



The Valdez Corporation  
13951 Senlac Dr. Ste. 100  
Dallas, TX 75234

## Food Safety and Quality Commitment and Overview

The Management of The Valdez Corporation firmly believes in providing all customers with high quality and safe food products.

The company accepts its duty to comply with all relevant food legislation. It also recognizes that food areas must be maintained to a high standard of cleanliness and that raw material is handled to ensure it does not become contaminated during its delivery, storage, preparation and distribution.

The emphasis of the company is on the control of food safety as well on the acknowledgement that continual improvement of its performance in meeting its customers' demands are key objectives.

This policy has been produced through effective hazard analysis and takes measures to only work with suppliers who have this same approach.

The Valdez Corporation has achieved SQF (Safe Quality Food) Level II Certification, a standard formally benchmarked and recognized by the GFSI (Global Food Safety Initiative) board. The Valdez Corporation's most recent score is 100%.

Personnel are trained and required to abide by the SQF Policy, Food Safety Procedures, GMP's, SOP's, SSOP's, and HACCP Procedures.

It is the goal of The Valdez Corporation to provide a safe food facility and a safe food product by doing its due diligence in meeting this top priority.

The following information provides an overview of The Valdez Corporation's commitment to quality.



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Miriam Tello  
Director of Food Safety and Quality



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Michael D. Hanks  
President

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SGS Systems & Services Certification Pty Ltd  
10585 Blackburn Road,  
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# Certificate Of Registration

## The Valdez Corporation

13951 Seniac Dr., Suite 100,

Dallas, Texas, UNITED STATES, 75234

is registered as meeting the requirements of the

## SQF Code Edition 7.2

Level 2: Certified HACCP Based Food Safety Plans

### Certification Details:

Date of Decision: 12-Jan-2017

Date of Expiry: 25-Mar-2018

Date of Audit: 06-Jan-2017

Date of Next Audit: 09-Jan-2018

Certificate Number: 639040

### Registration Schedule:

**Scope of Registration** (Food Sector Categories and Products)

### 19. Food Ingredient Manufacture:

**Spice / Seasoning Repacks and Blends**



SQF Institute is a division of the Food Marketing Institute (FMI).

JAS-ANZ



www.jas-anz.org/register

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Authorized by

Issuing Officer

# Chemical Control Program

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The Chemical Control Program's primary goal is to identify all chemicals on-site, including those brought in by personnel and contractors, and to ensure their proper storage and usage. Included in this program are chemicals used for prosecution, sanitation, maintenance, pest control and lab work.

## **The Program addresses:**

- Chemical approval
- Purchase authority
- Controlled and segregated storage
- Handling
- Labels/labeling
- Identification of where and how the chemicals are to be used.
- Concentration verification
- Training and education
- Actual usage
- Inventory control
- Chemical disposal
- Container disposal
- Spill containment and control
- Material Safety Data Sheet or Chemical Safety Data Sheet Archiving
- Contractor chemicals

# Microbial Control Program

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The goal of this program is to know the types of bacteria associated with the products, the process and the finished product requirements, and to verify that effective controls are in place to prevent quality and food safety issues.

Our Risk Assessment is part of our HACCP Plan and it can be located in that section.

Lab Security is not an issue at this facility as all testing is analyzed by a third party off site.

## **Components of this Program:**

- Risk Assessment
- Sampling
- Analytical Testing
- Lab Security
- Validation (check sample)
- Education and training

# Allergen Control Program

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Allergens are one of the biggest concerns in the food industry. Undeclared allergens can lead to a large number of recalls, hospital visits, and even deaths each year. Allergens are certain proteins found in common foods that cause an immune system response in allergic persons which can be mild or more severe.

