Baetje Farms Good Manufacturing Practices, Procedures and Regulations v.3.04.2013

Reviewed 2-25-19

Welcome to the Baetje Farms Artisan Cheese production facility in Bloomsdale Missouri. As a part time or full time employee of Baetje Farms, there are mandatory standards and regulations that are required by FDA, Missouri State Milk Board, and Baetje Farms to be followed on a daily basis. Some are common sense and most are specific for safe and sanitary dairy production. It is the employee's responsibility to be familiar with all rules and procedures in this manual although some procedures will not be your responsibility on a daily basis.

All questions concerning rules and procedures are to be directed to your supervisor for immediate resolution. That person would usually be Steve or Veronica Baetje, in his or her absence there would be someone appointed. As a team member it is your responsibility to challenge yourself to work safely, efficiently and at a pace set by management. Remember, you are a representative of one of the finest dairy products in production.

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1. Employees basic responsibilities

a. Scheduling

As a part time employee your schedule is determined by your direct supervisor and is subject to change on a weekly basis. Your schedule for the following week will be set by the Friday before, most weeks will be consistent, but there will be occasions where a day might have an earlier or later start time due to production needs. Management will work with employees the best they can if there is a conflict in scheduling but the ultimate decision rests on management.

As a full time employee your schedule will be determined. The director of operations will resolve all scheduling conflicts.

b. Tardiness

Employees are to be dressed in the proper uniform and working at the assigned start time. Be sure to give yourself ten to fifteen minutes lead-time to prepare yourself for your shift. For example, if your start time is 8:00 am, you should be in the plant changing no later than 7:50, and clocked in at 8:00. (See Baetje Farms Time Sheet) Walking in at 8:00 punching in, changing and working at 8:10 is unacceptable. Remember, the most productive 2 hours of the day in a production environment are the first 2 and being late is a bad way to start the day and is frowned upon by your team members. Your direct supervisor will address consistent tardiness. Management does understand that emergencies do occur and will deal with them on a one on one basis.

c. Mental and Physical Hygiene

Remember, nobody likes a smelly team member, be clean when you show up for your shift and have a clear head. Failure to abide by these rules will result in you being sent home.

Do not show up for your shift under the influence of drugs or alcohol. This is a production environment and any suspicion by management of you being under the influence of drugs or alcohol will result in immediate testing and immediate termination.

Throughout your shift hands are to be properly washed and sanitized at hand washing sinks, meaning every time you enter the production area, sneeze, or touch your face, or any other suspected non-sanitized area. This is a CCP "Critical Control Point" that results in most food safety issues.

d. Uniforms and Shoes

All production employees are required to wear the lab coats provided for them. These lab coats are property of Baetje Farms and are not to leave the property for sanitation reasons. They are to be stored on the hooks in the hallway once they are worn and added to the laundry to be done that night should they become dirty. Shoes are purchased at your expense and are to stay in the Baetje Farms break room, they are never to leave the plant and must be new, slip and skid resistant. Hairnets are required for employees. Beard and moustache nets are also required where applicable. Employees with shaved heads are not required to wear hairnets for obvious reasons but are required to wear hats.

e. Breaks

The production area is an intense fast paced environment at times. Over the course of an 8-hour shift employees are allotted a 30 min lunch break at some time half way through your shift. Remember, these lunch breaks are not deducted from your daily time, and are not to be abused. Part of being a responsible employee is managing your time when not directly being supervised, any abuses will be addressed immediately; laziness and clock milking will not be tolerated.

f. Time Off Requests

Any requests for time off are to be submitted for review to your direct supervisor. Any time more than 1 day requested needs to be submitted 2 weeks in advance from the 1st day of requested time. Employees may be required to work holidays from time to time, such as Labor Day, Fourth of July, and Memorial Day depending on the day of the week the holiday falls. Since we are seasonal producers and are typically off in the winter months we cannot shut down the production when we are in the busy season.

Employee Complaints

All Complaints and grievance between employees are to be reported to management and resolved immediately.

1. Flow of Production and procedures

a. Milk Receiving and testing

Throughout the remainder of the GMP you will see the term HACCP and CCP, these terms stand for Hazard Analysis and Critical Control Points, and Critical Control Point. HACCP is a documented program that all manufacturing companies have to identify all of the points of the manufacturing process that are Critical for safe sanitary manufacturing.

Assuming that the milk receiving room contains no milk and is sanitized from the previous day we will begin with milk room preparation for receiving. There are two raw milk tanks, the small Japy tank, which is used exclusively for Baetje Farms milk, and the large Mueller tank, which is used for incoming milk from other farms. Each are labeled and are thermostat cooled and controlled for agitation

JAPY TANK EXCLUSIVELY FOR BAETJE FARMS MILK:

On next page

Large Mueller tank for incoming milk:

There is a large wash vat that is used in the cleaning of the pipeline and milk tanks, and for the milking equipment.

When the milk truck arrives the driver will have 3 main items for the cheese plant, milk samples, milk invoice slips, and milk. The driver has his set of procedures and will continue to pump milk into the larger Mueller tank. Information logging and testing at this CCP is required.

The milk samples that are received are to be stored in the refrigerator in the storage garage immediately. These samples will be sent for analysis on a scheduled basis. The total quantity of milk is to be logged onto the milk ticket and the milk-receiving chart. The milk receiving chart must also be filled out, this document is located on the clip board hanging in the cheese plant at the lab table this is a CCP.

