

primuslabs.com

when food safety counts

- produce buyers
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Please read PrimusLabs.com Disclaimer Statements!

**44TH ANNUAL CITRUS PACKINGHOUSE DAY
CDEC/FLORIDA CITRUS PACKERS/IFAS
LAKE ALFRED SEPTEMBER 1, 2005. JUAN MUNIZ**

FOOD SAFETY PROGRAMS MENU

Select Area of Interest

- Farm (Ranch)
- Harvest Crew
- Cooling/Cold Storage Facilities
- Packinghouse (Packing Sheds)
- Distribution Centers
- Terminal Markets
- Website Presence and Logo Use

Many documents within the PrimusLabs.com website are in Adobe Acrobat .PDF format. To view a PDF file you must have Adobe Acrobat reader. It is free, and is available from the Adobe Website link below.

Download the Free Adobe Acrobat Reader 4.05b 5.6MB

"Many retailers and foodservice companies are requiring the production of Safe Production Manuals, Internal Inspections as benchmark and Third Party Audits as a verification of food safety practices".

Good Afternoon! It's Thursday August 11, 2005.

In May 2001 Public, in partnership with Primus Labs.com, launched a cooperative food safety program with our fresh produce suppliers. Public's suppliers as far south as Chile and as far north as British Columbia are aggressively utilizing the program. We want to thank those suppliers that have taken the time to let us know the program has been a win-win for all parties involved.

The program has allowed Public's suppliers to train staff, develop operation-specific manuals, conduct and score self-audits and identify deficiencies. The program also offers corrective suggestions, all at no cost. The system was chosen for its cost efficiency, both for our suppliers and for Public's service process. As part of this cooperative program, Primus Labs.com maintains detailed records of the efforts of all Public suppliers utilizing the system (see www.primuslabs.com/old/index.html).

The program is designed as an ongoing activity, just as our own employee training programs are ongoing. Also very importantly, Public's supplier here is constantly feeding suggestions back to Primus Labs.com, who has been directed to incorporate them into the system. This assures that as much relevance as possible is built into the system.

To recap information from our prior letter, the program is composed of three parts: the first is a manual development phase very useful as a training tool; the second phase, self-auditing, is a benchmarking exercise also helpful as an audit preparation aid, and third, independent third party audits are the verification phase.

The verification phase of the program requires that you contract with a Public's approved auditing firm to verify that your operations, including such items, packinghouse and loading operation complies with the Good Agricultural Practices (GAP) and Good Manufacturing Practices (GMP).

... "The program has allowed suppliers to train staff, develop operation-specific manuals, conduct and score self-audits and identify deficiencies. The program also offers corrective suggestions, all at no cost. The system was chosen for its cost efficiencies, both for our suppliers and our own review process" ...

USDA Food Safety Information Center

This Web site has not been updated since June 30, 2005.

For more updated food safety information, please visit FoodSafety.gov or contact the National Agricultural Library's Food Safety Information Center at fsic@nal.usda.gov with questions.

Food Safety Links - Produce Food Safety

See disclaimer below.

Government Sites

- A Summary of Background Information & Foodborne Illness Associated With The Consumption of Sprouts
- U.S. Food and Drug Administration
- Analysis and Evaluation of Preventive Control Measures for the Control and Reduction/Elimination of Microbial Hazards on Fresh and Fresh-Cut Produce
- U.S. Food and Drug Administration
- Apple Cider Safety
- Tacoma-Pierce County Health Department
- Code of Practice for Food Safety in the Fresh Produce Supply Chain in Ireland (PDF)
- Food Safety Authority of Ireland (Ireland)
- Farm Investigation Questionnaire
- U.S. Food and Drug Administration
- Fresh Fruit and Vegetable Quality and Safety Database

<http://peaches.nal.usda.gov/foodborne/fbindex/Produce.asp>

***Non-Government Sites**

- Agricultural Employees Training Video [MOV]
- University of Guelph Food Safety Network (Canada) Focuses on good personal hygiene and good agricultural practices.
- Field-Cored Lettuce Best Practices [PDF]
- United Fresh Fruit and Vegetable Association
- Food Safety British Columbia Vegetable Marketing Commission (Canada)
- Food Safety and Hygiene for Fresh Produce Food Science Australia (Australia)
- Food Safety Begins on the Farm: A Grower's Guide [PDF]
- Cornell University Also available in Spanish.
- Food Safety Guidelines for Facilities [PDF]
- Primus Labs
- Free Self Auditing Program Primus Labs
- Fruits and Vegetables EUREPGAP (Europe)
- Fruits and Vegetables: Ongoing Issues for Congress, 2000 Library of Congress, Congressional Research Service
- FSNet, AgNet and AnimalNet
- University of Guelph Food Safety Network (Canada)
- Good Agricultural Practices

