		<b>Norax Supplements</b> 655 10 <sup>th</sup> St. Cedartown, GA 30125	
<b>Title: PEST PREVENTION</b>		<b>Approved By: Director of Quality &amp; Technical Services</b>	
<b>Policy #: 17.2.4</b>	<b>Review Date: 06/06/2023</b>	<b>Revision: 7</b>	<b>Page 1 of 5</b>

## 1.0 Purpose

- 1.1 To describe the methods used to manage and prevent the presence of pests and vermin.

## 2.0 Scope

- 2.1 The entire facility, including outside grounds.

## 3.0 Responsibility


- 3.1 Sanitation Management - Responsible for implementation, management, corrective actions and inspections
- 3.2 QC Management - Responsible for the validation of the pest control procedure.
- 3.3 Plant Management - Ensures training is provided for all employees, and resources are allocated to properly implement the program.

## 4.0 Definitions


- 4.1 Preventative Pest Control: The use of preventive methods including exclusion, removal of habitat, removal of food, and monitoring.

## 5.0 Procedure


- 5.1 Norax Supplements requires the following services to be provided by a pest control provider of our selection. Norax uses Allgood Pest Control Services at this time. Norax maintains the right to terminate services at any time for failure to comply with requirements.
- 5.2 All inspection documents will be kept in a log provide by the servicer, which may include:
  - 5.2.1 Documentation on the treatments provided
  - 5.2.2 Plant sanitation concerns
  - 5.2.3 Changes in rodent equipment
  - 5.2.4 Date and time of inspection
  - 5.2.5 Inspection of building and grounds for deficiencies that would promote pest activities

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- 5.3 Services will be provided by licensed pest control officers and documentation of license will be kept on file.
- 5.4 Any person or persons applying pesticides will be certified and provide a Certificate of Insurance and will be responsible for updating yearly.
- 5.5 The service provider will provide copies of pesticide labels and SDS. The service provider will supply a list of EPA registered pesticides to be applied/used on-site and approved by the Plant Manager. This information will be kept on file as part of the Pest Control Log Book.
- 5.6 A Device Placement Map will be on file showing locations of all traps and bait stations and be up to date and dated.
- 5.7 Services provided include the following:
  - 5.7.1 Monthly
    - 5.7.1.1 Internal Traps
    - 5.7.1.2 Service exterior bait stations
  - 5.7.2 As needed
    - 5.7.2.1 Exterior Perimeter treatment
    - 5.7.2.2 Norax Supplements will authorize the company of their choice to provide the following services:
      - 5.7.2.2.1 Ants, pavement
      - 5.7.2.2.2 Cockroach monitoring
      - 5.7.2.2.3 Commensal rodents
  - 5.7.3 Weekly, the trained Sanitation Manager checks the interior traps for rodent activity and documents the inspection. If any catch traps are found to have a dead rodent, Allgood Pest Control is called to remove and document the rodent.
  - 5.7.4 Monthly, Allgood checks the light traps for fly activity, documents the inspection, and changes the glue board.
  - 5.7.5 Annually, the lights in the light traps are changed.

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- 5.8 Light traps that are the ‘electrocutor’ type are not located within 10 feet of open product.
- 5.9 A full description of target pests is listed in the Pest Control Logbook as part of the scope of service.
- 5.10 Norax Supplements personnel do not handle or apply any pesticides. Such activities are strictly delegated to a licensed PCO.
- 5.11 The possibility that Norax Supplements employees come into contact with a rodenticide is minimal since the bait stations are kept locked and anchored in place. Employees are instructed to avoid contact with such devices at all times as part of the training program.
- 5.12 Pesticide applications are documented, including lot numbers and EPA numbers by the service provider on the EPA registered material usage log and/or service reports
- 5.13 Pesticide containers are not to be brought into the facility under any circumstances, with the exception of the application devices used during their visit. The service provider is responsible for disposal of the empty containers as required by regulation. Pesticide controls are as follows:
  - 5.13.1 All pesticides and other toxic chemicals used will be clearly labeled and stored, but none are stored on site. Pesticides and other toxic chemicals will be handled only by properly trained PCO personnel.
  - 5.13.2 Chemicals and baits will only be applied by PCO personnel or under the direct supervision of trained personnel with a thorough understanding of the hazards involved, including the potential for the contamination of food contact packaging.
- 5.14 The service provider is required to check in with either the Sanitation Manager or designee upon arrival and before service is rendered.
- 5.15 Upon completion of service, a detailed service report is provided to Norax Supplements that includes activities performed, products applied and recommendations for improvement as applicable.

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- 5.16 Any identified pest activity shall not present a risk of contamination to raw materials, work-in process, or finished food packaging.
- 5.17 Raw materials, work-in-progress or food packaging that is found to be contaminated by pest activity shall be effectively disposed of, and the source of pest infestation investigated and resolved.
- 5.18 Pest Activity Trend Reports are generated monthly by the service provider and reviewed by the Sanitation Manager, as well as included as part of the service provider's annual review. Trend information is used to target pesticide applications, where necessary.
- 5.19 Annual trending of pest control will be evaluated and presented to Senior Management by the Quality Management to help validate the program.
- 5.20 An annual Pest Prevention Program Assessment will be conducted by a trained professional to verify the performance of the current program and to determine if any changes are necessary.


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## 6.0 Document History & Approval

Revision #	Review Date	Description of Change	Reviewer Name
1	09/01/2015	New	Dong Chen, Quality Control Manager
2	05/25/2018	Revised Inspectors names	Aaron Choi, Quality Control Director
3	10/28/2019	Updated to comply with NSF policy.	Aaron Choi, Quality Control Director
4	3/26/2021	Reviewed	Aaron Choi, Quality Control Director
5	3/20/2022	Updated for clarity	Steven Ray, Quality Control Director
6	11/8/2022	Updated to meet SQF Requirements	Steven Ray, Quality Control Director
7	06/06/2023	Updated to Show Allgood is checking the light traps. Revised formatting and grammar.	Kayla Faust, Corporate Compliance Specialist.

### Approvals:

DocuSigned by Kayla Faust



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Corporate Compliance Specialist

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Director of Quality & Technical Services


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	kayla.faust@noraxsupplements.com
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