



GOLD STAR FOODS

June 27, 2022

Attn: Jill Lancaster, Director Nutrition Services
Riverside County Coop
Murrieta Valley Unified School District
41870 McAlby Court
Murrieta, CA 92562

Re: Extension Offer for RFP: 03022021 Fresh and Processed Produce

Gold Star Foods, Inc. is awarded the contract to Riverside County Coop in accordance with your bid mentioned above. The term of that original contract is July 1, 2021 through June 30, 2022. The contract may be extended for an additional two [2] one-year periods in accordance with California Education Code, Sections 17596 (K12) and 81644 (Community Colleges).

Gold Star Foods respectfully requests a one-year extension effective July 1, 2022 with the following representation:

1. Manufacturer price changes: Supporting documentation will be provided upon receiving final 2022-23 pricing from each manufacturer.
2. CPI Increase: 9.28% based on "all items less shelter" Riverside- San Bernardino- Ontario, CA "all urban consumers".

However, after a full analysis of the contract Gold Star Foods will pass 9.00% increase.

We are proud to be your ongoing Child Nutrition Partner and sincerely value our relationship.

Thank you,


John Cho
V.P. of Merchandising and Contracts

Acceptance:


Signature

Title



Date

7.19.2022



41870 McAlby Court, Murrieta, CA 92562
(951) 696-1600 • www.murrieta.k12.ca.us

Board of Education
Takesha Cooper, Trustee Area 1
Kris Thomasian, Trustee Area 2
Ellen Larson, Trustee Area 3
Linda Lunn, Trustee Area 4
Paul Diffley, Trustee Area 5

Dr. Ward Andrus
Superintendent

**EXCERPT OF MINUTES OF THE
MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
SPECIAL BOARD OF EDUCATION MEETING
July 14, 2022**

**Agenda Item B.6: Approval to Renew Contract with Gold Star Foods to Provide
Fresh and Processed Produce for the 2022/23 School Year**

The above action was approved by the following votes of the members present:

Aye: Paul Diffley, Ellen Larson, Kris Thomasian


Nay:

Abstain:

Absent: Takesha Cooper, Linda Lunn

I, Paul F. Diffley III, hereby certify the above is a true and correct excerpt of the minutes of said meeting.

Executed this 14th day of July 2022.



Paul F. Diffley III
Clerk of the Board

Inspiring All Students to Think, to Learn, to Achieve and to Care

NOTICE INVITING REQUEST FOR PRICING (RFP)

RFP#03022021- Fresh and Processed Produce

NOTICE IS HEREBY GIVEN that this RFP is being issued cooperatively by the Riverside County School Districts listed below. Each school district acting by and through their Governing Boards request pricing for procurement and delivery of fresh and processed produce.

School districts participating include:

**Temecula Valley Unified School District
Lake Elsinore Unified School District
Menifee Union School District
Murrieta Valley Unified School District
Perris Elementary School District
Perris Union High School District**

RFP Deadline: 10:00 a.m. on April 1, 2021

**Place of RFP Receipt: Murrieta Valley Unified School District
Nutrition Services
41870 McAlby Court
Murrieta, CA 92562**

Companies interested in submitting an RFP can access documents at www.murrietaschoolnutrition.com, select the bids tab on the lower left corner of the homepage.

All RFPs must be submitted on the forms furnished by the district and delivered in sealed envelopes labeled clearly with the name, address, and telephone number of the company submitting the RFP.

RFPs can be delivered prior to the opening date and time stated above to Nutrition Services, Murrieta Valley Unified School District, 41870 McAlby Court, Murrieta, CA 92562 between 9:00 a.m. and 4:00 p.m. Monday through Friday. Any RFPs received after the time specified above shall be returned unopened.

No pricing may be withdrawn for a period of sixty (60) days after the date set for the opening of the RFPs.

The Districts reserve the right to reject any or all RFP's, to accept or reject any one or more items of a RFP, or to waive any irregularities or informalities in the RFP.

Murrieta Valley Unified School District
Nutrition Services Department
41870 McAlby Court
Murrieta, CA 92562
(951) 696-1600
jlancaster@murrieta.k12.ca.us

REQUEST FOR PRICING (RFP)
RFP #03022021 Fresh and Processed Produce
Includes procurement and delivery of fresh and processed produce items

All RFPs shall be on forms provided. RFPs received after the specified time will not be accepted and shall be returned to the company, unopened.

RELEASE DATE: March 2, 2021
PUBLICATION DATES: March 2, 2021 & March 9, 2021
RFP DUE: April 1, 2021 **TIME:** 10:00 a.m.
RFP AWARD: April 15, 2021 *Pending Board Approval
RECAP OF RFP: Recap of RFPs available after April 30, 2021

REQUEST FOR PRICING (RFP)
RFP #03022021 Fresh and Processed Produce
includes procurement and delivery of fresh and processed produce items

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I. GENERAL CONDITIONS AND INSTRUCTIONS:

RFPs are requested for furnishing food products, from July 1, 2021 through June 30, 2022.

This RFP is being issued cooperatively by the Riverside County School Districts listed below. Each School District acting by and through their Governing Boards request pricing for procurement and delivery of fresh and processed produce items. Participating DISTRICTS below will be referred to as DISTRICTS in this RFP.

- Murrieta Valley Unified School District
- Temecula Valley Unified School District
- Lake Elsinore Unified School District
- Menifee Union School District
- Perris Elementary School District
- Perris Union High School District

The following table provides a synopsis of the DISTRICTS business. Attached you will find district maps/addresses and school calendar for each of the DISTRICTS schools. The awarded vendor will be provided with delivery sites; manager's name, telephone number, email and fax number.

SCHOOL DISTRICT	NO. OF SITES	DELIVERY TIMES	DELIVERY DAYS	EST. ANNUAL EXPENDITURE	ACCEPTS NIGHT DELIVERY	KEY PROVIDED
Murrieta Valley Unified 41870 McAlby Ct. Murrieta, CA 92562	18	6:00 am to 2:00 pm	Tuesday & Friday	\$325,000	No	No
Lake Elsinore Unified 550 Birch St. Lake Elsinore, CA 92530	10	6:00 am to 12:00 pm	Tuesday & Thursday	\$800,000	No	No
Temecula Valley Unified 31350 Rancho Vista Rd. Temecula, CA 92592	28	7:00 am to 1:00 pm	Tuesday & Friday	\$298,000	No	No
Menifee Union 29775 Haun Road Menifee, CA. 92586	4	Night Drops	Sunday & Tuesday	\$188,000	Yes	Yes
Perris Elementary 143 East First Street Perris, CA. 92570	8	7:00 am to 10:00 am	Monday, Wednesday & Friday or Sunday	\$375,000	Yes	Yes
Perris Union High SD 155 E. 4 th Street Perris, CA. 92570	5	6 am to 11 am	Tuesday & Thursday	\$145,000	No	No

- A. The DISTRICTS reserves the right to purchase more or less of the units specified.
- B. Proposals: RFPs shall be written in ink or type written. Send to Murrieta Valley Unified School District, Jill Lancaster, Director, Nutrition Services, 41870 McAlby Court, Murrieta, CA 92562. Proposals are to be verified before submission, as they cannot be corrected after RFPs are opened. RFP opening will be non-public. The signatures of all persons signing shall be in longhand. Vendors shall fully inform themselves as to all existing conditions and limitations. No allowance will be made because of lack of such examination, inquiry, or knowledge. For information about RFP procedures, contact Jill Lancaster at MVUSD Nutrition Services.
- C. **Pricing shall be entered into spreadsheet (fruit and vegetable tabs) and submitted with proposal on a data storage device in excel format. Electronic storage devices will not be returned.**
- D. Addenda or Bulletins: Any addenda or bulletins issued by the DISTRICT during the time of RFP processing to the Vendor for the preparation of this RFP shall be covered in the RFP and shall be made part of the contract. Addenda or Bulletins will be posted on Murrieta Valley Unified School District's website with the original RFP.
- E. Withdrawal of RFPs Prior to due date: Any Vendor may withdraw his RFP, either personally or by a written request, at any time prior to the scheduled due date.
- F. Withdrawal of RFPs after due date: A Vendor may not withdraw his RFP for a period of sixty (60) days after the due date.
- G. Interpretation of Documents: If any person contemplating submitting a RFP for the proposed contract is in doubt as to the true nature of any part of the RFP documents or finds discrepancies, in or omissions from, he/she may submit to the MVUSD, Nutrition Services Director, Jill Lancaster, a written request for an interpretation or correction hereof. Requests must be received a minimum of 3 days prior to close. Any interpretation or addendum duly issued by said Nutrition Services Director and a copy of such addendum will be posted on the Murrieta Valley Unified School District's website with the original RFP. The DISTRICT will not be responsible for any other explanation or interpretation of the RFP documents.
- H. Award or Rejection of RFPs: The award of the contract, if made by the DISTRICT, will be to the lowest responsive and responsible Vendor. Product quality, student acceptability of product and dependable service will be main factors in the determination of this award. It must be clearly evident that a Vendor is capable of promptly delivering all items on the RFP list. A Vendor's past delivery and performance practices relating to any previous and existing contracts will be examined. Vendors who have demonstrated unsatisfactory performance will be subject to disqualification as a responsible Vendor, disqualifying the Vendor for contract award. This RFP will be awarded to one vendor. The DISTRICT shall not be obligated to accept the lowest priced proposal, but will make an award in the best interest of the DISTRICT. The DISTRICT reserves the right in its absolute discretion to accept RFPs as deemed necessary for the best interest of the Nutrition Services

Department. The DISTRICT may take into account the performance of the Vendor with respect to any recent contract(s) with the DISTRICT and other school districts. The Governing Board of the DISTRICTS, reserves the right to reject any one or all RFPs, to waive any informalities in the RFPs or in the process, to judge the merit and qualifications of the materials, equipment, and services offered, and to accept whatever RFP is deemed to be the lowest responsible RFP MEETING ALL THE CRITERIA SPECIFIED IN THE RFP. All Vendors will be notified in writing of the award.

II. TERM OF AGREEMENT:

The term of this agreement will be from July 1, 2021 through June 30, 2022.

III. CONTRACT RENEWALS:

If mutually agreeable, the DISTRICTS reserve the right to renew the contract for a period of two (2) successive years. This renewal is contingent upon competitive pricing and upon all terms and conditions of the original contract having been met to the satisfaction of the DISTRICT. Such renewal will be made by notifying the Vendor in writing, thirty (30) days prior to the expiration of the contract.

IV. PRICING:

- A. Pricing for items listed is to be firm for the period of July 1, 2021 through June 30, 2022.
- B. All proposals must be quoted delivered to the designated sites. No additional freight, labor or fuel surcharges will be permitted or allowed.
- C. Prices must be listed by pack size as indicated on spreadsheets.
- D. In the event of severe market changes, a price escalation may be requested to the DISTRICT No later than fifteen (15) days prior to the price change. Any request for escalation in price shall be in writing, and include written proof of cost increases or other justification supporting the request for the escalation. Justification must be based on documents approved by the DISTRICT. The DISTRICT reserves the right to cancel any contract if price escalation is unacceptable, and to solicit other Vendors for any part or portion of the RFP.
- E. Pricing should reflect best annual price for times product is seasonally available.
- F. Evaluation of pricing: Annual pricing will be evenly weighted, multiplying annual pricing by estimated usage. Adjustments will be made for different pack size and non-like items will be removed and not considered in the evaluation of pricing.
- F. Geographic preference: the DISTRICTS reserve the right to purchase up to 10% of produce from local farmers. DISTRICTS have the discretion to determine the local area to which the geographic preference option will be applied.

V. QUANTITIES:

The quantities listed herein are estimates only. The DISTRICT reserves the right to purchase more or less than the quantities stated.

The DISTRICTS shall not be obligated to purchase or reimburse the Distributor for any inventory of any products should purchases vary from the anticipated purchase patterns or if agreement expires or is terminated.

Additional goods: DISTRICTS may add up to 10% of the value of the contract in additional goods after the contract is awarded.

VI. PREPARATION OF RFP:

- A. The RFP must be signed in the name of the company and be in longhand of the person authorized to sign the RFP.
- B. Prices must be in ink or typewritten. No pencil figures permitted.
- C. Erasures or Alterations: All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the RFP. Any change of the printed portion of the RFP form itself constitutes alteration and is cause for immediate rejection of the RFP.

VII. SANITATION PRODUCT QUALITY:

All products shall be produced and handled in accordance with the best sanitary practices. Employees, equipment, and plant shall meet state and county health department requirements to assure clean, sound, and sanitary products. A copy of the Vendor's Food Safety Plan and Health inspection reports are required. Third party inspection of facility is recommended.

Food Products shall be handled on Vendor's premises under such controlled temperatures and conditions as are required by state and local statutes and regulations. The DISTRICT shall have the right to inspect Vendor's premises without prior notice, it being agreed that the Vendor's full compliance with all legal requirements is of the essence of this Agreement and that the Vendor's failure to abide by such legal requirements shall result in the termination of the Agreement. Moreover, the Vendor agrees to immediately inform the DISTRICT in writing of the result so any inspection of its premises and food preparation locations by governmental inspectors or others which resulted in other than an "A" rating and of any claim by any party that food products of any nature provided by the Vendor resulted in sickness, death or other injury to the claiming party.

VIII. PRODUCT QUALITY

The Vendor agrees to present Food Products purchased by the DISTRICT in an appealing and appropriate manner. Vendor shall be responsible for quality control with respect to the Food

Product to assure consistent quality of Food Products served to individual consumers. In connection therewith, the Vendor shall comply with the regulations established in Section 113700 *et seq.* of the California Health and Safety Code. Cold food must be delivered at 41° degrees or less upon delivery. The DISTRICT shall have the right to reject any or all food products furnished to the DISTRICT which in its opinion do not meet standards of quality and/or proper temperature.

If it becomes necessary during the term of this contract to test any food product for ingredient content, wholesomeness, food borne bacteria, contamination or other cause, the Vendor will be responsible for any cost incurred by the DISTRICT for this. The cost will be deducted from the balance in accounts payable due to the Vendor

All products must follow the specifications as indicated. All products must be fresh and U.S. Grade 1 or better unless otherwise specified. All processed vegetables should be sealed in airtight plastic bags. In the event of off flavor, damage, or otherwise unusable product, provisions must be made for pick up, exchange, and issuance of proper credit.

IX. PRODUCT FORMULATION REQUIREMENTS

Required Documents for each Product:

- A. In order to accommodate the computerized menu system utilized by the Nutrition Services Department, the successful bidder shall be required to provide or make available, electronically, a complete nutritional analysis of all processed products including Nutrition Fact Label and/or Product Formulation Statements. USDA Food Fact Sheets are acceptable for unprocessed produce.
- B. Nutrition Facts Panel. Required nutritional information: weight of product, total calories, total fat, saturated fat, trans-fat, cholesterol, protein, carbohydrates, calcium, iron, fiber, vitamin A, vitamin C, sodium.
- C. All processed foods should not contain artificial trans fats.
- D. All ingredients must be declared on the product label and conform to the Food Allergen Labeling and Consumer Protection Act as required by the Food and Drug Administration. Labels must list the presence of ingredients which contain: protein derived from milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, or soybeans.
- E. In order to meet the fruit and vegetable requirements whole fruit and vegetables and processed packaged fruit and vegetables must meet the ½-cup requirement.
- F. Contractor shall notify Nutrition Services whenever there is a product/ingredient change in any item provided to the District. If any product changes occur, new ingredient statements and nutritional information shall be provided to the Nutrition Services Department.

X. CODING: The date of production must be clearly stamped on each case or unit.

XI. PACK: If a pack is other than stated on the proposal, Vendor shall specify pack.

XII. PRODUCT SUBSTITUTIONS:

The DISTRICT will not allow substitutions without prior approval. In the event contractor is Unable to deliver an item as specified in this contract, notification of shortage must be made orally, by facsimile or by electronic mail at least 72 hours prior to scheduled delivery to the Nutrition Services Department. An equal or better substitute product must immediately be made available to the DISTRICT for approval and subsequent distribution to the cafeterias, at no additional charge to the DISTRICT for product, freight, or redelivery. When substitutions do occur, Contractor shall provide nutritional statements, ingredient listings and the product formulation statement of the replacement product to the Nutrition Services Department.

XIII. DELIVERY:

- A. Successful Vendor agrees to make deliveries, as requested by DISTRICTS Nutrition Services. All prices offered by the proposers must include onsite off loading and inside delivery.
- B. Vendor agrees to furnish and deliver at all times during the period of the contract, upon request of the Director of Nutrition Services or his/her designee, the items which may be awarded to the Vendor, in such amounts and quantities as ordered and within the specified delivery schedule.
- C. All products are to be delivered in refrigerated trucks and placed in a refrigerator, freezer or dry storage areas.
- D. The maximum speed limit for any vehicle on school campuses is 10 MPH. The Vendor will ensure that all employees are informed of this limit before entering a school campus. Employees of the Vendor who are found to exceed this limit may be banned from school property. Delivery vehicles shall be of size to safely navigate delivery area and not require loading docks for delivery.
- E. All costs for delivery, drayage, or freight, or the packing of said articles are to be borne by the proposer.
- F. Credit will be required on unused products delivered with less than seven (7) days to expiration.
- G. A legible delivery receipt signed by the Nutrition Services personnel must accompany each delivery.

XIV. PRODUCT SAMPLES

- A. Product samples may be requested by the DISTRICT and must be provided at no cost to the DISTRICT. Samples must be the exact item that the Vendor proposes to furnish and in the same packaging in which they will be delivered if the Vendor is awarded the contract. Samples will be used in testing and will not be returned.
- B. Samples will be taste tested for freshness and quality. Poor quality samples will be considered as a failure to meet RFP specifications (including production formulation).
- C. Failure to submit samples on the date and time requested will invalidate the RFP.

XV. ACCOUNTING:

Invoices shall be furnished in duplicate and include delivery site, product name, quantity, unit size, and unit price. One copy is to be kept by the distributor.

- A. The original invoice must be signed by the individual receiving the merchandise and is to be left for the cafeteria manager. An invoice signed by the cafeteria manager or designee is required in order for the invoice to be processed for payment.
- B. Statements for all goods purchased within a calendar month shall be on an individual school basis.
- C. Statements shall be submitted no later than the fifth day following the close of each calendar month.
- D. Statements shall be addressed to DISTRICTS Nutrition Services Department.
- E. The DISTRICT will pay for goods on a monthly basis. The DISTRICT agrees to pay all such monthly summary invoices (less any credits to which it may be entitled) within thirty (30) calendar days of receipt of each monthly statement provided. Should the payment date fall on an official holiday observed by the State of California or on a weekend, the payment shall be due on the next business day after such holiday or weekend. DISTRICT will not be charged a late fee.

XVI. PRODUCT RECALLS:

- A. The Contractor shall bear all costs incurred by the DISTRICT resulting from product recall, including, but not limited to, any costs initially incurred for storage and transportation; pickup, transportation and storage of recalled product; and price differential for replacement product, if necessary, as determined by the DISTRICT. Payment for all costs directly related to product recall shall be made within 30 days of submission of invoice by the DISTRICT.

XVII. WEIGHTED FACTORS:

The vendor should:

- A. Have been in the produce business or provided delivery of produce to schools for not less than one (3) years prior with satisfactory quality and service.
- B. Have refrigerated truck(s) and must be able to provide delivery to all district locations assigned at a time convenient to the district, as noted in the RFP package. This is to include special deliveries when required.
- C. Past performance will be evaluated and could subject an RFP to be rejected.

A Vendor that is awarded the DISTRICTS business for the first time will be on trial during the first year. The awarding of any additional business or the continuation of the trial arrangement will depend upon the evaluation of the first years' service.

XVIII. TERMINATION:

- A. Failure on the part of the successful Vendor to meet contract requirements shall be cause for cancellation. Either party may cancel contract upon a thirty (30) days written notice to the other party.
- B. The DISTRICT reserves the right to terminate the contract at any time for due cause which shall include such reasons as unsatisfactory service, unsatisfactory product; or upon annual review of weighted factors, performance of service and/or provision of quality product.
- C. The DISTRICT shall hold the successful Vendor liable and responsible for all damages which may be sustained because of failure to comply with any conditions herein. If the successful Vendor fails to furnish or deliver any material, supplies, equipment, or services at the prices quoted, or at the times and places stated, or otherwise fails to comply with the terms of the documents in their entirety, the DISTRICT may purchase the items herein specified elsewhere, without notice to the successful Vendor. Additional costs accrued by DISTRICT through this purchase may be deducted from unpaid invoices or must be paid to DISTRICT by the successful Vendor. Prices paid by DISTRICTS shall be considered the prevailing market price at the time such purchase is made.

XIX. DISTRICT INSPECTION:

All items shall be subject to inspection. Inspection of the items shall not relieve the successful Vendor from any obligation to fulfill the contract. Defective items shall be made good by the successful Vendor, and unsuitable items may be rejected, notwithstanding that such defective items may have been previously overlooked by the DISTRICT and accepted. If any item shall be

found defective at any time before final acceptance of the complete delivery, the successful Vendor shall immediately remedy such defect in a manner satisfactory to the DISTRICT.

XX. PRICING DISCREPANCY:

Should successful Vendor overcharge DISTRICT for any item, successful Vendor agrees to immediately reimburse DISTRICT the full amount of the overcharge.

XXI. EQUAL EMPLOYMENT OPPORTUNITY:

In connection with the execution of the contract, successful Vendor shall not discriminate against any employee or application for employment because of race, religion, color, sex or national origin. The Vendor shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, lay-off, termination; rates of pay or other form of compensation; and selection for training, including apprenticeship.

XXII. PUBLIC LIABILITY, INDEMNIFICATION AND PROPERTY INSURANCE:

Successful Vendor shall maintain during the life of this contract Public Liability and Property Damage Insurance to protect themselves and the DISTRICT from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations under this contract. The minimum amounts of such insurance shall be as hereinafter set forth. Successful Vendor will be required to furnish certificates of insurance prior to start of work.

- A. Amounts of Insurance: Bodily Injury and Accidental Death Liability Insurance including auto (both owned and non-owned): Not less than \$1,000,000/\$1,000,000 aggregate.
- B. Property Damage Liability Insurance including auto (both owned and non-owned): Not less than \$1,000,000 aggregate.
- C. Insurance Certificate must name Murrieta Valley Unified School District, Temecula Valley Unified School District, Lake Elsinore Unified School District, Menifee Union School District, and Perris Elementary School District, Perris Union High School District and their officers, agents and employees as additional insured under said policy.

XXIII. HOLD-HARMLESS CLAUSE:

To the fullest extent permitted by law, the successful Vendor agrees to indemnify, defend and hold DISTRICT entirely harmless from all liability arising out of:

- A. Any and all claims under Worker's Compensation Acts and other employee benefit acts with respect to successful Vendor's employees or successful Vendor's sub-Vendor's employees arising out of successful Vendor's work under this RFP; and
- B. Any loss, injury to, or death, or persons, or damage to property caused by any act, neglect, default or omission of the successful Vendor, or any person, firm or corporation employed by the successful Vendor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the successful Vendor's work under this RFP, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by the sole or active negligence, or willful misconduct of the DISTRICT.
- C. The successful Vendor, at the Vendor's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

XXIV. ASSIGNMENT OF CONTRACT:

The successful Vendor shall agree not to assign, transfer, convey, sublet, or otherwise dispose of the items appearing on this RFP form, any rights accruing there under, title or interest therein, funds to be received hereunder, or any power to execute the same without the consent in writing of DISTRICT's Governing Board. Notice is hereby given that the DISTRICT will not honor any assignment made by the successful Vendor unless the consent in writing, as indicated above, has been given.

XXV. FINGERPRINTING:

Successful Vendor agrees to comply with all provisions of Education Code Section 45125.1. Successful Vendor will conduct a criminal background check of all employees, agents, and representatives assigned to DISTRICT that will enter the campuses and other DISTRICT facilities for purposes of providing services covered by this RFP, and will certify in writing that no such employees, agents, and representatives who have been convicted of serious or violent felonies as specified, will have contact with pupils. Successful Vendor will provide the DISTRICT with a list of all employees providing services pursuant to this RFP.

XXVI. BUY AMERICAN PROVISION

Per Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336), Section 12(n) to the NSLA (42 USC 1760(n)). Schools must purchase to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. Brand and processor information must be identified on case labels and specification sheets. DISTRICT reserves the right to cancel any contract and/or solicit other vendors for any part or portion of the RFP that does not meet the Buy American Provision.

The successful bidder shall be required to inform DISTRICT in advanced of delivery of any non-domestic food product. Notice shall indicate reason for supplying non-domestic product. Acceptable reason include product not grown domestically either year around or by season, insufficient supply, unsatisfactory quality of domestic product or significantly higher cost of domestic product. Information may be provided electronically.

XXVII. DEPARTMENT OF EDUCATION-CHILD NUTRITION DIVISION FORMS

Per the California Department of Education, Child Nutrition and Food Distribution Division, School Nutrition Programs Unit attached forms (Suspension and Debarment Certification U.S. Department of Agriculture, Certificate Regarding Lobbying, Disclosure of Lobbying Activities, Iran Contracting Act Certification Form, Non-Collusion Affidavit and Drug-Free Workplace Certification) must be completed and submitted with proposal. Proposals received without these forms/certifications will not be considered.

XXVIII. CLEAN AIR ACT

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended- contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

XXIX. ASSURANCE OF COMPLIANCE WITH CIVIL RIGHTS LAW AND AMERICANS WITH DISABILITIES ACT

The contractor hereby assures that it will comply with subchapter VI of Civils Rights Act of 1964, 42 USC Sections 2000e through 2000 €(17), to the end that no person shall, on the grounds of race, creed, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under this agreement or under any project, program or activity supported by this agreement. The vendor(s) agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and housing Act, beginning with Government code 12900, and Labor Code 1735. In addition, the Vendor agrees to require like compliance by any subcontractors employed on the work by him/her.

The Vendor hereby assures that it will comply with the Americans with Disabilities Act of 1990, 42 U.S.C Sections 12101 et sag., to ensure that disabled individuals shall be reasonably accommodated in accordance with the Act, and the contractor shall not exclude from participation in, or deny the benefit of, or otherwise subject a disabled individual to discrimination under this Agreement, or under any project, program, or activity supported by this Agreement.

XXX BID PROTEST PROCEDURES

Appeal: If the protesting bidder or the apparent low bidder is not satisfied with the decision, the matter may be appealed to the Director of Purchasing, or his or her designee, within two (2) business days after receipt of the District's written award notification. The appeal must be in writing and sent via overnight registered mail with all accompanying information relied upon for the appeal and an e-mail address from which questions and responses may be provided to: 41870 McAlby Ct. Murrieta, CA. 92562.

Appeal Review: The Chief Business Official or his or her designee shall review the decision on the bid protest from the Purchasing Director and issue a written response to the appeal, or if appropriate, appoint a Hearing Office to conduct a hearing and issue a written decision. The written decision of the Chief Business Official or the Hearing Officer shall be rendered within five (5) business days and shall state the basis for the decision. The decision concerning the appeal will be final and not subject to any further appeals.

Reservation of Rights to Proceed with Procurement Pending Appeal: the District reserves the right to proceed to award a contract and commence the work/purchase pending an Appeal. If there is a State Funding or a critical deadline, The District may choose to shorten the time limits set forth in this Section if written notice is provided to the protesting party. E-Mailed notice with a written confirmation sent by First Class Mail shall be sufficient to constitute written notice. If there is no written response to a written notice shortening time, the District may proceed with the award.

Finality: Failure to comply with the Bid Protest Procedure shall constitute a waiver of the right to protest and shall constitute a failure to exhaust the protesting bidder's administrative remedies.

XXXI. FORCE MAJEURE

Both vendor and DISTRICTS shall be exempt from their contractual obligations if the failure to meet their contractual obligations results from Force Majeure, labor dispute, Acts of God, or any other causes beyond their reasonable control.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

VENDOR QUESTIONNAIRE

Fresh and Processed Produce

Please complete this qualifying criteria questionnaire and submit with your proposal.

1. Will you be able to meet specified delivery hours? Yes No
2. Will you be able to meet the number of deliveries per week? Yes No
3. Will there be a minimum case or dollar value required per stop? If so, what is the minimum number of cases _____ or minimum dollar value? \$ _____ per delivery site.
4. What system do you have to provide monthly summary documents?

SEE ATTACHED

5. How many days lead time do you require for an order? _____
6. How many refrigerated delivery trucks do you have? _____
7. How many refrigerated trucks have lift gates? _____
8. What is your procedure for notifying the customer of shortages and/or substitutions?

9. What systems do you have in place to fill emergency orders?

10. How many years has company been in the produce business? _____

11. What percentage of items in Table 1 & Table 2 do you currently carry? _____

12. Is vendor an approved distributor for USDA Foods? Yes No

13. Please provide an overview of your reporting system. Does vendor have the capability to provide sales reports via website/online or electronically?

14. Please describe your product recall procedures.

SEE ATTACHED



GOLD STAR FOODS

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
VENDOR QUESTIONNAIRE
Fresh and Processed Produce RFP#03022021**

Please complete this qualifying criteria questionnaire and submit with your proposal.

1. Will you be able to meet specified delivery hours? Yes No

Yes, Gold Star Foods, Inc. (Gold Star) will be able to meet the specified delivery hours per the RFP.

2. Will you be able to meet the number of deliveries per week? Yes No

Yes, Gold Star will be able to meet the number of deliveries per week. Gold Star currently delivers to the districts listed in this solicitation. If changes are necessary during the school year, Gold Star will work with the district to come up with a mutually agreed upon delivery schedule.

3. Will there be a minimum case or dollar value required per stop? If so, what is the minimum number of cases _____ or minimum dollar value? \$ _____ per delivery site.

No, there is no minimum case or dollar value required per stop for fresh produce.

4. What system do you have to provide monthly summary documents?

Gold Star has a secure online ordering system that is available and searchable by appropriate District personnel 24 hours a day. Monthly summary documents, also known as the District Item Usage report, is available on the website to those granted viewing access.

Invoice and credit memos are visible on the Gold Star website to those granted viewing access. Gold Star's monthly billing statements are emailed automatically to the district designee. These statements are also available Weekly, or Bi-Weekly if the District payments clerk prefers more frequent billing statements.

5. How many days lead time do you require for an order?

There are no firm lead time requirements for customers to place an order. Given the fragility of the supply chain as a result of the COVID-19 pandemic and the unique nature of the foods required to meet meal pattern requirements, Gold Star recommends customers place produce orders with a five (5) calendar-day lead time to ensure the highest fill rates.



GOLD STAR FOODS

6. How many refrigerated delivery trucks do you have?

Gold Star's current delivery fleet consists of: 52 bobtail trucks, 3 vans, 91 tractors, and 129 trailers. Our bobtails and vans can maintain both frozen and refrigerated temperatures. Our trailers are multi-temp trailers that can handle both frozen and refrigerated temperatures. Our fleet is maintained to meet the highest standards for safety, energy efficiency, and environmental compliance. All aged vehicles are removed from our fleet.

7. How many refrigerated trucks have lift gates?

All of Gold Star's refrigerated trucks have lift gates.

8. What is your procedure for notifying the customer of shortages and/or substitutions?

Gold Star takes a proactive approach for minimizing shortages and/or substitutions. When there is a shortage or substitute, the dedicated K-12 Account Specialist will communicate with the District directly via phone and email. Gold Star will never send substitute items without an authorization by the District. To minimize the impact to the District and ensure that menus meet meal pattern requirements, we find substitutes with similar pack sizes, price point, and meal/nutritional contribution.

9. What systems do you have in place to fill emergency orders?

In the event of an emergency/unscheduled delivery, the District would contact their dedicated K-12 Account Specialist by phone or e-mail and each individual school district request would be handled on a case-by-case basis. In the last two year's Gold Star has been able to successfully deploy resources to support schools facing emergency situations such as fires, earthquakes, and intermittent power outages. Most recently with the Coronavirus pandemic, Gold Star has been able to modify delivery days for school closures and secure ample supplies of individually wrapped items, fresh meal kits, and shelf-stable meal kits.

10. How many years has company been in the produce business?

Gold Star is a nationally recognized supply system solving the complex needs of our specialized food service partners. Founded in 1978, Gold Star has forty-three (43) years of experience in the food service business. Gold Star has eleven (11) years of experience selling fresh produce to K-12 public school districts. We currently deliver fresh produce to over 150 school districts throughout California, providing the fresh fruit and vegetable component for nearly 2 million meals per day. We complete 1,100 fresh produce school site deliveries weekly or more than 43,000 deliveries annually.



GOLD STAR FOODS

11. What percentage of items in Table 1 & Table 2 do you currently carry? 100%

12. Is vendor an approved distributor for USDA Foods? Yes No

13. Please provide an overview of your reporting system. Does vendor have the capability to provide sales reports via website/online or electronically?

Gold Star has a secure online ordering system that is available and searchable by appropriate District personnel 24 hours a day. Access to GSF online is approved by District management and access can be limited through designated security levels determined by the District. Full access to the website provides customers with the ability to place orders via customizable order guides, to view and print reports, to review invoices, and to search for nutritional specifications. Once an order is placed, the District designee will receive an automatic email order confirmation including a list of items and quantities to ensure overall order accuracy. Customized order guides can be created by district or by site.

