



## Operational Policies

### Compliance with UIFTC Rules and Regulations

The UIFTC manager will provide each tenant with a set of these operational policies along with a set of the kitchen rules and regulations. At the completion of the tenant orientation, both of these forms must be signed and dated to signify that they have been read and the tenant will comply. Failure to comply can result in breach of contract and dismissal of tenant privileges to the facility.

1. Upon application approval, these policies along with the kitchen rules and regulations will be provided to the tenant. Tenant will need to sign and date each form by the completion of the new tenant orientation.
2. A list of both sets of documents will be posted in the kitchen as a reminder of the contract signed.
3. If misconduct or failure to follow the rules is noted by others in the kitchen, dismissal of kitchen use may occur.

### HACCP Plans

1. Any tenants using the kitchen for the processing of potentially hazardous foods (as defined by the FDA) must provide the management with a HACCP plan as required by the UDSA and FDA.
2. Clients may request help from the UIFTC manager, but must be prepared to do most of the work and not expect the kitchen to provide it for them.

### Tenants allowed in the kitchen

In order to prevent cross contamination and over-crowding in the kitchen area, no more than one tenant will be able to use the kitchen at one time, unless similar products are being produced and/or there is no risk of cross contamination.

1. It will be the decision of the UIFTC manager to determine if more than one product can be manufactured in the kitchen at a given time.
2. If the management determines that both products can be manufactured at the same time, the first tenant that set up the appointment will be notified to determine if this is acceptable.
3. If the first tenant agrees, the second tenant will be granted use of the kitchen at the same time.
4. The manager will attempt to pair similar manufacturers to schedule kitchen time together to in order to maximize use of the facility.

## **Check off sheets for Tenants**

In order to ensure procedures are followed for safety and cleaning and that basic kitchen rules are being followed, all tenants will be asked to fill out two checklists upon arrival to the kitchen.

- Kitchen checklist: this will allow tenant to note any areas found unclean and notify the manager. Tenants are not required to fill out this form if they do not feel it is necessary.
- Tenant checklist: this will allow tenant and/or the manager to keep track of things throughout the duration of kitchen use. It will be used to track temperature, safety and kitchen rules being followed, and a cleaning schedule being met.
  1. Upon arrival, tenant will pick up the two above stated checklists from the manager.
  2. Tenant will fill out the pre-cleaning worksheet as they notice any areas of the kitchen not sufficiently cleaned or sanitized. They can put the completed sheet in the file marked “kitchen checklist”.
  3. As the tenant moves throughout the kitchen, they should be aware of and follow the tenant checklist to ensure appropriate, sanitary food handling techniques and proper cleaning of the facility.
  4. For foods leaving the facility to be served elsewhere, the manager needs to verify the time and temperature of each product before it leaves the facility.
  5. Before leaving, tenant must sign and date the completed checklist, stating that they did indeed follow the rules of the establishment and give the checklist to the manager.

## **Inventory**

Inventory of UIFTC equipment and materials will be taken monthly by the manager to ensure that nothing is being wrongfully removed from the kitchen. If any equipment or materials appear to be missing, the items missing will be recorded and posted for return. If the item(s) is not returned, all tenants that manufactured during the time the item was removed will be investigated. The guilty tenant will lose all rights and privileges of the kitchen and will be expected to return or re-purchase the item(s).

## **Tenant Storage**

Any and all tenants using the kitchen to manufacture product have the privilege of storing any items in the refrigerators, freezers, or dry storage areas.

1. Tenant agrees to any and all storage fees as outlined in the “Rate Schedule Agreement Form”, which is to be signed by tenant during the signing of the “User Agreement”.
2. Tenants will have access to their stored materials during normal operating hours.
3. Tenants will need to make sure and follow all sanitary guidelines for storing food and be sure to rid storage of any spoiled and rotten food in a timely manner or it will be removed by the manager.

## **Kitchen deliveries**

If tenants are going to have deliveries made to the kitchen, it must be cleared with the manager and the tenant must be present to help receive the items if necessary.

