

	<b>Standard Operating Procedure</b>		<b>SOP Number</b> B-609	<b>Revision</b> 4
	<b>Semi-Automatic Labeler</b>		<b>Effective Date</b> 05/23/22	<b>Page</b> Page 1 of 3
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## 1.0 Purpose

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

## 2.0 Scope

This procedure applies to all semi-automatic labelers in operation at Ion Labs, Inc.

## 3.0 Responsibility

- 3.1 It is the responsibility of the 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 being 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
  - 6.1.1 Ensure that the unit is plugged into a power source.
  - 6.1.2 Ensure that the unit is plugged into a compressed air source.

- 6.1.3 Obtain the approved labels that have been issued to the BPR.
- 6.1.4 Hand thread the roll of labels from the left spindle through the hot stamp section for application of the batch number and expiration date (where applicable).
- 6.1.5 Verify that the batch number and expiration have been changed to match the current BPR.
- 6.1.6 Jog the labels forward through the hot stamp section after the stamp unit has heated.
  - 6.1.6.1 Adjust the stamp head left or right until the batch number and expiration date is located in the proper place on the label.
- 6.1.7 Move the label web from the hot stamp unit into the applicator section, removing a few labels to allow the web to be empty as it is set and locked into the take up spool.

## 6.2 Operation

- 6.2.1 Turn on the main power switch.
- 6.2.2 Ensure that the label feed switch is on.
- 6.2.3 Place a container in the application section holding table.
- 6.2.4 Continue removing and replacing the containers one-by-one on the application table.

## 6.3 Cleaning

- 6.3.1 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	08/27/10	New	-	-
1	04/29/13	Updated SOP format	13-281	B. Mosall
2	01/27/16	Biennial Review: Changed the SOP format.	15-0938	P. Zittere
3	01/22/19	Scheduled review: Removed obsolete definitions. Added reference to SOP B-111. Revised section 6.3.	19-0075	K. Burris
4	04/18/22	Scheduled review: Updated logo. Revised cleaning section.	CC-22-0191	K. Burris