

## **J.W. Lopes' Food Safety Program**

### **I. HACCP**

J.W. Lopes has developed and is operating under a HACCP program. The written HACCP program includes an accurate process flow diagram, product description (describing conditions of use, packaging, storage, intended consumer, etc.), hazard analysis (biological, chemical, and physical hazards have been identified for each step in the process and evaluated), HACCP plan form, and scientific justification for Critical Control Point (CCP) selection and Critical Limits.

An HACCP team list with the coordinator identified is on file.

Pre-shipment review of the cooler log is conducted prior to shipping refrigerated goods to customers.

### **II. Sanitation**

Facilities and equipment are adequately cleaned and sanitized to prevent product contamination.

#### **A. Daily Inspection**

Daily sanitation inspection is conducted and documented by by a qualified person who is independent of the cleaning process. The initials of the inspector and date are recorded on the Facility Daily Inspection Log. The specific nature of all deficiencies are written on the Deficiency Corrective Action Record. All cleaning deficiencies are remedied as soon as possible. Corrective actions, including what was done to remedy the deficiency, and by whom, and the date are documented on the Deficiency Corrective Action Record.

#### **B. Sanitation Management**

A master cleaning schedule has been developed and is being followed for all cleaning activities. It includes all equipment and areas inside the facility. Records are kept of who cleaned (initials) and when (date) for all cleaning activities.

#### **C. Cleaners + Sanitizers**

C.1. Only chemicals approved for food processing use are used. All chemicals are labeled with the contents.

C.2. When wet cleaning is conducted, surfaces are treated with cleaner and sanitizer. If the operation is dry, surfaces are adequately dried before use.

C.3. All toxic chemicals are kept locked up separately from chemicals used for cleaning and sanitizing.

C.4. All cleaning and sanitizing chemicals are kept locked up separately from food and packaging materials.

C.5. All lubricants are food grade material and locked up separately from toxic chemicals, food and packaging.

C.6. An MSDS and copy of each label is kept on file for each cleaner, sanitizer, and lubricant.

#### D. Cross Contamination Control

Produce items that need to be washed prior to consumption are adequately separated from items that will be consumed as purchased (to prevent cross contamination).

### **III. Good Personal Hygiene Practices + Sanitation**

Each J. W. Lopes employee receives initial, as well as ongoing training in good personal hygiene practices.

### **IV. Glass + Brittle Plastics Controls**

Refer to the J.W. Lopes' Glass + Brittle Plastics Control Policy.

### **V. Pest Control**

Refer to the J. W. Lopes Pest Control Program.

### **VI. Food Defense Program**

Our facility is adequately controlled to prevent terrorist and criminal acts. Refer to the J.W. Lopes Food Defense Program.

### **VII. Allergen Control Program**

Refer to the J. W. Lopes Allergen Control Program.

### **VIII. Product Traceability Program**

Refer to the J.W. Lopes Product Traceability Program.

### **IX. Recall program**

- A. Written procedures for conducting an effective recall have been developed and are on file.
- B. A mock recall will be performed annually to test the recall system and identify need for improvement.

### **X. Hold Program.**

Refer to the J.W. Lopes Hold Program.

#### **XI. Employee Training Program**

- A. The HACCP coordinator must attend outside Certified HACCP Manager training. The certificate of attendance and/or certificate of accomplishment shall be kept on file.
- B. Training in basic food safety (including good personal hygiene, allergen awareness, safe chemical handling, food defense, etc.) will be conducted for all new hires and refreshed regularly.
- C. Employees who perform HACCP related monitoring activities will be training in CCP(s). Refresher training must be conducted regularly.
- D. All training activities will be documented and records kept on file.

#### **XII. Customer Complaint Program**

A program for capturing, investigating and responding to customer complaints has been written and is being followed. Appropriate records of customer complain and corrective action details will be kept on file.

#### **XIII. Vendor Management Program**

- A. All raw products are obtained from safe sources.
- B. Written specifications for certain products have been written and are on file. A continuing letter of guarantee (LOG) is on file from each supplier of such products. Certificates of analysis (COA) will be obtained where appropriate, and kept on file.
- C. Inspection records with observations of the condition of truck and condition of the goods are made and kept on file. Receiving personnel have received training in acceptance criteria for inspection. Receiving employees are authorized to accept or reject a shipment.

#### **XIV. Facility**

- A. Our facility is neatly maintained.
- B. Trash dumpsters are kept covered to prevent pest attraction, and trash areas are cleaned as often as needed.
- C. The roof must not leak.
- D. All windows are properly screened.
- E. All doors are kept closed when not in active use.
- F. Facilities and grounds are secured (see Facility's Food Defense Program).
- G. All overhead lights in production, warehouse, maintenance, and hallway areas are shatterproof shielded.
- H. All windows in food storage areas are shatterproof.
- I. Lighting tis adequate.
- J. Food for packaging is not permitted to contact the floor. Equipment and parts have adequate floor clearance as well. Floor clearance of at least 6 inches or pallet height is required.

#### **XV. Storage and Transportation**

A. Temperature measurements of storage coolers are made 2 times daily with a calibrated thermometer. All results are recorded with initials and date (see HACCP Plan). Also, there is a continuous device in each cooler. Data from such continuous temperature monitoring devices are periodically downloaded and saved in a secure location.

B. Refrigeration temperature limits must be 40° F or lower for storage of refrigerated, perishable ready-to-eat foods. (See HACCP Plan.)

C. Transportation temperatures must be maintained:

- Perishable Refrigerated Products: 40° F or lower
- Temperature Control Products (non-refrigerated goods): 40° F to 60° F

#### **XVI. Maintenance Program**

A. J.W. Lopes has a master maintenance schedule detailing scheduling of preventative maintenance (PM) activities. We record procedures for handling repairs and breakdowns.

B. Records of initials and date of all PM activities are kept.

C. A list of all items which require chemicals and lubricants are include in the master maintenance schedule.

D. There is a system for managing repair orders.

E. MSDS and labels or specification sheets are kept on file for all chemicals and lubricants.

#### **XVII. Records Retention**

A. All records associated with the food safety and quality systems will be kept on file for at least 1 year.

B. The records are currently kept on site.

C. Off-site record storage may be used in the future. However, the records will be made promptly available upon request by a customer, a regulatory official or third party auditor.