

# **PACKINGHOUSE SECTION**

# SECTION A

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# HAZARD CONTROL PROGRAM OVERVIEW

## INTRODUCTION

At Fresh Kist Produce, LLC. our Food Safety philosophy is simple; “We put Food Safety first.” Food Safety is the most important task of all our operations. All of our operations, actions and tasks will, in some way, involve Food Safety.

Food Safety is an integral part of our entire operation. It includes growing, harvesting, warehousing, packing and shipping. It also includes non-production items such as training of employees and training materials.

Food Safety is not a static program. It is dynamic in nature. Each and every meeting discusses Food Safety and each and every management action ensures that Food Safety not only fits comfortably into the overall objective of Fresh Kist Produce, LLC., but that it is also understood and easily executed by each and every employee of Fresh Kist Produce, LLC.

The goal of the Grower Shipper Company Hazard Control program is to institute a proactive food safety system for its growing and cooling operation whereby any potential product hazards are anticipated and controlled from product reception through distribution. Food safety and quality control is the responsibility of all the employees of Fresh Kist Produce, LLC. and affiliated service and product providers. Management has provided the tools and established guidelines for producing safe, wholesome, quality products. All employees are accountable for consistently maintaining these standards.

The Hazard Control program has been established with the help of the company officers. Although the burden of food safety and quality control is in the hands of management and supervisors, all employees serve as inspectors when product moves through their area. Fresh Kist Produce, LLC.’s employees are authorized to hold or reject product found to be out of compliance, subject to the evaluation and final approval of authorized management.

Fresh Kist Produce, LLC. incorporates Good Agricultural Practices and Good Manufacturing Practices as a system. This concept is based on teamwork, continuous operation improvement, and three-way communication between management, sales and production employees. Quality improvement teams have been organized to address issues of finished product checks, working conditions, waste control, equipment maintenance, operation efficiency, safety in facilities, sanitation, employee personal hygiene, etc., and to encourage all employees to utilize their talents in helping to maintain and/or improve product quality. The management at Fresh Kist Produce, LLC. believes that these measures will ensure that the finished product meets the highest standard of quality for the customer’s end use.

At Fresh Kist Produce, LLC., GAP and GMP are everyone’s responsibility. Site sanitation and personnel hygiene are an integral part of each employee’s responsibility. Employee personal hygiene starts with management. Management has the responsibility for:

1. Providing and maintaining a safe and clean working environment, safe equipment and safe tools.
2. Establishing and enforcing work rules and conduct.
3. Developing and conducting a continuing education program to promote safe and sanitary work habits.

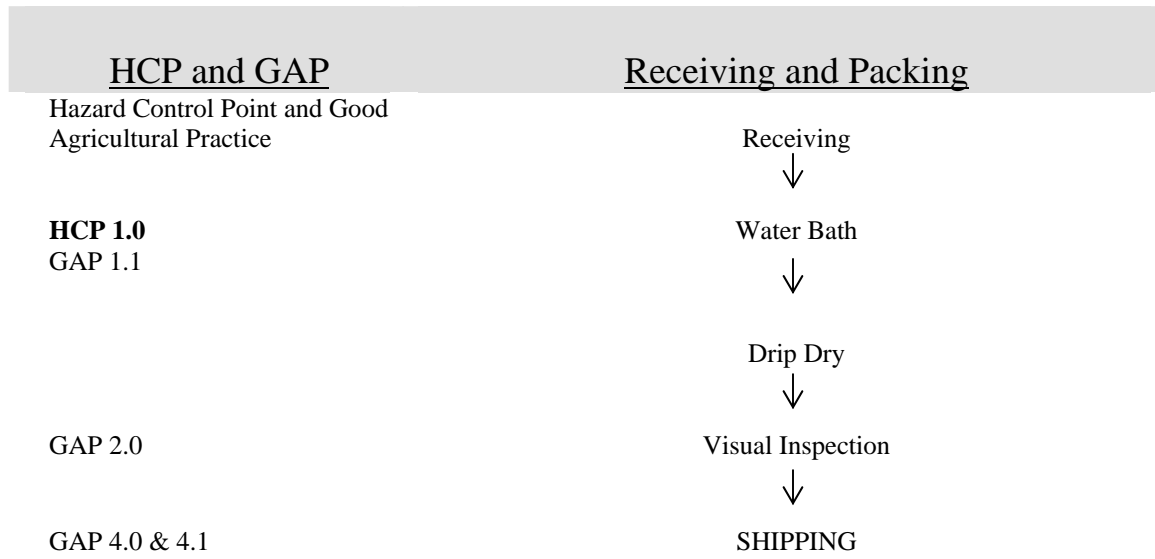
Although Fresh Kist Produce, LLC. is responsible for the conduct and practices of employees, following are some of the responsibilities assigned to employees at the time employment begins:

1. Unhealthy conditions such as respiratory or gastrointestinal complications (e.g., head cold, sinus infection, bronchial or lung disorders, diarrhea, etc.) should be reported to the supervisor.
2. Injuries including cuts, burns, boils, and skin eruptions, should be reported to the supervisor.
3. Personal cleanliness that should be practiced includes daily bathing, hair washing at least twice a week, daily changing of clothing, and maintaining clean hands and fingernails.
4. Employees should be instructed to inform the supervisor when the bathroom facilities' water, soap or towels need to be replenished.
5. During food handling, habits such as spitting, scratching the head or other body parts should be prohibited.
6. The mouth and nose should be covered when coughing or sneezing.
7. The hands should be washed after visiting the toilet, using a handkerchief, smoking, eating, handling soiled utensils or articles, handling money, etc.

Personal hygiene is a basic step Fresh Kist Produce, LLC. requires to ensure the production of safe and wholesome fresh produce. Fresh Kist Produce, LLC. will emphasize hygiene practices of employees through these protocols:

1. Employees will be provided training in raw product handling and personal hygiene.
2. A regular inspection of employees and their work habits will be conducted. Violations of defined personal hygiene practices will be handled as disciplinary violations.

**Figure 1. Packinghouse Flow Chart.**



**Table 1 Hazard Control Plan – Leafy Vegetables**

FRESH KIST PRODUCE, LLC. HAZARD CONTROL PLAN								
LEAFY VEGETABLES								
Hazard Control Point or GAP Number	Hazard to be controlled Biological “b” Chemical “c” Physical “p”	Control Procedures		Critical Limits	Actions to be taken if deviations occurs	Responsible Group for Monitoring	Documentation	Verification
		Procedure	Frequency					
HCP 1.0 SANITARY WASH	Chlorine Levels “c” and “b”	Chlorine Test Kit	Every Hour	150 ppm ± 25 ppm	> 175 ppm, add water and retest < 100 ppm, add chlorine and retest <75ppm or >200 ppm; stop the line; adjust chlorine level to within critical limits; rework product to last check.	Quality Control Supervisor	Chlorine & pH Log Nonconformance Log	QA Manager Daily
GAP 1.1 SANITARY WASH	pH level	pH Test Kit	Every Hour	6.5 to 7.5	< 6.5 add water and retest > 7.5 add citric acid or phosphate buffer; retest <5.0 or >8.0 Stop the line; isolate product to last check; adjust pH to within critical limits; rework, evaluate, release, or destroy	Quality Control Supervisor	Chlorine and pH Log Nonconformance Log	QA Manager Daily
GAP 2.0 INSPECTION	Foreign Material - non-metal (sticks, stones, wood, glass, paper, hair, etc.)	Visual Inspection	Continuous	Tolerance	Stop the line, remove the foreign material; determine its source; evaluate the product, release, or destroy.	Quality Control Supervisor	Foreign Material Log Nonconformance Log	QA Manager Daily

Note: Mandatory visitor hygiene practices (beard nets, hairnets, limiting contact with the product, etc.) are applicable throughout this program.

