



Newport-Mesa

Unified School District

**Newport Mesa Unified School District
RFP No. 121-25
Fresh Produce for Food Services**

Proposal Deadline: May 16, 2025 at 2:00PM
Samples Deadline: May 19, 2025 at 10:00AM

Contact: Emily Hughes
Address: Newport Mesa USD
2985 Bear St., Building A
Costa Mesa, CA. 92626
Phone: 714-424-5086
Email: erhughes@nmusd.us



May 14th, 2025

Newport Mesa Unified School District
Jonathan Goiszlor
Director, Purchasing & Warehouse
2985 Bear Street, Building B
Costa Mesa, CA 92626

Dear Mr. Goiszlor:

We are pleased to submit our proposal for **RFP No. 121-25, Fresh Produce for Food Services**. Valley Fruit and Produce Company brings more than 105 years of experience delivering high-quality, locally sourced fresh produce, and we would be honored to service your district's produce needs.

As a small business with over 105 years of experience we have worked for generations with small and local farmers throughout California and beyond. Simply put, our passion is produce. We greatly value the opportunity to service the K-12 school sector and our mission is to increase the availability of healthy and delicious fruits and vegetables so that students may thrive in the pursuit of their dreams and aspirations. For over 50 years we have serviced K-12 schools, both as individual districts, Coops, and as the current and prior DOD Fresh Produce Prime Contractor.

Given our focus, history and capabilities specific to fresh produce, we believe we are uniquely qualified to service your district. These are some of our key competencies:

Company Highlights

- Certified small business operating out of Los Angeles, Ca
- IRS certified as operating in an economic Hubzone
- Woman-led enterprise with a strong commitment to community well being
- History of Community Support. Over **2.7 million pounds of produce donated** in 2024 alone to food-insecure families
- Financial stability with over 105 years experience, awarded the largest Fresh Fruit and Vegetable DLA/DOD award in the United States
- History and knowledge base servicing K-12 schools for over 35 years
- Current DOD 2024-2029 Fresh Fruit and Vegetable Supplier, prior DOD 2014-2019
- Partnerships with **300+ small and local California growers**

K-12 Focus & Capabilities

- Dedicated K-12 Customer Service Team, Available by phone or email for quick response times (SchoolsTeam@valleyproduce.com or **213-657-5220**)

- The team is able to take a phone order or orders can be placed online through our website or our Valley.App on a tablet, Android or Iphone.
- Buy American compliance reporting including the product origin by city
- Marketing support
 - Monthly Harvest of the Month
 - Grower highlights
 - Content on fresh produce for education stakeholders

Content is designed to save time for K-12 Nutrition Directors who can post this on their District websites. A sample of May is included.

Operational & Food Safety Excellence

- FSMA Compliance (Food Safety Modernization Act)
- Technology designed for Produce, Produce Pro, considered best-in-class for food safety compliance by national restaurant chains
- Warehouse Management System (WMS) for real-time lot traceability of every box
- Food Safety Team and IT teams with decades of experience in produce
- All Food Safety Programs (Recall Program, Lot Traceability, Sanitation, HACCP, etc. available upon request)
- **100,000 sq. ft. certified facility** (USDA GAP, Primus GFS, Organic)
- Fleet of over 100 refrigerated trucks with lift gates with real-time tracking of our drivers
- Courteous, reliable drivers who understand K-12 unique delivery requirements

Please see below for some company details:

- a. Valley Fruit and Produce, a dba of Val-Pro, Inc.
- b. Facility Address –740-746 S. Alameda Street, Los Angeles, CA 90021
- c. Mailing Address – PO Box 866004, Los Angeles, CA 90086
- d. Office 213-627-8736

We welcome the opportunity to collaborate with your team and contribute to the nutrition and health of your students. As the CEO of Valley Fruit and Produce, I certify that I have read the attached RFP and I certify that we can meet the requirements. I am authorized to commit the firm to the proposal submitted. Please reach out to me directly with any questions regarding this proposal.

Sincerely,



Caroline ("Carrie") LaLonde
CEO

Valley Fruit and Produce

E: clb@valleyproduce.com

Team email: schoolsteam@valleyproduce.com

C: 213-256-9055

REQUIRED DOCUMENTS

Please return this sheet with your proposal documents

Proposal Documents Due at the Submission of the Due Date

- ☒ 1 Proposal Form
- ☒ 2 Proposal Form Pricing Sheet
- ☒ 3 Noncollusion Declaration
- ☒ 4 Certification of Primary Participation Regarding Debarment, Suspension, and other Responsibility Matters
- ☒ 5 Certification of Restriction on Lobbying
- ☒ 6 Buy American Waiver Exception List
- ☒ 7 Suspension and Debarment Certification
- ☒ 8 Disclosure of Lobbying Activities
- ☒ 9 Product Recall Program
- ☒ 10 Disaster Contingency Plan
- ☒ 11 Food Security and Safety Program
- ☒ 12 Recent Copy of a Health Department Inspection Report *3rd party Audit cert + FDA Report*
- ☐ 13 Nutrition Fact label and major food allergens
- ☐ 14 Copies of any Other Licenses and/or Required Documents as Listed within the Entire RFP, including, General Conditions, Special Provisions, and Specifications
- ☒ 15 Addendum No. 1
- ☒ 16 Certificate of Insurance
- ☒ 17 Marketing Flyers

List of produce samples as required on page no. 22 of these bid documents

PROPOSAL FORM

Name of Bidder: Valley Fruit & Produce

To: Newport Mesa School District, acting by and through the Board of Trustees, herein called the "DISTRICT."

1. The undersigned bidder, having become familiarized with all the following documents including but not limited to the Notice Calling for Proposals, Calendar of Events, Information for Bidders, Proposal Form, Proposal Form Pricing Sheet, Noncollusion Declaration, Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters, Certification of Restriction on Lobbying, W-9, Product Formulation Statement for Meat/Meat Alternate, Product Formulation Statement for Grains, Agreement, Tobacco Use Policy, Workers' Compensation Certificate, Drug Free Workplace Certification, Criminal Records Check Certification, all insurance requirements, General Conditions, Special Provisions, specifications, and all modifications, addenda and amendments, if any (hereinafter Proposal Documents), the local conditions affecting the performance of the work at the place where the work is to be done, hereby proposes and agrees to be bound by all the terms and conditions of the Proposal Documents and agrees to perform, within the time stipulated, the work, including all of its component parts, and everything required to be performed, and to provide and furnish and pay for any and all of the labor, materials, supplies, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the work and complete in a good workmanlike manner all of the work required in accordance with laws, codes, regulations, ordinances and any other legal requirements governing the work, in connection with the following:

RFP No. 121-25 Fresh Produce for Food Services

all in strict conformity with the Proposal Documents, including Addenda Nos. 1, , , on file at the office of the District pursuant to the sums as set forth in the Proposal Form Pricing Sheet.

2. It is understood that the District reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposals or in the bidding process. Bidder agrees that this proposal shall remain open and not be withdrawn for the period specified in the Information for Bidders.

3. The initial term of the Agreement is in full force and effect from **07/01/2025 – 06/30/2026**. The term of the Agreement may be extended upon mutual consent of District and successful bidder(s) for an additional two (2) one (1) year periods in accordance with provisions contained in the Education Code section 17596 (K-12). The maximum term of the Agreement is three (3) years.

4. It is understood and agreed that if written notice of the award of a contract is mailed, faxed, or delivered to the bidder, the bidder will execute and deliver to DISTRICT the Agreement and will also furnish and deliver to the District certificates and endorsements of insurance, the Workers' Compensation Certificate, Tobacco Use Policy, Drug-Free Work Place Certification,

and the Criminal Records Check Certification within five (5) calendar days of the notice of award of the Agreement, or as otherwise requested in writing by District.

5. Communications conveying notice of award of the contract, requests for additional information or other correspondence should be addressed to the bidder as stated in Section 6.

6. The name(s) of all persons interested in the proposal as principals are as follows:

Contact #1	
Position in Company	Chief Executive Officer
Name (Please Type)	Caroline LaLonde
Address	PO Box 866004 Los Angeles, CA. 90086
Email	CLB@valleyproduce.com, BIDS@valleyproduce.com
Phone Number	(213) 627 - 8736

Contact #2	
Position in Company	
Name (Please Type)	
Address	
Email	
Phone Number	

Contact #3	
Position in Company	
Name (Please Type)	
Address	
Email	
Phone Number	

7. The bidder hereby warrants that the bidder has all appropriate licenses and/or permits to perform the work as specified in the proposal documents and that such licenses and permits will be in force and effect throughout the Agreement.

8. In submitting this proposal, the bidder offers and agrees that if the proposal is accepted, it will assign to the District all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Business & Professions Code section 16700 et seq.) arising from purchases of goods, materials, or services by the bidder for sale to the District pursuant to the proposal. Such assignment shall be made and become effective at the time the District tenders final payment under the contract. (Public Contract Code section 7103.5; Government Code sections 4450, 4451 and

4552).

9. The bidder hereby certifies that it is, and at all times during the performance of work hereunder shall be, in full compliance with the provisions of the Immigration Reform and Control Act of 1986 ("IRCA") in the hiring of its employees, and the bidder shall indemnify, hold harmless and defend the District against any and all actions, proceedings, penalties or claims arising out of the bidder's failure to comply strictly with the IRCA.

10. It is understood and agreed that if requested by District, the bidder shall furnish a notarized financial statement, references, and other information required by District is comprehensive to permit an appraisal of bidder's ability to perform the work.

11. **It is understood and agreed by the bidder that time is of the essence.**

12. The required noncollusion declaration is attached as required by Public Contract Code section 7106. Bidder understands and agrees that failure to submit a completed and signed declaration will render the bidder automatically nonresponsive.

13. Bidder shall certify compliance in providing the following by checking below:



Product Recall Program

- **A copy of the bidders' Product Recall Program must be submitted with proposal.**



Disaster Contingency Plan

- **A copy of the bidders Disaster Contingency Plan must be submitted with proposal.**



Food Security and Safety Program

- **A copy of the bidders Food Security and Safety Program must be submitted with proposal.**

14. A recent copy of the bidder's health department report is attached hereto.

15. All foods meet the USDA's "All Foods Sold in Schools" Nutrition Standards.

16. Buy American - Domestic/Foreign Products. The USDA, Food and Nutrition Services encourages specifications using Federal funds to require 100% domestically grown and processed products. The exceptions to the Buy American requirements that State DOE may consider are:

- a. The product is not produced or manufactured in the U.S. in sufficient quantities and are reasonably available in quantities of a satisfactory quality.
- b. Competitive research and bids reveal the costs of the U.S. product are significantly higher than the non-domestic product.

This requirement will be strictly adhered to. Any bidder intending to provide products produced or grown in a foreign country must include such information on their proposal submission. Bidders offering product and/or product ingredients manufactured or grown in the United States may be given priority for usage under this solicitation. Failure to include such information on the proposal submission can result in product rejection at the bidder's expense. If bidder is quoting on a foreign product, it must be noted on the proposal and the reason for bidding a foreign product must be disclosed.

The successful bidder understands that substitutions deviating from the Buy American provision will not be accepted unless approved by the District and/or are either of the two (2) exceptions approved by the State DOE.

17. **Failure to complete the Proposal Form and Proposal Form Pricing Sheet in its entirety may render a bidder nonresponsive.**

18. List of References. Please provide references of school districts and/or any public agencies that bidder has contracted with to provide Fresh Produce

1. Name: Manhattan Beach Unified School District
Address and Telephone: 325 S Peck ave. Manhattan Beach, CA. 90266
Phone: 310-318-7345 ext. 5031
Contact Person: Lona Agee, Director of food and Nutrition, Lead District South Bay Co Op
Description of Product: Fruit and Vegetables
2. Name: Long Beach Unified School District
Address and Telephone: 3333 Airport Way Long Beach, CA. 90806
Phone: 562-427-7323 ext. 1238
Contact Person: Kelly Moffa, Director and Administrative Dietitian
Description of Product: Fruit and Vegetables
3. Name: Lawndale School District
Address and Telephone: 4161 W. 147th Street Lawndale, CA. 90260
Phone: 310-973-1300 ext. 50048
Contact Person: Lisette Rooney, Director of Food and Nutrition
Description of Product: Fruit and Vegetables
4. Name: Palos Verdes Unified School District
Address and Telephone: 375 Via Almar Palos Verdes, CA. 90274
Phone: 310-732-0900 ext. 34781
Contact Person: Nancy Wikes, Director of Food Service
Description of Product: Fruit & Vegetables
5. Name: Alhambra Unified School District
Address and Telephone: 1515 W. Mission Rd. Alhambra, CA. 91803
Phone: 626-943-6590
Contact Person: William Fong, Director of Food and Nutrition Services
Description of Product: Fruit and Vegetables

PROPOSAL FORM PRICING SHEET

Product specifications are based on products and pack sized currently in use. Alternate pack sizes may be accepted when pack size specified is not available. Some specific brands and specifications shown have been established by the District based on the District's research and expertise, popularity of the food item, and/ or brand name recognition; therefore, alternates may not be considered in circumstances where the menu, recipe, or sales may be affected. The district's Nutrition Services Department Director will be the sole judge as to whether such alternate products are, in fact, substantially equal to the specifications set forth herein and whether such deviations are acceptable to the District.

**Bidder must submit Nutrition Fact label and Product label for each item with bid submission.
Bidder shall insert "no bid" for line items will not be bid on.**

Whole Fruit & Vegetable						
Item #	Product Description (Whole)	Pack Size	Usage	Specifications	Alternate Pack Size	Price
1	APPLE, FUJI, XFCY	183 CT/40#	100	Grade # 1 or better, 1/2 cup		\$25.00
2	APPLE, GALA, XFCY	163 CT/40#	100	Grade # 1 or Better, 1/2 cup		\$25.00
3	APPLE, RED DEL XFCY	163 CT/40#	100	Grade # 1 or Better, 1/2 cup		\$24.09
4	BANANA, PETITE, GREEN TIP	40 LB	1300	Grade # 1 or Better		\$20.00
5	BELLPEPPER, GREEN MED	5 LB	10	Grade # 1 or Better		\$9.40
6	BELLPEPPER, RED MEDIUM	5 LB	15	Grade # 1 or Better		\$10.60
7	BELLPEPPER, GREEN CHOICE	5 LB	10	Grade # 1 or Better		\$8.40
8	BLUEBERRIES	12/6 oz	5	Grade # 1 or Better		\$32.00
9	CHILE, JALAPENO	1 LB	50	Grade # 1 or Better		\$3.63
10	CUCUMBER, REGULAR LUG	36 CT	125	Grade # 1 or Better		\$17.55
11	GREEN ONION	6 CT	12	Grade # 1 or Better		\$5.38
12	KIWI, 36VF, 108 CT	20 LB	60	Grade # 1 or Better		\$32.76
13	LEMON, CHOICE	5 LB	20	Grade # 1 or Better		\$9.31
14	MELON, CANTALOUPE	1 CT	20	Grade # 1 or Better		\$4.83
15	MELON, HONEYDEW	1 CT	20	Grade # 1 or Better		\$5.25
16	MELON, WATERMELON SEEDLES	EA	20	Grade # 1 or Better		\$7.64
17	NECTARINE, YELLOW/WHITE VF	100 CT	10	Grade # 1 or Better		\$28.00
18	ONION, YELLOW MEDIUM	5 LB	20	Grade # 1 or Better		\$8.80
19	ORANGE, NAVEL FANCY	113 CT	50	Grade # 1 or Better		\$28.00
20	ORANGE, VALENCIA FANCY	113 CT	50	Grade # 1 or Better		\$28.00
21	SNAP PEAS, STRINGLESS	10 LB	250	Grade # 1 or Better		\$33.00
22	MANDARINS	25 LB	50	Grade # 1 or Better		\$26.50
23	PEACH, YELLOW/WHITE VF	25 LB	20	Grade # 1 or Better, 1/2 cup		\$28.00
24	PEAR, BARTLETT 135CT US#1	135 CT	20	Grade # 1 or Better, 1/2 cup in season, 1/2 cup		\$45.00

Whole Fruit & Vegetable

25	PINEAPPLE, COSTA RICAN GOLD	EA	20	Grade # 1 or Better		\$5.57
26	PLUM, RED/BLACK VF, 130CT	28 LB	20	Grade # 1 or Better, 1/2 cup in season, 1/2 cup		\$38.95
27	POTATO, RUSSET 60 COUNT	60 count	5	Grade # 1 or Better		\$16.25
28	STRAWBERRY, CALIFORNIA	8/1 LB	1250	Grade # 1 or Better		\$23.00
29	TANGERINE, MINNEOLA 125CT	125 CT	3000	Grade # 1 or Better		\$26.50
30	TOMATO, GRAPE CLAM MEDIUM	12/1 PT	225	Grade # 1 or Better		\$18.20
31	TOMATO, 5X6	FLAT/60 count	100	Grade # 1 or Better		\$22.45

Processed Fruit & Vegetable

Item#	Product Description (Processed)	Pack Size	Usage	Specifications	Alternate Pack Size	Price
1	APPLE GREEN, SLICED	100/2oz	50	1/2 cup portion		\$26.75
2	APPLE RED, SLICED	100/2oz	2000	1/2 cup portion		\$26.75
3	APPLE GREEN, SLICED	5 LB	300		10 LB	\$22.00
4	BABY CARROT, PEELED PETITE/SLIM	5 LB BAG	500	Grade # 1 or Better		\$4.75
5	BABY CARROT, PEELED	100/2.6 oz	2500	1/2 cup portion		\$21.50
6	BELLPEPPER GREEN DICED 1/4"	5 LB	5	Grade # 1 or Better		\$19.00
7	BELLPEPPER RED DICED 1/4"	5 LB	5	Grade # 1 or Better		\$22.82
8	BELLPEPPER, RED 1/4"-JULIENNE	5 LB	5	Grade # 1 or Better		\$24.00
9	BROCCOLI, FLORET	4/3LB	120	Grade # 1 or Better		\$23.00
10	CARROT, COIN 3/16"	5 LB	5	Grade # 1 or Better		\$5.00
11	CARROT, SHREDDED	5 LB	5	Grade # 1 or Better		\$5.00
12	CARROT, STICKS 4"x3/8"	5 LB	10	Grade # 1 or Better		\$5.00
13	CAULIFLOWER, FLORETS	4/3 LB	150	Grade # 1 or Better		\$29.00
14	CELERY STICKS, 4"x3/8"	4/5 LB	100	Grade # 1 or Better		\$48.33
15	CUCUMBER, SLICED W/SKIN 3/8"	5 LB	500	Grade # 1 or Better		\$11.45
16	EDAMAME, SHELLLED	4 LB	200	Grade # 1 or Better		\$15.00
17	GARLIC, MINCED OR CHOPPED	4/1 QT	10			\$29.45
18	GRAPES, IW	50/2 OZ	100	Grade # 1 or Better		\$27.00
19	JICAMA, STICKS 4"x3/8"	5 LB	600	Grade # 1 or Better		\$15.00
20	LEMON JUICE, FRESH	GAL	15	EA		\$15.50
21	LETTUCE, ROMAINE CHOPPED 1"	6/2 LB	50	Grade # 1 or Better		\$17.52
22	LETTUCE, GREEN LEAF, FILLETS	2/5 LB	300	Grade # 1 or Better	Lettuce, Green Leaf	\$21.00

Processed Fruit & Vegetable

Item#	Product Description (Processed)	Pack Size	Usage	Specifications	Alternate Pack Size	Price
23	LETTUCE, SALAD MIX 4-WAY "(ROMAINE/ICEBERG/RED	4/5 LB	200	Grade # 1 or Better		\$21.00
24	LETTUCE, SHREDDED 1/4"	4/5 LB	170	Grade # 1 or Better		\$15.86
25	MELON, CANTALOUPE, CHUNKS	5 LB	10	Grade # 1 or Better		\$17.49
26	MELON, HONEYDEW, CHUNKS	5 LB	10	Grade # 1 or Better		\$20.49
27	MELON, WATERMELON, CHUNKS	5 LB	10	Grade # 1 or Better		\$19.00
28	ONION YELLOW DICED 1/4"	5 LB	10	Grade # 1 or Better		\$9.50
29	PINEAPPLE, CHUNKS	5 LB	10	Grade # 1 or Better		\$26.89
30	PINEAPPLE, SPEAR, IW	50 CT	200	Grade # 1 or Better		\$34.00
31	PICO DE GALLO	5 LB	50	Grade # 1 or Better		\$17.00
32	SPINACH, CELLO CLEAN BAG	2.5 LB	320	Grade # 1 or Better		\$5.00
33	ZUCCHINI, COINED 1/4"	5 LB	400	Grade # 1 or Better		\$15.00

The undersigned hereby declares that all of the representations of this proposal are made under penalty of perjury under the laws of the State of California.

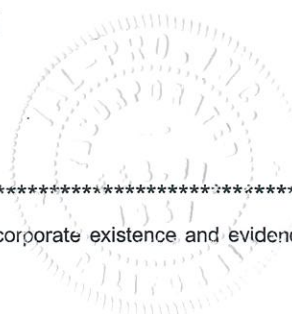
Individual Name: _____
Signed by: _____
Print Name: _____
Date: _____
Business Address: _____
Telephone: _____

Partnership Name: _____
Signed by: _____
Print Name: _____
Date: _____
Business Address: _____
Telephone: _____
Other Partner(s): _____

Corporation Name: Val Pro Inc. dba Valley Fruit & Produce
(a S Corporation¹)
Business Address: PO Box 866004 Los Angeles, CA. 90086

Telephone: 213-627-8736, President Date: 05/05/2025
Signed by: Carline LaLonde, President Date: 05/05/2025
Print Name: Caroline LaLonde, CEO, President Date: 05/05/2025
Signed by: Carline LaLonde, Secretary Date: 5/11/25
Print Name: Caroline LaLonde

Secretary [Seal]



¹ A corporation awarded the contract shall furnish evidence of its corporate existence and evidence that the officer signing the Agreement and bonds is duly authorized to do so.

Joint Venturer

Name: _____
Signed by: _____, Joint Venturer
Print Name: _____
Date: _____
Business Address: _____

Telephone: _____

Other Parties to
Joint Venture:

~~**If an individual:** _____
(Name)
Signed by: _____
Print Name: _____
Date: _____
Doing Business as: _____
Business Address: _____

Telephone: _____~~

~~**If a Partnership:** _____
(Name)
Signed by: _____
Partner Print Name: _____
Date: _____
Business Address: _____

Telephone: _____~~

If a Corporation: Valley Fruit & Produce
(a Corporation)
Signed by: Caroline LaLonde
Print Name: Caroline LaLonde
Title: Chief Executive Officer
Date: May 11th 2025
Business Address: PO Box 866004 Los Angeles, CA. 90086

Telephone: 213-627-8736

NONCOLLUSION DECLARATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

(Public Contract Code section 7106)

The undersigned declares:

I am the CFO of Valley Fruit & Produce, the party making the foregoing proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other bidder. All statements contained in the proposal are true. The bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 05/05/2025 [date], at Los Angeles [city], California [state].



Signature

Caroline LaLonde
Chief Executive Officer

Print Name

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY
MATTERS**

The Valley Fruit & Produce
Firm name/principal
certified to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department agency;
2. Have not within a three-year period preceding this proposal been convicted of a or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local), with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause of default?

If unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT Valley Fruit & Produce
Firm name/principal

CERTIFIED OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET SEQ. ARE APPLICABLE THERETO.



Caroline LaLonde, Chief Executive Officer
Signature and Title of Authorized Official

**CERTIFICATION OF
RESTRICTIONS ON LOBBYING**

I, Caroline LaLonde, hereby certify on behalf (name of offeror) of
Valley Fruit & Produce that:
(Firm name)

1. No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the attached, Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in all subcontracts, and that all subcontracts shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this 5th day of May, 2025.

By Caroline LaLonde
(Signature of authorized official)

Caroline LaLonde, Chief Executive Officer
(Title of authorized official)

BUY AMERICAN WAIVER EXCEPTION LIST

This documentation is required for all food items that ***are not*** produced and processed in the U.S. with least 51% of its agricultural food components, by weigh or volume, from the U.S. The Buy America regulations state:

Exceptions. The purchase requirements described in paragraph (a) of this section shall not apply in instances when the recipient agency determines:

- (1) recipients have unusual or ethnic food preferences which can only be met through purchases of products not produced in the U.S.;
- (2) the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality;
- (3) the cost of U.S. produced food products is significantly higher than foreign products.

[53 FR 27476, July 21, 1988, as amended at 58 FR 39122, July 22, 1993; 67 FR 65015, Oct 23, 2002]

Line Item Number	Description	Domestic Price	Non-Domestic Price (Foreign Product)	Reason for Waiver	Country of Origin
Sample	Sample: Ground Cinnamon	NA		Product is not produced in the U.S. in sufficient and reasonable quantities	
Sample	Sample: Canned Pineapple	\$29.95	\$59.95	U.S. Canned Pineapple is Significantly higher in cost (more than 10%)	

(Copy, complete and sign for additional line items)

Every effort shall be made to follow the Buy American Provision required by the National School Lunch Act to include domestically grown products in school food programs. By signing this certification, the Proposer is acknowledging the Buy American requirements per Instructions and will provide the requested documentation when offer of awarded item has been made to Distributor.

Company: Valley Fruit & Produce

Print Name: Caroline LaLonde

Title: Chief Executive Officer

Signature: 

Date: May 05, 2025

BUY AMERICAN WAIVER EXCEPTION LIST

This documentation is required for all food items that are not produced and processed in the U.S. with at least 51% of its agricultural food components, by weight or volume, from the U.S. The Buy American Regulations State:

Exceptions: The purchase requirements described in paragraph (A) of this section shall not apply in instances when the recipient agency determines:

1. Recipients have unusual or ethnic food Preferences which can only be met through purchases of products not produced in the U.S.
2. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory Quality.
3. The cost of U.S. produced food products is significantly higher than foreign products.

[53 FR 27476, July 21, 1988, as amended at 58 FR 39122, July 22, 1993; 67 FR65015, Oct 23, 2002]

Line Item No.	Description	Domestic Price	Non-Domestic Price (Foreign Product)	Reason for Waiver	Country of Origin
SAMPLE	Ground Cinnamon	N/A		Product is not produced in USA in sufficient and reasonable quantities	
SAMPLE	Canned Pineapple	\$23.95	\$59.95	USA canned pineapple is significantly higher in cost (more than 10%)	

VALLEY BUY AMERICAN WAIVER EXCEPTION LIST

Line Item No.	Description	Domestic Price	Non-Domestic Price (Foreign Product)	Reason for Waiver	Country of Origin
4	Banana, Petite, Green Tip	N/A	\$21.50	Product is not produced in USA in sufficient and reasonable quantities	Costa Rica Guatemala Honduras
25	Pineapple, Costa Rican Gold	N/A	\$25.00	Product is not produced in USA in sufficient and reasonable quantities	Costa Rica

Every effort shall be made to follow the Buy American Provision required by the National School Lunch Act to include domestically grown products in school food programs. By signing this certification, the proposer is acknowledging the Buy American Requirements per Instructions and will provide the requested documentation when offer of awarded item has been made to distributor.

Company: Valley Fruit and Produce

Print Name: Caroline LaLonde

Title: Chief Executive Officer

Signature: Caroline LaLonde

Date: May 05, 2015

SUSPENSION AND DEBARMENT CERTIFICATION
U.S. DEPARTMENT OF AGRICULTURE

INSTRUCTIONS: SFA to obtain from any potential Contractor or existing Contractor for all contracts in excess of \$100,000. This form is required each time a bid for goods/services over \$100,000 is solicited or when renewing/extending an existing contract exceeding \$100,000 per year (Includes Food Service Management and Food Service Consulting Contracts).

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722 – 4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of School Food Authority

Agreement Number

Potential Contractor or Existing Contractor (Lower Tier Participant):

Caroline LaLonde, CEO

Printed Name

Title

Caroline LaLonde

Signature

05/05/2025

Date

DO NOT SUBMIT THIS FORM. RETAIN WITH THE APPLICABLE CONTRACT OR BID RESPONSES.

G: SNP: DEBARMENT

DISCLOSURE OF LOBBYING ACTIVITIES

**NOTHING TO
DISCLOSE**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: a. Contract b. Grant c. Cooperative Agreement d. Loan e. Loan Guarantee f. Loan Insurance		2. Status of Federal Action: a. Bid/offer/application b. Initial Award c. Post-award	3. Report Type: a. Initial filing b. Material change FOR MATERIAL CHANGE ONLY: Year: _____ Quarter: _____
4. Name and Address of Reporting Entity: Prime Subwardee Tier _____, if known Congressional District, if known:		☐ If Reporting Entity in No. 4 is Subwardee, Enter Name and Address of Prime: Congressional District, if known:	
☐ Federal Department/Agency: ☐ Federal Action Number, if known:		☐ Federal Program Name/Description: CFDA Number, if applicable: ☐ Award Amount, if known: \$ _____	
☐ a. Name and Address of Lobbying Entity (If individual, last name, first name, MI):		10.b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
(attach Continuation Sheet(s) if necessary)			
☐ Amount of Payment (Check all that apply): \$ _____ actual planned		☐ Type of Payment (check all that apply): Retainer One-time fee Commission Contingent Fee Deferred Other; specify: _____	
☐ Form of Payment (check all that apply): Cash In-Kind; specify: Nature _____ Value _____			
☐ Brief description of services performed or to be performed and date(s) of service, including officer(s), employee(s) or member(s) contacted, for payment indicated in No.11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)			
15. Continuation Sheet(s) SF-LLL-A attached: Yes No (circle one)			

16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: Caroline LaLonde
Print Name: Caroline LaLonde
Title: Chief Executive Officer
Telephone No: 213-627-8736
Date: May 5th, 2025

Federal Use Only:

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Standard Form - LLL



Recall Plan Program

Prepared By: Leana Mendez, Food Safety Mgr.	Issue Date: 11/15/2015
Approved By: Carrie La Londe, CEO	Revision Date: 01/03/2025



TRACE-BACK & PRODUCT RECALL PROGRAM



Recall Plan Program

Prepared By: Leana Mendez, Food Safety Mgr.	Issue Date 11/15/2015
Approved By: Carrie La Londe, CEO	Revision Date: 01/03/2025

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Policy:	Valley's implemented traceability system and database, Produce Pro , allows the company to track raw materials forward and back throughout each step in the Company's handling procedures and chain of custody. This WMS (Warehouse Management System) provides the company with the information needed to initiate traceability and recalls, most promptly in less than 24 hours, whenever this is required.
Purpose:	To outline the recall process within the Company, to be able to recall products within less than 24 hours.
Scope:	• All food products in the chain of distribution, within the Company's control. • All Facilities • All points of handling.
Responsibilities:	• The Food Safety and Regulatory Compliance Manager is the primary person responsible for initiation of the verification and coordinating the tasks associated with any potential hazard/ recall. • The CEO is the primary person responsible for the authorization to activate a recall and approves all outbound messaging to the customers and vendors etc. • The full scope of responsibilities is outlined in the "Recall Team and Responsibilities List" at the back of this manual.

Trace-back & Trace-forward for Product Recall Plan

A recall protects both the consumer and the company. An efficient recall process can save a company's name and prevent further damage due to negative publicity. It is important to be ready for a trace-back and a product recall before a problem occurs. Read this Traceability Product Recall Plan to prepare for an actual event. The company should be confident to:

- Protect consumer health
- Comply with existing rules and regulations
- Minimize the cost of a recall
- Regain and improve the company's reputation

This document outlines industry standard recall concepts, the recall classification system, to describe roles of government agencies, to outline steps in the traceability and a recall process, and lastly to provide the user with a [modifiable] plan for actual activation of the Company's Traceability and Product Recall Program.

This plan should be updated frequently to clarify personnel and policy changes; and at the time of the changes, provide an updated copy to each member of the Traceability and Recall Team.



Recall Plan Program

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The Company

The “**Company**”, as outlined and referred to in this Recall Plan, includes the following facilities and dba names:

Facility	Location	Type:
Company:	Val Pro, Inc. dba Valley Fruit & Produce Company and Continental Sales Company	
Facility 1:	Valley Warehouse 740-746 Alameda Street Los Angeles, CA 90021	Storage and Distribution. - Fully traceable
Facility 3:	Store 1601 E. Olympic Blvd. Bldg. 300, Suite 300-306 Los Angeles, CA 90021	Cash and carry only. Note: Not all cash and carry customers leave their POC information.



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Section 1: Recall Concept & Classification

1. What is a Food Recall?

Food producers and distributors use many controls to ensure the safety of the products sold. Despite our best efforts, sometimes unsafe products or those that do not meet regulatory requirements make their way into the marketplace. When unsafe or volatile food products have left the control of the manufacturer/ distributor, it must be removed from the market.

The process of removing the product is called a Recall.

Any food recall, whether voluntary or officially activated, has the following aims:

- **Stop delivery and sale of (the potentially harmful) product in question.**
- **Inform appropriate regulatory agencies; and**
- **Properly and in a timely manner, remove affected products from commerce.**
- **Proper and timely notification of customers.**

2. What is a Recall Plan?

The ability to remove products from the market quickly and effectively is vital to every producer and distributor. A Recall Plan is a written action plan that is carefully constructed, tested, and evaluated to ensure efficiency when a product recall may be required. It is the safety net that can prevent consumers from buying or eating a potentially harmful food product. Having an efficient recall program may reduce a company's liability, while a non-existent or poor recall program can have serious economic and legal consequences. Being properly prepared for a recall can make the difference between a recall being a learning experience or a nightmare.

