



Good Manufacturing Practices for Visitors and Contractors

Contractors, Vendors, Volunteers and/or Visitors (all hereinafter referred to as “Contractor(s)”) performing services of any kind upon Connecticut Food Bank premises must adhere to and comply with the Good Manufacturing Practices (“GMP”) provided hereunder. For all intent and purposes, Connecticut Food Bank Director of Operations shall be considered Contractor’s Supervisor while Contractor performs services upon Connecticut Food Bank’s premises.

Contractors will comply with GMP guidelines for food manufacturing facilities as defined in Chapter 21 of the Code of Federal Regulations, including but not limited to the following:

1. Contractors can use only the Main Entrance to enter the facility and to exit the facility.
2. Contractors must check in with Connecticut Food Bank’s Director of Operations each day to sign in and out.
3. **Contractors are required to store all materials in designated areas, on pallets, and 18” away from any wall.**
4. **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.**
5. At all times, the warehouse floor must be monitored for cleanliness of:
 - a. Water (spills, leaks, etc.)
 - b. Oil (spills, leaks, etc.)
 - c. Plastic (shrink wrap, torn, partial, full, etc.)
 - d. Dust (dirt, debris, contamination, etc.)
6. Manufactured bottles may only be used for their intended purpose (i.e. the bottling of water). Bottles may not be used for any other purposes, including, but not limited to, storing cleaning solvents, scoops, trash cans, or maintenance repairs.
7. Hands must be washed and sanitized at the following times:
 - a. Before starting work
 - b. Before putting on gloves
 - c. Before handling any product or packaging material
 - d. After each break and lunch period
 - e. After visiting the restroom
 - f. After covering mouth while sneezing or coughing
 - g. After picking something dirty off the floor
 - h. After touching your nose, mouth, eyes, ears, or hair
 - i. After blowing your nose
 - j. Any other time the Contractor’s hands have been contaminated
8. Contractors must dress in clean clothes prior to starting work in the warehouse. Shirts must be tucked in at all times. Long pants only are allowed, NO shorts.

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9. The following is NOT permitted in the warehouse area: (1) Spitting; (2) Smoking; (3) Eating and drinking; (4) Chewing Tobacco or gum; (5) any other unsanitary activity that compromises the quality of Connecticut Food Bank's product.
10. Contractors must notify Connecticut Food Bank's Director of Operation of any cuts or infections on their hands or arms before starting a shift. These employees must cover the cuts or infections with a sanitary bandage and/or a rubber glove before handling any food product or packaging material. Connecticut Food Bank's Director of Operation may give such employee(s) responsibilities outside of warehouse until their wounds heal.
11. No running or horseplay should ever take place in the facility.
12. Emergency exits should ONLY be used if there is an emergency. Never prop any doors open.

It is imperative that all contractors working for Connecticut Food Bank follow the manufacturing practices policies outlined herein. Work areas must be maintained in a clean, healthy and orderly fashion to prevent unsafe conditions and potential accidents.

I have read the above information and, if applicable, have distributed or read this to the participants of my group for which I have arranged this tour.

Print Name and Affiliation: _____

Signature: _____ Date: _____