

Food Processing Laboratory Pilot Plant and Sensory Facilities

Scheduling, Training, Cleaning, and Sanitation

The following items are related to the scheduling, use, and sanitary conditions of the food processing pilot plant and sensory facilities in the Food Processing Laboratory. This system may be used for **all** projects (i.e., research, teaching, extension, contract-work). The Research Professional assigned to the Food Processing Laboratory will have the responsibility to see that these policies are followed.

- I. Reservation and scheduling of the processing rooms, sensory rooms and equipment.
 - A. Use a reservation/check-in/check-out form for scheduling. Teaching activities have priority for scheduling.
 - B. Scheduling board
 1. The scheduling board will be maintained outside Research Professional's office.
 2. The scheduling board will be set up for 8-10 weeks at a time.
 3. After receipt and approval of the reservation/check-in/check-out form, the scheduling board will be updated.
 - II. Training
 - A. The reservation/check-in/check-out form will be used to determine:
 1. If the user has the proper training to use the facility and/or equipment,
 2. If the user has the proper training to clean and sanitize the equipment and facility that is used.
 - B. If the user lacks training, the Research Professional will schedule a training session to cover the deficiency.
 - C. Research Professional will conduct the training and provide written instructions if needed.
 - D. In cases where the Research Professional is unfamiliar with the equipment, the training will be provided by others familiar with the equipment. The Research Professional will record on the reservation/check-in/check-out form that the proper training was provided and who provided the training.
 - E. After training, the reservation/check-in/check-out form will be updated.
 - III. Processing and sensory rooms/equipment use
 - A. User will be checked-in by the Research Professional before work starts. This will be noted on the reservation/check-in/check-out form.
-

- B. User will be checked-in by Research Professional after work is completed. This will be noted on the reservation/check-in/check-out form.
- C. At the end of the day, the room will be cleaned by the user (if problems occur, see below).

IV. Oversight

- A. Research Professional maintains the schedule.
- B. Research Professional is charged with the responsibility of training the user as needed, checking-in the user, checking-out the user.

V. Problems

- A. If conflicts arise, Project Supervisor/Major Professor of the user is informed and a solution to the problem is sought.
- B. If problems persist, the Department Head will be informed.
- C. If the situation is not resolved, the user may be banned from using the facilities. All complaints will be directed to the Facilities Committee and the Department Head.

VI. Cleaning and sanitation plan for the processing rooms

- A. The Research Professional will check to see if the clean-up is done properly.
- B. If not satisfactory, the user will repeat the clean-up promptly.
 - 1. If this does not lead to a satisfactory situation, the Department Head will be informed.
 - 2. The Research Professional will then be charged with the cleaning and sanitizing duty (hourly labor can be used) and will be allowed to charge the Project Supervisor/Major Professor's account a fee of \$50.00 per hour to compensate for the time spent.
 - 3. Photo evidence can be gathered if needed to document unsatisfactory cleaning.

VII. If changes are needed to this policy, the departmental Facilities Committee should be notified. The committee will recommend alternatives.