 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No: HUB.TRS.SOP.124 Effective Date: June 1, 2022 Revision Date: New</p>
<p>Storage SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: NEW</p>

OBJECTIVE:

Storage can include ingredients, packaging, equipment, supplies, chemicals, refrigeration and freezer and controlled atmosphere environments. It is critical that the type of storage is used appropriately to maintain the safety and quality of not only the materials you are required to protect but also to ensure that inadvertent loss of control occurs where unsuitable materials are stored next to or near to non-compatible materials.

The Storage function works closely with the Shipping and Receiving as space is always at a premium thus as one area begins to reduce in materials, another group of materials may start to encroach on a non-compatible area thus reducing and compromising the efficacy and food safety of the original plan.

Knowledge of the ingredients and potential risks that are contained within the raw materials as well as finished goods assists to ensure materials that are compatible are maintained together while those that are incompatible are separated to ensure potential contamination between materials does not occur.

SCOPE:

Considering the specific hazards that can occur to food products, it is critical that the characteristics and hazards that are naturally present in specific materials are understood and recorded appropriately.

This may include those materials that contain allergens. Segregated areas or clearly marked tags (possibly coloured) provide a prominent visual distinction for awareness and ease for designating appropriate storage areas. Also, segregating equipment parts physically from ingredients but possibly with other mechanical components reduces the hazard of small parts being inadvertently included in an ingredient.


DEFINITIONS:

Non-Compatible materials: These are those materials that could potentially contaminate the products that are expected. Examples included odorous treated wood products, paint, and other non-food chemicals, building products such as wires, bolts, nails, that if become loose can pose a risk to the food products, packaging and even to those food and cleaning chemicals that could be used within the facility.

Segregation: Physical distance and/or defined area that permits accumulation of like materials and conversely prevents unintentional contamination of unlike materials. Distinct coloured product labels or distinct areas for storage and possibly even locked containment of equipment and/or cleaning supplies versus open racking of various ingredients creates physical separation thus reducing errors that may occur.

Complaint or Deviation Process: When a material or ingredient is contaminated or adulterated (intentionally or unintentionally) it must be segregated, identified in a very visible manner (restricted tag) so the safety and quality can be investigated, and the appropriate disposition is conducted and recorded.

Cold Chain (Temperature control): This term reflects the temperatures / environment that the products or materials should be held at during the distribution process, i.e., during storage, temperatures require monitoring and recording to ensure the preservation of the Cold Chain. Typically, this phrase refers to refrigerated or frozen temperatures but is frequently used to denote temperature control through the processing and distribution of food products. It can also involve multiple temperature profiles as a product is distributed or as it a frozen ingredient is being thawed.


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PROCEDURE:

1. All ingredients and materials must be identified by the categories that will provide safe and environmentally compliant storage.
2. Categories can include:
 - a. Ingredients – no allergens
 - b. Ingredients – containing allergens
 - c. Contained Temperature controlled areas such as coolers, freezers. (thermometers that are easily read for regular monitoring or preferably recording charts or electronic monitoring must be installed in storage areas)
 - d. Food packaging supplies
 - i. Direct product contact (Primary)
 - ii. Indirect product contact (Secondary)
 - iii. Labels
 - e. Finished products
 - f. Staging area to receive incoming and prepare shipments of materials
 - g. Cleaning supplies for washing and sanitizing
 - h. Pest control materials (non-chemical) Pest controlled chemical materials should be stored outside of the facility.
 - i. Equipment and maintenance chemical supplies such as solvents
3. The map with the organization of storage areas should be available and reviewed periodically to ensure compliance as items can be moved closer as warehouses and storage areas become filled or depleted of regular materials.
4. In a shared use facility, there may be generic or shared storage areas for some items. It is critical that shared areas are maintained by all users in a clean, clear, and safe manner. All materials must be tightly concealed to prevent accidental spillage and if that does occur that any spills are cleaned as appropriate as soon and as safely as possible.
5. If products are expected to be stored in colder temperatures, it is best to ensure the storage temperatures are correct and that if a large shipment arrives that puts additional pressure on the existing cooler/freezer to reduce the temperature of the goods it may be best to insert the new materials into the cooler or freezer over a slightly longer period rather than stuffing it in all at once.
6. When storing perishable materials or short shelf-life materials, periodic inspection of those materials should be conducted to ensure they are still functional for use and have not been contaminated.
7. When items are discarded a record should be documented on the Non-conformance form which identifies the reason, the residual cost and that the disposal was conducted by someone on a specific date and the method of disposal. Some materials such as oils should not be disposed of through sink drains.

DEVIATION PROCEDURE:

1. If the stored materials are either damaged or no longer usable, they must be segregated and contained until the product can be safely disposed. Recording this information on the non-conformance form such as indicated in Item #7 above, provides the final history of the product and assures that disposal has taken place and the material was not inadvertently used in another product.
2. All chemicals must be disposed of appropriately as per the requirements of the local authorities.

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RECORDS AND RELATED DOCUMENTS

Storage map or layout of specific storage categories and locations

HUB User Ingredients Listing Form HUB.TRS.REC.126: To record the ingredients that are used within the Hub by each HUB User. [Each HUB User must supply the HUB Owner/Management with their specific list of ingredients used within the HUB – the list to be updated when additions or deletions occur]

Non-conformance Record: To record the relevant information for materials that arrive and do not conform to the expected materials and/or are not in the expected sanitary condition.

REVIEW:

This SOP should be reviewed when changes occur and/or at least annually.