



Louisiana Edible Creations Center

Operational Policies

Compliance with LECC Rules and Regulations

The LECC manager will provide each tenant with a set of these operational policies along with a set of the kitchen rules and regulations. At the completion of the tenant orientation, both of these forms must be signed and dated to signify that they have been read and the tenant will comply. Failure to comply can result in breach of contract and dismissal of tenant privileges to the facility.

1. Upon application approval, these policies along with the kitchen rules and regulations will be provided to the tenant. Tenant will need to sign and date each form by the completion of the new tenant orientation.
2. A list of both sets of documents will be posted in the kitchen as a reminder of the signed contract.
3. If misconduct or failure to follow the rules is noted by others in the kitchen, dismissal of kitchen use may occur.

HACCP Plans

1. Any tenant using the kitchen for the processing of potentially hazardous foods (as defined by the FDA) must provide the management with a HACCP plan as required by the USDA and FDA.
2. Clients may request help from the LECC manager, but must be prepared to do most of the work and not expect the kitchen to provide it for them.
3. Occasionally, LECC may provide HACCP training as it suits the demands of current and active tenants.

Tenants allowed in the kitchen

If you are interested in sharing the kitchen with another tenant, please call to have this approved. Any sharing must be approved by both parties and by LECC before use of the facility.

1. It will be the decision of the LECC manager to determine if more than one product can be manufactured in the kitchen at a given time.
2. If the management determines that both products can be manufactured at the same time, the first tenant that set up the appointment will be notified to determine if this is acceptable.

3. If the first tenant agrees, the second tenant will be granted use of the kitchen at the same time.
4. The manager will attempt to pair manufacturers to schedule kitchen time together in order to allow both to be able to produce their product.

Inventory

Inventory of LECC equipment and materials will be taken monthly by the manager to ensure that nothing is being wrongfully removed from the kitchen. If any equipment or materials appear to be missing, the items missing will be recorded and posted for return. If the item(s) is not returned, all tenants that manufactured during the time the item was removed will be investigated. The guilty tenant will lose all rights and privileges of the kitchen and will be expected to return or re-purchase the item(s).

Tenant Storage

Any and all tenants using the kitchen to manufacture product have the privilege of storing any items in the refrigerators, freezers, or dry storage areas.

1. Tenant agrees to any and all storage fees as outlined in the Rate Schedule Agreement Form, which is to be signed by the tenant during the signing of the User Agreement.
2. Tenants will have access to their storage materials during normal operating hours.
3. Tenants will need to make sure and follow all sanitary guidelines for storing food and be sure to rid storage of any spoiled and rotten food in a timely manner or it will be removed by the manager.

Kitchen Deliveries

If tenants are going to have deliveries made to our kitchen, it must be cleared with the manager and the tenant must be present to help receive the items if necessary.

1. Tenant will notify manager of delivery and schedule appropriate time for drop-off.
2. Tenant will be present at the specified date and time to receive and check-in the order.
3. If the tenant is unavailable to receive the order, they need to inform the manager to make sure delivery will be received.

Taste Testing

In order to prevent contamination of products, it is not recommended that any products being manufactured for sale be taste tested. If taste testing is required, the following procedure should be followed:

1. Products to be tested should be placed in an individual container such as a cup before being tested. Samples should never be directly taken from mixing or processing utensils.

2. All items to sample must immediately be discarded or properly cleaned and sanitized.

Time and Temperature Logs

In order to maintain a safe and sanitary environment in which to produce food, the methods of temperature control (refrigeration and heating/cooking) must be regulated at all times. Temperatures of cooking equipment, refrigerator, and freezers must be taken at least once a week and recorded in the provided time and temperature logs.

1. At the beginning of each week, the LECC manager will check the temperatures of the walk in coolers, refrigerators, and ovens and record these values in the time and temperature log.
2. Any time and temperatures too high or low will be accounted for and remedied by the manager.

I have read, understand, and agree to be bound by the above conditions. This form is in the nature of a contract, and not merely a form of acknowledging receipt of the above operational policies.

SIGNATURE OF TENANT

DATE