 Shatila Food Products 8505 W. Warren Ave. Dearborn, MI 48126	Sanitation SOPs and Sanitation Controls	
	Document #: 11.9	Effective Date: 01/03/22
	Prepared By: Chelsie Romberger	Supersedes: N/A
	Approved By: Nada Shatila	Revision #: Original

Introduction

This document outlines the cleaning and sanitation procedures utilized by Shatila Food Products to ensure the facilities and all necessary food storage, handling, processing and distribution areas are safe and free from contamination as required by the FDA under 21 CFR 117.35-40. Additionally, the following Sanitation Standard Operating Procedures (SSOPs) ensure that the Shatila Food Products facilities are in compliance with all state, local and federal rules overseeing SSOPs and good housekeeping practices as well as addressing the requirements of the SQF Food Safety Code (Edition 9) as stated in section 11.2.5. The procedures in this document ensure that all food handling procedures are performed using equipment and food contact surfaces that are unsoiled and free of potentially harmful contamination and that surrounding areas in the facilities are maintained in sanitary conditions with regular monitoring and corrective actions in cases of non-conformances. All cleaning and sanitizing must comply with OSHA safety guidelines in addition to Shatila Food Products food safety and quality standards.

Scope

Cleaning and sanitation procedures apply to all GMP areas as well as each piece of equipment, vehicles and work surface utilized in the storage, handling, production, or distribution of food products. The documented procedures are intended to ensure cleaning and housekeeping processes are performed with sufficient frequency to eliminate potential hazards associated with the production of Mediterranean pastries and dessert products at the Shatila Food Products facilities.


Responsibility

Cleaning of equipment and surfaces used in the course of daily operations occurs following the completion of processes and is performed by appropriately trained staff members. Visual verification that sanitary conditions and good housekeeping are maintained for all areas of the facilities is to occur daily. The SQF Practitioner and sanitation personnel are responsible to maintain cleaning and sanitation records as outlined in this document and a member of the Food Safety Team is responsible for checking records weekly. All personnel are responsible to visually inspect equipment and surfaces prior to use and to report any potentially unsanitary conditions. The SQF Practitioner is responsible to perform and document adequate training for all applicable personnel, including annual refresher training and additional training as needed.

Validation

The validation requirements for the *Sanitation SOPs and Sanitation Controls* (11.9) include:

1. All equipment, food contact surfaces, GMP areas, restrooms, break areas, etc., are cleaned and sanitized to remove the risk of microorganisms that could pose a potential quality or safety risk to food products handled at the facilities.
2. Cleaning and sanitizing processes are performed using agents and processes that are scientifically proven to reduce or remove target organisms to acceptable levels.
 - a. Chemicals are stored in secure areas away from food products and materials.

 <p>Shatila Food Products 8505 W. Warren Ave. Dearborn, MI 48126</p>	Sanitation SOPs and Sanitation Controls	
	Document #: 11.9	Effective Date: 01/03/22
	Prepared By: Chelsie Romberger	Supersedes: N/A
	Approved By: Nada Shatila	Revision #: Original

- b. Safety Data Sheets (SDS) are on hand for each cleaner and sanitizer and all chemicals are handled in accordance with SDS requirements.
3. Cleaning and sanitizing are performed according to instructions which include:
 - a. Person responsible for the cleaning and sanitizing
 - b. Personal protective equipment (PPE) required to safely perform the activity (if required)
 - c. Names and concentrations of cleaning and sanitizing chemicals (if required)
 - d. Temperature of water used (if required)
 - e. Person responsible for verifying that the cleaning and sanitizing was performed correctly
 - f. Frequency at which cleaning and sanitizing must be performed
4. Employees are provided adequate protective clothing to ensure worker safety.
5. Cleaning and sanitizing activities are reviewed by the Food Safety Team each time they are performed.


Verification

Verification that the *Sanitation SOPs and Sanitation Controls* (11.9) are operating as intended is performed through:

1. Completed, dated and signed sanitation records for each day of operations (as applicable).
2. Approved *Cleaning and Sanitation Manual* (11.10) and/or *Master Cleaning and Sanitation Schedule* (11.11) that is updated annually and verified by the Food Safety Team.
3. Documented training for all personnel responsible for cleaning and sanitation processes in the facilities.
4. Review of training records and internal communications addressing cleaning and sanitation practices and documentation of cleanings performed and procedures used.
5. Documented Senior Management Review for meetings addressing cleaning and sanitizing practices, validation and verification of cleaning and sanitizing practices, testing and corrective actions associated with positive or unacceptable results.
6. Documented Internal Audit review of cleaning and sanitation practices, testing and corrective actions (at least annually).

Sanitation Standard Operating Procedure

1. Sanitation practices are performed following operations each day at Shatila Food Products, using approved and validated cleaning techniques and chemical sanitation solutions. Cleaning is visually verified daily, and clean-up is performed periodically and checked throughout the day to ensure good housekeeping as stated in the GMP policies.
2. All applicable equipment is fully disassembled for each cleaning event so that all contact surfaces are able to be fully cleaned and sanitized as needed. Equipment that is unable to be disassembled must be cleaned and verified such that it is clear that all contact surfaces were adequately cleaned and sanitized.
3. Only properly trained employees may perform cleaning and sanitizing tasks throughout the Shatila Food Products facilities.
4. Warehouse and storage areas maintain sanitary conditions using mainly dry-cleaning methods and only utilize wet cleaning and chemical sanitation if deemed necessary by the Food Safety Team.

 <p>Shatila Food Products 8505 W. Warren Ave. Dearborn, MI 48126</p>	Sanitation SOPs and Sanitation Controls	
	Document #: 11.9	Effective Date: 01/03/22
	Prepared By: Chelsie Romberger	Supersedes: N/A
	Approved By: Nada Shatila	Revision #: Original

5. Daily GMP inspection (walkthrough) of the facilities includes the monitoring of hygiene, cleanliness, potential food safety hazards or employee safety hazards. Verification of inspection and any noted deviations are kept via the sanitation record, which is reviewed by the SQF Practitioner.
6. Visual monitoring of surfaces will occur during all hours of operations to ensure SSOPs are followed.
7. Any food item that has been potentially affected by a cleaning or sanitation incident must be handled according to non-conformance procedures, and the SQF Practitioner must document the outcome of the investigation. If items are deemed to be free of hazards, the corrective action report will explain the reasoning for that decision. If the hazard status cannot be determined, or if it is determined to be likely contaminated, the affected material must be discarded according to the *Waste Disposal Policy* (5.24).
8. Cleaning must be performed in accordance with the SSOP approved by the Food Safety Team for the designated task, and the concentration of prepared solutions must follow the instructions from the manufacturer. Verification activities must be documented, and records of sanitation activities must be signed off by the SQF Practitioner.
9. The full details of cleaning and sanitizing procedures are located in the *Cleaning and Sanitation Manual* (11.10).


Critical Parameters and Standards for Housekeeping

Within operational areas, procedures and standards of housekeeping must address the following functions:

1. Identify the areas of the facility to be cleaned
2. Establish the frequency of clean-up for the identified areas
3. Assign responsibility for maintaining the established standards
4. Ensure proper management of pest control, bait, and contractor license
5. Develop preventative maintenance procedures to eliminate drips, leaks, and large process upsets
6. Segregation of food and non-food items
7. Ensure equipment and surfaces used for production are clean and sanitized prior to the start of operations each day, and sanitizing activities are able to maintain sanitary conditions before, during, and after food handling processes.
8. Eliminate personnel and food safety hazards due to misplaced tools, slip hazards, flammables, corrosives, and other chemicals

Requirements for Validated and Compliant SSOPs

All cleaning and sanitizing products and techniques must be validated through scientific methods that demonstrate their effectiveness at achieving the necessary levels of microbial and chemical reduction to meet state and local guidelines and to produce and maintain safe food products. In order to validate the use of approved sanitizers, sanitation must be performed according to chemical label instructions. Any new chemical must be proven effective through scientific evidence prior to its use in the Shatila Food Products facilities. Safety Data Sheets (SDS) for all chemicals are maintained in a binder or folder and are accessible to all personnel in case of emergency. SDS documents should be monitored at least annually to verify that they are up to date and accurate and verified periodically by the Food Safety Team.

 Shatila Food Products 8505 W. Warren Ave. Dearborn, MI 48126	Sanitation SOPs and Sanitation Controls	
	Document #: 11.9	Effective Date: 01/03/22
	Prepared By: Chelsie Romberger	Supersedes: N/A
	Approved By: Nada Shatila	Revision #: Original

The cleaning or sanitation process must be verified through means of inspection every time the process is undertaken. Inspection is performed through visual inspection by the Food Safety Team or other designated personnel and is documented on the appropriate sanitation form or log. In any instance where visual inspection is insufficient, or for which a corrective action is required, verification may be performed through the use of surface swabs or third-party microbial testing.

