

Ranney Food Processing Laboratory

1. Scope

- a. The Ranney Food Processing Laboratory is housed in the Keck Center for Science and Engineering at Chapman University. This newly built pilot plant aligns with the campus's purposes of converging science and technology for our students and faculty. The next step in enhancement is outreach to and enrichment of our local Food Science community. The priorities of the Ranney Food Processing Laboratory are as follow:
 - i. Teaching – to provide a hands-on learning environment for students enrolled in the Food Science Program.
 - ii. Research
 1. to provide a facility that allows for food related research at the testing/research/pilot plant level of production.
 2. to provide a link between theoretical concepts and technology for our students, faculty and staff.
 3. To provide support for faculty and staff on a fee-for use basis to facilitate research.
 - iii. Community Outreach and Enrichment – to offer extended education and training programs, and to facilitate product development for small businesses in our community at a lab/pilot plant scale level.

2. Authorized Personnel

- a. Authorized Personnel should have safety training specific for Ranney Food Processing Laboratory Area and its equipment, along with any safety training required by the University. This will be determined by the Program Director and University EH&S staff.
- b. Accompaniment by trained authorized personnel will be required for access to any Ranney Food Processing Laboratory and storage areas.

3. Authorized Activities and Materials

- a. All activities should be approved and scheduled with the Program Director.
- b. Additional information can be found on the Ranney Food Processing Laboratory website <http://chapman.edu/foodprocessing>.

c.

4. Booking

- a. To book a project in our Ranney Food Processing Laboratory, use the link www.chapman.edu/foodprocessing where you can view a list of equipment, details of equipment capabilities, contact information and a fillable .pdf form labeled "Project Scope Form" for project inquiry. The completed form should be emailed to Dr. Prakash (prakash@chapman.edu) for evaluation and project feasibility.

- b. Dr. Prakash will be in touch to discuss project details, feasibility, scheduling, and budget.
- c. Only Ranney Food Processing Laboratory personnel with proper training and safety training are allowed to process product.
- d. Scheduling for teaching, research or community outreach workshops will be determined based on needs of project and availability

5. Personal Protective Equipment

- a. All users of Ranney Food Processing Laboratory Area should be dress in a professional and hygienic manner at all times. Proper personal protective gear should be worn at all times. Hair nets, beard nets and gloves will be provided upon entry. Shorts, sandals, open toed shoes will not be allowed in the Ranney Food Processing Laboratory Area. All jewelry, watches, rings, necklaces, earrings, etc. should be removed before entering the Ranney Food Processing Laboratory. No eating or drinking is allowed in the Ranney Food Processing Laboratory space. The area is a food production facility and shall be treated as such. Any sampling will be done in alignment with Good Manufacturing Practices.
- b. Any person who exhibits any medical conditions that is in violation to health department regulations will be excluded from operations to prevent any contamination. Responsibility to notify supervisors or Program Director falls under the persons. Clearance will need to be determined once conditions have been cleared as nonharmful to others as well as cross-contamination of work area.
- c. Due to current circumstances as of March 2021, additional precautions will be taken to adhere to the campus's CU Safety Back polices. For all additional questions or concerns, please visit: <https://cusafelyback.chapman.edu/> .
 - i. Faculty, Staff and Students must complete all campus required COVID Prevention training and a weekly negative COVID test for campus clearance.
 - ii. Visitors – approval for campus access is determined by the current tier level for Orange County and current processes as determined by Public Safety. This information can be provided by Dr. Prakash should the need arise for a campus visit.
- d. Facility Cleanliness
 - i. All Ranney Food Processing Laboratory personnel working in direct contact with food, food-contact surfaces, and food packaging materials will adhere to all hygienic practices while on duty to ensure prevention of any contamination of food samples. This is including but not limited to
 - 1. Personal Cleanliness
 - 2. Proper PPE guidelines
 - 3. OCHCA (Orange County Health Care Agency) Guidelines

6. Equipment Storage, Care and Handling

- a. General

- i. All Ranney Food Processing Laboratory equipment is operated, maintained and scheduled by Ranney Food Processing Laboratory personnel.
- ii. All off-hour activities or projects involving our equipment within the Ranney Food Processing Laboratory will require scheduling and approval by Dr. Prakash.

7. Dry Storage Area

- a. Limited short-term dry storage is available to house any ingredients needed for approved projects. Inquiries can only be made with approval and confirmed by our Ranney Food Processing Laboratory Personnel or Program Director.
- b. All perishables' ingredients should be brought on-site no earlier than 3 business days of project start date.
- c. All storage is subject to availability.

8. Cold Rooms and Freezer Usage

- a. Limited short-term cold room or freezer storage is available to house any ingredients needed for approved projects. Inquiries can only be made with approval and confirmed by our Ranney Food Processing Laboratory Personnel or Program Director.
- b. All perishables' ingredients should be brought on-site no earlier than 3 business days of project start date.
- c. All storage is subject to availability.

9. Loading, Unloading and Receiving Area's

- a. Receiving of any goods or outside equipment for projects must be arranged at least one week prior to delivery. Inquiries can only be made with approval and confirmed by Ranney Food Processing Laboratory personnel or Program Director.
- b. Receiving Area is located at Keck Center, 450 N Center St., Orange, CA 92866 or in the Lastinger Underground parking structure beneath the Keck Center.
- c. Hours of loading, unloading and receiving is not 24/7 and does require prior scheduling.