

Sanitation SOP Development

This form has been designed to provide a guide in assessing sanitation needs and procedures for equipment.

SOP Document Number Issue Date Revision/Review Date	<i>Each SOP should have a unique identifier for the site's document management program. It also should have an initial Issue Date and Revision/Review Date.</i>	
Equipment Description		
Intended Use	Choose best choice(s): <div style="display: flex; justify-content: space-around; width: 100%;"> RTE Non-RTE In-process Ingredient </div>	
Personnel Responsible to Clean Equipment	<i>Depending on the situation, it may be prudent to list responsible parties (i.e. sanitation crew, operations, contractor, etc.).</i>	
Frequency of Cleaning Recommendation		
Sanitation Performance Standard to be Achieved⁽¹⁾	Choose best choice(s): <div style="display: flex; justify-content: space-around; width: 100%;"> Allergen Clean Quality Clean Micro Clean </div>	
Cleaning Chemicals Needed e.g. concentrations; water temperature; rinse water pressure if applicable (non-CIP)		
Equipment and Tools Needed e.g. vacuum (central/portable), brushes, buckets, scrapers, etc		
Personal Protective Equipment Needed (reference LOTO Procedure)	Choose Best Choice(s): <div style="display: flex; justify-content: space-around; width: 100%;"> Gloves Eye Protection Chemical Resistant Suit </div> <div style="display: flex; justify-content: space-around; width: 100%;"> Face Mask Respirator Other: _____ </div>	
Pre-Cleaning (gross soil removal) / Scrap Procedure	Step	Procedure
	1	
	2	
	3	
	4	
	5	
6		

Disassembly	Step	Procedure
	1	
	2	
	3	
	4	
	5	
	6	
Cleaning Steps Include chemical clean, mechanical scrubbing and rinse procedures; time/temp and flow rates for CIP.	Step	Procedure
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
Inspection / Verification⁽²⁾ Procedure e.g. pre-op inspection; ATP swab; protein swab; chemical concentrations; chart review if applicable; visibly clean using powerful light; allergen swab; etc. Actions if verification fails (i.e. reclean equipment).	Step	Procedure
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
Assembly	Step	Procedure
	1	
	2	
	3	
	4	
	5	
Final Sanitation Step	Step	Procedure
	1	
	2	
	3	
	4	
	5	

Validation Procedures ⁽³⁾	Step	Procedure
e.g. verification results over time; ATP swab; protein swab; ELISA allergen test; chemical concentrations; chart review if applicable, etc. Actions if validation fails (i.e. review cleaning procedure).	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	

(1) **Allergen Clean** - Reduction or elimination of residual allergen-containing products.

Quality Clean - Visibly clean.

Micro Clean - Reduction or elimination of target organisms (can be spoilage or pathogenic organisms depending on risk).

(2) **Verification** - those activities conducted to prove or substantiate that the sanitation procedures are being properly implemented to achieve the desired objective.

(3) **Validation** - A review of verification data over a period of time to determine if the procedure consistently produces expected results (e.g. cleaned right the first time). Trending data that shows repeated failures means a review of the procedures and training needs to be conducted.

Other Considerations:

- Note where cleaning is to occur. In process room or designated cleaning areas? If designated cleaning areas, what steps are necessary to prevent recontamination while moving back to processing room?
- Evaluate the need for additional sanitizing steps to ensure all surfaces are sanitized. Sanitizing steps may be a part of pre-assembly and assembly as well as after final rinse.
- There may be a need to perform a post-assembly verification of sanitation to ensure the equipment is not re-soiled during assembly.