14. Please describe your product recall procedures.

Food safety is a top priority at Gold Star Foods. Our operation is safe, compliant, and has full traceability of all products we receive and deliver. Gold Star is certified as Global Food Safety Initiative (GFSI) Safe Quality Food (SQF) Level 2 operation. The SQF program allows us to respond quickly in the event of a recall. We collect hold/recall contact information from our partner districts and contact those team members via email and phone with information pertaining to the recall. Time is of the essence when a recall occurs; we have a dedicated recall team who respond 24 hours per day- 7 days per week. We typically notify District personnel impacted by a recall within 2 hours or less of the recall announcement and provide the following information to districts:

- Affected Lot Numbers
- Delivery Date/Received Date
- Sites Affected
- Number of Cases Received by Site
- Instructions on How to Proceed with Affected Product

During the 2019 calendar year, Gold Star successfully responded to five (5) recalls with zero impact to district customers or the children they serve. Included in our response is our Food Recall Policy.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

SCHOOL DISTRICT REFERENCES

Fresh & Processed Produce

Firm Title Gold Star Foods Signature Meli Alder

List a minimum of three (3) references for contracts you have completed in the last three (3) years that are of similar scope and complexity:

District Name _____

Address _____

Contact Name _____

Telephone _____

SEE ATTACHED

District Name _____

Address _____

Contact Name _____

Telephone _____

District Name _____

Address _____

Contact Name _____

Telephone _____



GOLD STAR FOODS

2021 REFERENCES
FRESH PRODUCE CATEGORY
Southern California Division

Anaheim Union High School District

P.O. Box 3520
Anaheim, CA 92803
Orlando Griego
714-999-3569
griego_o@auhsd.us
22 Sites – 3x weekly

Glendale Unified School District

349A West Magnolia Avenue
Glendale, CA 91204
Jennifer Chin
818-552-2677
jcgonzales@gusd.net
9 Sites – 3x weekly

Pomona Unified School District

1460 East Holt Avenue-Suite 160
Pomona, CA 91767
Daryl Hickey
909-397-4711
daryl.hickey@pusd.org
39 sites – 3x weekly

Morongo Unified School District

5715 Utah Trail
Twentynine Palms, CA 92277
Janet Barth
760-367-9191
janet.barth@morongo.k12.ca.us
8 sites – 3x weekly

**VENDORS
MUST PROVIDE
THE LATEST
HEALTH DEPARTMENT
REPORT
OF YOUR FACILITIES & FOOD
SAFETY PLAN**

(See Section VII. Sanitation Product Quality)

SEE ATTACHED



CERTIFICATE OF REGISTRATION

SAI Global, accredited Certification Body No Z1440295AS certifies that:

GOLD STAR FOODS INC.

3781 E Airport Drive, Ontario, California 91761-1570, USA

is registered as meeting the requirements of the

**SQF CODE A HACCP-BASED SUPPLIER ASSURANCE CODE FOR THE FOOD
INDUSTRY 8.1 EDITION**

Food Safety Code for Storage and Distribution

for the following scope

- 26. Food Storage and Distribution: Frozen foods
- 26. Food Storage and Distribution: Frozen fruit
- 26. Food Storage and Distribution: Frozen vegetables
- 26. Food Storage and Distribution: Dry foods
- 25. Repackaging of products not manufactured onsite: Fruits and vegetables

Certificate No: 19858
Current Registration: July 20, 2020
Date of Audit: June 16-18, 2020

SQF No: 19858
Expires: August 3, 2021
Date of Next Audit: May 20, 2021

Heather Mahon

Authorized by:
Heather Mahon
Global Head of Technical Services
SAI Global Assurance



Registered by:

SAI Global Certification Services Pty Ltd (ACN 108 716 669) 680 George Street Sydney NSW 2000 Australia with SAI Global Limited 680 George Street Sydney NSW 2000 Australia (SAI Global) and subject to the SAI Global Terms and Conditions for Certification. While all due care and skill was exercised in carrying out this assessment, SAI Global accepts responsibility only for proven negligence. This certificate remains the property of SAI Global and must be returned to SAI Global upon its request. To verify that this certificate is current please refer to SAI Global On-Line Certification register at https://www.saiglobal.com/en-us/assurance/auditing_and_certification/certification_registry/



U. S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Gold Star Foods
Organization Name

RFP 03022021
PR/Award Number or Project Name

Mel Olds, V.P. of Produce
Name and Title of Authorized Representative


Signature

April 1, 2021
Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representative of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that , should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

INSTRUCTIONS: To be completed and submitted **ANNUALLY** by 1) any child nutrition entity receiving Federal reimbursement in excess of \$100,000 per year and 2) potential or existing contractors/vendors as part of an original bid, contract renewal or extension when the contract exceeds \$100,000.

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts
Exceeding \$100,000 in Federal Funds


Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1.) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- 2.) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3.) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name of School Food Authority Receiving Child Nutrition Reimbursement in Excess of \$100,000:		Agreement Number:
Address of School Food Authority:		
Printed Name and Title of Submitting Official:	Signature:	Date:

OR

Names of Food Service or Vendor/Contractor Gold Star Foods		
Printed Name and Title: Mel Olds, V.P. of Produce	Signature: 	Date: April 1, 2021

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1.) Type of Federal Action: a. Contract b. Grant c. Cooperative Agreement <input checked="" type="checkbox"/> a d. Loan e. Loan Guarantee f. Loan Insurance	2.) Status of Federal Action: a. Bid/Offer/Application b. Initial award <input checked="" type="checkbox"/> a c. Post-award	3.) Report Type: a. Initial filing <input checked="" type="checkbox"/> a b. Material change FOR MATERIAL CHANGE ONLY: Year: <u>n/a</u> Quarter:
4.) Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee Tier _____ if known Congressional District, if known:	5.) If Reporting Entity in No.4 is Sub-awardee, Enter Name And Address of Prime: Congressional District, if known:	
6.) Federal Department/Agency:	7.) Federal Program Name/Description: CFDA Number, if applicable:	
8.) Federal Action Number, if known:	9.) Award Amount, if known: \$	
10a) Name and Address of Lobbying Entity (if individual, last name, first name, MI) <div style="text-align: center; color: blue; font-size: 2em;">N/A</div>	10b) Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11.) Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	12.) Type of Payment (check all that apply): <input type="checkbox"/> Retainer <input type="checkbox"/> One-time Fee <input type="checkbox"/> Commission <input type="checkbox"/> Contingent Fee <input type="checkbox"/> Deferred <input type="checkbox"/> Other, specify: _____	
13.) Form of Payment (check all that apply): <input type="checkbox"/> Cash <input type="checkbox"/> In-kind; specify: Nature _____ Value _____	14.) Brief description of services performed or to be performed and date(s) of service, including officer(s), employees(s) or member(s) contacted, for payment indicated in No. 11:	
15.) If necessary was a continuation sheet attached for 10a, 10b or 14? <input type="checkbox"/> Yes <input type="checkbox"/> no		
16.) Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Mel Olds</u> Print Name: <u>Mel Olds</u> Title: <u>V.P. of Produce</u> Telephone No: (<u>909 843-9600</u>) Date: <u>April 1, 2021</u>	
Federal Use Only:	Authorized for local reproduction Standard Form - LLL	

**NONCOLLUSION DECLARATION TO BE
EXECUTED BY BIDDER AND SUBMITTED WITH BID**
California Public Contract Code 7106

The undersigned declares:

I am Mel Olds (insert name)
the V.P. of Produce
(insert proper title such as "sole owner," "partner," "president," "secretary")
of Gold Star Foods
(insert name of bidder or company).

The party making the foregoing bid/proposal submitted herewith to the Murrieta Valley Unified School District declares:

That all statements of fact in such bid/proposal are true;

That such bid/proposal was not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation;

That the bid is genuine and not collusive or sham;

That the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a false or sham bid, or that anyone shall refrain from bidding;

That the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder;

That the bidder has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury of the laws of the State of California that the above information is correct.

Signature: 	Date: April 1, 2021
Printed Name & Title Mel Olds, V.P. of Produce	

**IRAN CONTRACTING ACT CERTIFICATION
(California Public Contract Code sections 2202-2208)**

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

Vendor Name/Financial Institution (Printed) Gold Star Foods		Federal ID Number (or n/a) 26-1340567
By (Authorized Signature) <i>Mel Olds</i>		
Printed Name and Title of Person Signing Mel Olds, V.P. of Produce		
Date Executed April 1, 2021	Executed In <i>ONTARIO CA</i>	

OPTION #2 - EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

Vendor Name/Financial Institution (Printed)	Federal ID Number (or n/a)
By (Authorized Signature)	
Printed Name and Title of Person Signing	Date Executed

Clean Air and Water Certificate

Applicable if the contract exceeds \$150,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$150,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the CACFP Sponsor and the Vendor (offeror) shall execute this Certificate.

Gold Star Foods
Name of Vendor

Name of Sponsor

THE VENDOR AGREES AS FOLLOWS:

A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued there under before the award of this contract.

B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.

C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.

D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).

B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).

C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Vendor.

Mehi Odeh
Signature of Vendor
Authorized Representative

V.P. of Produce
Title

April 1, 2021
Date

Signature of Sponsor
Authorized Representative

Title

Date



CONTRACTOR'S CERTIFICATE REGARDING DRUG-FREE WORKPLACE

This Drug-Free Workplace Certification form is required from all successful bidders pursuant to the requirements mandated by Government Code Sections 8350 et. seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any State agency must certify that it will provide a drug-free workplace by performing certain specified acts. In addition, the Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination of the contract or grant, and the CONTRACTOR or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- (1) Publishing a statement, notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace, and specifying actions which will be taken against employees for violations of the prohibition;
- (2) Establishing a drug-free awareness program to inform employees about all of the following:
 - The dangers of drug abuse in the workplace;
 - The person's or organization's policy of maintaining a drug-free workplace;
 - The availability of drug counseling, rehabilitation and employee- assistance programs; and
 - The penalties that may be imposed upon employees for drug abuse violations;
- (3) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will (a) publish a statement notifying employees concerning the prohibition of controlled substance at the workplace, (b) establish a drug-free awareness program, and (c) require each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a) and require such employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Sections 8350 et. seq.

I acknowledge that I am aware of the provisions of Government Code Sections 8350 et. seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Gold Star Foods

CONTRACTOR

By: Melvin Ochoa _____ April 1, 2021
Signature Date



**CONTRACTOR'S CERTIFICATE REGARDING ALCOHOLIC
BEVERAGE and TOBACCO-FREE CAMPUS POLICY**

The CONTRACTOR agrees that it will abide by and implement the DISTRICT'S Alcoholic Beverage and Tobacco-Free Campus Policy, which prohibits the use of alcoholic beverages and tobacco products, at any time, on DISTRICT-owned or leased buildings, on DISTRICT property and in DISTRICT vehicles. The CONTRACTOR shall procure signs stating "ALCOHOLIC BEVERAGE AND TOBACCO USE IS PROHIBITED" and shall ensure that these signs are prominently displayed in all entrances to school property at all times.

Gold Star Foods

CONTRACTOR

By: Meli Alda

Signature

April 1, 2021

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Ins. Center 350 S. GRAND (877) 650-3742 / Lic#0B29370 Los Angeles CA 90071	CONTACT NAME: Joffrey Waisblatt PHONE (A/C, No, Ext): 18776503742 E-MAIL ADDRESS: joffrey.waisblatt@epicbrokers.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		
INSURED Gold Star Foods, Inc. PO Box 4328 Ontario CA 91761	INSURER A: Starr Indemnity & Liability Company		NAIC # 38318
	INSURER B: Navigators Insurance Company		42307
	INSURER C: TM SPECIALTY INS CO		10738
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 135496262

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		1000100096201	11/1/2020	11/1/2021	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			1000639298201	11/1/2020	11/1/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000			NY20UMRZ035PVIC	11/1/2020	11/1/2021	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1000003941 / 100 0004409	11/1/2020	11/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	Transit/Motor Vehicle Liability (Property Damage)			B0180PC1901384	11/1/2020	11/1/2021	Transit-PD	\$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**
 LAKE ELSINORE UNIFIED
 550 BIRCH STREET
 LAKE ELSINORE CA 92530

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/29/2020

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PRODUCER
Edgewood Partners Ins. Center
350 S. GRAND
(877) 650-3742 / Lic#0B29370
Los Angeles CA 90071

CONTACT NAME: Joffrey Waisblatt
PHONE (A/C, No, Ext): 18776503742 FAX (A/C, No):
E-MAIL ADDRESS: joffrey.waisblatt@epicbrokers.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Starr Indemnity & Liability Company	38318
INSURER B : Navigators Insurance Company	42307
INSURER C : TM SPECIALTY INS CO	10738
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Gold Star Foods, Inc.
PO Box 4328
Ontario CA 91761

HVGSACQU

COVERAGES CERTIFICATE NUMBER: 1629930635 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	1000100096201	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		1000639298201	11/1/2020	11/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		NY20UMRZ035PVIC	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	1000003941 / 100 0004409	11/1/2020	11/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L EACH ACCIDENT \$ 1,000,000 E.L DISEASE - EA EMPLOYEE \$ 1,000,000 E.L DISEASE - POLICY LIMIT \$ 1,000,000
C	Transit/Motor Vehicle Liability (Property Damage)		B0180PC1901384	11/1/2020	11/1/2021	Transit-PD \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

PERRIS ELEMENTARY
143 EAST FIRST STREET
PERRIS CA 92570

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Murrieta Valley Unified School District
RFP No. 03022021 Fresh and Processed Produce
FRUIT
FIXED ANNUAL PRICING
Pricing Per Unit Indicated

ITEM	SPEC	PACK SIZE NET WEIGHT	PACK SIZE IF DIFF.	ESTIMATED ANNUAL USAGE	SELLING PRICE	COMMENTS
Apple, Red Delicious	Apple Eating, U.S. Fancy Grade	Case/163 ct.		250	20.28	
Apple, Red Delicious	Apple Eating, U.S. Fancy Grade	Case/138 ct.		750	22	
Apples Sliced Red	IW	200/2 oz		450	39.96	
Apple Sliced Green	IW	200/2 oz		550	41.69	
Apples Sliced Red	IW	100/2 oz		50	19.98	
Apples Sliced Green	IW	100/2 oz		75	20.44	
Apple, Fuji	Apple Eating, U.S. Fancy Grade	Case/138 ct.		60	22	
Apple, Fuji	Apple Eating, U.S. Fancy Grade	Case/163 ct.		20	20.28	
Apples, Gala	Apple Eating, U.S. Fancy Grade	Case/163 Ct		925	20.28	
Apples, Gala	Apple Eating, U.S. Fancy Grade	Case/138 Ct		50	22	
Apples, Granny Smith	Apple Eating, U.S. Fancy Grade	Case/138 Ct		250	21.5	
Apples, Granny Smith	Apple Eating, U.S. Fancy Grade	Case/163 Ct		400	20.89	
Apple, Pink Lady	Apple Eating, U.S. Fancy Grade	Case/163 Ct		25	22.61	
Bananas, Petite	4 1/2" to 5 1/2", Condition A; Peel color 5-6 @ Time of Inspection, Ripe	Case/150 Ct/40 Lbs		600	17.17	
Bananas, Petite	4 1/2" to 5 1/2", Condition A; Peel color 5-6 @ Time of Inspection, Ripe	Per lb.		20	0.69	
Bananas, Petite	4 1/2" to 5 1/2", Condition A; Peel color 3-4 @ Time of Inspection, Green Tip	Case/150 Ct/40 Lbs		2300	17.17	
Bananas, Petite	4 1/2" to 5 1/2", Condition A; Peel color 3-4 @ Time of Inspection, Green Tip	Per lb.		75	0.69	
Bananas	6" to 7", Condition A; Peel color 3-4 @ Time of Inspection, Green Tip	Per lb.		15	0.69	
Bananas	6" to 7", Condition A; Peel color 3-4 @ Time of Inspection, Green Tip	Case/150 Ct/40 Lbs		200	17.28	
Cantaloupe Chunks		4/2.5 lb.		550	17.09	
Cantaloupe Whole	U.S. No. 1 3-4 lbs each 5 3/4" diameter, 90% free from defects	each		300	1.39	
Cantaloupe Whole	U.S. No. 1 3-4 lbs each 5 3/4" diameter, 90% free from defects	Case/12-15 Ct 36 Lbs		350	16.67	
Grapes, Escape	IW	100/3oz		1100	35.52	
Grapes, Green	U.S. No 1, Table, Seedless	18-20lb./cs		400	20.94	
Grapes, Red Clusters	U.S. No. 1, Table, Seedless	150 ct.		2000	20.94	
Grapes, Red	U.S. No 1, Table, Seedless	18-20lb./cs		525	20.94	
Kiwi	Ripe, Slightly Firm, Not Hard, Size 36	Case/96-110 Each Ct/ Volume Fill/22 Lbs		550	23.33	
Lemon	U.S. No 1	each		10	0.39	
Lemon	U.S. No 1	5lb. Bag		2	7.98	
Lime	U.S. No 1	each		50	0.23	
Lime	U.S. No 1	5lb. Bag		13	7.98	
Mango Chunks	Bulk	4/2.5 lb.		25	40.44	
Melon Mix w/grapes		4/2.5 lb.		10	20.44	
Melon, Honey Dew	U.S. No. 1, 8" diameter, 5-6 ct, 30#/Case	Case/5-6 Ct		350	13.4	
Melon, Honey Dew	U.S. No. 1, 8" diameter, 5-6 ct	Each/5 Lbs		115	2.93	
Nectarines	Best Available, 72 size, Volume Filled Slightly/ Soft to Touch; Yellow - No Green	Case/100 Ct Size 72		275	18.94	
Oranges	Provide Choice During Peak Season, Well Colored	Case/138 Ct 40 Lbs		1600	15.5	
Oranges	Provide Choice During Peak Season, Well Colored	Case/88 Ct. 40 Lbs		850	18.61	
Oranges, Blood	138 sz.	Case/68 Ct		100	14.5	
Oranges, Cara Cara	113-138 sz.	Case/138 Ct 40 Lbs		100	20	
Orange	Wedges	50/4.7 oz		28	23.53	

Peaches, Yellow	U.S. No. 1, Firm-Ripe, Mature But Not Soft or Over Ripe, Well-Formed, 90% Free From Defects, Best Available, 72 size Volume Filled	Case/100 Ct Size 72		220	18.94
Pear, Asian, Golden	Firm-Ripe, 90% Free From Defects	28#/cs		154	18.72
Pears, Green or Red	Firm-Ripe, 90% Free From Defects	Case/40 Lbs 135-150 Ct		120	21.39
Pears, Green or Red	Firm-Ripe, 90% Free From Defects	Case/40 Lbs 150-165 Ct		50	21.39
Pears, BOSC	Firm-Ripe, 90% Free From Defects	Case/40 Lbs 150 Ct		25	22.5
Persimmon Fuyu	Volume Fill	Case/100 Ct 48-50 sz.		300	18.89
Pico De Gallo	Bulk	2/5 lb.		500	18.74
Pico De Gallo	Bulk	5lb		75	9.62
Pineapple Spears		50/ 2.7 oz.		50	24.61
Plums, Black or Red	U.S. No. 1, Firm-Ripe, Mature, Size 70, Best in the Season, 90% Free From Defects/-2"	Case/130 Size 70		220	18.94
Pluots	U.S. No. 1, Firm-Ripe, Mature, Size 70, Best in the Season, 90% Free From Defects/-2"	Case/130 Ct 45-50 sz.		25	20.08
Strawberries	U.S. No. 1 Full Color	8 x 1 Lbs. Clamshell		650	15
Tangerines, Clementine	U.S. No. 1, Fancy Best in Season, Well Colored	Case/100-120 Ct 20-24 sz. 25 Lbs		430	22.17
Tangelos, Minneola	U.S. No. 1, Fancy, Best in Season, Well Colored	Case/125-150 Ct 20-24 sz. 40 Lbs		400	23.06
Tangerines, Satsuma	U.S. No. 1, Fancy, Best in Season, Well Colored	Case/100-120 Ct 20-24 sz. 25 Lbs		100	22.17
Watermelon Seedless	U.S. No. 1, Bulk, 90-100#/Case	4-5 ct/cs		650	31.25
Watermelon Seedless	U.S. No. 1, Bulk	each/20lb.		175	7.81
Watermelon Chunks		4/2.5 lb.		765	21.09
Watermelon Spears		24/2.7 oz.		50	14.52

Murrieta Valley Unified School District
RFP No. 03022021 Fresh and Processed Produce
VEGETABLES
FIXED ANNUAL PRICING
Pricing Per Unit Indicated

ITEM	SPEC	PACK SIZE NET WEIGHT	PACK SIZE IF DIFF.	ESTIMATED ANNUAL USAGE	SELLING PRICE	COMMENTS
Bell Pepper, Green	U.S. Grade 2, Chopping -4 per Lb	Lbs		5	1.41	
Bell Pepper, Red	U.S. Grade 2, Chopping -4 per Lb	Lbs		5	1.62	
Bell Pepper, Yellow	U.S. Grade 2, Chopping -4 per Lb	Lbs		5	1.62	
Broccoli, Florets	U.S. No. 1	5 lb bag		600	10.5	
Broccoli, Florets	U.S. No. 1	4/5 lb		275	41	
Broccoli, Florets	U.S. No. 1	1/10 lb bag		50	21	
Broccoli, Fresh	U.S. No. 1, 5"-9" Stalk Lengthy, Minimum 4" Head Diameter	Each/2 Lbs		5	1.39	
Broccoli Buds	IW	50/2 oz		320	17.25	
Broccoli Buds w/Baby carrots	IW	50/2 oz		175	17.87	
Cabbage, Coleslaw Mix	Shredded	5 lb bag		450	3.84	
Cabbage, Red	Shredded	5 lb bag		325	5.24	
Carrots	Shredded	5 lb bag		135	4.13	
Carrots, Baby	Mini/Slim Peeled 5 lb	5 lb bag		3000	4.04	
Carrots, Baby	Mini/Slim Peeled 4/5lb.	20 lb		3000	15.16	
Carrots, Baby	IW, Mini Peeled	100/3 oz		3000	18.26	
Carrots, Baby	IW, Short Cut	50/2.5 oz		2000	9.22	
Carrots, Baby	IW, Mini Peeled	200/1.3 oz		800	17.88	
Carrot/Celery Combo	IW, 3-4" Sticks	50/2 oz		50	15.12	
Cauliflower	Uniform compact, white curds; Not>10% of surface discoloration	Each		5	1.85	
Cauliflower Buds	Bag	5 lb bag		200	11.45	
Celery	Diced	5 lb bag		20	6.11	
Celery	Sticks 3"-4" Uniform/ Stack Pack	5 lb bag		1000	6.28	
Celery	Sticks 3"-4" Uniform/ Stack Pack	4/5 lb		150	19.85	
Celery	Sticks IW	50/2.3oz.		500	15.56	
Chantro, Bunch	U.S. No. 1- Cleaned & Trimmed	30 Ct		5	12.06	
Chantro, Bunch	U.S. No. 1- Cleaned & Trimmed	3 Ct		170	2.08	
Chantro, Chopped	U.S. No. 1- Cleaned & Trimmed & Chopped	2.5 lb bag		75	14.04	
Cucumber	Super Select	36/case approx 28 lbs		850	16.93	
Cucumber, Each	Super Select	6 ea		575	5.75	
Cucumbers, Coin	3/8" cut	5 lb.		500	7.05	
Cucumbers, Coin	3/8" cut	2/5lb		200	12.89	
Cucumbers, Coin	IW 3/8" cut	50/2oz		50	11.83	
Cucumbers, Sliced	IW	50/2.58oz.		175	13.28	
Cucumbers, Persian		110/case approx. 22 lbs.		50	18.5	
Edamame, Fresh	IW shelled	50/3oz.		200	19.26	
Fajita Mix Sliced 1/4"	Green & Red Bells & Onions	5 lb bag		10	9.21	
Garlic, Fresh	Whole Bulb	each		5	0.37	
Jicama Sticks	4" X 3/8", Uniform, Stack Pack	5 lb bag		700	10.4	
Jicama Sticks	4" X 3/8", Uniform, Stack Pack	4/5 lb		237	38.39	
Jicama Sticks	IW	50/2oz		40	16.78	
Kale	Each	Each		45	1.12	
Lettuce 1-way	chopped	4/5#		20	14.24	
Lettuce 1-way	chopped	5#		15	3.81	
Lettuce, 3-way Romaine	Bag	5 lb.		3200	5.86	
Lettuce, 3-way Romaine	Bag	4/5lb		500	23.44	
Lettuce, 4-way, chopped	Bag	5 lb.		100	4.1	
Lettuce, 4-way, chopped	Bag	4/5lb		70	15.4	
Lettuce, green leaf	Each	12 ct.		25	9.83	
Lettuce, green leaf	Leaf Singles/Fillets	2/5lb.		200	14.72	
Lettuce, green leaf	Shredded	5lb.		70	10.97	
Lettuce, green leaf	IW	each		125	0.91	
Lettuce, iceberg	Each	1 ct.		65	0.91	
Lettuce, Iceberg, Shredded	Bag	5 lb bag		375	3.7	
Lettuce, Iceberg, Shredded	Bag	4/5lb		100	14.25	
Lettuce, Romaine	Shredded	5 lb		975	8.41	

Lettuce, Romaine	Chopped	4/5lb. Bags		425	25.6
Lettuce, Romaine	Chopped	2 lb bag		225	2.48
Lettuce, Romaine	Chopped	6/2 lb. bags		725	14.88
Lettuce, Romaine	IW each	each		10	0.91
Lettuce, Romaine		24 ct		10	17.05
Lettuce, Shredded 4/5#	Bag	4/5lb		100	14.25
Lettuce, Shredded 5#	Bag	5 lb.		375	3.56
Lettuce, Spring Mix 3#	Bag	3 lb.		70	6.75
Lettuce, 3-way Mix	Bag	5 lb		425	3.94
Onion, Green	U.S. No. 1	Bunch		3	0.79
Onion, Red	U.S. No. 1 Medium Size	Lbs		80	0.79
Onion, Yellow	U.S. No. 1 Medium Size	Lbs		10	0.69
Onion, Yellow	Sliced	5 lb.		5	6.1
Onions, Diced	1/4" diced	5 lb bag		200	5.23
Onions, Green	chopped	2 lb bag		60	8.28
Onions, Red Sliced	1/8" sliced	5 lb bag		30	7.26
Peas, Sugar Snap	Stringless, Ready to use	10 lb.		100	23.33
Peppers, Bell - Green	sliced	5 lb.		5	9.63
Peppers, Bell - Red	sliced	5 lb.		65	10.25
Peppers, Bell - Tri-color	sliced	5 lb.		60	12.63
Pico De Gallo	tray	2/5lb.		413	18.72
Potato	Russet U.S. No. 1	Case 50 lb. 120 Ct		10	18.5
Potato, Russet Foil Wrapped		90 ct.		10	20.5
Pumpkin	Mini	40 ct		12	30
Pumpkin	medium 10-16 lbs	Each		10	5.28
Salsa	Mild	5 lb tub		650	22.21
Spinach, Baby	Cleaned, Without Stems	2.5 lb bag		2100	3.53
Spinach, Baby	Cleaned, Without Stems	4/2.5 lb		75	14.12
Tomato	Diced	5 lb.		100	9.52
Tomato	Sliced	5 lb. tray		850	10.28
Tomato	Sliced	2/5 lb. trays		50	20.56
Tomato 6X6	U.S. No. 1, Light Red to Red, Layer Pack or U.S. Large Approx 72 Ea (2-16/32" - 2-25/32")	Case/20 Lbs		250	18
Tomato Cherry	U.S. No. 1	Case-12/baskets		130	18.25
Tomato Cherry	U.S. No 1	basket		105	1.77
Tomato Grape	U.S. No 1	1 basket		2100	1.54
Tomato Grape	U.S. No 1	Case-12/baskets		615	15.5
Veggie Salad Blend K-8	Iceberg, Shredded Carrots, Romaine	20 lb.		200	21.52
Veggie Salad Blend K-8	Iceberg, Shredded Carrots, Romaine	5 lb.		800	5.38
Zucchini, Squash	Each	22lb /36 ct.		50	19.5
Zucchini Coin	1/4" cut	5 lb		75	6.56
Zucchini Sticks	3"-4" -tray	4 lb		75	7.06
Zucchini Sticks	3"-4" -IW	50/3oz.		80	16.28

Riverside Coop

Agenda

Feb. 10, 2021

- I. Non-Competitive Procurement during Emergency
 - a. Proposed by Gold Star
 - b. Manufacturer increases only
 - c. Super-Coop RFP – 21/22 is year 3 of RFP- Present delays
- II. Frozen/Refer/Dry RFP
 - a. Updated district info
 - b. Additions will be added
- III. Produce RFP
 - a. Propose moving from quarterly pricing to annual
 - b. Apple Variety Removed
- IV. Coop Agreement??
 - a. “Written agreements delineating roles and responsibilities are encouraged.”
- V. Procurement Review Feedback?
- VI.



SQF Food Safety Audit Edition 8.1

Gold Star Foods - Gold Star Foods

Summary

AUDIT DECISION
CERTIFIED

CERTIFICATION NUMBER
19858 | 114263

AUDIT RATING

DECISION DATE
07/20/2020

AUDIT TYPE
RECERTIFICATION



RECERTIFICATION DATE
05/20/2021

AUDIT DATES
06/16/2020 - 06/18/2020

Good

EXPIRATION DATE
08/03/2021

ISSUE DATE
07/20/2020

Facility & Scope

Gold Star Foods (49015)

Gold Star Foods
3781 East Airport Drive
Ontario, CA 91761
United States

Food Sector Categories:

25. Repackaging of products not manufactured on site.
26. Food Storage and Distribution

Products:

26. Food Storage and Distribution: Frozen foods 26. Food Storage and Distribution: Frozen fruit 26. Food Storage and Distribution: Frozen vegetables 26. Food Storage and Distribution: Dry foods 25. Repackaging of products not manufactured onsite: Fruits and vegetables

Scope of Certification:

26. Food Storage and Distribution: Frozen foods 26. Food Storage and Distribution: Frozen fruit 26. Food Storage and Distribution: Frozen vegetables 26. Food Storage and Distribution: Dry foods 25. Repackaging of products not manufactured onsite: Fruits and vegetables

Certification Body & Audit Team

SAI Global

680 George Street
Sydney, NSW
Australia

CB#: CB-1-SAI

Accreditation Body: JAS-ANZ
Accreditation Number: Z1440295AS

Lead Auditor: Jones, Dylan (10504)

Technical Reviewer: Janicka, Justyna (206926)

Hours Auditing: 20

Hours Writing Report: 6

Non-Conforming

2.1.2 Management Responsibility (Mandatory)

The site has a documented Management responsibility policy dated 5/20/2020. The purpose is to define the structural responsibilities required to implement and maintain an effective SQF system. The training needs are outlined in the site's training requirements policy dated 4/20/2022. The organization structure is signed and dated 5/18/2020. Job descriptions of key personnel are maintained.

- 2.1.2.8 Job descriptions for those responsible for food safety shall be documented and include a provision to cover for the absence of key personnel.

RESPONSE: MINOR

EVIDENCE: Provision to cover for the absence of all key personnel are not documented. Back-ups are not documented for the warehouse manager and Inventory Control Supervisor

ROOT CAUSE: When reviewing the SQF Code we miss the provision to cover for the absence of a key personnel.

CORRECTIVE ACTION: Job Descriptions have been reviewed by HR department and key personnel back up have been included. ICS is the backup to the IC control Manager. Warehouse manager is the backup to Director of the Warehouse.

VERIFICATION OF CLOSEOUT: Back-ups documented on the job description-Dylan Jones

COMPLETION DATE: 06/23/2020 **CLOSEOUT DATE:** 07/16/2020

2.1.5 Crisis Management Planning

The site has a documented Crisis Management Planning policy dated 10/17/19. The purpose is to provide a comprehensive method of managing a problem, crisis, disaster or pandemic that may impact our ability to deliver safe, quality food. The site also has a documented Disaster and Emergency Plan dated 3/20/20. In the event of a natural disaster the site will provide or arrange for the provision of food and food related products. The crisis management test is dated 4/7/2020.

- 2.1.5.2 The crisis management plan shall include as a minimum: i. A senior manager responsible for decision making, oversight and initiating actions arising from a crisis management incident; ii. The nomination and training of a crisis management team; iii. The controls implemented to ensure a response does not compromise product safety; iv. The measures to isolate and identify product affected by a response to a crisis; v. The measures taken to verify the acceptability of food prior to release; vi. The preparation and maintenance of a current crisis alert contact list, including supply chain customers; vii. Sources of legal and expert advice; and viii. The responsibility for internal communications and communicating with authorities, external organizations and media.

RESPONSE: MINOR

EVIDENCE: No documentation that the crisis management team has been trained.

ROOT CAUSE: Crisis Management team was not trained.

CORRECTIVE ACTION: On 6/30/2020 The Crisis Management team was trained for Covid-19 in the workplace and Gold Star Foods procedures. How to handle and manage different type of cases.

VERIFICATION OF CLOSEOUT: training documented-Dylan Jones

COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

2.2.2 Document Control (Mandatory)

The site has a documented document control policy dated 10/18/19. The purpose is to define the methods and responsibility for maintaining document control and to ensure staff has access to the most current documents. The amendments/ revision history to documents are maintained at the end of each document.

2.2.2.2 A register of current SQF System documents and amendments to documents shall be maintained.

RESPONSE: MINOR

EVIDENCE: Several policies/procedures dates did not match the dates on the register. And the Disaster and Emergency plan dated 2/18/14 is not on the register.

ROOT CAUSE: The table of contents was not properly reviewed separately from our other site. Showing different dates, also forgot to add a document.

CORRECTIVE ACTION: on 06/30/2020 Table of contents was reviewed several dates have been corrected. The Disaster and Emergency plan that was created 2/8/14 and last updated 3/20/20 was also added.

