



MARSHALL WASH STATION SITE SPECIFIC SOP AND DOCUMENTATION APPENDIX

TABLE OF CONTENTS

REVISION DOCUMENTATION.....	- 2 -
DAILY/WEEKLY SANITATION SCHEDULE	- 3 -
ALLERGEN CONTROL	4
WATER FLOW DIAGRAM.....	6
DESIGNATED EATING/DRINKING AREAS	7
GLASS BRITTLE PLASTIC AUDIT SHEET	8
DAILY HEAT EXCHANGER PRESSURE CHECK.....	9
SOP:.....	10
Emergency & Regulatory Agent Contacts	10
Loadout Tanker Rejection	11
Stop Load	12
Bay Conversion to Non-Allergen	13
Schwan’s Trailer Wash	14
SDSBP Hose Washing	16
WASH BAY OPEN DOOR POLICY	17
WASH STATION ORGANIZATIONAL CHART	18
TRAILER SEGREGATION	19
APPROVED CHEMICAL LIST.....	20

REVISION DOCUMENTATION

Date	Revised Item	Change	By
08/31/09	Site Specific Appendix	Created a site-specific appendix to allow for more fluid adaptation of new polices across the company	Dave Vogt
07/10/10	Glass & Brittle Plastic	Updated to be done once a week	Dave Vogt
7/10/10	Emergency & Stop Load	Updated forms for new wash station supervisor	Dave Vogt
7/5/11	Emergency & Stop Load	Updated forms for new wash station supervisor	Dave Vogt
5/29/14	Approved Chemical List	Created approved chemical list	Dave Vogt
1/22/15	Update/review	Update/review appendix	Dave Vogt
1/18/16	Update/review	Reviewed; added Schwan's Alkali Testing Procedures/Log SOP and Schwan's Trailer Wash SOP	Howard Sik
2/21/16	Add detergent/sweetener	SOP for going from sweetener to detergent wash	Dave Vogt
6/21/2016	Daily/Weekly Sanitation	Moved Daily/Weekly Sanitation from SOPs	Howie Sik
6/21/2016	Em & Reg Agent Contact	Changed Wash Station Supervisor	Howie Sik
6/21/2016	Loadout Tanker Rejection	Changed Wash Station Supervisor	Howie Sik
6/21/2016	Stop Load	Changed Wash Station Supervisor	Howie Sik
6/21/2016	Supplier List	Updated Supplier List	Howie Sik
6/29/2016	Water Flow Diagram	Updated Water Flow Diagram	Howie Sik
7/18/2016	Schwan's Trailer Wash	Added Schwan's Trailer Wash SOP	Howie Sik
7/18/2016	Glass/Brittle Plastic	Updated to reflect changes in boiler rm/sweetener bay	Howie Sik
8/16/2016	Glass/Brittle Plastic	Deleted bug lights listed under the bathroom in error	Howie Sik
8/16/2016	Daily/Weekly Sanitation	Rotated the page and added lines for multiple locations of same items	Howie Sik
7/7/2017	Approved Chemical List	Updated/Added "Location of Use" column	Howie Sik
8/22/2017	All	Changed footer from "Uncontrolled" to "Confidential"	Howard Sik
8/22/2017	Posted Pages	For pages that get posted added: printed name, signature and date posted	Howard Sik
4/27/2018	Daily/Weekly Sanitation	Added Facility Drains and changed Temp Checks to Daily	Howard Sik
4/27/2018	Supplier List	Added Storage Location	Howard Sik
5/11/2018	Bay Conversion to Non-Allergen	Added	Dave Vogt
7/5/2018	Allergen Control	Added	Howard Sik
8/28/2018	Approved Chem Listing	Added last two chemicals	Howard Sik
8/26/2019	Daily/Weekly Sanitation	Changed Circle Chart Temp to Weekly; Added Water Softener Operation to Daily	Howard Sik
10/1/19	Update all contact lists	Remove AJ and add Chris Zwicky to all contact lists	Dave Vogt
5/28/2020	Updated all contacts	Removed Zwicky and added Taylor Holck	Howard Sik
5/28/2020	Added SDSBP SOP	SOP for washing hoses for SD Soybean Processors	Howard Sik
11/1/2020	Supplier List	Removed; moved it to Documentation and SOP	Howard Sik
11/1/2020	Approved Chemical List	Updated	Howard Sik

DAILY/WEEKLY SANITATION SCHEDULE

Month/Year: _____

Week Beginning: _____

Week Ending: _____

Revised 8/16/2016

Once a task is completed, initial in the box corresponding with the day.

