

PRESENTER'S GUIDE

"GOOD MANUFACTURING PRACTICES IN THE FOOD INDUSTRY: PART I"

*Part of MARCOM's Safety, Regulatory
and Human Resources Library*

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **To help prevent contamination in food processing and handling facilities, the U.S. Food and Drug Administration (FDA) has created a regulation called "Current Good Manufacturing Practices".**
 - It establishes criteria for the conditions that should exist in every food processing and handling facility to protect food products from contamination.

- **The regulation requires every food processing and handling facility to create a group of their own "Good Manufacturing Practices (GMPs)".**
 - Each facility's GMPs must be based on the criteria set by the FDA.

- **The FDA organizes GMPs into seven groups, which address...**
 - Personnel.
 - Plant and Grounds.
 - Sanitary Operations.
 - Sanitary Facilities and Controls.
 - Equipment and Utensils.
 - Manufacturing Processes and Controls.
 - Warehousing and Distribution.

- **The GMPs that are developed in different facilities can vary slightly, depending on their conditions.**
 - Each facility is responsible for creating a set of GMPs that work for them.

- **The first three sections of the FDA's regulation set criteria for providing a contamination-free environment by maintaining the condition of...**
 - Your manufacturing and food handling spaces.
 - The areas outside of it.
 - The people inside of it.
- **The first part of the FDA regulation is focused on the "Personnel" who are working in your facility.**
 - These GMPs address personal hygiene and making sure that everyone is clean and disease-free while they are on the job.
- **The next section of the regulation addresses the condition of your "Plant" and the "Grounds" that surround it.**
 - Your GMPs must establish ways to keep the outside of your facility in a condition that protects against contamination.
 - This includes ensuring that there is enough space so that things like maintenance equipment and food storage areas can be separated from each other.
 - They should also focus on keeping grounds clean and secure, so that pests cannot get to food or food processing areas.
- **GMPs for "Sanitary Operations" should address...**
 - The maintenance of the manufacturing and handling spaces.
 - How and when to use cleaning and sanitizing chemicals.
 - Pest control.
 - Cleaning of food contact and non-food contact surfaces.

- **One of the sections in the FDA's CGMP regulation that directly affects everyone in your facility is the one on "Personnel".**
 - Your facility's GMPs must include the processes and procedures that everyone should use to help maintain good personal hygiene.

- **The GMPs for this section should address things like...**
 - Personal cleanliness.
 - Clothing.
 - Handwashing.
 - Jewelry.
 - Hair restraints.
 - Taking any other precautions that are necessary to avoid contaminating the food products that you're working with.

- **To avoid contaminating the food products that you work with, you should make sure that you bathe or shower before you come to work.**
 - This is because there are a lot of harmful microorganisms that can be found on our hair and skin, and they can easily be transferred to anything that you come into contact with.

- **The next thing that you should think about is your clothing.**
 - Wearing "street clothes" on the job can introduce outside contaminants into your facility.
 - If possible, your work clothes should be used exclusively for work, and stored inside your facility at all times.

- **Keeping germs and microorganisms off of your hands as you go through the day is a crucial part of preventing contamination, so you should wash your hands after you...**
 - Enter your facility.
 - Enter a new room.
 - Touch something that might itself be contaminated, such as a product that hits the floor, dirty equipment or even a doorknob.

- **You should also wash your hands after you...**
 - Cough, sneeze or use a tissue.
 - Use tobacco.
 - Eat or drink.
 - Use the bathroom.
 - Take out the garbage.
 - Handle chemicals that could contaminate the food you're working with.

- **Wearing gloves is a very good way to keep your hands sanitary at work... but don't forget to wash your hands before putting on a new pair.**
 - This helps to ensure that you don't expose the outside of the gloves to any microorganisms that may still be on your hands.

- **One thing that you should avoid when you are working with food is wearing jewelry.**
 - Rings, bracelets or necklaces might seem to be securely fastened, but there's always a chance that they can catch on something and fall into food, equipment or containers.
 - You should leave your jewelry at home, or in your locker.

- **Sometimes, you don't even have to have touched something to cause a problem.**
 - Things that you're using or eating can introduce contaminants into the air and then onto the food you're working with.

- **If you are in an area where you're exposed to food products, or where equipment or utensils are being cleaned, you should avoid...**
 - Eating food.
 - Chewing gum.
 - Drinking beverages.
 - Using tobacco.
 - Applying cosmetics or medicine.

- **You should always wear a clean hat or a hairnet when you're at work.**
 - They can help keep your hair from falling into the food products that you're working with or from contaminating surfaces and equipment.
 - If you have facial hair, you should also wear a beard restraint.

- **When you're sick, it can be impossible to follow GMP hygiene guidelines at work.**
 - If you develop a condition that can be contagious, you should report it to your manager or supervisor immediately.
 - They will tell you what you should do to keep your coworkers and your customers safe.

