 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No: HUB.PRE.SOP.1 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Premises Verification SOP</p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: New</p>

OBJECTIVE:

This SOP outlines the procedures for verification of the Premises Prerequisite Program.

SCOPE:

This SOP is used by Hub Owner to ensure premise is maintained in a sanitary manner.

DEFINITIONS:

Lux: is the standardized measurement of light level intensity, which is commonly referred to as illuminance or illumination. 1 lux is equal to the illumination of a one meter square surface that is one meter away from a single candle


Back Flow Prevention device: a device, such as a pressure vacuum breaker (PVB), used to protect potable water supplies from contamination or pollution due to backflow or infiltration of contaminated water. The device is usually connected near the water source.

PROCEDURE:

1. Lighting is appropriate for the intended production activity. Intensity of light is not less than 220 lux in work areas and 110 lux in storage areas. Lighting is evaluated using a light meter. Phone app is not sufficient.
2. A Daily Sanitation Inspection Checklist is used to monitor premise areas. Observations are reviewed with Hub Users and Hub Sanitation Crew.
3. A list of back- flow prevention devices is available. Annual inspection is done by an outside contractor. Inspection is on Master Task List.
4. The Hub Manager will take a picture of the unsatisfactory items and report it to Hub Owner. A decision will be made on a case-by-case basis.
5. The grease traps are serviced 2 times per year. A service report is provided to Hub Manager by outside service contractor.
6. Every two months the Hub Manager and QA will do premise inspection together as a training activity. Inspection is on Master Task List.

DEVIATION PROCEDURES:

1. Replace light tube if light intensity below 110 lux in storage rooms or below 220 in production area
2. Notify the service company if the maintenance has not been done or the report has not been submitted to applicable regulatory agency
3. Modify inspection activities as needed.
4. If not easy to identify who has left the equipment or premise area in unsatisfactory state, the video, if used will be reviewed. If a video is not available, the Hub users within that period of use will be identified and

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provided the details of the status and request input.

5. Hub User will be asked to clean area, or there may be a fine.
6. Schedule the service

RELATED DOCUMENTS:

HUB.P.REC.135 Daily Sanitation Inspection checklist

REVIEW:

Annually or as revised