Job Description	Freq.	Mon	Tue	Wed	Thur	Fri	Sat	Sun	
Wash Water Filter (Sweetener)	Daily								
Wash Water Filter (Schwans)	Daily								
Wash Water Filter (Schwans Crossover)	Daily								
Heat Exchanger Pressure Check	Daily								
Check Plumbing for Leaks	Daily								
Wash Bay Floors & Bleach	Daily								
Sweep Boiler Room	Daily								
Empty Garbage Cans	Daily								
Wash/Clean Aprons	Daily								
Check Restroom Supplies	Daily								
Air Comp. Oil & Water Separator	Daily								
Spinner Oil/Water Separator (Bay 1)	Daily								
Spinner Oil/Water Separator (Bay 2)	Daily								
Spinner Oil/Water Separator (Bay 3)	Daily								
Change Sanitation Solution	Daily								
Vegetation/Grounds/Litter	Daily								
Spinner Op/PSI Bay 1 (300 psi min - record)	Daily								
Spinner Op/PSI Bay 2 (300 psi min - record)	Daily								
Spinner Op/PSI Bay 3 (300 psi min - record)	Daily								
Check Water Softener Operation	Daily								
Circle Chart Temp Verification (Bay 1)	Weekly								
Circle Chart Temp Verification (Bay 2)	Weekly								
Circle Chart Temp Verification (Bay 3)	Weekly								
Check Pest Control Operations	Weekly								
Clean Parts Sink	Weekly								
Brittle Plastic/Glass Inventory	Weekly								
Hardness Test (Record Level – below 200ppm)	Weekly								
Clean Boiler Feed Tank (Sweetener)	Weekly								
Clean Boiler Feed Tank (Kelton - Schwans)	Weekly								
Fresh Water Filters/Screens	Weekly								
Check Free Chlorine (Record Level)	Weekly								
Air Filters	Weekly								
Check Facility Drains	Weekly								
Supervisor Verification Initials	Daily								
Date	Comments	Corrective actions					Exp Comp Date		

ALLERGEN CONTROL

Revised 7/5/2018

Scope: This plan has been established for CVI wash stations to control the cross-contact of allergens during CVI and outside company trailer washes. This plan shall be adhered to by all CVI wash techs or any individual involve in washing trailers. All CVI employees are responsible for controlling allergens in the facility.

Safety: Food allergens may cause immune system responses that range from discomfort to life threatening reactions. Allergen cross-contamination in the trailer wash process is a serious food safety hazard and could cause injury or death to the public that eventually consume product that CVI haul. For that reason, previous product must be verified for each food-grade wash to ensure cross-contamination does not occur.

Recognized Allergens (common allergens seen in the wash process):

Cereals containing gluten (i.e. barley, oat, rice, rye, wheat, etc.)	Peanuts / peanut products	Soybean / soy products
Tree nuts (i.e. almond, Brazil nut, cashew, hazelnut, macadamia nut, pecan, pine nut pistachio, walnut, etc.)	Milk and dairy products	Crustaceans, mollusks, and their products
Other allergens (i.e. buckwheat, celery, cottonseed, mustard, mustard seed, lupin, sesame seed, sunflower seed	Fish and fish products	Eggs and egg products

Previous Product Verification:

- CVI food-grade trailers; wash techs must verify in TMW the *three* previously hauled product to determine the type of wash required
- Outside company trailers; three previous bills of lading, showing previous products hauled, must accompany the trailer at the time of the wash so type of wash can be determined.

