

**IPEC-AMERICAS** Inc.

international pharmaceutical excipients council of the americas

1655 North Fort Myer Drive, Suite 700  
Arlington, VA 22209  
Tel: (703) 875-2127  
Fax: (703) 525-5157

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## SITE AND SUPPLY CHAIN SECURITY OVERVIEW

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### Section 1 - Scope

This document covers the following site:  
IPEC-AMERICAS  
1655 North Fort Myer Drive, Suite 700  
Arlington, VA 22209

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### Section 2 – Supply Chain Security

#### U.S. Bioterrorism Act Registration:

In compliance with the U.S. Bioterrorism Act, IPEC-AMERICAS has registered its facility.

#### U.S. Customs Trade Partnership Against Terrorism (C-TPAT):

IPEC-AMERICAS is a participant in the U.S. Customs-Trade Partnership Against Terrorism program, a voluntary, government-industry partnership designed to enhance supply chain and border security, and enable participants to avoid border inspection delays, especially during periods of heightened national security alerts.

#### Contingency Plan to Identify and Mitigate Business Interruption:

IPEC-AMERICAS has established contingencies to supply product in the face of unplanned events. These plans include the following activities.

- The plant has documented worse case scenarios that are reviewed on a regular basis with necessary steps defined to minimize any emergency and its effect on surrounding assets and employees.
  - IPEC-AMERICAS utilizes several warehouses both on and off site to reduce the effect of a single catastrophic event on any one location.
  - Product inventory levels are monitored and maintained to allow coverage for most supply chain interruptions.
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### Section 3 – Security Information

IPEC-AMERICAS Security Program is designed to provide a secure working environment. Documented training is provided to all employees on security responsibilities.

Procedures have been established that provide for authorization of people and vehicles accessing IPEC-AMERICAS facilities. Identification documents (IDs/passes) are furnished to all people for entry access. Displaying IDs/passes is required for entry. The campus is protected from unauthorized access by a perimeter fence, monitored security cameras and security personnel.

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Procedures are also in place to ensure that computer systems and the information they process are operated and maintained in a secure environment.

Procedures are in place for the prevention, detection and investigation of crime and fraud.

Background checks are made on done upon hiring of all personnel including on-site contractors. Terminated employees are removed immediately from access lists and their ID badges are secured.

### **DOT HM-232 Site Security Plan:**

IPEC-AMERICAS has a site security plan in place that complies with DOT HM-232.

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## **Section 4 - Safety & Environmental Information**

### **Health and Safety Program:**

IPEC-AMERICAS has a documented health and safety program designed to protect the environment, our personnel, and our facilities. The program includes monitoring progress against goals, internal audits, self-assessments and employee training. The program is compliant with OSHA 29CFR - 1910.

### **Registrations to ISO 14000 and ACC Responsible Care:**

This facility is certified for Environmental Management under ISO 14001. Responsible Care is a voluntary initiative within the global chemical industry to safely handle our products from inception in the research laboratory, through manufacture and distribution, to ultimate disposal, and to involve the public in our decision-making processes. IPEC-AMERICAS has agreed to the Responsible Care Guiding Principles with other members of the U.S. American Chemistry Council (ACC).

### **Emergency Response Plan:**

IPEC-AMERICAS Emergency Response Plan contains the following elements:

- Assessment of severity
- Determination of response required
- Mitigation of emergency
- Post Response Evaluation
- Feedback

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## **Section 5 Miscellaneous Security Information**

*This section is optional and should be used as needed. This section should be used by the supplier to provide any additional information that may be pertinent to the site but is not covered elsewhere in this document or in the other EIP documents. A topic that may be covered in this section includes: Policy on the use of child labor, etc.*

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### Section 6 - Revisions

- Site and Supply Chain Security Overview: EIP-SSO 1.1, Revision 0, Initial Issue  
Effective Date: July 28, 2006
  - Changes Since Last Revision: None
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### Section 7 - Contact Information

For further information on subjects covered by this document please contact the Information Department at 800.000.0000  
For other product information please contact the Service Department at 800.111.1111

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IPEC EXAMPLE EIP DOCUMENT