



COLUMBUS WASH STATION SITE SPECIFIC SOP AND DOCUMENTATION APPENDIX

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REVISION DOCUMENTATION

Date	Revised Item	Change	By
08/31/09	Site Specific Appendix	Created a site-specific appendix to allow for more fluid adaptation of new polices across the company	Dave Vogt
05/29/14	Approved Chemical List	Created the approved chemical list	Dave Vogt
11/03/14	Update employees	Updated all documents to current employees	Dave Vogt
04/01/15	Update/Review appendix	Update all documents and review to current employees	Dave Vogt
10/26/15	Trailer Segregation Map	Map was updated to reflect parking lot expansion	Howie Sik
10/26/15	Open Door Policy	Added an Open-Door Policy	Howie Sik
6/25/2016	Daily/Weekly Sanitation Schedule	Moved Daily/Weekly Sanitation Schedule from SOP & Docs	Howie Sik
6/29/2016	Designated Eat/Drink Areas	Updated Designated Eating/Drinking Area map	Howie Sik
3/10/2017	Approved Chemical List	Added/deleted relevant chemicals	Howie Sik
3/10/2017	Supplier List	Modified vendor information	Howie Sik
7/7/2017	Approved Chemical Listing	Updated & Added "Location of Use" column	Howie Sik
8/22/2017	All	Changed footer from "Uncontrolled" to "Confidential"	Howard Sik
8/22/2017	Posted Pages	For pages that get posted added: printed name, signature and date posted	Howard Sik
4/25/2018	Supplier List	Updated / Added Storage Locations	Howard Sik
4/25/2018	Daily/Weekly Sanitation	Added YEAR at the top and added check drains to weekly check	Howard Sik
7/5/2018	Bay Conversion to Non-Allergen	Added	Howard Sik
7/5/2018	Allergen Control	Added	Howard Sik
8/28/2018	Conty Letters	Removed Mike Franta and added Bob Johnson	Howard Sik
8/26/2019	Daily/Weekly San Sch	Added Check Water Softener Operation	Howard Sik
8/26/2019	Conty Letters	Removed Bob Johnson and added Todd Szatko	Howard Sik
9/23/2019	App Chem Listing	Updated/Added CT5000 – Caustic Soda 50%	Howard Sik
11/1/2020	Supplier List	Removed; moved it to Documentation and SOP	Howard Sik
11/1/2020	Approved Chemical List	Updated	Howard Sik
12/21/2021	Contact Sheets	Changed dispatcher name	Howard Sik

DAILY/WEEKLY SANITATION SCHEDULE

Month/Year: _____ **Week Beginning:** _____ **Week Ending:** _____ Revised 4/25/2018

Once a task is completed, initial in the box corresponding with the day.

Job Description	Freq.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Wash Water Filter (Log)	Daily							
Check Plumbing for Leaks	Daily							
Wash Bay Floors & Bleach	Daily							
Sweep Boiler Room	Daily							
Empty Garbage Cans	Daily							
Wash/Clean Aprons	Daily							
Check Spinner Operation per SOP	Daily							
Check Restroom Supplies	Daily							
Air Comp. Oil & Water Separator	Daily							
Spinner Oil & Water Separator (2)	Daily							
Change Sanitation Solution (Log)	Daily							
Vegetation/Grounds/Litter	Daily							
Check Spinner Pressure Bay 1 (300 psi min)	Daily							
Check Spinner Pressure Bay 2 (300 psi min)	Daily							
Clean/Inspect Dome Exhaust Area	Daily							
Check Water Softener Operation	Daily							
Circle Chart Temp Verification	Weekly							
Check Pest Control Operations	Weekly							
Clean Parts Sink	Weekly							
Brittle Plastic/Glass Inventory	Weekly							
Hardness Test (Record Level – below 200ppm)	Weekly							
Clean Boiler Feed Tank	Weekly							
Fresh Water Filters (Log)	Weekly							
Check Floor Drains	Weekly							
Free Chlorine	Weekly							
Supervisor Sign off	Daily							
Date	Comments	Corrective actions					Exp Comp Date	

ALLERGEN CONTROL

Revised 7/5/2018

Scope: This plan has been established for CVI wash stations to control the cross-contact of allergens during CVI and outside company trailer washes. This plan shall be adhered to by all CVI wash techs or any individual involved in washing trailers. All CVI employees are responsible for controlling allergens in the facility.

