



Cooper Farms Cooked Meats

Good Manufacturing Practices for Visitors

Welcome to Cooper Farms Cooked Meats. We are committed to maintaining the highest levels of quality and safety in our products and in our plant. We ask that you read and follow the guidelines stated below while visiting Cooper Farms

Cooked Meats. We hope that you enjoy your visit.

- This is to inform you that, under Sara Title III, the only hazardous chemical we use here at Cooper Farms Cooked Meats is Anhydrous Ammonia.
- It is used in our refrigeration system and may cause burns in its liquid state. The smell of anhydrous will drive you from a room before dangerous concentrations occur.
- This facility conforms to all applicable state and federal codes, including EPA, SARA Title III, and OSHA 1910. If you have any questions or concerns pertaining to any of these regulations, or your obligations as a visitor to our facility, please discuss them with your Cooper Farms contact prior to entering the facility.

You must follow the below guidelines while you are here:

- When touring the plant, we will start on the cooked product side and then move to the raw area. This is done to reduce cross-contamination into the cooked side of the plant.
- Cooper Farms encourages visitors to voluntarily notify management in regards to any relevant infections, communicable diseases, food borne illness, or condition with which you may have been in contact with in the past 30 days, or are currently suffering from. Tours of the facility may be limited or excluded during your visit if deemed prudent for food safety.
- Items that must be removed include (exceptions noted), but are not limited to, rings, watches, bracelets, necklaces, earrings, any other visible body piercing, artificial nails, nail polish and any other items temporarily affixed to the body. When gloves are worn, a plain uncut wedding band will be acceptable.
 - Where visitors cannot comply with removal of artificial nails or nail polish, the visitor may enter the production floor if hands are covered completely with both latex and cotton gloves and will not be permitted to handle product.
- ★Cover hair completely with the hairnet provided. **Hair net can't be knotted.** If you have a beard or mustache, a beard net will be provided. Beard nets must be worn full face and not rolled. Safety glasses, bump cap, and hearing protection will also be provided.
- Steel-toe rubber boots or disposable boots will also be provided. Upon entering the production area, we will be stepping through a footbath. Please do not step around this footbath. It is in place to help control cross contamination.
- Stay with your Cooper Farms escort at all times. Visitors will not be allowed in the plant unless escorted.
- No picture or video taking is permitted without prior notification and prior permission of a member of Cooper Farms executive staff.
- Cooper Farms does not permit firearms on the premises.
- Be aware of traffic around you. Floors may be slippery.
- Do not touch any products or equipment. Product or equipment may not be touched without permission of Cooper Farms escort.

- Persons may not travel from the raw area to the cooked area. When traveling into the different departments you must wear the appropriate boots for that department. No boots are to be worn outside of the plant.
- Do not wear processing garments outside of the work area, in the lavatory, break room or outside of the plant. If returning to the production floor, your garment is to be hung on a hook in the room. If leaving the production area, your coat will be disposed of in the appropriate laundry container.
- No food or drink is allowed, except in the break room. Use of tobacco indoors is strictly prohibited. No glass is allowed in the plant.
- In consideration of your entry to this facility, you agree that you are an invitee of the company and will abide by the company's rules, regulations, policies and directions while at this facility. You agree to maintain in strict confidence, and not use, appropriate or disclose to anyone without the express written consent of the company any and all Confidential Information seen, read, heard, or otherwise obtained during your visit to this facility. "Confidential Information" means all technical, business and other information and material that the company derives economic value, actual or potential, from not being generally known to others, including, without limitation, (a) company trade secrets, (b) matters of proprietary technical nature not disseminated to or generally known to the public. Such information includes, but is not limited to, manufacturing information and processes, engineering information, patterns, compilations, data, programs, devices, methods, techniques, drawings, product specifications, equipment descriptions, blueprints of equipment, customer product data, company inventions and patents, and (c) matters of proprietary business or financial nature, such as information concerning costs, profits, sales, markets, prices, customer lists, long-range market plans, business plans, contractual agreements with customers, contractual agreements with vendors, finances, financial plans, product plans, research product or studies, new product development plans and other data not generally available to the public.
- **Cooked Products Area:** The following procedures must be followed when entering the cooked area:
 1. After donning boots, hairnet, glasses and earplugs, you may put on a white coat.
 2. Wash hands. Don disposable gloves
 3. Step through footbath.
 4. Sanitize gloves.
- **Raw Area:** The following procedures must be followed when entering the raw area:
 1. After donning boots, hairnet, bump cap, glasses and earplugs, you may put on a blue coat.
 2. Wash hands. Don disposable gloves.
 3. Step into footbath.
 3. Additional equipment may be provided as needed.
- Cooper Farms makes products that include soy, which is a known allergen. An Allergen Control Program is in place to ensure that products containing known allergens are handled separately to prevent the contamination of other products. If the scope of your visit/project will bring you in contact with the allergen, you will be given Allergen Control Program training.
- **For security purposes; all packages, briefcases, and electronic equipment brought into this establishment are subject to inspection.**

★ **Denotes changes**

Your signature below indicates that you have read and understand these requirements and agree to abide by them.

Signature: _____ Date: _____

Print Name: _____ Company: _____

Cooper Farms escort: _____