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# Peppermint Processing Overview

Peppermint is usually cut with a swather in July or August, and is left to cure on windrows for 3 to 5 days. This allows excess moisture to evaporate from the leaves, promoting quick drying and efficient distillation. Some peppermint and all spearmint are harvested twice in one season. The first cutting takes place in July and the second cutting in September.

The mint windrows are picked up and chopped with a forage chopper. The chopper blows the mint into a tub mounted directly on a truck or trailer. These tubs are fitted with steam pipes in the bottom and are generally equipped to be completely sealed after filling. When they have been filled, the tubs are transported to a distillery for processing.

Steam is used to cook the chopped mint. The distillery is equipped with a high pressure boiler, which provides steam through lines attached to the tubs. Steam is initially applied to a load with 30 to 60 pounds of pressure. When the steam is completely through the load and running, the pressure is reduced to 12 to 25 pounds. It usually takes 15 to 40 minutes for a load to “break through”, depending on the moisture in the hay, and an additional 75 to 120 minutes of cooking to extract the oil.

The tub is equipped with steam lines that distribute the steam along the bottom of the tub from front to back. At the top there is a water type fitting which is connected by a flexible hose to the condensing coil. This coil is a series of metal pipes that are immersed in a water bath. The steam and oil are vapor as they leave the tub and enter the coils. As they pass through the tubes in the water bath, they are cooled and condensed. The condensed water and oil mixture flows out of the bottom of the condenser unit at about 90 to 110 degrees Fahrenheit.

The cooling water for the coils is constantly being heated from the steam passing through the pipes, and must be continually replaced with cold water. Since the waste water is at or near boiling many distilleries will recycle this water, and use it to feed their boilers. This water requires much less heating to produce steam and creates significant fuel savings.

The water and oil flow directly out of the coils into a receiving can (separator) where the natural difference in density is used to separate the water and oil. Mint oil is lower in density than water, and floats to the top. The pure oil is tapped or decanted off the top of the receiving can (separator), and the excess water drains out the bottom. The temperature in the receiving cans is crucial to good separation and preventing a loss of oil due to overheating.

# Food Safety Program

At I.P. Callison & Sons, food safety is an integral part of our entire operation and taken very seriously. The Vice President of Purchasing of North American oils has been designated to oversee and implement a food safety program for suppliers of raw mint oil.

## GENERAL OPERATIONAL PROCEDURES

At I.P. Callison & Sons, it is the philosophy and practice to produce the highest quality peppermint oil in the safest, most sustainable manner. Through our own efforts and the effort of the licensed crop consultants, university researchers, industry experts and State and Federal Departments of Agriculture guidelines, we are able to produce what we believe is the safest and highest quality product for our area, to the essential oil buyers.

We are continually working with university researchers to share information and further develop cultural practices along with the most productive irrigation and fertilization rates. Additionally, licensed crop consultants are utilized to promote the most efficient and effective means of cultural, biological and chemical pest control.

Representatives from essential oil companies are regularly consulted regarding all facets of production, harvest and the distillation process. Crop development information, weather conditions, pest issues, estimated harvest date and newest food safety standards are regularly discussed with regional representatives to ensure the highest quality and safest product. Visits throughout the year by representatives also provide valuable insight and opportunities to share the most updated information for both growers and customers.

Every effort is made to produce the safest most consistent product. Yearly audits and continued employee training further insure that all possible steps are taken to safeguard against product contamination and promote the safest and most reliable distillation process possible.

# Designation of Food Safety Program Coordinator

At I.P. Callison & Sons, the Vice President of Purchasing of North American oils, is the designated Food Safety Coordinator. The Food Safety Coordinator is responsible for the implementing, training and coordination of food safety programs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ .

# Standard Operating Procedure (SOP)

## Employee Training Practices

**PURPOSE:** All employees will be properly trained in the basics of food safety and specifically on SOPs that relate directly to their day to day duties. Emphasis will be given to those aspects of training that pertain to those things which may negatively affect the safety of the product to the consumer.

**SCOPE:** This procedure applies to all part time, seasonal and full time employees.

### **INSTRUCTIONS:**

- Train employees on using the Standard Operating Procedures that are specific to their duties as employees.
- Train employees in the basics of food safety.
- Make sure employees understand clearly their food safety responsibilities.
- Employees will be required to sign that they received food safety training prior to employment or at the beginning of the mint harvest season.

### **MONITORING:**

- The Food Safety Coordinator will provide all training in person.
- Employees will sign and date that they understood the material and training completely.