<http://peaches.nal.usda.gov/foodborne/fbindex/Produce.asp>

PACKINGHOUSE (PACKING SHEDS) PROGRAMS

Food Safety Manual Development (includes)

- Good Manufacturing Practices (GMP)
- Hazard Plan
- Employee Education Outline
- Monitoring Logs
- Process Flow Chart
- Product Descriptions
- GMP Chart
- Sanitation Standard Operating Procedures

What do I get from this?

- Answers are confidential
- New marketing tool
- Response to Buyer's Request
- Customized manual
- Employee training
- Document trail

How do I do this? Flow Chart

Where do I start? Click Here

Self-Audit Program (includes)

- Evaluates all operations
- References your manual (above)
- Provides a score
- Comparison to industry average
- Provides corrective measures

What do I get from this?

- Cost savings
- Surprises eliminated/solutions of
- New marketing tool
- Answers & scores config
- Employee education
- Document trail

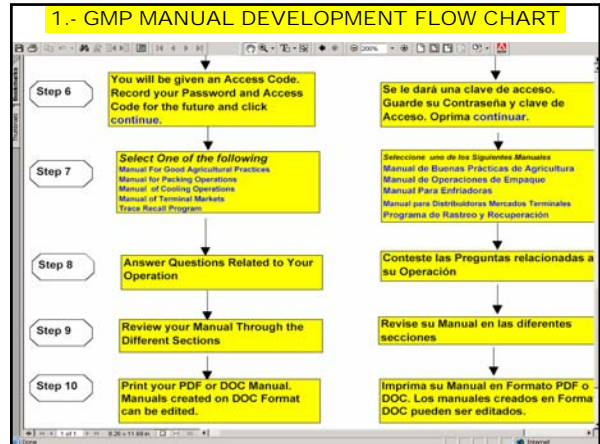
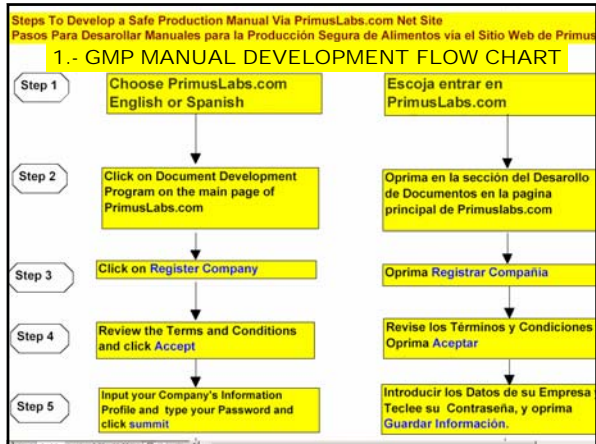
How do I do this? Flow Chart

Where do I start? Click Here

Third Party Auditing

What do I get from this?

- 1.- GMP'S MANUAL DEVELOPMENT FLOW CHART
- 2.- GMP'S MANUAL DEVELOPMENT ONLINE
- 3.- GMP'S SELF-AUDIT FLOW CHART
- 4.- GMP'S SELF-AUDIT ONLINE



primuslabs.com Visit our Document Development Program REGISTERED USERS LOGIN

2.- GMP MANUAL DEVELOPMENT ONLINE

Steps for create a manual

The concern with food safety and hygiene in the food industry and the possibility of foodborne illness has prompted private organizations and regulatory agencies to develop guidelines and procedures to help minimize the contamination risks associated with food handling.

PrimusLabs.com has responded to the needs of its clients and has customized a Food Safety Development Program for implementing food safety programs specifically for growing and packing operations. Through this program, PrimusLabs.com provides the producers of fruits and vegetables the tools necessary to create a customized Food Safety and Hygiene Manual.

