	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1	Food Safety & Quality Systems Manual	12/26/2018

Dear Supplier,

Anderson's Maple Syrup, Inc. values its skilled Pure Maple Syrup producers. It is through you that we can supply consumers with the highest quality Maple Syrup products. With your cooperation we can continue to achieve this and keep our standards among the highest in the industry.

Anderson's Maple Syrup, Inc. is implementing a Safe Quality Foods Program (SQF) at our location to become certified to a Global Food Safety Initiative (GFSI) standard. This certification will assist us in meeting our customer needs, consumer expectations, government regulations (FDA, USDA, FSMA) as well as meet our internal quality objectives. As a part of this program, we have developed a Supplier and Raw Material Approval process that all of our suppliers are required to complete so that we can continue our partnership.

The following questionnaire and documents must be complete BEFORE Anderson's Maple Syrup, Inc. can purchase your Pure Maple Syrup. ***This information will need to be updated with each new crop (approximately annually).***

Required Records


1. Completed ***Approved Supplier Questionnaire for Syrup Producers*** including:
 - Organization Information
 - FDA Registration Number (bring)
 - Emergency/24 hour Contact Information (attached)
 - Description of Sugar Bush (**optional**-attached)
 - Letter of Guarantee (sign attached)
 - Lead Reduction Commitment (attached)
 - State License or State Registration (bring a copy)
 - Food Safety system questions (attached; ONLY if you don't have a license)
2. Organic Certificate (Bring a copy if Applicable)
3. Signed Invoice with Letter of Guarantee and Origin statements for every purchase (AMS provides at time of purchase)
4. Risk Assessment of Raw Material (to be completed by Anderson's)

Please remember to bring:

- your FDA registration number,
- a copy of your state license (if applicable), and
- a copy of your organic certificate (if applicable).

All other documents to be signed are included in this packet.

**Anderson's Maple Syrup is not giving legal advice. These items are required for Anderson's Maple Syrup to purchase syrup from any producer.*

	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1	Food Safety & Quality Systems Manual	12/26/2018

In our continuing effort to provide maple syrup of the highest quality to our customers and meet demands of Wisconsin Food Processing, FDA/FSMA, and other Food Safety and Quality standards, the following policies are in effect.

DRUMS


- Only food grade drums will be accepted. Stainless steel, and food grade epoxy lined steel are good examples of what will be accepted. (Syrup transferred from milk cans or any other unacceptable drums will NOT be accepted)
- Drums must be ONLY used for maple syrup or sap storage. Re-used drums that have held other food products can impact the flavor and purity of your syrup. This is grounds for refusal.
- Drums that have previously held non-food grade products (i.e. sanitizers, acids, etc) will not be accepted.
- Drums that have previously held food considered an allergen will not be accepted. *The “Big Eight” are milk, eggs, fish, Crustacean shellfish, tree nuts, peanuts, wheat, and soybeans.*
- Maple syrup stored in galvanized drums or tin milk cans will not be accepted.
- Plastic drums that have been labeled “not for reuse” will not be accepted.
- If any producer’s drum is lost, Anderson’s will replace the drum with one of equal quality.
- Please do not over-use a drum. When its life is over, recycle it. Maple Syrup is a high-priced product, a new drum costs less than losing syrup to a bad drum.
 - The estimated lifespan of a stainless drum is 30 years and epoxy lined is 2 years.
 - We are selling **new** stainless steel 41-gallon drums and 55- and 30-gallon epoxy lined steel drums.
- We will do what we can with supplying drums, but as we grow so does the demand for our limited supply of drums.
- We will continue to accept smaller food grade containers down to 5 gallons in size. However, there will be a \$.10 per pound deduction for anything less than a 30-gallon drum.

FILTER

Please filter your syrup. **Only Pressure Filtered syrup in 30 gallon or larger drums will receive the full price.** Unfiltered syrup will receive a \$.30 per pound deduction. If it is gravity filtered with an Orlon or Wool bag or sheet there will be a \$.20 per pound deduction. Please use a pressure filtering system.

