

Standard Operating Procedure

Product Aggregating/ Packing

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

Revised on: [NEW DATE]

Supersedes: [PRIOR NUMBER]

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Objective:	To control risk of biological, physical and chemical contamination of food products during packing and handling, or when separating products from the original packaging in which they arrived at the facility.
Personnel Scope:	Employees tasked with product handling or packing.
Frequency:	Ongoing
Materials:	Boxes, cleaning supplies as needed, <i>Packing Order Sheet</i> , <i>Product Issue Log</i> , pens. <i>SOP for Preparing a Chlorine Sanitizing Solution</i> or purchased sanitizing product with label.
Procedures:	<ol style="list-style-type: none"> 1. Employees must follow <i>Basic Employee Hygiene SOP</i> when coming into contact with any food products. 2. Any food contact surfaces, including equipment and utensils, must be non-porous and in good condition. 3. Follow SOP on how to prepare a chlorine sanitizing solution, or if using a purchased sanitizer product, carefully follow written label instructions. 4. Wear gloves, eye protection, and a rubber apron while mixing sanitizing solution. 5. Clean and sanitize any surfaces, equipment and/or utensils that will come into contact with food during the handling or packing process. 6. Visually confirm that containers used for packing into are clean and free of debris. 7. Verify product label against <i>Packing Order Sheet</i> to confirm that product description and farm name are correct. 8. Identify whether any products contain allergens. If so, follow SOP for Allergen Control. 9. Visually confirm that all product is clean and free of debris. 10. Surfaces, equipment and/or any utensils that come into contact with allergens must be cleaned and sanitized following contact. 11. Verify against <i>Packing Order Sheet</i> that repacked product is property labeled, with special attention to allergen labeling.

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	<ol style="list-style-type: none"> 12. Store packed boxes in designated, clean, and temperature appropriate location, not in contact with warehouse floor.
Monitoring:	<ol style="list-style-type: none"> 1. Employees packing products will date and initial the <i>Packing Order Sheet</i> as confirmation that the above steps were completed. 2. Employees will immediately notify General Manager of any product that is pulled from the pack line for issues of cleanliness or contamination.
Corrective Action:	<ol style="list-style-type: none"> 1. Any product pulled from the pack line based on visual inspection for cleanliness/contamination will be documented (date, reason, product description, farm name) in the <i>Product Issue Log</i> and the General Manager will be immediately notified. 2. 3. Products affected by compliance failure with the above procedures will be discarded. 4. In the event that affected products have already left the warehouse, recall actions will be considered.
Verification:	<ol style="list-style-type: none"> 1. On a weekly basis, General Manager will review and initial all <i>Product Order Sheets</i> <i>Product Issue Logs</i> 2. If corrective actions occur, supervisor will review the corrective action steps within 7 days and revise as needed.
Record-keeping:	Hard-copies of logs will be stored in the office filing cabinet.

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