Bay Housekeeping and Cleaning:

- Allergen washes only take place in the food-grade bay
- No allergens will be introduced into the sweetener bay(s)
- Each food-grade bay will have two storage areas:
 - One for allergen only gloves, brushes, buckets etc.
 - One for non-allergen
- At no point will equipment used for allergen cleaning be comingled with non-allergen equipment
- Before a non-allergen trailer is washed the whole food-grade bay and its equipment must be thoroughly cleaned, rinsed and sanitized with 100-200 sanitizing solution.
- All allergen previous product that create deposits on the food-grade bay floor must be clean up right away to avoid tracking into the sweetener bay.

Hygiene:

- Any gloves used in the wash process must be dedicated to that type of wash to prevent cross-contamination (see picture at the end of this section).
- ALL personnel will wash their hands after handling allergen product to avoid cross-contamination. Glove usage does not exempt this requirement.
- Hand wash sinks shall be made available in close proximity of the food-grade bay. Sinks will have warm water, soap, disposable hand towels and a closeable trash container.

- Vending machines and employee breakrooms may contain allergenic products. All food and beverages will be kept in only authorized eating and drinking areas as per this document. Signs will be posted to notify employees to wash hands prior to entering wash bays to prevent the spread of allergens.

Training:

- All new wash station employees shall be provided allergen training.
- All wash station employees shall be provided annual refresher training on the wash bay specific control plan and overall allergen awareness, to include online training.

This picture depicts the color of glove and where it can be used:

Dark Green: Sweetener Bay Only

Turquoise: Food Grade Bay – Non-allergen (starch)

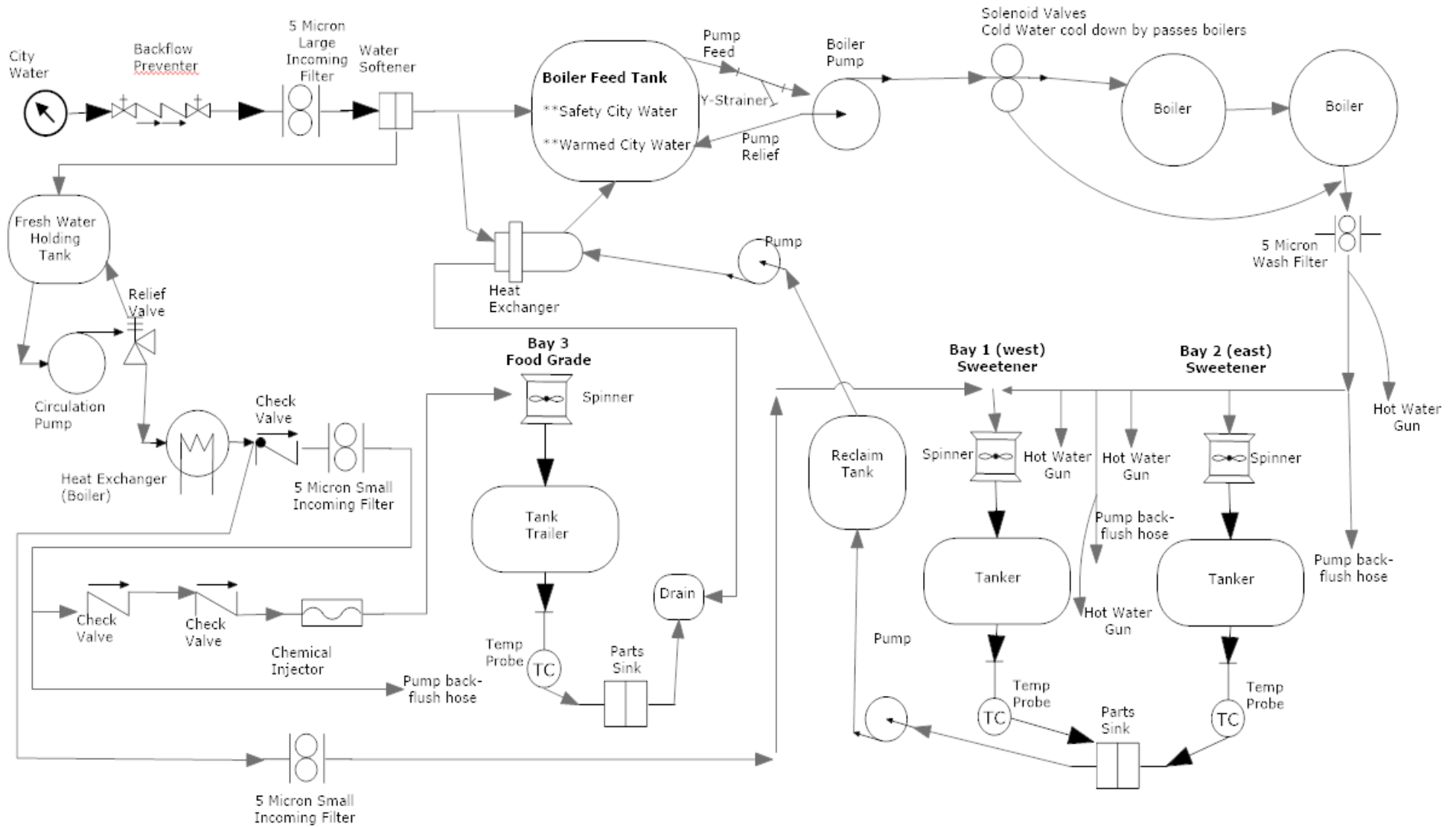
Orange: Food Grade Bay when previous product is an allergen



