

STANDARD OPERATING PROCEDURE – Protocol for employees working in the ice cream hardening room or ice cream storage room**INTRODUCTION**

Packaged ice cream containers that are conveyed to the hardening room must be frozen to a temperature of at least 0°F in less than 12 hours. Once sufficient hardening has occurred, the ice cream packages must be transported to the ice cream storage freezer. The temperature in this freezer is maintained at approximately -30°F. Ice cream containers and all type of ice cream flavors are stored in this room until shipped to University dining halls or transported to the retail sales operation.

MATERIALS

Employees in this room are required to wear low-temperature protective clothing that completely covers their body. This includes thermal boots, gloves, and hats. Coats and overalls are thermally rated for below-zero work environments.

PROCEDURE

1. The hardening room, ice cream storage room, and tempering freezer are NOT confined spaces.
2. Dress in thermally protective clothing prior to entering any freezer room.
3. Alert co-workers that you will be in the freezer for a period of time
4. If your time in the freezer rooms exceeds two hours, come out of the room and warm up for a few minutes; then return to your work area in the freezer.
5. If you smell ammonia, burnt insulation, or hear any unusual noises, leave the room immediately and report this to your supervisor right away.
6. If clothing becomes worn, frayed or unusable, please notify someone in the Creamery office.
7. Operate all machinery in a safe manner. If you need a helmet or bump cap, head protection will be provided.
8. If you feel lightheaded, weak, or confused, please leave the freezer immediately and notify a supervisor.
9. Maintain the ice cream freezer rooms in a neat and orderly appearance. Retrieve and store ice cream products and other frozen foods in a safe manner. Floor areas must be free of obstructions.
10. Communicate with lead person and salesroom supervisors regarding the rotation of ice cream flavors. Lower tubs and half gallons of ice cream from the upper racks so these products can be supplied to our salesroom customers.
11. Keep all open areas free from obstructions. Do not park the fork lift in the cold dock area for any length of time. This is a safety hazard.
12. Never work in an unsafe environment. If you have any questions about working in the freezer rooms, please see the lead person, Jim Brown, or Tom Palchak.

The following individual is responsible for implementation of this SOP and has the overall authority on site:

Name: _____ Title: _____ Date: _____