 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS &amp; GROWERS</p>	<p>Document No: HUB.PRE.SOP.6 Effective Date: 01-Jun-22 Revision Date: New</p>
<p><b>Glass &amp; Hard Plastic Breakage SOP</b></p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: New</p>

**OBJECTIVE:**

This SOP outlines the procedure for preventing HEM contamination due to improper glass and hard plastic handling within the Hub facility.

**SCOPE:**


This SOP is used by all Hub Users. All Hub Users must be aware of the hazards of both glass breakage and brittle plastic. These items should be avoided as the hazard to other users and other products. Glass that is used as packaging material must be inspected to ensure no damage has occurred where unknown pieces of glass may not only cause harm to others but may also negatively affect the seal and subsequently the safety of the final product.

**DEFINITIONS:**

**HEM:** Hazard Extraneous Material (Physical Hazard)

**PROCEDURE:**

1. Identify all areas within the construction of the facility that contain glass and specify the location. Assessing the risk of damage and the implication of entering the production and product area must be conducted at regular intervals, particularly when any windows or equipment that contains glass such as over pressure gauges enter the premises or are changed.
2. An inventory of glass and its location must be conducted. This must also be conducted for brittle plastic. Obviously, a higher priority for monitoring are those locations that are in the flow of product, particularly uncovered product during processing and packaging but all areas must be accounted.
3. All Hub Users must inform the Hub Owner/Manager when additional glass and brittle plastic enter the facility and when a glass or brittle plastic has been removed so the inventory can be updated.
4. All lights are shielded as are any lights mounted with stove or exhaust hoods
5. Designated broom and dust pan for glass breakage incident is available in QA office. After use, dispose broom and dust pan and repurchase. Record actions on a Deviation Record.
6. Identify those Hub Users that packages product in glass or have any ingredients that are contained in Glass containers.
7. Hub Users participate in Glass Breakage Clean Up training to ensure they are aware of procedures and location of dedicated broom and dustpan to be used in case of glass breakage.
8. Breakable items are not allowed to be brought into processing areas. This includes dishes and mugs. Only essential breakable items required for production are permitted. These must be included on the list of Glass containing items within the facility.
9. In the event of a glass or hard plastic incident that would result in risk of foreign material in the facility should follow the following steps.
  - a. Protect yourself from getting cut. Wear gloves.
  - b. Protect other Hub Users from injury by alerting them of the glass /brittle plastic incident and to stay way from the affected area.

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- c. Pick up big shards of glass using gloves
  - d. Hub Owner/ Manager will determine diameter of area to be cleaned
10. To clean up broken glass, use a broom and dustpan to sweep up the broken shards. For small pieces of glass, try wiping the area with a damp paper towel folded in half. Alternatively, press the area with **a slice of bread** or a piece of duct tape. Avoid using a vacuum, since the glass can end up damaging your machine.
11. Specification sheets for lights and covers in hood area indicate they are thermal and shock resistant. Hood lights are observed during operation checklist
12. Hub Users and Hub Owner/Manage employees observe windows for damage

**DEVIATION PROCEDURES:**

1. Advise Hub Owner/Manager when new glass enters the Hub and when Glass Breakage occurs/
2. Update list
3. Hold additional training sessions
4. Dispose of broom and dustpan if stored after use.
5. Retrain Hub Users if breakable items noticed in processing areas.
6. Hold additional training sessions.
7. Replace if damaged
8. Report damage, cracks or leaks to management

**RELATED DOCUMENTS:**

- HUB.PRE.REC.9 Glass and Brittle Plastics Registry
- HUB.PT.REC.151 Glass and Brittle Clean Up Training Record
- HUB.HACCP.REC.112 Deviation Record
- HUB.HACCP.REP.154 Hazards Analysis Record

**REVIEW:**

Annually or as changes occur.