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## PROCESS FLOW CHART: TOLL PROCESSING – DOCUMENT CONTROL

**Effective Date:** 08/28/23

**Review Date:** 11/30/23

**Revision Date:** 11/30/23

Customer Contacts Edison Mercantile Regarding Possible Services  
• (707) 590-7010 or via email: admin@edisonmercantile.org

### Customer Submits Purchase Order & Complete Checklist

- Documents to be supplied by Customer:
  - Organic Certificate
  - Kosher
  - Country of Origin Declaration
  - Supplier's Specs
  - Proposed label artwork
- Customer is to conduct a product hazard assessment and include Supply Chain documentation
- 50% deposit / 50% balance due upon completion

### Confirmation of Mutual Understanding

- Confirmation of Scope of Project
- Release of Liability

### Submission to Certifying Agencies

- Organic Certifiers – submitted to assigned contact: Lynne Grayton
  - Customer's Organic Certificate
  - Customer's Specs
  - Customer's Proposed Label
  - Organic Integrity Check
  - Update Edison Mercantile's Product Listing
- cRc – notify cRc via EZcRc and Rabbi Shaya Eichenblatt
  - Report any product not currently on Edison's Letter
  - Refer to EZcRc for private label instructions.

### Receiving

- Clean & Safe Truck Affidavit
- Inbound Weight Ticket
- Inbound Warehouse Receipt
- Pallet Tags (printed on purple paper)
- Lab Submission Form

### Product Testing

- 200 g Composite sample of each inbound lot
- Complete lab submission form
- Identify each sample with transfer label form via Bar Tender (Co Pack/Product Sample)
- Confirm standard panel and any additional tests according to Edison's Hazard Analysis or requested by Customer

### Risk Management

#### Risk Mitigation Activities

- Infestation Mitigation
  - CO<sub>2</sub> NOX Tote Treatment held for 28 days
  - Product must be further processed
- Biological Mitigation
  - Sterilization – via UVC Sterilization tunnel
- Dry Processing
  - Sifting
  - Blending
- Dry Mechanical Cleaning Processing – 2 lines feature different options
  - Vibratory Sifter
  - Rare Earth Magnet
  - Optical Laser Color Sorting
  - Aspirator
- UVC Sterilization Tunnel
- Free Flow Metal Detection

### Finished Goods Packing

- Variety of standard sizes available: 25kg, 50 lb., 25 lb., 40 lb., and 2204 lb. Tote
- Other: Inquire
- Finished Goods Metal Detection is mandatory
- 4" x 6" Black & White thermal-transfer label applied to individual unlined kraft bags
- 8" x 10" label inserted into the pocket of each tote
- Totes receive numerical tote seal
- Shipping: #2, 4-way pallet, new corrugated, shrink wrap, outbound pallet tag
  - Available options: Strapping, capping and heat-treated pallets

### Process Recap & FSMA Compliance Documentation

- All co-packing services receive a FSMA Mitigation Report
  - Defines Applied Process Controls
  - Foreign Material Report – may include photos
  - Shrinkage
  - PCQI Check of Finished Product
  - Email to Customer with final tallies and retained FM

### Shipping

- Warehouse Release
  - Pallet Count
  - Lot Code
  - Truck Seal (if applicable)
- Outbound Clean & Safe Truck Affidavit
- Outbound Shipping photos and signed documents