Safety: Food allergens may cause immune system responses that range from discomfort to life threatening reactions. Allergen cross-contamination in the trailer wash process is a serious food safety hazard and could cause injury or death to the public that eventually consume product that CVI haul. For that reason, previous product must be verified for each food-grade wash to ensure cross-contamination does not occur.

Recognized Allergens (common allergens seen in the wash process):

Cereals containing gluten (i.e. barley, oat, rice, rye, wheat, etc.)	Peanuts / peanut products	Soybean / soy products
Tree nuts (i.e. almond, Brazil nut, cashew, hazelnut, macadamia nut, pecan, pine nut pistachio, walnut, etc.)	Milk and dairy products	Crustaceans, mollusks, and their products
Other allergens (i.e. buckwheat, celery, cottonseed, mustard, mustard seed, lupin, sesame seed, sunflower seed)	Fish and fish products	Eggs and egg products

Previous Product Verification:

- CVI food-grade trailers; wash techs must verify in TMW the *three* previously hauled product to determine the type of wash required
- Outside company trailers; three previous bills of lading, showing previous products hauled, must accompany the trailer at the time of the wash so type of wash can be determined.

Bay Housekeeping and Cleaning:

- Allergen washes only take place in the food-grade bay
- No allergens will be introduced into the sweetener bay(s)
- Each food-grade bay will have two storage areas:
 - One for allergen only gloves, brushes, buckets etc.
 - One for non-allergen
- At no point will equipment used for allergen cleaning be comingled with non-allergen equipment
- Before a non-allergen trailer is washed the whole food-grade bay and its equipment must be thoroughly cleaned, rinsed and sanitized with 100-200 sanitizing solution.
- All allergen previous product that create deposits on the food-grade bay floor must be clean up right away to avoid tracking into the sweetener bay.

Hygiene:

- Any gloves used in the wash process must be dedicated to that type of wash to prevent cross-contamination (see picture at the end of this section).

- ALL personnel will wash their hands after handling allergen product to avoid cross-contamination. Glove usage does not exempt this requirement.
- Hand wash sinks shall be made available in close proximity of the food-grade bay. Sinks will have warm water, soap, disposable hand towels and a closeable trash container.
- Vending machines and employee breakrooms may contain allergenic products. All food and beverages will be kept in only authorized eating and drinking areas as per this document. Signs will be posted to notify employees to wash hands prior to entering wash bays to prevent the spread of allergens.

Training:

- All new wash station employees shall be provided allergen training.
- All wash station employees shall be provided annual refresher training on the wash bay specific control plan and overall allergen awareness, to include online training.

This picture depicts the color of glove and where it can be used:

Dark Green: Sweetener Bay Only

Turquoise: Food Grade Bay – Non-allergen (starch)

