

**Pennsylvania State University
Department of Food Science**

**Pilot Plant
General Operations Policy**

Purpose

To establish a written procedure for conduct in the pilot plants ensuring access for all users to a shared food manufacturing area that is operated in a clean and safe manner.

Scope

Applies to all students, faculty, staff, and visitors to the PSU Department of Food Science Wet Pilot Plant (Rm 134), Dry Pilot Plant (Rm 135), Food Safety Pilot Plant (Rm 415), and associated facilities (coolers, freezers, storage rooms).

Policy

Scheduling

All use of the facilities should be scheduled prior to use through the Food Science Department Facilities Coordinator, Bob Lumley-Sapanski, rxl4@psu.edu, 863-2965, Rm. 216.

Personal Appearance and Hygiene

All persons working in direct contact with food, food-contact surfaces, or food-packaging materials shall conform to hygienic practices to the extent necessary to protect against contamination of food or persons, including, but not limited to:

Hair nets and beard nets shall be worn in a manner that covers all loose hair.

Clothing shall be clean and properly secured to avoid risk of being caught in moving equipment.

Open toed shoes shall not be worn.

Jewelry shall be removed.

Maintain adequate personal cleanliness, including thorough hand washing.

Gloves and protective outerwear should be worn when appropriate, and disposed of properly.

For more information see 21 CFR Part 110 – Current Good Manufacturing Practice in Manufacturing, Packing, or Holding Human Food. On file with Pilot Plant Manager or at http://www.access.gpo.gov/nara/cfr/waisidx_07/21cfr110_07.html.

Practices During Pilot Plant Use

All persons working in the pilot plants and associated facilities shall conform to the hygienic practices stated above and follow the procedures stated below to ensure the cleanliness of the facilities and food processed herein, worker safety, and continued operation of equipment.

Persons shall be properly trained on the operation and cleaning of facilities and equipment before operating alone. If available, equipment log books shall be maintained.

Any person borrowing equipment or supplies from the pilot plant facilities (storage rooms, coolers, etc.) shall obtain permission from the owner prior to use.

All equipment and surrounding areas (tables, floors, walls) shall be cleaned after use, including:

- The use of appropriate cleaning chemicals at the correct concentration

- Proper disposal of all trash

- Labeling of ingredients, finished products, other foodstuffs with name and expiration date prior to storage.

- All equipment and supplies shall be returned to their original location in the pilot plant and/or associated facilities.

- Leave the facilities the way you found them, or cleaner.

The use of glass in the pilot plant should be minimized when possible.

Persons shall have an awareness of the emergency features in the area (fire extinguishers, alarm pulls, first aid kit, safety shower & eyewash, sinks, phones, exits)

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K. E. Kaylegian