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Online Resources for BC Food Hubs

<https://foodhubs.ssfpa.net>

March 16, 2023



Small Scale Food Processor Association

**Nancy Ross, Margaret Daskis, Robert Thompson,
and Candice Appleby**



The purpose of today's information session is to introduce you to this new resource website for food hubs in BC, so that you can start to use the website, and to provide an opportunity for questions and feedback.

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FRONT PAGE OPERATIONS USER AGREEMENTS INSURANCE INFORMATION

Home

> Front Page

> Operations

> User Agreements

> Insurance Information

> Glossary of Terms

The website is divided into 3 major sections:

- > Operations (our focus today)
- > User Agreements
- > Insurance Information

Also included a Glossary of Terms

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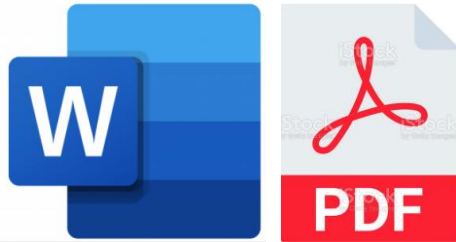


Online Resources for Food Hubs
<https://foodhubs.ssfpa.net>



Goals of today's information session

Demonstrate ease of use: Accessible on desktops, laptops, tablets and phones



Demonstrate how to use Word (editable) and pdf document formats

The focus will be on the Operations section with some reference to Agreements and Insurance.

Operations

Includes Standard Operating Procedures (SOPs) and other key documents organized within the context of the seven Prerequisite Programs.

Most documents are provided in editable forms that can be amended to reflect the needs of individual HUBs.

> Operations

> HACCP and Food Safety Plans

> Premises

> Transportation, Purchasing, Receiving, Shipping and Storage

> Equipment Design, Installation, Maintenance, and Calibration

> Personnel Training

> Sanitation and Pest Control

> Recall and Traceability

> Allergen Control

Review of Operations Documents

Compare and contrast different types of documents

- > Policies
- > Standard Operating Procedures
- > Work Instructions
- > Record Keeping
- > Reference
- > Signs



Review of operation sections

- > Format
- > Go through a couple example documents

Operations

Generic example

BC Ministry of Health

Hazard food safety plan format

Hazard analysis provided for standard process steps such as

- > Receive and store ingredients
- > Prepare ingredients
- > Processing steps including a CCP
- > Distribution

CCP Determination table
(7 principles of HACCP)

> Operations

> HACCP and Food Safety Plans

> Premises

> Transportation, Purchasing, Receiving, Shipping and Storage

> Equipment Design, Installation, Maintenance, and Calibration

> Personnel Training

> Sanitation and Pest Control

> Recall and Traceability

> Allergen Control

Our recalls are not due to failures at CCPs

US FDA reports recalls due to either a SOP that did not exist or was inadequate, or failure to adhere to one or more procedures.

- > Good Manufacturing Practices
- > Label review
- > Residual chemical testing
- > Raw material testing
- > Sanitation
- > Housekeeping
- > Product process design
- > Rework
- > Hold and release
- > Recall procedures
- > Storage
- > Training
- > Product sequencing
- > Traceability
- > Supplier approval

In general, momentary failure to meet a PRP requirement does not lead to a food safety issue; however, breakdown of a PRP can lead to a food safety issue.

John Surack, Utilizing Risk to Develop Food Safety Programs

<https://www.food-safety.com/articles/7942-utilizing-risk-to-develop-food-safety-systems>

(accessed August 31, 2022)

Operations

Prerequisite Programs

Challenges and Responsibilities

Factors to consider when developing preventive control program.

Example documents

- > Policies
- > Standard Operating Procedures
- > Work Instructions
- > Record Keeping
- > Reference
- > Signs

> Operations

- > HACCP and Food Safety Plans

> Premises

- > Transportation, Purchasing, Receiving, Shipping and Storage
-

- > Equipment Design, Installation, Maintenance, and Calibration
-

- > Personnel Training
-


- > Sanitation and Pest Control
-

- > Recall and Traceability
-

- > Allergen Control
-

Operations

Standardized Header

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No: HUB.S.SOP.55 Effective Date: 01-August 2022 Revision Date: New</p>
<p>Sanitation SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