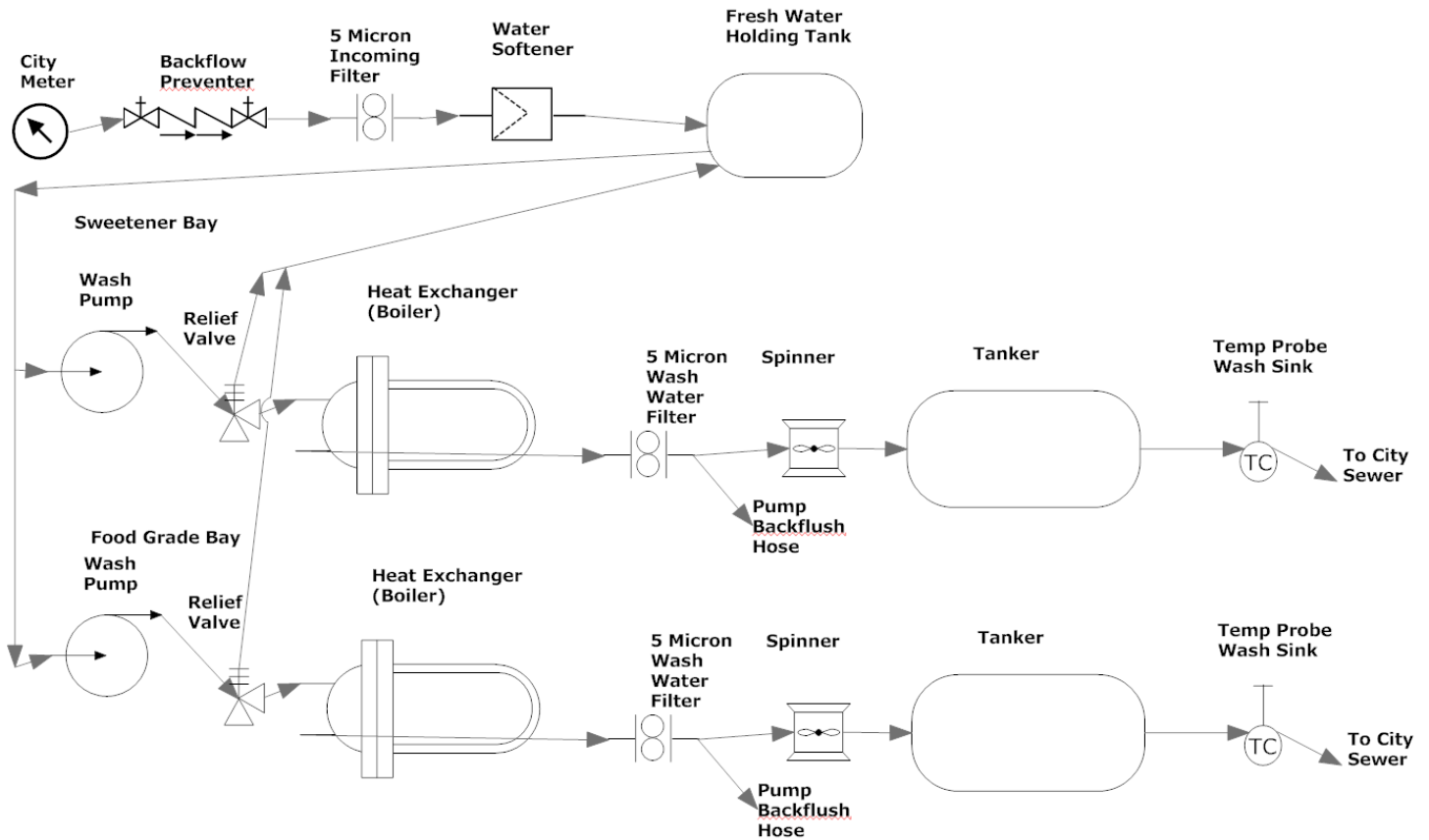
Orange: Food Grade Bay when previous product is an allergen



