



Pikalo Empanadas
272 Riverdale Ave
Yonkers, NY 10705

Sanitation Standard Operating Procedures

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Author: Dov Braun

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Assessment sheet

	Revision date	Changes to the program	Changed by name	Changed by title
1.	01/02/24	Update Structural Integrity Log Added	Dov Braun	QC Consultant
2.				
3.				
4.				

Responsibilities

Manager/Designee: responsible for implementing and daily monitoring of the sanitation SOP and recording the findings and any corrective actions.

PRE-OPERATIONAL INSPECTION

A. Equipment Cleaning Procedures (Simple equipment and hand tools are cleaned and sanitized in the same manner but they do not require disassembly and reassembly.)

1. Disconnect power to equipment. Where necessary, protect electrical connections and sensitive parts of equipment from water.
2. Dismantle equipment as necessary for proper cleaning. Parts are placed in the designated containers, racks, or area.
3. Remove large pieces of product and debris from surfaces to be cleaned.
4. Rinse surfaces with warm water.
5. Apply approved cleaner and scrub as needed to remove soil.
6. Rinse away detergent and loosened soil with warm water.
7. Inspect for effectiveness of cleaning -- re-clean if necessary.
8. Apply sanitizer to product contact surfaces.

B. Facility Cleaning Procedures

1. Remove large pieces of product and debris from facilities.
2. Rinse facilities with warm water

3. Apply approved cleaner and scrub as needed to remove soil.
4. Rinse away detergent and loosened soil with hot water.
5. Inspect for effectiveness of cleaning -- re-clean if necessary.

-Facility ceiling, floors, overhead structures, and walls are cleaned daily, or as needed to prevent insanitary conditions or the appearance of unsanitary conditions.

-Overhead structures such as fans, refrigeration units, high ceilings, and network conduits will be cleaned as often as needed, or not less than once monthly per the "Frequency Facility Cleaning Schedule".

Pre-Operational Visual Inspection

1. Product contact surfaces are fully inspected for sanitation deficiencies.
2. Common foreign matters are grease, soot, rust or other corrosion, dust, protein, soap residue, or meat from the prior day's production. Efforts must be made to view areas from differing angles and to clean areas. Product contact and non-contact areas that are hard to see are additionally inspected by touch.

Processing Equipment and Facility Sanitation (Includes all refrigerated storage areas)

A. Coolers/Freezers (As necessary, to prevent adulteration of product or creation of insanitary condition)

1. Check cleanliness and orderliness of all coolers (including cooler shelving and carts).
2. Dispose of materials no longer needed.
3. If needed, clean floors, walls, shelving, and carts.
 - a. Remove products from cooler or protect from splash.
 - b. Rinse floors and walls with warm/hot water.
 - c. Apply approved cleaner, and scrub as needed to remove soil.
 - d. Rinse away detergent and loosened soil with water.
 - e. Clean affected shelving and carts according to the General Equipment and Facility Sanitation SOPs
 - f. Inspect for effectiveness of cleaning -- re-clean if necessary

B. Production Room (Daily)

1. Clean affected equipment, floors, and walls.
2. Check sinks and sterilizers for cleanliness; ensure soap and paper towel dispensers are filled.
3. Sanitize Room and equipment with approved sanitizer
4. Condensation is monitored daily on the SSOP Forms. If condensation occurs, corrective actions will be taken when there is a high risk of direct product contamination from condensation or when a product has been contaminated from condensation

**PRE-OPERATIONAL SANITATION MONITORING FOLLOWING
MAINTENANCE ACTIVITIES**

Maintenance staff and/or contractors will remove all tools and debris from any maintenance activity once completed, and inform the manager so appropriate hygiene and sanitation can be completed per the SSOP and a pre-operational inspection performed before commencement of site operations and a pre-operational record will be completed.

PRE -OPERATIONAL SANITATION

Monitoring frequency, Documentation and Corrective Action

Once each working day, prior to the start of operations or production, the QC technician or the assigned designee will visually inspect all contact equipment, contact facilities, contact surfaces, and contact utensils for sanitary cleaning and use. All equipment and equipment parts will be examined for any metal fragments.

If deficiencies are found;

1. Sanitation deficiencies must be identified by designee.
2. When a deficiency is determined, the cleaning and sanitizing procedure is repeated as corrective action. (*Retrain the employees if necessary*)
3. Prevent adulterated product into commerce.
4. Restore the sanitary working condition and environment at the facility.
5. Prevent the sanitation deficiency from reoccurring.
6. Sanitation deficiencies are recorded on the establishments Operational Form. (Document #3.2). Daily and weekly records are located in the office.
7. When deficiencies are corrected, re-inspected for the acceptability by designee and the affected area or equipment is released.
8. Management may use a “Hold or Reject” tag during unusual; circumstances to restrict the use of affected surfaces and utilize non-affected contact surfaces and facilities.

If everything is acceptable, the appropriate box is check marked. If corrective actions are needed, such actions are to be documented including; retaining of equipment, the restoration of sanitary conditions, etc.

The following designations may be used for describing corrective actions:

RC=reclean, RS=sanitized, RT=retained, RJ=rejected RL=released

OPERATIONAL INSPECTION

Personal Hygiene Practices in Production Area

1. Workers with cuts and abrasions are required to keep the cuts covered with a suitable dressing and wear gloves. Gloves are to be replaced as needed.
2. Employees who have direct contact with food products are required to wear hairnets, or protective head coverings, and do not wear jewelry or other objects that might fall into the product, equipment, or containers. All other exposed jewelry will be covered in an acceptable manner.
3. Employees are not permitted to chew gum, snack, straws, toothpicks, or tobacco in the production area.
4. Personal medications and food are not allowed in the production area. All food and drink will be stored and consumed in designated break areas only.
5. All employees are required to remove gloves, frocks and aprons before entering bathrooms. Hooks or other hanging devices are provided in the vestibules outside of toilet facilities.

