Table of Contents

Section #1-Policies
Food Safety Policy ................................................................. 3
   Glass Safety Addendum to Food Safety .................................. 3
Safety Policy Statement ............................................................ 4
Corrective Action Policy ........................................................... 5
Equipment Policy & Preventative Maintenance Program ................. 6

Section #2-Procedures
Food Safety Procedures ............................................................ 7
Personal Hygiene Requirements .................................................. 8
Sanitation of All Facility Areas ..................................................... 8
Use of Chemicals ....................................................................... 10
Daily Cleaning Procedures in the Split Table Area ......................... 11
Split Case Storage Procedures ................................................... 12
Pallet Storage & Cleaning Procedures in the Dairy Cooler ............... 11
Glass Breakage Procedure ....................................................... 14
Cleaning & Sanitizing Procedures ............................................... 14
Equipment: Battery Charging Area & Pallet Storage ..................... 15
Equipment: Ceilings, Overhead Pipes ........................................... 16
Raw Protein Storage & Spills ....................................................... 17
Equipment: Dairy Cooler #1 Floor for Raw Protein ....................... 17
Dock Leveler Plates ................................................................. 18
Equipment: Floor Drains ........................................................... 19
Equipment Lockers .................................................................... 20
Equipment: Racks ..................................................................... 21
Equipment: Refrigeration Units ................................................... 22
Equipment: Roll up Doors on Coolers ......................................... 23
Equipment: Split Buckets used for Storage of Produce ................... 24
Equipment: Walls, Floors, Curbs .................................................. 25

Section #3-Facility Information
Material Safety Data Sheets Policy ............................................. 26
Facility Map ............................................................................ 27
Signage Locations ................................................................. 29

Section #4-Appendix
Appendix .................................................................................. 32
Food Safety Policy

It is the policy of GET FRESH PRODUCE to meet our responsibility to provide our customers with food products that have been handled in the best possible manner to reduce the possibility of personally or environmentally transmitted contaminants. Our goal is to provide our employees with the knowledge on how to accomplish this.

All employees will be trained on the process necessary to limit the transmission of contaminants in the food chain as part of their orientation when hired. Further, Food Safety Procedures will be posted throughout our facility and Monthly Inspections will identify where there are specific issues or concerns that may need to be remedied. Each supervisor is responsible for conducting a food safety orientation for new employees during the first week of employment. Employees verify they have received this information by signing the Employee Commitment Form from the Company Manual of Policies and returning it to management. The Employee Commitment Forms are maintained in the Safety & Sanitation Log.

Purpose:
The purpose of this orientation is to provide the new employee with an overview of the GET FRESH PRODUCE Food Safety Policy. The employee will become aware of the critical nature of food safety and their responsibility for maintaining effective sanitation procedures relative to their job description.

Glass Safety Addendum to Food Safety Policy

As part of our Food Safety Policy, Get Fresh Produce additionally manages and restricts the use of glass in the warehouse where food products are handled. Glass breakage represents a potential threat to the safe handling of food and therefore, the following rules have been established to reduce the possibility of contamination by glass breakage. All employees are expected to follow these rules.

1. All Fluorescent bulbs in the warehouse are properly covered with non-glass protective shields
2. No glass of any kind is permitted in the warehouse food handling areas at any time. This includes but is not limited to glass cups, mugs and plates.
3. Glass is permitted in the main office only.

James Costabile
President of Get Fresh Produce

Date Policy Implemented
1-1-03; updated 8-4-09
Safety Policy Statement

It is the policy of GET FRESH PRODUCE to meet our responsibilities to provide our employees with a safe work place. Our goal is to reduce the work related accidental injuries to an absolute minimum. An additional goal will be to provide all of the necessary equipment and guidance to our employees in order to meet this goal of site safety.

As GET FRESH PRODUCE employees, you are the backbone of the safety program. It is your responsibility to understand the safety rules, work in a safe manner and to become involved with the safety program.

You have the most control of safety on the job and your assistance is needed to maintain a safe workplace.

GET FRESH PRODUCE is committed to safety and we would like your commitment also. Thank you for your support.

