

# Food Safety Management System

Document Title: **Sanitation Guidelines for Food Operations**

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## Purpose and Scope:

The purpose of this document is to establish a sanitation guideline/procedure that meets the requirements of the U.S. FDA Food Code. The purpose of a sanitation program is to provide a clean and sanitary environment for the handling of food products. This program provides guideline on cleaning and sanitizing of all food handling equipment and each area of the facility in a timely manner. These guidelines apply to food operations in the U.S. and Canada.

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## Guidelines and Procedures:

### Overview:

Sanitation is an important component of food safety. Clean and sanitized kitchen or food production area and hygienic food safety practices are prerequisite to food safety that prevents potential foodborne illnesses.

An effective sanitation program is essential to the overall success of our food handling operation. Good sanitation leads to better productivity and a reduced chance of regulatory incidences, product recalls, or foodborne illnesses caused by insanitary condition and unhygienic practices. These are reasons why it is important for us to establish and develop an effective sanitation program.

### Definition:

- Cleaning means removing food and other types of soil from a surface. A surface could be a pot or a countertop or a can opener or a cutting board or a wall or floor.
- Sanitizing means reducing the number of microorganisms to safe levels. All surfaces that come in contact with food must be cleaned and then sanitized.

### Basic Procedure for Cleaning and Sanitizing Surfaces and Equipment

- Scrape or remove food and debris from the surface and/or equipment. Use towels or other tool/equipment as necessary.
- Wash the surface, using the correct detergent chemical for the job.
- Rinse the surface. Make sure to thoroughly remove the detergent residue.
- Sanitize the surface. Use approved sanitizer solution that has been properly mixed to the correct strength.
- Allow the surface to air dry.

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## Sodexo Foodservice Cleaning Procedure Program

The Sodexo Foodservice Cleaning Procedure Program includes important safety reminders as well as detailed information on approved cleaning products and procedures. If you have additional questions after reviewing this information, please contact your Food Safety Manager.

**Important Safety Reminder: Safety First!** Before using the recommended products make sure your employees read and understand the product label and Safety Data Sheets (SDS). Both contain appropriate hazard warnings, personal protective equipment required (PPE), and first aid instructions.

### General Guidelines for Manual Cleaning

- Use only disposable cloths or cotton cloths that can be commercially laundered (no terry style or loose knit cloths).
- Use the same cloth for washing and rinsing. -- After washing surfaces, rinse cloth thoroughly in clear water to remove cleaning chemical residue. Then wipe the washed surfaces with the clean cloth. -- Replace cloth when soiled.
- Use a separate cloth for picking up food spills during preparation. -- Keep stored in sanitizing solution. -- Replace cloth when soiled.
- Check sanitizing solution to verify correct concentration and record on Sanitizer Solution Log. -- Replace solution when concentration is no longer effective due to contamination with food or other soil.
- Re-sanitize food contact surfaces that were handled when putting equipment back together after cleaning.

### Approved chemicals (Detergents & Sanitizers)

Sodexo uses Ecolab chemicals for its sanitation program. The approved list of chemicals can be viewed or downloaded from Sodexo\_Net with the following link:

<https://us.sodexonet.com/home/tools-x0026-resources/policies-x0026-manuals/contentcol1-area/policies-x0026-manuals/sodexo-foodservice-cleaning-proc.html>

The approved sanitizer are as follows:

- Ecolab Oasis 146 (Appendix A)
- Ecolab Sink & Surface Cleaner Sanitizer (Appendix B)
- Refer to the Appendix A & B for the procedure on how to use both sanitizers.

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## Cleaning Schedule

To ensure effectiveness of the sanitation program, regular cleaning and sanitizing foodservice areas is important in attaining the food safety requirements. The 2017 FDA Food Code laws and regulations explain how frequently surfaces and equipment should be cleaned. These regulations help clarify when food-contact surfaces and non-food-contact surfaces should be cleaned. A master sanitation schedule can help guide the frequency to clean certain parts of a foodservice operation. Cleaning schedules can help us, and our employees know what needs to be cleaned and how often it should be cleaned.

The **Master Cleaning Schedule** can be downloaded from Sodexo\_Net under the Food Safety and Sanitation Page.

## Sanitation Training Requirement

- New Employees – must be trained on TOPS Cleaning & Sanitizing procedures within 10 days as outlined on Food Safety Training Requirements for Frontline employees.
- Regular Frontline Employees - must be trained on TOPS Cleaning & Sanitizing procedures on an annual basis as outlined on Food Safety Training Requirements for Frontline employees.
- Workers Hired for Temporary Employment (i.e., employment agencies, student-workers, volunteers) to work in a Sodexo operated foodservice unit, must also be trained on TOPS Cleaning & Sanitizing procedures which is included in the Introduction to Food Safety - Temporary Labor training module prior to starting their job (food-handler and / or dishwasher).

