



121 EAST J STREET, BENICIA, CALIFORNIA 94510  
 P: (707) 590-7020

# TOLL PROCESSING: OPERATION FLOW CHART\*

Effective Date: 11/30/23

Review Date: 11/30/23

Revision Date: 11/30/23

## LEGEND

- Supply Chain Control
- Allergen Control
- Sanitation Control
- Process Control
- Critical Control Point
- Organic Critical Control Point

PC: Preventive Control  
 CP: Control Point  
 CCP: Critical Control Point  
 OCCP: Organic Critical Control Point

**Upper Management –**  
**All Departments Adhere to cGMPs**

**Sales**

- Customer PO
- Customer Checklist
- Proposed Label
- Specification Sheet

**Administration / QC**

- Inbound CST
- Warehouse Receipt
- Inbound Weight Ticket
- HOLD / Pallet Tags
- Lab Submission
- Work Order

**QC / Organic Certifier's Approval**

- Update Edison Mercantile Product Listing
- Customer's Organic Cert & Profile
- Product Specification
- Proposed Label
- Check of OID

**QC / Regulatory Compliance**

- Product Testing & Analysis Review
- Label Approval
- Risk Management Decision Tree
- Prepare Documents
  - Calibration Log
  - Cleaning Log
  - Daily Production Log
  - QC Inspection Log

**Quality Control**

- QC department is comprised of several PQCI preventive controls qualified individuals.
- PCQI Verification: **Supply Chain Preventive Controls, Sanitation Preventive Controls, Allergen Preventive Controls & Process Preventive Controls**
- HOLD & Release product testing (all incoming lots pre-processing)
  - Sample / Test / Review 3rd Party Lab Analysis / Positive Release:
    - Salmonella spp: Negative
    - Listeria mono.: Negative
    - Gluten: <10ppm
    - E. Coli <10 CFU/g
    - Coliform - Supplier Specs
    - Yeast & Mold - Supplier Specs

**Packaging Development**

- Allergen Declaration PC/CP
- Inspect Packaging Material
- Lot Code Tracking of Packaging

**Warehouse Receiving**

- Receiving Protocol
- Devaning Procedure
  - CST & Photos
  - Visual Inspection
- Hold & Release Protocol
- Allergen Protocol PC/CP/OCCP
- Infestation Mitigation

**Warehouse Maintenance**

- Maintenance Schedule
- Preventive Log

**Warehouse Pest Control**

- Maintenance Schedule
- Preventive Log

**Warehouse Foreign Materials**

- MPG Checklist
- OSHA / Safety Protocol

**Sanitation**

- SSOP Pre-Op Checklist PC/CP
- SSOP Operational Checklist PC/CP
- PCQI Verification: Sanitation Control
  - ATP Critical Limit of < 10 RLU
  - EMP

**Dry Mechanical Clean / OLCS**

- Rare Earth Magnet PC/CP
- Vibrating Sifter/Separator PC/CP
- Optical Laser Color Sorter PC/CP
- Free-Flow Metal Detection Protocol PC/CCP
  - Ferrous 2.0mm
  - Non-Ferrous 1.27mm
  - Stainless Steel 1.5mm

**Dry Mechanical Clean / UVC**

- Rare Earth Magnet PC/CP
- Vibrating Sifter/Separator PC/CP
- Aspirator PC/CP
- UVC Tunnel PC/CP

**Production**

- Grinding / Milling / Blending of Organic Products Only
- Finished Product Must Be Packed

**Packing**

- Calibration
- Labeling: Allergen PC/CP
- Labeling: Date Code / Best Buy / UPC / Lot Code
- Metal Detection Protocol PC/CCP
  - AMS - Bulk Critical Limit
    - Ferrous 2.5mm
    - Non-Ferrous 5.5mm
    - Stainless Steel 5.56mm
  - Action Pac - Operational Limit PC/CP
    - Ferrous 1.5mm
    - Non-Ferrous 1.2mm
    - Stainless Steel 1.8mm
- Production Logs
- PCQI Verification: Metal Detection
- Post Production Inspection

**Order Fulfillment**

- QC
- Review of various logs:
  - Calibration CP/CCP
  - Cleaning
  - Production
  - Packing
- Completes FSMA Mitigation & Production Recap
- Creates Shipping Packet:
  - Warehouse Release
  - Lot Specific COA
  - Outbound Weight Check
- Pallet Tag
  - FSMA
  - CST / BOL

**Warehouse Storage**

- Allergen Control & Cross Contamination Prevention PC/CP/OCCP

**Warehouse Shipping**

- Complete Shipping – realtime
- Photos
- Turn into Admin

**Administration**

- Invoice

\* See individual Flow Charts and SOPs for more detail