

A red octagonal sign, similar to a 'No Food or Drink' sign, is positioned on the left side of the slide. The text 'Beyond "NO FOOD or DRINK ALLOWED in the GALLERY"' is written in yellow, bold, sans-serif font across the top of the sign and extends to the right. Below this, the text 'Food Management Strategies for the Real World' is written in the same yellow, bold, sans-serif font.

Beyond "NO FOOD or DRINK ALLOWED in the GALLERY" Food Management Strategies for the Real World

Rebecca Newberry, Bethany Palumbo, Fran Ritchie
on behalf of
Society for Preservation of Natural History Collections (SPNHC)
Conservation Committee

November 3, 2016



SPNHC
ADVANCING COLLECTIONS CARE

The Society For The
Preservation of Natural
History Collections

Managing food - for consumption or collection?

This webinar will cover two areas:

1. Best Practices for managing food for consumption in institutions
2. Managing collections which contain food



Photos courtesy Carnegie Museum of Natural History



What are “best practices?”

Best Practices: “techniques or methodologies that, through experience and research, have proven to reliably lead to a desired result; procedures that are generally agreed upon but not legislated; or commendable actions and philosophies that successfully solve problems, can be replicated, and demonstrate an awareness of professional standards.”

www.SPNHC.org/37/best-practices

Managing food for consumption in collection-holding institutions- a best practices document

A bit of background info

- SPNHC noted lack of formal guidelines for the management of food in cultural institutions
- Best practices document created using a 3 step process
- Final document provides 7 recommendations for your own policy
- Final document is available on the SPNHC wiki <http://spnhc.biowikifarm.net/wiki>

The Best Practices document was created using a 3 step process:

- 1.Literature review
- 2.Survey
- 3.Peer Review



Image courtesy of Verne Anderson

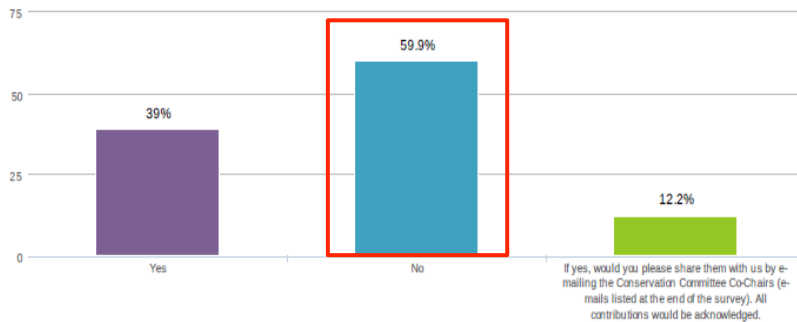
Survey

To gauge an understanding of the current condition of food management within institutions internationally

Examples of Recipients:

- Nhcoll-I (SPNHC)
- Conservation DistList
- PestList
- PACCIN
- ICOM-CC (international)
- ICCROM (international)
- OSG-I (AIC Objects Specialty Group)
- CAC (Canada)
- AICCM (Australia)
- NatSCA (UK)
- Pacific Island Museum Assoc.
- Museums Association of the Caribbean

Do you have written guidelines or policies regarding food?



Stats:

351 completed surveys

21 countries responded [Australia (4), Brazil (1), Brunei Darussalam (1), Canada (51), Colombia (1), Germany (2), Greece (3), Ireland (1), Italy (1), Netherlands (1), New Zealand (3), Norway (1), Philippines (3), Portugal (1), Puerto Rico (1), Romania (1), South Africa (1), Spain (1), Switzerland (2), United Kingdom (24), United States (236)] **Highest Percentages by Country: 69.4% U.S.; 7.1% U.K.; 15% Canada; 1.2% Australia**

Additional comments

“Conservation and collections staff time taken up by checking work of custodians after events and cleaning up spills that have affected artifacts.”

“Takes my time away from other collections care needs.”

“I have to spend more time on the IPM due to presence of food...this takes me away from the treatment of objects.”

“Time spent cleaning up when the caterers haven’t properly cleaned up has taken time away from other duties.”

