

## BASIC FOOD FLAVORS, INC.

### GOOD MANUFACTURING PRACTICES

BASIC FOOD FLAVORS, INC. will formally adopt the following written good manufacturing practices and procedures to further aid our effort to provide our customers with a safe, quality product. These written procedures are not new to the current practices at this facility but will provide a concrete set of guidelines through which performance and adherence to these principles can be accurately monitored.

The following measures were written in accordance with the guidelines set forth by the United States Food and Drug Administration in the **Code of Federal Regulations Title 21 Part 110 – “Current Good Manufacturing Practice in Manufacturing, Packing or Holding Human Food”** for the three facilities that comprise BASIC FOOD FLAVORS, INC. and their surrounding properties, respectively.

II. Personnel – the following guidelines will apply to all employees of Basic Food Flavors, Inc. They have been established to help improve the quality and safety of our product. Plant Management will take the necessary steps to enforce the following measures.

#### A. Disease Control

1. Employees, who, by medical examination or by observation are physically ill through infection of any kind, have cuts, abrasions, punctures or penetrations, burns, lacerations, or any other type of open sore or infection that may possibly contaminate food, food-contact surfaces or other employees with any form of pathogen will be excluded from production or any area of the process that may result in such contamination.
2. Employees may not return to their assigned duties unless they have been cleared medically or by their supervisor after the problem has been remedied.

#### B. Cleanliness and Hygiene

1. All production employees of BFF must adhere to a regimen of personal hygiene while on duty to the extent that it will prevent the adulteration or contamination of food. Methods to maintain hygiene include but are not limited to the following:
  - a. Wearing proper clothing to prevent against the possible contamination of food, food contact surfaces or packaging materials.

1. No casual or street clothing.
  2. No T-shirts, tank tops, jeans or shorts.
- b. Maintain adequate personal hygiene.
  - c. All employees must wash their hands thoroughly in a designated hand-wash facility before starting work, after each absence from their work station, and at any time when their hands may be soiled or contaminated. This measure is to help prevent the adulteration or contamination of food and food contact surfaces.
  - d. All employees must remove before beginning work any unsecured jewelry or any such objects including watches, bracelets, necklaces, pendants, piercings-including but not limited to earrings, nose-rings, and navel rings. Wedding bands may be excluded.
  - e. All employees in production areas must wear adequate hair restraints, beard covers, caps or other appropriate hair restraints.
  - f. Employees must store all clothing and personal items in designated areas, not in production areas or in and around equipment.
  - g. The following will be allowed only in designated areas away from production, equipment, and areas with food storage: eating food, chewing gum, drinking beverages, and using tobacco.
  - h. All other precautions will be taken to ensure the safety and quality of food, food-contact surfaces, and food packaging materials from adulteration by foreign substances or harmful pathogens. This includes but is not limited to the following: hair, perspiration, bodily fluids, cosmetics, tobacco, chemicals (unrelated to process) and medicines of any form.

### C. Employee Training, Education and Supervision

#### 1. Employees

- a. All employees must receive the proper training and education in food-handling and food-protection principles to produce a safe, quality product. Each must be able to identify any deficiencies in the day-to-day operations and must notify their supervisors accordingly in order to correct any unsafe or potentially unsafe condition.

- b. All employees will receive continuing education to keep current with new industry procedures, production techniques and maintain the operations of this facility with prevailing technology and safety innovations.

## 2. Supervision

- a. Supervisory employees must be qualified personnel with the appropriate training and or combination of education and experience to maintain the sanitary standards set forth by the management as well as the production of a safe, quality product. They must also be able to identify any deficiencies or shortcomings with regard to the good manufacturing standards set forth by this document.
- b. Management will be competent professionals with the proper training and education to ensure the procedures set forth by this document are adhered to by all employees and supervisors.
- c. It will be incumbent on the management to assure the employees of the importance of these procedures and to take further action to correct any deficiency.

III. Plant and Grounds – The following procedures will be followed to maintain the plant and surrounding property in a clean and sanitary condition in order to produce a safe, quality product. The methods for this practice include but are not limited to the following:

- A. Grounds- Include any surrounding areas around each of the three buildings that comprise Basic Food Flavors.
  1. Used and unused equipment will be properly stored in a safe and orderly manner as to prevent the contamination of food and food-contact surfaces.
  2. Waste and litter will be removed daily from the grounds and surrounding areas.
  3. Foliage, weeds and grass will be maintained to prevent any possible attractant, harborage or breeding place for pests.
  4. Paved areas, parking lots and alley ways will be kept free of any waste or refuse in order to maintain they do not constitute a source of contamination. Dock areas will be cleaned of any debris (i.e. broken pallets, plastic ties, shrink wrap... etc.)
  5. Adequate drainage must be provided to prevent the possible contamination of food and food contact surfaces by seepage, foot-borne filth, and prevent any breeding place for pests and harmful pathogens.