HUB.S.SOP.55

Operations

Prerequisite Programs

Challenges and Responsibilities

Factors to consider when developing preventive control program

Example documents

- > POL
- > SOP
- > WI
- > REC
- > REF
- > SIGN

> Operations

> HACCP and Food Safety Plans

> Premises

PRE

> Transportation, Purchasing, Receiving, Shipping and Storage

TRS

> Equipment Design, Installation, Maintenance, and Calibration

E

> Personnel Training

PT

> Sanitation and Pest Control

S

> Recall and Traceability


R

> Allergen Control

A

Operations

Standardized Header

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HUB.S.SOP.55

Challenges and Responsibilities

	Hub operating as a co-packer		Hub leasing space	
	Hub	User	Hub	User
Prepare written sanitation plan	Likely responsible	Likely not responsible	Likely responsible	Likely responsible
Develop schedule	Likely responsible	Likely not responsible	Likely responsible	Situational
Environmental monitoring program	Likely responsible	Likely not responsible	Likely shared	Likely shared

Legend:
Likely responsible (orange)
Likely shared (green)
Situational (blue)
Likely not responsible (yellow)

Sanitation

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	Document No: HUB.S.SOP.55 Effective Date: 01-August 2022 Revision Date: New
Sanitation SOP	Revised By: MDaskis Approved By: NRoss Reason for Revision: New

OBJECTIVE:

This SOP outlines the procedure for preventing contamination of the plant environment with Biological, Chemical, and Physical hazards due to incorrect sanitation practices.

SCOPE:

This SOP is read and understood by all HUB Users and HUB Owners. Responsibility for cleaning and sanitizing individually used equipment and utensils will be done by HUB User unless otherwise directed. This action would generally occur for large specialty pieces of equipment and those trained specifically for that equipment.

DEFINITIONS:

Cleaning Schedule: A schedule of cleaning activities for general areas, including washrooms, floors, common entry areas, shipping and receiving, and the outside perimeter, interior, and exterior windows, as examples must be maintained and recorded when the activities are conducted and initiated by either the person performing the task or the HUB Management.

Four Steps of Sanitation: These include in logical order

1. **Dis-assemble and Pre-rinse:** this activity includes organizing the items to be cleaned in the specific area and to scrape /remove any large particles or hard to remove food prior to rinsing the various utensils, containers, and equipment. If a dishwasher is available the order of rinsing the items may relate to the orientation, type and space within the dishwasher.
2. **Washing the Dishes:** identify if a 2 or 3-sink method is used or a commercial dishwasher and follow the instructions. Ensure the correct cleaning solutions are used and in the correct amount.
3. **Rinse to remove any residual soap:** Ensure the soap is removed from all items by visually and if feeling any slipperiness, there is likely residual soap.
4. **Sanitize:** Using the correct sanitizer and at the correct concentration ensure the items are well covered/ immersed for at least 2 minutes or per manufacturer's instructions.

Sanitation Plan: Is a written document prepared by each HUB User that includes the selection of activities that will ensure their products are prepared in an effective and safe manner. Must meet the requirements of BC Food Premise Regulation 24 (2).

SOP

- > Outlines responsibilities
- > Definitions
- > Includes related documents

Personnel Training

Challenges and Responsibilities

	Hub operating as a co-packer		Hub leasing space	
	Hub	User	Hub	User
Hub orientation: Equipment use, sanitation program, food safety culture	Likely responsible	Likely not responsible	Likely responsible	Situational
Hygiene training	Likely responsible	Likely not responsible	Likely responsible	Likely responsible
Food safety training	Likely responsible	Likely not responsible	Likely shared	Likely responsible
Preparation of job descriptions	Likely responsible	Likely not responsible	Likely responsible	Likely responsible

Legend:
Likely responsible (orange)
Likely shared (green)
Situational (blue)
Likely not responsible (yellow)

Personnel Training

Document list

The documents below are for your HUB use. You may use them as complete (pdf) or modify them to suit your needs as required (Word, Excel).

