| GEORGIA DEPARTMENT OF CORRECTIONS<br><br>**Standard Operating Procedures** | | |
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| **Policy Name:** Canning Plant Operations | | |
| **Policy Number:** 409.03.10 | **Effective Date:** 08/02/2022 | **Page Number:** 1 of 24 |
| **Authority:**<br>Commissioner | **Originating Division:**<br>Executive Division (Georgia Correctional Industries - Food and Farm Services) | **Access Listing:**<br>Level I: All Access |

## I. Introduction and Summary:

To provide guidelines to ensure consistent adherence to procedures designed to enable the canning facility to produce top-quality merchandise which will meet the official guidelines of the United States Department of Agriculture (USDA) Food and Drug Administration, State of Georgia Department of Agriculture, National Canner's Association, and other Federal, State, and local laws, rules, regulations, and directives as may be required to provide nutritionally sound, aesthetically pleasing, and sanitarily prepared products. This policy is applicable to the Food and Farm Services Subdivision Cannery at Rogers State Prison.

## II. Authority:

A. O.C.G.A.§§ 40-7-1.02, 40-7-1.07, 40-7-1.09, and 40-7-1.13;

B. Code of Federal Regulations, Food and Drugs: 108.25, 108.35, 113.2, 113.5, 113.10, 113.40, 114.3, 114.5, 114.10, 114.80, 114.83 (Thermal Processes for Low-Acid Food in Metal Containers), and 9CFR, Part 318; and

C. ACA Standards: 5-ACI-5C-12 and 4-ALDF-4A-14.

## III. Definitions:

A. I.T. - Initial Temperature.

B. °F - Degrees Fahrenheit.

## IV. Statement of Policy and Applicable Procedures:

A. Canning Plant Operations:

1. The Canning Plant Operations function under the general direction of the State Farm Administrator. Production goals are set cooperatively by the State Farm Administrator, State Food Service Administrator and the Food and Farm

Services Manager in context of the demands of the Food Service Master Menu needs. The Food and Farm Services Information Resources Manager will assist Canning Plant personnel in matters relating to quality control and overall consistency of canned products.

2. Product received and/or processed through Georgia Department of Corrections Food Canning Plant shall at a minimum receive the proper care processing as outlined herein.

3. Product received will be inspected for quality prior to receipt. Only those products considered to be of quality acceptable for cannery processing in accordance with applicable regulations will be received, and all others refused.

4. Product received will be accurately weighed upon receipt. It will be the responsibility of the Canning Plant Supervisor or designated personnel to ensure that excessive amounts of dirt, stones, and other foreign matter are not included in the recorded weight.

    a. Weight of each product received is recorded on the Daily Production Report.

B. Processing:

1. CARROTS - Processing of product from receiving to canning is conducted under the specific following procedures.

    a. Mechanical carrot topper is used to cut the tops off the carrots. The carrots are dumped from farm trucks into the hopper outside the plant. A conveyor belt moves them to a brush washer, where dirt, rocks, and other large debris are removed. Another conveyor belt moves the carrots through the wall into the plant. They roll through a drum washer, where a high-pressure water spray cleans the exterior surface.

b. Next the carrots are conveyed into the abrasive peeler. This process lasts about 1.5 minutes and causes the peel to come off. The carrots exit the peeler and pass-through high-pressure water spray.

c. Product is conveyed through both a high-pressure drum washer and a high-pressure brush washer, completing the cleaning of the product's exterior surface.

d. Product moves into the dicer and carrots are cut into pieces approximately ½" x ½" x 1".

e. Product moves down the inspection line where offender labor is used to remove any debris or sub-standard pieces of product.

f. Product is blanched for 1.5 minutes at 180°F.

g. Product moves to filler. Cans are conveyed through steam sanitizer and into the filler. The filler places the proper amount of product into the can and tops it with water. One (1) can per hour must be checked for fill weight. The minimum weight for carrots is 68 oz., but not to exceed 72 oz.

h. Cans move through exhauster for approximately 4.5 minutes. The exhauster temperature is 215°F.

i. Cans travel through Angelus seamer where lids are applied, and cans are sealed. Cans are manually stacked in baskets for loading into retorts. The first can from each retort is checked for initial temperature and I.T. is recorded. Minimum I.T. is 140°F.

j. Retorts are loaded, closed, and locked. Carrots are processed for 31 minutes at 250°F.

k. At the end of the retort process baskets are offloaded into a can dumper and dumped into a cooling canal. The product temperature is reduced to between 100°F and 105°F.

l. Offender labor is used to case and palletize products. Each pallet is stamped with the product name and date of production. Finished pallets are stored in the warehouse awaiting shipment to Food Distribution Unit.