3. Which Government Agencies Monitor Recalls?

In the United States one of two government agencies, either the FDA or FSIS depending on the products involved, may take the lead role in investigating and coordinating a food recall. They may also just require that any/all involved food facilities ensure that they are kept informed of anyone who distributed the recalled products and the status to retrieve it.

Meat and Poultry	U.S. Dept. of Agriculture Food Safety and Inspection Service (FSIS)
Eggs and all other Products (including fruits and vegetables)	U.S. Food and Drug Administration (FDA)



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4. Authority

In 1979 the Food and Drug Administration established voluntary guidelines for conducting product recalls related to all foods, which allowed voluntary recall of products. However, the **FDA's mandatory food recall authority went into effect when FSMA was enacted on January 4, 2011.**

FDA's Mandatory Recall Authority:

- The U.S. Food and Drug Administration has released a [final guidance](#) regarding the agency's mandatory recall authority under the FDA Food Safety Modernization Act (FSMA).
- The 2011 Food Safety Modernization Act, FSMA, gave FDA mandatory recall authority for foods if there is a reasonable probability that the food is adulterated or misbranded under certain FDA authorities, and that the food could cause serious illnesses or death. FDA must give the responsible party an opportunity to conduct a voluntary recall before ordering a mandatory recall. Prior to the enactment of FSMA, FDA could only rely on manufacturers to voluntarily recall certain potentially harmful food products.
- While FDA's mandatory recall authority plays an important role in ensuring that potentially dangerous food products are removed from the marketplace, the agency remains committed to working with firms to facilitate the orderly and prompt voluntary removal of potentially dangerous products from the food supply. [FDA Recall Coordinators](#) are available to assist firms during the recall process.

FDA Can Seek Legal Action Under the following Law:

Section 423 of the FD&C Act, as added by section 206 of FSMA, gives the FDA the authority to order a responsible party to recall an article of food where the FDA determines that there is a reasonable probability that the article of food (other than infant formula) is adulterated under section 402 of the FD&C Act [21 U.S.C. § 342] or misbranded under section 403(w) of the FD&C Act [21 U.S.C. § 343(w)] and that the use of or exposure to such article will cause serious adverse health consequences or death to humans or animals (SAHCODHA).

FDA guidelines for companies to follow when recalling defective products under the Agency's jurisdiction are published in [Title 21 of the Code of Federal Regulations, Part 7.](#)



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TITLE 21--FOOD AND DRUGS
CHAPTER I--FOOD AND DRUG ADMINISTRATION
DEPARTMENT OF HEALTH AND HUMAN SERVICES
SUBCHAPTER A - GENERAL
PART 7 ENFORCEMENT POLICY

Subpart A - General Provisions

- § 7.1 - Scope.
- § 7.3 - Definitions.
- § 7.12 - Guaranty.
- § 7.13 - Suggested forms of guaranty.

Subpart B [Reserved]

Subpart C - Recalls (Including Product Corrections) - Guidance on Policy, Procedures, and Industry Responsibilities

- § 7.40 - Recall policy.
- § 7.41 - Health hazard evaluation and recall classification.
- § 7.42 - Recall strategy.
- § 7.45 - Food and Drug Administration-requested recall.
- § 7.46 - Firm-initiated recall.
- § 7.49 - Recall communications.
- § 7.50 - Public notification of recall.
- § 7.53 - Recall status reports.
- § 7.55 - Termination of a recall.
- § 7.59 - General industry guidance.

Subpart D [Reserved]

Subpart E - Criminal Violations

- § 7.84 - Opportunity for presentation of views before report of criminal violation.
- § 7.85 - Conduct of a presentation of views before report of criminal violation.
- § 7.87 - Records related to opportunities for presentation of views conducted before report of criminal violation.

Authority: 21 U.S.C. 321-393; 42 U.S.C. 241, 262, 263b-263n, 264.

Source: 42 FR 15567, Mar. 22, 1977, unless otherwise noted.

These guidelines make clear that FDA expects these firms to take full responsibility for product recalls, including follow-up checks to assure that recalls are successful. Under the guidelines, companies are expected to notify FDA when recalls are started, to make progress reports to FDA on recalls, and to undertake recalls when asked to do so by the Agency.

The guidelines also call on manufacturers and distributors to develop contingency plans for product recalls that can be put into effect if, and when needed. FDA's role under the guidelines is to monitor company recalls and assess the adequacy of a firm's action. After a recall is completed, FDA makes sure that the product is destroyed or suitably reconditioned and investigates why the product was defective.

Section 303(a) of the Public Health Security and [Bioterrorism Preparedness Act of 2002](#) (the Bioterrorism Act) adds section 304(h) to Federal Food, Drug, Cosmetic Act to authorize FDA to detain an article of food for which there is credible evidence or information indicating such article presents a threat of serious adverse health consequences or death to humans or animals. This authority is self executing and provides an added measure to ensure the safety of the nation's food supply. The Bioterrorism Act also requires FDA to provide by regulation, procedures for instituting on an expedited basis certain enforcement action against perishable foods subject to a detention order. Section 305 of the Bioterrorism Act requires owners, operators, or agents in charge of domestic and foreign facilities that manufacture, process, pack, or hold food for human or animal consumption in the United States to register their facilities with FDA (unless the facility is exempt).

Following the new FDA Traceability Rule on Requirements for additional Traceability Records for Certain Foods Rule. [FSMA Final Rule on Requirements for Additional Traceability Records for Certain Foods | FDA](#)

5. Definitions



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1. Recall Plan	A written contingency plan for use when initiating and implementing a product recall according to the statutory (legal) requirements. The Recall Plan should be reviewed annually and revised as necessary when personnel, procedures, processes, suppliers, or as other factors change.
2. Product Recall	Is the removal or correction from the channels of distribution and consumption of any product deemed to be potentially hazardous or even just defective. A true recall of food products occurs only when the product violates the law and is a likely candidate for seizure, condemnation, or other legal action by the government. A food product may violate the law if it is “adulterated” or “misbranded.” Whether a product defect is likely to result in government action will depend on the food product and the potential risk to the consuming public. Recall does not include market withdrawal or stock recovery.
3. Product Recall	Is the removal or correction from the channels of distribution and consumption of any product deemed to be potentially hazardous or even just defective. A true recall of food products occurs only when the product violates the law and is a likely candidate for seizure, condemnation, or other legal action by the government. A food product may violate the law if it is “adulterated” or “misbranded.” Whether a product defect is likely to result in government action will depend on the food product and the potential risk to the consuming public. Recall does not include market withdrawal or stock recovery.
4. Adulterated	Food is adulterated if it: • Contains a poisonous (e.g., Salmonella, E. coli O157: H7, cyanide) or deleterious substance (e.g., a piece of glass). • Contains an unapproved pesticide or a pesticide more than a specific legal tolerance set by the FDA and/or the Environmental Protection Agency (EPA). • Contains an unauthorized food or color additive. • Contains filth (e.g., insect parts, rodent excreta) or a decomposed substance or is otherwise unfit for food. • Was produced, prepared, packed, or stored under unsanitary conditions in which it may have become contaminated.
5. Misbranded	A food is misbranded if its labeling is false, misleading or does not contain information required by law. A product may be misbranded if: • The components of the food are not fully identified in the statement of ingredients. • The weight or volume is inaccurate or not declared properly; or • The label does not bear the nutritional facts panel.
6. Market Withdrawal of product	Is the removal or correction from channels of distribution and consumption of any product where no legal violations have occurred, or only minor violations that under normal circumstances would not be subject to legal action, e.g., normal stock rotation practices, incorrect barcode, tampering without evidence of manufacturing or distribution problems, etc.
7. Stock recovery	A firm’s removal or correction of a product that has not been marketed or that has not left the direct control of the firm, i.e., the product is located on premises owned by, or under the control of, the firm and no portion of the lot has been released for sale or use.
8. Product safety investigation	Is an internal trace of product origin/history prompted by notification by the FDA or a state health department, a customer or quality control/production personnel that there may be a potential food safety or physical defect in a specific product. The facts of the investigation will determine if a product recall, market withdrawal or stock recovery is warranted.
9. Consignee	means anyone who received, purchased, or used the product being recalled.
10. Correction	means repair, modification, adjustment, relabeling, destruction, or inspection of a product without its physical removal to some other location.
11. Recall Strategy	means a planned specific course of action to be taken in conducting a specific recall, which addresses the depth of recall, need for public warnings, and extent of effectiveness checks for the recall.



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12. Health hazard evaluation	means an examination of the health hazard presented by a product being recalled or considered for recall. An evaluation will include but not be limited to the following factors: - Any disease or injuries that may have already occurred from the use of the product. - Any existing conditions that could contribute to a clinical situation that could expose humans or animals to a health hazard. - Assessment of the degree of seriousness of health hazard to which the population at risk would be exposed. - Assessment of the likelihood of occurrence of the hazards - Assessment of the consequences (immediate or long term) of occurrence of the hazard *The "official" health hazard evaluation is conducted by an ad hoc committee of Food and Drug Administration scientists. They review known information about the hazard, compare that to information submitted, and assign the Recall Category.
13. Mock Recall	Is an internal exercise to test your company's ability to trace and recall products. 13.1 Mock recall exercises should be scheduled on a bi-yearly basis (at least twice per year) using differing scenarios to ensure the mock recalls run smoothly. 13.2 This exercise shall be documented to measure the effectiveness of the mock recall process, then reviewed to identify and correct any internal problems discovered. 13.3 Key elements of the mock recall documentation include: - scenario, - time taken, - accounting for affected product, - documenting timeline, - copies of documentation that show the trace-back and any lessons learned from the exercise (see Figure 10). 13.4 Mock recall exercises allow you to "fine-tune" your system, by determining: - How easily can you trace and recover your products? - How long does it take from deciding to carry out a recall to being able to inform the affected customers? - How easily can you fully trace products – forward and backward (at least one step)? - Can you look at your lot identification records and determine which ingredients recalled products have in common? - How much product is accounted for? This might include culled materials that have been sent to produce other animal or human foodstuffs. - If a supplier or grower detects a recall issue, they should contact all affected operations to which they have sold their products. This initiates a trace forward from raw material through to finish product. Mocking one of these scenarios is also useful sometimes.
14. Emergency Management Communication Strategy	14.1 Should be in place as advance preparation for unexpected events (e.g., a positive <i>L. monocytogenes</i> or Salmonella sample, a food-borne outbreak, a natural disaster, product tampering or a bomb threat) and should list all potentially required emergency contacts. 14.2 A crisis communications team should be formed and give each member specific tasks. Designate a leader who will be your media spokesperson. 14.3 Another person will notify customers (via telephone, letter, and e-mail), another team member will focus on interacting with regulatory personnel. 14.4 Someone must be carefully trained to answer the calls that come to the company, following a media announcement, who may or may not be legitimately reporting illnesses, or simply regular customers who become irate or overly concerned about the safety of their family. 14.5 Clearly describe each person's role and designate alternates (in case the designate is unavailable) in the emergency management plan. Keep all the information you need to know in the event of a recall in one place.



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15. Traceability & Recall Committee	See the Food Safety Committee List and responsibilities. This is generally the internal committee that will gather to carry out various assigned responsibilities related to activation and implementation of an actual recall. During a mock recall, this team should be evaluated to ensure various components / responsibilities can be carried out appropriately.
16. Product Lot Code	Is required under Good Manufacturing Practices and should provide meaningful information regarding product lot number, packing date and packing location. The product code needs to be entered on all appropriate quality control records, production reports, procurement reports and shipping reports so that the product can be traced later if necessary. The out-loading product code(s) is/are usually the first step back in the trace-back process through the production and storage processes, through to incoming lot or lots and vice versa in a trace forward scenario.
17. FDA	FDA is the <u>US Food and Drug Administration</u> . Their role in recalls is as follows: Recalls are actions taken by a firm to remove a product from the market. Recalls may be conducted on a firm's own initiative, by FDA request, or by FDA order under statutory authority.
18. Press Release	A notice that alerts the public (including regulators, retailers, consignees, other distributors, processors, and consumers) that a product presents a serious hazard to health. Not all recalls require a press release; the regulatory agency will advise the firm when a press release is necessary. FDA provides and Index of Model Press Releases, such as: • Allergens (Allergy Alert), Listeria monocytogenes , Clostridium botulinum • Salmonella (all serotypes), E. coli 0157:H7
19. Recall Classification	Is the numerical designation, i.e., I, II, or III, assigned by the FDA to a particular product recall to indicate the relative degree of health hazard presented by the product being recalled . There are three (3) FDA recall classification categories, these are outlined in the Recall Classification section.
20. Unclassified and Voluntary	Product withdrawal in which no violations are involved, or are of such a minor nature, will not place them under FDA guidelines. Examples may include product quality, packaging, etc.
21. Depth of Recall	The depth of a recall is situation specific. There are many variables to consider, but generally it depends on the degree of the hazard and the extent of the product distribution. There are three depth levels: consumer or user level, retail level and wholesale level. This means that notification of a recall is limited to the extent that the product in question has been distributed at the time that the recall is needed. Research of this subject suggests the following guidelines:



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6. Recall Classification Categories: There are three FDA recall classification categories:

Class I Recall:	There is a reasonable probability that eating the product will cause death or serious adverse health consequences. Pathogenic organisms such as <i>Listeria monocytogenes</i>, <i>Clostridium botulinum</i>, <i>E. coli</i> 0157:H7, <i>Salmonella enteritidis</i>, undeclared eggs and undeclared sulfites (10 mg or more per serving), in the product would be given this classification. Other pathogenic organisms may also be considered in this classification depending upon the specific situation, amount of product distributed, extent of product consumed, age and health of the individuals exposed.
Class II Recall:	There is a remote probability that eating the product will cause serious health problems; or products that could cause temporary, reversible health problems. Examples for this classification would be product that had pathogenic organisms, such as most <i>Salmonella</i> species, <i>Shigella</i>, <i>Staphylococcus aureus</i>, or indicator organisms such as generic <i>E. coli</i>, non-FD&C certified colors and undeclared wheats, oats, or corn, undeclared fish, unapproved additives, undeclared pistachios or almonds, undeclared soy (soybeans, soy protein, and soy flour), and undeclared dairy products, (milk, cream, dry milk, whey). Again, depending on the specific situation, amount of product distributed, extent of the product consumed, age, and health of the individuals exposed, other pathogenic organisms may also be considered in this classification.
Class III Recall:	Eating the product is not likely to cause serious health problems. Such as, adulterated, or mislabeled product that does not involve a health hazard would be given this classification. For example, undeclared certified colors (other than Yellow #5 and #6), undeclared sulfites (less than 3.7 mg per serving) and minor labeling problems (e.g., identification of a container as having 14 ounces of a product when it only contains 10 ounces of product).

7. Classification Notification Requirements

Classification	Criteria	Retrieval Level	Public Warning
Class I	There is a reasonable probability that eating the product will cause death or serious adverse health consequences .	Consumer or user levels (if possible), including retailers, foodservice suppliers, brokers, or distributors	Yes
Class II	There is a remote probability that eating the product will cause serious health problems; or products that could cause temporary, reversible health problems .	Retail and/or the foodservice supplier level, including any intermediate brokers or distributors.	Yes
Class III	Eating the product is not likely to cause serious health problems .	Retail or foodservice supplier level.	Sometimes
Unclassified & Voluntary Situation	A situation where no violations nor health problem is involved, that the incident will not place them under FDA guidelines.	Company criteria	Not necessarily required; per company discretion

N.B. Real situation interpretation of the Recall Classification is not always simple or straightforward. The Food and Drug Administration should be contacted when any doubt exists as to the classification of a specific situation.



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8. Recall Procedures Preparation

1. Every recall plan should contain step-by-step explanation of what to do when a product needs to be recalled. As outlined in this manual, the plan will help ensure that important steps are not overlooked during a potential time of emergency. Recall procedures should be readily available and should explain product coding, product traceability, and distribution records. Ensure that all necessary forms are readily available and up current, for easy retrieval during an actual recall.
2. The steps in any recall are similar for all products, however, will vary cases by case, and the Company should:
 - Identify the concern
 - Assemble the recall team (by email is or virtual / tele-conference is acceptable)
 - Notify your applicable regulatory agencies
 - Identify all products to be recalled
 - Segregate (put on hold) affected products that are in your control
 - Prepare a distribution list
 - Prepare a press release (if necessary)
 - Notify customers / distributors (informing them what to do with the recall products)
 - Control recalled products and decided what to do with them
 - Dispose of recalled products
 - Fix and prevent future cause of recall

See the **Recall Procedure Outlined in Section 3 of this manual and the Recall Procedure Checklist** to use when a recall occurs. The checks within this document will ensure that no steps during a recall have been overlooked.

9. Recall Plan Flow Charts

- Figure 11. illustrates the typical evaluation of complaints or conditions which may lead to a recall.
- Figure 12. outlines the various steps that will likely be taken in the event of a recall.

10. Recall Effectiveness

A company recalling a product is responsible for notifying all customers who bought the affected products. They should also verify that all customers have stopped the distribution of the affected products, and that all recalled products have been returned to the Manufacturers' control or other designated area as instructed in the recall notification.

To ensure all effected Customers, know of the recall, an **"Effectiveness Check" Figure 5 Status Check Questionnaire** can be downloaded and used to confirm the following:

- Verifying that all consignees have received the notification.
- Verifying that consignees have stopped the distribution of affected product.
- If the response from our consignees is less than 100%, then the recall should be deemed ineffective, and the recall strategy should be reassessed. Certain circumstances (e.g., amount of product returned vs. expected potential for consumption, shelf-life, etc.) may also require a reassessment of the recall strategy.
- All verifications shall be documented.



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Section 2: Trace-back Procedure

1. Notification

- 1.1 The initial notification of a potential health hazard can come from a variety of sources including the FDA, State Health Departments, regulatory notice, customers and employees, contractors, or suppliers (Chemicals, packaging, ingredients, raw materials etc.). In most cases, notification of potential foodborne illness or contamination from product in commerce will come from either the FDA or a State Health Department.
- 1.2 Regardless of the source, all food safety or health hazard inquiries should be routed immediately to the **Trace-back/Product Recall Coordinator (see Table 1) without exception, who assumes the responsibility for addressing the initial notification.**
- 1.3 Reception, Customer Service, Buyer, and Sales Personnel are trained to identify these calls and transfer them to the Trace-back/Product Recall Coordinator. If the Trace-back/Product Recall Coordinator is off site, reception will immediately locate the Trace-back/Product Recall Coordinator to apprise him/her of the situation.
- 1.4 In those instances when the Trace-back/Product Recall Coordinator is unavailable, **the alternate Trace-back/Product Recall Coordinator (see Table 1) will assume responsibility for addressing the initial notification.**

2. Fact and Data Acquisition

- 2.1 In the initial conversation with the FDA, State Health Department or customer, contractor, or employee, the Trace-back/Product Recall Coordinator will ascertain the available facts associated with the potential health hazard.
- 2.2 The **Customer Contact and Feedback Forms** (Figure 3, Figure 7) are used to organize the pertinent facts and create an official record of the issue. Regardless of where the issue originates, the Trace-back/Product Recall Coordinator or his/her designate will keep careful, detailed notes of the initial conversation and all subsequent activities associated with the trace-back/recall process.
- 2.3 To aid in the preparation of a final report and measure the effectiveness and timeliness of the response, the Trace-back/Product Recall Coordinator will gather information in **Recall Investigation Folder (hard copy / electronic if possible)**, and it should include the following:

Notification Information	Information about the person who made the complaint: • Name • Address • Telephone Number • Email • Photos of Cases/Labels etc. • Official recall notices • How the complainant stored and handled the product • Determine if illness or injury occurred – get as much details as possible • The number of people affected and their condition
Problem Details	• Describe the problem with the product (allergic reaction, illness, object in the product, chemical taste, etc.) and determine if it is a health hazard?
Product Details	• Commodity and size • Brand name • Packaging Type • Lot code • Sales Order No. or Purchase Order No. and dates • Sample of product



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Distribution Report	- The .RC Report – in Produce Pro - This report shows traceability (1) forward to customer and (1) backward to supplier with contact numbers
Any Related Records	- Shipping & Receiving Logs - Produce Pro WM system - handling traceability - Vendor Master and contact info.
Complaint Referred?	Has the complaint been referred by or to anyone else? - FDA, FSIS, DLA, Costamar, Vendor - Save all related notices
Notices to / Communications with Customers	- Records of any notices sent out - Copies of emails sent - Notes on telephone conversations etc.
Summary Report	- Provides a general <i>recall summary</i> detailing the types of information needed - An outline of the information generally collected is included in Figure 2.

- 2.4 If the notification is coming from the FDA or a State Department of Health, it is important to **determine the status of the investigation**. Owing to the perishable nature of many produce products, by the time a state or federal investigation of food safety mobilizes, the product may have moved through the distribution system and been consumed. This situation obviates a product recall but merits swift action to assist the governmental agency in their investigation, so that the cause of the health hazard can be identified and, if found to be a Company problem, corrected immediately.
- 2.5 The Trace-back/Product Recall Coordinator will also inquire as to whether other products are being investigated as a source of the health hazard and if other companies have been contacted. Often in the initial stages of a food safety or epidemiological study more than one potential source is under consideration. This is especially relevant when dealing with health hazards that trace to restaurants, catering companies or other public food providers. In these cases, cross contamination in the food preparation establishment or contamination by ill food handlers must be carefully considered.
- 2.6 If the potential health hazard is a physical or chemical rather than biological contamination, i.e., pieces of glass, metal, wood, or contamination with petroleum products or other chemical agents, the Trace-back/Product Recall Coordinator **should attempt to get a sample of the physical hazard** to assist in the internal investigation. The sample can be used in tracing the origin of the contamination, determining how the problem arose and developing procedures to mitigate future contamination.
- 2.7 Regardless of the nature of the potential health hazard (physical, chemical, or biological), the notification that a potentially widespread health hazard exists and is a concern to the FDA, State Health Department, or a customer, will trigger an internal investigation by the Company's Trace-back/Product Recall Team.

The summary for this phase of the process is as follows:

- Outline of the facts and circumstances related to the potential health hazard.
- Product codes and invoice numbers for product(s) in question.
- Initial evaluation of scope of problem and focus of FDA, State Health Department, or customer's ongoing investigative efforts.
- Key contact identification and phone numbers.
- Identification of information needed by investigating agency or customer.



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3. Recall File Records Document Control

- 3.1 Recall records saved for 2 years, or longer if the shelf life of product exceeds this time.
- 3.2 Recall records should be saved with the following date code or other similar easily retrievable filing methodology:
 - **Year, Month, Date, Product** (i.e., 2018 12 06 Bidart Apples could indicate a recall filed on December 6th, 2018, regarding Bidart brand Apples)
 - **Hard copy of the complaint is kept and filed using this number.**
 - **Electronic copy is also maintained using this numbering methodology.**
 - **Recall Coordinator maintains all records.**

4. Traceability

- 4.1 Prior to a recall, ensuring proper traceability of products involves good record-keeping procedures to ensure the Company maintains and can easily retrieve the information necessary to trace product forward to customer and back to supplier most quickly. Additionally, traceability procedures should show the route raw material took from supplier through production (if applicable) to the final product, and then on to customer/ distributor.
 - View the company **Traceability Program** for examples of the lot code definitions.
 - Lot code links the products received from each supplier to finished product codes and the customer.

5. Recall Distribution / Contact List

- 5.1 **Customer and Regulatory Recall notifications must be done in a timely manner, less than 24 hours**, whenever possible and should include contacting the appropriate regulatory agencies, providing, and contacting the product distribution chain supplier(s) (back) and consumer(s) (forward), as necessary.
- 5.2 Following are two types of contact notices that may issued:

Recall Notices	Press Releases
• Notify regulatory agencies • Notify Customers • Public Posting	• Generally oriented to notify consumers, but may be used to notify any affected party
- 5.3 The Company recall program should contain a list with the names, phone and fax numbers of the appropriate regulatory agencies, suppliers, and customers.
- 5.4 Contact the **current** FDA ORA Recall Coordinator, which can be looked at this website: <https://www.fda.gov/safety/recalls/industryguidance/ucm129334.htm>
- 5.5 After the initial notification, the FDA ORA Recall Coordinator or other regulatory authority should be updated throughout the recall process.
- 5.6 The **Recall Notice / Press Release should** include all relevant recall information. Considerations for preparing a press release include:
 - If needed, issuance of a press release should be a high priority and should be issued promptly.
 - The local FDA ORA Recall Coordinator should be consulted before issuance of a press release whenever possible.
 - All relevant information should be included in the press release (see sample templates).
- 5.7 Confirm receipt of the Notice of Recall with all accounts. A record of all account communications should be maintained.
- 5.8 **Supplier contacts** should be notified by appropriate means (telephone, fax, email, letter, etc.). It is recommended that a written recall notice be provided to all consignees and received from any consignees activating or providing notice that they are not affected by a recall.
- 5.9 **Customer contacts** should be notified by the most effective method available. If appropriate, a press release can be used to notify consumers who might not otherwise receive notice of the recall.



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- 5.10 **“Recall Distribution Report”** template is an example of the information required. It is best to have a database type system for easily retrieving these records forward and back, as quickly as possible.
- 5.11 The Company maintains the **“Recall Distribution Report”** in the **Produce Pro software warehouse management system**.
- A **“Recall Distribution Report”** can be run with to narrow down the report to only the applicable traceability information and all the required contact information is included. Be sure to include a copy of this report and detail which criteria was used to narrow down the results.

6. Identification of Implicated Products

- 6.1 It is the Company’s responsibility to ensure the identification of all products and quantities of products implicated in the recall. In addition, determination should be made if any other codes, brands or sizes of product handled by the company are affected; follow the **Recall Traceability Procedure .RC in Produce Pro.**
- 6.2 The **Recall Distribution Report** should also identify:
- Account name (consignees) that received the recalled product(s)
 - Account addresses
 - Contact names
 - Contact telephone numbers
 - Type of account (e.g., manufacturer, distributor, retailer)
 - Amount of product received/shipped
 - Product ship date(s)
 - Amount of product returned
 - Amount of product consumed

7. Assemble Traceback/ Product Recall Team

- 7.1 The **Trace-back/Product Recall Coordinator** will immediately review the facts and hazard status as determined from the communication with the notifying party.
- 7.2 The **Trace-back/Product Recall Coordinator** will then assemble the Trace-back/Product Recall Team to inform them of the potential health hazard and to initiate the product trace and accumulate pertinent production, harvesting, cooling, processing, quality, shipping, and sales information. Table 1 shows the members of the Trace-back/Product Recall team and their alternates.
- 7.3 The **specific responsibilities for these Recall Team individuals are outlined in the next section**. It is imperative that the Recall Team is composed of individuals who best know their area and product.
- 7.4 The ***Trace-back/Product Recall Coordinator has responsibility for coordinating and managing all aspects of the trace-back and recall activity.***
- 7.5 The coordinator will keep a log of all actions taken during the trace-back/product recall (Figure 9). This log will be used in the preparation of status reports and for measuring the effectiveness of the **Company’s** response.
- 7.6 It is understood that each representative on the Trace-back/Product Recall Team will use all the personnel and other resources available to them to carry out their responsibilities.
- 7.7 The Trace-back/Product Recall Team will trace the product back from the customer to the origin. If possible (based on the time interval from production/distribution to notification of the existence of the problem), an immediate hold will be placed on all suspect products in the Company’s control.



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- 7.8 All important documentation will be collected from Sales/Distribution including **invoices, bills of lading, pick tickets, transfers, receiving tags and export documents** (if appropriate). **Inventory listings and production and harvest schedules** will also be collected. The Trace-back/Product Recall Coordinator and the other Team members should assemble the necessary documentation and organize it by order. The Team members will also collect pertinent quality control and safety documentation (e.g., GAP, HACCP). If the product in question is a value-added product, then **raw product quality control documents, lot numbers, receiving information, HACCP verification logs and other process control documentation and finished product quality control logs** will be assembled and evaluated.
- 7.9 The Trace-back/Product Recall Coordinator will consider the need for external advice and services e.g., consultants, laboratories, lawyers, public relations/crisis management personnel, etc.

The summary for the initial trace activity is as follows:

- Notification of top management of the potential health hazard.
- Recall Team assembled and knowledgeable of situation
- Hold placed on product that might still be in VALLEY FRESH CUTS control
- Product in question traced to origin.
- Documentation in place to verify origination of product.
- Pertinent QC logs or receiving reports, process control logs, HACCP verification (if appropriate) and GAP audits assembled (if available).
- Outside technical, (e.g., PrimusLabs.com) public relations and legal experts appraised of situation.
- Suppliers contact details
- Customer contact details

8. Trace-back Review

- 8.1 The Trace-back/Product Recall Coordinator will reassemble the full Trace-back/Product Recall Team for a review of the Trace-back activity.
- 8.2 The review will include the results of the trace-back, a summation of the trace-back and safety-related documentation and any further communications between the Trace-back/Product Recall Coordinator and the investigating agency or customer.
- 8.3 This meeting will then move to a discussion and determination of next steps.
- 8.4 The issues to be decided include:
- Should current product sales be halted?
 - Is a recall, market withdrawal or stock recovery warranted?
 - If a recall is necessary, what classification, and what is the appropriate depth of recall?
 - If the FDA is not involved at this point, do they need to be notified?
 - What further steps does the Company need to take in its internal investigation?
 - Should the corporate insurance carrier be notified?
 - What is the message the Company wishes to convey to the media, customers, and employees?
- 8.5 Communications with the media, customers and employees is always a critical issue during a food safety or potential health hazard situation. It is important that the message be clear, concise, and factual. It is equally important that the company uses a **single spokesperson** so that the message stays consistent.
- The summary from this phase will be:
- A summation of the trace-back activity
 - Trace-back documentation from product back to the farm
 - A determination if a recall and its depth or other action is warranted.
 - A decision to notify the FDA (if appropriate).
 - A Company position statement to be used for public inquiries and for communication to other Company employees



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- A priority list for media responses

9. If A Product Recall Is Not Warranted

- 9.1 A product trace-back activity can have several different outcomes depending on the nature of the trace-back.
- 9.2 Most trace-back exercises **will not** be followed by a recall activity owing to the highly perishable nature of produce.
- 9.3 Indeed, the following are potential end scenarios of a trace-back investigation:
 - 9.3.1 It is determined that the nature of the potential hazard does not pose a public health risk. An example of this situation might be the detection of a pesticide (due to an inadvertent over-spray) not labeled for that product, but which is found in other foods and is at a level not above legal tolerance.
 - 9.3.2 Epidemiologists cannot unequivocally determine the source of the contamination.
 - 9.3.3 The Company product is found not to be the source of the contamination. An example might be the determination of cross-contamination at a restaurant by an ill food handler or from another food type.
 - 9.3.4 The Company product may or may not be linked to the contamination, but the time interval between the actual event and notification of the Company, precludes a recall since the perishable nature of produce means the product in question would have already been consumed.
- 9.4 In these instances when a recall is not appropriate, the focus of the Company efforts will be directed toward assisting investigating government agencies and/or customers in isolating the likely source of the contamination and evaluating mechanisms to prevent further occurrences.
- 9.5 The Trace-back/Product Recall Coordinator will continue to work with growers, suppliers, customers, vendors, and government agencies to establish the likely cause of the problem and develop preventative measures. This activity will culminate in a **final report** that will be reviewed with the full Trace-back/Product Recall Team. This report will also outline any changes that need to be made to the Company food safety program.



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Section 3: Recall Procedure

Recall Procedure

1. Should circumstances warrant a product recall, an **immediate hold** will be placed on all products that may be potentially contaminated or deemed unsafe to consume.
2. The Company will clearly label all products still in the company's possession as '**On Hold**' and place them in an area of the storage facility where they cannot be mistakenly distributed.
3. For product outside the company's possession, the Company will instruct the customer to isolate the product and clearly label the product as 'On Hold'.
4. The Company will tabulate product on hold and evaluate relative to the total amount of potentially contaminated distributed product.
5. The Company will strive to recover as much product as possible.
6. A **recalled product inventory/ distribution log is illustrated in Table 2.**
7. The Trace-back/Product Recall Team will assist FDA and/or other investigative agencies in obtaining samples for microbial or chemical testing.
8. **Company employees will be present during sampling. Duplicate samples will be taken, and the Company will engage a certified analytical laboratory (e.g., PrimusLabs.com) to replicate any tests performed in government laboratories.**
9. Product disposal will be supervised by the Company designates in conjunction with the FDA or appropriate state health departments.
10. The Trace-back/Product Recall Team will determine whether to ship the product to a central site for disposal or to dispose of product at multiple sites based on the characteristics of the potential hazard.
11. The Company will move quickly to notify appropriate government agencies (FDA and State public health departments) and affected customers.
12. The Trace-back/Product Recall Coordinator will notify and liaise with the appropriate regulatory agencies while the sales and marketing representatives on the Trace-back/Product Recall Team will notify customers that may have received the contaminated product by telephone.
13. The Company representative who calls/ contacts will note the date, time and name of the person contacted. A form **Customer Contact Form** can be used to help guide this telephone call is included as **Figure 3. Fax or by e-mail using the Recall Communication Letter formatted similarly to Figure 4** to follow up all telephone calls.
14. The Trace-back/Product Recall Coordinator will keep a copy of this written confirmation letter and the telephone record on file.
15. Additionally, a **Status Check Questionnaire (Effectiveness Check) (Figure 5)** will be sent with the follow up letter. The customer will be asked to fill out this questionnaire as soon as possible and return it to the Company. The data collected from this form will assist the Company's efforts in tracking the product.
16. Throughout the Recall process, the Trace-back/Product Recall Team will:
 - Update relevant information pertaining to the trace-back and recall
 - Analyze incoming information and update Company Management
 - Communicate with Company customers and employees regarding the recall status
 - Update Company suppliers and business partners regarding the recall activities
 - Develop messages and strategy for dealing with public/media concerns
 - Assist in product recovery/disposal activities
 - Assist FDA or other appropriate public health agencies in the outbreak investigation.