The milk also has to be tested for any antibiotic residue using the Charm test kit located in the cheese plant on the lab table, positive and negative controls for this test are located in the freezer. Only Steve or Veronica Baetje will be instructed and tested on how to use this test properly as this is a CCP. If a positive result is detected we will immediately notify the farm producer and the Missouri State Milk Board. Results of this test are to be logged onto the HAACP Records for Milk Receiving chart

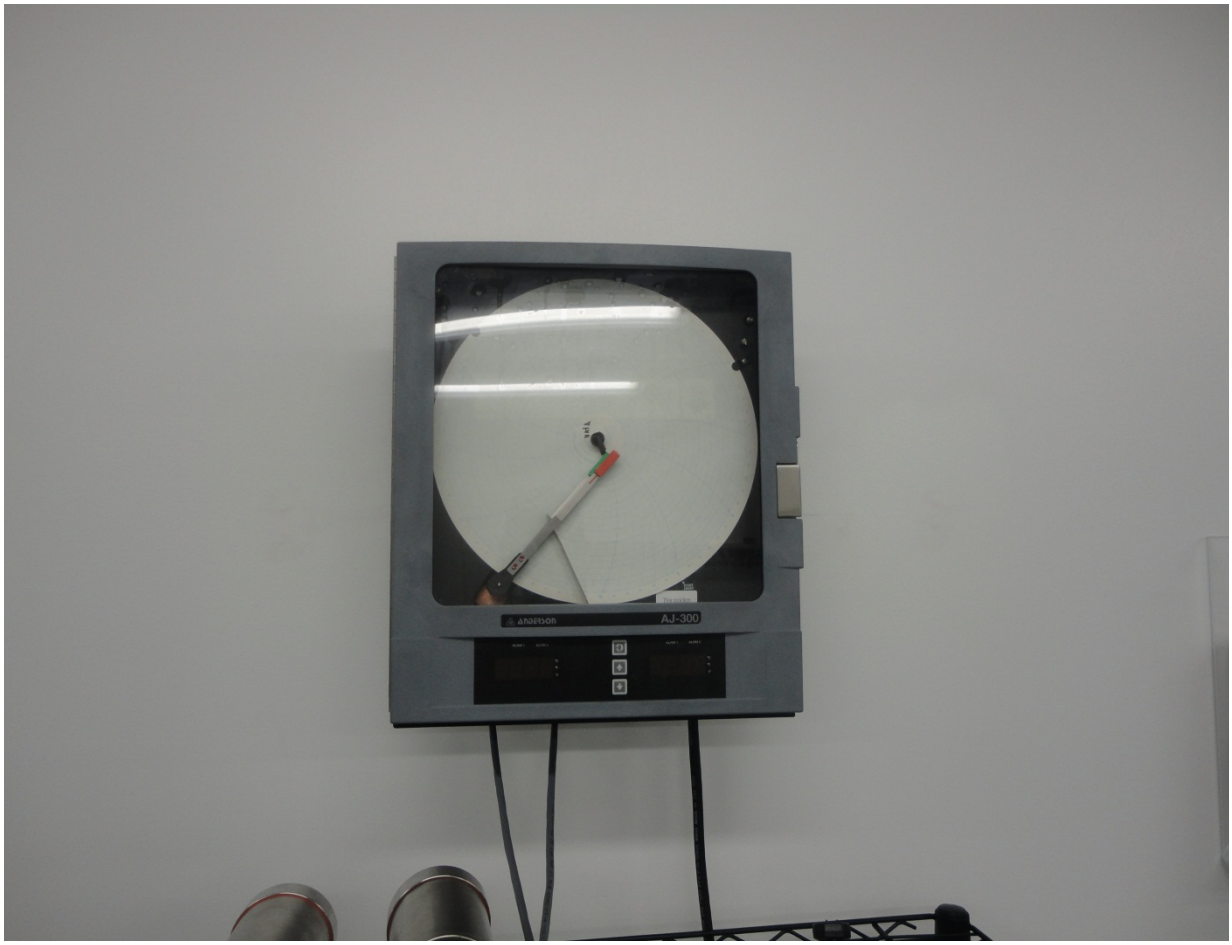
Once the milk truck driver has pumped all the milk into the bulk tank the knob on the control box must be set to cool. Once the driver has completed his drop off the floor is to be squeegeed for any standing water or milk. At this point the milk is ready for pumping and pasteurizing.

b. Pumping raw milk to pasteurizer

In preparation to pump milk to the pasteurizer there are many CCP that must be executed in sequence.

1. The raw milk line, and pump must be properly set up. Your supervisor will instruct this configuration to you.

    a. Proper pasteurizer set-up is as follows; the pasteurizer vat must be cleaned and sanitized on the interior and exterior.



Should their be an old chart in the recorder from the previous make place it on the lab table for Veronica to file into file marked “pasteurization charts” located in the lab table, Veronica or Steve will fill out a new index card batch control record (See Batch Control sheet) located at the lab table and record the batch info on the production recording chart being inserted into the recording chard, please use stamp to ensure all information is listed, attach the main agitation paddle, attach the lid that contains the access ports, attach temperature probes, disconnect pre-sanitized milk line and insert end of line into the large port in the lid. Double check to make sure the bottom valve is closed, plug in the recording chart that you have stamped and dated and listed with the correct batch number. Once this procedure is complete we are ready to pump milk.

Remember, every time you exit and enter the main production area you must wash your hands, this is a major CCP since you will be traveling between the raw milk area and the production area quite frequently in the milk transfer stage. Also your shoes must be changed between the cheese plant and the milk room. Do not ever let your cheese plant shoes come in contact with the milk room floor and do not let your milk room shoes come into contact with the cheese plant floor. This is a CCP. The cheese plant floor begins and ends at the threshold of the airlock. If you have questions about this please ask.

