 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No: HUB.S.SOP.55 Effective Date: 01-August 2022 Revision Date: New</p>
<p>Sanitation SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

OBJECTIVE:

This SOP outlines the procedure for preventing contamination of the plant environment with Biological, Chemical, and Physical hazards due to incorrect sanitation practices.

SCOPE:

This SOP is read and understood by all HUB Users and HUB Owners. Responsibility for cleaning and sanitizing individually used equipment and utensils will be done by HUB User unless otherwise directed. This action would generally occur for large specialty pieces of equipment and those trained specifically for that equipment.

DEFINITIONS:


Cleaning Schedule: A schedule of cleaning activities for general areas, including washrooms, floors, common entry areas, shipping and receiving, and the outside perimeter, interior, and exterior windows, as examples must be maintained and recorded when the activities are conducted and initialed by either the person performing the task or the HUB Management.

Four Steps of Sanitation: These include in logical order

1. Dis-assemble and Pre-rinse: this activity includes organizing the items to be cleaned in the specific area and to scrape /remove any large particles or hard to remove food prior to rinsing the various utensils, containers, and equipment. If a dishwasher is available the order of rinsing the items may relate to the orientation, type and space within the dishwasher.
2. Washing the Dishes: identify if a 2 or 3-sink method is used or a commercial dishwasher and follow the instructions. Ensure the correct cleaning solutions are used and in the correct amount.
3. Rinse to remove any residual soap: Ensure the soap is removed from all items by visually and if feeling any slipperiness, there is likely residual soap.
4. Sanitize: Using the correct sanitizer and at the correct concentration ensure the items are well covered/ immersed for at least 2 minutes or per manufacturer's instructions.

Sanitation Plan: Is a written document prepared by each HUB User that includes the selection of activities that will ensure their products are prepared in an effective and safe manner. Must meet the requirements of BC Food Premise Regulation 24 (2).


Sanitation Program: This selection of Standard Operating Procedures, Records, Forms, Inspections, and other activities that relate to the institution and maintenance of an effective Cleaning and Sanitation system collectively refer to as the Program. Each HUB must have a Sanitation Program that involves all HUB Users and those active within the HUB.

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B, C, P: each letter refers to the specific type of hazard B= Biological; C=Chemical; and P= Physical and are often used when discussing or identifying the specific hazards that are present and/or could be of concern for food safety.

PROCEDURE:

1. The orientation program includes:
 - a. The four-step sanitation program that is used for all equipment, work area and premises.
 - b. Use of dishwasher (if available)
 - c. Proper set up of double or triple sink
 - d. Chemical Safety Training
2. The HUB Owner will create the sanitation program. This includes all common personnel areas and processing areas. The written sanitation program includes method and frequency and where to record cleaning task. HUB owners will also determine who is responsible for cleaning task, the user of the HUB or a sanitation crew hired by HUB.
3. A List of Chemicals used in the facility is maintained by HUB. SDS and specification sheets for all sanitation chemicals used in the facility must be available. Only chemicals approved for use in a food processing facility can be used.
4. Detergent and sanitizer are supplied to HUB User by Food HUB. Facilities may have automatic dispensing of detergent and sanitizer. If no automatic dispenser, a method for preparing the chemical to the right concentration must be available. Test strips must be used to confirm correct concentration is achieved. It is recommended that HUB Users have their own sanitation test strips.
5. All HUB Users must prepare a written sanitation plan that meets the requirements of BC Food Premise Regulation 24 (2).
6. This includes a list of all sanitation chemicals used in the facility. This list includes the name of cleaning or sanitizing agent, mixing instructions, intended use and storage location. This includes sanitation chemicals provided by the shared kitchen and any chemicals used by the HUB User (e.g. organic, oven cleaner etc.). HUB Users must get approval for new chemicals before using in plant. HUB Users are encouraged to reference the HUB List of Sanitation Chemicals and supporting documents in their sanitation plan(s).
7. Work instructions for sanitation procedures are written following the Ministry of Health sanitation program format. A four-part sanitation (pre- rinse, wash, rinse, sanitize) is used. Work Instructions include what is being cleaned, how it is cleaned, frequency of cleaning, who will be doing the cleaning task and record keeping.
8. To reduce the risk of contamination, washed items must be air dried before returning to storage. There shall be a designated drying area for clean smallwares.
9. The sanitation program details the frequency and specific cleaning tasks for equipment and premise areas.
10. Schedule (Sanitation master Task list) outlines the frequency of cleaning (daily, weekly, monthly etc.). All washing and drying stations (equipment and structures) must be cleaned according to a schedule.
11. Specific equipment must be cleaned by HUB designate (trained user, HUB employee).

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12. Schedule (Sanitation master Task list) is generated and assigned for non-daily sanitation tasks. i.e. 30, 45, 60 day sanitation tasks. Tasks are assigned by the HUB owner.
13. The HUB owner must evaluate the efficacy of the cleaning program. This can be done by a review of sanitation records, an environmental monitoring program and a record of observations from a daily walk through of facility. Improper procedures are identified, and HUB User is notified.
14. HUB User must clean own work area and any shared areas and equipment after use. Sanitation Record must be kept by HUB User.
15. As requested, HUB User will participate in cleaning of their part of shared storage areas such as warehouse area, food ingredient storage area and freezers and cooler.

DEVIATION PROCEDURE:

1. HUB User cannot operate without the Sanitation Plan approved by the Environmental Health Officer (*name of Health Authority*).
2. If HUB User does not leave the premise clean after use a penalty will be applied, particularly if the HUB must clean up any debris and unsanitary areas.
3. Request HUB User to clean the area.
4. Call the company and schedule a visit.

RECORDS AND RELATED DOCUMENTS

- HUB.S.REC.62 List of Chemicals used in Facility
- HUB.S.WI. See Work Instructions for cleaning and sanitizing premise areas and equipment
- HUB.S.REC. Sanitation Master Task List
- HUB.S.REC. Sanitation Records

REVIEW:

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