

TWIN CITY PRODUCE OF SPRINGDALE, LLC



FOOD SAFETY POLICY

FOR

GOOD STORAGE AND DISTRIBUTION PRACTICES

SQF EDITION 9.0 MODULE 12

FOR FSC 26: STORAGE AND DISTRIBUTION OF FOOD PRODUCTS (GFSI JI, AND JII)

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SECTION 12.1 SITE LOCATION AND PREMISES

CLAUSE 12.1.1 PREMISES LOCATION AND APPROVAL

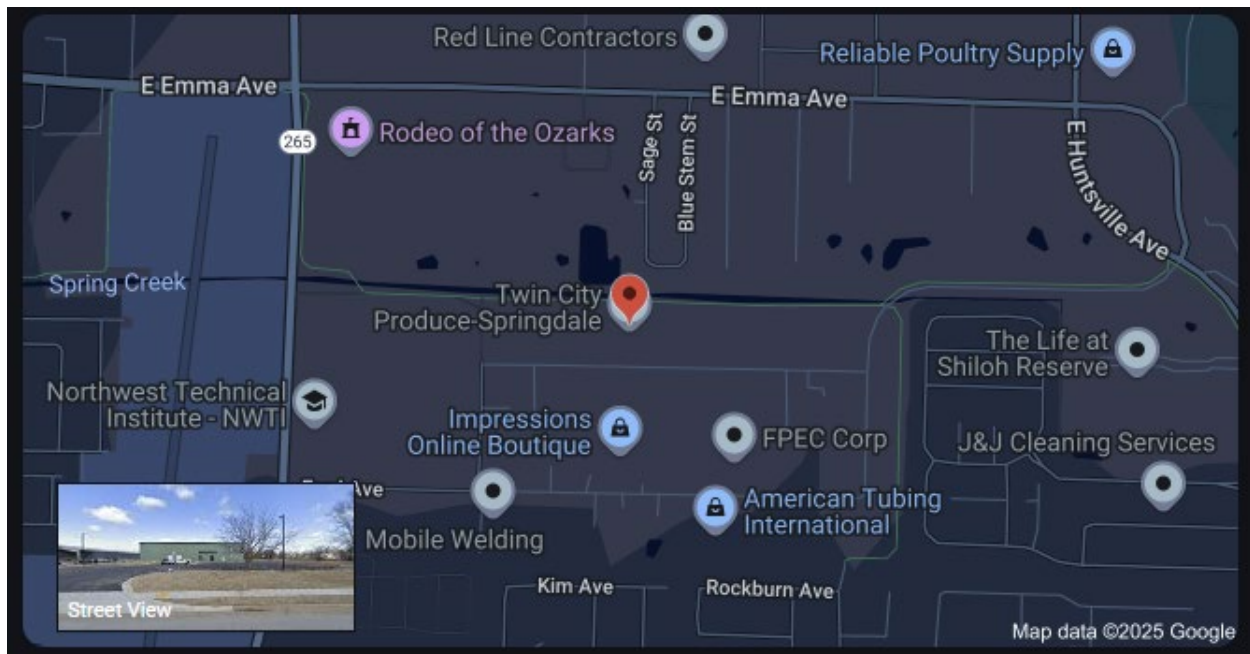
Element 12.1.1.1

The site shall assess local activities and the site environment to identify any risks that may have an adverse impact on product safety and implement controls for any identified risks. The assessment shall be reviewed in response to any changes in the local environment or activities.

The construction and ongoing operation of the premises on the site shall be approved by the relevant authority.

What We Do:

The site's location is in Springdale, Arkansas. Surrounding industries are similar in nature. There are no hazardous operations in the vicinity. Twin City's site is a newly constructed warehouse site, located at 2014 Turnbow Avenue, Springdale, Arkansas, 72764, USA:



The interior heights in warehouse areas are 22 feet to the underside of the steel joists. The refrigeration areas (coolers) are 18 feet. The site is predominantly paved with asphalt for parking and transport access on its south and east sides for shipping and receiving (incoming and outgoing). (See Appendix for site diagram). The paved areas are all sloped to drainage catch basins to prevent water accumulation. The south and east side are landscaped and maintained by the owner. We have assessed our site's location and surrounding local activities (e.g., our neighbors, any construction, etc.) and identified no risks or no interferences to the safe and hygienic operations of the site's storage and distribution of products.



How We Do It:

The site's construction and ongoing operations are legal under the zoning by-laws of Springdale and continually inspected by the local Health Authority.

The SQFP's environmental analysis is attached. The analysis found no potential chemical, biological, other form of risk to food storage and distribution, however, as a thorough risk analysis included ALL potential risks, regardless of likelihood of occurrence.

Proof We Do It:

The SSM is now the Property owner. Analysis immediately follows this section.

CLAUSE 12.1.2 BUILDING MATERIALS**Element 12.1.2.1 Floors**

Floors shall be constructed of smooth, dense, impact-resistant material that can be effectively graded, drained, is impervious to liquid, and easily cleaned. When drains are present in the warehouse, floors shall be sloped at gradients suitable to allow for the effective removal of all overflow or wastewater under normal working conditions.

What We Do:

The site's floors are constructed of smooth, dense impact resistant material that can be effectively graded, drained, impervious to liquid, and easily cleaned. Floor surfaces are concrete and painted with an approved epoxy in food processing rooms (wet and dry) and were selected for the purposes intended and comply with regulatory requirements. The general areas have an original floor sealing applied after floatation to flat surfacing.

How We Do It:

The site's floor slope to drains and their location are according to engineering requirements.

The site's floors are constructed of smooth, dense impact resistant material that can be effectively graded, drained, impervious to liquid, and easily cleaned.

Proof We Do It:

Physical Tour. The general areas have an original floor sealing applied after floatation to flat surfacing.

Element 12.1.2.2 Drains

Drains shall be constructed and located so they can be easily cleaned and do not present a hazard. Drains if located in storage and handling areas, shall be kept clean.

What We Do:

Drains are constructed and located so they can be easily cleaned and not present a hazard. Drains are cleaned according to our Sanitation Procedures.

How We Do It:

The site's drains slope according to engineering requirements. The main drain required is built into the warehouse floor and is easily accessible. The drains flows directly outside to a grass area. The sole purpose of the drain is for melting ice from food shipped in ice. The second drain is in the mop basin. The main drain is in an isolated and secure corner of the warehouse.

Proof We Do It:

The site's floor slope to drains and their location are according to engineering requirements.

Element 12.1.2.3 Waste Trap Systems

Waste trap system shall be located away from any food handling or storage area or entrance to the premises.

What We Do:

The site does not utilize waste traps.

Element 12.1.2.4 Walls, Partitions, Ceilings and Doors

Walls, partitions, ceilings, and doors shall be of durable construction. Internal surfaces shall have an even and regular surface and be impervious with a light-colored finish and shall be kept clean (refer to 12.2.5). Wall-to-wall and wall-to-floor junctions shall be designed to be easily cleaned and sealed to prevent the accumulation of food debris.

What We Do:

Walls, partitions, ceilings, and doors are of durable construction. Internal surfaces are smooth and/or impervious and shall be kept clean (refer to 12.2.5.1). Wall to wall and wall to floor junctions are designed to be easily cleaned and sealed to prevent the accumulation of food debris.

How We Do It:

All of the site's walls, partitions and doors are made of durable materials (steel, prefabricated wood doors with an impervious coating). Where applicable they are smooth (i.e., process areas) and do not absorb fluids. The site's wall joining junctions and floor to wall junctions are constructed and finished to allow full cleaning to prevent the accumulation of food debris. The food products that are manufactured in this site do not support biological or microbiological growth.

Proof We Do It:

They are all painted or pre-finished (coated steel) in light colors. Physical Tour of warehouse will reveal proper junctions and finishing.

Element 12.1.2.5 Doors

Doors shall be of solid construction. Windows shall be made of shatterproof glass or similar material, or otherwise protected.

What We Do:

Doors are made of solid construction; and windows are made of shatterproof glass or similar material.

How We Do It:

The site's doors and hatches are solidly constructed similarly to internal walls and partitions. There are no windows. Office windows are of shatterproof glass.

Proof We Do It:

Physical Tour of warehouse will reveal proper doors and windows at the site.

Element 12.1.2.6 Drop Ceilings

Drop ceilings (where applicable) shall be constructed to enable monitoring for pest activity, facilitate cleaning, and provide access to utilities.

What We Do:

Drop ceilings are additionally constructed to enable monitoring for pest activity, facilitate cleaning and provide access to utilities.

How We Do It:

We do not have an exposed drop ceiling.

Proof We Do It:

Physical Tour

Element 12.1.2.7 Product Contact Surfaces

In warehouses where food products are recouped or exposed, the product contact surfaces shall be constructed of materials that will not contribute a food safety risk.

What We Do:

We do not recoup.

How We Do It:

N/A

Proof We Do It:

N/A

CLAUSE 12.1.3 LIGHTING AND LIGHT FITTINGS**Element 12.1.3.1 Lighting in Warehouses**

Lighting in warehouses where food product is recouped or exposed shall be of appropriate intensity to enable the staff to carry out their tasks efficiently and effectively.

What We Do:

We do not recoup

How We Do It:

N/A

Proof We Do It:

See **Lighting Floor** (12.1.3.1) Diagram.

Element 12.1.3.2 Light Fixtures

Light fittings in areas where food product is recouped or exposed shall be shatterproof, manufactured with a shatterproof covering or fitted with protective covers, and recessed into or fitted flush with the ceiling.

What We Do:

N/A

How We Do It:

N/A

Proof We Do It:

See **Lighting Floor** (12.1.3.1) Diagram.

Element 12.1.3.3

Light fittings/fixtures in other areas of the warehouse where the product is covered or otherwise protected shall be designed to prevent breakage and product contamination.

What We Do:

Light fittings in other areas where product is protected is designed such as to prevent breakage and product contamination.

How We Do It:

The lights are made of shatterproof fittings/shields to prevent particulates from falling in the event of breakage. Where suspended from ceilings (i.e., warehousing) the suspension devices are of non-corrosive materials.

Proof We Do It:

The light fixture cleaning is a regular component of the equipment sanitation program to prevent product contamination (refer to 12.2.5.1).

CLAUSE 12.1.4 DUST, INSECT, AND PEST PROOFING

Element 12.1.4.1 Sealed External Windows

All external windows, ventilation openings, doors, and other openings shall be effectively sealed when closed and proofed against dust, insects, birds, and other pests. External personnel access doors shall be provided. They shall be effectively insect-proofed and fitted with a self-closing device and proper seals to protect against entry of dust, birds, and other pests.

What We Do:

There are no external windows that open; Personnel access doors all have self-locking mechanisms to prevent unattended opening along with proper signage to “Keep Door Shut”.

How We Do It:

The site’s handling areas do not have windows.

Proof We Do It:

Physical tour and site diagram support the absence of windows in the handling areas.

Element 12.1.4.2 Location of Traps

Electric insect control devices, pheromone, or other traps and baits shall be located and operate so as not to present a contamination risk to the product, packaging, containers, or processing equipment. Poison rodenticide bait shall not be used inside ingredient of product storage areas where ingredients, packaging, and product are handled, processed, or exposed.

What We Do:

Insect control devices, including any electric devices, are outlined in our pest control program, and administered by the contractor.

How We Do It:

These devices are located so as not to present a contamination risk to product, packaging, containers, or processing equipment. No poison baits are located within the warehouse.

Proof We Do It:

Review of the map and physical tour reveal the placement and type of traps used at the site.

See Rid-A-Pest Binder

CLAUSE 12.1.5 VENTILATION

Element 12.1.5.1 Adequate Ventilation

Adequate ventilation shall be provided in enclosed storage and food handling areas.

What We Do:

The site's ventilation is adequate for our intended use in all areas.

How We Do It:

The building was built with high ceilings, integrated heating, and cooling. Along with the construction of internal, climate-controlled storage coolers, the site maintains more than adequate ventilation.

Proof We Do It:

Temperature monitoring are part of the pre-op and daily inspections.

Element 12.1.5.2 Cleaning of Ventilation Equipment

All ventilation equipment and devices in product storage and handling areas shall be adequately cleaned as per 12.2.5 and effectively sealed against dust, insects, and other pests as per 12.1.4.

What We Do:

The site's ventilation for the "enclosed" areas is of sufficient design to remove accumulated heat. All fans and exhaust systems associated with ventilation are fitted with closure devices and screens so as not to cause a contamination issue.

How We Do It:

The cleaning of all of these surfaces is conducted annually and documented by the personnel assigned to this activity. All others are covered in 12.1.4.1-2.

Proof We Do It:

Cleaning of ventilation equipment is part of our Warehouse Sanitation and Cleaning SOP.

CLAUSE 12.1.6 EQUIPMENT AND UTENSILS

Element 12.1.6.1 Specifications for Equipment

Specifications for equipment and utensils and procedures for purchasing equipment shall be documented and implemented.

What We Do:

All warehouse equipment and utensils specifications and procedures for purchasing equipment are documented and implemented.

How We Do It:

We maintain a log of all equipment. The SSM is the sole equipment purchaser and decides the needs of the warehouse based on previous year's performance and immediate needs, such as vehicle replacement.

Proof We Do It:

There is a maintained file of all equipment purchased and their use in the warehouse.

Element 12.1.6.2 Equipment and Utensil Design

Equipment and utensils shall be designed, constructed, installed, operated, and maintained to meet any applicable regulatory requirements and not pose a contamination threat to products.

What We Do:

All equipment is suitable for our operations and made of materials that do not pose a contamination risk. Their design, construction and use are suitable for our operational methods.

How We Do It:

All equipment purchased is first reviewed for its safe food use. All equipment is serviced and maintained per our SOP.

Proof We Do It:

See Site Equipment Log.

Element 12.1.6.3 Equipment Storage Rooms

Equipment storage rooms shall be designed and constructed to allow for the hygienic and efficient storage of equipment and containers. Where possible, food contact equipment shall be segregated from non-food contact equipment.