To begin the transfer of milk the main valve on the milk tank must be opened, let it sit for about 30 seconds to work out any air in the valve. Press the green button on the control box of the freak drive this will activate the pump and begin milk transfer, start with the dial turned up and then slowly turn it back until it is in the 11 o'clock position. Check all fittings on the pipeline to make sure there are no leaks.

Go back to the cheese plant, wash hands and make sure the milk has begun its transfer into the pasteurizer. Once the milk has reached the desired volume, go back to the milk room, turn off the pump, remove milk line from the pasteurizer and prepare to flush the lines prior to washing. The milk hose will need to be inserted in the plastic pipe to let the flush water divert to the drain, this usually takes 5 minutes. After all the milk has drained out of the line remove the line from the plastic pipe and connect the line together to wash.

milk line

Attach the heating lid to complete the lid of the pasteurizer and plug into the back of the grey control box attached to the pasteurizer.

To begin heating, turn the heat to high 2, make sure agitator is on stir and dial is set to 5. This is a major CCP.

Once the pasteurizer is set, the raw milk pipeline needs to be flushed and washed.

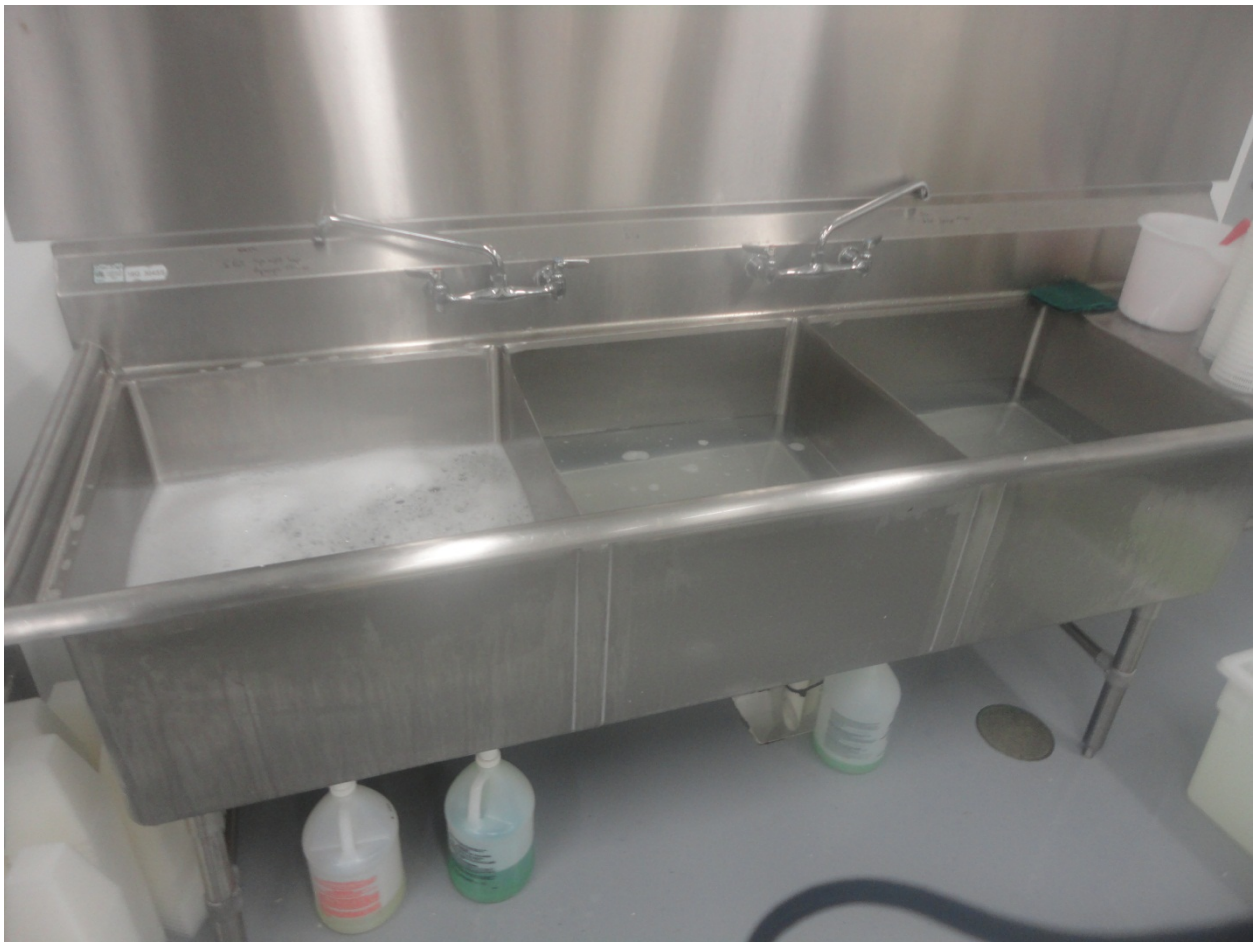
c. Milk line and milk room sanitation

The line should at this time now flushed and ready to clean. At this point to clean the pipeline the line must be hooked up to complete a closed circuit between the wash vat to the milk pump, and the hose in the processing room must be re-connected to the return line. This takes practice and attention to detail and is a CCP, if the line is improperly set up hot water can be discharged accidently into areas damaging equipment and injuring employees. Your supervisor will instruct and coach you on the least complicated way to complete this circuit. Once the circuit is complete, turn on the hot water on the CIP wash vat, fill it to the proper level and add the proper amount of Duo-Phan cleaner. To circulate the water properly press the button to start the pump this will get the water from the sink vat to begin the pipeline wash, within 3 minutes wash water will have circulated through the system and begin discharging back into the wash vat, if more water is needed add hot to the vat. Run this cycle for 10 minutes using a timer. When the 10 minutes is up turn the pump off, disconnect line in milk room to let all the wash water drain until all of the wash water in the wash vat has emptied, once there is no water in the wash vat disconnect the elbow joint from the valve and turn the elbow to point to the sanitary drain. Once all the wash water has drained, re-connect all joints and close all valves, double check, Re-fill wash vat with hot water Repeat the cycle of pumping and draining. We alternate an acid wash once a week using Citrophos instead of Duo-Phan. Any additional configuration to wash the pipeline exclusively will be instructed to you by your supervisor. Once the cleaning cycle is complete re-connect all joints and close all valves and set up for milk pumping, or leave the circuit complete for the following day to be sanitized in the same way 100PPM chlorine solution the next day before milk pumping. The milk room is then to be squeegeed and dry mopped with a 100ppm bleach water solution and closed up for the day.

d. Sanitation in the processing room

Proper sanitation in every part of the manufacturing facility is essential and mandatory to secure safe and consistent processing, without it we risk the health of others and the effectiveness of all other safeguards. Proper sanitation begins with personal hygiene at home before you come to the plant, come to work showered and shaved, (unless you have a properly trimmed beard) in clean clothes and shoes. Upon arrival you will change into your lab coat and shoes. No outside shoes are permitted in the cheese processing area this is a CCP.

Every time you enter either the raw milk room or main processing area you must clean your hands in the hand sink. Any time your hands come in contact with anything that could be a contamination risk to product you must wash your hands if you need to sneeze, do so into your shoulder. When processing is active any and all equipment used must be pre-washed and sanitized in the three-compartment sink.



Proper water levels and chemical amounts to be used are written on the sheet on the wall behind the sink. Chlorine levels in the third sink must be maintained at a level no less than 100 ppm, there are test strips on the counter behind the sink. For proper sanitization tools and equipment must be in contact with chlorinated water for a minimum of 2 minutes, a quick dip is unacceptable.