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Internal Control of Recalled Product

1. Following the **Hold and Disposition of Product SOP** Procedures, the company will hold, quarantine, freeze in the system, remove from distribution, and destroy any product, as needed.
2. All affected product returned will be clearly marked with a HOLD sign, not for sale or distribution, marked and stored in an area that is separated from any other food products.
3. All quantities and identification codes shall be documented to assist in the reconciliation of product amounts using the **Figure 5 Status Check Questionnaire**.

Removal

1. All reasonable efforts must be made to remove affected products from commerce.
2. Products in commerce should be detained, segregated, and handled in a manner determined by the recalling supplier or regulatory authority.
3. Products that are still in the recalling facility control (e.g., inventory located onsite, in transit, in off-site storage, and in offsite distribution) should be placed On-Hold and segregated.
4. All quantities and identification codes shall be documented to assist in the reconciliation of product amounts using the **Figure 5 Status Check Questionnaire**.

Product Disposition

The final disposition of the recovered product must be determined. If requires, the final disposition must be reviewed and approved by the regulatory agency. Possible outcomes may include:

1. **Redirection:** Products may be redirected for uses other than human consumption.
2. **Destruction:** Products determined to be unsafe for human consumption may be destroyed or denatured and disposed of by appropriate means.
3. **Recondition:** Products may be reworked to remove the safety risk. For example, relabeling a product to declare an allergen originally omitted from the label.
4. All quantities, identification codes, and disposition shall be documented.

Termination and Summary

1. Termination of the recall may be considered after all reasonable efforts have been made to remove the affected products from commerce, including reconciliation, recall effectiveness, and disposition.
2. If required, a termination of the recall may be requested by submitting a written request to the regulatory authorities.
3. Once the product recall has been **concluded** and the product in question disposed of, the Trace-back/Product Recall Coordinator will prepare a **Summery Report summarizing the events of the trace-back and recall activities (Figure 10)**. This report will include an evaluation of the efficiency of the Company's response and recommend any improvements that might be needed.

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Figure 1. Trace-back/Product Recall Flow Chart

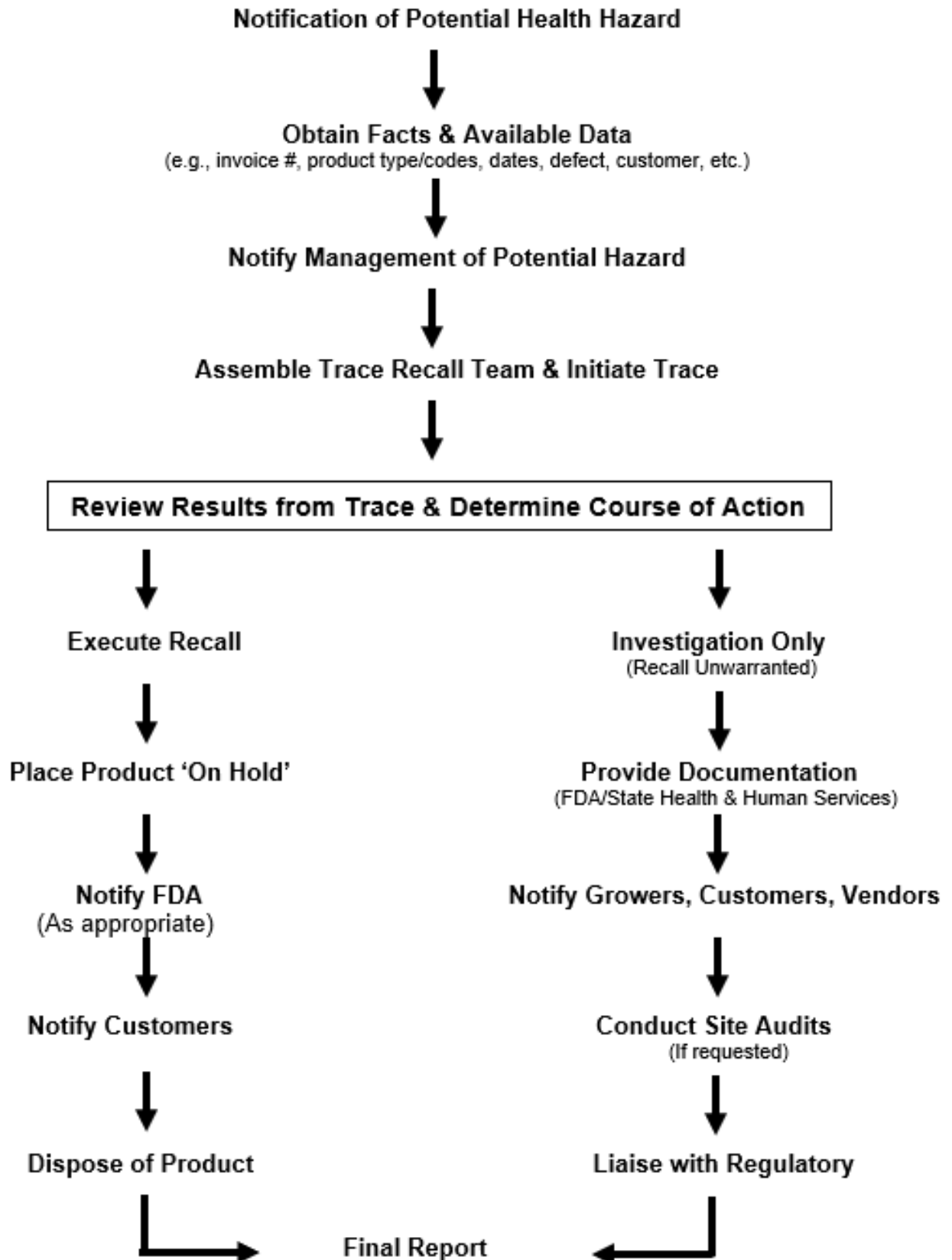
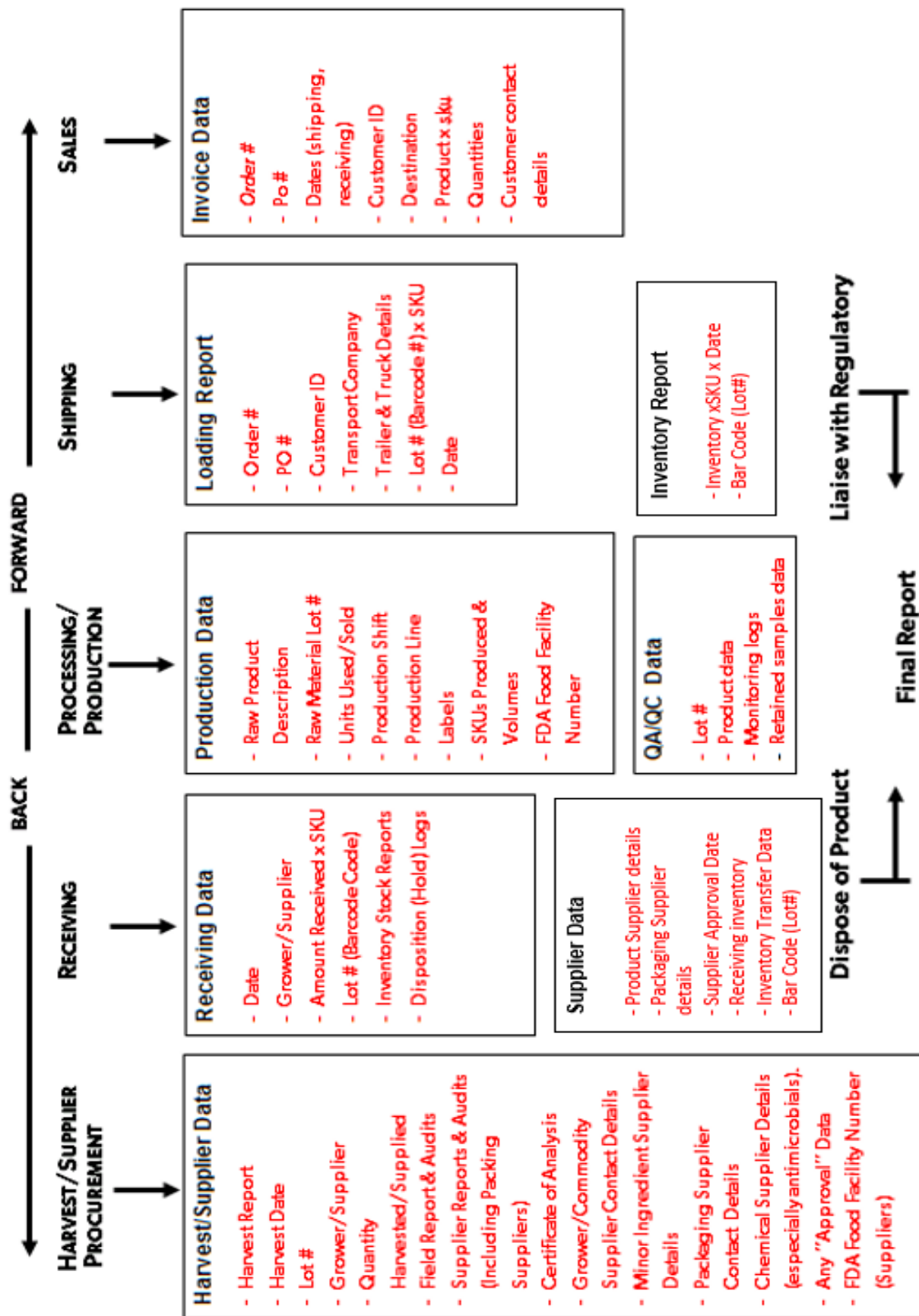


Figure 2. Examples of Documentation Required for Product Trace-back & Forward





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Section 4: Mock Recall Procedure

1. Mock recalls test a company's ability to recall products without recalling them.
2. Mock recalls should be tested on a regular basis, **at minimum twice annually**.
3. The Recall coordinator shall assign a mock recall scenario and activate the recall and provide notice to the Recall Team.
4. **Mock recalls are conducted following the outlined procedures of:**
 - **Section 2: The Trace-back and Trace-forward Procedure**
 - **Section 3: Recall Procedure**, without contacting the customer or the suppliers or removing the products from distribution.
5. The goal is to be able to identify every affected lot, know exactly where it is within the facility and be able to effectively trace the product forward (to customer) and backward to (supplier) most quickly.
6. Again, DO NOT call, email, or contact the supplier or customer.
7. Using **Figure 10 the Mock Recall Summary Form**, document the outcome of each Mock Recall:
 - Check records, responsibilities, committee lists, forms, distribution reports, etc. and make sure that all components required for a recall are working properly.
 - Verifying communication systems (e.g., contact information, test emails and faxes, etc.) to outside contacts.
 - Results of the practice must show that a food facility is able to handle a recall situation, with a 95-100% efficiency rating to recall affected product as quickly as possible.
 - If deficiencies are identified, correct the problems, and retest the program with another mock recall.
 - Include what went well during the mock recall and what didn't go well, e.g., identify areas of improvement to increase efficiency. Document this in the deviation section of the Mock Recall Exercise record.
8. Upon completion, modify the **Recall Plan** (this document) as needed to correct any problems encountered during the test and note these changes in the **Recall Verification & Document Control Monitoring** section.
9. Records of these mock recalls will be documented and filed appropriately.
10. Remember, a Mock Recall can be an eye-opener if the Company discovers they are not as prepared as they thought, "Practice makes Perfect," the Company wants to be ready in the event of a Recall.

Section 5: Individual Responsibilities of Product Trace-back/ Recall Team

Traceability/Product Recall Coordinator

1. Upon receiving information that the Company product may pose a potential health hazard to consumers, or may be defective, the Product Trace-back/Recall Coordinator and the Product Trace-back/Recall Team will immediately begin investigating the suspected product and the events leading to its suspected status. They will determine if the product(s) is indeed a potential health hazard to the consumer.
2. Informs the Company Management immediately, presents all factual data regarding the suspected product, and keeps them informed as events unfold regardless of whether a recall will become necessary or not.
3. Keeps an official **Traceability/ Product Recall Information Form** record of all activities related to the trace-back activity and recall should events move to that level (Figure 8).
4. Obtains and interprets all pertinent data and communicates directly with the Management of the company and all other appropriate individuals on the Trace-back/Product Recall Team.



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- Obtains all pertinent production data necessary for the suspected product(s) recall from the Processing/Packinghouse Manager and Production Supervisor.
 - Provides the Shipping/Receiving Manager with the suspected product (s) code date and any other required information necessary for the hold, trace-back or recall.
 - Obtains an inventory of the suspected product(s) that may remain at the Company cold storage/distribution facilities from the Shipping/Receiving Manager and a complete list of clients who were shipped suspected product(s) from the Processing/Packinghouse Manager and/or the Sales Manager.
5. Is the primary contact if it becomes necessary to involve the FDA in the product(s) recall. FDA notification of your intent to initiate a product recall must include:
- Identity of the product involved.
 - Reason for the removal or correction, and the date and circumstances under which the product (s) deficiency or possible deficiency was discovered.
 - Evaluation of the risk associated with the deficiency or possible deficiency.
 - Total amount of suspected product produced and/or times span of the production.
 - Total amount of the suspected product estimated to be in distribution channels.
 - Distribution information, including number of direct accounts and, where necessary, the identity of the direct accounts.
 - A copy of the firm's Recall Communication if any has been issued, or a proposed communication if none has been issued.
 - Proposed strategy for conducting the recall.
 - FDA Food Facility Registration Number (sometimes referred to as the FDA Food Security Registration Number).
 - Name, title, and telephone number of the firm official who should be contacted concerning the recall.
6. Shall prepare recall status reports as well as a final report at the conclusion of the recall process. See Termination of a Recall (CFR 21, Pg. 26221, Part 7.55 (a) & (b)) for these requirements.
7. Provides the Processing Facility/Packinghouse Manager, the Shipping/Receiving Manager, Production Supervisor and/or Company Accounting with a Purchase order number, code date or lot number of the suspected product(s) and obtains all the pertinent Production data necessary for the product(s) recall to the Trace-back/Product Recall Coordinator.

Processing Facility/ Production Supervisor

1. Utilizing the code date of the suspected product(s) and appropriate production forms, obtains all the pertinent production data necessary as quickly and as accurately as possible for the Trace-back/Product Recall Coordinator.
2. The time, day(s) during which the suspected product(s) was processed and/or packed.
3. The affected lot(s), location(s), ranch (es) and production block(s).
4. The total volume of finished product cases manufactured.
5. Process data, HACCP verification logs, sanitation logs, raw and finished product QC evaluations, production shift, trans-shipment information.
6. Any special orders, their total and individual finished product volumes (cases), and the lot(s), locations(s), ranch(s), and block(s) where they were harvested.
7. The different types of cases and case sizes and identification markings utilized and their individual finished product volumes (cases, pallets, etc.).
8. All pertinent product codes/use by dates used and affected labels.
9. Provides the information gathered under item 1 to the Trace-back/Product Recall Coordinator as it is retrieved.



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Shipping/Receiving/Distribution Manager

1. Utilizing the code date, purchase orders and the appropriate shipping forms, determines the following information as quickly and as accurately as possible:
 - The current location(s) and total volume (cases) of all suspected product(s) within Company cooler/distribution facilities.
 - The total volume (cases) of suspected product(s) shipped to each client based on packing lists and bills of lading.
 - If a raw material issue, then the total volume (cases) of suspected raw material that might still exist in inventory.
 - Has all suspected product(s) within Company distribution facilities gathered, isolated, and then tagged "Hold - Do not Ship." Any suspected raw materials should also be placed on hold.
 - Provides the information gathered under item 1 to the Trace-back/Product Recall Coordinator as it is retrieved.

Sales Manager

1. Based on purchase orders and the data provided by Shipping/Receiving/Distribution Manager and other appropriate ordering and shipping forms, co-ordinates the sales staff to contact all clients who received shipment of suspected product(s). Informs clients of the Trace-back/Recall effort in progress first by telephone (Figure 3) and confirms by the facsimile transmission of a Recall Letter (Figure 4) and follows-up with telephone calls verifying the receipt of the recall letter.
2. If the customer is distributing the suspected product(s), have the customer utilize the code date and their own appropriate shipping forms to determine the following information, and perform the following tasks as quickly and accurately as possible:
 - The current location(s) and total volume (cases, pallets, etc.) of all suspected product(s) within the client's cold storage, dry storage, and distribution center(s).
 - The total volume (cases) of suspected product(s) shipped and a list of affected clients.
 - The individual total volume (cases) of suspected product(s) shipped to each client.
 - Have the client(s) cease all further distribution of the suspected product(s).
 - Have the client(s) gather and isolate all suspected product within their cold holding facility
 - Work out the necessary arrangement with the client(s) to return suspected product(s) to the Company or dispose of it in an appropriate manner. If the decision is made to dispose of the suspected product(s), Company must send a representative of the company to verify the appropriate disposal of the product. Photographic evidence thereof, or photos and landfill receipts provided by the client shall evidence and verify the appropriate disposal of the suspected product(s).
3. If the customer is **not** distributing the suspected product(s), have the client utilize the code date and/or purchase order and their own appropriate receiving forms to determine the following information and perform the following tasks as quickly and as accurately as possible.
 - The current location(s) and total volume (cases, pallets, etc.) of all suspected product(s) within the client's store(s).
 - The total volume (cases) of suspected product(s) sold at consumer level.
 - Have the client(s) cease all further distribution and use of the suspected product(s).
 - Have the client gather and isolate all suspected product(s) within their store(s) and tag it, " Hold - Do Not Use."
 - Work out the necessary arrangements with the client to return the suspected product(s) to the Company or dispose of it in an appropriate manner. Once the decision is made to dispose of the suspected product(s), if needed, the Company will send a representative from the company to verify the appropriate disposal of the product. Photographic evidence thereof, or photos and landfill receipts provided by the client shall evidence and verify the appropriate disposal of the suspected product(s).



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- Provides the information gathered under items 2 and 3 to the Traceback/Product recall Coordinator as it is retrieved.
- Recall effectiveness checks may be carried out by telephone calls, facsimile transmissions, or personal visits as often as is necessary to accomplish their intended purpose. The objective of the follow-up is to verify that all the consignees are taking the appropriate actions and that all, or as much as is humanly possible, of the suspected product(s) has been accounted for.
- Sales department should ensure that the customer contact details are both up to date and available to all key members of the recall team. Contact details should either be in the recall program file or referred to in the texts of the recall file.

Quality Assurance/Food Safety Supervisor

- Assists the Processing Plant/Processing Manager with the gathering of Quality Control data:
 - Incoming raw material and final product QC evaluations
 - Process control (monitoring) data/logs (e.g., pH, chlorine or ORP, temperature, etc.)
 - Transfer dates, timing, etc.

Procurement/Buyer Manager

- Maintains and can access the following records as quickly as possible:
 - Up-to-date contact details of all suppliers that are used for both product and packaging materials.
 - Records that show any supplier approval system documentation (letters of guarantee, certificates of analysis, third party audit information).
- An inventory of goods received and their subsequent transfer to the production process.
- Informs supplier(s) of their involvement in a recall process.
- Aids and advice if the recall issue is traced back to the raw materials that are used to produce the products.
- Is the contact point for the supplier(s), if the supplier is the point of origin for a recall (i.e., a trace forward recall).
- Provides the information gathered under item 1 to the Trace-back/Product Recall Coordinator as it is retrieved.

Management

- The Company Management bears the ultimate responsibility for determining the necessity for a product recall. This decision should be made with the input of the Trace-back/Product Recall Team and legal counsel. Upon being informed that a Company product poses a potential health hazard to consumers, the Management of the company will work directly with the Trace-back/Product Recall Team to determine the necessity for a product(s) recall, its interim classification and depth.
 - Instructs the Trace-back/Product Recall Coordinator to initiate a recall.
 - Maintains contact with legal counsel throughout the recall process.
 - Works with legal counsel, the Team, and the PR firm to develop press releases/public statements.

Recall/ Emergency Action Team

Using the Hazard Analysis procedure, the responding Recall Coordinator shall investigate to determine the classification of any potential hazard and will establish whether additional actions are to be taken regarding activation and notification of a recall. Alternate Recall Coordinators provide support, as assigned, and shall be authorized by a Primary Recall Coordinator, if needed. The acting Recall Coordinator will record all actions taken from the commencement of an investigation until the recall or withdrawal is officially closed.

Valley's Recall Team represents various components of the Company's traceability requirements:



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Primary Recall Coordinators:	Claudia Luna Food Safety & Compliance Manager M: 323.926.0984 O: 213.627.8736 ext. 1332	Carrie La Londe CEO/ Owner M: 213.256.9055 O: 213.627.8736 ext. 1254
	Recall Email: foodsafety@valleyproduce.com	
Recall Support Coordinators:	Jorge Ayala VP of Ops O: 213.627.8736 ext. 3013 M: 562.310.9345 Jorge.Ayala@valleyproduce.com	
	Ted Reese Director, I.T. and Business Process M: 213.627.8736 txr@valleyproduce.com	Jaime Munos Fleet and Facilities Manager M: 213.864.3581 O: 213.627.8736 Jzm@valleyproduce.com

Responsibilities:

- | | | |
|--|---|---|
| ☐ Recall Coordinator | ☐ Operations | ☐ Marketing |
| ☐ Customer Service | ☐ Production | ☐ Food Safety Management |
| ☐ Public Relations | ☐ Vendor Procurement | ☐ Human Resources |
| ☐ Distribution and Supply Chain | ☐ Quality Assurance | ☐ Management |
| ☐ Information Technology | ☐ Legal Counsel | ☐ Sanitation |

The Recall Committee supports recall requirements, as assigned, and frequently reviews these roles and tasks prior to a recall event to avoid confusion during an actual recall. These outlined roles and responsibilities are found in Appendix D of the Company Recall Program.



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Recall Team and Responsibilities List

Name:	Title/ responsibilities description
Claudia Luna Food Safety & Compliance Manager Carrie La Londe CEO	Trace-back/Product Recall Coordinator Upon receiving information that VALLEY FRESH CUTS product may pose a potential health hazard to consumers, will immediately begin investigating the suspected product and the events leading to its suspected status, and inform Management immediately. Obtains and interprets all pertinent data and communicates directly with the Management of the company and all other appropriate individuals on the Trace-back/Product Recall Team. Is the primary contact if it becomes necessary to involve the FDA in the product(s) recall FDA notification of your intent to initiate a product recall
Manager(s): Jesus Valdez Jorge Pulido, Floor Supervisors	Shipping/Receiving/Distribution Manager Utilizing the code date, purchase orders and the appropriate shipping forms, determines the following information as quickly and as accurately as possible: Has all suspected product(s) within distribution facilities gathered, isolated, and then tagged "Hold - Do not Ship" Any suspected raw materials should also be placed on hold. Provides the information gathered under item 1 to the Trace-back/Product Recall Coordinator as it is retrieved.
Carrie La Londe CEO/ Owner	Sales Manager Based on purchase orders and the data provided by Shipping/Receiving/Distribution Manager and other appropriate ordering and shipping forms, co-ordinates the sales staff to contact all clients who received shipment of suspected product(s). Informs clients of the Trace-back/Recall effort in progress. Sales department should ensure that the customer contact details are both up to date and available to all key members of the recall team
Jesus Valdez, Floor Manager	Quality Assurance/Food Safety Supervisor Assists the Processing Plant/Processing Manager with the gathering of Quality Control data
Carrie La Londe Sales Personnel	Procurement/Buyer Manager Maintains and can access all procurement record, Informs supplier(s) of their involvement in a recall process. Is the contact point for the supplier(s), if the supplier is the point of origin for a recall (i.e., a trace forward recall).



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Recall Procedure & Mock Recall Assigned Responsibilities: Appendix A

Valley Assignments of Recall Tasks (includes, but not limited to the following)

Assignment

1. Management of the Recall: **Claudia Luna, Food Safety and Compliance Manager** is responsible for the coordination of all recall activities.
2. Assemble the Recall Committee: **Claudia Luna, Food Safety and Compliance Manager** is responsible for communicating the decision to recall to the members of the Recall Committee and that each member knows their responsibilities.

Evaluation

3. Management Approval of the Recall: **Caroline La Londe, CEO** is responsible to decide if the recall should go forward.

Identification

4. Create a Product Recall Log: **Claudia Luna, Food Safety and Compliance Manager** is responsible for creating and maintaining a product recall log to document all events, when they occur and the company's response to each.
5. Identify all Products to be Recalled: **Claudia Luna, Food Safety and Compliance Manager** is responsible for identifying all products which need to be recalled.

Notification

6. Notify the Appropriate Regulatory Authority: **Claudia Luna, Food Safety and Compliance Manager** is responsible for notifying the appropriate regulatory authority (use the contact information in the Recall Plan). Contacts shall only be made through the designated committee member.
7. Recommended information to be submitted can be found in the FDA guidance document at: <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129259.htm>
8. Prepare the Press Release (if required): **Carrie La Londe, CEO** is responsible for the recall press release if the decision to prepare a press release is made. Considerations for preparing a press release include:
 - Issuance of a press release should be the highest priority and it should be issued promptly.
 - Consult with your local District Recall Coordinator before issuance of a press release whenever possible.
 - If the company decides to prepare the press release, include all relevant information (see sample templates in Appendix B)
9. Prepare the Distribution List: **Claudia Luna, Food Safety and Compliance Manager** is responsible for preparing the recalled product distribution list. The FDB distribution list template requests account type, name, address, phone number, and contact name.
10. Prepare the Notice of Recall: **Claudia Luna, Food Safety and Compliance Manager** is responsible for preparing the written notice includes all recall relevant information (see FDA Guidance for Written Recall Notification Letters in Appendix).
11. Distribute the Notice of Recall: **Claudia Luna, Food Safety and Compliance Manager and (electronically) Ted Reese, VP of IT** are responsible for distribution of the Notice of Recall to all accounts that received the recalled product. Responsibilities include:
 1. Confirm receipt of the Notice of Recall with all accounts.
 2. Contact accounts that have not responded to the request for conformation.
 3. Maintain records of the account communications.



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Removal

1. Detain and Segregate all Products to be Recalled which are in your Firm's Control: **Each Facility Manager (separately) based on receipt of Recall Notice** is responsible to ensure that all products to be recalled in the firm's control are not distributed (identify, detain, and segregate products on-site, in transit, off-site storage, and off-site distribution).
2. Control the recalled product(s): **Claudia Luna, Food Safety and Compliance Manager** is responsible for ensuring that recalled products do not re-enter commerce.

Responsibilities include:

- a. Quarantine and clearly identify recalled products.
 - b. Reconcile quantities, identification codes, and monitor recalled products.
 - c. Document the returned products.
3. Decide what to do with the recalled product(s): **Claudia Luna, Food Safety and Compliance Manager** is responsible for determining the action to be taken on the recalled product (destruction, reworking, and redirection). Other related responsibilities include:
 - d. Determine if the regulatory authority requires actions such as witnessing destruction of the recalled product.
 - e. Verify that the action taken has been effective.
 - f. Document the action(s) taken.
 4. Verify Recall Effectiveness: **Claudia Luna, Food Safety and Compliance Manager** is responsible for verifying the effectiveness of the recall. Responsibilities include:
 - g. Verify that distribution of recalled products has ceased.
 - h. Verify that all consignees at the recall depth specified by the recall strategy have received notification about the recall.
 - i. Verify that consignees have taken appropriate action.
 - j. Document all verifications.

Table 1. Trace-back/ Product Recall Contact Information

Recall Committee and Key Personnel Contact Information The contact information including phone number, fax number, email address, and alternate 24/7 information of all committee members, their alternates, and "outside" key personnel should be confirmed and updated as often as necessary to assure accuracy.

- Recall Committee (24/7) i. Food Safety and Compliance Manager..... ii. Alternate Committee Members.....	Claudia Luna, 213.627.8736 ext. 1332 Carrie Burrell, 213.627.8736 ext. 1254 Jaime Munoz, 213.627.8736 Emergency Contact List.
- Regulatory Contacts i. CDPH Emergency Contact..... ii. FDA District Recall Coordinator..... iii. USDA (if applicable) ...	1-800-807-6755 - Los Angeles County George Decker, Health Communications Specialist (949) 608-3524 george.decker@fda.hhs.gov - If a food establishment operator suspects that any products that are regulated by the FDA have been subject to tampering or criminal or terrorist action, then he/she should notify: The 24-hour emergency number at 301.443.1240 or call the local FDA District Office. FDA District telephone numbers are listed at: http://www.fds.gov/ora/inspect-ref/iom/iomoradir.html. The operator should also notify the local law enforcement.



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- Technical Consultants i. Food Safety Consultant(s) ii. Information Technology (IT)..... iii. Legal Counsel.....	Debra Garrison Director of Sales & Marketing Western Region (805) 922.0055 ext. 133 ; (805) 922.2462 (fax) - Ted Reese, 213.627.8736 ext. 1274 - Cameron Thomas, 213.629.7609; 213.624.1374; c.thomas@mpglaw.com
Distribution Chain Contacts	See produce pro database for distribution contact list information.
- Associated Press i. Los Angeles Bureau..... ii. Internet.....	http://www.ap.org/states/california/BureauContacts.html http://www.ap.org/California/
Secondary Language Media Contacts (e.g., radio, TV, print, etc. to reach appropriate ethnic populations)	
Carrie La Londe	

DLA Troop Support, School Contracts, Communication Instructions: Appendix C

A. For DLA Troop Support/ DOD Contract products, if a product recall is initiated by the USDA or FDA, the Contractor, or the Contractor's supplier or manufacturer, the Contractor shall follow the procedures as outlined below:

1. Immediately notify the following personnel:

- a. Customers that have received the recalled product.
- b. DLA Troop Support Contracting Officer.
- c. DLA Troop Support Account Manager.
- d. DLA Troop Support Customer Safety Officer at (215) 737- 2922.

2. Provide the following information to the DLA Troop Support Consumer Safety Officer:

- a) Reason for recall
- b) Type of recall, i.e., Type I, II or III.
- c) Description of product.
- d) Amount of product.
- e) List of customers that have received product.
- f) Name and phone number of responsible person (Recall Coordinator).

3. The Contractor shall provide a Final Status Report of Recall, when completed, to the DLA Troop Support Consumer Safety Officer.

4. At the discretion of the affected customers, the Contractor shall either replace at no additional cost or adjust the invoice quantity for any recalled product.

B. In the event of a DoD All Food and Drug Acts ("ALFOODACT") notification resulting from a product recall, the Contractor shall provide the following information within 72 hours after recall notification (ALFOODACT) to their Contracting Officer (KO), Contracting Specialist, Tailored Vendor Logistics Specialist (TVLS) and/or Contracting Officer Representative (COR). Additionally, this information will be sent to the DLA Troop Support Subsistence Food Safety Office at dscpcnssafofc@dla.mil:

- 1. ALFOODACT 201X-XXX
- 2. DLA Contract Number:
- 3. Unit of Measure
- 4. Quantity Currently in Stock:
- 5. List of customers that received product AND (a-h) for each customer:
 - a) Customer name and location:
 - b) DLA Purchase Order Number:
 - c) Vendor Invoice Number:
 - d) Item Stock number (LSN, NSN):
 - e) Quantity Shipped
 - f) Date Shipped:
 - g) Value of Affected Product:
 - h) Amount of credit due:



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Section 6: Model Forms



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Figure 3. Customer Contact Form

Date:	Time: ☐ am/ ☐ pm	☐ By phone ☐ Personal Visit
Contact Name:	Title:	
Company:		
Email Contact:		
Additional Telephone #s:		

Subject: Product Hold and/or Recall Notification via Telephone or Personal Visit

This is **(Name of Marketing/Sales Interview)** with Valley, I am calling to notify you have that we are requesting that you isolate and hold **(product name and description, including the code date)**. We are calling all our customers that might have received **(product name and code date)**. We currently believe that this product may represent a public health hazard. We believe the product **[ISSUE] (e.g., may have an illegal pesticide residue [NAME], be contaminated with a pathogenic microorganism [NAME], etc.)**. Please clearly mark the product as on hold and do not distribute this product under any circumstances. Valley will contact you within the next few days with further information regarding compensation for the product and whether to return the product to Valley or to an alternative site for disposal. If you will allow me, I have a few questions to ask you regarding this product hold and/or recall.