6. Operating systems will be provided to ensure that waste disposal and treatment will not constitute a possible hazard to the safety of food production.
  - a. Waste containers will be covered, kept in specified areas, and maintained in a clean manner.
  - b. Spilled waste or debris will be cleaned promptly.
- B. Plant Construction and Design - The plant buildings shall be constructed in a manner that will facilitate the sanitary and good manufacturing provisions set forth by this document as well as aid in preventing the possible contamination of food and food-contact surfaces.
  1. Sufficient space must be provided to allow the storage of equipment and supplies in a manner that will enable compliance with sanitary operations and the production of a safe, quality product.
  2. Proper precautions will be taken to prevent the contamination of food, food contact surfaces, and ingredient supplies from physical, chemical and microbiological hazards using any means necessary including but not limited to the following:
    - a. Use of food safety controls and operating practices, effective design and possibly separation of operations in which contamination is likely to occur by utilizing one or more of the following: location, time, partition, air flow, enclosed systems, and other similar methods.
    - b. Outdoor holding vessels will be kept in a sanitary manner in order to ensure the safety and quality of the food stored in them.
      1. All outdoor storage vessels will be kept clean inside and out.
      2. All outdoor storage vessels will remain covered to reduce the possibility of contamination as well as to control odor.
      3. Areas above and around vessels will be monitored and controlled to eliminate potential harborage for pests.
      4. Vessels may be skimmed as necessary to remove unwanted floaters (i.e. denatured protein).

3. The plant will be constructed in such a manner that:
- a. Floors, walls, and ceilings can be efficiently cleaned and kept in good working condition.
  - b. No part of overhanging fixtures or condensate will fall into open vessels or somehow contaminate food, food contact surfaces or food packaging materials.
  - c. Adequate space is provided in aisles and between equipment and walls to allow employees to maintain and clean those areas to prevent contamination.
  - d. Adequate lighting will be provided to ensure that all areas of the plant are properly illuminated and do not constitute a danger to employees or production.
  - e. Safety-lights with plastic covers should be used in areas where production, packaging or where food can potentially be adulterated in case of glass breakage.
  - f. No glass is allowed inside the production areas, including the ingredient storage areas, grinding room and packaging areas. (Glass pH probes are allowed but limited to the main and production laboratories).
  - g. Proper ventilation and control equipment will be used to reduce the amount of harmful vapors or fumes that may constitute a health hazard to food, food contact surfaces or employees.
  - h. Fans and air-blowing equipment must be located and operated in a manner that minimizes the potential for contaminating food, food-contact surfaces or food packaging material.
  - i. Adequate screening must be used in order to prevent to the entrance of pests.
  - j. Doors on each building leading to the outside will be tight-fitting, self-closing, maintained in proper working order, and remain closed at all times.

#### IV. Sanitary Operations

##### A. General Maintenance -

The interior of each building must be maintained in a clean sanitary condition in order to prevent the possible adulteration of food, food contact surfaces or food packaging surfaces.

Guidelines to maintain sanitary conditions include but are not limited to the following:

1. Floors, walls, and ceilings will be kept in good repair, all cracks and holes will be filled and repaired.
2. Floors, walls, ceilings and walkways will be kept clean and free of debris as production permits. Also any piping, conduit and light fixtures must be cleaned of production residue, dust and condensate on a regular basis as per SSOP requirements that will be forthcoming.
3. Floor drains in production areas will be kept free of debris, production residue, and maintained in proper working order.
4. Ceiling fixtures must be properly secured and any broken fixtures, tiles or insulation is to be removed or repaired so as to not constitute a hazard to employees or food production.
5. Good housekeeping will be maintained in all areas of the plant, to the best of the ability of all employees involved. Equipment will be properly stored and walkways and aisles will be free of obstructions.
6. Broken packages along with any spills will be cleaned immediately.

##### B. Cleaning Agents / Sanitizers / Storage of Toxic Materials

1. Cleaning agents, sanitizers, and components thereof will be USDA approved for use in a food production plant. They will also comply with any other local, state or federal regulations.
2. Containers designated for use with cleaning agents and sanitizers must only be used for sanitation purposes. Containers must be clearly marked in order to avoid confusion with similar production containers used to weigh ingredients.