Any time your hands come in contact with cheese you must have gloves on, gloves are located in multiple areas by the packaging counter, change them as often as needed to eliminate cross contamination between cheeses.

It is every employee's responsibility to not hesitate to remind others to practice proper sanitation, we understand that everyone has a blank moment from time to time; eventually over a short time these practices will become habit. Management will address too many blank moments and further action will follow. The proper way to clean and sanitize each individual piece of equipment will be demonstrated to you by your supervisor, this is the way it is to be done, no exceptions.

e. Pasteurization and culturing

Pasteurization of raw milk is one of the most important CCPs in the cheese making process, if it is not done properly cheese cannot be made properly and more importantly devastating pathogens can pass on to the consumer resulting in sickness, death, and thus impending failure of a food production company. Only fully trained employees are to have any part in the pasteurization process, you will be trained and tested in the process before you can be responsible for this process. Addition fail-safes are put in place to ensure proper safe pasteurization including temperature time

recording, regular inspections from the Missouri State Milk Board and FDA, and pasteurized milk tests.

Once milk is agitating and heat is being brought to the pasteurizer and airspace the temperature readouts on both indicators and their matching digital readouts will rapidly begin to increase. Within 120 min the temperature of the milk will have reached 150 degrees F. The legal minimal temperature for pasteurization is 145 degrees F for 30 minute. We insist on a minimum temperature of 150 degrees F for 32 minutes to buffer for any thermometer malfunctions.

Once the milk and the airspace has reached a temperature of 150 degrees F the heating switch will turn off automatically but the airspace must remain on. The airspace-heating element should begin to be engaged when the milk is at 130F and pasteurization doesn't begin until the airspace is at 150F. Set a timer for 32 minutes and begin countdown. You will notice that the airspace indicator may be well above 150 degrees F and will remain there for the remainder of the 32-minute pasteurization time. Temperature readout information needs to be logged onto the recording chart and will be instructed by your supervisor. Once the 32-minute time has expired it is time to cool the milk and airspace. Turn the airspace knob to 0 and unplug the plug from the back of the control box. To add cool water to the vat for cooling turn the 2 outer red levers on the water control wall down into the forward position pulling them towards you, this will start the flow of cold water through the jacket of the pasteurizer and turn on the cooling switch on the control box as this will turn on the pump. After 10 minutes the lid that has the heating elements should be cool enough to slightly open it to speed up the cooling process.

Different cheeses require different culture temperatures, which will be instructed to you by your supervisor, should you be instructed to turn the water off. It is at this point cultures and then rennet is to be added.

Culture formulas and techniques are the sole property of Baetje Farms and are to be treated as secret, only fully trained cheese makers have access to this information. Only experimental cheese formulas, techniques and aging notes are to be kept written down. If you are ever trained as a full time cheese maker you will know formulas and techniques and will be trusted to keep these formulas confidential. Any corruption of this trust will result in immediate termination.

f. Cheese making in the vat

Each batch of cheese that we make is its own individual living, breathing, and aging organism and should be treated as such. Each batch will have its own aging characteristics that will require individual attention to detail and adaptation to the process. This will be taught to you over time, it is an on-going learning process that we strive to perfect. Each batch will have its own batch control card and pasteurization chart to be kept for record purposes. (See batch card and completed pasteurization

record) This batch card contains information for each individual batch along with space provided to list and odd or unusual aging notes.

Each cheese making process may be taught to you by you supervisor and over time you will perfect these technical processes and get a grasp on the artistic interpretation of the process. Only after this learning curve has been achieved will you be trusted with solo batch production. At this time only Steve and Veronica Baetje have these techniques, we may impart bits and pieces to you as we need help ladling curd or should we need to step out and handle another matter and leave you with instructions to finish a vat.