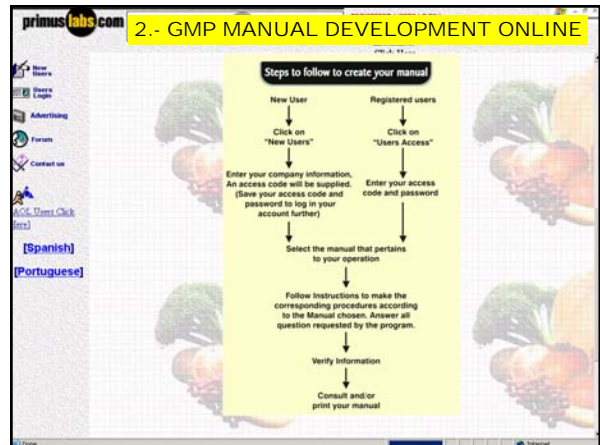
[Spanish] In order to access the Food Safety Manual Development Program, please register your company information by clicking [New Users](#), then you will be provided with an Access Code and password. If you are already registered, then key in your access code and password by clicking [Users Login](#). If you forgot your Access Code or Password, you can recover them by clicking [here](#).

[Portuguese]

If you want to see all The Food Safety and Hygiene Manuals you can get, [click here](#). They include: Hazard Program, GMP, GAP, SOP or Trace Recall Program.

PrimusLabs.com also offers consultation in implementing your food safety program with its staff of food safety professionals. If you wish to contact one of our professionals, [click here](#).

Steps to follow to create your manual



**GENERIC PACKING COMPANY
WATSONVILLE, CALIFORNIA**

**DRAFT
QUALITY ASSURANCE MANUAL
WITH
GOOD MANUFACTURING PRACTICES
PLAN
AUGUST 2005**

COMPANY POLICY

Generic Processing Company incorporates Good Manufacturing Practices (GMP) as a system. This concept is based on teamwork, continuous facility improvement, and three-way

2.- GMP MANUAL DEVELOPMENT ONLINE

GMP & QA MANUAL / ON GENERIC PACKING CO. Microsoft Word

2.- GMP MANUAL DEVELOPMENT ONLINE

STANDARD OPERATING PROCEDURES

INTRODUCTION

Standard Operating Procedures (SOP) are developed to provide a process and procedural guidelines to describe how a process should be performed. SOP's can be developed for every aspect of an operation to standardize methods and functions of completing a task or group of tasks. These procedures also offer an excellent means by which employees can be trained and held accountable for their actions.

SOP's can be developed to describe each function within the typical Produce Cooling operation. The following outline offers suggestions as to what SOP's might be considered for development. Each operation will differ is a few major and many minor details of how any particular task is initiated and completed. The following list is offered to illustrate what topics might be considered for a SOP.

- Receiving of Product
 - Proper Paper Work
 - Cleaning of field debris
- Product Inspection

2.- GMP MANUAL DEVELOPMENT ONLINE

SANITATION

GENERAL SANITATION (CLEANING) INSTRUCTIONS
Cleaning procedures must be done consecutively. It is very important that the work flows from the top (ceilings, etc.) Down to the floor. This will prevent food and/or soiled water from splashing onto equipment or surfaces that have already been cleaned before the work is started on areas below. Floors and drains are to be sanitized at the very end of the sanitizing process.

It is imperative that all operations, in adjacent or nearby areas, be sequenced and timed so all major stages of the sanitation process can be completed at the same time. These would include dry cleaning,



2.- GMP MANUAL DEVELOPMENT ONLINE

Food Safety File Requirements

		Severity / Max. point value
2.1.1	Is there a traceback system that ensures finished product can be traced back through the production process to raw materials codes (and vice versa for tracing forward)?	15
2.1.2	Does the facility have a documented recall program?	15
2.1.3	Is testing of recall procedures (including trace back) performed and documented annually? Can the company identify where affected product was sent?	10
2.1.4	Are there written procedures for handling regulatory inspections?	3

PRIVATE - CODE DATING SYSTEM

Table 12 Code Dating System Private Label

GENERIC PROCESSING COMPANY			
TRACE/RECALL PROGRAM			
PRIVATE LABEL CODE DATING SYSTEMS			
DAY CODE EXAMPLE - "50 343 1 1"			
Vendor Number or Processing Plant Code	Julian Date	Processing Shift	Processing Line
50	343	1	1
"50" Generic Processing Company	001-365	"1" Day Shift "2" Night Shift	"1" - Line 1 "2" - Line 2

2.- GMP MANUAL DEVELOPMENT ONLINE

3.- GMP SELF-AUDIT FLOW CHART

SELF AUDIT INSTRUCTIONS

- Step 1.** Get your paper form of the audit by clicking [here](#)
- Step 2.** Fill in the form while going through your operation
- Step 3.** Enter the audit by clicking [here](#) and filling in the questions from your paper version.
Tip: use your e-mail address as your username so we can send you results.
- Step 4.** If you want shippers and buyers to know you've done an audit, select names from the PrimusLabs.com will not show any of your details to them, just that it is complete.
- Step 5.** The online audit is done a step at a time. You must click on "Complete this Category" you come to it, and then click your "Back" button to continue.
- Step 6.** If you want to review everything in the audit when you are through, click on "I am th all categories". If you want to change a response, you can do so at this time. If you d change, be sure to click "Complete this Category" in order to make the changes effect
- Step 7.** If you are finished, click on "Complete this audit and log out".