Note: Employee hygiene practices and employee cross-contamination; refer to the Good Manufacturing Practices section of the QA Manual.

Note: Microbiological testing: refer to the Microbiological Testing section of the Manual.

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		Procedure	Frequency					
GAP 3.0 COLD STORAGE HOLDING FINAL PRODUCT	Temperature of Room  “b”	Thermometer	Every Hour	34°F to 38°F	Determine the source of the problem; correct the problem; isolate product to last check; evaluate product temperature; release or disposition.	Quality Control Supervisor	Temperature Log  Nonconformance Log	QA Manager Daily
GAP 4.0 DISTRIBUTION	Temperature of Refrigerated Carrier  “b”	Temperature Probe	Each Truck Before Loading	34°F to 38°F	Correct the problem; retest; load when temperature limits are met or request replacement carrier.	Quality Control Supervisor	Refrigerated Carrier Log  Nonconformance Log	QA Manager Daily
GAP 4.1 DISTRIBUTION	Refrigerated Carrier Sanitation  “b”	Inspect trailer for cleanliness; off odors; and intact interior	Each truck before loading	Intact interior and no previous raw products other than fruits and vegetables	Notify Plant Manager; evaluate; release; clean or request clean replacement	Quality Control Supervisor	Refrigerated Carrier Log  Nonconformance Log	QA Manager Daily

Note: Mandatory visitor hygiene practices (beardnets, hairnets, limiting contact with the product, etc.) are applicable throughout this program.

Note: Employee hygiene practices and employee cross-contamination; refer to the Good Manufacturing Practices section of the QA Manual.

Note: Microbiological testing: refer to the Microbiological Testing section of the Manual.



**Table 2. Daily Inspection Log**

<b>FRESH KIST PRODUCE, LLC.</b>							
<b>PACKINGHOUSE</b>							
<b>DAILY INSPECTION LOG</b>							
The individual performing the inspection must initial the appropriate day box for each item completed. Supervisor must verify the inspection for the day							
Week of :	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
<b>Shipping Cooler</b>							
Floors Swept, Free of Trash, Produce Debris, Broken Pallets, & Broken Down Boxes							
Rodent Stations Clear							
Walls & Ceilings Clean & Free of Cobwebs							
Fly Curtains Clean & Intact							
Trash Cans Emptied & Clean							
Bay Doors Seal Properly (No gaps >1/4")							
<b>Product Coolers</b>							
Floors Clean, Free of Mud, Trash, & Produce Debris							
Walls, Ceilings, & Fans Clean and Free of Mold							
Inspection Aisle Maintained Around Cooler Perimeter							
Fly Curtains Clean and Intact							
Walls Free of Holes & Cracks							
<b>Processing Area</b>							
Floors Clean and Free of Trash and Produce Debris							
All Packaging Materials off of the Floor							
Walls, Ceilings, & Overhead Piping Clean and Free of Dirt & Mold							
Drains Clean and Free of Produce Debris							
Equipment Clean, Sanitized, & Free of Produce Debris							
No Temporary Repairs or Excessive Lubrication on Equipment							
Trash Cans Emptied and Cleaned							
Dip Stations Filled							
No Personal Items In Processing Areas							
All Protective Sheaths & Coverings on Overhead Lights Intact							

# FRESH KIST PRODUCE, LLC.

## PACKINGHOUSE DAILY INSPECTION LOG

The individual performing the inspection must initial the appropriate day box for each item completed. Supervisor must verify the inspection for the day

Week of :	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
<b>Maintenance Shop</b>							
Floors Clean & Free of Loose Equipment							
Walls & Ceilings Free of Dirt & Cobwebs							
Rodent Stations Clear							
Trash Cans Emptied & Cleaned							
<b>Sanitation Supply Storage Area</b>							
Floors Clean & Free of Trash							
Walls & Ceilings Clean & Free of Cobwebs							
All Sanitation Equipment Cleaned & Properly Stored							
Employee Boots, Gloves, Goggles, Aprons, etc. Properly Stored							
<b>Restrooms</b>							
Floors Clean and Free of Trash							
Sinks, Toilets, & Urinals Clean, & Working Properly							
Mirrors Clean and Intact							
Soap and Hand Towel Dispensers Full							
Trash Cans Emptied & Cleaned							
Toilet Tissue in Holders Only							
Floor Drains Cleaned							
<b>Break-room</b>							
Trash Cans Emptied & Clean							
Tables Clean							
Floors Clean & Free of Trash & Debris							
Rodent Stations Clear							
Walls & Ceilings Clean & Free of Cobwebs							
<b>Grounds &amp; Dumpster Area Adjacent to Facility</b>							
Parking Lot Near Facility Free of Trash and Potholes							

# FRESH KIST PRODUCE, LLC.

## PACKINGHOUSE DAILY INSPECTION LOG

The individual performing the inspection must initial the appropriate day box for each item completed. Supervisor must verify the inspection for the day

<b>Week of :</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>
Rodent Stations Clear							
Grounds Near Facility Free of Trash and Cigarette Butts							
Dumpster Area Free of Trash							
No Areas of Standing Water Near Facility							
Dock Area Free of Trash and Bird Activity							
<b>Supervisor Verification</b>							

Immediately notify area supervisors of any problems seen during the pre-inspection. Problems should be corrected as soon as possible. All problems in the processing area should be corrected BEFORE processing begin.



**Table x. Wash Tank Water Monitoring Log**

<b>FRESH KIST PRODUCE, LLC.</b>					
<b>WASH TANK MONITORING LOG</b>					
<b>ACCEPTABLE CHLORINE LEVEL IS 150 PPM ± 50 PPM (total CHLORINE), ORP ≥650 mV. CHECK EVERY TWO HOURS. WEEK OF:</b>					
<b>Date</b>	<b>Time</b>	<b>Chlorine Level (ppm)</b>	<b>ORP Level (mV)</b>	<b>Corrective Action Taken</b>	<b>Init.</b>
<b>SUPERVISOR VERIFICATION</b>					
<b>COMMENTS</b>					

**Table x. Hand Dip Monitoring Log**

<b>FRESH KIST PRODUCE, LLC.</b>								
<b>HAND DIP MONITORING LOG</b>								
ACCEPTABLE CHLORINE LEVEL IS 150 PPM ± 50 PPM (total CHLORINE). ACCEPTABLE IODINE LEVEL IS 20-25 PPM. CHECK EVERY TWO HOURS. WEEK OF:								
Date	Time	Station #1	Station #2	Station #3	Station #4	Station #5	Station #6	INIT
<b>SUPERVISOR VERIFICATION (Initials &amp; Date)</b>								
<b>COMMENTS</b>								

