



HULLER/SHELLER

Good Manufacturing Practices and Sanitation Manual

AUGUST 2009

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CLEANING AND SANITIZING TIPS

CLEANING

PRE-SEASON – Plants need to be cleaned thoroughly by complete blow down of ceilings, walls, overheads, equipment and floor surfaces; (Vacuuming should be used where possible) and finally, sanitizing of all equipment food contact surfaces. This may be accomplished with air hoses and vacuums, and with an alcohol based quaternary ammonia sanitizer dispensed in hand sprayers or larger micronizers. *Special Note: Use approved food cleaners and sanitizers*

SEASON – Cleaning and sanitizing needs to be accomplished as opportunity permits, but no less than every two weeks. All food contact surfaces at the output side of the plant need to be sanitized by using an alcohol / quaternary ammonia sanitizing solution (see label for “Meat” dilution rate) (or hydrogen peroxide for organic hullers pre-season). The cleaning sequence is ... clean with soap and mechanical agitation to loosen the soil, sanitize and swab test! Sanitize from first shear rolls forward, including decks, conveyors, gravity tables, etc. The pre-cleaner would be blown down and sanitized as accessible.

INSECT CONTROL

DOORS – All large doors are required to have a low voltage Insectocutor on each side of the door. Man doors are required to have one on the hinge side of the door. The FDA prefers low voltage Insectocutors. Insectocutors are available at Graingers. If the Insectocutors alone do not keep the insects out of the building other methods must be tried.

MICROBIOLOGY

- Pencil style swabs – *Available from: 3M Company / Telephone (800) 228-3957*
- Whirl pack sample bags (Catalogue # 11216-409 / pack of 500)
- Sterile scoops (Catalogue # 56924-569 / pack of 100)
- Hand sanitizer (Catalogue # 21909-597 / pack of 12) – *Available from: Lab Supply House VWR / Telephone (800) 932-5000*

One swab test should be taken bi-monthly at the output belt to the bins on the almond kernel contact surface of the equipment. Location of the swab test should be noted on the documentation sheet along with the other information specified on the form. 3M has instructions with the swab indicating swab test area. Swab sample to be tested for Aerobic Plate Count and the count noted in your record book.

SANITIZING

Alcohol / Quaternary Ammonia is the preferred sanitizer for food contact surfaces. Alpet D2 can be purchased at many sanitation supply outlets near your location.

- Alcohol / Quaternary Ammonia – *Available from: Best Sanitizer Inc. / Telephone (888) 225-3267 (call for local distributor)*

LIGHT COVERS AND PLASTIC COATINGS FOR LIGHTS

Shat-r-shield lights are available from Wille Electric / Telephone (209) 527-6808. Also, covers can be purchased for about \$2.00 each and they are acceptable to the regulators. Wille Electric is located on 7th Street in Modesto.

POLICY – PLANT AND REGULATORY VISITORS

IDENTIFICATION – I.D. will be required of any person who wishes to conduct an inspection of the plant facility.

NOTIFICATION OF INSPECTION – The appropriate company staff will be notified before an inspection can begin. Staff will notify all other company officials and staff members involved with the operation.

ADMISSION OF INSPECTORS – An inspector has the right to enter any food establishment at “any reasonable time.” Inspectors must be admitted even though the owner or manager *is not present*. As peace officers they have the right to collect evidence regarding any violation of the California Health and Safety Code. Plant management cannot refuse the inspector access to the plant... to do so is a misdemeanor and a violation of the law.

CONFERENCE – All inspections will be preceded by an opening conference chaired by the company president or his appointed alternate to determine the focus and purpose of the inspection.

O.S.H.A. LOG AND INJURY RECORDS – The inspector will request a review of the O.S.H.A. logs for the past several years and will review the employee injuries and illnesses listed on the logs. Do not provide any records unless specifically requested.

PROGRAMS AND PROCEDURES – The inspector may inquire about the existence of certain programs or procedures, i.e., Quality Control or Assurance, Preventative Maintenance, Housekeeping, Hazardous Materials, employee training records, etc. If copies of programs are given to the inspector it is important that a note be made, after providing the requested form, of the program taken by the inspector.

INSPECTIONS – Except for complaint inspections, inspectors may observe any area they choose during the walk around portion of the inspection. During an O.S.H.A. or Government inspection, do not walk through the processing area of the plant unless directed by the investigator. Go directly to the requested area of concern.

PHOTOGRAPHS – Videotaping and photos by the inspector is part of the inspection and must be allowed.