VERIFICATION OF CLOSEOUT: Register updated-Dylan Jones

COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

2.4.3 Food Safety Plan (Mandatory)

The site has a documented Food Safety Plan. The food safety plan is developed and maintained by a multidisciplinary team that includes the SQF practitioner. The plan is written part HACCP and part HARPC. The site receives frozen, refrigerated and ambient products. The flow chart is sign and dated 1/23/2020 with CPs noted at Receiving, Storage (frozen/chilled), Transport, and Delivery. The Hazard Analysis Risk Based Preventative controls are documented and includes the monitoring of the CCP (if applicable) or CP (if applicable). The sites Hazard Analysis has indicated no CCPs. The CPs are indicated at Receiving Products: Chilled \neq <40°F and Frozen products \neq < 20°F. Storage: Coolers products Chilled \neq <40°F and Frozen products \neq < 20°F Frequency checks weekly and Chilled \neq <40°F and Frozen products \neq < 20°F Frequency 3 time/daily. Transport (monitoring actual temperature of refer unit during transport): Chilled <41°F. Delivery Chilled \neq <40°F and Frozen products \neq < 20°F. The frequency, records, corrective action and Responsibility are documented. The annual review is dated 1/23/2020

2.4.3.5 Product descriptions shall be developed and documented for all products included in the scope of the food safety plans. This shall reference the finished product specifications (refer to 2.3.5.1) plus any additional information relevant to product safety, such as pH, water activity, and/or composition.

RESPONSE: MINOR

EVIDENCE: The Product descriptions page is missing from the plan.

ROOT CAUSE: Product description page is not on the plan.

CORRECTIVE ACTION: On 06/30/2020 Product description page was added identifying Product Name, Intended for, Shelf Life and where will it be sold.

VERIFICATION OF CLOSEOUT: Product description page documented- Dylan Jones

COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

2.4.3.13 The food safety team shall develop and document procedures to monitor CCPs to ensure they remain within the established limits (refer to 2.4.3.12). Monitoring procedures shall identify the personnel assigned to conduct testing, the sampling and test methods, and the test frequency.

RESPONSE: MINOR

EVIDENCE: 1) The monitoring (CPs, frequency, records, corrective action) for Frozen products at transport is not documented. 2) The delivery process step: the preventive controls (monitoring temperature of the trailer at delivery) does not match the control limit (monitoring ingredients- Chilled ingredients \neq <40°F and Frozen ingredients \neq < 20°F).

ROOT CAUSE: Missing Temperature process for transport and Delivery.

CORRECTIVE ACTION: on 6-30-2020 Process Transport has been added to meet the temp at Chilled ingredients \neq <41°F and Frozen ingredients \neq < 20°F) for both transport and Delivery process step on page 10 of the plan.

VERIFICATION OF CLOSEOUT: The moitoring page has been updated-Dylan Jones

COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

2.4.3.16 Implemented food safety plans shall be verified as part of SQF System verification (refer to 2.5).

RESPONSE: MINOR

EVIDENCE: The verification process is not documented in the plan

ROOT CAUSE: We had a person responsible but no one to verified the plan.

CORRECTIVE ACTION: On 6/30/2020 we added a column for verification. The Director of safety HACCP will be responsible Verification of the plan.

VERIFICATION OF CLOSEOUT: The moitoring page has been updated-Dylan Jones

COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

2.7.1 Food Defense Plan (Mandatory)

The site has a documented Food Defense Plan dated 5/22/20. The purpose is to define the methods, responsibility, and criteria of preventing food adulteration caused by deliberate act of sabotage or terrorist like incident. The policy includes but is not limited to the site security team, facility access and authorized personnel, employee, receiving of goods, hazardous chemicals, and security training. The site also completed an Industry self-assessment checklist for Food Security. Dated 4/14/2020.

2.7.1.3 The food defense plan shall be reviewed and challenged at least annually.

RESPONSE: MINOR

EVIDENCE: The site completed an industry self-assessment checklist for Food Security. This is not a challenged of the food defense plan.

ROOT CAUSE: Confusion we conducted a self-assessment checklist for Food Security to the Food Defense Plan. It needed to be challenged.

CORRECTIVE ACTION: Personnel was challenge for a suspicious packaged / Bomb Threat. The test started 6/18/2020 to 6/19/2020 Packaged was placed in several locations around the company. Training was conducted and safety alerts to make everyone aware of suspicious package.

VERIFICATION OF CLOSEOUT: The food defense was challanged- Dylan Jones

COMPLETION DATE: 06/24/2020 **CLOSEOUT DATE:** 07/16/2020

2.9.7 Training Skills Register

A training skills register describing who has been trained in relevant skills is maintained.

2.9.7.1 A training skills register describing who has been trained in relevant skills shall be maintained. The register shall indicate the: i. Participant name; ii. Skills description; iii. Description of the training provided; iv. Date training completed; v. Trainer or training provider; and vi. Supervisor's verification that the training was completed, and that the trainee is competent to complete the required tasks.

RESPONSE: MINOR

EVIDENCE: Trainer or training provider and Supervisor's verification are not documented on the register.

ROOT CAUSE: When reviewing the SQF code we miss Trainer and Supervisor's verification are not documented on the training register.

CORRECTIVE ACTION: On 6-19-2020 we added a column to the training registry that indicates who is the trainer and who is the employee Supervisor..

VERIFICATION OF CLOSEOUT: Training register updated-Dylan Jones

COMPLETION DATE: 06/19/2020 **CLOSEOUT DATE:** 07/16/2020

12.2.9 Calibration

The calibration program is dated 3/9/19. The calibration and re-calibration of equipment used for monitoring activities outlined in the pre-requisite programs, food safety plans and other process controls. The annually and weekly calibration methods are outline in the policy. Records sighted: Thermometer Calibration Log dated 11/15/19, 3/6/2020, 5/8/2020

12.2.9.2 Procedures shall be documented and implemented to address the disposition of potentially affected products should measuring, test and inspection equipment be found to be out of calibration state.

RESPONSE: MINOR

EVIDENCE: Procedures is not documented and implemented to address the disposition of potentially affected products should measuring, test and inspection equipment be found to be out of calibration state.

ROOT CAUSE: The following was not address the disposition of potentially affected products should measuring, test and inspection equipment be found to be out of calibration state.

CORRECTIVE ACTION: On 6/19/2020 calibration procedure scope has been change. If a thermometer is discovered out of calibration the product that was tested will be put on QC Hold. Product will be re temp, if temperature test is good product will be released. Faulty Thermometer will be trashed

VERIFICATION OF CLOSEOUT: The calibration procedure was updated-Dylan Jones

COMPLETION DATE: 06/19/2020 **CLOSEOUT DATE:** 07/16/2020

12.2.10 Pest Prevention

The pest preventive scope of service is documented. The site map is sign and dated 6/11/2020, The business license expires 12/31/2021, and the applicator license expires on 6/30/21. The material list with brand names and EPA number is maintained. The SDS are on file. Records sighted Service inspection report verified (product application summary, condition/observation, pest activity) dated 5/21/2020, 4/23/2020, 2/28/2020

12.2.10.4 The pest prevention program shall: i. Describe the methods and responsibility for the development, implementation and maintenance of the pest prevention program; ii. Record pest sightings and trend the frequency of pest activity to target pesticide applications; iii. Outline the methods used to prevent pest problems; iv. Outline the pest elimination methods; v. Outline the frequency with which pest status is to be checked; vi. Include on a site map the identification, location, number and type of bait stations set; vii. List the chemicals used (they are required to be approved by the relevant authority and their Safety Data Sheets (SDS) made available); viii. Outline the methods used to make staff aware of the bait control program and the measures to take when they come into contact with a bait station; ix. Outline the requirements for staff awareness and training in the use of pest and vermin control chemicals and baits; and x. Measure the effectiveness of the program to verify the elimination of applicable pests.

RESPONSE: MINOR

EVIDENCE: Outline the methods used to make staff aware of the bait control program and the measures to take when they come into contact with a bait station is not documented

ROOT CAUSE: No methods use to make staff aware of bait control program and no measures what to do if in contact with a bait station.

CORRECTIVE ACTION: on 6/23/2020 Management of Pest and Vermin was updated to make sure the staff was aware of the Bait Control Program and also what to do if they come in contact with a bait station.

VERIFICATION OF CLOSEOUT: Management of Pest and Vermin was updated

COMPLETION DATE: 06/23/2020 **CLOSEOUT DATE:** 07/16/2020

Audit Statements

SQF Practitioner Name	Name the designated SQF Practitioner RESPONSE: Jaime Anguiano
SQF Practitioner Email	Email of the designated SQF Practitioner RESPONSE: Jamieanguiano@goldstarfoods.com
Opening Meeting	People Present at the Opening Meeting (Please list names and roles in the following format Name: Role separated by commas) RESPONSE: Jaime Anguiano: Safet facility Supervisor, Pedro Osorio: Directlo of safety and facilities, Mike Lapacka: Safet/Training Mananger, Dylan Jones: Food Safet Auditor.
Facility Description	Auditor Description of Facility (Please provide facility description Include # of employees, size, production schedule, general layout, and any additional pertnient details) RESPONSE: The building Is a 282,310 square foot distributon facility. The facility stores. Frozen Beef, frozen poultry, bread, Ingredients, dry products, paper products. the storage areas are 233,972 square feet which are split into cooler/dry/freezer areas. The building was built In 1997 with additions/Improvements made In 2018. The facility operates 7 days a week, 24 hours a day. There are 5 shifts at the facility; 2 am to 4 am, 6 am to 2pm, and 5 pm. There are 450 employees at the facility, with 75-100 employees per shift. The facillty's process Involves Receiving, storing and dlistribution. The storage area is comprised of 3 rooms, frozen, Refrigerated and dry. Products store at this facillty are distributed in the state of California and Nevada
Closing Meeting	People Present at the Closing Meeting (Please list names and roles in the following format Name: Role separated by commas) RESPONSE: Jaime Angulano: Safet facillty Supervisor, Pedro Osorio: Directio of safety and facilities, Mike Lapacka: Safet/Training Mananger, Dylan Jones: Food Safet Auditor.
Auditor Recommendation	Auditor Recommendation RESPONSE: Issue of Certification of Registration recommended once deficiencies rectified

Section Responses

2.1.1 Food Safety Policy (Mandatory)

The site has a documented Management Commitment policy dated 2/22/16 version 2. The sit is committed to meet or exceed the obligation to the food safety management program. The objective is to ensure all the products are received, stored and delivered at the highest standards of hygiene and safety adopted to meet the requirements of the customers. The policy Is displayed in both English and Spanish languages the policy is sign by the CEO.

- 2.1.1.1** Senior site management shall prepare and implement a policy statement that outlines as a mlnlmm the: I. The site's commltment to supply safe food; II. Methods used to comply with its customer and regulatory requirements and continually improve its food safety management system; and Iii. The site's commitment to establish and review food safety objectlves.

RESPONSE: COMPLIANT

- 2.1.1.2** The policy statement shall be: I. Signed by senior site management; II. Made available in language understood by all staff; III. Displayed in a prominent position; and IV. Effectively communicated to all staff.

RESPONSE: COMPLIANT

2.1.2 Management Responsibility (Mandatory)

The site has a documented Management responsibility policy dated 5/20/2020. The purpose is to define the structural responsibilities required to implement and maintaln and effective SQF system. The training need are outlines in the sites training requirements policy dated 4/20/202. The organization structure Is sign and dated 5/18/2020. Job description of key personnel are maintained.

- 2.1.2.1** The reporting structure describing those who have responsibility for food safety shall be identified and communicated within the site.

RESPONSE: COMPLIANT

2.1.2.2 The senior site management shall make provision to ensure food safety practices and all applicable requirements of the SQF System are adopted and maintained.

RESPONSE: COMPLIANT

2.1.2.3 The senior site management shall ensure adequate resources are available to achieve food safety objectives and support the development, implementation, maintenance and ongoing improvement of the SQF System.

RESPONSE: COMPLIANT

2.1.2.4 Senior site management shall designate an SQF practitioner for each site with responsibility and authority to: i. Oversee the development, implementation, review and maintenance of the SQF System, including good manufacturing practices outlined in 2.4.2, and the food safety plan outlined in 2.4.3. ii. Take appropriate action to ensure the integrity of the SQF System; and iii. Communicate to relevant personnel all information essential to ensure the effective implementation and maintenance of the SQF System.

RESPONSE: COMPLIANT

2.1.2.5 The SQF practitioner shall: i. Be employed by the site as a company employee on a full-time basis; ii. Hold a position of responsibility in relation to the management of the site's SQF System; iii. Have completed a HACCP training course; iv. Be competent to implement and maintain HACCP based food safety plans; and v. Have an understanding of the SQF Food Safety Code for Manufacturing and the requirements to implement and maintain an SQF System relevant to the site's scope of certification.

RESPONSE: COMPLIANT

2.1.2.6 Senior site management shall ensure the training needs of the site are resourced, implemented and meet the requirements outlined in system elements 2.9, and that site personnel have met the required competencies to carry out those functions affecting the legality and safety of food products.

RESPONSE: COMPLIANT

2.1.2.7 Senior site management shall ensure that all staff are informed of their food safety and regulatory responsibilities, are aware of their role in meeting the requirements of the SQF Food Safety Code for Manufacturing, and are informed of their responsibility to report food safety problems to personnel with authority to initiate action.

RESPONSE: COMPLIANT

2.1.2.8 Job descriptions for those responsible for food safety shall be documented and include a provision to cover for the absence of key personnel.

RESPONSE: MINOR

EVIDENCE: Provision to cover for the absence of all key personnel are not documented. Back-ups are not documented for the warehouse manager and Inventory Control Supervisor

ROOT CAUSE: When reviewing the SQF Code we miss the provision to cover for the absence of a key personnel.

CORRECTIVE ACTION: Job Descriptions have been reviewed by HR department and key personnel back up have been included. ICS is the backup to the IC control Manager. Warehouse manager is the backup to Director of the Warehouse.

VERIFICATION OF CLOSEOUT: Back-ups documented on the job description-Dylan Jones

COMPLETION DATE: 06/23/2020 **CLOSEOUT DATE:** 07/16/2020

2.1.2.9 Senior site management shall establish processes to improve the effectiveness of the SQF System to demonstrate continuous improvement.

RESPONSE: COMPLIANT

2.1.2.10 Senior site management shall ensure the integrity and continued operation of the food safety system in the event of organizational or personnel changes within the company or associated facilities.

RESPONSE: COMPLIANT

2.1.2.11 Senior site management shall designate defined blackout periods that prevent unannounced re-certification audits from occurring out of season or when the site is not operating for legitimate business reasons. The list of blackout dates and their justification shall be submitted to the certification body a minimum of one (1) month before the sixty (60) day re-certification window for the agreed upon unannounced audit.

RESPONSE: NOT APPLICABLE

EVIDENCE: Not an unannounced re-certification audits

2.1.3 Management Review (Mandatory)

The site has a documented Management Review policy dated 2/16/19. The purpose of this policy is to outline the frequency Senior Management will use to review the SQF Food safety management system to ensure it is robust enough to meet changing requirements in order to fulfill the commitment to quality and food safety. The reviews are documented in the revision history and on the documented table of contents.

2.1.3.1 The senior site management shall be responsible for reviewing the SQF System and documenting the review procedure. Reviews shall include: i. The policy manual; ii. Internal and external audit findings; iii. Corrective actions and their investigations and resolution; iv. Customer complaints and their resolution and investigation; v. Hazard and risk management system; and vi. Follow-up action items from previous management review.

RESPONSE: COMPLIANT

2.1.3.2 The SQF practitioner (s) shall update senior site management on a (minimum) monthly basis on matters impacting the implementation and maintenance of the SQF System. The updates and management responses shall be documented. The SQF System in its entirety shall be reviewed at least annually.

RESPONSE: COMPLIANT

2.1.3.3 Food safety plans, Good Manufacturing Practices and other aspects of the SQF System shall be reviewed and updated as needed when any potential changes implemented have an impact on the site's ability to deliver safe food.

RESPONSE: COMPLIANT

2.1.3.4 Records of all management reviews and updates shall be maintained.

RESPONSE: COMPLIANT

2.1.4 Complaint Management (Mandatory)

The site has a documented complaint Management policy dated 3/20/19 version 3. The purpose is to define the methods and responsibility for handling and investigating the cause and resolution of complaints from customers and authorities. The customer service representative to follow the complaint through the system. The department managers ensure the proper corrective actions are taken with the assistance of those personnel responsible for the areas in which the complaint may have originated. The trends of complaints data are compiled by the HACCP manager and reviewed by the Senior Management Quarterly. Records sighted Customer compliant forms dated 10/21/19, 3/31/2020, 6/12/2020,

2.1.4.1 The methods and responsibility for handling and investigating the cause and resolution of complaints from customers and authorities, arising from products manufactured or handled on site, shall be documented and implemented.

RESPONSE: COMPLIANT

2.1.4.2 Trends of customer complaint data shall be investigated and analyzed by personnel knowledgeable about the incidents.

RESPONSE: COMPLIANT

2.1.4.3 Corrective action shall be implemented based on the seriousness of the incident and as outlined in 2.5.3.

RESPONSE: COMPLIANT

2.1.4.4 Records of customer complaints and their investigations shall be maintained.

RESPONSE: COMPLIANT

2.1.5 Crisis Management Planning

The site has a documented Crisis Management Planning policy dated 10/17/19. The purpose is to provide a comprehensive method of managing a problem, crisis, disaster or pandemic that may impact out ability to deliver safe, quality food. The site also has a documented Disaster and Emergency Plan dated 3/20/20. In the event of a natural disaster the site will provide or arrange for the provision of food and food related products. The crisis management test is dated 4/7/2020.

- 2.1.5.1 A crisis management plan that is based on the understanding of known potential dangers (e.g. flood, drought, fire, tsunami, or other severe weather or regional events such as warfare or civil unrest) that can impact the site's ability to deliver safe food, shall be documented by senior management outlining the methods and responsibility the site shall implement to cope with such a business crisis.

RESPONSE: COMPLIANT

- 2.1.5.2 The crisis management plan shall include as a minimum: i. A senior manager responsible for decision making, oversight and initiating actions arising from a crisis management incident; ii. The nomination and training of a crisis management team; iii. The controls implemented to ensure a response does not compromise product safety; iv. The measures to isolate and identify product affected by a response to a crisis; v. The measures taken to verify the acceptability of food prior to release; vi. The preparation and maintenance of a current crisis alert contact list, including supply chain customers; vii. Sources of legal and expert advice; and viii. The responsibility for internal communications and communicating with authorities, external organizations and media.

RESPONSE: MINOR

EVIDENCE: No documentation that the crisis management team has been trained.

ROOT CAUSE: Crisis Management team was not trained.

CORRECTIVE ACTION: On 6/30/2020 The Crisis Management team was trained for Covid-19 in the workplace and Gold Star Foods procedures. How to handle and manage different type of cases.

VERIFICATION OF CLOSEOUT: training documented-Dylan Jones

COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

- 2.1.5.3 The crisis management plan shall be reviewed, tested and verified at least annually.

RESPONSE: COMPLIANT

- 2.1.5.4 Records of reviews of the crisis management plan shall be maintained.

RESPONSE: COMPLIANT

2.2.1 Food Safety Management System (Mandatory)

The site has a documented Food safety Management System policy dated 10/17/19. The products covered in under the scope, the scope of the certification and other documentation are covered.

- 2.2.1.1 A food safety management system shall be documented and maintained in either electronic and/or hard copy form. It shall outline the methods the site will use to meet the requirements of the SQF Food Safety Code for Manufacturing, be made available to relevant staff and include: i. A summary of the organization's food safety policies and the methods it will apply to meet the requirements of this standard; ii. The food safety policy statement and organization chart; iii. The scope of certification; iv. A list of the products covered under the scope of certification; v. Food safety procedures, pre-requisite programs, food safety plans; and vi. Other documentation necessary to support the development and the implementation, maintenance and control of the SQF System.

RESPONSE: COMPLIANT

- 2.2.1.2 All changes made to food safety plans, Good Manufacturing Practices and other aspects of the SQF System shall be validated or justified.

RESPONSE: COMPLIANT

2.2.2 Document Control (Mandatory)

The site has a documented document control policy dated 10/18/19. The purpose is define the methods and responsibility for maintaining document control and to ensure staff has access to the most current documents. The amendments/ revision history to documents are maintained at the end of each document.

2.2.2.1 The methods and responsibility for maintaining document control and ensuring staff have access to current documents shall be documented and implemented.

RESPONSE: COMPLIANT

2.2.2.2 A register of current SQF System documents and amendments to documents shall be maintained.

RESPONSE: MINOR

EVIDENCE: Several policies/procedures dates did not match the dates on the register. And the Disaster and Emergency plan dated 2/18/14 is not on the register.

ROOT CAUSE: The table of contents was not properly reviewed separately from our other site. Showing different dates, also forgot to add a document.

CORRECTIVE ACTION: on 06/30/2020 Table of contents was reviewed several dates have been corrected. The Disaster and Emergency plan that was created 2/8/14 and last updated 3/20/20 was also added.

VERIFICATION OF CLOSEOUT: Register updated-Dylan Jones

COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

2.2.2.3 Documents shall be safely stored and readily accessible.

RESPONSE: COMPLIANT

2.2.3 Records (Mandatory)

The records policy is dated 1/26/19. The Quality and Food safety records are defined as those records maintained to demonstrate conformance to specified requirements. The policy includes but is not limited to procedure, record retention and responsibilities.

2.2.3.1 The methods and responsibility for undertaking monitoring activities, verifying, maintaining and retaining records shall be documented and implemented.

RESPONSE: COMPLIANT

2.2.3.2 All records shall be legible and suitably authorized by those undertaking monitoring activities that demonstrate inspections, analyses and other essential activities have been completed.

RESPONSE: COMPLIANT

2.2.3.3 Records shall be readily accessible, retrievable, securely stored to prevent damage and deterioration and shall be retained in accordance with periods specified by a customer or regulations.

RESPONSE: COMPLIANT

2.3.1 Product Development and Realization

The is a Food Storage and Distribution site.

2.3.1.1 The methods and responsibility for designing, developing and converting product concepts to commercial realization shall be documented and implemented.

RESPONSE: NOT APPLICABLE

2.3.1.2 Product formulation, manufacturing processes and the fulfillment of product requirements shall be validated by site trials, shelf life trials and product testing.

RESPONSE: NOT APPLICABLE

2.3.1.3 Shelf life trials where necessary shall be conducted to establish and validate a product's: i. Handling and storage requirements including the establishment of "use by" or "best before dates"; ii. Microbiological criteria; and iii. Consumer preparation, storage and handling requirements.

RESPONSE: NOT APPLICABLE

2.3.1.4 A food safety plan shall be validated and verified for each new product and its associated process through conversion to commercial production and distribution, or where a change to ingredients, process, or packaging occurs that may impact food safety.

RESPONSE: NOT APPLICABLE

2.3.1.5 Records of all product design, process development, shelf life trials and approvals shall be maintained.

RESPONSE: NOT APPLICABLE

2.3.2 Raw and Packaging Materials

The is a Food Storage and Distribution site.

2.3.2.1 Specifications for all raw and packaging materials, including, but not limited to ingredients, additives, hazardous chemicals and processing aids that impact on finished product safety shall be documented and kept current.

RESPONSE: NOT APPLICABLE

2.3.2.2 All raw and packaging materials and ingredients shall comply with the relevant legislation in the country of manufacture and country of destination, if known.

RESPONSE: NOT APPLICABLE

2.3.2.3 The methods and responsibility for developing and approving detailed raw material, ingredient, and packaging specifications shall be documented.

RESPONSE: NOT APPLICABLE

2.3.2.4 Raw and packaging materials and ingredients shall be validated to ensure product safety is not compromised and the material is fit for its intended purpose. Verification of raw materials and ingredients shall include certificates of conformance, certificate of analysis, or sampling and testing.

RESPONSE: NOT APPLICABLE

2.3.2.5 Verification of packaging materials shall include: i. Certification that all packaging that comes into direct contact with food meets either regulatory acceptance or approval criteria. Documentation shall either be in the form of a declaration of continued guarantee of compliance, a certificate of conformance, or a certificate from the applicable regulatory agency. ii. In the absence of a certificate of conformance, certificate of analysis, or letter of guarantee, tests and analyses to confirm the absence of potential chemical migration from the packaging to the food contents shall be conducted and records maintained.

RESPONSE: NOT APPLICABLE

2.3.2.6 Finished product labels shall be accurate, comply with the relevant legislation and be approved by qualified company personnel.

RESPONSE: NOT APPLICABLE

2.3.2.7 A register of raw and packaging material specifications and labels shall be maintained and kept current.

RESPONSE: NOT APPLICABLE

2.3.3 Contract Service Providers

The site has a documented Contract Service providers policy dated 2/23/16. The policy includes the relevant training and the register is maintained with the service provider.

2.3.3.1 Specifications for contract services that have an impact on product safety shall be documented, current, include a full description of the service to be provided and detail relevant training requirements of all contract personnel.

RESPONSE: COMPLIANT

2.3.3.2 A register of all contract service specifications shall be maintained.

RESPONSE: COMPLIANT

2.3.4 Contract Manufacturers

The is a Food Storage and Distribution site.

2.3.4.1 The methods and responsibility for ensuring all agreements relating to food safety and customer product requirements and its realization and delivery are specified and agreed shall be documented and implemented.

RESPONSE: NOT APPLICABLE

2.3.4.2 The site shall: i. Verify compliance with the SQF Food Safety Code for Manufacturing and that all customer requirements are being met at all times. Products and/or processes of co-manufacturers that are considered high risk shall be required to undergo an audit by the site or other third-party agency to confirm compliance to the SQF Food Safety Code for Manufacturing and agreed arrangements; and ii. Ensure changes to contractual agreements are approved by both parties and communicated to relevant personnel.

RESPONSE: NOT APPLICABLE

2.3.4.3 Records of all contract reviews and changes to contractual agreements and their approvals shall be maintained.

RESPONSE: NOT APPLICABLE

2.3.5 Finished Product Specifications

The is a Food Storage and Distribution site.

2.3.5.1 Finished product specifications shall be documented, current, approved by the site and their customer, accessible to relevant staff and may include: i. Microbiological and chemical limits; and ii. Labeling and packaging requirements.

RESPONSE: NOT APPLICABLE

2.3.5.2 A register of finished product specifications shall be maintained.

RESPONSE: NOT APPLICABLE

2.4.1 Food Legislation (Mandatory)

The site has a documented Food Legislation policy dated 10/31/19. The site has subscriptions to applicable industry newsletters and publications and memberships are maintained to applicable trade and industry organizations.

2.4.1.1 The site shall ensure that, at the time of delivery to its customer, the food supplied shall comply with the legislation that applies to the food and its production in the country of use or sale. This includes compliance with legislative requirements applicable to maximum residue limits, food safety, packaging, product description, net weights, nutritional, allergen and additive labeling, labeling of identity preserved foods, any other criteria listed under food legislation, and to relevant established industry codes of practice.

RESPONSE: COMPLIANT

2.4.1.2 The methods and responsibility for ensuring the site is kept informed of changes to relevant legislation, scientific and technical developments, emerging food safety issues, and relevant industry codes of practice shall be documented and implemented.

RESPONSE: COMPLIANT

2.4.1.3 SQFI and the certification body shall be notified in writing within twenty-four (24) hours in the event of a regulatory warning. Notification to SQFI shall be by email to foodsafetycrisis@sqfi.com.

RESPONSE: COMPLIANT

2.4.2 Good Manufacturing Practices (Mandatory)

The site has a documented Good Storage and Distribution practices policy dated 11/1/19 and a documented GMP program applicable to the scope of certification.

2.4.2.1 The site shall ensure the Good Manufacturing Practices described in modules 3, 4, 9, 10 or 11 (as applicable) of this Food Safety Code are applied, or exempted according to a written risk analysis outlining the justification for exemption or evidence of the effectiveness of alternative control measures to ensure that food safety is not compromised.

RESPONSE: COMPLIANT

2.4.2.2 The Good Manufacturing Practices applicable to the scope of certification that outline how food safety is controlled and assured shall be documented and implemented.

RESPONSE: COMPLIANT

2.4.3 Food Safety Plan (Mandatory)

The site has a documented Food Safety Plan. The food safety plan is developed and maintained by a multidisciplinary team that includes the SQF practitioner. The plan is written part HACCP and part HARPC. The site receives frozen, refrigerated and ambient products. The flow chart is sign and dated 1/23/2020 with CPs noted at Receiving, Storage (frozen/chilled), Transport, and Delivery. The Hazard Analysis Risk Based Preventative controls are documented and includes the monitoring of the CCP (if applicable) or CP (if applicable). The sites Hazardous Analysis has indicated no CCPs. The CPs are indicated at Receiving Products: Chilled \neq <40°F and Frozen products \neq < 20°F. Storage: Coolers products Chilled \neq <40°F and Frozen products \neq < 20°F Frequency checks weekly and Chilled \neq <40°F and Frozen products \neq < 20°F Frequency 3 time/daily. Transport (monitoring actual temperature of refer unit during transport): Chilled <41°F. Delivery Chilled \neq <40°F and Frozen products \neq < 20°F. The frequency, records, corrective action and Responsibility are documented. The annual review is dated 1/23/2020

2.4.3.1 A food safety plan shall be prepared in accordance with the twelve steps identified in the Codex Alimentarius Commission HACCP guidelines. Feed manufacturers may utilize a HACCP-based reference food safety plan developed by a responsible authority.

RESPONSE: COMPLIANT

2.4.3.2 The food safety plan shall be effectively implemented, maintained and outline the means by which the site controls and assures food safety of the products or product groups included in the scope of the SQF certification and their associated processes. More than one HACCP food safety plan may be required to cover all products included in the scope of certification.

RESPONSE: COMPLIANT

2.4.3.3 The food safety plan or plans shall be developed and maintained by a multidisciplinary team that includes the SQF practitioner and those site personnel with technical, production, and engineering knowledge of the relevant products and associated processes. Where the relevant expertise is not available on site, advice may be obtained from other sources to assist the food safety team.

RESPONSE: COMPLIANT

2.4.3.4 The scope of each food safety plan shall be developed and documented including the start and end-point of the processes under consideration and all relevant inputs and outputs.

RESPONSE: COMPLIANT

2.4.3.5 Product descriptions shall be developed and documented for all products included in the scope of the food safety plans. This shall reference the finished product specifications (refer to 2.3.5.1) plus any additional information relevant to product safety, such as pH, water activity, and/or composition.

RESPONSE: MINOR

EVIDENCE: The Product descriptions page is missing from the plan.

ROOT CAUSE: Product description page is not on the plan.

CORRECTIVE ACTION: On 06/30/2020 Product description page was added Identifying Product Name, Intended for, Shelf Life and where will it be sold.

VERIFICATION OF CLOSEOUT: Product description page documented- Dylan Jones

COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

2.4.3.6 The intended use of each product shall be determined and documented by the food safety team. This shall include target consumer groups, the potential for consumption by vulnerable groups of the population, requirements for further processing if applicable, and potential alternative use of the product.

RESPONSE: COMPLIANT

EVIDENCE: SEE 2.4.3.5 for Non-compliance.

2.4.3.7 The food safety team shall develop and document a flow diagram covering the scope of each food safety plan. The flow diagram shall include every step in the process, all raw material, packaging material, service inputs (e.g. water, steam, gasses as appropriate), scheduled process delays, and all process outputs including waste and rework. Each flow diagram shall be confirmed by the food safety team during all stages and hours of operation.

RESPONSE: COMPLIANT

2.4.3.8 The food safety team shall identify and document all food safety hazards that can reasonably be expected to occur at each step in the processes, including raw materials and other inputs.

RESPONSE: COMPLIANT

- 2.4.3.9** The food safety team shall conduct a hazard analysis for every identified hazard to identify which hazards are significant, i.e. their elimination or reduction to an acceptable level is necessary to ensure food safety. The methodology for determining hazard significance shall be documented and used consistently to assess all potential hazards.
RESPONSE: COMPLIANT
- 2.4.3.10** The food safety team shall determine and document the control measures that must be applied to all significant hazards. More than one control measure may be required to control an identified hazard, and more than one significant hazard may be controlled by a specific control measure.
RESPONSE: COMPLIANT
- 2.4.3.11** Based on the results of the hazard analysis (refer to 2.4.3.9), the food safety team shall identify the steps in the process where control must be applied to eliminate a significant hazard or reduce it to an acceptable level (i.e. a critical control point, or CCP). In instances where a significant hazard has been identified at a step in the process, but no control measure exists, the food safety team shall modify the process to include an appropriate control measure.
RESPONSE: COMPLIANT
- 2.4.3.12** For each identified CCP, the food safety team shall identify and document the limits that separate safe from unsafe product. The food safety team shall validate the critical limits to ensure the designated level of control of the identified food safety hazard (s); and that all critical limits and control measures individually or in combination effectively provide the level of control required (refer to 2.5.2.1).
RESPONSE: COMPLIANT
- 2.4.3.13** The food safety team shall develop and document procedures to monitor CCPs to ensure they remain within the established limits (refer to 2.4.3.12). Monitoring procedures shall identify the personnel assigned to conduct testing, the sampling and test methods, and the test frequency.
RESPONSE: MINOR
EVIDENCE: 1) The monitoring (CPs, frequency, records, corrective action) for Frozen products at transport is not documented. 2) The delivery process step: the preventive controls (monitoring temperature of the trailer at delivery) does not match the control limit (monitoring ingredients- Chilled ingredients =/40°F and Frozen ingredients =/20°F).
ROOT CAUSE: Missing Temperature process for transport and Delivery.
CORRECTIVE ACTION: on 6-30-2020 Process Transport has been added to meet the temp at Chilled ingredients =/41°F and Frozen ingredients =/20°F) for both transport and Delivery process step on page 10 of the plan.
VERIFICATION OF CLOSEOUT: The moitoring page has been updated-Dylan Jones
COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020
- 2.4.3.14** The food safety team shall develop and document deviation procedures that identify the disposition of affected product when monitoring indicates a loss of control at a CCP. The procedures shall also prescribe actions to correct the process step to prevent recurrence of the safety failure.
RESPONSE: COMPLIANT
- 2.4.3.15** The documented and approved food safety plan (s) shall be implemented in full. The effective implementation shall be monitored by the food safety team, and a full review of the documented and implemented plans shall be conducted at least annually, or when changes to the process, equipment, inputs or other changes affecting product safety occur.
RESPONSE: COMPLIANT
- 2.4.3.16** Implemented food safety plans shall be verified as part of SQF System verification (refer to 2.5).
RESPONSE: MINOR
EVIDENCE: The verification process is not documented in the plan
ROOT CAUSE: We had a person responsible but no one to verified the plan.
CORRECTIVE ACTION: On 6/30/2020 we added a column for verification. The Director of safety HACCP will be responsible Verification of the plan.
VERIFICATION OF CLOSEOUT: The moitoring page has been updated-Dylan Jones
COMPLETION DATE: 06/30/2020 **CLOSEOUT DATE:** 07/16/2020

2.4.3.17 Where food safety regulations in the country of production and destination (if known) prescribe a food safety control methodology other than the Codex Alimentarius Commission HACCP guidelines, the food safety team shall implement food safety plans that meet both Codex and food regulatory requirements.