WATER FLOW DIAGRAM

Revised
6/29/2016

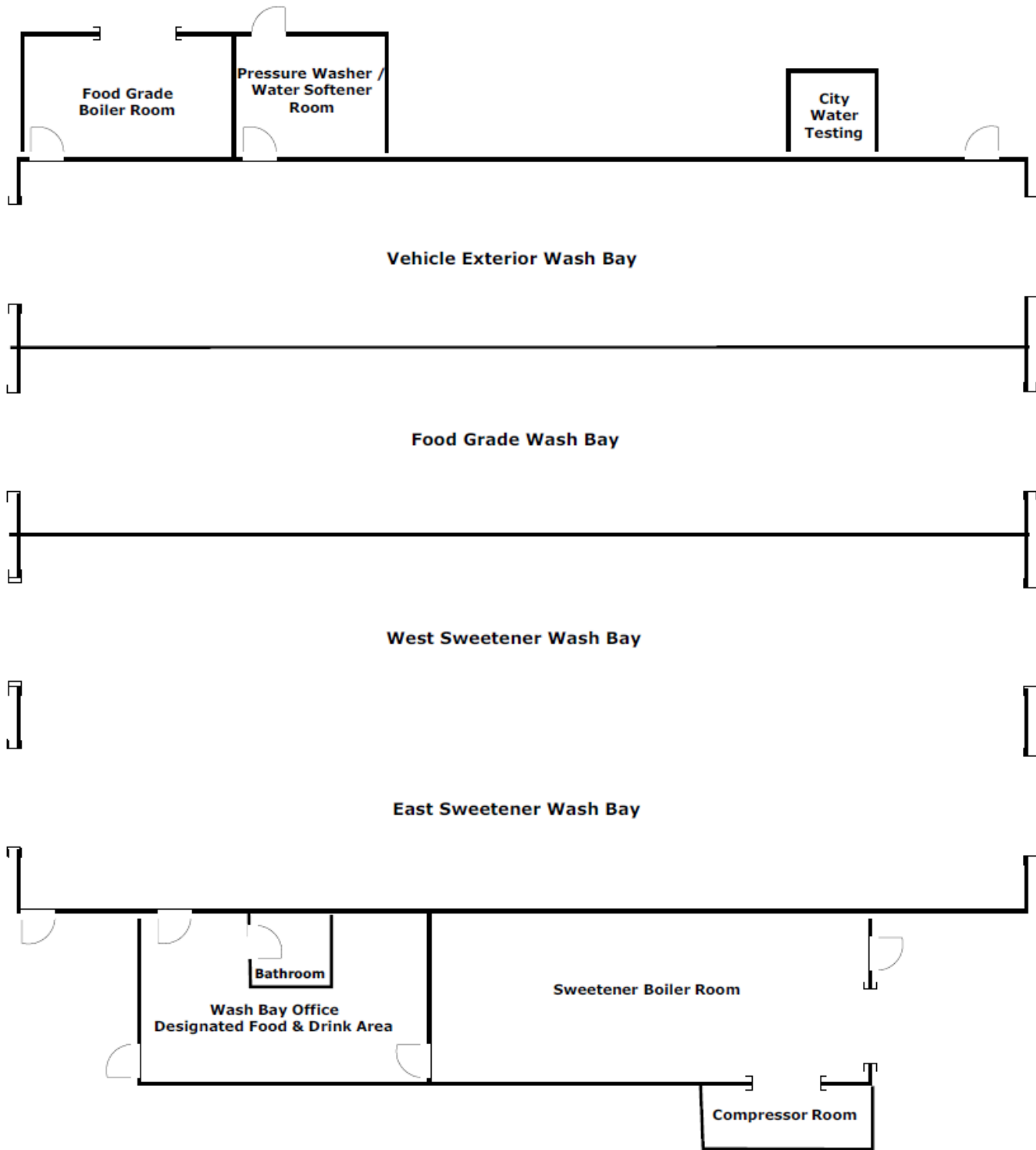
By
Howard Sik



DESIGNATED EATING/DRINKING AREAS

Revised
6/29/16

By
Howard Sik



If printed and posted, below must be completed		
Name (Printed)	Signature	Date Posted

GLASS BRITTLE PLASTIC AUDIT SHEET

Any discrepancies or changes must be noted in the comments section. Should any item or piece of an item be unaccounted for, refer to the Glass/Brittle Plastic Policy of this manual.

Date:		Inspected By:		
Last Inventory Revision Date:		8/16/16		
<u>Item</u>	<u>Qty</u>	<u>Status</u>	<u>Intls</u>	<u>Comments/Corrective Action</u>
Office				
Window – Office Ext Door	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Windows in office	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Temp recorder doors	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Microwave door	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Coffee pot	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Lights	3	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Clock	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Boiler Room				
Lights	4	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Gauges	8	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Thermometers	4	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Sweetener Bay				
Gauges	6	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Thermometers	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Bug Lights	4	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Lights	24	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Bath Room				
Mirror	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Lights	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Food Grade Bay				
Bug Lights	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Ceiling Lights	22	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Inspection Light	1	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		
Gauges	2	<input type="checkbox"/> Present/Intact <input type="checkbox"/> Missing/Broken		

