



Wiskerchen Cheese Inc. SOP

Title: Compactor Operation # 2.017

Table with 8 columns: Issue Date, Written By, Approved By, Revision #, Revision Date, Revised By, Supersedes, Page 1 of 1

Purpose: To ensure that Wiskerchen Cheese Inc. is following safety procedures when discarding cardboard/garbage and operation the compactors to prevent injury to its employees.

Responsibility: Only trained waste removal operators.

Due to electricity use, only one compactor may be run at a time.

Cardboard Compactor

- 1. Get the key located on the wall above the freezer across from the label/ingredient cage. It is on the same hook as the key card to get back into the building.
2. Fill the hopper with cardboard only, making sure that no other type of waste is added.
3. The compactor should only be run when the cardboard is full (the cardboard is level with the inlet chute) or at the end of the night.
4. Before inserting the key, make sure that no person or animal is inside of the unit. Turn the key to the "On" position.
5. The compactor will cycle three times and then automatically shut off.
6. Remove the key and return to wall above the freezer. Key should not be left in compactor.
7. If there is any problem, press the "Emergency Stop" button and notify Shipping/Receiving, Maintenance, or Management immediately. Do not enter the unit for any reason.
8. When the pressure gauge reaches 900-1000 PSI notify Shipping/Receiving personnel, who will then contact the waste contractor for pickup

Garbage Compactor

- 1. Get the key located on the wall above the freezer across from the label/ingredient cage. It is on the same hook as the key card to get back into the building.
2. Fill the hopper with garbage only, making sure that no cardboard or other recyclable material is added.
3. The compactor should only be run when the garbage is full (the garbage reaches the top of the unit) or at the end of the night.
4. Before inserting the key, make sure that no person or animal is inside of the unit. Close and latch the door. Turn the key to the "Manual" position. Press the "Start" button.
5. The compactor will cycle two times and then automatically shut off.
6. Remove the key and return to wall above the freezer. Key should not be left in compactor.
7. If there is any problem, press the "Emergency Stop" button and notify Shipping/Receiving, Maintenance, or Management immediately. Do not enter the unit for any reason.

Approved By: \_\_\_\_\_

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