

# Sysco Sustainable/Integrated Pest Management Program Guidelines



## **General information**

The Sysco Sustainable/IPM Audit Program will be administered on an annual basis. Each supplier must schedule an annual audit for each growing region used to pack Sysco products with one of the approved auditing agencies.

Sysco approved auditing agencies are:

### **AIB International**

Ms. Susan Ebert  
Lead Scheduling Associate  
[Email: SEBERT@aibonline.org](mailto:SEBERT@aibonline.org)  
Phone: 785-537-4750

### **Primuslabs.com**

Ms. Zenia Perales  
Director of Global Operations  
[Email: SyscoIPMSupport@primusauditingops.com](mailto:SyscoIPMSupport@primusauditingops.com)  
Phone: (805) 623-5563

## **Cost of audits**

**All costs associated with the audit will be the responsibility of the supplier, including any expenses due to cancellation.**

## **Release forms**

- > A Release Form is required for each supplier growing region producing Sysco canned and frozen fruits and vegetables.
- > An authorized company representative must sign the Release Form and forward to Sysco as indicated on the Release Form.
- > The release form will be forwarded to [Primuslabs.com](http://Primuslabs.com) who is maintaining a confidential database of the audits and information. Although the audit will be conducted by one of the three approved auditing agencies the information will be housed at [Primuslabs.com](http://Primuslabs.com) for review by the supplier, the auditing agency who conducted the audit and Sysco Quality Assurance.
- > The Release Form authorizes the auditing agency to release the results of the audit directly to Sysco Quality Assurance at the same time they are released to the supplier.
- > If additional release forms are needed, please make a photocopy and write in the appropriate information.
- > In the event that any changes are made to the release form, the supplier is responsible for notifying Sysco Quality Assurance prior to the audit. For example, if the supplier wishes to change to an agency other than the one originally indicated on the release form, the supplier must contact Sysco Quality Assurance to confirm the change **PRIOR** to the audit.

### **Arranging the audit**

- > The supplier is responsible for arranging the audit by contacting the auditing agency of their choice directly.
- > Supplier's failure to submit a Release Form will result in Sysco providing each approved auditing agency with the supplier name and their contact information. The approved auditing agencies will then be actively pursuing the required audit.
- > When the audit is arranged, the selected auditing agency may request a list of the growers involved in the Sysco IPM program. This is to preselect growers to be involved in the verification audit.

### **Audit dates**

- > The audit can be conducted anytime July 1 to June 30 of the crop year.
- > Sysco has instructed the approved auditing agencies that a two-day audit is within the expectations of the program. One day to audit the paperwork and processing plant and a second day to randomly select a couple of growers for verification that programs have been implemented. It will assist the auditing agency to allow the agency to preselect the growers prior to the audit.

### **Annual Audit Exceptions**

- > All Sysco brand processed fruit and vegetable suppliers are audited annually, unless they have been notified by Sysco that they have qualified for a reduced frequency.
- > Qualification for reduced frequency requires a minimum 70% score on written program covering all processed fruit and vegetable products sold to Sysco, a minimum 80% score on audits for three consecutive years and timely and complete submission of annual Environmental Indicator Reports for three consecutive years.

### **Potato Sustainability Initiative Audit Exceptions**

- > If the processing plant's sub-suppliers participate in the Potato Sustainability Initiative, the processing plant will inform the auditor when scheduling the visit.
- > The auditor will use a modified Sysco Sustainable/Integrated Pest Management audit checklist with questions specific to processing facilities. Audits will focus solely on the processing plant.
- > The processing plant will provide the auditor with an average PSI survey score for their sub-suppliers. Auditors will input this score into the approved modified audit checklist.

**Acceptable format**

- > Sysco will accept the audit results as presented in the approved standard Sysco Sustainable/Integrated Pest Management format. The format and data will be stored at [Primuslabs.com](http://Primuslabs.com) for review by the auditing agency that conducts the audit, the processor and Sysco.

**Scoring**

- > Sysco’s expectation is that each audit will demonstrate 100% compliance for those questions that comprise the Minimum Standards section of the audit and 80% compliance on all other sections/questions. We realize that compliance to these expectations is an ultimate goal of the program implementation, and many suppliers may not fully achieve an acceptable score the first year.

**Documentation of corrective action**

- > Sysco Quality Assurance will send correspondence to supplier upon receipt of audit results requesting a written response verifying corrective actions.
- > Corrective action is required to be submitted to Sysco via the Primuslabs website within the designated timeframe.

**Personnel participation**

- > Appropriate management personnel should take part in the actual physical audit and the debriefing meeting that will be conducted by the audit

**Questions**

- > Questions regarding auditing agency’s fees, schedules, audit format, etc. should be addressed directly with the auditing agency.
- > Questions regarding Sysco Sustainable/Integrated Pest management Audit program requirements should be addressed directly with:

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