**Table x. Cold Storage Temperature Log**

<b>FRESH KIST PRODUCE, LLC.</b>					
<b>COLD STORAGE – TEMPERATURE LOG</b>					
ACCEPTABLE TEMPERATURE LEVEL IS 33°F TO 42°F. CHECK EVERY 2 HOURS.					
Date	Time	Room ID	Temp	Correction Action Taken	Initial
<b>VERIFICATION (Initials &amp; Date):</b>					
<b>COMMENTS:</b>					

**Table x. Refrigerated Carrier Condition Log**

<b>FRESH KIST PRODUCE, LLC.</b>					
<b>REFRIGERATED CARRIER - TRAILER CONDITION (SANITATION) LOG</b>					
<b>ACCEPTABLE CONDITIONS: CLEAN INTERIOR, NO OFF ODORS, INTACT INTERIOR AND NO PREVIOUS RAW PRODUCTS OTHER THAN FRUITS AND VEGETABLES. CHECK EACH CARRIER TRAILER BEFORE LOADING</b>					
<b>DATE</b>	<b>TIME</b>	<b>CLIENT</b>	<b>TRAILER CONDITION/SANITATION</b>	<b>CORRECTIVE ACTION</b>	<b>INIT.</b>
<b>VERIFICATION (Initials &amp; Date):</b>					
<b>COMMENTS:</b>					



**Table x. Employee Non-Compliance Form**

<b>FRESH KIST PRODUCE, LLC.</b>
<b>EMPLOYEE NON COMPLIANCE FORM</b>

Date:

Employee Name:

Supervisor:

Employee was found in violation of the following regulation:

---

- e.g.
- Clean clothing not worn
  - Hairnet (where appropriate), not worn properly
  - Rubber gloves not worn where appropriate
  - Wearing hand jewelry or watches in the re-packing area
  - Not using hand/gloves dip stations
  - Eating, drinking, smoking, or chewing tobacco in the re-packing area
  - Wearing smock or carrying gloves outside of processing area
  - Not using facial mask while suffering a respiratory illness
  - Unsafe use of equipment
  - Product Abuse (describe)

The Supervisor notifies the employee of the violation and explains the reasoning behind the regulation.

1st Warning (Verbal): \_\_\_\_\_ 3rd Warning (Disciplinary): \_\_\_\_\_

2nd Warning (Written): \_\_\_\_\_

**Supervisor** has given the appropriate warning: \_\_\_\_\_  
Signature Date

**Employee** understands the significance of the violation:

\_\_\_\_\_  
Signature Date

**FRESH KIST PRODUCE, LLC.**

**NUOCA LOG**  
**(NOTICE OF UNUSUAL OCCURANCE AND CORRECTIVE ACTION)**

Date: \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_

Description of Problem or Occurrence:

\_\_\_\_\_  
\_\_\_\_\_

Corrective Action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reported By: \_\_\_\_\_

Supervisor on Duty: \_\_\_\_\_



**Table x. pH Calibration Log**

<b>FRESH KIST PRODUCE, LLC.</b>																						
<b>pH CALIBRATION LOG</b>																						
<p><b>pH METER. CHECKING ACCURACY:</b> Select three buffers (4.0, 7.0 &amp; 10.0); turn on the pH meter and rinse the probe with D.I. water; introduce the probe in the 7.0 buffer solution and wait for the reading to stabilize; record it and rinse the probe with D.I. water; introduce the probe in the second buffer (4.0) and let it stabilize; record the reading for that buffer; introduce the probe in the third buffer (10.0) and let it stabilize. If third readings are within <math>\pm 0.1</math> of their buffer's spec (4.0, 7.0 &amp; 10.0) the calibration is complete. If not, then calibrate the pH meter as indicated in its manual. CHECK EVERY DAY.</p>																						
<b>WEEK OF:</b>																						
pH METER #	Mon			Tues			Wed			Thurs			Fri			Sat			Sun			Verif. Initials
	Buffer			Buffer			Buffer			Buffer			Buffer			Buffer						
	4	7	10	4	7	10	4	7	10	4	7	10	4	7	10	4	7	10	4	7	10	
#1																						
#2																						
#3																						
#4																						
Initials																						
<b>COMMENTS:</b>																						

**Table x. Thermometer Calibration Log**

<b>FRESH KIST PRODUCE, LLC.</b>				
<b>THERMOMETER CALIBRATION LOG</b>				
CALIBRATE THERMOMETERS EACH WEEK THERMOMETER SHOULD READ 32°F OR 0°C WHEN PLACED IN ICE WATER CALIBRATE AS INDICATED IN USER'S MANUAL.				
<b>Date</b>	<b>Time</b>	<b>Ice Water Temp.</b>	<b>Corrective Action Taken</b>	<b>Initial</b>
<b>VERIFICATION</b>				
<b>COMMENTS</b>				



**Table x. Pest Control Log**

<b>FRESH KIST PRODUCE, LLC.</b>					
<b>PEST CONTROL LOG</b>					
<b>CHECK THE RODENTS TRAPS/BAIT STATION AND INSECTOCUTERS THREE TIMES WEEKLY. REGISTER CONDITION (WELL PLACED, INTACT, ETC) AND/OR FINDINGS. IF THERE IS A FINDING, REMOVE AND/OR REPLACED TRAP. CLEAN AS REQUIRED.</b>					
<b>Date</b>	<b>Time</b>	<b>Station #</b>	<b>Condition</b>	<b>Findings</b>	<b>Init</b>
<b>VERIFICATION (Initials &amp; Date):</b>					
<b>COMMENTS:</b>					

# PACKINGHOUSE TESTING PROGRAM

## INTRODUCTION

Microbial and chemical monitoring is designed to assure that waters (i.e. ice, sanitary wash waters, etc.) used in the washing and packing of produce meets all regulatory and client safety and quality standards. Frequency will depend on the reliability of the source (i.e. municipal, enclosed wells, surface waters, etc.). The abnormal presence of microbiological organisms or chemicals in water samples will trigger an immediate search for the identification of the source and institute appropriate remedial methods. Likewise, alterations in the sanitation program and microbiological sampling are added as the monitoring and analysis dictate.

**Table x. Water Sampling Log – Facility Water and Ice.**

SOURCE WATER AND ICE SAMPLING LOGS			
Identification Number	Analyses Requested <sup>1</sup>	Date	Sample Description

<sup>1</sup> Standard microbial test include *E. coli* and total coliform. Contact your analytical service provider for suggestions regarding additional microbial tests or chemical tests.

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## **BEST MANAGEMENT PRACTICES FOR CONTROL OF MICROBIAL HAZARDS**

### **Packinghouses**

Good employee hygiene is very important. Employees training, health monitoring, and constant monitoring of sanitary practices (hand washing, personal hygiene) are an important part in reducing product contamination by employees.

A pest-control program should be in place to reduce, as much as possible, the risk of contamination by rodents or other animals. Product and/or product remnants will attract pests; therefore, the daily cleaning of the facility to eliminate the attractive food source will help in reducing pest activity.

In plant cooling facilities could have the potential for developing microbial growth on walls, tunnels, ceilings, floors, doors, or drains. Scheduled wash down and/or sanitizing of the facility may reduce the potential for microbial growth. The cooling system should be monitored and cleaned as necessary depending on the type of system.

