

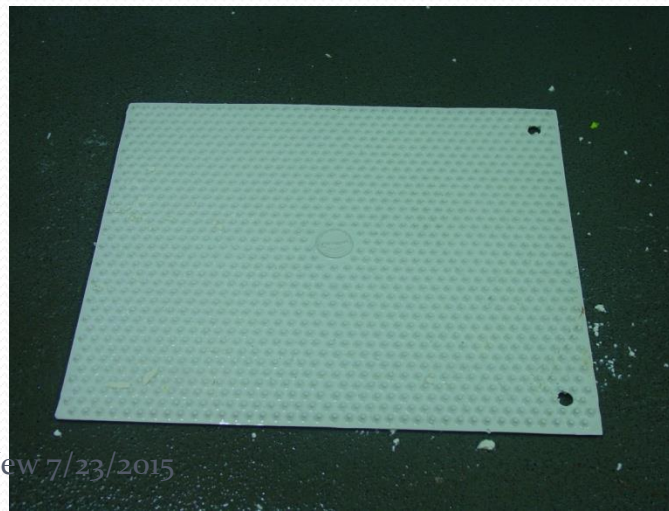


Good Manufacturing Practices

August

Clean Equipment

- Cleaned equipment must be handled/stored in a manner that maintains its sanitary condition and that prevents damage, including:
 - 1. Cleaned equipment, parts, cleaning aids/tools, etc., MUST NOT be placed directly on walking surfaces. Sanitary rubber mats designated by color or designated sanitary carts or racks may be used for storage.



Clean Equipment

- 2. Cleaned equipment must not be dragged across the floor or walking surfaces. (Clean tubs may be slid on their feet, not side.)



Clean Equipment

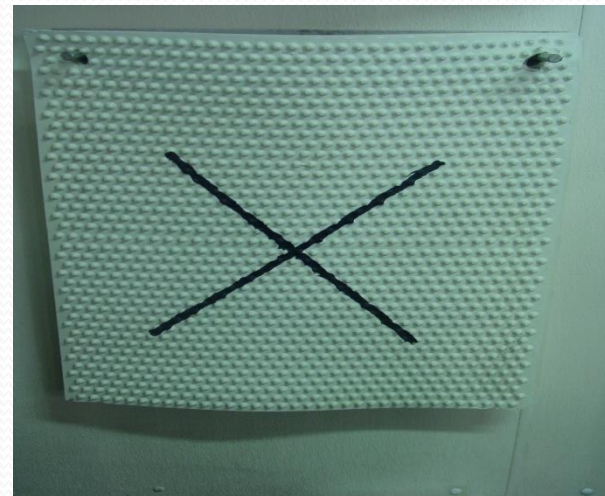
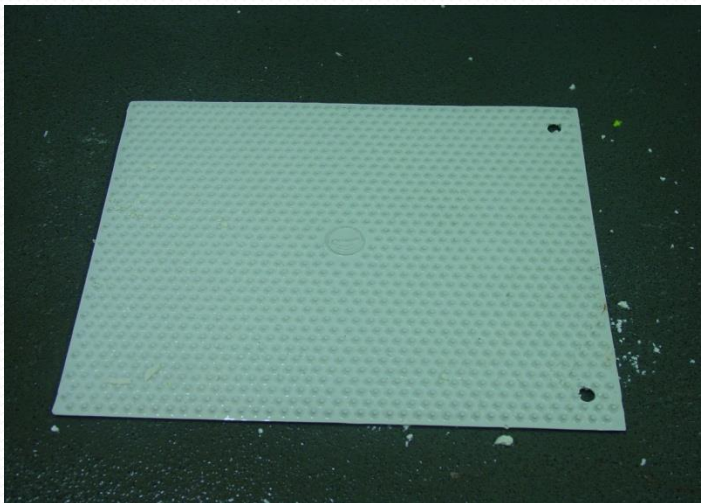
- 3. Clean parts MUST NOT be stored in unclean containers.
- 4. Clean parts MUST NOT be stored with dirty parts.



You don't put clean dishes in a dirty dishwasher.

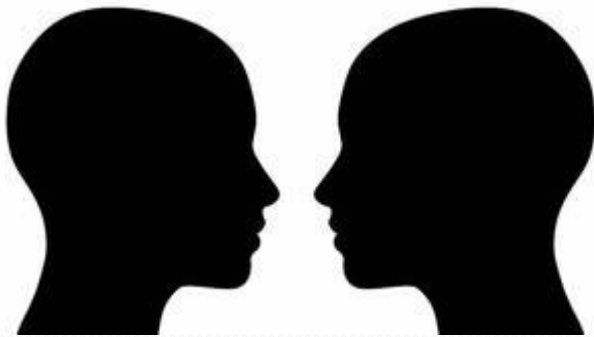
Sanitary Mats/Plastic Pallets

- Designated sanitary mats and plastic pallets must be handled to maintain sanitary conditions.
 - 1. The mats must not be stepped on. One side of the mat must be marked to distinguish between the floor contact side and the container or part contact side. An “X” is the designated the floor side.

