

# Standard Operating Procedure



SOP# **CL2-002**

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Revision Date: 01/27/2023

Document Change Notice (DCN): <None>

Approvals:

Director of Quality Compliance

Initial	Date
DG	27JAN23

## Title: Sanitation Equipment and Zones

### Purpose:

To ensure the proper equipment is being used in the different sections of the warehouse to avoid cross contamination.

### Designation of Responsibilities:

Production Managers and Supervisors

Machine Operators

Engineering

Maintenance

Line Leads

Cleaning Staff

### Materials Needed:

Proper PPE

Cleaning Supplies

### Process / Procedure:

#### 1) Definition of Zones

##### A. GMP Zone

Where production takes place, storage areas for raw or finished materials, dock areas, and where materials are transported. All GMP's are enforced.

##### B. Non GMP Zone

No-production, transport, or storage of raw or finished goods is to happen in these areas. Areas include offices, cafeterias, bathrooms, lobby.

##### C. Secure Areas

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Secure areas are areas such as the data room, electrical room, and mechanical room. Access in these areas is limited only to authorized personnel. Visitors must have special visitor badges and be escorted at all times.

### D. AIB Perimeter

See SOP PT2-002 Perimeter Inspection Area (AKA AIB Line)

### E. Pedestrian, Egress and Safety Zones

Walkways and egress areas must be clear of debris and other materials. This includes storage of materials. A clear path of 36" wide must be available to all fire exits.

### F. Power and Circuit Breaker Panels

Blocking power and circuit breaker panels is forbidden. The areas must have a minimum of 36" clearance in front and around the panels.

## 2) Cleaning Equipment

In order to minimize cross contamination cleaning equipment such as mops, mop buckets, brooms, dust pans, and squeegees. Should not be used in other areas than they are identified for.

Follow CL2-001 Master Sanitation Schedule for frequency of cleaning.

A. For example: Mops and cleaning equipment that are used in the rest rooms must never be used in the break areas or production areas. Likewise, the cleaning equipment for the production must only be used in production areas. Cleaning equipment is to be color coded as follows:

1. Filling Rooms – Blue
2. Restrooms -Red
3. Production Areas and Break Areas – Yellow & Green
4. Food Contact Surfaces and Machinery – White
5. Outdoors – Black

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- B. Direct Food contact surfaces must have dedicated cleaning equipment that is never used for floors.
- C. Storage of Cleaning Equipment and Supplies
  - 1. All mop buckets must be emptied and rinsed out when not in use. They must also be emptied every night.
  - 2. Cleaning equipment must be kept in good repair at all times. Broken equipment must be replaced.
  - 3. All Cleaning Equipment must be stored neatly and securely in their appropriate location after use. Equipment is not to be left at the line or in the filling rooms when not in use.
  - 4. Cleaning Equipment specific for filling rooms must be stored near the area. Off the floor and kept clean at all times.
  - 5. Sanitation equipment must not be made of wood.
- 3) Storage Containers
  - A. Color Coding does not apply to customer supplied product already in containers.
    - 1. 5 Gallon Pails
      - a) Blue 5-gallon pails are to be used for food ingredients and food products only.
        - (1) Blue pails are to be kept with their lids on whenever they are not in use.
        - (2) Stacking blue pails inside of each other is not allowed.
          - (a) If you need to stack the pails do so with their lids securely on where the bottom of one pail sits on the lid of the one below it.
        - (3) Tags are to be attached to the pail when it is in use. Tags must include:
          - (a) Company Name of the job it is being used for.

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- (b) Work Order Number.
  - (c) Date and Time Ingredient is placed in there.
  - (d) The ingredient name.
  - (e) The lot or batch code of the ingredient.
  - (f) Signature of who put the ingredient in the pail.
- b) Red 5 gallon pails may be used for water not used for process, waste product, etc. if properly marked for their use.
2. Galvanized Pails are to be used for the steam tunnel to catch water that drips of the machine.
3. Totes
- a) Blue-Production:
    - (1) Used to hold good product that is ready to continue through the process.
  - b) Yellow-Rework:
    - (1) Used to hold product that is going to be reworked. (Example: Stick packs that we are cutting open to reclaim the material inside.)
  - c) Red-Reject:
    - (1) Used to hold product that will be scrapped.
  - d) Green-Retains:
    - (1) Used to hold retains to turn into Quality.

### Reference Documents:

- CL2-001 Master Sanitation Schedule
- PT2-002 Perimeter Inspection Area (AKA AIB Line)

### Revision History:

Revision	Date	Description of change	DCN#
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## Title: Sanitation Equipment and Zones

A	12/27/17	Added Pedestrian, Egress and Safety Zone & Power Panels	N/A
B	12/18/18	Added Cleaning Equipment Clarification	N/A
C	1/29/21	Added Product Storage Containers	N/A
D	1/27/23	Updated equipment requirements and clarified storage containers	N/A

End SOP:      SOP No: CL2-002      Title: Sanitation Equipment and Zones

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