SAMPLES – If samples are taken by the inspectors during the inspection, duplicate samples should be requested by staff and sent immediately to a laboratory to be tested for the target organism or chemical of concern.

EQUIPMENT – Never open any doors or covers to any operating equipment in an effort to explain a process to an inspector unless it is safe to do so.

OBSERVATIONS BY THE INSPECTOR – Staff and management will note any potential hazards which the inspectors point out. The hazard will be corrected before the inspector leaves the premise if at all possible. The sooner the correction, the more favorable the impression. Inspectors like immediate correction and quick action. They will not ask for immediate correction, but they do expect it.

EXIT INTERVIEW – The FDA Inspector will hold an exit interview and will give you a 483 “Report of Observations.” The observations will go into your file in the regional office. The company must correct the noted observations as quickly as possible. A letter must be written to confirm the correction(s) delineating when and how the corrections will be made to the local DHS-FDB Supervisor. The letter must be provided to the local regulatory office within ten working days of the inspection. The FDA Investigator will provide the address of the office where response letter is to be mailed.

GOOD MANUFACTURING PRACTICES

PLANT EMPLOYEES

GENERAL RULES:

1. Employees must wear clean outer garments that are washable. Shoes must be in a good repair and of all leather construction. No open toes.
2. All employees must wash hands with soap and warm water and sanitize their hands prior to handling product, after using restrooms, returning to their work station from break or lunch, or at any other time when their hands may have become soiled.
3. All employees are to wear effective hair restraints including hair nets, beard and mustache covers where applicable.
4. All jewelry, including watches, are to be removed before entering the plant.
5. Shirt pockets are to be empty and cleared of pencils, etc. when in the plant.
6. No glass or food item of any kind is permitted in the plant processing areas. Food may only be consumed in the lunch room or outside the building.
7. No employee infected with any infectious or communicable disease, including boils, sores, infected wound, or any other affliction which may spread disease, may be in contact with the food product or food contact equipment.
8. Candy, chewing gum, lozenges, etc. are not allowed in the plant.
9. Tobacco is not permitted in the plant. Smoking areas are designated.
10. Extra clothing must be stored in lockers or other acceptable facility.

All employees are expected to comply with all Good Manufacturing Practices required by the Federal, State, Local Health authorities and Plant Management.

Employee: _____

Date: _____

PLANT VISITOR POLICY

Visitors to the plant will comply with all GMPs and plant policies. A sign-off sheet detailing the plant policies and Good Manufacturing Practices will be available for each guest to read and sign before entry into the plant. A plant visitor policy is helpful in making sure all plant visitors understand and maintain the standards of food safety required of all employees and staff. A form has been added for use by visitors.

GOOD MANUFACTURING PRACTICES

PLANT VISITORS

GENERAL RULES:

1. Visitors must be wearing clean outer garments. Shoes must be in good repair and of all leather construction. No open toes.
2. All visitors must wash hands with soap and warm water and sanitize their hands prior to entering the plant and after using restrooms or anytime when their hands may have become soiled during their visit.
3. All visitors are to wear effective hair restraints including hair nets, beard and mustache covers where applicable.
4. All jewelry, including watches, are to be removed before entering the plant.
5. Shirt pockets are to be empty and cleared of pencils, etc. prior to entering the plant.
6. No glass or food item of any kind is permitted in the plant processing areas. Food may only be consumed in the lunch room or outside the building. Please leave in the waiting room all items that may be detrimental or hazardous to the product.
7. No visitor infected with any infectious or communicable disease, including boils, sores, infected wound, or any other affliction which may spread disease, may enter the plant.
8. Candy, chewing gum, lozenges, etc. are not allowed in the plant.
9. Tobacco, in any form, is not permitted in the plant. Smoking areas are designated.
10. Extra clothing and other additional articles must be left in the waiting room.

All visitors are expected to comply with all Good Manufacturing Practices required by the Federal, State, Local Health authorities and Plant Management.