RESPONSE: COMPLIANT

2.4.4 Approved Supplier Program (Mandatory)

The site has a documented Approved supplier program dated 11/7/19. The purpose is to provide guidance on the procedure used at the site to ensure the safety of the incoming goods. The materials are supplied by an approved supplier determined by the customer. The customers are responsible for approving all suppliers except for those suppliers providing packaging materials used in the produce re-pack program and the chemical use. The non-approved supplier requirements are outlined in the policy.

2.4.4.1 Raw materials, ingredients, packaging materials, and services that impact on finished product safety shall meet the agreed specification (refer to 2.3.2) and be supplied by an approved supplier.

RESPONSE: COMPLIANT

2.4.4.2 The receipt of raw materials, ingredients, and packaging materials received from non-approved suppliers shall be acceptable only in an emergency situation, and provided they are inspected or analyzed before use.

RESPONSE: COMPLIANT

2.4.4.3 The responsibility and procedure for selecting, evaluating, approving and monitoring an approved supplier shall be documented and implemented.

RESPONSE: COMPLIANT

2.4.4.4 The site's food defense plan (refer to 2.7.1.1) shall include measures to secure incoming materials and ingredients and protect them from deliberate act of sabotage or terrorist-like incidents.

RESPONSE: COMPLIANT

2.4.4.5 The site's food fraud vulnerability assessment (refer to 2.7.2.1) shall include the site's susceptibility to raw material or ingredient substitution, mislabeling, dilution or counterfeiting which may adversely impact food safety.

RESPONSE: COMPLIANT

2.4.4.6 The food fraud mitigation plan (refer to 2.7.2.2) shall include methods by which the identified food safety vulnerabilities from ingredients and materials shall be controlled.

RESPONSE: COMPLIANT

2.4.4.7 Raw materials, ingredients, and packaging materials received from other sites under the same corporate ownership shall be subject to the same specification requirements (refer to 2.3.2) and approved supplier requirements as all other material providers.

RESPONSE: COMPLIANT

2.4.4.8 The approved supplier program shall be based on the prior performance of a supplier and the risk level of the raw materials ingredients, packaging materials, and services supplied, and shall contain as a minimum: i. Agreed specifications (refer to 2.3.2); ii. Reference to the rating of the level of risk applied to a raw material, ingredients, packaging materials and services and the approved supplier; iii. A summary of the food safety controls implemented by the approved supplier; iv. Methods for granting approved supplier status; v. Methods and frequency of monitoring approved suppliers; vi. Details of the certificates of conformance if required; and vii. Methods and frequency of reviewing approved supplier performance and status.

RESPONSE: COMPLIANT

2.4.4.9 Supplier audits shall be based on risk and shall be conducted by individuals knowledgeable of applicable regulatory and food safety requirements and trained in auditing techniques.

RESPONSE: COMPLIANT

2.4.4.10 A register of approved supplier and records of inspections and audits of approved suppliers shall be maintained.

RESPONSE: COMPLIANT

2.4.5 Non-conforming Product or Equipment

The non-conforming product and equipment policy is dated 5/2/19. The purpose is to identify the responsibility and methods outlining how non-conforming products and/or equipment detected during receipt, storage, processing, handling or delivery is handled. The policy includes but is not limited to quarantine and isolation of non-conforming materials, ingredient, and equipment, dispositioning of non-conformance materials, ingredients and equipment, and disposal of non-conforming products.

- 2.4.5.1 The responsibility and methods outlining how non-conforming product, raw material, ingredient, work-in-progress, packaging or equipment detected during receipt, storage, processing, handling or delivery is handled shall be documented and implemented. The methods applied shall ensure: i. Non-conforming product is quarantined, identified, handled and disposed of in a manner that minimizes the risk of inadvertent use, improper use or risk to the integrity of finished product; ii. Non-conforming equipment is effectively repaired or disposed of in a manner that minimizes the risk of inadvertent use, improper use or risk to the integrity of finished product; and iii. All relevant staff are aware of the organization's quarantine and release requirements applicable to equipment or product placed under quarantine status.

RESPONSE: COMPLIANT

- 2.4.5.2 Quarantine records, and records of the handling, corrective action, or disposal of non-conforming product or equipment shall be maintained.

RESPONSE: COMPLIANT

2.4.6 Product Rework

The site does not re-work product. The is a Food Storage and Distribution site.

- 2.4.6.1 The responsibility and methods outlining how ingredients, packaging materials, or products are reworked shall be documented and implemented. The methods applied shall ensure: i. Reworking operations are supervised by qualified personnel; ii. Reworked product is clearly identified and traceable; iii. Each batch of reworked product is inspected or analyzed as required before release; iv. Inspections and analyses shall conform to the requirements outlined in element 2.5.4.1; and v. Release of reworked product shall conform to element 2.4.7.

RESPONSE: NOT APPLICABLE

- 2.4.6.2 Records of all reworking operations shall be maintained.

RESPONSE: NOT APPLICABLE

2.4.7 Product Release (Mandatory)

The site has a documented product release policy dated 5/2/19. The procedure includes but is not limited to the Director of Warehouse is responsible for the release of materials/ingredient in preparation for shipping. The Safety/HACCP assistant reviews all production and food safety records associated with the re-pack products and temperature controls to verify that all food safety, legislative and quality controls had been met. And the inventory controls manager will release the products/materials in the sites inventory control system.

- 2.4.7.1 The responsibility and methods for releasing products shall be documented and implemented. The methods applied shall ensure the product is released: i. By authorized personnel; and ii. Once all inspections and analyses are successfully completed and documented to verify legislative and other established food safety controls have been met.

RESPONSE: COMPLIANT

- 2.4.7.2 Records of all product release shall be maintained.

RESPONSE: COMPLIANT

2.4.8 Environmental Monitoring

The is a Food Storage and Distribution site.

- 2.4.8.1 A risk-based environmental monitoring program shall be in place for all food and pet food manufacturing processes.

RESPONSE: NOT APPLICABLE

- 2.4.8.2 The responsibility and methods for the environmental monitoring program shall be documented and implemented.

RESPONSE: NOT APPLICABLE

2.4.8.3 An environmental sampling and testing schedule shall be prepared, detailing the applicable pathogens or indicator organisms to test for that industry, the number of samples to be taken and the frequency of sampling.

RESPONSE: NOT APPLICABLE

2.4.8.4 Environmental testing results shall be monitored and corrective actions (refer to 2.5.3.1) implemented where unsatisfactory trends are observed.

RESPONSE: NOT APPLICABLE

2.5.1 Validation and Effectiveness (Mandatory)

The site has a documented Validation and effectiveness policy dated 4/16/19. The purpose is to identify the methods, responsibility and criteria for ensuring the effectiveness of the pre-requisite programs and validating critical food safety and quality limits to ensure their intended purpose. The pre-requisite programs are confirmed through quarterly reviews, and the critical limits and controls measures are reevaluated at least annually. Records sighted Crisis Management test dated 4/7/2020 Verification of Effectiveness Worksheet :Pest control, Cleaning and Sanitation, Monitoring of product temperature, Monitoring of cooler and freezer temperature, and waste removal are dated 4/2/2020. Last mock recall dated 6/11/2020 41 minutes 100%, Last water test COA dated 5/14/2020

2.5.1.1 The methods, responsibility and criteria for ensuring the effectiveness of all applicable elements of the SQF Program shall be documented and implemented. The methods applied shall ensure that: i. Good Manufacturing Practices are confirmed to ensure they achieve the required result; ii. Critical food safety limits are validated, and re-validated annually; iii. Changes to the processes or procedures are assessed to ensure controls are still effective; and iv. All applicable elements of the SQF Program are implemented and effective.

RESPONSE: COMPLIANT

2.5.1.2 Records of all validation activities shall be maintained.

RESPONSE: COMPLIANT

2.5.2 Verification Activities (Mandatory)

The site has a documented Verification Activities policy dated 4/16/19. The purpose is to define the methods, responsibility and criteria for verifying the effectiveness of the monitoring prerequisite programs, critical control points, critical quality points and other food safety and quality controls. The Validation and Verification Frequency Schedule (activity, description, frequency, responsibility and records) are documented. Records sighted Operators Daily check list (equipment) dated 4/14/2020, 2/12/2020, 1/4/2020, Master Sanitation and Preventive Maintenance schedule dated 10/14/19, 2/12/2020 Monthly Glass Brittle plastic inspection record dated 1/2/2020, 3/3/2020, 5/8/2020 Cooler Freezer temperature (continuous) monitoring dated 10/14/19, 2/14/2020, 6/11/2020. Temperature Records (verified) dated 6/12/2020, 2/12/2020, Receiving records Inbound Checklist (trailer inspection, Lot#) dated 1/15/2020, 4/16/2020, 1/14/2020 Receiving HACCP (seal, temp, trailer inspection) Report dated 2/11/2020, 6/12/2020, 10/14/19 Outbound checklist (temp trailer, trailer inspection) dated 6/12/2020, 2/12/2020 10/14/19 Driver Manifest and Invoice (item#, temp) dated 1/22/2020, 4/13/2020 Service inspection report verified (product application summary, condition/observation, pest activity) dated 5/21/2020, 4/23/2020, 2/28/2020

2.5.2.1 A verification schedule outlining the verification activities, their frequency of completion and the person responsible for each activity shall be prepared and implemented.

RESPONSE: COMPLIANT

2.5.2.2 The methods, responsibility and criteria for verifying monitoring of Good Manufacturing Practices, critical control points and other food safety controls, and the legality of certified products, shall be documented and implemented. The methods applied shall ensure that personnel with responsibility for verifying monitoring activities authorize each verified record.

RESPONSE: COMPLIANT

2.5.2.3 Records of the verification of monitoring activities shall be maintained.

RESPONSE: COMPLIANT

2.5.3 Corrective and Preventative Action (Mandatory)

The corrective and preventive action policy is dated 4/16/19. The purpose is to identify how corrective actions, and preventive actions are investigated, resolved, managed and controlled, including the identification of the cause and resolution of non-compliance. The methods include but is not limited to preventive actions, corrective actions, and continuous improvements program.

2.5.3.1 The responsibility and methods outlining how corrections and corrective actions are determined, implemented and verified, including the identification of the root cause and resolution of non-compliance of critical food safety limits and deviations from food safety requirements, shall be documented and implemented.

RESPONSE: COMPLIANT

2.5.3.2 Records of all investigation and resolution of non-conformities including their corrections and corrective action shall be maintained.

RESPONSE: COMPLIANT

2.5.4 Product Sampling, Inspection and Analysis

The site product sampling, inspections, and analysis policy dated 4/16/19 includes but is not limited to in-coming inspections, vendor review, and re-pack start-up and changeover checks.

2.5.4.1 The methods, responsibility and criteria for sampling, inspecting and/or analyzing raw materials, finished product and work-in-progress shall be documented and implemented. The methods applied shall ensure: i. Inspections and analyses are completed at regular intervals as required and to agreed specification and legal requirements; ii. Inspections are conducted to ensure raw materials, work in process and finished products comply with the relevant specification, regulatory requirements and are true to label; and iii. All analyses are conducted to nationally recognized methods or alternative methods which are validated as equivalent to the nationally recognized methods.

RESPONSE: COMPLIANT

2.5.4.2 On-site personnel that conduct environmental or product testing shall participate in an applicable proficiency testing program at least annually to ensure accuracy of results.

RESPONSE: NOT APPLICABLE

EVIDENCE: This is Food Storage and Distribution site

2.5.4.3 Where external laboratories are utilized to conduct input or product analysis, the laboratories shall be accredited to ISO 17025 or an equivalent national standard and shall be included on the site's contract service specifications register (refer to 2.3.3.1).

RESPONSE: NOT APPLICABLE

EVIDENCE: This is Food Storage and Distribution site

2.5.4.4 Records of all inspections and analyses shall be maintained.

RESPONSE: COMPLIANT

2.5.5 Internal Audits and Inspections (Mandatory)

The site has a documented internal audits and inspection policy dated 5/22/2020. The audits include but is not limited to Monthly internal audits, Quarterly SQF Review audits and Annual SQF audits. The goal is to continuously improve the process and procedure in order to produce the highest quality and level of food safety. Records sighted Monthly internal audit record dated November 2019, May 2020, March 2020

2.5.5.1 The methods and responsibility for scheduling and conducting internal audits to verify the effectiveness of the SQF System shall be documented and implemented. Internal audits shall be conducted at least annually. The methods applied shall ensure: i. All applicable requirements of the SQF Food Safety Code for Manufacturing are audited as per the SQF audit checklist or similar tool; ii. Correction and corrective action of deficiencies identified during the internal audits are undertaken; and iii. Audit results are communicated to relevant management personnel and staff responsible for implementing and verifying corrective actions.

RESPONSE: COMPLIANT

2.5.5.2 Staff conducting internal audits shall be trained and competent in internal audit procedures.

RESPONSE: COMPLIANT

2.5.5.3 Regular inspections of the site and equipment shall be planned and carried out to verify Good Manufacturing Practices and building/equipment maintenance is compliant to the SQF Food Safety Code for Manufacturing. The site shall: i. Take corrections or corrective and preventative action; and ii. Maintain records of inspections and any corrective action taken.

RESPONSE: COMPLIANT

2.5.5.4 Where practical staff conducting internal audits shall be independent of the function being audited.

RESPONSE: COMPLIANT

2.5.5.5 Records of internal audits and inspections and any corrections and corrective action taken as a result of internal audits shall be maintained.

RESPONSE: COMPLIANT

2.6.1 Product Identification (Mandatory)

The site has a documented product identification policy dated 3/17/16. The policy is identifying the methods and responsibility for identifying product during all stages of the distribution and storage. And a documented Product trace policy dated 3/16/16. The process includes but is not limited to at receiving the PO number for each delivery is recorded on the receiving documentation. The receiving dated and PO numbers are tied to the manufacture/distributor's lot codes shipped to the site. The site software system incorporates lot traceability at the time of a PO is being received. A license plate (unique bar code labels) is places on each case/skid. The license is attached to the product during the storage and shipping movement. Records sighted Receiving records Inbound Checklist (trailer inspection, Lot#) dated 1/15/2020, 4/16/2020, 1/14/2020, Driver Manifest and Invoice (item#, temp) dated 1/22/2020, 4/13/2020

2.6.1.1 The methods and responsibility for identifying raw materials, ingredients, packaging materials, work-in -progress, process inputs and finished products during all stages of production and storage shall be documented and implemented. The product identification system shall be implemented to ensure: i. Raw materials, ingredients, packaging materials, work-in progress, process inputs and finished products are clearly identified during all stages of receipt, production, storage and dispatch; and ii. Finished product is labeled to the customer specification and/or regulatory requirements.

RESPONSE: COMPLIANT

2.6.1.2 Product identification records shall be maintained.

RESPONSE: COMPLIANT

2.6.1.3 Product start up and changeover procedures during packing shall be documented and implemented to ensure that the correct product is in the correct package and with the correct label, and that the changeover is inspected and approved by an authorized person.

RESPONSE: COMPLIANT

2.6.2 Product Trace (Mandatory)

The site has a documented product identification policy dated 3/17/16. The policy is identifying the methods and responsibility for identifying product during all stages of the distribution and storage. And a documented Product trace policy dated 3/16/16. The process includes but is not limited to at receiving the PO number for each delivery is recorded on the receiving documentation. The receiving dated and PO numbers are tied to the manufacture/distributor's lot codes shipped to the site. The site software system incorporates lot traceability at the time of a PO is being received. A license plate (unique bar code labels) is places on each case/skid. The license is attached to the product during the storage and shipping movement. The material are traceable through to the customer (one up) and trackability is maintained through the receiving, storage, and distribution process and other inputs (one Back).

2.6.2.1 The responsibility and methods used to trace product shall be documented and implemented to ensure: i. Finished product is traceable to the customer (one up) and provides traceability through the process to the manufacturing supplier and date of receipt of raw materials, food contact packaging and materials and other inputs (one back); ii. Traceability is maintained where product is reworked; and iii. The effectiveness of the product trace system shall be reviewed at least annually as part of the product recall and withdrawal review (refer to 2.6.3.3).

RESPONSE: COMPLIANT

2.6.2.2 Records of raw and packaging material receipt and use, and finished product dispatch and destination shall be maintained.

RESPONSE: COMPLIANT

2.6.3 Product Withdrawal and Recall (Mandatory)

The site has a documented Product withdrawal and Recall procedure dated 4/6/19. The policy includes but is not limited to the recall team and legal, Classes, inquiry and communication, the recall procedure and verification of the system Records sighted Last mock recall dated 6/11/2020 41 minutes 100%

2.6.3.1 The responsibility and methods used to withdraw or recall product shall be documented and implemented. The procedure shall: i. Identify those responsible for initiating, managing and investigating a product withdrawal or recall; ii. Describe the management procedures to be implemented including sources of legal, regulatory and expert advice and essential traceability information; and iii. Outline a communication plan to inform customers, consumers, authorities and other essential bodies in a timely manner appropriate to the nature of the incident; iv. SQFI, the certification body, and the appropriate regulatory authority shall be listed as an essential body and notified in instances of a food safety incident of a public nature, or product recall for any reason.

RESPONSE: COMPLIANT

2.6.3.2 Investigation shall be undertaken to determine the root cause of a withdrawal, mock recall or recall and details of investigations and any action taken shall be documented.

RESPONSE: COMPLIANT

2.6.3.3 The product withdrawal and recall system shall be reviewed, tested and verified as effective at least annually. Testing shall include incoming materials (one back) and finished product (one up).

RESPONSE: COMPLIANT

2.6.3.4 SQFI and the certification body shall be notified in writing within twenty-four (24) hours upon identification of a food safety event that requires public notification. SQFI shall be notified at foodsafetycrisis@sqfi.com.

RESPONSE: COMPLIANT

2.6.3.5 Records of all product withdrawals, recalls and mock recalls shall be maintained.

RESPONSE: COMPLIANT

2.7.1 Food Defense Plan (Mandatory)

The site has a documented Food Defense Plan dated 5/22/20. The purpose is to define the methods, responsibility, and criteria of preventing food adulteration caused by deliberate act of sabotage or terrorist like incident. The policy includes but is not limited to the site security team, facility access and authorized personnel, employee, receiving of goods, hazardous chemicals, and security training. The site also completed an Industry self-assessment checklist for Food Security. Dated 4/14/2020.

2.7.1.1 The methods, responsibility and criteria for preventing food adulteration caused by a deliberate act of sabotage or terrorist-like incident shall be documented, implemented and maintained.

RESPONSE: COMPLIANT

2.7.1.2 A food defense plan shall include: i. The name of the senior site management person responsible for food defense; ii. The methods implemented to ensure only authorized personnel have access to production equipment and vehicles, manufacturing and storage areas through designated access points; iii. The methods implemented to protect sensitive processing points from intentional adulteration; iv. The measures taken to ensure the secure receipt and storage of raw materials, packaging, equipment and hazardous chemicals; v. The measures implemented to ensure raw materials, ingredients, packaging materials, work-in progress, process inputs and finished products are held under secure storage and transportation conditions; and vi. The methods implemented to record and control access to the premises by employees, contractors, and visitors.

RESPONSE: COMPLIANT

2.7.1.3 The food defense plan shall be reviewed and challenged at least annually.

RESPONSE: MINOR

EVIDENCE: The site completed an Industry self-assessment checklist for Food Security. This is not a challenged of the food defense plan.

ROOT CAUSE: Confusion we conducted a self-assessment checklist for Food Security to the Food Defense Plan. It needed to be challenged.

CORRECTIVE ACTION: Personnel was challenge for a suspicious packaged / Bomb Threat. The test started 6/18/2020 to 6/19/2020 Packaged was placed in several locations around the company. Training was conducted and safety alerts to make everyone aware of suspicious package.

VERIFICATION OF CLOSEOUT: The food defense was challenged- Dylan Jones

COMPLETION DATE: 06/24/2020 **CLOSEOUT DATE:** 07/16/2020

2.7.1.4 Records of reviews of the food defense plan shall be maintained.

RESPONSE: COMPLIANT

2.7.2 Food Fraud

Pre the email from the CB Brian Neal Dated 6/4/19 the site is exempted.

2.7.2.1 The methods, responsibility and criteria for identifying the site's vulnerability to food fraud shall be documented, implemented and maintained. The food fraud vulnerability assessment shall include the site's susceptibility to product substitution, mislabeling, dilution, counterfeiting or stolen goods which may adversely impact food safety.

RESPONSE: EXEMPT

2.7.2.2 A food fraud mitigation plan shall be developed and implemented which specifies the methods by which the identified food fraud vulnerabilities shall be controlled.

RESPONSE: EXEMPT

2.7.2.3 The food fraud vulnerability assessment and mitigation plan shall be reviewed and verified at least annually.

RESPONSE: EXEMPT

2.7.2.4 Records of reviews of the food fraud vulnerability assessment and mitigation plan shall be maintained.

RESPONSE: EXEMPT

2.8.1 Allergen Management for Food Manufacturing (Mandatory)

The site has documented Allurement policy dated 4/20/20 that includes but is not limited to a register of ingredients/products containing allergen, how to segregate foods that contains allergen and the requirements if an allergen is spilled or broken.

2.8.1.1 The responsibility and methods used to control allergens and to prevent sources of allergens from contaminating product shall be documented and implemented. The allergen management program shall include: i. A risk analysis of those raw materials, ingredients and processing aids, including food grade lubricants, that contain food allergens; ii. An assessment of workplace-related food allergens from locker rooms, vending machines, lunch-rooms, and visitors; iii. A register of allergens which is applicable in the country of manufacture and the country (ies) of destination if known; iv. A list of allergens which is accessible by relevant staff. v. The hazards associated with allergens and their control incorporated into the food safety plan. vi. A management plan for control of identified allergens. The allergen management program shall include the identification, management, and labelling of products containing gluten, where applicable.

RESPONSE: COMPLIANT

2.8.1.2 Instructions shall be provided to all relevant staff involved in the receipt or handling of raw materials, work-in progress, rework or finished product on how to identify, handle, store and segregate raw materials containing allergens.

RESPONSE: COMPLIANT

2.8.1.3 Provision shall be made to clearly identify and segregate foods that contain allergens. Segregation procedures shall be implemented and continually monitored.

RESPONSE: COMPLIANT

2.8.1.4 Where allergenic material may be intentionally or unintentionally present, cleaning and sanitation of product contact surfaces between line changeovers shall be effective, appropriate to the risk and legal requirements, and sufficient to remove all potential target allergens from product contact surfaces, including aerosols as appropriate, to prevent cross-contact. Separate handling and production equipment shall be provided where satisfactory line hygiene and clean-up or segregation is not possible.

RESPONSE: COMPLIANT

2.8.1.5 Based on risk assessment, procedures for validation and verification of the effectiveness of the cleaning and sanitation of areas and equipment in which allergens are used shall be effectively implemented.

RESPONSE: COMPLIANT

2.8.1.6 Where allergenic material may be present, product changeover procedures shall be documented and implemented to eliminate the risk of cross-contact.

RESPONSE: COMPLIANT

2.8.1.7 The product identification system shall make provision for clear identification and labeling in accordance with regulatory requirements of those products produced on production lines and equipment on which foods containing allergens were manufactured.

RESPONSE: COMPLIANT

2.8.1.8 The site shall document and implement methods to control the accuracy of finished product labels (or consumer information where applicable) and assure work-in-progress and finished product is true to label with regard to allergens. Such measures may include label approvals at receipt, label reconciliations during production, destruction of obsolete labels, verification of labels on finished product as appropriate, and product change over procedures.

RESPONSE: COMPLIANT

2.8.1.9 The product trace system shall take into consideration the conditions under which allergen containing foods are manufactured and ensure full trace back of all ingredients and processing aids used.

RESPONSE: COMPLIANT

2.8.1.10 Re-working of product containing food allergens shall be conducted under conditions that ensure product safety and integrity is maintained. Re-worked product containing allergens shall be clearly identified and traceable.

RESPONSE: COMPLIANT

2.8.1.11 Sites that do not handle allergenic materials or produce allergenic products shall document, implement and maintain an allergen management program addressing at a minimum the mitigation of introducing unintended allergens through supplier, contract manufacturer, employee and visitor activities.

RESPONSE: COMPLIANT

2.8.2 Allergen Management for Pet Food Manufacturing

The is a Food Storage and Distribution site.

2.8.2.1 The responsibility and methods used to control allergens and to prevent sources of allergens from contaminating product shall be documented and implemented. The allergen management program shall include: i. A risk analysis of those inputs and processing aids, including food grade lubricants, that contain food allergens; ii. An assessment of workplace-related food allergens from locker rooms, vending machines, lunch-rooms, and visitors; iii. A list of allergens which is accessible by relevant staff; and iv. The hazards associated with allergens and their control incorporated into the food safety plan.

RESPONSE: NOT APPLICABLE

2.8.2.2 Product labeling, in accordance with regulatory requirements, shall include allergens where risks from cross-contact have been identified.

RESPONSE: NOT APPLICABLE

2.8.3 Allergen Management for Manufacturers of Animal Feed

The is a Food Storage and Distribution site.

2.8.3.1 Sites that exclusively manufacture animal feed and do not manufacture, handle or store food or pet food products are not required to implement an allergen management plan unless required by regulation or customer requirement.

RESPONSE: NOT APPLICABLE

2.8.3.2 Where an allergen management plan is required by regulation or customer specification, the requirements of 2.8.2 shall apply.

RESPONSE: NOT APPLICABLE

2.9.1 Training Requirements

The site has a documented Training Requirements policy dated 4/20/20. The purpose is to ensure the employee are provided training that is commensurate to the level of controls and monitoring required to effectively implement the SQF system The policy includes but is not limited to the required training and refresher training conducted annually.

2.9.1.1 The responsibility for establishing and implementing the training needs of the organization's personnel to ensure they have the required competencies to carry out those functions affecting products, legality, and safety shall be defined and documented.

RESPONSE: COMPLIANT

2.9.1.2 Appropriate training shall be provided for personnel carrying out the tasks essential to the effective implementation of the SQF System and the maintenance of food safety and regulatory requirements.

RESPONSE: COMPLIANT

2.9.2 Training Program (Mandatory)

The site has a documented Training Requirements policy dated 4/20/20. The purpose is to ensure the employee are provided training that is commensurate to the level of controls and monitoring required to effectively implement the SQF system The policy includes but is not limited to the required training and refresher training conducted annually.

2.9.2.1 An employee training program shall be documented and implemented. It shall outline the necessary competencies for specific duties and the training methods to be applied for those staff carrying out tasks associated with: i. Developing and applying Good Manufacturing Practices; ii. Applying food regulatory requirements; iii. Steps identified by the hazard analysis and/or other instructions as critical to effective implementation of the food safety plan and the maintenance of food safety; and iv. Tasks identified as critical to meeting the effective implementation and maintenance of the SQF System.

RESPONSE: COMPLIANT

2.9.3 Instructions

Instructions are available

2.9.3.1 Instructions shall be available in the languages relevant to the staff, explaining how all tasks critical to meeting regulatory compliance, the maintenance of food safety, and process efficiency are to be performed.

RESPONSE: COMPLIANT

2.9.4 HACCP Training Requirements

HACCP training is dated 4/30/2020

2.9.4.1 HACCP training shall be provided for staff involved in developing and maintaining food safety plans.

RESPONSE: COMPLIANT

2.9.5 Language

Training materials and the delivery of training is provided in language understood by staff.

2.9.5.1 Training materials and the delivery of training shall be provided in language understood by staff.

RESPONSE: COMPLIANT

2.9.6 Refresher Training

Refresher training requirement is annually

2.9.6.1 The training program shall include provision for identifying and implementing the refresher training needs of the organization.

RESPONSE: COMPLIANT

2.9.7 Training Skills Register

A training skills register describing who has been trained in relevant skills is maintained.

2.9.7.1 A training skills register describing who has been trained in relevant skills shall be maintained. The register shall indicate the: i. Participant name; ii. Skills description; iii. Description of the training provided; iv. Date training completed; v. Trainer or training provider; and vi. Supervisor's verification that the training was completed, and that the trainee is competent to complete the required tasks.

RESPONSE: MINOR

EVIDENCE: Trainer or training provider and Supervisor's verification are not documented on the register.

ROOT CAUSE: When reviewing the SQF code we miss Trainer and Supervisor's verification are not documented on the training register.

CORRECTIVE ACTION: On 6-19-2020 we added a column to the training registry that indicates who is the trainer and who is the employee Supervisor..

VERIFICATION OF CLOSEOUT: Training register updated-Dylan Jones

COMPLETION DATE: 06/19/2020 **CLOSEOUT DATE:** 07/16/2020

11.1.1 Premises Location and Approval

The location of the premises, operations and land use do not interfere with safe and hygienic operations. The Business License Expires 6/30/2020

11.1.1.1 The location of the premises shall be such that adjacent and adjoining buildings, operations and land use do not interfere with safe and hygienic operations.

RESPONSE: COMPLIANT

11.1.1.2 The construction and ongoing operation of the premises on the site shall be approved by the relevant authority.

RESPONSE: COMPLIANT

11.2.1 Materials and Surfaces

Product contact surfaces and those surfaces not in direct contact with food in food handling areas constructed of materials that will not contribute a food safety risk.

11.2.1.1 Product contact surfaces and those surfaces not in direct contact with food in food handling areas, raw material storage, packaging material storage, and cold storage areas shall be constructed of materials that will not contribute a food safety risk.

RESPONSE: COMPLIANT

11.2.2 Floors, Drains, and Waste Traps

Floors are constructed of material that can be effectively graded, drained.

11.2.2.1 Floors shall be constructed of smooth, dense impact resistant material that can be effectively graded, drained, impervious to liquid and easily cleaned.

RESPONSE: COMPLIANT

11.2.2.2 Floors shall be sloped to floor drains at gradients suitable to allow the effective removal of all overflow or wastewater under normal working conditions.

RESPONSE: COMPLIANT

11.2.2.3 Drains shall be constructed and located so they can be easily cleaned and not present a hazard.

RESPONSE: COMPLIANT

11.2.2.4 Waste trap system shall be located away from any food handling area or entrance to the premises.

RESPONSE: NOT APPLICABLE

EVIDENCE: No Waste trap system

11.2.3 Walls, Partitions, Doors and Ceilings

Walls, ceilings and doors are of durable construction.

- 11.2.3.1** Walls, partitions, ceilings and doors shall be of durable construction. Internal surfaces shall be smooth and impervious with a light-colored finish and shall be kept clean (refer to 11.2.13.1).

RESPONSE: COMPLIANT

- 11.2.3.2** Wall-to-wall and wall-to-floor junctions shall be designed to be easily cleaned and sealed to prevent the accumulation of food debris.

RESPONSE: COMPLIANT

- 11.2.3.3** Ducting, conduit and pipes that convey services such as steam or water shall be designed and constructed to prevent the contamination of food, ingredients and food contact surfaces and allow ease of cleaning.

RESPONSE: COMPLIANT

- 11.2.3.4** Pipes carrying sanitary waste or wastewater that are located directly over product lines or storage areas shall be designed and constructed to prevent the contamination of food, materials, ingredients and food contact surfaces, and shall allow ease of cleaning.

RESPONSE: COMPLIANT

- 11.2.3.5** Doors, hatches and windows and their frames in food processing, handling or storage areas shall be of a material and construction which meets the same functional requirements as for internal walls and partitions. Doors and hatches shall be of solid construction and windows shall be made of shatterproof glass or similar material.

RESPONSE: COMPLIANT

- 11.2.3.6** Product shall be processed and handled in areas that are fitted with a ceiling or other acceptable structure that is constructed and maintained to prevent the contamination of products.

RESPONSE: COMPLIANT

- 11.2.3.7** Drop ceilings shall be constructed to enable monitoring for pest activity, facilitate cleaning and provide access to utilities.

RESPONSE: NOT APPLICABLE

EVIDENCE: No Drop ceilings observed

11.2.4 Stairs, Catwalks and Platforms

No stairs, catwalks and platforms in food processing and handling areas

- 11.2.4.1** Stairs, catwalks and platforms in food processing and handling areas shall be designed and constructed so as not to present a product contamination risk, and with no open grates directly above exposed food product surfaces. They shall be kept clean (refer to 11.2.13.1).