WATER FLOW DIAGRAM

Revised
4/1/15

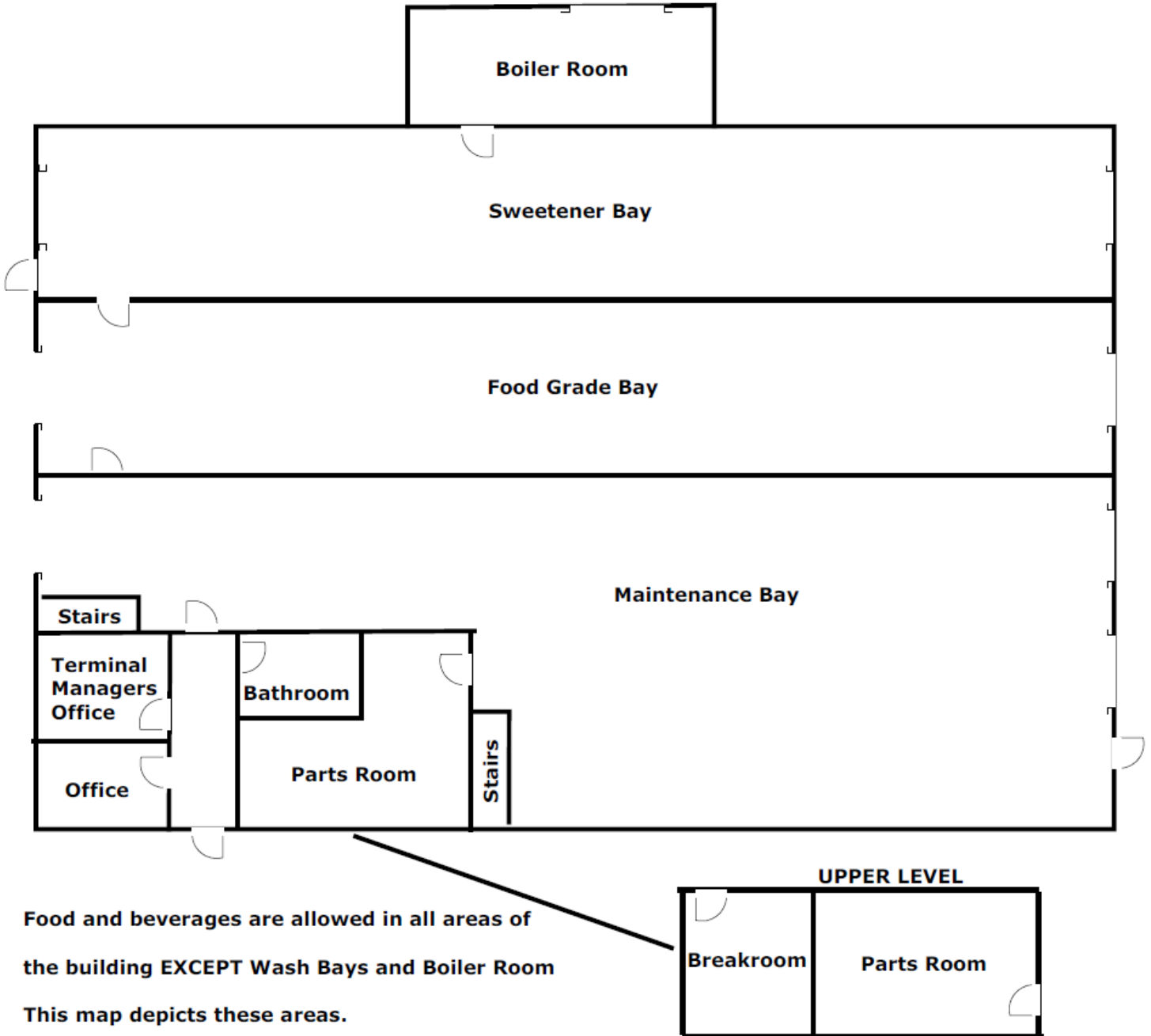
By
Howie Sik



DESIGNATED EATING/DRINKING AREAS

Revised
4/1/15

By
Howie Sik



Food and beverages are allowed in all areas of the building EXCEPT Wash Bays and Boiler Room. This map depicts these areas.

If printed and posted, below must be completed		
Name (Printed)	Signature	Date Posted

GLASS BRITTLE PLASTIC AUDIT SHEET

Any discrepancies or changes must be noted in the comments section. Should any item or piece of an item be unaccounted for, refer to the Glass/Brittle Plastic Policy of this manual.

Date:		Inspected By		
Last Inventory Revised Date:		4/1/2015		
Item	QTY	Status	Intls	Comments/Corrective Action
Wash Bay				
Exit Sign West Wall	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Emergency Flood Light North Wall	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Emergency Flood Light South Wall	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Bug Light – 2 Bulbs –West Wall	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Bug light – 2 Bulbs – East Wall	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Light Fixtures – South Wall	4	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Light Fixtures – North Wall	4	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Ceiling Square Flood Light	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Pressure Gauges Water Filterbob	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Windows North Wall	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Pressure Gauge Airline	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Boiler Room				
Circle Chart Windows	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Pressure Gauges – Pumps	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Temperature Gauges – Boiler	4	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Light Fixtures	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
South Bay				
Light Fixtures	15	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Bug Lights	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
		<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Corrective actions have been completed. Signature _____				

Wash Station Supervisor must complete a monthly audit of the production areas.

