



Fighting hunger and poverty in northeast North Carolina

Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

FOOD BANK OF THE ALBEMARLE GOOD MANUFACTURING PRACTICES

PERSONNEL

1. Any person who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesions, sores or boils or any infected wounds that could contaminate food, food-contact surfaces or food-packaging materials shall be excluded from any operations involving food.
2. All persons working in direct contact with food, food-contact surfaces and food-packaging materials shall dress to protect against contamination of food while on duty. The methods for maintaining cleanliness include, but are not limited to:
 - a. Wearing outer garments suitable to the operation.
 - b. Wearing closed-toe shoes.
 - c. Maintaining adequate personal cleanliness.
 - d. Washing hands thoroughly in an adequate hand-washing station before starting work, after each absence from the work station and at any other times when the hands may have become soiled or contaminated.
 - e. Removing all unsecured jewelry and other objects that might fall into food, equipment or containers.
 - f. Maintaining gloves in an intact, clean and sanitary condition.
 - g. Wearing, where appropriate, hair nets, caps or other effective hair restraints.
 - h. Storing personal belongings in areas other than where food is exposed.
 - i. Confining the following to areas other than where food may be exposed: eating food, chewing gum, drinking beverages or using tobacco.
3. Food handlers and supervisors should receive appropriate training in proper food handling policies and procedures.

BUILDINGS AND FACILITIES

1. The grounds should be kept in a condition that will protect against the contamination of food. The methods for adequate maintenance of grounds include, but are not limited to:
 - a. Properly storing equipment, removing litter and waste and cutting weeds and grass within the immediate vicinity of the building.
 - b. Maintaining parking lots so that they do not constitute a source of contamination.
 - c. Adequately draining areas that may contribute to a breeding place for pests.
 - d. Operating systems for waste treatment and disposal in an adequate manner.
 - e. Buildings should be suitable in size, construction and design to facilitate maintenance and sanitary operations.
 - f. Facilities should be constructed in such a manner that floors, walls and ceilings may be adequately cleaned and kept clean and in good repair.
 - g. Drips or condensation from fixtures, ducts and pipes do not contaminate food.
 - h. Aisles and working areas are adequately unobstructed and of adequate width to permit employees to perform their duties and to protect against contaminating food.
 - i. Provide adequate lighting in all areas where food is examined, processed or stored.
 - j. Provide safety-type light bulbs, fixtures and skylights over exposed food in case of glass breakage.
 - k. Provide adequate ventilation to minimize odors and vapors in areas where they may contaminate food.
 - l. Provide adequate screening or other protection against pests.
 - m. Facilities should be alarmed and monitored for both burglar and fire control.
 - n. Visitors, partner agencies, maintenance/repair crews and staff must enter the building through the front door.

- o. Visitors, partner agencies and maintenance/repair crews must sign in using the log kept at the check-in window.
- p. Visitors and maintenance/repair crews must be accompanied by a staff member while in the facility.
- q. Normal security measures should be followed, such as the locking of all exterior doors from the outside.

SANITARY OPERATIONS

1. Buildings and fixtures shall be maintained in a sanitary condition and shall be kept in repair sufficient to prevent food from becoming contaminated.
2. Cleaning compounds and sanitizing agents used in cleaning and sanitizing procedures shall be safe and adequate under the conditions of use.
3. Toxic cleaning compounds, sanitizing agents and pesticide chemicals shall be identified, held and stored in a manner that protects against contamination of food.
4. No pests shall be allowed in any areas of the facility. Service animals are allowed if their presence is unlikely to result in the contamination of food. Effective measures shall be taken to exclude pests and to protect against the contamination of food on the premises by pests. The use of insecticides or rodenticides is permitted only under precautions and restrictions that will protect against the contamination of food.
5. All food-contact surfaces shall be cleaned as frequently as necessary to protect against the contamination of food.
6. Single-serve articles (ex. paper towels) should be disposed of in a manner that protects against the contamination of food.
7. The water supply should be sufficient for the operations intended and should be derived from an adequate source. Any water that contacts food or food-contact surfaces shall be safe and of adequate sanitary quality.
8. Plumbing shall be of adequate size and design and adequately installed and maintained.
9. Sewage disposal shall be made into an adequate sewerage system.
10. Adequate and readily-accessible toilet facilities must be provided.
11. Hand-washing facilities should be adequate and convenient and be furnished with running water at a suitable temperature.
12. Readily understandable signs directing employees handling unprotected food, food-contact surfaces or food-packaging materials to wash their hands appropriately should be posted in all areas where employees handle these items.
13. Trash receptacle should be constructed and maintained in a manner that protects against contamination of food.
14. Disposal materials should be stored and disposed of as to minimize the development of odor, minimize the potential for the waste becoming an attractant and harborage or breeding place for pests and protect against the contamination of food.

EQUIPMENT

1. All equipment should be designed and of such material and workmanship as to be adequately cleanable, and shall be properly maintained. The design, construction and use of equipment should preclude the adulteration of food with lubricants, fuel, metal fragments, contaminated water or any other contaminants.
2. All equipment should be installed and maintained as to facilitate the cleaning of the equipment and of all adjacent spaces. Food-contact surfaces shall be corrosion-resistant when in contact with food. They shall be made of nontoxic materials and designed to withstand the environment of their intended use.
3. Each freezer and cold storage compartment used to store and hold food shall be fitted with a temperature-recording device so installed as to show the temperature accurately within the compartment, and should be fitted with an automatic alarm system to indicate a significant temperature change.

PROCESSES AND CONTROLS

1. All operations in the receiving, transporting, inspecting, segregating, preparing, packaging and storage of food shall be conducted in accordance with adequate sanitation principles.

2. Appropriate quality control operations should be employed to ensure that food is suitable for human consumption and that food-packaging materials are safe and suitable.
3. Overall supervision of the sanitation of the facility shall be under the supervision of one or more competent individuals assigned responsibility for this function.
4. All food that is/has become contaminated shall be rejected or properly disposed of.
5. Food that can support the growth of undesirable microorganisms should be held in a manner that prevents the food from becoming contaminated. Compliance with this requirement may be accomplished by any effective means, including:
 - a. Maintaining refrigerated trucks at 45 degrees F or below as appropriate for the particular food involved.
 - b. Maintaining frozen foods in a frozen state.
 - c. Maintaining hot foods at 140 degrees F or above.
6. Effective measures should be taken to protect finished food from contamination by raw materials.
7. Effective measures should be taken to prevent the cross-contamination of food including, but not limited to:
 - a. Storing like product together.
 - b. Segregating meat products by type (beef, poultry, etc.)
 - c. Appropriate storage of allergens
 - d. Proper re-use of packaging materials
8. Filling, assembling, packaging and other operations should be performed in such a way that food is protected against contamination.
9. Food areas used for human food should not be used to process or store nonhuman food or inedible products.
10. Storage and transportation of food should be under conditions that will protect food against physical, chemical and microbial contamination as well as against deterioration of the food and/or container.

I have read, understand and agree to comply with the Good Manufacturing Practices of Food Bank of the Albemarle.

(Signature)

(Date)