

Standard Operating Procedures

Department:	Quality Manual	Topic: Glass and Hard Plastic Control	SOP number:	FS-009
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Author:	S. Coats		Approval: B. Pulido	

1.0 PURPOSE

This procedure outlines the preventative measures taken to reduce the potential for Glass and hard plastic contamination in packaging materials, raw materials, and finished products.

2.0 SCOPE

All team members are accountable to this policy. It is the responsibility of all management to enforce this policy.

3.0 REFERENCE MATERIALS

- 3.1 QAF-001 Glass and Hard Plastic Register
- 3.2 QA-024 Glass Hard Plastic Breakage Cleaning
- 3.3 QAF-010 Glass Hard Plastic Breakage Report

4.0 PROCEDURE FOR INCOMING MATERIALS

- 4.1 Glass bottles will be inspected at receiving for damage. If any pallets are found to contain damage they will be segregated and placed on hold until they can be sorted and the broken/damaged glass is removed.
- 4.2 No incoming ingredients will be received in Glass/Hard Plastic containers.
 - 1. Some finished products are received in glass (no processing necessary).
- 4.3 As part of the incoming inspection all ingredients will be inspected for glass and hard plastic contamination.
 - 1. If Glass/Hard Plastic is found in raw materials, the lots in question will be quarantined. If a shipment is refused the Purchasing will notify the vender.

5.0 GLASS PACKAGING CONTAINER CONTROL AT PACKAGING LINE

- 5.1 Glass bottles used on the bottling lines are stationed at minimum 6 feet from any filler hoppers.
- 5.2 If damaged/broken bottles are noted on a pallet of bottles once delivered to the production lines the pallet shall be returned to the warehouse and replaced with another pallet.
 - 1. Pallets with damaged containers are sorted in the warehouse only.
- 5.3 Any breakage with glass in the production areas is to be cleaned up immediately as per **QA-024 Glass and Hard Plastic Breakage Cleaning** and documented on the **QAF-010 Glass Breakage Report**.

6.0 GLASS AND HARD PLASTIC CONTROL IN PRODUCTION AREAS AND WAREHOUSE

- 6.1 The use of Glass/Hard Plastic and/or brittle plastic on machinery or with support equipment is avoided whenever possible.

- 6.2 The use of Glass/Hard Plastic and/or brittle plastic in production areas where no alternative exists will be permitted. Care to avoid direct product line contact must be exercised and containment measures are to be taken at all times.
1. **If glass/hard plastic equipment is broken or damaged, the Production Manager and QA Manager shall be notified immediately.**
- 6.3 Under no circumstances will mercury thermometers be used inside processing or production areas.
- 6.4 Warehouse and Production light bulbs shall be made of shatter resistant materials or covered.
- 6.5 All types of glass, hard plastic and other brittle materials that are present in production areas, warehouse, and dock area(s) shall be monitored and inspected regularly for integrity and any signs of damage. This inspection shall be recorded on the **QAF-001 Glass/Hard Plastic Register Log**.
1. Any damages noted shall be reported to the Production and/or QA Manager for corrective action.
 2. Any noted cracked, broken, damaged, and/or missing light covers, and/or hard plastic or shatter resistant bulbs in open food processing areas shall be replaced immediately – see **QA-024 Glass Hard Plastic Breakage Cleaning**.
- 6.6 Glass and Hard Plastic inspections shall take place weekly.
- 6.7 No glass or brittle plastic personal items shall be brought into the production and warehouse areas. This includes but is not limited to glass and/or brittle plastic beverage containers.