


ARTISAN LABS	Line Preparation, Filling and Clearance SOP-007.1	Issued By/ Date: Dannelle Howard 2/20/25
		Approved By/Date:  2/20/25

1. Purpose:

To avoid residue and contaminants in products during filling and breakdown of equipment. To avoid accidental use of the wrong primary or secondary packaging.

2. Scope:

Prevention of microorganisms through proper sanitation practices during production.

3. Person(s) Responsible:

Line associates/QC/Warehouse associates

4. Materials and equipment needed:

70% isopropyl alcohol, Simple Green, microfiber cloth, torque machine, scale

5. Referenced Documents:

SOP-005.7 Line Clearance and Filling Log, SOP-004.2 Production Cleaning Log, SOP-007.2-1B QC Line Report, SOP-009 Quality Control Laboratory, Manufacturing Pick List

6. Procedure:

A. Preparing and Staging Production Line

- a. All equipment, utensils and conveyor lines must be sprayed with IPA 70% before any production begins and after production is completed for the day. (SOP-004.2 *Daily Cleaning and Shutdown Checklist*)
- b. All components must be pulled per the *Manufacturing Picklist* found in Data Ninja.
- c. Components and bulk must be properly staged within designated block out areas on the production floor.
- d. Overflow of needed bulk and components may be stored on staging racks within production.

B. Transferring Bulk and Components to Production Line

- a. When transferring materials currently stored in the warehouse, qualified associates are to use a forklift to remove needed bulk material off of shelves and placed into designated staging areas within production.
- b. All materials that are transferred from its current location within the warehouse and onto the production floor need to be transferred electronically through Data Ninja to its WIP location.
- c. Warehouse Associates responsible for bringing materials from the warehouse into the production area do not have to wear laboratory PPE;

ARTISAN LABS	Line Preparation, Filling and Clearance SOP-007.1	Issued By/ Date: Dorville Howard 220725
		Approved By/Date: Mandy [Signature] 220809

however, they must stay within the yellow zone and not enter any green areas within the production area.

- d. All production line associates must be in appropriate PPE.
- e. Production workers are to transfer bulk products and any needed materials into the production line area.
- f. Production lead or assigned line workers will asspetically open bulk vessels and use the proper filling equipment for line production to occur.
- g. If bulk material is manually removed from vessel to hopper, sterile spatula must be used and storage containers properly reclosed.

C. Quality Control

- a. When a line is ready to run bulk products , a minimum of 1 oz of finished goods must be pulled from the start of the run and be tested for microorganisms. (SOP-009 Quality control laboratory)).
- b. Finished goods at the beginning of line must be compared to the standard sample by a QC Technician and Production Lead and signed off to ensure there are no discrepancies with packaging and that the final product matches the standard sample for all quality purposes.

D. In Process Quality Checks and Documentation

- a. During production, quality checks are to be done every 30 minutes and documented. Depending on the product, quality checks may consist of but are not limited too:
 - i. Correct primary packaging
 - ii. Correct secondary packaging
 - iii. No damage on packaging
 - iv. Correct and legible lot codes/exp dates
 - v. Correct fill weights and removal torque
 - vi. A "squeeze" test
- b. If at any point products on the lines are not meeting QC requirements, production must be halted and issues addressed before production may begin again.
- c. The following QC documents are also to be used during the production filling process:
 - i. *Production Line Checklist 007.2-1A*
 - ii. *QC Line Checklist SOP-007.2-1B* *This SOP is editable due to the variability of product requirements*
 - iii. *History Report 007.2-1C*
 - iv. *Scrap Report 007.2-1D*

E. Breakdown and Sanitizing Lines

ARTISAN LABS	Line Preparation, Filling and Clearance SOP-007.1	Issued By/ Date: Danielle Howard 220725
		Approved By/Date: Mama M... 220809

- a. Products can be kept in the lines during weekdays until the entirety of the line has been processed, given that there are no quality issues found during production.
- b. If product is to be left in the hopper overnight only the exterior equipment surfaces need to be sanitized at the end of the shift and re-sanitized the following morning before the re-start up of production.
- c. Full equipment breakdown is mandatory after any line of production is finished. Equipment must be taken apart, cleaned and sanitized thoroughly and documented. (SOP-005.7 *Line/Equipment Cleaning Log*)
 - i. Dawn dish soap can be used on equipment pieces that are in contact with oils and creams.
 - a. Hoses, Hopper, scapula etc.
 - ii. Simple Green can be used to clean outside equipment that will NOT be in direct contact with the product.
 - a. Carts, conveyor belt, tables, bins
 - iii. 70% isopropyl alcohol is used for the sterilization of areas that may come in contact with the product as well as all other equipment.
 - a. Carts, Coveyorbelts, table bins, and any interior of production machinery.
- d. If production comes to a halt due to the weekend, all processes must cease, lines must be broken down, sanitized and ready for production on the soonest business day.
- e. All end of day cleaning procedures including equipment breakdown are also to be signed. (SOP-004.2 *Daily Cleaning and Shutdown Checklist*)

F. Storage of Finished Product

- a. Palletizing of the final product may occur given all aspects of line quality control checks have passed. Finished goods may be boxed for shipment in the production area whilst production is occurring and subsequently wrapped and stored in the proper area of the warehouse under quarantine until micro testing has been completed and product is approved for release.

Document history	
Version No.	Reason for change
01	New document
02	Updated: SOP title, production line preparation, line breakdown steps, quality control process.