

Good Manufacturing Practices Policy		
NIA-305-02-0004	Niagara Bottling, LLC.	

**1. Purpose**

To communicate Good Manufacturing Practices necessary to maintain a safe and sanitary manufacturing environment, and to maintain compliance with regulations of Title 21 CFR Part 111, 113, and 117, SQF Food Safety and Quality Code requirements. The policy addresses all practices necessary to meet regulatory requirements, company standards, and customer expectation.

**2. Scope**

The practices adopted and defined within this policy shall be adhered to in all Niagara facilities. All Niagara employees must comply with these requirements when within the facility. These rules may not apply to specific designated areas (offices, breakrooms or other assigned areas). The QA Manager will determine how to enforce the intent of the requirements based on local risks.

**3. Responsibility**

The Plant Director and Quality Manager of each facility are responsible for ensuring that all employees have proper training, fully understand, and are compliant with this policy.

**4. NIAGARA GOOD MANUFACTURING PRACTICES:**

1. Niagara employees must dress in a clean Niagara uniform shirt. Shirts must be clean prior to starting their shift and changed if soiled.
  - 1.1. Aprons are to be company issued and must be kept clean and replaced when they become soiled.
2. Niagara employees are permitted to wear Niagara hats on the production floor if they are kept clean and removed once soiled.
3. Jackets and other clothing items shall be stored in designated areas only.
4. Jewelry (not limited to bracelets, necklaces, earrings, watches, rings, items containing decorative stones, etc.) are not to be worn. Exceptions to this requirement are the following;
  - 4.1. Wedding bands with no stones.
  - 4.2. Medical bracelets or lanyards.
5. Pens, pencils, thermometers and other objects shall not be carried in pockets above the waist. Pens shall not have removable caps.
6. Shoes must be kept clean and in good condition.
7. All personnel must wear company provided hairnets at all times (clean shaven scalps must also be covered). Hairnets must be worn in a way to protect the product from incidental contamination. Hairnets must be worn underneath hats.
  - 7.1. Hairnet color designations: White – Niagara employees; Yellow – new employees (less than 90 days); Blue – contractors and visitors. (Local plant color designation may vary based on management discretion.)
8. Personnel must cover all visible facial hair, except neatly trimmed mustaches (not extending beyond the lip-line), with a company provided beard net.
9. Fake eyelashes are prohibited within the plant.
10. Nails shall be kept neatly trimmed and clean. Artificial nails and/or fingernail polish are not permitted.
11. Personnel must notify supervisors of any cuts or infections they have before starting a shift. All cuts must be covered with a sanitary bandage and/or a disposable glove before entering the facility. Employees may be assigned alternate responsibilities until their wounds heal.
12. If any blood or bodily fluids are not properly contained, proper handling and disposition of food, materials and equipment must be taken. All contaminated areas must be adequately cleaned.
13. Personnel who are known or have been known to be carriers, or are carriers, of infectious diseases that present a health risk to others through the packing or storage processes shall not engage in the processing or packing of food, or enter storage areas where food is exposed.
14. Personnel shall have clean hands that are washed at the following times:
  - 14.1. Before starting work, putting on gloves or handling any product & food contact packaging materials.
  - 14.2. After eating, drinking, smoking or any break or lunch period, visiting the restroom, sneezing or coughing, blowing your nose or touching your face or hair.
  - 14.3. Anytime an employee leaves or re-enters the production floor, or otherwise contaminates their hands.
15. Disposable gloves shall be used whenever touching food contact packaging materials.