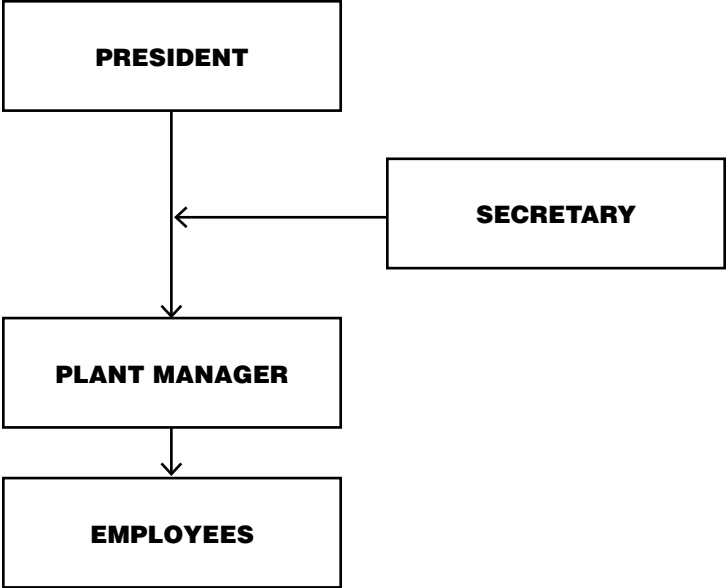
Visitor: _____

Date: _____

COMPANY ORGANIZATION CHART

A company organization chart is important to your customers and regulatory officials. The organization chart details the responsibility for the operation and shows each position. Floor managers and plant employees are delineated as well as the company president and his staff. Investigators may ask for a copy of his chart, be prepared to respond by giving them a copy.

SAMPLE:



RESTROOM POLICY

All plant restrooms will be maintained in a clean and sanitary manner. Wash basins, toilets, urinals, walls, ceilings and floors are to be kept clean and in good repair. Wash basins, toilets and urinals are to be sanitized at least twice per shift using an effective bactericide. Waste baskets and sanitary napkin holders must be emptied frequently to keep them serviceable and uncluttered. Restroom woodwork will be cleaned on a weekly cycle with cleaning solutions and sanitizers. The sanitation manager will review each restroom each shift to make certain they are properly maintained.

Restrooms need to be furnished at all times with soap, hot water, single use towels, venting to the outside of the building and a self closing door to keep flies out and odors in!

SANITATION AND STERILIZATION PROGRAM

The Good Manufacturing Practices program requires a well managed sanitation program. Almond huller plants are dry operations requiring a well thought out sanitation program. A good sanitation program is dynamic, meaning it is in motion all the time. There is daily cleaning, weekly cleaning, monthly cleaning, semi-annual cleaning and annual cleaning. All of these cleaning time frames are melded together in a well rounded sanitation program. Cleaning also incorporates a sound sanitizing program that should be performed no less than twice per month on all product flow lines starting at the first shear rolls and moving forward toward the fill bin. Sanitizing will help insure that almond product surfaces will be pathogen free. Regulatory inspectors may ask for a copy of your sanitizing procedure so be prepared to give them a copy.

EQUIPMENT CLEANING PROCEDURE

EQUIPMENT / LOCATION

FREQUENCY

REQUIRED MAN HOURS

REQUIRED CHEMICALS / DILUTION RATE

PROCEDURES

1. Lockout / Tagged procedure for power.
2. Check for and remove all edible product from the work area.
3. Wear proper protective equipment.
4. Follow all label and MSDS precautions for chemicals.
5. Check for oil leaks on all gear boxes and motors, report problems to maintenance supervisor and make out action slip.
6. Vacuum all equipment and motors to remove loose debris. Start at the highest piece of equipment and work down.
7. Cover all motors and gear boxes with plastic coverings.
8. Steam or clean with food grade cleaning chemicals.
9. Scrub with brushes and other cleaning tools as needed. Agitate all equipment and food contact surfaces to remove dirt or residue buildup.
10. Do not apply sanitizers (quaternary ammonia or other sanitizer) edible product.

Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

EQUIPMENT SANITIZING POLICY

All plant equipment and product process lines must be sanitized on a regular schedule. Each processing line should be sanitized at least once every two weeks using an effective bactericide. Label information on the sanitizer should indicate that the solution is effective against pathogenic organisms such as salmonella, etc.

Copies of the sanitizer label and MSDS sheet should be available for the regulatory inspector if requested.

SANITIZER LABEL SAMPLE



E.P.A. Reg. No. 73227-1 E.P.A. Est. No. 550KY-001

1 QUART (32 FL.OZ.)

ACTIVE INGREDIENTS:

Isopropyl Alcohol	58.6000 %
Dicyl Deryl Dimethyl Ammonium Chloride	0.0075 %
Dideyl Dimethyl Ammonium Chloride	0.0045 %
Dioctyl Dimethyl Ammonium Chloride	0.0030 %
OTHER INGREDIENTS:	41.3850 %
TOTAL:	100.0000 %

WARNING: KEEP OUT OF REACH OF CHILDREN
See Back Panel For Additional Precautionary Statements

Manufactured for

BESTSANITIZERSINC.