Sincerely:

James Costabile

President of Get Fresh Produce  1-1-03  Date Policy Implemented
Corrective Action Policy

POLICY:

According to our current Safety & Sanitation Policies, the Company’s facility is to be maintained in order to provide a safe, clean, and efficient work environment. This is to benefit not only our employees, but to ensure the proper storage and handling of our product. To this end, timely resolution of repair & maintenance concerns is important, so we have instituted the use of the Corrective Action Order (CAO) Form.

GUIDELINES:

- During the Monthly & Cooler Facility Inspection, items/areas needing correction are noted on the CAO form. CAO forms should also be used to require Action for Pest Control issues.
- A manager is to fill out the CAO form.
- The problem is submitted for resolution to the appropriate person, along with the CAO form.
- When the problem is fixed, the form is returned to the QC Coordinator to be filed in the Sanitation Log Book.

CORRECTIVE ACTION FORM PROCEDURES:

- Highlight the area in the facility needing corrective action.
- Explain the Corrective Action needed in the 2nd column.
- If something needs to be ordered, such as supplies or service, write it down in the 3rd column along with the name of the company involved.
- If you are a manager and have assigned this to another staff, their name should be filled in the 4th column.
- Managers are required to follow up and make sure the item gets fixed. Then upon satisfactory completion, the date of completion should be filled in the 4th column.
- Return completed COA form to the QC Coordinator.

James Costabile

President of Get Fresh Produce Date Policy Implemented
Equipment Maintenance Policy

POLICY:

The Company’s equipment is to be maintained to a good standard of repair. This takes into account maintaining the equipment in the most cost effective manner possible while maximizing its useful life.

GUIDELINES:

- The company employs an outside service as the preferred means of service and maintenance for forklifts. The company employs a full time mechanic to service our fleet of vehicles.
- When it appears that further maintenance is uneconomical, the equipment should be replaced and disposed of as promptly as possible.

PROCEDURES:

- Drivers fill out and submit a DOT Vehicle Condition report daily to the Operations Manager. Specific repair issues of a critical nature are handled immediately.
- All regular vehicle maintenance is coordinated by the Operations Manager. The Operations Manager will schedule service with our in-house mechanic and follow-up on completion of all service and repairs.
- Equipment maintenance costs are the responsibility of the Operations team.

James Costabile 8/4/07; updated 8-4-09
President of Get Fresh Produce Date Policy Implemented

Preventative Maintenance Program

Get Fresh Produce, Inc. will conduct routine maintenance on facility and equipment to prevent mechanical breakdown. Maintenance will be performed internally or contracted to an outside service as deemed necessary by facility management. Preventative Maintenance will include (but not be limited to):

- Refrigeration System
- Pallet Jacks
- Fork Lifts
- Floor Scrubbers
- Delivery Fleet
Food Safety Procedures

All Employees
All employees are responsible for maintaining their Personal Hygiene. Each employee will receive a copy of the Personal Hygiene Handout. All employees should be aware that before they have any contact with food products distributed to our customers they should wash hands with soap. If they are handling unwrapped product, they should be using latex gloves.

Employee Training
All employees will go through initial Sanitation training and testing upon employment at Get Fresh Produce. The topics covered, but not limited to, include:

1. The Employee Partnership Policies,
2. Procedures & Benefits, Safety & Health Policies and Procedures and
3. Food Safety and Quality Policies, Procedures & Schedules

Completion of Initial Employee Training and acceptance of our Company Policies is indicated by signing the Employee Commitment Form. This form is then filed in the Employee Training File documenting receipt & reading of the Employee Partnership Manual and completion of the Initial Employee Training. Ongoing Semi-annual training is also required and is identified on the Employee Training Updates Schedule and filed in the Safety & Sanitation Log.

