

Developing the Sanitation Prerequisite Program

Sanitation Log		
ABC Retail Store - Meat Department		
Chemical Usage	Yes	No
Chemicals used are suitable for food establishments and are recorded on the Authorized Chemicals and Users List.	<input type="checkbox"/>	<input type="checkbox"/>
Individuals using cleaning chemicals are appropriately trained and are recorded on the Authorized Chemicals and Users List.	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Storage	Yes	No
Cleaning chemicals are stored away from food products or food contact surfaces, and are located as indicated on the Chemical Storage Map.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning chemical containers are clearly labeled and are not leaking.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	Yes	No
Water temperature, pressure and cleaning chemical concentrations are adequate.	<input type="checkbox"/>	<input type="checkbox"/>
Required cleaning equipment is available and functions properly. Equipment is in good condition and its use will not result in physical hazards from loose bristles, etc., or other types of contamination.	<input type="checkbox"/>	<input type="checkbox"/>
Sanitation Standard Operating Procedures	Yes	No
The Sanitation Standard Operating Procedures Forms were followed for all equipment and facilities and they are ready for production.	<input type="checkbox"/>	<input type="checkbox"/>
Whenever necessary packaging materials and food products were covered/protected during cleaning and sanitizing activities.	<input type="checkbox"/>	<input type="checkbox"/>
Any equipment which was dismantled has been checked to ensure that following assembly all parts are present and secure.	<input type="checkbox"/>	<input type="checkbox"/>
Describe Corrective Action Taken (for any "No" responses recorded above)		
Corrective Action Taken: No issues found. All items inspected were in good condition.		
Completion of Corrective Action Verified by: _____ Date: _____		
Date: August 20, 2010	Form Completed by: J. Smith	
Date: August 20, 2010	Form Verified by: J. Smith	

See page 31.

To develop the sanitation prerequisite program follow the steps outlined below.

1. Assemble a Team – To design an effective program you should bring together a team of knowledgeable individuals including:

- All individuals involved in sanitation activities
- A representative from the cutting and packaging areas
- Sanitation specialists such as cleaning chemical suppliers

You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.

2. Develop the Sanitation Written Program – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of sanitation activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.

3. Produce supporting records – A number of records are required which provide additional information related to sanitation activities. These are listed below:

- Sanitation Standard Operating Procedures Form
- Approved Chemicals and Authorized Handlers List
- Chemical Storage Map

4. Create a Sanitation Log – A sanitation log documents that the requirements set out in the written program have been satisfied.

5. Perform a Semi-Annual Review – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).



The example written program and forms can be downloaded at www.goodretailpractices.net

Sanitation Written Program

example

PROCEDURES AND POLICIES

Sanitation Standard Operating Procedures

- All cleaning and sanitation procedures are noted on the *Sanitation Standard Operating Procedure Forms* which includes the procedures, chemicals used, frequency, and person(s) responsible.

Chemical Storage

- All chemicals for cleaning/sanitation are to be stored in well ventilated areas in the original labeled container.
- If chemicals are temporarily placed in other containers they are to be clearly labeled to avoid mixing with incompatible chemicals.
- Chemical storage areas are indicated in the *Chemical Storage Map* and are separate from food preparation and storage areas.

Chemical Selection and Handlers

- All cleaning and sanitation chemicals are suitable for use in food establishments and are approved by the Canadian Food Inspection Agency.
- *Material Safety and Data Sheets* (MSDS) sheets are kept on-site for all chemicals used in cleaning and sanitation activities.
- All chemicals utilized for cleaning and sanitation are noted on the *Approved Chemicals and Authorized Handlers List*.
- Individuals applying or mixing chemicals are trained by qualified personnel and are listed on the *Approved Chemicals and Authorized Handlers List*.

