



FOOD SAFETY PROGRAM

Coastal Produce has a documented food safety program in effect and is overseen by Tommy and Tamara Martin. The food safety program was created and is monitored according to CP/CFG procedures. Daily records are kept on the premises.

WORKER HEALTH AND HYGIENE

All employees and visitors are instructed in the use of proper sanitation and hygiene practices. Hot water, hand soap and disposable, one-use towels are readily available.

Legible signs are posted at work stations, restrooms and break areas reminding everyone to wash their hands before beginning their shift, returning to work or after coming in contact with a contaminating substance.

All work stations are to be cleaned with an acceptable food safe cleaner at the end of each day.

Smoking and eating are confined to designated areas separate from food handling facility. Legible signs are posted to designate such areas.

Employees that are ill with stomach or intestinal problems are not allowed to remain on duty in the food handling facility.

Any product that comes in contact with blood or other body fluids is to be quarantined and disposed of immediately.

All employees that come in contact with blood or body fluids must wash contaminated areas with antibacterial soap before returning to work. All employees are instructed to seek prompt and adequate treatment with clean first aid supplies for cuts, abrasions and other injuries.

Employee clothing and personal items must be stored in areas located away from food storage and handling areas and areas where equipment is washed.

Employees that come in contact with raw products must wear protective, impermeable gloves.

All of the above practices are documented and records are kept on the premises.

WHOLESALE DISTRIBUTION CENTER/TERMINAL WAREHOUSES

The warehouse must be cleaned daily. This includes the disposal of loose trash, damaged or bad product, sweeping floors and general cleaning practices. Floors are to be washed on a weekly basis. Walls and ceilings will be cleaned of dust, cobwebs and other accumulations. Cooling fans and coils on refrigeration units are to be cleaned on a quarterly basis.

Designated break areas are to be cleaned daily. Break areas are located away from refrigerated storage areas and the breakdown repackaging room.

Weeds and grass around the warehouse will be cut to eliminate nesting areas for pests.

The parking lot and loading yard will be kept clean to prevent food contamination.

Conveyances, such as hand trucks, lift trucks, pallet jacks, etc., are to be cleaned on a weekly basis. Conveyances are to be maintained in good physical condition and working order and free from objectionable odors, dirt or debris at time of loading or unloading.

Produce is not to be loaded or unloaded with potentially contaminating products.

Refrigerated products are to be monitored for appropriate temperatures with accurate thermometers at time of receiving.

Coastal Produce requires all of its suppliers to be current with USDA GAP, GHP and GMP standards. Ongoing compliance with these standards and our own food safety and security program is verified and documented.

All of the above practices are documented and records are kept on the premises.

STORAGE FACILITY/TEMPERATURE CONTROL

Plastic curtains at the entrance of each refrigerated storage room are long enough to prevent pests from entering and are cleaned on a regular basis.

Visitors are not allowed in storage rooms. All visitors must report to the office. Employees are instructed to send all visitors to the office while keeping them out of the storage rooms.

All refrigerated storage rooms are to be monitored by accurate thermometers at the start, middle and end of the day. The temperatures are to be recorded in a log. If temperatures have changed to levels not conducive for storing produce, the management must be made aware immediately so that proper action may be taken.

The thermometers used in the refrigerated storage rooms are to be checked for accuracy on a regular basis. Inaccuracy of a thermometer will result in the removal of the defective thermometer and replacement with an accurate device. Records will be kept on the accuracy of each thermometer.

Refrigeration units and their components are to be cleaned every quarter.

Refrigeration unit condensation does not come in to contact with food products. Proper drainage is employed.

Any produce that comes in contact with the floor or other contaminating surfaces is to be promptly cleaned, reconditioned and repackaged. Produce that is damaged or contaminated will be disposed of.

PEST CONTROL

Coastal Produce is located on the Tampa Wholesale Produce Market. Market management employs pest control service which is maintained by an outside company for the operating facility. Pest control devices are to be maintained on a regular basis.

REPACKING/RECONDITIONING

Food contact surfaces are maintained in good condition. The surfaces are to be cleaned and sanitized at the beginning of each day.

Only food grade approved and labeled lubricants are to be used on repackaging machinery.

Repack scales are clean, calibrated, and in good repair.

Documentation on repacking surface cleaning and sanitizing is recorded and kept on the premises.

SHIPPING/TRANSPORTATION

Conveyances must be cleaned prior to loading.

Produce items are not to be loaded with potentially contaminating products.

Visitors are not allowed in the cab or trailer of trucks.

Drivers must maintain appropriate temperatures in delivery truck during transport. Product temperatures, trailer temperatures and trailer conditions are to be recorded on each outbound truck. Problems must be directed to management.

Products are properly labeled with the receiving date and lot number upon receipt, are being rotated properly and have sufficient shelf life remaining upon shipment. Upon distribution, packages are labeled again with outgoing dates and a lot number which corresponds to the receiving lot number.

All incoming trucks are inspected for trailer conditions and temperatures. Findings are documented in this manual.

TRACEBACK

Coastal Produce implements an effective traceback program.

Coastal Produce has performed a successful practice product recall. Results of the practice recall are documented and recorded on the premises.

Official Operating Procedure for Food Safety Traceback Program Recall

In the event that Coastal Produce and its customers must perform a product recall, the following rules and procedures must be enacted:

After a call has been received stating that a produce needs to be recalled Coastal Produce will correspond with the customer in question to collect the product from the customer and return it to the warehouse. Once retrieved, the product will be marked as returned and dated with the return date. Documents that match the product recall records will be updated and kept on the premises.

The returned product will then be located on the corresponding receiving bill. Information regarding when Coastal Produce received the product, the broker, the shipping company, code number and lot number will all be recorded on the product recall document.

The broker is then notified of the product recall. The broker will coordinate with the supplier/grower from this point on.

FOOD SECURITY PROGRAM

Coastal Produce has a documented food security program in effect and is overseen by Tamara and Tommy. Daily records are kept on the premises.

The facility is secured by cameras and fencing. The conditions of these security measures are periodically examined to ensure that the devices are functioning properly. A video is recorded every night and reviewed when necessary.

All storage rooms are locked at the end of each day. Only the owners and managers have keys to the storage rooms.

Truck trailer doors are locked at all times except when being loaded or unloaded. Doors are to remain locked when drivers are away from the vehicle.

All visitors must report to the office. Signs are posted in the facility as to where visitors are allowed. Employees are instructed to send all visitors to the office. No visitors are allowed in the storage areas.

Potential employees are screened for driving and criminal records. Any “red flags” will prevent employment.

Employees attend a food security seminar each year. All employees sign an affirmation after attending the seminar.

Coastal Produce management conducts a facility self audit weekly. Results of this audit are documented and action plans to correct sanitation issues are available. Records are kept on the premises. Areas audited are temperatures, cleanliness, product condition, rotation and dates, light bulbs, properly functioning equipment and any other area of concern.

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