What We Do:

We have a dedicated equipment bay within the warehouse and a tool shed for landscaping and repair tools is located outside within the cabana.

How We Do It:

A portion of the warehouse is specifically dedicated for the parking and charging of equipment. It is an open space within the warehouse.

Proof We Do It:

Physical tour of warehouse.

Element 12.1.6.4 Frequency of Cleaning

All equipment and utensils shall be cleaned (refer to 12.2.5.1) at a frequency to control contamination and stored in a clean and serviceable condition to prevent microbiological or cross-contact allergen contamination.

What We Do:

All equipment is cleaned (refer to 12.2.5.1) at a frequency to control contamination and stored in a clean and serviceable condition to prevent microbiological or cross-contact allergen contamination.

How We Do It:

Equipment cleaning is part of the Standard Operating Procedure for the warehouse. And Equipment is checked on the Warehouse Inspection Form.

Proof We Do It:

Review of our Equipment Cleaning and Maintenance Schedule.

Element 12.1.6.5 Vehicles Used in Handling Areas

Vehicles used in handling areas or in cold storage rooms shall be designed, cleaned, and operated so as not to present a food safety hazard.

What We Do:

Vehicles used in storage rooms are designed and operated so as not to present a food safety hazard.

How We Do It:

All employees using vehicles in handling areas or in cold storage rooms are trained to use as designed, keep clean, and operate so as not to present a food safety hazard.

Proof We Do It:

Vehicle use in the handling areas is monitored by the Warehouse Manager. All warehouse employees are either trained in use or present certification.

Element 12.1.6.6 Exposed Products

In addition to the above, locations handling exposed products and recouping products on-site shall have:

- i. Product contact equipment and utensils constructed of materials that are non-toxic, smooth, impervious and readily cleaned as per 12.2.5;
- ii. Clearly identified equipment and utensils that are used for inedible material; and
- iii. Clearly identified waste and overflow handling equipment and utensils. The waste material is discharged hygienically and according to local regulatory requirements.

What We Do:

We do not recoup, however, product contact equipment are constructed of materials that are non-toxic, smooth, impervious and readily cleaned as per 12.2.5. The equipment and utensils that are used for inedible material are clearly identified and separate from waste and overflow handling equipment and utensils, which are also clearly identified. The waste material is discharged hygienically and according to local regulatory requirements.

How We Do It:

Office and Warehouse employees are trained on the equipment approved for product contact. The product contact equipment is readily cleaned as per 12.2.5. The equipment used for inedible materials is clearly identified and separate from the food handling areas, waste, and overflow handling equipment and utensils, also clearly identified.

All waste material is hygienically discharged and in accordance with local regulatory requirements.

Proof We Do It:

See GSDP Monthly Audit, Warehouse Inspection (for equipment).

CLAUSE 12.1.7 GROUNDS AND ROADWAYS

Element 12.1.7.1 Suitable External Environment

The grounds and area surrounding the premises shall be maintained to minimize dust and kept free of waste or accumulated debris so as not to attract pests and vermin.

What We Do:

The site is kept clean from debris by staff. The grounds and areas surrounding the facility are maintained by the owner on an as needed basis throughout the year. During our routine Warehouse Inspection, the grounds and areas surrounding the facility are inspected to ensure that they are free of debris and waste that may attract pests or vermin.

How We Do It:

The Warehouse staff mow and clean as needed.

Proof We Do It:

The site is checked monthly by pest prevention contractor, annually by audit and during internal audits.

Element 12.1.7.2 Paths and Roadways

Paths, roadways, and loading and unloading areas shall be maintained so as not to present a hazard to the food safety operation of the premises.

What We Do:

Paths, roadways and loading and unloading areas are maintained so as not to present a hazard to the food safety operation of the premises.

How We Do It:

No product or pallets are permitted within the paths and roadways used for loading and unloading, when vehicles are in use for that purpose. All orders staged for delivery are done so on pallets with sufficient clearance for vehicle movement, roadways and loading and unloading areas are maintained so as not to present a hazard to the food safety operation of the premises.

Proof We Do It:

See the Workflow Map and Warehouse layout.

Element 12.1.7.3 Paths from Amenities to be Effectively Sealed

Surroundings shall be kept neat and tidy and shall not present a hazard to the hygienic and sanitary operation of the premises or provide harborage for pests.

What We Do:

The paths from bathrooms, break/lunchrooms, and office are kept neat and tidy and do not present a hazard to the hygienic and sanitary operation of the premises, or harborage for pests.

How We Do It:

Cleaning the paths from bathrooms, break/lunchrooms, and office are part of the site Cleaning and Sanitation SOP.

Proof We Do It:

See Warehouse Inspection/Monthly Internal Audit.

SECTION 12.1 SITE LOCATION AND PREMISES APPENDIX

Section 12.1 Site Location and Premises Procedures (2024-25)

12.1 Site Location and Premises Safety Procedures (24-25)

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SECTION 12.2 SITE OPERATION

CLAUSE 12.2.1 REPAIRS AND MAINTENANCE

Element 12.2.1.1 Methods and Responsibilities for Maintenance and Repair

The methods and responsibility for the maintenance and repair of facility, equipment, and buildings shall be documented, planned, and implemented in a manner that minimizes the risk of product, packaging, or equipment contamination.

What We Do:

The methods and responsibility for the maintenance and repair of our site, equipment and buildings are limited to maintenance through cleaning and monitoring of condition. Repair is minor and primarily handled by a third party. Our efforts are documented, planned, and executed to minimize the risk of contaminating product, packaging and/or equipment.

How We Do It:

The Warehouse Equipment Maintenance and Repair SOP includes a schedule for when, what, and how the warehouse equipment is to be cleaned and maintained. Its schedule and methods are designed and executed to minimize the risk of contaminating product, packaging and/or equipment.

Proof We Do It:

See Warehouse Equipment and Repair SOP, Warehouse Inspection, and Internal Audit (if NCR occurs).

Element 12.2.1.2 Routine Maintenance

The maintenance schedule shall be prepared to cover building, equipment, and other areas of the premises critical to the maintenance of product safety. Routine maintenance of the site and equipment in any food handling or storage area shall be performed according to a maintenance control schedule and recorded.

What We Do:

The maintenance schedule is prepared to cover building, equipment, and other areas of our site critical to the maintenance of product safety. Routine maintenance of the site and equipment in the food handling or storage area is performed according to our Cleaning and Maintenances SOPs. The work and frequency are recorded.

How We Do It:

Routine maintenance of our site and equipment in all food storage areas is performed according to our maintenance schedule and recorded.

Proof We Do It:

Our 12.2.1.2I: Maintenance Procedures with related charts and check sheets are used by the Warehouse Team to ensure all equipment is functioning. The Warehouse Inspection App requires the team member to walk the interior and exterior premises and document its state and to submit an NCR if any repair or cleaning is required. The reports are reviewed by the Safety Team Leader and the SQFP. When a repair order or NCR is received, the team is empowered to order or schedule repair.

EQUIPMENT CLEANING AND SANITATION SCHEDULE AND METHODS 12.1.6.4 (2025)					
Piece of Equipment	Who	Frequency	Method	Record	
Trailers/Trucks/Vehicles	Driver	Daily	Remove, clean debris	Warehouse Inspection App	
Trailers/Trucks/Vehicles	Driver	Weekly	Brush off debris, rinse with clean water if need	Warehouse Inspection App	
Trailers/Trucks/Vehicles	Driver	Monthly	Powerwash w/ Simple Green, NVIROCLEAN	Warehouse Inspection App	
FORKLIFTS 1. Clean before / after use 2. Return to Equip Storage	Warehouse/ Operator	Weekly	1. Wipe down/dust machine w/ dry cloth 2. Apply Simple Green Solution and wash 3. Wipe until clean and Dry	Warehouse Inspection App	
PALLET JACKS 1. Clean before / after use 2. Return to Equip Storage	Warehouse/ Operator	Weekly	1. Wipe down/dust machine w/ dry cloth 2. Apply Simple Green Solution and wash 3. Wipe until clean and Dry	Warehouse Inspection App	
HAND CARTS	Warehouse/ Operator	As Needed	Wipe down dry clean rag	Warehouse Inspection App	
COOLERS (Refrigeration Unit 1 and 2)	Warehouse/ Operator	Weekly	1. Wipe down/dust machine w/ dry cloth 2. Apply Simple Green Solution and wash 3. Wipe until clean and Dry	Warehouse Inspection App	
LIGHTS	Warehouse/ Operator	Yearly	Remove, clean debris, hand rinse and wash, sanitize	Warehouse Inspection App	
EXPOSED PIPING	Warehouse/ Operator	Monthly	Brush off debris, dust	Warehouse Inspection App	
Ventilation	Warehouse/ Operator	As Needed	See CASK for Mix and Use Instructions	Warehouse Inspection App	
Hot water Tank	Warehouse/ Operator	As Needed	Wipe down with dry clean rag	Warehouse Inspection App	
Compressor	Warehouse/ Operator	As Needed	Wipe down with dry clean rag	Warehouse Inspection App	
Office	Office Staff	As Needed	Wipe desk, computers, furniture down with dry clean rag, Swiffer, cleaner	Warehouse Inspection App	
Breakroom	Office/ Warehouse	As Needed	See CASK	Warehouse Inspection App	
Bathrooms	Office Staff	As Needed	Standard cleaning for sinks. See Toilet CASK	Warehouse Inspection App	
Kitchenette	Office Staff	As Needed	Standard cleaning for sinks.	Warehouse Inspection App	
Warehouse Sink	WAREHOUSE	As Needed	Standard cleaning for sinks. See Toilet CASK	Warehouse Inspection App	
Warehouse Mop Basin	WAREHOUSE	As Needed	Standard cleaning for sinks.	Warehouse Inspection App	

Item	ID No.	Purchase Date	Equipment Description
VAN 424	24	04/15/2020	2016 FORD TRANSIT CO
TRUCK 426	26	03/06/2022	2016 FORD VAN
TRUCK 427	27	07/28/2021	2014 ISUZU NQR 58
TRUCK 428	28	03/01/2021	2015 GMC SAVANA
TRUCK 434	34	08/05/2022	2013 ISUZU NQR
TRUCK 435	35	05/06/2022	2022 RAM BOX TRUCK
TRUCK 436	36	05/06/2022	2022 RAM BOX TRUCK
TRUCK 437	37	05/06/2022	2022 RAM BOX TRUCK
TRUCK 438	38	08/05/2022	2022 CHEVY 3500

Item	ID No.	Equipment Description
FORKLIFT	1	YALE
FORKLIFT	3	HYUNDAI
FORKLIFT	4	HYUNDAI
SCISSOR LIFT	A6	GENIE
PALLET JACK	9	JUNGHEINRICH PALLET JACK
PALLET JACK	7	RAYMOND
PALLET JACK	10	JUNGHEINRICH PALLET JACK
PALLET JACK	11	LPS PALLET JACK
PALLET JACK	12	LPS PALLET JACK
PALLET JACK	14	LPS PALLET JACK
PALLET JACK	15	LPS PALLET JACK
PALLET JACK	8	JUNGHEINRICH PALLET JACK
PALLET JACK	6	NOBLELIFT

Element 12.2.1.3 Failures of Facility and Equipment

Failures of facility and equipment in any food storage and handling area shall be documented, reviewed, and necessary repair incorporated into the maintenance control schedule.

What We Do:

Failures of the site and/or equipment in any food storage and handling area are documented, reviewed, and the necessary repair incorporated into the maintenance control schedule.

How We Do It:

If any equipment requires maintenance, it is taken out of use and the employee places a, “**OUT OF SERVICE**” sign on the equipment and notifies the Warehouse Manager and/or the Warehouse Safety Team Leader. Either the Manager or Team Leader completes an initial diagnosis, initiates in-house repair if possible, or schedules the repair.

If the repair is of a non-critical piece of equipment, the necessary repair is incorporated into the maintenance control schedule. If it is a critical piece of equipment, the repair is scheduled within 24 hours.

Our Warehouse Inspection and Equipment Apps record any out of service equipment and triggers a digital Work Order. When work is completed and the equipment returned to service, the App is updated and creates a date and time stamp as the maintenance record.

Proof We Do It:

The Warehouse Inspection App is a digital internal cloud-based application that can run on WIFI or cellular data. It is accessible from our Intranet, link, and QR Code. The Warehouse Safety Team Leader’s tablet is preloaded with all digital forms. The Warehouse Safety Team Leader completes the app daily and utilizes additional apps, such as Equipment Inspection App, to document any issues as they arise.

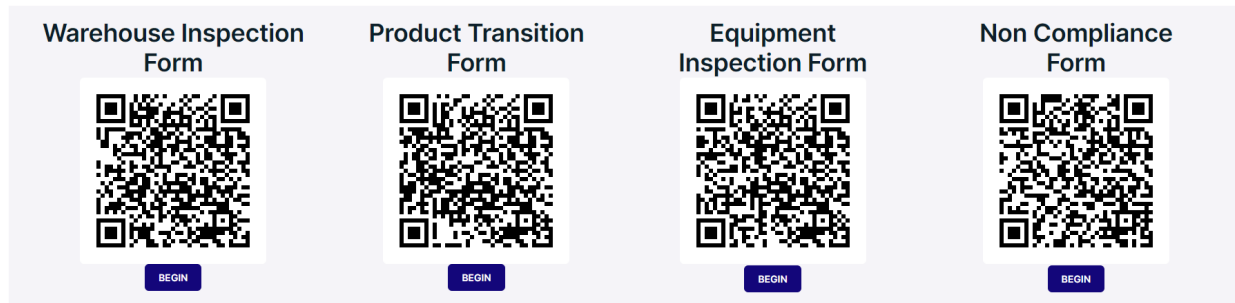
<p>01</p> <p>Warehouse Inspection Form</p> <p>Complete this at least once daily.</p>	<p>02</p> <p>Produce Waste Log</p> <p>Record all produce thrown away or set aside for the farm.</p>
<p>03</p> <p>Equipment Check</p> <p>Inspect the fleet, forklifts, and electric jacks before use.</p>	<p>04</p> <p>Temperature Monitoring</p> <p>At the start and through out the day, check the temperature in the coolers.</p>
<p>05</p> <p>LOT NUMBERS</p> <p>Routinely check receiving and orders include lot numbers. Check the pallets for lot numbers.</p>	<p>06</p> <p>Cleaning and Sanitation</p> <p>Routinely inspect the fleet, bathroom, breakroom, and</p>

Element 12.2.1.4 Notification of Maintenance Repairs

Site supervisors shall be notified when maintenance or repairs are to be undertaken in any food handling or storage area.