Equipment used for Cleaning and Sanitation

- Non-disposable cloths, when used in the sanitation program, are disinfected/cleaned before each use.
- Brushes are inspected to ensure bristles are not loose before each use.
- Hoses are fitted with nozzles to prevent water from entering and when not in use, are kept off the floor and rolled up to prevent stagnant water from accumulating inside the hose.

Room Temperatures and Sanitation Requirements

- If air temperatures in production areas exceed 10°C for more than 4 hours, a mid-shift cleanup is performed.

Protection of Food during Cleaning and Sanitation Activities

- During cleaning and sanitizing activities all food and packaging materials are covered and/or relocated to prevent spray or chemicals from contacting them.
- During cleaning operations, care is taken to avoid water splashing from the floor onto clean surfaces. Cleaned surfaces are kept free of excess pooled water to prevent conditions suitable for growth of microorganisms.
- Sanitizers and other chemicals are rinsed off all surfaces unless specifically indicated as a no-rinse treatment.

Training of Personnel

All individuals performing sanitation activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Sanitation Written Program* and the *Sanitation Standard Operating Procedures Forms* (for the areas they are responsible for) at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the sanitation program and any corrective action required will be recorded on the *Sanitation Log* by the individual designated by the supervisor each month.

Sanitation Standard Operating Procedures (SSOP) Form

The SSOP form describes how and when procedures should be performed so that food safety issues do not arise from ineffective cleaning and sanitation. The form should be kept current at all times and used in the training of all sanitation personnel.

example

Sanitation Standard Operating Procedures Form

ABC Retail Store - Meat Department	
Item Description	
Object/Area: <i>Cutting Boards</i>	Location: <i>Cutting Room</i>
Preoperational Sanitation	
Responsible Person(s)	<i>John Williams - Sanitation Crew</i>
Names and Concentrations of chemicals and/or cleaning products used	<i>Foam Cleaner Brand X Diluted using 2-4 ounces per gallon of water.</i> <i>Sanitizer Brand Y - it should be diluted to 1 oz per 5 gallons of water.</i>
Procedures	<i>Hose off cutting boards with warm water. Apply foam and rinse off after approximately 10 minutes.</i> <i>Apply sanitizing solution and rinse after approximately 2 minutes.</i>
Frequency	<i>Daily before production</i>
Operational Sanitation	
Responsible Person(s)	<i>Cutting Staff</i>
Names and Concentrations of chemicals and/or cleaning products used	<i>None</i>
Procedures	<i>Flip over cutting boards at noon</i>
Frequency	<i>Daily at noon</i>

Creation Date *Jan 4/2002*

Approved by Management *Dan Steel*

Last Updated *August 27/2003*

By *Joe Smith*

Approved Chemicals and Authorized Handlers List

The Approved Chemicals and Authorized Handlers List makes certain that the chemicals used are appropriate for food production environments and that individuals using chemicals are trained. The form should be kept current at all times.

example

Approved Chemicals and Authorized Handlers List

ABC Retail Store - Meat Department				
Cleaning and Sanitation Chemicals				
Chemical Name	Manufacturer	CFIA Approval Code	Authorized/Licensed Handlers	Approved Use
<i>Foam Force</i>	<i>Ecolab Ltd. - Klenzade St. Paul, Minnesota, USA/Mississauga, Ontario, Canada</i>	<i>EO84</i>	<i>Joe Smith</i>	<i>Cleaning</i>

The CFIA Reference Listing of Accepted Construction Materials, Packaging Materials and Non-Food Chemical Products can be viewed online at www.inspection.gc.ca

