

<b>DOCUMENT ID</b>	Visitor, Contractor and Vendor Good Manufacturing Practices	<b>PAGE</b>	<b>1 of 2</b>
<b>PLANT NAME:</b>	Kwik Trip, Inc. Production Operations	<b>ISSUE DATE</b>	10/2/23
<b>ADDRESS:</b>	1626 Oak Street, La Crosse, WI 54602	<b>SUPERSEDES</b>	9/20/22

We would like to welcome you to Kwik Trip, Inc. Please read the following information related to our GMP policy and sign the back page. Visitors, Contractors and Vendors in our facilities must comply with all GMPs and plant policies to maintain our high standards of food safety required of all.

1. Visitors must sign in and out on the electronic visitor system or visitor log. Identification will be issued and must be worn at all times.
2. Visitors are not allowed in production or food storage areas without management approval.
3. A visitor smock must be worn and closed over clean clothing (smocks must be removed when using restroom or break room).
  - Shoes must be clean and in good repair. No open toed shoes.
  - Booties must be worn over shoes (unless specific permission granted for the nature of the work being performed)
4. Nothing may be stored in pockets above the waist.
5. All visitors are to wear effective hair restraints:
  - A designated orange hair net worn over the ears (*green or white hair net: authorized individuals only*).
  - Beard guards must cover beards and mustaches completely.
6. Visitors are not required to wear a face mask due to Covid 19, wearing one is optional. Visitors with facial hair shall wear a beard net over a face mask or under face shield.
7. All visitors must wash their hands upon entering production and after using restrooms or anytime when their hands may have become soiled during their visit.
8. All exposed jewelry, including watches, necklaces and fitness bands (with the exception of medical alert jewelry) must be removed or appropriately covered before entering the plant. Fingernail polish and rings unable to be removed must be covered with black gloves (due to Covid-19, other colors of gloves may be permitted)
9. Glass or brittle plastic of any kind is not permitted in production or food storage areas.
10. Eating food, drinking beverages, chewing gum, candy, cough drops or tobacco, in any form, is not permitted in production or food storage areas.
11. Persons infected with Salmonella, Shigella spp., Hepatitis A virus, Norovirus, Listeria monocytogenes, Shiga Toxin- producing Escherichia coli, other major food borne illness including boils, sores, infected wound, Covid-19 or any other affliction which may spread disease, may not enter production or food storage areas.
12. Extra clothing and other additional articles must be left in a conference room or designated area. Hats and caps are not allowed in production areas without management approval.
13. The use of photography, videography or other electronic recording is prohibited in production areas without the consent of Kwik Trip production management.
14. Kwik Trip, Inc. reserves the right to inspect incoming and outgoing packages including visitor briefcases or bags.
15. Kwik Trip, Inc. reserves the right to inspect incoming and outgoing vehicles for suspicious, inappropriate or unusual items or activity.
16. Always wear provided hearing protection and plant specific PPE, watch your step, be cautious of moving machinery and stay close to your tour guide or appropriate Kwik Trip, Inc. co-worker.
17. In the event of an emergency, ammonia leak or severe weather, follow Kwik Trip, Inc. personnel for appropriate procedures.

**Contractor and Vendor Specific:**

1. Contractors and vendors shall wear clean company clothing with their specific company logo in production areas with no active production.
  - Clean, with no oil, grime or physical debris
  - Nothing carried in pockets above the waist as this could be potential for foreign material
  - During production and if company clothing is not clean or does not have the company specific logo, a disposable white smock shall be worn when in GMP area (smocks shall be removed when using restroom and/or break room)
2. Footwear shall be clean and free of mud and debris.
  - Where applicable, follow the approved shoe/boot cleaning procedure or wear booties when working in production facilities.
  - Working in a wet environment: rubber booties must be worn over boots when working in production.
3. Hands must be washed after using restrooms and/or use hand sanitizer when a portable restroom is being utilized.
4. Lunches must be transported to designated break area in a sealed container. No glass containers allowed.
5. Keep all loose material accounted for and reconcile all parts after work is completed, such as:
  - Nuts/bolts/nails; Insulation; Metal shavings from cutting and grinding; Scrap wiring; Tools
6. Tools and parts must be properly cleaned before use in production.
7. Tool bags/ back packs, boxes –shall be kept on an approved table or cart.
8. Do not prop doors open or leave overhead doors open unless actively using to prevent mice, birds or insects from entering the building.
9. When working in production, follow the specific instructions on the Contractor Work in Production Permit, *if applicable*.
10. An SDS shall be submitted for any lubricants or chemicals for review that are planned to be used on Kwik Trip property or for any project.
11. Personal protection equipment (PPE) must be properly clean and not posing any food safety risks.
  - Hard hats must be wiped daily with sanitizing wipe when entering a working production/processing area
12. Contractors, subcontractors and vendors shall ensure their co-workers adhere to OSHA 1910 and 1926 regulations (most current editions), all state, federal and local regulations, and any Kwik Trip, Inc. site-specific policies.

**I have read, understand and agree to follow the above GMPs and Plant Policies.**

<i>Date:</i>	<i>Name:</i>	<i>Company (if applicable):</i>		
<i>Signature:</i>				
<i>Office Use Only:</i>	<i>Escorted</i> <input type="checkbox"/>	<i>Unescorted</i> <input type="checkbox"/>	<i>Department:</i>	<i>Initials:</i>



## **Anhydrous Ammonia – Visitor Safety**

Safety is an essential and integral part of the operation of all our Kwik Trip, Inc. facilities. Our owners, management team and coworkers are dedicated to ensuring the safety of our visitors and contractors. All persons entering Kwik Trip, Inc. premises shall comply with our anhydrous ammonia safety rules and regulations.

The following Kwik Trip facilities use anhydrous ammonia as a refrigerant:

- Kwik Trip Dairy
- Kwik Trip Kitchens
- Kwik Trip Sweets Bakery
- Kwik Trip Bread and Buns Bakery
- Kwik Trip Distribution Division

Anhydrous ammonia is toxic when inhaled or absorbed in amounts that exceed established limits. We require you to follow these rules related to this potential hazard.

If you smell ammonia while visiting or working anywhere within this facility, immediately inform the nearest Kwik Trip coworker so that we can investigate the source of the smell.

In the event of an accidental release of ammonia, you will receive communication warning you of the release. You are instructed to follow the nearest Kwik Trip coworker to the nearest shelter-in-place location. Do not leave our property until you have been accounted for and released by Kwik Trip.

If you are to work on or near our refrigeration system, communicate with the Director or Maintenance Supervisor in the building you are in to ensure that the safety of the system is maintained. Under no circumstances will you make any changes to our system (including shutting or opening valves) without express permission from our Maintenance Supervisor or designated representative.

If you need items lifted or moved, contact one of the supervisors. Do not operate our forklifts or other equipment without permission.

Other safety rules will be followed as determined by the Director and/or the Maintenance Supervisor of the building you are in.