After cheese has been processed and removed from the vat, the vat is ready to be properly cleaned and sanitized and re-set for the next pasteurization process. Your supervisor will instruct you on the proper way to clean and sanitize the vat, once again this is the way it is to be done each and every time, no shortcuts, and this is a CCP. At this time Steve, Veronica and LaVonne know how to perform this task completely.

During cheese making whey will be separated from the curds

g. Brining Procedures

The next step in cheese making after initial scooping and molding is brining, or the additions of salt to the newly made cheese this is a CCP. Each cheese has its own individual brine time or salt application.

The brine is located in aging room #3. It is a saturated, ph. controlled brine, meaning it is 23% salt with a ph. of 5 or lower to eliminate any bacteria growth. Cherbourg, Fleur de la Vallee, and alpine style pressed hard cheeses are soaked in this brine. You may be directed to flip cheese in the brine or remove cheese from the brine from time to time. Your supervisor will give directions on time and technique to you.

Veronica salts the Coeur du Clos, Sainte Genevieve, Miette, and Bloomsdale by hand. This is a specialized technique that takes experience. You may at some time be instructed on dry salting these cheeses.

Soft cheese products such as our Coeur de la Crème are dry salted depending on the weight of the finished curd at the rate of 1%. You may be instructed to salt this cheese after weighing it and removing it from the drain bags Once the cheeses are brined or dry salted they are placed on clean sanitized plastic ripening shelves for aging, or put into tubs depending on the cheese.

h. Aging room Sanitization and procedures

Each of the three aging rooms is its own individually designed, maintained and controlled environment for the growth of organisms used in the ripening process. Each aging room has a recording thermometer and chart that requires changing once a week, the charts are located at the lab table.

The walls of each aging room become inoculated with yeast and mold desirable to cheese making; they should only be cleaned when undesirable growth is detected usually in the form of wild bleu or black strains that will be detected on the surface of cheeses. The floors are to be rinsed as needed with a 100ppm bleach solution and squeegeed so that no standing water is remaining. Floor drain should be rinsed with the same solution, cleaned and put back together ensuring the drain is holding clean 100ppm solution before closing. Door handles are to be cleaned and sanitized daily to further reduce the risk of cross contamination. Your supervisor may instruct addition instructions on specific technique used to age the cheeses to you. This is one of the most complicated processes in the art of cheese making that takes many years to master with daily learning and attention to detail.

i. Packaging procedures and sanitation

Once cheeses have reached their proper age and stage in the aging process they are ready to be packaged and stored for preparation for distribution. When handling any cheeses, gloves must be worn it is a CCP. The Coeur de la Crème will need to be shaped.

Your supervisor will instruct shaping procedures and weighing procedures to you. All cheeses will be wrapped in a special cheese paper and then labeled with its appropriate labels and lot control sticker. This procedure will be instructed to you by your supervisor, this is a CCP that must be performed quickly and efficiently. Lot Control stickers provide 2 important pieces of information for tracking purposes, the lot number and the Sell By Date. These Sell By dates will be determined and printed by your supervisor, as they are a most important part of product safety. Once cheeses are properly wrapped, labeled and coded they are to be put into the walk-in cooler for storage and continued slow aging

J. Shipping and receiving and recall procedures

Daily shipping and supply receiving is a part of the day-to-day procedures that are very important to product safety, stability and are important CCPs.

All supply and culture orders are placed by the Director of Operations, Veronica.

When these supplies arrive to the plant it is usually by delivery to the garage storage room of the plant. Should you see packages notify your supervisor, open then and check them and store them in their proper space.

Your supervisor will direct these locations to you. All invoices are to be given to your supervisor of their arrival.

Shipping product out of the plant is done in 3 main ways, direct Fed Ex shipping, direct delivery, and direct customer pick-up.

Fed Ex shipping involves receiving the daily order sheet from the office manager, prepping the individual order into cardboard cases marked with the lot control info and weight, logging the weight and lot control info onto the order sheet, completing the corresponding invoice and possible return shipping label, properly packing the cases into a insulated safe shipper box with the correct amount of ice packs, including the invoice and any return labels, weighing and printing out UPS label, and sealing and affixing the Fed Ex shipping label. Steve Baetje may direct more exact Fed Ex shipping directions and procedures to you as we may require your help with this from time to time.

The same logging of weight and lot control information is performed for any direct customer pick-up.

For direct delivery involving the Baetje Farms van the same procedures involving weight and lot logging along with invoicing are performed. The van is to be pre cooled to a minimum of 30 degrees before any product is loaded and sent out for delivery. Your supervisor will provide more detailed instruction.


BAETJE FARMS LLC
Award Winning Goat Cheeses
www.BaetjeFarms.com
573-483-9021
Bloomsdale, Missouri

In the unlikely event of a product recall, the following steps are to be followed.

- Identify the specific cheese and lot number.
- Notify the FDA, and Missouri State Milk Board of a recall situation and request assistance that they might have to offer.
- Pull and isolate that specific batches pasteurization chart.
- Pull that cheeses batch control sheet to identify the number of pieces in that specific batch.
- Pull any remaining inventory from cold storage that might remain in the facility.
- Pull the shipping tracking information from the invoice book. Work backwards and identify any shipments of that specific batch of cheese to individual vendors until all shipments of that specific batch have been identified.
- Copy on the printer each of the shipments invoices from the invoice book.
- Notify each vendor of the product recall.
- Follow up with each individual vendor to identify how much product has entered the public food supply.
- Consult with the FDA.

