**SANITATION PROGRAM**

**Basic Sanitation Procedures**

A general, wet cleaning and sanitizing procedure has six basic steps. **[Specify particulars for your facility]**

1. Remove gross build-up and discard in waste container. Do a rough cleaning, **[Specify how you will do it, ex: with a brush].**
2. Pre-rinse the surface/area, using warm, clean water at low pressure. When using hoses, minimize spray by controlling the pressure and direction. This helps prevent cross-contamination. **[Specify details on your pre-rinsing method]**
3. Clean the surface/area, using **[Specify name of the chemical product, ex: ZZZ Detergent].** Ensure all surfaces are cleaned, especially any crevices or cracks. If required, clean manually using brushes or other tools to remove soil from surfaces **[Specify how, ex: using a scrub].** Allow the cleaner to sit for **[Specify manufactures’ instructions].**
4. Rinse off all the cleaner, using warm, clean water.
5. Inspect the equipment to ensure there is no visible debris or greasy film. Re-clean if needed.
6. Sanitize using **[Specify name of the chemical product, ex: YYY Sanitizer]**. Ensure all surfaces are sanitized, including the underside. Follow rinsing procedure for the sanitizer if required. **[Specify manufacturer’s instructions]**

Equipment parts and utensils should be washed in a separate area. **[Specify instructions and location. Ex: in a designated washing area by following poster instructions]**

**After Sanitation/Before Production Starts** (Pre-operational Assessment)

* Equipment and parts must be inspected again for cleanliness and damage and then reassembled using the instructions in the corresponding sanitation standard operating procedures (SSOP).
* Sanitation and inspection completion must be recorded on the Sanitation Record. **[Specify process/recording using the Sanitation Record template]**

**Housekeeping**Trash and waste materials include **[Specify what is trash and waste and how each material is to be handled, ex: food waste goes in sealed plastic bags, paper goes in recycle bins]**

* Waste containers must be emptied and cleaned daily by **[Specify person/title responsible].**
* Keep containers well maintained (no cracks or leaks) and clean.
* Ensure areas such as washrooms, locker rooms, lunch room, office, are kept clean. **[Specify person/title responsible]**
* The exterior of the facility must be kept clean and tidy. **[Specify person/title responsible]**
* No equipment, pallets, etc, can be stored near the building.
* The grounds must be kept clean to minimize pests.
* The trash dumpster must be emptied **[Specify how often, ex: weekly]** by **[Specify company name].**
* Vehicles used to transport food products must be kept clean. Cross-contamination of ingredients, food products, packaging materials and chemicals used in sanitation or maintenance must be prevented during transportation. **[Specify how, ex: separating incompatible products or not transporting incompatible materials at the same time]**
* Storage areas of the facility must keep clean and tidy.

**Health and Safety Information**

* Any equipment with sensitive electrical panels must be wrapped with plastic to prevent moisture damage.
* Follow equipment lock-out/tag-out procedures where necessary. **[Specify your procedure]**
* Chemical supplier(s) must provide current Material Safety Data Sheets (MSDSs) for all chemicals. Keep them readily accessible in **[Specify location, ex: blue binder main office].**

All employees must wear appropriate personal protective equipment (PPE), ex: gloves, goggles/face masks, etc.

**Specific Sanitation Standard Operating Procedures**

* A list of sanitation standard operating procedures (SSOPs) including detailed assembly and disassembly instructions for individual equipment and areas, includes:
* **[Specify all that apply to your facility and write down the specific procedures]**
* production room
* walls, ceilings and floors
* equipment 1
* equipment 2…etc
* Refer to the List of Chemicals sheet for a list of authorized chemicals for use in this facility. **[Complete a List of Chemicals template]**
* Refer to the Master Sanitation Schedule to determine cleaning frequency of equipment and structures other than those cleaned daily. **[Complete the Master Sanitation Schedule template]**

**Monitoring**

Sanitation and pre-operational activities must be monitored **[Specify frequency]**, by

**[Specify name/title, ex: supervisor, manager]**. The information must be recorded on the sanitation record **[Specify, using the Sanitation Record template].**