Additional comments highlighted issues which were divided into seven categories:

1. Lack of official food policy
2. Special events
3. Staff issues
4. Signage for visitors
5. Location of vendor food
6. Design of food
7. Design of kitchen



Recommendations

1. All institutions that deal with food in any capacity should have a written policy on food management as standard preservation practice.



<https://www.flickr.com/photos/sciencemuseumofminnesota/16853745102/in/album-72157650966083837/>

Special events



Restaurants



Staff break areas

Your own policy should:

- Restrict food from collections.
- Include clear instructions on food preparation, consumption, and disposal.
- Address individual responsibilities.
- Include a list of areas in which food can be prepared, consumed, and disposed.
- Highlight how housekeeping and Integrated Pest Management (IPM) might be affected by food.
- Include clear guidelines on how staff should interact with the public to explain and enforce food regulations.
- Be upheld in all situations, even when faced with special requests.

Recommendations

2. Special Events

- Host events in a specifically allocated space isolated from collections.
- Event space should be well constructed and easy to clean, maintain.
- Path of catering staff to and from event should not pass collections.



<https://www.flickr.com/photos/sciencemuseumofminnesota/16854902955/in/album-72157650966083837/>

Recommendations

2. Special Events

- Provide extra waste disposal and clean directly after event.
- Provide places to set drinks and plates



Cleaning up spills during an event

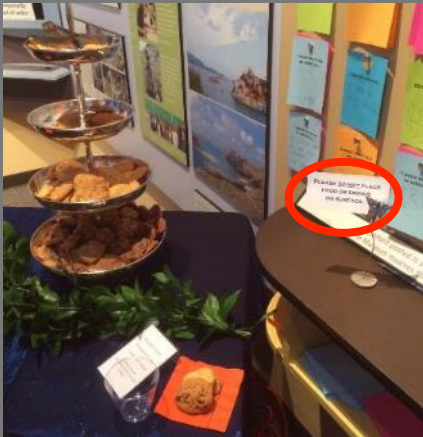


Tables set up for an event to hold drinks

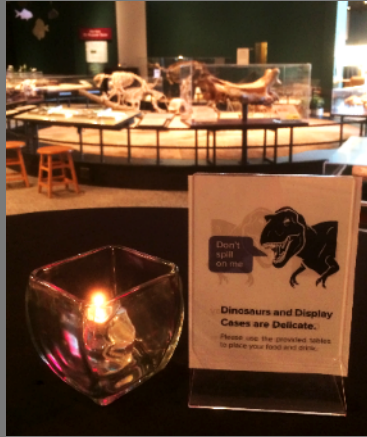
Recommendations

2. Special Events

- Signs remind guests to avoid setting drinks on cases or other exhibit furniture



Signs show guests where they should not place drinks or food



When there are no signs, visitors will place drinks on exhibit furniture



Make sure staff are prepared to clean up during the event

Recommendations

2. Special events - Case Study

One institution told us that they *'often hold special events in the main galleries. However, no cleaning was completed directly after the events, instead it was left for the usual cleaning staff to do the following morning. Since the institution is located in a large city, the leftover food rapidly resulted in a rodent infestation, which began spreading to other galleries*

