**Our objective is to make sure allergenic ingredients do not find their way into products for which they are not intended.**

**Good manufacturing practices are always followed:**

* **Receiving**:

* Containers with no legible ingredient labels are rejected.
* Damaged containers are rejected.
* Trucks are inspected for cleanliness (no spillage). Review *insert applicable applicable document # here* – Good Manufacturing Practices – Receiving Procedures for further details.
* **Storage:**
* Spills are cleaned as soon as possible to minimize cross contact.
* Containers are kept clean and sealed. Bags are kept clean and sealed with tape.
* When possible, storage areas are designated for allergenic and non-allergenic ingredients.
* All boxes, bags and buckets/pails are completely sealed at all times.
* Labels on all containers are readable.
* Ingredients containing allergens are separated from non-allergen ingredients.
* **Documentation:**
* Suppliers are evaluated before approval; they must furnish:
* Product specifications for evaluation
* Letters of Guarantee for evaluation
* Suppliers must show they are diligent and dedicated to controlling and managing allergens.
* Third Party Audits or comparable are obtained for significant vendors.
* **Scheduling of Processing Runs:**

Production is scheduled in a manner to minimize cross contact. Non- allergenic products are processed first whenever possible (water ices are always made first, products containing egg last); flavors with inclusions containing allergens are made last; if not possible, inclusions are added by hand so that equipment does not become contaminated. If the fruit feeder is utilized, then it is broken down and cleaned and sanitized prior to next use. Gloves are discarded after handling allergens. Utensils are cleaned and sanitized after handling allergens. Boxes, bags and pails are closed or sealed with tape after use. A full clean-up is scheduled at the end of each production day.

##### During Production:

* Equipment is kept covered to prevent cross contamination.
* Rework policy
  + Rework must be approved/supervised by *insert applicable person or dept example: QC Department*
  + **LIKE INTO LIKE ONLY**.
  + Rework is documented on production sheets and Rework log located in *insert applicable location*
  + Rework containers are properly labeled and covered
    - Identified and traceable
* Containers are cleaned and sanitized after use.
* All ingredient labels are to be visible at all times.
* Double check all ingredients PRIOR to use to confirm correct ingredient and flavor properly labeled.

##### Labeling of products (PREVENTATIVE CONTROL):

A policy is in place when making a new product or when making changes to current products.

*Insert applicable manager examples Q.C. Director* is notified when a new product is to be made so that all ingredients to be used in the formula are reflected on the new product label; when a formula is changed, it is reflected on the label immediately. Labels are designed *insert applicable person example: in-house by QC Director* who is notified by *insert applicable person example:* Production Manager/SVP of any new product or change in current product.

Line supervisors are trained on allergen control program to ensure labels are switched appropriately at product changeover.

Products produced by *insert company name here* are properly labeled in accordance with the Food Allergen Labeling and Consumer Protection Act of 2004, “FALCPA”, which means labels must clearly identify the food source names of all ingredients that are/or contain any of the 8 major food allergens.