

	Standard Operating Procedure		SOP Number <b>B-303</b>	Revision <b>0</b>
	<b>Vibrating Sifter</b>		Effective Date <i>11/29/21</i>	Page <b>Page 1 of 2</b>
Written by/ Date <i>Date Paton 10/27/21</i>		Reviewed by/ Date <i>Pam Ruv 10/27/21</i>		Approved by/ Date <i>[Signature] 11-04-21</i>
Title: Blending Supervisor		Title: Production Director		Title: Director of Quality & Regulatory Affairs

## 1.0 Purpose

The purpose of this procedure is to define the process for the operation and cleaning of the vibrating sifter.

## 2.0 Scope

This procedure applies to the vibrating sifter in operation at Ion Labs, Inc.

## 3.0 Responsibility

- 3.1 It is the responsibility of production (blending) personnel to follow this procedure.
- 3.2 It is the responsibility of the department supervisor to implement this procedure and to ensure that the procedure is being follow.
- 3.3 It is the responsibility of the department supervisor/manager to keep this procedure accurate to current processes.

## 4.0 Definitions

- 4.1 **IPA** – 70% Isopropyl Alcohol
- 4.2 **Alconox** – A powdered precision concentrated cleaning anionic detergent

## 5.0 References

- 5.1 B-103, SOP, Small Parts Cleaning and General Sanitation
- 5.2 B-111, SOP, Cleaning of Manufacturing/Production Areas and Equipment

## 6.0 Procedure

- 6.1 Operation
  - 6.1.1 Before plugging the unit into a power receptacle, ensure that the discharge chute has a plastic or clean cloth sock (if available) attached to direct the discharge into a plastic lined drum.

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- 6.1.2 Ensure that the mesh screen is in place between the two sections of the unit.
- 6.1.3 Wear safety glasses to protect the eyes.
- 6.1.4 Begin adding material through the top of the hopper.
- 6.1.5 Press the start button/switch on the vibrating sifter.
- 6.1.6 This unit only has one speed. No adjustment is required.

6.2 Cleaning

**Note:** When allergen materials are used, follow SOP B-103 Small Parts Cleaning and General Sanitation and SOP B-111 Cleaning of Manufacturing/Production Areas and Equipment.

- 6.2.1 Dismantle the hopper chute, screen, discharge chute from the main housing, housing rings, and clamps.
- 6.2.2 Wash the above parts with approved cleaning chemicals.
- 6.2.3 Rinse the parts with potable water and dry with a cloth dampened with IPA.
- 6.2.4 Wipe the exterior table with approved cleaning chemical.
- 6.2.5 Wipe the exterior of the machine with a cloth dampened with potable water and dry with a cloth dampened with IPA.
- 6.2.6 Document the cleaning in the appropriate cleaning log book.
- 6.2.7 Contact a QC inspector to verify equipment cleanliness and to check the cleaning log book.

**7.0 Revision History**

Revision	Date	Description of Changes	CCR #	By
0	10/26/21	New procedure.	N/A	D. Pitman