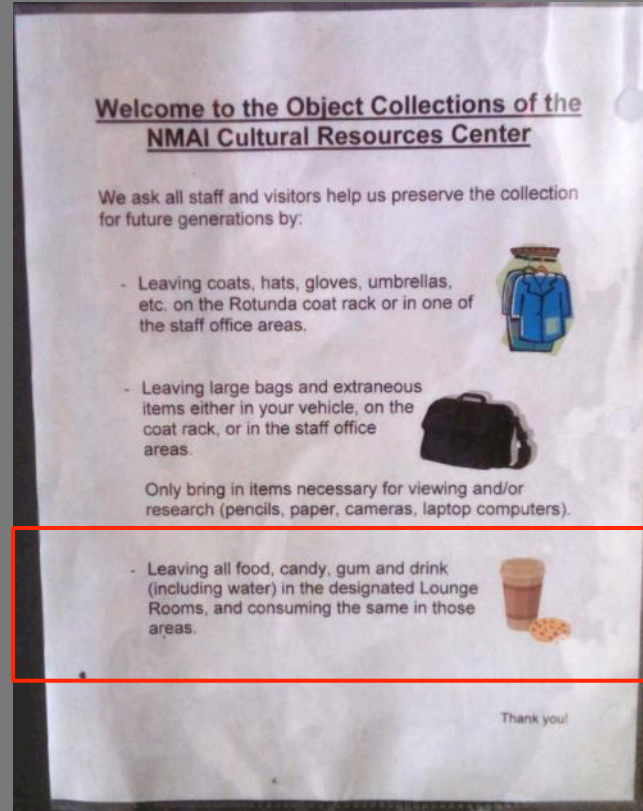


Image courtesy of Verne Anderson

Recommendations

3. Staff issues

- Provide designated space to store, prepare, share, and consume food that is safe and hygienic
- Provide proper waste bins and empty them regularly
- Train staff on the risks of eating in collections space



Recommendations

3. Staff issues -Case Study



Image courtesy of Verne Anderson

One museum 'did not provide a break room or designated area of food. The curators/ professors ate in their lunch in their offices among the collections they studied, until a red-legged ham beetle infestation spread from one office to a whole floor of collections. At first not all of the staff believed a designated space was needed, but when a line of ants was also discovered marching through the museum's front door and into a nearby trashcan, everyone was supportive of regulations'.

Recommendations

4. Visitor issues

- Designated space to consume food
- Signage clear and concise to demonstrate and justify why such rules are in place
- Custodial, in-house food vendor, and other appropriate staff enforce these regulations



Separate lunchroom for school groups at AMNH

Recommendations

4. Visitor issues - Case Study

The museum 'was often experiencing visitors eating within the galleries, which was not permitted. While custodial staff were instructed to politely ask offenders to stop, complaints often followed due to a lack of understanding and clear explanation. New signage was designed, using photographs of pest infestations on objects as a deterrent. Along with an official statement, agreed by the institution, staff are now better equipped to speak to visitors, and with photographic evidence of the potential for damage, all visitors so far have been compliant without complaint'.



Recommendations

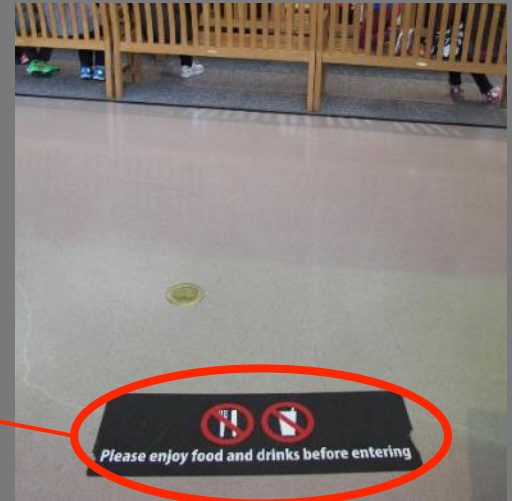
5. Food vendor location

- Restaurants and food areas should be purpose built
- Vendors separated from galleries and areas containing collections
- Waste disposal and food storage away from collections



Recommendations

5. Food vendor location - Case Study



'A restaurant was built into a space between galleries. Food, dishes and waste have to be transported through one gallery. After a large amount of ketchup was spilled on a dinosaur, a new policy was enacted requiring the use of covered carts. Barriers and signs encourage visitors to keep food out of galleries'.

Recommendations

6. Design of food



Simple hors d'oeuvres served at wedding reception held at the National Museum of Women in the Arts



Consider prohibiting foods that stain or spill easily

Recommendations

6. Design of food - Case Study



<http://mylaupshaw.com/wp-content/uploads/2014/01/shrimp-cocktail.jpg>



<http://www.landolakes.com/Blog/holiday-fiesta-quesadillas>

'Guests were required to use two hands to peel the the shrimp, meaning plates and cups needed surfaces to rest upon. There were not enough tables, so guests opted to rest plates on object pedestals. The shrimp shells required additional bowls or plates for collection and disposal, and a few ended up on the gallery floor. The sticky hands of guests were not cleaned thoroughly enough and fingerprints were discovered around other areas of the gallery. At the next event, the museum served non sticky foods that can be eaten with one hand'.