PO BOX 1360 PENN VALLEY CA 95946
888-225-3267 WWW.BESTSANITIZERS.COM

DIRECTIONS FOR USE

It is a violation of Federal Law to use this product in a manner inconsistent with its labeling. Apply with a sponge, cloth, or mechanical sprayer, or by total immersion. When applied with a mechanical spray, spray should be coarse. Surfaces must be sprayed until thoroughly wetted. Treated surfaces must remain wet for 1 minute.

SANITIZING OF FOOD PROCESSING EQUIPMENT AND OTHER HARD NONPOROUS SURFACES IN FOOD CONTACT LOCATIONS:

For sanitizing food processing equipment, dairy equipment, food utensils, dishes, silverware, glasses, sink tops, countertops, refrigerated storage and display equipment and other hard nonporous surfaces. Wash and rinse all articles thoroughly, then apply this product. Apply to sink tops, countertops, refrigerated storage and display equipment and other stationary hard surfaces by sponge, cloth, brush or coarse spray. Surfaces should remain wet for at least one minute followed by adequate draining and air-drying. Use fresh solution in all applications. Dishes, silverware, glasses, cooking utensils and other similar size food processing equipment can be sanitized by immersion in this product. No potable water rinse is required.

This product is an effective sanitizer against *Staphylococcus aureus* (ATCC 6538) and *Escherichia coli* (ATCC 11299) on hard non-porous environmental surfaces. Treated surfaces must remain wet for 60 seconds. Allow to air dry.

This product is not to be used as a terminal sterilant/high level disinfectant on any surface or instrument that (1) is introduced directly into the human body, either into or in contact with the bloodstream or normally sterile areas of the body, or (2) contacts intact mucous membranes but which does not ordinarily penetrate the blood barrier or otherwise enter normally sterile areas of the body. This product may be used to predeon or decontaminate critical or semi-critical medical devices prior to sterilization or high level disinfection.

STORAGE AND DISPOSAL

Do not contaminate water, food, or feed by storage or disposal.

PESTICIDE STORAGE - Open dumping is prohibited. Store only in the original container. Do not reuse empty container. Keep this product under locked storage sufficient to make it inaccessible to children or people unfamiliar with its proper use. Store in a cool dry area away from flames, sparks or other sources of heat or ignition. If ignited, use dry chemical or CO2 extinguisher. If a large quantity

is spilled, dilute with water and mop or wipe dry.

PESTICIDE DISPOSAL - Wastes resulting from the use of this product may be disposed of on site or at an approved waste disposal facility.

CONTAINER DISPOSAL - (Larger than 1 gallon)- Triple rinse (or equivalent). Then offer for recycling or reconditioning, or puncture and dispose of in a sanitary land fill, or incineration, or, if allowed by state and local authorities, by burning. If burned, stay out of smoke. (1 gallon and smaller)- Do not reuse empty container. Wrap container and put in trash.

LIMITED WARRANTY AND DISCLAIMER

NOTICE: Best Sanitizers, Inc. warrants that this product conforms to the chemical description on the label and is reasonably fit for the purposes referred to in the Directions For Use. Buyer assumes all risks of use and handling which is a variance in any way with the directions herein. Best Sanitizers, Inc. makes no other express or implied warranty of fitness or merchantability. In no case shall Best Sanitizers, Inc. or the seller be liable for consequential, special or indirect damages resulting from the use or handling of this product. Best Sanitizers, Inc. and Seller offer this product and the Buyer and user accept it, subject to the foregoing Limited Warranty and Disclaimer which may be varied only by agreement in writing signed by a duly authorized representative of Best Sanitizers, Inc.

FIRST AID

If in eyes: Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice.

HOT LINE NUMBER:

Have the product container or label with you when calling a poison control center or doctor, or going for treatment. You may also contact 530-432-7460 between 8:30 A.M. and 4:30 P.M. Pacific Time for emergency medical treatment information.

PRECAUTIONARY STATEMENTS

WARNING: HAZARDS TO HUMANS AND DOMESTIC ANIMALS
Causes substantial but temporary eye injury. Do not get in eyes or on clothing. Wear protective eyewear, such as safety glasses. Wash thoroughly with soap and water after handling. Remove contaminated clothing and wash clothing before reuse.

PHYSICAL OR CHEMICAL HAZARDS

Flammable. Keep away from heat and open flame.

5510003-1

Sanitizer Label Sample

GLASS POLICY

It is the policy of our plant that we will be glass free. Glass is not allowed in the plant in any form. All lights will be coated with plastic or an enclosed shield to protect the almond processes from glass shards. Windows, clock facings, fork lift lights, etc. must be plastic coated to protect almond process flows and stored product from potential glass breakage. Regular inspections conducted monthly will review the plant for glass hazards. State inspectors may require documentation of protective coating for glass lights. Be prepared to show receipts, etc. if requested.

