

## Vendor Request/FMSA Compliance

Dear Vendor,

Kwik Trip, Inc. requires our vendors to comply with all relevant laws and regulations, including FSMA as of September 1, 2016 (if applicable). We understand the implementation dates for FSMA are staggered. With that in mind, all required vendors under the Food Safety Modernization Act that provide products and raw materials (including packaging) to Kwik Trip, Inc. are required to have supply-chain preventive controls. If your Food Safety Plan identifies a hazard that requires a supply-chain preventive control, you must provide a statement in writing to Kwik Trip, Inc. Vendor Risk ([vendors@kwiktrip.com](mailto:vendors@kwiktrip.com)) declaring if the hazard was controlled for if the hazard was not controlled.

Vendor shall develop and maintain a change management program to manage and notify Kwik Trip, Inc. of all changes to ingredients, manufacturing processes, packaging, raw materials, recipes and formulations, specifications, labels, and/or manufacturing locations, including subcontracting **at least 60 days prior to the change.**

For the product we purchase from you, please provide the following specification information:

- Ingredient Statement
- Nutrition Information based on a 100g sample (this is to include current and future vitamin nutrition specs; i.e. Vitamin A and Vitamin C)
- Ingredient Percentage Ranges
- Spec Sheet (with quality attributes)
- Micro Limits (if you do not analyze the microbiological content you must provide scientific evidence that states why your material is exempt from microbiological analysis)
- Shelf Life unopened & temperature requirements for storage
- Shelf Life opened & temperature requirements for storage
- Explanation of lot/code
- SDS (if applicable)
- Allergen (if applicable)
- Kosher & Halal Status (if applicable)
- Celiac Letter (if applicable)
- Organic Certification (if applicable)
- GMO Statement
- Country of Origin
- Sanitation Validation Process
- Shipping & Storage Temperate Requirements
- Manufacturing locations of the items we purchase from you
- Contact Person for questions

**Packing Vendors Only:**

- Certificate of Conformance stating compliance with FDA regulations
- BPA Statement
- Contact Person for questions

As part of our Food Defense Program, you must notify Kwik Trip, Inc. in writing if your company is involved in a recall.



Please feel free to contact Food Safety & Quality Assurance, should you have any questions about this request.

Sincerely,

Food Safety & Quality Assurance

Phone: (608) 781-8988

Email: [Foodsafety@kwiktrip.com](mailto:Foodsafety@kwiktrip.com)

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#### **OUR MISSION**

*To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.*