RESPONSE: NOT APPLICABLE

11.2.5 Lightings and Light Fittings

Light fittings in warehouses and other areas are protected with a shatterproof covering or fitted with protective covers.

- 11.2.5.1** Lighting in food processing and handling areas and at inspection stations shall be of appropriate intensity to enable the staff to carry out their tasks efficiently and effectively.

RESPONSE: COMPLIANT

- 11.2.5.2** Light fittings in processing areas, inspection stations, ingredient and packaging storage areas, and all areas where the product is exposed shall be shatterproof, manufactured with a shatterproof covering or fitted with protective covers and recessed into or fitted flush with the ceiling. Where fittings cannot be recessed, structures must be protected from accidental breakage, manufactured from cleanable materials and addressed in the cleaning and sanitation program.

RESPONSE: COMPLIANT

- 11.2.5.3** Light fittings in warehouses and other areas where the product is protected shall be designed such as to prevent breakage and product contamination.

RESPONSE: COMPLIANT

11.2.6 Inspection / Quality Control Area

The repack area is suitable and clean to prevent product contamination.

11.2.6.1 A suitable area shall be provided for the inspection of the product if required.

RESPONSE: COMPLIANT

11.2.6.2 The inspection/quality control area shall be provided with facilities that are suitable for examination and testing of the type of product being handled/processed. The inspection area shall: i. Have easy access to hand washing facilities; ii. Have appropriate waste handling and removal; and iii. Be kept clean to prevent product contamination.

RESPONSE: COMPLIANT

11.2.7 Dust, Insect, and Pest Proofing

External doors, including overhead dock doors in food handling areas used for product, pedestrian or truck access are insect proofed.

11.2.7.1 All external windows, ventilation openings, doors and other openings shall be effectively sealed when closed and proofed against dust, vermin and other pests.

RESPONSE: COMPLIANT

11.2.7.2 External personnel access doors shall be provided. They shall be effectively insect-proofed and fitted with a self-closing device and proper seals to protect against ingress of dust, vermin and other pests.

RESPONSE: COMPLIANT

11.2.7.3 External doors, including overhead dock doors in food handling areas used for product, pedestrian or truck access shall be insect-proofed by at least one or a combination of the following methods: i. A self-closing device; ii. An effective air curtain; iii. An insect-proof screen; iv. An insect-proof annex; v. Adequate sealing around trucks in docking areas.

RESPONSE: COMPLIANT

11.2.7.4 Electric insect control devices, pheromone or other traps and baits shall be located so as not to present a contamination risk to the product, packaging, containers or processing equipment. Poison rodenticide bait shall not be used inside ingredient or product storage areas or processing areas.

RESPONSE: COMPLIANT

11.2.8 Ventilation

Adequate ventilation is provided.

11.2.8.1 Adequate ventilation shall be provided in enclosed processing and food handling areas.

RESPONSE: COMPLIANT

11.2.8.2 All ventilation equipment and devices in product storage and handling areas shall be adequately cleaned as per 11.2.12, to prevent unsanitary conditions.

RESPONSE: COMPLIANT

11.2.8.3 Extractor fans and canopies shall be provided in areas where cooking operations are carried out or a large amount of steam is generated and shall have the following features: i. Capture velocities shall be sufficient to prevent condensation build up and to evacuate all heat, fumes and other aerosols to the exterior via an exhaust hood positioned over the cooker(s); ii. Fans and exhaust vents shall be insect-proofed and located so as not to pose a contamination risk; and iii. Where appropriate, positive air-pressure system shall be installed to prevent airborne contamination.

RESPONSE: NOT APPLICABLE

EVIDENCE: No extractor fans and canopies. No cooking operations

11.2.9 Equipment, Utensils, and Protective Clothing

The site has a documented Equipment Utensil and Protective policy dated 3/9/19. The purpose is to describe the controls the facility uses to ensure equipment utensils and protective covering does not pose a threat to the product.

11.2.9.1 Specifications for equipment, utensils and protective clothing, and procedures for purchasing equipment shall be documented and implemented.

RESPONSE: COMPLIANT

11.2.9.2 Equipment and utensils shall be designed, constructed, installed, operated and maintained to meet any applicable regulatory requirements and not to pose a contamination threat to products.

RESPONSE: COMPLIANT

11.2.9.3 Benches, tables, conveyors, mixers, mincers, graders and other mechanical processing equipment shall be hygienically designed and located for appropriate cleaning. Equipment surfaces shall be smooth, impervious and free from cracks or crevices.

RESPONSE: COMPLIANT

11.2.9.4 Product containers, tubs, and bins used for edible and inedible material shall be constructed of materials that are non-toxic, smooth, impervious and readily cleaned as per 11.2.13. Bins used for inedible material shall be clearly identified.

RESPONSE: COMPLIANT

11.2.9.5 Waste and overflow water from tubs, tanks and other equipment shall be discharged direct to the floor drainage system, and to meet local regulatory requirements.

RESPONSE: COMPLIANT

11.2.9.6 Protective clothing shall be manufactured from material that will not contaminate food and is easily cleaned.

RESPONSE: COMPLIANT

11.2.9.7 Racks shall be provided for the temporary storage of protective clothing when staff leave the processing area and shall be provided in close proximity or adjacent to the personnel access doorways and hand washing facilities.

RESPONSE: COMPLIANT

11.2.9.8 All equipment, utensils and protective clothing shall be cleaned after use or at a frequency to control contamination and stored in a clean and serviceable condition to prevent microbiological or cross-contact allergen contamination.

RESPONSE: COMPLIANT

11.2.10 Premises and Equipment Maintenance

The site has a documented Premises and equipment maintenance policy dated 3/9/19. The purpose is to define the methods and responsibility for the maintenance and repair of plant, equipment and building and carried out in a manner that minimizes the risk of product, packaging, or equipment contamination. The policy includes the maintenance schedule and instructions to maintenance contractors. The maintenance schedule is also documented in the contract service providers register.

11.2.10.1 The methods and responsibility for the maintenance and repair of plant, equipment and buildings shall be documented, planned and implemented in a manner that minimizes the risk of product, packaging or equipment contamination.

RESPONSE: COMPLIANT

11.2.10.2 Routine maintenance of plant and equipment in any food processing, handling or storage area shall be performed according to a maintenance-control schedule and recorded. The maintenance schedule shall be prepared to cover building, equipment and other areas of the premises critical to the maintenance of product safety and quality.

RESPONSE: COMPLIANT

11.2.10.3 Failures of plant and equipment in any food processing, handling or storage area shall be documented, reviewed and their repair incorporated into the maintenance control schedule.

RESPONSE: COMPLIANT

11.2.10.4 Maintenance staff and contractors shall comply with the site's personnel and process hygiene requirements (refer to 11.3.1, 11.3.2, 11.3.3, 11.3.4).

RESPONSE: COMPLIANT

11.2.10.5 All maintenance and other engineering contractors required to work on site shall be trained in the site's food safety and hygiene procedures, or shall be escorted at all times, until their work is completed.

RESPONSE: COMPLIANT

11.2.10.6 Site supervisors shall be notified when maintenance or repairs are to be undertaken in any processing, handling or storage area.

RESPONSE: COMPLIANT

11.2.10.7 The maintenance supervisor and the site supervisor shall be informed if any repairs or maintenance pose a potential threat to product safety (i.e. pieces of electrical wire, damaged light fittings, and loose overhead fittings). When possible, maintenance is to be conducted outside processing times.

RESPONSE: COMPLIANT

11.2.10.8 Temporary repairs, where required shall not pose a food safety risk and shall be included in the cleaning program. There shall be a plan in place to address completion of temporary repairs to ensure they do not become permanent solutions.

RESPONSE: COMPLIANT

11.2.10.9 Maintenance staff and contractors shall remove all tools and debris from any maintenance activity once it has been completed and inform the area supervisor and maintenance supervisor so appropriate hygiene and sanitation can be completed and a pre-operational inspection conducted prior to the commencement of site operations.

RESPONSE: COMPLIANT

11.2.10.10 Equipment located over product or product conveyors shall be lubricated with food grade lubricants and their use controlled to minimize the contamination of the product.

RESPONSE: NOT APPLICABLE

EVIDENCE: This is a Food Storage and Distribution site.

11.2.10.11 Paint used in a food handling or contact zone shall be suitable for use, in good condition and shall not be used on any product contact surface.

RESPONSE: COMPLIANT

11.2.11 Calibration

The calibration program is dated 3/9/19. The calibration and re-calibration of equipment used for monitoring activities outlined in the pre-requisite programs, food safety plans and other process controls. The annually and weekly calibration methods are outlined in the policy.

11.2.11.1 The methods and responsibility for the calibration and re-calibration of measuring, test and inspection equipment used for monitoring activities outlined in pre-requisite programs and food safety plans, or to demonstrate compliance with customer specifications shall be documented and implemented. Software used for such activities shall be validated as appropriate.

RESPONSE: COMPLIANT

11.2.11.2 Procedures shall be documented and implemented to address the disposition of potentially affected products should measuring, test and inspection equipment be found to be out of calibration state.

RESPONSE: COMPLIANT

EVIDENCE: Procedures are not documented and implemented to address the disposition of potentially affected products should measuring, test and inspection equipment be found to be out of calibration state. SEE 12.2.9.2 for non-conformance

11.2.11.3 Calibrated measuring, test and inspected equipment shall be protected from damage and unauthorized adjustment.

RESPONSE: COMPLIANT

11.2.11.4 Equipment shall be calibrated against national or international reference standards and methods or to accuracy appropriate to its use. In cases where standards are not available, the site shall provide evidence to support the calibration reference method applied.

RESPONSE: COMPLIANT

11.2.11.5 Calibration shall be performed according to regulatory requirements and/or to the equipment manufacturers recommended schedule.

RESPONSE: COMPLIANT

11.2.11.6 Calibration records shall be maintained.

RESPONSE: COMPLIANT

11.2.12 Pest Prevention

The site has a documented intern Pest Prevention program dated 4/27/2020 and the site has a 3rd party PCO. The pest preventive scope of service is documented. The site map is sign and dated 6/11/2020, The business license expires 12/31/2021, and the applicator license expires on 6/30/21. The material list with brand names and EPA number is maintained. The SDS are on file. Recorfs sighted Service inspection report verified (product application summary, condition/observation, pest activity) dated 5/21/2020, 4/23/2020, 2/28/2020

- 11.2.12.1** The methods and responsibility for pest prevention shall be documented and effectively implemented. The premises, its surrounding areas, storage facilities, machinery and equipment shall be kept free of waste or accumulated debris so as not to attract pests and vermin.

RESPONSE: COMPLIANT

- 11.2.12.2** Identified pest activity shall not present a risk of contamination to food products, raw materials or packaging.

RESPONSE: COMPLIANT

- 11.2.12.3** Food products, raw materials or packaging that are found to be contaminated by pest activity shall be effectively disposed of, and the source of pest infestation investigated and resolved. Records shall be kept of the disposal, investigation, and resolution.

RESPONSE: COMPLIANT

- 11.2.12.4** The pest prevention program shall: i. Describe the methods and responsibility for the development, implementation and maintenance of the pest prevention program; ii. Record pest sightings and trend the frequency of pest activity to target pesticide applications; iii. Outline the methods used to prevent pest problems; iv. Outline the pest elimination methods; v. Outline the frequency with which pest status is to be checked; vi. Include on a site map the identification, location, number and type of bait stations set; vii. List the chemicals used (they are required to be approved by the relevant authority and their Safety Data Sheets (SDS) made available); viii. Outline the methods used to make staff aware of the bait control program and the measures to take when they come into contact with a bait station; ix. Outline the requirements for staff awareness and training in the use of pest and vermin control chemicals and baits; and x. Measure the effectiveness of the program to verify the elimination of applicable pests.

RESPONSE: COMPLIANT

EVIDENCE: Outline the methods used to make staff aware of the bait control program and the measures to take when they come into contact with a bait station is not documented SEE 12.2.10.4

- 11.2.12.5** Inspections for pest activity shall be undertaken on a regular basis by trained personnel and the appropriate action taken if pests are present.

RESPONSE: COMPLIANT

- 11.2.12.6** Records of all pest control applications shall be maintained.

RESPONSE: COMPLIANT

- 11.2.12.7** Pesticides and other toxic chemicals shall be clearly labeled and stored as described in element 11.6.4 and handled and applied by properly trained personnel. They shall be used by or under the direct supervision of trained personnel with a thorough understanding of the hazards involved, including the potential for the contamination of food and food contact surfaces.

RESPONSE: NOT APPLICABLE

EVIDENCE: Pesticides and other toxic chemicals Not stored on site

- 11.2.12.8** Pest contractors shall be: i. Licensed and approved by the local relevant authority; ii. Use only trained and qualified operators who comply with regulatory requirements; iii. Use only approved chemicals; iv. Provide a pest prevention plan (refer to 2.3.3) which will include and maintain a site map indicating the location of bait stations traps and other applicable pest control/monitoring devices; v. Report to a responsible authorized person on entering the premises and after the completion of inspections or treatments; and vi. Provide a written report of their findings and the inspections and treatments applied.

RESPONSE: COMPLIANT

11.2.12.9 The site shall dispose of unused pest control chemicals and empty containers in accordance with regulatory requirements and ensure that: i. Empty chemical containers are not reused; ii. Empty containers are labeled, isolated and securely stored while awaiting collection; and iii. Unused and obsolete chemicals are stored under secure conditions while waiting authorized disposal by an approved vendor.

RESPONSE: NOT APPLICABLE

EVIDENCE: This is the responsibility of the PCO and not the site.

11.2.13 Cleaning and Sanitation

The site has a documented Cleaning and sanitation policy dated 4/27/2020. The policy includes but is not limited to the use of a 3rd party service to clean the staff amenities, the master sanitation schedule, instructions and verifications.

11.2.13.1 The methods and responsibility for the cleaning of the food handling and processing equipment and environment, storage areas, staff amenities and toilet facilities shall be documented and implemented. Consideration shall be given to: i. What is to be cleaned; ii. How it is to be cleaned; iii. When it is to be cleaned; iv. Who is responsible for the cleaning; v. Methods used to confirm the correct concentrations of detergents and sanitizers, and vi. The responsibility and methods used to verify the effectiveness of the cleaning and sanitation program.

RESPONSE: COMPLIANT

11.2.13.2 Provision shall be made for the effective cleaning of processing equipment, utensils and protective clothing.

RESPONSE: COMPLIANT

11.2.13.3 Suitably equipped areas shall be designated for cleaning product containers, knives, cutting boards and other utensils and for cleaning of protective clothing used by staff. These cleaning operations shall be controlled so as not to interfere with manufacturing operations, equipment or product. Racks and containers for storing cleaned utensils shall be provided as required.

RESPONSE: COMPLIANT

11.2.13.4 Cleaning in place (CIP) systems where used shall not pose a chemical contamination risk to raw materials, ingredients or product. CIP parameters critical to assuring effective cleaning shall be defined, monitored and recorded (e.g., chemical and concentration used, contact time and temperature). CIP equipment including spray balls shall be maintained and modifications to CIP equipment shall be validated. Personnel engaged in CIP activities shall be effectively trained.

RESPONSE: NOT APPLICABLE

EVIDENCE: No CIP system. This is a Food Storage and Distribution site.

11.2.13.5 Pre-operational inspections shall be conducted following cleaning and sanitation operations to ensure food processing areas, product contact surfaces, equipment, staff amenities and sanitary facilities and other essential areas are clean before the commencement of production. Pre-operational inspections shall be conducted by qualified personnel.

RESPONSE: COMPLIANT

11.2.13.6 Staff amenities, sanitary facilities and other essential areas shall be inspected by qualified personnel to ensure the areas are clean, at a defined frequency.

RESPONSE: COMPLIANT

11.2.13.7 The responsibility and methods used to verify the effectiveness of the cleaning procedures shall be documented and implemented. A verification schedule shall be prepared.

RESPONSE: COMPLIANT

11.2.13.8 Detergents and sanitizers shall be suitable for use in a food manufacturing environment, labeled according to regulatory requirements, and purchased in accordance with applicable legislation. The organization shall ensure: i. The site maintains a list of chemicals approved for use; ii. An inventory of all chemicals purchased and used shall be maintained; iii. Detergents and sanitizers are stored as outlined in element 11.6.4; iv. Safety Data Sheets (SDS) are provided for all detergents and sanitizers purchased; and v. Only trained staff handles sanitizers and detergents.

RESPONSE: COMPLIANT

11.2.13.9 Detergents and sanitizers that have been mixed for use shall be correctly mixed according to manufacturers' instructions, stored in containers that are suitable for use, and clearly identified. Mix concentrations shall be verified and records maintained.

RESPONSE: NOT APPLICABLE

EVIDENCE: No Detergents and sanitizers that have been mixed

11.2.13.10 The site shall dispose of unused detergents and sanitizers and empty containers in accordance with regulatory requirements and ensure that: i. Empty detergent and sanitizer containers are appropriately cleaned, treated and labeled before use; ii. Empty detergent and sanitizer containers are labeled, isolated and securely stored while awaiting collection; and iii. Unused and obsolete detergents and sanitizers are stored under secure conditions while waiting authorized disposal by an approved vendor.

RESPONSE: COMPLIANT

11.2.13.11 A record of pre-operational hygiene inspections, cleaning and sanitation activities, and verification activities shall be maintained.

RESPONSE: COMPLIANT

11.3.1 Personnel

No personnel observed with a known infectious diseases or exposed cuts, sores or lesions. No Smoking, chewing, eating, or spitting observed.

11.3.1.1 Personnel who are carriers or are known to have been carriers of infectious diseases that present a health risk to others through the packing or storage processes shall not engage in the processing or packing of food or enter storage areas where food is exposed.

RESPONSE: COMPLIANT

11.3.1.2 The site shall have measures in place to prevent contact of materials, ingredients, food packaging, food, or food contact surfaces from any bodily fluids from open wounds, coughing, sneezing, spitting, or any other means. In the event of an injury which causes spillage of bodily fluid, a properly trained employee shall ensure that all affected areas including handling and processing areas have been adequately cleaned and that all materials and products have been quarantined and disposed of.

RESPONSE: COMPLIANT

11.3.1.3 Personnel with exposed cuts, sores or lesions shall not engage in handling or processing products or handling primary packaging materials or food contact surfaces. Minor cuts or abrasions on exposed parts of the body shall be covered with a colored bandage containing a metal strip or an alternative suitable waterproof and colored dressing.

RESPONSE: COMPLIANT

11.3.1.4 Smoking, chewing, eating, or spitting is not permitted in areas where product is produced, stored, or otherwise exposed. Drinking of water is permissible only under conditions that prevent contamination or other food safety risks from occurring. Drinking water containers in production and storage areas shall be stored in clear, covered containers, and in designated areas away from raw materials, packaging or equipment.

RESPONSE: COMPLIANT

11.3.2 Hand Washing

Hand wash basins are constructed of stainless steel or similar non-corrosive material.

11.3.2.1 Hand wash basins shall be provided adjacent to all personnel access points and in accessible locations throughout food handling and processing areas as required.

RESPONSE: COMPLIANT

11.3.2.2 Hand wash basins shall be constructed of stainless steel or similar non-corrosive material and as a minimum supplied with: i. A potable water supply at an appropriate temperature; ii. Liquid soap contained within a fixed dispenser; iii. Paper towels in a hands-free cleanable dispenser; and iv. A means of containing used paper towels.

RESPONSE: COMPLIANT

11.3.2.3 The following additional facilities shall be provided in high risk areas: i. Hands free operated taps; and ii. Hand sanitizers.

RESPONSE: NOT APPLICABLE

EVIDENCE: The is a Food Storage and Distribution site.

11.3.2.4 A sign instructing people to wash their hands, and in appropriate languages, shall be provided in a prominent position.

RESPONSE: COMPLIANT

11.3.2.5 Personnel shall have clean hands and hands shall be washed by all personnel, including staff, contractors and visitors: i. On entering food handling or processing areas; ii. After each visit to a toilet; iii. After using a handkerchief; iv. After smoking, eating or drinking; and v. After handling wash down hoses, dropped product or contaminated material.

RESPONSE: COMPLIANT

11.3.2.6 When gloves are used, personnel shall maintain the hand washing practices outlined above.

RESPONSE: COMPLIANT

11.3.3 Clothing

Clothing worn by staff engaged in handling food is maintained, stored, laundered and worn so as not to present a contamination risk to products.

11.3.3.1 The site shall undertake a risk analysis to ensure that the clothing and hair policy protects materials, food and food contact surfaces from unintentional microbiological or physical contamination.

RESPONSE: COMPLIANT

11.3.3.2 Clothing worn by staff engaged in handling food shall be maintained, stored, laundered and worn so as not to present a contamination risk to products.

RESPONSE: COMPLIANT

11.3.3.3 Clothing, including shoes, shall be clean at the commencement of each shift and maintained in a serviceable condition.

RESPONSE: COMPLIANT

11.3.3.4 Excessively soiled uniforms shall be changed or replaced where they present a product contamination risk.

RESPONSE: COMPLIANT

11.3.3.5 Disposable gloves and aprons shall be changed after each break, upon re-entry into the processing area and when damaged. Non-disposable aprons and gloves shall be cleaned and sanitized as required and when not in use stored on racks provided in the processing area or designated sealed containers in personnel lockers and not on packaging, ingredients, product or equipment.

RESPONSE: COMPLIANT

11.3.4 Jewelry and Personal Effects

No jewelry or other loose objects observed worn or taken into a food handling or processing operation or any area where food is exposed.

11.3.4.1 Jewelry and other loose objects shall not be worn or taken into a food handling or processing operation or any area where food is exposed. The wearing of plain bands with no stones and prescribed medical alert bracelets can be permitted, however the site will need to consider their customer requirements and the applicable food legislation.

RESPONSE: COMPLIANT

11.3.5 Visitors

All visitors, including management observed following the site protocol.

11.3.5.1 All visitors, including management and maintenance staff, shall wear suitable clothing and footwear when entering any food processing or handling area.

RESPONSE: COMPLIANT

11.3.5.2 All visitors shall be required to remove jewelry and other loose objects.

RESPONSE: COMPLIANT

11.3.5.3 Visitors exhibiting visible signs of illness shall be prevented from entering areas in which food is handled or processed.

RESPONSE: COMPLIANT

11.3.5.4 Visitors shall enter and exit food handling areas through the proper staff entrance points and comply with all hand washing and personnel practice requirements.

RESPONSE: COMPLIANT

11.3.5.5 All visitors shall be trained in the site's food safety and hygiene procedures before entering any food processing or handling areas or shall be escorted at all times in food processing, handling and storage areas.

RESPONSE: COMPLIANT

11.3.6 Staff Amenities

Staff amenities are supplied with appropriate lighting and ventilation.

11.3.6.1 Staff amenities supplied with appropriate lighting and ventilation shall be made available for the use of all persons engaged in the handling and processing of product.

RESPONSE: COMPLIANT

11.3.7 Change Rooms

Provision are made for staff to store their street clothing and personal items.

11.3.7.1 Facilities shall be provided to enable staff and visitors to change into and out of protective clothing as required.

RESPONSE: COMPLIANT

11.3.7.2 Change rooms shall be provided for staff engaged in the processing of high risk foods or processing operations in which clothing can be soiled.

RESPONSE: COMPLIANT

11.3.7.3 Provision shall be made for staff to store their street clothing and personal items separate from food contact zones and food and packaging storage areas.

RESPONSE: COMPLIANT

11.3.7.4 Where required, a sufficient number of showers shall be provided for use by staff.

RESPONSE: NOT APPLICABLE

EVIDENCE: No showers required.

11.3.8 Laundry

The is a Food Storage and Distribution site.

11.3.8.1 Provision shall be made for the laundering and storage of clothing worn by staff engaged in high risk processes and for staff engaged in processing operations in which clothing can be heavily soiled.

RESPONSE: NOT APPLICABLE

11.3.9 Sanitary Facilities

Toilet rooms are designed and constructed so that they are accessible to staff and separate from any processing and food handling operations.

11.3.9.1 Toilet rooms shall be: i. Designed and constructed so that they are accessible to staff and separate from any processing and food handling operations; ii. Accessed from the processing area via an airlock vented to the exterior or through an adjoining room; iii. Sufficient in number for the maximum number of staff; iv. Constructed so that they can be easily cleaned and maintained; v. Include an area inside or nearby, for storing protective clothing, outer garments and other items while using the facilities; and vi. Kept clean and tidy.

RESPONSE: COMPLIANT

11.3.9.2 Sanitary drainage shall not be connected to any other drains within the premises and shall be directed to a septic tank or a sewerage system in accordance in regulations.

RESPONSE: COMPLIANT

11.3.9.3 Hand wash basins shall be provided immediately outside or inside the toilet room and designed as outlined in 11.3.2.2.

RESPONSE: COMPLIANT

11.3.10 Lunch Rooms

Separate lunch-room facilities are provided away from a food contact/handling zone.

11.3.10.1 Separate lunch-room facilities shall be provided away from a food contact/handling zone.

RESPONSE: COMPLIANT

11.3.10.2 Lunch-room facilities shall be: i. Ventilated and well lit; ii. Provided with adequate tables and seating to cater for the maximum number of staff at one sitting; iii. Equipped with a sink serviced with hot and cold potable water for washing utensils; iv. Equipped with refrigeration and heating facilities enabling them to store or heat food and to prepare non-alcoholic beverages if required; and v. Kept clean and free from waste materials and pests.

RESPONSE: COMPLIANT

11.3.10.3 Where outside eating areas are provided, they should be kept clean and free from waste materials and maintained in a manner that minimizes the potential for introduction of contamination including pests to the site.

RESPONSE: COMPLIANT

11.3.10.4 Signage in appropriate languages instructing people to wash their hands before entering the food processing areas shall be provided in a prominent position in lunch-rooms, at lunch-room exits and in outside eating areas if applicable.

RESPONSE: COMPLIANT

11.4.1 Staff Engaged in Food Handling and Processing Operations

The site has a documented Personnel practices policy dated 4/28/2020. The policy is to outline the established procedures to ensure the staff engaged in food handling and storage areas are properly trained and adhere to the sites policies to ensure food safety. The requirements for personnel engaged in any handling, inspection or repacking of exposed food products or ingredient includes but is not limited to wash their hands when entering the area, not wear false nails, or polish, not bring glass or breakable plastic in to the area, and no food, beverage, or use of tobacco products in areas where food is being processed or stored.

11.4.1.1 All personnel engaged in any food handling, preparation or processing operations shall ensure that products and materials are handled and stored in such a way as to prevent damage or product contamination. They shall comply with the following processing practices: i. Personnel entry to processing areas shall be through the personnel access doors only; ii. All doors are to be kept closed. Doors shall not be left open for extended periods when access for waste removal or receiving of product/ingredient/packaging is required; iii. Packaging material, product, and ingredients shall be kept in appropriate containers as required and off the floor; iv. Waste shall be contained in the bins identified for this purpose and removed from the processing area on a regular basis and not left to accumulate; v. Staff shall not eat or taste any product being processed in the food handling/contact zone, except as noted in element 11.4.1.2; vi. The wearing of false fingernails, false eyelashes, eyelash extensions, long nails or fingernail polish is not permitted when handling exposed food; and vii. Hair restraints are used where product is exposed.

RESPONSE: COMPLIANT

11.4.1.2 In circumstances where it is necessary to undertake sensory evaluations in a food handling/contact zone the site shall implement proper controls and procedures to ensure: i. Food safety is not compromised; ii. Sensory evaluations are conducted by authorized personnel only; iii. A high standard of personal hygiene is practiced by personnel conducting sensory evaluations; iv. Sensory evaluations are conducted in areas equipped for the purpose; and v. Equipment used for sensory evaluations is sanitized, maintained and stored separate from processing equipment.

RESPONSE: COMPLIANT

11.4.1.3 All wash down hoses shall be stored on hose racks after use and not left on the floor.

RESPONSE: COMPLIANT

11.5.1 Water Supply

Adequate supplies of potable water drawn from the city of Ontario.

- 11.5.1.1 Adequate supplies of potable water drawn from a known clean source shall be provided for use during processing operations, as an ingredient and for cleaning the premises and equipment.

RESPONSE: COMPLIANT

- 11.5.1.2 Supplies of hot and cold water shall be provided as required to enable the effective cleaning of the premises and equipment.

RESPONSE: COMPLIANT

- 11.5.1.3 The delivery of water within the premises shall ensure potable water is not contaminated.

RESPONSE: COMPLIANT

- 11.5.1.4 The use of non-potable water shall be controlled such that: i. There is no cross-contamination between potable and non-potable water lines; ii. Non-potable water piping and outlets are clearly identified; and iii. Hoses, taps, and other similar sources of possible contamination are designed to prevent back flow or back siphonage.

RESPONSE: NOT APPLICABLE

EVIDENCE: non-potable water is not used.

- 11.5.1.5 Where water is stored on site, storage facilities shall be adequately designed, constructed and maintained to prevent contamination.

RESPONSE: NOT APPLICABLE

EVIDENCE: No water is stored on site

11.5.2 Water Treatment

No Water treatment system

- 11.5.2.1 Water treatment methods, equipment and materials, if required, shall be designed, installed and operated to ensure water receives an effective treatment.

RESPONSE: NOT APPLICABLE

- 11.5.2.2 Water treatment equipment shall be monitored regularly to ensure it remains serviceable.

RESPONSE: NOT APPLICABLE

- 11.5.2.3 Treated water shall be regularly monitored to ensure it meets the indicators specified.

RESPONSE: NOT APPLICABLE

- 11.5.2.4 Water used in as an ingredient in processing, or in cleaning and sanitizing equipment, shall be tested, and if required, treated to maintain potability (refer to 11.5.2.1).

RESPONSE: NOT APPLICABLE

11.5.3 Ice Supply

Ice is not used.

- 11.5.3.1 Ice provided for use during processing operations or as a processing aid or an ingredient shall comply with 11.5.4.1.

RESPONSE: NOT APPLICABLE

- 11.5.3.2 Ice rooms and receptacles shall be constructed of materials as outlined in elements 11.2.1, 11.2.2 and 11.2.3 and designed to minimize contamination of the ice during storage and distribution.

RESPONSE: NOT APPLICABLE

11.5.4 Water Quality

Last water test COA dated 5/14/2020

- 11.5.4.1 Water shall comply with local, national or internationally recognized potable water microbiological and quality standards as required when used for: i. washing, thawing and treating food; ii. handwashing iii. to convey food; iv. as an ingredient or food processing aid; v. cleaning food contact surfaces and equipment; vi. the manufacture of ice; or vii. the manufacture of steam that will come into contact with food or used to heat water that will come in contact with food.

RESPONSE: COMPLIANT

- 11.5.4.2 Microbiological analysis of the water and ice supply shall be conducted to verify the cleanliness of the supply, the monitoring activities and the effectiveness of the treatment measures implemented. Samples for analysis shall be taken at sources supplying water for the process or cleaning, or from within the site. The frequency of analysis shall be risk-based, and at a minimum annually.

RESPONSE: COMPLIANT

- 11.5.4.3 Water and ice shall be analyzed using reference standards and methods.

RESPONSE: COMPLIANT

11.5.5 The Quality of Air and Other Gasses

Compressed air or other gases are not used.

- 11.5.5.1 Compressed air or other gases (e.g. nitrogen, carbon dioxide) that contacts food or food contact surfaces shall be clean and present no risk to food safety.

RESPONSE: NOT APPLICABLE

- 11.5.5.2 Compressed air systems, and systems used to store or dispense other gases used in the manufacturing process that come into contact with food or food contact surfaces shall be maintained and regularly monitored for quality and applicable food safety hazards.

RESPONSE: NOT APPLICABLE

11.6.1 Storage and Handling of Goods

The site has a documented Storage and Transport policy dated 5/6/17. The purpose is to describe the procedures used to properly receive, store, and transport ingredients and goods to ensure food safety. The cold storage, freezing and chilling of foods is monitored for operational performance by daily temperature verification, continuous monitoring, and contracted preventative maintenance of the system. The dry storage areas used for the storage of product ingredients, packaging and other dry goods are located separately from sanitation areas where water is used. The equipment storage is located in areas away from exposed food ingredients and packaging. Chemicals used in sanitation/maintenance process are stored in secured areas away from packaging, raw materials and finished goods to prevent potential for food contamination. FIFO is the sites stock rotation metohds.

- 11.6.1.1 The site shall document and implement an effective storage plan that allows for the safe, hygienic storage of raw materials (i.e. frozen, chilled, and ambient), Ingredients, packaging materials, equipment, and chemicals.

RESPONSE: COMPLIANT

- 11.6.1.2 The responsibility and methods for ensuring effective stock rotation principles are applied shall be documented and implemented.

RESPONSE: COMPLIANT

- 11.6.1.3 Procedures shall be in place to ensure that all ingredients, materials, work-in-progress, rework, and finished product are utilized within their designated shelf-life.

RESPONSE: COMPLIANT

- 11.6.1.4 Equipment storage rooms shall be designed and constructed to allow for the hygienic and efficient storage of equipment and containers.

RESPONSE: COMPLIANT

11.6.1.5 Where goods described in 11.6.2 to 11.6.4 are held under temporary or overflow conditions that are not designed for the safe storage of goods, a risk analysis shall be undertaken to ensure there is no risk to the integrity of those goods or contamination or adverse effect on food safety.