### **CORRECTIVE ACTION:**

1. Any new employee that does not agree to participate in food safety training will not be hired.
2. Any existing employee that refuses to go through food safety training will be terminated.
3. Any employee that does not take food safety seriously or refuses to abide by the food safety training that they received will be terminated.

### **VERIFICATION AND RECORD KEEPING:**

- The Food Safety Coordinator will provide all training for new and existing employees.
- The Food Safety Coordinator will document the day, the type of training, what materials were provided to the employee and an employee's signature stating complete understanding of the training.
- Records that all employees have received proper training will be reviewed annually.

# Standard Operating Procedure (SOP)

## Employee/Visitor Hygiene and Sanitation Practices

**PURPOSE:** To prevent contamination of product by any employee or persons visiting the facility.

**SCOPE:** This procedure applies to all employees working in or around the mint still facility and to any visitor that is to enter the yellow designated area of the mint still facility.

### **INTRUCTIONS:**

- Train employees on using the procedures in this SOP.
- Report to work in good health, clean, and dressed in clean attire.
- Wash hands properly, frequently, and at the appropriate times.
- Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
- Avoid wearing artificial fingernails and fingernail polish.
- Wear single-use gloves if artificial fingernails or fingernail polish are worn.
- Do not wear any jewelry except for a plain ring such as a wedding band.
- Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
- Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
- Food, drink, tobacco and chewing gum are not permitted in the yellow marked processing areas.
- Wear suitable and effective hair restraints while in the facility.
  - Baseball caps are acceptable
  - Long hair must be tied back
- Employee/visitors personal belongings must be stored outside of the yellow marked processing area.
- All employee/visitors exhibiting signs of illness must report to the supervisor or mint still operator.
- All employee/visitors exhibiting signs of respiratory or gastrointestinal complications should report to the supervisor or mint still operator.
- All injuries including cuts, burns, boils and skin eruptions, should be reported to the supervisor or mint still operator.
- Open wounds should be covered with waterproof or appropriate first aid covering and gloves if on hand or wrists.
- Equipment or clothing contaminated with blood must be thoroughly cleaned and sanitized.

## **Employee/Visitor Hygiene, Continued**

### **MONITORING:**

- The mint still operator will inspect employees when they report to work to be sure that each employee is following this SOP.
- The mint still operator will monitor that all employee/visitors are adhering to the employee/visitor hygiene and sanitation policy during all hours of operation.

### **CORRECTIVE ACTION:**

1. Any person found not following the procedures in this SOP will be asked to leave the mint still facility immediately until the violation can be rectified.
2. If the product is contaminated follow the Non-conforming Product Standard Operating Procedure.

### **VERIFICATION AND RECORD KEEPING:**

- The mint still operator will verify that employee/visitors are following this SOP by visually observing the employee/visitors during all hours of operation.
- The Food Safety Coordinator will train all employees at the time of hire or once per year for full time employees on employee/visitor hygiene and sanitation. Documentation of employee training will be reviewed a minimum of once per operating season.
- Visitors will be verbally asked to comply with the hygiene SOP or will not be permitted in the mint still facility.

# Standard Operating Procedure (SOP)

## Hand Washing Practices

**PURPOSE:** To prevent food borne illness by contaminated hands.

**SCOPE:** This procedure applies to anyone that is going to enter the yellow designated processing area of the mint still facility.

### INTRUCTIONS:

1. Train employees on using the procedures in this SOP.
2. Post hand washing signs or posters in a language understood by all employees near all hand washing sinks and restrooms.
3. Provide clean running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
4. Keep hand washing sinks accessible anytime employees are present.
5. Wash hands:
  - Before starting work
  - Before putting on or changing gloves
  - After using the toilet
  - After sneezing, coughing, or using a handkerchief or tissue
  - After touching hair, face, or body
  - After smoking, eating, drinking, or chewing gum or tobacco
  - After any clean up activity such as sweeping, mopping, or wiping counters
  - After touching dirty equipment
  - After handling trash
  - After handling money
  - After any time the hands may become contaminated
6. Follow proper hand washing procedures as indicated below:
  - Wet hands and forearms with clean water and apply soap.
  - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under clean running water for 5-10 seconds.
  - Dry hands and forearms thoroughly with single-use paper towels.
  - Turn off water using paper towels.
  - Use paper towel to open door when exiting the restroom.
7. Follow FDA recommendations when using hand sanitizers as follows:
  - Use hand sanitizers only after hands have been properly washed and dried.
  - Use hand sanitizers in the manner specified by the manufacturer.

## Hand Washing, Continued

### **MONITORING:**

- The mint still operator will verbally ask all persons if the hand washing SOP was implemented before entering the yellow designated processing area.

