

Code of Conduct for all users of the FNH Food Science

Rm 190 Pilot Plant Lab

(1) Accessing the Rm 190 Food Pilot Plant Lab

(1.1) A programmed UBC ID Card is required to have access to the Rm 190 Food Pilot Plant Lab. Personnel needing access can apply through [this form](#) after the items below are uploaded to the [LFS TRMS](#). When applying for access you must submit a signed copy of this form, and certificates of completion for the following training given by UBC Safety and Risk Services and FNH staff:

- New Worker Safety Orientation
- Preventing and Addressing Workplace Bullying and Harassment Training
- Workplace Violence Prevention Training
- Workplace Hazardous Materials Information System (WHMIS) Training
- Privacy and Information Security Fundamentals Parts I & II
- FNH Safety Orientation (**including specific FNH190 in-person orientation. See 1.6**)

(1.2) Any notices of restricted access and instructions posted on the main entrance door of FNH190 must be observed. If you have any questions or need clarification/information about a bulletin posted, contact the name on the notice sheet or the FNH Lab Technician. (Peter Hoffman, peter.hoffman@ubc.ca, FNH Rm 110B, 604-822-4601).

(1.3) All requests for access are subject to approval by **all** the following:

- The FNH Lab Technician – Peter Hoffman
- The faculty supervisor or instructor for the project you will work on
- LFS Operations (Andy Jeffries or Patrick Leung)

(1.4) As a requirement for using the space, full-time researchers (graduate students, undergraduate co-op students, etc.) may be assigned as a “super-user” for a specific piece of major equipment (spray dryer, homogenizer, viscometer, etc.), a frequently used piece of equipment (freeze drier, walk-in refrigerator, etc.), or a suite of equipment in the lab (glassware, stoves, and kettles, etc.). Super-users are responsible for training new users for that equipment, developing and updating SOPs, and ensuring it is properly maintained. Super-users will be trained by other super-users or by the FNH Lab Technician. All should promptly report any issues that they find. **Failure to do so will result in loss of lab access.**

(1.5) **The Pilot Plant Access Request Form** must be submitted prior to commencing projects in the facility. This form will detail: project details/equipment needs/duration. The request form can be found here: https://ubc.ca1.qualtrics.com/jfe/form/SV_6IJ6qiUbUKtqkxE. (*You must have completely filled out this code of conduct, obtained signature from your supervisor, scheduled and attended the in-person training with the FNH Lab Technician, before submitting this request.*)

(1.6) As of November 1st 2022 all FNH Pilot Plant users must have attended an in-person FNH 190 Pilot Plant orientation session. New users will be given this training alongside of the general

FNH site safety orientation. Existing users will be required to complete the FNH 190 Pilot Plant orientation session by November 1st 2022. Peter Hoffman will conduct these sessions and can be booked through email: peter.hoffman@ubc.ca.

(2) Safety, Personal Protective Equipment and Proper Attire

(2.1) Personnel should wear long loose-fitting pants and fully covering liquid resistant shoes. Long hair should be tied back and put into a hairnet, when working with food items. Industry-standard food-handling practices must be followed when preparing food for human consumption.

(2.2) Personnel should ensure they have all the necessary Personal Protective Equipment before starting their work in the Lab (food lab coat or apron, gloves, safety glasses, oven mitts and other protective wear as required).

(2.3) When using equipment, safety should be always kept in mind. Improper use or dangerous actions performed with equipment, will result in privileges for accessing the pilot plant being revoked. **Before using any equipment, you must receive training specific to that equipment from the “super-user” for that equipment, your instructor/supervisor, or the FNH Lab Technician.** Make sure that the power switch is “Off” before plugging in or unplugging a power cord and that all equipment is properly shut down after usage.

(2.4) Report any accident or near miss incident (unsafe condition) to your instructor/supervisor and the FNH Lab Technician as soon as possible. An online **CAIRS** report (**C**entral **A**ccident **I**ncident **R**eporting **S**ystem, http://www.cairs.ubc.ca/public_page.php) will need to be filled out by your supervisor and yourself.

(2.5) No one should be allowed to enter who has not been granted access. If you allow anyone to enter using your key card, you will be held accountable for any issues that occur. In addition, doors (including those to the stairwell) should not be propped open at any time. This is grounds for immediate loss of access. If you see a door propped open, remove items propping it and close the door.