RESPONSE: NOT APPLICABLE

EVIDENCE: No temporary or overflow storage

11.6.1.6 Records shall be available to validate alternate or temporary control measures for the storage of raw materials, ingredients, packaging materials, equipment, chemicals, or finished products.

RESPONSE: NOT APPLICABLE

EVIDENCE: No temporary or overflow storage

11.6.2 Cold Storage, Freezing and Chilling of Foods

Records sighted Cooler Freezer temperature (continuous) monitoring dated 10/14/19, 2/14/2020, 6/11/2020. Temperature Records (verified) dated 6/12/2020, 2/12/2020

11.6.2.1 The site shall provide confirmation of the effective operational performance of freezing, chilling and cold storage facilities. Chillers, blast freezers and cold storage rooms shall be designed and constructed to allow for the hygienic and efficient refrigeration of food and easily accessible for inspection and cleaning.

RESPONSE: COMPLIANT

11.6.2.2 Sufficient refrigeration capacity shall be available to chill, freeze, store chilled or store frozen the maximum anticipated throughput of product with allowance for periodic cleaning of refrigerated areas.

RESPONSE: COMPLIANT

11.6.2.3 Discharge from defrost and condensate lines shall be controlled and discharged to the drainage system.

RESPONSE: COMPLIANT

11.6.2.4 Freezing, chilling and cold storage rooms shall be fitted with temperature monitoring equipment and located to monitor the warmest part of the room and be fitted with a temperature measurement device that is easily readable and accessible.

RESPONSE: COMPLIANT

11.6.2.5 Loading and unloading docks shall be designed to protect the product during loading and unloading.

RESPONSE: COMPLIANT

11.6.3 Storage of Dry Ingredients, Packaging, and Shelf Stable Packaged Goods

The dry storage areas used for the storage of product ingredients, packaging and other dry goods are located separately from sanitation areas where water is used.

11.6.3.1 Rooms used for the storage of product ingredients, packaging, and other dry goods shall be located away from wet areas and constructed to protect the product from contamination and deterioration.

RESPONSE: COMPLIANT

11.6.3.2 Racks provided for the storage of packaging shall be constructed of impervious materials and designed to enable cleaning of the floors and the storage room. Storage areas shall be constructed to prevent packaging from becoming a harborage for pests or vermin.

RESPONSE: COMPLIANT

11.6.3.3 Vehicles used in food contact, handling or processing zones or in cold storage rooms shall be designed and operated so as not to present a food safety hazard.

RESPONSE: COMPLIANT

11.6.4 Storage of Hazardous Chemicals and Toxic Substances

Chemicals used in sanitation/maintenance process are stored in secured areas away from packaging, raw materials and finished goods to prevent potential for food contamination.

11.6.4.1 Hazardous chemicals and toxic substances with the potential for food contamination shall be stored so as not to present a hazard to staff, product, packaging, product handling equipment or areas in which the product is handled, stored or transported.

RESPONSE: COMPLIANT

11.6.4.2 Processing utensils and packaging shall not be stored in areas used to store hazardous chemicals and toxic substances.

RESPONSE: COMPLIANT

11.6.4.3 Daily supplies of chemicals used for continuous sanitizing of water or as a processing aid, or for emergency cleaning of food processing equipment or surfaces in food contact zones, may be stored within or in close proximity to a processing area provided that access to the chemical storage facility is restricted to authorized personnel.

RESPONSE: COMPLIANT

11.6.4.4 Pesticides, rodenticides, fumigants and insecticides shall be stored separate from sanitizers and detergents. All chemicals shall be stored in their original containers, or in clearly labelled and suitable secondary containers if allowed by applicable legislation.

RESPONSE: NOT APPLICABLE

EVIDENCE: Pesticides, rodenticides, fumigants and insecticides are not stored on site

11.6.4.5 Hazardous chemical and toxic substance storage facilities shall: i. Be compliant with national and local legislation and designed such that there is no cross-contamination between chemicals; ii. Be adequately ventilated; iii. Be provided with appropriate signage indicating the area is a hazardous storage area; iv. Be secure and lockable to restrict access only to those personnel with formal training in the handling and use of hazardous chemicals and toxic substances; v. Have instructions on the safe handling of hazardous chemicals and toxic substances readily accessible to staff; vi. Be equipped with a detailed and up-to-date inventory of all chemicals contained in the storage facility; vii. Have suitable first aid equipment and protective clothing available close to the storage area; viii. In the event of a hazardous spill, be designed such that spillage and drainage from the area is contained; and ix. Be equipped with spillage kits and cleaning equipment.

RESPONSE: COMPLIANT

11.6.5 Loading, Transport, and Unloading Practices

The site has a documented Storage and Transport policy dated 5/6/17. The purpose is to describe the procedures used to properly receive, store, and transport ingredients and goods to ensure food safety.

11.6.5.1 The practices applied during loading, transport and unloading of food shall be documented, implemented and designed to maintain appropriate storage conditions and product integrity. Foods shall be loaded, transported and unloaded under conditions suitable to prevent cross-contamination.

RESPONSE: COMPLIANT

11.6.6 Loading

The loading, transport, and unloading practices include but is not limited to procedure includes but is not limited to seals/locked, cleanliness, odor, physical appearance, and the presence of rodents or insects. Records sighted Outbound checklist (temp trailer, trailer inspection) dated 6/12/2020, 2/12/2020 10/14/19 Driver Manifest and Invoice (item#, temp) dated 1/22/2020, 4/13/2020

11.6.6.1 Vehicles (e.g. trucks/vans/containers) used for transporting food shall be inspected prior to loading to ensure they are clean, in good repair, suitable for the purpose and free from odors or other conditions that may impact negatively on the product.

RESPONSE: COMPLIANT

11.6.6.2 Loading practices shall be designed to minimize unnecessary exposure of the product to conditions detrimental to maintaining the product and package integrity during loading and transport.

RESPONSE: COMPLIANT

11.6.6.3 Vehicles (e.g. trucks/vans/containers) shall be secured from tampering using a seal or other agreed upon and acceptable device or system.

RESPONSE: COMPLIANT

11.6.7 Transport

Records sighted Outbound checklist (temp trailer, trailer inspection) dated 6/12/2020, 2/12/2020 10/14/19 Driver Manifest and Invoice (item#, temp) dated 1/22/2020, 4/13/2020

11.6.7.1 Refrigerated units shall maintain the food at required temperatures and the unit's temperature settings shall be set, checked and recorded before loading and product temperatures recorded at regular intervals during loading as appropriate.

RESPONSE: COMPLIANT

11.6.7.2 The refrigeration unit shall be operational at all times and checks completed of the unit's operation, the door seals and the storage temperature at regular intervals during transit.

RESPONSE: COMPLIANT

11.6.8 Unloading

The loading, transport, and unloading practices include but is not limited to procedure includes but is not limited to seals/locked, cleanliness, odor, physical appearance, and the presence of rodents or insects. Records Sighted Receiving records Inbound Checklist (trailer inspection, Lot#) dated 1/15/2020, 4/16/2020, 1/14/2020 Receiving HACCP (seal, temp, trailer inspection) Report dated 2/11/2020, 6/12/2020, 10/14/19

11.6.8.1 Prior to opening the doors, the refrigeration unit's storage temperature settings and operating temperature shall be checked and recorded. Unloading shall be completed efficiently and product temperatures shall be recorded at the commencement of unloading and at regular intervals during unloading.

RESPONSE: COMPLIANT

11.6.8.2 Unloading practices shall be designed to minimize unnecessary exposure of the product to conditions detrimental to maintaining the product and package integrity.

RESPONSE: COMPLIANT

11.7.1 Process Flow

The process flow is designed to prevent cross-contamination and organized.

11.7.1.1 The process flow shall be designed to prevent cross-contamination and organized so there is a continuous flow of product through the process. The flow of personnel shall be managed such that the potential for contamination is minimized.

RESPONSE: COMPLIANT

11.7.2 Receipt of Raw and Packaging Materials and Ingredients

The dry storage areas used for the storage of product ingredients, packaging and other dry goods are located separately from sanitation areas where water is used.

11.7.2.1 Dry ingredients and packaging shall be received and stored separately from frozen and chilled raw materials to ensure there is no cross-contamination. Unprocessed raw materials shall be received and segregated to ensure there is no cross-contamination.

RESPONSE: COMPLIANT

11.7.3 Thawing of Food

No thawing The is a Food Storage and Distribution site.

11.7.3.1 Thawing of food shall be undertaken in equipment and rooms appropriate for the purpose.

RESPONSE: NOT APPLICABLE

11.7.3.2 Equipment for water thawing shall be continuous flow to ensure the water exchange rate and temperature do not contribute to product deterioration or contamination. Water overflow shall be directed into the floor drainage system and not onto the floor.

RESPONSE: NOT APPLICABLE

11.7.3.3 Air thawing facilities shall be designed to thaw food under controlled conditions at a rate and temperature that does not contribute to product deterioration or contamination.

RESPONSE: NOT APPLICABLE

11.7.3.4 Provision is to be made for the containment and regular disposal of used cartons and packaging from thawed product so that there is no risk to the product.

RESPONSE: NOT APPLICABLE

11.7.4 High Risk Processes

No a high risk site The is a Food Storage and Distribution site.

11.7.4.1 The processing of high risk food shall be conducted under controlled conditions such that sensitive areas in which high risk food has undergone a "kill" step, a "food safety intervention" or is subject to post process handling, are protected/segregated from other processes, raw materials or staff who handle raw materials to ensure cross-contamination is minimized.

RESPONSE: NOT APPLICABLE

11.7.4.2 Areas in which high risk processes are conducted shall only be serviced by staff dedicated to that function.

RESPONSE: NOT APPLICABLE

11.7.4.3 Staff access points shall be located, designed and equipped to enable staff to don distinctive protective clothing and to practice a high standard of personal hygiene to prevent product contamination.

RESPONSE: NOT APPLICABLE

11.7.4.4 Staff engaged in high risk areas shall change into clean clothing or temporary protective outerwear when entering high risk areas.

RESPONSE: NOT APPLICABLE

11.7.4.5 Product transfer points shall be located and designed so as not to compromise high risk segregation and to minimize the risk of cross-contamination.

RESPONSE: NOT APPLICABLE

11.7.5 Control of Foreign Matter Contamination

The site has a documented Control of foreign matter policy dated 4/28/2020. The master maintenance schedule, pre-operational and operational sanitation inspections and monthly facility inspections are tools utilized to ensure plant and equipment remain in good condition. The measure includes but is not limited to glass preventative, wood preventative, and metal preventive. The glass breakage and other foreign material contamination procedures are documented.

11.7.5.1 The responsibility and methods used to prevent foreign matter contamination of the product shall be documented, implemented and communicated to all staff.

RESPONSE: COMPLIANT

11.7.5.2 Inspections shall be performed to ensure plant and equipment remain in good condition, equipment has not become detached or deteriorated and is free from potential contaminants.

RESPONSE: COMPLIANT

11.7.5.3 All glass objects or similar material in food handling/contact zones shall be listed in a glass register including details of their location.

RESPONSE: COMPLIANT

11.7.5.4 Containers, equipment and other utensils made of glass, porcelain, ceramics, laboratory glassware or other like material (except where the product is contained in packaging made from these materials, or measurement instruments with glass dial covers or MIG thermometers required under regulation) shall not be permitted in food processing /contact zones.

RESPONSE: COMPLIANT

11.7.5.5 Regular inspections of food handling/contact zones shall be conducted to ensure they are free of glass or other like material and to establish changes to the condition of the objects listed in the glass register.

RESPONSE: COMPLIANT

11.7.5.6 Glass instrument dial covers on processing equipment and MIG thermometers shall be inspected at the start of each shift to confirm they have not been damaged.

RESPONSE: COMPLIANT

11.7.5.7 Wooden pallets and other wooden utensils used in food handling/contact zones shall be dedicated for that purpose, clean, maintained in good order. Their condition shall be subject to regular inspection.11.7.5.8 Loose metal objects on equipment, equipment covers and overhead structures shall be removed or tightly fixed so as not to present a hazard.
RESPONSE: COMPLIANT

11.7.5.8 Loose metal objects on equipment, equipment covers and overhead structures shall be removed or tightly fixed so as not to present a hazard.
RESPONSE: COMPLIANT

11.7.5.9 Knives and cutting instruments used in processing and packaging operations shall be controlled and kept clean and well maintained. Snap-off blades shall not be used in manufacturing or storage areas.
RESPONSE: COMPLIANT

11.7.6 Detection of Foreign Objects

No Detection of Foreign Objects equipment.

11.7.6.1 The responsibility, methods and frequency for monitoring, maintaining, calibrating and using screens, sieves, filters or other technologies to remove or detect foreign matter shall be documented and implemented.
RESPONSE: NOT APPLICABLE

11.7.6.2 Metal detectors or other physical contaminant detection technologies shall be routinely monitored, validated and verified for operational effectiveness. The equipment shall be designed to isolate defective product and indicate when it is rejected.
RESPONSE: NOT APPLICABLE

11.7.6.3 Records shall be maintained of the inspection of foreign object detection devices and of any products rejected or removed by them. Records shall include any corrective actions resulting from the inspections.
RESPONSE: NOT APPLICABLE

11.7.7 Managing Foreign Matter Contamination Incidents

The glass breakage and other foreign material contamination procedures are documented.

11.7.7.1 In all cases of foreign matter contamination the affected batch or item shall be isolated, inspected, reworked or disposed.
RESPONSE: COMPLIANT

11.7.7.2 In circumstances where glass or similar material breakage occurs, the affected area is to be isolated, cleaned and thoroughly inspected (including cleaning equipment and footwear) and cleared by a suitably responsible person prior to the commencement of operations.
RESPONSE: COMPLIANT

11.8.1 Location

No lab The is a Food Storage and Distribution site.

11.8.1.1 On site laboratories conducting chemical and microbiological analysis that may pose a risk to product safety, shall be located separate from any food processing or handling activity and designed to limit access only to authorized personnel.
RESPONSE: NOT APPLICABLE

11.8.1.2 Provisions shall be made to isolate and contain all laboratory waste held on the premises and manage it separately from food waste. Laboratory wastewater outlet shall as a minimum be down stream of drains that service food processing and handling areas.
RESPONSE: NOT APPLICABLE

11.8.1.3 Signage shall be displayed identifying the laboratory area as a restricted area accessible only by authorized personnel.
RESPONSE: NOT APPLICABLE

11.9.1 Dry and Liquid Waste Disposal

The site has a documented dry and liquid waste policy dated 1/2/2020. The purpose is to describe the methods used to effectively manage the collection, handling and disposal of waste streams to provide a method for handling and removing waste in accordance with regulatory and GMP standards.

- 11.9.1.1** The responsibility and methods used to collect and handle dry, wet and liquid waste and store prior to removal from the premises shall be documented and implemented.
RESPONSE: COMPLIANT
- 11.9.1.2** Waste shall be removed on a regular basis and not build up in food handling or processing areas. Designated waste accumulation areas shall be maintained in a clean and tidy condition until external waste collection is undertaken.
RESPONSE: COMPLIANT
- 11.9.1.3** Trolleys, vehicles waste disposal equipment, collection bins and storage areas shall be maintained in a serviceable condition, cleaned and sanitized regularly so as not to attract pests and other vermin.
RESPONSE: COMPLIANT
- 11.9.1.4** Adequate provision shall be made for the disposal of all solid processing waste including trimmings, inedible material and used packaging.
RESPONSE: COMPLIANT
- 11.9.1.5** Where applicable, a documented procedure shall be in place for the controlled disposal of trademarked materials. Where a contracted disposal service is used, the disposal process shall be reviewed regularly to confirm compliance.
RESPONSE: COMPLIANT
- 11.9.1.6** Inedible waste designated for animal feed shall be stored and handled so as to not cause a risk to the animal or to further processing.
RESPONSE: NOT APPLICABLE
EVIDENCE: No waste for animal feed.
- 11.9.1.7** Waste held on site prior to disposal shall be stored in a separate storage facility and suitably insect proofed and contained so as not to present a hazard.
RESPONSE: COMPLIANT
- 11.9.1.8** Adequate provision shall be made for the disposal of all liquid waste from processing and food handling areas. Liquid waste shall be either removed from the processing environment continuously or held in a designated storage area in lidded containers prior to disposal so as not to present a hazard.
RESPONSE: COMPLIANT
- 11.9.1.9** Reviews of the effectiveness of waste management will form part of daily hygiene inspections and the results of these inspections shall be included in the relevant hygiene reports.
RESPONSE: COMPLIANT

11.10.1 Grounds and Roadways

The grounds and area surrounding the premises are maintained. The loading and unloading areas are maintained so as not to present a hazard to the food safety operation of the premises.

- 11.10.1.1** Measures shall be established to maintain a suitable external environment, and the effectiveness of the established measures shall be monitored and periodically reviewed.
RESPONSE: COMPLIANT
- 11.10.1.2** The grounds and area surrounding the premises shall be maintained to minimize dust and kept free of waste, accumulated debris or standing water so as not to attract pests and vermin.
RESPONSE: COMPLIANT

11.10.1.3 Paths, roadways and loading and unloading areas shall be maintained so as not to present a hazard to the food safety operation of the premises.

RESPONSE: COMPLIANT

11.10.1.4 Paths, roadways, loading and unloading areas shall be adequately drained to prevent ponding of water. Drains shall be separate from the site drainage system and regularly cleared of debris.

RESPONSE: COMPLIANT

11.10.1.5 Surroundings shall be kept neat and tidy and not present a hazard to the hygienic and sanitary operation of the premises.

RESPONSE: COMPLIANT

11.10.1.6 Paths from amenities leading to site entrances are required to be effectively sealed.

RESPONSE: COMPLIANT

12.1.1 Premises Location and Approval

The location of the premises, operations and land use do not interfere with safe and hygienic operations. The Business License Expires 6/30/2020

12.1.1.1 The location of the premises shall be such that adjacent and adjoining buildings, operations and land use do not interfere with safe and hygienic operations.

RESPONSE: COMPLIANT

12.1.1.2 The construction and ongoing operation of the premises on the site shall be approved by the relevant authority.

RESPONSE: COMPLIANT

12.2.1 Materials and Surfaces

Product contact surfaces and those surfaces not in direct contact with food in food handling areas constructed of materials that will not contribute a food safety risk.

12.2.1.1 In warehouses where food products are recouped or exposed, product contact surfaces shall be constructed of materials that will not contribute a food safety risk.

RESPONSE: COMPLIANT

12.2.2 Floors, Drains and Waste Traps

Floors are constructed of material that can be effectively graded, drained.

12.2.2.1 Floors shall be constructed of smooth, dense impact resistant material that can be effectively graded, drained, impervious to liquid and easily cleaned.

RESPONSE: COMPLIANT

12.2.2.2 Drains shall be constructed and located so they can be easily cleaned and not present a hazard. Drains if located in storage and handling areas, shall be maintained in a clean manner.

RESPONSE: COMPLIANT

12.2.2.3 Waste trap system shall be located away from any food handling or storage area or entrance to the premises.

RESPONSE: NOT APPLICABLE

EVIDENCE: No water trap system

12.2.3 Walls, Partitions, Doors and Ceilings

Walls, ceilings and doors are of durable construction.

12.2.3.1 Walls, partitions, ceilings and doors shall be of durable construction. Internal surfaces shall be smooth and impervious, and shall be kept clean (refer to 12.2.11.1).

RESPONSE: COMPLIANT

12.2.3.2 Wall to wall and wall to floor junctions shall be designed to be easily cleaned and sealed to prevent the accumulation of food debris.

RESPONSE: COMPLIANT

12.2.3.3 Doors shall be of solid construction; and windows shall be made of shatterproof glass or similar material.

RESPONSE: COMPLIANT

12.2.3.4 Drop ceilings shall be additionally constructed to enable monitoring for pest activity, facilitate cleaning and provide access to utilities.

RESPONSE: NOT APPLICABLE

EVIDENCE: No drop ceiling

12.2.4 Lighting and Light Fittings

Light fittings in warehouses and other areas are protected with a shatterproof covering or fitted with protective covers.

12.2.4.1 Lighting in warehouses where food product is recouped or exposed shall be of appropriate intensity to enable the staff to carry out their tasks efficiently and effectively.

RESPONSE: COMPLIANT

12.2.4.2 Light fittings in areas where food product is recouped or exposed shall be shatterproof, manufactured with a shatterproof covering or fitted with protective covers and recessed into or fitted flush with the ceiling.

RESPONSE: COMPLIANT

12.2.4.3 Light fittings in other areas where product is protected shall be designed such as to prevent breakage and product contamination.

RESPONSE: COMPLIANT

12.2.5 Dust, Insect and Pest Proofing

External doors, including overhead dock doors in food handling areas used for product, pedestrian or truck access are insect proofed. , The PCO business license expires 12/31/2021, and the applicator license expires on 6/30/21. Records sighted Service inspection report verified (product application summary, condition/observation, pest activity) dated 5/21/2020, 4/23/2020, 2/28/2020

12.2.5.1 All external windows, ventilation openings, doors and other openings shall be effectively sealed when closed and proofed against dust, vermin and other pests.

RESPONSE: COMPLIANT

12.2.5.2 Personnel access doors shall be provided. They shall be effectively insect-proofed and fitted with a self-closing device and proper seals to protect against entry of dust, vermin and other pests.

RESPONSE: COMPLIANT

12.2.5.3 Inspections for pest activity shall be undertaken on a regular basis by trained personnel and the appropriate action taken if pests are present.

RESPONSE: COMPLIANT

12.2.5.4 Electric insect control devices, pheromone or other traps and baits shall be located so as not to present a contamination risk to product, packaging, containers or equipment. Poison rodenticide bait shall not be used inside food storage areas.

RESPONSE: COMPLIANT

12.2.6 Ventilation

Adequate ventilation is provided.

12.2.6.1 Adequate ventilation shall be provided in enclosed storage and food handling areas.

RESPONSE: COMPLIANT

12.2.6.2 All ventilation equipment and devices in product storage and handling areas shall be adequately cleaned as per 12.2.11.

RESPONSE: COMPLIANT

12.2.7 Equipment, Utensils and Protective Clothing

The site has a documented Equipment Utensil and Protective policy dated 3/9/19. The purpose is to describe the controls the facility uses to ensure equipment utensils and protective covering does not pose a threat to the product.

12.2.7.1 Equipment and utensils shall be designed, constructed, installed, operated and maintained so as not to pose a contamination threat to products.

RESPONSE: COMPLIANT

12.2.7.2 Protective clothing in areas where food product is recouped or exposed shall be manufactured from material that is not liable to contaminate food and easily cleaned.

RESPONSE: COMPLIANT

12.2.7.3 In areas where food product is recouped or exposed, racks shall be provided for the temporary storage of protective clothing when staff leaves the processing area and shall be provided in close proximity or adjacent to the personnel access doorways and hand washing facilities.

RESPONSE: COMPLIANT

12.2.8 Premises and Equipment Maintenance

The site has a documented Premises and equipment maintenance policy dated 3/9/19. The purpose is to define the methods and responsibility for the maintenance and repair of plant, equipment and building and carried out in a manner that minimizes the risk of product, packaging, or equipment contamination. The policy includes the maintenance schedule and instructions to maintenance contractors. The maintenance schedule is also documented in the contract service providers register.

12.2.8.1 The methods and responsibility for the maintenance and repair of plant, equipment and buildings shall be documented, planned and implemented in a manner that minimizes the risk of product, packaging or equipment contamination.

RESPONSE: COMPLIANT

12.2.8.2 Routine maintenance of site and equipment in any food storage area shall be performed according to a maintenance-control schedule and recorded. The maintenance schedule shall be prepared to cover building, equipment and other areas of the premises critical to the maintenance of product safety.

RESPONSE: COMPLIANT

12.2.8.3 Failures of site and equipment in any storage area shall be documented, reviewed and their repair incorporated into the maintenance control schedule.

RESPONSE: COMPLIANT

12.2.8.4 Maintenance staff and contractors shall comply with the site's personnel and process hygiene requirements (refer to 12.3.1, 12.3.2, 12.3.3, 12.3.4).

RESPONSE: COMPLIANT

12.2.8.5 All maintenance and other engineering contractors required to work on site shall be trained in the site's food safety and hygiene procedures and shall be assessed in their understanding before entering into any food storage areas.

RESPONSE: COMPLIANT

12.2.8.6 Facility supervisors shall be notified when maintenance or repairs are to be undertaken in any food processing, handling or storage area.

RESPONSE: COMPLIANT

12.2.8.7 The maintenance supervisor and the facility supervisor shall be informed if any repairs or maintenance pose a potential threat to product safety (i.e. pieces of electrical wire, damaged light fittings, and loose overhead fittings). When possible, maintenance is to be conducted outside operating times.

RESPONSE: COMPLIANT

12.2.8.8 Temporary repairs, where required shall not pose a food safety risk. They shall exclude the use of fasteners such as wire or tape, are clearly identified and dated and included on cleaning programs. There shall be a plan in place to address final completion of temporary repairs in order to ensure temporary repairs do not become permanent solutions.

RESPONSE: COMPLIANT

12.2.8.9 Maintenance staff and contractors shall remove all tools and debris from any maintenance activity once it has been completed and inform the area supervisor and maintenance supervisor so appropriate hygiene and sanitation can be completed prior to the commencement of site operations.

RESPONSE: COMPLIANT

12.2.8.10 Paint used in a food handling or contact zone shall be suitable for use and in good condition and shall not be used on any product contact surface

RESPONSE: COMPLIANT

12.2.9 Calibration

The calibration program is dated 3/9/19. The calibration and re-calibration of equipment used for monitoring activities outlined in the pre-requisite programs, food safety plans and other process controls. The annually and weekly calibration methods are outline in the policy. Records sighted: Thermometer Calibration Log dated 11/15/19, 3/6/2020, 5/8/2020

12.2.9.1 The methods and responsibility for the calibration and re-calibration of measuring, test and inspection equipment used for monitoring activities outlined in pre-requisite program, food safety plans and other process controls, or to demonstrate compliance with customer specifications shall be documented and implemented. Software used for such activities shall be validated as appropriate.

RESPONSE: COMPLIANT

12.2.9.2 Procedures shall be documented and implemented to address the disposition of potentially affected products should measuring, test and inspection equipment be found to be out of calibration state.

RESPONSE: MINOR

EVIDENCE: Procedures is not documented and implemented to address the disposition of potentially affected products should measuring, test and inspection equipment be found to be out of calibration state.

ROOT CAUSE: The following was not address the disposition of potentially affected products should measuring, test and inspection equipment be found to be out of calibration state.

CORRECTIVE ACTION: On 6/19/2020 calibration procedure scope has been change. If a thermometer is discovered out of calibration the product that was tested will be put on QC Hold. Product will be re temp, if temperature test is good product will be released. Faulty Thermometer will be trashed

VERIFICATION OF CLOSEOUT: The calibration procedure was updated-Dylan Jones

COMPLETION DATE: 06/19/2020 **CLOSEOUT DATE:** 07/16/2020

12.2.9.3 Calibrated measuring, test and inspected equipment shall be protected from damage and unauthorized adjustment.

RESPONSE: COMPLIANT

12.2.9.4 Equipment shall be calibrated against national or international reference standards and methods or to accuracy appropriate to its use. In cases where standards are not available, the supplier shall provide evidence to support the calibration reference method applied.

RESPONSE: COMPLIANT

12.2.9.5 Calibration shall be performed according to regulatory requirements and/or to the equipment manufacturers recommended schedule.

RESPONSE: COMPLIANT

12.2.9.6 Calibration records shall be maintained.

RESPONSE: COMPLIANT

12.2.10 Pest Prevention

The pest preventive scope of service is documented. The site map is sign and dated 6/11/2020, The business license expires 12/31/2021, and the applicator license expires on 6/30/21. The material list with brand names and EPA number is maintained. The SDS are on file. Records sighted Service inspection report verified (product application summary, condition/observation, pest activity) dated 5/21/2020, 4/23/2020, 2/28/2020

- 12.2.10.1** The methods and responsibility for pest prevention shall be documented and effectively implemented. The premises, its surrounding areas, storage facilities, machinery and equipment shall be kept free of waste or accumulated debris so as not to attract pests and vermin.

RESPONSE: COMPLIANT

- 12.2.10.2** Any identified pest activity shall not present a risk of contamination to food products or packaging.

RESPONSE: COMPLIANT

- 12.2.10.3** Food products or packaging that is found to be contaminated by pest activity shall be effectively disposed of, and the source of pest infestation investigated and resolved.

RESPONSE: COMPLIANT

- 12.2.10.4** The pest prevention program shall: i. Describe the methods and responsibility for the development, implementation and maintenance of the pest prevention program; ii. Record pest sightings and trend the frequency of pest activity to target pesticide applications; iii. Outline the methods used to prevent pest problems; iv. Outline the pest elimination methods; v. Outline the frequency with which pest status is to be checked; vi. Include on a site map the identification, location, number and type of bait stations set; vii. List the chemicals used (they are required to be approved by the relevant authority and their Safety Data Sheets (SDS) made available); viii. Outline the methods used to make staff aware of the bait control program and the measures to take when they come into contact with a bait station; ix. Outline the requirements for staff awareness and training in the use of pest and vermin control chemicals and baits; and x. Measure the effectiveness of the program to verify the elimination of applicable pests.

RESPONSE: MINOR

EVIDENCE: Outline the methods used to make staff aware of the bait control program and the measures to take when they come into contact with a bait station is not documented

ROOT CAUSE: No methods use to make staff aware of bait control program and no measures what to do if in contact with a bait station.

CORRECTIVE ACTION: on 6/23/2020 Management of Pest and Vermin was updated to make sure the staff was aware of the Bait Control Program and also what to do if they come in contact with a bait station.

VERIFICATION OF CLOSEOUT: Management of Pest and Vermin was updated

COMPLETION DATE: 06/23/2020 **CLOSEOUT DATE:** 07/16/2020

- 12.2.10.5** Inspections for pest activity shall be undertaken on a regular basis by trained personnel and the appropriate action taken if pests are present.

RESPONSE: COMPLIANT

- 12.2.10.6** Records of all pest control applications shall be maintained.

RESPONSE: COMPLIANT

- 12.2.10.7** Pesticides and other toxic chemicals shall be clearly labeled and stored as described in element 12.6.5 and handled and applied by properly trained personnel. They shall be used by or under the direct supervision of trained personnel with a thorough understanding of the hazards involved, including the potential for the contamination of food and food contact surfaces.

RESPONSE: NOT APPLICABLE

EVIDENCE: Pesticides and other toxic chemicals are not stored on site and is the responsibility of the PCO and the site.

- 12.2.10.8** Pest control contractors shall be: i. Licensed and approved by the local relevant authority; ii. Use only trained and qualified operators who comply with regulatory requirements; iii. Use only approved chemicals; iv. Provide a pest control management plan (refer to 2.3.3) which will include and maintain a site map indicating the location of bait stations and traps and other applicable pest control/monitoring devices; v. Report to a responsible authorized person on entering the premises and after the completion of inspections or treatments; and vi. Provide a written report of their findings and the inspections and treatments applied.

RESPONSE: COMPLIANT

12.2.10.9 The site shall dispose of unused pest control chemicals and empty containers in accordance with regulatory requirements and ensure that: i. Empty chemical containers are not reused; ii. Empty containers are labeled, isolated and securely stored while awaiting collection; and iii. Unused and obsolete chemicals are stored under secure conditions while waiting authorized disposal by an approved vendor.

RESPONSE: NOT APPLICABLE

EVIDENCE: This is the responsibility of the PCO and not the site.

12.2.11 Cleaning and Sanitation

The site has a documented Cleaning and sanitation policy dated 4/27/2020. The policy includes but is not limited to the use of a 3rd party service to clean the staff amenities, the master sanitation schedule, instructions and verifications. Records sighted Master Sanitation and Preventive Maintenance schedule dated 10/14/19, 2/12/2020, Restroom Maintenance log dated 10/8/19, 8/19/19

12.2.11.1 The methods and responsibility for the cleaning of the food handling and storage areas, staff amenities and toilet facilities shall be documented and implemented. Consideration shall be given to: i. What is to be cleaned; ii. How it is to be cleaned; iii. When it is to be cleaned; iv. Who is responsible for the cleaning; and v. The responsibility and methods used to verify the effectiveness of the cleaning and sanitation program.

RESPONSE: COMPLIANT

12.2.11.2 Provision shall be made for the effective cleaning of processing equipment, utensils and protective clothing.

RESPONSE: COMPLIANT

12.2.11.3 The responsibility and methods used to verify the effectiveness of the cleaning procedures shall be documented and implemented. A verification schedule shall be prepared.

RESPONSE: COMPLIANT

12.2.11.4 Detergents and sanitizers that are used to clean, sanitize and maintain the facility shall be purchased in accordance with applicable legislation. The organization shall ensure: i. The site maintains a list of chemicals approved for use within the site; ii. An inventory of all chemicals purchased and used for cleaning and sanitation purposes shall be maintained; iii. Detergents and chemicals are stored as outlined in 12.6.5; iv. Safety Data Sheets (SDS) are provided for all detergents and sanitizers purchased; v. Only trained staff handles sanitizers and detergents;

RESPONSE: COMPLIANT

12.2.11.5 Detergents and sanitizers that have been mixed for use shall be correctly mixed according to manufacturers' instructions, stored in containers that are suitable for use, and clearly identified. Mix concentrations shall be verified and records maintained.

RESPONSE: NOT APPLICABLE

EVIDENCE: No detergents and sanitizers that have been mixed for use.

12.2.11.6 The site; shall dispose of unused detergents and sanitizers and empty containers in accordance with regulatory requirements and ensure that: i. Empty detergent and sanitizer containers are appropriately cleaned, treated and labeled before use; ii. Empty detergent and sanitizer containers are labeled, isolated and securely stored while awaiting collection; and iii. Unused and obsolete detergents and sanitizers are stored under secure conditions while waiting authorized disposal by an approved vendor.