Maintenance of proper holding room temperature could affect product quality, and could be a factor in reducing microbial growth. Temperature should be monitored in order to insure maintenance at established product temperature parameters.

The following checklist summarizes the areas that offer the best opportunities for control and/or reduction of microbial contamination.

## Microbial Contamination Prevention Checklist

	<u>OK</u>	<u>Needs Attention</u>
<b>A. Product Wash Water</b>		
1. Is the water supplied from a clean source?	_____	_____
2. If chlorinated water is used, is the chlorine level of the water maintained at specified levels?	_____	_____
3. Is re-circulated water changed on a regular basis?	_____	_____
4. Is there a water change log and are there pH and chlorine test records?	_____	_____
<b>B. Employees</b>		
1. Are employees trained in good sanitary practices?	_____	_____
2. Are employees monitored for obvious health problems?	_____	_____
3. Are employees monitored to ensure good sanitary practices?	_____	_____
4. Are toilet facilities maintained in clean and sanitary condition?	_____	_____
5. Are rest rooms/wash facilities supplied with antibacterial soap and disposable hand drying towels?	_____	_____
6. Are there employee-training materials and are they utilized?	_____	_____
7. Is there a cleaning crew checklist?	_____	_____
<b>C. Pest Control</b>		
1. Is there evidence of pest populations?	_____	_____
2. Is there product residue that has not been cleaned up that may be attracting the pests?	_____	_____
3. Have all potential nesting or hiding places for pests been eliminated and/or cleaned?	_____	_____
1. Is there a pest control log	_____	_____
<b>D. Cooling Facility and System</b>		
1. Can the temperature be maintained at the proper levels?	_____	_____
2. Are evaporators, drains, drain lines, and reservoirs cleaned on a scheduled basis?	_____	_____
2. Are walls, floors, and tunnels cleaned on a scheduled basis?	_____	_____
4. Is there any evidence of dirt, mold or slime formation on the cases, cages, fans or in the drain pans?	_____	_____

5. Is there a cleaning procedure manual? \_\_\_\_\_

6. Is there a training manual? \_\_\_\_\_

7. Is there a cleaning crew checklist? \_\_\_\_\_

**E. Packing Supplies**

1. Are supplies clean and in good working condition? \_\_\_\_\_

2. Is there a scheduled replacement of worn or soiled items? \_\_\_\_\_

3. Is there a supply of replacement items in stock? \_\_\_\_\_

4. Is there a daily crew checklist? \_\_\_\_\_

**F. Product Temperature Maintenance**

1. Is the cold room equipment and system capable of maintaining the finished product at proper temperatures? \_\_\_\_\_

2. Is the product temperature at the proper level? \_\_\_\_\_

3. Is there a cold room temperature log? \_\_\_\_\_

## **GOOD MANUFACTURING PRACTICES**

FRESH KIST PRODUCE, LLC. incorporates Good Agricultural Practices and Good Manufacturing Practices as a system. This concept is based on teamwork, continuous operation improvement, and three-way communication between management, sales and production employees. Quality improvement teams have been organized to address issues of finished product checks, working conditions, waste control, equipment maintenance, operation efficiency, safety in facilities, sanitation, employee personal hygiene, etc., and to encourage all employees to utilize their talents in helping to maintain and/or improve product quality. The management at FRESH KIST PRODUCE, LLC. believes that these measures will ensure that the finished product meets the highest standard of quality for the customer's end use.

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4. Employees should be instructed to inform the supervisor when the bathroom facilities' water, soap or towels need to be replenished.
5. During food handling, habits such as spitting, scratching the head or other body parts should be prohibited.
6. The mouth and nose should be covered when coughing or sneezing.
7. The hands should be washed after visiting the toilet, using a handkerchief, smoking, eating, handling soiled utensils or articles, handling money, etc.

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- 
2. A regular inspection of employees and their work habits will be conducted. Violations of defined personal hygiene practices will be handled as disciplinary violations.

**Table 1. Good Manufacturing Practices Chart**

<b>FRESH KIST PRODUCE, LLC.</b>			
<b>GOOD MANUFACTURING PRACTICES CHART</b>			
<b>DESCRIPTION</b>	<b>RISK ASSOCIATED</b>	<b>OBSERVATIONS</b>	<b>PREVENTIVE MEASURE</b>
WORKER HEALTH	Microbial contamination of products, packing material, and food contact surfaces “B”	Worker with a boil, sore or infected wound can contaminate the product.	Worker Hygiene Policies. Avoid sick employees working in contact with food or food contact surfaces. Small wounds can be covered with a sanitary towel and latex glove.
WORKER HYGIENE & HABITS	Cross contamination of product, packing materials, and food contact surfaces “B”	Poor worker hygiene and habits can cause contamination with human pathogens.	Worker Hygiene Policies (use of aprons, gloves, hairnets, etc.) Training and Education GMP signs will enforce this practices
WOOD ITEMS	Cross contamination of product. “B”	Wood material can be a source of microorganism harborage, because of their porous surface that cannot be cleaned.	Replace wood items for plastic ones, where possible. Do not use wood pallets for wet product. If you must use wood pallets, maintain them in a good condition. Implement a pallet inspection program.
<b>DESCRIPTION</b>	<b>RISK ASSOCIATED</b>	<b>OBSERVATIONS</b>	<b>PREVENTIVE MEASURE</b>
MANUAL HANDLING OF PRODUCT	Microbial contamination introduced by an employee. “B”	Worker’s hands can contaminate product, food contact surfaces or packing material if they are not properly washed.	Training and Education in proper hand-washing technique. Place GMP signs to enforce hand washing. Place hand-dip stations along the

## FRESH KIST PRODUCE, LLC.

### GOOD MANUFACTURING PRACTICES CHART

			packing and receiving area.
MANUAL HANDLING OF PRODUCT	Chemical Contamination of the product. “C”	Skin lotions, nail polish, etc. can be a potential source of contamination.	Training & Education. Company Policies about the use of these items. GMP signs have to be posted to enforce these practices.
PACKING MATERIALS	Contamination of packing materials “P”, “C”, “B”	Improper handling of packing material can contaminate the product.	Cover packing material to protect it against of dust and condensate. Packing material cannot be stored directly on the floor.
PEST CONTROL	Microbial and/or physical contamination of product, packing material, equipment, items “P” & “B”	Birds, rodents and insect can contaminate product, packing materials, and food contact surfaces.	Pest Control Program in place with monitoring activities recorded. Cleaning and maintenance of the building to avoid harborage.
LUBRICATION OF MOTORS, CHAINS AND NUTS.	Chemical contamination “C”	Lubricant coming from motors and chains could be a source of contamination	Use only food grade lubricants. Avoid excessive lubrication. Do not place them over the line and if this is not possible place catch pans below.
DESCRIPTION	RISK ASSOCIATED	OBSERVATIONS	PREVENTIVE MEASURE
MAINTENANCE OF THE EQUIPMENT	Chemical contamination of the product caused by paint, excessive oil & grease. “C”	Flaking paint and corrosion of the equipment	Good maintenance of the equipment including the replacement of parts in bad conditions. Use just epoxy paint.
COOLING STORAGE	Microbiological Contamination “B”	Cross contamination by other products, defrost water, residues and dirtiness.	Do not store wet and dry products together; Do not store wet product with water from different sources. Clean waste materials regularly.
REFRIGERATED TRANSPORT	Microbiological contamination “B”	Cross contamination, condensation, environmental contamination	Do not store wet and dry product together; check pallets, freight elevators and racks. Do not permit

**FRESH KIST PRODUCE, LLC.**

**GOOD MANUFACTURING PRACTICES CHART**

			condensation fall on the product inspection, cleanliness and sanitation
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Note: "B" Biological Risk  
"C" Chemical Risk  
"P" Physical Risk

# **Fresh Kist Produce, LLC. Employee Educational Outline**

**for**

## **Packinghouse Employees**

At Fresh Kist Produce, LLC., the General Supervisor has the responsibility to assign the fulfillment of Good Manufacturing Practices to all the employees. He/she must be qualified to understand the company's goals.