SAMPLE OF COMPLIANT LIGHTING

PRODUCT INFORMATION SHEET

shat-r-shield

SAFETY LIGHTING

This lamp has a shatter-resistant coating for the purpose of containing glass fragments in the event the lamp is accidentally dropped or broken. The coating is not designed to contain arc-tube fragments in the case of arc-tube rupture. In extraordinary applications or under certain conditions, glass fragments may escape the coating. Therefore EXTREME CAUTION should be exercised AT ALL TIMES when using or handling this lamp.

LAMP MUST BE OPERATED BASE UP ONLY AND ONLY IN OPEN FIXTURES. Lamp for Industrial and Foodservice use.

WARNING

I. This Metal Halide lamp is constructed of an outer glass bulb with an internal arc-tube made of quartz. Metal Halide arc-tubes operate at high pressure (up to 50 p.s.i.) and at very high temperatures and can unexpectedly rupture due to internal causes or external factors such as a ballast failure or misapplication. An arc-tube rupture can burst and shatter the outer glass bulb and coating resulting in the discharge of glass fragments and extremely hot quartz particles (as high as 1832°F, 1000°C). In the event of such rupture, THERE IS A RISK OF PERSONAL INJURY, PROPERTY DAMAGE, BURNS AND FIRE.

All Shat-R-Shield Metal Halide Lamps MUST be used in OPEN FIXTURES and be operated BASE UP. The user must follow the "Proper Care and Maintenance" instructions in section V below. To further reduce risk, use Shat-R-Shield MP type lamps which contain a special shield which was designed to contain a ruptured arc-tube and thereby minimize the resultant risk of personal injury, property damage, burns and fire.

II. ULTRAVIOLET RADIATION EXPOSURE:

WARNING: THIS LAMP CAN CAUSE SERIOUS SKIN BURN AND EYE INFLAMMATION FROM SHORT WAVE ULTRAVIOLET RADIATION IF OUTER GLASS ENVELOPE IS BROKEN OR PUNCTURED. DO NOT USE WHERE PEOPLE WILL REMAIN FOR MORE THAN A FEW MINUTES UNLESS ADEQUATE SHIELDING OR OTHER SAFETY PRECAUTIONS ARE USED. LAMPS THAT WILL AUTOMATICALLY EXTINGUISH WHEN THE OUTER GLASS ENVELOPE IS BROKEN OR PUNCTURED ARE COMMERCIALY AVAILABLE.

NON-AUTOMATIC EXTINGUISHING LAMPS ARE MARKED WITH THE LETTER "R".
AUTOMATIC EXTINGUISHING LAMPS ARE MARKED WITH THE LETTER "T".

TYPE "T" LAMPS SHOULD SELF-EXTINGUISH WITHIN 15 MINUTES AFTER THE OUTER GLASS ENVELOPE IS BROKEN OR PUNCTURED. IF SUCH DAMAGE OCCURS, TURN OFF AND REMOVE LAMP TO AVOID POSSIBLE INJURY FROM HAZARDOUS SHORTWAVE ULTRAVIOLET RADIATION.

THIS PRODUCT CONFORMS TO THE FOLLOWING FEDERAL REGULATIONS:

U.S.A.: 21 CFR 1040.30, CANADA: SOR/80 381

III. ELECTRICAL SHOCK AND BURN HAZARD:

Do not remove or insert lamp when power is on. If outer glass bulb is broken, shut off power immediately and remove lamp after it has cooled.

IV. INSTALLATION AND OPERATING INSTRUCTIONS:

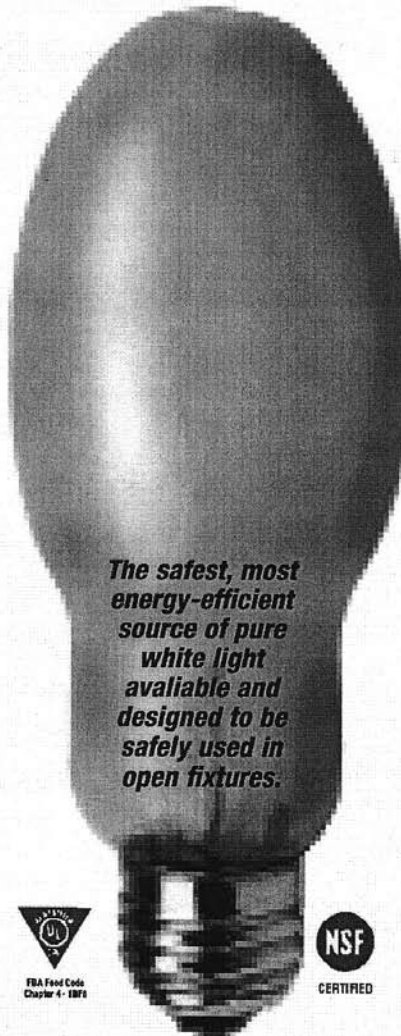
1. Screw lamp firmly but not forcibly into socket to avoid breakage.
2. To avoid damaging lamp, never install it into an ordinary household socket.

