

<i>Insert Company Logo here</i>	SOP NAME	Grounds Procedure			
	SOP Category	SOP Number	Revision Number	Date of Previous Revision	Revision Effective Date
Page 1 of 3	P	001	00	N/A	XX/XX/XX
Supersedes: Original	Prepared by G. Host			Date	XX/XX/XX
CONFIDENTIAL	Approved by G. Host			Date	XX/XX/XX

1. PURPOSE

To describe the procedure established for grounds to ensure adequate grounds maintenance so that they do not constitute a source of contamination where components, **dietary supplements**, or contact surfaces are exposed.

2. SCOPE (Optional)

2.1 The scope of this SOP applies to grounds maintenance.

3. PERSONNEL RESPONSIBILITIES

- 3.1 It is the responsibility of the **Department Supervisor/s** or a member chosen and trained by the Quality Department to ensure these procedures are being enforced and followed.
- 3.2 The **Department Supervisor/s** are also responsible for ensuring the grounds immediately outside their department is free of debris, idle equipment, piping, pallets, drums or other improperly-stored items.

4. DEFINITIONS

4.1 N/A

5. REFERENCES

- 5.1 21 CFR **111.15(a)**
- 5.2 **NSF Guidelines**
- 5.3 **GMP requirements are listed in NSF/ANSI 455-2 which is the only American National Standard in the dietary supplement industry developed in accordance with the FDA's 21 CFR part 111.**

6. SAFETY

Personnel working at **enter your company's name** shall follow necessary procedures to protect themselves and others from physical harm per the guidelines provided by the Company and/or OSHA.

7. PROCEDURE

- 7.1 **Supervisors** are responsible for ensuring the grounds immediately outside their department is free of debris, idle equipment, piping, pallets, drums or other improperly-stored items.
- 7.2 A 2-foot spacing shall be maintained between the exterior perimeter and all items (including pallets).
- 7.3 Grass maintenance and trimming is accomplished by **a landscape contractor**.
- 7.4 Shrubs are maintained and well trimmed.
- 7.5 Grounds are properly graded to minimize free standing water.
- 7.6 Parking lots and driveways are paved with concrete to minimize dust. Parking lot and driveway surfaces are maintained in satisfactory condition to minimize standing water.