



Reichel Foods, Inc.

Employee Warning Notice

R: 3

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Employee Information

Date: 5/13/2024
Employee Name: Martin Alvarado
Job Title: Slicing/Tumbler
Manager/Supervisor: Sam Chea

Type of Warning

Verbal Warning ☒
Written Warning ☐
Final Warning ☐

Type of Offense

Tardiness/Leaving Early ☐
Absenteeism ☐
Violation of Company Policies ☐
Substandard Work ☐
Violation of Safety Rules ☒
Rudeness to Customers/Coworkers ☐
Other ☐

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Audit was being conducted by James Littlefield on Wed. 5/8 at 9:42 am for Carrot water testing procedure. Martin taking tumbler chemical samples straight from the hose, then adding water to them so they'd pass titration. The sample would be tested, then if it was too high it was sent back, water was added, then it was retested. The carrots had been tumbled and trayed while the water that was supposed to be for that tumble was still being tested.

Plan for Improvement:

Martin will be retrained on Carrot water sampling procedure and Tumbler procedures

Consequences of Further Infractions:

Written warning will be issued if procedure is not followed

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Martin Alvarado
Employee Signature

05-13-2024
Date

Sam Chea
Manager/Supervisor

5-13-2024
Date

Witness Signature (if employee understands warning but refuses to sign)

Date

Instructions. Collect a sample of Klorman solution from the Tumbler. Titrate the sample with the Saniking titration kit using the instructions included in the kit. Samples should be collected for each batch and tested before adding carrots. In the event that the Klorman dispenser is out of service, a Saniking solution may be prepared according to the following ratios to tumble the carrots. Mix 50 mL of Saniking with 70 gallons of water. Test using a Free-Chlorine test strip as stated above.

I saw on camera and then in person Martin taking tumbler chemical samples straight from the hose, then adding water to them so they'd pass titration. I did not see a sample taken from the tank the entire time I was watching. The sample would be tested, then if it was too high it was sent back, water was added, then it was retested. The carrots had been tumbled and trayed while the water that was supposed to be for that tumble was still being tested. The time that I was down there and saw it, I had him dump out the cups and take a new sample and it did not pass. At 9:42am on the camera you can see him take the sample from the hose, then go to the sink and split it between two cups, then add water to them and send them to be tested.

Additionally, at around 9:44am he used a stack of trays that had not been sanitized.

James Littlefield

Quality Assurance Supervisor

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CARROT CHLORINE SOLUTION MONITORING FORM

Date: _____

Shift: _____

(Must use a separate form for each shift.)

Instructions. Collect a sample of Klorman solution from the Tumbler. Titrate the sample with the SaniKing titration kit using the instructions included in the kit. Samples should be collected for each batch and tested before adding carrots. In the event that the Klorman dispenser is out of service, a SaniKing solution may be prepared according to the following ratios to tumble the carrots. Mix 50 mL of SaniKing with 70 gallons of water. Test using a Free-Chlorine test strip as stated above.

Limit: ≥ 15 ppm and ≤ 25 ppm Free Chlorine

Target: 15-25 ppm

[illegible]

FOR QA USE ONLY

VISUAL VERIFICATION (Once Per Shift):

1. Was the monitoring method done correctly?

YES NO

2. Tumbler Solution Strength Result:

PPM

3. Was the measurement between 15ppm and 25ppm?

YES NO

5. Is the tumble time 10 minutes minimum?

YES NO

4. If the solution strength or tumble time were unacceptable, was corrective action taken?

YES NO NA

6. Time of Verification _____

7. Verifier's Initials _____

Record Review: Acceptable ? Yes No

Verification Reviewer Signature: _____

Date: _____ Time: _____