V. PROPER CARE AND MAINTENANCE:

To reduce the possibility of an arc-tube rupture and premature lamp failure:

1. OPERATE WITH COMPATIBLE BALLAST AND FIXTURE ONLY. THIS LAMP MUST BE OPERATED WITH A BALLAST WHICH HAS AN ANSI DESIGNATION IDENTICAL TO THAT FOUND ON THE LAMP OUTER GLASS BULB.
2. Turn lamp off for a minimum of 15 minutes at least once a week.
3. Do not expose operating lamp to moisture.
4. Replace lamp if outer glass bulb or coating is scratched, cracked or damaged in any way.
5. Electrically insulate any metal support in contact with the outer glass bulb to avoid glass decomposition.
6. Replace lamp at or before the end of rated life. (See catalog for rated life.)

OPERATING POSITION: ALL SHAT-R-SHIELD METAL HALIDE LAMPS MUST BE OPERATED BASE UP ONLY AND ONLY IN OPEN FIXTURES.



FDA Food Code
Chapter 4 - 1016



CERTIFIED

Hold Number

HOLD
DO NOT SHIP

Issued by

Date

Reason for hold

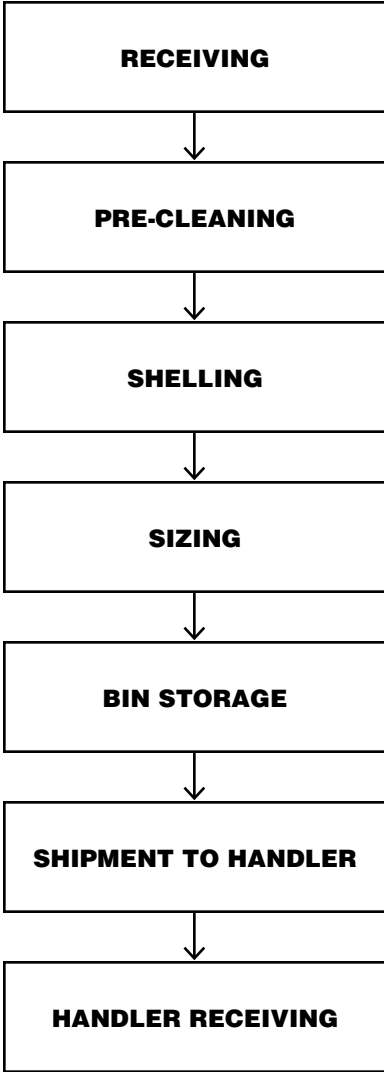
PLANT SCHEMATIC

A plant schematic is needed by all who plan programs that impact the production side of the operation and by customers and regulatory personnel who inspect your plant. A simple line schematic is all that is required, but a more elaborate mechanically drawn schematic is more helpful.

PLACE YOUR SCHEMATIC DIAGRAM OF THE PLANT HERE!

PLANT FLOW CHART

ALMONDS



METAL DETECTION PROGRAM

Metal fragments may result from the equipment operation when various components wear out. Magnets are important to a “Good Manufacturing Practices” program. Cleaning of the magnets routinely is helpful in keeping product free.

WATER ANALYSIS AND SWAB TEST FORMAT

Water analysis must be handled according to the directions of the testing laboratory. A sterile jar is used for the test and must be handled aseptically so that the test will be valid. Lid is removed only after running the faucet for several minutes to clear the line. Be certain that the lid is kept sanitary. A portion of water is allowed to fill the jar about two thirds. The cap is placed back on and tightened firmly and taken to the laboratory for analysis.

Swab testing is performed according to the directions received with the swab equipment. Tests should be taken at random at various locations on the equipment and noted on the swab test form. All tests must be performed according to the directions to be valid.

State and Federal inspectors will ask for the data on these tests so documentation is very important and necessary. Be sure that the analytical information is posted to the proper sheets in your manual.