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- 15.1. Gloves must be clean and in good condition at all times.
- 15.2. Personnel must wash hands before putting on gloves and change gloves as they become soiled.
16. The following is not permitted in the facility: spitting, smoking, eating or drinking (approved hydration stations are permitted), chewing tobacco or gum, and any other unsanitary activity that compromises the quality of products or materials.
  - 16.1. The use of electronic or smokeless cigarettes must comply with the same policies that are in effect for tobacco products.
17. Product sampling for testing is only permitted by Quality Assurance and authorized personnel.
  - 17.1. Sampling shall be done in designated areas only.
  - 17.2. Personnel shall not taste any product on the production floor.
18. Work areas shall be kept clean and orderly at all times.
  - 18.1. The production floor and all equipment is to be kept clean and free from standing water, oil, dust, dirt and other debris.
19. Packaging materials (not limited to preforms, caps and bottles) are not to be used for purposes other than which they are intended.
20. All product, packaging material and ingredients shall be kept in appropriate containers and off the floor.
21. Cutting tools (not limited to box cutters, knives, scissors, etc.) used in processing and packaging areas are to be Niagara issued, and be kept clean and well maintained.
22. All waste shall be contained in properly identified bins for that use.
23. All hoses shall be stored on hose racks after use and hose nozzles must never touch the floor.
24. Exterior doors must not be left open and unattended. This includes both man-doors and overhead doors. Propping open a door, or modifying it in some way that prevents it from locking is not allowed.

## **5. SAFETY REQUIREMENTS:**

1. Loose fitting clothing posing a safety hazard is not permitted.
2. Clothing must provide sufficient protection from typical job duties.
3. Shoes must provide sufficient protection from typical job duties.
  - 3.1. Rubber soled shoes must be worn on the production floor.
  - 3.2. Open toes shoes, sandals, or pump style heels are not allowed.
4. Personnel must notify their supervisor of any medication prescribed by any physician to ensure the safe operation of all machinery.
5. No running or horseplay shall take place in the production area.
6. Emergency exits shall only be used if there is an emergency.
7. Personal Protective Equipment (PPE): All employees are required to use safety glasses OR prescription glasses at all times and hearing protection in designated areas. Other PPE may be required based on local policy.
  - 7.1. Hard hats must be worn when required.
8. All personnel must ensure that they can identify their supervisor or lead and know the safety requirements of their job.
9. If conditions or equipment that is potentially dangerous, or that presents a potential safety hazard is observed, it is your affirmative duty to report them immediately to your supervisor.
10. Personnel must report any and all injuries to supervisors immediately, no matter how small. Personnel are prohibited from by-passing safety switches, guards, and any other safety-related devices.
11. Personnel believed to be impaired by the effects of any type of drug or alcohol will be immediately asked to leave the property.

## **6. CONTRACTORS & NON-NIAGARA VISITORS** - Must comply with the above prescribed personnel GMPs and safety rules in addition to the following requirements:

1. Contractors and Visitors shall sign in and out daily, using only the designated entrances.
  - 1.1. A daily review of the log will be done to verify all contractors and visitors are out of the facility and have been signed out.
  - 1.2. Visitors must be escorted by Niagara personnel while within the facility.
2. Only authorized Niagara employees are allowed to let any non-Niagara employees enter the facility.
3. Contractors and Visitors shall maintain a clean and organized work area. All trash, debris, equipment, paperwork, supplies and/or tools must be cleaned up and put away at the end of the workday.

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- 3.1. Materials shall be stored in designated areas only.
- 3.2. Materials shall be stored on pallets.
- 4. Contractors and Visitors shall dress in clean appropriate clothes prior to entering the facility. Hats are permitted on the production floor but must be kept clean and removed once soiled.
- 5. Niagara's materials and equipment shall not be utilized without the prior authorization.

**7. NIAGARA MANAGED OFF-SITE WAREHOUSES:**

- 1. Niagara employees must comply with all Niagara Personnel GMPs and Safety Requirements prescribed above with the following exceptions:
  - 1.1. Hairnets / beard nets
  - 1.2. Jewelry
  - 1.3. Items stored above the waist
  - 1.4. Hearing protection

**8. ACKNOWLEDGEMENT:**

Personnel must follow the manufacturing practices outlined herein. Personnel accepts that their work areas must be maintained in a clean, healthy and orderly fashion to prevent unsafe conditions and potential accidents or product contamination, and it is their responsibility to do so.

By signing below, I certify that I have read the above responsibilities and understand that if I violate these responsibilities, I will be subject to disciplinary action, up to and including termination.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_