Recommendations

7. Food preparation areas

- Proper ventilation and fire suppression
- Easy to clean
- Complies with local regulations
- Located far away from collections



This serving line has proper ventilation and fire suppression. The surfaces are designed for ease of cleaning.

Recommendations

7. Food preparation areas- Case Study

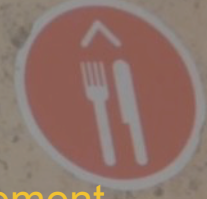
'The snack bar's original menu included hot dogs cooked on heated rollers. This cooking method produced strong smells. Collection care staff requested the removal of the hot dog roller, as the smell indicated that cooking oils were present in the air in the galleries and depositing on objects. Many visitors added complaints about the strong smell. The roller was removed and the hot dogs were then cooked in the main kitchen and held in warming trays in the snack bar'.



<http://www.webstaurantstore.com/images/products/main/7208/20354/apw-wyott-hrs-20s-non-stick-hot-dog-roller-grill-13w-slant-top-120v.jpg>

Best Practices Recommendations

1. Have a **written food policy** specific to your institution.
2. Plan for food management during **special events**.
3. Educate and equip **staff** with proper food management procedures.
4. Educate **visitors** via signage and instructions.
5. Ensure **vendor food locations** are away from collection spaces.
6. **Design food** for events that is easy to consume and doesn't stain.
7. Design **food preparation areas** to be easy to clean and control.



spnhc.biowikifarm.net/wiki/Food_Management

Sample food policies

12 sample food policies shared via the survey all demonstrated:

- Restriction of food in collections areas
- Importance of good housekeeping
- Need for food at special events

Strongest policies are detailed and *specific to* the institution



IPM vs. Food Management Policy

A food management policy does not replace an integrated pest management (IPM) policy, but should be *added to* IPM procedures.

IPM policies outline procedures to prevent, monitor, identify, and mitigate pest infestations. Ideally they prohibit *any* food in institutions.

Food management policies outline procedures to deal with situations that *require* food, such as cafes, staff break rooms, and special events.

For IPM information, visit: museumpests.net

Sample Policy: Michigan State University Museum



Michigan State University Museum

Collections Policy

Policy Revised Spring 1994
Destructive Sampling Section Revised Fall 1997
NAGPRA Statement Section Revised 2001
Nazi/World War II Era Materials Statement Revised 2001
Pest Management Section Revised April 2002
Policy Revised July 2004
Policy Revised August 2005
Policy Revised November 2006
Policy Revised May 2016

-Recent reaccreditation of the museum prompted revisions of the Collection Policy

-Policy first written before special events were as popular

Sample Policy: Michigan State University Museum



Images: <http://museum.msu.edu/?q=node/446>

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-Note the “Preventive Conservation and Care” section includes Integrated Pest Management Procedures AND Food and Beverage Policy

Sample Policy: Michigan State University Museum

Michigan State University Museum

Collections Policy

Food and Beverage Policy

Food and beverage in the Museum building adds a level of complexity to housekeeping and Integrated Pest Management protocols. Negligence of the policies and protocols can lead to damage and loss of collections. These policies are upheld, even when faced with special requests.

Museum Spaces

Food and beverage are not permitted in collections storage repositories or collections work/processing areas in the Museum building, Cultural Collections Resource and Education Center, Stadium, and McDonel Hall. Multi-use areas are places in the Museum where food may be consumed or collections used (*although not simultaneously*). These areas include the Auditorium, Conference Room, and Ground Floor Conference Room. Consumption of food and beverage by public visitors is permitted only in the Education Station on the Ground Floor of the Museum building.

As part of organized special events, food and beverage are permitted in the following spaces:

Museum Ground Floor: West Gallery, Education Statin and adjacent hallway

Museum First Floor: Museum Main Foyer, East Main Hallway, West Main Hallway up to Heritage Hall Entrance

Museum Second Floor: Habitat Hall, Conference Room, Auditorium

Exact locations
where food is or
is not permitted

Sample Policy:

Michigan State University Museum

Michigan State University Museum

Collections Policy

Special Events

With the exception of two spaces (Habitat Hall and Main Foyer), Museum building special events and rental special events are held in specifically allocated spaces that do not contain collections items. When feasible, collections items are removed from the allocated space. If special events must be held in the same areas as collections items, additional effort is made to keep the two separate (e.g., closed vitrines or the addition of temporary barriers). A distance of six feet between food and exhibitions is observed.