2. COLLARDS, KALE, AND TURNIPS - Processing of product from receiving to canning is conducted under the specific following procedures.

a. The greens are unloaded from trucks into the sand reel outside the plant. Dirt and debris fall from the greens through the bottom of the reel.

b. Greens pass through a washer that has liquid soap added to the water. Then they are conveyed into the plant where they pass through the drum washer, removing all soap residue.

c. Greens move through paddle washer and underneath high-pressure spray.

d. Greens are tumbled through a second drum washer. This is the final wash procedure.

e. Greens are blanched for 3 minutes at 212°F.

f. Greens are run through cutters and are cut into pieces 1/4 inch or larger.

g. Product moves to filler. Cans are conveyed through steam sanitizer and into filler. Filler places proper amount of product into can and tops it with water. One (1) can per hour must be checked for fill weight. The minimum weight for greens is 62 oz., but not to exceed 66 oz.

h. Cans move through exhauster for approximately 4.5 minutes. Exhauster temperature is 215°F.

i. Cans travel through can scrubber to remove excess product from open end of can. Cans shall be examined periodically throughout the day to ensure that the top edge of can is clean before exiting sealer.

j. Cans travel through Angelus seamer where lids are applied, and cans are sealed. Cans are manually stacked in baskets for loading into retorts. The first can from each retort is checked for initial temperature and I.T. is recorded. Minimum I.T. is 160°F.

k. Retorts are loaded, closed, and locked. Greens are processed for 87 minutes at 250°F.

l. At the end of retort process baskets are off loaded into can dumper and dumped into cooling canal. Product temperature is reduced to between 100°F and 105°F.

m. Offender labor is used to case and palletize product. Each pallet is stamped with product name and date of production. Finished pallets are stored in warehouse awaiting shipment to Food Distribution Unit.

3. TURNIP ROOTS - Processing of product from receiving to canning is conducted under the specific following procedures:

a. Offender labor is used to cut the tops off the turnip roots. The turnip roots are dumped from farm trucks into the hopper outside the plant. A conveyor belt moves them to a brush washer, where dirt, rocks and other large debris is removed. Another conveyor belt moves the turnip roots through the wall into the plant. They roll through a drum washer, where a high-pressure water spray cleans the exterior surface.

b. Next the turnip roots are conveyed into the abrasive peeler. This bath lasts about 1.5 minutes and causes the peel to come off. The turnip roots exit the peeler and pass through a high-pressure water spray.

c. Product is conveyed through both a high-pressure drum washer and a high-pressure brush washer, completing the cleaning of the product exterior surface.

d. Product moves into the dicer and turnip roots are cut into pieces approximately ½" x ½" x 1".

e. Product moves down the inspection line where offender labor is used to remove any debris or sub-standard pieces of product.

f. Product is blanched for 1.5 minutes at 180°F.

g. Product moves to filler. Cans are conveyed through steam sanitizer and into filler. Filler places proper amount of product into can and tops it with water. One (1) can per hour must be checked for fill weight. The minimum weight for Turnip Roots is 66 oz., but not to exceed 72 oz.

h. Cans move through exhauster for approximately 4.5 minutes. Exhauster temperature is 215°F.

i. Cans travel through Angelus seamer where lids are applied, and cans are sealed. Cans are manually stacked in baskets for loading into retorts. The first can from each retort is checked for initial temperature and I.T. is recorded. Minimum I.T. is 140°F.

j. Retorts are loaded, closed, and locked. Turnip roots are processed for 26 minutes at 250°F.

k. At the end of retort process, baskets are off loaded into can dumper and dumped into cooling canal. Product temperature is reduced to between 100°F and 105°F.

l. Offender labor is used to case and palletize product. Each pallet is stamped with product name and date of production. Finished pallets are stored in warehouse awaiting shipment to Food Distribution Unit.