1. Did your firm receive shipments of the product being recalled?
(If the answer is **NO**, interviewer go to the closing statement). ☐ Yes ☐ No
2. Do you have any of the recalled products on hand?
Please check your inventories before answering. This is very important. ☐ Yes ☐ No
3. How much product do you have in inventory? Qty.:
4. If the answer to question 2 is **YES**, do you intend to return the product to Valley if requested? ☐ Yes ☐ No
5. If the answer to question 4 is **NO**, please explain your intentions:
6. Have you received any reports of illness or injury related to this product? ☐ Yes ☐ No
7. If the answer to question 6 is **YES**, please provide details:

Closing Statement:

Thank you for your cooperation in this matter. We will follow up this telephone conversation with a written notification and a Status Questionnaire. Please fill out the Questionnaire and return it to Valley as soon as possible. Instructions are provided with the Questionnaire.

We will be back in touch with you as soon as possible with information regarding the disposition of the product. If you have any questions, please give us a call.

Name of Valley caller _____



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Figure 4. Recall Communication Letter

Date:	Address:
Customer Name:	Fax/ Email:
Recall Contact:	Additional Telephone #s:

Recall Notice: **Description of Product Recalled.**

Valley, is voluntarily recalling **(product name)**, **(container size)**, etc. Valley distributed this product, which may be distributed under the manufacturer's labels. Enclosed is a copy of the original customer invoice, listing the quantity of product shipped to you on **(date)**, the product label: _____ and the code date: _____ which is located _____ on the package (box).

The **[classification category]** recall is being initiated following the discovery of **[issue: _____]** (e.g. detection of an unregistered pesticide, **[name: _____]** by our pesticide residue analysis-testing program/a potentially pathogenic microorganism, **[name: _____]** by our microbial screening program) in our **[product name and description: _____]**. Our concern is that your company has received or may have received similarly contaminated product. Consumption of this product by consumers represents a potential health hazard.

Valley requests all consignees (wholesalers and retailers) to hold and discontinue selling their existing stock of this product. Please contact Valley at telephone **(###) ### - ####** and ask for **[Recall Coordinator/Contact Name]** for instructions regarding returning or destroying any remaining inventories of the recalled products you may have. If you have redistributed or sold this product to other retailers, please notify your clients as to the status of this product and whom they may contact for further information at Valley.

Enclosed is a recall effectiveness questionnaire. We are requesting that you complete it promptly and return the questionnaire by email to **[email address]** or fax transmission **(###) ###-####**. If you have any questions regarding this request, please call **[Recall Coordinator/Contact Name]** at telephone number **(###) ### - ####**.

Thank you for your cooperation in this matter.

Sincerely,

NAME

TITLE



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Figure 5. Status Check Questionnaire By E-mail or Fax Transmission

Date

To: Name, Title, and Company: _____

From: Valley Fruit & Produce Company

FAX/E-mail: _____

Subject: **Recall Effectiveness Check**

Product Recall: **Product / Recall Description**

Please read each question, check the appropriate answer, and return immediately.

Name: _____ Title: _____ Date: _____

1. Did your firm receive notification that Valley is requesting a product hold and/or recalling its (product name and description) product? ☐ Yes ☐ No

2. Who contacted your firm and when? Name: _____ Date: _____

3. Did your firm receive shipments of the product being placed on hold and/or recalled? ☐ Yes ☐ No

4. Do you now have any of the recalled products on hand? Please check your inventories before answering. This is very important. ☐ Yes ☐ No

5. If the answer to question 4 is **YES**, do you intend to return the product to Valley if so requested? ☐ Yes ☐ No

6. If the answer to question 5 is **NO**, please explain your intentions: _____

7. How much of this product do you currently have on hand? Qty.: _____

8. Have you distributed this product to any of your customer ☐ Yes ☐ No
If the answer to question 8 is YES, to whom (name, address, telephone) and how much? Attach a separate sheet if needed.

9. Have received any reports of illness or injury related to this product? ☐ Yes ☐ No
If the answer to question 7 is **YES**, please provide details. _____

Return Immediately to:	COMPANY NAME
	COMPANY ADDRESS NAME
	FAX NUMBER EMAIL



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Figure 6. Media Request Form

This form is to be used if a member of the news media requests an interview via telephone, facsimile, e-mail or in person. This information should then be transmitted **to NAME and/or ALTERNATE NAME** for review **prior** to granting the interview. NAME (Media Firm) will review the request; research the author about their history/experience in covering food safety issues and provide direction prior to conducting the interview.

Date: _____ Time: _____

Valley Employee Contacted: _____

Person Requesting Information: _____

Organization Represented: _____

Deadline: _____

Type (e.g., newspaper, radio, television, trade publication, magazine, etc.): _____

How is the interview to take place? _____

Is background information required? _____

General (e.g., scope of article, angle, etc.): _____

Forward To:	NAME	PHONE NUMBER
	MEDIA FIRM	FAX NUMBER



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Figure 7. Customer Feedback Form

Date: _____ ☐ AM ☐ PM Time: _____ ☐ Yes ☐ No

Feedback From: _____ Of: _____

Address: _____ Telephone: _____

Product description: _____

Where was product purchased: _____

Amount of Product involved: _____

Product Code: _____ Date: _____

Issue: _____

Call Back Needed: ☐ Yes ☐ No Date: _____

☐ Letter	☐ Money Back	☐ Coupons	☐ Notify Managers	☐ Investigate
			☐	☐
			☐	☐

Managers' Notified: _____

Investigative Findings/Comments: _____

Action taken to correct issue and to prevent its recurrence: _____

Signature: _____ Date: _____



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Figure 8. Trace-back/Product Recall Information Form

Date/time of notification or complaint: _____

Notification or complaint made by: _____

Telephone number/fax/e-mail of contact: _____

Agency or Company Activated: _____

Address: _____

Product description/label: _____

Date(s) of occurrence? _____

Purchase Order/Invoice Number(s): _____

Product Code(s) or Use by Date(s): _____

Amount of product involved _____

Type of health hazard: _____ Sample (physical/chemical) _____

Number of people affected/condition? _____

Location(s): _____

Status of Agency investigation: _____

Are other products/grower/shippers involved? _____

If so, what/who? _____

Are food handlers or other cross contamination points considered? _____

Are other agencies/companies involved? Who? _____

What action does the Agency/Company recommend? _____

Signature: _____



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Figure 9. Trace-back/Product Recall Action Log

Activity: _____ Trace-back _____ Trace/Recall _____ Mock Recall _____ Mock Traceback

Date: _____ Time of Notification/Initiation: _____

Summary of Situation:

Product(s): _____ Code(s): _____

Date	Time	Who	Action Taken

Signature: _____

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Table 2. Product Recall Distribution/ Inventory Log

[illegible]



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Figure 10. Mock Recall Summary Form

Mock Recall Record		
Date: Start time: Finish time: Total time to complete exercise:	Reminder: Do not contact suppliers or customers. If the mock recall took more than 4 hours to identify, 24 hours to complete: 1. Identify the reasons on the mock recall record form under the Deviations section. 2. Document and implement corrective actions 3. Repeat the mock recall	
Mock Recall Exercise Participants		
Name	Role	Signature
<i>Claudia N. Luna</i>	Recall Team Leader	
<i>Caroline La Londe</i>	Alternate Team Leader	
Mock Recall Exercise Scenario:		
Mock Recall Product: Product(s) Involved: _____ ☐ Finished Product ☐ Ingredient ☐ Packaging Material Shipping Product Code(s) that started the issue: _____ Class of Recall: _____ Supplier: _____ Brand of recalled product(s): _____ Sizes(s): _____ Reason for recall: _____		
Results - time taken to discover where the affected product might have been sent: _____		
Product Identification – Amount of Product:	Qty.	Results Comments
Received:		
Shipped:		
On-hand, In Inventory:		
Produced/ Processed:		
<i>Where relevant, culls and byproducts sent for further processing into human food and animal feed might need accounting for.</i>		
Not Accounted for (Should be less than 5% of total received)		



Recall Plan Program

Prepared By: Leana Mendez, Food Safety Mgr.	Issue Date: 11/15/2015
Approved By: Carrie La Londe, CEO	Revision Date: 01/03/2025

General Checks: (indicated if each is ok)		Check Summary:
Supplier trace-back	☐ Yes ☐ No	
Customer trace-forward	☐ Yes ☐ No	
Regulatory Contacts	☐ Yes ☐ No	
Recall team	☐ Yes ☐ No	
Model Forms	☐ Yes ☐ No	

Deviations (if any):

Corrective Actions:

What went well:

Mock Recall Exercise Completion:

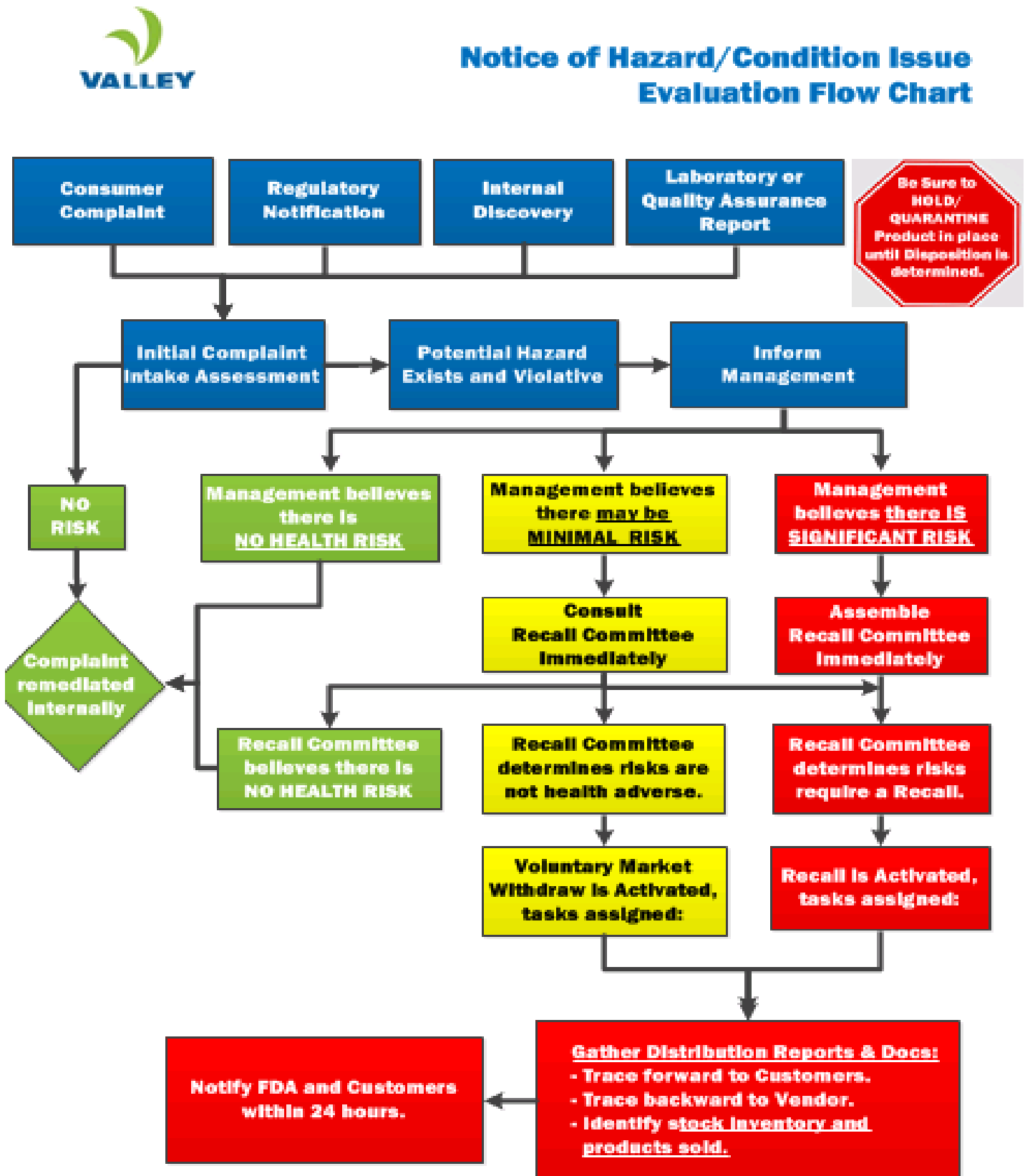
Signature of Recall Coordinator: _____ Date: _____

Notes:

- 1) Attach to the mock recall, copies of records that prove the trace back or trace forward from the given scenario or actual event information leading to which customers and/or suppliers are involved (depending on scenario). Refer to Figure 2.
- 2) Ensure that all key documents used in a mock recall state "Mock Recall" on them, so that no party ever considers these to be documents for a real recall.
- 3) Do not call customers or suppliers when carrying out mock recalls unless they have offered this service. Usually take the mock recall as far as proving that the contact details are on file.
- 4) Choose mock scenarios that are realistic, challenging and vary the mock scenario so that over time the range of products, sources and issues covered test the system in as many ways as possible.

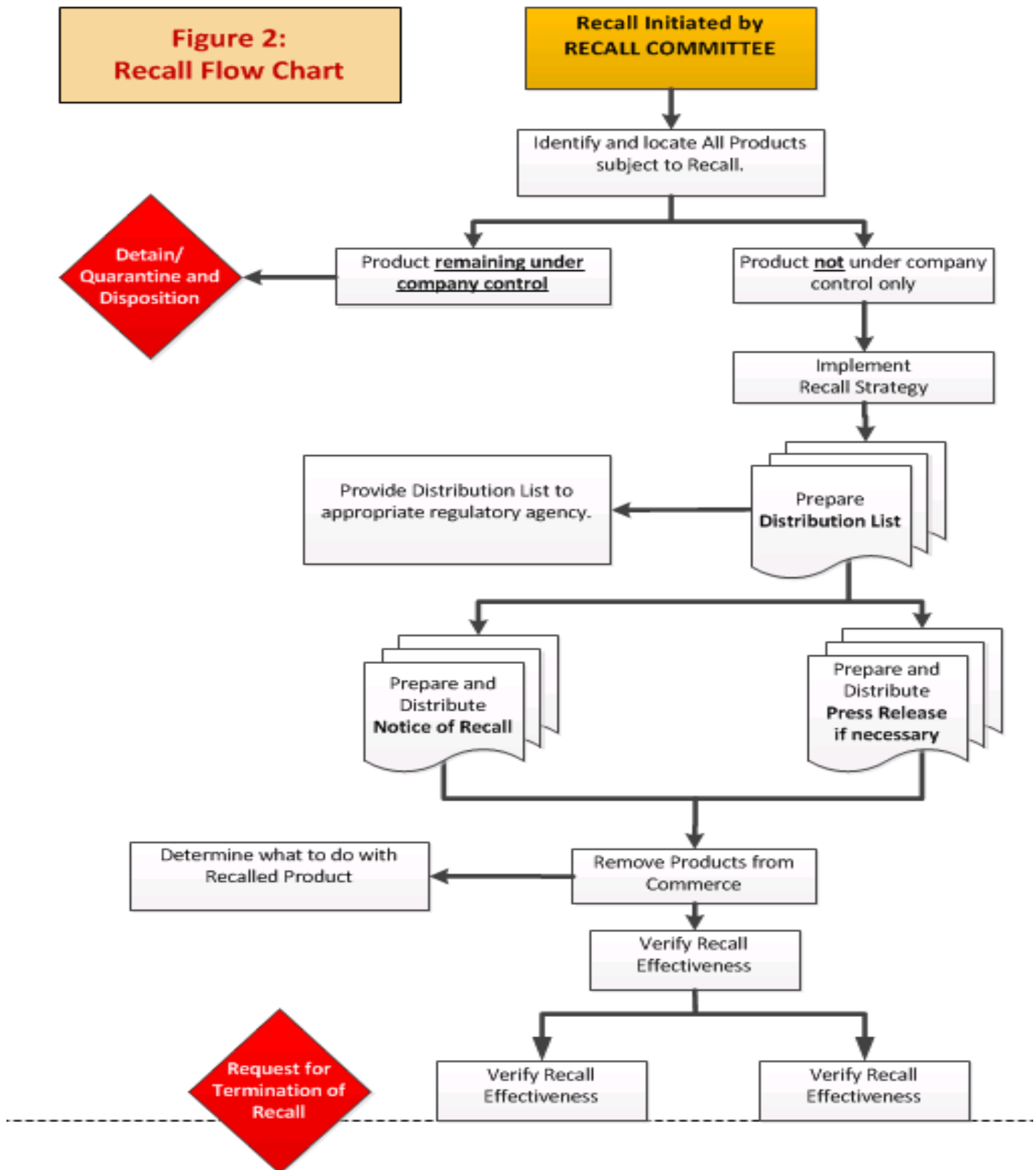
Prepared By: Leana Mendez, Food Safety Mgr.	Issue Date: 11/15/2015
Approved By: Carrie La Londe, CEO	Revision Date: 01/03/2025

Figure 11. Customer Compliant and Condition Evaluation Flow Chart



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Figure 12. Recall Flow Chart





Recall Plan Program

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Figure 13. Recall Checklist

Date Recall Notice Received _____ Start Time _____ ☐ AM ☐ PM

Person Responsible for Recall: _____

What activity led to a Recall being implemented? _____

Recall Team was assembled: Date _____ Time _____ ☐ AM ☐ PM

Responsibility	Person Name	Contact Info

	Recall Action Items	Date	Time	By:
1.	Received Customer complaint			
2.	Received Supplier Recall Notification			
3.	Verified FDA Recall Notification			
4.	Verified NOT a potenital Hazard			
5.	Verified Potential Hazard Exisit and recall must be activated.			
6.	Notification of Recall to Committee			
7.	Investigation of complaint			
8.	FDA Notified			
9.	All production/ traceability records are available			
10.	Product distribution determined – Form RC-3			
11.	Recall notification forms sent out – Forms RC – 4/5/6			
12.	NON-recall notification forms sent out Form RC			
13.	Product in inventory physically placed “On Hold” and notice put on pallets			
14.	Product “frozen” in the Produce Pro software system			
15.	Contact P.R. and legal firms, issue official press release Form RC – 10/11/12			
16.	Reconcile distribution reports (product received vs. product shipped / on-hand/ product produced			
17.	Recovery of cases not in the distribution system			
18.	Storage facility / quarantine area determined for return product			
19.	Verification of returned product vs. received / production record of recalled product			
20.	Recall Effectiveness Check forms RC-7 completed			
21.	Determine product disposition			
22.	Ship product to recalling vendor			
21.	Dump products (make sure to keep dump ticket/ photographs of dumping)			
22.	Close recall and finalize summary report			



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Recalled Products disposed of: ☐ YES ☐ NO If yes, how were Products Disposed of?

Date: _____ Time _____ ☐ AM ☐ PM

Cause of Recall determined and fixed: ☐ YES ☐ NO If yes, how:

Date: _____ Time _____ ☐ AM ☐ PM

Recall Completed: _____
(Name) (Signature)

Date and Time Completed: Date: _____ Time _____ ☐ AM ☐ PM



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Figure 14. FDA COMMUNICATION TEMPLATE

PRODUCT INFORMATION:

Modify the “Product Description, Distribution, Consumers and Intended Use” form as needed to reflect only the product involved, including:

- Product name (including brand name and generic name)
- Product number/UPC or product identification
- Remove any names of products that are not involved in the recall

Assemble TWO COMPLETE SETS OF ALL labeling to the Local FDA District Recall Coordinator.

Include:

- Product labeling (including ALL private labels)
- Individual package label
- Case label (photocopy acceptable)
- Package Inserts
- Directions for Use
- Promotional Material (if applicable)

CODES (Lot Identification Numbers):

- UPC code(s) involved: _____
- Lot number(s) involved: _____
- Lot numbers coding system: *Describe how to read your product code: -*

- Expected shelf life of product: _____



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REASON FOR THE RECALL:

Explain in detail how product is defective or violative	
Explain how the defect affects the performance and safety of the product, including an assessment of a health risk associated with the deficiency, if any.	
If the recall is due to the presence of a foreign object, describe the foreign objects' size, composition, hardness, and sharpness.	
If the recall is due to the presence of a contaminant (cleaning fluid, machine oil, paint vapors), explain level of contaminant in the product. Provide labeling, a list of ingredients and the Material Safety Data Sheet for the contaminant.	
If the recall is due to failure of the product to meet product specifications, provide the specifications and report all test results. Include copies of any sample analysis.	
If the recall is due to a label/ingredient issue, provide and identify the correct and incorrect label(s), description(s), and formulation(s).	
Explain how the problem occurred and the date(s) it occurred.	
Explain if the problem/defect affects ALL units subject to recall, or just a portion of the units in the lots subject to recall.	
Explain why this problem affects only those products/lots subject to recall.	
Provide detailed information on complaints associated with the product/problem: • Date of complaint • Description of complaint -include details of any injury or illness • Lot Number involved	
If a state agency is involved in this recall, identify Agency and contact.	



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VOLUME OF RECALLED PRODUCT:

Total quantity produced	
Date(s) produced	
Quantity distributed	
Date(s) distributed	
Quantity on HOLD	
Indicate how the product is being quarantined	
Estimate amount remaining in marketplace	
- distributor level - customer level	
Provide the status/disposition of marketed product, if known, (e.g., used, used in further manufacturing, or destroyed).	

DISTRIBUTION PATTERN:

Number of DIRECT accounts (customers you sell directly to) by type

Type	Number
wholesalers/distributors	
replacers	
manufacturers	
retail	
consumers (internet or catalog sales)	
federal government consignees	
foreign consignees (specify whether they are wholesale distributors, retailers, or users)	
Geographic areas of distribution, including foreign countries	



Recall Plan Program

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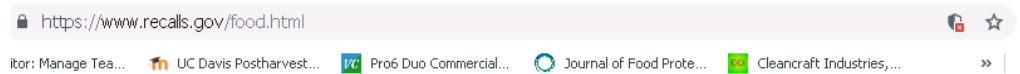
Figure 15. List of Possible Recall Records

Record	Information required from record	Potential location of records
Receiving Records: • Products • Ingredients • Packaging • Product returns	• Product description • Date received • Supplier • Incoming product code (lot code) • Quantity received <i>What supplier, When and How much of the lot did you receive into the facility?</i>	• A/R Office (retention) • Shipping/Receiving Office
Storage Records: • Ingredient Storage inventory (Dry Storage/Cooler Storage Log/Freezer Storage Log) • Packaging inventory	• Product description • Product code • Storage date (in/out) • Quantity <i>How much of the lot is in inventory or was used? (in/out)</i>	• Shipping/Receiving Office (retention) • Storage Logs In use: On clipboards in designated storage areas
Production Records: • Batching Record • Packaging Material Usage Log • Rework • Hold	Ingredients, packaging materials • Date of movement (storage to production) • Product description • Product code (lot code) • Quantity used Finished product • Product description • Product code (lot code) • Quantity produced <i>How much of the lot code was used in production? How much product was produced? Rework? QA Holds? Waste/Damage?</i>	• QA Lab • Plant Manager or Supervisor
Shipping Records: • Invoices • Employee Sales	• Quantity produced • Date shipped • Customer name and address/ premise ID • Finished lot code • Quantities shipped <i>What customers received the product, when and how much? Customer Returns? Employee Sales?</i>	• Shipping/Receiving Office
Other Records: • Customer contact list • Suppliers contact list • Government contact list • Recall team	<i>Confirm contact information is current</i>	• Sales office • Purchasing office • Food Safety and Compliance Manager Office • Office

Recall Reference Materials

Prepared By: Leana Mendez, Food Safety Mgr.	Issue Date: 11/15/2015
Approved By: Carrie La Londe, CEO	Revision Date: 01/03/2025

- <https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?fr=7.41>
- <https://www.fda.gov/ForConsumers/ConsumerUpdates/ucm049070.htm>
- FDA Regulatory Procedures Manual Chapter 7 – Recall Procedures August 2018:
<https://www.fda.gov/downloads/iceci/compliancemanuals/regulatoryProceduresManual/UCM074312.pdf>
- Your Online Resource for Recalls: <https://www.recalls.gov/>
- Bioterrorism Act 2002
<https://www.fda.gov/iceci/compliancemanuals/compliancepolicyguidancemanual/ucm122876.htm>




[Privacy and Security Notice](#). This site is provided as a resource for federal recalls. Please direct questions about specific recalls to the appropriate agencies listed above. [Contact](#).

1. Communication Templates:

i. Model Press Releases (FDA)

- Allergens (Allergy Alert) <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129262.htm>
 - Listeria monocytogenes <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129267.htm>
 - Clostridium botulinum <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129273.htm>
 - Salmonella (all serotypes) <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129275.htm>
 - E. coli O157:H7 <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129287.htm>
- FDA Guidance for Written Recall Notification Letters <http://www.fda.gov/Safety/Recalls/IndustryGuidance/default.htm>
 - FDB Distribution List Template <http://www.cdph.ca.gov/pubsforms/Guidelines/Documents/fdb%20eru%20Gde%20DistListTemp.xls>



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2. Termination of a recall – 21 CFR Sec. 7.55 <http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?FR=7.55>
3. Industry Guidance: Information on Recalls of FDA Regulated Products
<http://www.fda.gov/Safety/Recalls/IndustryGuidance/default.htm>
4. Recall policy – 21 CFR Recall Regulations Sec. 7.40
http://edocket.access.gpo.gov/cfr_2004/aprqrtr/21cfr7.40.htm
5. Public Availability of Lists of Retail Consignees to Effectuate Certain Human and Animal Food Recalls – Guidance for Industry and FDA Staff
<https://www.fda.gov/downloads/Safety/Recalls/IndustryGuidance/UCM621668.pdf>
6. Public Warning and Notification of Recalls Un Under 21 CFR Part 7, Subpart C - Guidance for Industry and FDA Staff <https://www.fda.gov/downloads/Safety/Recalls/IndustryGuidance/UCM592851.pdf>
7. California Food and Drug Branch – Recall Resources
<https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/FoodRecallResources.aspx>
8. US Food and Drug Administration <http://www.fda.gov/>
9. USDA (FSIS) <http://www.fsis.usda.gov/wps/portal/fsis/home>
10. Center for Disease Control <http://www.cdc.gov/>
11. FDA District Recall Coordinators <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129334.htm>
12. FDA Guidance: Action levels for Poisonous or Deleterious Substances in Human and Animal Feed
<http://www.fda.gov/food/guidanceregulation/guidancedocumentsregulatoryinformation/chemicalcontaminantsmetalsnaturaltoxinspesticides/ucm077969.htm>
13. FDA Defect Levels Handbook
<http://www.fda.gov/food/guidanceregulation/guidancedocumentsregulatoryinformation/sanitationtransportation/ucm056174.htm>
 - Food Safety and Inspection Service (FSIS) Index of local offices and Phone numbers:
http://www.fsis.usda.gov/Contact_Us/Office_Locations_&Phone_Numbers/index.asp
 - FDA's Regulatory procedures Manual (Chapter 7):
<http://www.fda.gov/downloads/ICEI/ComplianceManuals/RegulatoryProceduresManual/UCM074312.pdf>
 - Recall for Provincial Meat and Poultry Processors: [http://www1.agric.gov.ab.ca/\\$department/newslett.nsf/all/fss14804](http://www1.agric.gov.ab.ca/$department/newslett.nsf/all/fss14804)
 - The Canadian Food Inspection Agency - Food Recalls: Plan and Action it! Manufacturers' Guide:
[http://www1.agric.gov.ab.ca/\\$department/newslett.nsf/all/fss14804](http://www1.agric.gov.ab.ca/$department/newslett.nsf/all/fss14804)
 - The Canadian Food Inspection Agency - Food Recalls: Plan and Action it! Distributors' Guide:
<http://www.inspection.gc.ca/english/fssa/recarapp/rap/dgguide.shtml>
 - Health Canada: <http://www.hc-sc.gc.ca/dhp-mps/compli-conform/recall-retrait/proces-eng.php>

Recall Verification & Document Control Monitoring:

Date	Document Changed	Follow-up:	Approved By:
03/20/2018	The DOD and FDA Emergency contact information was added for quick reference.	N/A	LXM, CLB
04/12/2018	The DOD/DIA Contract requirements section was updated to include the Addendum Requirements dated: 2018 FEB 16	N/A – now that this is included in the program manual this requirement will be applied during any recall investigation and notification.	LXM, CLB
03/03/2019	Section 1, Authority section was updated to include FDA's new mandatory authority based on Jan. 2011 FSMA requirements.	LXM and Committee have been informed. FDA Registrations are current.	LXM, CLB
11/16/2020	Document reviewed. Emergency contact list updated to include Joe Atoigue VP of Ops.	Need to update Manager Office copies of this document.	LXM, CLB
11/8/2022	Document reviewed.	N/A	LXM, CNL
07/02/2024	Reviewed/ Re formatted	N/A	CNL/CLB
01/02/2025	Reviewed/ Re formatted	N/A	CNL/CLB

FOOD SECURITY/DEFENSE PLAN

Confidential Document





FOOD SECURITY/DEFENSE PLAN

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FOOD SECURITY/DEFENSE PLAN

A Documented Food Defense Plan



Manual Instructions

- Valley's **Food Defense Plan** is a **CONFIDENTIAL** documented and implemented program which incorporates FDA/ USDA /FSIS Food Defense standards for mitigating the risks of intentional adulteration of food.
- The policies and procedures outlined in the plan are in effect and shall be followed.
- Failure to follow policy or instructions shall result in (immediate or progressive) disciplinary action.
- Managers and Supervisors (Food Safety Committee Members) all have access to the most current electronic version of this Manual in the >All Shared File, >Food Defense
- The table of contents gives good overview components within manual, and it can be used to navigate to specific sections most quickly.

Note: Electronically > MS Word document, top tabs click >View >Navigation Pane.

- This program is audited (at minimum) **annually**, but aligned with our commitment to continuous improvement, sections are updated in an ongoing fashion as needed and as noted, in the monitoring section.
- The FDA's document Mitigation Strategies to Protect Food Against Intentional Adulteration: What You Need to Know About the FDA Regulation: Guidance for Industry was used to create this manual.
- The Food Safety Manager is the primary person responsible for reviewing and updating the Food Safety Program Manual, working directly with the CEO.
- Questions about this program should be directed to: foodsafety@valleyproduce.com



FOOD SECURITY/DEFENSE PLAN

FDA's Final Rule on Mitigation Strategies to Protect Food Against Intentional Adulteration

Food Defense is the effort to protect food from acts of intentional adulteration. In May 2016 FDA issued the final rule on [Mitigation Strategies to Protect Food Against Intentional Adulteration](#) with requirements for covered facilities to prepare and implement food defense plans.

FDA works with the private sector and other government agencies on activities related to food defense, including conducting research and analysis, developing, and delivering training and outreach, and conducting exercises. In addition, FDA has developed a number of tools and resources to help food facilities prevent, prepare for, respond to, and recover from acts of intentional adulteration of the food supply.

Tools & Resources

- [Food Defense Plan Builder](#)
- [FREE-B](#)
- [Mitigation Strategies Database](#)
- [Food Defense Vulnerability Assessments and Identification of Activity Types](#)[External Link](#)
[Disclaimer](#)
- [More...](#)

Education & Outreach

- [Intentional Adulteration Rule Training](#)[External Link](#)
[Disclaimer](#)
- [Intentional Adulteration Webinar Series](#)[External Link](#)
[Disclaimer](#)
- [Intentional Adulteration Final Rule Video Presentation](#)

Guidance/Regulations

- [Supplemental Draft Guidance for Industry: Mitigation Strategies to Protect Food Against Intentional Adulteration](#)
- [Draft Guidance for Industry: Mitigation Strategies to Protect Food Against Intentional Adulteration](#)
- [Final Rule: Mitigation Strategies to Protect Food Against Intentional Adulteration](#)
- [Guidance for Industry: Mitigation Strategies to Protect Food Against Intentional Adulteration - What You Need to Know About the FDA Regulation: Small Entity Compliance Guide](#)
- [All Food Defense Guidance and Regulations](#)



FOOD SECURITY/DEFENSE PLAN

Food Defense Emergency Response: The Significant Incident Response Staff (SIPRS)

[The Significant Incident Preparedness & Response Staff \(SIPRS\)](#) is responsible for managing all food defense activities for the [Food Safety Inspection Services \(FSIS\) Agency](#). SPIRS works with government agencies at all levels, industry, and other organizations to develop and implement strategies to prevent, protect against, mitigate, respond to, and recover from intentional contamination of the food supply.

The Significant Incident Preparedness & Response Staff is available at any time to answer questions related to food defense. Contact via email at: SIPRS@usda.gov.

SIPRS Contact Info:

24-Hour Emergency Response: 1-866-395-9701 <u>SIPRS@usda.gov</u>	Small Plant Help Desk: 1-877-374-7435 <u>InfoSource@usda.gov</u>	SIPRS Main Line: 1-202-981-6889 <u>SIPRS@usda.gov</u>
Food Defense: 1-202-981-6889 <u>FoodDefense@usda.gov</u>	USDA Meat and Poultry Hotline: 1-888-674-6854	FBI Local Field Office: 1-202-324-3000

[Additional Associated Government Emergency Resources](#)

Food Defense Terminology

To prevent, protect against, mitigate, respond to, and recover from threats and hazards of great risk to the food supply, it is important that preparedness efforts incorporate food safety, food defense, and food security. While there are distinct differences between these three concepts, a comprehensive approach that addresses food safety, food defense, and food security considerations improve resilience and protect public health. We need to understand what these terms means:

Food Security: When all people always have both physical and economic access to enough food for an active, healthy life. Food security includes both physical and economic access to food that meets people's dietary needs and food preferences. Therefore, the concept of food security certainly includes but encompasses much more than the idea of food defense.