Corrective actions have been completed. Signature _____

Wash Station Supervisor must complete a monthly audit of the production areas.

DAILY HEAT EXCHANGER PRESSURE CHECK

Pressure should be checked on the first wash of the day. Be sure the boiler is running. Note the city water pressure and the reclaim water pressure. If reclaim is higher, bypass the heat exchanger. Advise the wash station supervisor. Also verify the air break on the drain pipe.

Complete a new form each month

DATE	TIME	INSPECTED BY	City Water Pressure	Reclaim Water Press.	If city pressure is not higher, note corrective action below
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SOP:	Emergency & Regulatory Agent Contacts		
Version:	11.0	Document:	SSOP-001 Marshall, MN
			REVISED: 10/01/2019

This list covers

- Medical
- Fire
- Crime
- Food Safety
- Regulatory Agents

AMBULANCE: 911
 Nearest Medical Facility
 Avera Regional Medical Center
 300 S Bruce St
 Marshall, MN 56258
 507-532-9661

Fire Department & Police: 911

IN CASE OF EMERGENCY SPILL CALL

Contact	Title	Location	Phone #
Taylor Holck	Wash Station Supervisor	Office	(507) 532-2211
		Cell	(507) 476-8037
Randy Viessman	Terminal Manager	Office	(507) 532-2211
		Home	(507) 423-6585
David Vogt	Projects Manager	Office	(605) 272-5241
		Home	(507) 223-7799
Zach Jorgenson	Tank Fleet Manager	Office	(605) 272-3235
		Cell	(507) 829-3766

If printed and posted, below must be completed		
Name (Printed)	Signature	Date Posted

SOP:		Loadout Tanker Rejection			
Version:	11.0	Document:	SSOP-002	Marshall, MN	REVISED: 10/1/2019

Cliff Viessman, Inc has set forth policies and procedures designed to eliminate the potential for a trailer rejection at customer’s loadout, but it is necessary to address the duties of personnel should this event occur. If a trailer is rejected at the loadout facility, it is important that the following procedures are followed so that the customer can receive the product as soon as possible.