Warehouse Repackers
All employees responsible for repackaging unwrapped produce into smaller packages should adhere to the following procedures:

- Maintain Personal Hygiene Requirements
- Wash hands with soap and water
- Wear latex gloves while repacking any fresh unwrapped food products.
- Clean the stainless steel worktables with the FS Pot and Pan Scrub before preparing the foods for repacking.
- Clean all knives first by putting the pre-measured water/FS Pot and Pan Scrub in a tub and scrubbing the knives. Sanitize knives by putting the pre-measured water/FS Supermarket Sanitizer in a tub and rinsing the knives. Knives should be cleaned before and after using. Knives should be left to air dry in a clean tub at the end of shift.
- After repacking clean the stainless worktables again as above.
- Instant Hand Sanitizer can also be used in between latex glove use.
- Floor area around the stainless preparation area should be kept clean and free from debris.
- Garbage should be emptied at the end of the shift.

Order Pickers
All employees responsible for picking produce should adhere to the following procedures:

- Maintain Personal Hygiene Requirements
- Wash hands with soap and water before picking cases.
- Wear latex gloves if it is necessary to handle any fresh unwrapped food products.
Personal Hygiene Requirements

- Bathe Regularly
- Wash Hair
- Use Hair Restraints if hair is long
- Keep nails clean & Trimmed
- Do Not Wear Jewelry
- Wear Clean Uniform/ Clothes
- Wash Hand with Soap:
  - Before & After handling raw food or dirty dishes
  - After smoking
  - After touching hair or face
  - After blowing nose
  - Before putting on latex gloves
  - After eating, drinking or using the restrooms

Sanitation of All Facility Areas

**Kitchen**
All employees are responsible for cleaning up the kitchen/break areas after use, washing dishes used and wiping the area clean with the FS Pot and Pan Scrub. Hands should be washed with Hand cleaner in the wall dispenser after washing the area/dishes.

**Office/Bathrooms**
All bathrooms in the facility are cleaned daily by an outside cleaning service. A supervisor will check to ensure the schedule is maintained and report any issues to the cleaning service.

**Warehouse/Coolers**
A schedule of regularly required cleaning and sanitizing of the Warehouse and Coolers is posted in the Shipping Office. The Maintenance staff is responsible for regular cleaning in these areas using the designated cleaning products. A supervisor will check to ensure the schedule is maintained and sign off on daily cleaning. Schedules include: Master Cleaning Schedule, Daily Cleaning Schedule, Building Maintenance Schedule, Repack/Split Table Sanitation

**Mechanic Shop**
A schedule of regularly required cleaning and sanitizing of the Mechanic’s Shop is posted in the Garage. A supervisor will check to ensure the Shop Maintenance Schedule is maintained and sign off on weekly cleaning.

**Trucks**
Drivers are responsible for sweeping out the refrigerated box and cab areas of their vehicles daily. All garbage is removed and disposed of daily. All returned product is handled as specified in the Product Handling Section of this Manual. In addition, all vehicles are washed on the outside and thoroughly cleaned on the inside every other week by the on-site Truck Washer. This process is documented on the Truck Sanitation Schedule.
**Schedules**
Weekly schedules for each of the above areas are included. The highlighted boxes indicate those items scheduled to be completed per day. Completed schedules are filed in the Safety & Sanitation Log.

**Corrective Actions**
Each Sanitation Schedule has room for management to indicate any “Corrective Actions” to be accomplished before initialing the schedule for completion of the work designated.

**Documents Used (see Appendix)**
- Sanitation Schedules
- Employee Commitment Training Verification
- Corrective Action Form
- Glass Breakage Report
- Monthly Facility & Cooler Inspections
Use of Chemicals and Cleaning Materials

Guidelines for use of Chemicals:

Warehouse Manager will review Sanitation key points with employee. Manager will then review all chemicals the employee will use while performing their job. The manager will then discuss the following for each Chemical to be used:

Name of the product and inform the employee if it for sale or for use as a cleaning chemical in the warehouse.

1. If the product is a chemical for sale, discuss the following:
   a. Location & correct storage procedure
   b. Correct transportation procedures
   c. Procedure if the product is broken, damaged

2. If the product is for use as a cleaning material in the warehouse, discuss the following:
   a. Uses
   b. How it should be made up (correct dilution, any safety equipment)
   c. Where and how it should be stored
   d. Correct Labeling
   e. Accidents (what to do if product is swallowed, get on skin, in eyes, etc.)

