Food Science Building Pilot Plant Facilities

Scheduling, Training, Cleaning, and Sanitation

The following items are related to the scheduling, use, and sanitary conditions of the food processing pilot plant facilities in the Food Science Building. This system may be used for **all** projects (i.e., research, teaching, extension, contract-work).

I.   Reservation and scheduling of the processing 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 Laboratory Manager'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 are used.

   B.   If the user lacks training, the Laboratory Manager will schedule a training session to cover the deficiency.

   C.   Laboratory Manager will conduct the training and provide written instructions, if needed.

   D.   In cases where the Laboratory Manager is unfamiliar with the equipment, the training will be provided by others familiar with the equipment. The Laboratory Manager 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 room/equipment use

   A.   User will be checked-in by the Laboratory Manager before work starts. This will be noted on the reservation/check-in/check-out form.

B. User will be checked-in by Laboratory Manager 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. Laboratory Manager maintains the schedule.

    B. Laboratory Manager 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 Laboratory Manager 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 Laboratory Manager 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/h 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.