	Document#:	P-1102.6	Rev#:	A
	Title:	<b>Cleaning and Sanitation</b>		
Standard: SQF Code, clause 11.2				

**1.0 Purpose**

- 1.1 This procedure describes the process for ensuring control of processing a safe and quality product.
- 1.2 To maintain physical, bacterial, and chemical cleanliness of food handling equipment.
- 1.3 To maintain a clean, orderly and attractive plant that reflects the Company commitment to the production of wholesome products.
- 1.4 To implement good sanitary practices.

**2.0 Responsibilities**

- 2.1 The SQF Practitioner is responsible for maintaining the control of the facility.

**3.0 Definitions**


- 3.1 None

**4.0 Instructions**

- 4.1 SSS Vinegar will implement sanitation controls to ensure properly cleaned equipment and facilities that will allow for the production of wholesome products.

**4.2 Cleaning and Sanitation**

- 4.2.1 The sanitation process is documented and maintained in separate SSOPs for dismantling, cleaning, sanitizing, sequencing and re-assembling equipment.
- 4.2.2 Cleaning and sanitation SOPs (SSOPS) define the methods and responsibility of cleaning tasks.
- 4.2.3 Changes to cleaning procedures, chemicals and solution strengths must be approved by the SQF Practitioner/Production Manager. There must be adequate documentation to support changes in practices, such that there are no product safety risks and cleaning effectiveness is maintained.
- 4.2.4 The Master Sanitation Schedule (MSS) identifies the areas and equipment to be cleaned and the frequency that cleaning is required.
  - a) The frequency of the cleaning schedule is determined by history, type of equipment, vendor recommendations, environmental conditions etc.
  - b) Cleaning areas include:
    - Walls
    - Ceilings
    - Overhead piping
    - Airducts
    - Light fixtures
    - Storage racks

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- Outside dumpsters
- Undersides of pump stands
- Exhaust ducts
- Exterior of hoses
- Chemical storage areas
- Etc.

4.2.5 A sanitation checklist is completed with each task, and initialed by the area supervisor upon completion. The sanitation supervisor tracks completion of sanitation tasks.

4.2.6 Restrooms and lunchrooms are inspected on a daily basis for cleanliness by a qualified employee.

4.2.7 Cleaning requirements for equipment, areas of the facility, and drains are included on the SSOPs. Instructions for cleaning are documented in the SSOP and include the cleaning tasks, methods and chemicals used.

4.2.8 Designated sinks are provided for washing utensils and containers in the lab. These sinks are located away from production and product zones.

4.2.9 Pre-operational checklists are completed by qualified operators according to P-1102.6a Pre-op Inspection Procedure and signed by the area supervisor. Checklists include:

a) Visual inspection for cleaning and sanitation of the area and equipment

4.2.10 A check to make sure the appropriate materials are in the area.

4.2.11 Cleaning is verified through visual inspection by the area supervisor. The supervisor initials the sanitation checklist to indicate verification.

4.2.1 Equipment should be accessible for cleaning. Modifications should be made where possible to effect better cleaning.

4.2.2 All empty chemical containers are disposed of after use. They are kept in the chemical storage area until disposal. Unused chemicals are disposed of properly and are stored in the chemical storage area until disposal.

4.2.3 Cleaning equipment is identified by color:

a) Yellow is for cleaning non-food contact production areas (floors and drains).

b) Black is for cleaning non-production areas.


#### 4.3 **Cleaning Chemicals**

4.3.1 A list of approved chemicals is maintained by the SQF Practitioner.

4.3.2 Employees that are responsible for cleaning are trained how to use each chemical.

4.3.3 Chemicals that are transferred to smaller containers must be labeled appropriately.

4.3.4 Solution strengths of cleaning chemicals and sanitizers must be documented when used.

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4.3.5 Chemicals must be used in accordance with their specification (time, temperature and application).

**4.4 Brush Control:**

4.4.1 Do not mix brushes during storage. They must remain separated in order to avoid cross contamination.

4.4.2 Never store brushes with their bristles down. This will distort the bristles. They should be hung up and allowed to dry.

4.4.3 Spot check brushes for loose bristles by pulling on the bristles. Bristles must be firmly anchored to the brush to prevent the bristles from becoming extraneous material. Discard brushes with loose bristles.

4.4.4 Brushes used for dry cleaning must never be used for normal cleaning.

a) Extraneous material may find its way into product. These brushes must be properly identified for dry cleaning only.

b) Do not store brushes used for dry cleaning on the floor.

4.4.5 Product contact brushes must be swabbed periodically to ensure that the brushes do not become a source of contamination.