Food Safety: means guarding against unintentional contamination of food. HACCP plans and Sanitation SOPs, are developed based on what can be predicted to happen if we do not put safety measures at critical points, and are used to guard against unintentional contamination.

Food Defense: Is the protection of food products **from intentional contamination or adulteration intended to cause public health harm or economic disruption**. Food Defense is an integral part of FSIS' mission in protecting public health. The mission of the FSIS Food Defense Program is to protect the U.S. food supply from dynamic and evolving threats.

FOOD SECURITY/DEFENSE PLAN

Other definitions important for our discussion include:

Food Defense Practices	policies, procedures, or countermeasures to mitigate vulnerability to intentional contamination.
Critical Infrastructure	The Patriot Act of 2001 defined critical infrastructures as systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. The Food and Agriculture Sector is one of 16 critical infrastructures identified by the Patriot Act.
Facility:	Any establishment, structure, or structures under one ownership at one general physical location, or a mobile facility traveling to multiple locations, which manufactures/processes, packs, or holds food for consumption in the U.S.
Manufacturing / Processing:	Making food from one or more ingredients, or creating, preparing, treating, modifying, or manipulating food, including food crops or ingredients.
Packing:	Placing food into a container other than a container that directly contacts the food and that the consumer receives, including incidental activities to ensure the safe or effective packing of that food such as sorting, culling, grading, and weighing or conveying.
Holding:	Storage of food, including activities ensuring the safe or effective storage of a food such as fumigating food during storage, and drying/dehydrating raw agricultural commodities (when the drying/dehydrating does not create a distinct commodity, e.g., drying/dehydrating hay or alfalfa). Holding also includes activities necessary for the distribution of food such as blending of a raw agricultural commodity or breaking down pallets.
Mixed Type Facility:	An establishment that engages in both activities that are exempt from registration under section 415 of the Federal Food, Drug, and Cosmetic Act and activities that require the facility to register. An example of such a facility is a "farm mixed-type facility," which is an establishment that is a farm, but also conducts activities outside the farm definition that require the facility to register.
Vulnerability Assessment:	is an evaluation of each point, step, or procedure in your food operation to identify significant vulnerabilities and actionable process steps.
Actionable Process Steps:	is a point, step, or procedure in a food process where a significant vulnerability exists and at which mitigation strategies are applied and essential to significantly minimize or prevent the significant vulnerability. (21 CFR 121.3) Actionable process steps are identified during a vulnerability assessment and are facility and process specific.
Supply Chain	continuous process including every step involved in food production and food reaching the consumer; often referred to as farm-to-table or farm-to-fork.
IPP	Inspection Program Personnel
FSIS	USDA Food Safety and Inspection Service

FOOD SECURITY/DEFENSE PLAN

Food Defense Vulnerabilities and Food Defense Practices

A **vulnerability** can be any part of the food production or storage system where a protective measure should be implemented to protect a product from intentional adulteration, but such a measure is found to be missing or not in place.

Food defense vulnerabilities are weaknesses within the food production process that make it easy to intentionally contaminate product. Examples of food defense vulnerabilities may include (please note this list is not all-inclusive):

- Unsecured entrances
- Poor lighting around the facility
- Failing to control access and properly secure restricted areas inside the facility, including access to processes and/or ingredients that may be more vulnerable to intentional contamination (e.g., spices, preservatives, marinade, brine, etc.)
- Failing to control product labels and packaging to prevent theft and misuse.
- Ensuring seals and locks are present, where appropriate (e.g., bulk liquid loading/storage/transport activities, chemicals, and hazardous materials, etc.) Lack of or insufficient personnel security measures (e.g., background checks, employee ID badges, delivery driver/vendor identification, etc.)
- No system for employees to report suspicious behavior.
- Computer systems and/or control systems that lack appropriate security measures that may lead to a cyber security incident (e.g., passwords, firewalls, virus protection)

An establishment can put food defense practices (also called mitigation strategies) into place to reduce the likelihood that intentional contamination will occur. **Food defense is not a one-size-fits-all approach!** Food defense practices that are implemented to protect products within a large establishment may not be effective or needed in a small or very small establishment. This should be considered when inspection program personnel (IPP) conduct their food defense activities.

Examples of food defense practices may include (not all-inclusive):

- | | |
|--|--|
| • Locked doors | • Perform background checks on new employees. |
| • Surveillance cameras | • Restrict personal items in operational areas. |
| • Security guards | • Employee identification system |
| • Alarm system | • Maintain an anonymous system for reporting suspicious behavior. |
| • Controlled access system | • Conduct food defense training for employees |
| • Designate and clearly mark all restricted areas. | • Protect computer systems and automated systems with firewalls and passwords. |



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A more comprehensive list of mitigation strategies for various components of the food supply can be found in FSIS' [Food Defense Risk Mitigation Tool](#).

According to FSMA, the FDA requires food manufacturers to protect their products from intentional contamination by doing the following:

- Implementing food defense practices,
- Conducting training and exercises to ensure preparedness, and
- Adopting a functional food defense plan

A functional food defense plan is an approach to identify and mitigate vulnerabilities; it can help an establishment prevent, protect against, respond to, and recover from an intentional contamination incident. A food defense plan is functional when it meets all four of the following criteria:

1. **Developed:** the plan is documented and signed.
2. **Implemented:** food defense best practices identified in the plan are in effect.
3. **Tested:** food defense measures are monitored and validated to ensure they are working.
4. **Reviewed and maintained:** the plan is reviewed at least annually and revised as needed.

Note: An establishment must be implementing the elements of its food defense plan for FSIS to consider it "functional."

The absence of a functional food defense plan may increase an establishment's vulnerability to intentional contamination because important security measures needed to protect the facility, product, and employees may not be in place. Even though functional food defense plans are voluntary, FSIS considers such plans to be an important tool that can reduce the risk of intentional adulteration of food products.

An establishment does not have to provide IPP access to its food defense plan or any associated documents (e.g., employee personnel files). It is beneficial if IPP are permitted access to the plan, as it may be useful in identifying how the establishment is addressing food defense. If the establishment shares its plan, IPP are not to keep or make copies of the written plan. IPP also cannot show or share anything about the plan with any outside source because it includes sensitive security information.

IPP are responsible for maintaining the functional food defense plan status for an establishment in the Establishment Profile in PHIS. Food defense plan status can be found on the "General" page → "Other" tab in the Establishment Profile. IPP are to check the box for "Written food defense plan" if the establishment meets ALL four criteria for having a functional food defense plan. This status should be updated per the frequency identified in Directive 5300.1, Managing the Establishment Profile in the Public Health Information System, or when IPP become aware of a change in the establishment's functional food defense plan status.

If an establishment does not have a food defense plan, they can access the [FSIS General Food Defense Plan template](#) on the FSIS website. (See Attachment 1) The Agency has additional food defense guidance documents (e.g., worksheets, checklists, and fact sheets) for consumers, industry, and state and local agencies. All these materials are also available on the FSIS webpage, under Food Defense and Emergency Response.



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National Terrorism Advisory System

[The National Terrorism Advisory System \(NTAS\)](#) is a system managed by the Department of Homeland Security (DHS) to communicate information about terrorist threats by providing information to the American public. Under the NTAS system, DHS coordinates with other federal entities to issue formal alerts when the Federal government receives information about a specific or credible terrorist threat.

If there is specific and credible information about a terrorist threat against the U.S., DHS will share the NTAS alert with the American public when circumstances are justified. These alerts include a clear statement that there is an “elevated threat” or “imminent threat.”

- **Elevated threat:** if there is credible threat information, but only general information about timing and target such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack.
- **Imminent:** there is a belief that the threat is credible, specific, and impending in the very near term.

The NTAS alerts are based on the nature of the threat including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat. The alerts also provide a concise summary of the potential threat, information about actions being taken to protect public safety, and recommended steps that individuals, communities, businesses, and governments can take.

FSIS DIRECTIVES

[There are five FSIS Directives related to food defense:](#)

- **5420.1 – Food Defense Tasks and Threat Notification Response Procedures for the Office of Field Operations**
- **5420.3 – Food Defense Surveillance Procedures and National Terrorism Advisory System Alert Response for the Office of Investigation, Enforcement and Audit**
- **5500.2 – Significant Incident Response**
- **5500.3 – Incident Investigation Team Reviews**
- **5500.4 – Products Intentionally Adulterated with Threat Agents**

Directive 5420.1 outlines the duties that are relevant to the in-plant inspection team when performing the food defense task and observing/reporting food defense vulnerabilities. The other directives cover food defense duties for other FSIS personnel. Depending on the role of the in-plant inspector, you should familiarize yourself with these other important directives, if it applies to your duties. To ensure that in the event of a food defense potential or actual scenario, you will know how to best proceed.

Click the link to learn more detail about [Directive 5420.1](#) in more detail:

- Describes the PHIS Food Defense task and its frequency.
- Discusses threat notification procedures that the Office of Field Operations (OFO) is to follow in the event FSIS receives threat information related to the food and agriculture sector.
- Threat Notification IPP are to know the protocol for communicating threat information related to the food and agriculture sector to establishment management through proper supervisory channels, as necessary.
- Threat information, such as an [NTAS bulletin](#) or alert from the intelligence community is to be communicated through the following:



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1. The FSIS Significant Incident Preparedness and Response Staff (SIPRS) Chief Operating Officer (COO) is the primary point of contact for receipt of threat information from the intelligence community.
2. If a threat has the potential or is expected to affect food or agriculture, the SIPRS COO informs the FSIS Administrator and FSIS Management Council.
3. The SIPRS COO determines the appropriate distribution of the threat information and coordinates with other FSIS offices to notify employees, stakeholders, and the public, as appropriate; and
4. In the event of a significant incident, the FSIS Emergency Management Committee (EMC) may be alerted, and other response actions taken pursuant to FSIS Directive 5500.2 Significant Incident Response Supervisory personnel are to ensure that any notifications distributed to field employees are available to IPP in the establishment. As soon as supervisory personnel are notified of threat information, they are to inform establishment management of the alert. IPP are to document their discussion with establishment management in a memorandum of interview (MOI) (see Food Safety Related Topics for Discussion during Weekly Meetings with Establishment Management). If IPP observe a potentially significant incident that presents a grave, or potentially grave, threat to public health or to the Inspection Methods 42-9 safety of FSIS-regulated product or to personnel, they are to report it through supervisory channels. IPP are to follow instructions provided in FSIS Directive 5500.2, which also lists examples of significant incidents. If there is a specific threat, additional Food Defense tasks may be necessary. Additional actions may be needed to reduce the threat of intentional adulteration of food products. IPP must clearly understand their roles and what will be required of them to respond properly to that threat.

Report a Problem with Food: [Arabic](#) | [Chinese](#) | [Spanish](#) | [Vietnamese](#)

If you have a problem with a food product...

Separate government agencies are responsible for protecting different segments of the food supply. If you have experienced a problem with a food product, be sure to contact the appropriate public health organization.

For Help with Meat, Poultry and Processed Egg Products:

Call the toll-free [USDA Meat and Poultry Hotline](#) at 1-888-MPHotline (1-888-674-6854) or [report the complaint online](#).

For Help with Non-Meat Food Products (Cereals, Fish, Produce, Fruit Juice, Pastas, Cheeses, etc.):

For complaints about food products which do not contain meat or poultry — such as cereal — call or write to the [Food and Drug Administration \(FDA\)](#). Check your local phone book under U.S. Government, Health and Human Services, to find an FDA office in your area. The FDA's Center for Food Safety and Applied Nutrition can be reached at 1-888-723-3366.

In order for the USDA to investigate a problem with meat, poultry, or egg products, you must have:

1. The original container or packaging
2. Any foreign object that you might have discovered in the product.
3. Any uneaten portion of the food (refrigerate or freeze it)



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Information you should be ready to tell the Hotline on the phone includes:

1. Name, address, and phone number.
2. Brand name, product name and manufacturer of the product
3. The size and package type
4. Can or package codes (not UPC bar codes) and dates
5. Establishment number (EST) usually found in the circle or shield near the "USDA passed and inspected" phrase.
6. Name and location of the store, as well as the date that you purchased the product.
7. You can complain to the store or the product's manufacturer if you don't choose to make a formal complaint to the USDA.

If you think you are ill, see a physician.

If an injury or illness allegedly resulted from use of a meat or poultry product, you will also need to tell the Hotline staff about the type, symptoms, time of occurrence and name of attending health professional (if applicable).

The Bottom Line:

If you sense there's a problem with any food product, don't consume it. "When in doubt, throw it out."

Template for Including FSIS in Foodborne Illness Outbreak Response Procedures

Information in this recommended template may be adapted by public health partners (e.g., state health and agriculture departments) for including FSIS in foodborne illness outbreak response procedures.

FSIS Foodborne Illness Outbreak Investigation Procedures

FSIS investigates foodborne illness outbreaks following procedures in [FSIS Directive 8080.3](https://www.fsis.usda.gov/wps/wcm/connect/1bffb125-cd80-4b3a-ab45-1f4c0ad863d9/8080.3.pdf?MOD=AJPERES) (<https://www.fsis.usda.gov/wps/wcm/connect/1bffb125-cd80-4b3a-ab45-1f4c0ad863d9/8080.3.pdf?MOD=AJPERES>).

FSIS Notification

In addition to following established procedures for notifying other entities (e.g., CDC), public health partners should notify FSIS as soon as possible of illness outbreaks potentially associated with FSIS-regulated products (including meat, poultry, and processed egg products). An entity/person should be designated to have primary responsibility for notifying FSIS. Ideally, contacts should be established prior to an outbreak. Here is how to notify FSIS:

- Send an email to: FoodborneDiseaseReports@usda.gov. This email account is monitored by the Office of Public Health Science, Applied Epidemiology Staff (OPHS-AES) during both normal work hours and after hours (evenings, weekends, and holidays). You may also contact individual OPHS-AES members by phone or email.
- Include on the email your contact(s) in the Office of Enforcement, Investigation, and Audit, Compliance, and Investigations Division (OIEA-CID). See [CID Regional contacts](https://www.fsis.usda.gov/wps/portal/informational/districtoffices#oiea) (<https://www.fsis.usda.gov/wps/portal/informational/districtoffices#oiea>).
- You may also contact the local Office of Field Operations (OFO) District Office. See [OFO District contacts](https://www.fsis.usda.gov/wps/portal/informational/districtoffices#ofo) (<https://www.fsis.usda.gov/wps/portal/informational/districtoffices#ofo>).

Provide Investigative Information to FSIS

When notifying FSIS of a foodborne illness outbreak, public health partners should provide as many details about the outbreak and the investigation as possible, as outlined here: [Information Helpful to FSIS During Foodborne Illness Investigations](https://www.fsis.usda.gov/InvestigationInfo) (<https://www.fsis.usda.gov/InvestigationInfo>).



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FSIS Assessment of Results from Non-FSIS Laboratories

FSIS has a process for assessing results from non-FSIS (e.g., state) laboratories for potential use during foodborne illness outbreak investigations. During such assessments, FSIS may ask for additional information from laboratory or other staff.

See [FSIS Directive 10,000.1](https://www.fsis.usda.gov/wps/wcm/connect/125da540-2daa-4e3a-86ab-c6cc4b127f61/10000.1.pdf?MOD=AJPERES) (<https://www.fsis.usda.gov/wps/wcm/connect/125da540-2daa-4e3a-86ab-c6cc4b127f61/10000.1.pdf?MOD=AJPERES>).

Reporting Consumer Complaints to FSIS

Consumer complaints associated with FSIS-regulated products should be reported online via the [Electronic Consumer Complaint Reporting Form](https://ccms.fsis.usda.gov/eccf) (<https://ccms.fsis.usda.gov/eccf>) or by phone to the USDA Meat and Poultry Hotline at 888-MPHotline (888-674-6854). For more information, visit [Report a Problem with Food](http://www.fsis.usda.gov/reportproblem) (www.fsis.usda.gov/reportproblem).

Requesting Information from FSIS

To request foodborne illness outbreak–related information from FSIS, send an email to: FoodborneDiseaseReports@usda.gov. You may also contact individual OPHS-AES members by phone or email. See [FSIS Directive 2620.5](https://www.fsis.usda.gov/wps/wcm/connect/9865dcdf-068c-4e2f-891f-ef93b879e831/2620.5.pdf?MOD=AJPERES) (<https://www.fsis.usda.gov/wps/wcm/connect/9865dcdf-068c-4e2f-891f-ef93b879e831/2620.5.pdf?MOD=AJPERES>).

After-Action Reviews

Following foodborne outbreak investigations, public health partners should collaborate with FSIS on after-action reviews to identify model practices and lessons learned to help prevent future illnesses and improve response processes. To see posted FSIS after-action review reports, visit [Foodborne Outbreak Investigation Reports](https://www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts/foodborne-outbreak-investigation) (<https://www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts/foodborne-outbreak-investigation>).

FSIS Resources

For more information, visit [FSIS Resources for Public Health Partners: Foodborne Illness Investigation](https://www.fsis.usda.gov/PHPartners) (<https://www.fsis.usda.gov/PHPartners>). [Download this template as a PDF](#)

Resources for Public Health Partners: Foodborne Illness Investigation

This page contains information related to foodborne illness investigation for FSIS' local, state, federal, and international public health partners.

Notify FSIS of Foodborne Illness Outbreaks

Please notify FSIS as soon as possible of illness outbreaks potentially associated with FSIS-regulated products (including meat, poultry, and processed egg products) through the points of contact provided below. When notifying FSIS of a foodborne illness outbreak, provide as many details about the outbreak and the investigation as possible, as outlined here: [Information Helpful to FSIS During Foodborne Illness Investigations](#).

Recommendations for Including FSIS in Foodborne Illness Outbreak Response Procedures

Information in this [recommended template](#) may be adapted by public health partners for including FSIS in foodborne illness outbreak response procedures.

FSIS Points of Contact and Information Related to Foodborne Illness

Listed below, by foodborne illness–related topic, are primary [FSIS program areas](#) with relevant contact information, FSIS Directives and Notices (FSIS policies and procedures), and additional resources. (FSIS Directives and Notices are provided in PDF.)



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Epidemiology and Laboratory Analysis of Suspect Food Products

Office of Public Health Science ([OPHS](#)) | E-mail: FoodborneDiseaseReports@usda.gov

- FSIS Directive 8080.3: [Foodborne Illness Investigations](#)
- FSIS Directive 10,000.1: [Policy on Use of Results from Non-FSIS Laboratories](#)
- Fact Sheets: [Foodborne Illness and Disease](#)

Traceback/Trace forward Investigations of Suspect Food Products

Office of Investigation, Enforcement, and Audit ([OIEA](#)) – [Regional Contacts](#)

- FSIS Directive 8010.2: [Investigative Methodology](#)

Meat, Poultry, and Egg Products Inspection and Recalls

- Office of Field Operations ([OFO](#)) – [District Office \(Regional\) Contacts](#)
- FSIS Directive 5100.4: [Establishment Public Health Risk Evaluation \(PHRE\) Methodology](#)
- FSIS Directive 5100.1: [Establishment Food Safety Assessment \(FSA\) Methodology](#)
- FSIS Directive 5500.2: [Significant Incident Response \(Emergency Management Committee \[EMC\]\)](#)
- FSIS Directive 5500.3: [Incident Investigation Team \(IIT\) Reviews](#)
- FSIS Directive 10,300.1: [Intensified Verification Testing \(IVT\) \(Product/Food Contact Surface/Environmental Sampling\)](#)
- FSIS Directive 8080.1: [Recall of Meat and Poultry Products](#)
- FSIS Directive 5100.2: [Recall Investigations and Effectiveness Checks](#)
- [Establishment Directory](#) | [Production and Inspection](#) | [FSIS Food Recalls](#) | [State Inspection Programs](#)
- Significant Incident Preparedness and Response Staff ([SIPRS](#))
- [Food Defense and Emergency Response](#)

Media Inquiries/Press Release Coordination

Office of Public Affairs and Consumer Education ([OPACE](#))

- E-mail: Press@fsis.usda.gov
- Phone: (202) 720-9113

Consumer Complaint Reporting and Investigation

- [Report a Problem with Food](#)
- FSIS Directive 5610.1: [Consumer Complaint Monitoring System \(CCMS\)](#)
- FSIS Directive 5100.2: [Consumer Complaint Investigations](#)

Sharing Investigative Information with Partners

- FSIS Directive 2620.5: [Sharing Information with Local, State, and International Partners](#)
- [Foodborne Outbreak Investigation Reports](#) (investigation summaries, lessons learned, and policy implications)
- [Establishment-Specific FSIS Sampling Results](#)
- [Salmonella Categorization of Individual Establishments](#) (young chicken/turkey carcasses)
- [Subscribe](#) to [FSIS Constituent Updates](#) (updates on policies, procedures, and food safety issues)

Other Resources

- Centers for Disease Control and Prevention (CDC): [Investigating Foodborne Outbreaks](#)
- Food and Drug Administration (FDA): [Recalls, Outbreaks & Emergencies](#) | [Resources for Regulatory Partners](#)
- Foodsafety.gov: [Websites of State Health Departments and State Agriculture Departments](#) | [Selected Federal Agencies with a Role in Food Safety](#) (including product jurisdiction)
- Council to Improve Foodborne Outbreak Response (CIFOR): [Products and Resources for Outbreak Response](#)
- Association of Food and Drug Officials (AFDO): [Directory of State and Local Officials](#) | [State Jurisdiction and Enforcement Directory](#)
- National Association of City and County Health Officials (NACCHO): [Directory of Local Health Departments](#)



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Food Defense Readiness Assessment





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FOOD SECURITY/DEFENSE PLAN

Title: Food Defense Security Plan	Date Created: 10/10/2014
Prepared By: Claudia Luna, FS and Compliance Manager	Date Updated: 12/02/2024

Food Defense

Food Defense is having measures in place to reduce the chances of someone intentionally contaminating the food supply to kill or hurt people, disrupt our economy, or ruin your business.

POLICY:	Our Company has a Food Defense Program in place that covers the various security measures taken with an aim to determine potential evidence of tampering, prevent risks from <u>intentional</u> adulteration (harm), and to protect the food and the food production processes within our control.
PURPOSE:	This SOP provides an overview of the Company food defense program. The food defense program may also be known as food security or biosecurity. By monitoring and validating this Food Defense Plan (at minimum) annually and additionally whenever potential risks are identified or when changes to the facility or processes occur, then Valley will contribute to maintain a secure food chain. This Food Defense program will protect public health, Valley employees, and the Company livelihood alike. A functional food defense plan will likely: • Reduce the risk of unsafe product and economic loss, • Reduce theft, • Reduce the need for additional regulation on food defense, and • Reduce company liability.
SCOPE:	Facility physical security, incoming material security, employee security, visitor/ contractor security, and data security. A food defense plan must include (21 CFR 121.126(b) and 121.310): • Information adequate to identify the facility (e.g., the name and, when necessary, location of the facility) • Vulnerability assessment to identify significant vulnerabilities and actionable process steps and associated explanations. • Mitigation strategies and associated explanations • Food defense monitoring procedures • Food defense corrective action procedures • Food defense verification procedures • Appropriate signature(s)
RESPONSIBILITY:	• FS Manager, working directly with the COO and the Food Safety Team, is responsible for developing, implementing, monitoring and for taking preventative/corrective actions and updating of this plan accordingly. • The Committee is Responsible as additionally outlined in the Committee List and Responsibilities Summary.

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Conducting the Vulnerability Assessment:

When conducting a vulnerability assessment, the three elements that must be evaluated at each point, step, or procedure include (21 CFR 121.130(a)):

- (1) The potential public health impact (e.g., severity and scale) if a contaminant were added.
- (2) The degree of physical access to the product; and
- (3) The ability of an attacker to successfully contaminate the product.

Additional factors may also be evaluated in the vulnerability assessment, but at a minimum, these three elements must be included in the vulnerability assessment for each point, step, or procedure. The assessment must also consider the possibility of an inside attacker. (21 CFR 121.130(b)) For each point, step, or procedure, you must also provide an explanation as to why that point, step, or procedure was or was not identified as an actionable process step. (21 CFR 121.130(c))

Gather facility information and have a strong understanding of what Food Defense, Security and Vulnerability assessments are so that these tools can be used to assess each Company facility.

Note* See the Food Fraud Vulnerability Assessment, a separate document and binder. For a full scope of procedures.

General Company Assessment

- The Company maintains all facilities under the same Food Defense Plan and training.
- See the **General Facility Information**, a separate document.
- All Sales personnel source and sale products from finest suppliers possible.
- Suppliers are pre-vetted; product sourcing is limited to pre-approved suppliers who equally uphold our food safety, food defense, and quality standards.
- The Company has **139** employees (companywide) who are:
 - ✓ Background checked prior to hiring.
 - ✓ Are on boarded through a comprehensive New Hire Orientation training program.
 - ✓ Employees are designated and given limited access to a specific work facility.
 - ✓ Managers and supervisors continuously monitor employees.
- The Company has a software applied and monitored Warehouse Management System (WMS), used in conjunction with RF (Radio Frequency) barcode scanner guns, and an interoffice server system all which are password protected and user tracked.
 - ✓ **See Section 2.4 Information Security for more info.**
- No one lives on the premises or in the immediate surrounding areas/ buildings.
- There is a major homelessness encampment issue; however, the Company has assessed the risks and has put the following controls in place:
 - ✓ the facilities are fully gated, and
 - ✓ security is monitored 24 hours a day seven days a week.
- Employees are trained to “See Something, Say Something” and to report suspicious activity.
- 24-hour security camera surveillance is in effect and security guards are posted at the gate entrances.
- There are control measures outside, inside, and for all visitors to the facility.
- Companies within the surrounding facilities operate similar businesses and must adhere to the same type of requirements.



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Facility Information

- See the **General Facility Information** a separate document, in the **HACCP Binder**.

Plant Schematic

- See the **Plant Schematic and Maps** separate documents, in the **HACCP Binder**.
- See the facility perimeter maps assessing surrounding business types.

Process Flow Diagram

- See the **Process Flow Diagram**, a separate document in the **HACCP Binder**, assessing risks in the process flow.

Product Assessment

Product Identification, Intended Use and Process Controls:

Fruits, Vegetables, and (pre-packaged) Salads are a convenience packaged food that can be eaten without further processing or can be used by the consumer as a cooking ingredient.

- **See **Product Description**, a separate document in the **HACCP Binder**.**
- The product is received into the facility in pre-packed in a boxed carton, at source, or in loose bulk carton bin type cases.
- Product must be suitable for all consumer groups.
- The Food Safety and Compliance Manager confirms the following:
 - ✓ Pre-approved Vendor Vetted/ Suppliers
 - ✓ High Risk Commodity List
- The products are received into the facility and receiving checks are carried out.
- QC Receiving Inspectors confirm the following:
 - ✓ Receiving truck inspections
 - ✓ Variety
 - ✓ Weights
 - ✓ Defects
 - ✓ Quality of packaging
- Temperature is monitored throughout the storage and distribution flow; see the **Temperature Control Chart**, a separate document.
- Product ingredients, potential unintended ingredients, packaging, and other processing materials are considered on the **List of Ingredients section**.



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Management Commitment

Management is thoroughly committed to providing all necessary resources to consistently maintain and improve upon the Food Safety Program, to following local, state, and federal regulations, while adhering to industry food safety best practices and to the process of continual improvement.

Management has published this this statement in the **Food Safety Policy** by public notice, as follows:

- Included in the Employee New Hire Orientation Packet.
- Included in the Supplier Vendor Vetting Packet(s).
- Included in the Customer) Commitment to Food Safety Packet.
- Posted throughout the Company in conspicuous community areas.

All staff is trained and responsible (as part of each individual job) to be alert to any signs of tampering with product or equipment, other unusual situation or areas that may be vulnerable to tempering and alerting identified management about any findings. The company encourages this type of reporting by:

- Providing annual food defense/ food security and other supporting training
- Instituting a system of rewards, including employee of the month, recognition, and lunch parties
- It is also built into the employee job performance standards.

Food Safety Committee and Person Responsible

USDA: GQ -P2

Management has assigned the Food Safety Committee, to the collective task of managing the ongoing monitoring and management of the Food Defense Program.

Claudia Luna, Food Safety and Regulatory Compliance Manger working together with the Food Safety Committee, **is the Preventative Control Qualified Individual responsible** to manage the written policy, implement and oversee the development of the documented and established food safety program.

See the following separate documents:

- **Committee SOP**
- **Committee List and Summary of Responsibilities**
- **Person Responsible SOP**

FDA Registration

Valley complies with Federal, State, and Local enforcement agency requirements.
The Company is FDA and USDA registered, receives recall and other regulatory notices.

- Registration must be **renewed every other year** as follows.
- Renewed at [the FDA Online Account Administration \(OAA\) Website](#).
- The registration records are in the permits file in a secured office that remains locked when not in use.
- The renewal date occurs November 3rd every other year.
- FORM 3537 was mailed out and confirmed complete
- See the **FDA Registration SOP** a separate document.

Valley Division	FDA Registration
Valley Fruit & Produce Co. / Continental Sales	Confidential – Number not provided per Food Defense Plan requirements.



FOOD SECURITY/DEFENSE PLAN

Facts about Food Defense

What Is Food Defense?

While Food Safety addresses the **unintentional potential contamination of food products during processing or storage by microbial, chemical, or physical hazards (foreign objects)**, this type of accidental contamination of food products can be anticipated based on the type of processing.

Food defense, on the other hand focuses on protecting the food supply from intentional and unanticipated contamination with various chemical and biological agents or other harmful substances by people who want to do harm. The agents could include materials that do not occur naturally or are not part of routine food product testing. An attacker's goal might be to harm or kill people or to disrupt our economy. Intentional acts are hard to predict.

Why It Matters to You?

An attack on the food supply can be carried out by an organized extremist group, but it can also be carried out by a disgruntled employee or result from an incident in the Company (e.g. local citizen protest). While an individual facility might not be directly at risk, there is a high likelihood that an attack occurring even at one establishment will impact all Company facilities, the entire industry, and possibly international trade. Put simply, it is good business practice to address food defense – ***it protects our business, our employees, and our product.***

Who Might Adulterate a Food Product?

Below are some examples of types of individuals who might be motivated to intentionally adulterate food products.

Examples of Threats

- Disgruntled current or former employee
- Members of terrorist or activist groups posing as:
 - Cleaning crew
 - Contractors
 - Temporary Employees
 - Truck Drivers (shipping and/or receiving)
 - Visitors
 - Utility Representatives

Any individual that may want to intentionally adulterate product could be a potential threat. It could even be an internal source, such as disgruntled current or former employees and other insiders, who typically know what procedures are followed in the facility and often how to bypass many security controls that would detect or delay an outside intruder.

Don't panic – if you see something – say something!!



FOOD SECURITY/DEFENSE PLAN

How a Food Defense Plan Helps?

A key component to protecting the food supply is to develop a food defense plan. This plan provides an opportunity to identify areas where security measures could be enhanced. Once implemented, the plan will help focus employee training and response and recovery actions. Key areas include:

- Inside and outside security,
- Repack and processing (currently Valley does not process) security,
- Storage security,
- Shipping and receiving security,
- Water and ice security,
- Visitor and Personnel Security, and
- Mail handling security.

There are many potential benefits of having an effective food defense plan in place such as:

- Protects public health and assets.
- Possibly reduces insurance premiums and freight rates.
- Provides value-added component to product.
- Deters theft and tampering.
- Creates production and distribution efficiencies; and
- Maintains greater control over product through supply chain.

The plan should strengthen these areas to protect the facility and products. FSIS has developed guidance on developing a food defense plan that can be found on the Internet at:

- https://www.fsis.usda.gov/shared/PDF/Guidance_Document_Warehouses.pdf

This booklet will provide some useful information on what elements to consider and address.

Additionally, there is a Food Defense Plan Builder that can be used to build your plan:

- <https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm349888.htm>

For questions or clarification about these guidelines, an additional regulatory resource is the FSIS Office of Data Analysis and Food Protection at: 1-202-720-5643.

Steps for Developing a Food Defense Plan

FSIS recommends using the following three steps when developing a Food Defense Plan. If you follow and complete these steps and use the forms provided as a template, you will have developed a food defense plan for the facility.



FOOD SECURITY/DEFENSE PLAN

Steps used to Create and Validate this Food Defense Plan:

Step 1 – Conduct a Food Defense Assessment

The Food Safety Committee working together with the Person Responsible for this Food Defense Plan, will answer the questions in the assessment in the FSIS Guide to Developing a Food Defense Plan for Warehouse and Distribution Centers.

https://www.fsis.usda.gov/shared/PDF/Guidance_Document_Warehouses.pdf

- When completing this assessment remember to consider both potential internal and external threats.
- The results of the assessment should be kept confidential.