Test frequency for swabs will be every two weeks and for water once each year. The test needs to be done during operationing time only.

Questions may be referred to Gene Beach at (209) 723-7661 or Duane Lindsay at (209) 606-8675.

RODENT AND BIRD POLICY

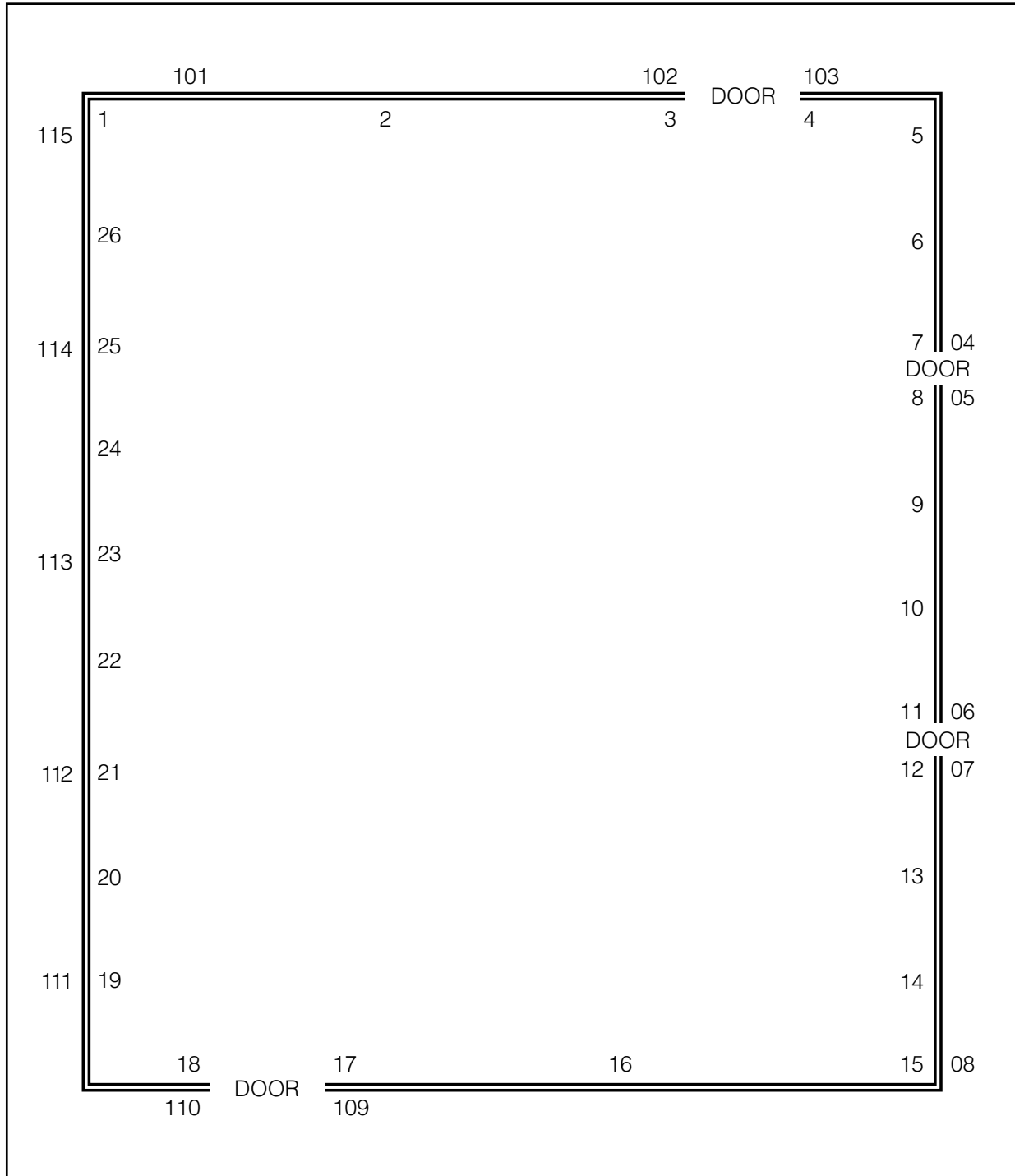
The plant must be maintained free from rodent and bird infestation. Plants must maintain a plant schematic of all rodent traps by number (see example). Bird trapping and eradication may be included as needed in the rodent program. A plant staff member will be assigned to train and work with the employee or outside pest control company. Accountability is key to success in a rodent control program and will be an integral component of our plant, rodent and bird policy. Rodents will not be left in the traps longer than two days. All rodent activity will be accounted for by record keeping. Increased rodent activity will be brought to the attention of all management and will be reviewed by the assigned manager, daily.