Show the employee the Location of the MSDS information

Issued: July 1, 2009
Updated:
Daily Cleaning Procedures in the Split Table Area

Split Table Usage Guidelines
The split table is to be used strictly for working with products needing repacking. **No Driver Returned Product should be left on the Split Table for any reason.** Anyone running or repacking food products MUST follow ALL of the following procedures to ensure the safety of the product we sell. All employees responsible for repackaging unwrapped produce into smaller packages need to follow these procedures.

Split Table Preparation

1. Switch the dial to #1 to fill the #1 plastic tub on the portable cart with the pre-measured water/FS Pot and Pan Scrub cleanser (#1 yellow cleaner).
2. Switch the dial to #2 & fill the #2 plastic tub on the portable cart with water only. (#2 water).
3. Switch the dial to #3 and fill the #3 plastic tub on the portable cart with the pre-measured water/FS Supermarket Sanitizer (#3 red sanitizer).
4. Use #1 tub of the Pot & Pan scrub cleanser to clean the stainless steel surface using the scrub brush before preparing the foods for repacking or splitting.
5. Use #1 tub of the Pot & Pan scrub cleanser to clean all green handled knives with the scrub brush use for preparing the foods for repacking.
6. Use #2 tub of water with a scrub brush to rinse the stainless steel table.
7. Use #3 tub with Sanitizer to rinse the green handled knives and the stainless table.

Begin Repacking Product

- Maintain Personal Hygiene Requirements
- Wash hands with soap and water
- Wear latex gloves while repacking any fresh unwrapped food products
- Instant Hand Sanitizer should be used in between latex glove use

At the End of the Shift

1. After repacking is finished, repeat the cleaning process above for both the stainless worktables & the green handled knives.
2. Empty & rinse out all three (3) plastic tubs used in the Janitor sink in the main office.
3. Clean knives should be left to air dry in a knife sleeve at work station for the next shift.
4. All unused product should be returned to the original cases.
5. A Daily Inventory Adjustment form should be filled out for any product thrown away. The completed form should be left in the Supervisors In-Box.
6. Lift all floor mats and sweep the floor area around the stainless preparation area at the end of the shift.
7. Empty all Garbage in split area at the end of the shift.
8. All green handled knives should be cleaned before and after using and left to air dry in the knife sleeve at the workstation at the end of each shift.
Split Case Storage Procedures

Leave Pieces in Original Cases

When a case is split for individual sale of the pieces in the case, it is critical that the pieces left in the case stay inside the original case. Do not take remaining pieces out to use the box! This will allow us to correctly identify the source of all products on hand. Individual food products should NEVER be pulled from a case and placed directly on the metal shelving.

AGAIN – ALL PIECES LEFT IN A SPLIT CASE NEED TO STAY INSIDE
Pallet Storage & Cleaning Procedures in the Dairy Cooler

**Pallet Storage**

All pallets need to be stored flush with the 5 inch curb behind all racking. This will allow an 18” space behind pallets. All pallets should be pulled out from under the racking to allow for cleaning on Tuesdays and Thursdays every week. When pallet is pulled out check for water squidgy any excess water to the center drains. Sweep all debris from area and replace pallets.

No product or work materials can be stored on the cement curb behind the pallets.
Glass Breakage Procedure

All employees should constantly be observant for possible causes of broken plastic or glass in the facility. All instances should be brought immediately to the attention of the supervisors or other management personnel. If broken plastic or glass is found, the following procedures should be followed:

1. Stop all work in the area until the cause can be determined.
2. The supervisor should immediately inspect the area, and all involved product(s) and raw material(s) should be quarantined. Do not move the product until the initial cleanup has eliminated the possibility of further contamination. The product should be removed to a remote area to await disposition.
3. Contact Plant Management to ensure that affected product is immediately tagged and placed under control.
4. All areas should be equally concerned about possible contamination. All raw materials are to be thoroughly inspected by warehouse personnel upon arrival at the plant. If contaminants are found either on the materials or in the trailer, the whole load must be considered contaminated. Management will then inspect the truck and decide whether to accept or reject the entire load.