### **CORRECTIVE ACTION:**

1. Any person not following the procedures in this SOP will not be allowed to enter the yellow designated processing area until the hand washing SOP has been completed.

### **VERIFICATION AND RECORD KEEPING:**

- The mint still operator will verify that employee/visitors are following this SOP by verbally asking the employee/visitors if this hand washing SOP was implemented before entering the yellow designated mint still processing area.
- The Food Safety Coordinator will train all employees at the time of hire or once per year for full time employees on the hand washing SOP.
- Documentation of employee training will be reviewed a minimum of once per operating season.
- Visitors will be verbally asked to comply with the hand washing SOP or will not be permitted in the yellow designated mint still processing area.

# Standard Operating Procedure (SOP)

## Visitor Check-in

**PURPOSE:** To prevent contamination of product by any person visiting the mint processing facility.

**SCOPE:** This procedure applies to all visitors that enter the mint processing facility.

### **INTRUCTIONS:**

- Visitors are required to sign in the date, time in which they enter the facility, time in which they depart the facility and that they will follow all food safety policies.
- A copy of the food safety and security guidelines will be given to all visitors upon entering the facility.
- All visitors must be accompanied by an employee.
- Visitors may be asked to leave the facility at any time.

### **MONITORING:**

- The employee that is accompanying the visitor is responsible for making sure that all food safety policies are followed during the visit.
- The mint still operator will be responsible to monitor that all visitors are properly signed in at the time of arrival.
- The mint still operator will be responsible to monitor any visitor that enters the yellow designated area of the mint still.

### **CORRECTIVE ACTION:**

1. Any visitor that does not follow the food safety policies will be asked to leave the facility immediately.
2. If a visitor is asked to leave the facility and does not do so immediately the employee shall call law enforcement for assistance.

### **VERIFICATION AND RECORD KEEPING:**

- The mint still operator will be responsible to maintain a visitor log in sheet at the mint processing facility.
- The mint still operator will be responsible to make sure all visitors are properly signed in and are accompanied by an employee at all times.
- All visitors will be provided with the food safety and security guidelines when they enter the facility.
- Documentation of the visitor logs will be reviewed a minimum of once per operating season.

# Standard Operating Procedure (SOP)

## Sick or Injured Employees

**PURPOSE:** To prevent contamination of product by any microbial, biological or other hazardous substance from the exposure of a sick or injured employee.

**SCOPE:** This procedure applies to all employees entering or working in the mint processing facility or handling the drums directly.

### **INSTRUCTIONS:**

- Sick or injured employees must not perform work that could result in bodily fluid contamination of the product.
- Employees that have symptoms that includes but not limited to sneezing, coughing, runny nose, nausea, diarrhea, or fever should report to their supervisor immediately.
- Any employee with an injury that includes an open wound or other injury must report to their supervisor immediately.

### **MONITORING:**

- The employee is responsible to report his/her own illnesses or bodily injury to their supervisor.
- Supervisor will assess employees well being at the being of each day.

### **CORRECTIVE ACTION:**

1. Employees that fail to report injury or sickness, as given in the descriptions above, will be terminated.
2. The supervisor is responsible to assess the risk of each individual case and determine whether the employee should be delegated to another position or sent home.
3. Supervisors will also be responsible to asses the product risks, determine the extent of product exposure, isolate the product that may pose a risk and to dispose of the product if deemed necessary.
4. If a product is deemed to be a potential hazard the barrel must be clearly marked with a red tag and isolated from the rest of the product.
5. Any equipment that is exposed to a bodily fluid must be unused until such equipment is properly cleaned and approved to go back into use by a supervisor.

## **Sick or Injured Employees, Continued**

### **VERIFICATION AND RECORD KEEPING:**

- The supervisor must keep a log of any product that was deemed potentially hazardous with the date, time, employees involved, barrel number and the corrective action taken. The supervisor is also responsible to properly document any product that must be disposed of.
- If processing equipment has been exposed, the equipment must be properly cleaned. The supervisor must record the activity and approve the equipment is safe to go back into production.
- Employees will be trained annually or on the date of hire on the Sick or Injured Employees Standard Operating Procedure. Documentation of the Injury/Sickness log will be reviewed a minimum of once per operating season.

# **Standard Operating Procedure (SOP)**

## **Product Contamination Due to Bodily Fluid**

**PURPOSE:** To safely handle a situation where the product is exposed to bodily fluid or blood.

**SCOPE:** This procedure applies to all employees entering or working in the mint processing facility or surrounding area.