The company must be sure that supervisors and employees receive proper training and techniques to handle food products, food safety principles and to understand the hazards caused by having inefficient employee hygiene. They have to follow a training program and attend sessions based on a set schedule.

The company has to make sure everybody follows all regulations. The following list indicates all the points about personal hygiene and other practices that must be included in the training program and followed.

1. Daily Shower
2. Washed Hair
3. Clean and neatly trimmed nails
4. Clean uniform and clothing
5. Proper use of hairnets
6. Proper use of beard nets; mustache must be trimmed
7. Hands must be washed after:
  - Coughing and sneezing
  - Using the restrooms
  - Smoking
  - Taking breaks
  - Before entering the line or working area
  - Handling dirty containers or garbage disposals
  - Handling non-food products
  - Using the telephone.
8. Do not carry pens, pencils, etc., in the pockets of your shirt or blouse. Ideally, clothes used in the packing do not have any pockets above the waist.
9. Remove all unsecured jewelry and other objects that might fall into the product, equipment and containers.
10. Store clothing or other personal belongings in areas other than where food is exposed or where equipment or utensils are washed.
11. Confine eating food, chewing gum, drinking beverages, or using tobacco to areas other than where food may be exposed or where equipment or utensils are washed.
12. Glass, bottles, cups, glasses or any item made of glass will not be allowed in the production or packing areas.
13. Security rules are going to be observed. Running, jumping, improper use of forklifts and trucks are prohibited.
14. Wear special shoes and uniform as it is indicated (including goggles ).

15. Each worker is responsible for the cleanliness of his working area. Avoid dust, food accumulation, garbage or any other cause of contamination.
16. Flush toilet every time you use it.
17. Doors and windows must have screen protectors and remain closed at all times.
18. Bins containing product in process must remain closed and covered.
19. Do not wear long hair or “fuzzy” sweaters inside production areas. If somebody is wearing this kind of cloth, it must be covered with a proper uniform.
20. Nail clippers are prohibited
21. Do not leave tools or parts to be repaired near production areas.
22. Eliminate any product that has come in contact with the floor.
23. This list can be extended depending on the necessity of the company. Supervisor will take care of this considerations

**These suggestions related to Good Manufacture Practices will be given to each employee. They will have to read them and confirm their agreement to follow these rules with a personal signature.**

**Summary:**

Our company ensures that supervisors and employees receive continuous education and training about food safety regulations:

1. Supervisor must be qualified to understand and enforce these regulations.
2. The company will offer seminars about personal hygiene to all workers handling food directly.
3. Post signs to remind everyone of the hygiene rules.
4. Assign supervisors to ensure all personnel follow the company policies.

**Table 2. Employee Education & Training Log**

<b>FRESH KIST PRODUCE, LLC.</b>	
<b>EMPLOYEE EDUCATION AND TRAINING LOG</b>	
<b>PACKINGHOUSE</b>	
<b>Date: Trainer: The following employees were present:</b>	<b>Topic: Materials:</b>
1	21
2	22
3	23
4	24
6	25
6	26
7	27
8	28
9	29
10	30
11	31
12	32
13	33
14	34
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16	36
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## **SECTION C**

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# SANITATION MANAGEMENT PROCEDURES

## GENERAL SANITATION (CLEANING) INSTRUCTIONS

Cleaning procedures must be done consecutively. It is very important that the work flows from the top (ceilings, etc.) down to the floor. This will prevent food and/or soiled water from splashing onto equipment or surfaces that have already been cleaned before the work is started on areas below. Floors and drains are to be sanitized at the very end of the sanitizing process.

It is imperative that all operations, in adjacent or nearby areas, be sequenced and timed so all major stages of the sanitation process can be completed at the same time. These would include dry cleaning, rinsing, foaming with a detergent, rinsing, and sanitizing. Poor results will be the reward if these operations compete with or cancel each other. For example, if one worker completes a sanitized step and an adjacent worker washes off the sanitizer, the first worker's effort is wasted.

Maintenance of the equipment is to be completed prior to beginning the sanitation process. If maintenance must be completed after the equipment has been sanitized, the equipment must be re-cleaned and re-sanitized. When lubricating a piece of equipment, avoid applying excessive amounts of lubricating grease. Excessive grease must be removed and the area wiped clean.

Do not splash water from the drains onto the equipment. Many undesirable forms of bacteria and filth may be present in the drains.

## SANITATION CHEMICALS

The chemicals used for sanitation are to be treated with respect at all times. Become familiar with the labels of the products to be handled. Handling means opening or closing, mixing, loading, and/or applying the concentrate, or working solutions of the product(s). Strictly adhere to all precautionary statements and mixing instructions. You need to protect yourself, the food, the equipment, and the packaging materials when you are using these products.

### *Protect Yourself*

- Familiarize yourself with the product's Material Safety Data Sheets (MSDS). When handling these materials, wear appropriate safety equipment and clothing as required by the product label(s).

### *Protect the Food*

- Do not store your raw ingredients or packing materials together with cleaning or sanitizing products. Protect the food and packing materials from exposure to these chemicals.

### *Protect the equipment*

- Use the correct chemical(s) for the job at hand. Using an incorrect product(s) may etch or otherwise damage the equipment finish.

## CLEANING AND SANITIZING

The objective in cleaning is to remove all the food and/or food residues, so that the sanitizer can be free to destroy microorganisms found on the food contact surfaces and in the facility environment. Good cleaning includes the following:

1. Placement of waterproof coverings over electrical motors, electrical boxes, etc.
2. Removal of as much dry residue as possible by dry-cleaning.
3. Rinsing equipment from the top down.
4. Foam with the correct detergent. For ceilings, overhead fixtures, walls, etc. begin at the top and work downward. For equipment, begin at the bottom and work upward.
5. Do not allow the detergent foam to dry on the equipment.
6. Rinse with water beginning at the top and working downward.
7. Inspect your areas for any food particles or remaining soil residues. Re-clean any areas where food or soil remnants are identified.
8. Apply the correct sanitizer. For ceilings, overhead fixtures, walls, etc. begin at the top and work downward. For equipment, begin at the bottom and work upward.
9. Remove the coverings, which were placed over the electrical motors, electrical boxes, etc.