Policy

- **HUB.PT.POL.13** Orientation Manual – Hygiene [pdf](#) | [Word](#)
- **HUB.PT.POL.14** Training Policy [pdf](#) | [Word](#)
- **HUB.PT.POL.41** Good Manufacturing Practices – Visitor, Outside Service, Vendor [pdf](#) | [Word](#)
- **HUB.PT.POL.121** Clean up of Blood and Bodily Fluid Policy Standard Operating Procedure [pdf](#) | [Word](#)

Standard Operating Procedures

- **HUB.PT.SOP.42** Personnel Training SOP [Word](#)
- **HUB.PT.SOP.140** General Hygiene [pdf](#) | [Word](#)

Records

- **HUB.PT.REC.39** Hub User GMP Commitment [pdf](#) | [Word](#)
- **HUB.PT.REC.45** Member Quiz post training [pdf](#) | [Word](#)
- **HUB.PT.REC.47** Group Training Record [pdf](#) | [Word](#)
- **HUB.PT.REC.48** User Training Record [Word](#)
- **HUB.PT.REC.49** Visitor Log [pdf](#) | [Word](#)
- **HUB.PT.REC.65** Formulation Checkoff/Requirements Listing/Batch Record [pdf](#) | [Word](#)
- **HUB.PT.REC.82** Inventory Requirement Status [Excel](#)
- **HUB.PT.REC.85** Hub User Incident Report
- **HUB.PT.REC.141** HUB User Orientation Record [pdf](#) | [Word](#)

Work Instructions


- **HUB.PT.WI.123** Defrosting Meat

Signs

- **HUB.PT.SIGN.50** Visitor Policy Sign (Entrance) [pdf](#) | [PowerPoint](#)
- **Handwashing Sign** [pdf](#)
- **Hand Hygiene** [pdf](#)

Personnel Training

 SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small>			HUB User Training Record HUB.PT.REC.48		
Training Date:			Trainer:		
Training Topics – see below					
Related Documents Used			HUB.PT.POL.39 Good Manufacturing Practices – HUB User		
Training Topic	Date	Signature			
Orientation to Hub					
Good Manufacturing Practices HUB.PT.POL.39					
Chemical Safety Training HUB.PT.REC.46					
How to Wash Hands HUB.PT.SIGN.52					
Washroom & Sanitary Practices					

 SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small>		Document No:	HUB.PT.REC.47
		Effective Date:	01-June 2022
		Revision Date:	NEW
Group Training Record		Revised By:	MDaskis
		Approved By:	NRoss
		Reason for Revision	New

Training Date:		Trainer:	
Training Topics			
Related Documents Used			
Hub User Company	Name	Signature	

Transportation, Purchasing, Receiving, Shipping and Storage

Challenges and Responsibilities

	Hub operating as a co-packer		Hub leasing space	
	Hub	User	Hub	User
Supplier approval program	Varied	Situational	Situational	Likely responsible
Receiving/shipping procedures	Likely responsible	Situational	Likely not responsible	Likely responsible
Storage (packaging, ingredients)	Likely responsible	Likely not responsible	Likely responsible	Likely responsible

Legend:
 Likely responsible
 Likely shared
 Situational
 Likely not responsible

Transportation, Purchasing, Receiving, Shipping and Storage

SMALL SCALE FOOD PROCESSOR ASSOCIATION
SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS

HUB User Ingredient Listing Form - HUB.TRS.REC.126

HUB User Contact Name: _____

Related Documents Used: _____

Original Date of this List: _____

Updated: _____

Date provided to HUB Management: _____

Signature of HUB Management: _____

Ingredient Name: _____

Category for Storage – cooler, freezer, or ambient? _____

HUB User Finished Product For (Recipes): _____

SMALL SCALE FOOD PROCESSOR ASSOCIATION
SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS

List of Approved Suppliers

Document No: HUB.TRS.REC.134
Effective Date: 01-June 2022
Revision Date: New

Revised By: MDaskis
Approved By: NRoss
Reason for Revision: New

Date of Update: _____

Updated by: _____

This listing can be used and updated by Food Hub Users and/or Food Hub Management

Supplier Name	Contacts	Address	Type of Supplier (ingredient, chemical)	Supplier Qualification Form completed (Y/N)	Date Approved

HUB.TRS.REC.134 List of Approved Suppliers

Hazard Analysis and Critical Control Points (HACCP)

Challenges and Responsibilities

	Hub operating as a co-packer		Hub leasing space	
	Hub	User	Hub	User
Develop HACCP-based food safety plan	Likely responsible	Likely not responsible	Situational	Likely responsible
Risk assessment	Likely responsible	Likely shared	Likely shared	Likely responsible
SOP development	Likely responsible	Likely not responsible	Likely shared	Likely responsible