4. ENGLISH PEAS - Processing of product from receiving to canning is conducted under the specific following procedures:

a. Peas are removed from field in grain trucks and transported to the Canning Plant.

b. Peas are run through two shakers and a blower before entering a large storage hopper.

c. Peas are stored overnight in a large hopper, chilled with cold water that is circulated through the cooling canal chiller.

d. Peas move by conveyor to the floatation machine. This device is filled with water which has liquid soap and floatation oil added to it. Whole, undamaged peas are floated out the top and continue through the processing line. Peas with broken skins or other damage sink and are deposited in the drain system. Peas pass through one stainless steel wire drum washer which removes soap and flotation oil from the surface of the peas.

e. Product moves down the inspection line where offender labor is used to remove any debris or sub-standard pieces of product.

f. Product is blanched for 1.5 minutes at 180°F.

g. Product moves to filler. Cans are conveyed through steam sanitizer and into filler. Filler places proper amount of product into can and tops it with water. One (1) can per hour must be checked for fill weight. The minimum weight for English peas is 68 oz., but not to exceed 72 oz.

h. Cans move through exhauster for approximately 4.5 minutes. Exhauster temperature is 215°F.

i. Cans travel through Angelus seamer where lids are applied, and cans are sealed. Cans are manually stacked in baskets for loading into retorts. The first can from each retort is checked for initial temperature and I.T. is recorded. Minimum I.T. is 140°F.

j. Retorts are loaded, closed, and locked. Peas are processed for 21 minutes at 250°F.

k. At the end of retort process baskets are off loaded into can dumper and dumped into cooling canal. Product temperature is reduced to between 100°F and 105°F.

l. Offender labor is used to case and palletize product. Each pallet is stamped with product name and date of production. Finished pallets are stored in warehouse awaiting shipment to Food Distribution Unit.

5. IRISH POTATOES - Processing of product from receiving to canning is conducted under the specific following procedures:

a. Potatoes are dumped from farm trucks into the hopper outside the plant. A conveyor belt moves them to a brush washer, where dirt, rocks and other large debris is removed. Another conveyor belt moves the potatoes through the wall into the plant. They roll through a drum washer where a high-pressure water spray cleans the exterior surface.

b. Next the potatoes are conveyed into the abrasive peeler. This bath lasts about 1.5 minutes and causes the peel to come off. The potatoes exit the peeler and pass through a high-pressure water spray.

c. Product is conveyed through both a high-pressure drum washer and a high-pressure brush washer, completing the cleaning of the product exterior surface.

d. Product moves into the dicer and potatoes are cut into pieces approximately ½" x ½" x 1".

e. Product moves down the inspection line where offender labor is used to remove any debris or sub-standard pieces of product.

f. Product is blanched for 1.5 minutes at 180°F.

g. Product moves to filler. Cans are conveyed through steam sanitizer and into filler. Filler places proper amount of product into can and tops it with water. One (1) can per hour must be checked for fill weight. The minimum weight for Irish potatoes is 78 oz., but not to exceed 85 oz.

h. Cans move through exhauster for approximately 4.5 minutes. Exhauster temperature is 215°F.

i. Cans travel through Angelus seamer where lids are applied, and cans are sealed. Cans are manually stacked in baskets for loading into retorts. The first can from each retort is checked for initial temperature and I.T. is recorded. Minimum I.T. is 140°F.

j. Retorts are loaded, closed, and locked. Product is processed for 37 minutes at 250°F.

k. At the end of retort process baskets are off loaded into can dumper and dumped into cooling canal. Product temperature is reduced to between 100°F and 105°F.

l. Offender labor is used to case and palletize product. Each pallet is stamped with product name and date of production. Finished pallets are stored in warehouse awaiting shipment to Food Distribution Unit.