- **It's also important to follow GMPs that address your physical "plant" itself, and the grounds around it.**
 - Contamination can come from anywhere, so both the inside and outside of your building should be kept in a condition that protects the environment.

- **GMPs for "Plants and Grounds" should focus on...**
 - Making sure the plant and storage facilities are designed for the purpose that they are being used for.
 - Maintaining the surrounding infrastructure, including roads, "yards" and parking lots.
 - Assuring that waste treatment and disposal do not create potential contaminants.

- **The construction and design of your facility must be suitable for food production or handling.**
 - The building must have enough space to adequately separate equipment and food storage areas.
 - Floors, ceilings and walls should be easy to clean and kept in good repair.
- **The lighting in your building should always be bright enough for you to see clearly.**
 - This doesn't just apply to areas where you're working with food or cleaning utensils.
 - Hand-washing and bathroom areas must have adequate lighting as well.
- **Proper ventilation is also vital to preventing contamination.**
 - It needs to minimize, if not eliminate, dust, odors and vapors in areas where they could contaminate the food products that you're working with.
- **The GMPs that address the "grounds" surrounding your facility should contain strategies that can be used to discourage pests and keep them out of the building.**
 - Cutting grass and weeds around the building and draining puddles or standing water can be a very effective way to keep pests away from your facility.
 - You should still be on the lookout for pests when you're outside your building, and report any potential problems that you see to your supervisor.
- **Roads and parking lots also need to be well-maintained.**
 - Damaged pavement can create dust, which can become airborne and carry bacteria and mold into your facility.

- **Your facility must implement GMPs that meet the FDA's criteria for "Sanitary Operations" as well.**
 - In order to comply with the FDA regulation, these GMPs must contain strategies to eliminate contaminants that are already present in your environment.
- **These GMPs must address...**
 - The maintenance of your facility.
 - The chemicals that are used to clean, sanitize and maintain the facility.
 - Pest control, both inside and outside of the building.
 - When and how to clean and sanitize equipment, utensils and surfaces.
- **Your space and everything in it must be in good repair to protect the food that you're processing and handling.**
 - For example, ceilings shouldn't have any leaks.
 - Water or any other material that drips down could introduce contaminants into food products.
- **The chemicals that are used for cleaning and maintaining the facility must be used and stored correctly.**
 - If not, they could contaminate the food that you are working with, as well as create significant health hazards for the people working there.
- **GMPs also need to be established for any cleaning tasks that you perform, specifying how, when and where you should use each chemical.**
 - The focus here should be on doing things in ways that protect food, packaging and workspaces from contamination.

- **Whenever possible, chemicals must be non-toxic.**
 - Toxic chemicals are only allowed in food areas if they are absolutely necessary.
 - Any toxic chemicals that do have to be used should be stored so that food is protected from contamination.
 - Toxic chemicals should also be clearly labelled to eliminate the potential for misuse.
 - If you need help determining if a chemical is toxic, ask your supervisor.

- **Pests must be eliminated from all areas of your facility as well.**
 - You can help to reduce the risk of pests entering the building by implementing a rigorous cleaning schedule, sweeping up crumbs and wiping up any spills that will draw pests in.
 - If pests do manage to penetrate your facility, pesticides should only be used when there's no risk of contaminating food, packaging or work surfaces.

- **Your facility's GMPs need to address the cleaning and sanitizing processes and procedures that you will use to comply with the FDA requirements too.**
 - They should describe, in detail, how, when and how often to clean and sanitize food contact surfaces, including utensils, tables and equipment.
 - These GMPs must address the cleaning and sanitizing of non-food contact surfaces, such as walls, ceilings or anything else that doesn't touch food as well.
 - Portable equipment and utensils must also be cleaned, sanitized, and stored in a way that protects their food contact surfaces from contamination.

- **GMPs that address avoiding contamination while food products are being stored or transported must also be created, and should focus on...**
 - Preventing cross-contact, biological, chemical and physical contamination.
 - The potential for food deteriorating during storage or transit.

*** * * SUMMARY * * ***

- **The U.S. Food and Drug Administration has developed a "Current Good Manufacturing Practices" regulation that sets criteria for minimizing the risk of contamination in food manufacturing and handling environments.**
- **Based on the FDA regulation, your facility must create its own "Good Manufacturing Practices" that are specific to your operations.**
- **Following GMPs for maintaining good personal hygiene habits can help you to avoid introducing contaminants into the food products that you're working with.**
- **Maintaining your facility and the grounds that are around it in a condition that can help to prevent contamination is an important part of the FDA's GMP regulation.**
- **Implementing GMPs for sanitary operations helps to eliminate contaminants that are already present in your facility... which is just as important as avoiding contamination from outside sources.**
- **Following Good Manufacturing Practices developed for the first three sections of the FDA's GMP regulation can significantly reduce the risk of the food products that you work with becoming contaminated... which benefits both your customers and your company.**

- **So if you follow the GMPs that your facility creates to address these three sections of the regulation, you can help to produce products that are safe and enjoyable... and keep your customers coming back for more!**