1. Notify dispatch immediately and advise them of the situation.
2. Head back to the wash station for a complete wash again.
3. Dispatch must inform customer or reroute trucks in order to meet delivery time.
4. Dispatch must notify Wash Station Supervisor.
5. Wash Station Supervisor will investigate incident and develop policies to prevent it from happening again.
6. Wash Station Supervisor will then send a copy of findings to the Project Manager for review and decision on the best solution available.

Contact	Title	Location	Phone #
Taylor Holck	Wash Station Supervisor	Office Cell	(507) 532-2211 (507) 476-8037
Randy Viessman	Terminal Manager	Office Home	(507) 532-2211 (507) 423-6585
David Vogt	Projects Manager	Office Home	(605) 272-5241 (507) 223-7799
Zach Jorgenson	Tank Fleet Manager	Office Cell	(605) 272-3235 (507) 829-3766

If printed and posted, below must be completed		
Name (Printed)	Signature	Date Posted

SOP:		Stop Load				
Version:	11.0	Document:	SSOP-003	Marshall, MN	REVISED:	10/1/2019

The following SOP must be followed in the event of an actual or potential syrup tanker contamination that has been identified after the tanker has left the facility. It is crucial that the following items are done as soon as possible. Timely handling of a potential or actual contaminations can prevent contaminated products and customer dissatisfaction. It is the responsibility of any employee who discovers a contamination to set in action the following procedure. As stated in CVI’s employee empowerment statement, no employee will receive reprimand for trying adhering to procedure and/or stopping a contaminated load.

1. If the trailer has recently left for loud-out, call loud-out personnel and advise them not load the trailer and have the driver bring it back for an appropriate wash.
2. Contact dispatch immediately. This means day or night.
3. Contact customers load-out and notify them of the situation. This will normally be handled by dispatch, but if you cannot contact dispatch, notify customer immediately.

Contact	Title	Location	Phone #
Taylor Holck	Wash Station Supervisor	Office Cell	(507) 532-2211 (507) 476-8037
Randy Viessman	Terminal Manager	Office Home	(507) 532-2211 (507) 423-6585
David Vogt	Projects Manager	Office Home	(605) 272-5241 (507) 223-7799
Zach Jorgenson	Tank Fleet Manager	Office Cell	(605) 272-3235 (507) 829-3766

If printed and posted, below must be completed		
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SOP:		Bay Conversion to Non-Allergen			
Version:	11.0	Document:	SSOP-004	Marshall, MN	REVISED: 05/11/18

This procedure is to be used any time a non-allergen trailer is to be washed in the food grade bay.

Check off the box to the left after each task or process is completed.

Once completed, sign the bottom and file with the wash ticket

Before the trailer is pulled in the bay

- Put all of the tools used to wash trailers in the allergen cabinet in that is in the bay
 - Brushes (exterior & interior), gloves, tools, etc. used on allergen trailers
 - These items are orange
- Wash the spinner and sanitize
- Wash down the bay
- Wash off your boots
- Wash your hands
- Utilize the non-allergen gloves located in the non-allergen cabinet.
 - Turquoise color
- After the wash return the turquoise-colored gloves to the non-allergen cabinet

Trailer Number

Wash Tech (Print)

Date

SOP:	Schwan's Trailer Wash				
Version:	14.0	Document:	SSOP-005	Marshall, MN	REVISED: 01/04/2016

