

**1.0 Scope**

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- 1.1 Sanitation controls are an element of Food Safety Plans that are required for all food processors by the Food Safety Modernization Act (FSMA).
- 1.2 The HACCP SSOP is a written procedure that Brooklyn provisions developed and implements to prevent direct contamination or adulteration of product. The HACCP SSOP supports our Cleaning & Sanitation program.
- 1.3 Brooklyn Provisions is required to maintain these written procedures on file, and they must be made available upon request.
- 1.4 These written procedures must:
  - Contain all the procedures Brooklyn Provisions will conduct daily, before and during operations: see Master Sanitation Schedule.
  - I.D. the procedures to be conducted prior to operations (pre-ops) and address the cleaning of food contact surfaces of the facility, its equipment, and utensils.
  - Specify frequency when each procedure is conducted.
  - Signed and dated by senior person in charge at Brooklyn Provisions

**2.0 Responsibilities**

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- 2.1 The Plant manager or his/her delegate are responsible for implementing and monitoring the SSOP. This task is performed daily. A preoperational procedure is in place and must be strictly followed. All findings are recorded as well as any corrective action that needs to be taken to the Sanitation responsible.

A Master Cleaning Schedule is followed to ensure that all areas are covered at the appropriate time.

GMPs are strictly enforced in everyday operations:

- 1. A description of each daily sanitation procedure conducted before, during and after operations.
- 2. Pre-Operational procedures conducted before the start of operations each day that address the cleaning of all food contact surfaces, equipment and utensils.
- 3. Identification of the individuals responsible for implementing and monitoring daily sanitation activities.
- 4. Records maintained on a daily basis to document the implementation and monitoring of SSOPs.

**2.2 management structure**

- I. President/Owner
- II. Vice President
- III. General Manager

- IV. Plant Manager
  - Production Lead
- V. QA Manager
  - QA Supervisors/ QC Technicians
  - Sanitation Personnel
- VI. Warehouse Manager
  - Receiving/ Shipping Personnel

### **3.0 Instructions for Preoperational Sanitation**

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#### **3.1 Equipment & Facility Cleaning**

All equipment will be disassembled, cleaned, and sanitized before starting production. Refer to Chemical use and Sanitation for further detailed instructions on chemical sanitation, attached. Equipment procedures are specific to each area as well as assigned tasks in that area.

- Excess food particles are manually removed from equipment.
- Equipment is rinsed with water to remove any remaining food particles.
- An approved sanitizing agent will be applied to the equipment for proper cleaning.
- Equipment is sanitized daily without exception.
- Equipment is reassembled and checked visually before proceeding.
- Monitoring and record keeping is the responsibility of the plant manager and the QA/QC Manager. Together, they will establish daily verification via visual and ATP Swabs for the cleanliness of equipment and food contact surfaces.
- During the QA Pre-Operational Inspection, ATP tests are taken from various food-contact equipment. This shall test to verify there are no residual proteins and equipment is fully cleaned.
  - a. This verifies there is no cross-contamination between non-halal products and Halal products.
- Processing corrective action is required by Line supervisors and monitored by the plant manager. QA/QC verifies the corrective action. All corrective actions are documented in SSOP Form-04 and signed.

- 3.2** There is a Pre-operational Checklist SSOP Form-01 implemented by QA before production, after sanitation, begins. All criteria must pass.

#### **4.0 Sanitation Standard Operating Procedure (SSOP)**

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Processing methods are performed under sanitary conditions to prevent direct and cross contamination of products. GMPs along with guidance from the PMO and HACCP are integral parts of food processing.

- Chemical sanitation must be at optimum levels to adhere to strict regulations from the FDA and USDA.
- AFCO issues guidelines which are kept in the front office.

#### **4.1 Sanitary Procedures for Processing**

- Employees must clean and sanitize their hands and safety shoes whenever applicable. There are hand washing stations throughout the facility and foaming the RTE room. It is advisable to walk through the foaming spray on the floor of any room equipped with one.
- Do not go outside once dressed for work (whites) and come back in without changing your clothing.
- All production equipment tables, and other contact surfaces are cleaned and sanitized each day.
- Disposable aprons, hair nets, beard covers, gloves, disposable sleeves, are all made readily available for employees. MSDS station are readily marked if any chemical is used.
- Clean uniforms are made available each day.
- First aid kits are in available at the Facility if an accident occurs requiring attention.