SOP:	Emergency & Regulatory Agent Contacts		
LOCATION:	Columbus Terminal	REVISED:	8/28/2018
<i>Hard copies are not controlled documents. All controlled documents are write-protected files.</i>			

This list covers

- Medical
- Fire
- Crime
- Food Safety
- Regulatory Agents

AMBULANCE: 911
 Nearest Medical Facility
 Columbus Community Hospital
 4600 38th St
 Columbus, NE 68601
 (402) 564-7118

Fire Department & Police: 911

IN CASE OF EMERGENCY SPILL CALL

Julie Saathoff	Dispatcher	Office	(605) 272-3211
Todd Szatko	Terminal Manager	Office	(402) 564-4045
		Cell	(402) 910-0412
David Vogt	Projects Manager	Office	(605) 272-3222
		Cell	(507) 829-2626

If printed and posted, below must be completed		
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SOP:	Loadout Tanker Rejection		
LOCATION:	Columbus Terminal	REVISED:	08/28/2018
<i>Hard copies are not controlled documents. All controlled documents are write-protected files.</i>			

Cliff Viessman, Inc has set forth policies and procedures designed to eliminate the potential for a trailer rejection at customer’s loadout, but it is necessary to address the duties of personnel should this event occur. If a trailer is rejected at the loadout facility, it is important that the following procedures are followed so that the customer can receive the product as soon as possible.

1. Notify dispatch immediately and advise them of the situation.
2. Head back to the wash station for a complete wash again.
3. Dispatch must inform customer or reroute trucks in order to meet delivery time.
4. Dispatch must notify Wash Station Supervisor.
5. Wash Station Supervisor will investigate incident and develop policies to prevent it from happening again.
6. Wash Station Supervisor will then send a copy of findings to the Project Manager for review and decision on the best solution available.

Julie Saathoff	Dispatcher	Office	(605) 272-3211
Todd Szatko	Terminal Manager	Office	(402) 564-4045
		Cell	(402) 910-0412
ADM Loadout			(402) 562-5058
David Vogt	Projects Manager	Office	(605) 272-3222
		Cell	(507) 829-2626

If printed and posted, below must be completed		
Name (Printed)	Signature	Date Posted

SOP:	Stop Load		
LOCATION:	Columbus Terminal	REVISED:	08/28/2018
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The following SOP must be followed in the event of an actual or potential syrup tanker contamination that has been identified after the tanker has left the facility. It is crucial that the following items are done as soon as possible. Timely handling of a potential or actual contamination can prevent contaminated products and customer dissatisfaction. It is the responsibility of any employee who discovers a contamination to set in action the following procedure. As stated in CVI’s employee empowerment statement, no employee will receive reprimand for trying adhering to procedure and/or stopping a contaminated load.

1. If the trailer has recently left for load-out, call load-out personnel and advise them not to load the trailer and have the driver bring it back for an appropriate wash.
2. Contact dispatch immediately. This means day or night. All dispatcher’s office, home and cellular phone numbers have been provided to you. Make sure that you have the necessary information to give to dispatch. CVI has 2 corn syrup dispatchers; both have sufficient knowledge to handle the situation.
3. Contact customers load-out and notify them of the situation. This will normally be handled by dispatch, but if you cannot contact dispatch, notify customer immediately.

Julie Saathoff	Dispatcher	Office	(605) 272-3211
Todd Szatko	Terminal Manager	Office	(402) 564-4045
		Cell	(402) 910-0412
ADM Loadout			(402) 562-5058
David Vogt	Projects Manager	Office	(605) 272-3222
		Cell	(507) 829-2626

If printed and posted, below must be completed		
Name (Printed)	Signature	Date Posted

SOP:		Bay Conversion to Non-Allergen			
Version:	11.0	Document:	SSOP-004	Marshall, MN	REVISED: 05/11/18

This procedure is to be used any time a non-allergen trailer is to be washed in the food grade bay.