1. Tenant will notify manager of delivery and schedule appropriate time for drop-off.
2. Tenant will be present at the specified date and time to receive and check-in the order.
3. If tenant is unable to receive the order, they need to inform the manager to make sure delivery will be received.

## **Taste Testing**

In order to prevent contamination of products, it is not recommended that any products being manufactured for sale be taste tested. If taste testing is required, the following procedure should be followed.

1. Product to be tested should be placed in an individual container such as a cup before being tested. Samples should never be directly taken from mixing or processing utensils.
2. All items used to sample product must immediately be discarded or properly cleaned and sanitized.

## **Time and Temperature Logs**

In order to maintain a safe and sanitary environment in which to produce food, the methods of temperature control (refrigeration and heating/cooking) must be regulated at all times. Temperatures of cooking equipment, refrigerators and freezers must be taken at least once a week and recorded in the provided time and temperature logs.

1. At the beginning of each week, the manager or staff on duty will check the temperatures of the walk in coolers, refrigerators, and ovens and record these values in the time and temperature log.
2. Any time and temperatures too high or too low will be accounted for and remedied by the manager.

## **Cooking Temperatures**

In order to assure that prepared food has a decreased risk of developing food borne contamination and that it is cooked thoroughly, temperatures must be taken of cooked food and must be recorded. A list of required cooking temperatures will be posted in the kitchen.

1. Upon completion of desired cooking time, temperature of the food item should be taken by use of the available thermometers.
2. Temperatures should be recorded and if they do not match the required cooking temperature, the food will be cooked until the required temperature is reached.

3. Failure to comply with these regulations could result in the termination of further kitchen usage.

### **Hot holding of food**

Any food that is going to be hot held in the kitchen must be held for no longer than 2 hours at or above a temperature of 140° F. If the temperature drops below 140° F, it will not be allowed to be taken or served elsewhere.

1. Upon removal of hot foods from oven or other cooking area, temperatures will be taken upon removal, after 30 min, after 1 hour, after 1.5 hours and within a two hour time span it should still be above 140° F and on its way to be served to another facility.
2. If the temperature of food being hot held falls below 140° F within 2 hours, it must be discarded and not served to others.

### **Chilling of food**

Any food that is going to be chilled and held to be taken to another establishment must be held at this facility for no longer than 2 hours, below 40° F. If it begins to rise above that before the 2 hours has passed, it will have to be discarded and not served elsewhere.

1. Upon finish of the desired product, it will need to be chilled until it reaches 40° F or below. After it has reached 40° F, it will have the temperature read 30 minutes from that time, after 1 hour, after 1.5 hours and within a two hour time span it should still be below 40° F and on its way to be served at another facility.
2. If food has the temperature taken when being chilled and goes above 40° F within 2 hours, it must be discarded and not served or taken and served immediately.

### **Thawing of frozen food**

To decrease the risk of bacterial growth and food borne illness, it is required that any frozen food must be thawed in a refrigerator or under cold, running water.

1. Remove frozen item from the freezer and place in the refrigerator at 40° F or below and wait until it thaws. If the product is meat, place it on the bottom shelf with a container underneath it to catch any drippings.
2. If refrigerator thawing is not desired, place food item in an air-tight plastic bag and put under cold, running water until it thaws.

### **Material Safety Data Sheets**

Any chemical or hazardous substance used in the kitchen is required to have a Material Safety Data Sheet (MSDS), informing procedures to clean up a spill, emergency services if ingested, if it has gone into someone's eye, etc. These sheets will be placed in a red binder, clearly labeled and stored in the maintenance room.

## **Recycling**

To ensure we do our part to help the environment, it is the policy of the UIFTC to recycle all recyclable materials.

1. Tenants are to rinse and sort the applicable recyclable materials and place them in labeled recycling containers.
2. Recycle bins will be emptied at Pacific Recycling at least once per week or as necessary.

I have read, understand and agree to be bound by the above conditions. This form is in the nature of a contract, and not merely a form acknowledging receipt of the above rules and regulations.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE