 PURE NUTRA LABS		Pure Nutra Labs 65 Crest Ridge Drive, Suwanee, GA, 30024	
Title: Sanitation Control Program		Approved By: Quality Director	
Policy #: SOP-0039	Issue Date: 09/06/2025	Revision: 2	Page 1 of 6

Purpose:

Assure that the facility is properly cleaned on a daily basis, and non-daily tasks are completed. Ensures that all chemicals used in this process are handled in a manner to prevent product contamination or employee injury.

Scope:

Cleaning of all processing equipment, utensils, and support areas, as well as external grounds.

Responsibility

Quality Management - Responsible for the policy, instituting sanitation checks, and guidance on implementation.

Sanitation Management - Responsible for the development of the SSOPs and implementation of the sanitation procedures. Sanitation Management is responsible for cleaning floors, walls, and master cleaning.

Plant Management - Responsible for allocating resources.

Procedures:

- I. The cleaning of the facility is maintained through a Cleaning Schedule and Sanitation Cleaning Procedures (SSOP's).
- II. The cleaning of the facility is separated into two areas of responsibility where Production Facility cleaning is done by Plant Management and the Production Staff. Warehouse space, common areas, restrooms, changing rooms, offices and canteens are completed by Sanitation Management and sanitation staff.



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- III. The Sanitation SSOP Manual gives a basic overview of how the processing equipment will be cleaned. The Sanitation SSOP Manual outlines what is to be cleaned, how it is to be cleaned, when it will be cleaned, and who is responsible for cleaning it. The Sanitation SSOP Manual includes cleaning instructions specific to processing equipment.
- IV. There are two types of cleaning that are done on equipment:
- A. Dry Cleaning - Sensitive pieces of equipment (e.g. Aluminum). This is done through the use of vacuums, compressed air and an alcohol-based sanitizer.
 - B. Wet Cleaning - All other processing equipment. Cleaned through the use of a soap and no-rinse sanitizer.
- V. The responsibilities for verifying the program are addressed in the SSOPs. In general, it is the QC Technicians' responsibility to verify through visual and ATP inspections the cleanliness of equipment and rooms between products.
- A. The Master Cleaning Program includes the following:
 1. Restrooms/Lunchrooms/Offices are cleaned daily by sanitation staff.
 2. Warehouse and storage areas are cleaned at least once per month, or as necessary using a checklist for activities to be completed by the sanitation staff.
 3. Overhead cleaning will be done on a scheduled frequency to prevent the buildup of dust.



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4. General outdoor maintenance of the external grounds is maintained on a weekly basis by the sanitation staff.
 5. Weekly concentration checks completed by the sanitation supervisor on SaniQuat & Sodium Hypochlorite and documented.
- B. Adjacent production equipment shall be covered or shut down and raw materials and finished goods shall be moved from the vicinity if using compressed air hoses to clean.
- C. Evaluating the effectiveness of cleaning is done by visual and ATP verification after sanitation. Allergen Swabs are used for after allergen clean.
- D. Start-Up & Changeover Inspections are conducted prior to beginning operations.
- E. Daily pre-operational inspections are completed by QA and shall be conducted by qualified personnel.
- F. Equipment will be bagged and tagged after cleaning and verification, and the tag will indicate who cleaned the equipment, the date on which it was cleaned, and signed by Sanitation.
- G. Equipment that is in an individual production room will also be documented using a flagging method with a date of cleaning, the personnel cleaning the product, and date of cleaning.
- H. The plant has a risk assessment that indicates that hold time after cleaning should not exceed 7 days in open air. In the case that equipment or utensils are held longer than 7 days, a full reclean/sanitation/verification needs to occur before use.



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- I. The risk assessment for equipment that has been cleaned and bagged can be held for 30 days. In the case that equipment or utensils are held longer than 30 days in a bag, a full reclean/sanitation/verification needs to occur before use.
- J. This inspection evaluates all product contact and non-product contact areas in the compounding, mixing, encapsulation, polishing, labeling, and finished product areas.
- K. As part of the monthly GMP Inspections, staff amenities, sanitary facilities and other essential areas shall be inspected by qualified personnel to ensure the areas are clean.
- L. Any deficiencies identified on product contact surfaces are immediately re-cleaned and inspected.
- M. If any deficiencies are found, they will be corrected prior to beginning operations.
- N. SSOP checklists are to be filled out after each production run by the operators. SSOPs are done for each separate area of the plant. Operators are responsible for cleaning machinery after each run. When this checklist has been verified by the QC Technicians, it will be added to the job jacket.
- O. Verification of Cleaning Effectiveness
 - 1. The QC Technicians verify the effectiveness of the cleaning tasks.
 - 2. In the event the verification results in a need for corrective action, the production employee is responsible for the reclean and to document the corrective action accordingly. The QC Technician needs to verify the cleanliness before the next product.

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3. Verification is documented on the SSOP and Checklists that are kept with Master Batch Record.

P. Purchasing, Storage and Use of Chemicals

1. All chemicals purchased and used will be suitable for use in a dietary supplement manufacturing environment. A list of approved cleaning chemicals is maintained by Sanitation Management.
2. SDS sheets will be maintained on all detergents and sanitizers at the designated location in the plant where a SDS book is maintained.
3. Only trained staff will be allowed to handle detergents and sanitizers.
4. The storage area for the chemicals will be in a segregated area from raw materials and finished product.
 - a) The area contains suitable first aid equipment, protective clothing, and eye wash facilities.
 - b) The chemical area will have an emergency spill and clean-up kit.
 - c) Contain instructions for proper use of chemicals.
 - d) The area will be designed to prevent a spill or ensure a leak can be properly contained.

Q. Disposal of Unused and empty chemical containers.



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1. The facility purchases cleaning chemicals in small containers. The empty barrels are completely drained, triple rinsed, and disposed of.

Document History

Revision #	Review Date	Description of Change	Reviewer Name
1	03/17/2025	New procedure.	Chad Hinson, Quality Director
2	09/06/2025	Updated company name.	Chad Hinson, Quality Director

Approvals:

Chad Hinson

[Chad Hinson \(Sep 7, 2025 17:26:58 EDT\)](#)

Title: CTO

Sam Holguin

[Sam Holguin \(Sep 7, 2025 12:54:32 EDT\)](#)

Title: CEO

Josh Blankenship

[Josh Blankenship \(Sep 7, 2025 19:55:51 EDT\)](#)

Title: COO












SOP-0039r2 Sanitation Control


Final Audit Report


2025-09-07


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