Legend:
 Likely responsible
 Likely shared
 Situational
 Likely not responsible

- > Amendment log
- > Maintaining a document registry

Hazard Analysis and Critical Control Points (HACCP)

HUB.HP.REC.155 List of Documents

Document Name	Date Created:	Date Revised:	Downloaded and Used by HUB
<u>HACCP and Food Safety Plans</u>			
Policy			
HUB.HP.POL.104 HACCP Team	2022-06-01	_____	_____
HUB.HP.POL.113 Management Commitment Letter	2022-06-01	_____	_____
Standard Operating Procedure			
HUB.HP.SOP.106 Deviation SOP	2022-06-01	_____	_____
HUB.HP.SOP.107 Documentation SOP	2022-06-01	_____	_____
Records			
HUB.HP.REC.108 List of Current Hub Users and Contact Information	2022-06-01	_____	_____
HUB.HP.REC.110 HACCP Team meeting notes	2022-06-01	_____	_____
HUB.HP.REC.111 HACCP Based Food Safety Plan (Generic Process)	2022-06-01	_____	_____

Use this record to record documents downloaded, modified and used at facility.



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Templates for Food Hub User Agreements

Developing professional relationships with HUB users, based in part on carefully developed contracts, is important in safeguarding the success of HUB and its Users, as well as protecting their customers. We have provided basic HUB-User agreement templates for your review and development relevant to your processing facility. These are templates are provided as editable Word documents of that can be adapted to your situation.

Whether you're planning a new shared kitchen facility or growing an existing one hub, talking with other food hubs can provide invaluable insights for your project. You'll find a list of food processing and innovation hubs in British Columbia on the **BC Food Hub Network** web pages.

> [User Agreements](#)

> [Shared Kitchen Agreements](#)

> [Other Agreements](#)

> [Agreement Resources](#)

Shared-Kitchen Rental Agreements

A sample HUB-User agreement is attached for your review and use. The sample agreement template is based on a review of many current forms used by existing Food Hubs, and can be adapted to suit your HUB's needs. Many earlier agreements combine application information and contract language. We have provided a traditional combined template, as well as separate application (designed to collect information about the User and its needs) and contract templates.

The function of the application is to collect information about a potential User and to inform the User of some HUB requirements. This information could then be used to build a contract for the User.

Sample Contract with Appendices

- > [Download Sample Application pdf | Word](#)
- > [Download Sample Application Equipment Request pdf | Word](#)
- > [Download Sample Contract pdf | Word](#)
- > [Download Combined Sample Application Contract pdf | Word](#)

> [User Agreements](#)

> [Shared Kitchen Agreements](#)

> [Other Agreements](#)

> [Agreement Resources](#)

Shared-Kitchen Rental Agreements

A sample HUB-User agreement is attached for your review and use. The sample agreement template is based on a review of many current forms used by existing Food Hubs, and can be adapted to suit your HUB's needs. Many earlier agreements combine application information and contract language. We have provided a traditional combined template, as well as separate application (designed to collect information about the User and its needs) and contract templates.

Appendices

Appendix A Sample Product Lists

It's important that HUBs maintain an up-to-date list of record of products being produce by Users, including potential allergens. Local; Health Authorities may also require a list of ingredients. These lists can be attached as an attachment to the base contract. Two versions are included here: One for processors and another for caterers and food trucks whose menu items may change more frequently.

> [Download Sample Food Service Product List pdf | Word](#)

> [Download Sample Processor Product List pdf | Word](#)

Appendix B Sample Equipment List

A list of equipment approved for use by a User. The sample list can be edited to fit with equipment owned by the HUB. The checklist indicates that HUB has reviewed and approved the list with the knowledge of the User.

> [Download Sample Equipment List pdf | Word](#)

Shared-Kitchen Rental Agreements

Appendix A – Product list Business name _____

Please complete the list of products you wish to produce, including any potential allergens.

Product	Potential allergens
Product	Potential allergens
Product	Potential allergens
Product	Potential allergens
Product	Potential allergens

Shared-Kitchen Rental Agreements

Appendix D Sample Orientation Checklist

User orientation is an important step in the agreement process. This checklist form, which can be adapted to a HUB's preferred orientation process, provides a record that the HUB Management and the User have completed the overview together.