1. Pull trailer in and close doors.
2. Start ventilation fans (if not already running).
3. Wash the exterior of the trailer utilizing the trailer exterior brush. Red brush handles are for food contact parts. Trailer exterior is not to be washed while interior wash.
4. Using the hot water hose spray off dome gasket seal and the vent cap and place in the parts wash sink. This is a 200-ppm chlorine solution. Must be changed at each shift.
5. Open the outer dome lid and spray off with the hot water hose.
6. Open the inner dome lid and spray off with hot water hose.
7. Inspect the interior of the trailer for residual product, foreign materials, and off odors. If there is more than a few gallons left in the trailer, **DO NOT DRAIN ONTO THE FLOOR**; contact Wash Station Supervisor immediately.
8. Inspect the spinner for proper operation using the Spinner Verification SOP.
9. Place spinner in the dome and lock into place. Attach air and water lines to the spinner.
10. Turn on the pump and the burner. Listen for proper spinner operation.
11. Turn on the detergent injection.
12. Install 90° elbow on valve as necessary on the trailer discharge and hook up return hose to the trailer. This hose runs the water to the temperature probe.
13. Open the discharge valve on the trailer completely (if there is no nut, open valve only).
14. Monitor temperature recorder on the circle chart until it reaches 170°F.
15. While trailer is washing, clean inside of pump box.
16. Monitor circle chart. Once trailer discharge reaches 170 degrees:
 - Turn off the detergent
 - Turn off the burner
17. Cool down the trailer for 10 minutes.
18. Compare pH Levels – Use pH Test Strips
 - a. Test the pH of the water at the hand wash sink
 - b. Test the pH of the water coming out of the trailer
 - c. If they are the same go to next step; if they are not the same, continue rinsing until they are the same pH (this means all of the detergent/caustic has been removed)
19. If the trailer is an interplant movement requiring Sanitizer, continue to next step. If it is not, continue to step 24.
20. Turn on the sanitizer and run for 5 minutes
21. After five minutes turn off the sanitizer and pump
22. If the trailer is for organic ice cream mix, continue. If not, skip to step 24

SOP:	Schwan's Trailer Wash				
Version:	15.0	Document:	SSOP-005	Marshall, MN	REVISED: 01/04/2016

23. After two minutes turn on the pump and rinse the sanitizer out of the trailer for 10 minutes
 24. Test the water at the trailer discharge to ensure that all the sanitizer has been removed.
 - Hold the Hydrion test strip in the discharge stream to saturate; wait 30 seconds and compare to color on the Hydrion chart.
 - Make sure the result is 0. In comment section of wash ticket put *Quat Test Neg.*
- **If result is not 0, return to step 22 and repeat until result is zero. **
25. Unhook the elbow and hose from the trailer
 26. Remove the back-valve assembly and inspect
 - Plunger gasket, replace if it is damaged
 - Inspect the trailer discharge to ensure clean and no foreign material
 27. Sanitize the plunger valve and reassemble.
 - Tighten the large nut.
 - Tighten the plunger wing nut. Hand tight plus a quarter turn.
 - Put the cap on the discharge valve
 28. Put on gloves and remove the top tanker parts from the wash sink.
 29. Close the water and air valves to the spinner and remove the spinner from the tank. Inspect spinner and ensure that it is intact and no parts are missing. If any parts are missing the wash process stops until the missing parts are found.
 30. Inspect the interior of the tank. Look for remaining product, foreign materials, and off odors. If any of these are present rewash the trailer. If still present after rewash, contact supervisor.
 31. Install the dome gasket, vent, and vent cap and tighten vent cap. Sanitize any parts that you have touched. Tighten up the ears for the dome lid and seal the dome lid and apply numbered seal.
 32. Verify paperwork that needs to be in the back box – Schwan's Seal Verification Form and the Schwan's Tanker Wash Report.
 33. Retain the pink copy of the Schwan's Seal Verification Form and the Schwan's Tanker Wash Report for the wash with the daily circle chart.
 34. Seal the back box with numbered seal. Double check all seal numbers with paperwork.
 35. Complete the wash ticket, trailer check off list, and write the trailer number and washer's initials on the circle chart.