**4.5 Sanitation GMPs:**

4.5.1 Wash hands after each visit to the restroom or kitchen.

4.5.2 All wash down hoses shall be stored on hose racks after use and not left on the floor.

4.5.3 Do not spray floors with high-pressure hoses. The resulting aerosol may contaminate product contact surfaces.

4.5.4 Always use the proper chemical for the job according to SSOP.

4.5.5 Use chemicals at their proper solution strength.

4.5.6 Do not mix chemicals.

4.5.7 Remove excess water from cleaned area.

4.5.8 Employees cleaning restrooms must not handle product contact equipment without first changing clothes and washing and sanitizing their hands.

4.5.9 Proper safety equipment must be worn at all times.


4.5.10 Report hard to clean areas to the area supervisor.

4.5.11 During clean up, place all cleaned equipment parts, pipes, cleaning aids, etc., on clean white rubber mats or metal carts specifically designated for such purposes. Product contact equipment shall not be placed directly on the floor.

4.5.12 Equipment used for cleaning floors shall be identified and stored in an isolated area away from other types of cleaning equipment, particularly product contact equipment.

4.5.13 Avoid water splash from the floor or dirty equipment onto clean equipment or areas.

4.5.14 Avoid using equipment aids with wooden handles in processing areas. Do not use equipment with hollow handles unless sealed properly.

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- 4.5.15 Volatile solvents, which are toxic and harmful, must not be used during product production. Solvent cleaned food contact surfaces must be detergent washed and rinsed with potable water prior to use.
- 4.5.16 The components of all cleaning and sanitizing preparations shall be FDA and or USDA approved or meets other applicable laws and regulation for food plant use.
- 4.5.17 Welds should be smooth and sanitary.
- 4.5.18 Pipes should be sloped to drain properly.
- 4.5.19 Equipment should be free of rust.
- 4.5.20 Avoid storing contraband on the tops of equipment or inside electrical panels, whether idle or in use.
- 4.5.21 The exterior of equipment must be free of product residue and dust.
- 4.5.22 Note equipment that is missing screws, nuts or bolts.
- 4.5.23 Follow all Good Manufacturing Practices guidelines as outlined in the Company Good Manufacturing Practices policy.

**4.6 Verification**

- 4.6.1 Sanitation of the facility is verified monthly during GMP Audits.
- 4.6.2 Sanitation of equipment is verified each time it is completed.

**5.0 Forms**

- 5.1 Certdox Master Sanitation Schedule
- 5.2 Certdox Approved Chemicals
- 5.3 Certdox Operation Inspection

**Review Log**

<b>Reviewed By</b>	<b>Reviewed Date</b>
Erik Beaty Logistics Manager	March 12, 2020



## Standard Sanitation Operating Procedure (SSOP) #1

Equipment Description: Filtration System

Frequency: Bi-Weekly

Date: 4/1/2020

Rev:

Approved by: Erik Beaty

Product	Dilution	Procedures
KOCHKLEEN 222	1 Gallon to 21 Gallons of Water	<ol style="list-style-type: none"> <li>1. Put on required PPE's when transferring chemicals into containers. (Personal Protective Equipment)</li> <li>2. Connect the KOCHKLEEN 222 to the PV25 connection hose.</li> <li>3. Connect the KOCHKLEEN 410 to the PV26 connection hose.</li> <li>4. Connect the Citric Acid to the PV 27 connection hose.</li> <li>5. Put the system into sanitation mode. During normal operations, the unit will perform sanitation on its own every 2 weeks.</li> <li>6. The system will fill with 222 and water in the Alkaline Cycle with a pH 10.0-10.5 at 122 degrees F for 15 minutes.</li> <li>7. The system will then go into a Drain/Flush Cycle adding water with Neutral pH at 122 degrees F for 10 minutes.</li> <li>8. The system will then go into Alkaline/Chlorine Cycle adding 222 with water for a pH of 10.0-10.5 along with 410 to maintain 180-200 ppm total chlorine solution for 15 minutes at 122 degrees.</li> <li>9. The system will then go into a Drain/Flush Cycle adding water with a Neutral pH at 122 degrees F for 10 minutes.</li> <li>10. The system will then go into Water Flux adding water at Neutral pH at 122 degrees F for 10 minutes. Record the water flux value. If membrane does not achieve minimum water flux specified for that product when corrected to 25/15 psi and 122 degrees F, repeat steps 1 &amp; 2 with 0.2% Citric Acid Cleaner to the Alkaline Cycle.</li> <li>11. Clean and sanitize all cleaning equipment and PPE's. Return to proper storage area.</li> <li>12. Fill out sanitation log in Certdox once completed.</li> </ol>
KOCHKLEEN 410	.52 Gallons to 10 Gallons of Water	
Citric Acid	.5 Gallons to 11 Gallons of Water	
<b>Rinse Temperature</b>		
Ambient to 122 Degrees F		
<b>Application Equipment</b>		
Chemical Containers Connection Hose		
<b>Rinse Equipment</b>		
Connected Hot Water Hose		
<b>Safety Equipment</b>		
Chemical Gloves	Yes	
Goggles	Yes	
Boots	Yes	
Rain Suit or Apron	Yes	
<b>Personnel Assigned</b>		
Sanitation		
<b>Time Required</b>		
1 Hour		