### **INTRUCTIONS:**

- Employees are required to report any instances of products coming into contact with body fluid or blood to the supervisor.
- Product that has been contaminated with blood must be disposed of properly.
- Containers or equipment that has been contaminated with body fluid or blood must be properly cleaned or sanitized.
- Product that has been contaminated or cross contaminated with bodily fluid or blood must be isolated and properly marked until a corrective action can be taken.

### **MONITORING:**

- The employees are required to report any product exposure of bodily fluid or blood to the supervisor immediately.
- The supervisor is responsible for the assessment of each individual case and will determine the course of action that should take place.

### **CORRECTIVE ACTION:**

1. Employees that fail to report to their supervisor, product exposure to bodily fluids or blood, will be terminated.
2. The supervisor is responsible to assess the risk of each individual case and determine what actions are deemed necessary to the specific situation.
3. Supervisors will also be responsible to asses the product risks, determine the extent of product exposure, isolate the product that may pose a risk and to dispose of the product if deemed necessary.
4. If a product is deemed to be a potential hazard, the barrel must be clearly marked with a red tag and isolated from the rest of the product.
5. Any equipment or containers that are exposed to a bodily fluid or blood must be unused until such equipment is properly cleaned or sanitized and approved to go back into use by a supervisor.

## **Product Contamination Due to Bodily Fluid, Continued**

### **VERIFICATION AND RECORD KEEPING:**

- The supervisor must keep a log of any product that was deemed potentially hazardous with the date, time, employees involved, barrel number and the corrective action taken. The supervisor is also responsible to properly document any product that must be disposed of.
- If processing equipment has been exposed, the equipment must be properly cleaned or sanitized. The supervisor must record the activity and approve the equipment is safe to go back into production.
- Employees will be trained annually or on the date of hire on the Product Contamination Due to Bodily Fluid Standard Operating Procedure. Documentation of product contamination will be reviewed a minimum of once per operating season.

# Standard Operating Procedure (SOP)

## First Aid or On- the-job Injury

**PURPOSE:** To prevent contamination of product by any microbial, biological or other hazardous substance from the exposure of injured employee or visitor. To try and have employees prepared in the event that there is an on the job injury of an employee or visitor.

**SCOPE:** This procedure applies to all employees.

### INTRUCTIONS:

- Injured employees must not perform work that could result in bodily fluid contamination of the product.
- Any employee or visitor with an injury that includes an open wound or any other injury must report to their supervisor immediately. This includes even the smallest injury.
- Injuries must be assessed by supervisors and the appropriate action taken immediately.
- If no supervisor is available any employee that witnesses the injury is responsible for helping the injured party.

### MONITORING:

- The employee or visitor is responsible to report his/her own injury to the supervisor.
- The supervisor is responsible for the assessment of each individual case and will determine the course of action that should take place.

### CORRECTIVE ACTION:

1. Employees that fail to report injuries of themselves or visitors will be terminated.
2. The supervisor is responsible to assess the injury of each individual case and determine whether the employee or visitor is capable of returning to work or the facility.
3. An injury that involved an open wound that resulted in product or equipment contamination should follow the SOP for Product Contamination due to Bodily Fluid.
4. At the time of hire and once a year employees will be given a handout on the First Aid Policy.

## **First Aid or On-the-job Injury, Continued**

### **VERIFICATION AND RECORD KEEPING:**

- The supervisor must keep a log of any injuries, the date, time, person injured, witnesses and the corrective action that was taken. If the employee was unable to return to work immediately documentation must show when the employee returned to work.
- If product or processing equipment has been exposed to bodily fluids, the Bodily Fluid SOP must be followed and properly documented.
- Employees will be trained annually or on the date of hire on the First Aid Standard Operating Procedure. Employees will be given a copy of the First Aid Treatment Policy. Documentation of first aid or injury will log will be reviewed a minimum of once per operating season.

# Standard Operating Procedure (SOP)

## Control of Nonconforming Product

**PURPOSE:** To safely handle a situation where the product is exposed to bodily fluid, biological substances, chemicals, petroleum products or any nonconforming product.

**SCOPE:** This procedure applies to all employees entering or working in the mint processing facility or surrounding area.

### INTRUCTIONS:

- Employees are required to report any instances of products coming into contact with a nonconforming product to the supervisor.
- Employees must do everything possible to mitigate the cause of the nonconformity and isolate or contain the problem.
- Product that has been contaminated with a nonconforming product must be disposed of properly.
- Containers or equipment that has been contaminated with a nonconforming product must be properly cleaned or sanitized.
- Product that has been contaminated or cross contaminated with a nonconforming product must be isolated and properly marked until a corrective action can be taken.

