Expire = 24months)

- Grease product guaranteed shelf life will now be “one year from ship date”.
- We may ship grease lots up to two years from MFG date.
- Lots older than 2 years may be recertified for shipping eligibility. Recertification effectively extends shippable MFG age by one additional year. In such cases, we will guarantee product for one year from ship date as per usual.
- Recertification involves a pass/fail visual inspection – minimum of one sample per lot. Potential problems include packaging in poor condition, and excess oil on top of product or other separation problems (“dried out” appearance, etc.). Quality personnel may compare aged material with new stock for reference. Update “Item in Lots” in PPRo by changing the “Expires On” date by adding another year.

Aerosols (ProcessPro - Set Lots to Expire = 12months)

- Aerosol product guaranteed shelf life will now be “one year from ship date”.
- We may ship aerosol products up to one year from MFG date.
- Lots older than 1 year may be recertified for shipping eligibility. Recertification effectively extends shippable MFG age by one additional year. In such cases, we will guarantee product for one year from ship date as per usual.

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- Recertification involves a pass/fail general inspection including acceptable condition of packaging, and testing one can of product (discard after) to verify acceptable remaining spray pressure. Update “Item in Lots” in PPRo by changing the “Expires On” date by adding another year.

6. RECORDS

6.1. *Item Master in Processpro*

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