

Virginia Department of Agriculture and Consumer Services
Office of Dairy and Foods
Good Manufacturing Practices

- **Education and training of personnel**
 - Personnel should wash hands before working with food and food contact equipment
 - Personnel should be excluded from food processing areas if they have symptoms of foodborne illness or open lesions
 - Unsecured jewelry should be removed that might fall into food, equipment, or containers (plain wedding bands ok)
 - Effective hair restraints should be used
 - Eating food, chewing gum, drinking beverages, or using tobacco should be confined to an area away from production
- **Condition of the external environment of the food premises**
 - Maintain outside area surrounding the food processing room. Grass should be cut, trash should be taken away regularly, and harborage areas for pests should be minimized
- **Use of suitable chemicals within and around the food premises including cleaning chemicals, pest control chemicals and machine lubricants**
 - Chemicals stored in the plant are only those necessary for operations
 - Chemicals are not stored where they may contaminate food products
 - Machine lubricants for food equipment should be suitable for food contact surfaces
 - Cleaners and sanitizers should be used per manufacturers' instruction
- **Identification and storage of waste within and by the food business**
- **Adequate maintenance and cleanliness of the food premises, equipment, utensils, floors, walls and ceilings**
- **Effective pest control program implemented within the food premises**
 - Measures should be taken to eliminate pests from the food processing area
 - For processes that take place outside of the facility, measures should be taken to minimize the presence of birds, insects, mice, or other pests
- **Avoidance of foreign matter within the finished product. Sources of foreign matter can include wood, glass, metal, plastic, pests, paper, string, tape**
- **Sanitary operations in place to ensure equipment and utensils effectively cleaned and sanitized before use**
 - Well water used for cleaning/sanitizing equipment and utensils must be free from coliform bacteria (private laboratories can test for coliform bacteria)
 - Water supply shall be sufficient for the operations intended and shall be derived from an adequate source
- **Adequate water supply, plumbing, toilet facilities, sewage disposal for size of operation**
 - Employees must have access to a toilet facility on the premises
 - Toilet facility should not open directly into the food processing room
 - A hand-washing station should be conveniently located to the processing area and include soap, hot water, and paper towels or other sanitary hand-drying device and a sign directly employees to wash hands before returning to work