6. SQUASH - Processing of product from receiving to canning is conducted under the specific following procedures:

a. Offender labor is used to cut ends from squash. Product is then stored in walk-in cooler.

b. Product is unloaded into chain conveyor at end of abrasive peeler, bypassing peeler.

c. Product is conveyed through both a high-pressure drum washer and a high-pressure brush washer, completing the cleaning of the product exterior surface.

d. Product moves into the dicer and squash are cut into pieces approximately ½" x ½" x 1".

e. Product moves down the inspection line where offender labor is used to remove any debris or sub-standard pieces of product.

f. Product is blanched for 1.5 minutes at 180°F.

g. Product moves to filler. Cans are conveyed through steam sanitizer and into filler. Filler places proper amount of product into can and tops it with water.

One (1) can per hour must be checked for fill weight. The minimum weight for squash is 55 oz., but not to exceed 85 oz.

h. Cans move through exhauster for approximately 4.5 minutes. Exhauster temperature is 215°F.

i. Cans travel through Angelus seamer where lids are applied, and cans are sealed. Cans are manually stacked in baskets for loading into retorts. The first can from each retort is checked for initial temperature and I.T. is recorded. Minimum I.T. is 140°F.

j. Retorts are loaded, closed, and locked. Squash is processed for 36 minutes at 250°F.

k. At the end of retort process, baskets are off loaded into can dumper and dumped into cooling canal. Product temperature is reduced to between 100°F and 105°F.

l. Offender labor is used to case and palletize product. Each pallet is stamped with product name and date of production. Finished pallets are stored in warehouse awaiting shipment to Food Distribution Unit.

7. SWEET POTATOES - Processing of product from receiving to canning is conducted under the specific following procedures:

a. Sweet Potatoes are dumped from farm trucks into the hopper outside the plant. A conveyor belt moves them to a brush washer, where dirt, rocks and other large debris is removed. Another conveyor belt moves the sweet potatoes through the wall into the plant. +They roll through a drum washer, where a high-pressure water spray cleans the exterior surface.

b. Next the sweet potatoes are conveyed into the abrasive peeler. The sweet potatoes exit the peeler and pass-through high-pressure water spray.

c. Product is conveyed through both a high-pressure drum washer and a high-pressure brush washer, completing the cleaning of the product exterior surface.

d. Product moves into the dicer and sweet potatoes are cut into pieces approximately ½" x ½" x 1".

e. Product moves down the inspection line where offender labor is used to remove any debris or sub-standard pieces of product.

f. Product is blanched for 1.5 minutes at 180°F.

g. Product moves to filler. Cans are conveyed through steam sanitizer and into filler. Filler places proper amount of product into can and tops it with water. One (1) can per hour must be checked for fill weight. The minimum weight for sweet potatoes is 78 oz., but not to exceed 85 oz.

h. Cans move through exhauster for approximately 4.5 minutes. Exhauster temperature is 215°F.

i. Cans travel through Angelus seamer where lids are applied, and cans are sealed. Cans are manually stacked in baskets for loading into retorts. The first can from each retort is checked for initial temperature and I.T. is recorded. Minimum I.T. is 140°F.

j. Retorts are loaded, closed, and locked. Sweet Potatoes are processed for 35 minutes at 250°F.

k. At the end of retort process, baskets are off loaded into can dumper and dumped into cooling canal. Product temperature is reduced to between 100°F and 105°F.

l. Offender labor is used to case and palletize product. Each pallet is stamped with product name and date of production. Finished pallets are stored in warehouse awaiting shipment to Food Distribution Unit.