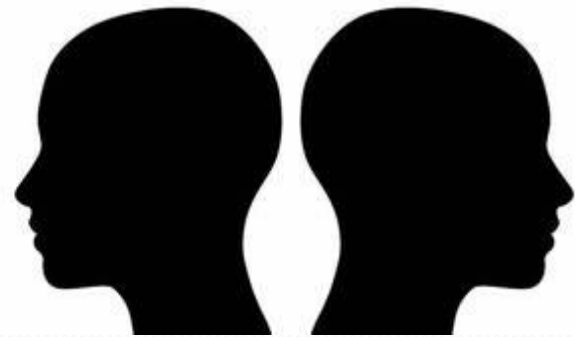


Sanitary Mats/Plastic pallets

- 2. When not in use, mats must be stored off of the floor in a manner that allows them to dry.
- 3. When mats are hanging, the “X” side NEEDS to be facing the wall. The next mat needs to have the white side facing the white side of the previous mat. If a third mat is hung, the “X” sides need to face each other.



Face to Face



Back to Back

Sanitary Mats/Plastic Pallets

- Rubber mats used for employee comfort at workstations need to be distinguishable by color (black or grey) from sanitary mats.



Sanitary Mats/Plastic Pallets

- When not in use, plastic pallets are stored leaning against the wall.
- When leaning against the wall, the feet of the pallet need to be facing the wall. The next pallet needs to have the top of the pallet facing the top of the previous pallet. (Feet to feet, top to top) This pattern will continue as more pallets are added.

Good Housekeeping Practices in Production Areas

- General Dos and Don'ts

- 1. Avoid spillage and damage to product by careful handling.
- 2. Maintain bagged product in a neat and orderly manner.
- 3. Avoid product overhangs on pallets.
- 4. Damaged bags or drums must be immediately sealed to prevent product spillage and contamination. (Salt, cellulose, NFDM)



New 7/23/2015



Good Housekeeping Practices in Production Areas

- 5. Contaminated ingredients MUST NOT be used.
- 6. Littering or practices that cause poor housekeeping or other unsanitary conditions are prohibited.
- 7. Put all waste and refuse in trash containers. Trash containers need to be labeled.
- 8. Trash containers must be maintained in a sanitary condition by using liners and/or routine cleaning of the containers.

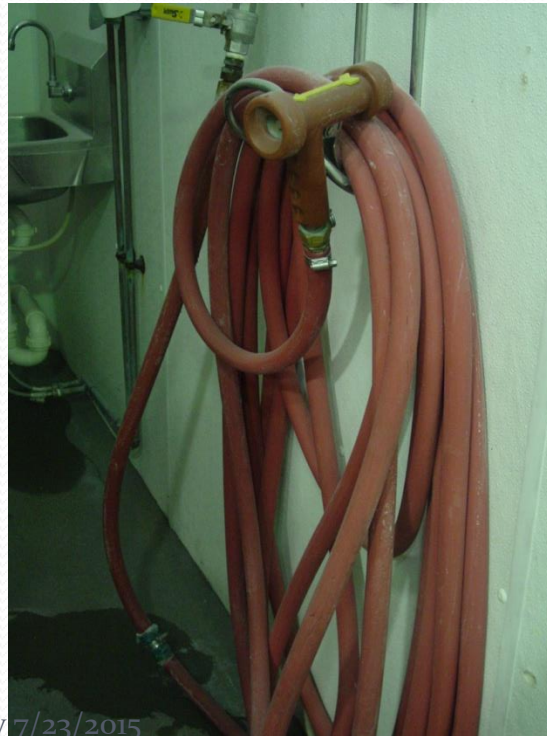


New 7/23/2015



Good Housekeeping Practices in Production Areas

- 9. DO NOT block exits.
- 10. Roll up hoses when not in use.
- 11. Footbaths shall be utilized.



Accessories Brought into Production Area

- Radios, cameras, televisions, cell phones, books and magazines are not allowed in production or packaging areas. Radios may be permitted by management approval.



Accessories Brought into Production Area

- Live plants, flowers will be allowed in administrative offices.



- Animals MUST NOT be brought into the facility.

