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Sanitation Program

Eugene Facility

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Goals:

- To continually optimize cleaning and sanitation practices to exceed our customers' expectations.
- To maintain effective pest control with proven effective methods while adhering to IPM principles.
- To prevent hazardous dust accumulations through facility monitoring, scheduled cleaning/sanitation tasks and dust prevention equipment.

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Memorandum:

Bioregion Technology is committed to taking a conscience approach to our manufacturing in regards to environmental impact and safety. Our moral obligation as a company must be no less than our legal obligation. This applies to all areas relating to sanitation, personal cleanliness, selection of raw material and plant condition for processing and storage.

BioRegion Technology has developed programs of sanitation and levels of acceptance. These programs are continually monitored to prevent violation of the law and to meet or exceed the expectations of our customers.

Each BioRegion Technology employee will be held responsible for adhering to the Good Manufacturing Practices (GMP). It is BioRegion Technologys strong conviction that proper sanitary standards will lead to personal satisfaction in the work environment, contribute to the company's success and consequently to individual job security.

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Daily Cleaning:

Daily sweeping and general cleaning of production areas are done by all production employees. This constitutes picking up debris, sweeping/vacuuming floors, emptying trash and wiping down exteriors of equipment.

Production employees are urged to be thorough in cleaning hidden or out of sight areas such as under machines, which have an increased potential to become a source of pest harborage and contamination.

Full overhead cleaning of the processing and packaging areas are done on a reoccurring 30-day schedule.

Sanitizing:

Cleaning in the BioRegion Eugene facility is primarily dry with the exception of small wet processes. Sanitizing shall be when it is a requirement on a maintenance work order or in any situation where bacterial contamination on a food contact surface is a possibility. In these situations, isopropyl alcohol is approved for sanitizing tools and surfaces which are for product contact or may have accidental product contact. Any standing water will be mopped up immediately and water leaks/drips will be attended to in a timely manner.

Master Sanitation Schedule:

The BioRegion Master Sanitation Schedule is a list of all sanitation tasks and is incorporated into the local Galileo system which automatically tracks where tasks are scheduled for completion. The Bioregion production department is assigned tasks within the master sanitation schedule. When an employee logs into the system, a list of tasks scheduled for completion is generated for viewing. When an individual has input that it has been completed, it updates when the item needs to be completed again based on the task frequency. Procedures are listed for all tasks in individual lists, as well as date of last completion and the last person completing the task.

Task Verification:

Task verification is done by the department manager. The task verification form is located within Galileo and is locked to only be completed by the department manager. This log covers the task verification date, the task being verified, person(s) completing the task and the verifiers signature. Task verification is done (2) times/week. The level of acceptance is visually clean, will all procedures followed. Visually cleaned is defined as no dust accumulation on floor or surfaces and all debris removed.

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Floor & Overhead Cleaning:

The importance of regular cleaning schedules and the recording of the activities are basic to the effectiveness of our sanitation program. The floor overhead cleaning is a thoroughly scheduled cleaning operation done by the BioRegion team. It is in accordance with the master sanitation schedule located in the BRT Galileo system.

The basic procedures are as follows:

1. A thorough inspection of the area is conducted before cleaning, to identify and deficiencies in the area to be cleaned. Such as product or water leaks, malfunctioning equipment, insect trails or any evidence of pest activity. Any deficiencies will be reported to the Sanitation Manager, Maintenance Manager or the BioRegion Manager (depending on nature of issue) and a work order will be generated to commence corrective action.
2. Any open product streams such as conveyors or uncapped pipes will be covered and protected from contamination before the cleaning operation begins.
3. Cleaning starts at ceiling level and progresses downward. This includes all open holes and tight crevices, machine guards and underneath machinery. All overheads and wall areas are brushed and/or blown down on a 14-day schedule, to remove all accumulated dust and/or product from ceilings, walls, ledges, pipes and machinery.
4. A vacuum is used to remove accumulated dust from the floor level.
5. After all dust is removed, crack and crevice pesticide is applied around the entire perimeter of room where walls meet the floor, bases of machines and into cracks and expansion joints in cement. This task is completed on a 14-day reoccurring schedule.
6. All debris is removed – tools, parts or pipes. All barrels are emptied and all cleaning tools are returned to their designated storage areas.
7. After completing cleaning and crack and crevice spraying, log completion in Master Sanitation schedule (Galileo) and log pesticide use in pesticide usage log.
8. Report any insect activity, or area defects to sanitation manager, log any pest sightings or evidence of pest activity in pest sighting log.

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Warehouse cleaning:

Warehouse Cleaning Procedures

1. BioRegion warehouse is to be maintained in a clean and orderly condition.
2. All warehouse stocks are to be stored in a minimum of 18 inches from perimeter walls to permit access to this area for cleaning the critical floor-wall junctions, inspection and pest control work.
3. The 18 inch perimeter area should be painted white and maintained in a clean condition. This is to permit ready detection of rodent or insect activity, improper cleaning and to serve as a reminder to employees of the need for the open perimeter lane between stocks and walls.
4. Adequate aisle space should be planned so that forklift operations do not damage product. Adequate space must be maintained between tiers for forklift operations.
5. Ingredient stocks (if applicable) should be plainly marked on each container or lot as to the receiving date to assure proper rotation.
6. Prompt removal of damaged merchandise and ingredients is essential. If it is impossible to move an entire lot to dispose of damaged containers, tape should be used as a temporary means to prevent spillage and product loss. Damaged product containers must not be allowed to enter trade channels.
7. Each incoming shipment is to be carefully inspected prior to unloading and acceptance. A visual check should be made for insects, rodents, damage or possible contamination such as spilled liquids which may appear on the inbound containers. Contamination of any incoming shipment is just reason for rejection.
8. Cleaning tools are color coded to adhere to GMP's and to prevent contamination of facility or product.

BIOREGION CLEANING/INSPECTION CHECKLIST:

1. CALCINER ROOM

- MAIN FLOOR
- UPPER CAT WALK
- HULL ASPIRATOR CAT WALK
- CHAIN-VEY #2 TAIL SECTION
- COMBUSTION AIR BLOWER FILTER
- INSPECTION/CLEANING: INFEED BREACHING
- INSPECTION/CLEANING: DISCHARGE BREACHING
- INSPECTION/CLEANING: O2 ANALYZER DISTILLATION PROBE
- INSPECTION/CLEANING: PA GAS LINE (from all access ports)
- NATURAL GAS LINE LEAK DETECTION/INSPECTION

2. THERMAL OXIDIZER ROOM

- MAIN FLOOR
- UNDERNEATH FRAME GRATES
- COMBUSTION AIR BLOWER FILTER
- NATURAL GAS LINE LEAK DETECTION/INSPECTION

3. OUTSIDE STORAGE BINS

- MAIN FLOOR
- BIN FLOORS
- CHAIN-VEY #1 TAIL SECTION
- BIN TOPS

4. PACKAGING ROOM

- 2ND FLOOR DECK
- CHAIN-VEY #3 TAIL SECTION
- DUST COLLECTION UNIT INSPECTION
- AIR COMPRESSOR INNER FILTER
- PRATER MILL BAGHOUSE INSPECTION and/or REPLACEMENT

5. PRATER MILL ROOM

- MAIN FLOOR

Bioregion Department training:

TBD