The supervisor is responsible for completing a Glass Breakage Report on the incident & posting the report for the next shift. The report should be filed in the Sanitation log for reference.
Cleaning/Sanitizing Procedures

**Equipment: Battery Charging Area, Pallet Storage Areas**

- **Frequency:** Monthly
- **Who:** Janitor
- **Procedure:** Cleaning and Sanitizing Procedures
- **Personnel required:** One
- **Equipment Required:** Red sanitation bucket, green scrub pads, wipes, vacuum, dock broom, deck (scrub) brush, wet mop.
- **Chemical required:** #958 Big Red All Purpose Cleaner (1-2 oz per gallon of water)
- **Safety Equipment Required:** Safety glasses, chemical resistant apron, chemical resistant gloves.

**Issued:** July 1, 2007

**Updated:**

**General Procedures:**

1. Remove surface buildup by sweeping.
2. Remove all other visible soil by wiping/brushing down area.
3. Use vacuum to reach hard-to-reach areas.
4. Apply pre-mixed #958 Big Red All Purpose Cleaner to remove residue from floor surfaces and walls surrounding areas.
5. Scrub floor surface and surrounding areas with a deck brush to remove all visible debris.
6. Remove all soap residues by rinsing/mopping with water.
7. Allow floor surface and surrounding wall areas to air dry.
8. Collect removed soil and debris and remove from the area.
9. Remove all equipment, utensils from the area.
**Equipment: Ceilings, Overheads, Overhead Pipes**

Frequency: Quarterly
Who: Outside Services
Procedure: Cleaning and Sanitizing Procedures
Personnel required: One
Equipment Required: General Floor Broom, Floor Deck (scrub) brush, red sanitation bucket, green scrub pads, and ladder.
Chemical required: #958 Big Red All Purpose Cleaner (1-2 oz / per gallon of water)
Safety Equipment Required: Chemical resistant gloves, safety glasses, chemical resistant apron.
Issued: July 1, 2007
Updated:

General Procedures:

1. Cover all areas below with plastic sheeting.
2. Remove all visible soil by wiping down area.
3. Collect removed soil and debris and remove from the area.
4. Apply/spray generous amount, enough to cover area to be cleaned, with pre-mixed All Purpose Cleaner (#958 Big Red All Purpose Cleaner).
5. Allow cleaner to work for 10 minutes.
6. Use wipes to remove buildup from the ceilings, overheads, overhead pipes.
7. Wipe down areas with wipes to remove all visible residues.
8. Allow surface areas to air dry.
9. Remove all equipment, utensils from the area.
Raw Protein Storage & Clean up Procedure

Raw Protein Items include all Dairy Items, Eggs & Meat. Raw protein items need to be segregated from produce in all areas.

- In the cooler raw protein items must be stored by item and separated from each other.
- When picking orders, all raw protein items should be loaded on the pallet on the bottom to prevent cross-contamination

In the event of a spill of any raw protein item, the employee needs to follow the same procedure as indicated for cleaning the Dairy Cooler #1 for Raw Protein.

*The employee must use ONLY the BLUE bucket & yellow labeled mop to clean up Raw Protein spills.*

**Equipment: Dairy Cooler #1 Floor for Raw Protein**

Frequency: Daily  
Who: Dairy Cooler Manager  
Procedure: Cleaning and Sanitizing Procedures  
Personnel required: One  
Equipment Required: Red sanitation bucket, Dairy Cooler BLUE MOP BUCKET, Daily Cooler YELLOW HANDLED wet mop.  
Chemical required: #958 Big Red All Purpose Cleaner (1-2 oz per gallon of water)  
Safety Equipment Required: Safety glasses, chemical resistant apron, chemical resistant gloves.  
Issued: July 1, 2007  
Updated: 8-6-09

General Procedures:

1. ISOLATE SPILL AREA  
2. CLEAN UP REFRIGERATED RAW PROTEIN PRODUCT SPILL WITH THE DESIGNATED RAW REFRIGERATED PROTEIN PRODUCT MOP AND BUCKET  
3. SANITIZE THE AREA AFTER CLEANING USING THE #958 BIG RED ALL PURPOSE CLEANER  
4. DISPOSE OF CONTAMINATED MOP HEAD AFTER CLEANING  
5. INSPECT THE AREA FOR REFRIGERATED PROTEIN PRODUCT RESIDUE  
6. ANY REMAINING RESIDUE REPEAT THE PREVIOUS STEPS, IF NO RESIDUE CONTINUE TO STEP 7  
7. ALLOW AREA TO DRY  
8. RETURN RAW REFRIGERATED PROTEIN PRODUCT TO THE AREA
Equipment: Dock Leveler Plates

