

<b>Training Manual</b>	
<b>Subject: Drain Backup Policy</b>	<b>Number:</b> 5.023

1. If production or packaging is in operation, the area affected should be shut down, as soon as possible, considering safety risks. Report the incident to the department head and maintenance.
2. Remove all pallets, supplies, and ingredients within a 10 foot perimeter of the affected area.
3. Remove all exposed product from within the perimeter and place on hold pending disposition.
4. Avoid any traffic through the area at risk.
5. Correct the issue.
6. Once the problem is corrected, all of the floor area and any surface areas that were in contact with the drain material must be cleaned and sanitized in accordance with the standard sanitation operating procedure.
7. Report the incident to quality assurance for proper documentation of the drain back up and actions taken.
8. Once the above has been completed, then production can resume.

Written By:		Date:	
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