8. BEETS - Processing of product from receiving to canning is conducted under the specific following procedures.

a. Offender labor is used to cut the tops and roots from the beets. The beets are dumped from farm trucks into the hopper outside the plant. A conveyor belt moves them to a brush washer, where dirt, rocks and other large debris is removed. Another conveyor belt moves the beets through the wall into the plant. They roll through a drum washer, where a high-pressure water spray cleans the exterior surface.

b. Next the beets are conveyed into the abrasive peeler. This bath lasts about 1.5 minutes and causes the peel to come off. The beets exit the peeler and pass through a high-pressure water spray.

c. Product is conveyed through both a high-pressure drum washer and a high-pressure brush washer, completing the cleaning of the product exterior surface.

d. Product moves into the dicer and beets are cut into pieces approximately ½" x ½" x 1".

e. Product moves down the inspection line where offender labor is used to remove any debris or sub-standard pieces of product.

f. Product is blanched for 1.5 minutes at 180°F.

g. Product moves to filler. Cans are conveyed through steam sanitizer and into filler. Filler places proper amount of product into can and tops it with water. One (1) can per hour must be checked for fill weight. The minimum weight for beets is 68 oz., but not to exceed 72 oz.

h. Cans move through exhauster for approximately 4.5 minutes. Exhauster temperature is 215°F.

i. Cans travel through Angelus seamer where lids are applied, and cans are sealed. Cans are manually stacked in baskets for loading into retorts. The first can from each retort is checked for initial temperature and I.T. is recorded. Minimum I.T. is 140°F.

j. Retorts are loaded, closed, and locked. Beets are processed for 32 minutes at 250°F.

k. At the end of retort process, baskets are off loaded into can dumper and dumped into cooling canal. Product temperature is reduced to between 100°F and 105°F.

l. Offender labor is used to case and palletize product. Each pallet is stamped with product name and date of production. Finished pallets are stored in warehouse awaiting shipment to Food Distribution Unit.

9. DRY FIELD PEAS - Processing of product from receiving to drying is conducted under the specific following procedures:

a. Storage: Upon harvest of the peas, they are to be dried at the Rogers State Prison grain drying facility within 6 hours of harvest. The peas should be dried down to 13% or below. Dried peas will be stored in the grain bin

closest to the cleaning facility and monitored closely for insect problems. The peas must be gassed every thirty days with an approved fumigant (i.e., labeled for use on food products).

b. Cleaning/Bagging: The cleaning and bagging of the peas shall be done by the Canning Plant Supervisor utilizing offender labor.

c. The gravity table will be monitored closely, when in use, by a trained staff member to ensure the highest quality product. The supervisor shall make adjustments as necessary to reduce the amount of rocks, splits, hulls, and other debris in the finished product.

d. The bagger will be monitored closely by a staff member to ensure that bags are properly filled and stitched. The scales on the bagger will be checked on a quarterly basis by taking a bag of peas and weighing them on certified scales and verifying the weights.

e. Sanitation: The pea building and areas surrounding it should be cleaned thoroughly at the end of each run to minimize the risk of infestation by insects and rodents.

f. The bagged peas shall remain in the Rogers State Prison pea building no longer than 14 days after the completion of the processing.

g. The peas should be stacked six bags per layer and twelve layers high on lined pallets and shipped to the Food Distribution Unit for prolonged storage where suitable warehouse space is available.

D. Quality Assurance:

1. All equipment is cleaned daily or at any time specified by plant supervisor.

2. Fill weight is checked at filler every hour. Fill weight log is maintained.

3. Blanche temperature is maintained at 180°F. Exhauster temperature is maintained at 215°F.

4. All process information must be entered on Daily Process Record Form for Still Retorts.

5. Visual can seam inspection must be performed every four (4) hours. Results are entered on Visual Seam Inspection Report.

6. Manual can seam tear-down inspection must be performed every four (4) hours. Results are entered on Seam Inspection Report.

7. Supervisors should closely monitor all areas where handling could contribute to damage of can (i.e., loading baskets, dumper, and boxing area.) Emphasis will be placed on prevention of damage to the seams of cans as a result of handling.

8. Cans will be visually inspected prior to boxing; damaged cans are to be removed at this time.

9. Product spoilage shall not exceed 3% of total production for each product.

E. Production Control:

1. All cans will be emboss-coded by the Closer Code Process as follows:

a. Line 1: Product Name:

1) BEETS - Indicates Beets;

2) CARRT - Indicates Carrots;

3) COLLS - Indicates Collards;

4) EPEAS - Indicates English Peas;

5) KALE - Indicates Kale;

6) IRPOT - Indicates Irish Potatoes;

7) SQUAH - Indicates Squash;

8) SPOTS - Indicates Sweet Potatoes;

9) TUGRN - Indicates Turnip Greens; and

10) TURTS - Indicates Turnip Roots.

b. Line 2: Shift:

1) Crops which require running multiple shifts are denoted on the second line (i.e., 1st Shift, 2nd Shift).

c. Line 3: Lot Number:

1) Lot numbers begin on the first day of canning with zero (0) and end when the canning of the crop has been completed (Each crop canned has a beginning lot number of zero (0)).

