



# The South Texas Food Bank's Good Manufacturing Practices

Staff, Volunteers, Contractors and/ or Vendors (*both hereinafter referred to as "Contractors"*) performing services of any kind upon The South Texas Food Bank ("STFB") premises must adhere to and comply with the Good Manufacturing Practices ("GMP") for food processing and distribution facilities provided hereunder that include but are not limited to the following:

- ◆ Signing in and out is a requirement for all contractors, volunteers and visitors. Contractors and visitors must wear their Visitors Pass at all times and be escorted and supervised.
- ◆ This facility is a drug and weapon-free zone.
- ◆ Personal Protective Equipment ("PPE"): Follow the required designated dress code in the processing room and warehouse area at all times (*hard hats, safety vests, hair nets, gloves, closed-toe shoes, closed-heel shoes, etc.*) Loose, sharp and/or excessive jewelry is NOT allowed. Offensive apparel and hats, and revealing clothing is NOT allowed. No personal hats or caps allowed when processing food.
- ◆ Fingernails should be kept neatly trimmed and clean. Artificial nails and/or fingernail polish are not permitted in the processing room.
- ◆ Hairnets and gloves must be worn on the production floor at all times. No hair is permitted outside of the hairnet. Rubber or disposable gloves must be clean and in good condition at all times.
- ◆ Facial hair such as a beard, goatee, sideburns, greater than 1/8", or a mustache extending beyond the edge of the mouth must be covered by a beard net on the production floor
- ◆ Jackets and other loose unessential clothing items must should be removed and hung in the designated areas only.
- ◆ The following is NOT permitted in the processing and warehouse areas: (1) Spitting; (2) Smoking; (3) Eating and drinking; (4) Chewing tobacco or gum; and (6) any other unsanitary activity that compromises the quality of food products.
- ◆ Physical misuse or abuse of the facility and/or equipment will NOT be tolerated.
- ◆ Running, shouting, horseplay (*tossing food, etc.*), riding pallet jacks, walking or stepping on pallets is not permitted.
- ◆ No unauthorized use of chemicals will be allowed. All chemicals used in this facility must be approved by the Director of Operations.
- ◆ Contractors must keep working materials contained within their designated areas and 18" away from any wall.
- ◆ Staff, vendors & contractors will maintain a clean and organized work area. All trash, debris, equipment, paperwork, supplies and/ or tools MUST be cleaned up and put away at the end of the workday. At all times, the production floor must be clean and free of: water, oil, glass, plastic and/or dust.
- ◆ The food bank is not responsible for staff, volunteers, contractors and visitors personal belongings, purses, backpacks, computers, phones, etc. Please make sure you reconcile your personal belongings, working equipment, and tools before leaving your work or visitation area.
- ◆ Hands must be washed and sanitized at the following times: • Before starting work • Before putting on gloves • Before handling any product or packaging materials • After each break and lunch period • After visiting the restroom • After covering mouth while sneezing or coughing • After picking something dirty off the floor • After touching your nose, mouth, eyes, ears, or hair • After blowing your nose • After leaving and re-enters the food processing areas • Any time the hands have been contaminated.
- ◆ Food areas and equipment must be clean and dust free at all times and sanitized at the end of each shift.
- ◆ In case of a spill, notify a Food Bank staff member immediately.
- ◆ Product sampling for quality assurance testing is only permitted by the Director of Operations and authorized personnel.
- ◆ Pens, pencils, thermometers and other objects should be securely carried in pockets above the waist.
- ◆ Personal medications must be disclosed upon entering. Staff and contractors must notify their immediate supervisor and Director of Operations, respectively, of any medication prescribed by any physician which may impair safe operation of machinery.
- ◆ Anyone under the influence of drugs and/or alcohol will NOT be permitted to enter premises.
- ◆ Staff, volunteers and contractors must notify their immediate supervisor of any cuts or infections on their hands or arms before starting or during a shift, the supervisor in turn will notify the Director of Operations, who will then evaluate the wounds and proceed accordingly, including assigning such employees and volunteers responsibilities outside of the food production until their wounds heal.
- ◆ Staff, volunteers and contractors should notify the Director of Operations if they are ill and/or have contracted any contagious/ transmittable disease.
- ◆ Harassment and/or any type of disrespectful or violent behavior will NOT be tolerated. Report all incidents immediately to Food Bank Management.
- ◆ No cell phone use in the processing room and storage areas. Staff and volunteers who need to make necessary or urgent calls may use the facility's phones. Contractors: Please limit your use of cell phones to emergency or work related calls.
- ◆ Both food and non-food items may NOT be taken from the warehouse, sorting areas or distribution sites. Unauthorized possession will be considered stealing and will be reported the appropriate authorities
- ◆ In case of an emergency, follow posted evacuation signs. Emergency exits should ONLY be used if there is an emergency.

It is imperative that staff, volunteers and contractors follow the manufacturing practices policies outlined herein. Failure to adhere to these policies will result in disciplinary action up to and including being banned from entering, volunteering and/or working at Food Bank's facilities.