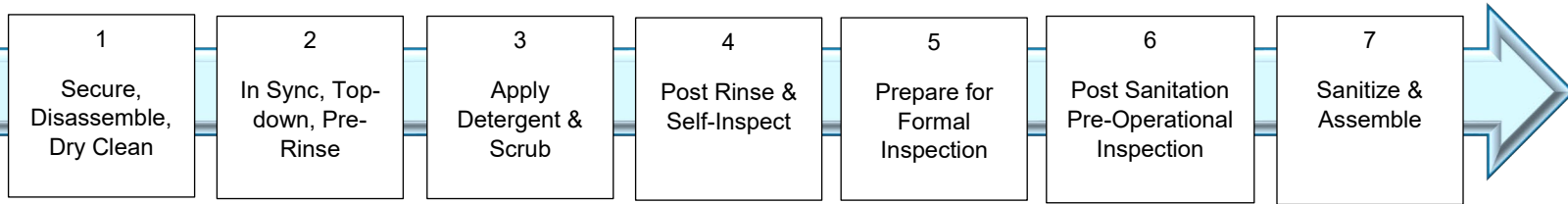


	SANITATION STANDARD OPERATING PROCEDURE	Issued:
	Specific Area / Equipment Here	Supersedes:
Procedure Number:		
Owner:		

THE 7-STEP OF EFFECTIVE WET SANITATION



Purpose: A sequenced approach to support an effective and efficient sanitation process, food safety, and product quality. (Plant would add specific purpose here to include changeover examples, allergens, etc.)

Process Requirements

Required labor: 1 dedicated person 6-hours (this would change based on equipment / area, etc.)	Frequency:	
Safety Requirements:	PPE Required: safety glasses or goggles, sanitation boots, disposable gloves / nitrile gloves, chemical gloves, rain suit or apron. Locks and Tags per plant requirements.	
Equipment / Tools Required:	Plant would list specific tools required here.	
Chemicals Required:	Detergents / Sanitizers	Concentration
	Detergent name here	List target concentration here
	Sanitizer name here	List no rinse target concentration here

Step & Sanitation Process Details

Safety Watch Outs

List the sanitation process preparation steps here

Examples:

Collect tools, supplies, chemicals on tool / supply cart.

Start removing production supplies, wipe down control panels prior to covering, etc.

Picture / Graphic

(picture width should be 3.3)



Step 1 Secure, Disassemble, & Dry Clean

Secure

Remove all remaining production ingredients, packaging supplies, and production paper work.

Wipe down and cover all electronic assets.

LOTO, lock out tag out equipment as required per plant procedure. Reference plant LOTO procedure here.



Step 1 Secure, Disassemble, & Dry Clean

Disassemble

Add detail here on what should be disassembled, and picture of what is disassembled to the right.



Step 1 Secure, Disassemble, & Dry Clean

Dry Clean

Remove heavy soils from equipment to make rinsing easier. List any specific details related the dry clean here.

Use squeegee and shovel to remove soils from the floor prior to starting the pre-rinse.



Step 2 – Pre-rinse

Remove all visible soils

Rinse equipment top down from one side to another.

Remove all visible soils from equipment, tools, support equipment, walls, and floors prior to advancing to the next step. The process should move forward in sync. Everyone working in the area should be ready to foam prior to the foam application starting.

Use squeegee and shovel to remove rinsed-off soils from the floor prior to applying detergent.

If COP (clean out of place) tank is used for parts reference COP tank procedure.

If CIP (clean in place) is used for sanitation reference any applicable CIP procedures.



Step 3 Apply Detergent and Scrub **PPE Required**

NEVER MIX CHEMICALS

Test chemicals prior to application. Documented chemical testing and corrective actions to achieve target solution.

Drains should be cleaned at the beginning or during this step with dedicated PPE and drain tools.

Foam from the bottom to the top for walls and equipment.

Foam in order; floors, walls, and last the equipment.

Scrubbing is required to remove product and protein films, and biofilms.

**Do Not Allow Foam to Dry
Prior to Scrubbing & Rinsing**



Step 4 Post Rinse and Self-Inspection **PPE Required**

Rinse in the order the chemical was applied; floors, walls, and the product contact surfaces last: equipment, parts, and product contact tools.

Rinse top down.

Self-inspect the equipment prior to putting away the hose.



Step 5 Prepare for Formal Inspection

Remove all condensation from the ceiling, and any overhead equipment, and any pooling water on equipment, support equipment, and the floor.

Ensure all tools used to reassemble equipment are:

- Clean
- Inspected
- Sanitized

Purge / lubricate bearings where appropriate

Self-inspect equipment with flashlight and a stainless steel mirror as necessary.



Step 6 Post Sanitation / Pre-operational Inspection

Quality, the sanitation team leader, or supervisor will complete a documented inspection of the equipment and the environment with a flashlight and stainless steel mirror as necessary.

Inspect the entire room:

- Equipment; inside, outside, and underside
- Overheads
- All support equipment; catwalks, portable stairs, etc.
- Walls, doors, floors, and drains

Once equipment and environment is visually clean, complete clean equipment swabs (ATP, APC, Allergen swabs, etc.) prior to sanitizing.



Document the inspection and all deficiencies and any corrective actions prior to releasing the equipment for sanitizing and assembly.



Step 7 – Sanitize & Assemble

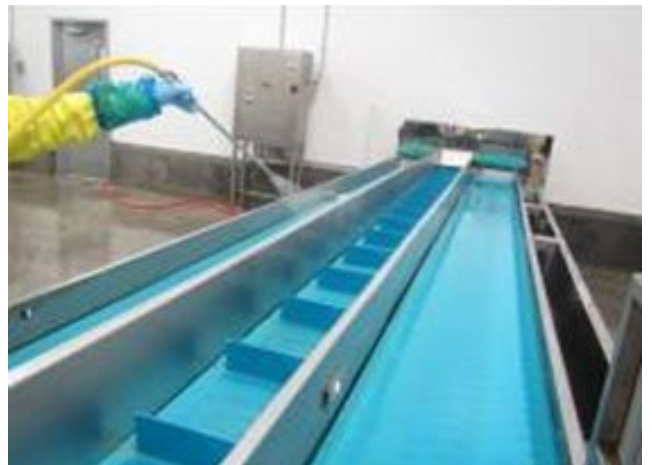
Sanitize the floors, walls, support equipment, parts, tools, etc. prior to starting re-assembly.

Sanitizer for equipment should be tested to ensure that the sanitizer does not exceed no-rinse concentration per the label.

Re-assemble equipment: (provide re-assembly details here)

Industry best practice – re-sanitize self-draining equipment after assembly.

All sanitation tools should be cleaned, inspected, and sanitized prior to being stored.



Training Performance Record

Employee Name: _____

Directions

- Review each task carefully before performing it.
- During training, first perform each task and subtask under the direction of a trainer.
- Prior to sign off, perform each task without assistance while under supervision.

Safety Review

- Review general safety practices and specific safety issues
- Observe the function of E-stops, guards, and disconnects.
- Do not operate equipment unless you are familiar with operating procedures and safety precautions.
- Keep hands, feet, limbs, and clothing away from moving equipment.
- Follow lockout / tagout procedures before servicing or cleaning equipment as required.
- Wear protective equipment, including safety glasses and ear plugs.

Signatures

Employee:

I acknowledge that I have received the training and completed the tasks documented on the training performance record.

Signature

Date

Supervisor:

I confirm that the employee above has received the training during the duration dates below and completed the tasks documented on the training performance record.

Signature

Training Start Date

Completion Date