What We Do:

The Warehouse Manager or SSM is notified when maintenance or repairs are to be undertaken in any food handling or storage area, verbally and through digital notification.

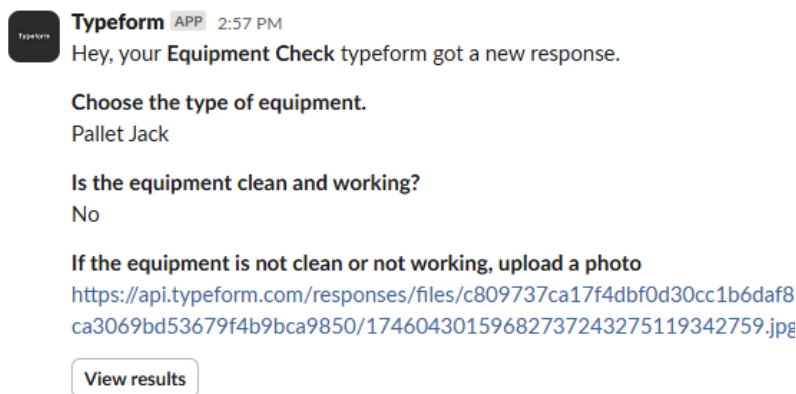


How We Do It:

Communication for repairs, scheduling repairs, and completing repairs is handled digitally. The repair need is reported in the Equipment App, with is set with an auto trigger to notify the Safety Team that an inspection has been completed. The team then can review the complete details and schedule as needed. Once a repair is complete, the equipment is returned to service, and it is documented in the app. All app results are auto populated into a cloud-based spreadsheet.

Proof We Do It:

Our small site utilizes text messaging and verbal communication for notifications. As the entire employee count is under 50. The Warehouse Manager is the primary contact for scheduling repairs and submits completed orders to the Practitioner or SSM for recordkeeping. See Equipment records.



Element 12.2.1.5 Notification of Repairs of Potential Threat

The maintenance supervisor and the site supervisor shall be informed if any repairs or maintenance pose a potential threat to product safety (e.g., pieces of electrical wire, damaged light fittings, and loose overhead fittings). When possible, maintenance is to be conducted outside operating times.

What We Do:

The Warehouse Manager and SMS are notified of any potential threat to product safety from any maintenance/repair performed in any handling or storage area. Whenever possible, repairs are conducted outside of processing hours.

How We Do It:

The contracted service providers work directly with the Warehouse Manager to schedule repairs. If any work poses a potential threat to the product or food safety, the equipment is delivered to the place of service or repaired on site, depending on the equipment.

If the repair needed is to a structured piece of equipment that cannot be moved and it is housed within the vicinity of product and the repair would pose a potential threat to product safety, all product is removed from the repair area until completed. The Warehouse Manager confirms that the repair is completed to satisfaction and all the products is safe.

Proof We Do It:

We had no Notification of Repairs of Potential Threat in the warehouse; however, it is part of the Warehouse Equipment Maintenance SOP.

Element 12.2.1.6 Temporary Repairs

Temporary repairs, where required, shall not pose a food safety risk, and shall be included in the cleaning program. There shall be a plan in place to address the completion of temporary repairs to ensure they do not become permanent solutions.

What We Do:

A temporary repair is allowed when it does not pose a food safety risk. Repairs that do not pose a risk are included in the SOP.

How We Do It:

Any equipment with a temporary repair is properly labeled with status of permanent repair listed with dates and type of repair performed and required. A Safety Team member conducts the quarterly internal audit and routinely checks equipment for temporary repairs and ensures their timely completion.

Proof We Do It:

Equipment is tagged and moved out of service and repaired in an area that is not near food product.

Element 12.2.1.7 Food Grade Lubricants

Equipment located over exposed product shall be lubricated with food grade lubricants and their use controlled to minimize the contamination of the product.

What We Do:

Any equipment located over exposed product is lubricated with food grade lubricants and their use controlled to minimize the contamination of the product.

How We Do It:

We do not currently have any equipment operating over any exposed product, as we store and distribute, versus manufacturing.

Proof We Do It:

N/A

Element 12.2.1.8 Paint

Paint used in a food handling or contact zone shall be suitable for use, in good condition (i.e., no chips), and shall not be used on any product contact surface.

What We Do:

Paint used in a food handling or contact zone is suitable for use, in good condition (i.e., no chips), and shall not be used on any product contact surface.

How We Do It:

Non-toxic paint is used in all food handling or contact zone and not on any product contact surface (see list of Maintenance chemicals and lubricants found in the maintenance area). Paint is maintained in good condition, free of peels or cracks.

Proof We Do It:

We do not paint. All painting would be handled by a third party with a food safety compliance agreement on file.

CLAUSE 12.2.2 MAINTENANCE STAFF AND CONTRACTORS**Element 12.2.2.1 Comply with Site Personnel Hygiene Requirements**

Maintenance staff and contractors shall comply with the site's personnel and process hygiene requirements (refer to 12.3).

What We Do:

Both warehouse team members (serving as maintenance staff) and contract maintenance companies performing maintenance to the site and/or equipment comply with our safe food and hygiene requirements. See 12.3I: Personnel Hygiene and Welfare Procedure with related forms and check sheets.

How We Do It:

Routing Contractors and Contract Service Providers (listed in 2.3.3.2) have agreed to our safe food and hygiene requirements as part of their contract agreement. Single service or infrequent service providers comply upon each visit at sign-in. If there is any change in the staff/s providing the contract service, a new agreement is provided and is signed.

Proof We Do It:

We have both a digital and physical sign-in at the front reception. Sign-in sheets remain in the binder until full and then transferred to Safety file under the same element name.

Element 12.2.2.2 Training Requirements for Maintenance Staff

All maintenance staff and contractors required to work on-site shall be trained in the site's food safety and hygiene procedures or shall be escorted at all times until their work is completed. Records of training shall be documented and retrievable.

What We Do:

All contract maintenance companies performing maintenance to the buildings and/or equipment are assessed by the Warehouse Manager to ensure their comprehension of our safe quality food and hygiene policies.

How We Do It:

Routing Contractors and Contract Service Providers (listed in 2.3.3.2) have agreed to our safe food and hygiene requirements as part of their contract agreement. Single service or infrequent service providers comply upon each visit at sign-in. If there is any change in the staff/s providing the contract service, a new agreement is provided and is signed.

Proof We Do It:

We have both a digital and physical sign-in at the front reception. Sign-in sheets remain in the binder until full and then transferred to Safety file under the same element name.

Element 12.2.2.3 Remove all Tools and Debris from Maintenance Activity

Maintenance staff and contractors shall remove all tools and debris from any maintenance activity once it has been completed and inform the area supervisor and maintenance supervisor so that appropriate hygiene and sanitation can be completed, and an inspection conducted prior to restarting site operations. The inspections shall be documented.

What We Do:

We neither manufacture nor produce goods sold. However, to protect the stored food products, we ensure any service provider's tools and debris used or created during maintenance activity, upon completion, are removed from the activity area. Depending on location of service, either the Warehouse Manager, Warehouse Safety Team Leader, or office supervisory team members may be advised so appropriate hygiene and sanitation can be performed before returning to work, which in Storage and Distribution is equivalent to storage: loading/unloading, and distribution: receiving/shipping.

How We Do It:

Warehouse employees are trained based on the SOP by the Warehouse Manager on the proper maintenance procedures. No procedure is complete until cleanup is complete, which includes returning tools and chemicals; and cleaning up any mess before returning to processing, which in Storage and Distribution is equivalent to storage: loading/unloading, and distribution: receiving/shipping. We are a small storage and distribution site; therefore, most maintenance activities are conducted by or in conjunction with the Warehouse Manager or within view or his/her frequent path of travel in the execution of the normal daily duties.

Any maintenance activity found incomplete, untidy or with debris, the Warehouse Manager's first action is to identify who left the activity unattended and why. As a small site, our first response is not to file paperwork. A root cause analysis, or in laymen's terms, "why is this like this?" happens first. If the action **poses a risk to product safety, it is DOCUMENTED ON AN NCR.**

As employees wear multiple hats, signage is available to keep all abreast the status of maintenance and to keep product safe.

Proof We Do It:

If we have any incidents, they are filed in the Warehouse Equipment Maintenance Folder.

CLAUSE 12.2.3 CALIBRATION***Element 12.2.3.1 Methods and Responsibilities for Calibration of Equipment***

The methods and responsibility for calibration and re-calibration of measuring, testing, and inspection equipment used for monitoring activities outlined in pre-requisite programs, food safety plans, and other process controls, or to demonstrate compliance with customer specifications, shall be documented and implemented. Software used for such activities shall be validated and secured as appropriate.

What We Do:

As a storage and distribution site, that neither manufactures nor processes products, we use a two-part method of calibration for quality: purchase calibrated equipment and monitor calibrated equipment. We have refrigerated trailer delivery vehicles, refrigerated storage coolers, and scales that we monitor.

How We Do It:

The Warehouse Manager and delegated staff routinely monitor temperatures and conduct quarterly calibration inspections and record those by equipment. Reefer calibration records are maintained in the Fleet Folder. Coolers and Scales are maintained in individual folders.

Trailer (Reefer) temperatures are visually inspected prior to loading. Scales are randomly tested against a nickel, annually by a third-party service provider. All measuring, testing, and inspection of equipment requiring calibration or re-calibration is done in accordance with the SQF policy and when necessary, customer specifications, and appropriately documented and implemented. Additionally, all software and/or tools used for such activities are routinely inspected for proper function.

Proof We Do It:

See 12.2.31: Calibration Procedures with related forms and check sheets.

Element 12.2.3.2 Equipment Calibration Standards

Equipment shall be calibrated against national or international reference standards and methods or to an accuracy appropriate to its use. In cases where standards are not available, the site shall provide evidence to support the calibration reference method applied. A list of measuring, testing, and inspection equipment requiring calibration shall be maintained.

What We Do:

The site's equipment is calibrated in accordance with our Standard Operating Procedure, which is based on safe food and manufacturers' suggested methods, and ISO and NIST calibration standards (for temperature), utilizing a master device, certified by a nationally recognized body (or the manufacturer's certificate indicating the same).

How We Do It:

For thermometers, we use a calibration thermometer specifically for monitoring temperature. It is calibrated against probed ice or a cup of ice with water, which has a recognized temperature of 32F. That thermometer is compared to each cooler or trailer to confirm the read outs are the same.

The Trenton condensers are measured with a digital thermometer that tests the air against the results of the measuring device.

For scales, which measure for distribution and not resale or retail packaging; the routine and occasional calibration is based on the accepted weight of a silver nickel, 5 grams. All scales, thermometers, and trucks are purchased calibrated and/or with accuracy confirmed by the seller.

Proof We Do It:

Calibration records for Trailers are filed with the Fleet Assigned Folder. Coolers and Scales are filed under the element number.

Element 12.2.3.3 Regulatory Requirements and Schedule

Calibration shall be performed according to regulatory requirements and/or to the equipment manufacturers' recommended schedule.

What We Do:

The site's equipment is purchased calibrated, and calibration is tested quarterly, and at any time equipment is reported to be malfunctioning.

How We Do It:

For temperature, our calibrated measuring tool is stored in a designated location by the SSM to protect against damage and unauthorized adjustment. The tool is tested prior to use and then used to test the temperatures of the listed equipment. Our scales are tested against a nickel.

Proof We Do It:

The location of the calibrating equipment is the SSM's desk drawer.

Element 12.2.3.4 Procedures for Disposition

Procedures shall be documented and implemented to address the disposition of potentially affected products should measuring, testing, and inspection equipment be found to be out of calibration state.

What We Do:

Procedures are documented and implemented to address the disposition of potentially affected products should measuring, testing, and inspection equipment be found to be out of calibration state.

How We Do It:

If any measurable equipment is found out of calibration, the Warehouse Manager records the equipment's actual calibration, corrects, or removes the equipment from service and reports the outage to the SQFP. The SQFP conducts a root cause analysis and traces any potential threat to food products. Any products within potential threat or damaged as a result are disposed of and documented.

Proof We Do It:

See 12.2.3.4I: Waste Transition Procedure.

Element 12.2.3.5 Directory of Equipment Requiring Calibration

A directory of measuring, testing, and inspection equipment requiring calibration and records of calibration tests shall be maintained.

What We Do:

Our site maintains a list of all equipment requiring calibration and calibration records are maintained.

How We Do It:

The Warehouse Manager has a listing of equipment requiring calibration and the frequency. The Practitioner or SSM conducts the annual inspection as a check and balance.

Proof We Do It:

Results are logged in the Calibration Log (12.2.3.5F Calibration Log and Record).

CLAUSE 12.2.4 PEST PREVENTION**Element 12.2.4.1 Documented Pest Prevention**

A documented pest prevention program shall be effectively implemented. It shall:

- i. Describe the methods and responsibility for the development, implementation, and maintenance of the pest prevention program;
- ii. Record pest sightings and trend the frequency of pest activity to target pesticide applications;
- iii. Outline the methods used to prevent pest problems;
- iv. Outline the pest elimination methods and the appropriate documentation for each inspection;
- v. Outline the frequency with which pest status is to be checked;
- vi. Include on a site map the identification, location, number, and type of applied pest control/monitoring devices;
- vii. List the chemicals used. They are required to be approved by the relevant authority and their Safety Data Sheets (SDS) made available;
- viii. Outline the methods used to make staff aware of the bait control program and the measures required when they come into contact with a bait station;
- ix. Outline the requirements for staff awareness and training in the use of pest and vermin control chemicals and baits; and
- x. Measure the effectiveness of the program to verify the elimination of applicable pests and identify trends.