If printed and posted, below must be completed		
Name (Printed)	Signature	Date Posted

SOP:	SDSBP Hose Washing					
Version:	15.0	Document:	SSOP-006	Marshall, MN	REVISED:	05/28/2020

1. Bring hoses to be cleaned into the Food Grade Bay only
2. Scrub exterior of hoses with brush and detergent
3. Pull hose caps and gaskets; scrub caps and ends with detergent
4. Rinse hose caps with backflush in the wash sink
5. Rinse/flush hoses with hot water wand
6. Hook hoses to a CLEAN 1200 or 700 food grade trailer
7. Turn the detergent wash on for 15 minutes
8. Turn off detergent, turn on burner and flush for 15 minutes
9. Chart for the wash
10. Fill out Wash Ticket. ** Note HOSES ONLY in the trailer field
11. Replace clean hose gaskets and hose caps
12. Seal then hose ends with cable seals
13. Annotate seal numbers on the wash ticket
14. Email John Wilder at SDSBP to let him know they have been cleaned and ready for pickup;
john.wilder@sdsbp.com

WASH BAY OPEN DOOR POLICY

LOCATION:	CVI Wash Stations	REVISED:	07/31/12
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Hard copies are not controlled documents. All controlled documents are write-protected files.

Doors may be open during normal business hours of operation to ensure the temperature inside the wash bays does not become so high that it creates an unhealthy environment for the operators. Due to the location, and length of the trailers, the open doors do not create a risk to the sanitary status of the trailers being washed

Doors are to be closed if any of the following occur

- Inclement weather or threat of
- Presence of birds
- Other circumstances from the outside that could adversely affect the wash or potentially contaminate the trailer.

WASH STATION ORGANIZATIONAL CHART

Director of Special Projects
Corporate Level

Compliance Manager
Corporate Level

Terminal Manager
Wash Station Level

Wash Station Supervisor
Wash Station Level

Wash Tech
Wash Station Level

TRAILER SEGREGATION

REVISED: 4/29/2014

Hard copies are not controlled documents. All controlled documents are write-protected files.



If printed and posted, below must be completed

Name (Printed)	Signature	Date Posted

APPROVED CHEMICAL LIST

Revised 11/01/2020

Manufacturer	Name of Product	Product Use Description	Location of Use
C-Aire	Compressor Oil ISO 68	Lubricant	Boiler Room
C-Aire	Full Synthetic Compressor Oil 10287	Lubricant	Boiler Room
Clorox	Bleach 5813-50	Cleaner/Disinfectant	Sweetener Bays
Renewable Lubricants	Bio-Food Grade Air Tool Lubricant ISO 32	Lubricant	All Bays (oil/water separators)
Zep	FS Anti-Microbial Hand Cleaner 0901	Cleaner	Restroom/hand sinks
Solutions ²	624-007 Caustic Soda Beads - Granular	Cleaner	Food Grade Bay (trailer interior)
Solutions ²	512-029 Commercial Vehicle Wash	Cleaner	All Bays (trailer exterior)
Solutions ²	522-038 Fleet Wash	Cleaner	All Bays (trailer exterior)
Solutions ²	522-040 Clear Sky Wash & Wax	Cleaner	All Bays (trailer exterior)
Solutions ²	412-005 All Purpose HD	Cleaner	All Bays (trailer exterior)
Solutions ²	512-035 Internal Tank Cleaner	Cleaner	Food Grade Bay (trailer interior)
Solutions ²	512-043 Supernova Detergent	Cleaner	All Bays (trailer interior)
Solutions ²	512-044 Gleam PRO Polished Aluminum Brightener	Cleaner	All Bays (trailer exterior)
Solutions ²	512-047 AlumaFlash 70	Cleaner	All Bays (trailer exterior)
Solutions ²	512-048 AlumaFlash PRO	Cleaner	All Bays (trailer exterior)
Solutions ²	613-003 pH Adjust	pH Adjustment	Wastewater
Solutions ²	612-002 Sodium Hexametaphosphate	Boiler Maintenance	Boiler

If printed and posted, below must be completed		
Name (Printed)	Signature	Date Posted