(3) Movement of Materials/Equipment in and out of the Food Pilot Plant

(3.1) Materials and/or equipment brought into the food lab should be food grade and clean. This is to prevent contaminants being introduced into the lab. No materials or equipment should have had any previous exposure to a chemical or biological lab.

(3.2) Items brought into the Lab that do not belong to the FNH Department should be labelled with name of the person, research group, date and/or name of the faculty supervisor.

(3.3) Items brought out of the Lab that belong to the FNH Department or a research group other than your own must be reported to the FNH Lab Technician or the appropriate research group supervisor/manager.

(4) Bench Space and Equipment Usage

(4.1) Bench space is limited. Therefore, the area where a lab user works should be well defined, only have items which are necessary to perform the lab session activities on the bench top, and only while the lab user is actively working. All items should be sealed/capped and labelled with your name/your research group name and should be stored in a latch lid plastic tote under the bench top when not actively being used.

(4.2) Equipment in the Pilot Plant that belongs to the FNH department is available on a first-come first-serve basis. More complex equipment requiring training must be booked on the [LFS website](#). Other less complicated equipment may be reserved by giving the date/time required for its use to the FNH technician who will mark the equipment appropriately. If you need assistance or have any questions for booking equipment you may contact the FNH Technician (peter.hoffman@ubc.ca, FNH Rm 110B, 604-822-4601).

(5) Cleaning the Bench Top and Equipment

(5.1) When finishing lab work, all bench top work surfaces must be thoroughly washed and wiped clean of all food materials and residues.

(5.2) Any dishes/containers/utensils/equipment etc. used during lab work must be washed, rinsed, dried, and put away immediately. The sinks should be left clean. If you need any materials for cleaning (scrubbers, soap, towels, etc.) please request them from the FNH Lab Technician.

(5.3) Any students who use the lab as part of a course must participate in a general cleaning of the lab at the end of the term.

(6) Storing of Items and Waste Disposal

(6.1) Ensure any equipment that belongs to your working group is labelled and packed away while not in use in a plastic latch lid tote under the bench. The totes should be clearly labeled by the group so it can be easily identified.

(6.2) Label all food/ingredient items and specialized equipment with your name and either the research group or your faculty supervisor's name if it is for a class project.

(6.3) Food items should have a date of receipt and opening. This allows its disposition to be better determined and space will not be taken up by unwanted or spoiled materials.

(6.4) All items stored in a refrigerator or freezer or walk-in cold rooms, or on/below/above the workstations, and all totes must be properly labelled (name, date, contents, and faculty supervisor) and must also contain a date of removal after which the item can be thrown out. Any items without a date of removal, or those for which date of removal are past, are subject to disposal without notice.

(6.5) The garbage cans provided in the Food Pilot Plant are for regular garbage waste only and not for food scraps or ingredients. Food scraps or ingredients should be removed from the Food Pilot Plant and emptied into the larger green food scraps bins on wheels located at the back (west) entrance to the FNH building.

(6.6) Broken Glass should be disposed of in a special large white pail container located in the Food Pilot Plant.

(6.7) When lab work is not in progress, no work equipment or materials are to be left on the tabletops except for commonly used appliances and instruments. All items that are not identified and stored properly will be subject to disposal without notice.

Current status (check the one that applies):

Part-time user as part of a course (e.g. MFS Practicum, etc.)

Undergraduate student. *Please arrange for access with your supervisor. Due to advice from UBC Safety and Risk Services, undergraduates are not provided individual card access.

Part-time research student supervised by a professor in LFS.

Full time researcher (graduate, postdoc, etc.) supervised by a professor in LFS.

Faculty member overseeing research and/or course activities in LFS.

Other (please specify): _____

I have carefully read this document and agree to abide by this code of conduct or forfeit access to the space.

If working as a full-time researcher, you must request a super-user assignment and complete the following statement:

I agree to be assigned as a super-user for the following equipment and to diligently carry out the responsibilities pertaining thereto:

Equipment:

Name: _____ Date: _____

Signature: _____ Access Expiry Date: _____

*Maximum 1 year

Speed chart (for billing incidentals, if applicable): _____

NOTE: Faculty member DOES NOT NEED to obtain Supervisor Signature.

Name of Supervisor: _____

Signature of the Supervisor: _____

Final Approval by LFS Operations

Signature of the FNH Lab Technician: _____

Access Expiry Date: _____ *Maximum 1 year

Comments/Instructions if any:

Signature from LFS Operations (Andy Jeffries or Patrick Leung): _____