



PrimusLabs.com  
2810 Industrial Parkway  
Santa Maria, CA, 93455  
O: 805.922.0055  
F: 805.922.2462  
[mregusci@primuslabs.com](mailto:mregusci@primuslabs.com)

## **FREE FOOD SAFETY TOOLS**

Many retailers and foodservice companies are requiring the production of Safe Production Manuals and Third Party Audits as a verification of food safety practices. PrimusLabs.com has developed a series of Internet based tools at **no charge** to you to help implement a food safety program from the field through the distribution point. Together, steps A, B, and C, can be used as a powerful tool in your attempt to satisfy your customer's food safety requirements.

### **A. DEVELOPING SAFE PRODUCTION MANUALS:**

At **no charge**, food safety manuals can be developed for Growing Operations, Packinghouse Operations and Cooling Facilities Operations. Included in such manuals are Good Agricultural Practices, Good Manufacturing Practices and Standard Operating Procedures. The newest option added to our set of food safety manuals is the "Manual for Terminal Markets and Distribution Operations and food safety issues". This Manual also contains Good Manufacturing Practices, Standard Operating Procedures and Monitoring Logs. A Trace Recall Program is also available for development.

### **STEPS TO ACCESS THE PROGRAM:**

- 1) Log onto PrimusLabs.com's internet site at [www.primuslabs.com](http://www.primuslabs.com),
- 2) Click on "**Resources**",
- 3) Click on "**Web Tools**",
- 4) Click on "DOCUMENT DEVELOPMENT PROGRAM \***ENGLISH VERSION\***", (Move cursor to the top right corner and click on the yellow "Spanish" for Spanish version)
- 5) Click on "**New User**" within the text or on upper left side of menu,
- 6) Review the TERMS AND CONDITIONS, and click the "**Accept**" icon,
- 7) Fill in company information and password, then click "**Submit**",
- 8) Record the access code for future use and click "**Continue**",
- 9) Select and click on the type of manual you want to develop,
- 10) Complete the demographic information and click "**Submit**",
- 11) Answer questions related to your operation, and
- 12) Choose the print option to obtain your customized documents.

# **KNOW WHERE YOU STAND**

## **B. CONDUCTING SELF-AUDITS:**

At **no charge**, growers or field representative can perform Self-Audits of each of your ranch operations, harvest crew operations, cooler operations, and packinghouse operations. These Self-Audits will help to give you, or your grower an idea of where improvements should be made. These Self-Audits are also a very good tool because the questions that are utilized in the Self-Auditing program are the same exact questions that are used by PrimusLabs.com auditors when conducting Independent Third Party Audits. If the Self-Audits are done “On-line”, you will get your results and a corrective actions letter emailed back to you.

### **STEPS TO ACCESS THE PROGRAM:**

- 1) Log onto PrimusLabs.com’s Internet site [www.primuslabs.com](http://www.primuslabs.com),
- 2) Click on “**Resources**”,
- 3) Click on “**Web Tools**”,
- 4) Click on “**Online Audit Program**”,
- 5) Select “**Register First Time**” on the left-side menu,
- 6) Select “**Self Auditor**”,
- 7) Fill in personal information and click “**Submit**”,
- 8) Select “**Login**” from the left-side menu,
- 9) Login using username and password, then select “**New Audit**”,
- 10) Select the audit type and then proceed to enter audit information.

## **C. CONDUCTING THIRD PARTY AUDITS:**

PrimusLabs.com has a complete staff of multi-lingual auditors located throughout the Western Hemisphere. Regarding the scheduling of your third party audit, please contact Matt Regusci at (805) 922-0055 or by e-mail at [mregusci@primuslabs.com](mailto:mregusci@primuslabs.com).

### **Office Locations**

#### **Santa Maria, CA**

2810 Industrial Parkway  
Santa Maria, CA 93455  
(805) 922-0055

#### **Salinas, CA**

1355 Abbott Street Suite 3  
Salinas, CA 93901  
(831) 424-7499

#### **Culican, Mexico**

Ave. Alvaro Obregon 999  
Despacho 301  
Colonia, Guadalupe  
Culican, Sinaloa, Mexico 8022  
011-52-6677-16-50-77