TRANSPORT

Syrup should arrive at Anderson’s Maple Syrup, Inc. in a clean drum and a clean vehicle (vehicles will be inspected). You are selling a valuable food product, we expect that it is treated as such before it arrives. We reserve the right to refuse any shipment that doesn’t meet Anderson’s Maple Syrup Food Safety and Quality expectations.

	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1	Food Safety & Quality Systems Manual	12/26/2018

Please Complete and Submit the Following Information Regarding Your Organization.

1. Organization Information

Producer Name: _____
 Company Name: _____
 Address: _____
 City, State, & Zip Code: _____
 Main Telephone Number: _____ Cell Number: _____
 Contact Name: _____
 Contact Email Address: _____
 FDA Registration Number: _____ Exp. Date _____
 24 Hour Telephone Number: _____

2. Description of Sugar bush/farm (OPTIONAL)

The purpose of this information is to show customers the impact of their purchases of US made maple syrup on the working landscape. The information you provide will be combined with that of other producers selling to Anderson's Maple Syrup, Inc. It will only be shared in the aggregate to Anderson's Maple Syrup, Inc. customers. Any personal or identifying information will not be shared or sold.

Number of taps (approximate) _____

Collection Method (please circle):

TUBING BUCKETS OTHER (sap sacks, etc) _____

Does your operation have an RO? (Please circle) YES NO

Evaporator heat source (please circle):

WOOD OIL OTHER: _____

Do you inject air into your system by Steam Away/Piggy Back or Pan Bubbler? (Please circle) YES NO


If yes, do you filter the air? YES NO

Defoamer Choice (please circle):

ATMOS 300K ORGANIC CANOLA/SAFFLOWER OIL OTHER: _____

Filter Aid Choice:

Do you buy sap from other farmers? (Please circle) YES NO

	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1	Food Safety & Quality Systems Manual	12/26/2018

3. Letter of Guarantee

In order to meet the various needs of our customers and required government regulations, we ask you to read this document carefully before signing.

Purity: The syrup produced is made entirely from maple sap and has been boiled to a minimum of 66° Brix or 7° above the boiling point of water. Pure maple syrup processed was made with **only food grade equipment in a sanitary manner, stored in food safe containers and meets the accepted state and USDA standards for density and grade.**

Defoamer/Filter Aid: Only kosher certified defoamer and filter aid is accepted. This means that no meat or dairy products may be used as a defoamer in the maple syrup. Most equipment dealers sell a kosher certified defoamer. If you are a certified organic producer, it is important to verify with your certifying agency that your defoamer and filter aid are acceptable as an organic processing aid as well as kosher certified.

Allergens: No regulated food allergens may come into contact with the pure maple syrup or be used as a defoamer. This includes all **dairy products (milk, cream, and butter), soy, and any oils produced from tree nuts or peanuts.**

Lead: Commitment to work toward producing maple syrup entirely with production and/or packing equipment that is free of any lead containing surfaces. Full compliance will be met in accordance with the lead reduction timeline, by size of operation, outlined in the attached schedule.


Employment Practices: Fair and ethical labor practices have been followed in the making of pure maple syrup. Local regulations relating to labor, compensation, work hours, health and safety are followed. Employees are treated with respect and dignity. No forced labor is used.

Forest Management: The Sugar Bush/Maple Forest is managed carefully through a variety of methods. These may include: appropriate tapping techniques, managing forest growth, facilitating healthy biodiversity, and/or working with local forester. Trees used for sap harvesting have not been treated with pesticides.

By signing below, you are indicating that you have read and agree to all the requirements stated above.