What We Do:

Our methods and responsibility for pest prevention are documented and effectively implemented. The premises, surrounding areas, storage facilities, machinery and equipment are kept free of waste and accumulated debris so as not to attract pests and vermin.

How We Do It:

Our Pest Prevention Program complies with the SQF code and our third-party Pest Control Contractor's program manual (provided to us for review) which is current and in compliance with SQF code, is stored in the Practitioner's office. This program includes all element components i-x. Bait Traps are checked monthly and validated and verified with Contractor's initial and date. The binder is routinely updated, and monthly service reports are provided via email after every visit.

Proof We Do It:

See 12.2.4.11: Pest Prevention Program.

Rid-A-Pest binder

Element 12.2.4.2 Pest Contractors

Pest contractors and/or internal pest controllers shall:

- i. Be licensed and approved by the local relevant authority;
- ii. Use only trained and qualified operators who comply with regulatory requirements;
- iii. Use only approved chemicals;
- iv. Provide a pest prevention plan (refer to 12.2.4.1), which includes a site map indicating the location of bait stations traps and other applicable pest control/monitoring devices;
- v. Report to a responsible authorized person on entering the premises and after the completion of inspections or treatments;
- vi. Provide regular inspections for pest activity with appropriate action taken if pests are present, and
- vii. Provide a written report of their findings and the inspections and treatments applied.

What We Do:

The site contracts with trained personnel who regularly inspect and apply preventative measures within the food and safety regulations as to ensure pests do not contaminate food and provides appropriate actions if any pests are present.

The Warehouse Manager who oversees the prevention policy ensures that the following applies to the pest control contractor who meets the policy requirements i-vi.

See Pest Contractor's Service Binder in the Practitioner's office.

How We Do It:

All records received from the Pest Control Contractor, warehouse inspections, including non-conformances and/or corrective actions resulting from a pest sighting or evidence are maintained in the Practitioner's filing system, which is a combination of paper and digital records.

Our pest control contractor's removal and disposal of unused pest control chemicals process complies with 12.2.10.9 (i-iii) and is part of their contract services.

Proof We Do It:

See 12.2.4.1I: Pest Prevention Program.

Rid-A-Pest binder

Element 12.2.4.3 Pest Activity Risks and Inspections

Pest activity risks shall be analyzed and recorded. Inspections for pest activity shall be undertaken on a regular basis by trained site personnel and the appropriate action taken if pests are present. Identified pest activity shall not present a risk of contamination to food products, raw materials, or packaging. Records of all pest control inspections and applications shall be maintained.

What We Do:

Pest Control inspection is performed by our pest Control Contractor. Also, on a regular basis and as part of our Warehouse Inspections, and internal audits.

How We Do It:

Pest Activity Inspection is part of the Warehouse Inspection, and the entire program is under Rid-A-Pest, which visits and inspects the site monthly, generating a Findings Report and suggestions where needed.

Proof We Do It:

See 12.2.4.3I: Pest Control Procedures for inspection schedule, activity, and documentation.

Element 12.2.4.4 Disposal of Products Found to be Contaminated

Food products, raw materials, or packaging that are found to be contaminated by pest activity shall be effectively disposed of and the source of pest infestation investigated and resolved. Records shall be kept of the disposal, investigation, and resolution.

What We Do:

Food products or packaging found contaminated by pest activity is effectively disposed, the source of the pest infestation is investigated, and resolved.

How We Do It:

We have incorporated this Procedure into our Warehouse SOP. If there was ever a product or packaging contamination, the entire lot is disposed of, and Rid-A-Pest contacted immediately. Either or both Warehouse employees or Rid-A-Pest contractors will identify the trail of the pest, follow and reverse it. The site of origin identified is treated and monitored for the effectiveness of the treatment.

Proof We Do It:

If we have any product or packaging damaged by pests, an NCR is submitted for any damaged product. The product is photographed, logged by its item name and lot number and then thrown in the trash.

Element 12.2.4.5 Pesticides are Labeled

Pesticides shall be clearly labeled and stored per 12.6.4 if kept on-site.

What We Do:

The Pest Control Contractor handles all pest control pesticides and toxic chemicals but ensures that any found at the facility are clearly labeled and stored even if temporarily. All pesticides and chemicals are handled and applied by trained personnel under the direct supervision of personnel trained, who possesses thorough knowledge of the hazards involved and the potential contamination of food and food contact surfaces.

How We Do It:

All chemicals are housed in their appropriate storage location (see MSDS listing for locations). Any pesticides on site are stored in the warehouse shed.

Proof We Do It:

See MSDS listings.

Element 12.2.4.6 No Animals Permitted in Food Handling

No animals shall be permitted on-site in food handling or storage areas.

What We Do:

No animals are permitted on-site in food handling or storage areas.

How We Do It:

The site does not permit animals. If a customer uses a seeing-eye dog, we will gladly assist them from their vehicle or main lobby.

Proof We Do It:

We have a sign at our front door entrance, stating that no animals are permitted inside.

CLAUSE 12.2.5 CLEANING AND SANITATION**Element 12.2.5.1 Methods and Responsibility for Cleaning**

The methods and responsibility for the effective cleaning of the food storage and handling areas, staff amenities, and toilet facilities shall be documented and implemented. Consideration shall be given to:

- i. What is to be cleaned;
- ii. How it is to be cleaned;
- iii. When it is to be cleaned;
- iv. Who is responsible for cleaning;
- v. Validation of cleaning procedures;
- vi. Methods used to confirm the correct concentrations of detergents and sanitizers, and
- vii. The responsibility and methods used to verify the effectiveness of the cleaning and sanitation program.

What We Do:

The methods and responsibility for the cleaning of the food handling and storage areas, staff amenities and toilet facilities are documented in our Cleaning and Sanitation Procedure (12.2.5).

How We Do It:

Our Cleaning and Sanitation Procedure (12.2.5) includes:

- 1) What, How and When to clean,
- 2) Who is responsible for the cleaning; and
- 3) It Validates our cleaning procedures,

which includes our Methods used to confirm the correct concentrations of detergents and sanitizers, and the responsibility and methods used to verify the effectiveness of the cleaning and sanitation program.

Proof We Do It:

See Cleaning and Sanitation Procedure, Warehouse Inspections, Quarterly GSDP internal audits.

Element 12.2.5.2 Detergents and Sanitizer Suitable for Use

Detergents and sanitizers shall be suitable for use in a food and storage and handling environment, labeled according to regulatory requirements, and purchased in accordance with applicable legislation. The organization shall ensure:

- i. The site maintains a list of chemicals approved for use;
- ii. An inventory of all chemicals purchased and used is maintained;
- iii. Detergents and sanitizers are stored as outlined in element 12.6.4;
- iv. Safety Data Sheets (SDS) are provided for all detergents and sanitizers purchased; and
- v. Only trained staff handle sanitizers and detergents.

What We Do:

All Detergents and sanitizers used to clean, sanitize, and maintain the site are purchased in accordance with applicable legislation and pose no threat to either food safety or quality. Absence of threat is ensured by complying with the SOP.

How We Do It:

The site maintains a list of chemicals approved for use within the site. An inventory of all chemicals purchased and used for cleaning and sanitation purposes is maintained, Detergents and chemicals are stored in a separate latching cabinet. Safety Data Sheets (SDS) are provided for all detergents and sanitizers purchased. Only trained staff handles sanitizers and detergents.

Proof We Do It:

The Safety Data Sheets are catalogued in the SDS Binder stored in the Supply Cabinet in the warehouse and our site's website at twincitynwa.com.

Element 12.2.5.3 Detergents and Sanitizers Mixed Concentration

Detergents and sanitizers that have been mixed for use shall be correctly mixed according to manufacturers' instructions, stored in containers that are suitable for use, and clearly identified. Mix concentrations shall be verified, and records maintained.

What We Do:

Detergents and sanitizers are correctly mixed for use/used according to manufacturers' instructions, stored in containers that are suitable for use, and clearly identified.

How We Do It:

The Cleaning and Sanitation SOP includes procedures for cleaning, the chemicals used for cleaning, and the methods. Each detergent and sanitizer that requires mixing has instructions and ratios clearly documented. Mix concentrations are verified and recorded.

Proof We Do It:

See the Cleaning and Sanitation Procedure, cleaning and frequency schedule, and quarterly GSDP audits.

Element 12.2.5.4 Provisions for Effective Cleaning

Provision shall be made for the effective cleaning of equipment, utensils, and protective clothing.

What We Do:

Provisions are made for the effective cleaning of equipment, utensils, and protective clothing.

How We Do It:

During the Warehouse inspection, a routine check of our cleaning process' effectiveness takes place on a randomly selected piece of equipment and individual.

Proof We Do It:

See the records for the Warehouse Inspections and Quarterly Internal audit. Physical Tour.

Element 12.2.5.5 Specific Areas for Cleaning Operations

Cleaning equipment, tools, racks, and other items used in support of the cleaning and sanitizing program shall be clearly identified, stored, and maintained in a manner that prevents contamination of processing, product handling equipment, and storage areas as well as the tools themselves.

What We Do:

Employees comply with the effective cleaning of processing equipment, utensils and protective clothing as outlined in our Cleaning and Sanitation Procedure.

How We Do It:

Cleaning equipment, tools, racks, and other items used in support of the cleaning and sanitizing program shall be clearly identified, stored, and maintained in a manner that prevents contamination of processing, product handling equipment, and storage areas as well as the tools themselves.

Proof We Do It:

See the Cleaning and Sanitation Procedure, Warehouse Inspections, and Physical Tour.

Element 12.2.5.6 Records

Staff amenities, sanitary facilities, and other essential areas shall be inspected by qualified personnel to ensure the areas are clean and at a defined frequency.

What We Do:

The breakroom and bathrooms and other essential areas are inspected (by qualified personnel) to ensure the areas are clean and at a defined frequency per our GSDP schedule.

How We Do It:

A record of hygiene inspections, cleaning and sanitation activities, and verification activities is maintained.

Proof We Do It:

Records of combined Warehouse/ Operations Inspections are in the SQF file under the same element number.

Element 12.2.5.7 Staff Amenities-Records

Records of cleaning and sanitation activities, verification, and inspections shall be maintained.

What We Do:

Records of cleaning and sanitation activities, verification, and inspections are maintained.

How We Do It:

The Warehouse Inspection app keeps records of all cleaning including staff amenities.

Proof We Do It:

Warehouse/ Operations Inspections are in the SQF file under the same element number.

Element 12.2.5.8 Staff Amenities-Inspections

Staff amenities, sanitary facilities, and other essential areas shall be inspected by qualified personnel at a defined frequency to ensure the areas are clean.

What We Do:

The Warehouse Safety Team Leader inspects staff amenities throughout the day. A log or record of the inspection and cleaning including staff amenities, is documented (in the app).

How We Do It:

The Warehouse Inspection Apps keeps records of all inspections and cleaning including staff amenities.

Proof We Do It:

Results of Inspections are stored digitally and in the SQF file under the same element number.

SECTION 12.2 SITE OPERATIONS APPENDIX

Section 12.2 Site Operations Procedures (2024-25)

12.2.1 Repairs and Maintenance Procedures (24-25)

12.2.3 Calibration Procedures (24-25)

12.2.4 Pest Prevention Procedure (24-25)

12.2.5.1 Methods and Responsibility for Cleaning Procedure (24-25)

12.2.5.1 Cleaning and Sanitation Procedures (24-25)

Section 12.2 Site Operations Documents (2024-25)

12.2.1.2F Machine and Equipment Maintenance Logs (24-25)

12.2.1F GDP Combined Checklist (24-25)

12.2.3F Equipment Calibration Record (24-25)

12.2.5.2C MSDS List of Cleaning and Sanitation Cleaners (24-25)

12.2.5F Warehouse Inspection app (24-25)

SECTION 12.3 PERSONNEL HYGIENE AND WELFARE

CLAUSE 12.3.1 PERSONNEL WELFARE

Element 12.3.1.1 Personnel Known Carriers of Infectious Disease

Personnel suffering from infectious diseases or who are carriers of any infectious disease shall be restricted from working on the site or in the transportation of food and shall not engage in food handling operations or be permitted access to storage areas where the product is exposed or there is a risk of contamination of food.

What We Do:

Personnel suffering from infectious diseases or are carriers of any infectious disease are not permitted to work in the distribution center or in the transportation of food, and shall not engage in food handling operations, or be permitted access to storage areas where the product is exposed.

How We Do It:

If any Personnel is identified as suffering from infectious diseases or are carriers of, any infectious disease, 1) they are not permitted to work in the distribution center or in the transportation of food, and shall not engage in food handling operations, or be permitted access to storage areas where the product is exposed, 2) because of the small size of our site, they may be permitted to work remotely.

Proof We Do It:

We have a remote access portal should the employee feel well enough to work but is not permitted within the warehouse.

Element 12.3.1.2 Prevention of Bodily Fluids

The site shall have measures in place to prevent contact of materials, ingredients, food packaging, food, or food contact surfaces from any bodily fluids from open wounds, coughing, sneezing, spitting, or any other means.

In the event of an injury that causes spillage of bodily fluid, a properly trained staff member shall ensure that all affected areas, including handling and storage areas, have been adequately cleaned and that all materials and products have been quarantined and/or disposed of.

What We Do:

The site has measures in place to prevent contact of materials, ingredients, food packaging, food, or food contact surfaces from any bodily fluids from open wounds, coughing, sneezing, spitting, or any other means.

How We Do It:

The warehouse team members wear gloves when handling products. However, in the event of an injury which causes spillage of bodily fluid, safety team members have completed first-aid training, and first attend to the injured team member. Then, those properly trained employees ensure that all affected areas including handling and storage areas have been adequately cleaned and that all materials and products have been quarantined and disposed.

Proof We Do It:

See Personnel Hygiene and Welfare Procedures.