Frequency: Monthly
Who: Janitor
Procedure: Cleaning and Sanitizing Procedures
Personnel required: One
Equipment Required: Red sanitation bucket, green scrub pads, wipes, vacuum, dock broom.
Chemical required: #958 Big Red All Purpose Cleaner (1-2 oz per gallon of water)
Safety Equipment Required: Safety glasses, chemical resistant apron, chemical resistant gloves.
Issued: July 1, 2007
Updated:

General Procedures:

1. Remove surface buildup by sweeping.
2. Open up dock plate and sweep and vacuum out bottom deck.
3. Remove all other visible soil by wiping/brushing down area.
4. Apply pre-mixed #958 Big Red All Purpose Cleaner to remove residue from dock leveler plates.
5. Use vacuum to reach grooves, side walls, and hard-to-reach areas.
6. Scrub surface and surrounding plate areas with a deck brush to remove all chemical residue.
7. Allow dock leveler plates to air dry.
8. Collect removed soil and debris and remove from the area.
9. Remove all equipment, utensils from the area.
**Equipment: Floor Drains**

Frequency: Weekly  
Who: Janitor  
Procedure: Cleaning and Sanitizing Procedures  
Personnel required: One  
Equipment Required: Red sanitation bucket, green scrub pads, wipes, dock broom, deck (scrub) brush, wet mop, drain brush.  
Chemical required: #958 Big Red All Purpose Cleaner (1-2 oz per gallon of water), All Purpose bleach.  
Safety Equipment Required: Safety glasses, chemical resistant apron, chemical resistant gloves.  
Issued: July 1, 2007  
Updated:  

**General Procedures:**

1. Open drain grate and remove catch trap.  
2. Remove surface buildup  
3. Remove all other visible soil by wiping/brushing down area.  
4. Apply pre-mixed #958 Big Red All Purpose Cleaner to drain opening to remove residue from drain surfaces and surrounding areas.  
5. Scrub drain with the drain brush and other floor surfaces and surrounding areas with a deck brush to remove all visible debris.  
6. Repeat procedure  
7. Remove all soap residues by rinsing/mopping with water.  
8. Allow drain and floor surface areas to air dry.  
9. Replace drain catch tray and plate.  
10. Spray or pour straight bleach over the top of the drain. (enough to cover drain cover completely)  
11. Allow area to air dry.  
12. Collect removed soil and debris and remove from the area.  
13. Remove all equipment, utensils from the area.
**Equipment: Lockers**

Frequency: Quarterly  
Who: Janitor  
Procedure: Cleaning and Sanitizing Procedures  
Personnel required: One  
Equipment Required: Red sanitation bucket, green scrub pads, ladder, wipes, vacuum.  
Chemical required: Dry Cleaning recommended.  
Safety Equipment Required: Safety glasses.  
Issued: July 1, 2007  
Updated:

General Procedures:

1. Open and inspect lockers for any belongings, personal items.
2. Empty contents of lockers.
3. Remove all visible soil by wiping/brushing down area.
4. Use vacuum to reach internal and hard-to-reach areas.
5. Collect removed soil and debris and remove from the area.
6. Remove all equipment, utensils from the area.
Equipment: Racks
Frequency: Quarterly
Who: Outside Services
Procedure: Cleaning and Sanitizing Procedures
Personnel required: One
Equipment Required: Red sanitation bucket, green scrub pads, ladder, wipes, vacuum,
Chemical required: #958 Big Red All Purpose Cleaner (1-2 oz per gallon of water)
Safety Equipment Required: Safety glasses, chemical resistant apron, chemical resistant gloves.
Issued: July 1, 2007
Updated:

General Procedures:

