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PRE-OPERATIONS CLEANING AND SETUP CHECKLIST

Today's date: _____

Last day of production: _____

Employees responsible: _____

		YES	NO	INITIALS
1	Equipment and press cloths visually clean			
2	Equipment requires re-cleaning and/or sanitizing			
3	Re-cleaning and/or sanitizing performed			
4	Reassemble equipment			
5	Sanitizer applied: _____ ppm			

Corrective actions:

Supervisor signature: _____

DAILY OPERATIONS / ROUTINE CLEANING

Today's date: _____

Employees responsible: _____

		YES	NO	INITIALS
1	Apples visually inspected			
2	Processing room / bulk tank room picked up/swept			
3	Trash receptacles dumped, cleaned, sanitized			
4	Cider cloths off floors on holding racks			
5	Packaging materials off the floor			
6	Pomace removal after each press			

Corrective actions:

Supervisor signature: _____

POST-OPERATIONS CLEANING / SANITIZING – GRINDER APPARATUS

Today's date: _____

Employees responsible: _____

		YES	NO	INITIALS
1	Surrounding area free from debris			
2	Rinse top, inside, outside of grinder apparatus			
3	Remove by hand any remaining debris			
4	Scrub with cleaner and food-grade brushes top, inside, outside of grinder apparatus			
5	Rinse inside / top / outside			
6	Visually inspect: a) free from organic matter b) water clear			
7	Sanitizer solution concentration (ppm)			
8	Spray sanitizer on equipment, allow to drip off			

Corrective actions:

Supervisor signature: _____

POST-OPERATIONS CLEANING/ SANITIZING – RACK AND PRESS

Today's date: _____

Employees responsible: _____

		YES	NO	INITIALS
1	Surrounding area free from debris			
2	Equipment rinsed down			
3	Equipment scrubbed inside/outside			
4	Equipment rinsed down			
5	Press cloths washed and dried			
6	Visually inspect – if food particles or debris remain, repeat #3 above			
7	Sanitizer concentration			
8	Flood equipment with sanitizer			
9	Rinse equipment with water			

Corrective actions:

Supervisor signature: _____

POST-OPERATIONS CLEANING/SANITIZING – WET BRUSHER

Today's date: _____

Employees responsible: _____

		YES	NO	INITIALS
1	Surrounding area free from debris			
2	Rinse top, inside, outside of wet brusher			
3	Remove by hand any remaining debris			
4	Scrub with cleaner and food-grade brushes top, inside, outside of wet brusher			
5	Rinse inside / top / outside			
6	Visually inspect: a) free from organic matter b) water clear			
7	Sanitizer solution concentration (ppm)			
8	Spray sanitizer on equipment, allow to drip off			

Corrective actions:

Supervisor signature: _____

POST-OPERATIONS CLEANING /SANITIZING – FILLER

Today's date: _____

Employees responsible: _____

		YES	NO	INITIALS
1	Surrounding area free from debris			
2	Cover motors / electrical panels			
3	Rinse down equipment			
4	Dismantle filler			
5	Scrub inside / outside of filler with cleaner			
6	Rinse filler			
7	Visually inspect			
8	Sanitizer concentration (PPM)			
9	Sanitizer applied, allowed to drip off food contact surfaces			
10	Utensil sink sanitizer concentration (ppm)			
11	Parts washed, rinsed, sanitized, air dried			

Corrective actions:

Supervisor signature: _____

SAMPLE GROWER AGREEMENT

PURPOSE:

The purpose of this agreement is to ensure that the apples being provided to/purchased

By _____ (cider presser) meet the requirements of the Canadian Food Inspection Agency's (CFIA) Code of Practice for the Production and Distribution of Unpasteurized Apple and Other Fruit Juice/Cider in Canada.

AGREEMENT:

I, _____ (apple grower or other supplier) agree to supply apples to the cider presser named above, which have met ALL of the following recommended practices as stated in the Code of Practice:

A) Harvest – "NO GROUNDERS" – No fruit that touched the ground or floors was included in the apples supplied for "Fresh Unpasteurized" apple juice/cider. The harvesting process was supervised and monitored to insure that only wholesome, clean, tree-picked (no grounders) apples were placed in suitable clean bins and/or field containers.

B) Harvest Training – Field workers harvesting apples were provided with training to ensure that only wholesome, clean, tree-picked (no grounders) apples were harvested.

C) Field Sanitation – Field workers harvesting apples were provided with adequate toilet and hand washing facilities, and instructed in the proper procedures regarding personal hygiene.

D) Livestock Grazing/Livestock Fertilizers – During the past twelve months no livestock grazing occurred in the orchards and no livestock fertilizers, including biosolids (human waste), were used in the orchards.

E) Water used to irrigate and dilute pesticides etc. is of an acceptable microbial quality as per the Code of Practice (This can be verified by testing).

F) Records of fertilizer and pesticide, etc., applications, including water sources are maintained.