***Element 12.3.1.3 Handling of Exposed Cuts, Sores, Lesions***

Personnel with exposed cuts, sores, or lesions shall not engage in handling exposed products, recoup, repack or processing products, or handling primary packaging or food contact surfaces. Minor cuts or abrasions on exposed parts of the body shall be covered with a protective bandage or alternative suitable dressing. A colored bandage or alternative suitable waterproof and colored dressing is recommended for handling exposed products, recoup, or repack processes.

What We Do:

We do not recoup, however, personnel with exposed cuts, sores or lesions shall not be engaged in handling exposed product or food contact surfaces. Minor cuts or abrasions on exposed parts of the body shall be covered with protective bandage, or an alternative suitable dressing.

How We Do It:

When Personnel experience an exposed cut/s, sore/s or lesion/s, they are excluded from engaging in handling exposed product or food contact surfaces. Any minor cuts or abrasions on exposed parts of the body is covered with protective bandage, or an alternative suitable dressing.

Proof We Do It:

First Aid training is part of our annual training, our SOP.

CLAUSE 12.3.2 HANDWASHING

Element 12.3.2.1 Handwashing by Staff, Contractors, and Visitors

All personnel shall have clean hands and hands shall be washed by all staff, contractors, and visitors:

- i. On entering food handling, storage, and processing areas;
- ii. After each visit to a toilet;
- iii. After using a handkerchief;
- iv. After smoking, eating, or drinking; and
- v. After sneezing or coughing.

What We Do:

All personnel are required to have clean hands and hands are washed by all staff, contractors, and visitors, before entering food handling, storage, and processing areas; after each visit to a toilet; after using a handkerchief; after smoking, eating, or drinking; and after sneezing or coughing.

How We Do It:

Handwashing was updated in this year's training and sign posting. There are signs at each entrance to the warehouse area, at the sign in book for visitors and in bathrooms and break areas.

Proof We Do It:

Records of training are on file. Signs are visible during physical tour.

Element 12.3.2.2 Location of Handwashing Stations

Handwash stations shall be available and accessible as required.

What We Do:

Hand wash basins are available and accessible as required.

How We Do It:

There are two bathrooms and a double sink in the warehouse. Additionally, there is a sink in the breakroom.

Proof We Do It:

The location of wash stations is included on the Site map.

Element 12.3.2.3 Handwashing Station Supplies

Handwash stations shall be constructed of stainless steel or similar non-corrosive material and at a minimum supplied with:

- i. A potable water supply at an appropriate temperature;
- ii. Liquid soap;
- iii. Paper towels; and
- iv. A means of containing used paper towels.

An effective hand dryer may be used in instances where there is no direct hand contact of food or food contact surfaces.

What We Do:

Hand wash basins are constructed of stainless steel or similar non-corrosive material and as a minimum supplied with a potable water supply at an appropriate temperature, supplied with liquid soap contained within a dispenser, with paper towels and a means of containing used paper towels.

How We Do It:

There are two bathrooms with sinks inside and two additional sinks for handwashing stations in the warehouse. There are in each handwashing stations, potable water, liquid soap, paper towels, and a bin for used paper towels.

Proof We Do It:

Handwashing stations are identified upon physical tour.

Element 12.3.2.4 Signs to Instruct Handwashing

Signage in appropriate languages instructing people to wash their hands shall be provided in a prominent position.

What We Do:

Signage instructing people to wash their hands is posted at a prominent position, in both English and Spanish (language spoken by employees and with customers).

How We Do It:

Our site has handwashing postings throughout the site, inside each bathroom, and entry to the produce area. The signs are prepared or purchased in English and translated by Spanish-speaking warehouse staff.

Proof We Do It:

Evidence of signage is throughout our site, part of our training tour and confirmed during physical tour.



Element 12.3.2.5 Glove Usage

When gloves are used, personnel shall maintain the handwashing practices outlined above.

What We Do:

Personnel also maintain the hand washing practices outlined above when gloves are used.

How We Do It:

Glove usage along with handwashing was incorporated into our training during COVID. In addition to training, we have safety postings throughout the site.

Proof We Do It:

Employees sign a Good Storage and Distribution Practice Agreement each year, confirming their pledge to Personnel Hygiene, including handwashing prior to glove use.

CLAUSE 12.3.3 CLOTHING AND PERSONAL EFFECTS**Element 12.3.3.1 Clothing Policy**

Clothing worn by staff engaged in handling food shall be maintained, stored, laundered, and worn so as not to present a contamination risk to products.

What We Do:

Clothing worn by staff engaged in handling food is maintained, stored, laundered, and worn so as not to present a contamination risk to products.

How We Do It:

Employees are issued uniform shirts. If any uniform shirt is permanently stained, or damaged, the employee tells the Warehouse Manager or SSM and new shirts are provided from inventory or ordered if size needed is not in stock. Bathrooms are available for employee changing prior to entering the warehouse so as to not present a contamination risk to products.

Proof We Do It:

Standard Warehouse SOP, Physical Tour of site.

Element 12.3.3.2 Clean Clothes and Shoes

Clothing, including shoes, shall be clean at the commencement of each shift and maintained in a serviceable condition.

What We Do:

Clothing, including shoes, are clean at the beginning of each shift and maintained in a serviceable condition.

How We Do It:

The Warehouse manager ensures employees' clothes and shoes are clean. An employee appearing unprepared to work receives an NCR and an option to borrow loaner clothing or being sent home.

Proof We Do It:

See SOP in the Warehouse Manager's binder.

Element 12.3.3.3 Protective Clothing

Protective clothing shall be manufactured from material that will not pose a food safety threat and is easily cleaned.

What We Do:

Our protective clothing and gloves used in the coolers are made of non-toxic materials and are easy to clean for re-use.

How We Do It:

The SSM orders and ensures all clothing does not pose a food safety threat.

Proof We Do It:

See purchase records.

Element 12.3.3.4 Jewelry

Jewelry and other loose objects shall not be worn or taken into a food handling or processing operation or any area where food is exposed. The wearing of plain bands with no stones, prescribed medical alert bracelets, or jewelry accepted for religious or cultural reasons can be permitted, provided it is properly covered and does not pose a food safety risk.

All exceptions shall meet regulatory and customer requirements and shall be subject to a risk assessment and evidence of ongoing risk management.

What We Do:

We do not recoup. However, jewelry and other loose objects are not permitted in any food area. The wearing of wedding rings and medical alert bracelets (plain bands with no stones) that cannot be removed can be permitted, however in customer requirements and the applicable food legislation, gloves pre-approved for warehouse use are required where personal effects such as those listed above cannot be removed.

How We Do It:

Jewelry restrictions are part of our Warehouse SOP, Employee Practices, and warehouse training.

Proof We Do It:

See Procedures and Training records.

CLAUSE 12.3.4 VISITORS

Element 12.3.4.1 Visitors Comply in Hygiene Policy

All visitors shall be required to comply with all Good Storage and Distribution Practices and hygiene standards required by the site, including those applying to clothing and personal effects, handwashing, and illness (refer to 12.3.1, 12.3.2 and 12.3.3).

What We Do:

All visitors are required to agree to follow the site's GSDPs and hygiene standards, including those applying to clothing and personal effects, handwashing, and illness, prior to entering produce area.

How We Do It:

All visitors and contractors sign in at each visit or have an annual Visitors/Contractors Hygiene Policy.

Proof We Do It:

Sign in sheets and Hygiene Agreements are in the Safety file under the same element name.

Element 12.3.4.2 Visitors Policy for Clothing and Footwear

All visitors, including management staff, shall wear suitable clothing and footwear when entering any food storage and handling area.

What We Do:

All visitors, including management and maintenance staff, are notified upon signing into the site that they must wear clean clothing and footwear when entering any processing or handling area, as well as wear suitable clothing and footwear when entering any food handling area.

How We Do It:

All visitors and contractors either sign in at each visit or have an annual Visitors/Contractors Hygiene Policy. Signage throughout the warehouse, office and front reception clearly display the warehouse policy.

Proof We Do It:

See signage.

Element 12.3.4.3 Visitors Exhibiting Signs of Illness

Visitors exhibiting visible signs of illness shall be prevented from entering areas in which food is handled or processed (refer to 12.3.1).

What We Do:

Visitors exhibiting visible signs of illness shall be prevented from entering areas in which food is handled or exposed.

How We Do It:

All employees play a part in monitoring visitors. Anyone can prevent a visitor displaying signs of illness are prevented from entering the warehouse.

Proof We Do It:

This element is part of our SOP Hygiene training and warehouse signage visible during tour.

Element 12.3.4.4 Visitor Access Points

Visitors shall enter and exit food handling areas through the proper staff entrance points and comply with all handwashing and personnel practice requirements.

What We Do:

Visitors enter and exit food handling areas through the proper staff entrance points, complying with all hand washing and personal practice requirements.

How We Do It:

Visitors without a signed agreement on file are taken through signing in, glove requirements and then escorted to the produce area.

Proof We Do It:

See signage, training agreements, and sign in sheet.

Element 12.3.4.5 Visitors Trained

All visitors shall be trained in the site's food safety and hygiene procedures before entering any food processing or handling areas or shall be escorted at all times in food handling and storage areas.

What We Do:

Visitors are trained in our site's food safety and hygiene procedures before entering any food processing or handling areas or shall be escorted at all times in food handling and storage areas.

How We Do It:

Visitors are escorted through the food handling and storage areas. First time visitors sign in reading and agree to our safety policy.

Proof We Do It:

See signage, training agreements, and sign in sheet.

Element 12.3.4.6 Managing Driver Access

The site shall have a documented procedure for how driver access is managed to minimize food safety risk and designated driver areas are maintained to prevent food contamination or other food safety risks.

What We Do:

Our warehouse maintains a policy that manages drivers and designated driver areas to prevent contamination or other food safety risks.

How We Do It:

Drivers delivering the product, back into our bays, exit their trucks and enter the office with applicable paperwork. They are instructed to sign in and may wait in the lobby until it is their turn to unload. They then return to their vehicle, while our staff unloads their truck. Drivers wishing to enter the produce area are accompanied by an employee.

Proof We Do It:

See the standard SOP and posted signs.

CLAUSE 12.3.5 STAFF AMENITIES (CHANGE ROOMS, TOILETS, BREAK ROOMS)

Element 12.3.5.1 Documented Cleaning Procedures

Staff amenities shall have documented cleaning procedures, be supplied with appropriate lighting and ventilation, and shall be made available for the use of all persons engaged in the handling and processing of product.

What We Do:

The cleaning procedures for the staff amenities for the use of all persons engaged in product handling are documented and the actual staff amenities are supplied, have appropriate lighting and ventilation.

How We Do It:

The cleaning procedures are part of the Warehouse SOP Cleaning and Sanitation.

Proof We Do It:

See procedures. Cleaning stations.

Element 12.3.5.2 Storage of Personal Items

Provision shall be made for staff to store their street clothing and personal items separate from food contact zones and food storage areas.

What We Do:

The warehouse has a storage rack for personal belongings. Lunches are stored in the breakroom and office staff have personal space at each desk.

How We Do It:

When the warehouse staff enter, they travel directly from the breakroom or front door. They may stop in the bathroom, change, wash their hands and leave any belongings on the blue rack.

Proof We Do It:

Visual Inspection/Tour.

Element 12.3.5.3 Toilet Rooms

Toilet rooms shall be:

- i. Designed and constructed so that they are accessible to staff and separate from any food handling operations;
- ii. Accessed from the warehouse or food handling area via an airlock vented to the exterior or through an adjoining room;
- iii. Sufficient in number for the maximum number of staff;
- iv. Constructed so that they can be easily cleaned and maintained; and
- v. Kept clean and tidy.

What We Do:

Our sanitary facilities (toilets/bathrooms) are sufficient for our site. Their designs and constructions are such that they are accessible to staff, separate from any food handling operations, securely accessible from warehouse through a solid doorway, easy to clean and maintain, and are kept clean and tidy.

How We Do It:

The bathrooms are located within the breakroom, which separate from the product storage area. The staff share in keeping the toilet room clean and tidy.

Proof We Do It:

See Warehouse Inspection for cleaning checks.

Element 12.3.5.4 Sanitary Drainage

Sanitary drainage shall not be connected to any other drains within the premises and shall be directed to a septic tank or a sewerage system. Procedure shall be documented and implemented to properly manage sewage back-ups to minimize the potential for contamination.

What We Do:

Sanitary drains are located throughout the facility (12.3.5.48D Drain Floor Plan) in accordance with local regulatory requirements and do not connect to any other drainage system in the facility and are connected to municipal services. Procedures are documented and implemented to properly manage sewage back-ups in order to minimize the potential for contamination.

How We Do It:

Sanitary drains are completely separate from produce area. Any backflow or overflows would be fully contained.

Proof We Do It:

See Drain layout.

Element 12.3.5.5 Handwashing Basins

Handwash basins shall be provided immediately outside or inside the toilet room and designed as outlined in 12.3.2.3.

What We Do:

Hand wash basins are located immediately outside and inside the toilet room and are designed as outlined in 12.3.2.3.

How We Do It:

The hand wash basins were constructed inside and outside of each bathroom.

Proof We Do It:

Visual tour.

Element 12.3.5.6 Break Rooms

Separate break room facilities shall be provided away from a food handling or storage areas. Break rooms shall be kept clean and tidy and free from waste materials and pests.

What We Do:

The employee breakroom/lunchroom is separate from all packaged food handling and processing areas and is kept clean and tidy and free from waste materials and pests.

How We Do It:

The breakroom is inside the office, removed from the produce areas by double sets of doors. Cleaning the breakroom is part of the Warehouse SOP for Cleaning and Sanitation. The breakroom is kept clean and tidy by all employees.

Proof We Do It:

See Cleaning and Sanitation Procedure. See warehouse floorplan. Visual tour.

Element 12.3.5.7 Outside Eating Areas

Where outside eating areas are provided, they shall be kept clean and free from waste materials and maintained in a manner that minimizes the potential for introduction of contamination including pests to the site.

