

VMSMA

SUGARHOUSE CERTIFICATION PROGRAM

APPENDIX

2. Personnel (21 CFR § 117.10)

2.1 Sugarhouse Operations Manual that incorporates current Good Manufacturing Practices (cGMPs)

Chances are that many of you have a Sugarhouse Operations Manual, either in full or in part, and either written down or in your head. As part of this Program, we're emphasizing the importance of making sure the knowledge that is stored in your brain is now stored on paper or on a computer so that your practices can be documented, remain consistent and yet still evolve over time. It's also an easier way to ensure that all who work with you in your sugarhouse have access to these policies and practices.

We've provided, in the following pages, a sample Manual that you can adapt to meet your needs based on what you already have created. You can save this document to your computer and update it to include your business name and information or edit any sections so that it meets the specific needs of your sugarhouse, without having to start from scratch.

The sample Manual also refers to other areas of the Appendix where you can find sample logs and documents that will be needed, for both the Manual and for the Certification Program.

Sugarhouse Operational Manual

Name of Sugarhouse: _____

{*Name of person*} is responsible for maintaining the operational manual and ensuring that cGMPs are developed, taught, and followed.

The full-time staff of {*Name of sugarhouse*} is responsible for training, modeling good behavior, and supervising all paid and unpaid staff regarding how to run the sugarhouse and produce clean and safe maple products. Anyone who works at {*Name of sugarhouse*}, regardless of wages, shall be considered an employee. All employees shall undergo food safety/sanitation, sugarhouse safety, and maple syrup production training. The training each person receives will depend on his/her expected duties.

{*Name of sugarhouse*} maintains training records that include: person trained, subject of training, and date of training. <See Appendix, 2.4 Staff Training Records for sample records.>

Employee Food Safety/Sanitation training items

- No eating near syrup production areas. Indicate designated eating areas on the facility layout. See Appendix, 3.1 Facility Layout.
- Peanut butter, tree nuts, dairy products, wheat, shellfish and soy are all allergens; do not bring them into food production areas.
- No smoking in any building or within 50 feet of any location where sap or syrup is stored or produced.
- No chewing gum or eating candies in the production areas.
- Do not come to work if you are feeling ill. This is especially important during the pandemic; know the symptoms of COVID-19.
- Seek prompt treatment for cuts, burns, wounds or other broken skin. This includes covering any broken skin with a waterproof bandage and gloves. The first aid kit is located {*location of first aid kit*}.
- Report cuts, burns, broken skin and sickness. If broken skin or wound cannot be covered then do not work in production area.
- Keep personal items away from sap or syrup production or storage areas. The designated area for storing personal effects is {*describe location*}.
- Tie long hair back and keep all hair covered with a cap or hair net.
- Appropriate clothing must be worn. Closed toes shoes must be worn.
- Keep fingernails short and clean.

- Do not use nail polish or false nails.
- Do not wear jewelry in the production areas. Rings may be worn if they are covered by gloves.
- All employees understand that anything or anyone passing through a facility can be a source of contamination.
- Anyone contacting the food product or food contact surfaces must have clean hands. Hands must be washed prior to or as soon as you enter a production area.
- *{Describe the hand washing station}. Indicate hand washing station(s) on the facility layout <see Appendix, 3.1 Facility Layout. If you do not have running water in your facility and need help in providing a hand washing station, please refer to the Appendix, UVM Extension Touchless Handwashing Stations Fact Sheet included in 2.4 Staff Training Records.>*
- Dry hands with a paper towel and discard it.
- All trash must be discarded in a container with a lid and labeled as “Trash”.
- Bathroom facilities at *{name of sugarhouse}* are located at *{describe location of bathroom facilities: nearby house/building, outhouse, portable toilet, in production facility}*.
- The bathroom facilities are cleaned daily.
- If the bathroom facility is in the production facility, then it has a door that will remain closed at all times.
- All employees will wash their hands with hot water and soap after using the bathroom.
- A solution of food grade bleach and water is used to clean surfaces in the sugarhouse.
- *<See Appendix, 5.8 Policy on how outside food is separated from food production areas.>*

Sugarhouse Safety training items

Please train employees on the following documents:

- Policy on pest control and bird/bat exclusion, including map of bait stations if used *<See Appendix 4.5>*
- Documentation on chemicals, including cleaners, fuels and pesticides *<See Appendix 4.6>*

- Safety Data Sheet (SDS) for every chemical used in the maple operation <See Appendix 4.7>
- Training procedures for personnel on location and use of personal protective equipment (PPE) <See Appendix 4.10>

Maple Syrup Production training items

Please train employees on the following documents:

- Policy for regular inspection and cleaning of bulk storage containers <See Appendix 3.3a>
- Sap collection and storage log <See Appendix 3.3b>
- Sugarhouse starting procedure for starting from off-season/non-operation <See Appendix 4.1>
- Policy that indicates sugar maker disposes of product that does not meet food safety standards <See Appendix 5.1>
- Policy on cleaning process and approved chemicals (includes that instructions for each cleaning chemical are followed) <See Appendix 5.3>
- Production procedures that include information on eliminating allergen cross contact and contamination from any source <See Appendix 5.7>
- Policy specifying how concentrate and syrup are appropriately stored <See Appendix 5.11>
- Boil records <See Appendix 5.14>
- Evaporator shutdown procedure <See Appendix 5.15>
- Policy for grading syrup according to Vermont standards <See Appendix 6.1>
- Bulk container records that include at a minimum: barrel number, lot number, date, weight/volume and grade <See Appendix 6.15>
- System to create lot numbers in order to code each batch of syrup so that they can be traced back in case of a recall <See Appendix 7.1>
- System to create lot numbers to trace purchased and repackaged syrup <See Appendix 7.2>

- Protocol for creating new lot numbers when mixing batches of syrup <See *Appendix 7.6*>
- Quality control measures that reduce natural or unavoidable defects to the lowest level feasible <See *Appendix 1.1*>