Independent Can Company

Production Plant Good Manufacturing Practices (GMP) Requirements for Persons Entering ICC Facilities

The following applies to all Employees, Temporary Employees, Visitors, Regulatory Authorities, Outside Contractors, Tour Groups, and Family/Friends of Employees who enter this facility.

- All containers of finished products or raw materials shall be covered and marked
- Finished products/components left on pack tables or partially packed pallets/cartons shall be covered
- All outside doors shall be shut or screened. No visible gaps in door seals are allowed. No blocking doors open.
- Food & drink (water in a clear plastic lidded bottle excluded) shall be stored/consumed in breakrooms
- Chewing gum, candy and other foods are not permitted in manufacturing/manufacturing support areas
- Restrooms, breakrooms & common areas shall be kept clean
- Manufacturing equipment shall remain free of excess grease, oil, scrap, and trash. Equipment and surrounding areas shall be reviewed at startup & during production to ensure it remains clean
- All containers of lubes and chemicals shall be clearly labeled food grade or non-food grade
- All lubes and chemicals used in areas of potential food product contact shall be food grade
- All chemicals shall be stored in designated areas when not in use
- Food grade grease/lubes shall be stored above non-food grade grease/lubes if stored in the same area
- No chemical may be brought into the facility nor onto the property without prior approval
- 18" clear space may be maintained along exterior walls for access to pest control stations and cleaning
- No personal belongings shall be stored in manufacturing/manufacturing support areas
- No use or application of unapproved substances or chemicals such as makeup, lip balm, hand creams, lotions, moisturizers, or sanitizers are permitted in the manufacturing/manufacturing support areas
- Toolboxes/tool chests, cabinets, drawers, bins, or use of food containers are prohibited for storage of personal items on the manufacturing floor.
- No items manufactured in this facility shall be used for storage
- No glass, brittle plastic or ceramics are permitted in the manufacturing/manufacturing support areas
- Tobacco products are not allowed in the manufacturing/manufacturing support areas
- Clothing shall be clean and well maintained so that it does not present a contamination risk to the product
- No exposed jewelry/piercings shall be worn
- Tools, glasses, writing utensils, etc. shall be stored below the waist, not in pockets above the waist, to prevent product contamination
- Floors shall be kept free of trash and debris
- Hairnets/Beard nets are required in all areas of the can plant and must cover entire beard and mustache.
- Clean gloves shall be required to handle raw materials, work in process, components & finished goods
- Anyone having (or is a carrier of) an infectious or communicable disease shall make it known to HR (410.670.6212) or their host. Depending on the perceived level of threat to our products or our employees, you may be restricted from production activities and/or asked to obtain medical clearance
- Hair shall be kept above the shoulders and not allowed to touch equipment or products
- Raw materials, work in process, components, finished goods & packaging shall not touch the floor
- No tools, bolts, chemicals, etc. shall be stored on raw materials, work in process, components, finished goods nor on manufacturing equipment
- Standing on raw materials, work in process, components nor finished goods, packaging materials, pallets, or manufacturing equipment is prohibited
- All incoming & outgoing trailers shall be free from damage & potential infestation or contamination
- After using restrooms, eating, or using tobacco products, all persons must wash hands prior to re-entering manufacturing/manufacturing support areas of the facility

For full details on these requirements, refer to OP23, GMP Compliance & Personal Practices Program