Guide to Developing a Food Defense Plan for Warehouse and Distribution Centers

Outside Security

1. What food defense measures does your warehouse/distributorship have in place for the exterior of the building?

	Yes	No	N/A
Are the facility's grounds secured to prevent entry by unauthorized persons (e.g., by locked fence, gate or entry/exit doors, guard service)?			
Is there enough lighting outside the building to properly monitor the warehouse at night/early morning?			
Do emergency exits have self-locking doors and/or alarms?			

2. Are the following secured with locks, seals, or sensors when unattended (after hours/weekends) to prevent entry by unauthorized persons?

	Yes	No	N/A
Outside doors and gates?			
Loading dock doors?			
Trash compacting chutes?			
Windows?			
Roof openings?			
Vent openings?			
Trailer (truck) bodies?			
Truck hatches?			
Railcars?			

3. Does your warehouse/distributorship have food defense procedures for people and/or vehicles entering the facility and/or parking in your lot?

	Yes	No	N/A
Does the property have a controlled or guarded entrance?			
Are <u>employee</u> vehicles identified using placards, decals, or some other form of visual identification?			
Are authorized <u>visitor/guest</u> vehicles identified using placards, decals, or some other form of visual identification?			



FOOD SECURITY/DEFENSE PLAN

Step 2 – Develop a Food Defense Plan

Now that we have identified the aspects of the facility warehouse or distribution center that may be vulnerable you will need to **identify cost-effective preventative actions that be taken to minimize those vulnerabilities.**

At minimum, the Food Defense Plan shall address:

- Inside security
- Outside security
- Storage security
- Shipping and receiving security.

Some examples of potential vulnerabilities and food defense measures are listed below. Additional defense measures may be found in trade association guidance material.

Interior Security	
Sample Vulnerabilities	Potential Food Defense Measures
Unescorted visitors with access to storage areas.	Limit visitor access with checkpoints and badges. Restrict visitors from congregating/ waiting near outside the dock areas.
Personnel Security: Contractors	Require contractors to screen and train their employees. Provide plant supervision or overnight of contract staff working in the facility.

Storage Security	
Sample Vulnerabilities	Potential Food Defense Measures
Cleaning supplies, pest control chemicals and other hazardous materials may be used as contaminate	Secure access to all points of building entry during non-operating hours. Control use and storage of hazardous materials by locking in area away from another inventory. Allow access to only those who should have access.

Exterior Security	
Sample Vulnerabilities	Potential Food Defense Measures
Open perimeter, allowing access to facility	Secure all entry ways, windows, vents, loading bays, and other access points.
Exterior access to storage areas, loading docks, on site trailers used for cold and dry storage	Fence exterior access points to storage structures. Secure all access point, including loading areas. Install exterior lighting. Use tamper-evident locks or seals on trailers.

The **FDA Food Defense Plan Builder** can be used to capture all Defense Solutions responses from the Food Defense Assessment and to begin building your Food Defense Plan.

<https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm349888.htm>



FOOD SECURITY/DEFENSE PLAN

Step 3 – Implement the Food Defense Plan

Once the Food Defense Plan is written out, reviewing, and answering these questions will help that it is functional and up to date.

Last Check Date: 12/02/2024

Last Check By: Claudia Luna, Food Safety & Regulatory Compliance Manager

	Yes	No	N/A
Is there a designated person or team to implement, manage and update the Food Defense Plan?	X		
Have appropriate personnel been trained in food defense?	X		
Are the details of food defense procedures kept confidential?	X		
Is the emergency contact information for local, state, and federal government homeland security authorities and public health officials included in the food defense plan?	X		
Is the contact information reviewed and updated regularly?	X		
Have you or someone in your facility-initiated contact with these authorities?	X		
Are employees encouraged to report signs of product contamination, unknown or suspicious persons in the facility, or breaks in the food defense system?	X		
Does the plan contain evacuation procedures?	X		
Are procedures in place to restrict access to the facility to authorized personnel only during an emergency? https://www.osha.gov/dep/evacmatrix/index.html	X		
Includes procedures for responding to <u>threats</u> of product contamination in your plan.	X		
Includes procedures for responding to <u>actual</u> incidents of product contamination in your plan.	X		
Does the facility have a documented recall plan that is updated regularly and ensures the segregation and proper disposition of recalled products?	X		

Key elements of an effective plan implementation include:

- assigning responsibilities
- making sure that supporting materials are up to date
- checking the recall plan.
- training staff
- developing contact lists, and

FOOD SECURITY/DEFENSE PLAN

Continuous Improvement of the Food Defense Plan

1 Develop	Determine potential Food Defense Risks, create, and enforce the protocols in preventative Food Safety Defense plan.
2 Implement	Train employees and enforce security measures described in this plan. At the <u>onset of employment</u>, sign the acknowledgement form for personnel file
3 Test	- Periodic monitoring and review of documentation. This can be done using simple measures, such as checking locked doors or making unannounced perimeter. - Not all security measures need to be tested at the same frequency.
4 Review & maintain	- Review the plan at least <u>annually</u>, revising the plan as needed and taking appropriate actions fulfills this element. - Document actions on the <u>Risk Assessment form</u>.



FOOD SECURITY/DEFENSE PLAN



Valley's Food Defense Plan



FOOD SECURITY/DEFENSE PLAN

Food Defense Controls, Checks, and Company Policies

Goals:	✓ To prevent unauthorized access by visitors or entry of unapproved materials to the facility. ✓ To identify possible weakness in the program, and to report signs of tampering or unusual activity most quickly. ✓ To ensure that only authorized personnel are in the facility at any time.
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- Management trains employees, supervisors, and manager to know their role to properly securing the facility, they must know how to:
 - ✓ Immediately investigate all information pertaining to suspicious activity
 - ✓ Alert local law enforcement about all suspected criminal activity
 - ✓ Provide an appropriate level of Supervision to all employees, including cleaning and maintenance staff, contract workers, data entry and computer support staff and especially new employees.
 - ✓ During their normal workflow, employees shall conduct **daily security checks** of the premises for signs of tampering with product or equipment, other unusual situations, or areas that may be vulnerable to tempering such as mail/ packages.
- **All employees shall report any unusual or suspicious damage to fencing, gates, facility, or access points. Report this to the Floor Manager, law enforcement if the suspicious activity poses a real threat, and/or Food Safety and Regulatory Manager.**
- Investigations will occur immediately to make any necessary corrections or repairs if no major threat has been identified.
- Security measures should make it as difficult as possible for a troublemaker to tamper with agricultural commodities and food products that our company transports.
- If you hire someone from an outside vendor to work for Valley (e.g., plumber, pest control operator, air conditioning servicer, maintenance, etc.), verify that he/she works for the company you hired.

Some items in this Food Defense Plan may be redundant, these key requirements are so important that they must be monitored and controlled accordingly, to do so the company maintains the following security measures in place:



FOOD SECURITY/DEFENSE PLAN

Exterior Perimeter:

Goal: **To prevent unauthorized access by people, or entry of unapproved materials to the facility.**

- Doors locks
- Loading / unloading
- Monitoring docks
- Yard
- Lighting
- Fencing

1. Ensure that the facility grounds are cleaned and secure to prevent entry by unauthorized persons (e.g., locked fence, gate, and/or entry/ exit door)
2. The perimeter of the building is fully gated, the facility is fully enclosed, and a guard is posted at the main entrances (24 hours/ 7 days a week).
3. Facility perimeter is monitored/ inspected **multiple times daily** for suspicious activity by the security personnel, the Floor manager, janitors, and all employees.
4. Fencing lines shall be kept free of debris or other objects (such as trees, pallets, or skids) that could be used to allow entry over the fence.
5. All exterior doors in any building that open to the outside of the fenced yard shall remain locked during off-hours including evening hours, weekends, and holidays.
6. The areas adjacent to both sides (inside and outside) of the fence shall be properly maintained and remain completely clear of trash, and debris.
7. Other buildings in our immediate surrounding vicinity are also food service providers, and therefore are responsible to adhere to similar regulatory compliance requirements.
8. Outside lighting works properly and is sufficient to deter unauthorized activities
9. Outside storage on the premises (trailers, vehicles, container storage) is protected from unauthorized access.
10. "No Trespassing" signs are posted at the facility's boundaries.

Access Points to the Facility:

11. Facility access points have self-locking doors and/or alarms in place.
12. The following are secured with locks, seals, or sensors when unattended or not in use (after hours/ weekends) to prevent unauthorized entry:
 - Outside doors and gates
 - Roof Openings
 - Trailer (truck) bodies
 - Windows
 - Vent Openings
 - Bulk Storage
13. Controlled-access procedures for people and/or vehicles entering the facility and/or are parking in the parking lot, such as:
 - Controlled and guarded entrance
 - All keys to the facility are accounted for
14. Minimize places that could be used to hide temporarily intentional contaminant.
15. Emergency exits are well lit and not blocked.



FOOD SECURITY/DEFENSE PLAN

Parking / Dock Loading

16. Incoming load delivery will be monitored through matching delivery manifest information to the pre-scheduled and pre-entered **Purchase Orders. Deliveries that are not scheduled will be rejected.**
17. Parking badges identify employee and visitor vehicles, trucks are only docked with a pre-confirmed appointment.
 - Employee vehicles will be issued a company parking pass affixed to the right front corner of their windshield.
 - Visitors are issued a visitor parking badge to be left on the dashboard, and unauthorized vehicles will be towed.
18. Vehicles will be inspected for suspicious, inappropriate, or unusual activity or items. **Vehicles containing any type of suspicious, unusual, inappropriate, or potentially harmful type products/ items will be rejected.**
19. Incoming and outgoing shipments are examined for potential tampering.
20. Incoming and outgoing vehicles are examined/ monitored for suspicious activity.
21. Loading and unloading activities are scheduled and/or monitored.
22. Loading dock access is controlled (monitored or checked).
23. Incoming and outgoing shipments are secured with locks or seals, recorded on the:
 - WMS Software Produce Pro/ Aptean

General Inside Security

24. An emergency lighting system is installed and working properly and are monitored periodically to ensure that they continue to work properly.
25. Security cameras are installed and working properly and are monitored regularly.
26. An emergency alert system is in place and tested regularly.
 - Clearly mark locations of controls for emergency alert systems.
27. Restricted areas are clearly marked (i.e., areas where only authorized employees have access).
28. Visitors, guests, and other non-employees (e.g., contactors, salespeople, and truck drivers) to non-product areas unless accompanied by an authorized employee.
29. Have readily available (but in a secure location) up-to-date copies of facility layout/blueprints for local law enforcement, including the fire department.
 - Require county records office to notify the company when a copy of our facility blueprints is requested.
30. Procedures are in place and periodically check maintenance closets, toilets, personal lockers, and storage areas for suspicious packages.
31. Regularly take inventory of keys to secure/ sensitive areas of the facility.
32. Ensure that ventilation systems are constructed in a manner that provides for immediate isolation of contaminated areas of rooms.
33. Limit access to the controls (e.g., by locked door/gate or to designated employees) for the following systems in the facility:
 - Heating, ventilation, and air conditioning
 - Electricity / electrical room
 - Disinfection systems (scrubber machines etc.)
 - Chemicals storage closets
 - Clean-in place systems or other centralized chemical systems.

FOOD SECURITY/DEFENSE PLAN

In-Facility Laboratory/ Testing Samples

34. The Company does not conduct in-house lab testing.
35. All lab testing is sent out to a pre-approved and accredited laboratory.

Mail Handling

36. **operations, at a P.O. Box office.**
37. Mail handlers are trained to recognize and handle suspicious pieces of mail.
38. Boxes are not left unattended nor are they signed for without a prior confirmation of delivery recipient accepting the package.
39. Suspicious packages are reported to appropriate personnel.
40. Boxes/ packages shall be opened stored as soon as possible to avoid them sitting without being assessed, inspected, and shall not show signs of damage, potential hazardous contamination, or pest activity. They will be rejected if there are any signs of contamination.



***NOTE: Packaging materials (shrink wrap, boxes, bags, plastic, any items used in packaging products) will be inspected IMMEDIATELY at delivery they will be rejected if they show any signs of tampering or potential hazardous contamination. Unscheduled deliveries are rejected.**

41. Chemicals deliveries are on a scheduled delivery only, unscheduled deliveries are rejected.
42. Employees are trained to identify suspicious mail through use of the [US Post Office 9Tips](https://about.usps.com/securing-the-mail/suspiciousmail.htm).
<https://about.usps.com/securing-the-mail/suspiciousmail.htm>

Visitors

Everyone who visits a Company facility, including employees, drivers (sub-haulers), contractors, supplier-representatives, truck drivers (sub-haulers), customers, couriers, third-party auditors, regulators, reporters, or any other person coming to the facility is considered a visitor. As such, the following is enforced accordingly:

43. All Visitors to the facility (including employees) must check in and out at reception, show proof of identity, sign the **Visitor Agreement** form and **Visitor Log**, be issued a **parking and visitor badge** (if applicable) which shall be collected upon departure.
44. Visitor will provide identification (i.e., Driver's License, passport, government ID or some form of official type identification)
45. Reception will ensure that there is a valid reason, and contact the Valley contact person, for the visit before providing access to the facility – beware of unsolicited visitors.
46. Reception will issue a self-voiding visitor badge and if walking the facility, a yellow visitor safety vest.
47. The facility is restricted to authorized personnel only, visitors must be granted authorization to work in or walk through restricted areas of our facility and must be accompanied (or work always supervised) by an authorized employee.
48. Visitors are required to follow cGMP and Safety rules while in the facility.



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49. Are restricted from having access to food handling and storage areas unless they are otherwise specifically authorized.
50. No one is allowed in the facility during non-working hours.

Loitering on Company Property:

51. The Company has adopted a ***no loitering policy***. Loitering in company buildings and Company grounds by any person(s), including employees, are prohibited.
52. Managers and supervisors shall be instructed to confront and question any person(s) observed loitering on company property. This policy applies to unauthorized or unknown person(s) as well as off duty employees.
53. Employees may congregate in designated areas only. See your supervisor for locations of break/lunchroom facilities.

Personal Items

54. Personal items are restricted from the production areas.
55. Lunch containers, purses, food, creams, medications, and other personal effects etc. that is not necessary for the job shall be left at home, in the lunchroom, or in a locker.
56. Lockers shall be periodically inspected, and **suspicious, unusual, inappropriate, or potentially harmful type products/ items will be confiscated and or reported to law enforcement authorities and/or disciplinary action will be taken.**
57. Visitors and employees have restrictions on what they can bring into or take from the facility, without authorization:
 - Cameras
 - Log & Charts
 - Temp Recording Equipment
 - Company Equipment

Keys

58. Key Issuance log and regular inventory of keys
59. Authority to issue keys is the responsibility of the Human Resources Dept., and this department manages the issuance and retraction of this equipment.
60. Regularly take inventory of keys to secure/ sensitive areas of the facility.
61. Keys are returned upon termination and prior to issuing final check.

Employee Security

The Human Resources Dept. is responsible for pre-screening all New Employees; the following is conducted prior to allowing an employee to enter the facility:

62. HR conducts a background and reference check for new hire. Following is the **Background Investigation Policy** included in our Employee Handbook:
 - Utilizing the Castle Branch portal to run background checks.
 - For security purposes, we do not print out the complete report, but we can always access it if needed.
 - Castle Branch User Guide and Ordering Online directions. <http://go.castlebranch.com/newclientfaq>



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Employee Handbook

Background Investigations

Valley conducts pre-employment background investigations on all new hire applicants. Under Federal law, food establishment operators are required to verify the employment eligibility of all new hires, in accordance with the requirements of the Immigration and Nationality Act, by completing the INS Employment Eligibility Verification Form (INS Form I-9) which Valley includes in the on-boarding packet completed by the employee on the first day of hire. Completion of this Form I-9 for new hires is required by 8 USC 1324a and nondiscrimination provisions governing the verification process are set forth at 8 USC 1324b.

Valley applies pre-employment screening procedures equally to ALL employees, regardless of race, national origin, religion, and citizenship or immigration status.

At the onset of employment, the Human Resources Manager will issue the employee the onboarding packet and once completed is responsible for verifying background check employment eligibility.

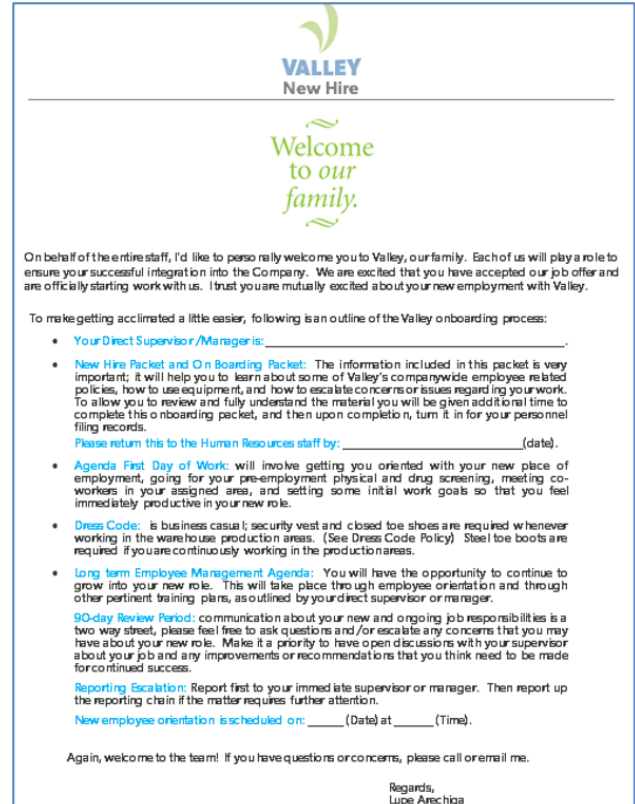
- Your employment with us may be conditional upon our review of the information in the background investigation.
- Valley reserves the right to conduct background investigations at any time after you have been employed.
- You have certain legal rights to discover and to dispute or explain any information prepared by the investigating company.

The HR Manager is also responsible for maintaining these records in your personnel file. An employee may request to see his/her personnel records at any time.



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63. The [New Hire Onboarding Packet](#) is issued and the HR Department reviews the orientation policies and procedures.
64. Sends the assigned department and manager an email validating that the New Hire is official employed by Valley and assigned to their department.
65. HR Dept. department manages assignment of employees in the Payroll System.
66. The Floor Managers and Supervisors manage time and attendance updates also in the payroll systems (our time clocks are biometrics identified – fingerprint - time clocks check-in and check-out) at each dept. / location.
67. The payroll system sends notice alerts to the Floor Manager(s) and Supervisor(s) to indicate when employees are checking in or out beyond the scope of their scheduled time.
68. A uniform method to recognize or identify authorized employees in the facility is in place:
 - ID Badges; Biometric (fingerprint) Time clock check-in
 - Security Vests



Terminations

69. Upon Termination - employees must go through a termination debriefing.
70. HR office will collect all company property and send out notification:
 - Keys
 - Request that IT change password access
 - Will send out a companywide announcement indicating the alert and date of termination.

Training in Food Security Procedure

71. **First Day / New Hire:**
 - Employees are issued an Employee New Hire Packet (includes various regulatory documents) prior to officially assigning to a Dept. and Manager/ Supervisor check-in.
 - Employee receives a cGMP Food Safety 101 training orientation, given by HR.
 - Employee receives Food Defense 101 training at orientation, given by HR.
 - Are issued and expected to wear employee badges and orange security vests daily.
 - Re-packing (restricted area) is issued blue aprons.

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72. **On going Existing Employee Trainings** (refreshers) are additionally given during group trainings as a reminder of the importance of security procedures and to ensure that employee buy-in (e.g., they help provide feedback regarding current security issues, security planning, and demonstrating the examples of the importance of security procedures to the employees themselves):
 - **Monthly tailgates**
 - **Annual refresher trainings**
73. Employees are trained to report suspicious activities or unusual observations.
74. Ongoing Existing Employee Training Modules include:
 - The “See Something, Say Something” training module.
 - The FDA’s Employees are the FIRST line of Defense Training
 - Active Shooter Training
 - Emergency Action Plan Training
 - Additional trainings provided as needed.

Training Materials

FDA - Employees First Line of Defense:

General Info.	https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm295997.htm
Videos	https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm506616.htm
Posters	https://www.fda.gov/downloads/Food/FoodDefense/UCM135072.pdf - English https://www.fda.gov/downloads/Food/FoodDefense/UCM135073.pdf - Spanish

Food

Home > Food > Food Defense > Tools & Educational Materials

Tools & Educational Materials

[Food Defense 101 \(including ALERT\)](#)

[Food Defense Plan Builder](#)

[Food Related Emergency Exercise Bundle \(FREE-B\)](#)

▶ Employees FIRST

[See Something, Say Something Campaign](#)

[Mitigation Strategies Database](#)

[National Agriculture and Food Defense Strategy \(NAFDS\)](#)

Employees FIRST

[f SHARE](#)
[t TWEET](#)
[in LINKEDIN](#)
[p PIN IT](#)
[e EMAIL](#)
[p PRINT](#)

Food Defense Awareness for front-line food industry workers

Employees FIRST is an FDA initiative that food industry managers can include in their ongoing employee food defense training programs. Employees FIRST educates front-line food industry workers from farm to table about the risk of intentional food contamination and the actions they can take to identify and reduce these risks.

Follow company food defense plan and procedures.
Inspect your work area and surrounding areas.
Recognize anything out of the ordinary.
Secure all ingredients, supplies, and finished product.
Tell management if you notice anything unusual or suspicious.

Employees FIRST Learning Objectives:

- Increase food defense awareness;
- Define and explain the five parts of the Employees FIRST initiative.

Employees FIRST Tools



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Homeland Security – See Something Say Something:

General Info. <https://www.dhs.gov/see-something-say-something>

Videos <https://www.dhs.gov/if-you-see-something-say-something/protect-your-every-day-public-service-announcement>

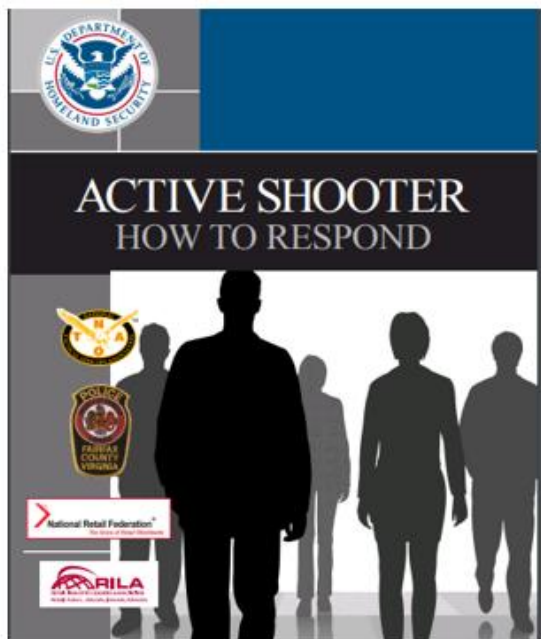
Posters <https://www.dhs.gov/see-something-say-something/campaign-materials> - English
<https://www.fda.gov/downloads/Food/FoodDefense/UCM135073.pdf> - Spanish



FOOD SECURITY/DEFENSE PLAN

Ready Gov. 7 Homeland Security – Active Shooter Preparedness:

General Information	https://www.ready.gov/active-shooter https://www.dhs.gov/active-shooter-resources-translated
Videos	https://www.youtube.com/watch?v=5VcSwejU2D0&feature=share - English https://www.youtube.com/watch?v=9fHB1K-0Ss&feature=share - Spanish
Posters	https://www.ready.gov/active-shooter - English https://www.dhs.gov/publication/active-shooter-resources-spanish - Spanish



HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

Unusual Behavior

75. Valley watches for unusual behavior especially by new employees or disgruntled workers (e.g. workers who stay unusually late after the end of their shift, arrive unusually early, try to access files/ information / areas of the facility outside of the areas of their responsibility; remove documents from the facility; ask questions on sensitive subjects; bring cameras to work etc.)
76. Upon termination of employment employee access is restricted, a notice is issued, and the existing site employees are made aware.

Computer / Information Systems

Valley facility operators shall consider: **Access.**

77. Restrict access to computer process control systems and critical data systems to those with appropriate clearance (e.g., using passwords, firewalls)
78. Eliminate computer access to past employees immediately upon voluntary or involuntary termination.
79. There is an established system of traceability on all computer transactions.
80. Review the adequacy of procedures for backing up critical computer-based data systems.
 - The computer security system is validated.
81. Access to sensitive information such as site plans details etc. is controlled and limited to authorized Executive and Management personnel only.



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82. Protected computer system with firewall security, server backup access kept off-site.
83. An up-to-date computer virus detection system is in place.
84. Access to computer systems is protected through firewalls and/or passwords.
 - **Monitored/ traceable computer system.**
 - **Passwords and access responsibilities are limited to IT personnel and are restricted upon termination.**

Raw Materials and Packaging - Receiving

Valley facility operators/ buyers/ receivers shall consider: **Suppliers**

85. Use and receive only known, appropriately licensed or permitted (where applicable) and pre-approved sources (pre-vetted vendors with pre-scheduled orders that are entered/ coded in the computer system) for all products, raw materials, packaging materials, labels, cartons etc.
 - **See Vendor Vetting Program**
 - **See Order Appointment system.**
86. Take steps to ensure that suppliers and transporters practice appropriate food security measures (e.g., auditing for compliance with food security measures that are contained in purchase and shipping contracts or letters for guarantee)
87. Authenticate labeling and packaging configuration in advance of receipt of shipment.
88. Inspect incoming raw materials, packaging, labels, and product returns for signs for tampering (e.g., abnormal powders, liquids, or odors) or counterfeiting (inappropriate product identity, labeling, product lot coding or specifications) where appropriate.
89. Evaluate the utility of testing incoming products, raw materials, packaging materials, labels, and product returns for detecting tampering or criminal or terrorist activity.
90. Request locked and sealed vehicles / containers, obtain the seal number from the supplier, and verify the number matches upon receipt – decide to maintain the chain of custody when seal is broken for inspection by a government agency.
 - **See Truck/ Container Seal SOP**
91. Quarantine and release procedures are established.
 - **See Product Hold and Disposition SOP**
92. Reconcile the amount received with the amount ordered and the amount listed on the invoice and shipping documents, considering any sampling performed prior to receipt.
93. Supervise the of-loading of incoming products, raw materials, packaging materials, labels, and product returns.
94. If evidence of tampering and/or cross contamination is found, the load will be rejected, quarantined, or held and authorities will be contact, as necessary.
95. Keep track of incoming products, raw materials, packaging materials, labels, salvage products, rework products and product returns
96. Investigate missing or extra stock, or other irregularities outside a pre-determined normal range of variability and report unresolved problems to local law enforcement, when appropriate
97. Destroy outdated or discarded product labels.



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98. Once delivery is verified, and following the Sanitary Transportation SOP, vehicles are inspected for possible contaminants or hazardous materials as the product is off-loaded or prior to loading a vehicle and documented on the Monitoring Shipping Log and Monitoring Receiving Log containing the following information:
- Date and times.
 - Signature of guard on duty.
 - Company in which the carrier delivered to.
 - The driver's information (Name, Driver License number).
 - Every vehicle shall be accounted for. Any vehicle appearing in the yard that cannot be identified shall be rejected and/ or physically checked. Towing/ authorities will be contacted as needed.

Security of Water

The Company water comes from a municipal (potable) water source Los Angeles department of Water and Power, and this entity is tasked with monitoring the water safety and quality. This is reported annually on the water report which can be found at the following website:

http://www.mwdh2o.com/PDF_About_Your_Water/2.3.1_Annual_Water_Quality_Report.pdf

All waterspouts, and water and ice used in the facility shall remain untampered:

99. Access to water sources, hydrants, storage (ice machine and bins) and handling facilities is restricted.
100. Ensure that water systems and trucks (valley does not haul or store water other than the ice machine) are equipped with a backflow device.
- See the Backflow annual invoice.
101. Valley relies on the LADWP to conduct this process.
102. Maintain contact with the public water provider to be alerted to problems.
- Decide with local health officials to ensure that they will immediately notify the facility if the potability of the public water supply is compromised.
 - Bi-Monthly bills provide notices and are reviewed.
103. Identify alternate sources of potable water (e.g., trucking from an approved source, treating on-site or maintaining on-site storage for handwashing – Valley does not wash or process)
104. Access lines that transfer water is examined and restricted.
105. Access to plant ice-making equipment is restricted to authorized personnel only. The ice machine remains locked when not in use.

Chemical/ Hazardous Material Control Security

106. Chemicals/ hazardous materials, including pesticides, cleaning or laboratory materials and sanitizers, are in a restricted areas or secured by a lock.
107. Maintain up-to-date inventory of hazardous materials and chemicals and investigate discrepancies.
108. Potentially hazardous waste (biological or chemical) is controlled and disposed of properly.
109. Janitorial doors and supplies must remain locked and closed (restricted access only) when not in use.
110. Limit access to inside and outside storage areas for hazardous materials and chemicals (i.e., pesticides, industrial chemicals, cleaning materials, sanitizers, and disinfectants) to designated employees/ contractors only.



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111. Maintain a current inventory of hazardous materials and chemicals.
 - Immediately investigate discrepancies in daily inventory of hazardous materials/ chemicals.
112. Ensure that storage areas for hazardous materials/chemicals are constructed and safely vented in accordance with local building codes.
113. Have a procedure in place to receive and securely store hazardous chemicals.
114. Have a procedure in place to control disposition of hazardous chemicals.

Security of Facility Air

115. Secure access to air intake points for the facility, to the extent possible (e.g., using fences, sensors, guards, video surveillance)
116. Examining air intake points for physical integrity routinely
117. Controls for refrigeration systems, electricity, compressors, heating, ventilation, and air conditioning systems are restricted to prevent unauthorized access.
 - The Fleet and Facilities Manager.
 - The Division and Floor Managers.
 - Both are granted access and control responsibilities.
118. Ventilation systems provides for immediate isolation of contaminated rooms/areas.

Finished Products – Shipping

Valley facility operators/ buyers/ receivers shall consider: **Security of finished products.**

119. Keep track of finished products, coded in the system, and logged in the shipping logs.
120. Investigate missing or extra stock or other irregularities outside a predetermined normal range of variation and alerting local law enforcement about unresolved problems, when appropriate
121. Ensure that public storage warehousing and shipping (vehicle and vessels) practices appropriate security measures (e.g., auditing for compliance with food security measures that are contained in contracts or letters of guarantee)
122. Perform random inspection of storage facilities, vehicles, and vessels.
123. Request locked and sealed vehicles/ containers and provide the seal number to the consignee (remember to consult any relevant federal, state, or local fire or occupational safety codes before making any changes)
124. Advise sales staff to be on the lookout for counterfeit products during visits to customers and alert management if any problems are detected.
125. Evaluate the utility of finished product testing for detecting tampering or criminal or terrorist activity.
126. Monitor closely the serving of foods in open display areas (e.g., salad bars, open bulk containers)

Storage Security

127. Monitor and ensure controlled/ restricted access to all storage areas to prevent theft, misuse and/or intentional contamination.
 - Cold and dry storage
 - Chemical storage,
 - Banana ripening storage,
 - Chemicals supplies storage, and
 - Packaging, labels, and supplies storage,
 - External storage facilities (including temporary vehicles/trailers).
128. Regularly conduct security inspections of storage facilities, including temporary storage vehicles.



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129. Maintain records on facility security inspections.
 - See Daily Pre-Inspection Log
 - See Daily Cleaning Logs
130. Stock rotation (first in, first out) is practiced, and monitored/ tracked in the.
 - See Produce Pro Warehouse management system.
131. Limit access to inside and outside storage areas for hazardous materials and chemicals (i.e., pesticides, industrial chemicals, cleaning materials, sanitizers, and disinfectants) to designated employees/ contractors only.
132. Maintain a current inventory of hazardous materials and chemicals.
 - Immediately investigate discrepancies in daily inventory of hazardous materials/ chemicals.
133. Ensure that storage areas for hazardous materials/chemicals are constructed and safely vented in accordance with local building codes.
134. Have a procedure in place to receive and securely store hazardous chemicals.
135. Have a procedure in place to control disposition of hazardous chemicals.

Foreign Products

Because foreign Product imported from outside the United States has the potential to be targeted for intentional contamination Valley makes our best effort to segregate from domestic product from foreign products.

136. Foreign product is identified, separated at receiving, and receivers verify the COOL (country of origin) information in produce pro.
137. Foreign products are rack separated.
138. Product is easily identifiable.

Allergen Products

Allergens handled by the facility are segregated from products to avoid cross contamination.

139. The allergen control program is in effect.
140. Products that are known allergens, such as peanuts should be segregated for several reasons. First to avoid inadvertent cross contamination with other products, and secondly to minimize the potential for an insider to simply “reach across the aisle” and purposely contaminate other product stored in the same area.

Return of Product – Inspections

141. Examine all returned goods at a separate designated area in the facility for evidence of tampering before salvage destroyed or use in rework.
 - Valley Warehouse Receiving: 740-746 S. Alameda St.; Los Angeles, CA 90021
 - Maintain records of returned goods used in rework.
 - Follow the procedures outlines in the FSIS Directive 9010.1 for return of U.S. exported products. <https://www.fsis.usda.gov/wps/wcm/connect/8bd96aa2-9dd9-47a1-9c23-26b7ce68cdde/9010.1Rev1.pdf?MOD=AJPERES>



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Transportation Security

In the transportation of agricultural commodities and food products, Valley considers and has implemented the following steps to help prevent problems before they occur.