Creation Date *Jan 4/2002*

Approved by Management *Dan Steel*

Last Updated *August 27/2003*

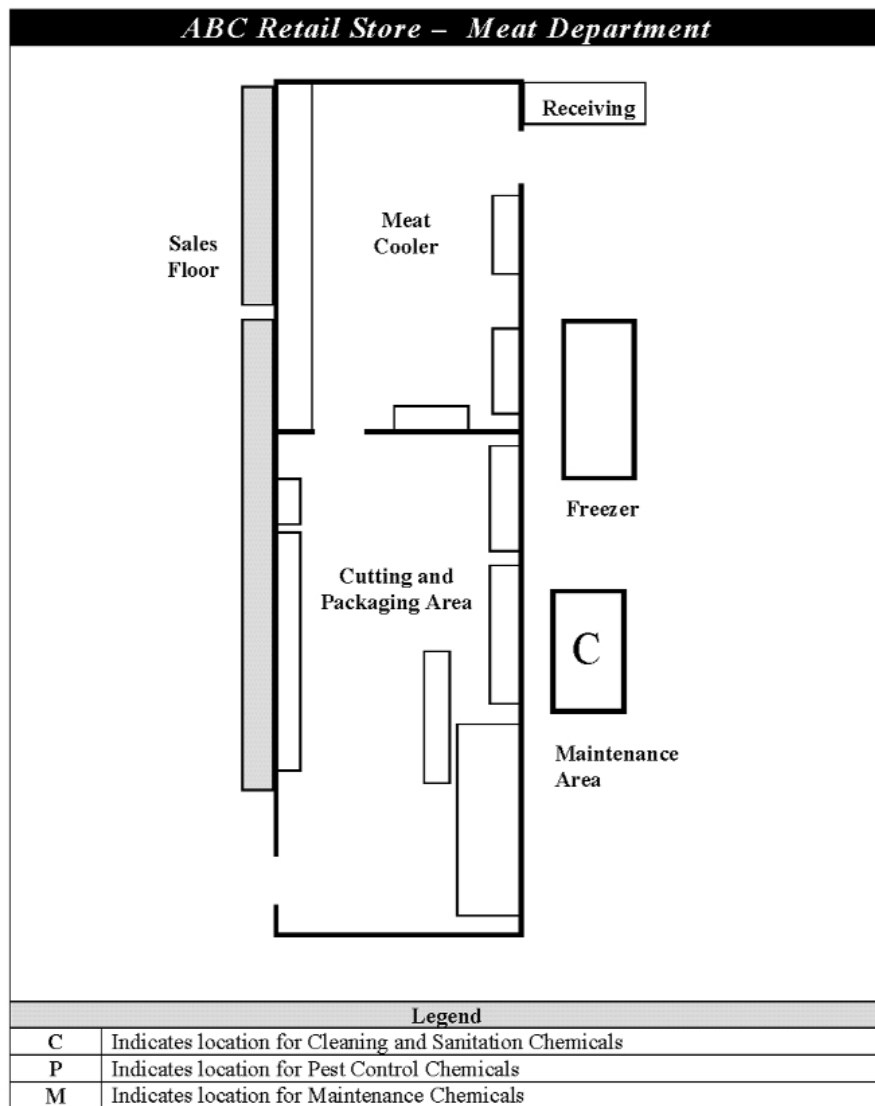
By *Joe Smith*

Chemical Storage Map

The Chemical Storage Map ensures that stored chemicals are kept away from food products so that chemical contamination can not occur. The map should be kept current at all times.

example

Chemical Storage Map



Creation Date *Jan 4/2002*

Approved by Management *Dan Steel*

Last Updated *August 27/2003*

By *Joe Smith*

Sanitation Log

The Sanitation Log is completed each day and documents that cleaning and sanitation procedures outlined in the SSOP are followed and that chemicals and equipment are used appropriately.

example

Sanitation Log

<i>ABC Retail Store - Meat Department</i>		
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Whenever necessary packaging materials and food products were covered/protected during cleaning and sanitizing activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any equipment which was disassembled has been checked to ensure that following assembly all parts are present and secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Describe Corrective Action Taken (for any "No" response recorded above)		
<i>Scrub brush was found to have loose bristles. It was replaced with a new brush.</i>		
Completion of Corrective Action Verified by <u>Frank Adams</u> Date <u>Aug 27/2003</u> <i>signature</i>		

Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

Form Verified by *Mike Andrews*