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## PROCESS DESCRIPTION

**Effective Date:** 09/18/2017

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### Receiving

- **Receiving products:** All products are shelf-stable and are received in bulk totes (2000 lbs.), kraft paper bags (25-50 lbs.), or poly bags (10-66 lbs.) from approved suppliers. Trucks are sent to the appropriate bay based on the allergen profile of the product. Trucks are inspected and a Clean & Safe Truck Affidavit is signed prior to devanning. Product is assigned an internal lot code upon receipt. It is inspected and weighed, and placed on “hold” pending lot testing for indicator organisms, pathogens, and gluten. Product not meeting quality or testing specifications is rejected, and returned to the supplier or destroyed.
- **Receiving labels:** Labels are received from an approved supplier in bulk quantities, and are reviewed for accuracy, including allergen declarations as applicable.
- **Receiving packaging:** Packaging is received from approved suppliers in bulk, and includes food grade packaging (kraft bags, rice paper resin bags, poly bags, and paperboard cups) as well as corrugated shippers. Food contact packaging has manufacturer lot codes for traceability.

### Storage

- **Storing products:** Products are stored at ambient temperature in the main warehouse area on racks, arranged by ingredient. Allergen products are stored in a segregated “allergen” warehouse area separated by walls and a strip door curtain. All containers remain sealed prior to production. Products are used first-in-first-out.
- **Storing labels:** Labels are stored in the label room, adjacent to retail inventory.
- **Storing packaging:** Food contact packaging is stored in a dedicated packaging storage room within the allergen warehouse area. Food contact packaging is stored in covered containers or wrapped to protect from contamination. Packaging is used first-in-first-out. Corrugated shippers are stored in the allergen warehouse area.

### Pre-Production

- **Labels:** 2020 unveiled the use of an automated label applicator. Transfer to all machine applied labels will continue well into 2021. Several skus are hand-applied on to bags. All labels are checked by a PCQI prior to release to production to verify the accuracy of the label, bag and product align.
- **Allergen Product Label (Q Mac)** Artwork is created by Art Director, Kathy Wondolleck. Layout and Allergen declaration is confirmed by Amy Barnes, PCQI on each printing. Upon receipt from printer, Luis Padilla, PCQI, confirms accuracy and enters the labels into inventory. Incorrect labels are rejected and either sent back to printer or destroyed. All actions are record on Allergen Label Verification Listing & Check Log.
- **Sanitation:** ATP & AllerSnaps swabbing is conducted to verify the effectiveness of post-production cleaning and sanitation (see Post-Production).

### Production

- Refer to Risk Management **Process Decision Tree** to determine the Process Controls
- **Infestation Mitigation:** if necessary, use of NOX CO<sub>2</sub> Tote Technology. Requires 21 day hold.
- **Dry Mechanical Cleaning;** Standard Process includes: Vibratory Sifter, Rare Earth Magnet, Optical Laser Color Sorter, Free Flow Metal Detection
- **Grinding:** Plate Grinder with manual adjustment to opposing stationary discs. The grind distribution is controlled

by maintaining the desired clearance between plates through the use of the thrust bearing and screw assembly.

- **Blending:** Ribbon Blender with 50 cubic feet capacity. Blending of organic, allergen-free, dry ingredients. I.E. Morning Milo Trio.
- **Packing:** Products are packed on one of two production lines - both free from the Big 8 allergens: industrial or retail/food service. The production process includes filling, weighing, sealing, coding, and metal detection. Product is packed to the appropriate fill weight. Industrial product is packed in several options. Poly Super Saks (2000lb), in kraft bags at 25kg – 11 lb. quantities. Retail/food service product is packed in rice paper resin or poly bags at 6 oz. to 5 lb. quantities, or in single serving paperboard cups.
- **Metal detection:** All finished product is passed through a metal detector, with rejected product examined to isolate the metal, determine its source, and apply appropriate corrective action.
- **Coding:** Finished product is coded by ink jet with a “best if used by” date, lot code, and country of origin.
- **Sanitation:** Production equipment and utensils are disassembled, cleaned and sanitized after each production run. Dry clean-in-place procedures are followed if the next production run is a like product (e.g., bean to bean). Equipment and utensils are cleaned and sanitized in a separate equipment wash area if the next production run is from a different category (e.g., grain to seed).
- **Production Logs:** Information pertaining to production elements are recorded in real-time. All documents are reviewed within 7 business days by a PQCI.

#### Post-Production

- **Allergen Sanitation Verification:** Following production of Q Mac, direct food contact surfaces are swabbed to ensure cleaning efforts have removed any residue of milk allergen.
- **Equipment/Utensil sanitation:** Production room equipment is broken down on a daily basis at the end of the production shift for cleaning and sanitation in the equipment wash area, along with any utensils used in production.
- **Production room cleaning:** Production rooms and the equipment wash area are cleaned in accordance with specified procedures at the end of each day. Environmental monitoring is periodically conducted to verify sanitation controls.

#### Inventory

- **Inventory:** Finished product is placed in inventory and stored at ambient temperature. Industrial finished product is stored in the warehouse area. Retail finished product is stored adjacent to and in the office area.

#### Order Fulfillment/Shipping

- **Order fulfillment:** Products are shipped first-in-first-out. Bulk orders are palletized on number 1 grade wooden pallets with a corrugated slip sheet on the base, pallet tagged, weighed and shrink-wrapped. Retail/food service orders are placed in corrugated boxes, weighed, and sealed.
- **Shipping:** Transportation for industrial and food service orders is arranged by the customer. Trucks are inspected and a Clean & Safe Truck Affidavit is signed prior to loading. Edison Grain has a dedicated van for delivery to local food service and specialty markets. Retail orders are shipped via a 3<sup>rd</sup> party carrier.