**SAMPLE: Sanitation SOP for Cleaning & Sanitizing Food Contact Surfaces**

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Reviewed & approved by: W. Packer

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**Purpose**:

This procedure addresses proper cleaning and sanitizing steps for the ***(equipment/surface)*** to ensure an adequate & safe food production environment.

**Frequency**:

How often and/or what times this SSOP must be implemented: As Needed, Daily, Weekly, Monthly or other.

**Responsible individual(s)**:

While it will be the responsibility of trained employees to perform cleaning & sanitizing actions, it is the management’s responsibility to train employees on proper technique and provide them with the appropriate tools, chemicals and time to perform these actions.

**Materials**: ***(customize to your chemicals in the table below)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chemical** | **Concentration** | **PPM Verification** | **Contact Time** | **PPE Needed** |
| “Brand of Detergent” | 1 oz 🡪 3 oz. per 20 gallonsLight soil – 1 oz. per 20 gal.Heavy soil – 3 oz. per 20 gal. | n/a | n/a | Closed toe shoes, eye protection |
| SaniDate 5.0 for FCS | 0.32 oz. per 1 gal. | 150 ppm | 60 seconds | Chemical resistant gloves and apron, closed toe shoes, eye protection |

* Sanitizer test strips or titration kit to check sanitizer concentration
* Personal protective equipment
* Tools needed such as: brushes, sponges, scrapers, hoses, clean towels
* Clean, potable water

**Procedure**:

1. Ensure equipment is off & unplugged. Cover/secure any electrical motors, outlets or plugs.
2. Prepare surface for cleaning & sanitizing by removal of large physical debris
3. Prepare detergent ***(add specific instructions here)*** and perform cleaningsteps ***(add specific instructions here on what tools to use and how to apply)***
4. Rinse surfaces to remove detergent, should be rinsed down from top to bottom of equipment
5. Visually verify all surfaces are clean and no food residue remains on surfaces ***(include tools utilized, such as flashlights or blacklights)***
	1. Correction: If any visual residue remains, repeat cleaning steps 3-5 once more
6. Prepare sanitizer ***(add specific instructions, concentration, verification, and documentation instructions here)***
7. Apply sanitizer solution ***(add specific instructions on tools to use & how to apply, ex. spray bottles)****.* Allow it to sit for ***(enter specific time for sanitizer to be effective here)***.
	1. **NOTE**: some sanitizers need to be rinsed from FCS, especially when disinfecting or sanitizing non-food contact surfaces, refer to your sanitizer instructions for more information.
8. Allow the surface to air dry before use.

**Records** **& Review**:

* Records that must be kept & frequency of their documentation (can include but are not limited to):
	+ Chemical concentration logs – measured each time sanitizers are mixed or taken from bulk, pre-made solutions
	+ Cleaning and sanitation logs – SSOP frequency & who performed them, including verifying that cleaning activities were performed thoroughly
	+ Training records for employees with sanitation responsibilities
* How often will these records be reviewed by a qualified individual
* How long will these records be stored & retained (can be digitally stored if accessible within 24 hours of request)

**Additional SSOP Tips:**

When to revise your SSOP:

* Revise sanitation SOP when new chemicals, tools and equipment are brought into production
* When sanitation methods need to change.
	+ Example: initiating dry cleaning methods (utilizing vacuums, brushes, scrapers, alcohol wipes, and air) to physically remove debris rather than ‘traditional’ wet cleaning methods (utilizing manual soap & water cleaning, foamers, or clean-in-place systems)
	+ Avoid high-risk cleaning procedures such as pressurized air, high pressure water hoses and vigorous dry brushing, especially near food contact surfaces
* Photographs within the SSOP can be useful to ensure proper tools are utilized or to depict hard to clean areas where sanitation procedures should be focused
* Have SSOP available in all languages spoken by those performing sanitation activities
* Ensure documentation is logged in real-time, with actual values and are permanent and legible. If any corrections need to be made, a single line should be used to cross out the incorrect entry and initialed by the editor.