The Director of operations must perform any recall

k. Storage Areas and Break room

There are several main storage areas located throughout the plant. Most supplies can be located in the cabinets where the supplies are most often used. For example cleaning supplies for break room are located under the sink in the break room. Laundry supplies are located in the drawer under the washer. Seasoning for cheese is located above the counter in the cabinets etc. Extra supplies and paper towels are located in the garage storage room. These rooms are to be kept clean and organized.

There are inventory lists used to keep track of ordering labels for the packaging of cheese, but it is every employee's duty to notify management of a low label supply situation.

There is a break room for your use, it is recommended that on your lunch break you take a seat and get off your feet. All food and drinks are to be stored in the refrigerator in the storage garage area. You are responsible for keeping this area clean and tidy; remember this space is for people to relax their bodies and minds.

L . End of the day and close down procedures

At the end of your shift depending on what position you hold, there are a couple of different close down procedures. Those procedures are: Make sure the lights are off in all walk-ins and in the cheese plant. Let all water out of the sinks. Mop or squeegee the floor. Take the trash out if necessary on your way. If your shift ends before closing time, you are to check with your supervisor that all required tasks have been performed. When all tasks are completed you are to clock out, and change out of your lab coat and add it to the laundry pile as necessary. At this time you may leave for the day.

M. Required reading

As an employee at Baetje Farms, you will be required to read and be familiar with the subjects put before you. All basic sanitation will be required to be known and practiced by all employees. It should take no longer than two weeks to read and be familiar with our basic sanitation practices; continued failure to recognize and practice these basic fundamentals will result in immediate re-training. If further failure to abide by these mandatory practices is observed by management, immediate termination will result.

There are several cheese making books that are easy reading that you will be required to read and become familiar with all basic terms and cheese making fundamentals. These books are for your benefit to read and will aid you in better understanding of the process. Remember, the more you know about the process, the better you will be at the process and the more valuable you are to Baetje Farms.

2. Index of terms

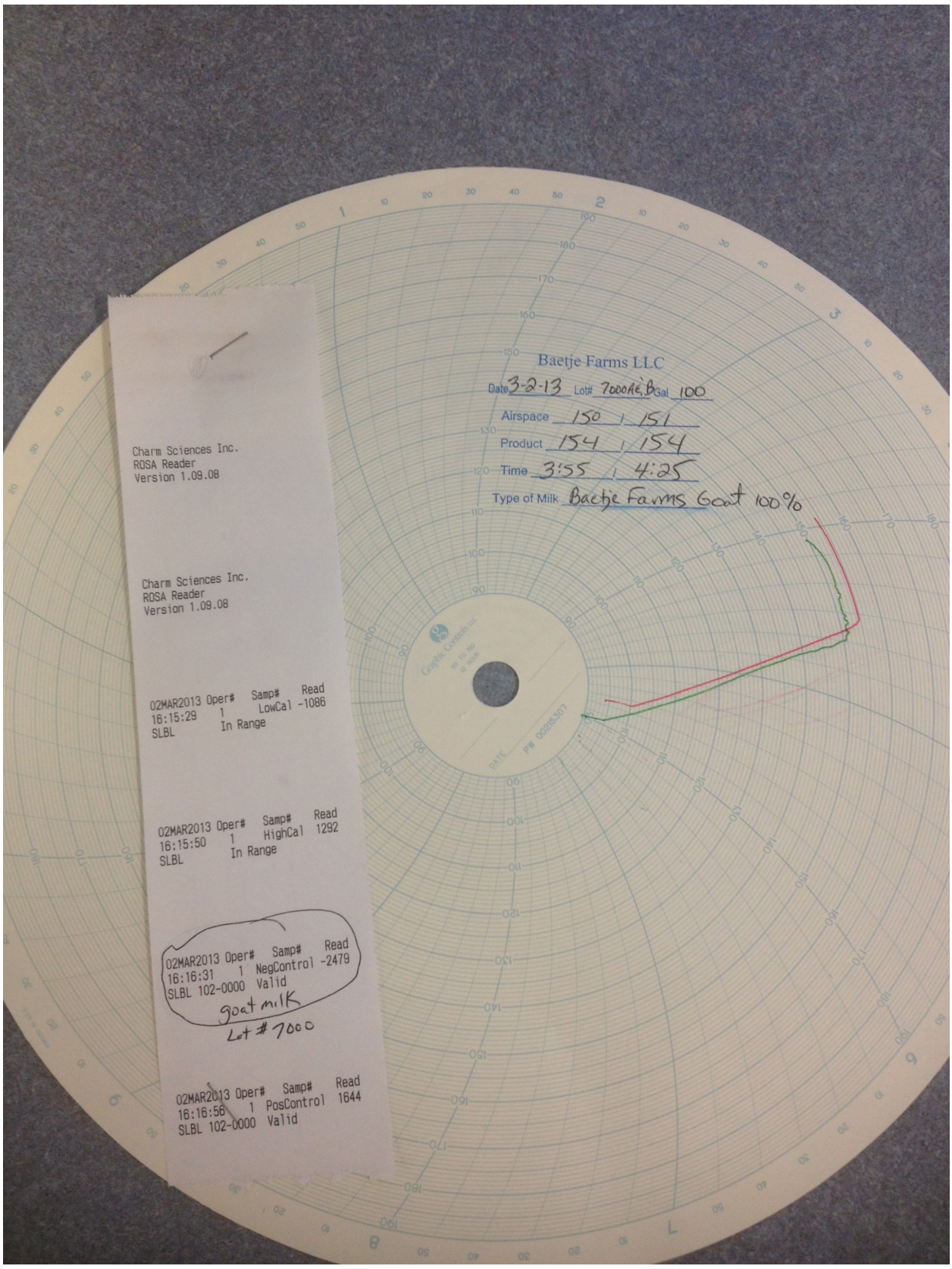
This index of terms is to be added to whenever possible.