## SANITATION STANDARD OPERATING PROCEDURES

### Forklifts

#### Safety Precautions:

1. Always wear appropriate protective clothing whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

#### **Chemicals required for cleaning and sanitation of the forklifts.**

Category	Type	Formulation
Rinse	Potable Water	
Cleaner	Foaming Degreaser Detergent	Per Label Instructions
Sanitizer	Quaternary Ammonia	Per Label Instructions

#### Recommended Cleaning Procedure:

#### MONTHLY

- Turn the Key to the OFF position. Set the Hand Brake to the ON position.
- Cover the control panel with a plastic covering to ensure no splash of water effects electrical components.
- Remove any accumulated produce residue from the Forklift by dry cleaning.
- Rinse the Forklift.
- Use cleaner and/or degreaser to remove heavy soils.
- Rinse the Forklift
- Remove any plastic coverings.
- Wipe by hand all areas covered by plastic.
- Apply sanitizer solution.
- Allow to air dry.

# SANITATION STANDARD OPERATING PROCEDURES

## Belt Conveyors

### Safety Precautions:

1. Always wear goggles or a full-face shield whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.
5. Wear a wet suit (rain slickers), rubber boots, rubber gloves and a plastic hard hat.
6. Place plastic bags over electrical motors, electrical boxes, connections, etc. Remove the bags after the work is completed. DO NOT use product bags, plastic packaging film, or other packaging materials.

### **Required Chemicals:**

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

### Recommended Cleaning Procedure:

#### DAILY

- Remove any accumulated produce by dry cleaning.
- Rinse both the upper and lower side of the belt lines. Also, rinse between the belt line and the supporting framework. Rinse the supporting framework.
- While running the belt line slowly, soap, scrub, rinse and sanitize both the upper and the lower sides of the inclined belt lines, including the supporting framework.
- Allow to air dry.

#### WEEKLY

- Remove any accumulated produce by dry cleaning.
- Rinse both the upper and lower sides of the belt lines. Also, rinse between the belt lines and the supporting framework. Rinse the supporting framework.
- Remove the belts from their belt lines and temporarily store them in a clean receptacle.
- Soap scrub and rinse the interior portions of the supporting belt line framework normally concealed by the belts.
- Replace the belts.
- While running the belt lines slowly, soap, rinse and sanitize both the upper and lower sides of the belt lines, and all parts of the conveyor, including the supporting framework.

Note: Brushes and any other cleaning utensils used to clean the belt lines or supporting framework must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

## SANITATION STANDARD OPERATING PROCEDURES

### Wash Tanks

#### Safety Precautions:

1. Always wear goggles or a full-face shield whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.
5. Wear a wet suit (rain slickers), rubber boots, rubber gloves and a plastic hard hat.
6. Place plastic bags over electrical motors, electrical boxes, connections, etc. Remove the bags after the work is completed. DO NOT use product bags, plastic packaging film, or other packaging materials.

#### Required Chemicals:

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions
Cleaner	Acid		Per Label Instructions

#### Recommended Cleaning Procedure:

##### DAILY

- Remove the drain plug and drain the contents of the tank.
- Dry-clean any remaining produce residues from the tank.
- Rinse the interior, exterior, and supporting framework of the wash tank to remove any remaining produce residues.
- Rinse, soap, scrub, rinse, and sanitize the interior, exterior and supporting framework of the wash tank.
- Re-install the drain plug.
- Allow to air dry.

##### WEEKLY

- Drain the water from the product wash tank.
- Dry-clean and remaining product residues.
- Rinse the interior, exterior and supporting framework to remove any remaining produce residues.

- Apply a thin coating of acid to the stainless steel interior of the wash tank. Allow the acid to stand for 5-10 minutes.
- Thoroughly rinse, followed by application of soap, and then rinses the interior, exterior, and supporting framework of the wash tank.

Note: Brushes and any other cleaning utensils used to clean the belt lines or supporting framework must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

## SANITATION STANDARD OPERATING PROCEDURES

### Recycled Water Tank

#### Safety Precautions:

1. Always wear goggles or a full-face shield whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.
5. Wear a wet suit (rain slickers), rubber boots, rubber gloves and a plastic hard hat.
6. Place plastic bags over electrical motors, electrical boxes, connections, etc. Remove the bags after the work is completed. DO NOT use product bags, plastic packaging film, or other packaging materials.

#### Required Chemicals:

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions
Cleaner	Acid		Per Label Instructions

#### Recommended Cleaning Procedure:

##### DAILY

- Drain flume of any contents.
- Dry-clean any remaining produce residues from the tank.
- Rinse the interior, exterior, and supporting framework of the wash tank to remove any remaining produce residues.
- Rinse, soap, scrub, rinse and sanitize the interior, exterior and supporting framework of the wash tank.
- Re-install the drain plug.
- Allow to air dry.

##### WEEKLY

- Drain the water from the flume.
- Dry-clean and remaining product residues.
- Rinse the interior, exterior and supporting framework to remove any remaining produce residues.

- Apply a thin coating of acid to the stainless steel interior of the wash tank. Allow the acid to stand for 5-10 minutes.
- Thoroughly rinse, followed by application of soap, and then rinses the interior, exterior, and supporting framework.
- Sanitize the interior and exterior of the flume.

Note: Brushes and any other cleaning utensils used to clean the belt lines or supporting framework must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

# SANITATION STANDARD OPERATING PROCEDURES

## Packing Tables

### Safety Precautions:

1. Always wear goggles or a full-face shield whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.
5. Wear a wet suit (rain slickers), rubber boots, rubber gloves and a plastic hard hat.
6. Place plastic bags over electrical motors, electrical boxes, connections, etc. Remove the bags after the work is completed. DO NOT use product bags, plastic packaging film, or other packaging materials.

### Required Chemicals:

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

### Recommended Cleaning Procedure:

#### DAILY

- Remove any accumulated produce by dry cleaning.
- Rinse table and the supporting framework.
- Apply soap, scrub, rinse and sanitize both the exterior surfaces including the supporting framework.
- Allow to air dry.

Note: Brushes and any other cleaning utensils used to clean the belt lines or supporting framework must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

## SANITATION STANDARD OPERATING PROCEDURES

### Skate Conveyors

#### Safety Precautions:

1. Always wear goggles or a full-face shield whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.
5. Wear a wet suit (rain slickers), rubber boots, rubber gloves and a plastic hard hat.
6. Place plastic bags over electrical motors, electrical boxes, connections, etc. Remove the bags after the work is completed. DO NOT use product bags, plastic packaging film, or other packaging materials.

#### Required Chemicals:

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent	Foam & Clean	Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

#### Recommended Cleaning Procedure:

#### DAILY

- Remove any accumulated produce by dry cleaning.
- Rinse, apply detergent, scrub, rinse and sanitize the exterior surfaces.
- Allow to air dry.

Note: Brushes and any other cleaning utensils used to clean the belt lines or supporting framework must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

# SANITATION STANDARD OPERATING PROCEDURES

## Crates & Totes

### Safety Precautions:

1. Always wear goggles or a full-face shield whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.
5. Wear a wet suit (rain slickers), rubber boots, rubber gloves and a plastic hard hat.
6. Place plastic bags over electrical motors, electrical boxes, connections, etc. Remove the bags after the work is completed. DO NOT use product bags, plastic packaging film, or other packaging materials.

