

# Visitor Checklist



## Security:

All visitors must have management approval prior to entering the factory.

Visible identification is to be worn at all times. Your badge includes an ID number. Visitors will be issued a BLUE badge and/or holder.

No photography without approval from the Factory Operations Management.

Parking is restricted to designated areas.

Visitors must enter and exit through the security gates.

## GMPs:

American Crystal Sugar Company complies with the Good Manufacturing Practices (GMP) requirements. The following is required:

- Hair restraints such as head, beard, and mustache cover are required.
- All jewelry must be removed. Rings that cannot be removed and contain stones must be covered.
- Do not directly handle any finished product.
- All items in upper shirt pockets must be removed.
- Fingernail polish and artificial nails are not allowed in GMP areas.
- GMPs prohibit eating, chewing gum, or drinking beverages in GMP areas.

## Safety:

Hard hats, safety glasses with side shields, and hearing protection must be worn in all processing areas.

American Crystal Sugar Company is a tobacco free facility.

I have read and understand the requirements.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date