

	Standard Operating Procedure		SOP Number B-607	Revision 4
	Automatic Cottoner		Effective Date 05/23/22	Page Page 1 of 2
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1.0 Purpose

The purpose of this procedure is to define the process for the setup, operation, and cleaning of the automatic cottoner.

2.0 Scope

This procedure applies to all automatic cottoner machines in operation at Ion Labs, Inc.

3.0 Responsibility

- 3.1 It is the responsibility of Production (Packaging) Personnel to follow this procedure.
- 3.2 It is the responsibility of the Department Supervisor/Manager to implement this procedure and to ensure that the procedure is followed.

4.0 Definitions

None

5.0 References

- 5.1 B-111, SOP, Cleaning of Manufacturing/Production Areas and Equipment

6.0 Procedure

6.1 Setup and Operation

- 6.1.1 Load a trail tail section of cotton into the cottoner feeding ring. Be careful not to place fingers or hands/arms into the cottoner housing unit opening without

opening the safeguard service doors to the unit. The safeguard service doors will stop the cottoner's operation functions until the doors are closed.

- 6.1.2 Using the control panel of the cottoner unit, adjust the necessary controls as a base line start while running a few filled bottles of product through the cottoner fill area.
 - 6.1.3 Turn on the conveyor belt that is feeding the cottoner.
 - 6.1.4 Adjust the air cylinder entry and exit gates on the cottoner/conveyor and align the bottles under the cottoner filling area.
 - 6.1.5 Press the power button on the control panel of the unit to activate the first feed detection eye along the conveyor.
 - 6.1.6 The cottoner unit will cut and push the cotton into the bottle after the bottle passes the detection eye in the conveyor,
 - 6.1.7 Pass a few bottles filled with product through the unit to adjust the cotton length that will remain in the bottle.
 - 6.1.8 Open the safeguard service doors to stop the unit when a new box of cotton must be fed into the in-feed side of the unit.
- 6.2 Cleaning
- 6.2.1 Refer to SOP B-111 Cleaning of Manufacturing/Production Areas and Equipment to follow the cleaning procedure applicable to this type of equipment.

7.0 Revision History

Revision	Date	Description of Changes	CCR #	By
0	08/26/11	New	-	-
1	04/29/13	Updated SOP format	13-279	B. Mosall
2	06/09/15	Biennial review. Updated SOP format.	15-0511	E. Cummings
3	01/14/19	Scheduled review: Removed obsolete definition. Added reference to SOP B-111. Revised section 6.2.	19-0043	K. Burris
4	04/18/22	Scheduled review: Changed logo. Updated cleaning section.	CC-22-0189	K. Burris