### Required Chemicals:

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent	Foam & Clean	Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

### Recommended Cleaning Procedure:

#### DAILY

- Move crates to an area where they can be cleaned without splashing any product or supplies.
- Protect all remaining products and supplies in adjacent areas. Use plastic covers as protection.
- Remove any trash from the crates. Remove trash can to dumpster.
- Remove any accumulated produce by dry cleaning and remove to dumpster.
- Using low-pressure water ONLY, rinse entire crate surface to remove any soil buildup
- Apply cleaner to entire crate surface area, scrub, rinse, and apply sanitizer..
- Squeegee floors to remove excess water
- Remove all plastic coverings.

Note: Brushes and any other cleaning utensils used to clean the belt lines or supporting framework must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

## **SANITATION STANDARD OPERATING PROCEDURES**

### **Facility Floors**

#### Safety Precautions:

1. Always wear appropriate protective clothing whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

#### **Chemicals required for cleaning and sanitation of the facility floors.**

<b>Category</b>	<b>Type</b>	<b>Product Name</b>	<b>Formulation</b>
Rinse	Potable Water		
Cleaner	Foaming Degreaser Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

#### Recommended Cleaning Procedure:

##### DAILY

- Pick up all trash from floors and remove to trash can. Remove trash can to dumpster.
- Remove any accumulated produce by dry cleaning and remove to dumpster.
- Using low-pressure water ONLY, rinse entire floor surface to remove any soil buildup. Wash out drains.
- Apply cleaner to entire floor surface area. Scrub areas with a brush or broom. Scrub drain grates too.
- Rinse floor and drains.
- Apply sanitizer to floors and drains.
- Squeegee floors to remove excess water.

Note: Brushes and any other cleaning utensils used to clean the facility floors or supporting framework must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the bathroom floors, bathrooms, etc.

# SANITATION STANDARD OPERATING PROCEDURES

## Facility Walls

### Safety Precautions:

1. Always wear appropriate protective clothing whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear appropriate goggles when using compressed air.

### **Chemicals required for cleaning and sanitation of the facility walls.**

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Foaming Degreaser Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

### Recommended Cleaning Procedure if walls are made of cleanable material:

#### MONTHLY

- Place plastic coverings over electrical motors, electrical boxes, electric controls, etc. Move non-permanent fixtures away from walls and off the floor.
- Start at the top of wall and work to bottom
- Remove any accumulated produce by dry cleaning.
- Using low-pressure water ONLY, rinse entire wall surface to remove any soil buildup.
- Apply cleaner to entire wall surface area. Scrub areas with a brush or broom as needed.
- Rinse walls.
- Apply sanitizer to walls.
- Remove all plastic coverings.

### Recommended Cleaning Procedure if walls not made of cleanable material:

#### MONTHLY

- Start at the top of wall and work to bottom dry brushing problem areas as required

Note: Brushes and any other cleaning utensils used to clean the facility walls or supporting framework must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

## SANITATION STANDARD OPERATING PROCEDURES

### Facility Floor Drains

#### Safety Precautions:

1. Always wear appropriate protective equipment whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

#### **Chemicals required for cleaning and sanitation of the facility floor drains.**

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Cleaner	Foaming Degreaser Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

#### Recommended Cleaning Procedure:

##### DAILY

- Remove any accumulated produce by dry cleaning and remove to dumpster.
- Remove the drain grates and covers.
- Using low-pressure water **ONLY**, rinse entire drain surface to remove any soil buildup.
- Replace drain grates and covers.

##### WEEKLY

- Remove any accumulated produce by dry cleaning and remove to dumpster.
- Remove the drain grates and covers.
- Using low-pressure water **ONLY**, rinse entire drain surface to remove any soil buildup.
- Apply cleaner to entire drain surface area. Scrub areas with a brush. Scrub drain grates too.
- Rinse drains.
- Apply sanitizer to drains.
- Replace drain grates and covers.

Note: Brushes and any other cleaning utensils used to clean the facility floor drains must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.

## SANITATION STANDARD OPERATING PROCEDURES

### Ceilings and Overhead Lamps and Pipes

#### Safety Precautions:

1. Always wear appropriate protective equipment whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

#### **Chemicals required for cleaning and sanitation of the ceiling and overhead lamps and pipes.**

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Cleaner	Foaming Degreaser Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

#### Recommended Cleaning Procedure:

#### ANNUALLY

- Place plastic coverings over electrical motors, electrical boxes, electric controls, etc. Move non-permanent fixtures out from under overhead equipment.
- Start at one point and work out or away from that point.
- Using low-pressure water ONLY, rinse entire surface to remove any soil buildup.
- Apply cleaner to entire surface area. Scrub areas with a brush as needed.
- Rinse surface.
- Apply sanitizer to surface.
- Remove all plastic coverings.

Note: Brushes and any other cleaning utensils used to clean the ceilings, overhead lamps, and pipes must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

# SANITATION STANDARD OPERATING PROCEDURES

## Cold Holding and Storage Areas

### Safety Precautions:

1. Always wear appropriate protective equipment whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

### **Chemicals required for cleaning and sanitation of the cold holding and storage areas.**

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

### Recommended Cleaning Procedure:

#### WEEKLY

- Remove all product, equipment, and supplies from the area of the Cold Room to be cleaned.
- Protect all products in adjacent areas to the area being cleaned. Use plastic covers as protection.
- Pick up all trash from floors and remove to trash can. Remove trash can to dumpster.
- Remove any accumulated produce by dry cleaning and remove to dumpster.
- Using low-pressure water ONLY, rinse entire floor surface to remove any soil buildup. Wash out drains.
- Apply cleaner to entire floor surface area, rinse floor and drains, and apply sanitizer to floors and drains.
- Squeegee floors to remove excess water
- Remove all plastic coverings.

#### MONTHLY

- Remove all product, equipment, and supplies from the area of the Cold Room to be cleaned.
- Protect all products in adjacent areas to the area being cleaned. Use plastic covers as protection.
- Pick up all trash from floors and remove to trash can. Remove trash can to dumpster.
- Remove any accumulated produce by dry cleaning and remove to dumpster.
- Start at top of walls and clean and rinse to bottom of wall. Clean floors from wall base to center or to nearby floor drain.
- Using low-pressure water ONLY, rinse entire wall and floor surface to remove any soil buildup. Wash out drains.

- Apply cleaner to entire wall and floor surface area, rinse walls, floor, and drains, and apply Sanitizer to walls, floors, and drains.
- Squeegee floors to remove excess water
- Remove all plastic coverings.

Note: Brushes and any other cleaning utensils used to clean the cold holding and storage areas must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

# SANITATION STANDARD OPERATING PROCEDURES

## Refrigeration Units

### Safety Precautions:

1. Always wear appropriate protective equipment whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

### **Chemicals required for cleaning and sanitation of the cooler room refrigeration units.**

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

### Recommended Cleaning Procedure:

#### ANNUALLY

- Disconnect the power to the refrigeration unit.
- Unscrew and remove the catch pan. Unscrew and remove the fan and if possible put them in a clean bowl holding receptacle for later cleaning.
- Place a plastic covering over the refrigeration unit electrical motor and over the cooler chamber temperature-sensing device.
- Remove all materials from the area to be cleaned.
- Pick up all trash from floors and remove to trash can. Remove trash can to dumpster.
- Using low-pressure water ONLY, rinse interior of refrigeration unit, the coils, the fan guards, and the catch pan of any soil buildup. Wash out drains.
- Apply cleaner to all surface areas.
- Rinse all surface areas.
- Apply sanitizer to all surface areas.
- Remove plastic coverings.
- Reinstall fan guards and catch pan on the refrigeration unit.

