Motherlode Co-Packing Food Safety Summary 2020

1. Overview – Motherlode Co-Packing has a multi-layered food safety program in place to ensure that all products manufactured within our facility adhere to good manufacturing and security practices. Safety and quality are of the utmost importance at Motherlode Co-Packing. It is the facility's policy and procedure not to allow copies of the Food Safety Program or its content out of the facility. Questions are encouraged and will be answered as best as possible without compromising the security and safety of the facility. Written procedures are established to define step-by-step processes to ensure product safety, including raw and finished goods, in accordance with our HACCP program. All finished goods are assigned a lot code as defined in our traceability program. We are an FDA inspected facility, bio-terrorism number 16822543238.

   If you have additional questions, please contact Motherlode Co-Packing.

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2. Allergen & Cross Contamination –
The Allergen Management Program controls known allergens throughout the entire facility, from receiving to shipping. Both the North American and European standards define allergens at Motherlode. Items are segregated and are handled in a manner to eliminate or minimize potential cross-contamination, including equipment, containers, utensils, scheduling and warehousing. Allergen controls are tested regularly by Quality Assurance.

Allergens Present in the Facility
i. Dairy
ii. Eggs
iii. Fish/Shellfish
iv. Gluten
v. Peanuts - Not present at facility
vi. Soy
vii. Wheat
viii. Celery – International
ix. Mustard – International
x. Sesame – International
xi. Sulfites – International

3. Chemical Control –
The facility chemical control program addresses all chemicals used in the facility including; approval, purchase, controlled and segregated storage, handling, labeling, concentrations, training, disposal, MSDS and contractor engagement.

4. Cleaning & Waste Management –
Cleaning procedures are set to maintain a clean and safe facility. They take Food Safety into consideration when cleaning and after cleaning is complete. Daily, weekly and other periodic schedules are set, maintained and documented. In-house and 3rd party training is conducted regularly at Motherlode. Testing is conducted on a regular basis throughout the cleaning processes. Waste Management procedures are set to minimize any negative impact from waste items in and outside the facility.

5. Facilities & Organization –
Self-inspections are conducted regularly at the facility and continuous improvement is a way of management and self conduct at Motherlode Co-Packing. If corrective actions are needed they are identified, documented, assigned and implemented. 3rd party feedback from inspectors, authorities and even customers is tracked and improvements or corrective actions that come from that feedback are assigned and implemented as needed. Motherlode has a full Corrective And Preventive Action program in place to identify, assign and complete necessary changes within the facility. Facility layout takes workspace arrangements into account to separate key

areas within the facility and minimize personnel and food safety issues. The facility is monitored and outside grounds are kept clean and organized in a manner to eliminate or minimize food safety issues. Support, training and education are a part of each employee's life at Motherlode to help ensure a safe and clean environment to work and produce products. The facility maintains FDA and other 3rd party inspections as well as current certificates of insurance and water quality testing.

6. Food Defense –

The Food Defense program identifies and reduces the risk of potential harm to the facility, its personnel, and food products. The facility maintains FDA registration under the Bio-terrorism Act. Motherlode conducts vulnerability assessments. There is a Food Defense team and trained coordinators in place. Key regulatory agency contacts and numbers as well as that of first responders is maintained. Facility security measures include but are not limited to a defined and controlled facility boundary, fenced parking, controlled gate access, restricted access to production areas, surveillance cameras and truck inspections.

7. Glass, Brittle Plastics & Ceramics –

The GBP&C program at Motherlode supports proactive steps to prevent contamination from glass, brittle plastics and ceramics. It manages not only product and container breakage but also food safe lighting and other breakable materials that are used for other purposes within the facility. Breakage logs are maintained, drop tests for shatter zones are tested, and cleaning and safety procedures are in place to ensure containment of any incident.

8. GMPs & PPPs –

The GMP program addresses personnel hygiene, clothing requirements, jewelry, disease, sickness and conduct in and around the facility. The facility does have a dress code designated by areas within the facility. Training and accountability occur regularly with the facility and manufacturing teams. All non-facility personnel, including visitors and contractors, are required to sign in and follow the facility personnel practices, GMP's and PPP's, and security requirements. Trained supervisors are also in place to monitor compliance to personnel practices by Motherlode Co-Packing employees while all employees monitor guest activity. GMP policy pertaining to Employee Illness specifically is listed in the Food Safety Program and the employee handbook. It requires employees to immediately report illnesses that show certain symptoms. Food manufacturing employees in particular are required to report additional symptoms per doctor's visits as well as certain illnesses experienced by family members.

