

## Food Science Department Pilot Plant Personnel GMP Requirements

All users, visitors and contractors to Virginia Tech Food Science Pilot Plant facilities must observe basic Good Manufacturing Practices to assure the safety and quality of our products. Please read the following guidelines and observe them throughout your use or visit to our facilities:

**Disease Control:** Any person who has an illness, open lesion, or other source of microbial contamination by which there is a reasonable possibility of food, food contact surfaces, or food packaging materials becoming contaminated, *shall* be excluded from operations which may result in such contamination until the condition is corrected. Employees are instructed to report such health conditions to their immediate supervisor.

**Cleanliness:** All persons working in direct contact with food, food contact surfaces and food packaging materials shall conform to hygienic practices while on duty to protect against contamination of food. These include, but are not limited to:

- a. Wearing outer garments suitable to the operation that protect against contamination of food, food contact surfaces or packaging materials. Shorts, open-toe shoes and loose fitting clothing are not permitted. Shoes with full cover uppers and rubber outer soles are required.
- b. Maintain adequate personal hygiene/cleanliness.
- c. Washing & sanitizing hands thoroughly before starting work, after each absence from work station, and at any other time when the hands may have become soiled or contaminated.
- d. Removing all unsecured jewelry and other objects that might fall into food, equipment, or containers, and removing hand jewelry that cannot be adequately sanitized during periods in which food is manipulated by hand. If such hand jewelry cannot be removed, it may be covered by material which can be maintained in an intact, clean, and sanitary condition and which effectively protects against the contamination by these objects of the food, food-contact surfaces, or food-packaging materials.
- e. If using gloves, maintain them in an intact, clean and sanitary condition. If disposable gloves are required/provided for special use, they must be changed when damaged, after any absence from the workstation or when potential contaminants are handled.
- f. Hair restraints must be worn in all production and processing areas. Please be sure that all of your hair is contained by the hair restraint. Men with beards longer than ¼ inch may also be required to wear a beard restraint where needed.
- g. Store clothing or other personal belongings in the provided area, not in the processing or packaging area. Gloves, lab coats, aprons and hairnets should not be taken outside of designated areas
- h. There shall be no eating of food, chewing gum, drinking beverages or using tobacco in the processing or packaging areas, or in an area where equipment/containers that will come in contact with food is kept or stored.
- i. All persons shall take necessary precautions to protect against contamination of food, food contact surfaces and food packaging materials with micro-organisms or foreign substances, including but not limited to: perspiration, hair, cosmetics, tobacco, chemicals, and topical medicines.

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