3. Toxic materials are not permitted inside the food production plant. Exclusions to this rule include the following:
  - a. Possibly toxic production chemicals.
  - b. Laboratory chemicals and reagents.
  - c. Maintenance chemicals, oils and sprays.

#### C. Pest Control

Basic Food Flavors, Inc will take all measures to ensure that nuisance pests (including rodents, insects and birds) of any kind will not pose a danger to food, food contact surfaces or food packaging. Pest control will be handled completely by an authorized outside agency and all employees will comply with the regulations stipulated by them. In addition to rules established by the third party the following practices can be followed to reduce the risk of contamination.

1. Follow pest control program each day.
2. Entries and exits to the plant including doors, loading and unloading areas will be equipped with rodent barriers. Also the use of traps, and screens will be used to prevent the entrance of any flying insects.
3. Employees are to refrain from moving or tampering with bait boxes or traps set by the authorized pest control company.
4. Only USDA approved, rodenticides, and insecticides will be used by the outside agency.
5. Food contact surfaces will be thoroughly cleaned before any production commences in the event of contact with pesticide.

#### D. Sanitation of Food-Contact Surfaces

1. Each piece of equipment will be cleaned according to procedure and be maintained in proper working order.
2. Equipment must be dismantled and cleaned properly on a regular basis according to written procedures found in SSOP forthcoming.
3. Equipment will be cleaned after any repair work is done to ensure there is no potential hazard to the safety of the food produced in the plant.

4. Employees will be responsible for reporting any defects in machinery, unsanitary conditions, or potential hazards to the safety and quality of food production to their supervisors.
5. Employees will immediately notify their supervisors when product is unavoidably or accidentally contaminated.
6. Single service items that will be used such as paper towels, hair nets, and disposable uniforms will be stored and disposed of in a manner that will prevent against product contamination.
7. Clean air ducts on a regular basis and replace air filters in a timely manner.
8. Keep cabinets and racks clear of clutter and properly organized.

E. Storage and Handling of Cleaned Portable Equipment and Utensils

1. Do not stack clean product containers unless both inside and outside of container has been cleaned and sanitized.
2. Do not store clean equipment on the floor.
3. Store empty product and ingredient containers covered or upside down and off the floor.
4. Storage and usage of cleaning utensils shall be kept separate (production vs. maintenance).
5. Rinse and sanitize buckets, brushes, mops and other cleaning equipment so it can dry properly. (Hang mops and brushes when not in use)
6. Stainless steel or metal scrubbing pads are not to be used.

V. Sanitary Facilities and Controls

A. Water supply.

1. Water used as a food ingredient or which otherwise contacts food shall be potable.
2. Water which contacts food-contact surfaces as a final rinse during clean up shall be potable.
3. Provide water at a suitable temperature and under suitable pressure for equipment and utensil cleaning and sanitation.
4. Keep hose and nozzles and ends of hoses off the floor.

**B. Plumbing.**

1. Eliminate conditions such as dripping valves, leaky hoses and piping as well as standing water to prevent these areas from becoming sources of contamination.
2. Provide adequate floor drains that will enable efficient removal of wastewater.
3. Make sure there is no contamination of potable water with non-potable via any connection between the two. Install one-way valves anywhere this may be a possibility.

**C. Sewage disposal**

1. Adequate sewer system or other acceptable means shall be provided for disposing of domestic sewage and processing wastewaters.
2. All waste solids and waters shall be handled and disposed of in compliance with local laws and regulations.

**D. Toilet Facilities.**

1. Rest rooms shall be kept clean and in good repair.
2. Doors on rest rooms shall be self-closing.
3. Doors on rest rooms shall not open directly into areas where product is exposed to the air.
4. Maintain negative air pressure in rest rooms.

**E. Hand-washing Facilities**

1. Plant will provide handwashing facilities at each location where good sanitary practices are necessary for the production of a safe product.
2. Plant will have running water at a suitable temperature, germicidal hand cleanser, single service towels or hot air driers and trash containers in each rest room.
3. Post signs directing employees to wash hand sanitize their hands after using the restroom. (Post "Wash Hands" signs in employee rest rooms.)

