

Standard Operating Procedures

As per Memorandum of Understanding between
Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

Standard operating procedures (SOP) for safe vehicle operations, and safe food handling practices of Operator.

In an effort to maintain safe vehicle operations, the Operator shall drive Sponsor vehicles in accordance with all North Carolina laws, complete a thorough inspection checklist prior to operating vehicles or trailers, perform a post inspection to include refueling and complete a comprehensive sanitation cleanup. Beyond the sanitation tasks associated with vehicle and trailer usage the Operator shall adhere to safe food handling practices as published by USDA for perishable meats, as well as the Food Bank's Good Manufacturing Practices.

Operator shall use the 2014 Nissan Vehicle Inspection Form (enclosure 1) to perform a detailed inspection before operating the 2014 Nissan, or the 2013 International Trailer Inspection Form (enclosure 2) before towing the trailer. Operator shall perform a systematic inspection using the applicable form prior to any trip. If the inspection uncovers any discrepancy (i.e. marking "NO" in response to any question on the form) the Operator will call the Sponsor for direction. At the conclusion of the trip, the Operator will finish completing the applicable form and notify the Sponsor of any discrepancies (i.e. marking "NO" in response to any question on the form). In addition, the Operator shall safely remove the pallet used to haul carcasses from the back of the vehicle or trailer and cleanse the pallet in accordance with the pallet cleansing procedures at the conclusion of this SOP.

Food Bank of the Albemarle is committed to providing access to safe, wholesome food through our Network of more than 130 hunger relief partners. Food safety is an essential foundational piece of Food Bank of the Albemarle's brand; as such the operator shall conform to Food Bank of the Albemarle's Good Manufacturing Practices (GMP) and the U.S. Department of Agriculture's Handbook number 105.

All Soul Hunter participants shall read and sign the Food Bank of the Albemarle's Good Manufacturing Practices (enclosure 3) and provided to the Food Bank before participation. GMP covers essential information pertaining to food safety by discussing aspect concerning personnel, buildings and facilities, sanitary operations, equipment and processes and controls. After reading the document Operator shall sign the form and provide a copy to the Sponsor.

Besides perusing and signing acknowledgment of reading the GMP, Soul Hunter participants shall adhere to the processes noted in U.S. Department of Agriculture's Handbook number 105, page 126 and 127 (enclosure 4). Handbook available via <http://naldc.nal.usda.gov/download/CAT87209886/PDF> Specific points pertaining to transporting fresh-kill carcass meat include refrigeration and vehicle maintenance and temperature recording. Operator shall check refrigeration unit during vehicle or trailer inspection before each trip. Operator shall set the thermostat on Nissan Van to 0°F. Operator must precool empty refrigeration unit before loading to derive full benefit from available refrigeration. Operator shall inform Sponsor within 24 hours of any identifying damage to the seals or gaskets around doors. Operator shall take and record product temperatures at both loading and unloading sites on the applicable inspection form. Operator shall place carcasses in pallet and cover them with a new disposable tarp each trip. Upon conclusion of trip Operator shall remove the pallet and clean it using a sanitized solution-made of 1/2 cup bleach to 1 gallon of water-and wash water of at least 180°F. Sanitized solution shall be poured into the pallet and scrubbed along all sides; remove pallet drain covers; then rinse the pallet with 180°F wash water.

Standard Operating Procedures

As per Memorandum of Understanding between
Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