- Establish contact with local law enforcement offices so that you know specific contact in case of emergencies or disasters.

Drivers Pre-departure Checklist

1. Observe the loading of your vehicle.
2. Note suspicious onlookers during the cargo loading and contact law enforcement immediately.
3. Using communications ensure that route and immediate staging area appear clear.
4. Clean your cargo area – foreign animal disease and food contaminants can spread on contact.
5. Conduct a safety inspection; inspect tires, brakes, and radiator for damage.
 - See electronic Pre-Trip Inspection Log for full scope.
6. If equipped, check your vehicle electronic tracking system regularly, and notify dispatch when it is not working.
7. Establish an overdue time at your destination and have someone follow-up if you are overdue.

Driver on-the-Road Checklist

8. When leaving the facility be aware of any surveillance of the facility or your truck. Criminal surveillance often begins at, or within a mile of, your origin.
9. Follow company stopping and parking procedures. Do not leave your open truck unattended.
10. Do not make any unscheduled stops.
11. Be aware of possible “road stops.” If you are unsure if police officers are real, call 911 and ask.
12. Report any suspicious activities or emergencies to local police by calling 911, then follow up with a call to Highway Watch at 1-877-USA-SAFE>
13. Also report any suspicious activities to dispatch
14. Remain particularly observant for suspicious activities in and around refueling locations, railroad facilities, bridges, and tunnels.
15. Keep all tractor/trailers doors and access panels locked and windows rolled up or in a position to be raised rapidly.
16. Maintain regular communications with your dispatcher as required.
17. Vary your route when possible. If relevant this should be a part of your pre-trip planning with your dispatcher.
18. Do not discuss your cargo, destination, or trip specifics with people that you do not know or on open channels - - even with other drivers.
19. Do not discuss your route with any shipper personnel unless instructed to do so by the Company.
20. When stopped at a traffic light or traffic, be aware of anyone approaching your vehicle.
21. Go directly to your delivery point(s) without making any extra stops.
22. Avoid being boxed in. Leave room in front and behind your truck to permit escape.
23. Do not pick-up hitchhikers.



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24. Be aware of vehicles that are following your truck and of strangers asking questions about your cargo, route, or destination.

Driver Stopping Checklist

25. Leave your truck in a secure parking lot or truck stop. Park units in a secure yard at all times. Facilities with video surveillance are recommended. Be especially vigilant when operating in “hot spots” - -unsafe or high-crime areas.
26. When you stop or leave your vehicle, ensure that the rig is turned “OFF” and that all doors and access panels remain secure.
27. Before leaving/ exiting your vehicle, look around and become familiar with your surroundings. Have a trusted person watch your vehicle.
28. If team driving, always leave one person with the truck.
29. Watch for individuals with spraying equipment or other possible contaminants (even a rag can spread foreign animal disease and a small capsule can contaminate food).
30. Never leave your vehicle running with the keys in it; shut off the engine and lock the doors.
31. Do not stop in “hot spots” - - unsafe or high-crime areas.
32. Park in areas where other truckers are present.
33. Do not stop on dark roadways or in deserted areas while waiting to make deliveries.
34. Don't take your load home or park in an unsecured area such as a parking lot or mall.
35. Drivers should check and use seals, padlocks, and other locks where appropriate.
36. Perform a quick walk-around to check your vehicle for foreign objects after all stops.
37. Drivers should utilize a “no-stop” policy while making local deliveries.
38. Drivers should never leave extra keys in the vehicle.
39. Drivers should have the 24-hour phone number for dispatch or management personnel who can be called in case of an emergency.
40. Keep your doors locked and windows up at all stops, until the very instant you exit the vehicle; lock your doors immediately behind you.

Driver Destination Checklist

41. Check to make sure the location of loading/ unloading dock/warehouse looks safe.
42. Report your arrival time and location.
43. Note and “suspicious” onlookers observed during off-loading.
44. Confirm that recipient of the cargo is the intended recipient. Ask for identification.
45. If you exit your vehicle, ensure that all doors and access panels are locked and secured. Turn your tractor motor “OFF.”
46. Keep your doors locked and windows up all stops until the very instant you exit the vehicle. The relock immediately. Upon returning to the vehicle, lock your doors immediately behind you.
47. Observe the off-loading of your trailer and always keep your tractor under observation.
48. Always have a communication device with you.



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Hijacking Prevention Tips for Drivers

49. Be watchful immediately after picking up a load. Most hijacks occur within a few miles of pickup location. Interstate on-ramps and off-ramps are locations most often used by hijackers.
50. Look for vehicles following you, especially if there are 3 or more people in the car. If you believe you are being followed, call 911 and your dispatcher immediately.
51. Be suspicious of individuals asking you to stop because of an alleged traffic accident. If unsure whether an accident has occurred, call the police or drive to a police station before stopping.
52. If you believe you are being hijacked, try to keep your truck moving.
53. When appropriate, keep windows secure and doors locked while in transit.
54. Avoid being boxed in. Where possible, leave room in front of and behind your truck.
55. If you are hijacked, watch, and listen to the hijackers. You are law enforcements best witness.
56. Drivers should carry information concerning the identification of the equipment they are driving. You will need license numbers, container and/or trailer numbers, and descriptions if equipment is stolen. (Law enforcement cannot make a stolen-vehicle report or cargo-theft report without this information.)

Responding to Security Breaches - Strategies

Valley facility operators shall consider: **Response to tampering or criminal or terrorist event.**

57. Have a strategy for triaging the event.
 - See the Emergency Action Plan
 - See Product Hold and Disposition SOP
 - See Business Continuity Plan
58. Planning for emergency evacuation, including preventing security breaches during evacuation.
59. Identify critical decision-makers.
60. Identify management that employees should alert about potential security problems.
61. Identify 24-hour contact information for local, state, and federal police/ fire/ rescue / government agencies.
62. Identify a media spokesperson.
63. Have a generic press statements and background information.

Recall Strategy

64. Identify the person responsible, and a back-up.
 - See Recall Program
65. Provide for proper disposition of recall product.
66. Identify customer contacts, address, and phone numbers.
67. Make Identify the person responsible, and a back-up.

Floor Plans and Maps of the Facility

When U.S. military forces fought in Afghanistan and analyzed al Qaeda strongholds, they found hundreds of pages of documents on food production, processing and supply chains that outlined how to attack the US food sector, thus it is important to secure company information, so it does not fall into the wrong hands.

68. **A map of the facility showing the floor plans, flow plans, and segregation areas shall not be left in an unsecured location.** If an aggressor was able to get a copy of this information, it would serve as a “blueprint” to analyze weaknesses of the facility.



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Vulnerability Evaluation

Food facility operators shall consider: Evaluation Program

69. Annually review and test the effectiveness of strategies (e.g. conducting mock criminal, terrorist or tampering event and mock recall, challenging computer security system) and revisiting accordingly – using third party or in-house security expert
70. Perform routine and random food security inspections of facility (including or in-house security expert
71. Verify that security contractors are doing an adequate job.

Non-Emergency Points of Contact

- Los Angeles Fire Dept. (213) 485-6217
- Los Angeles Police Dept. (Newton Div.) (213) 846-6504
- US Health Works Emergency Medical..... (323) 585-7162
Address: 3851 Soto Street; Vernon, CA 90058
- White Memorial Hospital (323) 268-5000
- Los Angeles County Hospital (323) 409-1000
- Southern California Gas Co. (800) 427-2200
- Los Angeles Department of Water & Power. (213) 367-4211
- LA Wholesale Produce Market Management..... (213) 896-4072
- Water Service (213) 342-5397
- Power Service (213) 342-5397
- American Red Cross public information (213) 739-5200
- Building Inspection..... (888) 524-2845
- Storm Damage/ mud slid reports..... (888) 524-2845
- Animal Services (888) 452-7381
- Refuse Collection..... (800) 773-2489
- Sewer/storm drain problems..... (800) 773-2489
- Trees down/debris removal & related problems (800) 996-2489
- US Foods Drug Administration..... (888) 463-6332



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Emergency Points of Contact: Local Law Enforcement

- FDA Food Emergency..... (866) 300-4374
- FDA 24-hour Emergency (301) 443-1240

Los Angeles County

George Decker, Health Communications Specialist

(949) 608-3524

george.decker@fda.hhs.gov

If a food establishment operator suspects that any products that are regulated by the FDA have been subject to tampering or criminal or terrorist action, then he/she should notify the 24-hour emergency number at 301.443.1240 or call the local FDA District Office.

FDA District telephone numbers are listed at:

<http://www.fds.gov/ora/inspect-ref/iom/iomoradir.html>.

The operator should also notify the local law enforcement.

DLA Troop Support – for School Contracts

For DLA Troop Support/ DOD Contract products, if a product recall is initiated by the USDA or FDA, the Contractor, or the Contractor's supplier or manufacturer, the Contractor shall follow the procedures as outlined below:

1. Immediately notify the following personnel:
 - (a) DLA Troop Support Contracting Officer
 - (b) DLA Troop Support Contracting Specialist
 - (c) DLA Troop Support Account Manager
 - (d) DLA Troop Support Customer Safety Officer at (213) 737-2922
2. Provide the following information to the DLA Troop Support Consumer Safety Officer:
 - (a) Reason for recall.
 - (b) Type of recall, i.e., Type I, II, III.
 - (c) Description of product.
 - (d) Amount of product.
 - (e) List of customers that have received product.
 - (f) Name and phone number or responsible person (Recall Coordinator).
3. The Contractor shall produce a Final Status Report of Recall, when completed, to the DLA Troop Support Consumer Safety Officer.
4. At the discretion of the affected customers, the Contractor shall either replace at no additional cost or adjust the invoice quantity for any recalled product.

Incident Response Security Measures

GOAL: To respond quickly to product contamination threat or event using planned measures.



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Investigating Security Concerns

1. Has and follows procedures to ensure that adulterated or potentially harmful products are held.
2. Customer comments are investigated.
3. Reporting of unusual activities is encouraged.
4. Information is available to employees on how to respond to phone or other threats.
5. Employees can stop activities to minimize potential food defense incident.
6. Reported security breaches (for example: alarms, suspicion of tampering) are investigated.

Emergency Contact Security

7. Facility personnel contact information is kept up to date.
8. Emergency contact lists are kept up to date.

Recall and Other Plan Security

9. A product recall plan is maintained and periodically reviewed.
10. Key personnel are trained in product recall/withdraw procedures.

Bioterrorism Registration and Alternative yearly updates:

11. In accordance with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (the Bioterrorism Act) which directs the Food and Drug Administration (FDA), as the food regulatory agency of the Department of Health and Human Services, Valley takes steps to protect the public from a threatened or actual terrorist attack on the U.S. food supply and other food-related emergencies. Valley complies with provisions of the Bioterrorism Act, FDA's established regulations requiring registration:
 - The FDA Food Safety Modernization Act (FSMA), enacted on January 4, 2011, amended section 415 of the Federal Food, Drug, and Cosmetic Act (FD&C Act), in relevant part, to require that facilities engaged in manufacturing, processing, packing, or holding food for consumption in the United States submit additional registration information to FDA, including:
 - Requires food facilities required to register with FDA to renew such registrations every other year and provides FDA with authority to suspend the registration of a food facility in certain circumstances.
 - Assurance that FDA will be permitted to inspect the facility at the times and in the manner permitted by the FD&C Act. Section 415 of the FD&C Act, as amended by FSMA,
 - If FDA determines that food manufactured, processed, packed, received, or held by a registered food facility has a reasonable probability of causing serious adverse health consequences or death to humans or animals, FDA may by order suspend the registration of a facility that created, caused, or was otherwise responsible for such reasonable probability; or knew of, or had reason to know of, such reasonable probability; and packed, received, or held such food.
 - See the **FDA Registration SOP**, a separate document.



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Attachment A: List of Tools or Possible Security Measures for Food Defense

This attachment provides a list of tools or additional security measures that the various divisions may consider or may already have in place. These are used to assist each division to tailor the plan to meet their specific needs.

1. Outside Security Tools

Physical Security

- Ensure proper lighting to monitor the establishment outdoors at night and early morning.
- Install self-locking doors and/or alarms on emergency exits.
- Ensure the following are secured with locks, seals, or sensors when unattended (after hours/weekends)
 - Outside doors and gates
 - Truck latches
 - Windows
 - Roof Openings
 - Vent Openings
 - Loading Docks
 - Trailer (Truck bodies)
 - Hose / Pump Stations
- Regularly conduct and document security inspections of storage facilities, including temporary storage vehicles
- Restrict outdoor access to water wells/sources.

Shipping / Receiving Security

- Closely monitor loading and unloading of vehicles transporting raw materials, finished products, or other materials used in food processing.
- Inspect tanker trucks and trailers to detect the presence of any material, solid or liquid, prior to loading. Load only when appropriate. Report/record results.
- Control access to loading docks to avoid unverified or unauthorized deliveries.
- Require advance notification from suppliers for all deliveries.
- Immediately investigate suspicious changes in shipping documents.
- Check all deliveries against a roster of scheduled deliveries.
- Hold unscheduled deliveries outside establishment premises pending verification.
- If off-hour delivery is accepted, require prior notice of the delivery and an authorized person to be present to verify and receive the delivery.
- Check less-than-truckload (LTL) or partial load shipments for content and condition.
- Require incoming shipments of raw product, ingredients, and finished products to be sealed with tamper-evident or numbered, documented seals and verify the seals prior to entry. Reject if seals are broken or missing.
- Select transportation companies and suppliers with consideration of security measures that they use.
- Examine returned goods at a separate location for evidence of tampering before salvage or use in rework.
- Maintain records of disposition of returned goods.
- Require drivers or delivery personnel to provide identification, preferably with a photo ID. Record name.
- Minimize the time a truck is unlocked during loading or delivery.

2. Inside Security Tools

General Inside Security

- Install and monitor security cameras.
- Increase visibility within the establishment (for example, improve lighting, openness, increase Supervision, add cameras).
- Regularly take inventory of keys to secured/sensitive areas of the establishment.
- Restrict access to controls (by locked door/gate or limiting access to designated employees) for the following systems:
 - Heating, ventilation, and air conditioning (HVAC)
 - Propane, natural gas, water, electricity
 - Disinfection systems
 - Clean-in place (CIP) systems or other centralized chemical systems

Processing Area Security

- Maintain records to allow efficient trace backward or forward of materials and finished product.
- Reduce the time an area is left unmonitored.
- Reduce access to product containers or processing equipment.
- Do not allow unnecessary personal items within the production area.

Storage Security

- Maintain an access log for product and ingredient storage areas.
- Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.
- Restrict access to external storage facilities to designated employees only.

Ingredients / Water / Ice Security

- Examine packages of ingredients before use for evidence of tampering
- Restrict access to product, ingredient, and packaging storage areas to designated employees only (for example, by locked door/gate).
- Water is from a municipally controlled source.
- Inspect water lines for tampering (perform visual inspection for integrity of infrastructure, proper connections)
- Decide with local health officials to ensure immediate notification to the establishment if the portability of the public water supply is compromised.

Chemical / Hazardous Material Control Security

- Have procedures in place to control receipt of samples.
- Have a procedure in place to receive, securely store, and dispose of reagents.
- Information Security
- Track customer complaints/comments for trends.
- Keep details of food defense procedures confidential, as necessary.
- Have up-to-date establishment layout/blueprints for local law enforcement, including the fire department if needed.

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3. Personnel Security Tools

- Authorize appropriate employees to stop a process for significant concerns.
- Control access by employees and non-employees entering the establishment during working and non-working hours (use coded doors, receptionist on duty, swipe cards).
- Restrict temporary employees and non-employees to areas relevant to their work.
- Implement system to identify personnel with their specific functions, assignments, or departments for example, corresponding colored uniforms or hair covers).
- Prohibit employees from removing company-provided uniforms or protective gear from the premises.
- Maintain an updated shift roster for each shift.

4. Incident Response Tools

- Establish evacuation procedures and include in food defense plan.
- Establish procedures for responding to threats as well as actual product contamination events.
- Pre-establish communication with local, state, and federal incident response personnel for a more efficient response.

Employees Are the First Line of Food Defense



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Self-Assessment Checklist

1. See the separate packet titled: "U.S. Department of Agriculture Food Safety and Inspection Service Industry Self-Assessment Checklist for Food Security."
2. Check done at least once a week at the onset of the work week, Monday at midnight.
3. Utilize the USDA Food Defense Self- Assessment Checklist.
 - Will be conducted weekly to make sure that all aspects of defense are operational.
 - Daily Checks will be a shorter version of this list; more critical items are checked daily.
 - This is a separate checklist packet (5 pages):
 - https://www.fsis.usda.gov/wps/wcm/connect/53b140bf-8eca-41e6-95ef-6209f48c4371/Warehouse_Center_Checklist_2.pdf?MOD=AJPERES



United States Department of Agriculture

Food Defense Self-Assessment Checklist for Warehouses and Distribution Centers Outside Security

1. What food defense measures does your warehouse/distributorship have in place for the exterior of the building?

	Yes	No	N/A
Are the facility's grounds secured to prevent entry by unauthorized persons (e.g., by locked fence, gate or entry/exit doors, guard service)?			
Is there enough lighting outside the building to properly monitor the warehouse at night/early morning?			
Do emergency exits have self-locking doors and/or alarms?			

2. Are the following secured with locks, seals, or sensors when unattended (after hours/weekends) to prevent entry by unauthorized persons?

	Yes	No	N/A
Outside doors and gates?			
Loading dock doors?			
Trash compacting chutes?			
Windows?			
Roof openings?			
Vent openings?			
Trailer (truck) bodies?			
Truck hatches?			
Railcars?			

3. Does your warehouse/distributorship have food defense procedures for people and/or vehicles entering the facility and/or parking in your lot?

	Yes	No	N/A
Does the property have a controlled or guarded entrance?			
Are <u>employee</u> vehicles identified using placards, decals, or some other form of visual identification?			
Are authorized <u>visitor/guest</u> vehicles identified using placards, decals, or some other form of visual identification?			

Date	Document Changed	Follow-up:	Approved By:
12/20/2016	No Changes at this time.	n/a	LXM, CLB
11/30/2017	No Changes at this time	n/a	LXM, CLB
03/30/2021	No Changes at this time	n/a	LXM, CLB
12/02/2024	No Changes at this time	n/a	CNL, CLB

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FSIS Food Defense Vulnerability Assessment

- <https://www.fsis.usda.gov/wps/portal/fsis/topics/food-defense-defense-and-emergency-response/vulnerability-assessments>

Homeland Security Presidential Directive/ HSPD – 9 – Defense of United States Agriculture and Food – January 30, 2014

- <https://www.gpo.gov/fdsys/pkg/PPP-2004-book1/pdf/PPP-2004-book1-doc-pg173.pdf>

FSIS Food Defense Risk Mitigation Tool

- https://www.fsis.usda.gov/wps/portal/fsis/topics/food-defense-defense-and-emergency-response/tools-resources-training/risk-mitigation-tool/ct_index
- <https://www.fsis.usda.gov/wps/wcm/connect/cd18dfb5-9443-42f8-b8c5-cadf862fc4/SecurityGuide.pdf?MOD=AJPERES>

USDA Guide to Developing a Food Defense Plan for Warehouse and Distribution Centers – January 2008

- https://www.fsis.usda.gov/wps/wcm/connect/f10a0da9-fa9a-4d13-b07e-c3136386b2c9/Guidance_Document_Warehouses_Brochure.pdf?MOD=AJPERES
- https://www.fsis.usda.gov/wps/wcm/connect/bcab63f8-0ea8-410a-a9fd-3ae140c282e5/Guidance_Document_Warehouses_SP.pdf?MOD=AJPERES - SPANISH
- https://www.fsis.usda.gov/shared/PDF/Guidance_Document_Warehouses.pdf

USDA Food Defense Recall and Preparedness Packet

- <https://www.fsis.usda.gov/wps/portal/fsis/topics/food-defense-and-emergency-response/tools-resources-training/fd-prep/fd-prep>

USDA Food Defense Plan Builder

- <https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm349888.htm>

FSMA Final Rule for Mitigation Strategies to Protect Against Intentional Adulteration

- <https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm378628.htm>

Food Emergency Response Plan

- https://www.fsis.usda.gov/wps/wcm/connect/dffa9797-79bf-4ed5-991c-54f76fd7943d/NASDA_FERP_v4.pdf?MOD=AJPERES
- <https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm295902.htm>



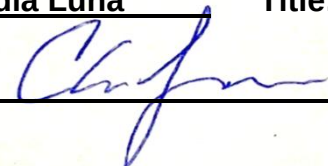
FOOD SECURITY/DEFENSE PLAN

Review dates and signature of person responsible for food safety:

Name: Caroline La Londe Title: Chief Operations Officer, CEO

Signature:  Review Date: 12/02/2024

Name: Claudia Luna Title: Food Safety & Compliance Manager

Signature:  Review Date: 12/02/2024

Document Monitoring

Date	Document Changed	Follow-up:	Approved By:
12/11/2017	The Plan was revised to include Plant Schematic, Product Description, and Process Flow Charts (p10-18) Additionally added photo of the Employee Onboarding packet p. 31, the Company Storage and Distribution Overview section p 26 adding Allergen , foreign product, and floor plan handling, and the ADP Biometrics time clock tracking system and background checks info p. 32.	Retraining will be issued re: Allergens and Foreign materias handling.	LXM. CLB
03/16/2018	The 740-746 S. Alameda St. plant schematic was updated to reflect the move of Continental to 16610Mc Garry St.. The Tranportation Security section was added to the manual.	Retraining will be issued.	LXM, CLB
05/01/2019	The Plan was reviewed. Changes were made to reflect the new system of having 1 master documents for each category such as, the Company Facility list, the Committee List & Responsibilities, Person Responsible, FDA Registration, etc. which will be included as needed in each FS Program reference manual as needed and updated as needed.	No further actions required, all changes are clerical only. Records updated at each location.	LXM, CLB
04/14/2020	Reveiwed, No Changes at this time.	n/a	LXM, CLB
03/30/2021	Food Defense program reviewed, no major changes.	N/A	LXM, CLB
11/13/2023	Document reviewed. Grammar and punctuation updates, moved the Document Monitoring to the end of the manual.	N/A, Reviewed Program Manual with Claudia Luna.	LXM, CNL, CLB
12/02/2024	Food Defence reviewed, no changes made.	N/A	CNL, CLB

FOOD SECURITY/DEFENSE PLAN

CDSE Insider Threat Awareness Training Toolkit

- <https://www.cdse.edu/toolkits/insider/awareness.html>

Food Defense for In-Commerce Firms

- <https://www.fsis.usda.gov/wps/wcm/connect/86cc4d8e-c963-4be2-936a-745e2da9063a/food-defense-incommerce-firms.pdf?MOD=AJPERES>

FBI Commercial Facilities: Food Defense Awareness and Outreach

- <https://www.fbi.gov/file-repository/commercial-facilities-food-defense.pdf/view>

USDA Guide for Security Transporting Agricultural and Food Commodities

- <https://www.fsis.usda.gov/wps/wcm/connect/8e71743c-5d6e-46b1-99aa-df9d245ac2da/aftcsecurguidfinal19.pdf?MOD=AJPERES>

Cyber Security Framework

- <https://www.nist.gov/cyberframework>

If you See Something, Say Something

- <https://www.fda.gov/downloads/Food/FoodDefense/UCM245306.pdf>

Trucking Counter Terrorism Guide

- <http://quickseries.com/products/tsa-trucking-counterterrorism-guide/>

FDA Employees FIRST Line of Defense

- <https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm295997.htm>
- <https://www.fda.gov/downloads/Food/FoodDefense/UCM135072.pdf> - English Poster
- <https://www.fda.gov/downloads/Food/FoodDefense/UCM135073.pdf> - SPANISH Poster
- <https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm506616.htm> - Videos
- <https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm353774.htm> - Training

FEMA Active Shooter

- <https://training.fema.gov/is/courseoverview.aspx?code=IS-907> – Info & Training
- <https://www.dhs.gov/active-shooter-preparedness> - Posters
- <https://emilms.fema.gov/IS907/curriculum/1.html> - Video training

DLA Troop Support Food Defense Checklist

- http://www.dla.mil/Portals/104/Documents/TroopSupport/Subsistence/FoodSafety/FoodQuality/food_defense_check.pdf

FSIS Directive 9010.1 for Return of U.S. Exported Products

- <https://www.fsis.usda.gov/wps/wcm/connect/8bd96aa2-9dd9-47a1-9c23-26b7ce68cdde/9010.1Rev1.pdf?MOD=AJPERES>



CERTIFICATE

Issued to:

ORGANIZATION

Val Pro, Inc.

1601 East Olympic Blvd. Bldg 300, Suite 300-307 Los Angeles, California 90021, United States

OPERATION

Valley Fruit & Produce Company, Continental Sales Company, Continental Export
740-746 Alameda St Los Angeles, California 90021, United States
Operation type: STORAGE & DISTRIBUTION CENTER

PRELIMINARY AUDIT SCORE:

96%

CERTIFICATE VALID FROM:

Aug 05, 2024 To Aug 04, 2025

FINAL AUDIT SCORE:

100%

Primus Auditing Operations certifies that this operation has complied with the applicable requirements of PrimusGFS Version 3.2
See subsequent certificate pages for audit executive summary



[Signature]



Primus Auditing Operations | 2811 Airpark Dr | Santa Maria
California 93455 United States |
primusgfsqa@primusauditingops.com | 805.623.5563 | 805.352.1364

Authorized by:
President:
Javier Sollozo



CERTIFICATE VALID FROM:

Aug 05, 2024 To Aug 04, 2025

AUDIT TYPE:

Announced Audit

AUDIT EXECUTIVE SUMMARY:

Val Pro INC is a refrigerated packing house operation for fresh fruits and vegetables (raw agricultural commodities), utilizing refrigerated cold storage and Pre - Cooled Trucks. The intended Use and Consumer: Distributors, General Public. The facility receives product in finished packaging, product is tagged with coding and stored by product specifications. The product goes directly to raw/cold storage, or it is subjected to ethylene ripening/ gassing step in the process (Only for bananas). When shipped, the product is loaded onto temperature controlled, pre-cooled vehicles, data entered on shipping logs, and released. Water used for handwashing and cleaning is from municipal source. Pest Control is managed by a third party.

Addendum(s)/Module(s) included in the audit:

Not Applicable

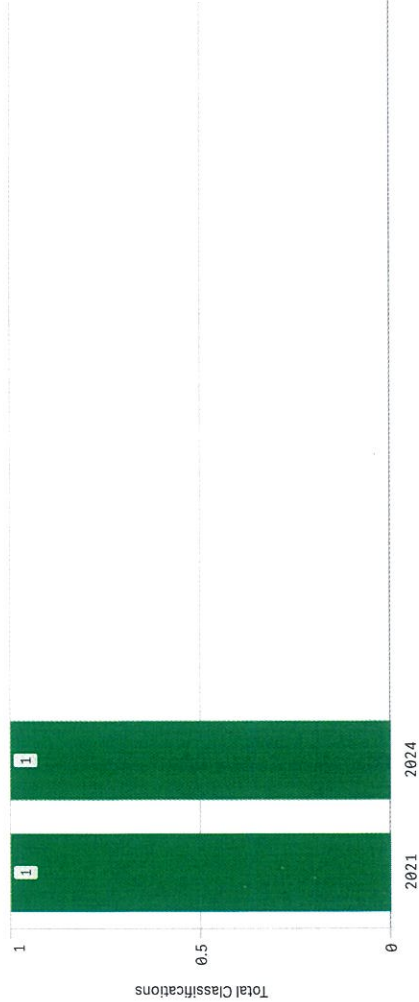
Product information for each product			
Product Group/Product Name	Observed Product	Seasonality	Country of destination for product
Fruits	Observed on the day of audit	Year round	United States
Vegetables	Observed on the day of audit	Year round	United States
Nuts	Observed on the day of audit	Year round	United States

Inspections

Inspections	Classifications
2	2

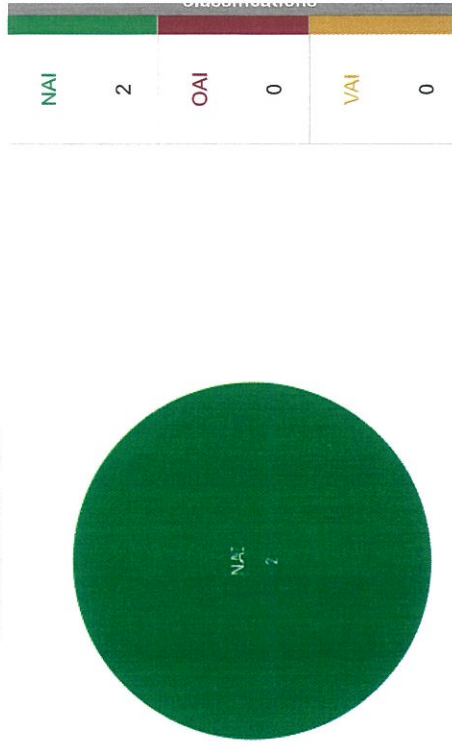
Inspection Classifications by Fiscal Year

Fiscal Years: 2021 - 2024



Inspection Classifications by Type

Fiscal Years: 2021 - 2024



Inspections Details

Inspection ID	Inspection End Date	Project Area	Product Type	Classification	Additional Details
1227618	01/05/2024	Foodborne Biological Hazards	Food/Cosmetics	NAI	-
1143522	06/07/2021	Foodborne Biological Hazards	Food/Cosmetics	NAI	-

Inspections Citations Details

*Citations data include Form FDA 483 citations and may not necessarily represent citations on final classification letters.