1. Remove palletized items from racks for cleaning purposes.
2. Remove all visible soil by wiping/brushing down area.
3. Apply pre-mixed #958 Big Red All Purpose Cleaner to remove residue from racking components.
4. Use vacuum to reach grooves, cross supports, and hard-to-reach areas.
5. Wipe down all racking with wipes to remove all chemical residue.
6. Allow racking to air dry.
7. Collect removed soil and debris and remove from the area.
8. Remove all equipment, utensils from the area.
**Equipment: Refrigeration Units**

Frequency: Quarterly  
Who: Cooling Equipment Services  
Procedure: Cleaning and Sanitizing Procedures  
Personnel required: One  
Equipment Required: Red sanitation bucket, green scrub pads, ladder, wipes.  
Chemical required: #958 Big Red All Purpose Cleaner (1-2 oz / per gallon of water)  
Safety Equipment Required: Chemical resistant gloves, safety glasses, chemical resistant apron.  
Issued: July 1, 2007  
Updated: 

General Procedures:

1. Cover all areas below with plastic sheeting.  
2. Remove all visible soil by wiping down area.  
3. Remove drip pan and use pre-mixed cleaner to remove buildup.  
4. Collect removed soil and debris and remove from the area.  
5. Apply/spray generous amount, enough to cover area to be cleaned, with pre-mixed All Purpose Cleaner (#958 Big Red All Purpose Cleaner).  
6. Allow cleaner to work for 10 minutes.  
7. Use wipes to remove buildup from the refrigeration units  
8. Wipe down areas with wipes to remove all visible residues.  
9. Allow surface areas to air dry.  
10. Reinstall drip pan  
11. Remove all equipment, utensils from the area.
**Equipment: Roll-up Doors in all Coolers**

Frequency: Monthly  
Who: Janitor  
Procedure: Cleaning and Sanitizing Procedures  
Personnel required: One  
Equipment Required: Red sanitation bucket, green scrub pads, wipes, dock broom, deck (scrub) brush, wet mop.  
Chemical required: #958 Big Red All Purpose Cleaner (1-2 oz per gallon of water)  
Safety Equipment Required: Safety glasses, chemical resistant apron, chemical resistant gloves.  
Issued: July 1, 2007  
Updated: 

General Procedures:

1. Pull electric breaker to keep door from automatically going up & down.  
2. Remove surface buildup by sweeping.  
3. Remove all other visible soil by wiping/brushing down area.  
4. Apply pre-mixed #958 Big Red All Purpose Cleaner to remove residue from door surfaces and surrounding framework areas.  
5. Scrub door surfaces and surrounding framework areas with a deck brush to remove all visible debris.  
6. Remove all soap residues by rinsing/mopping with water.  
7. Allow door surface and surrounding floor areas to air dry.  
8. Collect removed soil and debris and remove from the area.  
9. Remove all equipment, utensils from the area.
Equipment: Split Buckets Used for storage of bagged Produce

Frequency: Weekly
Who: Split Table Manager
Procedure: Cleaning and Sanitizing Procedures
Personnel required: One
Equipment Required: Portage Sanitation Cart with buckets with food use, scrub brushes, paper towels.
Chemical required: Pre-measured water/FS Pot and Pan scrub cleanser (#1 yellow cleaner
Safety Equipment Required: none.
Issued: July 1, 2007
Updated:

General Procedures:

1. Remove all prepackaged bags of produce from sorting buckets.
2. Prepare Cleanser/water buckets with pre measured cleaner as directed at Cart cleaning station.
3. Take all empty buckets to the Janitor area in Dock office and clean each bucket as follows.
   a. Use the food use brush to clean each bucket with the pre-measured water/FS Pot & Pan Scrub cleaners in plastic tub #1
   b. Use #2 tub to rinse buckets with clean water removing all soap residue.
4. Wipe buckets dry with paper towels
5. Remove all equipment, utensils from the area.
6. Return buckets to split area and refill with pre-bagged produce items.
**Equipment: Walls, Floors, Curbs**

Frequency: Quarterly  
Who: Outside Services  
Procedure: Cleaning and Sanitizing Procedures  
Personnel required: One  
Equipment Required: General Floor Broom, Floor Deck (scrub) brush, red sanitation bucket, green scrub pads  
Chemical required: #958 Big Red All Purpose Cleaner (1-2 oz / per gallon of water)  
Safety Equipment Required: Chemical resistant gloves, safety glasses  
Issued: July 1, 2007  
Updated:  