RESPONSE: COMPLIANT

12.2.11.7 A record of hygiene inspections, cleaning and sanitation activities, and verification activities shall be maintained.

RESPONSE: COMPLIANT

12.3.1 Personnel

No personnel observed with a known infectious diseases or exposed cuts, sores or lesions. No Smoking, chewing, eating, or spitting observed.

12.3.1.1 Personnel suffering from infectious diseases or are carriers of, any infectious disease are not permitted to work in the distribution center or in the transportation of food, and shall not engage in food handling operations, or be permitted access to storage areas where the product is exposed.

RESPONSE: COMPLIANT

12.3.1.2 The site shall have measures in place to prevent contact of materials, ingredients, food packaging, food, or food contact surfaces from any bodily fluids from open wounds, coughing, sneezing, spitting, or any other means. In the event of an injury which causes spillage of bodily fluid, properly trained employee shall ensure that all affected areas including handling and processing areas have been adequately cleaned and that all materials and products have been quarantined and disposed of.

RESPONSE: COMPLIANT

12.3.1.3 Personnel with exposed cuts, sores or lesions shall not be engaged in handling exposed product or food contact surfaces. Minor cuts or abrasions on exposed parts of the body shall be covered with protective bandage, or an alternative suitable dressing.

RESPONSE: COMPLIANT

12.3.1.4 Smoking, chewing, eating, or spitting is not permitted in any food handling or storage areas where the product is exposed. Drinking is permissible under conditions that prevent contamination or other food safety risks from occurring.

RESPONSE: COMPLIANT

12.3.2 Hand Washing

Hand wash basins are constructed of stainless steel or similar non-corrosive material.

12.3.2.1 Hand wash basins shall be available and accessible as required.

RESPONSE: COMPLIANT

12.3.2.2 Hand wash basins shall be constructed of stainless steel or similar non-corrosive material and as a minimum supplied with a potable water supply at an appropriate temperature, supplied with liquid soap contained within a fixed dispenser, with paper towels with a means of containing used paper towels. An effective hand dryer may be used in instances where there is no direct hand contact of food or food contact surfaces.

RESPONSE: COMPLIANT

12.3.2.3 A sign instructing people to wash their hands, and in appropriate languages, shall be provided in a prominent position.

RESPONSE: COMPLIANT

12.3.2.4 When gloves are used, personnel shall maintain the hand washing practices outlined above.

RESPONSE: COMPLIANT

12.3.3 Clothing

Clothing worn by staff engaged in handling food is maintained, stored, laundered and worn so as not to present a contamination risk to products.

12.3.3.1 Clothing worn by staff shall be maintained, stored, laundered and worn so as not to present a contamination risk to product.

RESPONSE: COMPLIANT

12.3.3.2 Clothing worn by staff engaged in handling food shall be maintained, stored, laundered and worn so as not to present a contamination risk to products.

RESPONSE: COMPLIANT

12.3.4 Jewelry and Personal Effects

No jewelry or other loose objects observed worn or taken into a food handling or processing operation or any area where food is exposed.

12.3.4.1 Jewelry and other loose objects shall not be worn or taken into any area where exposed food is recouped. The wearing of wedding rings and medical alert bracelets (plain bands with no stones) that cannot be removed can be permitted, however the site will need to consider their customer requirements and the applicable food legislation.

RESPONSE: COMPLIANT

12.3.5 Visitors

All visitors, including management observed following the site protocol.

12.3.5.1 All visitors, including management and maintenance staff, shall wear suitable clothing and footwear when entering any food handling area.

RESPONSE: COMPLIANT

12.3.5.2 All visitors shall be required to follow the GDPs outlined by the site.

RESPONSE: COMPLIANT

12.3.5.3 Visitors exhibiting visible signs of illness shall be prevented from entering areas in which food is handled or exposed.

RESPONSE: COMPLIANT

12.3.5.4 Visitors shall enter and exit food handling areas through the proper staff entrance points and comply with all hand washing and personal practice requirements.

RESPONSE: COMPLIANT

12.3.5.5 Facility shall have a policy for how drivers are managed and designated driver areas are maintained to prevent contamination or other food safety risks.

RESPONSE: COMPLIANT

12.3.6 Staff Amenities

Staff amenities are supplied with appropriate lighting and ventilation.

12.3.6.1 Staff amenities supplied with appropriate lighting and ventilation shall be made available for the use of all persons engaged in the handling of product.

RESPONSE: COMPLIANT

12.3.7 Change Rooms

Provision are made for staff to store their street clothing and personal items.

12.3.7.1 Facilities shall be provided to enable staff and visitors to change into and out of protective clothing as required.

RESPONSE: COMPLIANT

12.3.7.2 Provisions shall be made for staff to store their personal items separate from food contact zones and food and packaging storage areas.

RESPONSE: COMPLIANT

12.3.8 Sanitary Facilities

Toilet rooms are designed and constructed so that they are accessible to staff and separate from any processing and food handling operations.

12.3.8.1 Toilet rooms shall be: i. Designed and constructed so that they are accessible to staff and separate from any food handling operations; ii. Accessed from the warehouse or product handling area via an airlock vented to the exterior or through an adjoining room; iii. Sufficient in number for the maximum number of staff; iv. Constructed so that they can be easily cleaned and maintained; and v. Kept clean and tidy.

RESPONSE: COMPLIANT

12.3.8.2 Sanitary drainage shall not be connected to any other drains within the premises and shall be directed to a septic tank or a sewerage system. Procedure shall be documented and implemented to properly manage sewage back-ups in order to minimize the potential for contamination.

RESPONSE: COMPLIANT

12.3.8.3 Hand wash basins shall be provided immediately outside or inside the toilet room and designed as outlined in 12.3.2.2.

RESPONSE: COMPLIANT

12.3.9 Lunch Rooms

Separate lunch-room facilities are provided away from handling or storage area.

- 12.3.9.1** Separate lunch room facilities shall be provided away from a food handling or storage areas. Lunch rooms shall be kept clean and tidy and free from waste materials and pests.

RESPONSE: COMPLIANT

- 12.3.9.2** Signage in appropriate languages advising people to wash their hands before entering the food storage areas shall be provided in a prominent position in lunch rooms and at lunch room exits.

RESPONSE: COMPLIANT

12.4.1 Staff Engaged in Food Handling and Repack/Recoup Operations

The site has a documented Personnel practices policy dated 4/28/2020. The policy is to outline the established procedures to ensure the staff engaged in food handling and storage areas are properly trained and adhere to the sites policies to ensure food safety. The requirements for personnel engaged in any handling, inspection or repacking of exposed food products or ingredient includes but is not limited to wash their hands when entering the area, not wear false nails, or polish, not bring glass or breakable plastic in to the area, and no food, beverage, or use of tobacco products in areas where food is being processed or stored.

- 12.4.1.1** All personnel engaged in the direct handling of exposed food shall comply with the following practices: i. Personnel entry to food handling areas shall be through the personnel access doors only; ii. All doors are to be kept closed. Doors shall not be left open for extended periods when access for waste removal or stock transfer; iii. The wearing of false fingernails or fingernail polish is not permitted when handling food; iv. Materials and products shall be kept in appropriate containers as required and off the floor; v. Waste shall be contained in the bins identified for this purpose and removed from the operational area on a regular basis and not left to accumulate; vi. Staff shall not eat or taste any product in the food storage or handling area.

RESPONSE: COMPLIANT

- 12.4.1.2** All personnel engaged in storage, transport and handling of packaged products and materials shall ensure that products and materials are handled and stored in such a way as to prevent damage or product contamination.

RESPONSE: COMPLIANT

12.5.1 Water Supply

Adequate supplies of potable water drawn from the city of Ontario.

- 12.5.1.1** Adequate supplies of water drawn from a known clean source shall be provided for use during holding or storage and for cleaning the premises and equipment.

RESPONSE: COMPLIANT

- 12.5.1.2** Supply of hot and cold water shall be provided as required to enable the effective cleaning of the premises and equipment.

RESPONSE: COMPLIANT

12.5.2 Water Quality

Adequate supplies of potable water drawn from the city of Ontario. Last water test COA dated 5/14/2020

- 12.5.2.1** Microbiological analysis of the water and ice supply that is in contact with food or food contact surfaces shall be conducted to verify the cleanliness of the supply, the monitoring activities and the effectiveness of the treatment measures implemented.

RESPONSE: COMPLIANT

- 12.5.2.2** Water and ice, that contacts food or food contact surfaces, shall be analyzed using reference standards and methods.

RESPONSE: COMPLIANT

12.5.3 Water Delivery

Last water test COA dated 5/14/2020

12.5.3.1 The delivery of water within the premises shall ensure potable water is not contaminated.

RESPONSE: COMPLIANT

12.5.3.2 The use of non-potable water shall be controlled such that: i. There is no cross contamination between potable and non-potable water lines; ii. Non-potable water piping and outlets are clearly identified.

RESPONSE: NOT APPLICABLE

EVIDENCE: non-potable water is not used.

12.5.4 Ice Supply

ice is not used

12.5.4.1 Ice rooms and receptacles shall be constructed of materials as outlined in elements 12.2.1, 12.2.2 and 12.2.3 and designed to minimize contamination of the ice during storage and distribution.

RESPONSE: NOT APPLICABLE

12.5.5 Analysis

Last water test COA dated 5/14/2020

12.5.5.1 Microbiological analysis of the water and ice supply that is in contact with food or food contact surfaces shall be conducted to verify the cleanliness of the supply, the monitoring activities and the effectiveness of the treatment measures implemented.

RESPONSE: COMPLIANT

12.5.5.2 Water and ice, that is contact with food or food contact surfaces, shall be analyzed using reference standards and methods.

RESPONSE: COMPLIANT

12.5.6 The Quality of Air and Other Gases

Compressed air or other gasses are not used.

12.5.6.1 Compressed air or other gasses (e.g. nitrogen, carbon dioxide) that contacts food or food contact surfaces shall be clean and present no risk to food safety.

RESPONSE: NOT APPLICABLE

12.5.6.2 Compressed air systems, and systems used to store or dispense other gasses used in the storage and distribution process shall be maintained and regularly monitored for quality and microbiological purity.

RESPONSE: NOT APPLICABLE

12.6.1 Storage and Handling of Goods

The site has a documented Storage and Transport policy dated 5/6/17. The purpose is to describe the procedures used to properly receive, store, and transport ingredients and goods to ensure food safety. The dry storage areas used for the storage of product ingredients, packaging and other dry goods are located separately from sanitation areas where water is used.

12.6.1.1 The site shall implement an effective storage plan that allows for the safe, hygienic storage of ice, food products (frozen, chilled, and ambient), packaging materials, equipment, and chemicals.

RESPONSE: COMPLIANT

12.6.1.2 The responsibility and methods for ensuring effective stock rotation principles are applied shall be documented and implemented.

RESPONSE: COMPLIANT

12.6.1.3 Procedures are in place to ensure that all food products, and recouped product, are utilized within their designated shelf-life.

RESPONSE: COMPLIANT

12.6.2 Cold Storage, Freezing and Chilling of Foods

The site has a documented Storage and Transport policy dated 5/6/17. The purpose is to describe the procedures used to properly receive, store, and transport ingredients and goods to ensure food safety. The cold storage, freezing and chilling of foods is monitored for operational performance by daily temperature verification, continuous monitoring, and contracted preventative maintenance of the system. Records sighted Cooler Freezer temperature (continuous) monitoring dated 10/14/19, 2/14/2020, 6/11/2020. Temperature Records (verified) dated 6/12/2020, 2/12/2020

- 12.6.2.1 The site shall provide confirmation of the effective operational performance of freezing, chilling and cold storage facilities. Chillers, blast freezers and cold storage rooms shall be designed and constructed to allow for the hygienic and efficient cold/frozen storage of food, easily accessible for inspection and cleaning.

RESPONSE: COMPLIANT

- 12.6.2.2 Sufficient refrigeration capacity shall be available to store chilled or frozen food at the maximum anticipated throughput of product with allowance for periodic cleaning of refrigerated areas.

RESPONSE: COMPLIANT

- 12.6.2.3 Discharge from defrost and condensate lines shall be controlled and discharged to the drainage system.

RESPONSE: COMPLIANT

- 12.6.2.4 Cold and chilled storage rooms shall be fitted with temperature monitoring equipment and located so as to monitor the warmest part of the room and be fitted with a temperature measurement device that is easily readable and accessible.

RESPONSE: COMPLIANT

- 12.6.2.5 Loading and unloading docks shall be designed to protect product during loading and unloading.

RESPONSE: COMPLIANT

12.6.3 Storage of Shelf Stable Packaged Goods

The dry storage areas used for the storage of product ingredients, packaging and other dry goods are located separately from sanitation areas where water is used. Racks provided for the storage of food products are constructed of impervious materials and designed to enable cleaning of the floors and the storage room.

- 12.6.3.1 Rooms used for the storage of dry goods shall be located away from wet areas and constructed to protect the product from contamination and deterioration.

RESPONSE: COMPLIANT

- 12.6.3.2 Racks provided for the storage of food products shall be constructed of impervious materials and designed to enable cleaning of the floors and the storage room. Storage areas shall be constructed in a way to prevent food products from becoming a harborage for pests or vermin.

RESPONSE: COMPLIANT

- 12.6.3.3 Vehicles used in storage rooms shall be designed and operated so as not to present a food safety hazard.

RESPONSE: COMPLIANT

12.6.4 Storage of Equipment and Containers

Storage rooms are designed and constructed to allow for the hygienic and efficient storage.

- 12.6.4.1 Storage rooms shall be designed and constructed to allow for the hygienic and efficient storage of equipment and containers.

RESPONSE: COMPLIANT

12.6.5 Storage of Hazardous Chemicals and Toxic Substances

Hazardous chemicals and toxic substances that are for use in the site with the potential for food contamination are stored separate from the distribution storage area so as not to present a hazard to staff, product, packaging, product handling equipment.

12.6.5.1 Hazardous chemicals and toxic substances that are for use in the site with the potential for food contamination shall be stored separate from the distribution storage area so as not to present a hazard to staff, product, packaging, product handling equipment. Hazardous chemicals shall be stored in their original containers, or in clearly labeled secondary containers if allowed by applicable legislation.

RESPONSE: COMPLIANT

12.6.6 Alternative Storage and Handling of Goods

No Alternative Storage and Handling of Goods

12.6.6.1 Where goods described in 12.6.1 to 12.6.4 are held under temporary or overflow conditions that are not designed for the safe storage of goods, a risk analysis shall be undertaken to ensure there is no risk to the integrity of those goods or contamination or adverse effect on food safety and quality.

RESPONSE: NOT APPLICABLE

12.6.7 Loading, Transport and Receiving Practices

The site has a documented Storage and Transport policy dated 5/6/17. The purpose is to describe the procedures used to properly receive, store, and transport ingredients and goods to ensure food safety. The cold storage, freezing and chilling of foods is monitored for operational performance by daily temperature verification, continuous monitoring, and contracted preventative maintenance of the system. The dry storage areas used for the storage of product ingredients, packaging and other dry goods are located separately from sanitation areas where water is used. The equipment storage is located in areas away from exposed food ingredients and packaging. Chemicals used in sanitation/maintenance process are stored in secured areas away from packaging, raw materials and finished goods to prevent potential for food contamination. The loading, transport, and unloading practices include but is not limited to procedure includes but is not limited to seals/locked, cleanliness, odor, physical appearance, and the presence of rodents or insects. Records sighted Receiving records Inbound Checklist (trailer inspection, Lot#) dated 1/15/2020, 4/16/2020, 1/14/2020 Receiving HACCP (seal, temp, trailer inspection) Report dated 2/11/2020, 6/12/2020, 10/14/19 Outbound checklist (temp trailer, trailer inspection) dated 6/12/2020, 2/12/2020 10/14/19 Driver Manifest and Invoice (item#, temp) dated 1/22/2020, 4/13/2020

12.6.7.1 The practices applied during loading, transport and unloading of food shall be documented, implemented and designed to maintain appropriate storage conditions and product integrity.

RESPONSE: COMPLIANT

12.6.7.2 Trailers shall be washed in a segregated area away from the distribution site in a manner so as to not pose a risk to the products.

RESPONSE: COMPLIANT

12.6.7.3 Practices shall be in place for loading, transport and unloading receiving to protect against the contamination from biological, chemical and physical risks.

RESPONSE: COMPLIANT

12.6.7.4 Records of compliance activities shall be accessible.

RESPONSE: COMPLIANT

12.6.7.5 Sites shall have a procedure in place that is documented and implemented to ensure trailers are inspected prior to receiving shipments or loading to ensure that the trailer is in good repair, clean, secured and at required environmental conditions and temperatures.

RESPONSE: COMPLIANT

12.6.8 Staging and Loading

Records sighted Outbound checklist (temp trailer, trailer inspection) dated 6/12/2020, 2/12/2020 10/14/19

12.6.8.1 Vehicles (e.g. trucks/vans/containers) used for transporting food shall be inspected prior to loading to ensure they are clean, in good repair, suitable for the purpose and free from odors or other conditions that may impact negatively on the product.

RESPONSE: COMPLIANT

12.6.8.2 Staging and loading practices shall be designed to minimize unnecessary exposure of the product to conditions detrimental to maintaining product integrity.

RESPONSE: COMPLIANT

12.6.8.3 Food transport vehicle's refrigeration unit shall maintain the food at required temperatures and the unit's temperature settings shall be set, checked and recorded before loading and product temperatures monitored at regular intervals during loading as appropriate.
RESPONSE: COMPLIANT

12.6.9 Transport

Records sighted Driver Manifest and Invoice (item#, temp) dated 1/22/2020, 4/13/2020

12.6.9.1 The refrigeration unit shall be operational at all times and checks completed of the unit's operation, the door seals and the storage temperature checked at regular intervals during transit.
RESPONSE: COMPLIANT

12.7.1 Process Flow

The process flow is designed to prevent cross-contamination and organized.

12.7.1.1 The process flow shall be designed to prevent cross contamination and organized so there is a continuous flow of product through the process. The flow of personnel shall be managed such that the potential for contamination is minimized.
RESPONSE: COMPLIANT

12.7.2 Receiving

The site has a documented Storage and Transport policy dated 5/6/17. The purpose is to describe the procedures used to properly receive, store, and transport ingredients and goods to ensure food safety. The loading, transport, and unloading practices include but is not limited to procedure includes but is not limited to seals/locked, cleanliness, odor, physical appearance, and the presence of rodents or insects. Records sighted Receiving records Inbound Checklist (trailer inspection, Lot#) dated 1/15/2020, 4/16/2020, 1/14/2020 Receiving HACCP (seal, temp, trailer inspection) Report dated 2/11/2020, 6/12/2020, 10/14/19

12.7.2.1 Prior to opening the doors the food transport vehicle's refrigeration unit storage temperature settings and operating temperature shall be checked and recorded. Receiving shall be completed efficiently and product temperatures shall be recorded at the commencement of unloading and at regular intervals during unloading.
RESPONSE: COMPLIANT

12.7.2.2 Receiving practices shall be designed to minimize unnecessary exposure of the product to conditions detrimental to maintaining product and package integrity.
RESPONSE: COMPLIANT

12.7.3 Control of Foreign Matter

The site has a documented Control of foreign matter policy dated 4/28/2020. The master maintenance schedule, pre-operational and operational sanitation inspections and monthly facility inspections are tools utilized to ensure plant and equipment remain in good condition. The measure includes but is not limited to glass preventative, wood preventative, and metal preventive. The glass breakage and other foreign material contamination procedures are documented. Records sighted Monthly Internal audit record dated November 2019, May 2020, March 2020, Master Sanitation and Preventive Maintenance schedule dated 10/14/19, 2/12/2020 Monthly Glass Brittle plastic inspection record dated 1/2/2020, 3/3/2020, 5/8/2020

12.7.3.1 The responsibility and methods used to prevent foreign matter contamination of food product shall be documented, implemented and communicated to all staff.
RESPONSE: COMPLIANT

12.7.3.2 Inspections shall be performed to ensure plant and equipment remains in good condition and potential contaminants have not detached or become damaged or deteriorated.
RESPONSE: COMPLIANT

12.7.3.3 The following preventative measures shall be implemented where applicable to prevent glass contamination: i. All glass objects or similar material used by the site in storage and handling areas shall be listed in a glass register including details of their location. ii. Containers, equipment and other utensils made of glass, porcelain, ceramics, laboratory glassware or other like material (except where product is contained in packaging made from these materials, or measurement instruments with glass dial covers or MIG thermometers required under regulation) shall not be permitted in food processing/contact zones. iii. Product that is in glass or similar material that is for distribution purposes shall be stored in a manner that prevents contamination. iv. Conduct regular inspections of storage and handling areas to ensure they are free of glass or other like material and to establish no changes to the condition of the objects listed in the glass register. v. Glass instrument dial covers on equipment and MIG thermometers shall be inspected at regular intervals.

RESPONSE: COMPLIANT

12.7.3.4 Wooden pallets used in food storage shall be dedicated for that purpose, clean, maintained in good order and their condition subject to regular inspection.

RESPONSE: COMPLIANT

12.7.3.5 Loose metal objects on equipment, equipment covers and overhead structures shall be removed or tightly affixed so as not to present a hazard.

RESPONSE: COMPLIANT

12.7.4 Managing Foreign Matter Contamination Incidents

The glass breakage and other foreign material contamination procedures are documented.

12.7.4.1 In all cases of foreign matter contamination the affected food product shall be isolated, inspected, reworked or disposed of.

RESPONSE: COMPLIANT

12.7.4.2 In circumstances where glass or similar material breakage occurs, the affected area is to be isolated, cleaned and thoroughly inspected (including cleaning equipment and footwear) and cleared by a suitably responsible person.

RESPONSE: COMPLIANT

12.8.1 Dry and Liquid Waste Disposal

The site has a documented dry and liquid waste policy dated 1/2/2020. The purpose is to describe the methods used to effectively manage the collection, handling and disposal of waste streams to provide a method for handling and removing waste in accordance with regulatory and GMP standards.

12.8.1.1 The responsibility and methods used to collect and handle dry, wet and liquid waste and store prior to removal from the premises shall be documented and implemented.

RESPONSE: COMPLIANT

12.8.1.2 Waste shall be removed on a regular basis and not build up in food handling or storage areas. Designated waste accumulation areas shall be maintained in a clean and tidy condition until such time as external waste collection is undertaken.

RESPONSE: COMPLIANT

12.8.1.3 Trolleys, vehicles, waste disposal equipment, collection bins and storage areas shall be maintained in a serviceable condition and cleaned and sanitized regularly so as not to attract pests and other vermin.

RESPONSE: COMPLIANT

12.8.1.4 Reviews of the effectiveness of waste management will form part of regular hygiene inspections and the results of these inspections shall be included in the relevant hygiene reports.

RESPONSE: COMPLIANT

12.8.1.5 Inedible waste designated for animal feed shall be stored and handled so as to not cause a risk to the animal or risk to other food designated for further processing for human consumption.

RESPONSE: NOT APPLICABLE

EVIDENCE: No Inedible waste designated for animal feed

12.9.1 Grounds and Roadways

The grounds and area surrounding the premises are maintained. The loading and unloading areas are maintained so as not to present a hazard to the food safety operation of the premises.

12.9.1.1 The grounds and area surrounding the premises shall be maintained to minimize dust and be kept free of waste or accumulated debris so as not to attract pests and vermin.

RESPONSE: COMPLIANT

12.9.1.2 Paths, roadways and loading and unloading areas shall be maintained so as not to present a hazard to the food safety operation of the premises.

RESPONSE: COMPLIANT

12.9.1.3 Surroundings shall be kept neat and tidy and not present a hazard to the hygienic and sanitary operation of the premises, or harborage for pests.

RESPONSE: COMPLIANT



GOLD STAR FOODS

2021 REFERENCES
FRESH PRODUCE CATEGORY
Southern California Division

Anaheim Union High School District

P.O. Box 3520
Anaheim, CA 92803
Orlando Griego
714-999-3569
griego_o@auhsd.us
22 Sites – 3x weekly

Glendale Unified School District

349A West Magnolia Avenue
Glendale, CA 91204
Jennifer Chin
818-552-2677
jcgonzales@gusd.net
9 Sites – 3x weekly

Pomona Unified School District

1460 East Holt Avenue-Suite 160
Pomona, CA 91767
Daryl Hickey
909-397-4711
daryl.hickey@pusd.org
39 sites – 3x weekly

Morongo Unified School District

5715 Utah Trail
Twentynine Palms, CA 92277
Janet Barth
760-367-9191
janet.barth@morongo.k12.ca.us
8 sites – 3x weekly




**HAZARD ANALYSIS CRITICAL CONTROL POINTS
(H.A.C.C.P.) PROGRAM**



March 2018

• 3781 East Airport Drive • Ontario, CA, 91761 • Phone (909) 843-9600 • Fax (909) 843-9659 •
www.goldstarfoods.com

	GOLD STAR FOODS	SQF 2.4.3	DOCUMENT # 2.4.3.1
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Prepared By: Wayne Warner		Approved By: Pedro Osorio	Page 1 of 6

Introduction to Gold Star Foods Inc.

STREET ADDRESS:

3781 E. Airport Drive
Ontario, CA 91761

MAILING ADDRESS:

P.O. Box 4328
Ontario, CA 91761

FEDERAL I.D. NUMBER:

26-1340567

TELEPHONE:

Toll Free.... (800) 540-0215
Local..... (909) 843-9600

FAX:

Office.....(909) 843-9659

HOURS:

Monday - Friday 6:00 AM - 5:00 PM

Company Overview:


Gold Star Foods Inc. "Gold Star Foods" began operations in 1966 as a distributor of meat products primarily to coffee shops in the Los Angeles area. "Gold Star Meat Company", a family owned business, was purchased in 1978 and under new ownership the focus of the business shifted from restaurants to Southern California School Districts. To better reflect the image of a changing inventory, the name was changed to "Gold Star Foods" in 1983 and most recently to "Gold Star Foods Inc.". Since 1978, Gold Star Foods customer base has grown to over 300 school districts throughout the Southwest. As a result of our commitment to excellence, we have been recognized nationwide by the United States Department of Agriculture and the American School Food Service Association as one of the outstanding food service distributors to school districts.

A leader in the provision of School Nutrition Food and Supplies, Gold Star is widely considered one of the United States' premier processed commodity distributors. Our founder's vision became a system where school food operations can order and use commodities just like commercial products. The result? The children have products that are appetizing, and the districts can utilize government subsidies. Gold Star Commodity Programs have grown to supply all items used in school meal programs:

- Frozen
- Grocery
- Fresh and Frozen Bread
- Produce
- Paper & Supplies

Food Safety, Product Recall, & Bio-Security:

Keeping students safe is our primary role. At Gold Star tremendous investment is made to ensure the integrity of the products we deliver. HACCP is not a buzz word, how we manage your goods through our system to your door. Using outside, third party companies, our systems are evaluated and graded to make sure the systems are in place and working. Food integrity also requires that food security systems are in place as mandated by industry best practices and USDA Biosecurity requirements.

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Plant Description:


Gold Star Foods facility has 36 loading doors. The construction is primarily concrete tilt-up walls built on a cement slab. Walls and ceilings are constructed of sheet metal with an anodized white sanitary coating. The roof is flat, but with adequate drainage to minimize standing water.

The total plant footprint is 252,310 square feet.

- Freezer 83,660 SF
- Refrigerated Storage 24,700 SF
- Produce Storage 3,600 SF
- Dry Grocery Storage 41,800 SF
- Bread Operations 12,500 SF
- Dry Dock 16,600 SF
- Refrigerated Dock 17,400 SF
- Engine Room 2,600 SF
- Main Office 15,300 SF
- Shipping/Receiving Office 3,040 SF

HACCP Leadership Team

Name	Title	Responsibilities	Qualifications/Experience
Les Wong	Chief Operations Officer	HACCP Team Member (714) 270 - 3057	Over 30 years of Food Operations and Distribution Experience.
Pedro Osorio	Director of Safety/HACCP	HACCP Team Leader SQF Practitioner (323) 496 - 7280	SQF Practitioner trained HACCP certified
Michael Weakley	General Manager Dixon	HACCP Team Member (916) 825 - 9456	HACCP trained
Octavio Salazar	VP of Operations	HACCP Team Member (909) 437-9513	HACCP Trained
Alfredo Hernandez	Director of Warehouse	HACCP Team Member (323) 496 - 5962	HACCP Trained
Robert Avery	Director of Transportation	HACCP Team Member (909) 279-9116	10 years Food Operations and Distribution experience.
Jaime Anguiano	SQF Practitioner	HACCP Team Member (909) 806 - 9295	HACCP Trained
Richie Cabrera	Inventory Control	HACCP Team Member (909) 268-3091	HACCP Trained
Karen Rosales	Executive Director of Procurement	HACCP Team Member (626) 428-9340	HACCP Trained

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Edwin Quinteros	QC Manager Produce	HACCP Team Member (626) 428-9340	HACCP Trained
Mike Lapacka	Safety Training Manager	HACCP Team Member (704) 310 - 2934	HACCP Trained

Introduction to HACCP/HARPC

Introduction: Hazard Analysis Critical Control Point, or HACCP, is a system which gives us a proactive common-sense approach to the safety management of our food products. HACCP was originally designed in the early days of the American manned space Program, and was developed by the Pillsbury Company, NASA and the United States Army laboratories, to ensure the Microbiological safety of the astronauts' food.

HACCP (Hazard Analysis Critical Control Points), which is a global standard developed as part of Codex Alimentarius to improve upon and synchronize international food standards, guidelines, and codes of practice to protect the health of consumers. The HACCP system was launched publicly in 1971, and is designed to identify and control hazards that may occur anywhere in a food processing operation.

The benefits of the HACCP system are as follows:

- A Preventative System
- A Systematic Approach
- Helps demonstrate 'Due Diligence'
- Internationally accepted
- Strengthens Quality Management Systems


The FDA created HARPC (Hazard Analysis and Risk-Based Preventive Controls for Human Food). HARPC is written within Section 103 of FSMA (Food Safety Modernization Act) guidelines, and requires that food manufacturers or processing facilities operate with the strategies and guidelines in place, including:

HARPC is a US Standard which affects a number of FDA-regulated products & HACCP is a global standard.

HACCP & HARPC both define hazards (such as biological, chemical and physical) but HARPC includes radiological and intentional hazards to its high risk category.

Scope: The purpose of this food safety program is to identify and control, prevent and eliminate food safety hazards.


The HACCP Team has defined the Scope of this analysis to begin with the receiving of ingredients and packaging to the shipment of the finished product to the customers, taking into account all possible Microbiological, Chemical, Physical and Intentional hazards which could occur during this process.. The HACCP team will also take into consideration all potential hazards from the Country of Origin of all sourced products

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The HACCP Team will ensure that all working practices adhere to all current food safety legislation.

Definitions

TERM	DEFINITION
Critical Control Point (CCP)	A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Pre- Requisite Programs	Practices and procedures forming the basis of preventable actions: <ul style="list-style-type: none"> ▪ Receiving, Storage & Transport ▪ Approved Supplier Program ▪ Calibration & Maintenance ▪ Cleaning & Sanitation ▪ Pest Management ▪ Staff Training ▪ Personnel Practices ▪ Product Identification, Traceability & Recall ▪ Premises (buildings & site) ▪ Complaint Management ▪ Allergen Control
Hazard Analysis	A tabulated record of all Hazards that affect or have the potential to affect the safety of the products under analysis.
HACCP/HARPC Preventative Controls	Hazards identified in the risk analysis as being of significance and their respective control measures are transferred to the HACCP table. The critical limit of these hazards is specified. Details of who will monitor the critical limit to make sure it is not broken are given. Actions to be taken when critical limits are broken are also given. Records of monitoring activities are listed.

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Methodology:

Flow Chart: The flow chart has been designed so that each step of the process has been identified

Hazard Analysis Table: The method used to establish CCP's within this HACCP plan has been based on the significance of each hazard and the likelihood of occurrence as determined by the Hazard Analysis table. Hazards which can be controlled, prevented or eliminated by the application of Pre-Requisite Programs are not included in the HACCP plan. Therefore, these hazards have been identified in the risk analysis and have not been carried forward to the HACCP table as CCP's. Hazards controlled by Pre-Requisite programs may be monitored without a record maintained

HACCP Table All hazards not controlled by Pre-Requisite programs and defined as highly significant have been carried over to the HACCP table as a CCP. These hazards are all monitored, and a record of that activity maintained.

Guidance: The HACCP plan has been prepared in accordance with:
 FDA Hazard Analysis and Critical Control Point Principles and Application Guidelines Adopted August 14, 1997, National Advisory Committee on Microbial Criteria for Foods and CODEX Alimentarius Guidelines 97/13A for HACCP
 HARPC principles are written in accordance within Section 103 of FSMA (Food Safety Modernization Act

	GOLD STAR FOODS	SQF 2.4.3	DOCUMENT # 2.4.3.1
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Department: ALL Departments		Revision #	9
Prepared By: Wayne Warner		Approved By: Pedro Osorio	Page 6 of 6

Revision History			
<u>Rev #</u>	<u>Issue Revision Date</u>	<u>Revised By</u>	<u>Reason for Revision</u>
1	01/11/16	Pedro Osorio	New
2	02/26/16	Wayne Warner	Update to SQF 7.2 Quality manual
3	03/18/16	Pedro Osorio	Updated HACCP team
4	12/28/16	Pedro Osorio	Removed Marc Jimenez
5	5/1/2017	Pedro Osorio	Added Joe Villarreal, removed Larry Noble
6	3/14/2018	Jaime Anguiano	Added Tim Christoni, removed Joe Villarreal, Added Mike Lapacka removed Erick Osorio
7	1/8/2019	Jaime Anguiano	Added Les Wong and Bob Miles updated plant description
8	1/2/2020	Jaime Anguiano	Updated Document to meet SQF edition 8.1
9	1/16/2021	Jaime Anguiano	Added Alfredo Hernandez and Robert Avery

USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



GOLD STAR FOODS

Buy American Certification – March and April 2021

Dear Valued Produce Customer,

To support our partner school districts in complying with the Buy American Provision, we are providing you with the following list of fresh produce items being offered and their associated point of origin. The items listed in the foreign sourced category will remain in effect through April 2021.

