

CLEANING AND SANITIZING SOP

Standard Operating Procedures for: _____

Date: _____ Reviewed with: _____

Why	To remove bacteria and viruses that cause foodborne illness from food contact surfaces through proper cleaning and sanitizing procedures																			
Who	All food workers involved in food operations where food is handled, prepared, or served																			
When	When food utensils are soiled, contaminated, or after use and between food preparation of raw and ready-to-eat foods and their storage																			
Where	In all food preparation, service, and storage areas																			
How	<p>Clean and sanitize food contact surfaces, utensils, and equipment:</p> <ul style="list-style-type: none"> • after each use • every 4 hours if used to prepared TCS foods on a continuous basis <p>Clean and sanitize food contact surfaces, utensils, and equipment between handling raw animal products and ready-to-eat foods</p> <p>Use the following steps to clean and sanitize food contact surfaces:</p> <ol style="list-style-type: none"> 1. Scrape and pre-rinse food equipment, dishware, and utensils 2. Wash food equipment, dishware, and utensils with hot soapy water to remove soils 3. Rinse equipment, dishware, and utensils in hot clear water 4. Immerse in an approved sanitizer at the appropriate concentration for recommended time 5. Air dry equipment, dishware, and utensils - do not use towels to dry <p>Sanitizing Method: • Mechanical • Dish Washer • Manual 3 Compartment Sink</p> <p>Sanitizing solution used:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Type of Sanitizer</th> <th style="width: 25%;">Concentration</th> <th style="width: 25%;">Water Temperature</th> <th style="width: 25%;">Contact Time</th> </tr> </thead> <tbody> <tr> <td>Chlorine</td> <td>50-100ppm</td> <td>75°- 120° F</td> <td>10 Seconds</td> </tr> <tr> <td>Quaternary Ammonia (Quat)</td> <td>200-400 (or as indicated by manufactures directions)</td> <td>Minimum of 75° F</td> <td>30 Seconds</td> </tr> <tr> <td>Iodine</td> <td>12.5-25ppm</td> <td>Minimum of 68° F</td> <td>30 Seconds</td> </tr> </tbody> </table>				Type of Sanitizer	Concentration	Water Temperature	Contact Time	Chlorine	50-100ppm	75°- 120° F	10 Seconds	Quaternary Ammonia (Quat)	200-400 (or as indicated by manufactures directions)	Minimum of 75° F	30 Seconds	Iodine	12.5-25ppm	Minimum of 68° F	30 Seconds
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Record Keeping	<p>Food workers must be initially trained on proper cleaning and sanitizing procedures and be able to demonstrate the procedure to the trainer</p> <p>Cleaning and sanitizing frequencies performed and recorded as scheduled</p>																			
Corrective Action	<p>Monitor food worker cleaning and sanitizing practices to ensure procedures are performed at required times and frequencies</p> <p>Immediately instruct workers to implement proper sanitation when performed incorrectly</p> <p>Retrain food workers in proper cleaning and sanitizing as often as required</p>																			
Person in Charge Verifying	<ul style="list-style-type: none"> • Monitor and verify all cleaning and sanitizing is performed correctly and at required times • Retrain all employees as required to ensure a high degree of sanitation 																			

Prepared, revised, and implemented by: _____

Signature of establishment owner/operator: _____

Date: _____