NAME (please print): _____

SIGNATURE: _____ Date: _____

	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1		
		Food Safety & Quality Systems Manual	

4. Report of Lead Reduction Measures in Maple Production and Packaging Operations
Commitment to Initiate and Comply with Lead Reduction Measures

Name of the Producer/Vendor: _____ Phone _____

Address: _____ City: _____ State: _____

Name of the Syrup Buyer: **Anderson's Maple Syrup, Inc. – Cumberland, WI 54829**

Size of your Maple Operation: Small (10,000 taps or less)
 Medium (10,000-20,000 taps)
 Large (more than 20,000 taps)

Processing Areas Free of Any Lead-Based Paint: yes no

All Syrup Filtered at 180°F or Higher: yes no

Percentage of Syrup Purchased or Sold in Lead Free Containers = _____%

Check all equipment that is lead free. If you don't use buckets, check that box because you have eliminated that potential source of lead from the operation. **The goal is to check EVERY box.**


<u>Exhibit A:</u> <input type="checkbox"/> Spiles or Spouts <input type="checkbox"/> Buckets and Pails <input type="checkbox"/> Sap Gathering and Storage Tanks <input type="checkbox"/> Collection Tubing <input type="checkbox"/> Syrup Storage	<u>Exhibit B:</u> <input type="checkbox"/> Valves, Joints, Connectors and Controls <input type="checkbox"/> Pre-heaters, Piggy Backs, and Steam-Away <input type="checkbox"/> Syrup Pumps <input type="checkbox"/> Evaporator Pans <input type="checkbox"/> Finishing Tanks	<u>Exhibit C:</u> <input type="checkbox"/> Sap Pumps <input type="checkbox"/> Filling Units/Bottler <input type="checkbox"/> Filter Tanks <input type="checkbox"/> Filtering Units
--	--	--

*Producer/vendor needs to remove if they have equipment listed under Exhibits A, B or C that contain lead. For Best Practices and more information on Exhibits A, B & C the back of this page.

Lead free equipment means stainless steel and/or food-grade materials as set forth in the NSF/ANSI 51-2012 standard, section 4.1.2. Please refer to: <http://www.techstreet.com/products/1830051>

I hereby certify that our maple syrup production and packing facility will fully comply with the lead reduction measures as required. I also certify that all of the syrup sold to Anderson's Maple Syrup, Inc. was produced in the United States of America at the location listed above.

Authorized Signature of Producer/Vendor: _____ Date: _____
(sign)


	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1		12/26/2018
		Food Safety & Quality Systems Manual	

**Lead Reduction Measures Required from October 2015 – October 2020
Maple Producer Supplying Syrup to Anderson’s Maple Syrup, Inc.**

	By OCT 1, 2015	By OCT 1, 2016	By OCT 1, 2017	By OCT 1, 2018	By AUG 1, 2019	By OCT 1, 2019	By OCT 1, 2020
Large Producers (over 20,000 taps)	Start: Processing areas free of lead based paint & all syrup filtered @ 180°F ⇒ Complete		Start: Eliminate lead containing items from Exhibit C	⇒ Complete			
	Start: Eliminate lead items from Exhibit A ⇒ Complete						
		Start: Eliminate lead containing items from Exhibit B ⇒ Complete					
Medium Producers (10,000 – 20,000 taps)	Start: Processing areas free of lead based paint & all syrup filtered @ 180°F ⇒ Complete		Start: Eliminate lead containing items from Exhibit C	⇒ Complete		⇒ Complete	
	Start: Eliminate lead items from Exhibit A ⇒ Complete						
		Start: Eliminate lead containing items from Exhibit B ⇒ Complete					
Small Producers (less than 10,000 taps)			Start: Processing areas free of lead based paint & all syrup filtered @ 180°F ⇒ Complete	⇒ Complete		Start: Eliminate lead items from Exhibit C ⇒ Complete	
			Start: Eliminate lead items from Exhibit A ⇒ Complete				
			Start: Eliminate lead items from Exhibit B ⇒ Complete				
All Producers and All Buyers - Drums of Syrup	20% of syrup volume is purchased and stored in lead free containers	40% of syrup volume is purchased and stored in lead free containers	60% of syrup volume is purchased and stored in lead free containers	80% of syrup volume is purchased and stored in lead free containers	100% of syrup volume is purchased and stored in lead free containers		

Categories of Lead Containing Equipment:

Exhibit A Equipment: Spiles, Buckets and Pails, Sap Storage Tanks, Collection Tubing
Exhibit B Equipment: Valves, Connectors, Joints and Level Controls, Pre-heaters, Piggy Backs, and Steam-Away, Syrup Pumps, Evaporator Pans (Sap and Syrup), Finishing Stoves & Tanks
Exhibit C Equipment: Sap Pumps, Filling Units, Filter Tanks, Filter Units

	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1	Food Safety & Quality Systems Manual	12/26/2018

Do you have an Organic Certification?