Check off the box to the left after each task or process is completed.

Once completed, sign the bottom and file with the wash ticket

Before the trailer is pulled in the bay

- Put all the tools used to wash trailers in the allergen cabinet in that is in the bay
 - o Brushes (exterior & interior), gloves, tools, etc used on allergen trailers
 - o These items are orange

- Wash the spinner and sanitize

- Wash down the bay

- Wash off your boots

- Wash your hands

- Utilize the non-allergen gloves located in the non-allergen cabinet.
 - o Turquoise color

- After the wash return the turquoise-colored gloves to the non-allergen cabinet

Trailer Number

Wash Tech (Print)

Date

WASH BAY OPEN DOOR POLICY

LOCATION:	CVI Wash Stations	REVISED:	10/26/15
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Doors may be open during normal business hours of operation to ensure the temperature inside the wash bays does not become so high that it creates an unhealthy environment for the operators. Due to the location, and length of the trailers, the open doors do not create a risk to the sanitary status of the trailers being washed

Doors are to be closed if any of the following occur

- Inclement weather or threat of
- Presence of birds
- Other circumstances from the outside that could adversely affect the wash or potentially contaminate the trailer.

WASH STATION ORGANIZATION CHART

Director of Special Projects
Corporate Level

Compliance Manager
Corporate Level

Terminal Manager
Wash Station Level

Wash Station Supervisor
Wash Station Level

Wash Tech
Wash Station Level

TRAILER SEGREGATION

REVISED: 10/26/2015

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If printed and posted, below must be completed

Name (Printed)	Signature	Date Posted

APPROVED CHEMICAL LISTING

Revised 11/01/2020

Manufacturer	Name of Product	Product Use Description	Location of Use
C-Aire	Compressor Oil ISO 68	Lubricant	Boiler Room (Compressor)
C-Aire	Full Synthetic Compressor Oil 10287	Lubricant	Boiler Room (Compressor)
Ingersoll Rand	T30 Food Grade Oil	Lubricant	Wash Bays (oil/water separator)
Renewable Lubricants	Bio-Food Grade Air Tool Lubricant ISO32	Lubricant	Wash Bays (oil/water separator)
Clorox	Bleach 5813-50	Cleaner/Disinfectant	Sweetener Bay (sanitation solution)
Polyguard	Blast Bleach	Cleaner/Disinfectant	Sweetener Bay (sanitation solution)
Harcros	Bleach	Cleaner/Disinfectant	Sweetener Bay (sanitation solution)
Great Value	Bleach	Cleaner/Disinfectant	Sweetener Bay (sanitation solution)
Anderson Chemical Company	Geron IV	Deodorizer/Sanitizer	Boiler Room
G&K	Anti-Microbial Hand Cleaner	Cleaner	Restroom/Hand Sinks
Solutions ²	512-047 AlumaFlash PRO	Cleaner	All Bays (trailer exterior)
Solutions ²	512-029 Commercial Vehicle Wash	Cleaner	All Bays (trailer exterior)
Solutions ²	522-038 Fleet Wash	Cleaner	All Bays (trailer exterior)
Solutions ²	522-040 Clear Shy Wash & Wax	Cleaner	All Bays (trailer exterior)
Solutions ²	613-003 pH Adjust	Cleaner	All Bays (trailer interior)
Solutions ²	512-035 Internal Tank Cleaner	Cleaner	Food Grade Bay (trailer interior)
Solutions ²	512-043 Supernova Detergent	Cleaner	All Bays (trailer exterior)
Solutions ²	512-044 Gleam PRO Polished Aluminum Brightener	Cleaner	All Bays (trailer exterior)
Solutions ²	512-048 AlumaFlash PRO	Cleaner	All Bays (trailer exterior)
Solutions ²	624-007 Caustic Soda Beads - Granular	Cleaner	Food Grade Bay (trailer interior)
Solutions ²	624-006 Sodium Hexametaphosphate	Coil Scaling	Boiler Room

If printed and posted, below must be completed

Name (Printed)	Signature	Date Posted