## Inspection & Verification

- Pre-operational inspections should be conducted before starting the food production activities.
- Pre-operational inspections will generally concentrate on the food contact surfaces and the overall environment sanitation condition. Basically, this is visual inspection that is designed to ensure that each food contact surface is in fact clean and sanitary.
- All findings of the pre-operational inspection should be corrected prior to starting the line by the unit manager or the person responsible for the area.
- The Unit Manager (General Manager/Person-In-Charge) should conduct sanitation condition inspection using the Sanitation Self Inspection checklist to help monitor the cleanliness of all foodservice areas and equipment.
- The **Monthly Food Safety Audit** also includes some of the requirement to verify compliance to the sanitation program of Sodexo. The **Monthly Food Safety Audit** can be downloaded from Sodexo\_Net under the Food Safety Audit on the Food Safety page.

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## Appendix A – Ecolab Oasis 146 Application Procedure

Oasis 146 Multi-Quat Sanitizer is an EPA-registered, concentrated, no rinse quat sanitizer that is effective across a dilution range of 0.25 - 0.67 oz per gallon of water. It provides a wider sanitization range with maximum convenience. It's an easy spray and wipe, mop bucket or third sink sanitizer application with no rinsing required. Oasis 146 Multi-Quat Sanitizer can also be used to deodorize garbage storage areas, garbage bins, toilet bowls and any other hard nonporous surfaces in odor causing areas.

### Features and Benefits:

- No rinse procedure simplifies sanitization
- Quick, convenient application
- Color-coded so customers know they have the right product for the right application
- Economical foodservice sanitizing

### Uses:

- Sanitize hard, non-porous food contact surfaces such as tables, counters, and food processing equipment.
- Deodorize garbage storage areas, garbage bins, toilet bowls and any other hard nonporous surfaces in odor causing areas.

### Effective Against:

- Oasis 146 is an effective sanitizer against Escherichia coli and Staphylococcus aureus on food contact surfaces when used at 0.26-0.68 oz per 1 gallon of 400 ppm hard water (150 ppm-400 ppm active quat)
- Oasis 146 is an effective sanitizer against Escherichia coli, Staphylococcus aureas, Campylobactor jejuni, Escherichia coli 0157:H7, Klebsiella pneumoniae, Listeria monocytogenes, Salmonella choleraesuis, Shigella sonnei, Yersinia enterocolitica and Enterobacter sakazakii on food contact surfaces when used at 0.35 oz- 0.68 oz per gallon of 500 ppm hard water (200 ppm to 400 ppm active quat).
- At 1.0 oz. per 1 gallon of water, this product is an effective general disinfectant that can be used to disinfect floors, walls, woodwork, sink tops, garbage pails, telephones, restrooms, bathroom fixtures and other hard non-porous surfaces

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## Appendix B – Ecolab Sink & Surface Cleaner Sanitizer Application Procedure

\*SMARTPOWER™ Sink & Surface Cleaner Sanitizer has demonstrated effectiveness against viruses similar to SARS-CoV-2 on hard, non-porous surfaces. Therefore, SMARTPOWER™ Sink & Surface Cleaner Sanitizer can be used against SARS-CoV-2 when used in accordance with the directions for use against Norovirus on hard, non-porous surfaces. Refer to the CDC website at [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) for additional information.

### Features and Benefits:

- 2-in-1 cleaner and sanitizer
- 30-second Norovirus claim
- Emerging Viral Pathogens claim\*
- Testing at any temperature for immediate efficacy confirmation
- Broad use applications for 3rd sink and food contact surface
- Compatible with new visual indication bucket to ensure compliance

### Uses:

- Food contact surfaces: Clean and sanitize hard, non-porous food contact surfaces such as tables, counters, and food processing equipment.
- 3rd sink sanitization
- Bucket
- Dry wipes system

### Effective on/Against:

- Norovirus, influenza, common cold in 30 seconds
- Emerging Viral Pathogens\*
- Bacteria including Escherichia coli, Staphylococcus aureas, Escherichia coli, Salmonella enterica, Escherichia coli 0157:H7, Listeria monocytogenes, Campylobactor jejuni, Shigella flexneri, Shigella sonnei, Yersinia enterocolitica, Cronobacter sakazakii, and Staphylococcus aureus Community acquired Methicillian Resistant (MRSA) on food contact surfaces in 1 minute when used at 0.27 - 0.55 oz per gallon of water.