3.- GMP SELF-AUDIT FLOW CHART

primuslabs.com [food safety programs](#)

Quick Pull.
[Download](#) [Print](#) [Paper](#) [FAQ](#)

PrimusLabs.com's Free Self Auditing Program

Explanation of the Program
 The self-audit questionnaires are provided here for growers, packers and shippers to use as a tool to identify, review, and document specific practices in preparation for an actual audit. The questions in these questionnaires are the current version of the PrimusLabs.com audits. The questions are ranked by importance and designed to document current practices and raise the level of awareness regarding issues relating to safe food production practices.

Types of Self Audit Questionnaires (Click to Questionnaire Download Menu)

- Ranch Audit
- Harvest Crew Audit
- Cooler and Cold Storage Audit
- Packing House Audit
- Packing House with HACCP Audit
- Processing Audit
- Processing with HACCP Audit
- Storage and Distribution Audit
- Green House Audit

Online Format of Audit(s) (Click to Enter Online Audit System)
 PrimusLabs.com's Online version for the Field, Packinghouse, Greenhouse and Cold Storage Self-Audit is now

SELF AUDIT MENU					
Information Directory					
Audit Type	Document Name	Version	English	Spanish	Portuguese
FIELD	Harvest Crew Self Audit	04.11	PDF	PDF	PDF
	Ranch Self Audit	03.01	PDF	PDF	PDF
	GreenHouse Self Audit	03.01	PDF	PDF	PDF
FACILITY	Storage and Distribution Center Self Audit	03.02A	PDF	PDF	PDF
	Cooling/Cold Storage Self Audit	03.02	PDF	PDF	PDF
	Processing Self Audit	03.02	PDF	PDF	PDF
	Processing with HACCP Self Audit	03.02	PDF	PDF	PDF
	Packing House with HACCP Self Audit	03.02	PDF	PDF	PDF
	Packing House Self Audit	03.02	PDF		

3.- GMP SELF-AUDIT FLOW CHART

Any questions?
Visit the PrimusLabs.com [Discussion Forum](#) where you can often find answers to your questions. And feel free to post your own questions!

**Welcome to PrimusLabs.com
On-Line Audit Program**

Introduction:
In this section you can use the Online Audit Program to enter your completed inspection of food safety practices from the farm or facility. Please have your completed paper audit available to consult when using this program.

These are the steps you must follow:

4.- GMP SELF-AUDIT ON-LINE PROGRAM

4.- GMP SELF-AUDIT ON-LINE PROGRAM							
	A	B	C	D	E	F	G
13	1.2.7	Are interior, exterior building perimeter and land perimeter pest control devices adequate in number and location?	5	3	1	0	N/A
14	1.2.8	Are all pest control devices identified by a number or other code (e.g. barcode)?	5	3	1	0	N/A
15	1.2.9	Are all pest control devices properly installed and secured?	5	3	1	0	N/A
16	1.3.1	Are ingredients, products, and packaging stored to prevent cross contamination?	10	7	3	0	N/A
17	1.3.2	Is the storage area completely enclosed?	10	7	3	0	N/A

4.- GMP SELF-AUDIT ON-LINE PROGRAM			
requirement:	0	5	10
1.2.7 Are interior, exterior building perimeter and land perimeter pest control devices adequate in number and location?	0	5	10
1.2.8 Are all pest control devices identified by a number?	0	5	10
1.2.9 Are all pest control devices properly installed and secured?	0	5	10
1.3.1 Are ingredients, products, and packaging stored to prevent cross contamination?	3	10	10
1.3.2 Is the storage area completely enclosed?	3	10	10
1.3.3 Is the facility's use restricted to the storage of food products?	10	10	10

... bait stations and traps shall not be treated with weedicides, oil, and other debris.

- Pest control devices should be checked at least monthly (checking more frequently is an ideal situation).

Local regulations may exceed the above guidelines. At all times, local regulations must be met.