Note: Brushes and any other cleaning utensils used to clean the cooler room refrigeration units must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

# SANITATION STANDARD OPERATING PROCEDURES

## Dock Areas

### Safety Precautions:

1. Always wear appropriate protective clothing whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

### **Chemicals required for cleaning and sanitation of the cold holding and storage areas.**

Category	Type	Formulation
Rinse	Potable Water	
Cleaner	Chlorinated Alkaline Detergent	Per Label Instructions
Sanitizer	Quaternary Ammonia	Per Label Instructions

### Recommended Cleaning Procedure:

#### DAILY

- Remove all product, equipment, and supplies from the Dock Area prior to cleaning.
- Protect all products in adjacent areas to the area being cleaned. Use plastic covers as protection.
- Pick up all trash from ground and remove to trash can.
- Using low-pressure water ONLY, rinse entire dock area surface to remove any soil buildup.
- Remove all plastic coverings.

#### MONTHLY

- Remove all product, equipment, and supplies from the Dock Area prior to cleaning.
- Protect all products in adjacent areas to the area being cleaned. Use plastic covers as protection.
- Pick up all trash from ground and remove to trash can.
- Remove any accumulated produce by dry cleaning.
- Using low-pressure water ONLY, rinse entire dock area surface to remove any soil buildup. Wash out drains.
- Apply cleaner to dock area surfaces, rinse.
- Remove all plastic coverings.

Note: Brushes and any other cleaning utensils used to clean the cold holding and storage areas must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

# SANITATION STANDARD OPERATING PROCEDURES

## Facility Bathrooms

### Safety Precautions:

1. Always wear appropriate protective equipment whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

### **Chemicals required for cleaning and sanitation of the facility bathrooms.**

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions

### Recommended Cleaning Procedure:

#### DAILY

- Remove all supplies from the area to be cleaned.
- Pick up all trash from floors and remove to trash can. Remove trash can to Dumpster.
- Rinse toilets, urinals, sinks, and floors to remove any soil buildup. Wash out drains.
- Apply cleaner to sinks, toilets and floors.
- Rinse sinks, toilets and floors.
- Squeegee or mop floors to remove excess water

#### WEEKLY

- Remove all supplies from the area to be cleaned.
- Pick up all trash from floors and remove to trash can. Remove trash can to Dumpster.
- Rinse ceiling walls and light fixtures to remove any soil build.
- Apply cleaner to all surface areas.
- Rinse all surface areas.

Note: Brushes and any other cleaning utensils used to clean the bathrooms must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the equipment, utensils, etc.

## SANITATION STANDARD OPERATING PROCEDURES

### Employee Eating Areas

#### Safety Precautions:

1. Always wear appropriate protective equipment whenever handling the cleaning and/or sanitizing products.
2. Ensure that the equipment is locked out to a zero mechanical state prior to beginning work or cleaning. Unplug any electrical service cords.
3. Follow the chemical label instructions. Do not mix chemicals without appropriate supervisor authorization.
4. Wear goggles when using compressed air.

#### **Chemicals required for cleaning and sanitation of the employee eating areas.**

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

#### Recommended Cleaning Procedure:

##### DAILY

- Remove all supplies and stored items from the area to be cleaned.
- Dry clean area. Pick up all trash from floors and remove to trash can. Remove trash can to Dumpster. Sweep floor.
- Rinse chairs, tables, food preparation surfaces, exterior surface of the food appliances, and the floor to remove any soil buildup.
- Apply cleaner to all surface areas.
- Rinse all surface areas.
- Squeegee or mop floor.

##### WEEKLY

- Move all permanent fixtures away from walls and off of floor and proceed with rinse, soap, rinse, and sanitation of areas.
- Remove all materials from the cooler chamber.
- Unscrew and remove the fan guard and the catch pan assemblies. Place them in a clean holding receptacle.
- Cover the cooler chamber temperature sensing device and the motor with plastic coverings.
- Rinse, soap, rinse, and sanitize the interior of the cooler chamber, the coils, the fan guards, and the catch pan.
- Remove all plastic coverings.
- Reinstall the fan guards and the catch pan on the cooler chamber.

Note: Brushes and any other cleaning utensils used to clean the employee eating areas must be identified for this use and stored separately from brushes, or any other cleaning utensil used to clean the floors, bathrooms, etc.

## SANITATION MANAGEMENT PROCEDURE

### Material Data Safety Sheets

Attach sheets for each of the following:

#### Chemicals required for cleaning and sanitation.

Category	Type	Product Name	Formulation
Rinse	Potable Water		
Cleaner	Chlorinated Alkaline Detergent		Per Label Instructions
Cleaner	Foaming Degreaser Detergent		Per Label Instructions
Sanitizer	Quaternary Ammonia		Per Label Instructions

**Table x. Master Sanitation Schedule**

<b>FRESH KIST PRODUCE, LLC.</b>				
<b>PACKINGHOUSE</b>				
<b>MASTER SANITATION SCHEDULE</b>				
Initial the correct box after cleaning and sanitation is conducted. Sanitation Supervisor must verify all cleaning and sign-off on the sanitation schedule weekly				
<b>Master Sanitation Schedule</b>	Daily	Weekly	Monthly	Annually
<b><u>Equipment</u></b>				
Product Totes	XX			
Product Sorting Belts	XX	XX		
Product Waste Belts	XX	XX		
Wash Tanks	XX	XX		
Recycled Water Tanks	XX	XX		
Packing Conveyor	XX	XX		
Packing Tables	XX			
Knives	XX			
<b><u>Processing Facility Sanitation</u></b>				
Facility Floors	XX			
Facility Walls			XX	
Ceilings				XX
Packaged Produce Refrigeration Cooler Units				XX
Overhead Lamps, Pipes, etc.				XX
Floor Drains	XX	XX		
<b><u>General Sanitation</u></b>				
Bathroom Facility, Sinks, Floors, Toilets, and Urinals	XX	XX		
Employee Break Areas (Tables & Floors)	XX	XX		
<b>WEEKLY</b> Facility Floor Drains Facility Bathrooms Employee Eating Areas Cold Holding and Storage Areas				
<b>MONTHLY</b> Facility Walls Metal Non-Slip Surfaces, Walkways, etc Cold Holding and Storage Areas Dock Areas				

**FRESH KIST PRODUCE, LLC.**

**PACKINGHOUSE  
MASTER SANITATION SCHEDULE**

Initial the correct box after cleaning and sanitation is conducted. Sanitation Supervisor must verify all cleaning and sign-off on the sanitation schedule weekly

<b>Master Sanitation Schedule</b>	Daily	Weekly	Monthly	Annually
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**ANNUALLY**

Ceilings

Overhead Lamps, Pipes etc.

Refrigeration Units