## **Program Components:**

- Allergen Identification
- Receiving
- Storage
- Formula Control
- Personnel Practices
- Changeover Cleaning
- Labeling
- Engineering
- Supplier Control
- Research & Development
- Quality Control
- Purchasing
- Education and Training

# Glass and Brittle Plastic Program

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One of the most serious contaminants in food and beverages is glass. The goal of this program is to eliminate non-essential glass and brittle plastic, protect and inspect all essential glass and brittle plastic, and maintain procedures for cleaning up any breakage.

Brittle plastic is made of acrylic and is capable of shattering.

## **Program Components:**

- No Non-Essential Glass and Brittle Plastic Policy
- Inventory and Inspection of Essential Glass and Brittle Plastic
- Control and Management
- Breakage and Cleanup
- Glass Packaging
- Education and Training

# Sanitation Program

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It is essential to maintain a sanitary facility. The Sanitation Program is designed to maintain sanitary conditions in all areas that can affect the quality and integrity of our products and for the ambience of the facility.

The Sanitation Program is a pro-actively designed to identify the areas of sanitation necessary, the frequency of cleaning, and the method of cleaning effectively. Maintenance of equipment and the ambience helps protect products from contamination or adulteration of any kind. This program is required by any food standard around the world.

## **Components of this Program:**

- Master Cleaning Program
- Daily Cleaning Schedule
- Cleaning and Sanitation Process
- Post-cleaning/Pre-operational Inspections
- Cleaning Validation (swabs)
- Education and Training

# Preventative Maintenance Program

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The goal of the Plant Maintenance Program is to maintain the process environment to optimize production and minimize food safety risks and equipment failures. The program is preventive, rather than corrective in nature, in order to increase productivity, quality and safety and to reduce contamination or adulteration of food products manufactured or stored in the facility.

## **Program Components include:**

- Maintenance for Food Safety
- Preventive (Routine) Maintenance
- Corrective Maintenance
- Unscheduled Maintenance
- Chemical Identification
- Maintenance Procedures
- Design Specifications
- Documentation
- Education and Training

# Transportation and Storage Program

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The goal of the Transportation and Storage Program is to prevent materials received from causing food safety and quality issues and to ensure that the materials shipped meet customers' requirements.

## **Program Components:**

- Vehicle Inspections
- Loading Protocol
- Seals
- Storage Conditions
- Education and Training

# Food Defense Program

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The Food Defense Program is necessary to reduce the risk of intentional harm to the physical plant, a plant's employees, and the product.

The goal of the Food Defense Program is designed to reduce the risk of an attack and to comply with government requirements related to security. An effective program identifies the sources of the threats, takes measures to reduce the likelihood or impact of attacks, and includes provisions to respond to an incident.

*Miriam Tello and Mike Hanks are trained Food Defense Coordinators*

## **Program Components:**

- Threat/Vulnerability Assessment
- Registered Plant
- Records Maintenance
- Prior Notification
- Building and Grounds Security
- Raw Materials
- Transportation
- Employees
- Visitors
- Education and Training

# Traceability Program

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The Traceability Program is designed to track materials through an operation. It acts as an accounting program, not for finances, but for materials, including ingredients, packaging, processing aids, work-in-progress, rework, and finished goods.

## **Program Components:**

- Incoming Materials
- Storage
- Rework
- Formula Control
- Processing Aids
- Finished Product Coding
- Finished Product Storage
- Shipping/Distribution
- Record Retention
- Traceability Exercises
- Education and Training

# Pest Management Program

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All food facilities are at risk for pest issues, either from suppliers or people or attracting them via the resources at the facility. Pests can include, but are not limited to, insects, rodents, or birds. Pests must be managed to minimize the risk of product contamination because they can carry a variety of food-borne diseases that pose health risks to plant personnel and consumers.

The goal of the Pest Management Program is to minimize the pest population through proper identification, exclusionary measures, sanitation, monitoring activity and responding to findings.