YES (if yes, attach certificate)

Certification Issued By: _____

Date of expiration: _____

Certificate Number: _____

NOT CERTIFIED

5. State License Information

Do you have a state license or have you been audited by a 3rd Party?

YES (if yes, attach state license or 3rd Party certificate)

Title of License/Certification
(i.e. Food Processing License): _____


Date of expiration: _____

License/certification issued by
(i.e. State of Wisconsin): _____

License Number: _____

NOT CERTIFIED (if no, please complete the remaining pages)

*****Note: The following page shall be completed ONLY if your facility is NOT licensed by the state or audited by a 3rd Party *****

	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1	Food Safety & Quality Systems Manual	12/26/2018

***** This page shall be completed ONLY if your facility is NOT licensed by the state or audited by a 3rd Party *****

STATE LICENSE INFORMATION

- If you make syrup in **Wisconsin**, have you completed the Maple Sap Processor Registration Report and submitted to the state? **This is required by ALL Wisconsin Producers who sell less than \$5000 in one year.** No Yes
 - Explain the reason you are not required to have a state license. (for example, my state does not require a license OR in WI no license is required for producers who sell less than \$5000 worth of product to resellers each year—see #1 above).
-

FOOD SAFETY & QUALITY SYSTEMS


- Do you have the following food safety controls in place to ensure the Maple Syrup is safe and meets industry quality standards? No Yes
 - Sap is stored in a manner that protects it from contamination
 - Syrup is boiled in a lead-free stainless steel pan
 - Syrup is boiled to a minimum of 66°Brix
- Is your syrup stored in a way to prevent contamination? No Yes
If Yes, how is it stored (i.e. packed at over 180°F in barrels):

- Is your product filtered? No Yes
If Yes, do you use gravity (Orlon or Wool bags) or Pressure (hand or machine pump)?

- Do you have traps or other measures to control pests in your operation? No Yes
- Is your Maple Syrup packaged in clean, food grade containers **used only for this purpose?** No Yes

CUSTOMER RELATIONS

- Who can we contact if additional questions or concerns arise about this product?
List name and phone number

	Section Title:	APPROVED SUPPLIER QUESTIONNAIRE SYRUP PRODUCERS	2388 40th Street Cumberland, WI 54829
	Food Safety System		Date of Revision:
	Document # FSQS 4.3.1	Food Safety & Quality Systems Manual	12/26/2018

Do Not Continue Below This Line - For Anderson's Maple Syrup, Inc. Approval Use Only

Has a lead test been done? No Yes
 If no, explain plan _____

Is this Supplier Approved? No Yes

If Yes, and there are any "no" boxes checked above, provide justification for approval: _____

If No, provide reason: _____

Approved Tier Rate for Supplier (*All Maple Syrup is Tier 2-Moderate Risk*):

Tier 1 – High Risk **Tier 2 – Moderate Risk** Tier 3 – Low Risk

APPROVAL SIGNATURES

Purchasing Representative (or Designee) *Date*

SQF Practitioner *Date*

Date Supplier placed on the Approved Supplier Register: _____

Document is scanned and uploaded to AMS tracking system? No Yes

HISTORY OF CHANGES:

Revision Date:	Nature of Change:	Approved/Verified By:
12/26/2018	• Add Ethical sourcing to letter of guarantee. Space edits	ca
02/05/2018	• Add legal disclaimer and organic certificate request	ca
07/17/2017	• Clarify "check all equipment that is lead free"	ca
04/12/2017	• New SOP Format	ca