What We Do:

We do not have an outside eating area, however, where staff smoke outside has a designated trash bin to keep the area clean and free from waste materials and it is maintained in a manner that minimizes the potential for introduction of contamination including pests to the site.

How We Do It:

N/A

Proof We Do It:

N/A

Element 12.3.5.8 Signage

Signage in languages understood by staff advising people to wash their hands before entering the food storage areas shall be provided in a prominent position in break rooms and break room exits.

What We Do:

Signs are prominently posted in the lunchroom, its exit, and at all wash basins, in writing and icons, instructing employees to wash their hands before entering the food storage area.

How We Do It:

We have signs in English, Spanish, and part of our food safety culture, have started converting our signs into both languages to improve communication between English- and Spanish-speaking employees.

Proof We Do It:

See the signs. Visual Tour.

SECTION 12.3 PERSONNEL HYGIENE AND WELFARE APPENDIX

Section 12.3 Personnel Hygiene and Welfare Procedures (2024-25)

12.3F Employee Practices Agreement (24-25)

Section 12.3 Personnel Hygiene and Welfare Documents (2024-25)

12.3F Employee Practices Agreement (24-25)

12.3D-Personnel Hygiene and Welfare Floor Plan (24-25)

12.3.1.3C First Aid Inventory (24-25)

12.3.6D Staff Amenities Floor Plan (24-25)



SECTION 12.4 PERSONNEL PROCESSING PRACTICES

CLAUSE 12.4.1 STAFF ENGAGED IN FOOD STORAGE AND REPACK/ RECOUP OPERATIONS

Element 12.4.1.1 Personnel Practices

All personnel shall comply with the following practices:

- i. Personnel entry to food handling areas shall be through the personnel access doors only;
- ii. All doors are to be kept closed. Doors shall not be left open for extended periods when access is required for waste removal or stock transfer;
- iii. The wearing of false fingernails or fingernail polish is not permitted when handling exposed food;
- iv. Materials and products shall be kept in appropriate containers as required and off the floor;
- v. Waste shall be contained in the bins identified for this purpose and removed from the operational area on a regular basis and not left to accumulate;
- vi. Staff shall not eat or taste any product in the food storage or handling area;
- vii. Smoking, chewing, eating, or spitting is not permitted in any food handling or storage areas; and
- viii. Drinking of water is permissible only under conditions that prevent contamination or other food safety risks from occurring. Drinking water containers shall be stored in clear, covered containers, and used in designated areas only.

What We Do:

We do not recoup, however, personnel enter the food handling areas through the personnel access doors only. All doors are kept closed. Doors are not left open for extended periods when access is required for waste removal or stock transfer. Wearing false fingernails or fingernail polish is not permitted when handling exposed food, unless wearing gloves. Materials and products are kept in appropriate containers as required and off the floor. Waste is contained in the bins identified with its purpose and removed from the operational area on a regular basis and not left to accumulate. Staff do not eat or taste any product in the food storage or handling area. Smoking, chewing, eating, or spitting is not permitted in any food handling or storage areas.

Drinking water is permissible only under conditions that prevent contamination or other food safety risks from occurring. Drinking water containers shall be stored in clear, covered containers, and used in designated areas only.

How We Do It:

The entire Personnel Practices is documented in an Employee Practices Agreement, signed annually by employees.

Proof We Do It:

See the Personnel Practices Agreements. Warehouse Procedures.

Element 12.4.1.2 Handling and Storage Practices

All personnel engaged in storage, transport, and handling of packaged products and materials shall ensure that products and materials are handled and stored in such a way as to prevent damage or product contamination.

What We Do:

All personnel engaged in storage, transport and handling of packaged products and materials complete our Warehouse training, ensuring that products and materials are handled and stored in such a way as to prevent damage or product contamination.

How We Do It:

Warehouse employees receive On the Job training from the Warehouse Manager and SSM and annual training with the Safety Practitioner on the proper storage, transport, and handling of packaged products to prevent damage and product contamination.

Proof We Do It:

See Warehouse SOP, Training.

SECTION 12.4 PERSONNEL PROCESSING PRACTICES APPENDIX

Section 12.4 Personnel Processing Practices Procedures (2024-25)

12.4-Personnel Processing Procedure (24-25)

12.4.1.2 Handling and Receiving Product Procedure (24-25)

Section 12.4 Personnel Processing Practice Documents (2024-25)

12.2.1F GDP Combined Checklist (24-25)

12.7.1.1C Process Flow Chart (24-25)

12.7.2D Cross Contamination Floor Plan (24-25)

12.7.2.4 Glass Inventory (24-25)

SECTION 12.5 WATER, ICE, AND AIR SUPPLY

CLAUSE 12.5.1 WATER SUPPLY

Element 12.5.1.1 Adequate Supplies of Potable Water

Adequate supplies of water drawn from a known clean source shall be provided for use during holding, storage and cleaning of the premises and equipment.

What We Do:

No water is used in the storage and handling of produce other than items received in ice which are stored nearest the drain location. Adequate supplies of water, drawn from a known clean source, are provided for premises and equipment cleaning.

How We Do It:

We have water provided by the Springdale Water District. Adequate supplies of water, drawn from a known clean source, are provided for premises and equipment cleaning.

Proof We Do It:

Cleaning and Sanitation Procedure. Physical Tour.

Element 12.5.1.2 Contingency Plans in Place for Potable Water

Contingency plans shall be in place for instances when the potable water supply is deemed to be contaminated or otherwise inappropriate for use.

What We Do:

Contingency plans are in place for instances when the potable water supply is deemed to be contaminated or otherwise inappropriate for use.

How We Do It:

If the Springdale water were to become inappropriate for use, it would not impede storage and distribution activities. Cleaning and Sanitation would be completed with purchased gallons of water.

Proof We Do It:

See Contingency Plans: Water Contamination

Element 12.5.1.3 Hot and Cold Water Supplies

Supplies of hot and cold water shall be provided as required to enable the effective cleaning of the premises and equipment.

What We Do:

Supply of hot and cold water is provided for the effective cleaning of the premises and equipment.

How We Do It:

The proper use of water is part of the warehouse Cleaning and Sanitation Procedure, and the supply is effective for the cleaning requirements.

Proof We Do It:

See the Cleaning and Sanitation Procedure.

Element 12.5.1.4 Delivery of Water

The delivery of water within the premises shall ensure potable water is not contaminated. Testing of the backflow system, where possible, shall be conducted at least annually and records shall be maintained.

What We Do:

The delivery of water within the premises ensures potable water is not contaminated. The City of Springdale maintains a backflow. The property owner provides testing of the backflow when there is concern.

How We Do It:

The water provided by the City of Springdale originates in Beaver Lake, which posts its microbiological test for consumers.

Proof We Do It:

We review the water testing each year to ensure the water is still suitable for our activities. Prior request to test the backflow system reveal effective and no contamination.

Element 12.5.1.5 Use of Non-Potable Water

The use of non-potable water shall be controlled such that:

- i. There is no cross-contamination between potable and non-potable water lines;
- ii. Non-potable water piping and outlets are clearly identified; and
- iii. Hoses, taps, and other similar sources of possible contamination are designed to prevent back flow or back siphonage.

What We Do:

If non-potable water is ever used, it is controlled so that there is no cross-contamination between potable and non-potable water lines. Water piping and outlets are clearly identified.

How We Do It:

We do not use non-potable water.

Proof We Do It:

N/A

Element 12.5.1.6 Storage of Water On-Site

Where water is stored on-site, storage facilities shall be adequately designed, constructed, and routinely cleaned to prevent contamination.

What We Do:

If water was stored on-site, storage facilities would be adequately designed, constructed, and routinely cleaned to prevent contamination.

How We Do It:

We do not store water on-site.

Proof We Do It:

N/A

CLAUSE 12.5.2 WATER AND ICE QUALITY

Element 12.5.2.1 Microbiological Analysis

Microbiological analysis of the water and ice supply that comes into contact with food or food contact surfaces shall be conducted to verify the cleanliness of the supply, the monitoring activities, and the effectiveness of the treatment measures implemented. Verification, at minimum, shall be made annually.

What We Do:

Our site does not have any ice machines. Microbiological analysis of the water supply in contact with food or food contact surfaces is conducted to verify the cleanliness of the supply, the monitoring activities and the effectiveness of the treatment measures implemented.

How We Do It:

Our site does not have any ice machines. Springdale Water Utilities, contracted to provide our site’s water, conducts microbiological analysis of the water supply in contact with food or food contact surfaces to verify the cleanliness of the supply.

Proof We Do It:

Springdale Water Utilities microbiological analysis is downloaded from their website each year to confirm continued compliance with food regulations.

Element 12.5.2.2 Water on Ice Analysis Using Reference Standards

Water and ice shall be analyzed using reference standards and methods.

What We Do:

Our site does not have any ice machines. Any water in contact with food or food contact surfaces is analyzed using reference standards and methods.

How We Do It:

N/A

Proof We Do It:

N/A

Element 12.5.2.3 Construction of Rooms

Ice rooms and receptacles shall be constructed of materials as outlined in elements 12.1.2 and designed to minimize contamination of the ice during storage and distribution.

What We Do:

Our site does not have any ice machines.

How We Do It:

Our site does not have any ice machines. Water in contact with food or food contact surfaces are analyzed by the Springdale Water Utilities using reference standards and methods.

Proof We Do It:

Physical tour of site reveals there are no ice machine or water storage tanks on the site.

CLAUSE 12.5.3 AIR AND OTHER GASES

Element 12.5.3.1 Compressed Air or Other Gasses

Compressed air or other gases (e.g., nitrogen, carbon dioxide) that contact food or food contact surfaces shall be clean and present no risk to food safety.

What We Do:

Compressed air or other gasses (e.g., nitrogen, carbon dioxide) that contacts food or food contact surfaces is clean and present no risk to food safety.

How We Do It:

We do not have any compressed air or other gases that contacts food or food contact surfaces.

Proof We Do It:

N/A

Element 12.5.3.2 Compressed Air Systems

Compressed air systems and systems used to store or dispense other gases used in food storage and distribution process shall be maintained and regularly monitored for quality and applicable food safety hazards.

What We Do:

Compressed air systems and systems used to store or dispense other gasses used in the storage and distribution process are maintained and regularly monitored for quality and microbiological purity.

How We Do It:

We do not have any compressed air systems or other gas dispensing in the food and distribution process.

Proof We Do It:

N/A

SECTION 12.5 WATER, ICE, AND AIR SUPPLY APPENDIX

Section 12.5 Water, Ice, and Air Supply Procedures (2024-25)

12.5.1 Water, Ice, and Air Supply Procedures (24-25)

Section 12.4 Personnel Processing Practice Documents (2024-25)

12.5.2.1 Water Monitoring Verification and Result

(Water Microbiology and Quality Monitoring is conducted by the local water utility company and that report is used as part of our internal audit and GSDP.)

SECTION 12.6 RECEIPT, STORAGE, AND TRANSPORT

CLAUSE 12.6.1 RECEIPT, STORAGE, AND HANDLING OF GOODS

Element 12.6.1.1 Storage Plan

The site shall implement an effective storage plan that allows for the safe, hygienic storage of ice, food products (frozen, chilled, and ambient), packaging, equipment, and chemicals.

What We Do:

The site implements an effective storage plan that allows for the safe, hygienic storage of food products (frozen, chilled, and ambient), packaging materials, equipment, and chemicals.

How We Do It:

Our site has a warehouse layout plan, indicating the four coolers with temperature ranges set for the effective safe, hygienic storage of food products requiring refrigerated storage.

Proof We Do It:

See warehouse layout

Element 12.6.1.2 Receipt of Dry Material

Dry food products shall be received and stored in a way to prevent cross-contamination with frozen and chilled products.

What We Do:

Dry food products are received and stored in a way to prevent cross-contamination with frozen and chilled products.

How We Do It:

To protect the product from cross-contamination, all dry goods are stored on racks outside of the refrigerated coolers, as indicated on the product flow plan.

Proof We Do It:

See Product Storage Map.

Element 12.6.1.3 Stock Rotation

The responsibility and methods for ensuring effective stock rotation principles are applied shall be documented and implemented.

What We Do:

The responsibility and methods for ensuring effective stock rotation principles are applied, documented and implemented. The First In, First Out; Customer Preference is part of our warehouse procedures.

How We Do It:

Stock Rotation is part of the warehouse SOP.

Proof We Do It:

See Warehouse SOP

Element 12.6.1.4 Shelf-Life

Procedures shall be in place to ensure that all food products and recouped products are utilized within their designated shelf life.

What We Do:

We do not recoup. And procedures are in place to ensure that all food products are utilized within their designated shelf life.

How We Do It:

“First In, First Out” (FIFO) procedures are in place to ensure that all food products are utilized within their designated shelf-life. Only customer quality requirements may supersede the FIFO policy.

Proof We Do It:

See warehouse procedures

Element 12.6.1.5 Overflow Storage Conditions

Where goods are held under temporary or overflow conditions that are not designed for the safe storage of goods, a risk analysis shall be undertaken to ensure there is no risk to the integrity of those goods, or contamination, or adverse effects on food safety.

What We Do:

Where goods described in 12.6.1 to 12.6.4 are held under temporary or overflow conditions that are not designed for the safe storage of goods, the site initiates a risk analysis to ensure there is no risk to the integrity of those goods or contamination or adverse effect on food safety and quality.

How We Do It:

The designated temporary or overflow locations within the warehouse do not pose a risk to the integrity of those goods or contamination or adverse effect on food safety and quality. Our site is small with no structural changes, so the previously determined safe locations remain the same.

Proof We Do It:

See warehouse layout

Element 12.6.1.6 Records

Records shall be available to verify alternate or temporary control measures for storage of raw materials, ingredients, packaging, equipment, chemicals, or finished products.

What We Do:

See 12.6.1.5

How We Do It:

See 12.6.1.5

Proof We Do It:

See 12.6.1.5

***Element 12.6.1.7 Use and Conditions of Racks***

Racks provided for the storage of food products shall be constructed of impervious materials and designed to enable cleaning of the floors and the storage room. Storage areas shall be cleaned at a predetermined frequency.