Chemicals

All chemicals are stored in a secured area that is separate from ingredient, material, and finished product storage. If necessary, the dilution of cleaning agents is to occur in a separate area away from operational processes. Personnel conducting cleaning activities are to wear the appropriate safety gear (PPE) and use the appropriate tools while performing duties. All safety rules and advisories provided by Shatila Food Products and by the company supplying the chemicals must be followed at all times. Chemicals may only be used if they are proven to be effective at removing pathogens while also being safe for use on food contact surfaces.

Corrective Action

In the event that a surface has not been properly cleaned and/or sanitized, production on that surface must cease and the following must occur:

1. Clean and sanitize the food contact surface.
2. Discard food products that have come into contact with the surfaces.
3. Document the occurrence on the appropriate sanitation record form.
4. Retraining must occur in any situation where personnel are found not following the procedures in this SSOP or in the *Cleaning and Sanitation Manual* (11.10).

Sanitation Preventive Controls

This chart complies with FDA requirements found in 21 CFR 117 for the development of Preventive Controls as they relate to a Food Safety Plan. Employees responsible for monitoring must be trained on the proper procedures, and all activities must be verified by the Food Safety Team each time they are performed.	
Control Point	Cleaning and sanitizing of food contact and adjacent surfaces
Hazard	Biological – vegetative pathogens Chemical – allergen cross contact
Parameters	Food contact and adjacent surfaces must be confirm as cleaned/sanitized through visual inspection and/or ATP swabbing



Shatila Food Products
8505 W. Warren Ave.
Dearborn, MI 48126

Sanitation SOPs and Sanitation Controls

Document #: 11.9

Effective Date: 01/03/22


Prepared By: Chelsie Romberger

Supersedes: N/A

Approved By: Nada Shatila

Revision #: Original

M o n i t o r i n g P r o c e d u r e s	What	Monitoring of food contact and adjacent surfaces
	How	Visual inspection and/or ATP swabbing
	Frequency	Each time cleaning and sanitation of surfaces, equipment, and utensils is performed
	Who	Food Safety Team member or trained designee
Corrective Action	For any situation where unsanitary conditions are observed during operations, the area and/or equipment in question will be cleaned and sanitized before resuming operations. If potential contamination has occurred to the product due to unsanitary conditions, the product will be quarantined, and disposition will be determined. Any corrective actions taken during the storage, handling, and distribution processes must be documented on the applicable form and maintained with the applicable records for that batch or lot of stored product.	
Verification	Record review of monitoring activities once weekly by Food Safety Team Member or designee. Direct observation of monitoring activities once per month by Food Safety Team Member or designee.	
Records	Documentation of cleaning and sanitation processes are recorded using daily cleaning records for each day of operations occurring in the facility. Records are retained for a minimum 2 years from the date of performance.	

 Shatila Food Products 8505 W. Warren Ave. Dearborn, MI 48126	Sanitation SOPs and Sanitation Controls	
	Document #: 11.9	Effective Date: 01/03/22
	Prepared By: Chelsie Romberger	Supersedes: N/A
	Approved By: Nada Shatila	Revision #: Original

Appendix: Safety Considerations

Mixing Chemical Solutions

- Add acid to water, never water to acid.
- Add caustics to cold water, never hot water.
- In pails or small containers, add water to caustic-type compound, never caustic-type compound to water.
- Never allow acids and chlorine or chlorinated products to mix (causes chlorine gas).

Handling Chemicals

- No substance may be used if it is stored unmarked. Unmarked substances must be treated as a potentially hazardous material and disposed of using extreme caution.
- No open pails or containers of liquid caustic or acid products can be transferred from one location to another. All containers must be covered when transporting them to prevent slopping or spillage.
- When wearing rubber boots, the pant legs should be worn over the boots, not in the boots. Otherwise, the boot can catch and hold chemical spills and hot water.
- Detergent pails must not be overfilled as this can cause spillage and damage to floors and can contribute to someone slipping, falling and getting injured.
- When adding detergents to an overhead vessel, the use of a stool or ladder is required. Employees must not pour cleaning material at or above eye level into receptacles.
- Keep incompatible chemicals (i.e., acids and bases) separated at all times.
- Water hoses must be coiled and either placed on a storage rack or hung on a hook when not in use.
- Ensure all personnel use proper safety procedures and review safety procedures regularly.

Temperatures

Tap Water: Temp. of the water drawn from the tap without heating.
Warm Water: 100 °F – 124 °F
Hot Water: 125 °F – 135 °F