- Critical Control Point (CCP)- Any point in a production process that is vulnerable to outside contamination.
- Culture- any bacteria, mold, or yeast used in the controlled fermentation process of a dairy product.
- Curd- the solid components of milk to become cheese, separated from the liquid whey component.
- Sanitizer- The main chlorine sanitizer used in dairy plants, household bleach diluted with water in 100ppm concentrate, it must be used with extreme caution.

- GMP- Good Manufacturing Procedures- A Basic set of rules, regulations and procedures in any given production processes.

- HACCP – Hazard analysis and Identification of critical control points- a detailed map of any given production process-identifying critical points of possible risk of contamination and product compromise. It is used to train employees in specialized processes to minimize product contamination.
- Pasteurize- The process of heating up liquid milk to 145 degrees F for no less than 30 minutes to kill all active microbiology contained.

- Pasteurizer- The main piece of production equipment used to pasteurize and process milk into cheese and other dairy products.
- Rennet- The main liquid coagulant used in cheese making.
- Whey- The main liquid byproduct of cheese making, the liquid component of milk separated from curds.


Baetje Farms LLC
Date 3-2-13 Lot# 7000A&B Gal 100
Airspace 150 | 151
Product 154 | 154
Time 3:55 | 4:25
Type of Milk Baetje Farms Goat 100%
Charm Sciences Inc.
ROSA Reader
Version 1.09.08
Charm Sciences Inc.
ROSA Reader
Version 1.09.08
02MAR2013 Oper# Samp# Read
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SLBL In Range
02MAR2013 Oper# Samp# Read
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SLBL In Range
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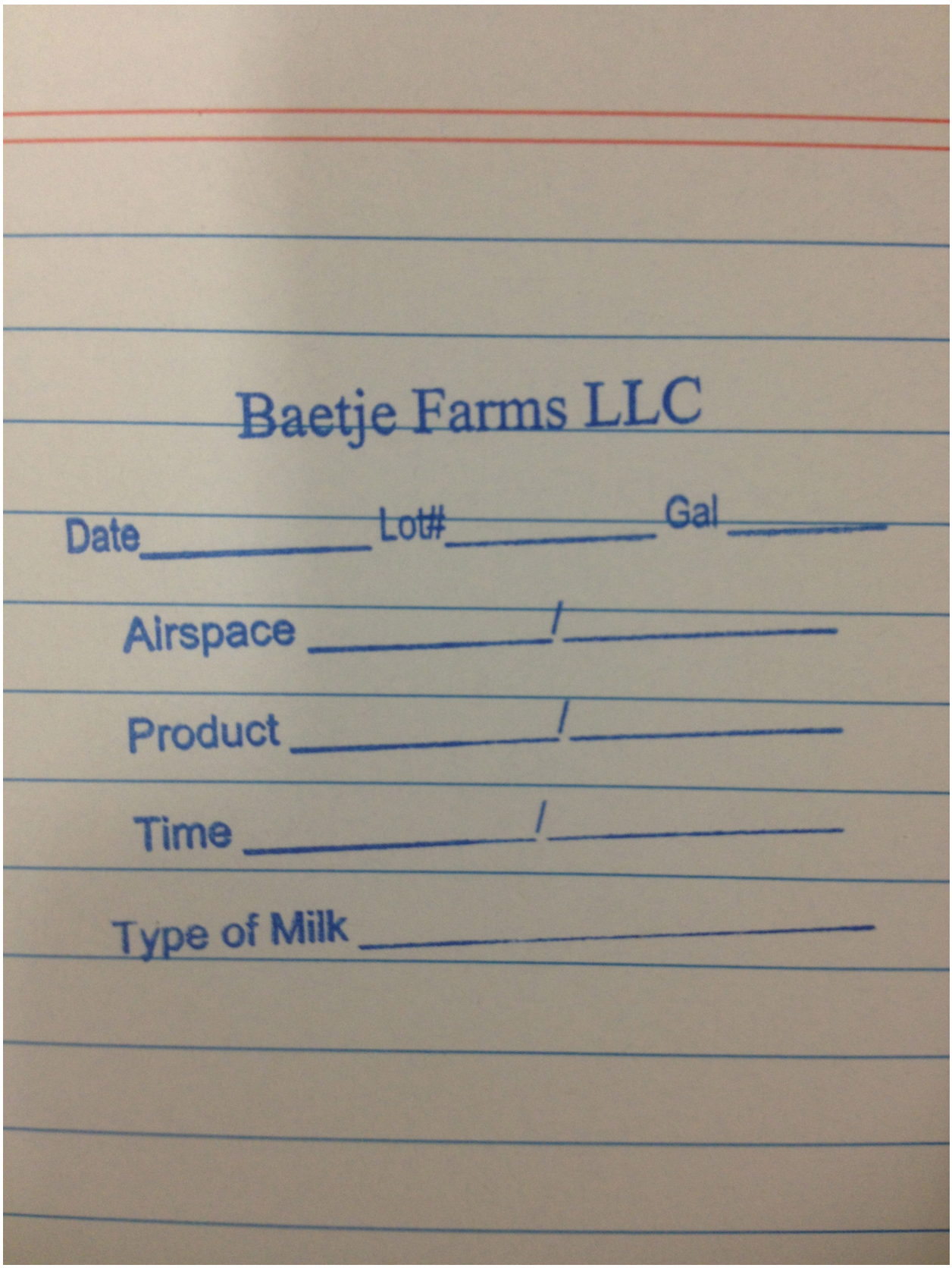
SLBL 102-0000 Valid
goat milk
Lot # 7000
02MAR2013 Oper# Samp# Read
16:16:56 1 PosControl 1644
SLBL 102-0000 Valid