### MONITORING:

- The employees are required to report any product exposure of a nonconforming product to the supervisor immediately.
- The supervisor is responsible for the assessment of each individual case and will determine the course of action that should take place.

### CORRECTIVE ACTION:

1. Employees that fail to report to their supervisor, product exposure to a nonconforming product, will be terminated.
2. The supervisor is responsible to assess the risk of each individual case and determine what actions are deemed necessary to the specific situation.
3. Supervisors will also be responsible to assess the product risks, determine the extent of product exposure, isolate the product that may pose a risk and to dispose of the product if deemed necessary.
4. If a product is deemed to be a potential hazard, the barrel must be clearly marked with a red tag and isolated from the rest of the product.

## Control of Nonconforming Product, Continued

5. Any equipment or containers that are exposed to a nonconforming product must be unused until such equipment is properly cleaned or sanitized and approved to go back into use by a supervisor.

**VERIFICATION AND RECORD KEEPING:**

- The supervisor must keep a log of any product that was deemed potentially hazardous with the date, time, employees involved, barrel number and the corrective action taken. The supervisor is also responsible to properly document any product that must be disposed of.
- If processing equipment has been exposed, the equipment must be properly cleaned or sanitized. The supervisor must record the activity and approve the equipment is safe to go back into production.
- Employees will be trained annually or on the date of hire on the Nonconforming Product Exposure Standard Operating Procedure and given a handout. Documentation of the non-conforming product exposure will be reviewed a minimum of once per operating season.

# Standard Operating Procedure (SOP)

## Pre-harvest Cleaning

**PURPOSE:** Equipment must be cleaned prior to harvest to minimize product contamination.

**SCOPE:** This procedure applies to all employees that will be cleaning the processing equipment prior to harvest.

### **INSTRUCTIONS:**

- The building itself should be clean of any cob webs, dust or debris.
- Separating cans must be drained and washed inside and out.
- All containers (barrels) should have their tops cleaned and all dust and dirt removed.
- All tubs should be cleaned inside and out and the steam tubes properly rinsed.
- The spout used to fill barrels should be cleaned with soap and water.
- The filter used to fill barrels should be cleaned with soap and water.
- The floors should be clean and free of all dirt and debris.
- Rodent traps should be clean and clearly marked and numbered.
- Garbage cans should be cleaned, properly placed and have a lid.
- Area surrounding the mint still is free of garbage and tidy.

### **MONITORING:**

- The mint still operator is responsible for insuring that the equipment is cleaned as necessary.

### **CORRECTIVE ACTION:**

1. Employees failing to do proper cleaning procedures will be warned and retrained on proper cleaning procedures.

### **VERIFICATION AND RECORD KEEPING:**

- Employees will be required to document pre-harvest cleaning activities.
- Employees will be trained annually or on the date of hire on proper pre-harvest cleaning procedures and documentation.
- Documentation of the pre-harvest cleaning will be reviewed a minimum of once per operating season.

# Standard Operating Procedure (SOP)

## Daily Cleaning

**PURPOSE:** The still and surrounding area is clean and tidy to ensure minimal possibility of product contamination. Daily monitoring and cleaning will minimize possible risks.

**SCOPE:** This procedure applies to all employees entering or working in or around the mint production area.

### **INSTRUCTIONS:**

- Each day the still and surrounding area will be cleaned and maintained.
- Daily inspection will be performed.
- Daily documentation and log will be filled out everyday that the mint still is running.
- Floors will be kept clean and free of debris.
- Garbage cans must be clean and lids on.
- The fill tubes and fill filter will be cleaned at the beginning of each day.
- Equipment checked daily and cleaned as necessary.
- All non-conforming products and personal items should be properly stored and not in the yellow designated processing area.

### **MONITORING:**

- The mint still operator is responsible for inspection and documentation of the daily cleaning log.

### **CORRECTIVE ACTION:**

1. Employees failing to do proper cleaning procedures will be warned and retrained on proper cleaning procedures.
2. Employees failing to document daily cleaning procedures will be warned and retrained on documentation.

### **VERIFICATION AND RECORD KEEPING:**

- The mint still operator will be required to document a daily cleaning log.
- There should be a daily cleaning log for every day the mint still is in operation.
- Employees will be trained annually or on the date of hire on proper daily cleaning procedures and documentation.
- Documentation of the daily cleaning logs will be reviewed a minimum of once per operating season.

# Standard Operating Procedure (SOP)

## Boiler Inspection

**PURPOSE:** The steam boiler is the heart of the distillation process. Boilers that are inadequately operated and maintained can be extremely dangerous.