## **Program Components:**

- Program Procedures
- Assigned Responsibility
- Licensed Persons
- Insurance/Contract
- Monitoring Devices
- Device Map
- Inspection Reports (Findings and Applications)
- Follow-up to Findings
- Pesticides (Documentation and Storage)
- Education and Training



# Approved Supplier Program

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Through our Approved Supplier Program, we evaluate suppliers of goods and services that may impact the safety of our food products. Supplier documentation is an integral part of our overall food safety program making sure that all insurances, certifications, third party audits are conducted, and also that they can provide us with all the necessary documentation including Certificates of Analysis on all raw materials they provide. Monitored are also our service providers, such as pest control and outside laboratories used for testing.

## **Program Components:**

- A current and accurate list of approved and non-approved vendors
- Evaluation, selection and maintenance of Vendors
- Established standards of performance and criteria for assessment
- Supplier Performance Monitoring, including:
  - In-house checks
  - Third-party audits
  - Certificates of Analysis
  - Supplier inspection
  - Evaluation of HACCP Programs
  - Product Safety information
  - Legislative requirements
- Actions to take for exception handling when monitoring has not occurred
- Methods and frequencies of inspections and performance evaluations
- Corrective actions and documentation for nonconformance

# Recall/Withdrawal Program

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The Recall Program is used to ensure a company has the ability to remove suspect product (product in violation of the law) from the market in a timely and effective manner. The goal of the Recall Program is to prepare personnel to handle the situation, including notification of regulatory agencies, customers, and, if warranted, the media.

## **Program Components:**

- Recall Team
- Trace Records Identification
- Regulatory Contacts
- Customer Contact Information
- Letters of Notification
- Recall Effectiveness
- Recall Simulations
- Alternatives to Recalls
- Education and Training

# Specification Program

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Specifications define food safety requirements for raw materials, food contact packaging materials, processing aids, work-in-progress, and finished products.

Vendors are required to provide Specification Sheets on all raw materials. Valdez Spice writes Specification Sheets on all finished products.

## **Program Components:**

- Written Specifications on Raw Materials used in manufacture
- Written Specifications on Finished Goods
- Continuing Guarantees on file from Vendors
- Agreements between relevant parties
- Reviews and review frequency of Specification Program

# GMP Program

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The goal of the GMP Program is to establish a set of standard of hygiene that all persons, including full-time employees, temporary employees, contractors, and visitors must adhere to in order to ensure that they do not become a source of product contamination. Employees are trained to know that personal hygiene is the leading reason for microbiologically contaminated product, and to understand the importance that personnel practices are also physical and chemical contaminants, such as wearing jewelry or possessing medications.

The Valdez Corporation implements Good manufacturing Practices as governed by the Code of Federal Regulation 21.

## **The Program Components include:**

- Jewelry
- Hair
- Cosmetics
- Gloves
- Food and Drink Restrictions
- Personal Items
- Hand Washing and Hand Sanitizing
- Uniforms/Outer Garments
- Locker Rooms/Break Areas/Restrooms
- Employee Health
- Training and Education

# HACCP Program

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Our HACCP Program evaluates the biological, chemical and physical hazards associated with the raw materials and process steps taken in manufacturing.

The Valdez Corporation has one Critical Control Point (CCP): **Metal Detection**  
Metal detectors are located at the end of each production line and product is tested before being released for shipping. Critical Limits are verified at the beginning of the work day, every two hours (+-15 min) throughout the day, and at the end of the work day.

*Miriam Tello is a trained HACCP Coordinator*

## **Program Components:**

- Specific Prerequisite Programs are in place and function which include:
  - GMP Program
  - Customer Complaints
  - Chemical Control
  - Sanitation Program
  - Preventive maintenance
  - Transportation and Storage
  - Integrated Pest Management
  - Receiving
  - Traceability
  - Recall/Withdrawal
  - Allergen Control
  - Approved Supplier
- HACCP Policy signed by senior management
- HACCP Team in place and trained
- Finished Product Profiles
- Process Flow Diagrams available for all types of products produced
- Seven Principles of HACCP are followed
- Critical Control Points are identified
- Documents are held for minimum of twice the shelf life of products
- Training and Documentation