First Aid
At-A-Glance

1—Recognize that an emergency situation exists
2—Call 911 or_____for an ambulance
3—Check for scene safety
4—Decide to take action
5—Provide care until help arrives

Signs/Symptoms	Ailments	First Aid
Skin is: Red/Dry — 1st degree Red/Blistered — 2nd degree Charred — 3rd degree	Burns	1. Submerge in cool water (do not use ice!) 2. Apply wet cloths to areas that cannot be immersed (Keep cloths cool by adding more water). 3. Cover with clean/dry dressing loosely bandage them in place. For a 3rd degree burn, cover with dry clean cloth and call for medical help. If any burn occurs to the victim's face area, watch for possible need for artificial respiration. Treat for shock (see below).
• Cuts, scrapes, punctures or other breaks in the skin • Bleeding, bruising; area may be swollen	Cuts/ Wounds	1. Wear latex gloves or place a barrier between you and victim's blood. 2. Apply direct pressure. Cover the wound with a sterile gauze pad and press firmly against the wound. Add an additional dressing on top if soaked. Do not remove the first gauze pad. 3. Elevate the injured area above heart level as long as you do not suspect broken bones. 4. Cover gauze dressing with a pressure bandage to maintain pressure tying knot over wound. If bleeding does not stop, apply additional dressings and apply pressure to a nearby artery.
• Pain and tenderness • May have difficulty moving injured part • Obvious deformities—swelling and discoloration	Fractures and Dislocations	Keep broken bone ends and adjacent joints from moving. Give care for shock. Call for medical help.
Five principal symptoms: 1. Acute pain in chest, neck, jaw, shoulders or down arms 2. Extreme shortness of breath 3. Sweating 4. Nausea 5. Absence of pulse and breathing in an unconscious person	Heart Attack	Place victim in comfortable position, usually sitting up. If not breathing, give artificial respiration. If no pulse is present, administer CPR (trained individuals only). Dial 911 or "0" to activate the EMS (Emergency Medical Services) System. DO NOT give liquids to unconscious victims.
Unresponsive Symptoms vary greatly	Loss of Consciousness	If unresponsive, activate EMS System immediately. Roll victim onto left side and monitor closely. Provide rescue breaths or CPR as needed. Never give an unconscious person food or liquids.
Aids in determining whether poison was swallowed: • Information from victim or observer • Presence of poison container • Condition of victim (sudden onset of pain or illness—abdominal cramping) • Burns around lips • Breath odor • Change in level of consciousness	Poison	**All Victims** • Call Emergency Rescue Squad • Save label or container for identification • Call Poison Control Center • Save sample of vomitous material **Unconscious Victims** • Maintain open airway (victim on side) • Do not give fluids. Do not induce vomiting • Give mouth-to-mouth resuscitation or CPR if necessary **Conscious Victims** • Follow directions of Poison Control Center • Do not give oils • Do not neutralize with counteragents **Convulsions** • Do not restrain victim • Watch for airway obstruction • Do not induce vomiting • Do not give fluids • Loosen tight clothing
• Skin pale (or bluish), cold to touch, possibly moist or clammy • Weakness • Rapid pulse (over 100) • Rate of breathing usually increases; breath may be shallow or deep and irregular	Shock	Keep victim lying down. Elevate feet 12" if no broken bones. Cover victim only enough to keep from loss of body heat; obtain medical help as soon as possible.

Please be familiar with the First Aid chart by the hand sink. A first aid kit is located in the bathroom off the break room in the wooden cabinet.


Baetje Farms LLC
Date
Lot#
Gal
Airspace
Product
Time
Type of Milk

HACCP RECORDS FOR DAILY CHEESE PACKAGING

DATE	CHEESE TYPE	LOT #	WRAPPED OR SHAPED BY:	BEST BY DATE GIVEN	TOTAL OF CHEESES COMPELETED

HACCP Records for

Bulk Milk Tank Cleaning

DATE	DAY of WEEK	TIME of DAY	CLEANED BY	MITROCIN OR PFANZITE USED

HAACP RECORDS FOR CHEESE PLANT EQUIPMENT CLEANING

DATE	DAY OF WEEK	TYPE OF CLEANER USES	EQUIPMENT CLEANED BY	INSPECTED ALL EQUIPMENT AFTER WORK PERFORMED BY	RESULTS:

SSOP for shaping of Coeur de la Crème Cheeses

1. No bare hand contact with cheese at the packaging and shaping of the Coeur de la Crème cheeses. Gloves must be worn when there is need to handle cheese before it is wrapped

2. No touching cell phones, sneezing, coughing, eating, and drinking, while handling cheese

3. Sanitary Chlorine Counter Spray bottle must not be used to cause overspray or contact with cheese at any time.

4. All Coeur de la Crème cheeses are to be shaped using heart mold with the end goal producing a uniform even smooth heart shape. No lumps, distorted heart shapes as this is to be a gourmet product with a beautiful end result.

5. Counter is to be completely wiped down between each different herb seasoning as to not cause cross contamination of flavors.

6. All lots of plain Coeur de la Crème cheeses are to have a sample saved and placed into freezer.

7. Always observe your work to make sure you are delivering a beautiful packaged result. Place labels centered on packages; make sure the cheese is wrapped to complement, not too tight to change the shape, not too loose to cause air gaps.