2. A production Control Record will be prepared daily and maintained on file for inspection and/or review for all products processed and/or prepared.

3. Each batch of separate product prepared shall have a random cutting sample made to ascertain that the predetermined standards are met. The random sample will not be less than two (2) cans nor more than one percent per thousand cans processed. Immediate corrective action shall be taken when the product is found not to meet established standards. When the product can be recycled and processed in a manner to recoup possible losses, such action shall be taken without hesitation.

4. Product is under visual inspection during all phases of processing procedure. If irregularity is noted at any time, product is removed, or process is halted until problem is determined and correction(s) made.

5. At intervals of every 4 to 6 hours, complete seam/seal inspections are conducted. Taking a can at random from the processing line, the top is cut out, the seam is torn apart, measured with a micrometer, and findings are logged. If any deviation from requirement is noted, the sealer in use is shut down until the problem is corrected by equipment servicemen. Two sealers must always be available for use, and alternate sealer is used, with inspections conducted as outlined. In addition to the complete seam/seal inspections, visual seam/seal inspections are conducted approximately twice hourly.

6. When product is being processed in retorts, a cooking chart is automatically recorded, detailing cooking temperatures, length of processing, etc. These records are kept on file for five years.

F. Sanitation:

1. Personnel:

a. Offenders involved in handling of food must have a current valid Health Certificate, certifying that they are free from communicable diseases.

b. Offenders who come in contact with food are required to wear clean outer garments, head coverings, food handling gloves and aprons when food is being handled.

c. Thorough hand washing is required of all offenders and personnel when beginning shift, following handling of any possibly contaminated surfaces, and use of toilet.

2. Facility:

a. Floor of processing area is made of concrete, which is a nonporous surface.

b. Thorough cleaning of floors and work surfaces with soap and water is performed at the end of each processing day.

c. All machinery and equipment used in connection with processing is broken down as far as possible, cleaned, and sterilized, if applicable, at the end of processing day.

d. Floors are continually swept using a dry cleanup process, to remove any possible contaminants and/or pieces of product.

e. Storage areas are kept free of trash and debris, with contents stored neatly.

f. Outside areas of facility are well drained, clean, and clear of debris.

g. Lavatory facilities with adequate hot and cold running water, soap, and paper towels are available for use by offenders and institutional personnel in maintaining proper cleanliness.

h. Utensils and equipment are constructed of noncorrosive materials which will not adversely affect product by chemical action or physical contact.

i. Regular monthly inspections are conducted by Senior Institutional Sanitarian to monitor general sanitation practices and determine possible occupational health hazards.

G. Safety:

1. All equipment is maintained in accordance with Georgia Department of Corrections and the Occupational Safety and Health Act regulations.

2. Offenders are thoroughly instructed on all aspects of safety before being allowed to initially enter work area. This includes operation of equipment; location of hot water pipes and other hazards; instruction concerning keeping hands away from moving conveyors, etc., proper methods of handling cooking vessels of extreme temperatures; proper use of knives and other sharp objects; necessary care to prevent slipping on wet floor, and any other precautions and instructions as may be necessary.

3. Weekly Safety meetings pertaining to work area specific topics will be mandatory. A copy of the meeting minutes including a list of attendees should be maintained on site for a period of two (2) years.

4. It will be the responsibility of all farm staff to monitor farm operations daily to ensure the safety of both the staff and offenders assigned to this work area.

H. Security:

1. When use of knives by offenders are necessary, issue is made by offender name and number, and is checked off when task is completed, and knives are turned in. When not in use, knives shall always be secured under lock and key, in accordance with departmental and institutional security regulations.

