

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PRE.POL.57 Effective Date: 01-Jun-22 Revision Date: New</p>
<p style="text-align: center;">Premises Policy</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

OBJECTIVES

The premises policy involves defining the activities conducted at the exterior and the interior of the facility.

EXTERIOR

If there is a shared exterior with another manufacturing or retail facility it is critical that the other facility understands the need to ensure food safety through eliminating the harbourage opportunities for terrestrial and aerial pests.

This is a shared responsibility thus understanding the nature and activities of those in the neighbouring facilities is critical when developing the operational procedures to ensure a food and people safe environment.

Other aspects of the exterior that are captured within the Premises Standard Operating Procedures and the Personnel procedures include **entryways** for people, products, and equipment and supplies, the common areas such as shipping and receiving and exhaust vents and stacks to ensure removal of excess moisture and transfer of air.

Security of people, materials and equipment is essential thus restricted access is monitored through visitor logs and appointment times and sign in records for the Hub Users. Hub Management maintains the distribution of any key or fob access by Hub Users.

INTERIOR

The interior of the Food Hub is restricted to the preparation and packaging of Food products. HUB Management receives from all HUB Users a list of the products to be prepared and evaluates if those products are defined under the scope of services and equipment that the Food Hub can provide.

The interior is maintained in a safe and sanitary manner which is defined within the various Standard Operating Procedures that are conducted within the facility. These procedures include those required by all Hub Users during their specified operating period, such as cleaning the equipment and area used, appropriate storage of materials at ambient temperatures as well as cold and frozen storage.

Common eating areas (lunchrooms/ sampling areas) are to be cleaned up by the specific HUB Users of their debris and tables and utensils used.

Common Washrooms, sanitation areas, dry ingredient, and chemical storage areas will be maintained under the direction of the Hub Management. This may involve third party contractors, designated Hub Users, or Hub Management personnel.

RECORDS

Records of the activities that take place as proof of action for the exterior and interior are retained by the Hub Management or designate.