#### **4.2 SSOP for USDA Production Areas**

- Follow Pre-operational inspection (see program).
- Monitoring frequency and documentation (see program).
- Operational inspection (see program and GMPs).
- Monitoring and documentation Master Sanitation Schedule (see records).
- Corrective and Preventive Action SSOP Form-04.
- Product contact surface areas will be inspected for cleanliness during pre-operational duties according to the HACCP Plan and its pre-requisite program to control *Listeria monocytogenes* (Lm) through the sanitation SOP.
- Environmental Program.
- (9 CFR part 430) applies.

#### **4.3 Programs to Support Brooklyn Provisions**

#### **4.4 Objectives**

**Listeria Program:**

- Maintain records of FCS and NFCS and environmental surfaces in the processing area that are to be tested (RTE). Make sure all the identified surfaces are actively sampled and have an equal opportunity of being sampled during each sampling event.
- Include testing frequency (monthly sampling).
- Our Listeria program is a verification program of the effectiveness of our food safety program to control pathogens.

**4.5 Maintenance of Facility and Equipment:**

- Immediately fix leaky roofs, broken and cracked equipment, floors, doors, windows, etc. Suspend operations of RTE (ready to eat) products if the above becomes a potential source of contamination.
- Discard rusty, pitted tools or parts of equipment and replace them with new ones.
- The plant manager must retain a maintenance log in which it states the maintenance of the equipment repair and equipment cleaning.

**4.6 Jurisdiction:**

Because FSIS regulated products are susceptible to Lm growth, Brooklyn Provisions. has segregated USDA products Raw from RTE.

Employees in the Raw, Cooking, and Packing area must be identify by the following:

- **Raw:** Blue Hairnets/Blue Apron
- **Warehouse:** Blue Hairnets

**Whites Uniforms for all areas.**

Employees at the RTE area must be identified by the following:

- Red hairnets
- Face Mask
- Red Helmet

**4.7 PEST CONTROL**

A certified third party has been hired to implement a pest control program. The program and its device are monitored at least once a month and appropriate action is taken immediately if warranted.

**4.8 SEWAGE DISPOSAL**

Certification of the sewage system under state and local jurisdiction.

**4.9 WATER SUPPLY**

The local municipal authority will certify to the potability of the water/ and annual water testing third party lab.

**BROOKLYN PROVISIONS**  
**Sanitation Standard Operation Procedure (SSOP)**

**PP-SSOP-01-A**

**4.10 FOOD SAFETY PRACTICES**

GMP Program and employee training including correctives actions procedures, glass and utensils control program, label reconciliation procedure.

**4.11 ADVERSE PRODUCT PROCEDURE**

Detailed procedure for the recall of product in place.

**4.12 QUALITY SYSTEM**

Includes a QC program with a HOLD & RELEASE procedure, preoperative testing, production reports with verification procedures and supplier policy.

**5.0 FORMS AND RECORDS**

5.1 All records, data, check list and other information pertaining to SSOP will remain on file and be available for inspection routinely.

5.2 SSOP are documented by the Sanitation manager and the HACCP plan.

5.3 Corrective and preventive action form

5.4 Master sanitation schedule and check list.

**6.0 AFCO manuals (available in QA office and MSDS book Chemical cage).**

**AFCO application for BROOKLYN PROVISIONS**

CHEMICAL STEP	PRODUCT	AMOUNT	CONCENTRATION	TIME	TEMPERATURE
Ovens	HD3000	2.67/4gal	-	20 min	125 F
Ovens	Poni Acid 5380	1oz/gal	-	20 min	125F
Manual cleaning	Power Foam	4oz/4 gal	-	-	125 F
Floors/walls	Power Foam	5 oz/ 4 gal	-	-	125 F
Sanitizer	Vigil Quat	2oz/ 4 gal	200 ppm	Let dry	Ambient
Sanitizer/ Foaming	Vigil Quat	3 1/2oz/4 1/2 gal	1000 ppm	-	Ambient
Foot Sanitizer	Peroxy-Step	Over floor/mats	Visual	-	Ambient
Floor RTE	Perafoam	5oz/4.5gal	Mixed w/Per-Ox	-	Ambient
Floor RTE	Per-Ox 4325	2.3oz/4.5gal	Mixed w/Perafoam	-	Ambient
Equipment	Chlorilizer Plus	2 oz/4 gal	-	-	Ambient

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Equipment- All Utensils	Emerald, Green Dish Detergent	2 oz/gal	Low Viscosity		Ambient
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**7.0 Related Documents**

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7.1 NONE

**8.1 References**

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8.1 Brooklyn Provision HACCP Plan.

8.2 9CFR 416.17

8.3 FSIS Directive 5000.1, Verifying and establishment Food Safety System.

8.4 AFCO Manuals