What We Do:

Racks provided for the storage of food Products are constructed of impervious materials and designed to enable cleaning of the floors and the storage based on a predetermined schedule (see Procedures).

How We Do It:

Cleaning food storage racks is part of the warehouse normal cleaning and sanitation schedule.

Proof We Do It:

See Cleaning and Sanitation Procedures

CLAUSE 12.6.2 COLD STORAGE, FREEZING, AND CHILLING OF FOOD**Element 12.6.2.1 Performance of Cold Storage Facilities**

The site shall provide confirmation of the effective operational performance of freezing, chilling, and cold storage facilities. Chillers, blast freezers, and cold storage rooms shall be designed and constructed to allow for the hygienic and efficient refrigeration of food and shall be easily accessible for inspection and cleaning.

What We Do:

The site maintains confirmation of the effective operation of our cold storage facilities; coolers are designed to allow for the hygienic and efficient refrigeration of food and inspection and cleaning ease.

How We Do It:

Our site utilizes four connect “coolers” for the storage of products requiring refrigeration during storage. They are designed for the hygienic and efficient refrigeration of the products stored within, with surfaces constructed for easy cleaning and inspection. They are free standing, constructed on the facility’s concrete floor, with walls, doors and frames, constructed and lighted per SQF requirements.

Proof We Do It:

Maintenance schedules and Physical Tour

Element 12.6.2.2 Sufficient Refrigeration

Sufficient refrigeration capacity shall be available to store chilled or frozen food at the maximum anticipated throughput of product with allowance for periodic cleaning of refrigerated areas.

What We Do:

Sufficient refrigeration capacity is available to store chilled or frozen food at the maximum anticipated throughput of product with allowance for periodic cleaning of refrigerated areas.

How We Do It:

The capacity of our cooler/s is suitable for the site’s amount of product we maintain on hand, projected maximum food capacity, and permits for proper storage during periodic cleaning of refrigerated areas.

Proof We Do It:

Physical Tour

Element 12.6.2.3 Control of Condensate Discharge Lines

Discharge from defrost and condensate lines shall be controlled and discharged to the drainage system.

What We Do:

Discharge from defrost and condensate lines are controlled and flow to the drainage system.

How We Do It:

The refrigeration condenser and evaporator lines are self-contained with the cooler unit and employees maintain these units for optimum performance and maximum efficiency

Proof We Do It:

Physical Tour

Element 12.6.2.4 Temperature Monitoring

The site shall have a written procedure for monitoring temperatures of storage rooms, including the frequency of checks, and corrective actions if the temperature is out of specification. Cold and chilled storage rooms shall be fitted with temperature monitoring equipment, located to monitor the warmest part of the room, and be fitted with a temperature measurement device that is easily readable and accessible. Records shall be kept of frozen, cold, and chilled storage room temperatures.

What We Do:

Cold storage rooms are fitted with an easy to read and access temperature monitoring equipment, located to monitor the warmest part of the room.

How We Do It:

Records of cold and chilled storage room temperatures outside the desired range for the specific cooler is recorded on the Warehouse Inspection form. The temperature monitoring devices are monitored daily.

Proof We Do It:

See the Warehouse Inspection form.

Element 12.6.2.5 Processes Applied Prior to Distribution

Procedures shall be in place to identify the methods and responsibilities used to ensure that processes applied to materials prior to distribution (e.g., thawing, slacking, labeling) do not pose a risk to product safety or loss of traceability.

What We Do:

Procedures are in place that identify the methods and responsibilities used to ensure that our loading/unloading, and storage processes applied to products prior to distribution (e.g., labeling) do not pose a risk to product safety or loss of traceability.

How We Do It:

The process flow diagram outlines our procedures and flow for handling product for storage and distribution. The process flow follows our written storage and distribution procedures which are written to ensure none of our activities pose a risk to product safety or loss of traceability.

Proof We Do It:

See Process Flow Diagram and corresponding procedure.

CLAUSE 12.6.3 STORAGE OF DRY GOODS

Element 12.6.3.1 Location of Storage of Dry Goods

Dry goods shall be located away from wet areas to protect the product from contamination and deterioration and to prevent packaging from becoming a harborage for pests or vermin.

What We Do:

Dry goods are located away from wet areas to protect the product from contamination and deterioration and to prevent packaging from becoming a harborage for pests or vermin.

How We Do It:

To protect the product from contamination and deterioration, all dry goods are stored on racks located in warehouse areas as indicated on the product flow plan in pre-designated slots. They are on skids and when not for immediate use, are protected with shrink wrapping. Rewrapping is not necessary as the original packaging protects the product contents.

Proof We Do It:

See Warehouse Storage Layout.

CLAUSE 12.6.4 STORAGE OF HAZARDOUS CHEMICALS AND TOXIC SUBSTANCES USED ON-SITE**Element 12.6.4.1 Requirements of Hazardous Chemicals Used On Site**

Hazardous chemicals, toxic substances, and pesticides that are for use on the site with the potential for food contamination shall be:

- i. Used only according to manufacturers' instructions;
- ii. Controlled to prevent contamination or a food safety hazard to raw material, packaging, work-in-progress, finished product, or product contact surfaces;
- iii. Included in a current register of all hazardous chemicals and toxic substances that are stored on-site;
- iv. Supplemented with a current Safety Data Sheet (SDS) made available to all staff;
- v. Controlled to track usage and ensure return to the appropriate storage areas after use;
- vi. Be compliant with national and local legislation; and
- vii. Used so that there is no cross-contamination between chemicals.

What We Do:

Hazardous chemicals are stored in their original containers, or in clearly labelled secondary containers if allowed by applicable legislation. Usage is controlled to ensure all products are returned to their appropriate storage location, and clearly labelled so that there is no cross contamination between chemicals.

How We Do It:

The MSDS binder is updated annually and whenever there is a change in product use. The chemical cabinet is located outside of the food area and all bottles are clearly labelled for their specific use with instructions available in the Warehouse Chemicals binder.

Proof We Do It:

The binder is housed on the Warehouse Manager's desk.

Element 12.6.4.2 Hazardous Chemical Storage and Location

Hazardous chemicals and toxic substances shall be stored:

- i. In an area with appropriate signage;
- ii. Accessible only by personnel trained in the storage and use of chemicals;
- iii. Separated from the distribution storage area so as not to present a hazard to staff, product, packaging, or product handling equipment;
- iv. In their original containers, or in clearly labeled secondary containers if allowed by applicable legislation; and
- v. Stored so that there is no cross-contamination between chemicals.

What We Do:

Hazardous chemicals and toxic substances used in the site with any potential for food contamination are stored separate from the distribution storage area so as not to present a hazard to staff, product, packaging, product handling equipment.

How We Do It:

The chemical cabinet is located outside of the food area and all bottles are clearly labelled for their specific use with instructions available in the Warehouse Chemicals binder.

Proof We Do It:

The cabinet is available for physical inspection, along with the binder housed on the Warehouse Manager's desk.

Element 12.6.4.3 Personnel Handling Chemicals

Personnel who handle hazardous chemicals and toxic substances, including pesticides and cleaning chemicals:

- i. Shall be fully trained in their purpose, storage, handling, and use;
- ii. Be provided first aid equipment and personnel protective equipment; and
- iii. Ensure compliance with the proper identification, storage, usage, disposal, and clean-up requirements.

What We Do:

Personnel who handle hazardous chemicals and toxic substances, including pesticides and cleaning chemicals are fully trained in their purpose, storage, handling, and use; provided first aid equipment and personnel protective equipment where required; and comply with the proper identification, storage, usage, disposal, and clean-up requirements.

How We Do It:

Warehouse employees are trained on the proper use, storage, handling, and purpose of all chemicals by the Warehouse Manager. The procedures are documented in our SOP for Warehouse maintenance and cleaning. The Manager ensures first aid and protection is available when needed and ensures safety and use compliance in the Warehouse.

Proof We Do It:

See our SOP Chemical Procedures.

Element 12.6.4.4 Hazardous Chemicals Disposal

The site shall dispose of unused chemicals and empty containers in accordance with regulatory requirements and ensure that:

- i. Empty chemical containers are not reused; ii. Empty containers are labeled, isolated, and securely stored while awaiting collection; and iii. Unused and obsolete chemicals are stored under secure conditions while waiting authorized disposal by an approved vendor.

What We Do:

The site's disposal of unused detergents and sanitizers and empty containers is in accordance with regulatory requirements and ensures that empty detergent and sanitizer containers are appropriately cleaned, treated and labeled before use; and empty detergent and sanitizer containers are labeled, isolated and securely stored while awaiting collection; and unused and obsolete detergents and sanitizers are stored under secure conditions while waiting authorized disposal by an approved vendor, if necessary.

How We Do It:

Warehouse employees are trained on the proper disposal of chemicals by the Warehouse Manager. The procedures are documented in our SOP for Warehouse maintenance and cleaning.

Proof We Do It:

The disposal procedures are available in the Safety binder at the Warehouse Manager's desk and in each storage cabinet.

Element 12.6.4.5 Hazardous Spill Instructions

In the event of a hazardous spill, the site shall:

- i. Have spillage clean-up instructions to ensure that the spill is properly contained; and
- ii. Be equipped with spillage kits and cleaning equipment.

What We Do:

In the event there is a hazardous spill, warehouse employees are trained by the Warehouse Manager on the steps necessary to safely contain and clean a spill. The supplies identified for spillage cleaning are assembled in a “kit” and labeled specifically for that purpose.

How We Do It:

When staff are trained on cleaning procedures and the chemicals permitted for use at the site, they are also instructed on how to clean a spill. The instructions for use and cleanup of accidental spills are included in the MSDS binder.

Proof We Do It:

The MSDS binder is located on the Warehouse Manager’s desk and instructions and postings are secured to the chemical cabinets.

CLAUSE 12.6.5 LOADING, TRANSPORT, AND STAGING PRACTICES

Element 12.6.5.1 Practices During Loading, Transport and Unloading

The practices applied during loading, transport, and unloading of food products and materials shall be documented, implemented, and designed to maintain appropriate storage conditions and product integrity. Practices shall protect against contamination from biological, chemical, and physical hazards, and under conditions that prevent cross-contamination.

What We Do:

The practices applied during loading, transport and unloading of food are documented, implemented and designed to maintain appropriate storage conditions and product integrity.

How We Do It:

Our warehouse loading, transport, and unloading procedures to protect against biological, chemical and physical contamination risks. Trailers are washed in a segregated area away from the distribution site in a manner so as to not pose a risk to the products.

Proof We Do It:

See Warehouse Procedures

Element 12.6.5.2 Trailer Inspection

Sites shall have a procedure in place that is documented and implemented to ensure trailers are inspected prior to receiving shipments or loading to ensure that the trailer is in good repair, clean, secured and at the required environmental condition and temperature.

What We Do:

The Trailer Inspection practices applied during loading, transport and unloading of food are designed to ensure that the trailer is in good repair, clean, secured, and at the required environmental condition and temperature.

How We Do It:

Our site's procedure ensures trailers are inspected prior to receiving shipments or loading deliveries to ensure that the trailer is in good repair, clean, secured and working at proper conditions and temperatures.

Proof We Do It:

Records of compliance activities are accessible in the Practitioner's office in the file system.

Element 12.6.5.3 Vehicles

Vehicles (e.g., trucks/vans/containers) used for transporting food shall be inspected prior to loading to ensure they are clean, in good repair, suitable for the purpose, and free from odors or other conditions that may impact negatively on the product.

What We Do:

Vehicles (e.g., trucks/vans/containers) used for transporting food are inspected prior to loading to ensure they are clean, in good repair, suitable for the purpose and free from odors or other conditions that may impact negatively on the product.

How We Do It:

Our site's procedure ensures vehicles are inspected prior to receiving shipments or loading deliveries to ensure that they are in good repair, clean, secured and working at proper conditions and temperatures.

Proof We Do It:

See Receiving Log. See Warehouse Inspection (if NCR is issued)

Element 12.6.5.4 Procedures

Receiving, staging, loading, and unloading practices shall be designed to minimize unnecessary exposure of the product to conditions detrimental to maintaining product integrity.

What We Do:

The warehouse staging and loading practices are designed to minimize unnecessary exposure of the product to conditions detrimental to maintaining product integrity.

How We Do It:

Receiving shipments are scheduled and the warehouse prepared in advance for large shipments. Stock rotation occurs, consolidation and slots made available in the appropriate storage temperature range and cooler. This minimizes the time product is exposed/staged. Further, the size of our warehouse permits produce staging throughout.

Proof We Do It:

See Receiving Procedures and warehouse SOP.

Element 12.6.5.5 Refrigerated Units Temperature

Where applicable, food transport vehicles' refrigeration units shall maintain the food at the required temperatures and the units' temperature settings shall be set, checked, and recorded before loading and product temperatures monitored at regular intervals during loading as appropriate.

The refrigeration units shall be operational at all times and checks shall be completed of the units' operation, the door seals, and the storage temperature at regular intervals during transit.

What We Do:

Food transport vehicle's refrigerated unit is set, checked and recorded if out of range before loading, and product temperatures monitored at regular intervals during loading as appropriate. Operational at all times, the refrigeration unit is routinely checked, including seals and temperature during transit.

How We Do It:

The refrigerated transport vehicles are checked prior to loading. The majority of our deliveries require only ambient temperature control. Those requiring a temperature range for food safety are delivered with checks during transit of all door seals, product, and temperature.

Proof We Do It:

See Warehouse Procedures

Element 12.6.5.6 Transport Vehicles Temperature and Checks

Upon arrival and prior to opening the doors, the food transport vehicles' refrigeration unit storage temperature settings and operating temperature shall be checked and recorded. Receiving shall be completed efficiently and product temperatures shall be recorded at the commencement of unloading and at regular intervals during unloading.