2014 Nissan Vehicle Inspection Form

Date: _____ Start Mileage: _____ Ending Mileage: _____					
Pre Trip/		Delivery / Pickup / Inspection (Circle One)		Number Of Stops: _____	
Post Trip		Vehicle Fueled at: _____		Price Per Gallon: _____	
Information		(Fill In Completely) Gallons Purchased: _____		Refrigerated / Frozen / Dry	
		Destination: _____		Refrigeration Unit Hours: _____	
		Load Weight (If Applicable): _____			
Start/		Start Time (Leaving Food Bank): _____		Start Time (Leaving 2nd Stop): _____	
End Time		End Time (Arrive 1st Stop): _____		End Time (Arrive 3rd Stop): _____	
		Start Time (Leaving 1st Stop): _____		Start Time (Leaving 3rd Stop): _____	
		End Time (Arrive 2nd Stop): _____		End Time (Arrive 4th Stop): _____	
Refrigeration		Engine Noise Normal: YES NO			
		Unit Alarm(s): Code(s): _____ YES NO			
("YES" All OK)		Unit Self Check Done: YES NO			
ENGINE		Oil Level Full: YES NO		Transmission Fluid Level Full: YES NO	
		Radiator/Coolant Full: YES NO		Brake Fluid Full: YES NO	
("YES" All Functioning Properly)		Belts & Hoses free of cracks: YES NO		Power Steering Fluid Full: YES NO	
		Battery Connections corrosion free: YES NO		Battery Appearance/Case OK: YES NO	
		Free of Underside Leaks: YES NO			
INTERIOR/		Box Clean: YES NO		Headlights and Brights Functional: YES NO	
EXTERIOR		Cab Clean: YES NO		Hazards Functional: YES NO	
		Wipers Functional: YES NO		Backup Lights Functional: YES NO	
("YES" Works Properly)		Horn Functional: YES NO		Brake Lights Functional: YES NO	
		Mirrors Adjusted: YES NO		Turn Signals Functional: YES NO	
		Damage to Interior or Exterior YES NO		Tires at Recommended PSI: YES NO	
GAUGES		Oil Pressure: YES NO		Voltage: YES NO	
("YES" Works Properly)		Temperature: YES NO		Fuel: YES NO	
Describe "NO" conditions: _____					
Temperature of Product at loading _____					
Temperature of Product at unloading _____ (Continue on back if necessary)					
SUPPLIES:		Flares or Triangles: YES NO		First Aid Kit: YES NO	
		Owner's Manual: YES NO		Flashlight: YES NO	
		Temperature Gun YES NO		Air Gauge: YES NO	
		Fire Extinguisher: YES NO			
("YES" Present & Good Condition)		List supplies tha , _____			
(Continue on back if necessary)					
Notify the Sponsor immediately if any of the above inspected items are "NO" BEFORE using vehicle! This trip ticket must be completely filled out and signed by the Operator BEFORE each trip the vehicle is used.					
Driver Review			Supervisor's Review		
Checked By: Pre trip: _____ Post Trip: _____			Pre trip _____ Post Trip _____		

Standard Operating Procedures

As per Memorandum of Understanding between
Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

2013 International 16 Foot Trailer Inspection Check List

Pre Trip/	Date: _____				
Post Trip	Delivery / Pickup / Inspection (Circle One)			Number Of Stops: _____	
Information	Destination: _____			Refrigerated / Frozen / Dry	
(Fill In Completely)	Load Weight (If Applicable): _____			Refrigeration Unit Hours: _____	
	Refrigeration Started (Time): _____			Refrigeration Temp at Loading: _____ °F	
Start/	Start Time (Leaving Food Bank): _____			Start Time (Leaving 2nd Stop): _____	
End Time	End Time (Arrive 1st Stop): _____			End Time (Arrive 3rd Stop): _____	
	Start Time (Leaving 1st Stop): _____			Start Time (Leaving 3rd Stop): _____	
	End Time (Arrive 2nd Stop): _____			End Time (Arrive 4th Stop): _____	
Refrigeration	Belts & Hoses free of cracks:	YES	NO	Engine Noise Normal:	YES NO
(circle one)	Oil Level:	YES	NO	Refrigeration Running	YES NO
("YES" All OK)	Coolant Level:	YES	NO		
INTERIOR/ EXTERIOR	Box Clean:	YES	NO	Damage to trailer exterior	YES NO
	Hitch Cracks	YES	NO	Damage to trailer interior	YES NO
(circle one)	Compressor cover secure	YES	NO	Doors functional/secure	YES NO
("YES" Works Properly)	Extension power cord secured	YES	NO	Landing gear up (front & rear)	YES NO
	Lights functional	YES	NO	Brake Lights Functional:	YES NO
				Turn Signals Functional:	YES NO
	Safety chains crossed	YES	NO	Tires at Recommended PSI:	YES NO
Describe "NO" conditions:					
Temperature of Product at loading					
Temperature of Product at unloading (Continue on back if necessary)					
SUPPLIES:	Flares or Triangles	YES	NO	First Aid Kit:	YES NO
	Fire extinguisher	YES	NO	Flashlight:	YES NO
	Temperature Gun	YES	NO		
("YES" Present & Good Condition)	Air Gauge	YES	NO		
List supplies that are needed:					
Notify the Warehouse Supervisor immediately if any of the above inspected items is "NO" BEFORE LEAVING for delivery! This trip ticket must be completely filled out and signed by your supervisor BEFORE leaving the Food Bank.					
Vehicle Checked By: _____			Supervisor's Review: _____		

Standard Operating Procedures

As per Memorandum of Understanding between
Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

FOOD BANK OF THE ALBEMARLE GOOD MANUFACTURING PRACTICES

PERSONNEL

1. Any person who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesions, sores or boils or any infected wounds that could contaminate food, food-contact surfaces or food-packaging materials shall be excluded from any operations involving food.
2. All persons working in direct contact with food, food-contact surfaces and food-packaging materials shall dress to protect against contamination of food while on duty. The methods for maintaining cleanliness include, but are not limited to:
 - a. Wearing outer garments suitable to the operation.
 - b. Wearing closed-toe shoes.
 - c. Maintaining adequate personal cleanliness.
 - d. Washing hands thoroughly in an adequate hand-washing station before starting work, after each absence from the work station and at any other times when the hands may have become soiled or contaminated.
 - e. Removing all unsecured jewelry and other objects that might fall into food, equipment or containers.
 - f. Maintaining gloves in an intact, clean and sanitary condition.
 - g. Wearing, where appropriate, hair nets, caps or other effective hair restraints.
 - h. Storing personal belongings in areas other than where food is exposed.
 - i. Confining the following to areas other than where food may be exposed: eating food, chewing gum, drinking beverages or using tobacco.
3. Food handlers and supervisors should receive appropriate training in proper food handling policies and procedures.