Handwashing

Handwashing facilities have hot and cold running water with liquid hand soap/liquid hand sanitizers and paper towels. Signs are posted that direct employees to wash and sanitize their hands before returning to their work station.

Handwashing will be done when:

1. Always at the beginning of the shift, after break and after lunch.
2. After touching anything dirty or after picking up anything off the floor or after touching sores or bandages, after sneezing, coughing or after touching any part of your body or handling garbage.
3. Whenever hands are dirty or soiled or contaminated.
4. Returning from the bathroom or any absence from their work station.

OPERATIONAL SANITATION

Processing is performed under sanitary conditions to prevent direct and cross contamination of food products. Once each working day or as often as needed, the QC technician or the assigned designee will visually survey equipment, facilities, and employee production practices for conditions that may cause product contamination, adulteration, or unsanitary conditions.

1. Established Sanitary Procedures for Processing

- a. Employees clean and sanitize hands, gloves, knives, other hand tools, cutting boards etc. as necessary to prevent contamination of food products. Outer garments such as aprons, frocks, and gloves are maintained in a clean and sanitary manner and are changed at least daily and more often if necessary.

- b. All equipment, tables, and other product contact surfaces are cleaned and sanitized throughout the day as needed. Storage areas are swept clean, dusted and kept in an orderly.
- c. Sinks are checked for cleanliness and soap and paper towels are filled.

2. Sanitary Procedures for Species Changeover. - Production of products containing single species products are conducted on dedicated lines or equipment. If this is not possible, then the following practices will be in place

- a. Products are scheduled at end of shift or produced in a manner so species is managed by declaration in the next batch without requiring cleaning and sanitizing.
- b. Employees will scrap and rinse will occur in between products to ensure surface were visibly free previous species.
- c. During Operational Sanitation Inspection, once per day plant management will inspect these practices to ensure species cross contamination does not occur.

3. Sanitary Procedures for Allergen Control

Products will be processed and packaged on different production days. However, if two products with different allergen as ingredients are made on the same production day, equipment and contact surfaces will be cleaned and sanitized and employees in that area will change gloves and aprons.

OPERATIONAL SANITATION—CORRECTIVE ACTIONS

Plant Management is responsible for ensuring that employee hygiene practices, employee and product traffic patterns, sanitary product handling procedures, and cleaning procedures are maintained during processing. When plant management identifies sanitation problems, he/ she stops production, if necessary, and notifies processing employees to take appropriate action to correct the sanitation problems. An establishment “Hold” or “Reject” tag may be used if the deficiency is not able to be corrected immediately. If necessary, processing employees are retrained. Corrective actions, including; retaining of equipment / product disposition, the restoration of sanitary conditions, and measures to prevent reoccurrence are recorded on the establishments operational form (Document #3.2).

CHEMICALS

All chemicals, soaps, sanitizers, etc., used in the establishment are used per the manufacturer’s instructions. A Clorox sanitizer is made up by mixed using 1 tsp. of product to 1 gallon of water coming to the recommended strength of 200 ppm. Sanitizer will be tested for adequate strength at least once daily. Findings will be documented on the operational forms (Document #3.2).

Chemicals, soaps, sanitizers, etc., are stored in a designated area that are separate and apart from food contact equipment, contact facilities, contact surfaces, and contact utensils that could caused possible cross contamination of product.

Pest Control Program

Person-in-Charge of Pest Control Check:

In house personnel for once daily visual inspection for droppings and indication of activity, and outside pest control services at least monthly visit.

Plant Responsibility:

1. Each day prior to the start of operations and as often as needed, the QC technician or the assigned designee will monitor all storage areas, production areas, office areas, and auxiliary areas for evidence of pest or rodent infestations.
2. The immediate plant surrounding grounds will be monitored daily and kept free of litter, debris, and other conditions that might attract pest and rodents. The outer plant doors will be kept closed or equipped with rubber/plastic doors to prevent pest intrusion.

Corrective Actions against Rodent Evidence:

1. If positive evidence is discovered in a production or production related area, such as: Processing rooms, Coolers, Storage areas
Operation in that area shall stop, movement of materials in and out of that area shall stop. All products, packaging materials and containers shall be examined and inspected for damaged or contamination. Contact a pest control company immediately to come in for a survey. Ensure proper disposition of the retained products.
2. Destroy or de-characterize rodent damaged or contaminated products, any open, dry ingredients or containers.
3. Remove accumulations of equipment, paper, other debris providing harborage in involved area and wash and sanitize all equipment.
4. Survey premises and outside area for suspected harborages and entrances.

Pest Control Records:

1. Plant manager/designee will perform daily inspection and documentation on SSOP form. All records will be kept in Manager's office.
2. Pest Control Company provides inspection records. All records will be kept in office.

Structural Integrity Log

In addition to the establishment's daily inspection procedures for signs of pests evidence, a HACCP team will conduct a weekly Structural Integrity Inspection. This will be a more intensified visual inspection to ensure are rooms/areas are adequately sealed to prevent possible entry points and no new sign of infestation are found.

If possible, entry points are found, the establishment conduct the necessary corrective action to seal to area properly. A HACCP team Member will record all findings on the establishment's Structural Integrity Log (Document #3.3).