1.2.7 Interior, exterior of the building perimeter and land perimeter pest control devices shall be adequate in number and location.

As a **guide** to number and placement of traps and bait stations:

- Traps shall be positioned at a maximum of 30 feet (9 meters) around the inside perimeter of all rooms. If a wall is less than 30 feet (9 meters) long, it shall have at least one device.
- Inside the facility, only mechanical traps shall be placed within 6 feet (about 2 meters) of both sides of all outside exit/entry doors. This includes either side of the pedestrian doors. Effort shall be made to avoid placing traps on curbing.
- Bait stations or live traps shall be positioned at a maximum of 50 feet (15 meters) intervals around the exterior of the building perimeter and within 6 feet (about 2 meters) of both sides of all outside exit/entry doors, except where there is public access (public access is defined as access easily gained by the general public such as parking lots or sidewalks, school areas or areas of environmental concern).
- Bait stations or live traps should be positioned at a maximum of 100 feet (30 meters) intervals along the fencing of the facility property, except where there is a public access.
- Outside packaging storage must be protected by an adequate number of pest control devices.

1.2.8 All pest control devices shall be identified by a number or other code (e.g. barcode) and a coding system shall be in place to identify the type of device on a map. All traps shall also be located with a wall sign.

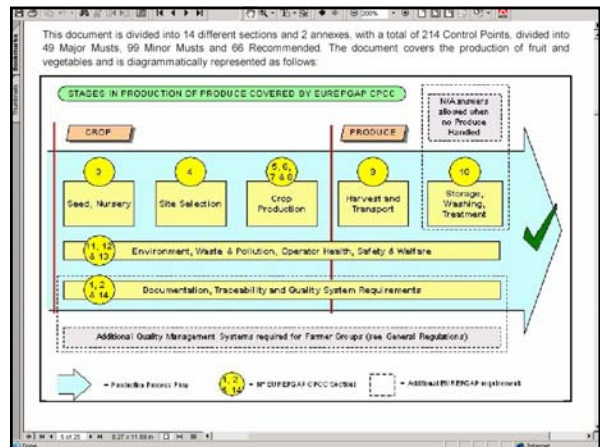
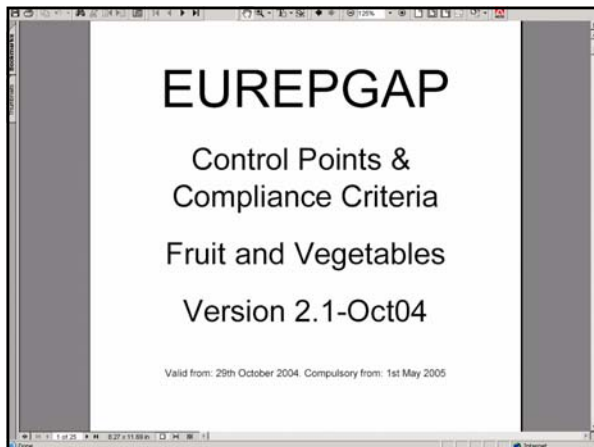
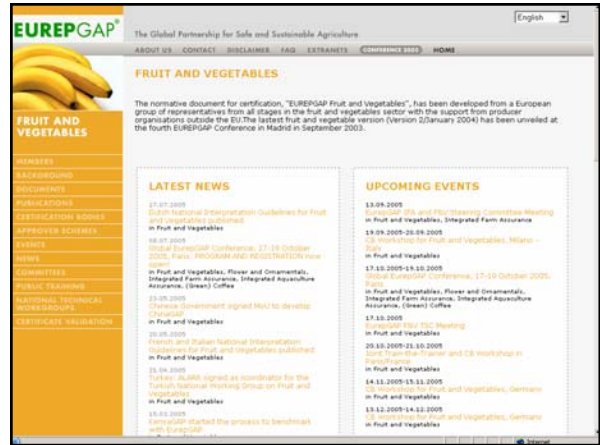
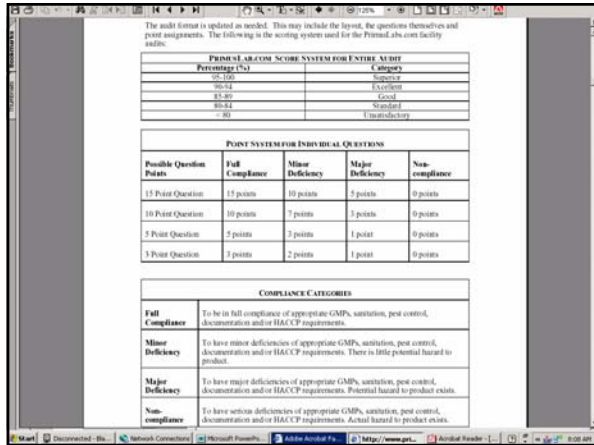
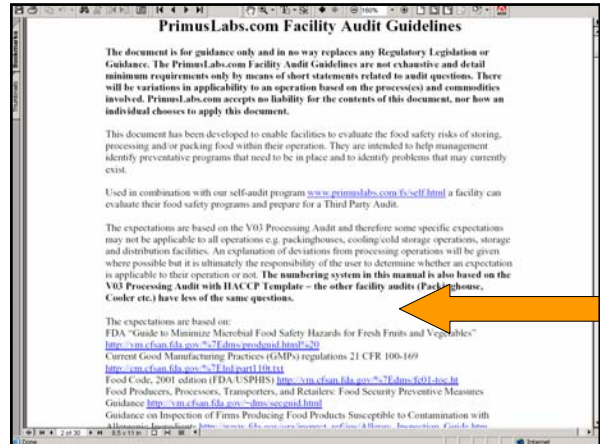
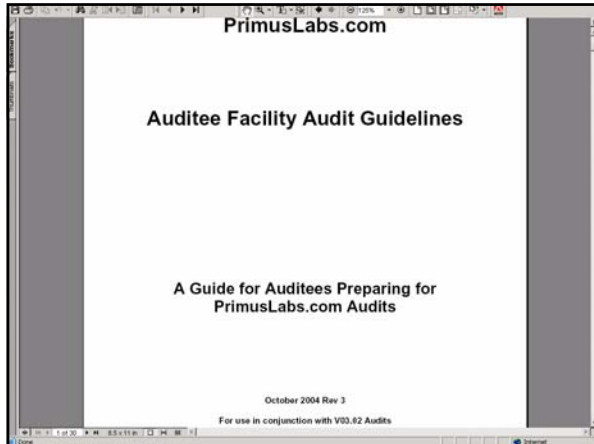
1.2.9 Bait stations shall be secured to minimize the movement of the device and be tamper...