What We Do:

Prior to opening the doors, the food transport vehicle's refrigerated unit storage, temperature settings and operating temperatures are checked and recorded. Receiving is completed efficiently and product temperatures recorded at the beginning of unloading and at regular intervals during unloading.

How We Do It:

See Warehouse Inspection

Proof We Do It:

Warehouse Inspection Form

SECTION 12.6 RECEIPT, STORAGE AND TRANSPORT APPENDIX**Section 12.6 Receipt, Storage and Transport Procedures (2024-25)**

12.6.5.1 Practices during Loading and Transport Procedure (24-25)

12.6.5.1 Unloading Practices (24-25)

12.6.5.2F Trailer/Vehicle Inspection Form (24-25)

Section 12.6 Receipt, Storage and Transport Documents (2024-25)

12.6.1.1D Storage Floor Plan (24-25)

SECTION 12.7 SEPARATION OF FUNCTIONS

CLAUSE 12.7.1 PROCESS FLOW

Element 12.7.1.1 Process Flow Design

The process flow shall be designed to prevent cross-contamination and organized so there is a continuous flow of product through the process. The flow of personnel shall be managed such that the potential for contamination is minimized.

What We Do:

The process flow is designed to prevent cross contamination and organized so there is a continuous flow of product through the process. The personnel flow is managed to minimize the potential for contamination.

How We Do It:

Process flow is mostly controlled by staged actions. As a small warehouse, with three bays, we schedule deliveries in the very early am. The process flow design for receiving has product delivered for immediate inspection of trailer, product, and driver. The unloading area is in the direct flow for staging and storing.

The product is sorted by its temperature and other storage requirements and then housed in the appropriate cooler or location.

Personnel entry and exits are controlled to permit sanitation prior to entering.

Each process identified on the diagram in a color key legend is to minimize the potential for contamination.

Proof We Do It:

See Process Flow diagram



CLAUSE 12.7.2 CONTROL OF FOREIGN MATTER CONTAMINATION

Element 12.7.2.1 Methods and Responsibilities to Prevent Foreign Matter

The responsibility and methods used to prevent foreign matter contamination of the product shall be documented, implemented, and communicated to all staff.

What We Do:

The responsibility and methods used to prevent foreign matter contamination of food product are documented, implemented and communicated to all staff.

How We Do It:

The warehouse receiving and storage procedures include product inspection upon receipt and prior to shipment. Boxes are inspected for damage or tampering. Food and other items are not permitted in the storage areas.

Proof We Do It:

See Warehouse Procedures

Element 12.7.2.2 Inspections

Inspections shall be performed to ensure plant and equipment remains in good condition and potential contaminants have not been detached or become damaged or deteriorated.

What We Do:

Inspections are performed to ensure warehouse and equipment remains in good condition and potential contaminants have not detached or become damaged or deteriorated.

How We Do It:

Regular inspection and maintenance are part of the Warehouse SOP. We have limited equipment, which remains in regular use. The Warehouse Manager ensures that the equipment is maintained and poses no threat and that no parts are detached or deteriorated.

Proof We Do It:

Element 12.7.2.3 Glass Equipment, Containers

Containers, equipment, and other utensils made of glass, porcelain, ceramics, laboratory glassware, or other like material (except where product is contained in packaging made from these materials, or measurement instruments with glass dial covers, or MIG thermometers required under regulation) shall not be permitted in food processing/contact zones.

What We Do:

Inspections are performed to ensure Containers, equipment, and other utensils made of glass, porcelain, ceramics, laboratory glassware, or other like material (except where product is contained in packaging made from these materials, or measurement instruments with glass dial covers, or MIG thermometers required under regulation) are not permitted in the food areas.

How We Do It:

Glass et al restrictions are part of the warehouse SOP. There are glass dial cover and thermometers only permitted in the food areas.

Proof We Do It:

See Warehouse Procedure

Element 12.7.2.4 Glass Inventory

Where glass objects or similar material are required to be used by the site in storage and handling areas, they shall be listed in a glass inventory including details of their location.

What We Do:

All glass objects or similar material (GOSM) used by the site in storage and handling areas are listed in a glass register including details of their location.

How We Do It:

Any supplies or products in glass are included in the warehouse's glass inventory list.

Proof We Do It:

See Glass Inventory

Element 12.7.2.5 Storage of Glass or Similar Objects

Product that is in glass or similar material that is for distribution purposes shall be stored and handled in a manner that prevents contamination.

What We Do:

Containers, equipment and other utensils made of GOSM are not permitted in food processing/contact zones.

How We Do It:

GOSM product for distribution purposes is stored to prevent contamination.

Proof We Do It:

See warehouse layout and Glass Inventory.

Element 12.7.2.6 Inspections of Storage Zones

Regular inspections of storage and handling zones shall be conducted (refer to 2.5.4.3) to ensure they are free of glass or other like material and to establish changes to the condition of the objects listed in the glass inventory.

What We Do:

Conduct regular inspections of storage and handling areas to ensure they are free of GOSM and confirm no changes to the condition of the objects listed in the glass register.

How We Do It:

The warehouse is walked daily, at several intervals, to inspect the condition and state of product. If any item is found out of its designate area, or foreign material is found in the produce storage areas, the NCR is documented, the area isolated and cleaned, and a root-cause analysis conducted.

Proof We Do It:

See warehouse procedures

Element 12.7.2.7 Glass Instrument Dials

Glass instrument dial covers on equipment and MIG thermometers shall be inspected at regular intervals.

What We Do:

Glass instrument dial covers on equipment and MIG thermometers are inspected at regular intervals.

How We Do It:

The Warehouse Inspection Inspection includes the temperature monitoring. If a dial is damaged, an NCR is issued, and the repair conducted immediately.

Proof We Do It:

See Warehouse Inspection form.

Element 12.7.2.8 Use of Pallets

Pallets used in food storage shall be made of a suitable material, dedicated for that purpose, clean, maintained in good order, and their condition subject to regular inspection.

What We Do:

Pallets used in food storage are made of a suitable material, dedicated for that purpose, clean, maintained in good order, and their condition subject to regular inspection.

How We Do It:

Pallet inspection is part of our Storage and Distribution SOP. The warehouse employees are trained to isolate and replace any damaged, splintered, or broken pallets. The Warehouse Inventory manager is directly responsible for maintaining the pallets on a routine schedule.

Proof We Do It:

Physical inspection of the warehouse.

Element 12.7.2.9 Wooden Pallets

Wooden pallets and other wooden utensils used in food handling areas shall be dedicated for that purpose, clean, and maintained in good order. Their condition shall be subject to regular inspection.

What We Do:

Wooden pallets used in food storage are dedicated for that purpose, clean, maintained in good order and their condition subject to regular inspection.

How We Do It:

Pallet inspection is part of our Storage and Distribution SOP. The warehouse employees are trained to isolate and replace any damaged, splintered, or broken pallets. The Warehouse Inventory manager is directly responsible for maintaining the pallets on a routine schedule.

Proof We Do It:

Physical inspection of the warehouse.

Element 12.7.2.10 Loose Objects

Loose metal objects on equipment, equipment covers, and overhead structures shall be removed or tightly affixed so as not to present a hazard.

What We Do:

Equipment and warehouse are inspected daily. Any loose metal objects on equipment, equipment covers and/or overhead structures are removed or tightly fixed so as not to present a hazard.

How We Do It:

The warehouse employees inspect the site daily. Any loose metal objects on equipment, equipment covers and/or overhead structures are removed or tightly fixed so as not to present a hazard.

Proof We Do It:

Equipment Maintenance Log

CLAUSE 12.7.3 MANAGING FOREIGN MATTER CONTAMINATION INCIDENTS**Element 12.7.3.1 Isolation of Incidents**

In all cases of foreign matter contamination, the affected food product shall be isolated, inspected, reworked, or disposed of.

What We Do:

In all cases of foreign matter contamination, the affected food product is isolated, inspected, reworked or disposed in properly labelled and sealed food waste bins.

How We Do It:

There are designated bins for food waste for the dumpster. Any product found to contain foreign matters is isolated and inspected. All contaminated products are disposed and depending on the extent, a root cause analysis- in laymen's terms, the Warehouse Manager will research to find out if the contaminant was with product upon delivery, introduced in the warehouse, and if so by whom and how and the matter addressed accordingly.

Proof We Do It:

Warehouse Procedures.

Element 12.7.3.2 Cleaning Practices

In circumstances where glass or similar material breakage occurs, the affected area shall be isolated, cleaned, and thoroughly inspected (including cleaning equipment and footwear) and cleared by a suitably responsible person.

What We Do:

In circumstances where glass or similar material breakage occurs, the affected area is isolated, cleaned and thoroughly inspected (including cleaning equipment and footwear) and cleared by a suitably responsible person.

How We Do It:

The Cleaning and Sanitation procedure includes glass breakage and the proper isolation and cleaning of such breakage. The Warehouse Manager, SSM, or Practitioner can confirm the area is suitable for use without posing a risk to safety.

Proof We Do It:

See Warehouse Procedures

SECTION 12.7 SEPARATION OF FUNCTIONS APPENDIX**12.7 Separation of Functions Procedures**

12.7.3 Control of Foreign Matter Procedure (24-25)

12.7 Separation of Functions Documents

12.7.1.1C Process Flow Chart (24-25)

12.7.1.1D Cross Contamination Floor Plan (24-25)

12.7.3.3 Glass, Ceramic and Brittle Plastic Registry (24-25)

SECTION 12.8 WASTE DISPOSAL

Element 12.8.1.1 Collecting and Handling Waste

The responsibility and methods used to collect and handle dry, wet, and liquid waste and store it prior to removal from the premises shall be documented and implemented.

What We Do:

The responsibility and methods used to collect and handle dry, wet and liquid waste and store prior to removal from the premises are documented and implemented.

How We Do It:

Collecting and Handling waste is part of the warehouse SOP. There are separate labelled bins for differing waste, and all handling any waste that may pose a threat or risk to the stored product's safety.

Proof We Do It:

See procedures. Physical Tour

Element 12.8.1.2 Frequency of Removal

Waste shall be removed on a regular basis and not allowed to build up in food handling or storage areas. Designated waste accumulation areas shall be maintained in a clean and tidy condition until external waste collection is undertaken.

What We Do:

Waste is removed on a regular basis and not permitted to build up in food handling or storage areas. Designated waste accumulation areas are maintained in a clean and tidy condition.

How We Do It:

Waste Management is part of the warehouse SOP. All bins are labelled by type of waste and are not interchangeable.

Proof We Do It:

See warehouse signs and bin signs.

Element 12.8.1.3 Monitoring of Collection Bins

Trolleys, vehicles, waste disposal equipment, collection bins, and storage areas shall be maintained in a serviceable condition and cleaned and sanitized regularly so as not to attract pests and other vermin.

What We Do:

Trolleys, vehicles, waste disposal equipment, collection bins and storage areas are maintained in a serviceable condition and cleaned and sanitized regularly so as not to attract pests and other vermin.

How We Do It:

The warehouse SOP includes regular cleaning and maintenance of waste disposal equipment, vehicles, et al. The maintenance is recorded on an equipment log and trash on the Warehouse Inspection.

Proof We Do It:

See Warehouse Inspection form. Equipment Maintenance Log

Element 12.8.1.4 Trademarked Materials

Where applicable, a documented procedure shall be in place for the controlled disposal of trademarked materials. Where a contracted disposal service is used, the disposal process shall be reviewed regularly to confirm compliance.

What We Do:

Where applicable, a documented procedure shall be in place for the controlled disposal of trademarked materials. Where a contracted disposal service is used, the disposal process shall be reviewed regularly to confirm compliance.

How We Do It:

We do not dispose of trademarked materials. Every effort is made to return the material to the owner. As a small company, efforts are documented in the general email and communicated to the SSM.

Proof We Do It:

Email records, text messages (Monthly meeting minutes, progress reports)

Element 12.8.1.5 Inedible Waste

Inedible waste designated for animal feed shall be stored and handled so that it will not cause a risk to the animal or further processing. If denaturant is used to identify inedible waste, it shall be demonstrated that it does not pose a risk to animal health.

What We Do:

Inedible waste designated for animal feed is stored and handled so that it will not cause a risk to the animal or further processing. Isolation and labelling are our only denaturant to identify inedible waste, so that there is no risk to animal health.

How We Do It:

All products for “animal consumption” are isolated and stored until pickup so that it does not pose a risk to animal health, and separately from the loading area.

Proof We Do It:

See Warehouse SOP, labelled bins. Visual Tour.

Element 12.8.1.6 Inspections

Reviews of the effectiveness of waste management will form part of regular hygiene inspections and the results of these inspections shall be included in the relevant hygiene reports (refer to 2.5.4.3).

What We Do:

Reviews of the effectiveness of waste management is part of regular hygiene inspections and the results of these inspections are included in the relevant hygiene reports (refer to 2.5.4.3).

How We Do It:

The effectiveness of waste management and any reviews are included in the regular hygiene inspections, which are recorded on the Warehouse Inspection form.

Proof We Do It:

See Inspection form.

Element 12.8.1.7 Drainage of Wastewater

A procedure shall be in place to ensure drainage wastewater is effectively removed from the storage areas (refer to 12.1.2.2). If stored and/or treated on the premises, it shall be stored in a separate storage facility and suitably contained. Inspections of the drainage system and wastewater storage shall be included in the regular site.

What We Do:

Our drainage is managed by the City of Springdale. We do not use water in the produce area. Any ice from packaged food is dumped outside. Water from cleaning is disposed of in the mudroom work basin. The drains in the warehouse are inspected daily to ensure flow.

How We Do It:

Drain inspection is part of the warehouse SOP. All employees fulfilling orders, managing inventory, or cleaning, inspect the drain and notify the Warehouse Manager of any standing water.

Proof We Do It:

See Warehouse Inspection.

SECTION 12.8 WASTE DISPOSAL APPENDIX

12.8 Waste Disposal Procedures

12.8.1.1 Waste Disposal Procedure (24-25)

12.8 Waste Disposal Documents

12.8.1.1 Product Transition Log (24-25)

QuickBooks Monthly Transition Report