 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.S.SOP.53 Effective Date: 01-August 2022 Revision Date: New</p>
<p>Use of Sanitation Supplies SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

OBJECTIVE:

This SOP describes the sanitation supplies that are available in the facility and how they are to be used by HUB Users and employees.

SCOPE:

This SOP is read by all HUB Users and Owners of HUB to ensure that the sanitation program meets the requirements of the BC Food Premise Regulations 24(2). By understanding and applying this knowledge the HUB and its equipment, utensils and other supplies that require cleaning and sanitizing will be conducted safely and functionally.

DEFINITIONS:

Approved Supplier: This is a supplier who is qualified to supply chemicals of the nature that is required, i.e., cleaning chemicals and sanitizers. When purchasing through a licensed company the technical resources are generally available. If some Brand Name cleaners and sanitizers are purchased through a secondary source, such as Home Depot or Canadian Tire or other Hardware or General type store, ensure that the staff are knowledgeable or can direct you to the manufacturer to advise you of the efficacy of the material for use in your application.


Cleaning: The process of removing dirt and/or debris by physical and/or chemical means.

Sanitizing: The process to adequately treat equipment and utensils by a process that is sufficient in destroying vegetative cells of microorganisms and in substantially reducing numbers of other undesirable microorganisms, but without adversely affecting the product of its safety to the consumer.

Cleaning Chemicals: These are mixtures of ingredients that are composed of water and chemicals, such as surfactants that have the purpose of chemically and physically extracting fats, oils, and greases and other soils from the surfaces of whatever material is to be cleaned. It is extremely important that the correct cleaning chemical is used for cleaning the specific materials. Precautions must always be taken to wear any protective equipment as assigned on the instructions for use.

Sanitation Chemicals: These are chemicals that have been specifically formulated to prevent the growth of microorganisms and must be applied to cleaned surfaces. There is no value to applying them to dirty or surfaces that are not fully cleaned.

Biofilms: When a surface has not been fully cleaned where there is residual organic material, in an environment that provides warmth, food, and moisture, the potential for microorganisms to attach and possibly hide under or within this material develops into a structure known as a biofilm. The structure can be very thin, not readily evident to the human eye or even the touch, particularly when wearing

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gloves. As this biofilm develops it encourages the growth of microorganisms and the type can contribute to negative food quality or more seriously to pathogenic growth, a food safety issue.

Biofilm development prevention: Prior to using any containers, vessels, or equipment that has direct contact with food, inspect the item to ensure the surfaces are smooth and do not contain any pitting or joints that can allow small bits of particles to enter. Also, evaluate if the item requires replacement in the event, it can no longer be cleaned and sanitized effectively. **Sometimes you just have to throw it out and invest in a new one!** A term that should also be used often in the food industry is “use some elbow grease to clean that” which means to use your whole arm to put effort into deeply cleaning the surfaces!

MSDS – Material Safety Data Sheet / SDS – Safety Data Sheet: When purchasing any chemical this document should be provided, either accompanying the chemical or be available online. This document defines the chemical identity and composition, if a mixture of the material. The other information contained will indicate the method of cleaning a spill, potential hazards to skin or if inhaled, and what action is to be taken immediately. One possible action is to call for an ambulance or to remove everyone from the building.


This is the vital reason that when these items are purchased that the documents are read and available to everyone in the facility in a common location that is well advertised, such as a brightly coloured and labelled Binder.

If you are using these items, it is also imperative that you are aware of the hazards and the appropriate manner of handling the containers, the products, as well as the storage of these items.

Cleaning chemicals should **NEVER** be stored close to food materials and food contact containers, equipment and small wares.

PROCEDURE:

1. All sanitation chemicals used in the facility must be purchased from an Approved Supplier.
2. If a new or different sanitation chemical is brought into the shared kitchen, the HUB User will complete a **New Input Form** and provide it for approval by the HUB Management.
3. The handling of cleaning chemicals should be conducted separately than when producing food products. Handle cleaning chemical separately from food production to reduce the risk of cross contamination of food and sanitation chemicals, i.e., do not transfer cleaning chemicals in kitchen area during food production.
4. A current list of sanitation chemicals is available to HUB Users. **Only** chemicals on this list can be used in the facility. This information can be included at the front of the **MSDS Binder** as well as posted at the specific areas for use, i.e., near the cleanup area.
5. Sanitation chemicals are stored in a locked chemical cupboard. Only designated HUB Management has access to chemical storage area.

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6. There are (x) chemical dispensing units installed at sinks in the facility.
7. There is a mop sink in the facility that is equipped with mop and bucket with mop squeezer. Floor degreaser is dispensed at mop sink.
8. Clean mop heads are received from the linen service. HUB sanitation crew will replace mop head as needed.
9. Other sanitation supplies provided by HUB include broom, dustpan, coloured buckets, and cleaning rags. See colour chart for location and use of the specific coloured buckets.
10. The HUB User is responsible to clean mop sink area and equipment (mops, buckets and mop squeezer) must be left clean for next user. Empty bucket and rinse when finished. Rinse mop and hang to dry, ensuring the mop is above the floor. Remove food debris from mop sink.
11. Inspection of the mop sink is on the daily sanitation inspection checklist.
12. Dirty rags attract pests. HUB Users must rinse rags and wring out excess water by squeezing and twisting the rag before throwing it into the laundry bag.
13. HUBS that do not have automatic dispensing units must have dedicated measuring containers and written procedures for mixing chemicals. HUB Users must complete Sanitation Supplies training prior to using chemicals.
14. Record on the daily cleaning log that the actions you have completed are finished and ensure that you have included you initials.

DEVIATION PROCEDURES:

1. Add new sanitation chemical to list before its use in the shared kitchen and ensure HUB Management is aware and approves of the new sanitation chemical.
2. Retrain HUB User on use of shared equipment.
3. Request more mop heads if needed

RELATED DOCUMENTS:

- HUB.S.REC.135 Daily Sanitation Inspection checklist
- HUB.PT.REC.46 Chemical Safety Training
- HUB.S.REC.62 List of Chemicals used in Facility
- HUB.TRS.REC.134 List of Approved Suppliers
- HUB.TRS.REC.25 New Input Form

REVIEW:

This SOP should be reviewed when changes occur and/or at least annually.