



STANDARD OPERATING PROCEDURE (SOP)

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Title:	CLEANING PROCEDURES	SOP No.:	EHS- 010
Effective:	01-21-26	Rev. #/Date:	#1 01-14-26

1 PURPOSE

This procedure describes the minimum requirements for cleaning of utensils, bulk product containers, utility carts, mops, and dry vacuums.

2 SCOPE

This procedure applies the requirements for cleaning of utensils, bulk product containers, utility carts, mops, and dry vacuums during and after a production batch. All cleaning procedures must be documented.

3 DEFINITION (S) N/A

4 POLICY: N/A

5 RESPONSIBILITY

- 5.1 The Production personnel assigned to clean utensils, bulk product containers, utility carts, mops, and wet dry vacuums are responsible for following this procedure and completing the paperwork required by this procedure.
- 5.2 The Production Manager and the Quality Unit Manager are responsible for ensuring this procedure is followed.
- 5.3 The QA / QC department is responsible for maintaining the related paperwork required by this procedure.

6 REFERENCE N/A

7 EQUIPMENT / MATERIALS:

- 7.1 Utensils, bulk product containers, utility carts, mops, and dry vacuums.
- 7.2 70% isopropyl alcohol.
- 7.3 Chlorox Bleach.
- 7.4 Cleaning Logs.

8 PROCEDURE

- 8.1 Cleaning of utensils:
 - 8.1.1 Completely wash utensil with warm water for a minimum for 30 seconds. Use a soft bristle-brush to scrap off any debris on the utensil and completely rinse utensil off with warm water.
 - 8.1.2 Completely spray utensil with 70% isopropyl alcohol.
 - 8.1.3 Using a dry, clean cloth completely dry the utensil.
 - 8.1.4 Place the clean utensil into a clean plastic bag.
- 8.2 Cleaning of bulk product containers and utility carts:

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8.2.1 Using a hose, completely wash the bulk product container or utility cart (starting at the top of the cart working down to the bottom) off with warm water for a minimum of one minute. Using a brush, scrap off any debris on the bulk product container or utility cart (starting at the top of the cart working down to the bottom). Completely rinse off the bulk product container or utility cart (starting at the top of the cart working down to the bottom) with warm water.

8.2.2 Completely spray the bulk container or utility cart with 70% isopropyl alcohol.

8.2.3 Using a dry, clean cloth completely dry the bulk container or utility cart and allow to air dry.

8.3 Cleaning of mops:

8.3.1 Dump dirty water out of the mop bucket into the cleaning room sink.

8.3.2 Using a hose, wash and rinse the mop bucket and the mop head with warm water.

8.3.3 Repeat step 8.3.2 twice.

8.3.4 Fill the mop bucket with 1:10 water and Chlorox Bleach solution and place the mop head into the mop bucket.

8.3.5 Allow mop head to sit in the bleach filled mop bucket over night.

8.3.6 In the morning, dump the 1:10 water and bleach solution out of the mop bucket into the cleaning room sink.

8.3.7 Remove bleach residue by washing and rinsing the mop bucket and the mop head with warm water twice.

8.3.8 Allow the mop bucket and the mop head to air dry.

8.3.9 Once mop heads cannot efficiently be cleaned with the 1:10 water and Chlorox Bleach solution, they must be exchanged for new ones.

8.4 Cleaning of dry vacuums:

8.4.1 Empty each vacuum dedicated to a specific room every two weeks.

8.4.2 Every two weeks, clean the exterior and interior surfaces of the dry vacuum, dedicated to a specific room, by spraying with 70% isopropyl alcohol and wiping dry with a clean, dry cloth.

9 SAFETY / PRECAUTION (S):

9.1 Isopropyl alcohol (IPA) is a volatile, flammable liquid. It is a mild eye and mucous membrane irritant and a central nervous system depressant. Do not use in poorly ventilated areas or near ignition sources.

9.2 Wear appropriate personal protective equipment, including safety glasses and gloves.

9.3 Dispense the required quantity of the appropriate sanitizing solution into the plastic buckets.

9.4 Do not use a sanitizing solution after the expiration date on the label.

9.5 Avoid contact with eyes, skin, and mucous membranes.

10 ATTACHMENT (S):



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10.1 Cleaning Logs