BUILDINGS AND FACILITIES

1. The grounds should be kept in a condition that will protect against the contamination of food. The methods for adequate maintenance of grounds include, but are not limited to:
 - a. Properly storing equipment, removing litter and waste and cutting weeds and grass within the immediate vicinity of the building.
 - b. Maintaining parking lots so that they do not constitute a source of contamination.
 - c. Adequately draining areas that may contribute to a breeding place for pests.
 - d. Operating systems for waste treatment and disposal in an adequate manner.
 - e. Buildings should be suitable in size, construction and design to facilitate maintenance and sanitary operations.
 - f. Facilities should be constructed in such a manner that floors, walls and ceilings may be adequately cleaned and kept clean and in good repair.
 - g. Drips or condensation from fixtures, ducts and pipes do not contaminate food.
 - h. Aisles and working areas are adequately unobstructed and of adequate width to permit employees to perform their duties and to protect against contaminating food.
 - i. Provide adequate lighting in all areas where food is examined, processed or stored.
 - j. Provide safety-type light bulbs, fixtures and skylights over exposed food in case of glass breakage.

Standard Operating Procedures

As per Memorandum of Understanding between

Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

- k. Provide adequate ventilation to minimize odors and vapors in areas where they may contaminate food.
- l. Provide adequate screening or other protection against pests.
- m. Facilities should be alarmed and monitored for both burglar and fire control.
- n. Visitors, partner agencies, maintenance/repair crews and staff must enter the building through the front door.
- o. Visitors, partner agencies and maintenance/repair crews must sign in using the log kept at the check-in window.
- p. Visitors and maintenance/repair crews must be accompanied by a staff member while in the facility.
- q. Normal security measures should be followed, such as the locking of all exterior doors from the outside.

SANITARY OPERATIONS

1. Buildings and fixtures shall be maintained in a sanitary condition and shall be kept in repair sufficient to prevent food from becoming contaminated.
2. Cleaning compounds and sanitizing agents used in cleaning and sanitizing procedures shall be safe and adequate under the conditions of use.
3. Toxic cleaning compounds, sanitizing agents and pesticide chemicals shall be identified, held and stored in a manner that protects against contamination of food.
4. No pests shall be allowed in any areas of the facility. Service animals are allowed if their presence is unlikely to result in the contamination of food. Effective measures shall be taken to exclude pests and to protect against the contamination of food on the premises by pests. The use of insecticides or rodenticides is permitted only under precautions and restrictions that will protect against the contamination of food.
5. All food-contact surfaces shall be cleaned as frequently as necessary to protect against the contamination of food.
6. Single-serve articles (ex. paper towels) should be disposed of in a manner that protects against the contamination of food.
7. The water supply should be sufficient for the operations intended and should be derived from an adequate source. Any water that contacts food or food-contact surfaces shall be safe and of adequate sanitary quality.
8. Plumbing shall be of adequate size and design and adequately installed and maintained.
9. Sewage disposal shall be made into an adequate sewerage system.
10. Adequate and readily-accessible toilet facilities must be provided.
11. Hand-washing facilities should be adequate and convenient and be furnished with running water at a suitable temperature.
12. Readily understandable signs directing employees handling unprotected food, food-contact surfaces or food-packaging materials to wash their hands appropriately should be posted in all areas where employees handle these items.
13. Trash receptacle should be constructed and maintained in a manner that protects against contamination of food.
14. Disposal materials should be stored and disposed of as to minimize the development of odor, minimize the potential for the waste becoming an attractant and harborage or breeding place for pests and protect against the contamination of food.

Standard Operating Procedures

As per Memorandum of Understanding between
Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

EQUIPMENT

1. All equipment should be designed and of such material and workmanship as to be adequately cleanable, and shall be properly maintained. The design, construction and use of equipment should preclude the adulteration of food with lubricants, fuel, metal fragments, contaminated water or any other contaminants.
2. All equipment should be installed and maintained as to facilitate the cleaning of the equipment and of all adjacent spaces. Food-contact surfaces shall be corrosion-resistant when in contact with food. They shall be made of nontoxic materials and designed to withstand the environment of their intended use.
3. Each freezer and cold storage compartment used to store and hold food shall be fitted with a temperature-recording device so installed as to show the temperature accurately within the compartment, and should be fitted with an automatic alarm system to indicate a significant temperature change.