**SCOPE:** This procedure applies to management and supervisors.

### **INSTRUCTIONS:**

- Boilers must be maintained by professionals that are properly licensed, insured and bonded.
- Only management and supervisors will operate the boilers.

### **MONITORING:**

- The mint still operator is responsible for reporting any strange behavior or sounds coming from the boilers.
- The management is responsible for daily checks to ensure the proper operation of the boilers.
- Yearly inspection of the boilers from a third party auditor is required by law.

### **CORRECTIVE ACTION:**

1. Any boiler not meeting requirements to pass third party inspections must make the necessary improvements to pass inspection.
2. Boilers not able to make the necessary changes to pass inspection shall remain inactive until such corrections can be made.

### **VERIFICATION AND RECORD KEEPING:**

- The third party inspection documentation should be placed in a visible location with-in the mint still.
  - Yearly inspection of the boilers from a third party auditor is required by law.

# **Standard Operating Procedure (SOP)**

## **Restroom/Portable Toilet and Hand Wash Station**

**PURPOSE:** A clean restroom facility equipped with self contained hand wash equipment must be available to all employees and visitors. To prevent contamination of product by any microbial, biological or other hazardous material from hands.

**SCOPE:** This procedure applies to all employees.

### **INTRUCTIONS:**

- The restroom and hand wash station will be maintained regularly as deemed appropriate by the vendor or management.
- A daily inspection and log will be preformed to make sure the facility is clean and stocked with ample supplies of soap (or hand sanitizer), water, paper towels and bathroom tissue.
- Portable toilets will have a detailed log posted in a conspicuous place of all service work and maintenance that has been provided.
- The restroom and hand wash facility must be clean and tidy.

### **MONITORING:**

- The mint still operator is responsible for inspection and documentation of the facilities on a daily basis.

### **CORRECTIVE ACTION:**

1. Employees failing to do proper cleaning procedures will be warned and retrained on proper cleaning procedures.
2. Employees failing to document daily inspection and cleaning procedures will be warned and retrained on documentation.

### **VERIFICATION AND RECORD KEEPING:**

- The mint still operator will be required to document a daily inspection log.
- There should be a daily inspection for every day the mint still is in operation.
- Employees will be trained annually or on the date of hire on proper inspection and documentation.
- Documentation of the inspection logs will be reviewed a minimum of once per operating season.

# Standard Operating Procedure (SOP)

## Portable Restroom Spill

**PURPOSE:** A portable restroom spill or leak may contribute biological or other hazardous substances to the product that would negatively affect the safety of the product and employees.

**SCOPE:** This procedure applies to all employees.

### **INSTRUCTIONS:**

- Should the portable restroom spill or begin to leak, the cause of the discharge should be mitigated as quickly as possible.
- In the event that the unit tips over, it should be righted immediately.
- The vendor and management must be notified immediately.
- The area next to the spill or leak and an additional ten feet must be isolated as quickly as possible.
- The proper vendor should be contacted to perform clean up in accordance with all applicable laws and ordinances.
- Replace damaged toilet facility with working toilet facility.

### **MONITORING:**

- All employees have a responsibility to report and try and stop any spill or leak of the portable restroom facility.

### **CORRECTIVE ACTION:**

1. The proper vendor should be contacted to clean up the unit and the affected area in accordance to the laws and ordinances.
2. All leaks and spills must be reported to the supervisor.
3. If any product was contaminated, the SOP for Nonconforming Product Contamination should be followed.
4. Any employee that fails to report a spilled or leaking unit will be terminated.
5. Damaged facility must be properly fixed, cleaned, sanitized and approved by management before it is to be used again.

### **VERIFICATION AND RECORD KEEPING:**

- The supervisor is required to keep a record of the day, time, employees involved, and corrective action taken, in the event of a spill or leak of the portable restroom facility. Management or vendor must also have documentation of the sanitation process and time in which the equipment was approved to be used again.
- Employees will be trained on hire and/or annually on the risks and procedures associated with a portable restroom spill. Documentation of the portable restroom spills and leaks will be reviewed a minimum of once per operating season.

# Standard Operating Procedure (SOP)

## Foreign Material

**PURPOSE:** An employee or visitor may contribute contaminants to the product that would negatively affect the safety of the product to the consumer and/or the quality of the finished product.

**SCOPE:** This procedure applies to anyone entering the mint still.

### **INTRUCTIONS:**

- Foreign materials of any kind will be prohibited in the yellow designated area of the mint still. This includes all food, drinks, containers that are not used in the process, glass, plastic, chemicals, animals, jewelry, etc.
- Product contact with foreign material will be handled in accordance with the nonconforming products SOP.
- All materials required in the yellow designated area for maintenance must be removed immediately after the material is no longer needed.