Nutrition Facts Label Sheet

Line #1 - Apple, Green Sliced
100/2oz

Nutrition Facts

Serving Size: 2 oz (57g)

Total Calories	30
Total Fat	0 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	7 g
Dietary Fiber	1 g
Total Sugars	6 g
Added Sugars included	0 g
Protein	0 g
Vitamin c	39 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #2 - Apple, Red Sliced
100/2oz

Nutrition Facts

Serving Size: 2 oz (57g)

Total Calories	30
Total Fat	0 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	7 g
Dietary Fiber	1 g
Total Sugars	6 g
Added Sugars included	0 g
Protein	0 g
Vitamin c	39 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #3 - Apple, Green Sliced 5LB

Nutrition Facts

Serving Size: 1.5 cup (140g)

Total Calories	80
Total Fat	0 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	19 g
Dietary Fiber	4 g
Total Sugars	12 g
Added Sugars included	0 g
Protein	0 g
Calcium	70 mg
Potas.	140 mg
Vitamin C	122 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #4- Baby Carrot, Peeled Petite Slim 5LB

Nutrition Facts

Serving Size: 100g baby carrots

Total Calories	38
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	9 g
Dietary Fiber	1 / g
Total Sugars	4.8 g
Added Sugars Included	0 g
Protein	0 g
Minerals	
Calcium	42 mg
Potassium, K	237 mg
Sodium	63 mg
Iron	0.09 mg
Vitamins	
Vitamin B-6	0.115 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #5- Baby Carrot, Peeled 100/2.5oz

Nutrition Facts

Serving Size: 100g baby carrots

Total Calories	38
Total fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	9 g
Dietary Fiber	2.7 g
Total Sugars	4.8 g
Added Sugars Included	0 g
Protein	0 g
Minerals	
Calcium	42 mg
Potassium, K	237 mg
Sodium	63 mg
Iron	0.09 mg
Vitamins	
Vitamin B 6	0.115 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #6-BELLPEPPER GREEN DICED 1/4"

Nutrition Facts

Serving Size: 100g

Total Calories	21 kcal
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	4.71 g
Dietary Fiber	1.8 g
Total Sugars	2.35 g
Added Sugars Included	0 g
Protein	0.59 g
Minerals	
Calcium	10 mg
Potassium, K	175 mg
Sodium	3 mg
Iron	0.59 mg
Vitamins	
Vitamin C	0
Vitamin D	0 IU

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #7-BELLPEPPER RED DICED 1/4"

Nutrition Facts

Serving Size: 100g

Total Calories	31
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	6 g
Dietary Fiber	1 g
Total Sugars	4.2 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	12 mg
Potassium, K	211 mg
Sodium	2 mg
Iron	0.43 mg
Vitamins	
Vitamin C	127.7mg
Riboflavin (B2)	0.142 mg
Niacin (B3)	1.02 mg
Vitamin B-6	0.303 mg
Biotin	0.427 mg
Folate	47 mg
Thiamin (B1)	0.055 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #8-BELLPEPPER, RED 1/4"-JULIENNE

Nutrition Facts

Serving Size: 100g

Total Calories	31
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	6 g
Dietary Fiber	2.1 g
Total Sugars	4.2 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	12 mg
Potassium, K	211 mg
Sodium	2 mg
Iron	0.43 mg
Vitamins	
Vitamin C	127.7mg
Riboflavin (B2)	0.142 mg
Niacin (B3)	1.02 mg
Vitamin B-6	0.303 mg
Biotin	0.427 mg
Folate	47 mg
Thiamin (B1)	0.055 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #9 - Broccoli, Floret 4/3LB

Nutrition Facts

Serving Size: 100g raw broccoli

Total Calories	32
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	6.27 g
Dietary Fiber	2.4 g
Total Sugars	1.4 g
Added Sugars Included	0 g
Protein	2.57 g
Minerals	
Calcium	46 mg
Potassium, K	303 mg
Sodium	36 mg
Iron	0.69 mg
Vitamins	
Vitamin C	91.3 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #10-CARROT, COIN 3/16"

Nutrition Facts

Serving Size: 100g

Total Calories	35
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	8.24 g
Dietary Fiber	3.5 g
Total Sugars	4.71 g
Added Sugars Included	0 g
Protein	1.18 g
Minerals	
Calcium	35 mg
Potassium, K	235 mg
Sodium	76 mg
Iron	0.94 mg
Vitamins	
Vitamin C	2.4 mg
Vitamin A	27,800 IU
Vitamin D	0 IU

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #11-CARROT, SHREDDED

Nutrition Facts

Serving Size: 100g

Total Calories	18 kcal
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	3.53 g
Dietary Fiber	2.4 g
Total Sugars	1.18 g
Added Sugars Included	0 g
Protein	1.18 g
Minerals	
Calcium	33 mg
Potassium, K	247 mg
Sodium	6 mg
Iron	1.18 mg
Vitamins	
Vitamin C	0
Vitamin D	0 IU

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #12 - Carrot Sticks 4" x 3/8 5LB

Nutrition Facts

Serving Size: 100g

Total Calories	35
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	8.24 g
Dietary Fiber	1.5 g
Total Sugars	4.71 g
Added Sugars Included	0 g
Protein	1.18 g
Minerals	
Calcium	35 mg
Potassium, K	235 mg
Sodium	76 mg
Iron	0.94 mg
Vitamins	
Vitamin C	2.4 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #13 - Cauliflower Florets 4/3LB

Nutrition Facts

Serving Size: 1 cup cauliflower, chopped, ½" pieces (107g)

Total Calories	27
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	5 g
Dietary Fiber	2 g
Total Sugars	2 g
Added Sugars included	0 g
Protein	2 g
Minerals	
Calcium	2 mg
Potassium	7 mg
Sodium	32 mg
Iron	3 mg
Vitamins	
Vitamin A	0 mcg RAE
Vitamin C	57 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #14 -Celery Sticks, 4"x3/8

Nutrition Facts

Serving Size: 40g

Total Calories	6
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	1 g
Dietary Fiber	1 g
Total Sugars	1 g
Added Sugars included	0 g
Protein	0 g
Minerals	
Calcium	1 mg
Potassium	2 mg
Sodium	32 mg
Iron	0 mg
Vitamins	
Vitamin A	1 mcg RAE
Vitamin C	1 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #15 - Cucumber, Sliced
w/Skin 3/8"

Nutrition Facts

Serving Size: 100g

Total Calories	15
Total Fat	0 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	15 g
Dietary Fiber	1 g
Total Sugars	2 g
Added Sugars Included	0 g
Protein	1 g
Calcium	1 mg
Sodium	2 mg
Iron	2 mcg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #16 - Shelled Edamame 4LB

Nutrition Facts

Serving Size: 100g

Total Calories	100
Total Fat	5.2 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	9.9 g
Dietary Fiber	5.2 g
Total Sugars	2.2 g
Added Sugars Included	0 g
Protein	11.9 g
Minerals	
Potassium	436 mg
Sodium	6 mg
Iron	2.3 mg
Vitamins	
Vitamin C	6.1 mg

Note, only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #17-Garlic, Minced or
Chopped 4/1 QT

Nutrition Facts

Serving Size: 30g

Total Calories	45
Total Fat	0.2 g
Saturated Fat	0.0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	9 g
Dietary Fiber	0.6 g
Total Sugars	0 g
Added Sugars included	0 g
Protein	1.9 g
Minerals	
Calcium	54 mg
Potassium	120 mg
Sodium	5 mg
Iron	0.5 mg
Vitamins	
Vitamin C	9.4 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #18 - Grapes IW

Nutrition Facts

Serving Size: 1 cup grapes (92g)

Nutrient	Amount
Total Calories	62
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	16 g
Dietary Fiber	1 g
Total Sugars	15 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	4 mg
Sodium	2 mg
Iron	2 mg
Vitamins	
Vitamin A	1 mcg RAE
Vitamin C	4 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #19 -Jicama Sticks 4" 5LB

Nutrition Facts

Serving Size: 70g

Total Calories	38
Total Fat	0.1 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	9 g
Dietary Fiber	3.3 g
Total Sugars	4.2 g
Added Sugars Included	0 g
Protein	0.7 g
Minerals	
Potassium	208 mg
Sodium	4 mg
Iron	0.3 mg
Vitamins	
Vitamin C	10.5 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #20 - Lemon Juice, Fresh GAL

Nutrition Facts

Serving Size: 8 oz

Total Calories	61
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	20.9 g
Dietary Fiber	0 g
Total Sugars	5.8 g
Added Sugars Included	0 g
Protein	0.88 g
Minerals	
Potassium	296 mg
Sodium	2 mg
Iron	0.09 mg
Vitamins	
Vitamin C	110.4 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #21-LETTUCE, ROMAINE CHOPPED 1"

Nutrition Facts

Serving Size: 100g

Total Calories	18 kcal
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	3.53 g
Dietary Fiber	2.4 g
Total Sugars	1.18 g
Added Sugars Included	0 g
Protein	1.18 g
Minerals	
Calcium	33 mg
Potassium, K	247 mg
Sodium	6 mg
Iron	1.18 mg
Vitamins	
Vitamin C	0
Vitamin D	0 IU

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #22-LETTUCE, GREEN LEAF, FILLETS

Nutrition Facts

Serving Size: 100g

Total Calories	15
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	2.9 g
Dietary Fiber	1.3 g
Total Sugars	0.8 g
Added Sugars Included	0 g
Protein	1.4g
Minerals	
Calcium	36 mg
Potassium, K	194 mg
Sodium	28 mg
Iron	0.9 mg
Vitamins	
Vitamin C	9.7 mg
Thiamin (B1)	0.082 mg
Niacin (B3)	0.375 mg
Vitamin B-6	0.071 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #23 -Lettuce Salad Mix 4-Way (Romaine,Iceberg,Red Cabbage,Shredded Carrots)

Nutrition Facts

Serving Size: 100g

Total Calories	18
Total Fat	0.2 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	3.7 g
Dietary Fiber	1.4 g
Total Sugars	2.3 g
Added Sugars Included	0 g
Protein	1.2 g
Minerals	
Potassium	270 mg
Sodium	15 mg
Iron	0.7 mg
Vitamins	
Vitamin C	17 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #24 - Lettuce, Shredded 4-5#

Nutrition Facts

Serving Size: 1 cup lettuce, shredded (36g)

Total Calories	5
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	1 g
Dietary Fiber	1 g
Total Sugars	0 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	2 mg
Sodium	10 mg
Iron	2 mg
Vitamins	
Vitamin A	15 mcg RAE
Vitamin C	4 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #25 - Melon, Cantaloupe, Chunks 5LB**Nutrition Facts**

Serving Size 1 cup cantaloupe, cubed (160g)

Total Calories	54
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	13 g
Dietary Fiber	1 g
Total Sugars	13 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	9 mg
Sodium	26 mg
Iron	2 mg
Vitamins	
Vitamin A	30 mcg RAE
Vitamin C	65 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #26 - Melon, Honeydew, Chunks 5#

Nutrition Facts

Serving Size: 1 cup honeydew melon, diced (170g)

Total Calories	61
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	16 g
Dietary Fiber	1 g
Total Sugars	14 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	8 mg
Sodium	31 mg
Iron	2 mg
Vitamins	
Vitamin A	1 mcg RAE
Vitamin C	34 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #27 - Melon, Watermelon, Chunks 5#

Nutrition Facts

Serving Size: watermelon, 1 cup diced (152g)

Total Calories	46
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	12 g
Dietary Fiber	1 g
Total Sugars	9 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	4 mg
Sodium	2 mg
Iron	2 mg
Vitamins	
Vitamin A	5 mcg RAE
Vitamin C	14 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #28 - Onion, Yellow Diced

Nutrition Facts

Serving Size: 100g raw yellow onion

Total Calories	38
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	8.61 g
Dietary Fiber	1.71 g
Total Sugars	5.82 g
Added Sugars Included	0 g
Protein	0.83 g
Minerals	
Calcium	15 mg
Potassium, K	182 mg
Sodium	1 mg
Iron	0.28 mg
Vitamins	
Vitamin C	8.2 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #29 - Pineapple, Chunks 5LB

Nutrition Facts

Serving Size: 1 cup pineapple, chunks (165g)

Nutrient	Amount
Total Calories	82
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	22 g
Dietary Fiber	2 g
Total Sugars	16 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	2 mg
Potassium	4 mg
Sodium	2 mg
Iron	3 mg
Vitamins	
Vitamin A	1 mcg RAE
Vitamin C	88 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #30 -Pineapple Spear IW

Nutrition Facts

Serving Size: 100g

Total Calories	50
Total Fat	0.12 g
Saturated Fat	0.03 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	13.12 g
Dietary Fiber	1.4 g
Total Sugars	9.85 g
Added Sugars Included	0 g
Protein	0.54 g
Minerals	
Potassium	109 mg
Sodium	1 mg
Iron	0.29 mg
Vitamins	
Vitamin C	47.8 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #31 - Pico De Gallo

Nutrition Facts

Serving Size: 100g

Total Calories	18 kcal
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	7.14 g
Dietary Fiber	g
Total Sugars	3.57 g
Added Sugars Included	0 g
Protein	0. g
Minerals	
Potassium	0 mg
Sodium	411 mg
Iron	0 mg
Vitamins	
Vitamin A	1,070 IU
Vitamin D	0 IU
Vitamin C	21.4 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #32 - Spinach, Cello Clean Bag 2.5#

Nutrition Facts

Serving Size	1 cup (30g)
Total Calories	7
Total Fat	0 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	1 g
Dietary Fiber	1 g
Total Sugars	0 g
Added Sugars included	0 g
Protein	1 g
Calcium	2 mg
Sodium	24 mg
Iron	5 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #33 - Zucchini Coined 1/2" 5LB

Nutrition Facts

Serving Size: 100g

Total Calories	17
Total Fat	1 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	3 g
Dietary Fiber	1 g
Total Sugars	3 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	6 mg
Sodium	8 mg
Iron	2 mg
Vitamins	
Vitamin A	1 mcg RAE
Vitamin C	20 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #1A - Apples, Fuji, XFNCY 163CT 40LB

Nutrition Facts

Serving Size: 100g

Total Calories	58
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	15.6 g
Dietary Fiber	2.1 g
Total Sugars	13.3 g
Added Sugars Included	0 g
Protein	0.15 g
Minerals	
Calcium	6 mg
Potassium, K	104 mg
Magnesium	4.7 mg
Sodium	1 mg
Iron	0.02 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #2A - Apples, Gala, XFNCY, 113CT 40LB

Nutrition Facts

Serving Size: 100g

Total Calories	55
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	14.8 g
Dietary Fiber	2.1 g
Total Sugars	11.8 g
Added Sugars Included	0 g
Protein	0.13 g
Minerals	
Calcium	7 mg
Potassium, K	106 mg
Magnesium	4.9 mg
Sodium	0 mg
Iron	0.06 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #3A - Apples, Red Del, XFNCY, 113CT 40LB

Nutrition Facts

Serving Size: 100g

Total Calories	56
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	14.8 g
Dietary Fiber	2 g
Total Sugars	12.2 g
Added Sugars Included	0 g
Protein	0.19 g
Minerals	
Calcium	5 mg
Potassium, K	95 mg
Magnesium	4.7 mg
Sodium	0 mg
Iron	0 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #4A -Banana, Petite, Green Tip 40LB

Nutrition Facts

Serving Size: 100g

Total Calories	89
Total Fat	0.11 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	22.84 g
Dietary Fiber	1.6 g
Total Sugars	12.23 g
Added Sugars Included	0 g
Protein	1.09 g
Minerals	
Potassium	358 mg
Sodium	1 mg
Iron	0.26 mg
Vitamins	
Vitamin C	8.7 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	X No
Eggs	X No
Fish	X No
Shellfish	X No
Peanuts	X No
Tree Nuts	X No
Soy	X No
Wheat (Gluten)	X No
Sesame	X No

Line #5A - Bellpepper, Green Medium 5#

Nutrition Facts

Serving Size	1 Medium Pepper (119g)
Total Calories	24
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	6 g
Dietary Fiber	2 g
Total Sugars	3 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	4 mg
Sodium	4 mg
Iron	2 mg
Vitamins	
Vitamin A	2 mcg RAE
Vitamin C	106 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #6A - Bellpepper, Red Medium 5#

Nutrition Facts

Serving Size	1 Medium Pepper (119g)
Total Calories	24
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	6 g
Dietary Fiber	2 g
Total Sugars	3 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	4 mg
Sodium	4 mg
Iron	2 mg
Vitamins	
Vitamin A	2 mcg RAE
Vitamin C	106 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line 7A - Bellpepper, Green Choice 5#

Nutrition Facts

Serving Size	1 Medium Pepper (119g)
Total Calories	24
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	6 g
Dietary Fiber	2 g
Total Sugars	3 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	4 mg
Sodium	4 mg
Iron	2 mg
Vitamins	
Vitamin A	2 mcg RAE
Vitamin C	106 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #8A - Blueberries 12/6oz

Nutrition Facts

Serving Size	1/2 cup (148g)
Total Calories	84
Total Fat	1 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	22 g
Dietary Fiber	4 g
Total Sugars	15 g
Added Sugars included	0 g
Protein	1 g
Calcium	1 mg
Sodium	1 mg
Iron	2 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #9A - Chile, Jalapeno #1

Nutrition Facts

Serving Size: 90g

Total Calories	26
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	6.3 g
Dietary Fiber	2 / g
Total Sugars	3.8 g
Added Sugars Included	0 g
Protein	0.9 g
Minerals	
Potassium	199 mg
Sodium	1.80 mg
Iron	0.4 mg
Vitamins	
Vitamin C	82.7 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #10A - Cucumber, Regular
36CT

Nutrition Facts

Serving Size: 100g

Total Calories	15
Total Fat	0 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	15 g
Dietary Fiber	1 g
Total Sugars	2 g
Added Sugars Included	0 g
Protein	1 g
Calcium	1 mg
Sodium	2 mg
Iron	2 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #11A - Green Onion 6CT

Nutrition Facts

Serving Size: 15g

Total Calories	5
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	1.1 g
Dietary Fiber	0.4 g
Total Sugars	0.4 g
Added Sugars Included	0 g
Protein	0.3 g
Minerals	
Calcium	11 mg
Potassium	41.4 mg
Sodium	2.4 mg
Iron	0.2 mg
Vitamins	
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line 12A - Kiwi, 36VF, 108 CT

Nutrition Facts

Serving Size: 1 fruit (2") (69g)

Total Calories	42
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	10 g
Dietary Fiber	2 g
Total Sugars	6 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	2 mg
Potassium	5 mg
Sodium	2 mg
Iron	1 mg
Vitamins	
Vitamin A	0 mcg RAE
Vitamin C	71 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

If a child has a known kiwi allergy, avoid serving kiwi or foods containing kiwi due to risk of allergic reaction.

Line #13A - Lemon, Choice 5#

Nutrition Facts

Serving Size	1 lemon (58g)
Total Calories	17
Total Fat	0 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	5 g
Dietary Fiber	2 g
Total Sugars	2 g
Added Sugars included	0 g
Protein	1 g
Calcium	1 mg
Sodium	1 mg
Iron	2 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #14A - Melon, Cantaloupe, CT**Nutrition Facts**

Serving Size 1 cup cantaloupe, cubed (160g)

Total Calories	54
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	13 g
Dietary Fiber	1 g
Total Sugars	13 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	9 mg
Sodium	26 mg
Iron	2 mg
Vitamins	
Vitamin A	30 mcg RAE
Vitamin C	65 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #15A - Melon, Honeydew 1 CT

Nutrition Facts

Serving Size: 1 cup honeydew melon, diced (170g)

Total Calories	61
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	16 g
Dietary Fiber	1 g
Total Sugars	14 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	8 mg
Sodium	31 mg
Iron	2 mg
Vitamins	
Vitamin A	1 mcg RAE
Vitamin C	34 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #16A - Melon, Watermelon, Seedless EA

Nutrition Facts

Serving Size: watermelon, 1 cup diced (152g)

Total Calories	46
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	12 g
Dietary Fiber	1 g
Total Sugars	9 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	4 mg
Sodium	2 mg
Iron	2 mg
Vitamins	
Vitamin A	5 mcg RAE
Vitamin C	14 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #17A -Nectarine
Yellow/White VF 100 CT

Nutrition Facts

Serving Size: 100g

Total Calories	39
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	9 g
Dietary Fiber	1.5 g
Total Sugars	7.89 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	2 mg
Potassium	131 mg
Sodium	13 mg
Iron	0.3 mg
Vitamins	
Vitamin A	21 mg RAE
Vitamin E	0.61 mg
Vitamin K	2 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #18A - Onion, Yellow Medium 5LB

Nutrition Facts

Serving Size: 100g raw yellow onion

Total Calories	38
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	8.61 g
Dietary Fiber	2.71 g
Total Sugars	5.82 g
Added Sugars Included	0 g
Protein	0.83 g
Minerals	
Calcium	15 mg
Potassium, K	182 mg
Sodium	1 mg
Iron	0.28 mg
Vitamins	
Vitamin C	8.2 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #19A - Orange, Navel Fancy, 113CT

Nutrition Facts

Serving Size: 1 orange (2 5/8") (131g)

Total Calories	62
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	15 g
Dietary Fiber	4 g
Total Sugars	12 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	4 mg
Potassium	5 mg
Sodium	0 mg
Iron	1 mg
Vitamins	
Vitamin A	2 mcg RAE
Vitamin C	77 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #20A - Orange, Valencia Fancy 113CT

Nutrition Facts

Serving Size: 1 orange (2 5/8") (131g)

Total Calories	62
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	15 g
Dietary Fiber	3 g
Total Sugars	12 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	4 mg
Potassium	5 mg
Sodium	0 mg
Iron	1 mg
Vitamins	
Vitamin A	2 mcg RAE
Vitamin C	77 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #21A - Snap Peas Stringless 10LB

Nutrition Facts

Serving Size: 63g

Total Calories	27
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	4.8 g
Dietary Fiber	1.6 g
Total Sugars	2.5 g
Added Sugars Included	0 g
Protein	1.8 g
Minerals	
Potassium	126 mg
Sodium	2.5 mg
Iron	1.3 mg
Vitamins	
Vitamin A	54 mcg
Vitamin K	25 mcg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #22A -Mandarin, Seedless,
Peeled, Raw 25LB

Nutrition Facts

Serving Size: 100g

Total Calories	56
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	13.4 g
Dietary Fiber	1.3 g
Total Sugars	8.12 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	44 mg
Potassium	167 mg
Sodium	<2.5 mg
Iron	<0.25 mg
Vitamins	
Vitamin C	21.2 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #23A - Peach, Yellow/White
VF 25LB

Nutrition Facts

Serving Size: 1 medium peach (150g)	
Total Calories	58
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	14 g
Dietary Fiber	2 g
Total Sugars	13 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	6 mg
Sodium	0 mg
Iron	2 mg
Vitamins	
Vitamin A	3 mcg RAE
Vitamin C	11 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #24A - Pear Bartlett 135 CT

Nutrition Facts

Serving Size: 1 medium pear (178g)

Nutrient	Amount
Total Calories	101
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	27 g
Dietary Fiber	6 g
Total Sugars	17 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	4 mg
Sodium	2 mg
Iron	2 mg
Vitamins	
Vitamin A	0 mcg RAE
Vitamin C	9 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #25A - Pineapple, Costa Rican Gold, EA

Nutrition Facts

Serving Size: 1 cup pineapple, chunks (165g)

Nutrient	Amount
Total Calories	82
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	22 g
Dietary Fiber	2 g
Total Sugars	16 g
Added Sugars included	0 g
Protein	1 g
Minerals	
Calcium	2 mg
Potassium	4 mg
Sodium	2 mg
Iron	3 mg
Vitamins	
Vitamin A	1 mcg RAE
Vitamin C	88 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #26A -PLUM, RED/BLACK VF,
130CT 28LB

Nutrition Facts

Serving Size: 1 plum (66g)

Total Calories	30
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	8 g
Dietary Fiber	1 g
Total Sugars	7 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	0 mg
Potassium	2 mg
Sodium	0 mg
Iron	1 mg
Vitamins	
Vitamin A	1 mcg RAE
Vitamin C	7 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #27A - Potato, Russet 60CT

Nutrition Facts

Serving Size: 75g (raw)

Total Calories	59
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	14 g
Dietary Fiber	1 g
Total Sugars	0.5 g
Added Sugars Included	0 g
Protein	1.6 g
Minerals	
Potassium	313 mg
Sodium	3.75 mg
Iron	0.65 mg
Vitamins	
Vitamin C	4.3 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #28A - Strawberries 8/1 LB

Nutrition Facts

Serving Size	1 cup, sliced (168g)
Total Calories	53
Total Fat	1 g
Saturated Fat	0 g
Cholesterol	0 mg
Carbohydrates	13 g
Dietary Fiber	4 g
Total Sugars	8 g
Added Sugars included	0 g
Protein	1 g
Calcium	2 mg
Sodium	2 mg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP Ed Produce Guide

Allergen	Contains?
Milk	X No
Eggs	X No
Fish	X No
Shellfish	X No
Peanuts	X No
Tree Nuts	X No
Soy	X No
Wheat (Gluten)	X No
Sesame	X No

If a child has a known strawberry allergy, do not serve strawberries due to risk of allergic reaction.

Line #29A -Tangerine, Minneola 125CT

Nutrition Facts

Serving Size: 100g

Total Calories	47
Total Fat	0.2 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	12 g
Dietary Fiber	2 g
Total Sugars	10.1 g
Added Sugars Included	0 g
Protein	0.9 g
Minerals	
Potassium	150 mg
Sodium	2 mg
Iron	0.1 mg
Vitamins	
Vitamin C	53 mg

Note: only nutrients that are available will show on this display

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #30A - TOMATO, GRAPE CLAM MEDIUM 12/1 PT

Nutrition Facts

Serving Size: 123g

Total Calories	22
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	5 g
Dietary Fiber	2 g
Total Sugars	3 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	6 mg
Sodium	6 mg
Iron	2 mg
Vitamins	
Vitamin A	6 mcg RAE
Vitamin C	19 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No

Line #31A - TOMATO 5X6 FLAT/60 Count

Nutrition Facts

Serving Size: 123g

Total Calories	22
Total Fat	0 g
Saturated Fat	0 g
Trans Fat	0 g
Cholesterol	0 mg
Carbohydrates	5 g
Dietary Fiber	2 g
Total Sugars	3 g
Added Sugars Included	0 g
Protein	1 g
Minerals	
Calcium	1 mg
Potassium	6 mg
Sodium	6 mg
Iron	2 mg
Vitamins	
Vitamin A	6 mcg RAE
Vitamin C	19 mg
Vitamin D	0 mcg

Note: only nutrients that are available will show on this display

Source: USDA FoodData Central & USDA SNAP-Ed Produce Guide

Allergen	Contains?
Milk	✗ No
Eggs	✗ No
Fish	✗ No
Shellfish	✗ No
Peanuts	✗ No
Tree Nuts	✗ No
Soy	✗ No
Wheat (Gluten)	✗ No
Sesame	✗ No



Newport-Mesa
Unified School District

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ADDENDUM NO. 1 Fresh Produce for Food Services

BID No. 121-25

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
2985 BEAR ST., BLDG.A
COSTA MESA, CA 92626

05/07/2025

The following revisions and/or clarifications shall be made to the BID documents for the above-named work. All work described in the original BID documents and all applicable Sections of the original BID documents shall be included in the contract, except as herein modified:

Acknowledgement of this Addendum shall be made below and submitted with the BID submission. If acknowledgement is not made the proposal may be considered non-responsive.

1. **Change:** Sample list of items to exclude dairy products

All other provisions of the BID remain unchanged.

BELOW, PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND SUBMIT IT WITH YOUR PROPOSAL.

Name:

Caroline Lalonde

Signature:

Caroline Lalonde

Firm Name:

Valley Fruit and Produce

Address:

740 - 746 S. Alameda St.

Los Angeles, CA 90021

Telephone #:

213.256.9055

Email:

Schools@valleyproduce.com and
clb@valleyproduce.com

(END OF ADDENDUM NO.1)



VALPROI-01

SLANZAS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776
HUB International Insurance Services Inc.
4695 MacArthur Court
Suite 600
Newport Beach, CA 92660

CONTACT NAME: Stephanie Lanzas

PHONE (A/C, No, Ext): (951) 779-8562

FAX (A/C, No):

E-MAIL ADDRESS: stephanie.lanzas@hubinternational.com

INSURED

Val-Pro, Inc. dba Valley Fruit and Produce Company
1601 E Olympic Blvd. Bldg 300
Los Angeles, CA 90021

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Travelers Property Casualty Company of America 25674

INSURER B: The Travelers Indemnity Company of Connecticut 25682

INSURER C: Pacific Compensation Insurance Company 11555

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☒ OCCUR			Y-630-4S558746-TIL-24	9/1/2024	9/1/2025	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MEF EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS COMP/OP AGG \$ 2,000,000
							EBL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	☐ POLICY ☐ PRO-JECT ☒ LOC						
	OTHER:						
B	AUTOMOBILE LIABILITY						
	☒ ANY AUTO			BA-4S518146-24-14-G	9/1/2024	9/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	☒ HIRED PD \$1,000 Ded.						PROPERTY DAMAGE (Per accident) \$
							\$
A	☒ UMBRELLA LIAB ☒ OCCUR						
	☐ EXCESS LIAB ☐ CLAIMS-MADE			CUP-4S55884A-24-14	9/1/2024	9/1/2025	EACH OCCURRENCE \$ 10,000,000
	☐ DED ☒ RETENTION \$ 0						AGGREGATE \$ 10,000,000
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	WC1045580	3/1/2025	3/1/2026	☒ PER STATUTE ☐ OTH-ER \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For Informational Purposes Only.

CERTIFICATE HOLDER

Newport Mesa Unified School District
2985 Bear Street, Building E
Costa Mesa, CA 92626

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

FROM FARM TO SCHOOL

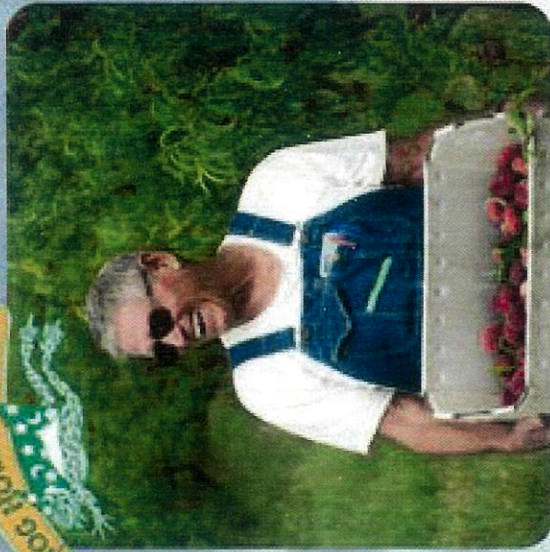
We source the highest quality items from farmers throughout the state of California to deliver the best eating experience for k-12 students

Check out the map to see where May's harvest of the month items are grown!



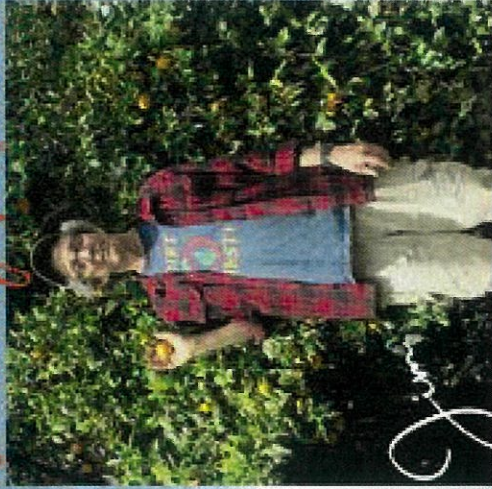
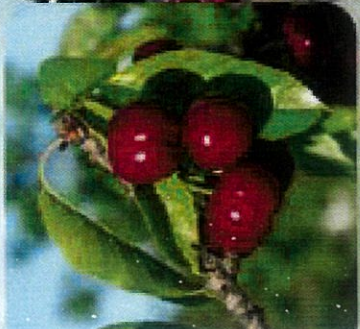
Meet our New Organic Farming partners!

Frog Hollow Farm



In 1978 Al Courchesne established Frog Hollow Farm. Since then their orchards have grown from 13 to 280 acres in the Bay Area. Frog

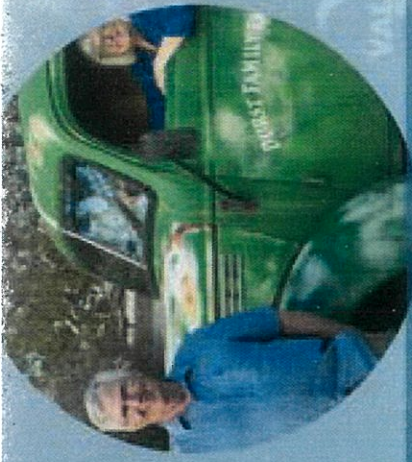
Hollow is a certified organic orchard known for its legendary, tree-ripened fruit grown with care. Specializing in cherries, stone fruit and much more, the farm is committed to sustainable practices delivering peak-season flavor straight from the orchard to your plate.



Jim Churchill joined the family business in 1978. A few years later, he discovered a great-eating tangerine, the Pixie. Grown in the Ojai Valley, the fruit is sweet, juicy, and easy to peel. Jim and his team have been growing organic pixies for over 40 years and are proud to continue delivering to consumers across the U.S.!



CHURCHILL ORCHARD
IN THE OJAI VALLEY
CEOE CERTIFIED ORGANIC



The Durst family has been farming in the Yolo County area of California since the late 1800's. In 1988 Jim and Deborah planted their first organic crop and soon branched out to other items. From the beginning, Jim and Deborah have worked hard to build a conscious, ecologically minded business where both people and planet are treated respectfully.



MAY FRUITS & VEGGIES

STRAWBERRIES

Sweet, juicy and bursting with berry-goodness; strawberry flavor adds a fruity pop to smoothies, desserts and drinks. A classic favorite that never goes out of style!



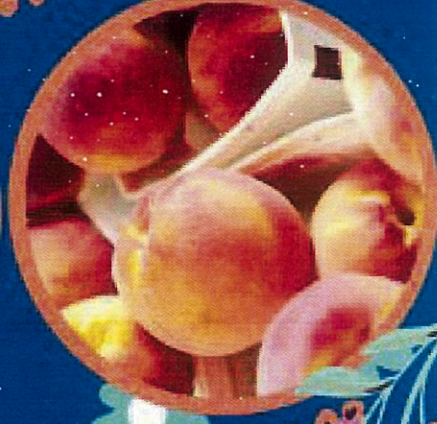
SNAP PEAS

Sweet and snappy, snap peas are crisp, juicy, and irresistibly sweet - perfect for munching raw, tossing in stir-fries, or adding crunch to salads!



PEACHES

Sweet and sunny peaches are juicy, fragrant and full of summer flavor. Perfect for pies, smoothies, salads and for snacking the whole fruit straight off the pit!



AVOCADO

Creamy and dreamy, avocados bring rich, buttery texture and mellow flavor - perfect for toast, guac, salads and even smoothies. Nature's green gold!



CHERRIES

Pop of sweet-tart cherries are juicy little flavor bombs. Perfect for baking, snacking or adding a zing to salads or sauces. Cherries are a bite-sized burst of happiness!



ASPARAGUS

Tender and earthy asparagus delivers a crisp bite and fresh, grassy flavor - delicious roasted, grilled or tossed into pastas for salads. Asparagus is spring on a plate!



June Fruits & Veggies



NECTARINES

Juicy and lush nectarines pack a sweet, tany puh with smooth skin and tons of flavor. Slice them into salads, grill them, or enjoy fresh for a sunny treat!



BELL PEPPERS

Colorful and crisp bell peppers bring crunch, sweetness, and a splash of color to any dish. Perfect raw, roasted, stuffed or sauteed - flavor and flair in every bite!



APRICOTS

Delicate and dreamy apricots are soft, sweet and just a little tart - perfect for jams, baking or snacking fresh. Tiny fruit, big flavor!



CANTALOUPE

Cool and juicy cantaloupe is sweet, refreshing and summer in every slice. Blend it, chill it, cube it - perfect for snacks, salads, and smoothies!



RASPBERRIES

Tangy and tart raspberries are vibrant, juicy and packed with bold flavor. Perfect for desserts, jams, smoothies or just snacking fresh!



FENNEL

Crisp and anise-infused fennel adds a subtle licorice flavor with a fresh, crunchy bite. Great raw in salads, roasted, or added to savory dishes for a unique twist!

