



GOOD MANUFACTURING PRACTICES FOR CONTRACTORS

Contractors and/ or Vendors (both hereinafter referred to as “Contractor(s)”) performing services of any kind upon Niagara Bottling, LLC (“Niagara”) premises must adhere to and comply with the Good Manufacturing Practices (“GMP”) provided hereunder. For all intent and purposes, Niagara’s Maintenance Manager shall be considered Contractor’s Supervisor while Contractor performs services upon Niagara’s premises.

Contractors will comply with GMP guidelines for food manufacturing facilities as defined in Chapter 21 of the Code of Federal Regulations, including but not limited to the following:

1. Contractors can use only the Main Entrance to enter the plant and to exit the plant.
2. Contractors must check in with Niagara’s Maintenance Manager each day to sign in and out.
3. **Personal Protective Equipment (“PPE”):** All contractors are **required to use safety glasses and ear plugs** as well as any other required PPE while in the plant at all times.
4. **Contractors are required to store all materials in designated areas, on pallets, and 18” away from any wall.**
5. **Contractors will 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.**
6. No preforms, bottles or caps should be on the floor or under any machines.
7. At all times, the production floor must be clean and free of:
 - Water
 - Oil
 - Plastic
 - Dust
8. Manufactured bottles may only be used for their intended purpose (i.e. the bottling of water). Bottles may not be used for any other purposes, including, but not limited to, storing cleaning solvents, scoops, trash cans, or maintenance repairs.
9. Hands must be washed and sanitized at the following times:
 - Before starting work
 - Before putting on gloves
 - Before handling any product or packaging materials
 - After each break and lunch period
 - After visiting the restroom
 - After covering mouth while sneezing or coughing
 - After picking something dirty off the floor
 - After touching your nose, mouth, eyes, ears, or hair
 - After blowing your nose
 - Anytime an employee leaves and re-enters the Production floor
 - Any other time the employee’s hands have been contaminated
10. Machines must be clean and dust free at all times.
11. All control panel doors must be closed and locked.
12. All conveyors must be covered, cleaned and dust free at the end of each shift.
13. Rubber or disposable gloves must be clean and in good condition at all times. Contractors must wash hands before putting on gloves and change gloves as they become dirty when working on bottling equipment.
14. Nails should be kept neatly trimmed and clean. Artificial nails and/or fingernail polish are not permitted.
15. Rubber soled shoes must be worn on the production floor. Open toed shoes are not allowed. Shoes must be kept in clean and good condition.
16. Hairnets must be worn on the production floor at all times. No hair is permitted outside of the hairnet.
17. Facial hair such as a beard, goatee, sideburns, greater than 1/8”, or a mustache extending beyond the edge of the mouth must be covered by a beard net on the production floor
18. Contractors must dress in clean clothes prior to starting work in the plant. Shirts must be tucked in at all times. Long pants only are allowed, NO shorts. If aprons are worn, they must be kept clean and disposed of when they become soiled.
19. Only NIAGARA Baseball caps are permitted on the production floor, with a hairnet OVER the cap. Hard hats issued by the company are acceptable.

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26. Neckties, bracelets, neck chains, earrings, watches, rings and other jewelry are not permitted to be worn on the production floor.
27. Aprons, jackets, and other clothing must not be hung in the production area. These items should be removed and hung in the designated areas prior to entering a restroom and prior to all meal and rest periods.
28. The following is NOT permitted in the production area: (1) Spitting; (2) Smoking; (3) Eating and drinking; (4) Chewing tobacco or gum; (5) Blowing in bottles; (6) Sticking fingers in bottles or touching caps; and (7) any other unsanitary activity that compromises the quality of Niagara's product.
29. Product sampling for quality assurance testing is only permitted by quality assurance inspectors, supervisors, and authorized personnel. Sampling should be done in designated areas only.
30. Pens, pencils, thermometers and other objects should not be carried in pockets above the waist.
31. Earplugs should be worn attached to a string around the Contractor's neck.
32. Personal medications are not allowed in the facility. Contractors must notify their Niagara's Maintenance Manager of any medication prescribed by any physician which may impair safe operation of machinery.
33. Contractors must notify Niagara's Maintenance Manager of any cuts or infections on their hands or arms before starting a shift. These employees must cover the cuts or infections with a sanitary bandage and/or a rubber glove before handling any food product, food manufacturing equipment or packaging materials. Niagara's Maintenance Manager may give such employees responsibilities outside of production until their wounds heal.
34. Contractors should notify Niagara's Maintenance Manager immediately if they have contracted any contagious disease.
35. No running or horseplay should ever take place in the production area.
36. Emergency exits should ONLY be used if there is an emergency. Never prop any doors open.

It is imperative that all contractors working for Niagara follow the manufacturing practices policies outlined herein. Work areas must be maintained in a clean, healthy and orderly fashion to prevent unsafe conditions and potential accidents.

Failure to adhere to these policies will result in disciplinary action up to and including being banned from working at Niagara's facilities.