PROCESSES AND CONTROLS

1. All operations in the receiving, transporting, inspecting, segregating, preparing, packaging and storage of food shall be conducted in accordance with adequate sanitation principles.
2. Appropriate quality control operations should be employed to ensure that food is suitable for human consumption and that food-packaging materials are safe and suitable.
3. Overall supervision of the sanitation of the facility shall be under the supervision of one or more competent individuals assigned responsibility for this function.
4. All food that is/has become contaminated shall be rejected or properly disposed of.
5. Food that can support the growth of undesirable microorganisms should be held in a manner that prevents the food from becoming contaminated. Compliance with this requirement may be accomplished by any effective means, including:
 - a. Maintaining refrigerated trucks at 45 degrees F or below as appropriate for the particular food involved.
 - b. Maintaining frozen foods in a frozen state.
 - c. Maintaining hot foods at 140 degrees F or above.
6. Effective measures should be taken to protect finished food from contamination by raw materials.
7. Effective measures should be taken to prevent the cross-contamination of food including, but not limited to:
 - a. Storing like product together.
 - b. Segregating meat products by type (beef, poultry, etc.)
 - c. Appropriate storage of allergens
 - d. Proper re-use of packaging materials
8. Filling, assembling, packaging and other operations should be performed in such a way that food is protected against contamination.
9. Food areas used for human food should not be used to process or store nonhuman food or inedible products.
10. Storage and transportation of food should be under conditions that will protect food against physical, chemical and microbial contamination as well as against deterioration of the food and/or container.

Standard Operating Procedures

As per Memorandum of Understanding between
Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

I have read, understand and agree to comply with the Good Manufacturing Practices of
Food Bank of the Albemarle.

(Signature)

(Date)

Standard Operating Procedures

As per Memorandum of Understanding between
Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

AGRICULTURE HANDBOOK 105, U.S. DEPT. OF AGRICULTURE

PROTECTING PERISHABLE FOODS DURING TRANSPORT

Page 126

Carcass Meats

A serious problem in transporting fresh-killed carcass meat is the common practice of shipping carcasses before they are cooled to the desired transit temperature of 32° to 34° F. Improperly cooled carcasses place additional heat load on the vehicle's refrigeration system. To derive full benefit from the available refrigeration, the following precautions should be observed when loading trailers with meat carcasses

- (1) The mechanical refrigeration units should be checked and serviced before each trip, to prevent failure.
- (2) Thermostats should be checked and calibrated frequently.
- (3) During warm weather, empty trailers should be well precooled before loading.
- (4) Finger ducts or other means should be used to force cold air from the refrigeration unit to the rear of the trailer. Otherwise the air will short-circuit directly back to the unit before it reaches all the way to the rear of the load.
- (5) Door and vent seals or gaskets should be kept in good repair to prevent warm outside air from entering the vehicle.
- (6) For mutual protection of the shipper, carrier, and receiver, representative product temperatures should be taken and recorded at both loading and unloading on the applicable vehicle/trailer inspection form.

In addition, since carcass meats generally are not protected by packaging, extra precautions are needed to protect the carcasses from contamination by dirt and odors. The interior of the vehicle must be constructed of materials specified in the USDA meat inspection regulations. All interior surfaces should be kept in good repair. Broken places in walls and floors harbor dirt and are difficult to clean. Before loading, the interior surfaces and meat hooks must be cleaned to meet the requirements of the meat inspection regulations. It is required that the wash water be at least 180° F. to reduce the number of microorganisms present and to dissolve fat particles adhering to interior surfaces.

Faulty or missing door gaskets and floor-drain caps should be replaced to prevent dirt and dust from entering the vehicles. Meat hooks and rails must be free from corrosion or rust that could work loose and fall on the carcasses.

Fresh meats absorb odors readily and should not be loaded in vehicles retaining strong residual odors from other products. Neither should meats be shipped in mixed loads with strong odor producing products such as fresh fish, apples, potatoes, and others (see "Mixed Loads" on p. 25).

An important reason for precooling the trailer before loading in warm weather is to prevent moisture from condensing on cold carcasses as they are removed from refrigerated storage into the

Standard Operating Procedures

As per Memorandum of Understanding between
Food Bank of the Albemarle (Sponsor) and the Soul Hunter's (Operator)

PROTECTING PERISHABLE FOODS DURING TRANSPORT

Page 127

trailers. This creates conditions favorable for the growth of limeforming microorganisms. Moisture will also condense on cold carcasses when doors are opened for delivery stops in warm weather. If at all possible, all loading and unloading should be in enclosed refrigerated areas.