Dead rodents are to be carefully removed from the traps and buried, or placed in a plastic bag and disposed of in the garbage. Use gloves that protect hand and the arm area and use a particle mask to protect respiration. Traps are to be kept clean. When dirty, discard and replace them with new traps. Dead birds are to be handled as described for dead rodent removal.

Domestic animals must be kept out of the plant at all times. Dogs, cats and other domesticated animals are expressly forbidden by law from food processing plants, etc.

RODENT CONTROL SCHEMATIC

Trap Location by Number



Inside traps every 20 to 25 feet and each side of doorway – in / out.

Outside bait traps every 30 to 40 feet.

PLANT AND FOOD QUALITY SYSTEMS CERTIFICATION PROGRAM

EMPLOYEES: (150 POINTS)

1. Licensed pest control operator available? yes no n/a
2. Employees have clean clothes daily? yes no n/a
3. Employees' hands washed and sanitized regularly? yes no n/a
4. No jewelry. (Watches, rings, necklaces, earrings, etc.)? yes no n/a
5. Hair control. Employees properly netted? yes no n/a
6. No false fingernails or eye lashes? yes no n/a
7. No fingernail polish? yes no n/a
8. Eating only in designated food areas? yes no n/a
9. Smoking only in designated areas? yes no n/a
10. Employees trained in Good Manufacturing Practices? yes no n/a
11. Lockers for employees' lunches and clothing? yes no n/a
12. Lockers emptied weekly and checked by management? yes no n/a
13. Employee training program adequate? yes no n/a

BUILDING: (150 POINTS)

14. Building in good repair? yes no n/a
15. No holes in roof or walls to outside? yes no n/a
16. Building doors in good repair? yes no n/a
17. Building doors kept closed or Insectocutor used? yes no n/a
18. Cleanable wall and ceiling material? yes no n/a
19. Building floors in good repair? yes no n/a

PROCESSING: (200 POINTS)

20. Floors cleaned on a regular schedule and kept clean? yes no n/a
21. Equipment cleaned on regular schedule and documented? yes no n/a
22. Equipment sanitized on regular schedule and documented? yes no n/a
23. Hand wash and sanitizers available for employees at all times? yes no n/a
24. Wall perimeters kept clean and clear for rodent inspection? yes no n/a
25. Plant housekeeping adequate? yes no n/a
26. Plant sanitation assigned to competent individual? yes no n/a

27. Plant clean and orderly? yes no n/a
28. Magnets checked and cleaned on daily schedule, documented? yes no n/a
29. Metal detector tested 4 times daily and documented? yes no n/a

EQUIPMENT: (100 PONTs)

30. Equipment cleaned regularly and documented? yes no n/a
31. Food contact surfaces sanitized at least daily and documented? yes no n/a
32. Equipment design not hazard to product? yes no n/a
33. Motors with oil catch pans where needed? yes no n/a
34. All oils food grade and USDA approved? yes no n/a

GROUNDS: (100 POINTS)

35. Weed control program in use? yes no n/a
36. Grounds not littered with objectionable items? yes no n/a
37. Grounds kept neat and orderly? yes no n/a

RODENT CONTROL: (100 POINTS)

38. No visible signs of rodent or insect evidence? (100 point deduct) yes no n/a
39. Rodent bait stations serviced regularly and documented? yes no n/a
40. Rodent trapping and plant serviced regularly and documented? yes no n/a
41. Rodent control record available and up to date? yes no n/a
42. Adequate bird control? yes no n/a
43. Adequate animal control? yes no n/a

RAW PRODUCT STORAGE: (100 POINTS)

44. Raw product stored in an acceptable location? yes no n/a
45. Raw product protected adequately from contamination? yes no n/a

RESTROOMS: (100 POINTS)

46. Restrooms kept clean? yes no n/a
47. Restrooms posted with hand wash signs? yes no n/a
48. Restrooms furnished with hot water? yes no n/a
49. Restrooms furnished with soap and hand sanitizer? yes no n/a

COMMENTS

Grade: Total possible points is 1,000. 900 to 1,000 Superior; 800 to 900 Excellent; 700 to 800 Good; Less than 700 re-inspection in 30 days. Live storage insects and live rodents disallow inspection and exposes plant to regulatory risk. Plant receives no rating and will need to be re-inspected within 30 days.

Plant Rating (Check One): Superior Excellent Good Re-inspect