4.- GMP SELF-AUDIT ON-LINE PROGRAM

primuslabs.com food safety programs

FOOD SAFETY SERVICES MENU

General Services <ul style="list-style-type: none"> Affiliated Third Party Auditor Program Auditing Services (Fields & Facilities) Document Development Program Facility Audit Guidelines Lab Services (Microbiological & Pesticide Residue) Self Auditing Program (Download Audit Database) Website Presence and Logo Use 	Consulting & Education Services (Bi-lingual) <ul style="list-style-type: none"> Affiliated Third Party Auditor Program Consulting Education & Training Educational Audits Good Agricultural Practices (GAP) Good Manufacturing Practices (GMP) Hazard Analysis Critical Control Points (HACCP) Microbiological Analysis Standard Operating Procedures (SOP) Pre-Audit Facility Information Sheet
Grower Services <ul style="list-style-type: none"> Consulting and Education Services Field Auditing Services Field Audit Paperwork Checklist Lab Services (Microbiological & Pesticide Residue) Food Safety Manual Development Self Auditing Program (Download Audit Database) Pre-Audit Field Info Sheet Developing Safe Production Manuals Conducting Self Audits 	Processing & Packing Services <ul style="list-style-type: none"> Facility Audit Paperwork Checklist Facility Auditing Services Consulting and Education Services HACCP Plans for Fresh Cut Processing Operations Facility Audit Guidelines Lab Services (Microbiological & Pesticide Residue) Food Safety Manual Development Self Auditing Program (Download Audit Database)



Standar Operation Procedure	Recommended for suppliers of USA Market	Recommended for suppliers of EU Market
Varieties		
Site Selection / Site Management		
Soil and Substrate Management		
Fertilizer Usage		
Water Management		
Crop Protection		
Harvesting		
Post-harvesting		
Waste and Pollution Management		
Worker health, Safety and Welfare		
Environmental Issues		

The screenshot shows the website **primuslabs.com** with the tagline "when food safety counts". The navigation menu includes: produce buyers, produce suppliers, about primuslabs.com, document development, self auditing program, food safety programs, new developments, affiliated auditors, and new users. A red text box below the navigation menu reads: "Please read PrimusLabs.com Disclaimer Statements!".

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