



# Good Manufacturing Practices

December

# Recyclable Material

- Recyclable materials collection areas must be kept clean and neat.
- Materials shall be removed at a frequency to minimize pest harborage.
- Appropriate signage must be posted to identify the area.



# Equipment and Materials Storage

- Exterior storage of equipment and materials including idle equipment, contractor supplies or other items should be:
  - 1. Minimized through routine inventory assessments.
  - 2. Neatly stored off of the ground.
  - 3. Away from the building perimeter.

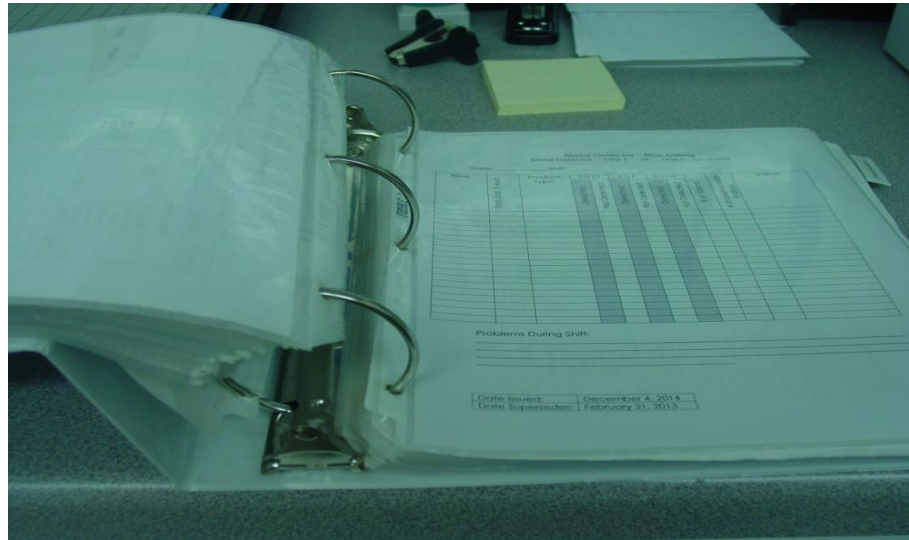
# Refuse Area

- Refuse Areas must be strictly controlled, providing:
  - 1. An adequate number of covered trash bins.
  - 2. Appropriate separation between refuse area and facility.
  - 3. Designated containers appropriately labeled.



# Records, Documentation & Recording Practices

- Where employees are required to log, record or document activities, these records and/or other company documentation must be completed in a timely and accurate manner.
- Permanently displayed paper based information shall be in plastic sleeves or laminated to prevent deterioration.



# Records, Documentation & Recording Practices

- To ensure the integrity of document records:
  - 1. Pencils must not be used on permanent records.



# Records, Documentation & Recording Practices

- 2. If a mistake is made, a single line should be drawn through the mistake and the person's initials placed near it.

A handwritten table with three columns: 'Set Monday thru Thursday', 'Mold', and 'Yeast'. The table contains five rows of data. The first row has 'ction' in the first column, a circled 'A' in the 'Mold' column, and '6' in the 'Yeast' column. The second row has 'ction' in the first column, a circled 'A' in the 'Mold' column, and '6' in the 'Yeast' column. The third row has 'hall' in the first column, a circled 'A' in the 'Mold' column, and '3' in the 'Yeast' column. The fourth row has a circled 'A' in the 'Mold' column and '1' in the 'Yeast' column. The fifth row has a circled 'A' in the 'Mold' column and '<1' in the 'Yeast' column. A blue line is drawn through the '6' in the 'Yeast' column of the first row, and the initials 'JD B' are written in blue ink next to it.

Set Monday thru Thursday	Mold	Yeast
ction	A	<del>6</del> JD B
ction	A	6
hall	A	3
	A	1
	A	<1

# Records, Documentation & Recording Practices

- 3. White-out must not be used.