I hereby certify that the above is true and correct and that all of the apples supplied to

_____ (Cider Presser) meet ALL of the requirements as stated above for the _____ pressing season.

Grower/Supplier name: _____

Grower /Supplier signature: _____ Date: _____

RAW PRODUCE RECEIVING REPORT

Date:	Lot#
Shipper:	No.of units:
Product:	Cooler temp when received:
Grower:	

Product Inspection

Rate on a scale of 1–10 (1 = very poor, 10 = very good)

CATEGORY	RATING	COMMENTS
Decay / Bruised		
Skin punctures / Cracks		
Discolouration		
Wormy / Insects		
Visible dirt		
Other		

General comments on lot received

Accepted: _____ Rejected: _____

Inspected by: _____

CIDER PRODUCTION AND DISTRIBUTION LOG – CUSTOM PRESSER

Production date: _____

Lot code number: _____

Supervisor _____

Storage tank: A B C

Total litres made: _____ Total bins used: _____

VARIETY	# BOXES USED	GROWER	DISTRIBUTED TO	
			NAME	# OF LITRES

Notes:

**CIDER PRODUCTION AND DISTRIBUTION
LOG
SELF-PRODUCED – BULK**

PROD. DATE	CODE LOT NO.	TOTAL NO. OF LITRES	APPLE VARIETY	SOLD TO

Notes:

Preparation Of Apple- And Equipment Sanitizing Solutions from Chlorine Based Sanitizers.

What concentration of chlorine do you want in your water?

50 ppm – Apple Wash

100 ppm – Apple Wash or Equipment Wash

200 ppm – Equipment Wash

_____ (A)

How many litres of water is the sanitizer being added to (i.e. how many liters of dilute sanitizer do you want to prepare)? (e.g., 500 litres)

_____ (B)

On the label of the sanitizer bottle, what percentage of hypochlorite is listed (e.g., 6%, 12% etc.)?

_____ (C)

To calculate the amount of sanitizer to add to your water, use your answers to the above questions to fill in the following formula:

$$\text{LITRES OF BLEACH TO ADD} = \frac{(A) \times (B)}{(C) \times 10\,000} = \underline{\hspace{2cm}} \text{ LITRES}$$

$$= \frac{(\text{DESIRED PPM OF CHLORINE}) \times (\text{TOTAL WATER VOLUME})}{(\% \text{ HYPOCHLORITE IN SANITIZER}) \times (10\,000)}$$

Example:

You want 50 ppm chlorine. You are adding it to 500 litres of water. Your sanitizer is 6% sodium hypochlorite.

$$= \frac{(50) \times (500)}{(6) \times (10\,000)} = \frac{25000}{60000}$$

= 0.42 litres → So you add 0.42 litres of sanitizer to your water.

Common Conversions

0.1 litres = ½ cup

0.2 litres = ¾ cup

0.3 litres = 1 ¼ cups

0.4 litres = 1 ½ cups

0.5 litres = 2 cups

0.6 litres = 2 ½ cups

0.7 litres = 2 ¾ cups

0.8 litres = 3 ¼ cups

0.9 litres = 3 ½ cups

1.0 litres = 4 cups

EMPLOYEE RULES OF HYGIENE

The rules below should be followed by all employees working in the orchard and/or processing facility:

- 1. Eating, drinking, and personal grooming are prohibited in apple cider processing areas. Use designated areas for lunch and other breaks.**
- 2. A proper hair restraint (cap or hairnet, beardnet) must be worn when working with or handling cider apples, pomace, unbottled cider, and packaging materials.**
- 3. Smoking and other uses of tobacco in processing areas are prohibited.**
- 4. Clean clothing is to be worn at the start of each processing day. Clothing should be changed as often as necessary to maintain cleanliness. Soiled garments are unacceptable in the cider processing area. Sanitary work garments should be provided as necessary.**
- 5. Rubber boots and other footwear worn in the processing area must be kept clean. DO NOT wear field clothes, especially shoes or boots, into the apple cider processing area.**
- 6. No jewellery or wrist watches may be worn in the pressing area.**
- 7. Employees with diarrhea, boils, open sores, cuts, burns or skin infections shall not be allowed to process cider, handle raw fruit or handle packing materials.**

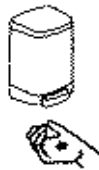
THE SIX STEPS OF PROPER HAND WASHING

1. Wet



Wet hands first

2. Soap



Use soap,
preferably anti-
bacterial.

3. Soap/Lather



Lather well
beyond wrist.

4. Wash



Work all surfaces
thoroughly
including wrists,
palms, back of
hands, fingers, and
under fingernails -
Rub hands
together for at least
15-20 seconds.

5. Rinse



Thoroughly
rinse with
clean water. Be
sure not to
touch side of
sink.

6. Dry



Dry hands
completely with a
single use towel.
Use towel to turn
off water and
protect hands
from resoiling.