**General Procedures:**

1. Remove all visible soil by sweeping or brushing down area.  
2. Collect removed soil and debris and remove from the area.  
3. Apply generous amount, enough to cover area to be cleaned with pre-mixed All Purpose Cleaner (#958 Big Red All Purpose Cleaner).  
4. Use deck brush to scrub and remove buildup from the floors, walls or curbs.  
5. Rinse area with water to remove all visible cleaner residues.  
6. Allow surface areas to air dry.  
7. Remove all equipment, utensils from the area.
Material Safety Data Sheets

A Material Safety Data Sheet (MSDS) is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. MSDS’s include information such as physical data (melting point, boiling point, flash point etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill/leak procedures. These are of particular use if a spill or other accident occurs.

In the United States, the Occupational Safety and Health Administration (OSHA) requires that MSDS be available to employees for potentially harmful substances handled in the workplace under the Hazard Communication regulation.

Get Fresh Produce, Inc. complies and maintains Material Safety Data Sheets (MSDS) for all chemicals kept in the warehouse facility. Copies of current Material Safety Data Sheets (MSDS) can be found in the Sanitation Log #2.
Facility Map
Facility Map With Signage
Signage Location Key

A-Split Case Storage Procedures
B-Daily Cleaning Procedures
C-Daily Product Rotation Procedures
D-Cooler Storage Procedures
E-Allergens List
F-Driver Delivery Checklist
G-GMP Visitor
H-GMP Employee
I-Personal Hygiene
J-Knife Use
K-HACCP Principles
M-Special Order Items
O-No Glass
Q-Employees Must Wash Hands
S-Inspection of Incoming Product
T-Procedure of Correct Shipment
V-GMP Contractor Regulations
W-Calibration Procedure
X-Raw Protein Bucket & Mop Location
Y-Chemical Storage
Z-Raw Protein Cleaning Procedure
AA-No Food or Drink
BB-Allergens Area
CC-Glass Area
DD-Eyewash Station
EE-Bad Product Return
FF-Good Product Return
GG-Inspection Holding Area
HH-Cleaning Documentation
II-Split Cases in Orig. Boxes
JJ-Raw Protein Bucket & Mop Storage Area
KK-Sign-In Policy
LL-Glass Breakage Report
MM-Pickers Clipboards
NN-Washing Station
OO-Emergency Exit Warehouse
PP-Emergency Exit 2nd Floor Shipping Office
QQ-Emergency Exit Shipping Office
RR-Return Area-Vendor/Market Returns
TT-Employee Entrance Only
SS-Emergency Exit Main Office
Appendix

Sample Forms
Quarterly Master Cleaning Schedule (Sample)
Daily Cleaning Checklist
Building Maintenance Schedule
Shop Maintenance Schedule
Split Table Day Crew
Split Table Night Crew
Repack Table #1
Repack Table #2
Repack Table #3
Repack Table #4
GroFresh Repack Table #1
GroFresh Repack Table #2
GroFresh Repack Table #3
Tomato Repack #1
Tomato Repack #2
Tomato Repack #3
Knife/Thermometer Sign-off
Get Fresh Monthly Facility Inspection
Get Fresh Monthly Cooler Inspection
Corrective Action Form
Employee Acknowledgment of Sanitation Training

Signage (Sanitation Related)
Split Case Storage Procedures
Daily Cleaning Procedures-Split and Repack Tables
Daily Product Rotation Procedures
Cooler Storage Procedures
Allergens-Top 8
Driver Delivery Checklist
Visitor-Good Manufacturing Practices (GMPs)
Employee-Good Manufacturing Practices
Personal Hygiene Requirements
Daily Knife Usage Procedures
HACCP Principles
No Glass of Any Kind in Warehouse
Inspection of Incoming Product Procedure
Procedure for Correct Shipment of Product
Contractor Regulations
Procedure for Calibration of Scales and Thermometers
Sign-In Policy/Registration
Raw Protein Cleaning Procedure