



**Title:** Manage Tobacco Materials Inventory

**Effective Date:** 2/5/2016

**Document No.:** RJRT-SOP-000616

**Revision Level:** 003

**Author:** Stephen T. Matthews

**Status:** CURRENT

### **Release Review and Approval**

<u>Role</u>	<u>Actor</u>	<u>Title</u>	<u>Sign-off By</u>	<u>Sign-Off Date &amp; Time(GMT)</u>
DOCUMENT COORDINATOR	Janson B. Norman	Sr Leaf Manager	NORMANJ	01/20/2016 16:08
RJRT-AUTHOR	Stephen T. Matthews	Sr Director Leaf Operations	MATTHES	01/20/2016 16:13
RJRT-RELEASE APPROVER	Christopher S Dixon	Sr Director Leaf Buying	DIXONC	01/20/2016 18:17
DOCUMENT COORDINATOR	Janson B. Norman	Sr Leaf Manager	NORMANJ	01/20/2016 19:00

### **Periodic Review**

<u>Role</u>	<u>Actor</u>	<u>Title</u>	<u>Sign-off By</u>	<u>Sign-Off Date &amp; Time(GMT)</u>
RJRT-AUTHOR	Stephen T. Matthews	Sr Director Leaf Operations	MATTHES	12/20/2017 19:54

### **Reason for Revision**

Revise titles for role changes

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**1.0 Purpose:**

Tobacco materials delivered from a stemmery should be received and stored to preserve the integrity of the material. Warehouse procedures shall be implemented that address sanitation, pest control and monitoring, chemical usage, personal hygiene, product handling, product identification, and traceability to ensure that the tobacco materials remain properly controlled throughout the storage process.

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