





	Sanitation Standard Operating Procedure Guidance Document	Effective Date: September 1, 2020
	Lettuce Harvest Machine Routine Cleaning Frequency: Daily	Revision Date: <...>
Unless otherwise documented, printed documents are not controlled.		




These guidelines have been written by Commercial Food Sanitation experts as well as multiple processors and trade groups for the benefit of harvesters. This document provides guidance that companies may decide to use part or all of. All final cleaning procedures need to be verified and validated through analytical results by the company utilizing them.







Process Requirements	
Requirements and Qualifications:	Clean PPE adhering to designated safety requirements — Boots, Wet Suits, Gloves, Hairnets, Eye Wear etc. Employees should be trained and adhere to Good Harvest and Sanitation Practices
Equipment / tools:	Color Coded Brushes, Single Use Scrub Pads, Buckets, Portable Foamers, High Pressure Washers, Waste Containers etc.
Utilities:	Adequate Supply of LGMA Type A Water
Cleaning / sanitizing chemicals:	Detergent Sanitizer (200 ppm chlorine) or equivalent



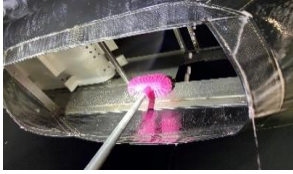


Points of Interest		
<u>CLEAN DIFFICULT TO ACCESS AREAS:</u>		
Under belts		
<u>CLEAN DIFFICULT TO ACCESS AREAS:</u>		
Under incline conveyer Incline guide rollers		
<u>CLEAN DIFFICULT TO ACCESS AREAS:</u>		
Undersides/hard to reach areas Drop shoot		



<p><u>CLEAN DIFFICULT TO ACCESS AREAS:</u></p> <p>Chlorine tunnel and nozzles</p> <p>Tool storage</p>		
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7-Step Sanitation Process

Step	Sanitation Process Details	Photos
<p>Sanitation Preparation</p>	<p>Ensure clean PPE and tools are available.</p> <p>Move harvester to an open location away from cross-contamination and run-off. Cleaning and sanitizing chemicals should not reach growing areas.</p> <p>Enable safe access to all equipment components for cleaning</p> <p>Never walk or step on equipment</p> <p>Ensure proper lighting for cleaning</p> <p>Do not complete cleaning during excessive rain or dusty conditions</p> <p>Identify and report abnormal conditions prior to cleaning and follow-up as necessary</p>	  

<p>Step 1</p> <p>Removal of Gross Soils</p>	<ul style="list-style-type: none"> a) Remove product, supplies and waste from equipment and cleaning area. b) Loosen assembly, incline and other belts for cleaning top, bottom surfaces, sprockets and rollers. c) Rinse cutting boards, tables and tarps d) Remove gross soils and place into waste containers e) Wipe excess grease from motors and bearings f) Do not place equipment or parts on the ground g) Jog conveyers to aid in removal as necessary 	 
<p>Step 2</p> <p>Pre-rinse; Remove Visible Soils (~ 100% particulates)</p>	<ul style="list-style-type: none"> a) Lift belts to rinse upper and lower belt surfaces, framework, guides, rollers etc. b) Remove majority of visible soils and debris (top down), using ladders, trucks or other approved means to access incline shoots and other difficult to reach locations. c) Rinse cutting boards, tables and tarps d) Take precautions to avoid cross-contamination from high-pressure water sprays e) Minimize use of water to avoid creation of excess mud f) Jog conveyers to aid in removal of debris during rinsing as necessary g) Pay close attention to “hard to reach areas” 	   

<p>Step 3 Detergent Application: Enable Removal of Remaining Soils</p>	<ul style="list-style-type: none"> a) Prepare cleaning solution to manufacturer's recommendations. b) Apply cleaning solutions to ensure coverage of contact and adjacent (zone 1 & 2) surfaces. c) Include hoses, nozzles, cutting boards, tables, undersides of equipment, belts, rollers. d) All areas should be scrubbed with hygienic color-coded brushes or single use scrub pads. e) Do not allow cleaning solutions to dry before scrubbing or rinsing. 	  
<p>Step 4 Post Rinse: Removal of Detergents and Remaining Soils</p>	<ul style="list-style-type: none"> a) Rinse equipment top down in the order detergents were applied. b) Be sure to rinse undersides of belts and equipment frames c) Jog conveyers to aid in removal of debris during rinsing as necessary d) Avoid spraying on ground and splashing solutions onto clean equipment e) Visually inspect all surfaces; no chemical or soil residues should be evident f) Reclean soiled areas as necessary 	 

<p>Step 5 Inspection and Release for Transport</p>	<ul style="list-style-type: none"> a) Prior to putting cleaning materials away, operator or lead should self-inspect equipment b) Remove soils that have been identified and re-clean (scrub) with detergent and rinse as necessary c) Document cleaning time, date, equipment identification and inspection results d) Reassemble conveyers and any other components e) Clean, wrap and store hoses f) Store cleaning equipment and supplies in designated location. g) Release equipment for transport. 	 
<p>Step 6 Pre-operational Inspection and Approval</p> <p>NEXT DAY</p>	<ul style="list-style-type: none"> a) Reference GHP/PPE requirements b) Visually inspect equipment in accordance with pre-op procedures c) Reclean soiled areas if identified. d) Identify any damage or items that may need further maintenance (frayed belts, table condition, hoses, corrosion, chipping paint, excessive lubricants...) for leadership follow-up e) Document deficiencies and corrective actions including recleaning and follow-up inspection results 	

	<ul style="list-style-type: none"> f) If any items represent a food safety risk, equipment shall not be placed back into service until corrected g) Release equipment for sanitizing when visual results and equipment conditions are acceptable 	
Step 7 Sanitize: NEXT /DAY	<ul style="list-style-type: none"> a) Verify strength of solution. b) Thoroughly sanitize contact and adjacent (zone 1 & 2) surfaces c) Upon completion, place cleaning tools and supplies in assigned locations d) Complete remaining sanitation documentation e) Release equipment for harvesting 	

Associated Documents:

Lettuce Harvester Periodic Cleaning Program

Truck Cleaning

Bin Cleaning

Harvest Tool/Supplies Cleaning

Lettuce Harvest Equipment Pre-op Instructions

Preventative Maintenance Program

DOCUMENT CONTROL (not to be printed)

Revision History			
Date	Version	Description	Authors
September 1, 2020	1		Rick Katz