Additional tables are provided to prevent food and beverage items from contacting exhibition furniture and adequate temporary waste receptacles are provided for both visitors and caterers.

The allocated events spaces are generally furnished with tile flooring and are therefore easy to clean and maintain.

Facilities management staff coordinates housekeeping activities for catered rental events. A cleaning deposit is collected as part of the facility rental agreement to cover post-event cleanup. Housekeeping routines may be altered to accommodate the events, such as extra waste disposal and cleaning directly after an event.

Post-event cleanup includes cleaning of tables and chairs, vacuuming carpets, and extracting spills from carpets and/or mopping floors where necessary.

Because caterers must pass through spaces containing collections to set up, cleaning protocols are also observed in these areas. Caterers are advised of the policies designed to prevent damage to collections. Caterers are authorized to advise visitors if they are acting in violation of the policies.

Foods that are simple to consume are encouraged, such as finger foods and hors d'oeuvres that can be eaten with one hand. Foods that stain or are difficult to remove, such as fried foods, gum, red beverages (wine, juice, or punch), ice cream, and popcorn, are discouraged. Clear liquid beverages are encouraged.



Sample Policy:

Michigan State University Museum

*Michigan State University Museum
Collections Policy*

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<http://dreamatic.com/popcorn.html>



<http://www.fansshare.com/gallery/photos/11898835/red-wine-and-glass-genero7displaying>



<http://pxgood.com/melting-ice-cream-in-hand.html>



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Sample Policy:

Michigan State University Museum

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Collections Policy

Staff Responsibilities

All staff is informed of Integrated Pest Management protocols and adheres to food and beverage guidelines that prevent pest infestation and other types of damage to collections.

Staff is responsible for either cleaning multi-use areas after staff events or for coordinating cleanup with facilities management staff. Post-event cleanup includes cleaning of tables and chairs, vacuuming carpets, and extracting spills from carpets and/or mopping floors when necessary. Teaching assistants are trained to clean table surfaces after each natural science lab session in the Auditorium.

In the CCREC lunchroom and the Museum building second-floor refrigerator/microwave area, the sink, tables, counters, and appliances are cleaned after each use. Dishes and utensils must be washed after use and stored.

Because the Museum building lacks a common area for staff food consumption, food is permitted in staff offices.

Staff is aware of the risks associated with eating within collections spaces for the protection of collections and for their own health and safety.

Food waste is daily deposited in trash containers by staff, and is removed daily to the dumpster by custodians. (Third-floor staff is responsible for trash removal from their area because of current trial arrangement.)

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Sample Policy: Michigan State University Museum

Michigan State University Museum

Collections Policy

Visitors

Individual visitors are permitted to bring their own food into the Museum building, but are asked to consume it in the one area only: Education Station on the Ground Floor.

Signs are posted at tables and/or areas indicating where food is and is not allowed.

Visitors are expected to deposit food waste and wrappers into trash receptacles.

Food and beverage guidelines for visitors are summarized on a sign posted near the Information Desk, as well as on the MSU Museum website.

All staff and contracted caterers are authorized to remind visitors of these regulations.

School groups and other large groups may coordinate lunch in the Auditorium or Conference Room with the Education Team and Facilities staff.

Food in Collections

What if your collections are actually food?

- Integrated Pest Management
- Preservation



55-25a-f Maple sugar cones
Science Museum of Minnesota



A1979.17.532 Virgin and Child Offering
Museum of International Folk Art, gift of the
Girard Foundation Collection
Photo by S. Kheir-Eldin

Food in Collections

What is the condition of the food?

How is it packaged?