### **MONITORING:**

- The mint still operator will be responsible to prohibit any foreign material from entering the yellow designated area.

### **CORRECTIVE ACTION:**

1. All employees or visitors that enter the yellow designated area with a foreign material will receive a warning and be asked to remove it immediately.
2. If any product was contaminated, the SOP for Nonconforming Product Contamination should be followed.

### **VERIFICATION AND RECORD KEEPING:**

- Employees will be trained on hire and/or annually on the risks and procedures associated with foreign material and product contamination.

# Standard Operating Procedure (SOP)

## Onsite Chemicals

**PURPOSE:** Any and all chemicals including fertilizer, pesticides, cleaning compounds, fuels and lubricants will be carefully stored in a manner which minimizes the risk of product contamination and provides for the safe and lawful use of those chemicals.

**SCOPE:** This procedure applies to all employees.

### **INSTRUCTIONS:**

- Chemicals will be stored in their original container or in a clearly marked container.
- Chemicals will be stored in an area which would prevent possible contamination with the product.
- All chemicals will be used in strict accordance with their label.
- Only employees that have an applicators license will be allowed to use restricted use pesticides.
- Only chemicals that are needed for the processing facility should be stored at the processing facility site, in the designated chemical storage area.
- All chemicals that do not pertain to the maintenance of the processing facility should be removed from the area.

### **MONITORING:**

- All employees have a responsibility to make sure that all chemicals are kept away from the processing area and product unless being utilized.
- Management should have a designated area for any chemicals that are needed for the processing facility.

### **CORRECTIVE ACTION:**

1. All employees that leave chemicals in or around the processing facility will receive a warning and be asked to place chemicals in designated area.
2. If any product was contaminated, the SOP for Nonconforming Product Contamination should be followed.

### **VERIFICATION AND RECORD KEEPING:**

- The supervisor is required to designate an area in which all chemicals pertaining to the processing facility can be stored.
- Employees will be trained on hire and/or annually on the risks and procedures associated with chemicals and proper storage of them.

# Standard Operating Procedure (SOP)

## Glass and Hard Plastics

**PURPOSE:** Broken glass or hard plastics may contaminate product and pose a risk to the consumer.

**SCOPE:** This procedure applies to all employees and visitors.

### **INTRUCTIONS:**

- All glass and hard plastics are prohibited in the yellow designated processing area.
- Essential glass such as light bulbs must be protected and contained in a manner which will prevent product or container contamination.

### **MONITORING:**

- It is the management's responsibility to ensure that any essential glass contained in the still is in accordance with this SOP.
- The mint still operator is responsible to ensure no one enters the designated yellow area with any glass or hard plastic items.

### **CORRECTIVE ACTION:**

1. The mint still operator will report any person or employee that failed to follow the glass and hard plastics SOP to their supervisor.
2. Any person refusing to follow the glass and hard plastics SOP will be asked to leave the premises.
3. If any product was contaminated, the SOP for Nonconforming Product Contamination should be followed.

### **VERIFICATION AND RECORD KEEPING:**

- Employees will be trained on hire and/or annually on the risks and procedures associated with glass and hard plastics.

# Standard Operating Procedure (SOP)

## Rodent Control

**PURPOSE:** Rodents may introduce pathogens to the product that may be harmful to consumers.

**SCOPE:** This procedure applies to the mint still operator.

### **INSTRUCTIONS:**

- Traps will be placed at each side of every entrance into the facility.
- Traps will be checked at least weekly.
- Traps must be kept clean and free of debris.
- Traps will be numbered for easy monitoring.
- Proper documentation of any rodent activity must be kept.
- Any rodent found must be disposed of properly in a lidded garbage can.

### **MONITORING:**

- The mint still operator is responsible for checking and maintaining the rodent traps at least once a week.

### **VERIFICATION AND RECORD KEEPING:**

- The mint still operator will keep a weekly log of rodent trap activity while the still is in operation. The documents will be reviewed annually.
- Employees will be trained on hire and/or annually on the documentation and procedures associated with rodent control.

# Standard Operating Procedure (SOP)

## Still Record

**PURPOSE:** To be able to completely trace back product to the date, time and field in which it came from.

**SCOPE:** This procedure applies to the mint still operator.

### **PROCEDURE:**

1. The name of the grower, field name or number and the date must be near the top of the document.
2. The record will be completed with the bay #, tub#, time on, time off, gross weight and net of the barrel and the barrel serial number.
3. Additionally the still record will show of any excess water that is run into the barrel.
4. A new still record will be started for every field and/or new day.
5. Barrels that are mixed with different fields must have a notation next to the serial number on the record as to which fields the barrels contain.

