Cleaning-Sanitation-Maintenance SOP

PURPOSE and SCOPE

To ensure that physical, chemical and microbiological cross contamination from equipment, tools, and packaging materials is minimized. Describes the handling, storage, cleaning and sanitizing of equipment, tools, containers, bins and packaging.

RESPONSIBILITY

Food Safety Manager: Responsible for establishing, implementing, and maintaining SOP’s and any corrective actions that need to be taken. Ensures that all temporary and permanent repairs are made in a timely manner. Correctly and completely fill out all applicable records.

All workers: Responsible for following the SOP

PROCEDURES

1. Cleaning and Sanitation
   a. All cleaning agents will be approved for their intended use following the label instructions.
   b. Equipment cleaning and sanitizing operations shall be conducted away from the product and other food handling equipment to reduce the potential for contamination.
   c. Equipment, cleaning agents and tools used for cleaning or sanitizing, are maintained and stored in a manner sufficient to avoid becoming a source of produce contamination.
   d. Water used for cleaning food contact surfaces will be free from detectable E.coli.
   e. If there is a risk of cross-contamination, the food contact equipment will be cleaned and sanitized before being used again.

2. Repairs and Maintenance
   a. Farming equipment must be maintained in proper working condition. We inspect equipment for damage or malfunction before the season begins and weekly as it is being used.
   b. All damaged equipment, containers and tools must be discarded when damaged beyond repair.
   c. Equipment, tools and utensils are designed and made of materials that are easily cleaned and maintained and only used for their designated purpose. Clean and dirty equipment is clearly identifiable.
   d. Any temporary repairs on food contact surfaces are constructed of food-grade material. Permanent repairs will be made within 48 hours, or a reasonable time depending on the risk, the extent of the repair needed and the availability of materials.

3. Equipment Cleaning Procedure for:
   Tables, sink, bread trays, harvest bins, harvest clippers, knives, pitch forks
   a. Rinse (or brush) off solid debris
   b. Scrub surface with brush and dish soap
   c. Rinse off soap with clean water.
   d. Mix sanitizing solution at xx oz per gallon concentration (as specified on the manufacturer’s label) The sanitizer solution container (spray bottle or container for dipping) should be labeled clearly with contents, concentration, and purpose. Depending on the sanitizer used you may need to rinse it off (check label)
e. Sanitize surface by dipping or spraying with sanitizer solution.
f. Place wet items in a manner to allow air-drying (where and how?).
g. Store dry items safely to prevent contamination (describe where/how items should be stored)
h. Store cleaning equipment safely to prevent cross contamination (describe where/how items should be stored)
i. Record cleaning and sanitizing on the **Cleaning-Sanitation-Maintenance Schedule and Record**

4. **Chemical Spill or Leak Response Plan**
   a. All leaks are repaired and spills such as fuel, oil, or hydraulic fluids are cleaned up immediately and appropriately disposed of, so as not to contaminate equipment or product.
   b. All servicing of equipment is done in the service area so as to minimize spills and leaks in the field. In the event of a spill or leak, an earthen containment dam will be made to limit the size of the spill. If necessary, professional help will be sought.
   c. Contamination by chemical, petroleum, pesticide, hydraulic fluid, or any other contaminating factor is a serious matter. All due diligence efforts are to be made to ensure that contamination does not occur. Should contamination occur on harvesting equipment, workers will cease operation immediately. Any affected produce will be disposed of through regular disposal avenues typically used by the farming operation for trash removal. All effort will be made to ensure the contaminated produce does not enter the food chain.
   d. Workers are instructed and expected to report such contamination to their supervisors

5. **Glass and Brittle Plastic and Other Physical Contaminants**
   a. Glass is not allowed in production and produce handling areas.
   b. Visual inspection will be conducted to monitor for glass and brittle plastic, and other physical contaminants such as glass, metal, rocks, wood chips or other physical contaminants, located in the field during harvest operations.
   c. Workers are instructed to throw away any product that has become contaminated by glass, metal fragments, and hard plastics or other harmful foreign objects not normally found in fresh produce and to report any incidents to their food safety manager. The food safety manager will determine the cause of the incident and will correct procedures and conditions if necessary.
   d. Observation and cleanup of physical contamination is recorded on the **Notice of Unusual Occurrences and Corrective Action Form**.

**Documentation:**
Cleaning-Sanitation-Maintenance Schedule and Record