Is the food reacting with the packaging?



https://anthro.amnh.org/anthropology/databases/common/public_access.cfm?database=mixedata&object_list=70%2F13177&buttonSubmit=Search

70/13177 Sponge Cakes and Box
American Museum of Natural History



http://www.aucklandmuseum.com/collections-research/collections/record/am_humanhistory-object-6638017k=2007.41.2&ordinal=0

2007.41.2 Can of Toheroa Soup
Auckland War Memorial Museum

Food in Collections

Store food in original packaging



Queen Victoria's Wedding Cake
Private Collection

<http://metro.co.uk/2014/08/12/queen-victorias-wedding-cake-goes-on-display-at-christies-auction-rooms-and-yes-its-175-years-old-4830038/>



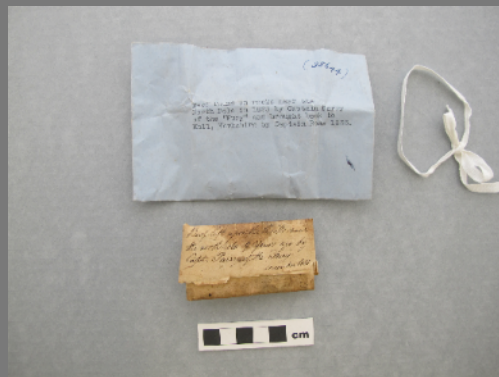
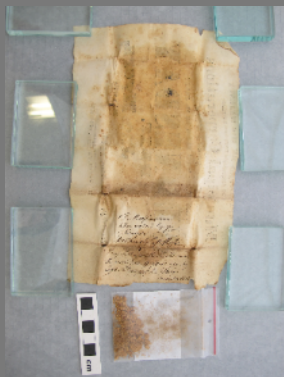
QMD:113 Patent medicine
Science Museum of Minnesota



55-24 Basket with maple sugar
Science Museum of Minnesota

Food in Collections

Store packaging and food product separately



1959.66.1, 35644 Beef
Auckland War Memorial Museum

Dried beef is stored in a ziplock bag, separate from the paper wrapping it was originally stored in, protecting both the paper and the meat.

http://www.aucklandmuseum.com/collections-research/collections/record/am_humanhistory-object-58971?k=1959.66.1&ordinal=0

Food in Collections

Save the packaging and discard the food



<http://www.orientaltrading.com/diy-ice-cream-container-a2-13661433.fltr>



QMD:100 Dr. Enuf
Science Museum of Minnesota

Food in Collections

- Include food collections in your food management policy
- Keep food sealed from pest infestation
- Monitor it regularly
- Document everything!
- Cold storage-control RH



Conclusions

- Food in collection-holding institutions is not ideal, but often necessary.
- Meet with staff from many departments (i.e. collections, conservation, custodial, restaurant, etc.) to discuss the specific needs of your institution regarding food management.
- Create a written policy within the Collections Policy that explains the roles of vendors, staff, and visitors in managing food. (Visit the SPNHC wiki to review Food Management Best Practices spnhc.biowikifarm.net/wiki)

Conclusions

- In the policy, explicitly state where food is and is not allowed in ALL areas of the buildings and grounds.
- Implement food management procedures alongside existing Integrated Pest Management (IPM) procedures. (If there are no IPM procedures, create an IPM policy).
- Educate all staff on the food policy.

Conclusions

- Keep food sealed to prevent pest infestation
- Consider both the food product and the packaging when planning for preservation
- Monitor it frequently for signs of infestation and deterioration

Thank you to...

Respondents of our survey

Laura Abraczinskas of Michigan St. University Museum

Gretchen Anderson and Robert Waller, former SPNHC Conservation Committee Co-Chairs

Society for the Preservation of Natural History Collections

Cathy Hawks

Liath Appleton

Tim White

Verne Anderson

NMAI, AMNH, SMM, Oxford University Museum of Natural History

Institutions who provided written sample policies: Andy Warhol Museum; Banff Park Museum National Historic Site; Canadian Museum of History; Duke University Libraries; Glasgow Museums Resource Center; Grant Museum of Zoology and Comparative Anatomy, University College London; Library and Archives Canada; Minnesota Historical Society; Taft Museum of Art; United States Holocaust Memorial Museum; Whitworth Art Gallery

Contact us!

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Cartoons by Verne Anderson

To find the Best Practices Document

Available on the SPNHC wiki:

sfnhc.biowikifarm.net/wiki/Food_Management



Image courtesy of Verne Anderson

Contact us!

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Food Management

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