### **RESPONSIBLE:**

- The mint still operator is responsible for insuring that the Still Record is kept current and completely accurate through out the day.

### **VERIFICATION AND RECORD KEEPING:**

- Employees will be trained on hire and/or annually on the importance of properly recording still activity.
- All documents will be reviewed as needed to ensure accuracy.

# Standard Operating Procedure (SOP)

## Barrel Fill Filter

**PURPOSE:** To ensure that no foreign materials are allowed into the barrel during the filling process.

**SCOPE:** This procedure applies to the mint still operator.

### **PROCEDURE:**

1. Barrels that have the bung removed shall have the proper filter in place.
2. Any foreign material shall be cleaned out of the filter every time it is removed from one barrel and moved to another.
3. Cleaning of the filter can be done by turning it upside down and shaking any material out of the filter. If needed, clean water can be run over it while upside down to remove any left over debris.
4. The filter should be cleaned at the beginning of each day and documented on the daily cleaning log.

### **RESPONSIBLE:**

- The mint still operator is responsible for insuring that the filter is clean and used during the filling of every barrel.
- Appropriate sized filters will be provided by the essential oil buyers.

### **VERIFICATION AND RECORD KEEPING:**

- Employees will be trained on hire and/or annually on the importance of the use and cleaning of the filter during barrel filling.

# Standard Operating Procedure (SOP)

## Barrel Shipment Log

**PURPOSE:** In order to ensure that all barrels are carefully and accurately tracked, the barrel shipment log will be completed and signed every time filled barrels are to leave the facility.

**SCOPE:** This procedure applies to the mint still operator or someone authorized to ship full barrels.

### **PROCEDURE:**

1. All barrels are properly closed and not leaking.
2. All barrels must have a Callison Grower Drum Label (IPC 59604) properly attached and completed, listing grower name, oil type, field of origin, estimated net pounds and embossed drum number.
3. Barrel identification numbers are carefully recorded.
4. The person receiving the barrels will sign the log verifying the count, identification numbers and that all barrel lids are properly sealed and not leaking.
5. The person authorized to ship the barrels is to be sure that the barrels are being loaded into a truck that is clean, free from odor and does not contain any other cargo that can cross contaminate with the product.

### **RESPONSIBLE:**

- The mint still operator or person authorized to ship is responsible for ensuring that the barrel shipment log is properly filled out and signed by the person receiving the barrels.

### **VERIFICATION AND RECORD KEEPING:**

- Employees will be trained on hire and/or annually the importance of properly filling out the barrel shipment log.
- Documentation of the shipment log will be reviewed as needed.

# Standard Operating Procedure (SOP)

## Traceback/Recall

**PURPOSE:** In the event of a quality concern or a health or safety concern, product must be traceable to the field of origin.

**SCOPE:** This procedure applies to every employee or supervisor that is responsible for any record keeping of the mint distilling process.

### **PROCEDURE:**

1. Product must be traceable to the field of origin within an 8 hour period of notification of a potential problem.
2. Records must be able to show all barrels that came from the same field or tub that may also pose a risk.

### **RESPONSIBLE:**

- Management is responsible for ensuring that product traceability is maintained and achievable within 8 hours of a complaint or within 8 hours of the awareness of a potential problem.

### **VERIFICATION AND RECORD KEEPING:**

- Employees will be trained on hire and/or annually on the importance of good record keeping.
- Mock recalls will be done at the discretion of the essential oil buyers.
- Documentation of the mock recalls and how well they were achieved will be kept on file.

# Standard Operating Procedure (SOP)

## Corrective and Preventative Action

**PURPOSE:** Food Safety programs must be continuously evaluated and refined in order to insure adequacy. Part of a solid food safety program is the ability to constantly improve and add new SOPs as new food safety issues arise.

**SCOPE:** This procedure applies to every employee and supervisor.

### **PROCEDURE:**

1. Any time that a food safety risk is identified that poses a threat to food safety, corrective action must be taken.
2. Unanticipated issues which may require new policies and procedures must be presented to management so that changes to procedures can be made.

### **RESPONSIBLE:**

- All employees are required to mitigate food safety issues and report them to management.
- Management must react to new food safety issues and create new procedures for food safety as issues arise.

### **VERIFICATION AND RECORD KEEPING:**

- Employees will be trained on hire and/or annually on the importance of a good food safety program.
- Documentation and procedures can be changed and new procedures added at any time as new food safety challenges arise.