2. When tasks are performed by offenders which require the use of knives, close supervision and constant monitoring is maintained by correctional officers and supervisors.

3. Offenders are transported to and from the canning facility and supervised on the job by correctional officers.

4. When not in operation, facilities are secured to prevent unauthorized entry.

I. Record Keeping: Production records are maintained on a Daily Production Log. The product is tracked from the time it is received from the field as raw product to processing, canning, and putting in cases as finished product. The condition of product, quantity, weight, etc., is noted. Data is compiled into report form and submitted on a weekly basis to institutional farm manager.

J. Closing Inspection:

1. Examination and Cleaning of Empty Containers:

a. Empty containers and closures shall be evaluated by the establishment to ensure that they are clean and free of structural defects and damage that may affect product or container integrity. Such examination should be based upon a statistical sampling plan.

b. All empty containers and closures shall be stored, handled, and conveyed in such a manner that will prevent soiling and damage that could affect the hermetic condition of the sealed container.

c. Just before filling, rigid containers shall be cleaned to prevent incorporation of foreign matter into the finished product.

2. Closure Examinations for Rigid Containers:

   a. Visual Examination: A closure technician shall visually examine the double seams formed by each closing machine head. When seam defects (i.e., cutovers, sharpness, knocked down flanges, false seams, droops) are observed, necessary corrective actions, such as adjusting or repairing the closing machine, shall be taken. In addition to the double seams, the entire container shall be examined for product leakage or obvious defects. A visual examination shall be performed on at least one container from each closing machine head, and the observations, along with any corrective actions, shall be recorded. Visual examinations shall be conducted with a frequency that is enough to ensure proper closure and should be conducted at least every 30 minutes of continuous closing machine operation. Additional visual examination shall be made by the closing technician at the beginning of production, immediately following every jam in the closing machine, and after closing machine adjustment (including adjustment for changes in container size).

   b. Teardown Examination: Teardown examinations of double seams formed by each closing machine head shall be performed by a closure technician at a frequency that is enough to ensure proper closure. These examinations should be made at intervals of not more than 4 hours of continuous closing machine operation. At least one container from each closing head shall be examined on the packer's end during each regular examination period. Examination results along with any necessary corrective actions, such as adjusting or repairing the closing machine, shall be promptly recorded by the closure technician. The establishment shall have container specification guidelines for double seam integrity on file and available for review by Program employees. A teardown examination of the can maker's end shall be performed on at least one container selected from each closing machine during each examination period except when teardown examinations are made on incoming empty container or when, in the case of self-

manufactured containers, the containers are made in the vicinity of the establishment and the container plant records are made available to Program employees. Additional teardown examinations on the packer's end should be made at the beginning of production, immediately following every jam in a closing machine, and after closing machine adjustment (including adjustment for a change in container size). The following procedures shall be used in teardown examinations of double seams:

1) Micrometer Measurement: For cylindrical containers, measure the following dimensions at three points approximately 120° apart on the double seam excluding and at least one-half inch from the side seam junction:

   (a) Double seam length - W;

   (b) Double seam length - S;

   (c) Body hook length - BH; and

   (d) Cover hook length – CH.

2) Maximum and minimum values for each dimensional measurement shall be recorded by the closure technician.

K. Quality Control:

1. It will be the responsibility of the Canning Plant Manager to monitor all areas of the plant and to address quality control issues as they arise.

   a. Staff must be acutely aware of problems arising from post processing handling. (i.e., damage to seams, bent cans, etc.)

b. Staff shall closely monitor boxing area and remove suspect products from boxing line.

c. Plant manager should review all pertinent processing records (i.e., cooker charts, fill weights, initial temperatures, etc.)

2. Product spoilage should be maintained at a level not to exceed 3% of total annual products.

a. Whenever product spoilage arises, a sample of product from the same lot number should be pulled at random and sent to the National Food Processors Association laboratory for testing.

b. Based upon results of test, corrections should be made immediately to prevent future spoilage.

c. Plant Manager should work closely with FDU Warehouse Manager to monitor product quality throughout the year.

**V. Attachments:** None.

**VI. Record Retention of Forms Relevant to this Policy:** None.