Fresh Produce Category – Domestic Origin	Fresh Produce Category – Foreign Sourced Product	N = N/A Grown P= Price S= Season
Apples (All Varieties)	Avocados - Mexico	S
Broccoli	Bananas - Central & South America	N
Cabbage (Green and Red)	Edamame – China	N
Cauliflower	Jicama - Mexico	S
Carrots	Cucumber – Mexico	S
Celery	Limes - Mexico	S
Mandarin	Pineapple – Central America	N
Lemons	Cucumber	S
Lettuce – Green Leaf	Melons Cantaloupe & Honeydew	S
Lettuce – Iceberg/Romaine	Nectarines	S
Oranges (Navel)	Peaches	S
Pears	Plums	S
Spinach	Pluots	S
Tangerine/Tangelo	Watermelons	S
	Squash Zucchini	S
	Tomatoes	S
	Grapes	S
	Kiwi Fruit	S

All foreign purchased items have moved growing regions and are no longer harvested within the United States and are not available from domestic sources. We will provide additional updates throughout the school year as the growing seasons change.

Respectfully,
Mel Olds
Vice President,
Produce Gold Star Foods

• 3781 East Airport Drive • Ontario, CA, 91761 • Phone (909) 843-9600 • Fax (909) 843-9659 •

www.goldstarfoods.com

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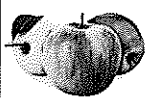







GOLD STAR FOODS

MARCH 2021

PRODUCE REMINDERS

GOLD STAR FOODS is proud to suggest these fresh USA Grown produce items offered at the peak of the growing season. Reminder that fresh produce is always seasonal and quality can change quickly from one week to the next depending on weather and growing conditions.








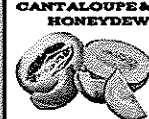




PEAK SEASON

APPLES 	BROCCOLI 	CELERY 	MANDARINS 
LEAFY GREENS 	NAVEL ORANGES 	TANGERINES TANGELOS 	CARA CARA ORANGES 

COMING SOON (APRIL)

BELL PEPPERS 	POTATOES CA GROWN 	SOFT SQUASH ZUCCHINI YELLOW & GREY 	STRAWBERRIES RASPBERRIES BLACK BERRIES BLUEBERRIES 	VALENCIA ORANGES 
---	--	---	---	---

OFFSHORE BUT AVAILABLE

AVOCADOS 	BANANAS 	CUCUMBERS 	EDAMAME 
JICAMA 	KIWI GREEN & GOLD 	LIMES 	MELONS CANTALOUPE & HONEYDEW 
PINEAPPLE 	WATERMELON 	ZUCCHINI SQUASH 	TOMATOES BULK TOMATO GRAPE & CHERRY 

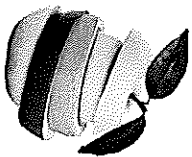
A FEW MARKET CONDITIONS

March 20th marks the first day of Spring. Spring is the start of the California growing season for fresh fruit and vegetables. As April and May roll by we will start to bring in berries, melons, stone fruit, grapes, soft squash, and more fruit and vegetables to serve. At the start of April, the salads, greens, and other vegetables will change growing regions from Yuma, AZ to the Salinas Valley, CA.



Buy American Fresh Produce Buying Guide

FRUITS



GSF DESCRIPTION	CALIFORNIA DOMESTIC	OTHER DOMESTIC	STATE	TRANSITIONAL MONTHS	IMPORT	IMPORT FROM	Category	Exception Required	Type of Exception	Time Frame	Reason for Exception
ORANGES CARA CARA	Dec - April	-	-	-	-	-	CA	No	-	-	-
NECTARINES	May - Oct	-	-	-	-	-	CA	No	-	-	-
PEACHES	May - Oct	-	-	-	-	-	CA	No	-	-	-
PERSIMMONS FUJYU	Oct - Dec	-	-	-	-	-	CA	No	-	-	-
PLUM RED OR BLACK	May - Nov	-	-	-	-	-	CA	No	-	-	-
PLUOT	June - Sept	-	-	-	-	-	CA	No	-	-	-
TANGEL'S MINNEOLA	Nov - March	-	-	-	-	-	CA	No	-	-	-
TANGERINE CLEMENTINE	Oct - March	-	-	-	-	-	CA	No	-	-	-
APPLES FUJI	Oct - April	-	OR, WA	-	-	-	D	No	-	-	-
APPLES GALA	Sept - June	-	OR, WA	-	-	-	D	No	-	-	-
APPLES GRANNY SMITH	Sept - June	-	OR, WA	-	-	-	D	No	-	-	-
APPLES PINK LADY	Nov - April	-	OR, WA	-	-	-	D	No	-	-	-
APPLES RED DELICIOUS	Sept - June	-	OR, WA	-	-	-	D	No	-	-	-
APPLES SLICED GREEN IW	Sept - June	-	OR, WA	-	-	-	D	No	-	-	-
APPLES SLICED RED	Sept - June	-	OR, WA	-	-	-	D	No	-	-	-
ORANGE SMILE WEDGES	Nov - April, June - Sept	-	TX	-	-	-	D	No	-	-	-
ORANGES VALENCIA	Nov - April, June - Sept	-	TX	-	-	-	D	No	-	-	-
ORANGES NAVAL	Nov - April, June - Sept	-	TX	-	-	-	D	No	-	-	-
PEARS GREEN OR RED	July - Nov	-	OR, WA	-	-	-	D	No	-	-	-
BANANAS	-	-	-	-	-	-	F	Yes	Annual	-	Not produced domestically in sufficient or satisfactory quantity
MANGO CHUNKS	-	-	-	-	-	-	F	Yes	Annual	-	Not produced domestically in sufficient or satisfactory quantity
PINEAPPLE	-	-	-	-	-	-	F	Yes	Annual	-	Not produced domestically in sufficient or satisfactory quantity
BLACKBERRIES	June - Oct	-	OR	-	-	-	F&D	Yes	Seasonal	Oct thru May	Not produced domestically in sufficient or satisfactory quantity
BLUBBERRIES	April - July	-	OR, WA	-	-	-	F&D	Yes	Seasonal	Nov thru April	Not produced domestically in sufficient or satisfactory quantity
CANTALOUPE	June - Sept	-	AZ	-	-	-	F&D	Yes	Seasonal	Nov thru May	Not produced domestically in sufficient or satisfactory quantity
GRAPES GREEN & RED	May - Nov	-	-	-	-	-	F&D	Yes	Seasonal	Dec thru May	Not produced domestically in sufficient or satisfactory quantity
HONEYDEW	June - Nov	-	AZ	-	-	-	F&D	Yes	Seasonal	Dec thru May	Not produced domestically in sufficient or satisfactory quantity
KIWI	Oct - Feb	-	-	-	-	-	F&D	Yes	Seasonal	Feb thru Sept	Not produced domestically in sufficient or satisfactory quantity
LEMONS	All Year	-	AZ	-	-	-	F&D	Yes	Seasonal	April thru Dec	Not produced domestically in sufficient or satisfactory quantity
LIMES	Jan - March	-	-	-	-	-	F&D	Yes	Seasonal	Oct thru Feb	Not produced domestically in sufficient or satisfactory quantity
STRAWBERRIES	March - Sept	-	-	-	-	-	F&D	Yes	Seasonal	Oct thru April	Not produced domestically in sufficient or satisfactory quantity
WATERMELON SEEDLESS	May - Sept	-	AZ	-	-	-	F&D	Yes	Seasonal	Oct thru April	Not produced domestically in sufficient or satisfactory quantity

This is a general representation of the origin for produce items for menu planning purposes. The actual produce origin at the time of sale may vary depending on weather and growing conditions. © 2021

CA = California Grown D = Domestically Grown (USA) F = Foreign Grown (Outside USA) D&F = Domestic or Foreign Grown



Notify the Health Department of any change of ownership, type of business activity, business name, or billing address by calling (323) 583-8811. Failure to notify the Health Department may result in late penalties, Permit denial or revocation, and business closure. **PERMITS TO OPERATE AND ANNUAL FEE PAYMENTS ARE NOT TRANSFERABLE.** Permits become void on change of ownership. New owners must apply and pay for a new Permit(s) prior to beginning operation or penalties will be assessed at 10% per month.

GOLD STAR FOODS, INC.
P.O. BOX 4328
ONTARIO, CA 91761
ATTN: MARCO GARCIA

DETACH FORM HERE AND DISPLAY HEALTH PERMIT PORTION CONSPICUOUSLY ON THE PREMISES



City of Vernon Health Department
4305 S. Santa Fe Avenue
Vernon, CA 90058
(323) 583-8811

HEALTH PERMIT

Business Name : GOLD STAR FOODS, INC.
DBA :
ATTN : MARCO GARCIA
Business Address : 3781 E AIRPORT DR
ONTARIO, CA 91761

Facility ID: FA0001288
Issued: 7/20/2020

PT0001431 - PR0002181
1637 - WHOLESALE FOOD VEHICLE
Valid From 7/1/2020 To 6/30/2021

LICENSE # 42661K1
LICENSE # 31319S2
LICENSE # 4DG4052

LICENSE # 42428K1
LICENSE # 4HX6756

THE PERSON, FIRM, OR CORPORATION ABOVE NAMED IS HEREBY GRANTED A PERMIT TO ENGAGE IN THE BUSINESS ACTIVITY DESCRIBED ABOVE IN THE CITY OF VERNON FOR THE PERIOD INDICATED.

BY: _____

Director




GOLD STAR FOODS

PRODUCT RECALL PROGRAM

January 2020

• 3781 East Airport Drive • Ontario, CA, 91761 • Phone (909) 843-9600 • Fax (909) 843-9659 •
www.goldstarfoods.com

	GOLD STAR FOODS	SQF 2.6	DOCUMENT# 2.6.3
Document Title : Product Recall and Withdrawal		Revision Date: 1/3/16/18	
Department : ALL Departments		Revision #	
Prepared By: Wayne Warner		Approved By: Pedro Osorio	
		Page 1 of 5	

Purpose

The purpose of this program is to define Senior Management's responsibilities and methods used to withdraw or recall product.

Responsibilities and Methods

Recall Team and Notification Tree


Sean C. Leer	CEO	(562) 508-6533	Responsible for Recall Order
Karen Rosales	Strategic Sourcing Manager	(626) 428-9340	Recall Coordinator Product recall recommendation Compiles recall documentation Backup to CEO
Pedro Osorio	Safety/HACCP Manager	(323) 496-7280	Responsible for internal recall notification Notification to SQFI and SAI Global
Mike Lapacka	Safety Training Manager Dixon	(707) 310 - 2934	Responsible for internal recall notification Notification to SQFI and SAI Global
Rani Romero	VP Customer Service	(323) 490-9311	Customer notification
Richie Cabrera	IC Manager	(909) 268-3091	Send out audit report to recall committee
Martin Perez	IC Supervisor Ontario	(323)392-6988	Segregation of Materials Place affected products on hold
Daniel Torres	IC Supervisor	(707) 330 - 2304	Segregation of Materials Place affected products on hold
Dan Moreno	Produce/Bread Inventory Mgr.	(909) 541-3399	Product accounting
Octavio Salazar	Director of Transportation and Warehouse	(909) 437-9513	Recall support

Additional Resources

Wayne H. Warner	253) 576-0867	Food safety advice for recall
C. Scott Salmon	909) 843-9603	Responsible for providing legal counsel during recall
FDA	(866) 300-4374	Regulatory notification
USDA	(888) 674-6854	Regulatory notification
SQFI (GFSI Compliance Body)	foodcrisis@sqfi.com	
SAI Global (Certifying Body)	foodrecall@saiglobal.com	

Definitions

Class I Recall: A reasonable probability exists that use of or exposure to the product will cause serious adverse health consequences or death.

	GOLD STAR FOODS	SQF 2.6	DOCUMENT# 2.6.3
Document Title : Product Recall and Withdrawal Department : ALL Departments Prepared By; Wayne Warner		Revision Date: 11/3/16/18 Revision # Page 1 of 5	
		Approved By: Pedro Osorio	

Class II Recall: The use of or exposure to the product may cause temporary or medically reversible adverse health consequences of the probability of serious adverse health consequences is remote.

Class III Recall: The use of or exposure to the product is not likely to cause adverse health consequences.

Market Withdrawal: A firm's removal or correction of a distributed product when there is a minor violation not subject to legal action by the FDA or FSIS or when the company wishes to retrieve product from distribution

Stock Recovery: Employed in recovering product that is still under the manufacturer's direct control (on or its own premises or warehouse) from which the company can assure there will be no distribution.

RECALLS, WITHDRAWALS, & RECOVERIES

The need for a product withdrawal can originate in four ways: with a regulatory agency, with a consumer complaint, with an announcement from distribution channels or within the company's own systems. There are 4 main components to a product recall or withdrawal

INQUIRY & COMMUNICATION

A product may be recovered or recalled at any stage in the receiving, storage and distribution processes . Additionally, it may be necessary to recall products from the affected school systems. Generally, a **Product Inquiry** would be initiated if a product does not meet the standards of safety, quality, appearance, or packaging/labeling standard established by the company. The inquiry would be preceded by an internal or external observation or complaint and documented in accordance with our Corrective Action Program and Customer Complaint Program. The Recall Coordinator will call to action the Recall Team (Executive Committee), who will meet to determine the following:


1. The seriousness of the problem
2. The extensiveness of the problem
3. The effects of the problem on the company and the public

INVESTIGATION & RECOMMENDATION

The Recall Team will identify the problem and gather facts through interviews and records in order to determine the safety and wholesomeness of the product. Once information has been gathered as to the extent of the product complaint or concern, a decision will be made whether or not to recommend recall or withdrawal of the product. The Recall Team will make a **recommendation** to recall, withdraw, or recover products. Our policy is to always pull and hold a product immediately if we are unsure about the safety or wholesomeness of the product. The information will be forwarded to the CEO for final evaluation

PRODUCT RECALL ORDER

Once a final decision to recall the product is made, the CEO will execute the **Product Recall Order**. The Recall Coordinator will determine the locations and products affected by the recall and issue the appropriate communication. (See recall document). The Sales Team will research any affected orders and notify any customers of the recall. The FDA, SQFI and SAi Global (Certifying Body) will be notified of all recalls due to widespread food borne illness.

	GOLD STAR FOODS	SQF 2.6	DOCUMENT# 2.6.3
Document Title : Product Recall and Withdrawal		Revision Date: 11/3/16/18	
Department : ALL Departments		Revision #	
Prepared By: Wayne Warner		Approved By: Pedro Osorio Page 1 of 5	

RECALL STRATEGY

A Recall Strategy is developed by the Recall Team and addresses the following:

Depth

The strategy must specify whether the recall extends to the wholesale level, the retail level or all the way to the consumer level.

Publicity

The company will develop a press release and clear it with the FDA/ FSIS. Most often, the company issues the news release alerting consumers to the risk.

The FDA/ FSIS issues notices or public warnings when there is a serious health hazard. This can be in the form of a press release, letter, telegram, phone call or FDA publication. The company should insist on having input into any such warning statement.

Whenever communication comes in from outside the company and a recall is in process, all communication must be directed to and through the company spokesperson. This may include questions from the news media, customers, etc. The designated company spokesperson is the only individual authorized to release information to the news media and outside sources, other than regulatory agencies in which case Technical Services or the Recall Coordinator may provide information relating to product in question.

Contact with Regulatory Agencies

The CEO or Recall Coordinator will contact regulatory agency concerning product recall. Whenever a meeting is scheduled with regulatory agencies, at least two company representatives will be present.

Effectiveness Checks

These verify that all consignees at the specified depth have been notified about the recall and have taken appropriate action.

The recall strategy will specify the method(s) of contact. Methods of contact include personal visits, telephone, letters, telegrams or a combination thereof.

The FDA then designates the specific depth level of the recall:

- Level A (All consignees to be contacted)
- Level B (specified percentage of consignees to be contacted)
- Level C (ten percent of consignees to be contacted)

RECALL PROCEDURE


Step 1

In a product recall situation the Gold Star Foods buyer and Recall Coordinator receives notification from the manufacturer. Gold Star Foods must be informed as soon as the vendor/manufacture is aware of a recall situation, form must be submitted if you are in the category. Regardless of the severity of the recall type, Gold Star Foods will treat each situation as a Class 1 recall, which is as a mandatory product withdrawal. The vendor/manufacture is responsible of submitting a "Manufacture Product Recall Form". The appropriate Gold Star Foods buyer will complete the "Manufacture Recall Form" and inform the Recall Coordinator of the recall. The Recall Coordinator (RC) will then oversee the entire recall process.

(See attached Recall Committee Diagram and Recall Committee Contact Form)

All correspondence needs to be sent to the following email address: recall@goldstarfoods.com

Upon receiving a product recall GSF will place all payables ON HOLD until matter is resolved.

	GOLD STAR FOODS	SQF 2.6	DOCUMENT# 2.6.3
Document Title : Product Recall and Withdrawal Department : ALL Departments Prepared By; Wayne Warner		Revision Date: 11/3/16/18 Revision # Page 1 of 5	
Approved By: Pedro Osorio			

Step 2

Once the above information is received for a product recall, the Purchasing Department will immediately inform the Recall Coordinator (RC). The RC will implement the following:

- A. Notify Inventory Control, Warehouse Supervisors, and Warehouse Managers to perform a systems and physical inventory check to see if Gold Star Foods has any of the production codes in our inventory stock. Upon confirmation of existing inventory levels, the following procedures will be implemented :
 - a. The RC will notify the Customer Service Supervisor via email. The RC will then send a broadcast e-mail message to all recipients in the Company.
 - b. The RC will notify the Inventory Control Supervisor (ICS) to verify by computer the customers that have ordered the product on recall.
 - c. The RC will inform the Customer Service Manager (CSM) of all customers that have ordered and received product .
 - d. The CSM will notify all customers that ordered and received product and inform them of the recall and all relevant information. Customer Service will provide a check list of each customer that has been contacted.
 - e. The appropriate buyer will inactivate the item number for recall product(s) in the computer system. This will **not** allow any orders to be taken for the affected product(s). Product will be isolated and placed on immediate hold at GSF.
 - f. Pick-up schedules will be made for all verified recall products with each customer.
 - g. Any recall product in the warehouse will be physically pulled out of inventory, tagged "Recalled Product", shrink wrapped and put into assigned product recall section.
 - h. The Transportation Department will be notified of the recall, and will be instructed on all scheduled pick-ups that must occur.

- B. After all recalled product has been retrieved and accounted for; the buyer will contact the Manufacturer for inventory disposition. GSF will store product 14 days maximum. In the event that the product is not retrieved from our facility we will dispose the product and seek full payment.
- C. The Manufacturer will determine if the product is to be disposed of (Certificate of Condemnation) or returned to the packer for credit.

Step 3

Once all of the above recall procedures have been completed, all associated documentation should be forwarded to the Recall Coordinator. All recall documentation will include the following information:

- Manufacture Recall Form
- Inventory Control Product Recall Form
- Receiving Recall Return Sheet
- Certificate of Condemnation (Disposal of Inventory) *if applicable*
- Copy of signed Bill of Lading (Ship Inventory Back) *if applicable*

In the event that 100 % of the product is not collected GSF is to:

- Inform the vendor of what schools
- Inform the California Health Department



GOLD STAR FOODS

SQF 2.6

DOCUMENT# 2.6.3

Document Title : Product Recall and Withdrawal

Department : ALL Departments

Prepared By; Wayne Warner

Approved By: Pedro Osorio

Revision Date: 3/16/18

Revision #

Page 1 of 5

Step 4

In the event that your company has a category that is in current recall situation but is not affected. You must email a formal letter (recall@goldstarfoods.com) to inform GSF that your product is unaffected. The purpose of this is to advise our customer that they are safe serving product in question. Please submit the letter as soon as you are aware there is a recall situation in your category. We will expect a letter within a few hours of the public notification.

Step 5

Gold Star Foods, Inc. has incurred the following expenses in association with the recall:

- A. Product Cost : Customer Invoice Cost per case
- B. Administrative Costs: Flat fee \$350.00
- C. Transportation Costs: \$75 per stop to recover product from customer

VERIFICATION OF THE SYSTEM

- 1. The product withdrawal and recall system is reviewed tested and verified twice annually .
- 2. Results of the mock recall will be tabulated and communicated to the leadership team.
- 3. Any gaps or deficiencies are evaluated with corrective actions taken

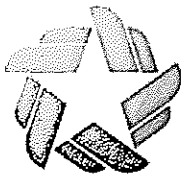
RECORDS

Shipping/Receiving/Storage Records

(See SOP for additional requirements)

Records of all product withdrawals and recalls are maintained in the Strategic Sourcing Manager's office.

Revision History			
<u>Rev#</u>	<u>Issue Revision Date</u>	<u>Revised By</u>	<u>Reason for Revision</u>
1	08/31/15	Pedro Osorio	New
2	02/22/16	Wayne Warner	Update to procedure and responsibilities
3	05/06/17	Jaime Anguiano	Update Martin Cell#, Removed Wayne Warner From additional Resources.
4	03/16/18	Jaime Anguiano	Added Mike Lapacka and Daniel Torres.




GOLD STAR FOODS

Food Security & Safety Program



January 2020

	GOLD STAR FOODS	SQF 2.7.1	DOCUMENT # 2.7.1
Document Title: Food Defense		Revision Date:	12/28/16
Department: ALL Departments		Revision #	3
Prepared By: Wayne Warner	Approved By: Pedro Osorio		Page 1 of 4

Purpose

The purpose of this program is to define the methods, responsibility and criteria for preventing food adulteration caused by a deliberate act of sabotage or terrorist like incident.

Responsibilities and Methods


i. Site Security Team

Gold Star Foods has established a Security Team to assess risks and review current security practices. The Security Team meets annually or whenever a security event occurs. Operational risks are assessed using the U.S. Food and Drug Administration Food Defense Self-Assessment Tool for Food Producers, Processors, and Transporters FDA to determine potential risks on an on-going basis. The security team members and other key notifications are as follows:

NAME	POSITION	CONTACT	RESPONSIBILITIES
San C. Leer	CEO	(562) 508-6533	Senior Leader
Joe Villarreal	Senior Vice President of Operations	(951) 741-7578	Site Coordinator Responsible for overall site security
Pedro Osorio	Director of Safety/HACCP	(323) 496-7280	Responsible for food defense training
Erick Osorio	Director of Warehouse	(323) 492-3977	Responsible for receiving, storage and loading security
Octavio Salazar	Director of Transportation	(909) 437-9513	Responsible for security of delivery
Karen Rosales	Executive Director of Procurement	(626) 428-9340	Responsible for vendor security verification
Wayne H. Warner	Advisor	(253) 576-0867	Responsible for conducting 3 rd part security audits
FDA		(866) 300-4374	Notify in case of a food tampering issue

ii. Facility Access and Authorized Personnel

- a. Access to the facility is restricted to authorized personnel only.
- b. Access to the facility is secured and monitored at all times.
- c. Access to roofs, airflow units, water supply, electrical and refrigeration is limited to authorized personnel.
- d. Employees enter the building through the authorized employee door located at the South side entrance to the building. This door is marked "Employee Entrance Only". They are accessed with pass cards.
- e. Short Term - Leased Employees assigned to work at Gold Star Foods for short periods of time, from one day to one or two weeks will be issued a temporary pass code The code is valid for the duration of their assignment.
- f. Visitors enter the building through the front lobby door only from 8:00am-5:00pm.

	GOLD STAR FOODS	SQF 2.7.1	DOCUMENT # 2.7.1
Document Title: Food Defense		Revision Date:	12/28/16
Department: ALL Departments		Revision #	3
Prepared By: Wayne Warner	Approved By: Pedro Osorio		Page 2 of 4

- g. Visitors to the plant are required to read and sign the Visitor Pass GMPs.
- h. Visitors will sign in/out on the Daily Visitor's Log.
- i. The Receptionist will call the person being visited, who will arrange to have someone from the department come to the lobby and ESCORT the visitor. (EXCEPTION: Known contractors under written contract with the company who frequently visit the Company will not need to be escorted.
- j. Visitors will wear visitor badges to aid in differentiating visitors from Gold Star Foods employees.
- k. Personal visitors will be issued a visitor pass, and it will be the responsibility of the employee to escort the visitor while within the facility and to follow all rules and regulations with particular attention to restricting access to sensitive areas. Personal visitors to the plant must be approved in advance by Management
- l. Contractors entering after hours are either bonded or screened by a background check.
- m. The entrance to the front lobby and offices is locked between the hours of 5:00pm and 8:00am or whenever the lobby is not being monitored by the receptionist. The receptionist inspects the entry door in the morning for evidence of unauthorized entry. The receptionist leaving each night secures the front lobby door.
- n. Gold Star Foods is a 24/7 operation. There is appropriate supervision of all staff-including sanitation and maintenance, contract workers, data entry and computer support staff and especially new employees.
- o. Managers are assigned a security level with access to assigned areas only. Keys are assigned and checked out to authorized individuals by the Office Manager.
- p. All spare keys are secured in a lock box controlled by the Office Manager. Building keys cannot be duplicated. All terminated managers with access to the building are required to turn their assigned keys in prior to leaving the building.
- q. Keys and/or key cards are collected prior to the departure of any terminated employees who had access to the facility.
- r. Camera cell phones and recording devices are prohibited unless issued by Gold Star Foods' Management.

iii. Employees


Gold Star Foods has developed a standard procedure for screening all potential employees. Prospective employees are screened for the following:

- a. Declared references on their employment application.
- b. I-9 Employee Eligibility Verification
- c. Background checks (fraud, criminal records, etc.)

iv. Computer Access

- a. Access to computer process control systems and critical data systems will be limited to those with appropriate clearance.
- b. Program passwords are changed immediately upon termination of any employees who had access to our systems.

v. Receiving of Goods

	GOLD STAR FOODS	SQF 2.7.1	DOCUMENT # 2.7.1
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Prepared By: Wayne Warner	Approved By: Pedro Osorio		Page 3 of 4

- a. All trucks are required to be locked or sealed if received in full load shipments at time of delivery and receiving personnel must observe the driver unlocking the cargo door.
- b. All ingredients/packaging are inspected for tampering or damages at time of receiving. Entries are made on the Receiving Truck Inspection Form in accordance with our Receiving SOP.

vi. Storage of Materials

- a. Products are stored inside the secured production areas. All partially used goods are secured in sealed bags, cases, or cartons.
- b. Warehouse access will be controlled and accessible by authorized personnel only.

vii. Work In Process

- a. Partial cases, ingredients and work in process in the re-packing area are covered and secured when not in use.

viii. Finished Goods and Packaging Storage

- a. Gold Star Foods ensures all products are sealed and covered at all times to prevent product tampering.

ix. Shipping of Finished Goods


- a. All trucks are required to be locked or sealed in the case of full load shipments at time of shipping.
- b. Warehouse personnel and shipping representative sign off that the trailer has been secured prior to leaving our facility.
- c. Entries are made on the Shipping Truck Inspection Form in accordance with our Shipping SOP.

x. Hazardous Chemicals

- a. Sanitation chemicals used in the sanitation of the facility are locked and accessible only to relevant staff.
- b. All other cleaners/chemicals for distribution are in sealed containers in designated areas away from ingredients and packaging materials.
- c. Maintenance chemicals are locked and located in the maintenance area
- d. General lavatory chemicals, such as soap, are not locked up and available for personnel use.
- e. We do not receive any raw materials/packaging transported with hazardous chemicals.
- f. We do ship and receive chemicals for distribution on trucks carrying paper goods, ingredients and packaging. All trucks delivering our products are company-controlled. We inspect the truck thoroughly for proper segregation, protective coverings and no damaged materials to ensure food safety.
- g. Personnel having access to controlled chemicals are trained in their proper use and storage.

xi. Equipment

- a. Equipment will be inspected on a regular basis in accordance with our Preventative Maintenance Program.
- b. All new equipment will be inspected and accepted prior to use.
- c. No unauthorized equipment is allowed in facility.

	GOLD STAR FOODS	SQF 2.7.1	DOCUMENT # 2.7.1
Document Title: Food Defense		Revision Date:	12/28/16
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xii. Security Training

- a. All employees are trained in our Food Defense policies and procedures at time of hire and annually thereafter. Training is validated on the Security Training Record.
- b. Facility security procedures include but are not limited to emergency evacuations, a familiarity with emergency response in the community-including 24-hour contact of local, state and federal officials, and a maintained floor plan (both on and off site).
- c. All facility staff is trained to be alert for and respond to evidence of tampering with product or equipment, other unusual situations or other security breaches.
- d. Employees are trained to sight suspicious activity from visitors, contractors and fellow employees of the plant (authorized or not).
- e. All suspicious activity is reported to the Operations Manager.
- f. Every occurrence is reported to a supervisor. If there is a report at any time that points to evidence of tampering, criminal or a terrorist action a 24-hour FDA emergency hotline number is required to be called. This number is 866) 300-4374

Responsibilities

All employees, managers, and staff of Gold Star Foods are responsible for food defense and the security of the facility.

Records

- Food Security Meeting Notes
- Visitor Log
- FDA Bio-Terrorism Registration
- In-coming and Out-going Truck Inspection Records

Revision History			
<u>Rev #</u>	<u>Issue Revision Date</u>	<u>Revised By</u>	<u>Reason for Revision</u>
1	04/05/15	Pedro Osorio	New
2	02/24/16	Wayne Warner	Update to procedure and responsibilities
3	12/28/16	Pedro Osorio	Added Joe Villarreal, removed Larry Noble



Board of Education
Oscar Rivas, Trustee Area 1
Kris Thomasian, Trustee Area 2
Kenneth Dickson, Trustee Area 3
Linda Lunn, Trustee Area 4
Paul Diffley, Trustee Area 5

41870 McAlby Court, Murrieta, CA 92562
(951) 696-1600 • www.murrieta.k12.ca.us

Patrick Kelley
Superintendent

April 15, 2021

Re: RFP#03022021 Fresh and Processed Produce

Mel Olds

Gold Star Foods
3781 East Airport Drive
Ontario, CA. 91761

We thank you for submitting your RFP on April 1, 2021. After careful review, Gold Star Foods has been determined to be the lowest responsive and responsible vendor. Pending Board Approval, we are happy to award the RFP to Gold Star Foods. A recap of this RFP will be available after April 30, 2021 and can be requested from Murrieta Valley Unified School District

Please contact Murrieta Valley Unified, Temecula Valley Unified, Lake Elsinore Unified, Menifee Union, Perris Union High School and Perris Elementary Districts directly to coordinate delivery schedules and start dates. Congratulations, we look forward to working with Gold Star Foods.

Sincerely,

Jill Lancaster, RD
Director Nutrition Services
Murrieta Valley Unified School District
951-696-1600 x1145

THE PRESS-ENTERPRISE

1825 Chicago Ave, Suite 100
Riverside, CA 92507
951-684-1200
951-368-9018 FAX

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Publication(s): The Press-Enterprise

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Ad Desc.: RFP#03022021- Fresh and Processed Produce /

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper in general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673, under date of August 25, 1995, Case Number 267864, and under date of September 16, 2013, Case Number RIC 1309013; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

03/01, 03/08/2021

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: March 08, 2021
At: Riverside, California



Legal Advertising Representative, The Press-Enterprise

MURRIETA VALLEY USD
41870 MCALBY CT
MURRIETA, CA 92562

Ad Number: 0011445360-01

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NOTICE INVITING REQUEST FOR PRICING (RFP)

RFP#03022021- Fresh and Processed Produce

NOTICE IS HEREBY GIVEN that this RFP is being issued cooperatively by the Riverside County School Districts listed below. Each school district acting by and through their Governing Boards request pricing for procurement and delivery of fresh and processed produce.

School districts participating include:

**Temecula Valley Unified School District
Lake Elsinore Unified School District
Menifee Union School District
Murrieta Valley Unified School District
Perris Elementary School District
Perris Union High School District**

RFP Deadline: 10:00 a.m. on April 1, 2021

**Place of RFP Receipt: Murrieta Valley Unified School District
Nutrition Services
41870 McAlby Court
Murrieta, CA 92562**

Companies interested in submitting an RFP can access documents at www.murrietaschoolnutrition.com, select the bids tab on the lower left corner of the homepage.

All RFPs must be submitted on the forms furnished by the district and delivered in sealed envelopes labeled clearly with the name, address, and telephone number of the company submitting the RFP.

RFPs can be delivered prior to the opening date and time stated above to Nutrition Services, Murrieta Valley Unified School District, 41870 McAlby Court, Murrieta, CA 92562 between 9:00 a.m. and 4:00 p.m. Monday through Friday. Any RFPs received after the time specified above shall be returned unopened.

No pricing may be withdrawn for a period of sixty (60) days after the date set for the opening of the RFPs.

The Districts reserve the right to reject any or all RFP's, to accept or reject any one or more items of a RFP, or to waive any irregularities or informalities in the RFP.

Press-Enterprise: 3/01, 3/08