> [Download Sample Orientation Checklist pdf](#) | [Word](#)

Appendix E Sample Cleanup Checklist

Maintaining a safe food processing environment is critical to the ongoing success of the HUB and all its Users, especially when there are multiple Users. This checklist could be completed after each use of the shared-use kitchen and deposited with the HUB. Alternately, this information could be presented as a reminder poster posted by the exit.

> [Download Sample Cleanup Checklist pdf](#) | [Word](#)

Shared-Kitchen Rental Agreements

Appendix E Cleaning and Sanitation Checklist

These cleaning and sanitation steps must be completed at the end of your processing session. Review to be completed by the Hub with the User before using the facility. Detailed cleaning and sanitation processes are included in the Hub binder.

Before you begin processing

- Check, record dishwasher wash (66°C/150°F) and rinse temperatures (82-91°C/180-195°F).
- Sanitize all counter surfaces
- Check staff for personal hygiene and clothing, and
- Review Food Safety Plan with staff

When you are done processing

General cleanup

- | | |
|---|--|
| <ul style="list-style-type: none"> ○ Clean dishes and smallwares | <p>Wash all used dishes and smallwares. Run them through the sanitizer. Store or take dishes away.</p> |
| <ul style="list-style-type: none"> ○ Processed foods and ingredients | <p>Properly label, store and date all stored items according to Food Safety standards (FIFO; meats on bottom shelf) in assigned storage areas.</p> |
| <ul style="list-style-type: none"> ○ Garbage | <p>Remove all garbage and compostable waste to designated receptacles</p> |

Equipment cleanup

- | | |
|---|--|
| <ul style="list-style-type: none"> ○ Work tables and countertops | <p>Clean and sanitize tops and shelves</p> |
| <ul style="list-style-type: none"> ○ Scales | <p>Clean and sanitize scale and scale tray.</p> |
| <ul style="list-style-type: none"> ○ Stoves and ovens | <p>Clean stove tops and wipe clean oven, if used</p> |

Other Agreements

Caterers and Food Trucks

While usage in the shared kitchen processing areas may not be distinct from other processors, there may be requirements from local health authorities to identify sources of potable water and handling of wastewater. Special requirements can be handled through an appendix to the primary contract. Menus for food services may change more than processors (see **Appendix A Sample Product Lists** on the **Shared Kitchen Agreements** page).

Co-op Programs

These programs are generally managed through a post-secondary institution which generates an agreement between the institution and the HUB. If you have an interest in using co-op students, then contact a relevant institution that meets your needs.

Co-packing

Whether you are looking for a co-packer or want to establish your hub as a co-packer, you should carefully research and review the benefits and challenges of co-packing:

"At the heart of this guide are two key takeaways: (1) the co-packing relationship should be simple, but it is not and (2) you don't know what you don't know. For these reasons, it is of paramount importance to assemble a constellation of trusted professionals whose expertise can complement—and even augment—your own." *Resource Guide for Co-packing (Western Economic Diversification Canada, 2020)*

There is an abundance of information available on the internet that you can access with a Google search. Finding an appropriate local co-packer can be facilitated using the **BC Food Connect** on-line tool.

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Agreement Resources

These resources may be of assistance in developing and operating Food Hubs.

Documents

- ✓ [Shared Use Food and Beverage Processing Facilities in B.C. Part I: A Step-by-Step Guide](#) (MAFF)
- ✓ [Shared Use Food and Beverage Processing Facilities in B.C. Part II: Business Plan Template](#) (MAFF)
- ✓ [Commissary Owner Guidance Document](#) (Fraser Health)

Links

- ✓ [BC Food Hub Network](#)
- ✓ [Small Scale Food Processor Association](#)

Food Hub Management Programs

- ✓ [The Food Corridor](#) (U.S.)
- ✓ [Commissary Connect](#) (Vancouver)

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> Risk Management Tips

> Cyber Insurance

> Affordable Insurance

Insurance Information

Why do I need business insurance? Insurance is a way of managing risks. When you buy insurance, you transfer the cost of a potential loss to the insurance company in exchange for a fee, known as the premium. In some cases insurance is a requirement of a Vendor, Premise Lease, Equipment Lease, Mortgagee or other funding arrangements.

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Email: foodhubs@ssfpa.net

*Thank
you*

Thank you for participating
in today's webinar!

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