

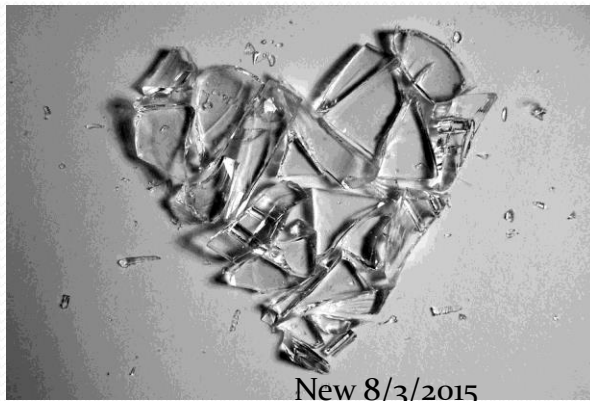


Employee Training Manual

Glass and Plastic Cleanup

Glass and Plastic Cleanup

- 1. Detection of broken glass/shattered plastic during any phase of production shall result in the immediate halt of production or activities where there is potential for raw ingredients, finished product and/or packaging to become contaminated with glass or plastic.
- 2. Notify the Department Head immediately after noticing glass/plastic breakage.



Glass and Plastic Cleanup

- 3. Investigate what equipment, raw or finished product or packaging materials might be contaminated with broken glass or shattered plastic.
- 4. All equipment that may be contaminated must be thoroughly emptied of product, washed, sanitized, inspected and approved by Department Head before start-up.



Glass and Plastic Cleanup

- 5. Employees working the area must check the bottom of their shoes for fragments of glass or plastic and clean shoes accordingly if any is found.
- 6. Contaminated product must be placed on Hold 1 and/or discarded.
- 7. Notify Quality Assurance so a corrective action form can be completed and retained.