9. HACCP –

The HACCP program in place at Motherlode addresses the control and critical control points of producing safe products. It includes a hazard analysis to assess risks, likelihood and severity of occurrences to prevent, eliminate or reduce hazards within the facility. Motherlode maintains programs, flow diagrams and assessments on site. Control points and critical control points are identified and monitored within the program and personnel are trained to conduct and maintain the program and documentation.

10. IPM –
Integrated Pest Management is managed by a 3rd party certified in Pest Management. The written program at Motherlode, which the 3rd party meets and helps maintain, addresses annual assessments, monitoring and management of pest activity, to prevent, identify and eliminate conditions that could promote or sustain a pest population. Personnel are trained to identify and report potential activity. Periodic inspection of potentially susceptible areas is conducted and documented.

11. Maintenance –
The maintenance program ensures minimal downtime and inconsistency in the facility. The program at Motherlode details how to report maintenance needs, schedule and perform preventative maintenance, conduct equipment reviews, proper dust collection and filtering programs, allowable lubricant use, maintenance cleaning and documentation processes, transportation equipment maintenance and temporary repairs and parts storage. Key supervisor and management communication and oversight are an integral part of the program.

12. Preferred Vendor / Supplier Management Program –
Motherlode Co-Packing's supply chain management is critical to producing quality products. Our SMP addresses the evaluation and management of vendors/suppliers of goods and services. Vendors and their products are evaluated to our specifications relating to quality, timeliness, food safety risk, SDS accuracy and availability, performance history, and past in-house product reviews.

13. Quality Assurance –
The QA program ensures that requirements are met throughout the manufacturing process and facility. Vendor SDS and guarantees are required for items to ensure they meet our requirements. Temperature sensitive materials are monitored and tested regularly and equipment is inspected for accuracy. Visual inspections are taking place continuously throughout the process as well. Testing, and results are monitored for each batch produced as well as documented and reviewed by our QA department. QA reviews over 6
check points on every batch produced. Motherlode Co-Packing uses a 3rd party to verify production processes and requirements for each product manufactured. This ensures verification of processing, recipes and provides an additional set of eyes on the products and accountability parameters. Each batch produced has its own set of documentation that follows it throughout the entire manufacturing process.

14. Shipping & Receiving –
The Receiving program addresses the receipt of goods, the examination of those goods and the methods shipment to reasonably ensure the goods are in proper condition as they are received into the facility. Shipments must meet Motherlode requirements and pass inspection prior to being released into the facility. The Shipping program addresses both the examination of the goods and the transportation service, but also ensures

the traceability of the product by item number and lot number combinations and appropriate shipping documentation to the customer. Again, both of these programs are designed to address potential food safety issues to prevent, eliminate and reduce occurrences.

15. Storage & Handling –
The Storage & Handling program at Motherlode ensures that items are segregated, transferred and handled in a manner that maintains cleanliness and safety and minimizes breakage, leakage and potential cross-contamination. Pallet management, inventory transfers and proper storage practices are addressed and employees are trained regularly.

16. Traceability & Conformance –
There is a traceability program in place that allows Motherlode to track materials from Vendor supply to first destination of the customer. All food contact items are lot tracked, all items are assigned Product No., and all items are traceable to their initial destination outside the facility. Nonconforming products are identified through a program that provides guidelines for isolation, investigation and disposition of raw materials, packaging materials, WIP Items, returned goods, and finished products that do not meet, or potentially do not meet, food safety requirements. The recall and withdrawal program addresses Motherlode's ability to trace items to the customer and withdraw or recall them if needed. It also addresses the ability to track internal issues back to the source/supplier of the materials. This program is tested once a year, at a minimum, for training and verification purposes.

17. Visitors & Regulatory Authorities –
All Non-facility personnel are required to conform to the facilities Personnel Practices Program. Visitors, regulatory authorities, outside contractors, tour groups, among others are required to sign-in at the front desk prior to entering the facility and sign-out upon leaving the facility. All regulatory affairs and inspection personnel are accompanied around the facility at all times. Cameras and recording devices are not allowed in certain areas of the facility. A list of regulatory authorities and first responders are identified, who will accompany them, and contact information if needed is kept on file and available.