## Standard Sanitation Operating Procedure (SSOP) #2

Equipment Description: Nutrient Tank Cleaning

Frequency: Monthly

Date: 4/1/2020

Rev:

Approved by: Erik Beaty

Product	Dilution	Procedures
Water	1 Spray Bottle of Water	<ol style="list-style-type: none"> <li>1. Put on required PPE's and spray water using a spray bottle on the top of the Nutrient Tank.</li> <li>2. Wipe down dust and residue off the top and around the tank.</li> <li>3. Fill out sanitation log in Certdox once completed.</li> </ol>
<b>Rinse Temperature</b>		
Ambient Temperature		
<b>Application Equipment</b>		
Shop Towel Spray Bottle		
<b>Rinse Equipment</b>		
N/A		
<b>Safety Equipment</b>		
Nitrile Gloves	Yes	
Goggles	Yes	
<b>Personnel Assigned</b>		
Sanitation		
<b>Time Required</b>		
15 Minutes		



## Standard Sanitation Operating Procedure (SSOP) #6

Equipment Description: Tool Sanitation

Frequency: DAILY

Date: 4/15/2020

Rev:

Approved by: Erik Beaty

Product	Dilution	Procedures
Water	80%	<ol style="list-style-type: none"> <li>1. When a tool is utilized for working on equipment, they must be sanitized after each use.</li> <li>2. Document which tool is needed for the required task and log what tool is needed in the tool checkout log.</li> <li>3. A daily inventory of tools is required under the production equipment tool registry.</li> <li>4. Once completed, sanitize the tool with a solution of bleach and water and wipe down tool until dry.</li> <li>5. Document return in the tool checkout log and return tool to its proper storage location.</li> </ol>
Bleach	20%	
<b>Rinse Temperature</b>		
N/A		
<b>Application Equipment</b>		
Paper Towel		
<b>Rinse Equipment</b>		
N/A		
<b>Safety Equipment</b>		
N/A		
<b>Personnel Assigned</b>		
Production Operator		
<b>Time Required</b>		
As Needed		



## Standard Sanitation Operating Procedure (SSOP) #13

Equipment Description: Trash Can Cleaning

Frequency: **DAILY**

Date: 4/15/2020

Rev:

Approved by: Erik Beaty

Product	Dilution	Procedures
N/A	N/A	<ol style="list-style-type: none"> <li>1. Inspect trash can in the Production Area and remove trash when the bin is full.</li> <li>2. Replace trash liner.</li> <li>3. Document trash removal in Certdox.</li> </ol>
<b>Rinse Temperature</b>		
N/A		
<b>Application Equipment</b>		
Trash Liner		
<b>Rinse Equipment</b>		
N/A		
<b>Safety Equipment</b>		
N/A		
<b>Personnel Assigned</b>		
Production Operator		
<b>Time Required</b>		
As Needed		



## Standard Sanitation Operating Procedure (SSOP) #14

Equipment Description: Break Room Sanitation

Frequency: **BI-WEEKLY**

Date: 4/15/2020

Rev:

Approved by: Erik Beaty

Product	Dilution	Procedures
Water	80%	<ol style="list-style-type: none"> <li>1. Fill the designated mop bucket with water and bleach.</li> <li>2. Wipe down all sinks with cleaning solution.</li> <li>3. Wipe down toilet with cleaning solution.</li> <li>4. Mop floors inside the area with bleach and water solution using the designated mop and mop bucket.</li> <li>5. Remove trash from the trash bin.</li> <li>6. Once completed, remove designated mop and bucket back to the front office area and dispose of water and trash.</li> </ol>
Bleach	20%	
<b>Rinse Temperature</b>		
N/A		
<b>Application Equipment</b>		
Paper Towel Designated Mop Bucket Designated Mop		
<b>Rinse Equipment</b>		
Water		
<b>Safety Equipment</b>		
Nitrile Gloves	Yes	
<b>Personnel Assigned</b>		
Cleaning Crew		
<b>Time Required</b>		
As Needed		