#### F. Trash and Waste Disposal

1. Trash receptacles and bins will remain covered and be emptied in a timely manner.
2. Any type of waste including waste that comes from the production cycle will also be stored and disposed of in a timely and efficient manner.
3. Trash will be stored as to reduce any potential hazard to food production, food-contact surfaces or packaging materials.
4. Waste will also be stored and disposed of in a manner that will reduce any potential offensive odors as well as reduce the possibility of creating a harborage for pests.

#### G. Warehousing and Distribution

Storage and transportation of finished product will be conducted in a manner that will prevent against the physical, chemical or microbial contamination of the product.

#### VI. Good Manufacturing Practices

The above document will remain a dynamic set of guidelines. They will be changed and modified in accordance with improvements in operations and technology.

#### VII. Corrective Actions

- A. Any item above that is found to be deficient will result in the generation of a Corrective Action Request that will be submitted to the General Manager (GM). The GM will then oversee the problem in order to bring it into compliance with above guidelines.
- B. Once a Corrective Action Request is generated and the deficiency has been corrected, Quality Assurance personnel will review the action taken and possibly request further measures if necessary.

BASIC FOOD FLAVORS, INC. - GMP PLAN

The undersigned employees, representatives and supervisors of Basic Food Flavors Inc. have read and understand this set of Good Manufacturing Practices. By endorsing this document they acknowledge the importance of GMPs and will do their best to make sure the plant and its employees adhere to these guidelines.

Donald Staley - Owner

Kanu Patel - Owner

Bill Robertson - Owner

*Donald Staley*

*Kanu Patel*

*Bill Robertson*

Leo Quintana - General Manager

Paul Quintana - Asst. General Manager

*Leo Quintana*

*Paul Quintana*

Dewayne Schulz - Swing Supervisor

Jose Moreno - Day Supervisor

*Dewayne Schulz*

*Jose Moreno*

Johnny Ramirez - Graveyard Supervisor

Randy Pierce - Chemical Engineer/QA/QC/R&D

*Johnny Ramirez*

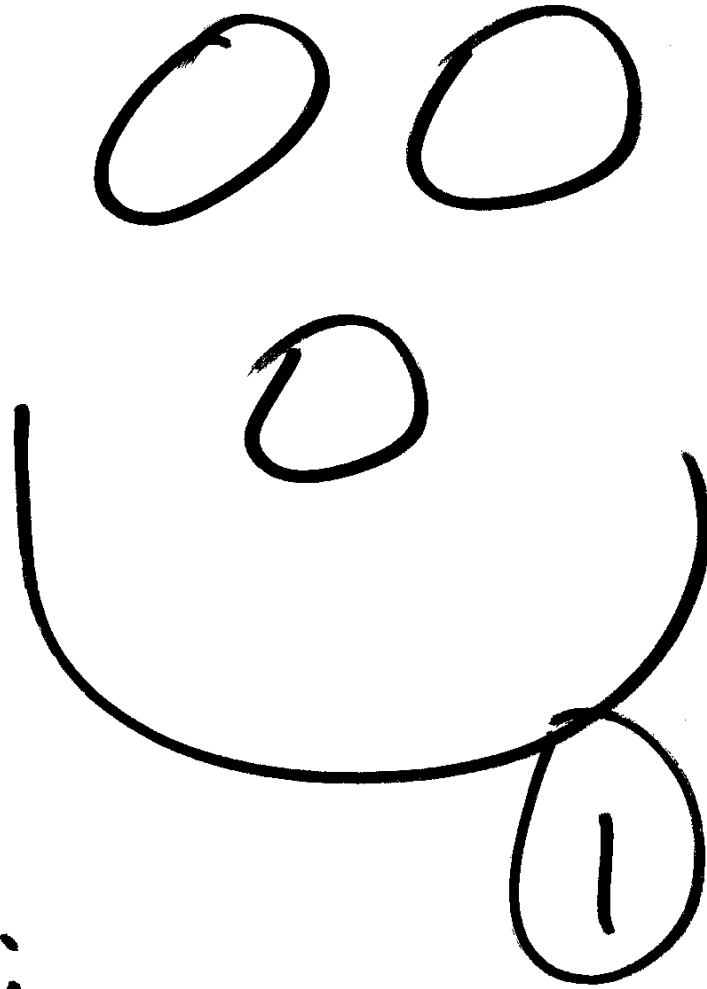
*Randy Pierce*

Dave Wood - Director of Sales & Marketing

Valerie Hirata - Food Scientist/QA/QC/R&D

*Dave Wood*

*Valerie Hirata* 10/1/00



Hi

Tim