

January 4th, 2017

Erb Enterprises has been (HACCP) “Hazard Analysis Critical Control Points” certified since 2005. Our (TFS) “Transportation Food Safety” (PCP) “Preventative Controls Program” is a HACCP based program. It is a systematic and preventive approach to achieve and maintain food safety standards for our customer’s freight. Based on seven principles the system is aimed at identifying hazards in food transportation, controlling hazards at critical control points in the process, and verification that the system is working properly. The key element of the HACCP system is its preventive nature, meaning that potential food safety hazards are controlled throughout the process. Erb is audited annually by an international auditing firm “SAI Global”. In June of 2016 Erb Enterprises was the first carrier to be certified under the TFS program, which meets all the requirements of the (SFCA) “Safe Foods for Canadians Act” and (FSMA) “Food Safety Modernization Act”

### *Key Points*

Erb DOES NOT transport dangerous goods, hazardous materials, nor handle chemicals, cleaners or machinery.

We use a CFIA recognized cleaner Zep Natural and sanitizer Zep Amine Z, for our warehouse and interior straight truck/trailer cleaning procedures.

Sanitation and cleaning procedures and frequency of our conveyances:

- Straight trucks and trailers are washed and sanitized as per (TFS) program requirements
- Each unit prior to loading is inspected and documented
- Inspection forms are electronically archived for reference and compliance purposes
- If a unit does not meet compliance it is rejected
- Based on risk a deviation is noted on the Inspection form and the unit is sent for washing and sanitizing
- As per our TFS program requirements all wash records are documented or captured via our tractor satellite system and maintained in our database.

All potable water utilized for cleaning our conveyances is tested annually across all Terminals.

All of our Terminals are equipped with interior wash bays, where heated power washers are situated. The potable water is maintained at approx 120-130 degrees F. The conveyance enters the bay, is initially swept if needed, then the Zep cleaner is applied through the spray nozzle of the powered gun and left standing for 3-5 minutes. Once complete, it is rinsed and the sanitizer is applied in a similar fashion.

Our fleet of straight trucks and trailers are one hundred percent refrigerated. Trailers are equipped with reefers that are controlled by a micro processor, that continually monitor box temperatures with sensors. Each sensor has a set tolerance for temperature. Should the micro processor detect a deviation outside the tolerance, an error code is displayed on the panel of the unit and an alarm set. The temperature setting for the load can be verified to meet the customer's requested set temp as per the BOL.

In case of a discrepancy, all trailer reefer temperature information can be downloaded to view the activity of the unit, set point temperature, return air temperature, ambient temperature and unit temperature. All these readings ensure that a correct temperature was maintained and constant while the freight is in transit.

Each Terminal has a temperature controlled Dock and Freezer areas. These areas are continually monitored manually and electronically daily to ensure proper temperatures are maintained during cross dock activities. As per TFS, employees have been trained to load product in a manner to prevent cross contamination. Terminal docks are washed and sanitized as needed and when required. All records are kept on file for compliance and audit purposes.

All Trucks and trailers interiors, side walls, front wall, and rear door linings are full height, heavy duty "Kemlite". The scuff band is 22" high extruded aluminum integral band. The floor is 1.25" heavy duty extruded aluminum "reefer duct", 100% welded with floor drains.

The Erb Group of Companies does not transport dangerous goods at anytime.

With regards to our Breakdown Policy, the following is an extract from our Driver's Manual:

#### In Transit Delay Policy

#### Process Followed When a Transit Problem Occurs On the Road

The goal of Erb Group of Companies is to minimize on the road equipment breakdowns by having strong vehicle inspection and preventive maintenance programs in place. As part of its overall driver support system, Erb Group of Companies is committed to providing drivers with expedient and reliable breakdown and road repair service in the event of equipment failure.

When an equipment breakdown does occur, the safety of the driver and the general motoring public is top priority, but the needs of our customers must also be considered. With this in mind, Erb Group of Companies has implemented the following vehicle breakdown and road repair procedures that all drivers will be trained in, and are expected to follow.

#### Vehicle Breakdown and Road Repair Procedures

Erb Group of Companies 's vehicle breakdown procedures have been developed to insure the safety of our drivers and the motoring public, securement of the equipment and its cargo, timely customer

notification of any shipment delay, and facilitation of expedient equipment repair. All Erb Group of Companies drivers are expected to follow these procedures in the event of a breakdown.

Before beginning any work assignment or trip, the driver should perform a complete pre-trip inspection on all assigned equipment. That means the driver will complete a vehicle inspection which exceeds the National Safety Code Standard 13: Trip Inspections. The driver is required to make certain that the vehicle is equipped with required emergency gear. All Erb Group of Companies vehicles, leased vehicles, or vehicles contracted by the company, will be equipped with a fully charged fire extinguisher, first aid kits, and warning signals. If any of these items is missing or is in need of charging, the driver must get the situation corrected immediately. Drivers should not begin any trip or work assignment unless the vehicle has all the required emergency gear. In the event of a minor vehicle breakdown, drivers are authorized by the company to perform some small repairs. The company defines minor breakdowns as those that simply require replacing a headlamp, a fuse, a trailer reflector, etc.

### Equipment Breakdown Procedures

When an equipment breakdown occurs drivers have been trained to report issues immediately.

Once the breakdown has been reported to dispatch, the driver's call will be forwarded to the Maintenance Department. Erb Group of Companies' Maintenance Department will determine the appropriate course of action. If a road service call is necessary, the Maintenance Department will locate and contact a repair vendor to facilitate repairs.

Once repairs have been made, the driver shall notify dispatch.

All paperwork for the repairs will be forwarded to the Maintenance Department where it will be on file in that unit's maintenance file for the life time of the ownership by Erb.

All employees have been trained on food safety requirements and understand the importance of maintaining product temperature. In the event of an immediate trailer temperature issue, based on risk and when required operational personnel will immediately notify shippers. Operational employees will make arrangements between the driver, dock staff or an outside service provider to "swing" the product from a trailer to another trailer. All records paper/electronic/seals surrounding the shipment transition are communicated to the shipper, and kept on file of needed for compliance purposes.

### After Hours Breakdowns

During certain hours, no personnel will be on duty. In the event of a vehicle breakdown during these hours, drivers should use the following procedure: Call the "After Hours Emergency Breakdown Numbers" located on your sun visor or refer to your Driver Information Directory (Black Book).



As a reminder to drivers, Erb Group of Companies' normal business hours of operation are;

Monday to Friday: 24 hours per day.

Weekend hours are: Saturday 12:00am - 4:00pm., Sunday from 7:00am to Midnight.

Erb Group of Companies Breakdown Resource Number(s)

If a breakdown occurs during normal business hours, drivers are instructed to contact their immediate dispatcher for assistance.

For breakdowns that occur after normal business hours or on weekends, drivers have a emergency 24/7 over the road contact to provide direction and assistance.

Should you have further questions about our program, please feel free to contact me anytime.

Regards,

A handwritten signature in black ink that reads "Jamie Sullivan".

**Jamie Sullivan**  
Corporate Security & Food Safety Manager

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